

# New-Bridge Integrated College



## Health & Safety Policy

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## 1.1 Scope

This Policy is specific to New-Bridge Integrated College. This Written Health and Safety policy is in direct response to Article 4(3) of the Health and Safety at Work (N.I.) Order 1978, which contains the legal requirements for a written Health and Safety policy.

The Health and Safety at Work (N.I.) Order 1978, requires employers of five or more people to prepare a written statement, advise employees about health and safety at work procedures and specify policy regarding health and safety at work.

The Health and Safety system will be integrated within the daily management of the school and will be continuously developed, maintained and implemented and monitored via a comprehensive series of documents which will include:-

- i) The Policy Aim, Objectives and Statement
- ii) Organisation
- iii) Arrangements for Implementation
- iv) Working Policy Documents
- v) Subject specific Guidance periodically issued by the EA.

The policy recognises the legal duties and responsibilities owed to all users of the site and seek to develop standards which are significantly higher than those required by law as a means of contributing to the overall performance of the college by reducing accidents, injuries and ill health.

## 1.2 Aim

To provide the highest possible standard of Health and Safety, commensurate with the operation of an educational establishment.

## 1.3 Objectives

It is the responsibility of the Governing Body via the Principal together with the School's Senior Teaching Team to ensure that systems are in place which will deliver a safe place of work for employees, pupils and visitors. Equally it is the duty of all employees to co-operate with management on health and safety matters. The Governing Body expects each employee to take reasonable care of their own safety and that of others either under their supervision or who may be affected by their actions. The main objectives of this policy will apply as far as reasonably practicable and are as follows:-

- i) To establish and maintain a safe and healthy working environment throughout the College.
- ii) To establish and maintain safe working procedures among staff, pupils and visitors to the College.
- iii) Advise to determine arrangements for ensuring safety and avoiding risks which exist and the necessary precautions to deal with these risks.
- iv) To ensure the provision of sufficient information, instruction and training to all employees in respect of risk to their health and safety.

v) Acknowledgement of the duty owed to the health and safety of persons other than employees, e.g. students, visitors etc.

vi) Consultation with all employees on health and safety matters with particular individuals prior to the allocations of Health and Safety functions.

#### **1.4 Statement**

New-Bridge Integrated College recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, pupils and such other persons as may be affected by its activities.

Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and across the wide range of educational activities. New-Bridge Integrated College will ensure that we have access to competent technical advice on health and safety matters to assist us in meeting our objectives.

Communication and training are thus implied. The College Safety Policy will typically state the principles in the college's terms and referencing roles and responsibilities of the College managers, personal and specialist health and safety sections, procedures and practices.

The policy will define management responsibility and individuals and groups will co-ordinate activity to identify analyse and implement solutions to potential safety problems. Safety programmes will be developed, introduced and kept under constant review and implemented by departments and staff.

The policy will define arrangements for promoting, planning and controlling all aspects of Health and Safety.

## **Part II Organisation**

This section of the policy relates to the responsibilities and relationships between the individuals who constitute the work force. Successful implementation of the Health and Safety policy requires clear lines of communication on all health and safety matters. Clearly defined systems for the health and safety levels of responsibility for various functions within the management structure are necessary.

### **2.1 General**

The Health and Safety at Work (N.I) Order 1978 states that all employees have health and safety responsibilities when at work. Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be evaded.

### **2.2 The Board of Governors**

New-Bridge Integrated College is a college whereby the Board of Governors have a statutory responsibility as an employer to ensure compliance with health and safety legislation and to ensure the health, safety and welfare of employees, pupils, visitors and contractors and the self-employed. The Board of Governors will also ensure that all health and safety policies and practices are carried out and that risk assessments are carried out to address significant risks.

In discharge of their statutory responsibilities Governors must:

- i) Ensure that the College's Health and Safety Policy is produced and devise procedures for managing health and safety related issues.
- ii) Ensure a Health and safety committee is set up to assist the Principal and the health and safety co-ordinator with the implementation of any review of the health and safety policy.
- iii) That all teaching staff recommended for appointment by them hold appropriate qualifications both to teach the subjects required of them and to use the necessary equipment and machinery.
- iv) That both teaching and non- teaching staff are provided with training as required and where appropriate that will assist them to work safely.
- v) Ensure that procedures for the safety of both teaching and non- teaching staff under their control are maintained.

### **2.3 Principal's Responsibilities**

The principal is responsible to the Board of Governors for ensuring that all procedures and practices are realistic and effective. In this role the principal is assisted by the Bursar who serves in this context as Health & Safety Co-ordinator to the Board of Governors.

- i) The principal or designated teacher will ensure that adequate arrangements exist for carrying out regular fire drills that all staff are aware of the fire drill procedures and participate in such drills.
- ii) Report to the board of governors all defects and hazards to ensure safe systems of work are used by contractors or persons carrying out inspections or non-structural repairs.
- iii) Report to the board of governors all defects and hazards which cannot be dealt with via normal maintenance arrangements.
- iv) Ensure all accidents to teaching and non- teaching staff are reported promptly.
- v) Ensure all staff operate safe working practices in the execution of their duties.

In the absence of the Principal, the Vice-Principal or Pastoral Co-Ordinator will assume the role.

### **2.4 The Health & Safety Co-ordinator**

The Health and Safety Co-Ordinator shall be responsible to the Principal for all the development and operation of monitoring arrangements covering all undertakings of the College. In carrying out these monitoring duties the Health & Safety Co-Ordinator shall have the authority to enter College premises and take such action as may be deemed necessary to ensure compliance with this policy.

As well as monitoring health, safety and welfare organisation and performance, the Health and Safety Co-Ordinator shall;

- i) Promote the development of a safety culture by, for example, discussions, advice and training.
- ii) Provide or obtain advice on matters of health and safety to all members of the College, but in particularly to the Health and Safety Committee of the board of governors, the Principal and to the department head teachers.

- iii) Actively encourage and assist in the assessment of risks in all activities of the College.
- iv) Compile accident data and investigate instances of injuries and hazardous incidents.
- v) Ensure that they keep up to date with current Health & Safety standards and legislation.

On occasions pupils may be involved off-site, in activities under the direction of a member of staff, at such times the above responsibility is carried out by them.

## **2.5 Teaching Staff**

It is the responsibility of all teaching staff to abide by the procedures outlined in this policy. These procedures are for the benefit of all staff and pupils in the College and by abiding by these guidelines, the health and safety of staff and pupils will not be put at risk.

Each member of the teaching staff has a responsibility to exercise care and attention regarding the safety of themselves and pupils under their control.

In the discharge of this responsibility all teachers shall:-

- i. Ensure they take reasonable care during their work activities to avoid accident or injury to themselves, other members of staff and pupils, in line with the Health and Safety at Work Order NI.
- ii. Observe all safety instructions and advice issued by either the supplier, the EA, Board of Governors or the Department of Education.
- iii. Observe all safety rules relating to specific machinery or processes.
- iv. Ensure that all protective clothing and equipment as required is both available and used by themselves and pupils.
- v. Report all potential hazards affecting health and safety to the subject teacher or nominated teacher.
- vi. Report all accidents to the heads of department and ensure that accident or incident report forms are fully completed.
- vii. Co-operate fully with the head of department and the Principal on all matters pertaining to health and safety.
- viii. Exercise the effective supervision of pupils and know emergency procedures in respect of fire, first aid etc.
- ix. Know the special safety measures to be adopted in their own teaching areas and ensure they are applied.
- x. Be familiar with the College's lone working guidelines.
- xi. Give clear instruction and warnings as often as is necessary.
- xii. Follow safe working procedures personally.
- xiii. Make recommendations to their head of department on the provision of safety equipment and on improvements to plant, tools or equipment which are dangerous or potentially dangerous.

## **2.6 Specific Risk Areas**

### **2.6.1 Catering Operations**

i). The Canteen Manageress is responsible for ensuring that the Health and Safety requirements are implemented on a daily basis and will ensure that the relevant parts of the school Policy, especially those relating to emergency procedures, are followed by all catering staff.

ii). The Canteen Manageress will advise the Health and Safety Co-ordinator and/or Principal of any Health and Safety concerns.

#### 2.6.2 PE Department

i). The Head of PE will be responsible for ensuring that Health and Safety requirements are implemented on a daily basis.

ii). The Head of PE will advise the Health and Safety Co-ordinator and/or Principal of any Health and Safety concerns.

iii). The Head of PE will maintain an up-to-date copy of the Health and Safety Policy and documents specific to the operation of the centre ensuring that "The Safe Practice in Physical Education and School Sport" is followed.

#### 2.6.3 Grounds Maintenance

i). The Grounds Maintenance contractors will have their own Health and Safety Policies relating to their activities which must be followed on site and in addition the contractors will familiarise themselves with the relevant policies of the school.

ii). In-house gardening, grass cutting and litter picking will be covered by this Policy and will be the responsibility of the College's caretaker.

#### 2.6.4 Contractors

i). Contractors will have their own Health and Safety Policies and specific risk assessments/method statements relating to their activities which must be followed on site and in addition they must make themselves and their employees aware of relevant school requirements, especially in relation to Emergency Procedures.

### 2.7 Pupils

- i) All pupils are expected to behave in a manner that reflects the School's behaviour policy and in particular are expected to:-
  - a. Take reasonable care for their own health and safety at school and of their peers, teachers, support staff and any other person that may be at school.
  - b. Co-operate with teaching and support staff and follow all health and safety instructions given.
- ii) Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- iii) Report to a teacher or other member of school staff any health and safety concerns that they may have.

### 2.8 Visitors and Other Users of the School

Visitors and other users of the premises will be required to observe the health, safety and welfare rules of the school. In particular parents and other volunteers helping out in school, including those associated with self- help schemes will be made aware of the Health and Safety Policy applicable to them by the teacher to whom they are assigned.

## 2.9 Hiring of hall

The School has a lettings procedure that covers procedures for fire evacuation and security arrangements and the requirements relating to accident and near miss reporting and the provision of first aid.

Persons/organisations letting the site must agree to:-

- i) Co-operate and co-ordinate with the school on health and safety matters.
- ii) Agree to the terms of the lettings procedure in relation to health and safety arrangements.
- iii) Provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities.

The School will ensure that:-

- i) The premises are in a safe condition for the purpose of use.
- ii) Health and safety arrangements are detailed in the lettings policy and that these are fully explained and communicated.
- iii) Adequate arrangements for emergency evacuation are in place and communicated.

## 2.10 School Mini-Bus

The school mini-bus is a valuable resource, which helps to provide pupils with access to school visits and off-campus residentials, as well as to numerous other extra-curricular activities. It is essential that all users of this resource are aware of all legal and procedural responsibilities of its use.

## PART III – ARRANGEMENTS FOR IMPLEMENTATION

The following arrangements will be adopted to ensure that the Governors and the Principal fulfil their responsibilities and provide the foundation for securing the health and safety of employees and all users of the site.

### 3.1 Distribution of Health and Safety Information

- i) The master copy of the Health & Safety Policy, Risk Assessments, COSHH Assessments, Working Documents, Codes of Practice and guidance will be kept by the Health and Safety Co-ordinator. Staff are encouraged to refer to these documents and seek advice whenever they are considering health and safety issues.
- ii) Copies of the Health & Safety Policy together with relevant documents concerning specific areas will be kept by the Heads of Department.
- iii) A copy of the Health & Safety Policy will be made available to all staff who will be expected to familiarise themselves with the contents. Where codes of practice, guidance and advisory booklets or leaflets are referred to in this Policy copies can be found at the locations set out in (i) above.

iv) The Health and Safety Co-ordinator will issue updates, new guidance and approved revisions as soon as they become available.

v) The attention of all new staff including part time, temporary and supply staff will be drawn to the copy of the Safety Policy and they will receive induction training which will include relevant health and safety issues.

vi) Fire Safety, Emergency Evacuation & First Aid Provision.

vii) The Health and Safety Law poster is displayed at various locations around the College.

### **3.2 Accidents, Dangerous Occurrences and Near Misses**

#### **3.2.1 Immediate first aid**

Accidents involving injury or ill health effects will be notified immediately to the nearest first aider or contact the main office staff, to facilitate first aid treatment. Where injuries are serious enough to warrant hospital treatment staff must telephone 999 for an ambulance to transport the patient to hospital, inform the next of kin and the Principal.

#### **3.2.2 Completion of Accident Book/ Forms**

A member of staff who witnesses, or is first on the scene or first to be informed of any accident, dangerous occurrence or near miss, will complete a record in the Accident Report Book which is kept in the main office, as soon as possible. Should a pupil or member of staff be absent for more than one day as a result of any accident or incident, the Health and Safety Co-ordinator will complete the relevant internal report form. The Health and Safety Co-ordinator will investigate all incidents reported by staff unless so trivial in nature that investigation is not warranted. Investigations will have the aim of identifying the cause and implementing preventative strategies.

#### **3.2.3 Compliance with RIDDOR Regulations**

The Health and Safety Co-ordinator will determine which accidents and dangerous occurrences are required to be notified to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Refer to school accident guidance set out in the New-Bridge Integrated College First Aid Provision procedures. He/she will complete the necessary report form (F2508) and, following consultation with the Principal, send it electronically to the enforcing authority within 10 days of the incident. In the event of a major injury or fatality the notification must be immediate, by telephone, with the electronic confirmation (F2508) following as soon as possible.

### **3.3 Asbestos**

i) New-Bridge Integrated College complies with the HSE's approved code of practice 'The management of asbestos in non-domestic premises'.

ii) It is the policy of the Governing Body that no work of any kind shall be undertaken by any staff employed at the school on any material which either contains or may contain asbestos.

iii) The Control of Asbestos at Work Regulations 2012 requires that all materials containing or having the potential to contain asbestos will be identified and their location marked. The survey to comply with these requirements has been carried out by a competent person on behalf of the school.

iv) The Health & Safety Co-ordinator undertakes and records a visual annual inspection of all asbestos containing materials (ACM's) and manages the induction of contractors on the whereabouts of known or presumed ACM's as part of any works being undertaken.

v) All contractors must check available information within the ASB100 which includes the Asbestos Log before commencing work on site.

vi) New-Bridge Integrated College will inform all staff, pupils, visitors and contractors of any planned/emergency works that may affect any known or presumed asbestos containing materials or where the presence of asbestos cannot be verified.

vii) Following any suspected or known release of asbestos fibres, air monitoring will be required. This will be co-ordinated by the Health and Safety Co-ordinator/Caretaker.

viii) Releases of asbestos must be reported in line with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Reporting will be undertaken by the Health and Safety Co-ordinator.

### **3.4 Contractors**

All Contractors will:-

i) Observe their own Health and Safety Policies and procedures.

ii) Report to the Site Manager and sign in at Reception on arrival.

iii) Comply with the general requirements of the school's Health and Safety Policy particularly in relation to emergency procedures.

iv) Examine the Asbestos Log prior to commencing any work on site.

v) Comply with the requirements of the Construction (Design and Management) Regulations 2007.

vi) Report to the Health & Safety Co-Ordinator and sign out at Reception when leaving.

### **3.5 COSHH – Control of Substances Hazardous to Health Regulations 2002**

i) Risk Assessments required under COSHH will be undertaken on all hazardous substances. These assessments will only be carried out by competent persons.

ii) In the vast majority of commercially available chemicals the presence of a warning label will indicate whether COSHH is relevant. Such labelling is required under the Chemicals (Hazard Information and Packaging for Supply) Regulations 2002 (CHIP). These Regulations also require the supplier to provide a safety data sheet.

iii) COSHH also applies to biological agents connected to the workplace e.g. Legionella, dust in harmful concentrations, pesticides not covered by CHIP and substances produced in chemical processes.

iv) Copies of COSHH risk assessments for all chemicals used within the School including actions required will be kept in accordance with Section 1 of this Part detailing the distribution of Health and Safety Information. Individual departments retain their own COSHH risk assessments including MSDS sheets.

v) As a general principle it is the policy of the Governing Body that wherever possible safer alternatives be considered when purchasing hazardous substances.

### **3.6 Display Screen Equipment**

i) The Health and Safety (Display Screen Equipment) Regulations 1992 require employers to minimise the risks for staff who habitually use DSE as a significant part of their normal work.

ii) Workstation risk assessments will be carried out either by a competent person or through an on-line DSE workstation risk assessment and training package on all stations in accordance with the Guidance on Regulations issued by the HSE.

iii) Eye tests should be facilitated for those staff falling within the regulations in accordance with the above guidance.

iv) All staff using DSE must ensure that the adjustable elements of their workstation are set to promote ease of use and comfort e.g. screen, mouse and keyboard position, height of seat, avoidance of glare and reflections, etc. More detailed information is available in the guidance and in the HSE leaflet "Working with VDU's".

### **3.7 Electricity at Work**

The Electricity at Work Regulations 1989 requires that electrical installations be maintained to prevent danger.

i) The School will ensure that fixed installations will be inspected and tested at 5-yearly intervals or in the event of a fault developing. ii) Portable equipment shall be checked in accordance with the guidance issued by the HSE and summarised in their leaflet "Maintaining portable equipment in offices and other low risk environments". iii) In addition to the safety checks detailed above staff using portable equipment should take notice of the condition of plugs and flexes each time a particular piece of equipment is used and should report any faults identified to the Health and Safety Co-ordinator or College Caretaker.

### **3.8 Emergency Procedures**

#### **3.8.1 Evacuation**

- i) Buildings will be evacuated in emergency situations such as suspected fire, bomb threat, gas leak or any other situation, which may cause an imminent risk to personal safety.
- ii) In the event of a suspected fire the alarms will be operated but in other cases, such as a gas leak, emergency contact procedures will operate to evacuate all buildings without sounding the alarms or operating any electrical equipment.
- iii) In all cases buildings will be evacuated by the nearest fire exit route that is safe to the approved assembly point (see appendix II)
- iv) The Principal and/or Health and Safety Co-ordinator and/or College Caretaker will determine when it is safe to re-occupy the buildings.

### 3.8.2 Fire

- i) All fire appliances will be checked at least annually by specialist maintenance personnel.
- ii) All fire stop doors must be free swinging at all times so that they are normally closed. Fire exit doors must be unlocked and easily accessible and openable from within the building.
- iii) The fire alarms will be tested on a weekly basis using a different call point each time and the results should be recorded.
- iv) Fire Drills will be held once per term, when the Health & Safety Co-ordinator will record the evacuation time and the general performance of the drill.
- v) Appropriate members of staff will be trained how to use relevant fire appliances. The Health and Safety Co-Ordinator and the Caretaker will identify fire training needs and will incorporate that information into the Health and Safety Training Plan.
- vi) Clear instructions must be issued to staff regarding the nearest fire call point, fire extinguisher, the means of escape and assembly points during fire drills. These instructions must be issued on the first day of employment as part of the induction process. (see Appendix II)
- vii) Fire risk assessments will be carried out with a combination of competent advice and assistance.

### 3.8.3 Bomb Threat

- i) In the event of a warning the Principal and/or Health and Safety Co-ordinator will institute emergency evacuation procedures. Personal belongings should be taken out at the same time if that can be achieved without causing undue delay. This will facilitate the search process.
- ii) Any suspicious objects should be reported to line managers or directly to the Health and Safety Co-Ordinator, or Principal. Under no circumstances should the object be touched or moved.

#### 3.8.4 Chemical or Biological Incident – if applicable

i) Any chemical or biological incident within the school will be dealt with according to the scope and seriousness of the incident. Appropriate emergency procedures will be applied by the Health and Safety Co-Ordinator and/or in consultation with the Principal.

#### 3.8.5 First Aid

i) First Aid boxes will be maintained at the site.

ii) It is the policy of the Governing Body that there will be sufficient numbers of trained First Aiders on the site at all times.

iii) A nominated “Appointed Person” for the purposes of the First Aid at Work Regulations 1981 will ensure that first aid box contents are replenished.

iv) A record of treatment given must be maintained by the qualified first aider or appointed person and shall be used in conjunction with the accident reporting and investigation procedures as a means of accident prevention. In addition, good records of initial treatment may be valuable if further medical attention is required or if legal action is considered by those involved in an accident.

v) External and internal contractors will maintain their own first aid boxes and provide their own trained First Aiders, although they will be allowed to use the school first aid boxes in an emergency. In that event the nominated appointed person must be notified so that replenishment can be organised.

### 3.9 Glass and Glazing

i) Doors which can be pushed open from either side should have a viewing panel appropriate to users so that a clear view of the area close to both sides is allowed.

ii) Where windows and transparent or translucent surfaces in walls, partitions, doors, etc. pose a risk of injury they should be made of safety material or otherwise protected against breakage. A glazing risk assessment has been undertaken to ensure compliance with the Health and Safety Welfare Regulations 1992 and EN12600/BS6206. This risk assessment will be reviewed on a regular basis.

### 3.10 Lifting Operations and Lifting Equipment

i) Passenger or goods lifts on site together with any lifting equipment is covered by the Lifting Operations and Lifting Equipment Regulations 1995 (LOLER).

ii) The Health and Safety Co-ordinator will ensure that the statutory inspections take place when due.

ii) All staff using the equipment must be familiar with the Health and Safety requirements regarding its use.

### **3.11 Management of Health and Safety**

i) The Management of Health and Safety at Work Regulations 1999 and the relevant Code of Practice will form the basis of the school's Health and Safety system.

ii) Risk assessments and safe systems of work will be developed and implemented in each section by competent persons with the assistance of the Health and Safety Co-ordinator. These will be available to all employees in the locations set out in section 3.1 Distribution of Health and Safety information. Training will be given where necessary in accordance with the Health and Safety Training Plan which will be revised annually.

iii) The Governing Body wishes to ensure that Health and Safety becomes an integral part of the daily operation of the School and to that end it is essential that all employees comply with Section 7 of the Health and Safety at Work Act 1974. This section imposes duties on employees to take care of their own Health and Safety and that of others who may be affected by their actions or omissions. In demonstrating that care staff will be expected to follow advice and training given and to report to their immediate line manager any hazards, incidents or near misses.

### **3.12 Manual Handling**

i) Manual Handling causes over one third of all reported injuries. It is the policy of the Governing Body that management and staff will comply with the requirements of the Manual Handling Operations Regulations 1992.

ii) The general principles are to avoid manual handling wherever possible, to assess the risks where manual handling is necessary and to reduce those risks to the lowest level which is reasonably practicable.

iii) Training will be a key part of reducing the risks for those staff involved in manual handling.

### **3.13 New Plant, Machinery and Equipment**

i) The relevant requirements are contained in the Provision and Use of Work Equipment Regulations 1992 (PUWER). It is the responsibility of manufacturers and suppliers to ensure that any article is designed and constructed to be safe and without risk to health when properly used. They must give instructions to purchasers as to the way in which the article may be used safely. This information will then be given to employees during instruction on safe use.

ii) Second-hand articles or those belonging to staff will not be allowed to be used on site without the express permission of the Health and Safety Co-ordinator or Principal. He/she will not grant

such permission unless he/she can be sure that all Health and Safety implications have been satisfied.

### **3.14 Noise at Work**

i) The Noise at Work Regulations 2005 requires employers to assess and minimise the risks associated with exposure to high levels of noise.

ii) In the School environment the circumstances where these regulations may apply are very limited. Assessments will be made on the noisiest activities to determine whether it is likely that they will apply e.g. woodworking and metalworking equipment and ride on grounds maintenance equipment.

iii) As a general rule the regulations will not apply where noise levels are below 80dBA. Where trigger levels are exceeded an external competent person will be commissioned to carry out the required assessment.

### **3.15 Occupational Health**

#### **3.15.1 Access to Occupational Health Services**

i) New-Bridge Integrated College have obtained services from the Health, Safety and Wellbeing and have access to Occupational Health Services and Carecall.

ii) Staff wishing to access this service should initially discuss the problem with the Principal who will respect the privacy of the individual concerned.

iii) Where the health of an individual is causing concerns for the health and safety of others, the Principal reserves the right to refer that person to the occupational health service following consultation.

#### **3.15.2 Bullying**

i) Bullying of any employee will not be tolerated and will be regarded by the Governing Body as a disciplinary issue.

ii) Documentation is available to advise school leaders, staff and governing bodies on "Preventing and Tackling Bullying". This document has been produced to help schools prevent and respond to bullying as part of their overall behaviour policy, to understand their legal responsibilities in this area, and to understand the Department's approach.

#### **3.15.3 Drugs and Alcohol Policy**

i) Where it is apparent that the behaviour and performance of an individual is impaired by drugs, substance misuse or alcohol to the extent that there is a potential risk to the Health and Safety of others the matter will be dealt with in accordance with the approved Drugs and Alcohol Policy.

ii) Managers have the option of involving occupational health services following discussion with the individual concerned in an attempt to provide constructive assistance. In serious cases managers may involve disciplinary procedures.

#### 3.15.4 Health Surveillance

i) It is not considered that any employees on site are subjected to continued exposure to any substances which are so hazardous as to require their health to be monitored.

#### 3.15.5 Health Promotion

i) The Governing Body recognises that, whilst it will make every effort to provide a healthy workplace, it is the behaviour and personal choices of the employee that have the greatest impact on individual health.

#### 3.15.6 Legionnaires Disease

i) Legionnaires disease is caused by ubiquitous bacteria which are present in water systems and when allowed to colonise and proliferate can cause serious outbreaks of disease. This is well recognised and an Approved Code of Practice (L8) has been issued by the HSE.

ii) Whilst it has frequently been associated with cooling towers it is also common in showers, whirlpool baths, spray taps and virtually any water system capable of generating airborne droplets which can be inhaled.

iii) The advice in the Code of Practice will be followed on site. Specific actions will include removal of all shower heads and sterilising them prior to the commencement of each school year. Hot and cold water systems will be flushed through to remove any stagnant water from the system and storage tanks will be checked for any growth of algae.

Monthly checks undertaken:-

- Cold water – less than 20oc
- Hot water – more than 50oc
- Showers – all shower heads put on full to remove any stagnant water
- Storage tanks – hot and cold water checked
- Taps – visual check

Yearly checks undertaken:-

- Storage tanks – drained, cleaned and chlorinated
- Shower heads – drained, cleaned and sterilised

- Taps – drained, cleaned and sterilised all information from the water checks are recorded in the water log book held by the Premises Manager.

iv) The School have commissioned a professional/specialist to undertake an annual water risk assessment. Within this risk assessment it details the specific controls to manage water safety for the School. This risk assessment will be reviewed on a regular basis.

v) In the event of an outbreak of Legionellosis (Legionnaires Disease or Pontiac fever) The School will notify the HSE in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, should a legionella outbreak be suspected of being caused within the premises of New-Bridge Integrated College. The School will co-operate fully with the HSE in any investigations into outbreaks of legionella thought to have been caused by the school's water systems. If the schools water system is implicated in an outbreak of Legionnaire's Disease, emergency treatment of that system will be carried out as soon as possible.

vi) All staff with responsibilities for managing water hygiene will be instructed in what they must do, be given adequate information about the risks of Legionella and what precautions need to be taken to avoid them and what the dangers and consequences of not maintaining water systems will be.

#### 3.15.7 New and Expectant Mothers

i) The guidance issued by the HSE in their booklet "New and expectant mothers at work – A guide for health professionals" will be followed. Copies can be obtained from the Health and Safety Co-Ordinator on request.

#### 3.15.8 Smoking Policy

i) The School has a NO SMOKING Policy which means specifically that smoking is not allowed in any area where there is a risk of others being affected by passive smoking.

#### 3.15.9 Stress at Work

i) Stress is becoming an increasingly important issue. Guidance on stress/pressure is available via the Health and Safety Service and Carecall.

#### 3.15.10 Violence at Work

i) Violence to any employee will be treated very seriously and the advice set out in the document issued by the HSE (Violence at Work – a guide for employers) will be adopted as the means of dealing with such incidents when they occur and in the development of strategies to minimise their occurrence.

#### 3.15.11 Administering Medication

A few children, whilst fit to attend school, may require medication during school hours. In addition, it may be necessary for children with long term complaints or chronic illness such as asthma or diabetes to receive medication. The following guidelines are designed to give

direction as to the procedures and arrangements which should be observed when dealing with this subject.

#### Parent/Carer's Responsibility

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours and parents/carers should make arrangements to administer medicines at home. However, when it is thought necessary for a student to take medication during the school day, a written consent form must be completed by the parent/carer giving clear instructions regarding the required dosage. A doctor's (or health professional's) note should also be received to the effect that it is necessary for the medicine to be administered during school hours.
- Prescriptive medication must be in date, labelled and brought into the school in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception is insulin which should be in a pen or pump, not its original container.
- A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor. Medication should never be administered without first checking maximum dosages and when the previous dose was taken.
- Non-prescribed medicines should be brought in their original container within an envelope clearly showing the student's name and dosage to be given together with the information sheet detailing any possible side effects.
- It is the responsibility of the parent/carer to maintain adequate supplies contained within the diabetic containers.
- Herbal, holistic, homeopathic and/or natural products must be given at home.
- It is the responsibility of the parent/carer to collect any medications from school when the student is no longer taking that particular medication. If it is not collected, medicines will be safely disposed of.
- It is important that a parent/carer provides an up-to-date record of home and work contact numbers in case of emergency.

#### School's Responsibility

- The day-to-day administration of medicines is delegated to the designated First Aiders. Medication will only be given once parental consent has been received, either in writing or by telephone.
- All medicines should be stored safely. Students should know where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be stored safely but not be locked away.
- A child prescribed a controlled drug may legally have it in their possession if they are competent to do so but passing it to another child for use is an offence therefore monitoring arrangements may be necessary.

- Staff may administer medicines in accordance with the prescriber's instructions. A record will be kept of all medicines administered to individual students, stating what, how and how much was administered.
- Medication needed for emergency situations will be readily accessible. Inhalers should be carried by students wherever possible; a spare inhaler may be left at the Library and should be clearly marked with the student's name.
- A medical book is kept to record the use of insulin taken by all diabetic students. Insulin is kept in a cabinet within the main office. Diabetic 'hypo' containers are clearly labelled and kept in a cupboard in the Library.
- The school will work closely with the doctor/hospital and parents to assist students with long-term or complex medication needs and their self-management of medication.
- When a school trip has been organised, the school asks that any medication is handed to the named member of staff with responsibility for administering medication. This member of staff will then complete the details of the medication and administration requirements in the medical book and will also log medication given during the school trip.
- Approval will be sought prior to a school trip with regard to the administration of basic medication such as paracetamol. If a student requests such medication during a school trip, the parental consent form will be checked and if appropriate, medication will be provided from the school's supply.
- Any member of staff who agrees to accept responsibility for administering prescribed medicines to a young person should have appropriate training guidance and support from the health professionals. They should be aware of any potential side effects of the medicines and what to do if they occur. A written record of training and authority to carry out procedures should be kept both by the school and the member of staff.
- Parents should be informed if their child has been unwell at school.

### **3.16 Off site Educational Visits/Activities**

#### **DEFINITION OF SCHOOL VISITS**

A vast range of such activities are now part of educational provision and include at least the following:

- i) Visits within the timetable school day to places of interest.
- ii) Sports visits.
- iii) Afternoon and evening visits to concerts etc.
- iv) Visits relating to community services, sponsored activities and charitable work.
- v) Visits to residential centres involving nights away from home.
- vi) Visits involving hazardous activities such as outdoor pursuits.

In short this means that every time a teacher takes out of school it will be regarded as a school visit.

Requirements:

- i) Staff should be familiar with area to be visited. This may involve prior visits.
- ii) Parents must be fully informed as to the nature of the visit and contact details for the leader/s involved.
- iii) Where possible a meeting of parents should be arranged prior to certain visits (particularly overnight)
- iv) Consent forms should be completed by parents and these forms should be return to school.

### **3.17 Personal Protective Equipment**

- i) The requirements of the Personal Protective equipment at Work Regulations 1992 and the Guidance on will be followed.
- ii) The circumstances where these regulations apply are fairly limited within school premises e.g. Science and Technology, but where risk assessment has identified that any personal protective equipment is necessary it will be supplied by the school. Employees must then ensure that it is worn at appropriate times.
- iii) Abuse of any PPE supplied is a direct offence under Section 8 of the Health and Safety at Work Act 1974.

### **3.18 Safety Representatives/Safety Committee/Consultation**

- i) Under the Safety Representatives and Safety Committees Regulations 1977 employers must put in place arrangements to enable Safety Representatives to be consulted on appropriate Health and Safety issues.
- ii) The Health and Safety (Consultation with Employees) Regulations 1996 require employers to consult with representatives or directly with non- union employees.
- iii) Employers also have obligations under the Health and Safety (Information for Employees) Regulations 1989.
- iv) The Governing Body will fulfil these obligations though the Principal who will involve all staff including representatives in the development of Health and Safety. This policy details the methods of involvement including accompanied inspections, safety committee meetings, development of risk assessments, disseminating information and assisting in developing training needs.

### **3.19 Site, Building and Staff Security and Safety**

- i) The site should be securely fenced but where it is not possible to secure the whole site strategically placed CCTV cameras will provide a deterrent to unauthorised access.
- ii) Separation of Vehicular and Pedestrian movement

- a) The Health and Safety Co-ordinator and/or Caretaker will ensure that car parking arrangements including those for disabled persons do not compromise the safety of pedestrians.
- b) The Health and Safety Co-ordinator and/or Caretaker will ensure that when contractors are on site that their activities and vehicular movements do not compromise the safety of pedestrians.
- c) The Health and Safety Co-ordinator and/or Caretaker will ensure that deliveries, where possible, are not made during break or lunch times or for 15 minutes prior to the opening and after the close of school in order to avoid peak pupil movement times.
- d) Separate access will be delineated for pedestrian access which removes as far as reasonably practicable the risk of contact with moving vehicles.

iii) Buildings

- a. site building risk assessment has been carried out to assess the security systems in place and any urgent risk notifications have all been actioned.
- b. Staff working either in isolated parts of the building and/or out of normal hours should follow advice on "Lone Working" issued by the school.
- c. Contractors should sign in at Reception on commencement of work and sign out at the end of their shift.

iv) Visitors

- a. Visitors must sign in at Reception and will be issued with a visitor's badge which must be returned to reception on departure.

### 3.20 Statutory Inspections and Examinations

i) Statutory inspections and examinations of boilers, pressure vessels, lifting equipment and fire equipment will be carried out at statutory intervals by competent persons. The register of these will be held by the Health and Safety Co-ordinator who will confirm that arrangements for inspection and examination are made by the due dates.

### 3.21 Supervision of Pupils

i) The Principal shall take all reasonable steps to ensure that appropriate staff supervision is provided for pupils during lessons and off-site activities.

ii) The Principal shall take all reasonable steps to ensure appropriate supervision by duty staff at break time and lunch time.

iii) All staff will share the responsibility for ensuring that pupils adhere to the school code of conduct in terms of their behaviour when moving between different parts of the building.

iv) Staff supervising pupils in and around practical rooms i.e. in science laboratories, gyms and sports hall, technology rooms, etc. will be responsible for ensuring that pupils' behaviour is safe and in accordance with the school code of conduct.

### **3.22 Training**

i) All employees shall be instructed as to possible hazards which may occur at their place of work and shall receive such information, instruction and training as may be deemed necessary to enable them to do their work in a safe and efficient manner. Safety training will be incorporated into an annual plan which will be approved by the Governing Body.

ii) The Training Plan will cover:-

a) Induction Training -Every effort must be made to ensure that all new staff receive appropriate induction training which should include making them aware of their statutory duties, emergency procedures, relevant risk assessments and an explanation of this Policy. On the first day of employment the Safety Induction checklist must be completed and a copy of Parts I to III of this Policy will be issued.

b) Management Training - The Governing Body recognises that all sectors of management must receive the training necessary to enable them to effectively carry out their duties in the areas for which they are responsible.

c) Specialist Training - The Principal or Health & Safety Co-ordinator will arrange specialised courses of training as appropriate for employees in the safety requirements of their duties. The need for such courses will have been identified in the training plan.

d) Fire Training - All members of staff shall receive training on actions to be taken in the event of fire, advice on fire precautions and where necessary, practical training on the use of firefighting equipment and alarms.

### **3.23 Visitors**

i) Employees will ensure that all reasonable steps are taken to safeguard visitors and that they are made aware of emergency procedures.

ii) In the event of an evacuation, visitors should accompany the employee they have come to see to the approved assembly point identified in Appendix II.

### **3.24 Work Experience/Placements**

i) The Principal will ensure that all young persons under the age of 18 who are either employed by the school or placed on work experience will be subject to a under 18 risk assessment. Students on work experience/placement must have risk assessment completed on their activities prior to the placement starting. This assessment must be signed and dated by their parent guardian before the placement is permitted.

ii) Pre-meetings/interviews for work placements must also be undertaken. In all cases guidance issued by the Health, Safety and Wellbeing Service must be followed.

iii) Where parents or pupils arrange their own work experience the Employer should be reminded of his responsibilities under the Management of Health and Safety at Work Regulations 1999 and should take into account the following matters:-

- a. The inexperience, lack of awareness of risks and immaturity of young persons.
- b. The fitting and layout of the workplace or workstation.
- c. The nature, degree and duration of exposure to physical, biological and chemical agents.
- d. The form, range and use of work equipment and the way it is handled.
- e. The extent of the Health and Safety training provided to young persons.
- f. The risks from agents or other processes carried out at the workplace.
- g. The risk to the young person's Health and Safety must be assessed.
- h. The protection measures to be taken.
- i. Any risk notified to him/her by any other employer sharing the same workplace.
- j. Any work beyond the young person's physical or psychological capacity.
- k. Any work involving harmful exposure to agents, which are toxic, carcinogenic, mutagenic or have chronic effects. l. Involving harmful exposure to radiation. m. Extreme heat or cold. n. Noise or vibration. o. The appropriate procedures to be followed in the event of serious and imminent danger and the names of the competent persons who implement the procedures.
- l. The above are just some of the matters that employers should consider before allowing young persons to work in their establishments.

#### PART IV - INSPECTIONS, MONITORING, AUDIT AND REVIEW OF PERFORMANCE

##### 4.1 Inspection

General inspections take place as requested by the Health and Safety Sub Committee.

##### 4.2 Monitoring Systems

i) The Safety Committee will meet at least once per term to monitor and review procedures so that any issues found can be addressed.

ii) The Principal will monitor the school's performance on health and safety issues.

iii) The Governing Body will receive a report on the review and audit of health and safety at least annually and will have a standard item on the agenda of each meeting for any Health and Safety issues arising.

iv) Curriculum leaders or staff in supervisory roles will carry out termly checks on their area of operation and report any problems to the Health and Safety Co-Ordinator.

##### 4.3 Audit and Review of Performance

i) There will be an annual audit of all aspects of Health and Safety and the Safety Representatives will be invited to participate in the audit process. Findings will be reported to the Governing Body.

#### **4.4 Performance Standards**

i) The Governing Body should set performance standards based on annual statistics. They will enable standards to be monitored and acted upon where needed.

#### **4.5 Third Party Monitoring/Inspection**

The school will be subject to third party inspection and monitoring.

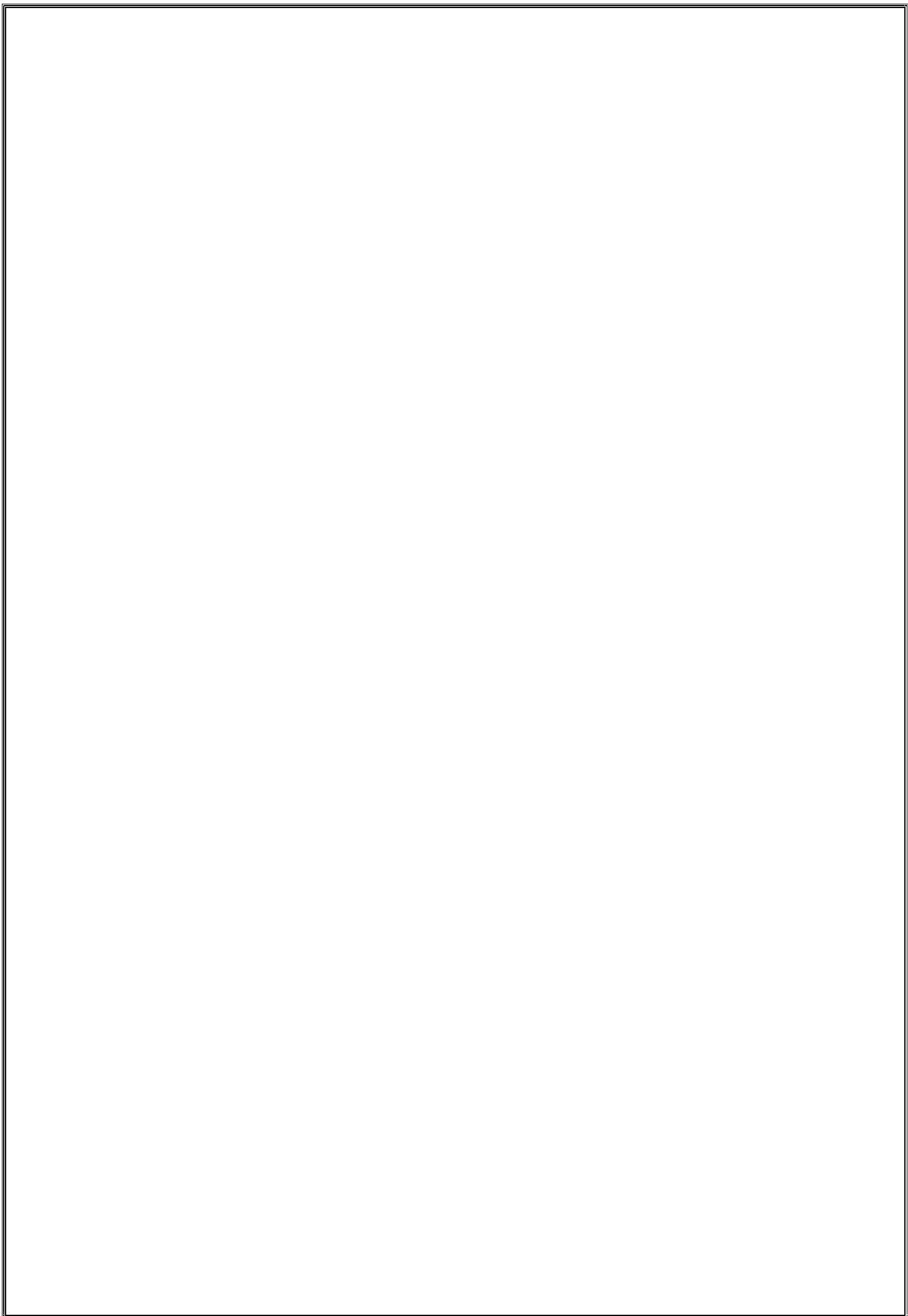
Actions arising from third party audit/inspection will be incorporated within the school action plan with appropriate target dates for completion.

Policy Implementation and Review

Policy effective from: 1 December 2014

Policy Review Date: 2017

Signed: \_\_\_\_\_



## APPENDIX I

### **EMERGENCY CONTACTS:**

PRINCIPAL: Mrs A Anderson

HEALTH & SAFETY CO-ORDINATOR: Mrs E Cordner

ON-SITE FIRST AIDERS: Mr K Walker, Mrs L Phillips, Mr A Edgar,  
Mrs A Lennon-Malone, Miss S Johnston

### **EMERGENCY NUMBERS:**

HOSPITALS: Daisy Hill Hospital, Newry  
Tel: 028 3083 5000

Craigavon Area Hospital, Craigavon  
Tel: 028 3833 4444

DOCTORS SURGERIES: Dr Cupples, Loughbrickland  
Tel: 028 4066 2692

Dr Murray, Loughbrickland  
Tel: 028 4062 2278

### **FIRST AID PROVISIONS:**

FIRST AID KIT;  
(locations) Main Office  
Science Dept.  
Technology Dept.  
Home Economic Dept.  
PE Dept.

Related Documents: Evacuation Procedures in event of an emergency.

## APPENDIX II

### NEW-BRIDGE INTEGRATED COLLEGE

#### FIRE DRILL PROCEDURES

On hearing the alarm, a continuous ringing of the bell, all pupils are to be escorted quickly and in orderly manner by their subject teacher to the **designated assembly point – i.e. the tarmac area above the grass pitch (below Science Block)**.

- Staff are asked to escort their pupils to this area by the safest route available. Bags etc. are to be left in the classroom.
- Staff not in class should make their way to this area as quickly as possible to assist.
- Pupils should line up in their tutor groups along the fence, as indicated by signage, and will be supervised by the pastoral staff.
- Administrative staff will give registers to the year coordinator who will confirm with the tutors the names of those not present.
- It is essential that the names of any pupils involved in activities off site are left with the member of staff leading the activity and also the Main Office. This must be adhered to on each occasion a group leave the site, even if it is a 'repeated activity'.
- The Principal's PA and the Bursar will verify teaching/ non- teaching staff presence (respectively) at the assembly point and visitor names will be checked against the visitor record by Administrative staff.
- Once the situation is declared safe re-entry to the building will be permitted; staff will resume their 'teaching role' and pupils will be escorted back to class in an orderly manner.
- Should an alarm occur at break or lunch pupils are to assemble in their tutor groups at the assembly point.

See school Map for evacuation routes. **As a result of Fire Safety Training on 25/8/16 a number of 'Fire Wardens' have been identified: T McGrath, D Barker, E Lennon, G McParland, J Cromwell, J Doyle, J Mullan, and E Cordner.**

# Map of New-Bridge Integrated



## APPENDIX III

# School Minibus Safety Policy

The School minibus is a valuable resource for our pupils.

### **Aims:**

- To provide clear procedures relating to use of the school minibus.
- To ensure that all users of the School minibus are aware of their legal responsibilities.

### **Eligibility to drive Minibuses**

- Those permitted to drive the minibuses must be between 21 and 70 years of age with a full clean driving licence including category D1 or D PCV entitlement.
- Any endorsements incurred by eligible drivers must be disclosed to the Bursar, as these may affect eligibility to drive the vehicle. The Bursar is responsible for organising an annual viewing of driving licences to ensure appropriate insurance coverage and will publish a list of eligible drivers.
- All recognised drivers will be trained using a recognised training scheme every 3 years to ensure high levels of competence and skill.
- New staff will be asked to undertake individual training unless able to provide evidence of previous training which means they are already qualified to drive a minibus.

### **Procedures:**

- The school minibus must not be used unless the named driver meets the eligibility requirements above.
- Those wishing to use the school minibus should book it out via the minibus diary held in the school main office.
- The Principal has overall responsibility for the school minibus and final power and authorisation over its use.
- Drivers of the school minibus must complete a minibus Vehicle Check/Log Sheet stored in the minibus along with the mileage and driver record sheet. This is to allow careful monitoring of the minibus, its condition and its general use.
- The school minibus key should be collected from and returned to main office at the end of each journey.
- Any defects noted should be reported to the Bursar as soon as possible. More serious defects **MUST** be reported **IMMEDIATELY**. Minor defects can be reported after the journey has taken place. However, if the driver is in any doubt the vehicle **MUST NOT** be taken onto the road.
- Any cash required for a journey, which specifically relates to the minibus (i.e. to purchase fuel) should be requested from the Bursar. Receipts should be obtained for any such expenditure and handed into the Bursar. Fuel Cards are kept by the Bursar and should be requested if fuel levels are low before your journey.

## **Maintenance/Licensing of the School Minibuses**

- Overall responsibility for ensuring that the School minibus is properly maintained and licensed lies with the Principal. However, this responsibility is devolved to the Bursar.
- The school minibus should be regularly serviced according to manufacturer's recommended practice. The Bursar is responsible for arranging this servicing with a reputable and suitably qualified organisation.
- Minor checks of the vehicle (oil, water, tyres etc.) will be completed at least every 21 days by a suitably qualified organisation.
- Prior to ANY journey, the named driver must complete a visual check of the vehicle. This must be completed using a Minibus Vehicle Check/Log Sheet kept in the minibus. Drivers MUST NOT assume that point 3 above has been completed. They should remember that, as a driver, they will be held legally responsible for driving with any defect.
- Licensing of the School minibus is the responsibility of the Bursar, who must ensure that all Road Tax, Insurance and MOT certificates are up to date.

### **In the event of an accident**

- The driver should inform the SMT On –Call as soon as is reasonably possible.
- Insurance details should be swapped with a third party as soon as is possible. However, NO LIABILITY should be admitted.
- Where it is safe and reasonable to do so, pupils should be removed from the vehicle and taken to a safe area away from the accident site, where they should be fully supervised.
- A visual check of the vehicle should be undertaken before the journey resumes.
- If the vehicle is not roadworthy the driver should contact the breakdown service.

### **In the event of a breakdown**

- The driver should inform the SMT On-Call as soon as is reasonably possible.
- The breakdown service indicated on the windscreen should be contacted as soon as is reasonably possible.
- Where it is safe and reasonable to do so, pupils should be removed from the vehicle and taken to a safe area away from its breakdown site, where they should be fully supervised.

## **Health & Safety of Drivers and Passengers**

The named drivers should state the following to the pupils before the commencement of the journey:

- Seatbelts must be worn at all times. This is a legal requirement (It is the driver's responsibility to check this).
- Everyone should remain seated at all times.
- Which entry and exit doors are to be used. (It is recommended that the side be used except in an emergency).
- Gangways and doorways are to be kept clear at all times. Bags should be kept on laps or stored under seats securely.

### **Other considerations**

- If at any times the pupils distract the driver, s/he should stop the bus until the pupils are settled. Do not try to continue. Remember that they may also be distracting other drivers.
- Where possible park the bus with the side doors to the kerb. Where this is not possible, pupils should remain until the driver is able to supervise them from the road.
- It is essential that all drivers of minibuses have had a sufficient rest prior to undertaking a journey. The driver must therefore assess whether they are safe to drive before commencement of a trip.
- Drivers should remember that prescribed medication or over the counter medications may affect their ability to drive.
- On no account should you drive a mini bus if you had any alcohol within the previous 12 hours.
- Drivers **MUST NOT** drive for longer than two hours without taking at least 15 minutes' rest. Remember tiredness kills.
- It is essential that, for all journeys in the School minibus with a distance over 60 miles, the minibus is staffed by the named driver and at least one other qualified driver.
- Pupils should only be taken on a journey in the minibus accompanied by one adult after an agreed risk assessment.