



Meadow Park

Patience, Guidance and Determination

Health and Safety Policy

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1. RATIONALE

This statement is issued in accordance with the Health and Safety at Work Act 1974 and should be read in conjunction with Knowsley Metropolitan Borough Council's general Health and Safety.

The statement describes how the Management Committee and the Head teacher discharge their responsibilities in respect of pupils, visitors and other employees who are present on the School premises. It deals with those aspects, as far as reasonably practical, over which the School Management Committee and the Head teacher have control. The aim of the statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.

2. AIMS

- ✓ To establish and maintain, so far as is reasonably practicable, a safe and healthy environment throughout Meadow Park School.
- ✓ To establish and maintain, so far as reasonably practicable, safe working procedures among staff and pupils.
- ✓ To make arrangements for ensuring, so far as reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- ✓ To ensure, so far as reasonably practicable, the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety training as and when required.
- ✓ To maintain, so far as is reasonably practicable, any place of work under the employees control in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from the place of work that are safe and without risk.
- ✓ To formulate effective procedures for use in case of fire and for evacuating the premises.
- ✓ To lay down procedures to be followed in case of an accident.

- ✓ To teach safety as part of pupils studies where appropriate.
- ✓ To provide and maintain adequate welfare facilities, so far as is reasonably practicable, and to make recommendations thereon to the appropriate Service Provider.

3. ROLES AND RESPONSIBILITIES

3.1 Head teacher

The ultimate responsibility for Meadow Park's safety organisation and activity rests with the Head teacher who shall liaise with the safety representative to enable him/her to:-

- a) Be the focal point for day-to-day references on safety and give advice or indicate sources of advice.
- b) Co-ordinate the implementation of the approved safety procedures in the School.
- c) Maintain contact with outside agencies able to offer expert advice.
- d) Report all known hazards immediately to the L.A. for additions to, or improvements to plant, tools, equipment, machinery etc. which are dangerous or potentially so, where these are the responsibility to the Authority.
- e) Make recommendations to the L.A for additions to or improvements to plant, tools, equipment, machinery etc. which are dangerous or potentially so, where these are the responsibility to the Authority.
- f) Make or arrange for inspection of premises, places of work and working practices on a regular basis and ensure that the L.A. is kept informed of accidents and hazardous situations.
- g) Review annually:
 - ✓ The provision of first aid at Meadow Park.
 - ✓ The emergency regulations and make recommendations for improving the procedures laid down and for the training of personnel.

- h) Review regularly, e.g. annually, the dissemination of safety information concerning Meadow Park.
- i) Recommend necessary changes and improvements in welfare facilities.
- j) To report on safety matters to the Management Committee / Service Director.

3.1 ALL STAFF

The Health and Safety at Work Act 1974 states:

“It shall be the duty of every employee while at work:

- ✓ To take reasonable care for the health and safety of him / herself and of other persons who may be affected by his / her acts or omissions at work, and
- ✓ As regards any duty or requirement imposed on his / her employer of any other person by or under any relevant statutory provisions, to co-operate with him / her so far as it is necessary to enable that duty or requirement to be performed or complied with.”

The act also states:

“No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.”

In order that the law be observed and responsibilities to pupils and other visitors to the school are carried out, all employees – Support staff, technical staff, teachers, site managers, cleaners, welfare assistants, kitchen staff – are expected:

- a) To know the special safety measures and arrangements to be adopted in his / her own working area and to ensure they are applied;
- b) To observe the standards of dress consistent with safety and/or hygiene;
- c) To promote good standards of housekeeping and cleanliness;

- d) To know and apply the emergency procedures in respect of fire and first aid;
- e) To use and not willfully misuse, neglect or interfere with things provided for his / her own safety or the safety of others;
- f) To co-operate with other employees in promoting improved safety measures in school;
- g) To co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority;
- h) To pay particular attention to the health and safety needs of children with emotional/ behavioural difficulties and associated learning needs so as to interpret health and safety requirements to them in terms they can understand.

3.3 SUBJECT CO-ORDINATOR

Have a responsibility for the application of the Council's Safety Policy in his / her own department or area of work and is directly responsible to the Head teacher for the application of existing safety measures and procedures within the department. Instructions given by the Authority and the Head teacher, including relevant parts of the statement, shall be observed:

- a) Shall, where necessary, establish and maintain safe working procedures in line with risk assessments including arrangements for ensuring, so far as is reasonably practicable, safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances, e.g. chemicals, guillotines;
- b) Shall ensure members of staff under their direction are appraised of departmental institutional and authority policies on health and safety;
- c) Shall review any health and safety problems raised by a member of staff under their direction and refer to the Head teacher any situation which cannot be resolved to the satisfaction of both parties;
- d) Shall, in line with (c) above encourage members of staff to raise concerns regarding matters of health and safety, so that policy and practice are kept under constant review;

- e) Shall report any areas of concern e.g. level of personnel training, maintenance of equipment, to the School Business Manager.
- f) Shall, where appropriate, seek the advice of the relevant officers of the Authority.

3.4 CLASSROOM PRACTITIONERS

The safety of pupils in classrooms and other work areas is the responsibility of the teacher responsible for the group; the teacher has traditionally carried responsibility for the safety of pupils when they are in his/her discharge. If, for any reason e.g. the condition or location of equipment, the physical state of the room, a teacher considers he/she cannot accept responsibility, he/she should discuss the matter with School Business Manager / Head teacher before allowing practical work to take place, or, if necessary, the room to be used.

A class practitioner is expected:

- a) To exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare, other critical incident, first aid and to carry them out;
- b) To know the special safety measures to be adopted in his/her own special teaching areas and to ensure they are applied;
- c) To give clear instructions and warning to pupils as often as necessary and to avoid pupils taking unrealistic risks;
- d) To integrate all relevant aspects of safety into teaching process and, if necessary and appropriate, give special lessons on safety;
- e) To follow safe working procedures personally;
- f) To advise relevant colleagues on the prevention of accidents;
- g) To ensure colleagues are fully informed of safety procedures, codes of practice, and regulations with regard to equipment practices within their area of responsibility;
- h) To note comments from staff on potential hazards and, if practical rectify or reduce the hazard;
- i) To ensure the regular inspection of equipment with their area of responsibility and completion of teachers' area inspection form;

- j) To call for protective clothing, guards, special safe working procedures etc. where necessary.
- k) To bring to the attention of the Site manager, concerns over matters affecting health and safety.

3.5 HEALTH & SAFETY REPRESENTATIVES

To represent the employees in consultation with the employer (part of the Act requires every employer to consult Safety Representatives with a view to making and maintaining arrangements which will enable them and other employees to co-operate effectively in promoting and developing measures to ensure the health and safety of work in which employees and in checking the effectiveness of such matters:

- a) To make representations to the employers on any general or specific matter affecting the health and safety of employees;
- b) To ensure appropriate liaison with external bodies concerned with health and safety;
- c) To receive and disseminate information appertaining to health and safety.
- d) To act as advisor to the Head teacher and Site Manager directly on matters of health and safety;
- e) To co-ordinate with the Head teacher and Site Manager safety precautions, procedures, regulations and codes of practice;
- f) To ensure that all accidents are reported and recorded in accordance with agreed procedures.

3.6 SITE MANAGER

- a) The Site Leader is responsible and accountable to the School Business Manager for all matters relating to health and safety within the sphere of activity for completing the weekly site inspection form.
- b) The Site Manager must ensure they are familiar with the School's Health and Safety Policy and that cleaning staff are equally aware of the implications of the policy as it affects their work activities e.g. storage of materials, reporting accidents.

- c) The Site Manager should report defects and hazards to the School Business Manager / Head teacher and complete the defect and repair record.
- d) The Site Manager is responsible for ensuring that everything received from suppliers in connection with their work and that of the cleaning staff, is accompanied by adequate information and instruction prior to use.
- e) The Site Manager is responsible for ensuring that staff under the Communities and Neighborhoods contract are adequately informed of the School's procedures.
- f) The Site Manager should inform the Head teacher whenever contractors are due to enter the School to undertake maintenance, service of work contracts. Contractors will also be supplied with the Code of Conduct.
- g) The Site Manager is responsible for maintaining appropriate records, including electrical equipment register, PAT testing, and fire procedures.

3.7 KITCHEN STAFF

- a) The Domestic staff should familiarise themselves with the School's Health and Safety Policy and what it means to his/her work activities.
- b) The Domestic staff should work in conjunction with any policy statement, health and safety rules and guidance issued by Communities and Neighborhoods.
- c) The Domestic staff should ensure that all kitchen staff are instructed and informed to work in accordance with the School's Health and Safety Policy and statements, rules and guidance issued by Communities and Neighborhoods
- d) The Domestic staff should be familiar with the Food Safety Act 1990 and the implications as far as the school is concerned. The Domestic staff should inform the School Leader of any potential hazards or defects.
- e) Communities and Neighborhoods should ensure new employees or part-time assistants are aware of health and safety procedures in the kitchen.

3.8 PUPILS

The pupils are expected:-

- ✓ To exercise personal responsibility for the safety of themselves and other pupils.
- ✓ To observe the standards of dress consistent with safety and/or hygiene (with particular reference to the wearing of jewellery).
- ✓ To observe all safety rules of the School and in particular the instructions of teaching staff given in emergency.

3.9 VISITORS

Regular visitors and other users of the premises should observe the safety rules of the School. In particular, parents helping out in the School should be made aware of health and safety arrangements applicable to them by the teacher to whom they are assigned.

All visitors must report to the School and acknowledge their presence by completing the relevant signing in procedures.

3.10 SAFETY CONTACTS

Attention is drawn to the Health and Safety Policy Statement issued by Knowsley Council, copies of which are displayed in the following places:-

Business Manager's room.

The School's Site Manager should be contacted with regard to general Health and Safety concerns.

Urgent Health and Safety concerns should be referred immediately to the Head teacher or in their absence the Head of School.

3.11 SAFETY PROFESSIONALS FROM THE LOCAL AUTHORITY

The **role** of the Local Authority will be to assist and support the school to create and implement **health and safety** policies in accordance with the latest legislation.

The Local Authority Safety Advisor will aim to reduced accidents, injuries and help to promote a positive safety culture within the school. This can be achieved by undertaking regular inspections, reviewing school risk assessments, completing accident investigations and by providing recommendations when required for improving school safety standards.

THE SITE MANAGER

- a) Make regular inspections of areas to ensure that potential hazards to health and safety, where reasonably practicable, are eliminated or reduced. Where remedial action cannot be taken, the hazard should be reported at once, recorded in the Inspection Book, as should the date / time and results of each inspection.
- b) Equipment or machinery, which is an immediate hazard, should be isolated and put out of use and an immediate report should be made.
- c) Advise on the use of protective clothing and equipment and to ensure that such clothing and equipment is properly maintained and used.
- d) Ensure that safe practices and methods of work are involved and carried out.
- e) Ensure that all accidents are properly reported.
- f) Ensure that staff and in particular new staff working in their area of authority are informed of safety procedures and regulations and encourage their participation as to eliminate potential hazards. Guidance must also be given to pupils and visitors to ensure that they are aware of, and comply with health and safety regulations.
- g) Take all reasonable precautions to ensure that all new equipment meets the required standard of safety.
- h) Seek advice from the Local Authority Safety Advisor if required.

4. HAZARDS AND COMMUNICATIONS

All members of staff are responsible for identification of hazards and defects and they should be reported to the School Business Manager / Head teacher.

The School Business manager will initiate remedial action, if this is impossible the appropriate L.A. Officer will be contacted. The Site Manager will inform the appropriate officer / department of any defective equipment, faulty wiring, and environmental / health hazard immediately and follow it up in writing with a copy to the clerical assistant. Any serious situation should be brought to the attention of the Head teacher or School Business Manager.

4.1 COMMUNICATION

Any person who wants to draw attention to a particular hazard can do so by one or more of the following ways:-

See:

- ✓ Person responsible for the area if the hazard is in a specialised Area.
- ✓ Person responsible for the area if the hazard is in a class room area.
- ✓ The Site Manager to report the concern.
- ✓ The Head teacher / School Business Manager directly.

APPENDIX 1 - FIRE AND EMERGENCY PROCEDURES

1.1 PRECAUTION AIMS

- ✓ To prevent loss of life or injury to personnel
- ✓ To prevent fire
- ✓ To ensure that an alarm is raised quickly and efficiently
- ✓ To deal with emergencies if safe and competent to do , such as quelling a small fire
- ✓ To evacuate the premises in a safe orderly and speedy manner to a final place of safety.
- ✓ To ensure that outside assistance is called with the least possible delay and to a pre-determined plan.

1.2 PREVENTION OF FIRE

In order to prevent fire it is necessary to appreciate the general circumstances in which a fire could arise. Having an intelligent understanding of the causes of fire is the first step towards taking necessary precautions. If it is not possible to remove the risk altogether it is often possible to reduce the hazards to reasonable proportions. The following are some examples of common causes of fire, the remedies for which are self-evident:

- a) Careless use of naked lights
- b) Careless use of heating appliances such as portable stoves or radiators.
- c) Electric toasters left on unattended
- d) Inexperienced persons making additions to, or otherwise interfering with, electrical installations.
- e) Accumulation of combustible material – keep storerooms and classrooms, especially practical rooms clear.
- f) Take particular care in the use of and storage of inflammable liquid. Small containers only in use and then under strict teacher supervision.
- g) Strict supervision and care in the use of cookers, Bunsen burners etc. Turn off when not in use.
- h) Be on the alert for gas leaks, blown out/defective pilot lights on cookers etc.
- i) Report any potentially dangerous/damaged electrical fitting.
- j) Boiler house (Site Manager):
 - ✓ Keep clear of rubbish
 - ✓ Keep floor clear of all spillages
 - ✓ Areas adjoining boiler to be kept clear.

1.3 ACTION IN THE EVENT OF FIRE

- a) On discovering a fire, raise the alarm by breaking glass in the nearest alarm. If this does not activate the alarm siren, raise the alarm by word of mouth using the School radio handsets. Take out class by the nearest route to the **assembly point**.
- b) Check all dead end rooms and toilets on your way out of the building – ensuring all staff and pupils are alerted.
Pupils should leave the building in a calm and orderly manner – there should be no running.
- c) Line up pupils at the assembly point in their tutor groups and check attendance according to the daily register, which will be brought to the assembly point by the Administrator.
Report any absences immediately.
- d) Remain at the assembly point until you are told it is safe to re-enter the building.
- e) The Senior Leadership Team will sweep the building to ensure no one remains inside.
- f) The Site Manager / Chief Fire Warden will investigate the cause of the alarm and be responsible for reporting to the Head teacher if the building is safe to re-enter.

SITE MANAGER

The Site Manager will be responsible for:-

Weekly report to the Head teacher on the condition of the fire fighting appliances by visual inspection and record accordingly

- ✓ Weekly check on the alarm system and record in the log book accordingly.
- ✓ Monthly check on the emergency lighting system and record in the log book
- ✓ Ensuring that all emergency and other doors are unlocked and unobstructed during the time the School is in session. Carry out a check to ensure that all fire doors and exit doors are working smoothly and efficiently and accordingly.
- ✓ Record the incident briefly in the logbook by the control box.

ADMINISTRATION

When the alarm is raised will:-

- ✓ Take the registers to the assembly point
- ✓ Await immediate clearance from the Head teacher or Health and Safety Representative.

1.4 FIRE DRILL DURING BREAK TIME OR CHANGE OF LESSONS

- a) The building must be evacuated by all staff and pupils
- b) Pupils and staff moving between lessons must take the shortest route to the assembly point
- c) Staff not on duty when the building is experiencing a fire drill, must move to the assembly point ready to help receive the incoming classes.

1.5 FIRE DRILL DURING LUNCHTIME

- a) All staff and pupils must evacuate the building
- b) Pupils and staff should leave the building by the shortest possible route to the assembly point
- c) Staff not on duty when the building is experiencing a fire drill must move to the assembly point ready to help receive the incoming classes
- d) All staff and pupils must remain at the assembly point until attendances have been determined and the Head teacher or Head of School tells them it is safe to re-enter the building.
- e) The Site Manager will investigate the cause of the alarm and liaise with The Head teacher or Head of School.

1.6 PROCEDURES FOR DEALING WITH BOMB THREATS / ATTACKS

Attention is drawn to the guidelines issued by Knowsley Council, a copy of which is attached for reference.

Revised December 2019

Staff should comply with the guidelines indicated and if an evacuation of the building is actioned by the Head teacher then the building should be vacated in line with fire alarm procedures.

The designated person to authorise and action evacuation procedures is the Head teacher **and the signal to evacuate the premises as a result of bomb alert is ten short bursts of the fire alarm followed by the alarm remaining on.**

All staff and pupils should remain outside the building at the assembly point until authorised to return by the Head teacher (or her absence – Head of School).

1.7 PROCEDURE FOR CRITICAL INCIDENT

APPENDIX 2 - FIRST AID / ACCIDENT PROCEDURES

2.1 HYGIENE AND HEALTH

- a) The medical room provides space for medical examinations and treatment of pupils by doctors or nurses.
- b) Medicines should not be given to pupils. Any requests for such should be directed to the member of staff trained to administer medicines. In some circumstances when a written request from parents has been received with details of dosage, the medicine can be administered. However, it must be clearly labeled and kept under lock and key, and administered under the direction of the nominated First Aider that has been trained to administer medicines.
- c) Pupils suffering from epilepsy / asthma or any other long term disease / illness are listed on the register available to all staff and circulated by the Every Child Matters Leader who is responsible for passing this information on to staff including the work based learning coordinator / provider.
- d) **Analgesics:** The LA has directed that staff provide no analgesics e.g. Paracetamol unless parental approval has been given. They should only be administered by a nominated First Aider who has received administering medicines training and a record kept. Analgesics must not be given to a pupil who is taking medications prescribed by a doctor.
- e) Toilet areas are the responsibility of the Site Manager and Communities and Neighbourhoods .

- f) All staff must set a high standard of personal hygiene and encourage the same in pupils.
- g) **Smoking is not allowed on the school premises at any time. Knowsley Council has a no smoking policy in all its buildings.**

2.2 FIRST AID

- a) All staff have a duty to care properly for pupils in the “loco parentis” role.
- b) The members of staff with a first aid qualification and the nominated “**First Aiders**” are recorded on the wall in the reception office.
- c) A first aid cupboard is located within the medical bay. Maintenance of first aid boxes and re-stocking of the contents is the responsibility of the designated member of staff.
- d) A first aid box for out of school visits is available from the nominated first aiders.

2.3 EMERGENCY PROCEDURES – ILLNESS OR ACCIDENT

If anyone should become ill or suffer injury as a result of an accident the following procedures should be adhered to:-

- a) First aid should be rendered, but only as far as knowledge and skill permit, support should be sought from the nominated “First Aiders” wherever possible. The patient should be given all possible reassurances and if necessary, removed from danger.
- b) The Head teacher or School Business Manager must be sent for immediately (usually via the School office). He/she is the appointed person to take charge of the situation. Out of school hours the Site Manager is appointed.
- c) The Head teacher and Local Authority’s Health and Safety Representative should also be informed as soon as possible in the event of a serious illness or injury.
- d) The trained First Aiders are listed on the wall in the reception office.

who should be summoned immediately if circumstances necessitate.

- e) If an ambulance is required the 999 service should be used (via the School office if possible). A responsible person should be sent to the school gate to direct the ambulance crew to the casualty. Pupils should be directed away from the area. Parents or emergency contacts must be notified immediately. If this is not possible then any pupil should be accompanied to the hospital in the ambulance by a member of staff. On no account should provision of urgently needed medical treatment be delayed pending the arrival at Meadow Park of parents.
- f) Parents must be notified as soon as possible.
- g) As soon as possible after the incident every case of injury or accident must be fully and accurately reported on the appropriate form and where possible detailed statements obtained from witnesses. Completed forms should be passed the Head teacher who will investigate the accident. An accident form should be completed for all accident to employees, pupils, members of the public and entry must be made in the accident register.
- h) Minor illnesses reported by pupils should be reported to the nominated first aider who will arrange for parents, relatives or emergency contacts to be made aware if the situation seems to warrant the pupil being sent home. Pupils should not be sent home without this contact and authorisation from the Head teacher or Head of School.
- i) If pupils are taken home in a member of staff's car the member of staff must ensure he/she has obtained specific cover from his/her insurance company for transporting pupils.

APPENDIX 3 - CONTROL OF INFECTION GUIDELINES

Please see Knowsley Council's "Infection Control" Policy, which is held within Bertha.

A number of issues have been raised recently in respect of "communicable diseases".

Staff who may have a concern with regard to the health of a particular pupil should inform the Head teacher or School Business Manager.

In all cases of uncertainty, parents should be notified with a written request that the pupil be referred to their General Practitioner. This is the responsibility of the "Every Child Matters" Leader".

APPENDIX 4 - ELECTRICITY AT WORK REGULATIONS

The following regulations outline specific requirements for the safety of electrical equipment and electrical systems.

Attention is drawn to the guidelines issued by Knowsley Council in respect of "Visual Electrical Equipment Inspection". Any member of staff who suspects an electrical fault must notify the Site Manager immediately. **The Site Manager is the designated member of staff to undertake visual inspections of electrical plugs, flex and equipment.** Any equipment thought to be dangerous must be taken out of use until checked by a technically competent person. The Site Manager will be responsible for contacting the contractor who undertakes this function for the School.

All electrical equipment must be registered in the "Electrical Equipment Register" by the member of staff responsible for the item. The Site Manager retains the book.

Staff **must** comply with the recommendations issued by the Knowsley MBC in terms of the visual inspection of electrical items within their area. It is good practice to visually inspect all electrical items at least once a term.

ADVISORY NOTES

Contractors

According to the regulations any piece of electrical equipment within the system (i.e. Plugged into the mains supply) within the school premises becomes the responsibility of the school. Therefore all contractors must be aware that any electrical equipment they supply must comply with the "Electricity at Work Regulations 1989". Consequently all contractors will be obliged to sign the following statement **before using any electrical equipment.**

"It is a condition that a contractor shall comply with all the relevant Acts, By-laws, Orders, Regulations and the Electricity at Work Regulations 1989 and that they shall employ experienced work persons who are capable of performing the work required in a satisfactory manner"

Electrical Items Owned by Staff.

Staff members **should not** use any electrical equipment on the school premises unless it has been checked for electrical safety. The Site Manager should be contacted in such cases to visually inspect any equipment and arrange for the schools electrical contractor to undertake a safety check.

APPENDIX 5 - SITE RISK ASSESSMENT

Meadow Park is included in the LA Health and Safety Service Lead Agreement. As such, Health and Safety officers from the LA can be called onto site to make Risk Assessments when needed.

The School premises are inspected daily for glass, litter etc by the Site Manager and recorded accordingly.

The Site Manager will carry out a routine Health and Safety inspection of every term. The purpose of this inspection will be to ensure that the School Health and Safety Policy is being followed and to highlight areas of staff concern. The Health and Safety Representative will review the weekly site inspection form, teacher area inspection forms and defect and repair records.

APPENDIX 6 - COSHH REGULATIONS

(Control of Substances Hazardous to Health – Reg. 2002)

These regulations apply to schools. The school, through the LA is a member of CLEAPSS and as such has been issued with a set of 'hazards' covering all hazardous substances used in schools.

CLEAPSS information booklets and hazard cards are kept in the science area and should be consulted when it is proposed to use a substance or carry out an operation with potentially hazardous activity.

CLEAPSS can be contacted at any time for advice.

COSHH Regulations advice for school cleaning materials etc. is kept by the Site Manager supplied by Contract Services.

The LA will support the School in both the assessment and identification of potentially hazardous substances and provide appropriate advice.

Appendix 7 - TRANSPORT / MINIBUS TRAVEL

7.1 DRIVERS

Any person driving Meadow Park's own vehicle or hired minibus must have passed a minibus assessment test conducted by a school approved by the Department of Transport or must have class D1 on their license.

In addition the driver must:

- ✓ Hold a full driving license
- ✓ Satisfy all the conditions of the insurance relating to the vehicle
- ✓ Be fully equated with all safety procedures relating to transporting students with emotional and/or behavioural difficulties.
- ✓ Must be alcohol or substance free.
- ✓ Fit to drive

At the start of term staff who intend to drive the School minibus or to transport pupils in their own cars must provide copies of the following documentation to the Business Manager.

- ✓ Driving License
- ✓ Insurance certificates (indicating business use)
- ✓ MOT (for car drivers where needed).

7.2 VEHICLES CHECK

On all journeys it is advisable for there to be two members of staff. One to drive and one to sit with pupils. Prior to setting off it is the responsibility of the **driver** to make the following checks:

- a) Oil, water, windscreen washers and tyre pressures are at correct levels.
- b) The first aid equipment and fire extinguisher is in the correct place.
- c) Lights, windscreen wipers, indicators, seat belts are functioning correctly.
- d) Any equipment being carried is stored safely and securely.

- e) An off site visits form must be completed and signed by the School Leader or Assistant School Manager prior to the journey.
- f) The vehicle "tick list" should be completed and signed.
- g) The minibus journey book should be completed before and after the trip.
- h) A mobile telephone should be taken, but **NOT USED** whilst driving.

7.3 JOURNEYS

- a) When two adults are escorting pupils one adult should sit in the back of the minibus to ensure that help is immediately on hand should an emergency arise.
- b) By law the passengers and the driver must wear a seat belt.
- c) It is recommended that pupils do not travel on the front seat of the vehicle (space permitting). A dynamic risk assessment will be completed by the driver (Responsible Person) if such an occasion arises. The driver must always comply with the law.
- d) The Schools mobile phone should be carried on all journeys. Staff should be fully conversant with its use.
- e) If breakdowns occur, including tyre punctures children should remain in the vehicle at all times and the relevant emergency services contacted as soon as possible. This procedure **must** be followed whether the breakdown occurs on motorways or on any other road.

7.4 LONG JOURNEYS

- a) No driver should undertake a long journey (over 100 miles or more than 2 hours duration) at the end of a working day without a minimum of 1 hour's rest.
- b) Rest stops should be planned prior to the commencement of the journey and must be of at least half-hour duration after a maximum of 2 hours driving.

7.5 REPORTING FAULTS

Any faults pertaining to the School's vehicle must be reported to the Head teacher or School Business Manager immediately.

7.6 USE OF STAFF CARS TO TRANSPORT PUPILS

Staff using their own cars to transport pupils must ensure that their insurance is valid for such use, as some companies may regard any such journey as business use. It is vital that any member of staff intending to transport pupils, produce proof of appropriate insurance cover to the School Business Manager in advance of their use.

7.7 FURTHER POINTS

- a) Seat belts should be worn at all times and a booster seat used for pupils of less than 12 years of age and under 135cm.
- b) Where possible pupils should travel in the rear of the vehicle
- c) Travel expenses may be claimed for some journeys. Details are available from Business and Finance Leader.

7.8 EMERGENCIES WHILST TRAVELLING

Should any emergency arise which give staff cause for concern, e.g. acute illness, the most appropriate course of action will be to stop as soon as possible and contact the emergency services. If the emergency occurs close to a hospital it is recommended to drive there directly. As soon as possible contact the School who will in turn contact parents.

At all times the safety of the individual pupil is paramount.

APPENDIX 8 - EDUCATION VISITS & JOURNEYS

Please refer to the Knowsley Policy in the Knowsley Polices cupboard.

8.1 PURPOSES

This guidance is designed to assist staff in the preparation for and successful completion of educational visits and journeys. It should be read in reference to the School's Transport / Minibus guidelines in Appendix 7.

8.2 THE VALUE OF EDUCATION VISITS AND JOURNEYS

Visits and journeys are an important part in the life of pupils at Meadow Park and may be built in as part of the delivery of the curriculum and as part of the program of extra curricular activities.

The value of out of hours activities lies in their relevance to the pupil. Every visit should be preceded by careful educational preparation. The aims of the visit should be clear, as should the intended outcomes. Equally important is follow up work, the discussion, interpretation, collation and recording which enable pupils and staff to understand the value and significance of the visit.

8.3 APPROVAL OF VISITS AND JOURNEYS

Visits and journeys undertaken during the normal School day are considered as complementing various curricular approaches. Prior to formalising any arrangements for such activities permission should be sought from the Head teacher or the Educational Visits Co-ordinator. Once approached the relevant Online form should be completed using the Evolve system. The details of the visit should be completed clearly outlining the details of the proposed journey.

Before undertaking a journey involving a hazardous activity or overnight stay the approval of the Head teacher in association with Local Authority must be given. The required information for the journey/visit will be the responsibility of the EVC and visit leader

8.4 PRELIMINARY VISITS

A preliminary visit is essential so that full educational advantages can be taken from the journey planned.

When visit and journeys involve overnight stays, a preliminary visit gives the party leaders the opportunity to effectively plan the range of activities to be undertaken whilst away and the suitability of the accommodation of the pupils with disabilities. It will also be necessary to establish the accessibility of medical facilities such as the nearest doctor and hospital. All aspects of health and safety should be considered and should include fire escape arrangements, the location of firefighting equipment and an assessment of potential hazards.

8.5 PLANNING - STAFFING

A party leader should be nominated so that there is no doubt as to whom will take responsibility for the party. A deputy party leader will

take responsibility in any circumstances where the party leader cannot fulfill their responsibilities.

The party leader must clarify duties and responsibilities of all adults taking part in the journey. Ideally the party leader should have considerable influence on the selection of other adults so that some judgment can be made as to their suitability and compatibility. It is important that the adults should form an effective team and should all be regarded as members of an integrated supervisory team.

An adequate adult/pupil ratio must be decided. This will obviously depend on the nature of each group i.e. numbers of pupils, mix and historical behavioural patterns. With parties mixed and aged approximately ten years or over, supervisors should include both males and females.

8.6 PARENTAL CONSENT

Parents / Carers should be informed in writing in advance of the purpose of the arrangements for visits and journeys. It is necessary to seek parental approval for such activities undertaken during the normal School day in addition to agreement being obtained from parents prior to pupils being admitted to the School.

This includes trips out of Meadow Park involving hazardous activities such as canoeing, caving, horse riding, abseiling and sailing and for those activities involving overnight stays. In no circumstances will a child be involved in such activities without the written consent of parents/carers.

8.7 MEDICATION

Parents/Carers must provide written details of all medication taken by their child including the dosage; times of dosage and whether the child is able to self-administer.

Medication must be clearly labeled in the original containers and given to the teacher in charge at the beginning of the visit/journey. In activities involving overnight stays parents must also provide at least one emergency contact telephone number as well as their own telephone number, prior to departure.

8.8 FUNDING

Meadow Park will, on occasion, request a voluntary contribution from parents to fund an educational visit or journey. No pupil will be

excluded from any educational activity if his or her parents are unable to make a contribution. All pupils will be entitled to participate in appropriate activities. Meadow Park does not discriminate against any pupil. (Refer to the School's policy on charging and remissions).

8.9 TRANSPORT

The party leader must organise transport to and from the place of the visit. In the event of difficulty the help of the School Visits Co-ordinator should be sought. For long journeys, stopping places should be planned in advance.

It is vital that, when staff drive the school's own vehicles that they have undertaken successfully the assessment of competence which meets with the School's and Knowsley LA's requirements.

If hire vehicles are used it is equally vital that staff are familiar with the vehicle to be used. There should be, in circumstances involving trips/visits covering long visits or overnight stays, at least two members of staff available to drive the vehicle. Familiarisation prior to the trip/journey should be through test drives and an understanding of safety aspects of the vehicle e.g. anchoring, emergency exit, location of the first aid kit and fire extinguisher.

Ideally for trips/journeys involving overnight stays there should be a second vehicle to provide emergency transport should the need arise.

8.10 DETAILS TO REMAIN AT MEADOW PARK

Before commencing a journey the party leader must give a detailed itinerary to the Educational Visits Co-ordinator. This must include the outside visits proforma which incorporates:

- ✓ Day to day activities including contingencies in the event of wet weather.
- ✓ Contact and emergency phone numbers for all pupils on the trip.
- ✓ Full postal address and telephone number of the main base.
- ✓ The times of departure and of the return journey.

It is also advisable for the party leader to ring school each day to report on the progress and the children's well being.

8.11 EMERGENCY PROCEDURES

With careful planning all risks will be minimised. However, all eventualities cannot be covered and if there is a grave emergency Knowsley recommend the following action should be taken.

- ✓ Party leader to contact Head teacher at the earliest opportunity. The critical incident policy may be invoked.
- ✓ Not to allow any member of the party to have access to the telephone until advised that it be in order for them to do so.

8.12 GOOD PRACTICE

It is recognised by Meadow Park that all trips/visits/journeys are demanding in terms of time and energy.

When activities involving overnight stays are undertaken adequate staff non-contact time should be made available, recognising that appropriate staffing levels should be maintained.

No member of staff can consume alcohol at any time on an educational trip or visit. Briefly stated, this aim pertains to establishing good practice, provide appropriate role models for pupils and ensure the health and safety of pupils and staff.