

SECTION F:

GENERAL SAFETY

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Section F: General Safety

F1 Personal Protective Equipment (PPE)

The Trust has a duty to protect its staff and pupils. Based on risk assessments, PPE will be provided and looked after.

Personal protective equipment is defined as 'all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects them against one or more risks to their Health and Safety'. [PPE Issue and Instruction Record](#) and [PPE Specifications](#)

Examples include, eye protection, safety boots, gloves, helmets, aprons, etc.

A schedule of PPE specifications is attached in the Appendices.

Suitable PPE shall be provided, free of charge, to all employees who may be exposed to risks to their health and safety that cannot be controlled by other means and **SHOULD ONLY BE USED AS A LAST RESORT**.

WHERE PUPILS ARE UNDERTAKING LEARNING ACTIVITIES WHICH MAY REQUIRE PPE THE REQUIREMENT OF THIS SECTION WILL BE APPLIED AS APPLICABLE.

Arrangements/Responsibilities

Designated staff are responsible for the provision and use of PPE within their areas of responsibility and in this regard must ensure:

- **PPE is used only as a last resort** because other precautions cannot adequately control the risk of injury or ill-health;
- PPE is supplied and used by employees, pupils and other persons where appropriate, wherever there are risks to health and safety that cannot be adequately controlled in other ways;
- An assessment is made as to the suitability of the PPE to be provided in controlling the risks of injury or ill-health. For example, the assessment must consider the type and standard of ear defenders or eye protection needed - see specification;
- PPE meets the European Product Directive and is marked accordingly (CE);
- PPE is maintained to ensure it continues to provide the degree of protection for which it was designed. Maintenance includes cleaning, disinfecting, examination, replacement, repair and testing. Manufacturers guidelines should also be observed when maintaining PPE;
- PPE is stored appropriately to protect it from contamination, loss or damage;
- Suitable information, instruction and training is provided to persons to ensure PPE is used effectively;
- PPE is used in accordance with instructions issued by management and the manufacturer and adequate levels of training and supervision are provided to ensure it is used and used properly;
- The loss or damage of PPE should be reported to the Line Manager and arrangements made for replacement.
- The Head-teacher/Line Manager must check that PPE is available and being used correctly.

F2 Health and Safety Training

The Trust has a duty to provide employees with appropriate information, instruction, training and supervision.

Arrangements/Responsibilities

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- Aspire Academy Trust is responsible for arranging induction training for new employees and an induction pack will be issued to each new employee. This pack contains a Health and Safety induction checklist which must be completed by the new employee and an appropriate colleague;
- Designated staff are responsible for ensuring local induction training and job specific training is provided to all new members of staff;
- Aspire Academy Trust provides a range of training options from on-line training packages [iHasco Log In for DSE](#) to face to face training. A training matrix will be provided indicating what health and safety training each position within the Trust is required to do.

F3 First Aid

The Trust will ensure adequate first aid provision has been made for employees who are injured or become ill at work. [Contacting Emergency Services](#)

Arrangements/Responsibilities

Heads of School are responsible for ensuring an assessment of first aid needs is made so adequate provision can be made for that Academy. Although the relevant Health and Safety Law only refers to employees, there is a duty of care to include pupils in the assessment.

The Department for Education has published a guide 'First Aid in Schools' and this should be referred to when making the needs assessment. <https://www.gov.uk/government/publications/first-aid-in-schools> First Aid Form link [Pupil or Staff Accident Record](#) or Incident [Incident form](#)

A designated staff member, the Trust recommends a Senior First Aider is appointed at each school, who would be responsible for ensuring adequate numbers of appropriately stocked first aid boxes are available and appropriate first aid signage and information is displayed within their areas of responsibility.

A list of first aiders is held at reception or in the main office (a list should also be held in the First Aid Room if one is provided). This list is maintained and updated as necessary by the Head-teacher or nominated person.

Pupil Hospital Admission

Where a pupil is required to attend hospital using an ambulance it is not necessary to accompany the pupil to hospital if a parent can attend promptly. If parents are unable to attend hospital promptly, a member of staff should go to the hospital. In the exceptional circumstance of parental permission being required, a member of Senior Management can act in loco parentis.

A member of staff will stay with the pupil until discharged or until a handover can be made to a parent or guardian.

The member of staff at the hospital must update Senior Management on the condition of the injured pupil as and when information is made available.

First Aid Provision EYFS

The current requirements for Paediatric First Aid are set out in the Safeguarding and Welfare section of the EYFS. This requires:

'At least one person who has a current Paediatric First Aid certificate must be on the premises and available at all times when children are present, and must accompany children on outings. Any assistant who might be in sole charge of the children for any period of time must hold a current Paediatric First

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Aid certificate. Paediatric First Aid training must be relevant for workers caring for young children and where relevant, babies. Providers should take into account the number of children, staff and layout of premises to ensure that a Paediatric First Aider is able to respond to emergencies quickly.'

It is Aspire Academy Trust policy that for all groups of pupils containing children under the age of five at least one member of staff will be available at all times who is Paediatric First Aid trained. This will normally be taken to mean the teacher supervising the class.

To allow for sickness and leave it is Aspire Academy Trust policy that all staff who teach or supervise under-five's will have Emergency Paediatric First Aid training.

First Aid Provision - General

With regard to classes containing over five's, the guidance issued by The Department for Education 'First Aid in Schools' will be referred to. <https://www.gov.uk/government/publications/first-aid-in-schools>

As a minimum, Aspire Academy Trust will ensure that there is one Emergency First Aider available on the premises at all times with a ratio of one First Aider to 50 pupils and staff.

With regard to each class it is Aspire Academy Trust policy to have at least one teacher or class room assistant present who is First Aid trained available to assist in an emergency.

With regard to school trips, a risk assessment will be completed, however, it is Aspire Academy Trust policy to have at least one trained First Aider present on a school trip (consideration will be given to the first aid facilities available at the trip location).

F4 Infectious Disease Control

Academy staff and pupils are, from time to time, at risk of infection or of spreading infection. The school aims to minimise the risk of the spread of infection and will implement appropriate policies and procedures. Aspire Academy Trust will follow the guidance laid out in the 'Spotty Book' [Spotty Book](#) produced by Public Health England (South West). Various Forms to support the control of Infectious Disease can be found on these links [Illness Report Form](#); [Letter to Parent DV](#); [Letter to Parent Flu-like Illness](#) ; [Letter to Parents Meningitis](#) or in Appendices.

Please inform the Health & Safety Manager of any Public Health England Reportable illness. Note that the Health & Safety Manager can organise infection control cleans.

Staff Illness and Reporting

Staff should notify the Academy Lead and the Health and Safety Manager if they develop any of the following infectious diseases or symptoms:

- skin infections or exposed areas of infestation
- severe respiratory infection (e.g., pneumonia, TB)
- severe diarrhoea
- jaundice
- hepatitis
- Chicken Pox, Measles, Mumps, Rubella
- HIV

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Academy Leads will need to discuss with the individual suitable controls. In some cases, employees may need to be referred to an Occupational Health Practitioner or their GP for advice.

Confidentiality

- Confidentiality will be maintained at all times in relation to an employee who is known to have any infectious disease.
- No health information will be disclosed without the written consent of the employee concerned and any breach of such confidentiality, either inside or outside the organisation, will be regarded as a disciplinary offence and may result in disciplinary action.

F5 Body Fluid Spillages

It is important that spillages of blood, faeces, vomit or other bodily fluids are dealt with immediately as they pose a risk of transmission of infection and disease, e.g., blood borne viruses and diarrhoea/vomiting illnesses, such as norovirus.

A spillage kit is available in school to deal with blood and body fluid spillages and a designated member of staff will be responsible for checking and replenishing the kit regularly. This should be stored in an area where it can be accessed quickly.

The 'Spotty Book' provides guidance on controlling infection risk in schools and should be referred to for more information. [Spotty Book](#)

Where norovirus is suspected refer to the Norovirus section of this policy.

Body fluid spillages should be dealt with as soon as possible with ventilation of the area. Anyone not involved with the cleaning of the spillage should be kept away from the area and protective clothing should be worn when dealing with the spillage such as gloves and aprons.

Spillage Procedures

- Cordon off the affected area
- Cover the spillage with absorbent paper (kitchen roll/paper hand towels). Germs can become airborne in vomit and diarrhoea. By placing absorbent paper on top this will minimise the germs rising into the air
- Spillage must be clean up promptly by staff onsite at the time
- Inform school caretaker/cleaner as soon as possible if support is required
- Wear Personal Protective Equipment (PPE) - apron and gloves when dealing with spillages
- Clean up the spillage, remove the paper towels, double bag the spillage and place in the plastic bag in the waste bin. Alternatively put bio hazard soluble powder on spill and sweep up to flush down the toilet
- Clean area carefully with warm soapy water, using either disposable cloths or wipes
- Clean the underside and legs of desks/tables/chairs in the affected area
- Cuts and abrasions on any areas of the skin should be covered with a waterproof dressing; Use personal protective equipment and clothing to protect body and clothes: disposable gloves and apron must be worn
- Consider disinfecting the dry clean surface with either disinfectant wipes or by using an appropriate disinfectant that states that it will kill bacteria and viral infections
- Always ensure that the equipment used is cleaned afterwards
- Mop Heads – if disposable, place in a plastic bag and put into the waste bin. If washable, place into a washing machine and follow the washing instructions and thoroughly dry
- Buckets – clean with detergent and water and then use a disinfectant and thoroughly dry

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- After use - PPE must be removed and disposed of into the foot operated bin
- Wash hands after dealing with spillages. Anti-bacterial soap should be used.

Carpeted areas

- Where a spillage has occurred in a carpeted area, treat according to the type of spillage outlined above
- Contact the school site manager/deal with as necessary by staff as soon as possible in order that the carpet can be domestically cleaned using a carpet suction cleaner after the spillage has been treated
- Remember disinfectants that are chlorine based disinfectants may bleach carpets.

Soft Surfaces and Fabrics, e.g., Carpets and Chairs

- Remove the spillage as far as possible using absorbent paper towels
- Dispose of carefully in bio-hazard waste bag
- Clean with a fresh solution of detergent and water
- Carpets and upholstery can then be cleaned using a cleaner of choice. Steam cleaning may be considered.

F6 MANAGEMENT ACTION FOR OUTBREAKS OF VIRAL GASTRO-ENTERITIS

Upon receipt of information regarding gastro-intestinal illness (diarrhea and/or vomiting) amongst pupils or staff, an Illness Report Form should be completed. See the attached procedure in the Appendices. [Management Action Outbreak of Viral Gastro](#)

Suspect of viral origin if:

- Short duration illness 12-60 hours (24 hours is common)
- Vomiting is most common symptom
- Inform the Health and Safety Manager and cleaning contractors
- Inform the Kitchen Manager and ask if any evidence of similar illness among food handling staff.
- Public Health England should normally be informed if more than four cases on any one day or on two consecutive days where symptoms are similar.

If an outbreak is suspected or confirmed, then the Trusts protocol shall be followed. Please also refer to the [Exclusion Procedures for Illness](#).

F7 MEDICINES

The administering of medicines must include systems for obtaining information which details a child's need(s) for medicines, and for keeping this information up-to-date. Training must be provided for staff where the administration of medicine requires medical or technical knowledge.

Prescription medicines must not be administered unless they have been prescribed for a child by a doctor or dentist. Written permission must be obtained from the child's parent or carer. Records must be kept detailing the child, date and time of medicine administered.

Non Prescription medicines cannot be administered. *The Head of School may consider the issuing of non-prescription medicine on an individual case basis. A decision to administer non prescribed medication must be supported with a health care plan which demonstrates the decision.*

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Medicines should (where available) be kept in the First Aid Room and stored safely and only administered by trained staff; medicines must not be issued by the school administrator or held in the secretary's office. Children should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away. This is particularly important to consider when outside of school premises e.g. on school trips. It may be necessary to have a dedicated medicine refrigerator for prescription medication – it is important that this medicine is stored separately to a food refrigerator. Recommended good practice would be to put a photo of the child on the medicine for quick identification.

Schools should only accept prescribed medicines if these are in-date, labelled, provided in original container as dispensed by a pharmacist and includes instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.

When no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps. Forms can be found on the following links or in the Appendix file. [Individual Health Care Plan](#) [Letter to Parent Agreement for Setting to Administer Medicines](#) [Record of Medicine Administered](#) [Record of Medicine Administered to All Staff Training Record](#)

Adrenaline Auto-injectors in Schools – EpiPens

From 1.10.17 legislation states that schools will be allowed to buy EpiPens and other adrenaline auto-injectors (AAIs) without a prescription and keep these for emergency use. The school must have medical authorisation and written parental consent to use a spare EpiPen on a pupil. We advise that the school store their spare EpiPens as part of an emergency anaphylaxis kit; it is important that a member of staff is responsible for ensuring on a monthly basis that the EpiPens are present and in date. EpiPens cannot be locked away where access is restricted. [Sample Letter to Pharmacy to Obtain AAI](#) together with the DFE managing medicines appendices.

Emergency Salbutamol Inhalers in Schools

Schools are allowed to keep a salbutamol inhaler for use in emergencies. However, schools are not required to hold an inhaler if they do not want to. Inhalers should only be used by children who have been diagnosed with asthma and prescribed a reliever inhaler, or children who have been prescribed a reliever inhaler. Appendices: [Use of Emergency Salbutamol Inhaler](#); [Emergency Salbutamol Inhaler Specimen Letter to Inform Parents of Use](#), together with the DFE managing medicines appendices.

F8 Contractors

Control of Contractors

The Trust has a duty to manage all contractors from small independents, who provide low risk services, to large construction projects.

Introduction

The term “contractor” in the context of this section of the Health and Safety Policy has a wide definition.

It can mean anyone (individual or organisation) who enters into an agreement (written or oral) with the Trust to carry out services, for example, a window cleaner, builder or any organisation carrying out specialist tasks.

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Employing Contractors

It is the policy of the Trust to ensure the health and safety not only of our employees, pupils and visitors, but also the health and safety of the contractors we employ.

In order to implement this policy we will: [Contractor Letter](#)

- Request information where appropriate from the Contractor on their Health and Safety Policy and Procedures and their Site Safety Arrangements
- Request copies of their insurance cover certificates in respect of employers' liability and third party risks
- Establish rules and guidelines for their activities
- Provide information as necessary on risks which may be encountered in carrying out approved work on the Trust's behalf and identify activities and actions which must be avoided
- Where possible, supervise their activities to ensure that they are not creating any risks or hazards to themselves or to staff and pupils
- Define respective responsibilities within the agreement
- Agree and define the areas in which the work is to be carried out, the approved routes to and from the work areas and any areas which are out of bounds to the contractors
- Provide all contractors with a copy of the Aspire Academy Trust's Contractor's Rules. Contractors shall be required to confirm that they have received a copy of these rules and that they will abide by them.

Planning

Aspire Academy Trust will consider health and safety aspects at the planning stage of any subcontracted work encompassing all aspects from its initial design through to completion and hand over.

Control and Monitor

Aspire Academy Trust will liaise with the contractor at the start and throughout the duration of the work to ensure good communications are maintained. As far as reasonably practicable, we will monitor their performance and ensure corrective action is taken where defects are identified. To assist with this process, where practical, the pre-start check list will be completed with the contractor before works start. [Contractors Minor Works Pre-start Checklist](#)

Contractor Sign in Register

All contractors must be required to sign in when they arrive at and leave the premises.

Review

Aspire Academy Trust will review, at least annually, our Contractor's Policy to ensure it is effective and up to date.

Permits to Work

Certain activities create a much higher risk of injury if they are not adequately controlled. For roof work, hot work and work in confined spaces where toxic gases could be present or where oxygen depletion could be a problem, permits to work must be issued. In most cases the permits will be issued by a responsible person employed by the contractor or the contractor himself. For minor works involving a single contractor the permits will need to be issued by the Academy Lead, the Site Manager/Estates Manager who will need to ensure that they are properly completed. All completed permits must be retained for inspection as required. Blank copies of the permits are included within the Appendices of

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this Policy. [Confined Spaces Permit to Work](#); [Control of Asbestos Permit to Work](#); [Hot Work Permit](#); [Roof Work Permit](#);

Safe Contractors List

Aspire Academy Trust will maintain an up to date "Safe Contractors List" of companies which have been vetted and whose use/appointment can proceed without further general enquiry, subject to the job, work or activity falling within the described parameters.

Approved contractors will have acknowledged and certified their undertaking of, and compliance with, our health and safety arrangements. They will have furnished sufficient documentation to demonstrate that safety is being managed satisfactorily.

The Estate Manager will oversee the Safe Contractors List. The list can be found on SharePoint.

Contractor Competence

Assessment of contractor competence can be challenging particularly as there are a wide range of contractor approval schemes available. A centralised system that allows clients to check on the current health and safety status of a prospective contractor is now available and can be searched free of charge.

Details of this scheme known as SSIP (Safety Schemes in Procurement) and how to access the portal can be found at www.ssip.co.uk

Contractors who hold a current relevant certificate issued by the organisations who are part of SSIP would normally be deemed to have satisfied the competence test.

Employment of a non-approved company can only occur if the Procedure for Use of Non Approved Contractors is followed. This will be for 'one off' occasions.

Non-Approved Contractors

There may be occasions when the use of a Non-Approved Contractor is considered essential. This may arise for specific one-off jobs or for a very minor job.

Minor Activities

The Trust accepts that it is not practicable nor necessary for the whole approval system to be used where:

- the visit is extremely brief
- the work is virtually nil hazard
- the area is low hazard.

One-Off Jobs/Non-Recurrent

Apart from "minor activities", all other projects using contractors must pass through the approval procedure.

The Contractors Safety Rules will need to be included within any tender documents. Signed acceptance of its terms and approval must be given before final contracts are signed. In an emergency situation, use of a non-approved contractor may be essential and time may not allow for the full approval system to operate. In such circumstances the academy Lead is authorised to appoint non-approved contractors, however, all reasonable steps must be taken to ensure the contractor operates safely. Advice should be obtained from the Health and Safety Manager or Estate Manager as soon as practical.

Construction (Design and Management) Regulations (CDM)

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These Regulations apply to construction works.

The term “construction work” has a very wide definition. Apart from the obvious things like building a new school, roads and factories, it also includes:

- Work on structures, both permanent and temporary. This includes any fixed plant where there is a risk of falling more than two metre’s during installation, commissioning, de-commissioning or dismantling. This would include much larger production equipment and work which has been done by contractors not traditionally considered as “construction”.
- Any renovation, repair, alteration, upkeep or refurbishment of an existing premises. This includes redecoration (unless the exclusions above apply) and cleaning of external surfaces with corrosive or toxic chemicals. This would even cover the replacement of suspended ceilings.
- Work on building services which normally form part of the structure, including mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer and similar services. A major rewiring job which causes some disruption could well fall within the scope of CDM therefore.

Under the CDM Regulations if there is more than one contractor there is a duty to appoint a Principal Designer and a Principal Contractor (these two roles could be undertaken by the same person). If these appointments are not made then the legal responsibilities fall onto the client (Aspire Academy Trust).

Notification of projects to HSE is required if the work is going to take more than 30 days or 500 person days. Notification would normally be carried out by the Principal Designer.

Undertaking Traditional Construction Work

Prior to starting any major construction work Aspire Academy Trust will consult with our Health and Safety Advisor or a specialist in the field of construction to ensure that as the client we meet our duties under CDM.

Window Cleaners/Contractors Working at Height

All window cleaners and other contractors working at heights must provide a written method statement for the work to be carried out and the Head-teacher and/or Health and Safety Manager must be satisfied that the contractor is competent and that safe procedures are being proposed. All ladders must be used in accordance with HSE guidelines, in particular any ladders over three meters shall be footed or otherwise secured.

Major Projects

The Estates Department organise and oversee all major projects and refurbishments and are responsible for ensuring compliance with CDM Regulations and any other statutory Health and Safety requirements associated with the project, including contractor selection and management.

The Estates Manager is responsible for day to day contractor management not associated with major projects as described above, including issuing contractor passes and permits to work where required and for monitoring of contractor activity whilst on site.

F9 Mini-Bus Driving

Driving at work/ including hiring of minibuses and coaches

The Trust has a duty to ensure the safety of staff and pupils on and off the premises including transport between place of work or during school trips.

Arrangements/Responsibilities

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This policy applies to all mini-buses, whether Aspire Academy Trust owned or hired. Any staff who drive mini-buses will receive appropriate training.

Driver Requirements

- All drivers must be at least 25 years of age (although the minimum may be reduced to 21 on a case by case basis - in consultation with the Health and Safety Manager);
- All drivers must have held a car (category B) driver's license for at least two years;
- All drivers must complete the Aspire Academy Trust mini-bus driver training programme (MIDAS scheme) and have completed both theory and practical tests (including the use of accessible mini-buses where necessary). Drivers are required to attend refresher training every four years;
- Staff employed solely as mini-bus drivers must hold a PCV license;
- Incidental drivers (those not employed solely to drive mini-buses) must hold a D1 category on their driver's license when driving mini-buses with up to a maximum of 17 seats including the driver. This entitlement to drive mini-buses would have been automatically granted to drivers who took their test before 1997 and would be shown as categories A or B on old style licenses or as category B and D1 on a new style license. As this entitlement can be removed by the DVLA when issuing a replacement license, staff would need to check they have retained this entitlement.
- Incidental drivers without a D1 entitlement (i.e., who took their driving test after 1997) must hold a PCV license to drive mini-buses weighing over 3.5t (in most cases this will apply to mini-buses with 17 seats);
- A PCV license is required when driving mini-buses in other European countries.
- Where drivers hold the PCV category on their license (not the D1 entitlement) the MIDAS training must be completed four years after passing their PCV.

Authorisation Requirements

- Aspire Academy Trust vehicles cannot be used on or off Academy property without prior authorisation and booking;
- All drivers must submit their driver's license annually to the school secretary for inspection;
- All drivers must notify their Line Manager of any offences and any pending prosecutions;
- All drivers must inform their Line Manager of any medical condition that could affect their ability to drive safely.
- It is the responsibility of the driver to make simple pre-journey vehicle safety checks, e.g., lights, brakes, mirrors, tyres (which would have been covered during the MIDAS and/or PCV training).

Mini bus Drivers responsibilities

Drivers will remain responsible for their safety and others and must comply with the Highway Code and Road Traffic Act at all times.

It is the responsibility of drivers to inform the school of:

- anything that could affect their driving, e.g., health conditions or injuries, use of prescribed medication
- changes to their licence such as limitations, offences recorded, period bans
- vehicle defects that affect ability/safety to drive
- any accidents/incidents that occurred whilst driving on behalf of the school or Trust.

Before driving, drivers' must:

- carry out a pre-use vehicle check (see below)
- allow sufficient time to drive allowing for traffic, poor weather and rest breaks
- ensure sufficient rest

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- be physically fit, with zero alcohol level and not under the influence of drugs that may affect their ability to drive
- adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety.

Whilst driving, drivers must:

- drive in accordance with the applicable law
- take regular rest breaks every 2-3 hours or at first signs of tiredness
- remain in control of the vehicle at all times
- not smoke
- not use a mobile phone or other electronic device.

General requirements:

- Employees must not drive or operate any vehicles for which they do not hold the appropriate driving licence or permit
- Employees must not carry unauthorised passengers or unauthorised loads
- Employees must not use vehicles for unauthorised purposes
- Employees must not load vehicles above the stated capacity

Other conditions to be observed:

- After each period of one year, the school Secretary will check all current drivers to ensure that they are still fit to drive and meet the requirements above.
- Three years after a driver has been on the list, they will be submitted for a short refresher familiarisation course.
- It is the Trust's policy that if there is a trip which involves a driver being in charge on an extended day, then a second adult should accompany the party and that person should be competent to share the driving to reduce the possibility of driver fatigue. An extended day is anything beyond 7.00 pm when the driver started work at 8.45 am. This requirement is non-negotiable.

Vehicle checks

Whilst the school will ensure a weekly check of the condition of the mini-buses, drivers are responsible for the following checks before embarking on their trips:

- Do a visual inspection of the mini-bus which includes tyre pressure checks and that the windscreen and glass is clean and can be seen through
- Check brakes to see that they are functioning correctly
- Ensure that mirrors and seat are in the correct driving position
- Check that all lights are functioning correctly
- Ensure that all seat belts are being worn. This includes all passengers who must wear a seat belt
- Ensure that the windscreen washer system works and that wipers are functioning correctly
- Ensure that the vehicle is correctly loaded and that no more than the maximum number of passengers are being carried
- Emergency exits must not be blocked
- Ensure that all doors are correctly closed
- Check that you have enough fuel for your journey
- As soon as possible after moving off, the driver should carry out a running brake test and at the same time, check the operation of the seat belts
- At intervals throughout the journey, all instruments and warning lights should be checked and necessary action taken if a fault is indicated
- Ensure that food and drink are not consumed on the vehicle

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- Make sure that no rubbish is left on the vehicle and ensure that no malicious damage has occurred to the interior of the vehicle
- At the end of the journey the driver must lock and make the vehicle secure. Keys should only be taken just prior to the use of the mini-bus. The keys should be returned immediately after use.

Passenger Responsibilities

- Passengers should wear seat belts and always remain in their seats until instructed otherwise
- Passengers should never distract the driver by shouting, etc
- Pupils should not eat or drink on the vehicle
- Passengers must make sure that escape routes are not blocked by bags, etc
- Pupils are Ambassadors of the School and must never bring its name into disrepute by gesturing, etc
- Passengers found to have vandalised the mini-buses may face a ban from using it again and be required to pay for damages.

Accident Procedures

If an accident occurs and any personal injury or damage to third party property is involved, then the driver must stop. He/she must be prepared to give his name and address and details of the owner of the vehicle to a Police Officer or any other person having reasonable grounds to ask. If for any reason the driver is not able to give these details then he/she must report in person to a Police Station as soon as practically possible, otherwise an offence is committed and in any event not later than twenty-four hours afterwards. Report the accident immediately to the school and complete the appropriate forms for onward transmission to our insurers.

Breakdown and Recovery

The mini-buses are covered for breakdown and recovery. Details of how to contact the providers and our membership numbers are in the minibus.

First Aid

All mini-buses contain first aid boxes which are checked at the end of each term. The contents of these boxes include: -

- Antiseptic wipes
- Bandages
- Assorted adhesive dressings
- Plasters
- Eye pads
- Scissors

Any use of the first aid kit must be reported as soon as possible thereby maintaining a full kit at all times.

Weekly Checks

Weekly checks of the mini-buses will be carried out and recorded.

Any defects in the mini-buses noted by staff should be notified immediately to the nominated person who will then determine whether or not the vehicle should be taken off the road and repairs carried out. The mini-buses are inspected every ten weeks and serviced in line with the manufacturers recommendations.

Incorrect Use of the Minibuses

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A driver who breaks the speed limit will be responsible for paying his/her own fines. Similarly fines imposed for incorrect car parking or negligent driving will be the responsibility of the driver. Any damage caused to the minibuses through incorrect use, may result in the driver being asked to contribute fully or partially to any excess payable by the Trust.

Minibuses must not be used for private use.

F10 Driving for Work Purpose (Private or Hired Vehicle)

This section covers employees driving either their own, leased or hired vehicles on Trust related business. This policy applies to all employees irrespective of whether they drive their own or Aspire Academy Trust provided vehicles.

Any person driving on Aspire Academy Trust business must:

- hold a full current driving licence, which permits them to drive the vehicle they are using;
- ensure the vehicle they drive is appropriately insured for business use (where staff drive on Trust business infrequently they should consult their vehicle insurer for advice on the type of cover required);
- ensure any vehicle driven on Trust business has a current MOT (where required) and is maintained and serviced so as to be roadworthy and safe.

A driver who receives endorsements for persistent offences, or one endorsement for a seriously dangerous offence (9 points or more), may have their permission to drive on Aspire Academy Trust business withdrawn.

Line Managers' Responsibilities

It is the responsibility of Line Managers to ensure that staff understand their responsibilities as set out in this policy. They must:

- Support random sampling and checking of driver and vehicle related documentation;
- Challenge unsafe attitudes and behaviours and encourage staff to drive safely, leading by personal example;
- Take account of any health or personal concerns that could impair an employee's ability to drive safely whilst on Aspire Academy Trust business;
- Review motoring convictions reported to them by staff and assess the impact this may have on the ability of the employee to fulfil their duties.

Employees' Responsibilities

All Aspire employees who drive on Aspire business must:

- Plan their journey and allow sufficient time so as to arrive at their destination on time;
- Report any road traffic accident resulting in injury to themselves or any other person that occurred whilst driving on Aspire Academy Trust business. An Aspire Academy Trust incident report form must be completed;
- Report to their Line Manager any personal health impairments that would impair their ability to drive safely (all information provided will be treated confidentially). Where necessary reasonable adjustments to the employee's role will be made to take account of new or developing medical conditions;
- Ensure that the vehicle they are driving has a MOT (where required), is properly maintained and serviced and is insured for business use;
- Present their licence, MOT (where required) and documentary evidence of insurance for inspection as requested;
- Report all motoring convictions to their Line Manager.

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- Comply with the law relating to driving and the highway code.

Fatigue

Aspire Academy Trust employees must not drive on Trust business while tired. They should not start a journey if over-tired nor drive for an excessive number of hours;

- Journey timings should be planned to enable a break of at least 15 minutes to be taken every two hours;
- When driving long distances for work employees and/or their Line Managers should risk-assess the whole day, considering the amount of time spent working and travel times, traffic and weather conditions;
- Aspire Academy Trust recognises that many employees want to return home at night. Staff and Line Managers, however, must discuss and plan work schedules so that there is not a need to drive when they may be tired.
- If the journey destination likely to take more than three hours to reach, an overnight stay must be considered.

Fitness to Drive

Employees who are required to drive on Aspire Academy Trust business must be physically and mentally fit to do so safely.

The law requires that drivers must tell the Licensing Authority without delay about the onset or worsening of any health condition likely to impair their ability to drive safely. Examples are giddiness, fainting, blackouts, epilepsy, diabetes, angina, coronaries, high blood pressure, vision disorders, mental illness, alcoholism, drug taking, and loss of (or loss of use of) a limb.

Use of Mobile Phones Whilst Driving on Trust Business

- Handheld phones must not be used while driving.
- Hands free should only be used if safe to do so. In normal circumstance staff should not use a mobile phone when driving including hands free.

Transporting Pupils in a Teacher or Parents Vehicle

[Transport Permission Slip](#)

[Use of Parents or Volunteers Vehicle to Assist in Transportation of Pupils](#)

- On occasions, the use of private cars for transporting small numbers of pupils may be required, either taken by a teacher or parents/carers to a local school for a lesson or for sports.
- All volunteer drivers must read this policy and sign the Transport Policy slip annually consenting to the policy. (Separate section for signing available in the Appendices).
- All drivers must have a full and valid driving licence for the class of vehicle they own and be free of any motoring convictions and be willing to present their driving licence for inspection if requested.
- All drivers must adhere to the Highway Code.
- All drivers must have fully comprehensive insurance cover when carrying children.
- Members of staff are asked to check that their car insurance covers business use which will then allow them to transport pupils in their own private cars. New members of staff are asked to bring a copy of their insurance documents for checking by the School Secretary.
- All vehicles must conform to all legal requirements.
- Each child must be restrained by a seat or lap belt and no child should be transported in the front passenger seat with the exception of the driver's own child at their discretion.

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- Parents must supply booster seats for their child if under 135cm tall and have given permission for them to travel in a staff/other parent's cars for a school organised event. It is the driver's responsibility to see the booster seat is used.
- No adult should be 1:1 with a child unless it is their own.
- The teacher in charge will ensure that permission has been obtained from the parent to ensure that all parties are fully informed of the transport to and from events.

F11 Health and Safety Monitoring and Audit

Arrangements/Responsibilities

The Trust will undertake a range of monitoring activities to check compliance with a range of policies and procedures and the Health and Safety at work etc Act 1974, which will include: [Health & Safety Self Audit Form](#)

- Auditing by an independent Health and Safety and Food Safety Consultant.
- Self-auditing by the Health and Safety Manager
- Internal audits by key members of a schools Management Team
- Auditing by Health and Safety representatives and Working Groups.

F12 No Smoking Policy

Smoking or being in possession of lit cigarettes, cigars, pipes or use of electronic cigarettes is not permitted on Trust premises inside or outside of any buildings occupied or utilised by Aspire Academy Trust employees, students and visitors, or in vehicles owned by Aspire Academy Trust.

F13 Occupational Health Services

Occupational health services can be accessed via the effected person line manager who should contact the HR Team. Where individual concerns are raised or risk assessments identified the need for screening, etc., the Health and Safety Manager should be contacted.

F14 Food Safety and Health and Safety Incidents Including Allegations of Food Poisoning

Food Hygiene Qualifications: All staff who handle food being prepared for pupils must have Level 2 Food Hygiene Qualification. The Trust also recommends as good practice that the Allergens qualification be taken.

Liaising with the Environmental Health Officer (EHO) and HSE inspector

It is important that the law relating to Food and Health and Safety is fully complied with as non-compliance may lead to:

- Legal notices
- Restriction of use of equipment or activity in a food zone
- Prosecution
- Closure
- Restriction of food handlers working in the food environment.

All of which result in adverse publicity which reflects poorly on the Trust and all of its employees.

Therefore, if the EHO/HSE inspector visits:

- Introduce to the Head-teacher
- Carry out a credential check (they all carry official ID from their employers)

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- Co-operate fully with the inspector
- After the inspection the Head-teacher should request the inspector gives a brief summary of the action required. Make notes of the points requiring your action.
- The name of the EHO should be recorded and request that copies of correspondence should be sent to the Health and Safety Manager.
- Where the inspection is of the kitchen and provision of catering the involvement of the Head-teacher may not be required if no significant issues have been identified.

Action in Case of Statutory Notice or Legal Proceedings

If, after the completion of the inspection, the inspector intimates that it is his/her intention to serve a statutory notice then:

- Request a verbal indication of the items which will require your attention (make a detailed note of these)
- Enquire as to the time period you are to be allowed for compliance
- Inform the Health and Safety Manager and Estates Manager immediately.

Action in Case of Alleged Food Complaint or Food Poisoning

- **DO NOT ADMIT LIABILITY**
- Log time and date of complaint and further communications
- Ask the following questions of the complainant and log the replies
 - Name
 - Home address
 - Telephone number
 - Record the details of the complaint
 - manufacturers name
 - suppliers name
 - all codes, i.e., date, production
 - description of complaint, e.g., small area of mould to about 1/3 of surface or contained a sliver of glass approx 2cm x 0.5cm
- In cases of alleged food poisoning complete an illness report form (see section on Viral Gastroenteritis)
- Obtain the following details from the Kitchen Manager on the meals that are alleged to have caused a problem
 - full details of suppliers and delivery dates
 - full details of preparation of the foods consumed by the complainant
 - all available records relating to HACCP controls
 - details of the number of meals served of the same type as the offending meal /dish
 - information on any staff illness.

BE AS DETAILED AS YOU CAN

- Request to keep the food item if available for further investigation
- In cases of alleged food poisoning, if any leftovers of the suspect food are available double wrap and seal in a plastic bag, label and freeze. Label and mark food – 'NOT TO BE USED FOR HUMAN CONSUMPTION' in addition to details of the date and time frozen.
- If necessary, contact the local EHO for advice.

DO NOT DELAY AS A PROMPT INVESTIGATION WILL BE NECESSARY

Inform the Health and Safety Manager who will contact our consultants for advice.

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