



Health & Safety Policy

Somerhill

September 2020

Version Control

Version No	Summary of Changes	Author	Version Date	Status
1	1 st Draft – amended to F&GP	C. Morey	25 th Feb 2021	DRAFT
2	Approved - FGB			FINAL

Owner: Business Manager

Original Draft: September 2002

Next Review: September 2021

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1. General Policy

Introduction

Under the terms of the Health and Safety at Work Act 1974 (“the Act”), every employer has a duty to ensure the health, safety and welfare at work of all employees as far as is reasonably practicable. The Governors of Somerhill attach the utmost importance to the safety, health and welfare of the School’s employees. It is recognised that in addition, there exist additional duties towards site “visitors” be they pupils, parents, the public and people who use or service 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 the duty of every employee to take ‘reasonable care’ for the health and safety of themselves and of other persons who may be affected by their 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 Business Manager, will take the necessary steps, so far as is reasonably practicable, to ensure that the workplace is a safe and healthy environment in which 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, appropriate equipment and supervision for employees at all levels. The Business Manager will report to the Governors on Health & Safety issues via the Health and Safety Committee and the Governors’ representative there on.

Statement of Intent

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 procedures, 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 any serious incident or pattern of accidents , analyze their cause and take any remedial action;
- f) To provide all employees with the information, instruction, training and supervision they need to work safely and efficiently;
- g) To verify appropriate and effective Employer’s Liability Insurance is in place;
- h) To ensure that first aid and welfare facilities are available;
- i) To ensure that the employees are aware of their legal and moral obligations, to take reasonable care for their own health and safety and that of others, by observing all safety regulations and promptly reporting any potential hazard to the Bursary;
- j) The provision of safe machinery and equipment, regularly maintained, including the operation and maintenance of plant and systems of work;
- k) To consider the safety of pupils, parents, contractors and any others accessing the premises including those who hire or undertake leisure activities;

l) 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 encounter their work; pupils, parents, visitors etc. To achieve this, employees must:

- Obey all the safety rules and procedures, including the wearing of protective clothing, safe use of equipment 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 Business Manager all hazards, potential hazards, defects in equipment and any perceived
- Stop any activity where any one reasonably considers a risk of harm is high and report this to any of the key personnel immediately.

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 Bursary and revised, as necessary. This will be done annually or earlier if required by changes or amendments to the law.

Signed:

Date:

(Diane Huntingford - Chair of the Board ofGovernors)

2. Management Structure (See Annex A for chart)

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

- i. **The Governing Body** is responsible for the health and safety within Somerhill. However, responsibility for the day to day implementation of the policy is delegated to the Principal and the Bursary on behalf of the Governors. The Governors will:
 - monitor the effectiveness of the implementation of this policy.
 - require a health and safety briefing from the Bursary as needed;
 - Ensure a named Governor has responsibility for H&S to chair the H&S Committee.
 - review the policy annually and revise this document when necessary.
 - ensure that adequate financial provision is made available to support the policy.

- ii. **The Principal** is responsible to the Governors for safe functioning of all school activities. The Principal will:
 - consult with the Bursary (H&S Coordinator) over health and safety issues.
 - recommend changes to policy considering experience.
 - ensure the cooperation of all teaching staff as regards to the working of the policy, including any changes in the policy.
 - ensure that the Heads of each section 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 Somerhill and that they are properly investigated.

- iii. **The Bursary** (Health and Safety Coordinator) is responsible for the operational and financial side of the school. The Bursary will:
 - monitor the effectiveness of the policy with regards to operational and financial activities of the school.
 - report to the Governors through the Health and Safety Committee 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.
 - liaise with Somerhill's health and safety advisors, Assurity Consulting, and arrange an annual audit on behalf of The Governors.
 - 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", as updated in 2015.
 - 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 the individuals are competent, appropriately trained and given the necessary instructions to carry out their task safely.
 - be responsible for overseeing and assessing the accident folder on a termly basis and taking action if necessary.
 - be responsible for assessing all accidents/incidents and carrying out investigations as required.
 - ensure that accidents/incidents are reported to RIDDOR as required.
 - Maintain a log of and report on H&S issues and their resolution.
- iv. **Heads of sections** will be responsible to the Principal for the following:
- ensuring their school adheres to 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 Business Manager 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. **Heads of Department, Senior Management Team (SMT)** are responsible to the Head of their section. 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 Business Manager under COSHH Regulations of any new substances they require to purchase for their department. This should only apply to Art and Science departments. Follow all COSHH safety sheets for safe use of such substances.
 - 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.
 - Ensure safe use of all equipment, in line with risk assessments and provide all necessary training to all staff who use such equipment.
 - Follow all safety guidance provided for any materials used such as MSDS (Material Safety Data Sheets)
 - Ensure all staff who work within each department are fully aware of their responsibilities with regards H&S and know where to find the COSHH and MSDS sheets for their review and inclusion into their working practices.
 -
- vi. The **Head of Premises** is responsible to the Bursary. 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/use of appropriate equipment to be carried out.

- refer to the Business Manager 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 Bursary is informed.
- ensure that departments have the appropriate clothing and, where necessary, protective equipment/clothing to carry out tasks/projects.
- Carry out and maintain all documentation, for review upon request, to support the compliance testing carried out on site.

vi. Head of Maintenance and Head of Grounds & Gardens 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 including safe use of equipment and vehicles.
- 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.

vi. 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 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.
- report any areas where you feel the school could improve its procedures to aid in the health and safety of Somerhill via the H&S Helpdesk. Access the H&S Helpdesk via the Sharepoint page under "web help desk" or via e-mail to one of the key personnel.
- Stop any activity which you reasonably consider to be unsafe and there is a high risk of harm. Inform one of the key personnel (named on Chart A on P9) accordingly. Such actions are encouraged and will be free from reprisals.
- understand and familiarize yourself with all school policies and procedures. Copies will be on the school intranet under "School Policies".

ix. Health and Safety Committee

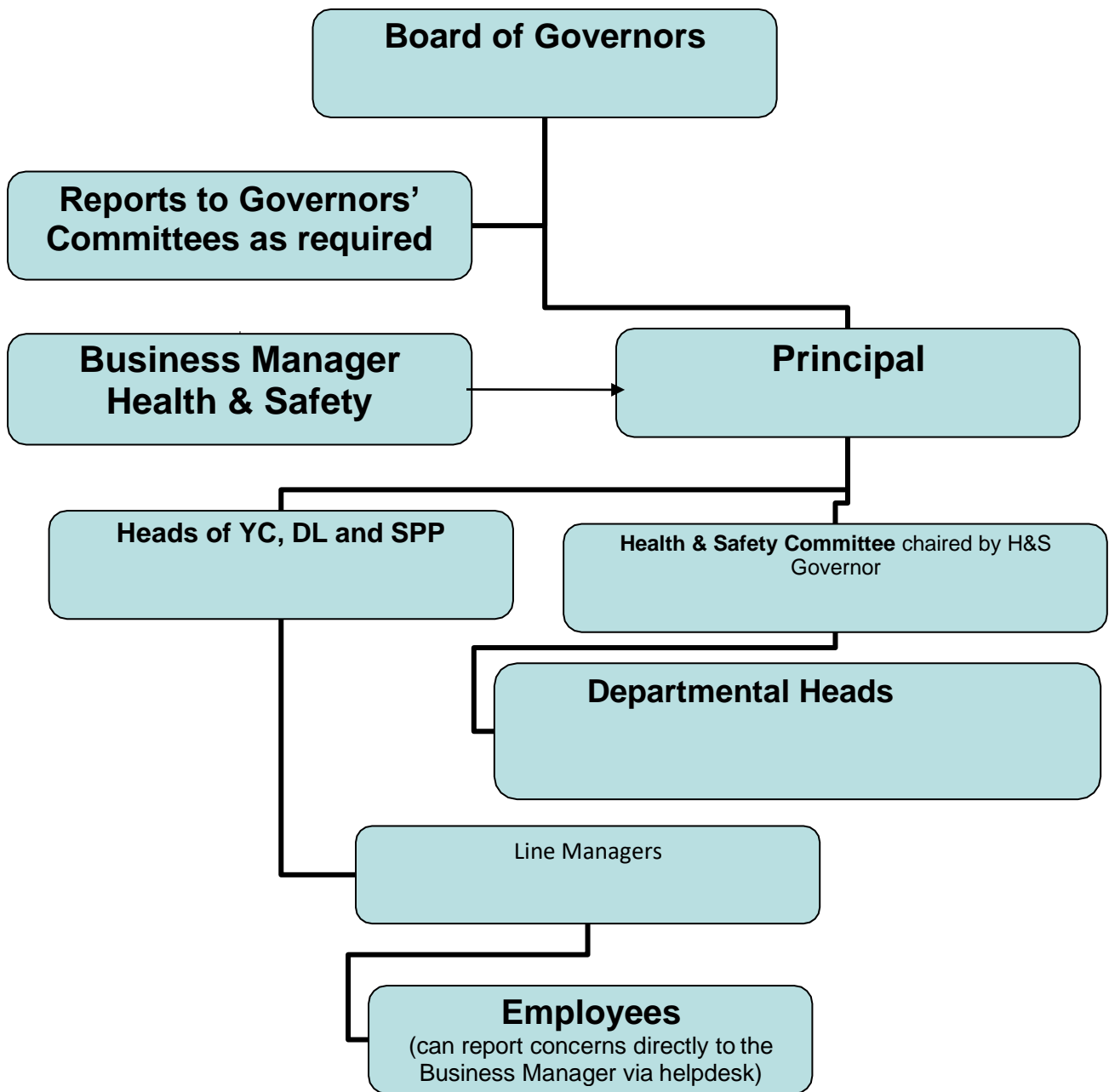
- This is chaired by the named governor with responsibility for Health & Safety of for Somerhill.
- The Terms of reference for this committee and its membership is:-

Terms of Reference for the H&S Committee

- Membership
 - Principal
 - Business Manager
 - Assistant Bursar – minute taker
 - Link Governor - Chair
 - Premises Manager
 - HODS Science
 - Engineering
 - Art
 - PE x 2

- IT Manager
 - Head of SPP
 - Senior Nurse
- Meet three times per year, or more often as required. One meeting per term.
 - Review and advise on any material changes in H&S law, Business Manager and/or HODs to report on their specific areas.
 - Review of H&S issues log (helpdesk) and solutions
 - Review and discuss annual H&S audit
 - Review any other H&S reports
 - Review accidents report, discuss trends and agree adaptations to processes
 - Provide a report to the governors following each meeting
 - Discuss any specific H&S concerns raised by the members
 - Review the school's Risk Assessments
 - Review and approve H&S policy for onward approval of the Governors, annually.
 - Report on compliance checks and any findings/rectifications required.
 - Opportunities for Improvement.
 - Review and approve all H&S related policies in addition to this one, including:-
 - First Aid
 - Risk Assessments
 - Fire Safety (included in H&S policy)
 - Accessibility Plan
 - Workplace Stress (To come)
 - Lone Working
 - Asbestos
 - Legionella (included in H&S policy)
 - COSHH

Annex A: Health & Safety Organisational Structure



Key Personnel with responsibility for H&S:

Governor with responsibility for H&S	Mark Jiskoot
Responsible Person	Duncan Sinclair
H&S Officer	Clare Morey
H&S Support	Vincent Rapley

Any of these individuals can be contacted in the event of any concerns regarding H&S at the school.

- Health and Safety issues are of paramount importance to the Governors. The Bursary, 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 SLT or SMT meeting, whichever is earliest.
- Weekly staff meetings within the schools have H&S as an item either to provide information to staff or allow staff to raise issues.
- 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 Bursary as the school's health and safety coordinator.

3. Specific Policy Documents and Risk Assessments

3.1 Risk Assessment Policy

The Governors of 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 the law; but with best practice. Risks are inherent in everyday 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. Where training needs are identified, staff will be trained in completing risk assessments. All staff including the Assistant Bursar and Premises (Maintenance and Grounds) Staff have received training in completing "Risk Assessments".

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 an 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 covers:

- Fire safety, procedures and risk assessments

- Educational visits and trips.

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

- Science experiments
- Each sport and PE activity
- Art
- Music (including minimising the risk of hearing loss to staff)
- Drama (including the theatre backstage, stage, props room and lighting box)
- Play Areas and pupil supervision

The school makes 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 – Catering is outsourced to Accent Catering who produce and write their own policies and risk assessments. Cleaning is outsourced to Ridgecrest Cleaning who produce and write their own policies and risk assessments.
- Maintenance - risk assessments and training are 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 cover risk assessments, safe working practices, communication and health and safety notices and protective equipment.
- Grounds - risk assessments and training are 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 cover 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 much of their working day in front of a screen.

CONDUCTING A RISK ASSESSMENT

Somerhill use the recommended model by the HSE in its publication “Five Steps to Risk Assessment”. The person conducting the risk assessment should refer to the HSE pamphlet “Five Steps to Risk Assessment”, which can be found on the school’s intranet under educational visits and may always approach the Business Manager for advice when completing a risk assessment. It is the policy of the schools that tasks that require specialist skills are only carried out by staff who are appropriately trained. Where appropriate the Business Manager arranges for specialists to carry out the risk assessment (e.g. Legionella, Asbestos). All risk assessments must be approved by the Business Manager. Risk Assessments must be completed in EYFS as required by law and all educational trips must be risk assessed (see separate School’s Trip Policy). If there is any doubt about when a risk assessment must be completed, advice must be sought from the Business Manager.

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 Bursary 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 Head of Premises has attended, and passed, a "Legionellosis L8 and the Role of Responsible Person" course.

WATER SAFETY MANUAL and RISK ASSESSMENT

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, calorifiers, 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 of 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 tests 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 have been taken or are planned in order to control the risk of legionella at the school:

- Where feasible metal cold water tanks have been replaced by covered plastic tanks or covered to ensure that they are free from debris.
- “Point of use” water heaters have been introduced when appropriate.
- Redundant pipe work has been removed from the Mansion and will progressively be removed elsewhere.
- All hot pipes and calorifiers/hot water tanks have been insulated.
- Water is heated and stored in the calorifiers/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 anaerosol).
- 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.

Calorifiers/ Hot Water Tanks

- The water temperature leaving and returning to the calorifiers/ 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.

b) External Control Measures

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 calorifiers/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:

- | | |
|------------------|---|
| <u>Monthly:</u> | Swimming pool water is sampled and tested |
| <u>Annually:</u> | Water samples from the calorifiers 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 (Head of Premises) 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

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 wellbeing 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

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, always issued with a visitor identification badge and supervised by a member of staff .

4. Procedures

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 annually, the results being recorded in the fire log book.
- all employees will receive instruction on the fire and emergency procedures.
- 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 always to be kept clear . These routes will be properly signed, adequately lit and fitted with the relevant standard of fire doors.
- the premises will have appropriate firefighting 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 firefighting equipment will be serviced on an annual basis. Results will be kept by the Bursary.
- 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 Business Manager'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 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 Maintenance 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 any School vehicle, including grounds vehicles**
- 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. Vehicles can only be used on legitimate school business or with express permission, for each use, of the Principal or governor responsible for H&S only. Anyone using a school vehicle must have the appropriate qualifications and training to do so, where necessary.

- For minibuses an employee is required to hold either a PCV D1 Licence or have a D1 category on their licence. Employees are also required to pass a “Minibus Awareness Course”.
- An employee who does not hold a PCV D1 Licence or have a D1 category on their licence may drive a minibuss which is classified as a “Minibus Lite” (total laden weight is less than 3.5tonnes). They must also have held a full UK driving licence for two years or more and attended a minibuss awareness course.
- An employee who holds a D1 category on their UK driving licence but has not attended a “Minibus Awareness Course”, may drive a school minibuss with the permission of the Business Manager on a temporary basis. An employee will be required to prove their fitness and ability to drive a minibuss before permission is granted.
- All approved minibuss drivers are required to sign a medical fitness declaration and provide their licence for inspection by the Bursary Department on an annual basis in September. If this is not done in a timely fashion, a driver will be temporarily suspended until the declaration is completed and the licence produced.

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 cannot rely solely 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 always to be kept to . 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 Business Manager and submit a written report of the incident to The Business Manager within 24 hours.
- 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 handheld 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 Bursary, at the latest within 24 hours.
- 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 Business Manager.
- All rubbish, equipment and luggage are 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 who drive with pupils as passengers are to report any problems of discipline to The Business Manager.
- You must complete the logbook 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 Bursary.
- 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 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 Bursary 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. Approved Minibus Drivers:

The school ensures that all approved minibus drivers have the appropriate driving license and training. All drivers attend a Minibus Awareness Course run and tested by an approved Instructor. Drivers are re-tested every 3 years by Kent County Council.