

# Health and Safety Policy

**".. pay attention to what I say; turn your ear to my words, ....keep them  
within your heart; for they are life to those who find them and health to  
one's whole body."**

**Proverbs 4:20-22 20**

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## **PART A**

### **HEALTH AND SAFETY STATEMENT**

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- a) Providing a safe and healthy working and learning environment, in line with the most up to date Government guidelines.
- b) Preventing accidents and work related ill health.
- c) Assessing and controlling risks from curriculum and non-curriculum work activities.
- d) Complying with statutory requirements as a minimum.
- e) Ensuring safe working methods and providing safe equipment.
- f) Providing effective information, instruction and training.
- g) Monitoring and reviewing systems to make sure they are not only effective and the proper learning is obtained.
- h) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters.
- i) Ensuring adequate welfare facilities exist at the school.
- j) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

All Governors, staff and pupils will play their part in its implementation.

**PART B**

**ORGANISATION**

## INTRODUCTION

To comply with the Governing Body's Statement of Intent the school's normal management structure has had additional roles and responsibilities assigned, as detailed below.

- The **Governing Body** has ultimate control of the school. They will:
  - Decide policy.
  - Give strategic guidance.
  - Monitor and review health and safety issues.
  - Ensure adequate resources for health and safety are available.
  - Take steps to ensure plant, equipment and systems of work are safe.
  - Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.
  - Maintain the premises in a condition that is safe and without significant risk.
  - Provide a working environment that is safe and healthy.
  - Provide adequate welfare facilities for staff & pupils.
  - In their critical friend role, maintain an interest in all the health and safety matters.
  - Review and monitor the effectiveness of this policy.
- **The Headteacher** will be fully committed to the Governing Body's Statement of Intent for Health and Safety and ensure that a clear written local Policy for Health and Safety is created. He/she will ensure that the Policy is communicated adequately to all relevant persons and ensure appropriate information on significant risk activities is given to visitors and contractors.
  - Promote a positive, open health and safety culture in school
  - Report to Governors on key health and safety issues
  - Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary
  - Ensure that all staff co-operate with the policy
  - Devise and implement safety procedures
  - Ensure that risk assessments are reviewed on an annual basis
  - Ensure relevant staff have access to appropriate training
  - Meet with the Facilities Manager every week to ensure any building/grounds issues are dealt with in a timely manner
- **Senior Management** within the school will support the Head Teacher in their role. They will:
  - Ensure risk assessments are accurate, suitable and reviewed annually
  - Deal with any hazardous practices, equipment or building issues and report to the head teacher if they remain unresolved
  - Provide a good example, guidance and support to staff on health and safety issues
  - Carry out a health and safety induction for all staff and keep records of that induction
  - Keep up to date with new developments in Health and Safety issues for schools
  - Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise
  - Ensure any contractors on site are competent in health and safety matters

The **Site Manager** is responsible for day to day maintenance and other buildings / grounds issues. They will:

- Inform senior management of all safety, health and welfare matters to ensure the school complies with its statutory obligations
- Keep up to date with changes in current legislation and to bring to the attention of any key changes
- Ensure that all risk assessments are conducted and issues highlighted
- Conduct Health and Safety inspections.
- To carry out investigations of all accidents and near-miss incidents and to record the findings on the relevant forms
- To set out a personal example by wearing appropriate personal protective clothing/ equipment

**The School Health and Safety Coordinator** will arrange for annual statutory inspections and make provision for the Inspection and maintenance of work equipment throughout the school. He/she will manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with 3D Facilities Management and other contractors. He/she will advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors. He/she will ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.

- Ensure that any work that has health and safety implications is prioritised
- Report any concerns regarding unresolved hazards in school to the senior management team immediately
- Ensure that all work under their control is undertaken in a safe manner
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- Carry out a weekly test of the fire alarm
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working

Fully co-operate with health and safety arrangements during larger building projects

**Teaching and Non-Teaching Staff Holding Positions of responsibility** will apply the school's Health and Safety Policy to their own department or area of work and carry out regular health and safety risk assessments of the activities for which they are responsible. They will also carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe.

**Class Teachers** are expected to exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out. They are expected to follow the health and safety measures in place within the school and give clear, oral and written instructions and warnings to pupils when necessary. They will follow safe working procedures, use protective clothing where necessary and report all accidents, defects and dangerous occurrences to their Head of Department.

**All Employees** have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must comply with the school's health and safety policy and procedures at all times in particular procedures for fire, first aid and other emergencies. They must co-operate with school management

in complying with relevant health and safety law and report to their immediate line manager any hazardous situations and defects in equipment found in their work places and indicated their understanding by signing the register attached to this policy.

- Read the Health and Safety Policy
- Comply with the School's health and safety arrangements
- Take reasonable care of their own and other people's health and safety
- Leave the classroom / playground / office in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Supervise pupils and advise them on how to use equipment safely
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- Follow the accident reporting procedure (which is a separate document)
- Contribute to and highlight any gaps in the school's risk assessments

**Pupils** allowing for their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others. They must observe standards of dress consistent with safety and/or hygiene. They must observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency. They must use and not will fully misuse, neglect or interfere with things provided for their health and safety.



# **PART C**

## **ARRANGEMENTS**

### **SECTIONS**

- a) ACCIDENTS**
- b) FIRST AID AND 'SICK PUPILS'**
- c) FIRE PRECAUTIONS**
- d) HAZARDS**
- e) ENVIRONMENT**
- f) SAFETY COMMITTEE**
- g) INSPECTIONS**
- h) ELECTRICAL SAFETY**
- i) INFECTIOUS DISEASES**
- j) SPECIALIST AREA SUPPLEMENTS**
- k) ALARMS**
- l) ASBESTOS**
- m) WORKING AT HEIGHT**
- n) SAFEGUARDING**
- o) TRANSPORT**
- p) WELLBEING**
- q) MATERNITY**
- r) EXCEPTIONAL CIRCUMSTANCES**

## **a) Accidents**

Whenever an accident or near accident occurs it is important that the circumstances are reported so that a possible repetition can be avoided.

All serious accidents must be reported to the Head Teacher.

If an accident is very minor and has not involved injury to a person the ACCIDENT REPORT FORM (available in the school office) should be completed by the end of the day.

If an accident is more serious (see below) the accident must be reported immediately and all details given on the form including actions already taken.

The person reporting the accident must be sure that a member of the Leadership Team has been alerted.

### **Regulations require employers to immediately report on the following:**

- i) Any major injury or conditions or death of an employee while at workplace or as a result of a workplace activity. 'Major injuries and conditions' include fractures (except those of hand or foot), amputations, loss of sight, unconsciousness due to lack of oxygen, electric shock or burn, acute illness, any other injury which requires admission to hospital for more than 24 hours.
- ii) Any employee or pupil suffering any medical conditions.
- iii) Injuries to an employee resulting in absence from work for 3 or more days after the incident.
- iv) Certain scheduled dangerous occurrences whether or not injury is caused. 'Dangerous occurrences' include explosions under pressure, collapse of scaffolding, electrical fire or explosion in which injury is sustained, collapse of a wall and similar events.
- v) Near miss incidents — for any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, an accident/incident form is to be completed. The form will be sent to the H&S Coordinator who will then decide if it needs to be forwarded to the Schools H&S Unit. This will be the case for any major structural collapse, any explosion or any fire which causes the closure of a room or more.

### **Reporting of Accidents**

In cases of an accident or near miss involving an employee, an online Accident, Incident and Near Miss Report Form should be completed on the Birmingham City Council Website as follows:

- Part One should be completed by the employee involved where possible. In the event this is not possible, their line manager should complete this on their behalf.
- Part Two will be completed by the Support Staff Senior Leader with responsibility for the Health and Safety on school site.

In cases involving pupils, both Part One and Part Two will be completed by the Support Staff Senior Leader with responsibility for the Health and Safety on school site using the completed accident form.

## **b) First Aid and 'Sick Pupils'**

The school has several staff who are trained to administer First Aid. One or more of these members of staff can be contacted via the school office during the working day. Since it is unlikely that one of the above will be on hand when a situation occurs the following actions should be taken.

- i) If an acute injury or illness occurs which is or is suspected to be of a serious nature the individual should not be moved without qualified advice (the one very rare exception to this instruction occurs when surrounding, serious hazards necessitate action to avoid further injury to the victim, in which case, movement should be minimised to a position of safety). An immediate request for assistance should be made to the school office via the telephone and an accompanied messenger. IF IN YOUR JUDGMENT AN AMBULANCE IS REQUIRED THE MESSAGE SHOULD CONTAIN THIS ASSESSMENT. IF THE INCIDENT IS SERIOUS SEND THE RED SOS MEDICAL ALERT TO THE OFFICE WHICH IS KEPT IN EVERY ROOM/OFFICE.

The office will act immediately on your message alerting a first aider, a member of the Leadership Team and, if required, an ambulance.

- ii) The victim should not be left unattended at any time and, whilst awaiting the arrival of assistance, any effort that can be made safely to clear the immediate vicinity of hazards and spectators should be made.
- iii) On the arrival of qualified assistance remain with the patient to assist with the environment around the incident and to inform the office of further action that may be necessary.
- iv) In the case of illness or injury which clearly does not require treatment on the spot the pupil should be sent to the general office to be treated with First Aid.
- v) In all of the above situations the sickness/accident book will require completion as soon as possible during the day of the incident.
- vi) Under no circumstances should pupils be sent outside for a walk around.

A First Aid Contact Form must be completed and returned to the Health and Safety Coordinator on the day the accident occurred. These are available from the Main Office.

Standard letters concerning head injuries are available from the Main Office and should be issued to any pupil who has sustained a head injury. Phone call is made to the parent on the day of the head injury.

## **The First Aid Points in the school are located in the following areas:**

The main point is: The Main Office

Other points are: Technology, Science, PE Boys, PE Girls, the Prep Room and the First Aid Room.

Further first aid kits may be obtained from the Health and Safety Coordinator on request.

Lead First Aider monitors the list of first aiders and reminds them when the certificates need renewing.

The list of the school's competent First Aiders who have been trained by St John's Ambulance Association is available on the staff list located in the J drive.

### **c) Fire Precautions**

In case of fire (even if it is a false alarm or a practice) the safety of pupils, staff and visitors is always paramount.

The Fire Alarm is a continuous siren.

There is a need for constant vigilance by all staff to ensure that life and property are not endangered by fire. Fire spreads within a building at a very fast rate and actions to ensure the safety of the occupants needs to be swift, decisive and orderly.

- i) **Steps to be taken on discovery of a fire.** Activate the Fire Alarm System by lifting the guard and pressing firmly on the call point on one of the red alarm point boxes. Do not delay this action whilst making attempts to deal with the fire. Make a 999 call from the nearest telephone giving clear details of school name and location. Report details as soon as possible to a member of the Leadership Team.
- ii) **Evacuation of the building.** When the fire alarm is heard (a continuous sounding of the siren) neither pupils nor staff should delay to collect bags or coats. Staff should shut any doors to offices or classrooms but not lock them. Staff should assist with the orderly evacuation following the fire route indicated by the notices in classrooms, 'fire escape' notices and evacuation maps previously circulated. See the Fire Plan, with route maps, which is published separately to this document. There is also a copy in every classroom. A Fire Evacuation always takes priority as this provides the most imminent risk to life.

The general guideline route involves leaving by a door that takes the group to the outside perimeter wall of the building from where the footpath around the school should be followed to the playground assembly points.

Teachers in charge of classes should ensure that their group arrives at the playground in an orderly manner and take them to the appropriate 'fire assembly point'.

- iii) **After evacuation.** When a tutor is satisfied that their form roll is correct he/she should report the fact to the Head of Year for that area. When all forms are correctly called the Senior Fire Marshall should be informed.

During the roll call the Support Staff Senior Leader and the site team will conduct an inspection of the building to ensure that full evacuation has occurred. Gates to the playground must be kept clear to allow fire vehicle access.

- iv) **Firefighting equipment.** Equipment appropriate for the type of fire risk in each area is provided for emergency use. This equipment is maintained and checked regularly by qualified inspectors. Staff and pupils should never put themselves at risk in attempting to fight a fire.
- v) **Fire Drills.** There will be a minimum of three fire drills during each school year. In most cases staff will be informed of the time of the drill. During certain drills an area of the school may be designated as the site of the fire and diversions from normal routes will be necessary.

After a drill any member of the staff should report incidents and defects in operating procedures to a senior member of staff (for example staff or pupils leaving with their bags). A report will be created logging all important information by the Site Manager.

- vi) **Inspections.** There will be termly inspections of the routes, signs, notices, emergency lighting and equipment by members of the Site Safety Committee.

The in depth Fire Evacuation Procedure is found in its own document.

#### **d) Hazards**

It is essential in schools that hazards are identified, reported and corrected quickly. This process cannot be conducted by inspections of a formal nature no matter how frequent. To achieve the objective all members of staff should be checking for hazards as they go about their work and any matters that are seen and reported should trigger a response.

Hazards can cover items such as broken windows, structural damage, slippery floors, carpet damage as well as material left in dangerous positions etc.

On discovery of a hazard: A Site Team Action Request online form should also be completed and submitted to the site team making them aware of the situation and logging the hazard. This should contain detail concerning the location and nature of the hazard as well as time, date and name of person reporting it. Please do not assume that someone has already reported a matter. The situation will be inspected and appropriate action taken as soon as possible.

#### **e) The Environment**

Members of the Site Safety Committee will inspect the school environment on a monthly basis taking note of any matters requiring remedial action or improvement. Matters of concern such as heating, lighting, excessive noise etc can be reported to any member of the committee at any time by a Site Team Action Request (STAR). These observations will be points of consideration during the inspection.

#### **f) The Site Safety Committee (SSC)**

The Site Safety Committee will comprise the following members:

Head Teacher/Deputy headteacher, Support Staff Senior Leader, Site Manager and School Business Officer.

#### **g) Inspections**

Members of the SSC will conduct inspections of the school premises on a monthly basis. There will be a yearly inspection involving the Governing Body representative. The Site manager or Building Services Supervisor will conduct a daily inspection of the premises when securing the building for the night.

Outside agencies such as fire officers and security advisers will require access for inspection during the year.

An audit of the school site will be completed by the Site Manager once per year.

#### **h) Electrical Safety**

The Electricity at Work Regulations 1989 apply to all school premises. They place a duty on employers to ensure, so far as is reasonably practical, that an electrical installation and all electrical equipment is constructed, maintained and used so as to prevent danger. In the school context this means that a variety of inspections must take place at various intervals.

Fixed circuits and major electrical installations will be checked regularly but much portable and small scale equipment is within faculties.

Such department items will be checked on a regular basis by a qualified person. All equipment of this type must be registered by the responsible HOD with the inspector. Any equipment found to be defective must not be allowed to slip back into use under any circumstances.

Any new equipment bought by a department in between inspections should be registered with the responsible inspector immediately.

Damage to any electrical fitting or equipment eg plug sockets, switches etc MUST be reported on a 'Hazard Report Form' IMMEDIATELY.

#### **i) Infectious Diseases**

The responsibility for medical matters on school premises is divided between a variety of agencies. Cases of some infectious diseases are notifiable and these requirements are available for reference.

In any situation where large numbers of people work in close proximity there is an ever present risk of outbreaks of certain infectious diseases. The possibility of outbreaks can be minimised by the application of sensible hygiene precautions.

a) A high standard of personal hygiene must be encouraged amongst the pupils. Toilets

- should be regularly inspected during the day. Hand washing and correct use of toilet facilities can prevent outbreaks of bacillary dysentery and gastroenteritis.
- b) Staff and pupils should ensure that cuts or broken skin are covered with waterproof dressings while at work.
  - c) Particular care must be taken when dealing with bleeding or cases of spillage of body fluid.

Documentation is available for staff on request covering areas such as: HIV, medicines and pupils, analgesics, head lice, dermatitis, rubella, stress, smoking and noise risks. (Found on the J:Drive).

Any pupil suspected of having an infectious disease should be isolated whilst arrangements are made for them to safely leave the school site. The Parent's Meeting Room will be used as the isolation room. Members of staff who suspect they may have an infectious disease should leave the site immediately and inform the Head Teacher and/or Head Teacher's PA. PPE is available from the main school office cupboard for use solely for the purpose of first aid emergencies.

#### **j) Specialist Area Supplements**

It is expected that staff with designated responsibility for a particular area of risk eg laboratories, workshops and sports facilities etc would have available for all who work in such areas a supplement outlining risks, precautions and remedial actions to be taken.

#### **k) Alarms**

There are three alarm systems in the school.

- 1) Burglar Alarm: The security of the school premises is guarded at night by an alarm system. Outside the normal school hours the security of the school is the responsibility of the Site Manager or Assistant Site Manager. Whichever one of these is on duty will normally set the control when they leave the building at the end of his day.
- 2) Fire Alarm: There are many 'FIRE ALARM' points around the school. It is important that all staff are aware of these points in the areas where they work most of the time. If a point is activated it will show black and yellow lines, and will need to be reset by the site staff. The main control panel is situated in the foyer where there is a panel, which indicates the general area, where the alarm has been set off.

**WHEN THE SIREN SOUNDS THIS IS THE SCHOOL BELL RINGING WITH A CONTINUOUS SOUND (NOT INTERMITTENT). THE SCHOOL HAS TO BE EVACUATED ACCORDING TO THE 'IN CASE OF FIRE SECTION'.**

- 3) Carbon Monoxide Alarm: These alarms are found in the boiler room, along the corridor outside the Art room and along the Science corridor. If the sensors pick up Carbon Monoxide from a gas leak they siren will sound and the light will flash. This will result in evacuation of the building, as in a Fire Evacuation. 3D will have to visit site to ensure it is safe and to reset the alarm.

#### **l) Asbestos**

The school Asbestos Management Plan (AMP) is kept by the Site Team and any major work planned and any work involving access to roof voids, demolition or drilling into ceilings/floors/walls must be approved in advance to ensure asbestos is not likely to be disturbed. Do not assume there is no asbestos present.

The Asbestos Register, located in the main school office, must be signed by any contractor who visits site to carry out work to declare they have seen and understood the Asbestos Management Plan and Asbestos Survey. There is a QR code in reception for access to the online Asbestos report and one in the entrance to the Technology Block which can be scanned on mobile phones.

#### **m) Working at Height**

Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so, accessing high level storage if not able to reach and any work where access equipment is needed, eg step ladder, ladders, scaffolds. Most staff will therefore undertake an element of work at height. Steps are available for the mounting of displays in classrooms and corridors by teaching staff and classroom assistants. Only the site staff may access the roofs. Only site staff may use the ladders or the tower.

#### **n) Safeguarding**

The school has a separate policy dealing with the safeguarding of children and young people and a designated officer has been appointed. All staff need to be aware of the policy which has been circulated (Copy can be found on the J:Drive).

#### **o) Transport**

The school has adopted the council guidelines for the transport of pupils.

Staff who transport students/equipment in their own cars or drive to other venues during the working day are covered by the school insurance.

Only Staff who hold a Council approved MIDAS Certificate are allowed to drive the minibus.

The parent(s)/guardian(s) of the students are to be advised of the venue and time of activity and that their son(s)/daughter(s)/ward(s) are required to be there at that time.

#### **p) Wellbeing**

The wellbeing of staff is seen as an integral part of the schools H&S responsibilities. The Governing Body and Head Teacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the staff team as a whole. All staff have the right to a reasonable work/life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns with the Head Teacher or line manager but also have access to a confidential counseling service. Sickness absence or health concerns will be dealt with under the schools absence policy.



**q) Maternity**

During pregnancy staff who are expecting are forbidden to move or lift heavy objects. They should send for caretaker assistance if any lifting or moving of heavy objects is required. In late stage pregnancy, after 5 or 6 months, staff should not ascend or descend the stairs with the pupils during lesson changes. Staff should arrive early at class and or hang back at lesson changes until the stairs are clear.

In late stage pregnancy, staff should not use steps to access high shelves or cupboards. Staff should ask for assistance. Children often move thoughtlessly in a play environment. The adults on duty need to be aware of the dangers of being bumped by running children.

If infections such as measles are prevalent in the school it may be necessary to ask pregnant staff to take early maternity leave for their own protection if they are considered to be unduly at risk.

**r) Exceptional Circumstances**

Under exceptional circumstances, such as with Covid 19 in 2020, where changes to Health and Safety policy must occur quickly or risk assessments carried out immediately these will be done in consultation between Head Teacher and Chair of Governing Body. This will be communicated to staff via email and through documents found on the J:\ drive.

## **PART D**

### **NEEDLESTICK INJURIES**

## DEALING WITH 'NEEDLESTICK' INJURIES

Most people will be aware that if a hypodermic syringe, particularly of an unknown source, penetrates the skin, such an event can give rise to the risk of the spread of not only HIV/Aids, but also Hepatitis B and Hepatitis C.

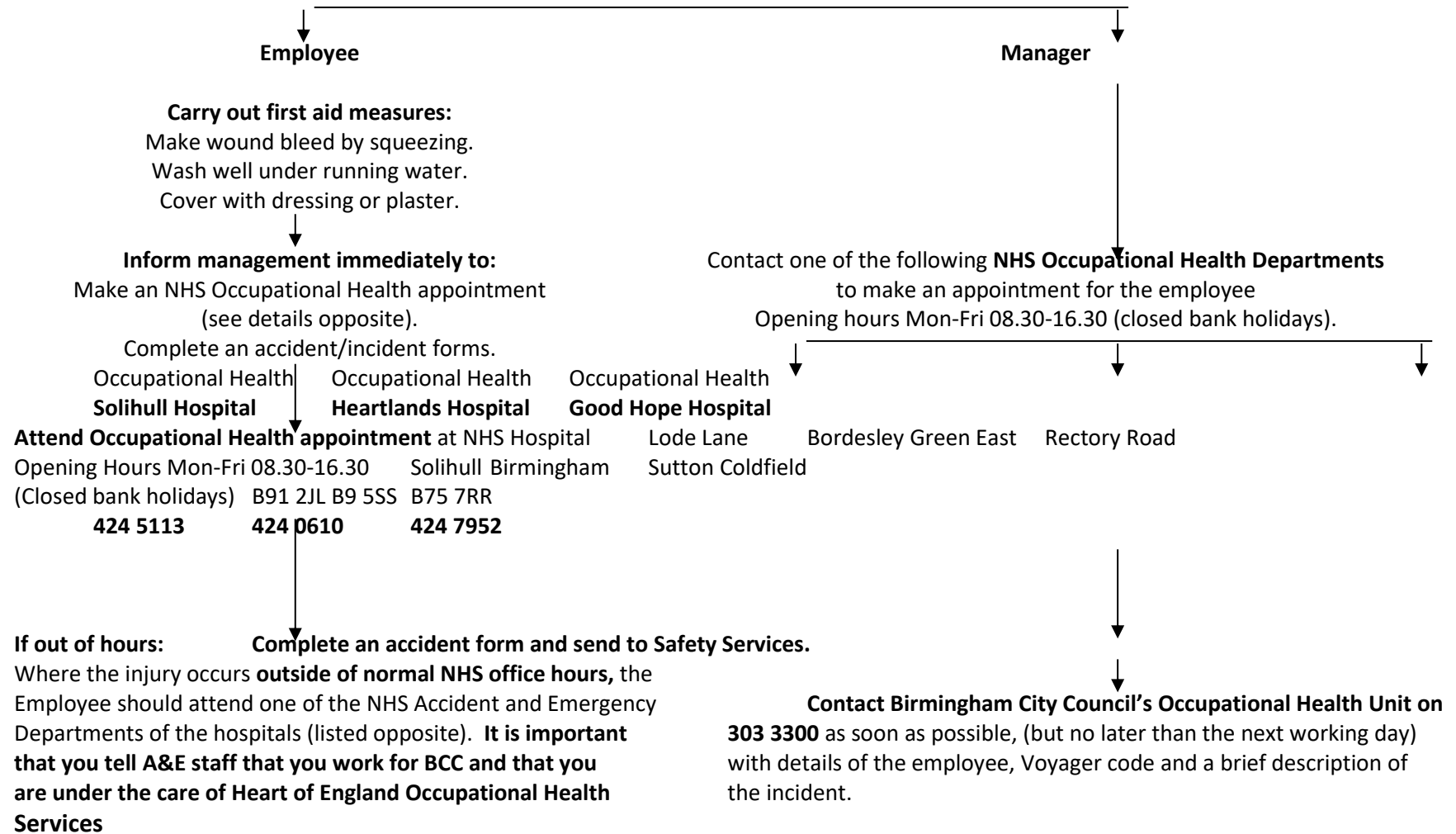
These diseases can also be transmitted by bites and scratches or body fluids being splashed into the eyes, particularly in learning disability environments.

On the rare occasion that a member of staff receives a 'needlestick' injury ie a hypodermic syringe accidentally punctures the skin, or a bite, scratch or body fluid splash to the eye, it is important that the following action is taken promptly in order to prevent the risk of infection:

- The injured person should immediately squeeze the wound to make it bleed as much as possible. This should preferably be done whilst holding the wound under running water and washing well. Cover the wound with a dressing or plaster.
- If the incident occurs during NHS office hours (08.30 to 16.30), the injured person should inform their line management immediately to ensure that an **NHS Occupational Health Appointment is made** (see details on the flowchart attached). Immediate arrangements can then be made for a health risk assessment to be carried out and if necessary, a course of treatment to begin. To ensure it is most effective, this treatment should begin within 48 hours.
- Where the injury occurs **outside of normal NHS office hours**, the employee should attend one of the NHS Accident and Emergency departments of the hospitals on the flowchart attached. **It is important that you tell the A&E staff that you work for BCC and that you are under the care of Heart of England Occupational Health Services.**
- This course of action is still necessary even though the person may have previously been immunised against Hepatitis B. This is because the immunisation's effectiveness diminishes with time and at a different rate from person to person.

## NEEDLESTICK INJURY FLOWCHART

Employee sustains injury



## **PART E**

### **SCHOOL TRANSPORT**

# School Transport

**RISK ASSESSMENT – All drivers must be MIDAS trained. The list of MIDAS trained drivers is available from the Headteacher's PA.**

Individual staff have taken pupils to trips, fixtures and visits over the last five years in the school mini-bus without any incidents. This is done on a 'voluntary' agreement.

Before the teams leave the school site in the mini-bus the following checks are made;

- Condition of tyres.
- Seat belts worn by everybody.
- Pupils are reminded of safety procedures on the bus in case of emergency.
- A mobile phone is charged and on board.
- Pupils, who the teacher in charge of driving the mini-bus thinks will be disruptive, will not be taken on the mini-bus.
- A list of pupils who are on the mini-bus, their destination, time of departure and expected time of return will be left in the main school office.
- Adequate First Aid kit is on board

The overall maintenance of the minibus and the booking of the minibus for use is the responsibility of the School Site Manager.

Any problems found with the minibus should be reported to the Site Manager as soon as reasonably practicable via the STAR report form on the school desktop.

The mini-bus is hired from Rivervale, under a lease agreement with Arval. It is serviced annually, with safety checks completed 4 times per year. All annual checks are conducted by the lease company and drivers are tested every 3 years.

Ratified by Governors: 09/07/2025

Review Date: 09/07/2026

*(This policy will remain in force beyond the review date if no updates are required)*