



Vyners School

Statement of Local Health and Safety Arrangements

1. Summary

This document sets out the local health and safety arrangements that are in place at Vyners School. It supplements the Health and Safety Policy established by the Trustees of Vanguard Learning Trust.

In the event of any dispute, overall Trust policy takes precedence.

2. Responsibilities and Organisation

The Headteacher

The Headteacher is directly responsible to the Local Governing Body for the management of all aspects of the school's safety organisation and activity. On a day to day basis, responsibility for Health and Safety arrangements is delegated to the **Business Manager** and **Facilities Manager**.

Business Manager

The Business Manager acts as 'competent person' for the school and shares the responsibility for commissioning statutory checks with the Facilities Manager. The Business Manager also coordinates the programme of annual department risk assessments and manages the programme of mandatory safety training across the school (including delivery of H&S induction to all staff). The Business Manager coordinates the work of the Local Health and Safety Committee.

The work of the Business Manager as 'competent person' is supported by the health and safety team at Hertfordshire County Council, who act as external safety advisor to the school. The school will additionally commission external safety audits, especially of practical departments, to provide external verification of departmental safety processes.

Facilities Manager

The Facilities Manager is responsible for the day to day operation of the building and for commissioning many of the statutory checks and maintenance visits which ensure the site remains a safe place for students, staff and visitors.

Any safety concerns about the general fabric of the building should be referred to the Facilities Manager in the first instance. This should primarily be done by raising an issue on EVERY, the automated premises helpdesk platform. A link to EVERY can be found in the staff bookmarks bar at the top left hand side of your googlemail. Single sign on has been activated, so no password is required.

Urgent issues ie those involving immediate risk to staff or students, or causing immediate property damage, should not be raised via EVERY. Please telephone the Business Manager or Facilities Manager, or contact reception and ask for them to be radio'd.

Subject Leaders / Team Leaders

- Have a general responsibility for Health and Safety policy within their own department or area of work and are responsible to the Headteacher via the relevant member of SLT for the application of safety measures and procedures within their department/area or work. Advice or instructions given by Trustees, Governors and the Head, including the relevant parts of this statement, must be observed;
- Must establish and maintain local risk assessments and safe working procedures including arrangements for ensuring, as far as is reasonably practicable, the safe use, handling, storage and transport of resources and equipment (e.g. chemicals, boiling water, guillotines, tools). Risk assessments and safe working procedures must be reviewed not less than annually and a formal record kept that a review has taken place;
- Should ensure that Health and Safety measures (including the communication of safe working practices to students) are explicitly built into schemes of work and individual lesson plans (as appropriate). Safety is not a 'standalone' issue; rather, it should be considered an integral part of delivering the curriculum;
- Should seek to resolve any health and safety problem which a member of staff refers to them and refer to SLT any problem to which they cannot achieve a satisfactory solution with the resources available to them;
- Should carry out a regular safety inspection of their department and the activities for which they are responsible and, where necessary, submit a report to the Head via the relevant members of SLT;
- Should ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to health and safety. Subject Leaders should ensure that mandatory training within their department is up to date;
- Should propose to the Head, via the relevant member of SLT requirements for safety equipment, health and safety training and additions or improvements to plant, tools, equipment or machinery, which are dangerous or potentially so.

Employees and students

The responsibilities of individual employees and students are clearly set out in the Vanguard Learning Trust Health and Safety Policy, a copy of which is supplied to all staff.

4. Overall Safety Arrangements

The School has the following arrangements in place:

Competent Person	The school has appointed a competent person in house. The school additional buys in external H&S advice and commissions periodic independent audits of safety arrangements.
H&S Training	This policy (section 6) details arrangements for mandatory safety training, including H&S induction of all new staff. Students will regularly be briefed on evacuation and place of safety procedures. Parts of the curriculum also include first aid / CPR training.
Risk assessments	An annual programme of risk assessment is in place, coordinated by the Business Manager.
Contractor Management	All contractors must report to their main contact when arriving at site. During the school day, contractors are officially signed in at reception and normal safeguarding procedures apply. A permit to work system is in operation for more dangerous activities.
Accident reporting and investigation	All accidents (both staff and students) are recorded in Student Services. Accident statistics are analysed for trends by the Business Manager at the end of every term. The Business Manager conducts accident investigations as required (see Annex 2 to this document)
Gas safety / heating systems	All gas systems are subject to an annual safety check, as well as a regular service. Pressurised heating systems are also independently checked by a competent contractor.
Fire safety	The school has a fully automated alarm system, a sprinkler system in the new block and fire extinguishers throughout the school. An independent fire risk assessment is carried out by a competent contractor every 2 years. The school has detailed fire evacuation procedures in place (see Annex 2 to this document).
Place of Safety	The School has a tannoy system installed covering all areas of the school (including outside) which enables 'place of safety' (ie Lockdown) procedures to be signalled. Two 'lockdown' drills are carried out each academic year. Guidance for staff on what to do what place of safety is triggered is included at Annex 7.
Asbestos Management	The School commissions a detailed independent survey of ACMs on an annual basis. The site team inspect all ACMs on a 6 monthly basis. All members of the site team have undergone training covering the safe handling of ACMs.
Legionella Management	The School engages a competent contractor to undertake a legionella risk assessment every 3 years. In addition, a programme of in-house water temperature checks is in place.
Electrical safety	The school employs a competent contractor to undertake a full test of the fixed wire installation every 5 years. PAT testing is conducted annually. All moveable / handheld equipment will be checked annually. Equipment which is not routinely moved – fridges, copiers, pcs, servers etc. will be tested every 2 years Personal equipment brought into school for permanent use must be PAT tested before use. Please speak to the Facilities Team.
Statutory testing and routine maintenance	The School is covered by a VLT insurance policy which covers statutory inspection on lifting equipment, LEV and pressurised systems. Non-statutory maintenance/service visits are in place for many other systems

	including all PE equipment, the stage lighting rig, the school minibuses. An independent tree inspection is commissioned every 3 years.
Site security	The School has a double system of security fences / gates in operation and an established system of visitor identification / management which operates during term time. This is supplemented by a burglar alarm on the building and a CCTV system.
Employee wellbeing / stress	The School has an active Wellbeing Group and systems in place to assist staff who are suffering from the symptoms of stress. Occupational help support is available if needed.
COSHH / chemical safety	Mandatory COSHH training is carried out by all departments who hold chemical. The Subject Leader in all cases is responsible for ensuring that all such chemicals are stored and managed safely and that an up to date COSHH register is held, along with associated data sheets.

5. Employee Consultation and Communication

The **Business Manager** is responsible for providing a termly report to both the Board of Trustees and the Local Governing Body on health and safety activities, and accidents which have occurred on site.

Concerns around the delivery of a particular curriculum area should be directed to the relevant **Subject Leader** in the first instance. Concerns regarding the general fabric of the building should be referred to the **Facilities Manager** in the first instance.

Should staff feel their concern has not been heard, or feel unable to raise a concern informally, may also refer safety matters to the Business Manager or Headteacher.

6. Training and Induction

All individuals will receive a detailed H&S briefing from the **Business Manager** (or other designated individual) on first appointment to the school and will be asked to sign to confirm that effective training has taken place.

Refresher training on the procedures to be followed in the event of a building evacuation is supplied to all staff (via Loom video) at the start of every autumn term.

The Health and Safety Law Poster is displayed outside the staff room along with copies of insurance certificates.

Vyners School subscribes to an online Health and Safety training package. Staff will be expected to complete mandatory training as follows:

All members of school staff – both teaching and support staff	Annual training on asthma and anaphylaxis
All members of SLT, Subject Leaders and Year Leaders	Risk Assessment training

All computer users (continuous use > 1hr per day)	DSE training / risk assessment
All members of the Science Department	COSHH training
All members of the Design and Technology department (RM and Food)	COSHH training
All members of the Facilities Team	COSHH training
All members of the Art Dept	COSHH training
All staff who teach or support food technology lessons	Food Hygiene Certificate
All members of the Facilities Team and other staff whose work involves regular use of a ladder	Working at Height training
Any member of staff authorised to use the mobile scaffold tower	PASMA training
All members of the Facilities Team and other staff whose work involves the regular movement of resources or equipment	Manual Handling Training
All members of the Facilities Team	Asbestos awareness training
Members of the student welfare team who are first point of contact for ill or injured students and staff	First aid at work training
All members of the PE department and at least one representative from other high risk practical departments	First aid at work training

Support staff in practical (i.e. higher risk) departments will complete mandatory refresher training every 3 years. Teaching staff will complete mandatory refresher training when a risk assessment deems it prudent. Subject Leaders may ask that a member of the department complete refresher training at any time.

Employees should provide the Business Manager with a copy of the certificate issued by the system as proof that training has been completed. Staff are encouraged to additionally add a copy of the training certificate to their own CPD file.

7. Visitors

All visitors to the school, including contractors are required to observe the safety rules of the school. It is the responsibility of departments to make all visitors and volunteers aware of the health and safety arrangements applicable to them.

During term time, all visitors (including contractors) are required to report to Reception on arrival to sign in, and to be issued with an identity badge. Lanyards are colour-coded as follows:

Green – permanent member of staff

Black / Purple - 6th Form student

Yellow - visitor who has supplied a copy of a valid DBS check

Red - visitor who has NOT supplied a DBS check (**must be accompanied at all times**)

It is the responsibility of all staff to challenge any visitor to the school site who is not wearing such a badge. In the event of any difficulty being encountered, a member of SLT or the School Office should be informed immediately.

All visitors must return their badge to the school office and sign out at the end of their visit.

8. Contractor Management / Permit to work scheme

The school has a 'Permit to Work' scheme which must be used when hazardous activities (working at height, hot works, noisy work, work at risk of disturbing asbestos, high voltage electrical works, work involving hazardous substances) is taking place.

Permits may only be issued by the **Facilities Manager** or **Business Manager**.

9. Management of specific risks

The following risks are managed by local policies. It is the responsibility of all staff to familiarize themselves with these policies as required, and to adhere to their provisions. Copies of all policies may be obtained from the **Business Manager**.

Asbestos Management Plan
Trips, Visits and Offsite activities policy
Policy on Supporting Students with Medical Conditions (inc asthma and anaphylaxis)

Work Related Learning (WRL) policy

There is an annual programme of departmental risk assessment, coordinated by the **Business Manager**. Departmental Heads are required to risk assess their area of responsibility and to ensure members of their team are promptly informed of any changes to local health and safety arrangements / safe working practices identified as a result of the review.

A detailed risk assessment is carried out for all expectant mothers by the **Business Manager**, ensuring the identification and management of any particular risks in the workplace.

Personal Evacuation Plans (PEEPs) are prepared for all staff and students who are suffering from an impairment (temporary or permanent) which may affect their ability to evacuate the building safely in an emergency.

10. Specialist Curriculum areas

Science

The Science Department has a Local Health and Safety Policy, covering activities within their area. The policy, and its associated risk assessments and hazard sheets are kept in the Department Office (165a).

A list is kept of all chemicals held by the department. This list is audited annually and a copy is supplied to the Business Manager, for transmission to the emergency services in the event of a major incident (e.g. fire).

A log is kept of the radioactive sources held and utilized on site. This log is kept alongside the sources locked in Room 135. The department engages the service of an external agency (CLEAPS) to act as the designated Radiation Protection Advisor for the school.

Design and Technology, Art, PE

A detailed risk assessment is completed for Resistant Materials, Food Technology, Art and PE. The departments are responsible for ensuring that all specialist equipment within their area is routinely serviced and maintained in line with statutory requirements.

The DT department commissions an external training company to delivery additional mandatory training every 5 years to all staff on the safe use of specialist equipment within the department.

11. Control of Substances Hazardous to Health

Subject Leaders are responsible for ensuring that the requirements of the Control of Substances Hazardous to Health (COSHH) regulations are met within their individual curriculum areas. This includes:

- Ensuring that an accurate inventory is kept of all hazardous substances
- That material safety data sheets are held for all such materials
- That COSHH risk assessments are seen and understood by staff exposed to such materials
- That materials are stored securely, out of the reach of students
- That materials are kept in their original packaging (i.e. no decanting into unlabelled containers)
- That suitable PPE has been identified and made available

The **Business Manager** is responsible for ensuring that the outsourced cleaning and catering contractors comply with the requirements of the COSHH regulations.

12. Working at height

The scaffold tower owned by the school may only be erected by a member of staff who has received PASMA training. Once erected, the scaffold must be signed off by an appropriately trained individual before the first, and every subsequent, use. There is no need for students to use the tower at any time.

3rd party contractors may use the tower, on request. It is the contractor's responsibility however to perform their own check of the tower, to have an appropriate risk assessment for the procedure they are undertaking and to ensure their staff are appropriately trained. Contractors must sign the log to confirm these requirements have been met, before using the tower.

All ladders within the school must be registered under the 'Ladder Log' system and will be inspected by the **Facilities Manager** every 6 months to ensure they remain safe to use.

Working at Height training is compulsory for all those staff whose work involves the regular use of ladders or the scaffold tower in order to fulfil their duties.

13. School Minibuses – driver eligibility

The school has two buses – both 14 seater. They may be driven by anyone with a standard UK car licence.

All drivers MUST:

- Be aged 21 years or over.
- Have held a full UK driving licence for at least 12 month.
- Have less than 6 points on their licence.
- Not be suffering from any medical condition which limits their ability to drive.

There is no obligation on staff to drive the school minibuses, and individuals should only do so if they feel confident with the size of the vehicle.

Staff who do not drive the minibus frequently are encouraged to re-familiarise themselves with the controls and go for a brief drive before taking passengers on board.

Drivers are required to supply a copy of their licence to the Business Manager demonstrating they are permitted to drive the minibus, before using the bus for the first time. Any subsequent endorsement or withdrawal of the licence must be notified at once to the Business Manager. The Business Manager will ask all approved drivers to reconfirm that their license remains valid at the start of each academic year.

As a matter of school policy, drivers over the age of 70 will not be allowed to drive the minibuses.

All members of staff who drive for work purposes – either in the minibuses or their own cars – must follow the additional guidance contained in Annex 6.

14. First aid arrangements

The **Business Manager** conducts a periodic risk assessment of the first aid requirements on site.

Student Services are the first port of call for staff or students needing first aid assistance. There are, however, a number of trained first aiders on site and notices are clearly posted around the school advising how first aid assistance may be obtained. The notices also mark the location of first aid bags.

The **Student Support Officer (Welfare)** within the Student Services team is responsible for arranging all first aid training at the school, for maintaining central first aid supplies and ensuring that the 'satellite' first aid bags are kept well stocked during the school year.

The School will promptly notify parents/carers/next of kin of all major accidents and injuries, particularly where it is necessary to call an ambulance. Students will always be accompanied to hospital; a member of school staff will accompany them when a parent cannot immediately come to the school.

All staff will be issued at their health and safety Induction with a copy of the standard procedures to be adopted when dealing with student accident or illness.

The school has **three** automated external defibrillators (AEDs) on site. These are situated in Student Services, at the entrance to the Sports Hall and at the bottom of the Computing Staircase. All first aiders are familiar with how to use the equipment. The Student Support Officer (Welfare) periodically checks all 3 devices to ensure they remain functional and that consumables are in date.

Individual employees are asked to notify the school of any medical condition they suffer from which may require emergency medical assistance (e.g. asthma, epilepsy, diabetes, anaphylaxis). Knowledge of such conditions will be shared strictly on a 'need to know;' basis, and will enable the school to ensure that its employees are appropriately supported in the workplace.

15. Accident reporting

All accidents, however small, should be reported to Student Services so that they may be formally recorded. Where staff are asked to complete a formal accident book entry or supply a formal written record of an incident, they are asked to do so promptly, whilst the memory of an incident is still fresh.

The Local Governing Body receives a termly report (anonymised) on the accidents which have occurred at the school, with a view to identifying trends and possible improvements to health and safety practice.

All major accidents, particularly those which result in a member of staff or student being absent from school, should be reported to the **Business Manager**, so that the underlying causes of the incident may be investigated. The **Business Manager** is responsible for complying with the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) regulations.

More serious accidents will be formally investigated, with a view to identifying 'lessons learnt'. A copy of the procedure is contained at Annex 2.

16. Lone working

The School endorses the need for all staff to seek to maintain a good 'work-life' balance. Individuals are not encouraged to be on site outside of reasonable working hours. They are encouraged to make use of the remote working tools available - Google Drive, Google Meet – to facilitate working at home where necessary.

Staff who choose to come into School early or stay late are advised to be conscious of their own personal safety in a school which may be largely unpopulated.

With a view to facilitate safe working, and in order to enable Facilities staff to lock the building up effectively, the following practices are in place:

15:00-17.45	All Classrooms/Offices are available for working
17.45 – 18.00	All staff to leave the school site
18.30	School locked

If there is a reason that a large number of a department need to have access to a specific room on a specific evening (for example moderation or parents evening) they must contact the Facilities Manager to discuss alternative arrangements. This should be on 'one off' basis.

Individuals who come onto the school site during school holidays are particularly reminded of the importance of keeping to reasonable working hours (i.e. 9am – 4pm).

17. Employee Health and Wellbeing/ Stress at Work

A 'Staff Wellbeing' group meets every half term, to which all staff are invited.

Individual members of staff who have concerns about their wellbeing at work are encouraged to speak to their line manager, Subject Leader or a member of SLT at the earliest opportunity, so that measures may be put in place to address their concerns.

Staff in need of support will be signposted to appropriate services; this might include an exploratory session with the school counsellor (for which the school will pay). Help may also be sought from the school's occupational health providers.



18. Review

This Statement will be reviewed every 2 years.

Approval / Revision History

Revision date	By	Summary of Changes Made
Dec 2018	Vyners School Facilities Committee	
May 2021	Vyners LGB	Lone worker section updated following recommendations in security audit. Room numbers updated. References to Resources Committee removed. Minibus section updated to reflect 2 x 14 seater buses. Reference included to fire refresher training (recommended by 2020 fire risk assessment).
November 2022	Vyners LGB	Fire evacuation procedures updated and included as an annex. Adjustments made to accident reporting procedure post EFSA audit. Other minor changes made as a result of EFSA audit. Refresher training proposed as 3 years.
September 2023	H&S Committee	New annexes added covering mandatory training, minibus policy and DSE / Eyecare. All new annexes formally formed part of the VLT H&S policy. Place of safety instructions added.
November 2024	Vyners LGB	Date for next formal review

Signatures:

Gary Mullings, Headteacher	
Mark Hague, Chair of Local Governing Body	

ANNEX1 - GENERAL H&S GUIDELINES FOR ALL EMPLOYEES

DO:

- Make yourself familiar with the emergency and fire procedures, including the designated evacuation route(s) from your working area
- Take note of all health and safety signage or instructions given to you
- Follow the local procedures laid down in your department and follow the controls laid down in any risk assessment / safe system of work
- Make yourself familiar with the hazards in your working environment, wherever this may be
- Ask for information about hazards if you're a visiting another school
- Comply with local rules if you are visiting another school
- Use the protective equipment that has been issued to you
- Report any concerns you have about unsafe working practices
- Report any hazards you notice around the building e.g. slip / trip hazards as a result of spills or damaged floor surfaces
- Ask for help if you are unsure of your responsibilities or the safety precautions that apply to your work
- Complete risk assessments regularly and promptly if it is your responsibility to do so
- Complete any mandatory training that is required of you
- Consider completing any other training on a 'best practice' / voluntary basis

DO NOT:

- Use electrical equipment if it appears to be faulty
- Overload electrical appliances
- Repair or use equipment that you have not been trained to use
- Lift or move loads that are clearly too heavy for you

- Put yourself or others at risk by accessing areas that are cordoned off or clearly unsafe
- Put others at risk by taking them into hazardous environments without carrying out a risk assessment
- Access high levels or other hazardous environments without carrying out a risk assessment before hand
- Access fragile surfaces or roofs without appropriate precautions being in place
- Tamper with fire equipment (including moving fire extinguishers) or tamper with other equipment designed to safeguard health and safety
- Ignore control measures that have been put in place to protect you

ANNEX 2 - ACCIDENT INVESTIGATION PROCEDURE

INTRODUCTION

There is a duty to report accidents, incidents and dangerous occurrences which occur on school / Trust premises or which arise from work carried out on behalf of the school / Trust. This responsibility extends to incidents involving students, contractors, visitors and other members of the public as well as to employees.

DEFINITIONS

ACCIDENT	An incident where an employee, student or non-employee is injured as a result of work and/or there is damage to equipment, property or premises. (The term “employee” includes part-time, temporary or casual staff, trainees and other self-employed people working on site)
NEAR MISS	An event that whilst not causing harm has the <u>potential</u> to cause injury or ill health.
DANGEROUS OCCURRENCE	A serious incident with the potential to cause injury to a person and/or damage to equipment, property and premises which must be reported to the HSE (see RIDDOR below).

REPORTING PROCEDURE

There are two levels of reporting:

- a) Locally within the school;
- b) To the Health and Safety Executive (HSE) who are the national enforcing authority for health and safety.

REPORTING LOCALLY

As soon as possible after an incident, the details should be reported to Student Services.

The school **must** maintain its own local accident records. These may be kept manually or online.

A record should be kept locally of all incidents, no matter how minor. **As a minimum**, a record should be kept of the following:

- Date and time of the incident
- Name of the individual who has (or may have) suffered harm
- Any injury suffered and circumstances surrounding it
- Details of any follow up action e.g. were parents contacted, medical advice sought or recommended, whether a student was sent home, ambulance called etc.

More serious accidents may also need to be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (see below).

Accident records must be retained for at least 3 years after the date of the accident, if the person is above 18 years old. If the person who had the accident is under the age of 18 then accident records have to be kept until they are 21 years of age.

REPORTING TO THE HSE

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) places duties on employers to report serious incidents to the HSE. Reporting is done online. Each School within the Trust must have at least 1 person familiar with the reporting requirements.

The following must be reported to the HSE (www.hse.gov.uk/riddor/what-must-i-report.htm) :

Fatalities

- **Major injuries to employees** ; (as defined in RIDDOR), including fractures (other than fingers or toes), amputations, any injury likely to lead to a permanent loss or reduction in sight, any crush injury to the head or torso causing damage to the brain or internal organs, serious burns (including scalding), any scalping requiring hospital treatment, any loss of consciousness caused by a head injury or asphyxia, any injury arising from working in a confined space which results in hypothermia or heat-induced illness or which requires resuscitation or hospital admittance for more than 24 hrs.

Fatal and major injuries should be reported **immediately** by telephone to the HSE's Incident Contact Centre **0345 300 9923**. Do not wait until you have carried out a thorough investigation before you report it.

The following incidents should be notified to the HSE as soon as practicable via their on line reporting system <http://www.hse.gov.uk/riddor/report.htm>

- **Over-7-day injuries** where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 7 consecutive (calendar) days. Such incidents must be reported within 15 days of the accident.

Injuries which require a member of staff to be absent from work for more than 3 days must be recorded formally in the accident book, but do not need to be reported to the HSE.

It is also a statutory requirement that, where an employee has been injured as a result of a notifiable accident or dangerous occurrence which is a cause of their death within one year of the date of the incident, the HSE must be informed in writing as soon as this is known. Although such cases are likely to be rare, the Headteacher will take reasonable steps to keep him/herself informed of the progress of any seriously injured employee or former employee;

- Some **work-related diseases**;
- **Dangerous occurrences** – e.g. explosion or fire causing suspension of normal work for over 24 hours, accidental release of any substance which may damage health, unintended collapse of any building or structure under construction;
- **Injuries to members of the public, including students** where they are taken from the scene of an accident to hospital for treatment **and** the accident arose in connection with 'work activities'.

The essential test here is whether the accident was caused by factors such as the condition, design or maintenance of the premises or equipment (e.g. slippery flooring, poorly maintained play equipment, trailing cable etc.) or as a result of inadequate arrangements for supervision of an activity (e.g. inadequate supervisory levels on a field trip). **Injuries sustained during normal play or PE lessons will not be routinely reportable unless the cause is attributable to a failure on the part of the school.**

ACCIDENT INVESTIGATION

It is a legal requirement for employers to monitor and review their health and safety arrangements. Accident investigations form an essential part of this process.

The purpose of an investigation is to take steps to prevent the incident occurring again.

All accidents or near misses should be investigated at the earliest opportunity to determine what (if any) action is needed to prevent a recurrence. The level of investigation should be proportionate to the severity of the incident, it is the potential consequence and likelihood of the incident recurring that should determine the level of investigation, not simply the injury suffered.

When deciding whether to investigate, the school will consider the potential for learning lessons. If there have been a number of similar adverse events, this may indicate a systems failure. It may therefore be worth investigating, even if each single event is not worth investigating in isolation.

The template form attached outlines the type of questions to consider as part of the investigation process. In addition to this, the school may take separate statements from witnesses and/or to take pictures to support an investigation.

The school will keep written evidence of all accident investigations. These will need to be produced in the event of a future claim for compensation against the school.

Adverse event report and investigation form

The purpose of this form is to record all adverse events. The term **accident** is used where injury or ill health occurs. The term **incident** includes **near misses** and **dangerous occurrences**, where there is the potential for injury.

Obtain the basic facts					
Name of individual(s) affected					
Status of individual(s) affected e.g. staff, student, visitor etc.					
Nature of injury suffered (if any)					
Was first aid administered in school?	Yes / No	Did the individual leave school after the incident ?	Yes / No	Did they require immediate medical attention ? (GP / A+E)	Yes / No
Reported by:			Date/time of adverse event		
Where did the adverse event happen ?					
Environmental conditions at the time ?					
Brief description of the incident					

Type of adverse event

Actual/potential for harm

Injury		Fatal or major	
Ill health		Serious	
Near-miss		Minor	
Dangerous occurrence (RIDDOR)		Damage only	

RIDDOR reportable?	Yes / No	Date/time reported
Entry made in accident book?	Yes / No	Date entered/reference:

Names of any witnesses / people who arrived on scene soon afterwards	
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Review the adequacy of the initial response	
Was the initial response appropriate and timely ? e.g. was the area made safely quickly, good first aid response etc.	

Establish the circumstances leading up to the adverse event	
What activities were being carried out at the time?	
Was this a known risk ? Has there been a prior indication that this incident could happen ?	
Was maintenance or cleaning adequate ? If not, why not ?	
Did workplace layout or organisation contribute to the incident ?	
Was equipment being used ? Was it suitable for the task and in good condition ?	
Is there any evidence of unsafe conditions e.g. uneven ground ?	
Were there adequate safe working procedures in place and were they being followed?	
Was PPE required ? Was it being worn ?	
Was there appropriate supervision in place ?	

Review the effectiveness of current controls	
Is there a valid, up to date, written risk assessment in place for the activity ?	
Does the risk assessment identify the hazard ?	
What relevant training have the people involved in the adverse event received ? Is there written evidence to support training ?	
Were all other precautions / preventative measures in place e.g. has equipment been services / inspected ? Is the cleaning regime adequate ?	
Has the adverse event happened before ? What actions were taken to prevent a recurrence ?	

Establish the causes	
What was the immediate cause of the adverse event (e.g. defective equipment, unsafe conditions)	
What was the underlying cause of the adverse event (e.g. poor maintenance regime, inadequate training, poor supervision etc.)	

Any other information ?	
Please document any other information obtained during the course of the investigation which is relevant to the incident	

Next steps		
What action should now be taken as a result of the adverse event ? Do risk assessments / safe working practices need to be reviewed or updated ? Should equipment be replaced ? Do extra controls need to be put in place ?		
Action required	Completion date	Person responsible

Name of investigating officer	Signature	Date



FIRE PREVENTION AND EMERGENCY EVACUATION PROCEDURES

1. Purpose

The purpose of this policy is to provide a comprehensive and consolidated record of the fire safety arrangements in place to protect the staff, students and property of Vyners School against the threat of fire.

2. Responsibilities

It is ultimately the responsibility of the Local Governing Body, and the School Health and Safety Committee to ensure that processes are in place to guard against fire. On a day to day basis, this responsibility is delegated to the Headteacher, who delegates it in turn to the Business Manager and Facilities Manager.

All staff carry responsibility for ensuring they engage only in safe working practices, and for ensuring they are aware of how the building is to be evacuated in the event of an emergency situation. Specific responsibilities placed on staff are as follows:

- To be aware of how to evacuate the building in an emergency situation.
- If on duty, to take responsibility for 'sweeping' a designated area of the school, should an evacuation be required during the morning or afternoon break period.
- To ensure that fire doors are pulled shut should it be necessary to evacuate the building in an emergency
- Not to move fire extinguishers from their specified locations.
- Not to store combustible materials in corridors
- To ensure all portable equipment is made available for PAT testing.
- To ensure that all extension leads are fully unwound before use
- To avoid overloading plug sockets / extension leads.
- To ensure fire exits and evacuation routes are kept clear at all times.

In the event of an emergency evacuation, staff are reminded that their priority is to evacuate the building quickly and safely. **Staff are not expected to tackle fires.**

The school is a no-smoking site. Neither visitors nor staff are permitted to smoke anywhere on the premises (including outside). This includes the use of e-cigarettes. Staff leaving the site to smoke are asked to be considerate of residential neighbours on Warren Road.

3. Evacuation procedures and drills

The detailed evacuation procedures for the school are contained at Appendix 1. It is the responsibility of the Business Manager to update these as required and to ensure they are circulated

to all staff at the beginning of each year. This is done in hard copy for new staff (via the staff handbook), and via email for existing staff.

The Business Manager runs a H&S induction session for all new staff and this specifically covers evacuation procedures and fire safety arrangements. A loom video is available for student teachers and volunteers.

Individual departments are required to notify the Business Manager when a new member of staff joins their team, to ensure this H&S induction takes place. This process of notification is particularly important in cases where the individual joining the team is a volunteer, participating in work experience etc.

The Cover Manager is responsible for ensuring all temporary cover teachers are informed of the evacuation procedures and have an up to date copy of the school plans to use.

It is the responsibility of all Subject Leaders, when conducting their annual risk assessment, to check that evacuation notices are clearly posted in all classrooms. Extra copies can be obtained from the Business Manager at any time.

Two evacuation drills are run during the school year – once early in the Autumn term and once in the spring term. The time, date and speed of each evacuation is reported to the Board of Trustees of Vanguard Learning Trust.

4. Alternative Muster Points

The main evacuation assembly point is situated on the All Weather Pitch at the rear of the school.

Given the position of the all-weather pitch (set back from the school building), it is unlikely that an alternative point will be needed. The school is, however, ready to engage in dynamic-decision making based on the nature of the precise emergency being faced at the time. The decision to direct students to an alternative assembly point may only be taken by the senior member of staff in charge of the overall evacuation (i.e. the Headteacher or one of the Deputy Headteachers).

Alternative points are as follows:

On the School field behind the AWP. Student should assume their normal tutorial positions at the furthest side of the field, facing away from the school building.

5. Building management

The building is equipped with an automated fire alarm system compliant with British Standard 5389-1. The system incorporates visual beacons in order to indicate clearly to our hearing impaired students when the alarm has been activated. The system is tested by the Facilities Team every week.

The School will commission an external fire risk assessment every 3 years, and will act on any recommendations in the report. The School has access to independent H&S advice (via Hertfordshire County Council), should it be required to assist with fire prevention.

As part of its insurance cover, the School commissions an independent statutory annual safety test of all its boilers, LEV equipment, the passenger lift, fume cupboards and pressurised equipment.

Refuse is kept away from the school building and the wheeled containers used for recyclable waste are locked together to prevent arsonists pushing them against the buildings.

The School employs competent external contractors to supply and maintain fire extinguishers, which are serviced twice yearly. All members of the Facilities Team are trained in the use of fire extinguishers.

The School operates a 'permit to work' system which specifically includes the management of 'hot works'. A notice at reception clearly informs all visitors of the fire evacuation arrangements. All contractors are provided with a copy of the evacuation instructions.

Directional fire exit signage is clearly provided throughout the School. An emergency lighting system is installed, and is regularly maintained by a competent external contractor.

The School has two external fire escapes (one servicing the Gym, one servicing the LRC). These are safety tested every 5 years to ensure they remain safe to use.

The fixed wire installation is tested every 5 years. PAT testing is carried out every year in line with the School's H&S Policy.

Fume cupboards in the Science Department are tested annually, as is the dust extraction system in the Design and Technology Workshops. Emergency gas shut offs are installed in all science labs and the two food technology rooms.

A record of all safety and maintenance testing is held by the Facilities Manager excluding testing of fume cupboards and dust extraction which is held within the relevant departments.

6. Personal Evacuation Plans

To ensure the safety of all persons in an evacuation situation, the school will draft a personal evacuation plan (PEEP) where an individual is likely to require assistance in the event of an emergency evacuation. The need for such assistance may be the result of a physical impairment or SEN needs and may be permanent or temporary in nature.

The PEEP will be discussed with the individual concerned and/or their parent / carer. In many cases, this will involve consultation before an individual starts at the school.

A template document is contained at [Appendix 2](#).

Annex 3, Appendix 1 – Fire Evacuation Procedures

INSTRUCTIONS FOR STAFF

1. If you see or suspect a fire, find the nearest Fire Alarm call point, push the glass and sound the alarm.
2. Should the alarm not sound, try to ensure that those closest to the danger are alerted and evacuated and that the School Office is advised. (*In the unlikely event that the Fire Alarm is out of action, an intermittent ringing of the school class change bell will be used as the signal for evacuation.*)
3. If you are responsible for a class at the time the alarm sounds, commence evacuation, following the procedures below
4. All staff should exercise a supervisory role over students during the evacuation. In particular, staff should see that the evacuation rules are followed and that action is taken to re-direct students where danger, obstruction or congestion makes it wise to do so.
5. A number of fire marshals will be responsible for ‘sweeping’ a designated part of the building.
6. It is the responsibility of all Tutors to see that:
 - i. Emergency Evacuation notices are displayed in their Registration rooms at all times.
 - ii. Members of their Tutorial are advised and *regularly reminded* of the emergency evacuation procedure.
7. Ensure all classroom, office and corridor doors are closed on leaving. This will prevent the spread of any fire and limit damage.
8. Staff should ensure that all emergency evacuations are treated with due seriousness, *as though they were genuine emergencies*, even where it is thought that they are drills. Remember, students are looking to you to set the example. **This includes proceeding to the evacuation point as quietly as possible.**
9. Should an evacuation occur outside of normal lessons, all staff should take appropriate action to supervise students around them and ensure their safe exit from the building.
10. It is essential that the registration and reporting procedure at the Assembly Point is carried out with **the maximum speed and accuracy.** In a real emergency, lives may depend upon it.

INSTRUCTIONS FOR STUDENTS

1. If you see or suspect a fire or other danger in the school building you should report it at once to the nearest Teacher or to the School Office if that is quicker.
2. Only if there is immediate danger and no teacher is available you should find the nearest Fire Alarm, break the glass and sound the alarm. Should the alarm not sound try to ensure that those closest to the danger are alerted and evacuated and that the School Office is advised.
3. Follow the Evacuation Rules.

EVACUATION RULES

If the fire alarm sounds when you are in class with a teacher:

(In the unlikely event that the Fire Alarm is out of action, an intermittent ringing of the school class change bell should be taken as the signal for evacuation.)

Listen to the instructions given by your teacher. Follow them without talking or delay.

Leave your bags and other belongings in the classroom.

If instructed by your teacher, close the windows and door.

Walk quickly in single file. Do NOT run.

DO NOT TALK.

Keep to each side of the corridor or staircase. Leave the centre clear for the emergency services.

Follow the exit route given by your teacher. Listen for further instructions from staff in case a change of route becomes necessary.

Under no circumstances should you re-enter the building to get to your Assembly Point - even where this may seem to be the quickest route.

Assemble quickly, in Tutorial order and **in silence**, at the correct Assembly Point on the All Weather Pitch. Face away from the school building

If no teacher is available to guide you (for instance, at Lunchtime) follow the General Evacuation Procedure which is:

Leave the building by the nearest available exit.

Report to your Assembly Point on the All Weather Pitch.

***Treat all evacuations as though they were the real thing.
Your own safety and that of others may depend upon it.***

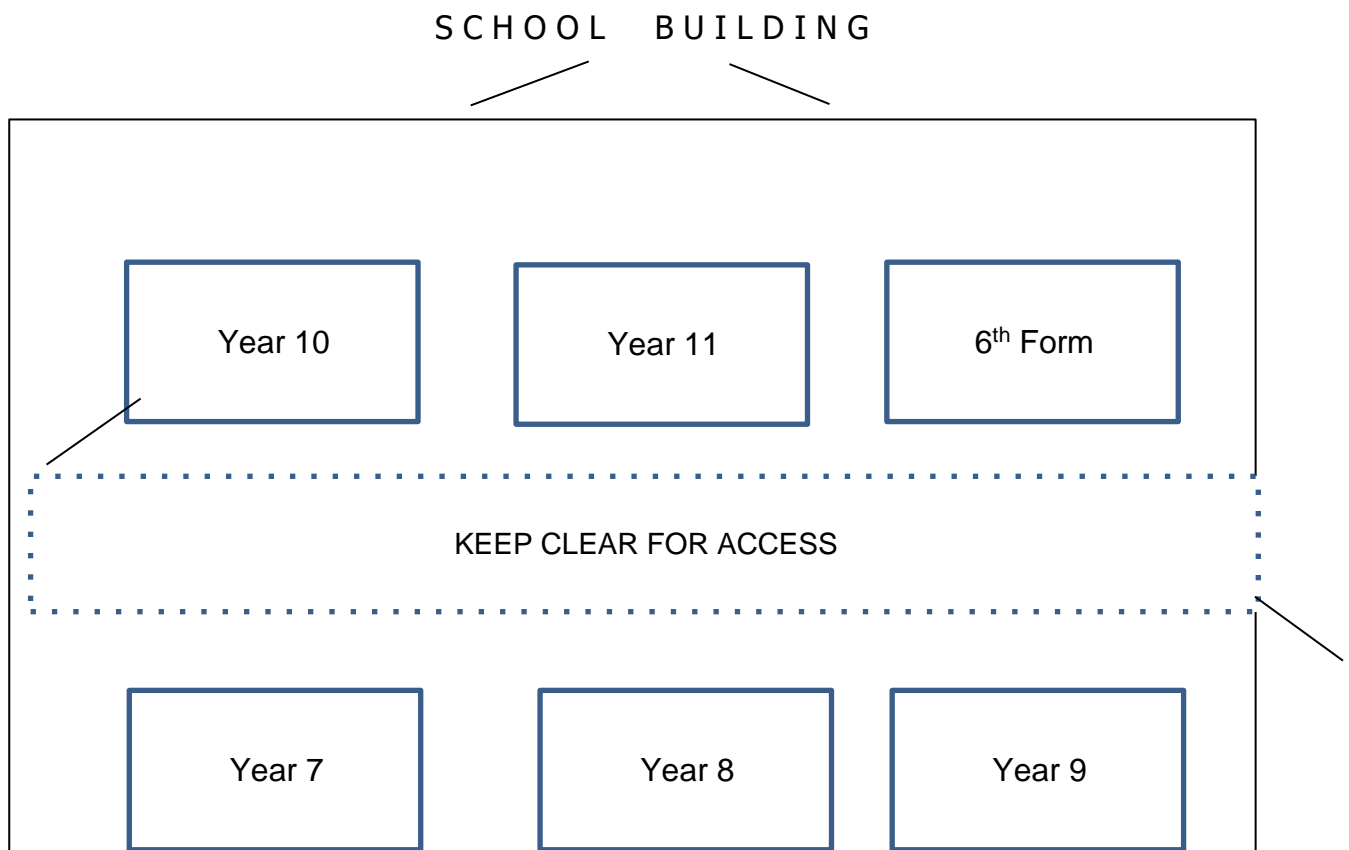
EVACUATION ROUTES

Each teaching area in the school has an individual evacuation route which is displayed in the room. These are designed to avoid congestion and speed evacuation and may not always be the *shortest* route. Unless told to do so, **DO NOT USE AN ALTERNATIVE ROUTE.**

Evacuation from all other areas should follow the **General Evacuation Procedure** above.

ASSEMBLY POINTS

When evacuated, students, staff, visitors and contractors should assemble on the All Weather Pitch as shown in the diagram overleaf:



ASSEMBLE ON THE HALF OF THE ALL WEATHER PITCH NEAREST TO THE ACCESS PATH

ALL STAFF AND STUDENTS TO FACE AWAY FROM THE SCHOOL

1	Kitchen staff – all kitchen staff to report to Catering Manager
2	LSAs and all teaching staff from Inclusion and HIRB.
3	All other support staff, visitors and contractors.
4	Non-tutors, part time teaching staff, student teachers, learning supervisors, MFL assistants and supply teachers.

STAFF DUTIES

	In case of absence	
Deputy Head 1	Deputy Head 2	To be responsible for assembling and registering the School at the assembly point. To decide, after consultation with the Business Manager and the Facilities Manager, when it is safe to return to the building.
Facilities Manager	Assistant Facilities Manager	To meet the Emergency Services and advise them of the details of the emergency. To liaise with the Headteacher and Business Manager at the Assembly Point and to report on progress of emergency services and advise when the emergency is over.
Year Leaders	Deputy YLs / SLT link	To check returns from Tutorial registrations in their Year Group. To report to DDC when registration is complete, noting the details of anyone unaccounted for.
Tutors	Assistant Tutors / Year Leaders	To see that students line up in Register order, are registered promptly and accurately, that the appropriate Year Leader is advised immediately the check is complete and that silence is maintained throughout.
Office Manager and Office staff		To bring Registers, Late Book, Signing Out Book, Visitors Book, and Emergency Evacuation Checklists to Assembly Point and distribute as necessary. To register support staff and visitors / contractors. <i>If an evacuation is known to be a drill, a member of Student Services is to advise of any students or staff who cannot be brought all the way to their Assembly Point.</i> To check off all fire marshals and flag any concerns to the DHT
SENCo (SSK)	HIRB Manager (MJS)	Register all staff from both SEN and the HIRB
Asst HT (ALP)	Asst HT (JPD)	To register non tutors, cover staff, MFL assistants, student teachers and learning supervisors
Chef Manager		To register all kitchen staff
Welfare Officers (WJG / KKA)	Duty First Aider	Clear Student Services of all students. <i>(Where the evacuation is known to be a drill, students too ill to join their Tutorials may remain inside. In the event of a real evacuation, all students and staff MUST leave the building. If individuals cannot make it to the Assembly Point, full details of the individuals affected and where they have congregated should be communicated to the main assembly point)</i>

In the event of both named people in any section being absent The Headteacher will nominate a substitute.

In the event of GRM's absence, a Deputy Head will substitute for him.

Annex 3, Appendix 2



PERSONAL EVACUATION PLAN FOR

NAME (S).....

DATE.....

COMPLETED BY

REVIEW DATE..... (not less than annually)

Copies to:

Student Services	
HIRB	
Inclusion Team	
Form Tutor	
Year Leader	
HR file (for employees)	
Student file	
Parents / Carers (for students)	

Has the individual been made aware of the emergency evacuation procedures for the school ?

YES	NO
-----	----

Does the individual require a written copy of the evacuation procedures to aid understanding ? If so, please confirm below the date it has been issued

YES	NO
-----	----

Has the individual been advised of the muster point in the event of an evacuation ?

YES	NO
-----	----

Is the individual likely to have difficulties reading / identifying the signs which mark the emergency evacuation route ? If so, please detail below what actions need to be taken to ensure they are familiar with the routes out of the building

YES	NO
-----	----

Actions to be put in place, with timescales

.....

.....

.....

.....

Does the individual have difficulty hearing the fire alarm ? What needs to be put in place to ensure they are alerted to the need to evacuate ?

YES	NO
-----	----

Is the individual reliant on equipment in order to help alert them to an evacuation ? If so, please detail below

YES	NO
-----	----

Is the individual likely to experience problems independently travelling to the nearest emergency exit ?

YES	NO
-----	----

Can the individual move quickly in the event of an evacuation ?

YES	NO
-----	----

Is the individual reliant on a walking aid for mobility ?

YES	NO
-----	----

Can the individual use the stairs safely in the event of an evacuation ?

YES	NO
-----	----

Does the individual require a specific evacuation route ? If so, please document below

YES	NO
-----	----

Actions to be put in place, with timescales

.....

.....

.....

.....

If a student, does the individual have a member of staff to support them in lessons ? Please document below what role that individual will have in the event of an emergency evacuation.

YES	NO
-----	----

Are there any times when a student will be unsupported during the school day (specific lessons / break / lunch ?). If so, please detail below what special arrangements may be required to ensure their safety.

YES	NO
-----	----

Are there any staff training needs identified as a result of this assessment ? If so, please detail below, including a timescale for completion

YES	NO
-----	----

If a student, does the individual have private study periods ? What arrangements, if any, need to be put in place to ensure their safety during these times ?

--	--

If an employee, is the individual likely to engage in 'lone working' ?

YES	NO
-----	----

Actions to be put in place, with timescales

.....

.....

.....

.....

Have all relevant members of staff been made aware of the individual's needs during an evacuation ?

YES	NO
-----	----

I am aware of the emergency evacuation procedures and believe them to be appropriate for the needs identified above.

Signed *..... Date

Name

For students under 16, this assessment must be signed by a parent / carer

Person completing the assessment

Signed..... Date.....

ANNEX 4 – Place of Safety Instructions for Staff

What is place of safety ?

- The opposite of a fire drill. Sometimes it is safer to have everyone inside the building rather than outside it.
- There could be an **external** threat - Environmental ? Public order ? It is not safe to have students or staff outside the building (but we are reasonably safe inside it) = **PARTIAL LOCKDOWN**.
- There could be an **internal** threat ie intruder on the school site. Everyone should be locked in a room and stay there = **FULL LOCKDOWN**.

Signal for 'place of safety' - Verbal message broadcast round the school plus message appearing on every staff PC screen.

Action required – PARTIAL LOCKDOWN

- Students and staff to stay where they are. **6th Form on a free study period to move to any room with an adult present.**
- Students outside the building should go to the nearest classroom.
- During break and lunch students should go to the timetabled room for their next lesson.
- Turn on the computer (if not on already) and await instructions. Close windows.
- If you have the projector on, ensure you have frozen the projector screen so students cannot see any electronic messages sent to the PC.
- Take the 'Place of Safety' register (found on every PC desktop). Both staff and students must be registered.

Action required - FULL LOCKDOWN

- Staff and students remain in their classroom or proceed to nearest lockable room if outside the building. During break and lunch students should go to the timetabled room for their next lesson.
- **6th Form on a free study period to remain in situ and lock the door.**
- It is a shared responsibility to get people to a safe place quickly and calmly.
- Tell students to sit down. Lock the door. Computer on. Projector frozen. Close windows, curtains and blinds.
- Take the 'Place of Safety' register. Both staff and students must be registered.

What happens next ?

- Await further instructions.
- SLT will be in discussion with the emergency services. The top priority for both the School and Police is to keep people safe.
- Keep students as calm as possible. Remember, they are looking to you for leadership

- During a partial lockdown, SLT may be able to come to you. During a full lockdown, communication will be via email / network message.

DO NOT LEAVE THE ROOM UNTIL TOLD TO DO SO BY A TRUSTED PERSON ie SLT or Police / Fire Brigade. BE PREPARED FOR THE FACT THAT THE EMERGENCY SERVICES MAY SPEAK TO STAFF AND STUDENTS VERY FIRMLY.

DO NOT AUTOMATICALLY RESPOND TO THE FIRE ALARM

ANNEX 5 – Bad Weather Procedures

The following is a broad statement of intent, setting out the processes that will be followed in the event the school has to close because of bad weather. Please note that the school may need to respond flexibly, depending on the circumstances. In all cases, the school will balance the desire to ensure continued education for students against the need to keep both students and staff safe.

All reasonable efforts will be made to ensure that the delivery of education can continue and a partial closure or a transfer to home learning will always be considered before the decision is made to completely close the school.

In deciding whether to open the school, consideration is given to both the safety of staff and students whilst on the school site and the dangers posed by students and staff travelling to and from school in poor weather. Parents are advised that many staff, especially teachers, do not live locally, and therefore face significant journeys in poor weather.

The school has a risk assessment in place particularly covering a response to snow and ice. The school site is extensive and the strategy will be to initially clear snow and ice from designated routes around the school, rather than the whole site. Students will be asked to keep to these routes. The school may also close certain parts of the site e.g. the AWP, if student safety cannot be guaranteed.

If there are insufficient staff on site to supervise the whole school community, the school will either close, or will open only for specific year groups. Priority will be given to Years 11 and 13 in the first instance. Other students may transfer to home learning for the day.

Communication

In the event of bad weather overnight, a decision will be made before 7.00am as to whether the school can open or needs to be closed.

In the event of closure, the school will send text messages to parents via Edulink and will also put a banner on the homepage of the school website.

Staff will be informed via a whole staff email and an Edulink message.

Revised timetables

If weather conditions indicate that a partial opening may be possible, the school will follow the following timetable:

School starts: 9.45am and students go straight to their P2 lesson.
Lesson: P2 – 9.55am – 10.55am
Break: 10.55am - 11.20am
Lesson: P3 – 11.20am -12.20pm
Lesson: P4 – 12.25pm – 1.25pm
Lunch: 1.25pm – 1.55pm
School ends: 2pm

If the school day is shortened, the school will consider whether it is possible to supervise vulnerable

students on site for the remainder of the school day. This will only be offered though in exceptional circumstances, and where it is safe for both staff and students to do so.

A separate decision will be made in relation to after school activities such as clubs, homework groups and evening events such as concerts and productions. Whilst it may be possible to open the school as normal during the day, deteriorating weather conditions may necessitate these events being cancelled or postponed for safety reasons.

Transfer to Home learning

In the event of either a partial or full school closure, active consideration will be given to a transfer to home learning for students. Work may be set either via google classroom, or via other online learning platforms (e.g. Hegarty Maths, Seneca or Bedrock).

There is no expectation that teachers will set loom lessons or conduct live lessons on day 1 of any closure.

Uniform rules

In the event of poor weather conditions, the school encourages students to wear appropriate outer clothing, especially footwear. The general expectation is that students will continue to wear their uniform to school. Where certain provisions are relaxed however (e.g. students may be allowed to wear non-school shoes) these will be clearly communicated to parents.

December 2022

ANNEX 6 - MINIBUS AND DRIVING POLICY

1. Application of the policy

This applies to all staff who use school minibuses and / or their own vehicles for school business.

2. General principles

Whether driving their own vehicle, or any of the school minibuses, drivers are responsible for the following;

- Ensuring their vehicle is roadworthy before commencement of the journey;
- That they hold a valid driving licence for the vehicle used (see below for information on minibus driver eligibility);
- That all passengers comply with the requirement to use seatbelts. Except in cases of dire emergency, students under 135cm tall should use appropriate safety seating, compliant with whatever statutory requirements may be in force at the time;
- That they are in an appropriate condition to drive (see sections below on recommended rest breaks, alcohol and drugs).

With effect from 1 October 2015 it is a criminal offence to smoke in a private vehicle when children under the age of 18 years are present. This includes individuals who are driving their own cars for work purposes. Regardless of the law, Vanguard Learning Trust does not consider it is appropriate for Trust employees to smoke in front of students. This includes using vapes and e-cigarettes.

The Trust purchases an insurance policy with covers employees who need to drive their own vehicle for school business use. Employees are covered on a fully comprehensive basis, subject to the following conditions:

- The driver must be an employee, Governor or other volunteer who is driving on school business;
- Reasonable care must be taken to avoid any loss;
- The journey to and from work is not covered by the policy;
- The school's insurers must be notified in advance of any epilepsy, diabetes, heart or other medical condition which may affect an individual's ability to drive;
- The school's insurers must be notified in advance of any motoring convictions or other material facts which may affect the insurance risk.

Full details of the school's insurance policy is posted on the H&S noticeboard outside the staffroom. Anyone wishing to make a claim under the policy MUST inform the relevant Business Manager within 48 hours of any incident.

For safeguarding reasons, it is not recommended that drivers transport students on a one-to-one basis unless in exceptional circumstances.

3. Recommended rest breaks

Driving whilst fatigued increases the risk of having an accident. To minimise this risk, drivers should do the following:

- Ensure they take a break of at least 15 minutes after every 2 hours of driving;
 - Try to avoid journeys during the very early morning or late at night;
 - Arrange for a second driver to be available for long journeys;
 - Limit their working day, including driving time, to a recommended maximum of 10 hours.
-

4. Drugs and alcohol

Alcohol should not be drunk if an individual is driving for school purposes. Drivers should additionally be aware of the effect that drinking the night before may have on the body.

Prescription and over the counter medications can also impair an individual's ability to drive. If there is any doubt about whether medication might affect driving ability, a doctor or pharmacist should be consulted.

The Local Governing Body / Board of Trustees reserve the right to take disciplinary action against any member of staff who drives for school purposes whilst under the influence of illicit drugs or alcohol.

5. Mobile phones

It is recommended that drivers carry a mobile phone with them, in case of emergency.

It is an offence, however, to use a handheld mobile phone whilst driving. Drivers are accordingly required to keep mobile phones switched off (or set to silent mode) whilst driving. The use of handheld kits is not permitted whilst driving for business purposes.

6. Driving / parking offences

The driver is responsible for ensuring that they comply with all Road Traffic legislation, mandatory speed limits and any parking restrictions that may be in force at their destination.

Any fines incurred whilst driving on school business are the personal responsibility of the driver, unless extenuating circumstances can be demonstrated.

The School's insurers must be notified if any driver's license carries more than 6 points. It is therefore vital that the Business Manager is notified if this is the case, so that they can seek advice from the insurance company. A failure to notify the insurance company will invalidate the insurance.

7. School minibuses – general principles

The Local Governing Body is responsible for ensuring that any minibuses operated by the school operate safely, and in full compliance with the relevant road transport and health and safety requirements.

Where minibuses are leased, the leasing company is responsible for regular servicing and MOT requirements, although it is the school's responsibility to ensure these activities occur within the required timeframe. If minibuses are owned outright, this responsibility falls to the school.

Under no circumstances is smoking allowed in any school minibus. All vehicles provided by the Trust are considered to be 'company vehicles' in which smoking has been legally banned since 1 July 2007.

For insurance reasons, minibuses may not be used for staff own personal use. There are very limited circumstances in which schools may loan their minibuses out to other organisations. Individual schools should check driver eligibility and insurance conditions carefully if they are ever approached by another school.

There is no mandatory requirement for a driver to be accompanied by a second member of staff when conveying students (however, for safeguarding reasons, drivers are advised to avoid placing themselves in a one-to-one situation with students). Individual drivers are responsible for conducting a risk assessment and making a professional judgement as to whether a second staff member or second driver is required for the trip.

The minibuses are not to be used for carrying goods, other than personal luggage.

The minibuses must not carry more than the designated number of passengers.

School minibuses are exempt from the requirement to pay the Congestion Charge. They are also ULEZ compliant. Exemption will be requested annually by the local Finance Team.

The minibuses are not insured for trips outside the UK.

The lease agreement for the minibuses includes breakdown cover and the number to call is affixed to the dashboard in each vehicle. Each bus also has an individual fuel card, which should be requested from premises before longer journeys. It is the responsibility of each driver to ensure they have enough fuel for their journey and **to return to bus to school with at least half a tank of diesel, ready for the next driver.**

8. Driver eligibility (minibuses)

The school has two buses – both 14 seater. They may be driven by anyone with a standard UK car licence.

All drivers MUST:

- Be aged 21 years or over.
- Have held a full UK driving licence for at least 12 month.
- Have less than 6 points on their licence.
- Not be suffering from any medical condition which limits their ability to drive.

Staff who do not drive a minibus frequently are encouraged to refamiliarise themselves with the controls and go for a brief drive before taking passengers on board.

The Business Manager holds a list of all 'approved' drivers of the minibuses. To be added to the list, drivers must supply a copy of their licence to the local Business Manager demonstrating both their legal eligibility to drive and any current endorsements on their license (required for insurance purpose). Any subsequent endorsement or withdrawal of the license must be notified at once to the local Business Manager. The Business Manager will ask all approved drivers to reconfirm their license remains valid at the start of each academic year.

As a matter of Trust policy, drivers over the age of 70 will not be allowed to drive any minibus.

9. Minibuses – pre-driving checks

THE DRIVER (IN LAW) IS RESPONSIBLE FOR THE SAFETY AND ROADWORTHINESS OF THE VEHICLE WHILST IT IS UNDER THEIR CONTROL.

Drivers must therefore carry out the following checks before using the vehicle complete the checklist available in the staff room to indicate they have done this:

- i) A visual inspection of all tyres (quickly check for any obvious signs of deflation or any cuts or bulges which might be visible.);
- ii) Check that lights and indicators are working properly;
- iii) Note where the fire extinguishers are; does someone know how to use them?
- iv) If carrying passengers, make sure all doors are properly closed;
- v) Check to see whether the vehicle has been damaged before use;
- vi) Check to see if the FIRST AID kit is present;
- vii) Check the quantity of petrol /diesel in the van; is it enough for the journey ?

First aid kits will be periodically checked by the local medical / welfare officer to ensure they remain well stocked. If items are used, or it is noticed that items are missing, this should be reported to Student Services

These checks should not take more than two minutes and if there is any concern about the vehicle's condition DO NOT USE IT.

Longer journeys

The points below which are more relevant to longer journeys:

- Drivers should know how to check the oil, the water, the tyre pressures and the brake fluid level. They should know how to open the bonnet and the petrol tank;
- In the unlikely event of an accident, the local Headteacher or a nominated member of the Senior Leadership Team must be contacted;
- The amount of supervision that the driver can provide is obviously limited. In addition, illness or accident may make it necessary for a member of the group to be taken home, back to school or to hospital. Whenever practicable, the driver should be accompanied by another adult, preferably one able to drive the minibus. Both adults should know how to handle emergencies such as illness, break down or accident. Additional supervision is more important on long journeys. ROSPA recommends that on journeys of 50 miles or more there should be another adult in addition to the driver. If your journey is over 4.5 hours long you **MUST** have 2 drivers. This also is the case if driving at the end of a day or if driving in difficult conditions. In these latter two cases the journey time of 4.5 hours considered should be reduced. The specific care and supervision needs of the children travelling on the bus must also be taken into account when deciding if a second adult is required.

In the event of an accident, drivers should consider who will look after students whilst the minibus and administrative details are being attended to. It is incumbent on group leaders to cover both of these responsibilities simultaneously.

10. Procedure for booking a minibus

Both of the minibuses are available for booking via the electronic room booking system. Drivers should always check the system before taking either bus out.

Keys for the buses are kept in the staffroom, to the right of the screen. Please make sure keys are returned promptly as the next user will need to find them

When dropping a vehicle back, litter and student belongings should be cleared up. Buses should be returned as drivers would wish to find them.

11. Basic rules for minibus drivers

- In the event of an accident, any unsecured objects will exacerbate the level of injuries. It is therefore important that the luggage and other equipment is stored safely and securely. Do not overload the vehicle and do not block gangways or doors;
- According to Royal Society for the Prevention of Accidents (ROSPA) the greatest danger occurs when the vehicle has stopped and students are boarding or leaving the minibus. Make sure that they are properly supervised. Take particular care if students have to exit from the back of the minibus;
- Do not drive away until everyone is seated and wearing a seat belt;

- Make sure all doors are unlocked when carrying passengers. This is a legal requirement and is to allow others to gain access in the event of an emergency;
- Do not allow horseplay of any kind;
- Always park so that children step onto the path and not the road;
- Take particular care when reversing the vehicle if children are nearby. Nearly a quarter of all deaths involving vehicles at work occur while the vehicle is reversing. Avoid reversing whenever possible. If unavoidable seek adult assistance to exclude children from the area, move slowly and keep the reversing distance to a minimum;
- Do not allow 3 children to share 2 seats. NEVER EXCEED THE MINIBUS LIMIT INCLUDING THE DRIVER. Seatbelts must be worn and are provided one per seat;
- If the journey requires a return to school after normal school hours, arrangements must be made with the local site / facilities team to park the vehicle. If it is not possible to return the vehicle to its parking place, permission to garage it elsewhere must be obtained from the Headteacher;

12. Guidance in the event of an accident

In the event of an accident the **FIRST PRIORITY** must always be the safety and welfare of any students on the minibus.

- If necessary, evacuate the students from the minibus to a safe area;
- If anyone has been injured, dial 999 and ask for the police and an ambulance or nominate another adult to do it;
- Give warning to other road users of the stationary vehicle;
- Obtain assistance if available to make the scene of the accident as safe as possible, especially if people cannot be moved from the minibus;
- Give first aid where necessary until the arrival of the emergency services;
- Contact the school with the details. In the event of a serious accident occurring outside of school/office hours i.e. in the evening or at weekends then telephone the Headteacher or a nominated member of the senior leadership team.

Further instructions for any driver involved in an accident (including those driving their own cars on official business)

In order to comply with the Road Traffic Act a driver must:

1. Stop;
2. Give their own (and the school's) name and address and the vehicle registration to any person having reasonable grounds to ask for them;
3. In the event of a death or injury the accident **MUST** be reported to the Police as soon as possible and within 24 hours.

In addition :

1. Obtain the names and addresses of as many witnesses as possible;
2. Obtain details of the insurers of the vehicles involved;
3. Make careful notes and take measurements of any skid marks any vehicles involved;
4. Record the position in the road of the minibus and of any other vehicle after a collision. Take pictures if possible;
5. Record the numbers of any police officers in attendance;
6. Do not admit liability;
7. If the vehicle is damaged drive to the nearest garage if this can be done safely. If there is any doubt, have the vehicle towed;
8. Report the accident to the Business Manager or Headteacher as soon as possible.

ANNEX 7 DSE / Eye Care Policy

1. Application and Aim of the Policy

This policy applies to all Trust employees who are designated as 'computer users'.

A 'computer user' is defined as an individual who is required by their work duties to use a computer continuously for a significant part of the day, on a daily basis. Vanguard Learning Trust defines 'computer user' as people who use a PC continuously for an hour or more each day, or for a total aggregate time of 3 hours in a working day.

The aim of this policy is to ensure employees safely carry out their duties at their computer workstation.

2. Responsibilities

Vanguard Learning Trust takes the safety of its employees seriously. It accepts responsibility for the following:

- Ensuring computer workstations are safe and fit for purpose and that appropriate equipment is provided to computer users as identified by their DSE risk assessment;
- Providing adequate training and information to computer users to enable them to carry out a risk assessment of their workstation;
- Ensuring computer users can take appropriate breaks from screen / keyboard work;
- Referring computer users with persistent problems suspected to be caused by their computer workstation to occupational health for a medical assessment;
- Meeting the costs of eye tests and the cost of corrective glasses/lenses where applicable (see below).

Employees are responsible for:

- Completing the online training module and carrying out a risk assessment of their workstation. Whilst completion of the training and risk assessment is mandatory for computer users, it is not limited to this group of staff. Other employees are welcome to complete the training on a voluntary basis;
- Minimising any risk to themselves by keeping their workstation under review and reporting any change in personal circumstances (e.g. pregnancy, musculo-skeletal problems) or medical problems encountered as a possible result of their workstation;

- Following best practice advice in relation to setting up and using their workstation;
- Co-operating with any occupational health referral that may be required.

Unless a member of staff is specifically contracted to work at home, Vanguard Learning Trust accepts no responsibility for computer use undertaken outside school. The principles contained within the online training package are equally applicable to computer use outside the school, however, and all staff are encouraged to apply its guidance where possible.

3. Reimbursement for Eye Tests and Glasses

Whilst there is no evidence that using a PC leads to permanent eye damage, Vanguard Learning Trust recognises its responsibility to safeguard computer users against the risk of temporary eye strain as a result of significant computer use.

As such, it will meet the cost of the following:

- The cost of an eye test carried out by a suitably qualified optician (upto a maximum cost of £20). Eye tests will not be reimbursed more frequently than every 2 years;
- A contribution towards the cost of any glasses / lenses prescribed by a suitably qualified optician, where those glasses/lenses are required specifically for the purpose of VDU use. The maximum contribution is £75.

The costs of eye tests and glasses/lenses will only be met for designated computer users. The School reserves the right to direct staff towards the services of a particular optician(s) where preferential rates can be obtained as a result.

Computer users wishing to make a claim should complete the form attached. The form must be completed by a suitably qualified optician and a company stamp must be affixed to the form. Original receipts must be supplied.

The claim must be authorised by the Business Manager and a copy will be kept on the computer users' file.



Application for an eye test / contribution towards the cost of glasses / lenses

To be completed by the Employee

Name

Address

I wish to claim the cost of an eye test @ ...£.....

I wish to claim a contribution towards the cost of glasses / lenses @ ...£.....

To be completed by the Optician

I confirm that the above named client had an eye test on (Date)

at a cost of (Amount) £.....

I confirm that I have provided the above named client with prescription lenses for the following use

Reading Yes / No DSE (VDU) mid range Yes / No

Distance Yes / No

At a cost of (Amount) £.....

The above named employee **does / does not** (*) require prescription lenses for the purposes of Display Screen Equipment (Visual Display Unit) work.

Optician's signature

Date

.....

.....

Optician's stamp

Authorised for Payment

Signature of Business Manager.....

Date

