

Gatehouse School



HEALTH & SAFETY POLICY

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About Health and Safety

Health and safety aims to reduce injury and ill-health that arises out of work activities. Workplace injury and ill-health are mostly not the result of unusual or exceptional circumstances.

A comprehensive assessment of potential risks in all areas of the school and in all activities can prevent both injury and ill-health significantly. This is what the health and safety policy at Gatehouse School sets out to achieve.

The academic and bursarial departments at Gatehouse School share the responsibility for implementing the health and safety policy of the school specifically in relation to their particular department.

The issues concerned may differ between departments. This policy aims to address the whole range of issues that can arise.

The policy is a working document to help the Senior Leadership Team fulfil their responsibilities. The Bursar will be responsible for revising the policy from time to time and keeping it up to date.

The policy contains procedures. It does not include risk assessments. These are filed separately.

Who should read this policy?

This policy should be accessible to all staff at the school. As part of their induction training, all new staff should be shown how to access the manual either as a hard copy or preferably on the school computer network.

- All members of staff should read and note the health & safety policy statement and section 2. Key functions in health & safety management, particularly in relation to their individual role.
- The Senior Leadership Team should read the whole policy and note issues of relevance.
- The senior leadership team should identify relevant sections in the manual that apply to their staff and ensure that risk assessments have been completed for all activities in their department, and that staff have been given the appropriate information and training.
- All staff should be reminded of the importance of reporting hazards, accidents and incidents and be encouraged to do so.

HEALTH & SAFETY POLICY

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HEALTH & SAFETY POLICY STATEMENT

Gatehouse School's policy is to provide, and maintain, safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such training & supervision as they need for this purpose. We also accept our responsibility for the health & safety of pupils, guests, visitors and contractors on the school's premises and for pupils, teachers and others when participating in off-site activities elsewhere. Our aim is to take all reasonable steps to create a safe environment for our pupils, staff and all others who visit Gatehouse School.

Gatehouse School is committed to achieving high standards; hence it follows that minimising risk to people and property is inseparable from all other school objectives. The school encourages the active participation of all staff in the achievement of our safety goals. We encourage full and effective two-way consultation on health and safety matters by utilising the management structure of the school and the Works Committee which meets to consider health & safety issues on a weekly basis.

The allocation of duties to implement this policy is set out below:

School Governors provide leadership by developing a culture within the school that incorporates health and safety into all activities.

- The Headteacher, Bursar and Health & Safety Coordinator ensure effective implementation of the policy by making arrangements for the involvement of staff at all levels in health and safety.
- The School's health and safety consultant provides advice and guidance on policy and the effectiveness of school's procedures.
- The Headteacher and Bursar promote a responsible attitude towards health and safety by day-to-day management in accordance with the policy and provide a safe environment for all, in their areas of responsibility. They also arrange induction training for new employees, maintain training records and ensure legal compliance with accident reporting procedures.
- The Senior Management Team and support staff monitor the ongoing effectiveness of facilities, equipment and systems, including emergency systems to ensure the safety of all at Gatehouse School.
- Staff, pupils, visitors and contractors are expected to take all reasonable care of themselves and for the health and safety of others at Gatehouse School and recognise that controlling health and safety risks is an essential part of everyone's daily life.

Our policy will be kept up-to-date and in line with changes in current legislation. To ensure this, the policy and the way in which it has operated will be reviewed regularly (see review box at the start of policy).

2. KEY FUNCTIONS IN HEALTH & SAFETY MANAGEMENT

School Governors

- Ratify the health & safety policy.
- Monitor health & safety performance by receiving reports from the Health & Safety Coordinator.

Bursar

- Appoint specialist health & safety consultant.
- To review health and safety audits and ensure that corrective action is implemented as necessary within agreed time frames.
- Annual review of health & safety policy.
- Attend weekly Works Committee meetings.
- Arrange annual inspections of water storage tanks
- Arrange annual service of gas boilers.
- Manage day-to-day health and safety matters in accordance with the school policy.
- Ensure the safety policy is understood and implemented by all staff.
- Check that any regular requirements and periodic inspections have been completed
- Arrange for portable appliance testing in accordance with the School's procedures.
- Ensure legal compliance with RIDDOR accident reporting procedures throughout the school.
- Follow up on advice and guidance by the H&S Consultant (Universal Safety Management).

Health & Safety Coordinator

- Participate in the school Works Committee with specific responsibility for raising Health & Safety issues and ensuring action points are progressed.
- Review all accidents and near-miss incidents.
- Day-to-day management of curriculum based health & safety in accordance with this policy
- Ensure adequate site fire and emergency procedures are in place.
- Arrange for Senior Leadership Team to be informed and trained where necessary.
- Develop and assist in the implementation of the health & safety policy / covid precaution measures.
- Conduct audits and inspections as requested.
- Respond to requests for information or for advice.
- Be responsible for ensuring risk assessments are completed in accordance with the separate Risk Assessment Policy; ensure risk assessments are filed and reviewed as necessary.
- Pass information received on health & safety matters to appropriate people.
- Help in accident or incident investigations where requested.

Premises Manager

- Conduct weekly testing of fire alarm and emergency lighting systems.
- Arrange for premises staff to be informed and trained.
- Check procedures are followed in the department.

- Ensure all injuries and other accidents are reported and investigated.
- Provide general Health & Safety induction training for new premises employees.
- Manage COSH records and ensure compliance with all regulations.
- Be responsible for the asbestos management plan
- Be responsible for regular water temperature monitoring.
- Report health and safety problems to the Bursar.
- Arrange for the fire alarm systems and emergency lighting to be maintained
- Arrange annual inspection of fire extinguishers.
- Supervise Fire Drills and record evacuation times.

School Receptionist

- Sign in and out all visitors and records their presence in the building.
- Print out registers and give to the Headteacher.

School Nurse

- Be responsible for coordinating the school's first aid provision
- Record all accidents within school hours. via COMPS
- Help in accident or incident investigations where requested.
- Participate in the school medical Committee.

Other non-academic staff

- Check work area is safe.
- Check equipment used is safe before use.
- Ensure protective equipment is used when needed.
- Bring problems to their line manager's attention.

Academic Staff

Headteacher

- Act on directives from the works committee within an agreed time frame.
- Pass information received on health & safety matters to appropriate people.
- Bring to the attention of the Bursar any concerns relating to health and safety.
- Review health and safety issues with the Senior Leadership Team.
- Check health and safety procedures are being followed.
- Review accident and ill-health records and near-miss reports and take action as necessary.

Teachers

- Ensure the safety policy is understood and implemented by all pupils within the classroom and department.
- Conduct risk assessments before all practical work and ensure adequate control procedures are in place.
- Review risk assessments on completion of practical work and inform Senior Leadership Team of any hazards not adequately controlled.

- Carry out visual safety checks of classroom/work areas and equipment before use.
- Participate in health & safety inspections as required.
- Conduct risk assessments for all Educational Visits and review these following each Educational visit to ensure lessons learned are applied to future excursions.
- Assist in accident investigation.
- Report any health and safety issues and areas of concern to the H&S Coordinator or Bursar.

All Employees

- In addition to the specific responsibilities detailed earlier in this section all employees of the school must take reasonable care as in regards to themselves and other persons who may be affected by their actions.
- Wear and use all personal protective equipment and safety devices that are provided by the school for their protection.
- Observe all safety rules and regulations both statutory and school and conform to any safe systems of work that may be developed.
- Must report all accidents, incidents and damage to their immediate supervisor.

WORKS COMMITTEE

Overall aims

To act as a focus for Health & Safety issues in the school and to ensure that all members of the school receive sufficient information and encouragement to maintain high standards of Health & Safety.

Terms of Reference

- To monitor the school's overall Health and Safety Policy.
- To review all accidents and incidents with particular emphasis on action to avoid recurrence.
- To monitor accident statistics within the school looking for trends.
- To consider staff health and safety training needs.
- To promote health and safety awareness in the school and examine ways of achieving this.

Composition of Committee

It is important that the committee contains a 'mix' of people covering a spread of department interests. Above all, members should be 'enthusiasts' for health and safety and at all times set a good example to others. The committee shall comprise, but not be restricted to:

- The Headteacher
- The Bursar
- The Deputy Bursar
- The Deputy Head
- The Health & Safety Coordinator
- The Premises Manager
- The Head of Games

Frequency of meetings

The committee will usually meet weekly during term times. Minutes will be taken and recorded.

3. HEALTH & SAFETY RISK ASSESSMENT

Risk Assessment Policy

The School has a separate risk assessment policy which should be referred to. This can be accessed from the policies folder on "Teachers Area" of the school IT network.

A copy of the risk assessment policy is included in appendices of this policy.

Objectives

The objectives set out in the risk assessment policy are:

- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk.
- That identified control measures are implemented to control risk so far as reasonably practicable.
- That those affected by school activities have received suitable information on what to do.
- That risk assessments are recorded and reviewed when appropriate.

Specific Risk Assessments

Specific Risk Assessments are carried out by external contractors, on behalf of the School, periodically:

Fire Risk Assessment – annually – by Universal Safety Management

Water Hygiene and Systems – every two years – by Water Monitoring Ltd.

Asbestos Management – every 5 years or as required – by Lucion Environmental

Whole School Risk Assessment - every two years – by Universal Safety Management

4. ACCIDENT REPORTING PROCEDURES

Definition

- An accident is any unplanned event that results in injury or ill-health of people, damage or loss of property, products, materials or the environment or a loss of business opportunity.
- Accident reporting is a formal written procedure, which must follow every accident.

Accident Reporting

- All accidents, no matter how minor must be recorded on CPOMS.
- In the event of death, a specified major injury or a dangerous occurrence (refer 3. below) the Bursar and Head must be notified immediately.
- In the case of minor injuries, property damage or near-miss incidents, it is the responsibility of each employee to complete an accident report via CPOMS if they or one of their staff or pupils were involved in an incident at the school.
- Where an accident involves anyone other than Gatehouse school staff, the school nurse is responsible for completing the accident report within school working hours. If an injury or incident occurs during an after school club activity or in the after school club (ASC), then it is the adult responsible for that club to record the accident via CPOMS.

Legal Obligations

Reporting accidents and ill-health at work is a legal requirement. We have legal obligations under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and the subsequent Reporting of Injuries, Diseases and Dangerous Occurrences (Amendment) Regulations 2013 – collectively known as “RIDDOR”.

RIDDOR requires the reporting of work related accidents, diseases and dangerous occurrences. It applies to all work activities, but not to all incidents.

Further information and advice about RIDDOR reporting requirements can be found in the HSE Information Sheet EDIS1:

“Incident Reporting in Schools (Accidents, Diseases and Dangerous Occurrences)”

A copy of this document is included in the appendices of this policy.

RIDDOR reports can, in most cases be filed online at: <http://www.hse.gov.uk/riddor/report.htm>

Fatal injuries and “specified injuries” should be reported by telephoning the

HSE Incident Contact Centre: 0345 300 9923 (open Mon-Fri 8.30am to 5pm).

The list of “specified injuries” includes:

- > fractures, other than to fingers, thumbs and toes
- > amputations
- > any injury likely to lead to permanent loss of sight or reduction in sight
- > any crush injury to the head or torso causing damage to the brain or internal organs
- > serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- > any scalping requiring hospital treatment
- > any loss of consciousness caused by a head injury or asphyxia
- > any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

Person responsible

It is the responsibility of the Bursar to carry out the necessary notification immediately, then to complete the RIDDOR form and send to the enforcing authority within ten (10) days of the injury or dangerous occurrence. The Head should be notified immediately of all major accidents.

Accident Records

From January 2004, the accident records must be compliant with the data protection legislation. This ensures that personal details of those injured are protected. Accident records are stored in line with our Data Protection Policy.

5. SAFETY TRAINING, INDUCTION & EMPLOYEE INFORMATION

Legal Requirements

Training is a legal requirement in many of the Health and Safety Regulations. Under Section 2 (c) of the Health and Safety at Work etc. Act 1974; there is a legal obligation for all employees to be: -

- Trained and provided with information, instruction and supervision.
- To ensure their health and safety so far as is reasonably practicable.

Responsibility

It is the responsibility of all levels of management under the guidance of the Head and the Bursar to ensure that all employees receive safety training.

Academic and support staff department heads are responsible for induction training in all aspects of safety, which must be done on the first day of employment, and for the regular instruction of all employees under their control.

Health & Safety

The Bursar is responsible for arranging specific courses to ensure health & safety training needs throughout the school are met. These will include: -

- First Aid and Emergency Aid.
- Health & Safety Qualifications.
- Fire Safety.
- COSHH.
- Manual Handling.
- Display Screen Assessment.

Induction training

Induction training for all employees should include:

- How to report Health & Safety concerns
- Fire evacuation procedures
- Where to read the school's health & safety policy
- Any relevant C.O.S.H.H. or other job related safety information.
- Who to go to if first aid is required.

Training Records

Proper training records must be produced and maintained for each member of staff and must contain records of induction, refresher and other training and must be available for examination when required.

On-going Training

Training is an important element in ensuring health and safety at the School and will be conducted on a regular basis. In addition to induction training, The Senior Leadership Team will be expected to arrange on-the-job training on an as needed basis.

Below is a link to the DFE website with guidance on H&S responsibilities for schools, which should be used as an additional resource.

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>

Training Objective

First Aid

The HSE Guidance Document INDG214:

"First Aid at Work – Your Questions Answered"

provides advice and self-assessment criteria regarding the number of first aiders and the training level required. A copy of this document can be found in appendices of this policy.

At Gatehouse School it is our policy to have at least two members of staff trained in Emergency First Aid at Work. There is also a requirement with the "Statutory Framework for the Early Years Foundation Stage" for us to have sufficient members of staff trained in Paediatric First Aid to ensure that at least one person who has a current paediatric first aid certificate is on the premises and available at all times when children are present, and must accompany children on outings.

COSHH Training

- The Premises Manager be trained on COSHH assessment.
- ALL USERS of hazardous substances to receive training in the safe use of particular hazardous substances used and emergency procedures.

Manual Handling

- The Premises Manager to be trained on manual handling assessment.
- ALL those involved in manual handling, where a risk remains despite the implementation of other control procedures, should receive manual handling training.

6. FIRE & EMERGENCY PROCEDURES

Introduction

The Bursar and Premises Manager are responsible for ensuring that adequate fire and emergency procedures are in place.

- The Bursar is responsible for ensuring that Fire Risk Assessments have been completed covering the whole school.
- All staff and pupils have a responsibility for their own safety, the safety of their colleagues, guests, visitors and the school's contractors in the event of a fire or other emergency.

General Fire Precautions

The Regulatory Reform (Fire Safety) Order 2005 requires employers to formally assess the risk of fire to their employees at work as part of the general risk assessment required by the regulations.

The above legislation requires employers to provide:

- Means of detecting fire and giving warning
- Means of escape
- Means of fire fighting
- The training of staff in firefighting.

The School's Responsibilities

- An audible fire alarm system must be installed and must be capable of being heard in all areas of the school.
- All alarm systems (e.g. break glass systems) must be simple to operate, be in a conspicuous position and have clear operating instructions.
- All fire alarm systems must be checked by operation at least once every 3 months. All false alarms must be investigated and the incident recorded.
- All areas of escape must be clearly marked and those exits kept free from all obstruction. No fire exits will be locked other than by crash bars and bolts or other similar approved devices.
- Suitable and sufficient Fire Doors must be provided, capable of isolating areas of the accommodation and an emergency lighting system must automatically operate during evacuation if the main lighting system fails.
- Portable fire extinguishers of the correct type must be provided throughout all the school buildings. They should only be used in an emergency by those staff that have received training in the practical use of fire extinguishers.
- All equipment/apparatus provided to extinguish fires must be overhauled at least annually. It must be replenished immediately if partially or totally discharged whether by accident or design.
- A comprehensive emergency evacuation procedure must be devised and occupants must carry out regular drills to ensure familiarity i.e. once each term. Copies of the procedure must be conspicuously posted on notice boards.
- The evacuation procedure must include special arrangements for physically disabled or sensory-impaired staff, pupils or visitors to the school.

Responsibilities of the Senior Leadership Team

- To ensure that all staff are aware of their responsibilities in the event that the school needs to be evacuated.
- Review the findings of the fire risk assessment and take action where appropriate in accordance with recommendations made.
- Ensure all pupils, visitors, staff and temporary staff must be shown where the fire exits are situated.
- Report any faults with fire safety equipment to the Premises Manager immediately.
- Encourage staff to be vigilant in ensuring exit routes are kept free of obstructions.

Practical Fire Safety and Prevention for All Staff

- All fire exit routes and fire doors must be kept free of obstructions at all times.
- Fire doors must be kept shut at all times and not held open by any means other than where Dorgard units are installed.
- Fire extinguishers and fire blankets must be stored on the correct wall bracket or fire station and not moved to other locations or employed for other purposes, e.g. door stop. They must be at readily accessible heights and conspicuously marked with an unobstructed sign at high level. Fire extinguishers must only be used by those staff who have received training in their practical use.
- Good housekeeping and tidy storage of all materials and waste will reduce the risk of a fire.
- Report any faults on electrical or gas equipment and cease the use of it if there is an obvious or real risk of a fire.

Fire Training

General Staff training in fire evacuation procedure must include:

- Safe evacuation of pupils from the premises is the priority for all staff
- Keep calm, quiet and do not panic.
- Operate the nearest fire alarm point.
- If possible, turn off the gas or electric supply to all equipment
- Close doors and windows if practicable.
- Do not attempt to extinguish or smother the fire unless it is safe to do so.
- Leave the premises in an orderly manner by the nearest available safe route.
- Proceed to the nominated Assembly Point.
- The Senior person at the incident will take responsibility for reporting any missing staff to the Fire Brigade as soon as they arrive.

Only staff who have received fire training, including practical use of firefighting equipment, must attempt to extinguish any small fire and then the following applies:

- Personal safety is paramount and no risks must be taken.
- If the fire gets larger, cease any attempts to extinguish it and leave the premises.
- Attempt to extinguish or smother the fire by using only the correct extinguisher or fire blanket. If in any doubt at all, do not attempt to tackle the fire.

All staff should undergo an approved fire-fighting course, which would include practical use of fire extinguishers.

Fire Evacuation Procedure

Gatehouse School publishes a separate Fire Evacuation Procedure which should be followed at all times. Staff should be aware of this procedure.

A copy of the Fire Evacuation Procedure can be found in appendices.

7. OUT OF SCHOOL VISITS

Out of school visits have been restricted due to COVID the school will follow all government guidelines and school visits will only proceed when considered safe according to the Department for Education. This will be kept under review.

Pupils are encouraged to enjoy a wide range of extra-curricular activities at Gatehouse School. A number of these will be conducted offsite and range from day/evening visits locally to trips abroad.

We take note of the HSE Guidance Document:

"School Trips and Outdoor Learning Activities" a copy of which is included in the appendices of this policy

Parental Consent

Parents will be made aware of the likely risks and their management so that consent can be given or refused on an informed basis. Parental consent will be required for all such activities. Overseas trips, trips involving an overnight stay and hazardous activities will require specific consent. Parents will be given full information on the trip / nature of the hazardous activity.

Visit approval

All off-site activities require approval from the Head.

For every educational visit there will be a Group Leader who manages the whole visit and approval will be conditional upon a satisfactory risk assessment and emergency arrangements. Any visit near water additionally requires an alternative plan B to be implemented in inclement weather conditions.

Competence

The Head should set the standards of competence required for each type of visit and approve the assignment of competent staff.

Educational Visits Policy

A separate policy exists which details all the procedures to be followed in respect of planning and participation in educational visits.

Review

The Educational Visits Policy and any procedures should be regularly reviewed and informed by good practice.

8. HAZARDOUS SUBSTANCES

COSHH ASSESSMENT

Definitions

Substances that are 'hazardous to health' include substances labelled as dangerous (i.e. very toxic, toxic, harmful, irritant or corrosive) under other statutory requirements, agricultural pesticides and other chemicals and substances with occupational exposure limits. They also include harmful micro-organisms and substantial quantities of dust and indeed any material, mixture or compound used at work, or arising from work activities, which can harm people's health.

Assessment

- An assessment is required to identify all hazardous substances, which are used at each location. All cleaning products and other potentially hazardous products are listed on the following page and all hazardous products have been identified.
- All chemicals are purchased from approved suppliers and no other hazardous substances can be used under any circumstances.
- We have endeavoured to find the least hazardous chemical for each specific task - and we will substitute less hazardous chemicals if and when these become available. We rely to a large extent on the manufacturers and suppliers of these products to keep us abreast of new developments.
- The safety data sheets, which are easily accessible at all times, detail specific information about each of these substances. Our policy is to update this information whenever our suppliers provide new information, or whenever a new product is purchased.

Staff Information

All staff who use these chemicals have been informed about the hazards - and know where to find information about each product should this ever be required. Staff training is conducted by the suppliers of these products on an annual basis.

Personal Protective Equipment (PPE)

- PPE (e.g. gloves) will be available for staff. All PPE will be kept in good condition and replaced as necessary.
- Hands should always be washed after using chemicals.
- Any cuts should be properly covered with a blue waterproof plaster, and then rubber gloves worn, before handling any chemical.

Supervision

Department Heads must supervise staff especially those who have only recently been trained to ensure:

- They are using chemicals in the correct way
- PPE is worn where appropriate

Pesticide Use

- All pesticides will be safely and securely stored and will be under lock and key except when being manipulated.

Science Teaching

The Association for Science Education (ASE), publishes a handbook resource specifically for primary schools named "Be Safe". Gatehouse School staff are expected to follow the guidance in this publication a copy of which is available from the School's Science Coordinator.

The school's Science Coordinator, in conjunction with the Health & Safety Coordinator, will be responsible for ensuring that safe practices are adopted throughout the school in all practical aspects of the science curriculum.

9. MANAGEMENT OF ASBESTOS

Introduction

Asbestos is no longer manufactured in the UK and is not used in new building materials. However, it has been used extensively in the past for many purposes and may be present in areas such as floor and ceiling tiles, cement cladding, gutters and pipe lagging. The risk from asbestos comes from inhaling its fibres, which can cause cancer in the chest lining and lungs. If asbestos fibres do not become airborne, e.g. if the asbestos is in good condition and not disturbed, exposure does not occur. People in the building and maintenance trades can be inadvertently exposed when working in buildings. This can lead to repeated exposure, which may be high depending on the tools being used.

Identification

An inspection or survey of the premises has been carried out by a specialist contractor to establish if there is asbestos, how much and in what condition. All materials that cannot be ruled out will be presumed to contain asbestos. This inspection will be reviewed or repeated at intervals of not less than 5 years or after significant building work or alterations have been carried out.

Materials may be sampled to establish whether asbestos is present.

Asbestos Register

A detailed and accurate record of the findings will be made including, whether asbestos containing materials are present, where they are located, what condition they are in and what type of asbestos is there (if known). The Bursar will hold the Register.

Risk Assessment

Where asbestos is present or liable to be present a risk assessment will be carried out to produce a ranking of materials that reflects the risk they present to people working on or near them.

A standardised assessment approach based on that suggested by HSE in MDHS100 will be used.

The assessment will consider the **hazards** the materials present to human health in terms of their likelihood of releasing fibres into the environments. The potential for fibre release can be determined by these factors (material assessment)

- Type of material and properties (friability)
- Type of asbestos used
- Condition of material or sealant

The **risk** they present to people working on or near them can be determined by considered these factors

- Occupant activity
- Likelihood of disturbance
- Human potential exposure
- Maintenance activity

Management Plan

The **Bursar** will coordinate with relevant contractor to prepare and implement a plan setting out how the risks from any asbestos found will be managed based on the following.

Good condition
<ul style="list-style-type: none">● Monitor condition yearly● Employees, contractors, and other workers likely to disturb material informed
Minor damage
<ul style="list-style-type: none">● Repair or encapsulate material● Label and monitor the condition of material 6 monthly● Employees, contractors, and other workers likely to disturb material informed
Poor condition
<ul style="list-style-type: none">● Remove
Asbestos disturbed
<ul style="list-style-type: none">● Remove

- If the assessment indicates that any repair or removal work needs to be done this will be prioritised and carried out by a specialist/licensed contractor.
- Where asbestos-containing material is in a sound condition it will be left in place and labelled as such.
- If asbestos or anything suspected of containing asbestos is found during work in any area where asbestos has not been previously identified, work **MUST STOP**. The area will be protected from further damage and a specialist contractor consulted to sample the material and further actions determined on the result of analysis.
- Checks will be carried out to ensure that the material remains in a safe condition at a frequency dependant on the likelihood of damage (to be determined for each situation – each term or yearly) and that signs are still present, clear and readable. Records to be kept with the Register.
- Our policy is to review management options in cases of deterioration.

Information

Information about the location and condition of asbestos containing materials will be provided to employees, building maintenance contractors, and other visiting contractors including telephone/computer engineers. Where applicable they will be told that there are potential risks to their health if they disturb it and of the possibility of coming across hidden asbestos materials.

Contractors are not permitted to start work before they are given the relevant information on any asbestos present and are issued with a permit to work.

10. WORK EQUIPMENT

Definition

Workplace equipment is defined as 'any machinery, appliance, tool or installation for use at work. This includes items such as hand tools, ladders, woodworking machines, power presses and fall arrest equipment.

Legislation

The two principal sets of regulations covering the safe use of work equipment are the "Provision and Use of Work Equipment Regulations 1998" (PUWER) and the "Lifting Operations and Lifting Equipment Regulations 1998" (LOLER).

- PUWER requires employers to select work equipment suitable for the work it is supposed to do and ensure it is used according to the manufacturer's instructions.
- The regulations also require employers to inspect work equipment where significant safety risks could result from incorrect installation or relocation, deterioration, or as a result of exceptional circumstances.
- In addition, PUWER requires employers to assess all mobile work equipment that is used at a workplace and install appropriate safety devices, such as adequate braking devices, to enable mobile equipment to brake properly on gradients, or protective cages to protect operators in the event of mobile equipment rolling over.
- LOLER applies over and above the general requirements of PUWER in dealing with specific hazards and risks associated with lifting equipment and lifting operations.

Risk Assessments

It is a requirement under the above regulations to conduct risk assessments for all activities involving the use of work equipment.

Training and Instruction

It is the responsibility of the school to ensure that work equipment is operated in a safe and correct manner. Managers, supervisors and operators must receive adequate training and instruction on the safe use of work equipment and how to report any defects.

Training will include:

- All health and safety aspects arising from the use of work equipment;
- Any limitations on these uses;
- Any foreseeable difficulties that could arise
- The methods for dealing with them.

In addition to the above, for certain types of machine, specific training requirements exist and guidelines are available. These will be covered in detail in the specific risk assessments.

Training will be provided if there is a change in the working procedures or if any new technology or equipment is introduced into the workplace.

Employee responsibility

Employees, especially machinery operators have a legal responsibility to ensure that work equipment is used in as safe a manner as possible. Machinery operators will be reminded of their responsibility as part of their training.

Lighting

Another essential requirement in ensuring the safe operation of work equipment is the provision of adequate lighting. The school is responsible for ensuring that lighting in the workplace will be sufficient to:

- Allow people to notice hazards and risks

- Be suitable for the environment and type of work;
- Allow people to see properly and discriminate between colours;
- Not cause glare, flicker or stroboscopic effects;
- Not result in excessive differences in luminance within an area or between adjacent areas
- Be suitably positioned so that it can be maintained or replaced, and disposed of safely.

Emergency lighting

In addition, employers are required to provide suitable and sufficient emergency lighting where a failure in the artificial lighting would put employees at risk. Emergency lighting must also be tested and checked at regular intervals to ensure it works properly – the more hazardous the environment, the more frequently it needs to be checked.

Ventilation

Good ventilation is also important for a safe and healthy workplace. The school is responsible for ensuring that workplaces are properly ventilated by an appropriate quantity of fresh or purified air so that stale, hot or humid air is replaced at a reasonable rate and that unpleasant smells are minimised.

Where mechanical ventilation systems are installed, these will be regularly tested, cleaned and maintained so that the system remains free of contamination and continues to work efficiently. However, in all cases, workers should not be exposed to uncomfortable draughts – and this applies whether air is supplied through a window opening or by an air conditioning system. This means that the direction of airflow has to be controlled where mechanical systems are used.

11. WORKING AT HEIGHT

Definition

The HSE defines work at height as work in any place – including at, above or below ground level – where a person could fall a distance liable to cause them personal injury.

In practical terms this covers a wide range of activities, such as:

- Using a ladder to carry out window cleaning, maintenance and other tasks;
- Working on a flat roof, scaffold or from a mobile elevated work platform;
- Working on the back of a lorry or climbing fixed structures to perform maintenance activities
- Working at ground level close to an excavation area that someone could fall into.

Legislation

The "Work at Height Regulations 2005" (WAHR) came into force on April 6, 2005. The overriding principle of these regulations requires employers to do all that is reasonably practicable to prevent anyone falling.

The Regulations set out a simple hierarchy for managing and selecting equipment for work at height. The school must ensure that:

- Work at height is avoided where possible;
- Work equipment or other measures are used to prevent falls when working at height.
- Where the risk of fall cannot be eliminated, work equipment or other measures are used to prevent accidents.

The Regulations require the school to ensure:

- All work at height is properly planned and organised;
- All work at height takes account of weather conditions that could endanger health and safety;
- Those involved in work at height are trained and competent;
- The place where work at height is done is safe;
- Equipment for work at height is appropriately inspected; the risks from fragile surfaces are properly controlled;
- The risks from falling objects are properly controlled.

Risk Assessments

It is a requirement under the above regulations to conduct risk assessments for all activities involving work at height.

Training and Instruction

It is the responsibility of the school to ensure that everyone involved in the work is competent (or, if being trained, is supervised by a competent person). This includes involvement in organisation, planning, supervision, and the supply and maintenance of equipment.

12. MAINTENANCE

Building and Equipment

- All buildings and equipment will be kept in good repair and condition and service contracts will be maintained for all major items.
- Work equipment must be maintained so that it continues to operate correctly and does not put people at risk.
- Maintenance activities will only be carried out by competent individuals who are trained to do the work and will be carried out in accordance with any manufacturer's recommendation relating to the equipment.
- Copies of all service contracts will be kept and all service visits under these contracts will be recorded.
- Any defects to equipment noted by users should be notified to the Premises Manager
- If a risk of injury exists, use of the equipment must stop.
- It is the responsibility of the individual to ensure classrooms etc. are secured when left i.e. windows shut, lights off.
- Corrective action taken in relation to any defect notified by user, service engineer or as a result of periodic inspection should be recorded. The Premises Manager should take action to stop use if deemed necessary by a competent person following an inspection.

Electricity at Work

Legislation

The "Electrical Equipment (Safety) Regulations 1994" require that electrical equipment must be safe for humans and domestic animals, but also must not cause damage to property. Electrical equipment that satisfies the requirements of the 1994 Regulations must have the "CE marking" affixed to it. The Electrical Equipment (Safety) Regulations 1994 were revoked on 8 December 2016, but continue to apply to relevant products placed on the market prior to this date.

Electrical safety in workplaces is specifically legislated for over and above the general duty of care owed by employers to their employees and members of the public under the HSE Act. The Electricity at Work Regulations 1989 establishes general principles of electrical safety. The regulations not only require employers to prevent electric shock, but also have regard to all foreseeable risks. These should include the suitability, design, construction and installation of electrical equipment for specific tasks.

Actions to comply

The School will take all necessary steps to comply with the above regulations. The school recognises that they have to introduce a formalised system of maintenance for all electrical systems.

- The school will ensure that fixed electrical installations are inspected and tested by a competent person at least every 5 years.
- The school will prepare an inventory of all electrical apparatus used in the School and this will be routinely inspected and tested and an appropriate register kept. All such apparatus will be visually inspected at the start of each term and any defects rectified. Where pupils bring electrical equipment onto the school premises, the school will write to the pupil's parents to the effect that the school expects all equipment to be to a high standard of manufacture and maintenance.

- Portable Appliance Testing is carried out annually by a suitably experienced external contractor under the supervision of the Premises Manager.

GAS SAFETY

The gas supply only services the heating system boilers. The gas boilers are maintained in accordance with the manufacturers specification and are serviced annually. Only "Gas Safe" registered contractors are allowed to service the boilers or work on the gas supply.

The gas supply can be isolated from outside of the main building.

KITCHEN AND CATERING

Catering at Gatehouse School is under Holroyd Howe who takes care of every aspect of our catering. They are professionals in the field of school catering and are highly regarded.

They state: "It's our Health and Safety policy of Holroyd Howe in partnership with our clients to promote, so far as is reasonably practicable, the health, safety, and welfare of our employees and people who are not our employees, but who may be affected by our work activities, including contractors, customers, and visitors."

We recognise its responsibility for the safety of its pupils and staff and the need for awareness of the risk to individuals who may suffer from allergies or intolerances, particularly those that carry a life threatening reaction. The School recognises that we have staff as well as pupils on our roll who suffer from an identified allergy; most commonly these include peanut, tree nut, milk, egg, soy, wheat, fish and shellfish. Staff need to be aware that other members of staff and some pupils may be allergic to certain other foods. It is the responsibility of our staff to gain an understanding of the individual needs of the pupils in their care.

We seek to raise awareness; clarify practice and reassure staff by providing them with guidelines to adhere to when working with pupils who have an identified allergy.

We aim to identify the potential threats and the actions which the School and parents can reasonably take to prevent the presence of foodstuffs containing allergens in the School. We identify safeguarding and training requirements amongst staff and pupils in order to reduce, as far as possible, the risk of an allergic reaction.

Potential Risks:

- Any food on the School premises provided by ourselves or from outside.
- Food brought into school for food projects.
- Contact between persons who have handled foodstuffs known to present a risk of an allergic reaction (in or outside school) and allergy sufferers, without appropriate handwashing.
- Catering for our events.
- Misinterpretation or a lack of understanding of the differences between a life threatening 'allergy' or an 'intolerance' which may produce milder symptoms.
- Lists of ingredients not explicitly naming the allergen (e.g. casein and whey as milk derivate, arachis oil is another name for peanut oil).

All areas deemed unsafe for the children are behind closed and locked doors. Food is checked for suitable temperature. Holroyd Howe has an excellent rate of cleanliness and hygiene; all staff are highly trained through a regular rolling programme.

13. LEGIONELLA CONTROL & WATER HYGIENE

Introduction

- Legionnaires' disease is a potentially fatal type of pneumonia contracted by inhaling tiny airborne droplets containing legionella bacteria. Legionella bacteria are common and can be found in water systems, wet air conditioning plant, spa baths/whirlpools and fountains and water features.
- Water systems must be operated so as not to allow proliferation of the organisms and to reduce exposure to water droplets and aerosol.
- The Approved Code of Practice and guidance, L8 "Legionnaires' disease – The Control of legionella bacteria in water systems" gives practical advice on the requirements to meet regulations such as COSHH 2002 (concerning the risk of exposure to Legionella bacteria) and the Management of Health and safety at work Regulations 1999.

Identification and risk assessment

A specialist external contractor will be appointed to carry out a Risk Assessment.

Monitoring of precautions

The contractor will carry out testing of water samples on a periodic basis as identified in the risk assessment. The risk assessment will also identify regular maintenance and testing which will be carried out by the school's staff on a regular basis.

Any maintenance issues or shortcomings with equipment or pipe work identified in the risk assessment will be rectified. The Bursar and the Premises Manager will be responsible for ensuring these tasks are completed within a reasonable time scale.

14. MANUAL HANDLING

Introduction

Manual handling means the movement of a load from one place to another by the application of physical effort, and includes lifting, carrying, pushing or pulling.

Our aim is to reduce the risk of injury to Gatehouse School staff and pupils. Before any manual handling task, the following points should be considered: -

1. Assess the weight of the load.
2. Can manual handling of the load be avoided and mechanical assistance be used instead? This could include the use of a trolley or lift.
3. If not, do you need help moving the load?
4. If more than one person is involved, you must work as a team with one person supervising.

You can reduce the risks of injury: -

- Store loads at waist height.
- Use good handling technique (see training notes).
- Use task rotation.
- Make the loads smaller and easier to handle.
- Do not over-reach or twist when manual handling.
- Make sure assistance is available if necessary.
- Do not overload rubbish bags.
- Make allowance for reduced strength as a result of tiredness, poor health, pregnancy and for young persons.
- Check that clothing will not get in the way

Assessment

Where the risk assessment indicates the possibility of risks to employees from the manual handling of loads, the requirements of the Manual Handling Regulations should be followed.

The Regulations establish a clear hierarchy of measures:

- Avoid hazardous manual handling operations so far as is reasonably practicable - this may be done by redesigning the task to avoid moving the load or by automating or mechanising the process;
- Make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided; and
- Reduce the risk of injury from those operations so far as is reasonably practicable - particular consideration should be given to the provision of mechanical assistance but where this is not reasonably practicable then other improvements to the task, the load and the working environment should be explored.

A formal assessment is not required for tasks that do not involve a significant risk of injury.

Guidance On Manual Handling Operations

The normal operation of a school will involve a degree of manual handling of items, the majority of which will be of insufficient weight to need further assessment.

The following guidance should be considered to see if the task could be safely completed within the limits of the advice given. For the purposes of this guidance, the following assumptions have been made and any variance from them will require an allowance to be made:

Working Environment

- Floor surfaces are flat and firm without changes in level.
- Adequate space to manoeuvre.
- Comfortable working environment.
- Sufficient well directed lighting.
- Size and shape of the load make it easy to lift close to the body.
- The load is on a suitable flat surface.

Physical Capability

- Staff are physically fit **with no history of injuries or health problems** that could affect their ability to lift and carry.
- The manual handling is being carried out by one person only.
- Female staff are not pregnant.

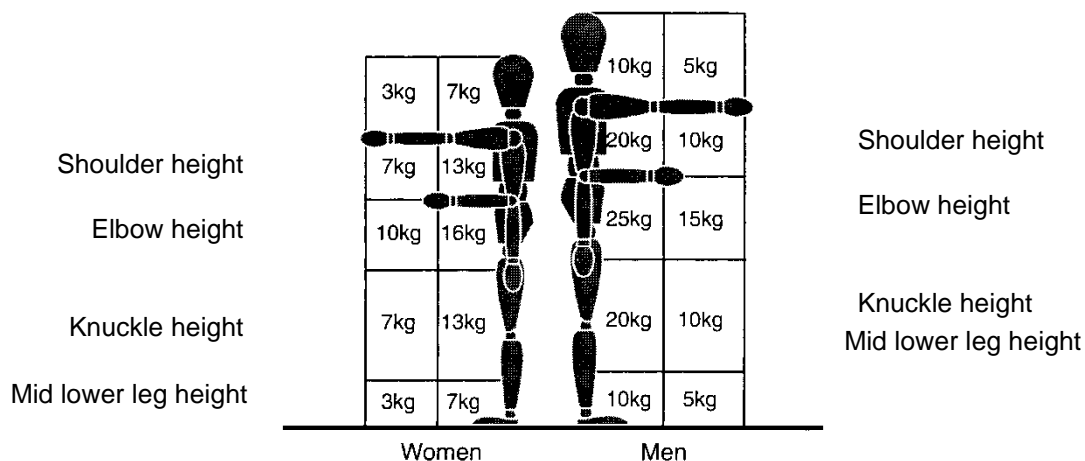
Procedures

- All staff should follow the advice given in this policy with regards to manual handling, lifting techniques and use of equipment

The following diagrams show the official advisory weights that can be lifted or lowered safely for 95% of working people. If the load passes through one or more of the different weight zones, the smallest weight zone must be used.

There is no need for further assessment if the following guidance is complied with:

General Risk Assessment Guidelines



If the manual handling operation involves holding or lifting the load at arm's length, the maximum weight that can be lifted must be halved e.g. 20kg down to 10kg.

If the manual handling operation involves turning with the load, the maximum weight that can be lifted must be reduced by 20%, e.g. 20kg down to 16kg.

If the manual handling operation involves teamwork of two people then the weight that can be safely carried is two thirds of their combined total, e.g. 2 x 20 = 40kg down to 26kg.

Training

Appropriate training will be provided to all staff regarding the safe procedures for lifting and manual handling.

15. CONTROL OF CONTRACTORS

Introduction

It is important that the activities of contractors on site are properly co-ordinated. Many accidents involve contractors and it is essential to consider how their work may affect each other and how they interact with Gatehouse School's activities. There is a need for communication and close co-operation to make sure that all risks associated with the work are covered and all parties meet their obligations.

Application

- 'Internal contractor' – long-term 'permanent' contractor.
- 'External contractor' - other than those above.

This procedure only applies to those carrying out work on the building or equipment.

Gatehouse School will: -

- Plan work involving contractors.
- Assess the competence of contractors before selection.
- Work with them at any stage when they are on site.
- Monitor and review work carried out by contractors.

Responsibility

The Bursar and Premises Manager will be responsible for the operation of this procedure as it relates to building and maintenance works and any cleaning contractors.

Selection

- The competence of contractors will be checked to make sure proper provision has been made for controlling risks.

Planning

- A Specific Permit-to-work procedure will operate for more hazardous activities i.e. Hot Work

Working on site

- A manual signing-in and out records what contractors are on site at any given time.
- Contractors must sign-in and out at Reception and collect a red Visitor lanyard.
- Contractors will be assigned a site contact where General Access Permits have been issued and additionally a 'responsible person' in the case of specific permits to Work.
- Contractors will abide by Gatehouse School rules and regulations.

Keeping a check

The Bursar and/or Premises Manager will keep track of progress until the job finishes. This responsibility may be delegated this to another site contact but the Bursar or Premises Manager will retain responsibility. For longer jobs the contractor will make contact with the site contact each day to communicate any health and safety issues that arise.

16. FIRST AID

Definition

First Aid is the first assistance or treatment given to a casualty for any injury or sudden illness before the arrival of an ambulance or qualified medical expert.

Legislation

Employers must inform employees of the first aid provisions, and nominate someone who will be responsible for first aid treatment within the school. The 'nominated person' should also take charge of the situation (e.g. call an ambulance) if a serious injury or major illness occurs.

Nominated Person

At the school the 'nominated person' is the School Nurse.

First Aid Boxes

The School Nurse is responsible for the upkeep of first aid boxes and for ensuring that staff know where the first aid boxes are located.

First aid boxes must be located where all staff have access – not locked in an office or cabinet.

First Aid Policy

The school has a separate first aid policy which details all specific and non-specific procedures to be followed. It also includes a schedule of all first aid trained staff. Please refer to the school's first aid policy.

For further guidance please see the HSE guidance First aid at work
<https://www.hse.gov.uk/pubns/books/174.hm>

17. YOUNG PEOPLE AT WORK

An assessment has been conducted to determine whether there are any special risks attached to young people working at Gatehouse School.

The assessment has been based on advice provided by the Health and Safety Executive (HSE) in their publication "Young People at Work – a guide for employers". -

The main risks that could affect young people largely relate to their inexperience, lack of awareness of existing or potential risk, and their immaturity.

As we do not employ people below the age of 18 years, the health & safety implications relating to young people are adequately addressed by our normal health & safety management procedures. Should this policy change, we will review our assessment.

18. NEW AND EXPECTANT MOTHERS

Responsibilities

The Management of Health and Safety at Work [Amendment] Regulations 1994 require employers to carry out an assessment of the risks to the health and safety of new and expectant mothers from any processes, working conditions or physical, biological or chemical agents to which they are exposed whilst at work

- A new or expectant mother means an employee who is pregnant, who has given birth within the previous six months or who is breastfeeding [no time limit].
- The school is not required to take any action until the employee has notified them in writing that she is pregnant, has given birth within the previous six months or is breastfeeding.
- Pregnancy should not be equated to ill-health but should be regarded as part of normal life and the health and safety implications for the employee can be adequately addressed by normal health and safety procedures.
- Employees should be informed of identified risks and what action is being taken to ensure they are not exposed to risks that could cause them harm.
- Where risks are identified and cannot be removed, the risk should be controlled. If there is still a significant risk giving rise to genuine concern, the school should take the following sequential action:
 - a. Temporarily adjust the employee's working conditions and/or hours of work. If it is unreasonable to do this or it does not avoid the risk, then:
 - b. Offer suitable alternative work if any is available. If this is not feasible then:
 - c. Suspend her from work for as long as is necessary to protect her safety or health or that of her child. The decision to take this step must be referred to Head or Bursar as the employee would be on paid leave.

The school will follow government guidance in relation to expectant mothers and the risks posed to them from covid.

Risk Assessment:

- The main hazards to which the employee is exposed in Gatehouse school are manual handling, extremes of temperature, movement and posture, working with VDUs and general safety matters relating to the premises, e.g. slippery floors.
- Risk assessments for the above hazards have been carried out but day-to-day management of risk can only be undertaken at the workplace and responsibility for ensuring controls are implemented rests with the Head or other member of the Senior Leadership Team nominated by the Head.
- The risk assessments should be regularly reviewed. Whilst many of the hazards are likely to remain constant, the risks to the employee vary at different stages of the pregnancy.

Generic Assessments:

Manual handling

Hazard Manual handling where there is a risk of injury, e.g. heavy weights or repeated and continual lifting.

Risk Muscle strain, ligament damage or posture problems causing foetal lesions and/or likely to disrupt placental attachment.

Remedy Address the specific needs of the employee and reduce the amount of physical work expected of her.

Extremes of temperature

Hazard Working in hot and humid conditions or in cold conditions.

Risk Fainting and heat stress in hot conditions. Impairment of breastfeeding caused by dehydration. No specific problems from working in cold conditions.

Remedy Reduce the amount of time spent in hot and humid conditions. Provide rest facilities and refreshments.

Movement and posture

Hazard Fatigue from standing and other physical work. Excessive physical or mental pressure. Working in confined workstation particularly during the later stages of pregnancy. Impairment of dexterity, agility, co-ordination, speed of movement, reach and balance increasing the risk of other accidents.

Risk Miscarriage, premature birth, low birth weight, anxiety, raised blood pressure, strains and sprains.

Remedy Ensure hours of work, the volume of work and the pace of work are not excessive. Ensure proper seating is available. Longer and more frequent rest breaks where possible. Adjust workstations or procedures to remove postural problems. Ensure all normal procedures are adopted to reduce the risk of accidents, e.g. preventing slippery floors and stairs by good standards of housekeeping.

Working with DSE

Hazard Stress and anxiety about the possible effects of radiation emissions from the display screen. Poor workstation layout and poor seating arrangements.

Risk No proven links between miscarriages or birth defects and exposure to radiation when working with DSE. Posture problems causing foetal lesions and/or likely to disrupt placental attachment.

Remedy Provision of proper workstation and seating arrangements.

Senior Management Team Responsibilities

To inform the Bursar when they are informed that an employee is pregnant and when any decision is required to suspend the employee from work for Health & Safety reasons.

To regularly assess the hazards to which the employee is exposed and to do what is reasonably practicable to reduce or remove the risk using the criteria listed above and to record it on the assessment form. A template assessment form is included in appendices of this policy.

To ensure there are facilities for the employee to rest and to express and store milk if necessary.

To be aware of the following aspects of pregnancy that may affect the ability of the employee to work in a school environment:

- | | |
|--------------------|--------------------------------------|
| ○ Morning sickness | Early morning work |
| ○ Backache | Standing - Manual Handling - Posture |
| ○ Varicose veins | Standing - sitting |
| ○ Haemorrhoids | Working in hot conditions |

- | | |
|----------------------------|--|
| ○Frequent visits to toilet | Difficulty in leaving classroom or workstation |
| ○Tiredness | Length of working day |
| ○Balance | Problems working on slippery floors |
| ○Comfort | Problem of working in a small workstation |

Employee Responsibilities

- To inform their Line Manager in writing when they know they are pregnant.
- To provide the *Certificate of Confinement MAT B1*, confirming the pregnancy when requested in writing to do so.
- To co-operate with the Headteacher or designated member of the Senior Leadership Team in carrying out regular assessments.

19. DISPLAY SCREEN EQUIPMENT

Introduction

The Health and Safety [Display Screen Equipment] Regulations 1992 (amended regulations 2002) are designed to protect people, **the users**, who regularly or continually use display screen equipment, commonly known as a VDU.

The user is someone who habitually uses DSE as a significant part of his normal work, depends on it to do his job, has no discretion as to its use, uses it daily for prolonged spells of 1 hour or more and requires a high level of performance and concentration to complete the work satisfactorily.

The main health risks to the user, which can be associated with operating DSE, are physical problems [musculoskeletal, posture, repetitive strain injury], visual fatigue and mental stress.

Workstations

The workstation where the DSE is used should be assessed and should be suitable for the use.

Display Screen

The characters on the display screen should be well defined, clearly formed, of adequate size with adequate space between them. The image on the screen should be stable with no flickering. The brightness and contrast between the characters should be easily adjustable. The use of anti-glare devices is not recommended.

The screen should swivel and tilt easily to suit the needs of the user; it should be possible to use it on a separate base or table and should be free of reflective glare and reflections.

Keyboard

The keyboard should be tiltable and separate from the screen. There should be sufficient space in front of it to allow a comfortable and supported working position for the user's hands and arms.

The keyboard should have a matt surface to avoid glare, and the symbols on the keys should be contrasted and legible.

Work Desk or Work Surface

The work desk should be large enough to allow for the screen, keyboard, related equipment and documents to be arranged to find a comfortable working position for the user. It should have a low reflectance surface.

Work chair

The work chair should be stable and should allow the user to find a comfortable position and to have freedom of movement.

- The seat of the chair should be adjustable in height.
- The back of the chair should be adjustable in height and tilt.
- A footrest should be available if required by the user.

The Working Environment

The working area should have suitable lighting, which gives an appropriate contrast between the screen and the background without glare or reflection and allows the user to easily read any other documents being used. The workstation should be positioned where there is no glare or reflection from natural or other light sources. If necessary, windows should be fitted with suitable blinds to reduce this effect.

The Work Routine

If the use of the DSE involves continual or intense spells of use, the work should be planned so that breaks can be taken or other work carried out away from the screen.

Wherever possible, the work routine should be organised so that the DSE should not be used for continual periods exceeding one hour.

Eyes and Eyesight Testing

The user of DSE is entitled, upon request, to have an eyesight test. The School pays for the cost of the test. If the test shows that the user requires 'Special Corrective Appliances' [normally spectacles] to operate the DSE, these will be provided at the School's expense.

Training

DSE users should be given information and training in the Health and Safety requirements needed to work with DSE in a safe manner. This must include how to adjust their chair and set up the workstation.

Risk Assessment

A DSE Assessment Form template is included in Appendices of this policy. The assessment form should be completed in all instances where the DSE is used for 1 continuous hour or more on a daily basis. If any of the questions produces a 'NO' answer, corrective action is required to remove the risk and ideally produce a 'YES' answer.

20. WORK RELATED STRESS

Definitions

The Health and Safety Executive (HSE) defines stress as “**the adverse reaction people have to excessive pressure or other types of demand placed on them**”.

Responsibility

It is the responsibility of all levels of management under the guidance of the **Head** and the **Bursar** to minimise ill-health as a result of work related stress. This statement sets out our intentions to review the current situation and determine the best way forward for the school.

Main factors

The main factors (stressors) that can lead to work related stress have been defined by the HSE as:

demands	relationships
control	roles
support	change

Risk Assessment

To determine if there are problems within the school which are leading to or which could result in work related stress, and to define these problems in detail; senior management within the school will identify those areas considered to have the greatest potential for stress.

Please refer to Gatehouse School's Wellbeing Policy.

Our approach will be to focus on the concerns of the majority of employees. In this way, any actions taken by the school to address issues will have the greatest impact on staff as a whole. However, it is also important to address the concerns of individuals and small groups within the school.

Consultation

The next step will be to consult with employees to confirm the nature of any problems and agree what action could be taken to reduce stress levels. The exact method of consultation is yet to be decided but may take the form of small groups working on specific issues.

Action

Corrective action to resolve or deal with problems will then be implemented. Individual issues that have arisen should also be reviewed at this time.

Feedback & review

Staff response to any changes and corrective action will need to be closely monitored throughout. It is recognised that monitoring stress levels within the staff at the school will become part of the on-going management process.

21. LONE WORKING

Only a small restricted number of staff have access to the school premises outside normal working hours. It is acknowledged that there is potential risk associated with someone working alone on the premises.

The following procedures apply to lone working:

- Lone workers should let their whereabouts be known to others and keep in regular contact.
- If a staff member brings a visitor into the building with him/her, they must be made aware of the exit routes and emergency evacuation procedures.
- Lone workers should keep in range of a telephone or mobile phone with workable signal.
- Working at heights must not be undertaken by lone workers.
- Electrical maintenance/installation work or hot work must not be undertaken by lone workers.
- All persons must make use of control measures and equipment provided to minimise any risks when carrying out work.
- No person should be on the premises alone if they have any known medical conditions that could make it unsuitable or unsafe to work alone.

22. SCHOOL MINIBUSES

Restrictions due to Covid

The school will follow all government guidance on travel and will impose any regulations when required. This will be reviewed daily and the school will advise staff, parents and pupils of any changes immediately. If necessary, the school will suspend the service until safe to travel.

General

The School operates a fleet of minibuses which are used for the transportation of pupils. This use includes:

- Morning pick up from home (or pre-arranged pick up point) prior to the start of the school day.
- Afternoon drop off to home (or pre-arranged drop up point) at the end of the school day.
- Transportation of pupils to weekly sessions at the local public swimming pool
- Transportation of pupils on educational visits
- Transportation of pupils to sports events
- Transportation of pupils for other curriculum activities
- Use by the Premises Manager or his staff on school business
- Other purposes as authorised by the Headteacher or Bursar

Legal Requirements

The Bursar will ensure that the minibuses are maintained to a road legal standard, that the Road Fund Licence is paid, each vehicle has a valid MOT certificate and that adequate insurance cover is provided.

A "Section 19 Permit" is required for each minibus.

The Premises Manager will be responsible overall for ensuring daily safety checks are carried out on all vehicles. Particular attention will be paid to the condition of the tyres and checking all seat belts are in working order.

Drivers

In most cases a driver will need to hold a D1 entitlement on his/her driving licence to legally be able to drive a school minibus. In some cases, and with certain vehicles this is not required and individuals may legally be able to drive a minibus with a standard B entitlement on a UK/EU driving licence. In all cases a driver must satisfy the Bursar or Premises Manager that he/she is competent to drive a minibus. Where deemed necessary this may include requiring an individual to undergo formal assessment or driver training. The Bursar will keep a record of all authorised drivers' driving licence details. Where applicable, endorsement details will be shared with the school's insurers.

Driver's Declaration & Expectations

An individual will be required to complete a declaration form, a copy of which is included in Appendices of this policy, before being authorised to drive a school minibus. Drivers will be advised:

- Not to drive if under the influence of drugs or alcohol.
- Not to drive when taking medication that warns the user of drowsiness.
- Not to drive when ill.
- Not to drive when fatigued.
- Not to drive a vehicle that is in an un-roadworthy condition.
- To report any road traffic accidents, you are involved in.
- To report any changes to your driving license.
- To report any changes to your original/current driver's declaration form held by the School.
- To report any DVLA notifiable medical condition.
- To carry out pre use checks on the vehicle to ensure that it is safe and legal to use.
- To contact the School immediately in the case of a breakdown.
- To drive with due care and consideration of other road users.
- To adhere to the Highway Code at all times.
- To drive with the vehicle lights on during the day when there is poor visibility.
- To drive within the speed limits.
- To plan your journey to allow sufficient time to complete it safely.

- Not to use a hand held mobile phone whilst driving.
- To use a hands free phone only when it is safe and legal to do so.
- To use in vehicle technology only when it is safe to do so.
- Keep your eyes on the road whilst driving, and not to be distracted by attempting to eat, drink or read.
- To drive defensively and with courtesy to other road users.
- To ensure the safety of any occupants by ensuring that seat belts are used correctly.
- To ensure any medication required by the children travelling is taken on the vehicle for every journey.
- To carry out a safety check before each journey.

Children on Minibuses

The number of children carried on the bus will never exceed the number of seats available. Each child must wear a seatbelt at all times and this must be checked by the driver before departure. It is the policy of the School not to allow children to sit in the front seat of a minibus. Only in exceptional circumstances, and only with the permission of a parent, will a child be permitted to sit in the front seat of a minibus and this is restricted to Year 5 or Year 6 children only.

Luggage and Other Goods

Luggage, sports kit or other items carried on a minibus must never be stored in such a way that it may prevent or restrict access to exits or prevent means of escape in case of emergency.

Lone Drivers / Chaperones

In some circumstances it may be necessary to have a second adult, or chaperone, on a minibus when transporting children. In other circumstances this may not be necessary. Each situation should be subject to a risk assessment. The main points to consider are:

- the age of the children travelling on the minibus.
- any special needs of the passengers.
- the length of the journey.
- whether the journey is on local roads or partly on dual carriageways / motorways.

Where a chaperone is not present a driver should immediately pull safely over to the side of the road and park the minibus before attempting to attend to the needs of passengers.

23. CIRCULATION OF VEHICLES ON SITE

Parking Area

There is a main parking area just inside the main entrance gates to the school which is fenced off from the main pedestrian entrance and playground. During school term time periods only school minibuses and other occasionally authorised vehicles use this area.

Playground Area

During school term time periods vehicles are only permitted into the playground area under the following circumstances:

- school minibuses for turning – by authorised drivers who are vigilant for children present in the playground – children are supervised by other staff to keep them away from the minibus whilst it is being manoeuvred.
- authorised contractors vehicles under the supervision of the Premises Manager or a member of his staff

Parking or turning is not permitted in the playground area during school term times between 8am and 5.30pm under any other circumstances. During school holidays or at other times outside of the school day vehicles may be permitted access to the playground but drivers' attention will be drawn to the need to be vigilant for pedestrians crossing the area or emerging from the buildings.

Parents

Parents do not have vehicular access to the school grounds at any time.

24. SCHOOL SECURITY

There are five possible points of entry onto the school site:

MAIN GATE accessible from Sewardstone Road

This gate is only open between 8.30am and 9.00am and again between 3.15pm and 5.30pm with staggered collection time, with a "security person" employed by the school to stand by the gate to ensure that only authorised access is available and that unsupervised pupils are unable to leave the premises. The remainder of the time access is only possible via an access call system with electronic gate release from the School Office. CCTV monitoring is in place so that office staff can see who they are letting in or out.

SERVICE GATE accessible from Sewardstone Road

This gate is usually kept locked with access via security access card only or call button to kitchen (for delivery drivers access).

DOOR TO EMERGENCY STAIRWELL

This door is generally only used for first access in the morning and last person out at night. It has a "Yale" type rim lock keeping it secure. Access from the street is only possible to key holders.

GATE BETWEEN SCHOOL GROUNDS AND CHURCH GARDENS

This gate is kept padlocked at all times and is not to be used,

25. SLIPS & TRIPS

Slips, trips and falls are the most common cause of injuries in workplaces and the second highest cause of over 3 day injuries. They occasionally cause fatalities and the financial costs of slip and trip incidents are considerable. The majority of people in schools are not employees but pupils.

Premises staff take the following steps:

- Ensure lighting is maintained to ensure good visibility
- Keep paths and steps in good condition to provide a flat even surface
- Mark nosing's of steps and stairs where appropriate
- Maintain handrails
- Regularly clear leaves etc. from outdoor areas
- Apply salt or other products to icy surfaces in winter
- Ensure that where trailing cables are used they are not placed across areas of footfall
- Ensure that corridors do not become obstructed from overflowing lockers etc.
- Be aware of anything which may be a trip hazard and take steps to minimise the risk
- Take prompt action to clear up any spillages which may be a slip hazard.

Although it will generally be the premises staff who take preventative measure all staff have a duty of care to be aware of anything which may be or may become a slip or trip hazard. If any member of staff becomes aware of a hazard they should take immediate steps to remove the hazard or restrict access to it and then notify a member of the premises staff as soon as possible. Potential hazards should be brought to the attention of the Health & Safety Coordinator or the Premises Manager.

Pupils should always be encouraged to walk, not run, inside the school buildings.

26. MONITORING OF SCHOOL PROCEDURES

The School's Works Committee has the important task of monitoring the health & safety performance throughout the school. At each Committee meeting, participants will have the opportunity to report on health & safety performance within their area of responsibility.

External Audit

An external H&S Advisor will be asked to conduct a fire risk assessment annually and a full health and safety audit bi-annually. It is the Bursar and Premises Manager's responsibility to ensure any corrective maintenance needed or change in procedures are implemented.

GATEHOUSE SCHOOL FIRE EVACUATION PROCEDURE

GENERAL INFORMATION

- When the fire alarm rings continuously the building must be evacuated immediately.
- In the event of a fire, the adult discovering the fire will operate the nearest alarm.
- The Fire Brigade will be phoned by the Bursar, the School Secretary, or any other member of staff who has immediate access to the phone. The Headteacher must be informed immediately.
- Registers will be taken out to the assembly points by the School Secretary. The keys to the church playground will also be taken out to the assembly point.
- At the assembly point the class teacher must call the register and alert the Headteacher if there are any children missing.
- The Premises Manager will ensure the main gates are open, ready for the Fire Brigade.
- The Bursar will arrange for school minibuses to be moved if necessary to allow access for the fire brigade.

ASSEMBLY POINTS

- All assembly points are in the playground and all staff should be aware of their specific assembly point.
- New Staff will be made aware of this information during induction.
- At the assembly point the children should be calm, quiet and be able to follow instructions.

EVACUATION PROCEDURES

UPPER FLOORS

Will exit by the nearest of the two main stairwells. The emergency stairs will only be used if the main staircase is inaccessible

GROUND FLOOR:

Staff and pupils must leave by the nearest available exit.

UNDERCROFT

Art Class, will exit via the fire door in the classroom. Other areas will leave by the nearest available exit.

NEW HOUSE:

All staff and pupils should leave by the two doors leading to the enclosed play area furthest away from the main building or if inaccessible by the nearest available exit.

EMPHASIS TO THE CHILDREN

- Silence
- Walk
- No-one is to return to the building until the "All Clear" is given.

If present, the Teaching Assistants lead the children and the teachers leave the classroom last, checking to make sure no-one is left inside.

All registers and the visitors' book will be checked in the playground.

Fire Wardens to check assigned areas are vacated if safe to do so.



GATEHOUSE SCHOOL RISK ASSESSMENTS Policy

Governors Review	November 2023
Next Review	November 2024

1 Scope

This policy guidance is applicable to all those with responsibility for undertaking risk assessments for activities which are under their control. This includes the requirements of the Independent Schools Standards Regulations and Early Years Foundations Stage standards

2 Objectives

- 2.1 To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk
- 2.2 That identified control measures are implemented to control risk so far as reasonably practicable.
- 2.3 That those affected by school activities have received suitable information on what to do.
- 2.4 That risk assessments are recorded and reviewed when appropriate

3 Guidance

3.1 The Health & Safety Officer, the Bursar, the Premises Manager and the Operations Manager will be responsible for the implementation of this policy.

3.2 This guidance is applicable to general risk assessment. Where specialist skills are required, e.g. asbestos, fire, water quality and hazardous substances, there is a separate policy guidance in place. Teaching area risk assessment checklists are also in place for guidance.

3.3 Regular training will be provided to staff regarding the completion of risk assessments and general health & safety responsibilities. Risk assessment training will be provided on specific areas, where identified by the Bursar, as necessary.

3.3 Dynamic Risk Assessment will be encouraged amongst all staff. It is recognised that many day to day issues do not always warrant a formal risk assessment or maybe previously unidentified risks. In these cases staff should be aware of their responsibility to assess potential hazards as they arise and take appropriate action to minimise risks.

3.4 A template risk assessment form is appended to this policy.

3.5 Risk assessments will take into account:

- hazard - something with the potential to cause harm
- risk - an evaluation of the likelihood of the hazard causing harm
- risk rating - assessment of the severity of the outcome of an event

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- control measures - physical measures and procedures put in place to mitigate the risk
- if the activity is an adventurous one, the risk assessment needs to include an Adventure Activities Licensing Authority certificate (AALA).

3.6 The risk assessment process will consist of the following 6 steps:

- what could go wrong
- who might be harmed
- how likely is it to go wrong
- how serious would it be if it did
- what are you going to do to stop it
- how are you going to check that your plans are working

3.7 The Health & Safety Officer, the Premises Manager and the Bursar will be responsible for the maintenance of risk assessment records.

3.8 Risk assessments will be reviewed:

- when there are changes to the activity
- after a near miss or accident
- when there are changes to the type of people involved in the activity
- when there are changes in good practice
- when there are legislative changes
- when there are changes in local or national restrictions during a pandemic
- annually if for no other reason

4 Application

4.1 Lead Teachers will take specific responsibility for all academic and pupil related activities, events or circumstances which shall include, but not be limited to:

- science experiments
- design & technology
- food technology (cookery)
- sport and PE activities
- art
- drama and dance
- educational visits
- pupils traveling on school minibuses
- general classroom activities
- playground activities

- Covid 19 risk assessments

These will then be checked by the The Health & Safety Officer and signed off by the Headteacher.

4.2 The Premises Manager will take specific responsibility for all maintenance and general facilities related activities, events or circumstances which shall include, but not be limited to:

- maintenance including the use of tools and equipment
- cleaning and cleaning materials (other than works carried out by the cleaning contractor)
- storage of combustible and hazardous materials

4.3 The Bursar and Deputy Bursar will take specific responsibility for all management and administrative activities, events or circumstances which shall include, but not be limited to:

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- fire risk assessment (usually every 12 months)
- general whole school risk assessment (usually every 2 years)
- asbestos
- water quality management
- HR related matters
- Office and IT matters

4.2 All those with responsibility will meet on a weekly basis, during term time, where Risk Assessments will be reviewed and discussed as necessary. This meeting, known as the "Works Meeting" will usually be chaired by the Head or, in her absence the Bursar.

5 Further Advice & Assistance

Staff should contact either the Health & Safety Officer (Mrs Conti Moll) or the Bursar (Mrs Tracey Sewell) if any circumstance arises where they are not sure whether a risk assessment is required or whether an existing risk assessment is still valid.

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Incident reporting in schools (accidents, diseases and dangerous occurrences)

Guidance for employers

HSE information sheet

Education Information Sheet No1 (Revision 3)

Introduction

This information sheet gives guidance on how the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply to schools. Most incidents that happen in schools or on school trips do not need to be reported. Only in limited circumstances will an incident need notifying to the Health and Safety Executive (HSE) under RIDDOR. The information sheet gives practical guidance to schools about what they need to report and how to do it.

What needs to be reported?

RIDDOR requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences **arising out of or in connection with work**.

The information sheet includes examples of the incidents that sometimes result from schools' activities and are reportable under RIDDOR. The sheet contains three sections, which cover:

- injuries and ill health involving employees (Section 1);
- injuries involving pupils and other people not at work (Section 2);
- dangerous occurrences (Section 3).

Who should report?

The duty to notify and report rests with the 'responsible person'. For incidents involving pupils and school staff, this is normally the main employer at the school. The education pages on HSE's website at www.hse.gov.uk/services/education provide information about who the employer is in different types of schools.

Some school employers may have centrally co-ordinated reporting procedures. In others, reporting

may be delegated to the school management team. The health and safety policy should set out the responsibilities and arrangements for reporting in each school.

Incidents involving contractors working on school premises are normally reportable by their employers. Contractors could be, eg builders, maintenance staff, cleaners or catering staff.

If a self-employed contractor is working in school premises and they suffer a specified injury or an over-seven-day injury, the person in control of the premises will be the responsible person. (See HSE's RIDDOR web pages at www.hse.gov.uk/riddor for more detail on the reporting arrangements for self-employed people.)

Who do I report to?

For general advice about how to report, see HSE's RIDDOR web pages. You can report all incidents online and there is a telephone service for reporting **fatal and specified injuries only**. Reporting details for out of hours incidents are available from HSE's out of hours web page at www.hse.gov.uk/contact/contact.htm.

For incidents on school premises involving members of staff, pupils or visitors, HSE is the enforcing authority and you should submit your reports to them. HSE is also the enforcing authority for nursery provision provided and operated by local authorities. For privately run nursery schools, the local authority is the enforcing authority.

What records must I keep?

You must keep records of:

- any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR;

- all occupational injuries where a worker is away from work or incapacitated for more than three consecutive days. **From 6 April 2012 you don't have to report over-three-day injuries, but you must keep a record of them.** Employers can record these injuries in their accident book.

You must keep records for at least three years after the incident.

Section 1: Injuries and ill health to people at work

Under RIDDOR, the responsible person must report the following work-related accidents, including those caused by physical violence, if an employee is injured, wherever they are working:

- accidents which result in death or a specified injury must be reported without delay (see 'Reportable specified injuries');
- accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident.

The responsible person must also report any case of a work-related disease, specified under RIDDOR, that affects an employee and that a doctor confirms in writing (see 'Reportable diseases'). You can find detailed guidance about RIDDOR reporting and online reporting procedures at www.hse.gov.uk/riddor/report.htm.

If you are in control of premises, you are also required to report any work-related deaths and certain injuries to self-employed people that take place while they are working at the premises.

Reportable specified injuries

These include:

- fractures, other than to fingers, thumbs and toes;
- amputations;
- any injury likely to lead to permanent loss of sight or reduction in sight;
- any crush injury to the head or torso causing damage to the brain or internal organs;
- serious burns (including scalding), which:
 - cover more than 10% of the body; or
 - cause significant damage to the eyes, respiratory system or other vital organs;
- any scalping requiring hospital treatment;
- any loss of consciousness caused by head injury or asphyxia;

- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness; or
 - requires resuscitation or admittance to hospital for more than 24 hours.

Physical violence

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence.

Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work.

Reportable occupational diseases

Employers must report occupational diseases when they receive a written diagnosis from a doctor that their employee has a reportable disease linked to occupational exposure. (See www.hse.gov.uk/riddor for details of the reporting arrangements for self-employed people.)

These include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis, eg from work involving strong acids or alkalis, including domestic bleach;
- hand-arm vibration syndrome;
- occupational asthma, eg from wood dust and soldering using rosin flux;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Stress

Work-related stress and stress-related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR. To be reportable, an injury must have resulted from an 'accident' arising out of or in connection with work.

In relation to RIDDOR, an accident is a discrete, identifiable, unintended incident which causes physical injury. Stress-related conditions usually result from a prolonged period of pressure, often from many factors, not just one distinct event.

Section 2: Incidents to pupils and other people who are not at work

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity **and** the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

The lists of specified injuries and diseases described in Section 1 only apply to employees. If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is **not reportable**.

How do I decide whether an accident to a pupil 'arises out of or is in connection with work'?

The responsible person at the school should consider whether the incident was caused by:

- a failure in the way a work activity was organised (eg inadequate supervision of a field trip);
- the way equipment or substances were used (eg lifts, machinery, experiments etc); and/or
- the condition of the premises (eg poorly maintained or slippery floors).

So, if a pupil is taken to hospital after breaking an arm during an ICT class, following a fall over a trailing cable, the incident would be reportable. If a pupil is taken to hospital because of a medical condition (eg an asthma attack or epileptic seizure) this would not be reportable, as it did not result from the work activity.

This means that many of the common incidents that cause injuries to pupils at school tend not to be reportable under RIDDOR, as they do not arise directly from the way the school undertakes a work activity. Remember, in all these cases, you only need to consider reporting **where an accident results in a pupil's death or they are taken directly from the scene of the accident to hospital for treatment. There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent.**

What about accidents to pupils during sports activities?

Not all sports injuries to pupils are reportable under RIDDOR, as organised sports activities can lead to sports injuries that are not connected with how schools manage the risks from the activity.

The essential test is whether the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity. If an accident that results in an injury arises because of the normal rough and tumble of a game, the accident and resulting injury would not be reportable. Examples of reportable incidents include where:

- the condition of the premises or sports equipment was a factor in the incident, eg where a pupil slips and fractures an arm because a member of staff had polished the sports hall floor and left it too slippery for sports; or
- there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event.

What about accidents to pupils in a playground?

Most playground accidents due to collisions, slips, trips and falls are not normally reportable. Incidents are only reportable where the injury results in a pupil either being killed or taken directly to a hospital for treatment. Either is only reportable if they were caused by an accident that happened from or in connection with a work activity.

This includes incidents arising because:

- the condition of the premises or equipment was poor, eg badly maintained play equipment; or
- the school had not provided adequate supervision, eg where particular risks were identified, but no action was taken to provide suitable supervision.

Physical violence

Violence between pupils is a school discipline matter and not reportable under RIDDOR, as it does not arise out of or in connection with a work activity.

Other scenarios

Injuries to pupils while travelling on a school bus
If another vehicle strikes the school bus while pupils are getting on or off and pupils are injured and taken to hospital, this is normally reportable under RIDDOR.

However, you do not have to report deaths and injuries resulting from a road traffic accident involving a school vehicle travelling on the public highway under RIDDOR. These are classed as road traffic incidents and are investigated by the police.

Incidents involving pupils on overseas trips
RIDDOR only applies to activities which take place in Great Britain. So, any incident overseas is not reportable to HSE.

Incidents to pupils on work experience placements
If pupils are on a training scheme or work placement, they are deemed to be employees for the period of the placement. In these circumstances, the employer, as the responsible person, should report a death, injury or disease to a pupil, which arises out of or in connection with work. This means the wider range of reporting categories for employees is applicable.

Section 3: Dangerous occurrences

These are specified near-miss events, which are only reportable if listed under RIDDOR.

Reportable dangerous occurrences in schools typically include:

- the collapse or failure of load-bearing parts of lifts and lifting equipment;
- the accidental release of a biological agent likely to cause severe human illness;
- the accidental release or escape of any substance that may cause a serious injury or damage to health;
- an electrical short circuit or overload causing a fire or explosion.

Supplementary information

Consultation

Under the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996, employers must make relevant health and safety documents available to safety representatives.

This includes records kept under RIDDOR, except where they reveal personal health information about individuals. Further information is available in *Consulting employees on health and safety: A brief guide to the law* Leaflet INDG232(rev2) HSE Books 2013 www.hse.gov.uk/pubns/indg232.htm.

Reporting requirements of other regulators

There may be other reporting requirements placed on schools by other regulators in the education sector. The requirements of these other regulators are separate to, and distinct from, the legal duty to report incidents under RIDDOR.

Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This information sheet is available at:
www.hse.gov.uk/pubns/edis1.htm.

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School trips and outdoor learning activities

Tackling the health and safety myths



Introduction

- 1 School trips have clear benefits for pupils, and large numbers of successful visits and outdoor learning activities take place each year.
- 2 Misunderstandings about the application of health and safety law may, in some cases, discourage schools and teachers from organising such trips. These misunderstandings stem from a wide range of issues but may include frustrations about paperwork, fears of prosecution if the trip goes wrong, and the belief that a teacher will be sued if a child is injured.
- 3 This statement gives clear messages to tackle the myths about bureaucracy and prosecution. However, HSE has no influence on the levels and types of civil claims for compensation that may be made against schools or individual teachers.
- 4 HSE fully supports schools arranging a wide range of out-of-school activities, which can include visits to museums, trips to the countryside or taking part in challenging and adventurous activities. HSE wants to make sure that mistaken and unfounded health and safety concerns do not create obstacles that prevent these from happening.
- 5 This statement provides managers and staff in local authorities and schools* with a clear picture of HSE's perspective on these issues. HSE wants to encourage all schools and local authorities to remove wasteful bureaucracy imposed on those organising trips and activities – so that focus is on how the real risks† are managed and not on the paperwork. Our primary interest is in real risks arising from serious breaches of the law, and any investigations are targeted at these issues.

Recognising the benefit of learning away from the school

Key message: 'Well-managed school trips and outdoor activities are great for children. Children won't learn about risk if they're wrapped in cotton wool.'

- 6 HSE fully recognises that learning outside the classroom helps to bring the curriculum to life – it provides deeper subject learning and increases self-confidence. It also helps pupils develop their risk awareness and prepares them for their future working lives. Striking the right balance between protecting pupils from risk and allowing them to learn from school trips has been a challenge for many schools, but getting this balance right is essential for realising all these benefits in practice.

* Overall responsibility for health and safety lies with the employer. Who the employer is will depend on the category of school (www.hse.gov.uk/services/education/trips.htm).

† The Courts have made clear that when health and safety law refers to risks, it is not contemplating risks that are trivial or fanciful. It is not its purpose to impose burdens on employers that are wholly unreasonable (*R v Chagot* (2009) 2 All ER 660 [27]).

7 Striking the right balance means that:

- schools and staff focus on real risks when planning trips;
- those running trips understand their roles, are supported, and are competent to lead or take part in them;
- the real risks are managed during the trip; and
- learning opportunities are experienced to the full.

8 Striking the right balance does not mean that:

- every aspect is set out in copious paperwork that acts as a security blanket for those organising the trip;
- detailed risk assessment and recording procedures aimed at higher-risk adventure activities are used when planning lower-risk school trips;
- mistakes and accidents will not happen; and
- all risks must be eliminated.

What staff should expect from their schools

Key message: *Teachers should expect their schools to have procedures that encourage participation, are proportionate to the level of risk and avoid bureaucracy.**

9 Schools need to ensure that the precautions proposed are proportionate to the risks involved, and that their paperwork is easy to use. They should also take account of the assessments and procedures of any other organisations involved, and ensure that communications with others are clear.

10 The school's arrangements for trips should ensure that:

- risk assessment focuses attention on real risks – not risks that are trivial and fanciful;
- proportionate systems are in place – so that trips presenting lower-risk activities are quick and easy to organise, and higher-risk activities (such as those involving climbing, caving or water-based activities) are properly planned and assessed;
- those planning the trips are properly supported – so that staff can readily check if they have taken sufficient precautions or whether they should do more.

What the school, pupils and parents should expect from staff

Key message: *Those running school trips need to focus on the risks and the benefits to people – not the paperwork.**

11 Staff running school trips should clearly communicate information about the planned activities to colleagues and pupils (and parents, where appropriate). This should explain what the precautions are and why they are necessary, to help ensure that everyone focuses on the important issues.

12 It is important that those running school trips act responsibly by:

- putting sensible precautions in place, and making sure these work in practice;
- knowing when and how to apply contingency plans where they are necessary;
- heeding advice and warnings from others, for example those with local knowledge or specialist expertise (especially in respect of higher-risk activities).

If things go wrong

Key message: 'Accidents and mistakes may happen on school trips – but fear of prosecution has been blown out of all proportion.'

13 HSE works with the police^{*} and others following fatal accidents. If an incident on a school trip leads to the death or serious injury of a pupil, HSE will normally investigate. Most serious accidents on school trips involve underlying management failures and HSE always looks for these underlying causes – see our Enforcement Policy Statement (www.hse.gov.uk/enforce/enforcepolicy.htm). HSE does not investigate incidents in response to civil claims.

14 HSE has brought prosecutions[†] in rare cases where there was evidence of recklessness or a clear failure to follow sensible precautions. However, it is important that schools and their staff do not interpret this as meaning that to avoid prosecution by HSE they must eliminate even the most trivial risks. Schools and their staff are expected to deal with risk responsibly and sensibly. If things do go wrong during a trip, provided sensible and proportionate steps have been taken, it is highly unlikely that there would be any breach of health and safety law involved, or that it would be in the public interest for HSE to bring a prosecution.

Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This document can be found online at:
www.hse.gov.uk/services/education/school-trips.pdf.

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^{*} The Work-Related Deaths Protocols describe the arrangements for liaison between HSE, police forces (including British Transport Police), local authorities, the Office of Rail Regulation (ORR), the Crown Prosecution Service (CPS), and the Crown Office and Procurator Fiscal Service (COPFS) following work-related deaths (www.hse.gov.uk/pubns/misc491.pdf and www.hse.gov.uk/scotland/workrelateddeaths.pdf).

[†] In Scotland, the Crown Office and Procurator Fiscal Service (COPFS) investigates all sudden and unexpected deaths, with the police and HSE working in partnership under the Work-Related Deaths Protocol Scotland. HSE does not conduct prosecutions in Scotland - HSE reports offences to the Procurator Fiscal and it is for COPFS to make the decision as to whether or not to prosecute. Where reference is made to 'prosecution' then, for Scotland, this should be taken to mean 'recommend' prosecution.

First aid at work

Your questions answered



This is a web-friendly version of leaflet INDG214(rev2), published 05/14

This leaflet answers some basic questions about first-aid provision at work.

It is aimed at employers in small and medium-sized workplaces, but may be useful to all employers, managers and others involved in first aid at work.

Q1: What is first aid at work?

People at work can suffer injuries or be taken ill. It doesn't matter whether the injury or illness is caused by the work they do or not, it is important to give them immediate attention and call an ambulance in serious cases. You should make arrangements to ensure this happens. It can save lives and prevent minor injuries becoming major ones.

Q2: What do I need to do?

The Health and Safety (First-Aid) Regulations 1981 require you to provide adequate and appropriate first-aid equipment, facilities and people so your employees can be given immediate help if they are injured or taken ill at work.

What is 'adequate and appropriate' will depend on the circumstances in your workplace and you should assess what your first-aid needs are (see Q3).

The minimum first-aid provision on any work site is:

- a suitably stocked first-aid kit (see Q4);
- an appointed person to take charge of first-aid arrangements (see Q5);
- information for employees about first-aid arrangements (see Q9).

It is important to remember that accidents and illness can happen at any time. Provision for first aid needs to be available at all times people are at work.

Q3: What should I consider when assessing first-aid needs?

Some small workplaces with low-level hazards may need only the minimum provision for first aid. But there are circumstances and factors that will mean you need greater provision. You, as an employer, are well placed to decide the provision you need.

The checklist in Table 1 covers the points you should consider. Case studies are also available on the HSE website (www.hse.gov.uk/firstaid/resources.htm).

Q4: What should I put in the first-aid box?

There is no mandatory list of items to put in a first-aid box. It depends on what you assess your needs to be. As a guide, where work activities involve low-level hazards, a minimum stock of first-aid items would be:

- a leaflet giving general guidance on first aid (eg HSE's leaflet *Basic advice on first aid at work* – see Q10);
- 20 individually wrapped sterile plasters (of assorted sizes), appropriate to the type of work (you can provide hypoallergenic plasters if necessary);
- two sterile eye pads;
- four individually wrapped triangular bandages, preferably sterile;
- six safety pins;
- two large, individually wrapped, sterile, unmedicated wound dressings;
- six medium-sized, individually wrapped, sterile, unmedicated wound dressings;
- at least three pairs of disposable gloves (you can find more advice at www.hse.gov.uk/skin/employ/gloves.htm).

This is a suggested contents list only.

The contents of any first-aid kit should reflect the outcome of your first-aid needs assessment.

It is recommended that you don't keep tablets and medicines in the first-aid box.

Q5: What is an appointed person?

Where your assessment of first-aid needs identifies that a trained first-aidier is not required in your workplace, you should appoint someone to take charge of first-aid arrangements. This is the minimum requirement.

Even in a small, low-hazard business where first-aidiers are not considered necessary, there is always the possibility that an accident or sudden illness may occur. It is therefore important that there is always someone available to take charge of these arrangements.

The role of this appointed person includes looking after first-aid equipment and facilities and calling the emergency services when required. They can also provide emergency cover where a first-aidier is absent due to unforeseen circumstances (annual leave does not count). An appointed person does not need first-aid training.

An appointed person is not necessary where there are an adequate number of appropriately trained first-aidiers.

Q6: What is a first-aidier?

A first-aidier is someone who has done training appropriate to the level identified in the needs assessment. This may be:

- first aid at work (FAW); or
- emergency first aid at work (EFAW); or
- some other first-aid training appropriate to the particular circumstances of your workplace.

The findings of your first-aid needs assessment (see Q3) will identify whether first-aiders should be trained in FAW, EFAW, or some other appropriate level of training. EFAW training enables a first-aider to give emergency first aid to someone who is injured or becomes ill while at work. FAW training includes the same content as EFAW and also equips the first-aider to apply first aid to a range of specific injuries and illness.

As a guide, Table 2 suggests the first-aid personnel to provide under different circumstances.

Other appropriate levels of training may have specialist or additional content appropriate to your particular circumstances.

To help keep their basic skills up to date, it is strongly recommended that your first-aiders undertake annual refresher training.

Q7: How do I identify and select a competent training provider?

First-aid training is available from a wide range of training providers. These include:

- those offering nationally recognised, regulated qualifications in FAW and EFAW;
- the voluntary aid societies (St John Ambulance, British Red Cross and St Andrew's First Aid);
- those operating under voluntary accreditation schemes;
- those who operate independently.

As an employer, you will need assurance that you have selected an appropriate training provider. You will therefore need to check that they meet the standards in a number of areas (due diligence). All training providers should be prepared to demonstrate that they:

- are competent to deliver first-aid training;
- have qualified trainers;
- teach relevant course content in the correct way;
- have the necessary quality assurance systems in place.

You can find more advice in HSE's information sheet GEIS3(rev1) *Selecting a first-aid training provider: A guide for employers* (www.hse.gov.uk/pubns/geis3.htm).

Table 1 Checklist for assessment of first-aid needs

Point to consider	Impact on first-aid provision
Hazards (use the findings of your general risk assessment and take account of any parts of your workplace with different work activities/hazards that may require different levels of first-aid provision)	
Does your workplace have low-level hazards, eg the ones you might find in offices and shops?	The minimum provision is: <ul style="list-style-type: none"> ● an appointed person to take charge of first-aid arrangements; ● a suitably stocked first-aid kit.
Does your workplace have higher-level hazards, such as chemicals or dangerous machinery? Do your work activities involve special hazards, such as hydrofluoric acid or confined spaces?	You should consider: <ul style="list-style-type: none"> ● providing first-aiders; ● additional training for first-aiders to deal with injuries caused by special hazards; ● additional first-aid equipment; ● precise location of first-aid equipment; ● providing a first-aid room; ● informing the emergency services in advance.
Employees	
How many people are employed on site?	The minimum provision is: <ul style="list-style-type: none"> ● an appointed person to take charge of first-aid arrangements; ● a suitably stocked first-aid box. Depending on your circumstances, you should consider providing: <ul style="list-style-type: none"> ● first-aiders; ● additional first-aid equipment; ● a first-aid room.
Are there inexperienced workers on site (including those on 'work experience'), or employees with disabilities or particular health problems?	You should consider: <ul style="list-style-type: none"> ● additional training for first-aiders; ● additional first-aid equipment; ● location of first-aid equipment.
Accidents and ill-health records	
What injuries and illness have occurred in your workplace and where did they happen?	Make sure your first-aid provision caters for the type of injuries and illness that might occur in your workplace. Monitor accidents and ill health, and review your first-aid provision as appropriate.

Point to consider	Impact on first-aid provision
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Working arrangements

Do you have employees who travel a lot, work remotely or work alone?	You should consider: <ul style="list-style-type: none"> ● issuing personal first-aid kits; ● issuing personal communicators/mobile phones to employees.
Do any of your employees work shifts or work out of hours?	You should ensure there is adequate first-aid provision at all times people are at work.
Are the premises spread out, eg are there several buildings on the site or multi-floor buildings?	You should consider provision in each building or on each floor.
Is your workplace remote from emergency medical services?	You should: <ul style="list-style-type: none"> ● inform the emergency services of your location; ● consider special arrangements with the emergency services; ● consider emergency transport requirements.
Do any of your employees work at sites occupied by other employers?	You should make arrangements with other site occupiers to ensure adequate provision of first aid. A written agreement between employers is strongly recommended.
Do you have enough provision to cover for your first-aiders or appointed persons when they are absent?	You should consider: <ul style="list-style-type: none"> ● what cover is needed for annual leave and other planned absences; ● what cover is needed for unplanned and exceptional absences.

Non-employees

Do members of the public visit your premises?	Under the Regulations, you have no legal duty to provide first aid for non-employees, but HSE strongly recommends that you include them in your first-aid provision.
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Table 2 Suggested numbers of first-aid personnel to be available at all times people are at work

From your risk assessment, what degree of hazard is associated with your work activities?	How many employees do you have?	What first-aid personnel do you need?
Low-hazard , eg offices, shops, libraries	Fewer than 25	At least one appointed person
	25–50	At least one first-aider trained in EFAW
	More than 50	At least one first-aider trained in FAW for every 100 employed (or part thereof)
Higher-hazard , eg light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture	Fewer than 5	At least one appointed person
	5–50	At least one first-aider trained in EFAW or FAW depending on the type of injuries that might occur
	More than 50	At least one first-aider trained in FAW for every 50 employed (or part thereof)

NB This table refers to FAW and EFAW – but you may choose some other level of training appropriate for your circumstances.

Further information

For information about health and safety visit <https://books.hse.gov.uk> or <http://www.hse.gov.uk>. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

To report inconsistencies or inaccuracies in this guidance
email: commissioning@hse.com.

You can order HSE priced publications at <https://books.hse.gov.uk>. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This leaflet is available at www.hse.gov.uk/pubns/indg214.htm.

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Display Screen Equipment (DSE) 'User' Workstation Assessment Checklist

Following the completion of training and information on the safe use of display screen equipment (DSE) this self-assessment checklist should be completed by the 'user' with assistance from the DSE assessor if necessary.

Where the user works regularly at different workstations a separate assessment should be completed.

Name of DSE user		Job title	
Location / workstation			
Checklist completed by:		Date of assessment	

Complete the rest of the checklist and then return to this page and complete the sections below

Action taken during the assessment to reduce risks

Further action to be taken to reduce risk	By whom	By when	Date completed

Please tick *Yes* or *No* as appropriate for each question and discuss any remedial action with your manager

Risk factors	Tick answer		If 'no'- some things to consider	Action needed
	Yes	No		
1. Chair				
Is the chair in good condition and stable?			Is it a suitable chair or if faulty check whether it is still under guarantee - chairs are mostly guaranteed for 5 years.	
Is the seat height adjustable?				
Is the back height adjustable and tilt able?				
Are the castors suitable for the type of flooring?			Hard castors are suitable for carpet. Soft / rubberised castors or "glides" are recommended for vinyl / hard floors.	
2. Display Screen				
Does the screen swivel and tilt?			Is it damaged or unsuitable?	
Are the brightness and contrast adjustable?			Adjust them for comfortable viewing – they may need adjusting during the day as ambient lighting conditions change.	
Is the display screen image clear and free from flicker?			Sometimes different screen colours e.g. lighter text on a darker background can help. Sometimes other electrical equipment (e.g. fans) close by may cause interference. Flat screens are not usually subject to flicker. Contact IT support to see if screen needs replacing.	
Is the display screen clean?			Cleaning materials should be made available e.g. order via normal departmental purchasing route	
Is the screen free from disturbing reflections?			Move the screen to avoid the reflection. Screen the light source e.g. window blinds. Colour schemes with dark text on a light background are less susceptible to reflections.	
3. Keyboard and mouse				
Are keyboard symbols legible?			Replace keyboard.	
Is the keyboard free from reflection and glare?				
Is the keyboard separate from the screen?			Laptops and notebooks are not recommended for prolonged use – try to use a desktop PC. If laptop or notebook use is unavoidable, consider a separate mouse/keyboard for the laptop and support for the laptop/screen.	
Can the user find a comfortable keying position?			Can the screen be pushed back to make more room for the keyboard, hands and wrists?	

Risk factors	Tick answer		If 'no'- some things to consider	Action needed
	Yes	No		
Does the user have a good keyboard technique?			Check that the users hands are not bent up or down and that they don't hit the keys too hard or overstretch their fingers	
Is the mouse or other input device right for the job?			If the user finds their mouse uncomfortable request suitable alternative	
Does the mouse work smoothly and at a comfortable speed?			Check that the mouse is clean and if used the mat is suitable	
Is the mouse close enough to the user?			Advisable for the mouse to be positioned next to the keyboard and close to the user to avoid over stretching the arm	
Are the user's wrists and forearms supported?			Ensure user comfortable with the forearm supported on the desk.	
4. Work surface				
Is there adequate space in front of keyboard to rest the wrists when not keying?			Could some items be moved to create more room e.g. printer, system unit, reference material?	
Is there adequate space on the work surface to accommodate and allow a flexible arrangement of the equipment?			Would different storage facilities create more room? Flat screens take up far less room than the CRT screens. Is a larger work surface needed?	
Is space under the desk adequate?			The space under the desk should be kept clear and not used for storage.	
Does the space allow the user to change position?				
Is the work surface matt and non-reflective?			Should it be replaced with a matt surface?	
Is the area free from sharp corners / edges, trailing cables?			Could sharp corners be re-fashioned or removed? Does the desk have a cable management system that could be used? Can the cables be better arranged?	
5. Work Environment				
Is the noise level acceptable and without excessive distraction in the work area?			Could they be relocated or avoided?	
Is the noise at a level that doesn't interfere with the ability to hear normal speech or effect concentration?			Can the source of the noise be repositioned? Can equipment noise be reduced e.g. by servicing / replacing / insulation? If not, could sound insulating screening / partitions be used	

Risk factors	Tick answer		If 'no'- some things to consider	Action needed
	Yes	No		
Are the lighting levels suitable?			Ask EM for help with trying alternative bulbs / light fittings	
Is the environment free from glare e.g. light shining in the user's eyes?			Can the user move to avoid the light source? Can the light source be screened e.g., blinds	
Apart from unavoidable exceptions e.g., heat waves, are the temperature and humidity levels acceptable?			If dry atmosphere – plants may help, or if severe discomfort a humidifier	
6. Software				
Is the software appropriate and easy to use?			Has the user had appropriate training? Is better software available?	
Is the software adequate for the job?			Discuss with manager and / or IT helpdesk advice?	
Is the system's speed adequate?			Does the system need upgrading? Ask IT for advice	
7. Posture				
Is the head positioned upwards and with the eyes looking forward most of the time?			What are they looking at? Would a document holder help? Does the screen need raising / lowering / moving in front of the user? If looking at the keyboard – would learning to touch type help?	
Are the shoulders relaxed and not hunched?			Is the seat too low? Are the chair armrests too high?	
Are the upper arms held close to the body?			Can the items they are using be moved closer? Is the user holding their hand on the mouse when not using it?	
Are frequently used items in easy reach and over stretching to reach them avoided?			Is something preventing them getting close enough to the desk?	
Are the forearms and wrists in a neutral position?			Can the user sit with their upper arms relaxed by their sides, and forearms and wrists horizontal? Try adjusting the seat height. Try altering the keyboard angle.	
With the chair at the correct height are the feet supported?			Try a footrest	
Is the mouse held comfortably in the correct position and not too tightly?			Is the user holding a mouse shaped for the right hand in their left hand? Is the mouse too small? Could the user try relaxing their grip on the mouse? Is the mouse clean, functioning properly, and on an appropriate surface?	

Risk factors	Tick answer		If 'no'- some things to consider	Action needed
	Yes	No		
Is the lower back supported?			Is the backrest adjusted so that it supports the curve in the lower back? Are they are leaning forwards to get closer to the screen, or to reach things? Are they sitting away from the backrest because the seat is too deep to sit back? If they sat back in the chair would the armrests stop them getting close enough to the desk?	
Are they free from uncomfortable pressure on the underside of the thighs?			Is there sufficient padding on the chair? Is the chair too deep? Could the seat pan be tilted downwards slightly? Is a footrest necessary?	
8. Work organisation				
Does the user take regular breaks from prolonged periods of work e.g. a break or change of activity after an hour or more			Varying work tasks, taking short frequent breaks e.g. to get up and walk about. Ensure lunch breaks are taken (away from the workstation).	
Does the user feel able to cope with the demands of their work?			Has the workload increased? Has the work changed – do they have the appropriate skills / training? Do they have little control over their work / work methods?	
Other considerations				
Is the viewing distance to the screen acceptable?			Adjust the distance of the screen. A flat screen can be helpful in creating a greater viewing distance. It may be helpful to alter the text size.	
Are they free from any other problems that could be related to their DSE work not covered by the assessment?			Do they need help from Occupational Health?	



DSE User signature Date

Manager's signature Date

Gatehouse School



Driver's Declaration Form			
To be completed by member of staff or volunteer helper who may transport pupils on behalf of Gatehouse School			
Driver details:			
Surname		Forename(s)	
Date of birth		Staff job title or state if volunteer / helper	
Home address		Have you ever had an insurance proposal declined, a policy cancelled, been required to pay an additional premium or had special conditions imposed by a motor insurer ?	YES / NO (If yes, please provide details on a separate sheet.)
Driver's medical details for fitness to drive (you must refer to DVLA leaflet D100 – Driving licences before answering this section)			
Do you have a DVLA notifiable condition?	YES / NO	If yes, have you reported the condition to DVLA and have you received approval to drive with no restrictions?	YES / NO
Do you need to wear corrective lenses /glasses for driving?	YES / NO	If yes, have you had your eyesight examined within the past 2 years?	YES / NO
Do you take medicines or prescribed drugs that may induce drowsiness or otherwise impair your driving?	YES / NO	If yes, are you willing to take a medical examination by a doctor to confirm your fitness to drive?	YES / NO
Driver's licence details			
Driver licence type & number	Groups / Categories		
Valid	From:	To:	Country of issue
Date driving test passed	No. of years you have held full licence		
Details of any traffic convictions (include any that are pending) in last 3 years. Any driving bans are to be declared irrespective of when they occurred (continue on a separate sheet if necessary) :			
Date	Offence	Offence code	Fine/penalty points/ disqualification/pending
Details of any traffic accidents, in the last 3 years, regardless of blame (continue on a separate sheet if necessary) :			
Date	Brief details		

I agree that when driving the school's transportation, I will adhere to the following code of conduct.

- Not to drive if under the influence of drugs or alcohol
- Not to drive when taking medication that warns the user of drowsiness
- Not to drive when ill
- Not to drive when fatigued
- Not to drive a vehicle that is in an un-roadworthy condition
- To report any road traffic accidents, you are involved in
- To report any changes to your driving license
- To report any changes to your original/current driver's declaration form held by the School
- To report any DVLA notifiable medical condition
- To carry out pre use checks on the vehicle to ensure that it is safe and legal to use
- To Adhere to the highway code.
- To drive with due care and consideration of other road users.
- To drive with the vehicle lights on during the day when there is poor visibility
- To drive within the speed limits
- To plan your journey to allow sufficient time to complete it safely
- Not to use a hand held mobile phone whilst driving
- To use a hands free phone only when it is safe and legal to do so
- To use in car technology only when it is safe to do so
- Keep your eyes on the road whilst driving, and not to be distracted by attempting to eat, drink or read
- To not drive defensively but with courtesy to other road users
- To ensure the safety of any occupants by ensuring that seat belts, child seats and head restraints are used correctly
- To contact the School immediately in the case of a breakdown whilst on School business

I confirm that the above information is a true and accurate record to the best of my knowledge at the time of completing this form. I agree to inform the School if these details change.

Signed:

Date: