



**THE SCHOOLS AT SOMERHILL**  
**HEALTH & SAFETY POLICY DOCUMENT**

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# 1.General Policy

## **Introduction**

Under the terms of the Health and Safety at Work Act 1974, every employer has a duty to ensure the health, safety and welfare at work of all his employees as far as is reasonably practicable. The Governors of The Schools at Somerhill attaches the utmost importance to the safety, health and welfare of its employees and that they have certain duties towards pupils, the public and people who use the premises.

The Governors accept their responsibilities as designated within the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations, approved Codes of Practice, including those implementing EC Directives.

It is also the duty of every employee to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work and to co-operate with the employer so far as it is necessary to enable the employer to provide a safe working environment. To this effect The Governors, through the Principal and Bursar, will take the necessary steps, so far as is reasonably practicable, to ensure that the workplace is a safe and healthy environment in which its employees, pupils, contractors and other persons affected by the school's operations can work. They will make the necessary assessments, identify safety training and provide information and supervision for employees at all levels. The Bursar will report to the Governors on Health & Safety issues via the Finance and General Purpose Committee.

## **Statement of Intent**

In order to comply with the provisions of the Act, the School has a health and safety policy of which the following are the aims:

- a) To provide and maintain a safe and healthy working environment for each member of staff
- b) To ensure that employees familiarize themselves with the fire regulations posted around the buildings and are kept fully informed of fire warnings and escape procedures.
- c) To ensure that the employee is fully aware of the procedures in the event of an intruder threat.
- d) To ensure that any accident involving personal injury occurring on the School's premises is reported and the details recorded in the accident book in the First Aid Room.
- e) To investigate such accidents. Analyze their cause and take any corrective action.
- f) To provide all employees with the information, instruction, training and supervision they need to work safely and efficiently.
- g) To ensure that first aid and welfare facilities are available.
- h) To ensure that the employees are aware of their legal and moral obligations, to take reasonable care for the health and safety of themselves and others, by observing all safety regulations and promptly reporting any potential hazard to the Bursar.
- i) The provision of safe machinery and equipment regularly maintained, including the operation and maintenance of plant and systems of work.

j) To consider the safety of pupils, parents, contractors and any others accessing the premises including those who hire or undertake leisure activities.

k) The safe use, storage, handling and transport of articles and substances.

### **Co-operation**

All aspects of health and safety remain the Governors' responsibility. However a safe and healthy workplace can only be achieved with the full co-operation of every employee.

Employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the school owes a duty of care, namely people who may come into contact with their work; pupils, parents, visitors etc. To achieve this, employees must:

- Obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the school's risk assessments.
- Exercise their awareness, alertness, self-control and common sense at work.
- Report promptly to the Bursar all hazards, potential hazards, defects in equipment and any shortcomings in the school's work systems or procedures.

Employees should not be in any doubt that the school will apply disciplinary procedures to any employee who is in breach of the school's health and safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the school's operations, and for those who may become involved in them.

### **Policy Review**

This policy will be regularly reviewed by the Bursar and revised as necessary. This will be done at yearly intervals or earlier if required by changes or amendments to the law. In conducting the policy reviews, due regard will be given to the following:

- **Policy**
- **Organisation and its development**
- **Planning and implementing**
- **Measuring performance**
- **Monitoring and Reviewing performance**

**Policy -** Is the policy fit for purpose and up to date?

**Organisation -** A review of the school's organisation including changes to ensure that responsibilities for health and safety are clearly defined at all times to all employees at every level

### **Planning & implementing –**

Planning is the key to ensuring health and safety works and includes setting objectives, identifying hazards, assessing risks, implementing procedures for the elimination of risks in the workplace by careful selection and design of facilities, equipment and processes, together with effective control measures and training for employees.

**Measuring performance -**

Ensuring that the safety requirements are implemented throughout the school by all employees and that training is regularly conducted in support of those standards.

**Monitoring and Review –**

All job specifications will contain safety requirements and instructions highlighting health and safety responsibilities where appropriate. Regular safety audits will be carried out and a safety report completed each term. These documents will form the basis for monitoring and review, to ensure that a credible standard of health and safety is achieved.

Signed.....

(Philip Thomas - Chairman of the Board of Governors)

Date:

## **2. Management Structure (See Annex A for chart)**

This section of the policy document details specific responsibilities of all members of the Schools at Somerhill on both a corporate and individual basis towards health and safety.

- i) The School Governors -
  - Responsible for the health and safety within the Schools at Somerhill. However, responsibility for the day to day implementation of the policy is delegated to the Principal and the Bursar on behalf of the Governors.
  - Will monitor the effectiveness of the implementation of this policy.
  - Require a health and safety briefing from the Bursar through the Finance and General Purpose Committee.
  - Will review the policy annually and revise this document when necessary.
  - Will ensure that sufficient finance provision is made available to support the policy.
  
- ii) The Principal –

The Principal is responsible to the Governors for safe functioning of all school activities. He will:

  - Monitor the effectiveness of the policy with regards to academic work and report back to the Governors as appropriate.
  - Chair the Health and Safety Committee.
  - Consult with the Bursar (H&S Coordinator) over health and safety issues.
  - Recommend changes to policy in light of experience.
  - Ensure the cooperation of all academic staff as regards to the working of the policy, including any changes in the policy.
  - Ensure that the Heads of each school are aware of their responsibilities.
  - Take account of any health and safety implications when reviewing the school curriculum.
  - Ensure that a system is in place for the reporting of all accidents/incidents within The Schools at Somerhill and that they are properly investigated. The results of these investigations should be discussed with the Senior Management Team or Health & Safety Committee as appropriate.
  
- iii) The Bursar (Health and Safety Coordinator) –

The Bursar is responsible for the administrative side of the school. He will:

  - Monitor the effectiveness of the policy with regards to administrative work.
  - Report to the Governors through both the Finance and General Purpose Committee and Governors' Meetings on the effectiveness of the Health & Safety Policy and any changes made.
  - Advise the Principal of any changes in the law, approved codes of conduct and their implications for the improved safety of the school environment.
  - Chair the Health & Safety Audit Sub-Committee.
  - Liaise with The Schools at Somerhill's health and safety advisors, Owen David Consultants, and arrange, on behalf of The Governors, and annual audit.
  - Be responsible for all maintenance contracts within the schools.
  - Be responsible for all outside contractors ensuring that they receive a copy of the school's "H&S Requirements for Contractors" and that the appropriate permits are issued taking into account "CDM Regulations 2007".
  - Be responsible for the liaison with outside bodies that may use the school's facilities. All users should be made aware of school procedures.

- Be responsible for ensuring that where tasks are delegated that the individuals are competent, appropriately trained and given the necessary instructions to carry out their task safely.
- iv) Heads of Schools -  
Heads of Schools will be responsible to the Principal for the following:
- Ensuring their schools adhere to The Schools at Somerhill's health and safety policies.
  - Ensure that their staff understand the policies and the various legal requirements.
  - Report any accidents/incidents to the Principal and/or the Bursar so that they can be appropriately investigated.
  - Ensure adequate supervision for pupils both in their school during normal school time and outside their school whilst on school trips.
  - Ensure that their staff cooperate fully with the implementation of this policy and changes.
- v) Head of Junior School, Head of Early Years and Heads of Department -  
They are responsible to the Head of their School. They will:
- Ensure that the staff in their department understand the policies and the various legal requirements.
  - Report any accidents/incidents to the Head or Deputy Head of their school so that they can be appropriately investigated.
  - Ensure that their staff cooperate fully with the implementation of this policy and changes.
  - Notify the Bursar under COSHH Regulations of any new substances they require to purchase for their department. This should only apply to Art and Science departments.
  - Heads of Science – on hearing the fire alarm, should make safe any experiments where practical without putting their own lives in danger.
  - Ensure that they are aware, and members of their department, where their safest means of escape is in the event of a fire, the nearest call point and fire extinguishers.
- vi) Head of Premises -  
The Head of Premises is responsible to The Bursar. He will:
- Ensure that all Departmental heads are aware of their responsibilities and appropriately qualified to execute their roles.
  - Ensure that all employees have appropriate training for tasks/projects to be carried out.
  - Refer to the Bursar any matters which he feels to be outside his level of competence or authority to deal with.
  - Ensure that all procedures in place are adhered to and new policy is communicated to departmental heads.
  - Ensure that any accidents are properly reported and investigated and that The Bursar is informed.
  - Ensure that departments have the appropriate clothing and, where necessary, protective equipment/clothing to carry out tasks/projects.
- vii) Heads of Maintenance, Grounds & Gardens, and Cleaning –  
They are responsible to the Head of Premises. They will:
- Ensure that their staff are appropriately instructed and, if required, trained in order to carry out their job.
  - Ensure that all procedures in place are adhered to and new policy is communicated to their employees.
  - Refer to the Head of Premises any matters which they feel to be outside their level of competence or authority to deal with.

- Investigate any accident or incident arising within their department and report the facts to the Head of Premises.
- Ensure that employees within their department wear appropriate clothing and, where necessary, protective equipment is worn whilst carrying out their duties.

viii) Employees

Every employee has a statutory duty whilst at work to take reasonable care for the health and safety of themselves and of other persons, including visitors to the School who may be affected by their acts or omissions at work. You must ensure that you:

- Are fully aware of your duties under sections 7 and 8 of the Health & Safety at Work Act 1974.
- Understand, support and implement the Schools at Somerhill's Health and Safety policy.
- Understand and familiarize yourself with emergency evacuation procedures. It is your responsibility to know what to do if you discover a fire, the location of normal and emergency exits, the location of the nearest fire alarm points, and what to do when the Fire Alarm sounds.
- Sign out when temporarily absent from the school and sign in on your return. You must sign out if leaving before the end of the school day.
- Must be aware who your Health and Safety representative is and report any areas where you feel the school could improve its procedures to aid in the health and safety of the Schools at Somerhill.
- Understand and familiarize yourself with all school policies and procedures. Copies will be on the school intranet under "staff shared area".

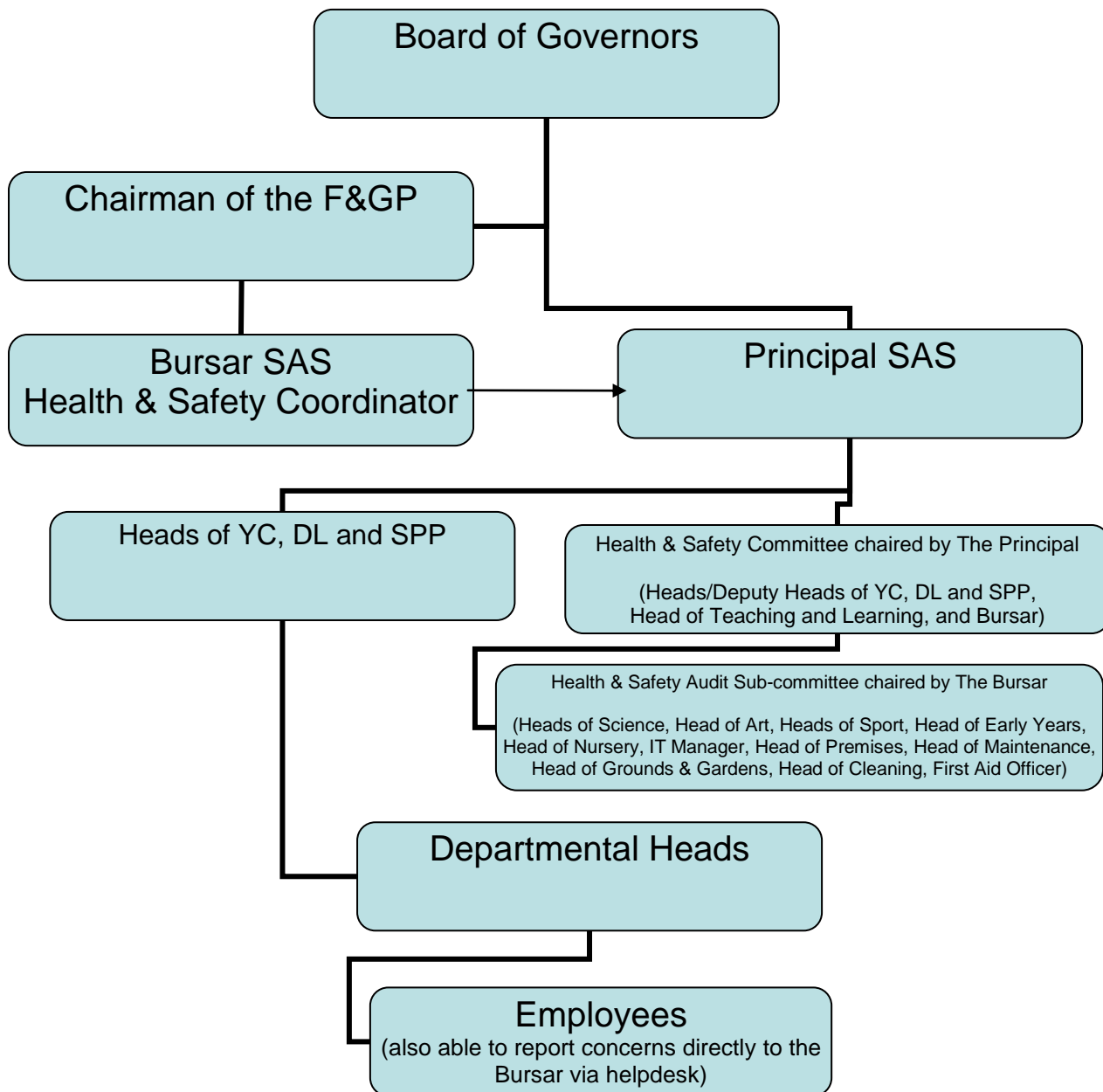
ix) Health and Safety Committee –

- This is chaired by The Principal of The Schools of Somerhill. Other members of the committee are the Heads and Deputy Heads of each school, The Director of Studies, and The Bursar.
- It is to meet at least once a term to discuss items raised by employees via the Helpdesk or through their Deputy Heads. The Bursar, as Health and Safety Coordinator, is to inform the committee of any changes in the law, approved codes of conduct or best practice.
- The Bursar will report the results of the annual audit carried out by the School's Health and Safety Advisors at the first meeting after the report has been received.

x) Health and Safety Audit Sub-Committee –

- This is chaired by The Bursar. Other members of the committee are the Heads of Sport, Heads of Science, Head of Art, Heads of IT, Head of Maintenance, Head of Grounds and Gardens, Head of Cleaning and the First Aid Officer. On occasions the IT Manager may be required to attend this meeting. It meets at least once a year
- Its remit is to review the School's Health and Safety Advisor's annual audit report. The review the departments and their health and safety performance and review the accidents reported. It is to provide a report to the Health and Safety Committee.

**Annex A; Chart of The Health & Safety Organisational Structure of The Schools at Somerhill**



- A Finance and General Purpose Committee Meeting is held once a term at which the Bursar reports on health and safety issues to the Committee.
- Health and Safety issues are of paramount importance to the Governors. The Bursar, as Health & Safety Coordinator, is tasked to raise matters concerning health and safety and to advise The Principal, if needed, at their regular meetings of any changes in law. These matters will then be raised at the next Health and Safety Committee meeting or the next SMT meeting (which meets fortnightly), whichever is earliest.
- Employees are encouraged to report any health and safety issues or suggest improvements through the school's intranet helpdesk where there is a dedicated area for reporting on health and safety. This reporting system is monitored by the Bursar as the school's health and safety coordinator

### **3. Specific Policy Documents and Risk Assessments**

#### **3.1 Risk Assessment Policy**

The Governors of The Schools at Somerhill are fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Their highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully with not just with the law; but with best practice. Risks are inherent in every day life. We need to identify them and to adopt systems for minimising them. Our pupils need to be educated into how to cope safely with risk.

#### **WHAT IS A RISK ASSESSMENT?**

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm (e.g. fire).
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention, rather than reacting when things go wrong. In many cases simple measures are very effective and not costly.

Risk assessments will be reviewed regularly and updated if required. Risk assessments in Somerhill Pre-Prep will be reviewed annually or when required by law if earlier. The schools are very aware that all staff need to receive training and that pupils and visitors need to be aware of our safety practices. A “library” of risk assessments which are applicable to all schools is maintained by the Bursary Department on the school’s intranet for staff to refer to and use appropriately. Training records for First Aid, Minibus Driving, Life Saving and all non-teaching staff are kept by the Bursary Department. Training records for individual schools are kept by the Head of that school.

The focus of our pastoral policy is to ensure that every pupil leaves as a confident, articulate young person capable of keeping him/herself safe on the streets, in the home and in all situations. Our PSHE programmes and Assemblies are directed towards promoting an increasing understanding of the risks that exist in both the real and the electronic worlds, and on the sensible precautions that should be taken. Our Science lessons encourage students to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

#### **WHAT AREAS REQUIRE RISK ASSESSMENTS?**

There are numerous activities carried out in school, each of which requires a separate risk assessment.

The most important of these cover:

- Fire safety, procedures and risk assessments
- Educational visits and trips.

But risk assessments are also needed for many other areas, including:

- Science experiments
- Food Technology
- Each sport and PE activity
- Art
- Music (including minimising the risk of hearing loss to staff)

- Drama (including the theatre back stage, stage, props room and lighting box)

The schools make use of model or generic risk assessments where appropriate. The schools subscribe to the CLEAPSS Advisory Service that provides model risk assessments for our lessons in Science.

- Catering and Cleaning - risk assessments and training is required for every item of catering and cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices. Catering is outsourced to Accent Catering who produce and write their own policies and risk assessments.
- Maintenance - risk assessments and training is required for every tool and item of equipment, as well as for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water, swimming pool maintenance and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.
- Grounds - risk assessments and training is required for every tool and piece of machinery, as well as for manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- Office staff - risk assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

### CONDUCTING A RISK ASSESSMENT

The Schools at Somerhill use two techniques to assess risk. We use the recommended model by the HSE in its publication “Five Steps to Risk Assessment”, and a model based on scores. The person conducting the risk assessment should use the appropriate model, but as a general guide the HSE model should be used for general tasks(e.g. Fire Risk Assessment/Educational Visits) and the score method for specific tasks(e.g. use of machinery).The HSE pamphlet “Five Steps to Risk Assessment” is on the school’s intranet under educational visits. It is the policy of the schools that tasks that required specialist skills are only carried out by staff that are appropriately trained. Where appropriate the Bursar arranges for specialists to carry out the risk assessment (e.g. Legionella).

### AUDIT COMPLIANCE STATEMENTS

An annual SORP/Company risk assessment statement is produced for the audited accounts and approved by the Governors. This statement will take account of the following:

- The financial procedures and controls
- The major risks to the school, including:
  - Strategic risk
  - Loss of fee income
  - Damage to reputation
  - Failure to teach the correct syllabus
  - Risk of a child protection issue
  - Gaps in Governor skills
  - Conflicts of interest
  - Employment disputes
  - Major health and safety issues
  - Possible data loss
  - Risk of fire, flood and land slip
  - Poor cash flow management
  - Fraud
  - Loss through inappropriate investments
  - Areas of potential risk

- The measures taken to protect the school against such risks, including:
  - Safer recruitment of staff, Governors and volunteers
  - Measures to ensure the selection, training and appraisal of appropriately qualified staff and Governors
  - Insurance
  - Strong financial controls
  - Use of professional advice from lawyers, accountants, architects, etc as needed

### **3.2 The Management of Legionella Policy**

#### **INTRODUCTION**

Legionnaires' disease is a potentially fatal form of pneumonia caused by inhaling small droplets of water that are infected with the legionella bacteria. It can affect anybody, but some people are at higher risk, including those over 45, smokers and heavy drinkers, those suffering from chronic respiratory or kidney disease, and people whose immune systems are impaired. It is also noted that there have been no reported cases below the age of 13. The bacteria occur naturally in rivers, lakes etc as well as in the water systems of premises, such as schools.

#### **SPECIFIC RESPONSIBILITIES**

The School's specific day to day responsibilities for water safety include the duty to:

- Identify and assess sources of risk
- Prepare a scheme (or course of action) for preventing or controlling the risk
- Implement and manage the scheme
- Keep records for a minimum of 5 years.

The Bursar is the "Responsible Person". The day to day management is delegated to the Head of Premises. The Bursary department maintains appropriate records of testing and certification. The Bursar and the Head of Premises have attended, and passed, a "Legionellosis L8 and the Role of Responsible Person" course.

#### **WATER SAFETY MANUAL and RISK ASSESSMENT**

The Schools at Somerhill have employed Rainbow Water Services, a firm of water safety specialists to prepare a risk assessment and a water safety manual for all the school buildings. The manual includes schematic drawings of:

- All the hot and cold water systems, water tanks, calorifers, pipe work, taps showers, heating, ventilation, refrigeration and air conditioning plant in all the buildings
- The swimming pool

The manual then identifies and assesses the main sources of risk in every building, taking account of:

- Water temperature
- Potential for water stagnation in long pipe runs and "dead legs" or infrequently used taps and showers
- Potential for aerosol formation, especially in showers, drinking water fountains and fire hoses
- Condition of the water throughout the premises
- The use thermostatic mixing valves (in order to avoid scalding) that potentially set a favourable outlet temperature for legionella growth
- Signs of debris in the system, such as rust, sludge or scale that could provide food for growing legionella
- Condition of the pipe work, plant, tanks etc.

The manual is reviewed annually by Rainbow Water Services to ensure that the necessary test are being carried out. The risk assessment is reviewed and updated when appropriate due to a change in the buildings or the regulations.

## PHYSICAL PREVENTATIVE MEASURES

The water safety manual identifies a series of preventative measures to the physical structure of our buildings that are [either ] have been taken [or are planned] in order to control the risk of legionella at the school:

- All metal cold water tanks have been [replaced by covered plastic tanks]/ [covered] to ensure that they are free from debris.
- “Point of use” water heaters have been introduced in [the Science Building and Catering Department]. [We plan to introduce them in [ ] over the next summer holiday].
- Redundant pipe work has been removed from the [Science Building and the Catering Department] and will progressively be removed elsewhere [as “point of use” water heaters are introduced].
- All hot pipes and calorifers/hot water tanks have been insulated.
- Water is heated and stored in the calorifers/hot water tanks at temperatures above 60 degrees C in order to kill bacteria
- Cold water is stored below 20 degrees C, so that bacteria cannot thrive.

We update the manual every time that a new measure is adopted.

## CONTROL MEASURES

Our risk assessments on our infrastructure identify the control measures that are necessary in order to ensure that there is no risk of contamination through legionella bacteria.

### a) Internal Control Measures

All Operatives in our Maintenance Department have been trained in the need for legionella prevention measures. They are tasked with carrying out the following regular water checks (all of which are recorded in the water manual) in order to maintain good water hygiene:

#### Taps

- Any cold tap that has not been used within a seven day period is flushed for 2 minutes on a weekly basis (avoiding splashing so as to minimise the creation of an aerosol)
- Any hot water tap that has not been used within a seven day period is similarly flushed for models with thermostatic valves fitted: at least 5 minutes/ordinary taps: 2 minutes, or until the temperature reaches 60 degrees C on a weekly basis and before the water is used
- Monthly temperature checks to hot water are conducted, taking the temperature at the points identified by Rainbow Water Services. We will contact our Water Consultant about the safety implications if the hot water does not reach 50 degrees C after running for 5 minutes.
- Monthly temperature checks are carried out at taps identified by Rainbow Water Services in order to ensure that they operate at below 20c after running for 2 minutes. We record the temperatures and will contact our Water Consultant about the safety implications if the cold water exceeds 20 degrees C after running for 2 minutes.

#### Calorifers/ Hot Water Tanks

- The water temperature leaving and returning to the calorifers/ hot water tanks is tested on a monthly basis.

#### Showers

- Any shower (whether heated directly by an instant water heater or through mains hot water that is not used within a seven day period is flushed through for 2 minutes. Minimising the creation of an aerosol is achieved by placing a plastic sack or similar, over the shower head or by removing the shower head and placing the hose directly over drain outlet.
- Shower heads and hoses are dismantled and descaled quarterly.

#### Toilets

- Any toilet that is not used within a seven day period is flushed each week, and the flushing mechanism on urinals checked.

### Swimming Pool

- The water in the swimming pool is sampled monthly.
- Chlorine levels are tested twice a day on all working days.

### EXRERNAL CONTROL SERVICES

We employ external contractors to help us to manage water safety in the following areas:

#### Cold Water Tanks

- Temperatures are taken from the water in the tank and the water in the ball valve every six months.
- The tank is inspected visually on an annual basis and descaled.

#### Cold Water Systems

- All cold water systems are disinfected before each term and thoroughly flushed through before use.

#### Heating plant, Air Conditioning and Condensers

- Our air conditioning equipment and our evaporative condensers are serviced annually.
- Our boilers and heating plant are serviced annually.
- The calorifers/hot water tanks are checked and descaled. The escape valves are tested.
- The heating system is serviced, sludge removed
- Inhibitor chemicals are topped up.

#### Water Sampling

- An accredited Water Consultant conducts the following sampling and analysis of our water supplies:

Monthly: Swimming pool water is sampled and tested

Annually: Water samples from the calorifers are tested  
The thermostats on taps are checked and repaired/replaced.  
Point of use water heaters are checked and serviced  
The outside swimming pool is emptied and cleaned, filters checked  
Cold water tanks and pumps are inspected

### RECORDS

Records are kept by the Head of Premises. The records are audited annually by Rainbow Water Services and a certificate of compliance issued if satisfactory.

### ACTION IN THE EVENT OF A POSITIVE WATER SAMPLE

The Water Consultant will notify the Responsible Person (the Bursar) immediately if a water sample is contaminated. The notification will cover:

- Details of the sample
- The organism
- Location
- Advice on appropriate remedial measures, such as isolating the building and disinfecting the system.

## **3.3 Fire Safety Policy**

### **1. General Statement**

The Schools at Somerhill are a responsible employer and take our fire safety duties seriously. For this reason the school has formulated this policy to incorporate and help it comply with the Fire Safety Order (FSO) which came into effect in October 2006. In compliance with the FSO we will continue to adopt a risk assessment based approach to managing fire safety within our premises. Based on the findings of the fire risk assessment (FRA) we have created an emergency action plan, which provides explicit guidance to all staff and visitors to ensure that in the event of a fire our premises are safely evacuated.

## **2. Employees' duties**

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any fire precaution procedures that the school may introduce as a measure to protect the safety and well being of its staff, pupils and visitors. All employees have a responsibility to make sure they are familiar with the layout of the building, noting where fire exits are and where they lead. They must also ensure the correct use of fire doors, that all fire exits and evacuation routes are clear at all times and that no flammable materials are stored in corridors or on stairs.

## **3. Communication**

The Schools at Somerhill will keep staff informed of any changes that are made to our fire safety procedures and FRA. The school will also ensure that all visitors to our premises are briefed on the evacuation procedure, issued with a visitor identification badge and supervised by a member of staff at all times.

## **4. Procedures**

The Schools at Somerhill have introduced the following procedures in order to maintain high standards of fire safety.

- a FRA has been completed. The findings of the FRA will be used to develop appropriate control measures to ensure the risks are reduced to a level as low as is reasonably practicable. The FRA will be reviewed annually or in the event of any significant changes being made to either the premises or the processes completed within it
- a Responsible Person (RP) will be appointed and authorised to complete their duties
- the fire evacuation procedure will be practised at least termly, the results being recorded in the fire log book
- all employees will receive training and instruction on all of the fire and emergency procedures. All training will be recorded and details recorded in the Staff Training Records Folder held in the Bursar's office.
- any employees with additional fire safety duties, i.e. fire marshals or their deputies, will be given training on appointment to their specific duties and refresher training when required.
- any other person identified to be at risk will receive training on the fire evacuation procedure. All exits and emergency routes are to be kept clear at all times. These routes will be properly signed, adequately lit and fitted with the relevant standard of fire doors.
- the premises will have appropriate fire fighting equipment, detectors and alarms. Fire safety testing and maintenance will be carried out by the school's retained contractors. The Fire Alarm will be maintained on a quarterly basis and the fire fighting equipment will be serviced on an annual basis. Results will be kept by the Bursar's Department.
- the premises will be equipped with emergency lighting as required to allow the safe evacuation of staff in the event of the failure of normal lighting during an emergency.
- Emergency lighting and call points will be tested on a regular basis as defined by law or approved codes of practice. All tests are to be recorded and the results kept by the Bursar's Department.
- all electrical equipment will be maintained in accordance with the manufacturer's instructions. Faulty or damaged electrical equipment should be taken out of use until it has been repaired and tested. All electrical equipment will be tested by a competent person before it is used within the Schools at Somerhill and thereafter annually, or as and when required. No personal electrical equipment is to be brought into school and used without it being tested by the Bursar's Department.
- this policy forms part of all employees' conditions of employment. Failure to comply with it may be treated as a disciplinary matter.

### **3.4 Driving Policy**

The school has carried out a risk assessment, the results of which form this policy. All school vehicles are to be booked through Reception. When allocated a vehicle, the driver is to collect and sign for the vehicle's keys from Reception.

This policy includes:

- A – Driving a School vehicle
- B – Driving a private car on school business
- C – Breakdown
- D – Approved minibus drivers

#### **A. Driving a School Vehicle:**

##### **1. Who can drive a school vehicle?**

- No employee is to drive a school vehicle unless they are in possession of a full UK driving licence with the appropriate classification for the vehicle and are over the age of 21. For minibuses an employee is required to hold either a PCV Licence or have a D1 category on their licence. Employees are also required to pass a "Minibus Awareness Course" tested by Kent County Council. A list of approved minibus drivers is in part D of this policy.
- An employee who holds a D1 category on their UK driving licence, but has not attended a "Minibus Awareness Course" may drive a school minibus with the permission of the Bursar on a temporary basis. An employee will be required to prove their fitness and ability to drive a minibus before permission is granted.

##### **2. Responsibilities of the driver.**

###### a.) Pre-journey –

- Must plan their journey and ensure that they know the safest route to their destination. If it is a journey over two hours they must check weather reports and designate rest stops to avoid fatigue. It is advised that drivers take a 20 minute break every 2 hours. Drivers should not drive for a total of more than 8 hours in any 18 hour period and should have a minimum period of 6 hours sleep and rest before driving again. It is recommended that for long journeys there should be a relief driver.
- Must carry out pre-journey vehicle inspection. A list of points required to be checked is in the glove compartment of all vehicles. The log book is to be signed by all drivers and this confirms that you have carried out these checks. If you fail to sign the log book, it may lead to disciplinary action. A driver is legally responsible for the road worthiness of the vehicle he/she is driving. You can not solely rely upon the weekly checks carried out by the Maintenance Dept.
- Storage of bags, luggage etc is to be checked by the driver to ensure that it poses no risk to the passengers/driver in the event of an emergency stop or road accident. It must not block emergency exits from the vehicle.
- A driver is not to consume any alcohol 8 hours before a journey. Any employee who drives a school vehicle whilst under the influence of alcohol or drugs will be disciplined. The offence will be treated as gross misconduct.
- An employee should not drive whilst taking prescribed medication which is known to cause drowsiness.

###### b.) During the journey –

- Speed limits are to be kept to at all times. New minibuses, since 2006, are limited to a maximum speed of 62mph.
- You are to ensure that all doors are secure and that all passengers are wearing a seat belt before driving away. Pupils are not to eat and drink whilst the vehicle is travelling.

- In the event of a road accident you are not to admit any liability. You must exchange details. On returning you are to report the accident to The Bursar and submit a written report of the incident to The Bursar within 24hrs.
  - In the event of adverse weather conditions happening whilst travelling, you must always ensure the safety of your passengers and yourself. This may require you to stop at the first available safe location until conditions improve. If the delay is significant you must inform the school.
  - Whilst driving you should never use a hand held mobile as it is against the law. You should avoid using hands-free whilst driving and only do so when it is safe. It is best practice to find a safe spot to stop before answering a hands-free mobile and you should only make a call when parked in a safe location.
  - Whilst driving you should not do anything that would distract your attention away from the road. You should always find a safe location to park to carry out any action required (i.e. disciplining pupils)
  - You should not drive if your reactions, judgement etc are being impaired by fatigue. It is your responsibility to ensure that you are fit to continue driving.
- c.) Post journey –
- Any damage must be reported to The Bursar, at the latest within 24hrs.
  - Any malfunction to be reported immediately to Reception on the return of the keys so that the appropriate action may be taken. If Reception is closed, then send an email to The Bursar.
  - All rubbish, equipment and luggage is to be removed. It is the driver's responsibility to ensure passengers take their belongings with them and any litter. Please remember that someone else will be using the minibus after you.
  - Non-teaching staff that drive with pupils as passengers are to report any problems of discipline to The Bursar.
  - You must complete the log book by writing the final mileage in it.

#### **B. Driving a Private Car on School Business:**

- Employees are insured under the school's insurance policy to use their own vehicles on occasional school business if authorised by The Bursar.
- Employees will be required to produce all necessary documents to verify road worthiness of their vehicle or to sign a declaration to that effect. They will also be required to produce all parts of their driving licence.
- The school's breakdown policy does not cover private vehicles, so arrangements must be made by employees to ensure that in the event of a breakdown or accident they have the means to ensure that they are not stranded.
- An employee using their own vehicle should be aware that all policies for driving a school vehicle will apply to driving a private vehicle on school business e.g. all accidents must be reported to The Bursar etc.

#### **C. Breakdown:**

- In the event of a breakdown;
  - i.) Disembark all passengers and remove to a safe spot away from traffic. They are to be supervised by an adult if below the age of 14.
  - ii) If the breakdown is mechanical, summon the breakdown company using the details in the glove compartment. Call Reception to advise of delay so that the appropriate action may be taken. If within 15 miles of school, where possible, a replacement minibus will be sent to collect pupils or to enable you to continue on your journey.
  - iii) If breakdown is due to a punctured tyre, only attempt to change the wheel if pupils are being supervised by another adult, it is safe to do so and you are competent to do so. If within 15 miles of school, telephone Reception and, where possible, the school will send

another minibus out to collect pupils. An employee from the Maintenance Dept will be sent to change the wheel. On long journeys, if you do not feel competent enough to change the wheel, call out the school's breakdown service. If you decide to change a wheel, please read the risk assessment and relevant part of the manufacturer's handbook which are in the glove compartment.

#### **D. List of Approved Drivers:**

The following have successfully passed a Minibus Awareness Course run and tested by Kent County Council.

##### **Expires 2013**

Alex Holmes	- Dec
Alison Middleton	- Dec

##### **Expires 2014**

Kerry Forward	- Jan
Mike Gibb	- Jan
Malcolm Gough	- Jan
Richard Green	- Jan
Mark Pluck	- Jan
John Sanders	- Jan
Ruth Sorensen	- Jan
John Sceal	- Jan
Karen Harman	- Apr
Elizabeth Wallace	- Sep
Daniel Sumner	- Sep
Hilary Humphrey-Baker	- Sep
Steve Westwell	- Oct
Simon Steward	- Nov
Emma Howard-Williams	- Dec

##### **Expires 2012**

Ian Pearce	- Jan
Sam Michau	- May
Ray Steward	- Sep
Hazel Turner	- Sep
Trevor Barker	- Sep
Jo Green	- Oct
Brian Rudd	- Oct