



مدرسة كامبردج انترناشيونال
Cambridge International School, Dubai

Health and Safety Policy and Procedures

NAME OF POLICY	Health and Safety Policy and Procedures
APPROVED BY	Principal
DATE APPROVED	September 2018
DATE OF REVIEW	September 2019
REPLACING POLICY	
RELATED POLICIES	CIS Fire Evacuation Policy and Procedure CIS Lock Down Policy and Procedure CIS Medical Policy and Procedure CIS Educational Excursions and Events Policy

Introduction

The school health and safety policy is reviewed annually and presented to staff at the beginning of the academic year. New staff must be made aware of the policy as part of their induction. Visitors, those hiring the premises and children must be made aware of their responsibilities and the health and safety procedures that affect them. **Notices must be displayed indicating evacuation procedures.**

All employees have a duty to work in a safe and responsible manner, to carry out their duties in such a way so as not to endanger the health, safety and welfare of themselves and others and to submit suggestions for the improvement of standards in health and safety within the school to the heads.

The school's operations are conducted in such a manner as to ensure as far as reasonably practicable, the health, safety and welfare of all the school's employees and any other persons who may be affected by its acts or omissions, including children, contractors, visitors and members of the public.

Adequate resources are made available for the provision of health, safety and welfare within the workplace, including the provision and maintenance of equipment.

Suitable and sufficient training is given. Full use is made of any guidance and/or training available either in-house or through the trade associations, professional bodies, manufacturers and suppliers of equipment and others as appropriate.

Where and when necessary, appropriate protective clothing and equipment must be provided by the school and used by all employees and children.

Any member of staff who is found to be deliberately or consistently negligent in the performance of their duty with relation to the school's health and safety policy will be subject to disciplinary action.

Aims

- To provide and maintain a safe and healthy environment throughout the school site and safe means of access and egress from it
- To establish and maintain safe working practice and procedures amongst staff, children, volunteers, those hiring the premises and all those on the school site
- To ensure safe measures of using, handling, storing and transporting articles and substances.
- To provide safe systems for the control of noise, toxic and corrosive substances, dust and vapours under the school's control
- To provide information and training to enable everyone to contribute positively to their own safety and that of others
- To formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises
- To lay down procedures in case of accidents and medical treatments
- To provide guidance on the use of school and company vehicles

Responsibilities of the School Principal and Manager of Facilities

To:

- bring the contents of this policy and associated documentation to the notice of all members of staff and make arrangements for the regular review and monitoring of this policy and the arrangements and procedures contained herein
- ensure that there is a school health and safety committee responsible for monitoring the H & S Policy, procedures, risk assessment and actions. Minutes of these meetings must be kept with actions recorded
- ensure that accidents and injuries are recorded in the accident book and Incident Reporting Module, REVO
- carry a mobile phone and ensure that office staff know the whereabouts of the head / person in charge of the school / SLT at all times

- ensure suitable and sufficient risk assessments are carried out. These assessments must be recorded in writing and brought to the attention of all appropriate employees. A person must be trained to carry out the assessment to ensure that they are suitable and sufficient
- ensure that there is at least a termly fire drill and a record kept of the date, time and length of time taken to evacuate the building and account for all persons
- ensure that adequate resources, financial and otherwise, are made available for the provision and maintenance of health, safety and welfare within the school
- appoint responsible persons to co-ordinate the actions of staff and children in case of fire
- ensure that there is an emergency plan and that suitable arrangements are in force and adequate equipment made available for dealing with emergencies. S/he will also ensure that sufficient competent persons responsible for evacuation of the premises in the event of such an emergency have been appointed and their identities made known to all other staff and children
- identify and make arrangements for training all staff. This includes induction of new employees and where necessary, retraining of existing staff
- consult with safety representatives, members of staff and others, where necessary on matters of implementation and review of this policy and procedures contained herein
- investigate and report all accidents, injuries and near misses via to GEMS Corporate Office
- ensure that all manufacturers and suppliers provide information on any dangerous substances and hazardous processes used on the school site and that this information is made available to all users, and persons exposed to the hazard
- designate and monitor the performance of staff with responsibility for supervision, training and the day-to-day implementation of this safety policy and the procedures contained herein

Responsibilities of Key Health and Safety Personnel

The Principal is a member of the school's health and safety committee, responsible for advising on health and safety, monitoring and reviewing of procedures and suggesting revisions to the policy, as required. The Manger of School Facilities (MSO) is responsible for weekly and termly site inspections to address any health and safety issues including:

- display of statutory notices
- accident reports and near misses
- risk assessments
- site tour report
- training needs
- reported health and safety maintenance needs
- vehicle compliance
- compliance with health and safety checks (water, fire, electricity, gas and pest control)
- site security
- school visits and fixtures
- performance and events
- fire drill, lock down and emergency procedures

Responsibilities of Staff

The school has a 'duty of care' to all children. This includes providing 'adequate supervision' during arrival and dispersal at the beginning and the end of the day. Staff must have access to emergency contact details at all times. Such details must be available in printed form as well as electronically in case of system failure. Clarity must be obtained with regard parental rights of access if there is any dispute.

The Principal is responsible for ensuring that duties are organised to ensure the safety and well-being of all children. The Principal is responsible for the duty timetable and rotas and for ensuring the correct ratios of staff at all times.

All staff are responsible for maintaining good health and safety practices. Heads of Department / Faculties / co-ordinators are responsible for ensuring that there is a specific health and safety section in their departmental handbook / policy. They must ensure that staff within their teams and other

adults working with them are properly trained, having regard to the hazards of the activities involved. They should also advise the Principal / Manger School Facilities / Admin Officer, of any requirements for the health and safety of staff and children including the reporting of faulty equipment and training needs.

Staff must ensure that fire exits are unlocked and free from obstruction. All areas under their supervision or control must be kept in a clean and tidy manner and any articles or substances therein properly stored, clearly labelled and used in a manner not likely to result in harm. They are responsible for reporting all accidents to the Principal / Manger School Facilities (Annexes 9).

The Manger School Facilities / Admin Officer is responsible for checking the site and ensuring that fire exits and the alarm system are operational at all times.

All areas including storage areas must be kept tidy particularly ensuring that the aisles and exits are kept clear. The furniture must be arranged so that the need to move safely around is taken into account. Staff must position themselves so that they have maximum vision of the children at all times.

All materials and tools must be stored safely. The tops of cupboards must not be used for storage. At the end of each year all drawers and cupboards must be cleared / tidied and equipment appropriately washed/cleaned.

Any spillages must be cleared up immediately. Toner cartridge spills must be cleaned up with a dust pan and brush as the particles can pass through a vacuum cleaner filter and in to the air.

Children must wear protective clothing and be taught how to safely use scissors and tools. Only low melt glue guns and non-toxic paint to be used.

Performances and Events (refer to CIS Educational Excursions and Events Policy)

A risk assessment must be carried out and appropriate action taken for all performances and events. Any recommended limits for fire safety must be adhered to.

Health, Safety and Emergency Procedures

Accidents

All accidents to both staff and children / visitors / members of the public must be recorded and reported to the Principal / Manger School Facilities who will report to Corporate Security Advisor via the OASIS Incident Reporting Module/REVO. (Refer to Annex 9, Accident and Injury Reporting Form). **Serious accidents and injuries must be reported directly to the Corporate Security Advisor.**

Records of accidents must conform to the requirements of the Data Protection Act and be recorded in the accident book. The school nurse is responsible for managing the accident book.

In the case of adults, accident forms must be completed either by the injured person or someone acting on the injured person's behalf.

Work experience trainees are classified as 'employees' under Health and Safety legislation.

A copy of the form should be placed in the injured person's file (either child or staff) or to a separate file for non-employees.

The original form must be kept in the school's central file in the main office and a copy given to the Manger School Facilities.

Deaths, major injuries to employees and injuries where non-employees are taken to hospital and dangerous occurrences must be reported to the Health and Safety Executive (HSE) via the GEMS Corporate Security Advisor. These include:

- fatalities;
- major injuries – defined as fracture other than to fingers, thumbs or toes, amputation, dislocation of the shoulder, hip, knee or spine, loss of sight (temporary or permanent), chemical or hot metal burn to the eye or any penetrating injury to the eye, injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring admittance to hospital for more than 24 hours.

Any other injury leading to hypothermia, heat related illness or to unconsciousness; requiring resuscitation or requiring admittance to hospital for more than 24 hours, unconsciousness caused by asphyxia or exposure to harmful substance or biological agent, acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin, acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Accidents and incidents that happen in relation to curriculum sports activities and result in children being killed or taken to hospital for treatment are reportable.

Labour Law (injuries and deaths)

The school must report injuries and deaths and occupational diseases that occur during or because of the work based on the labor law and ministerial decisions

Sanctions of not reporting

- 1 - Fine of 10 000 dirhams for each case
- 2 – Block establishment.

The definition of worker injury: Worker is exposed to an accident at work or because of resulting damage to the worker.

The definition of occupational disease: Injury or one of the occupational diseases mentioned in the labor law which result from exposure to physical or chemical agents which are dangerous physiologically or harmful to health, which could lead to death or chronic illness.
Cases of injuries must be reported

The employer must report injuries caused by the idleness factor for his work three days and more during the 24-hour requirement

Check the following:

- Occurrence of injury at work or because of work
- Incidence of injury while going for work from his residence or vice versa
- Incidence of injury during his travels by the intention to perform the task entrusted to him by the employer
- Developing any of the occupational disease mentioned in the table of labor.
- Procedures for the submission of the communication

It is required to report data by either of below means to MOL:

By sending e-mail to wais@mol.gov.ae

Or by communicating with the call center 800 665 between 8:00 AM to 10:00 PM

Or visit the main building of the Ministry with below details:

Worker's name
Establishment Name
Establishment number
Date of the injury
Contact Number

Allergies (Refer to School Medical Policy and Procedure)

Children must NOT bring any food or drink (including Birthday cakes and treats) onto the school site unless there has been medical permission given e.g. in the case of diabetes. Aerosol cans must not be brought on site.

Contractors and Trades People

Contractors and trades people involved in repair, maintenance or installation work which involves the building, grounds or other Operations must provide written or other evidence of their competence to complete such work including relevant industry qualifications (Gas Safe Register etc).

Contractors / trade people visiting the site to quote for work must be accompanied onsite by the Principal / Manger School Facilities

Once a contract has been agreed the contractor must ensure that:

- employees have been made aware of the school's health and safety policy and that work can proceed safely without risk to health
- employees comply with the visitors' section of this policy
- employees and external contractors are not exposed to hazardous conditions
- employees do not cause hazardous conditions for others
- compliance with legal requirements

Electricity (Mains)

It is strictly forbidden for any work to be conducted on any live electrical circuits by any member of staff or child within the school.

Any work of an electrical nature on any conductors or circuit must be carried out only by competent staff and qualified electricians.

All installations and electrically operated tools and equipment must be maintained in good order and subject to regular inspection and testing as appropriate by a competent person. A record of such testing must be kept by the [Manger School Facilities].

If any item of electrical equipment fails to function properly the user must immediately report the fact to the [Manger School Facilities]. On no account must amateur fault-finding be attempted, even after switching off and disconnection from the power supply.

The only time a machine can be opened is when clearing a paper jam on a photocopier or a printer. In such instances the power must be switched off, the machine unplugged and the manufacturer's instructions followed.

Emergency Procedures and Lock Down Policy (See Lockdown Policy)

Emergency Procedures Plan (See Fire Evacuation Policy)

Fire Procedures (refer to school Fire Policy and Procedure)

Fire Instructions

50% of staff are required to complete the fire safety training. It is the duty of all members of staff to do all in their power to prevent injury and loss of life in the event of a fire. Salvage of the building and equipment is of secondary importance.

First Aid and Medication (Refer to School Medical Policy and Procedure)

Food Handling (Refer to School Medical Policy and Procedure)

Hire of School Premises

The Principal / Manger School Facilities is responsible for giving a copy of the school's Health and Safety Policy to hirers. The hirer has responsibility to ensure that individual leaders comply with the school's health and safety policy.

Regular hirers are required to produce their own health and safety procedures based upon the school policy. A copy of the individual procedures must be submitted to the named person and filed with the lettings documentation.

Regular hirers must conduct a termly fire drill in liaison with the site manager.

Hirers are required to provide their own mobile phone for emergencies.

In the case of an emergency, hirers must contact the emergency services using 999 and then contact the site manager. The site manager will then contact the head.

- Children must be supervised at all times whilst on school property. Those in charge of children are responsible for ensuring that they behave sensibly and that activities are controlled and well managed.
- Sliding on the floors or climbing on any equipment is not allowed.
- School equipment is not to be used by the hirer without prior agreement.
- Tables, chairs etc. must be returned to their original position. If tables and chairs are provided they must be wiped and returned in the condition in which they were found.
- Child's trays and personal belongings must not be touched nor items on or in the teacher's desk.
- Care to be taken not to damage wall displays, fixtures and fittings e.g. if using a ball.
- The hirer will be charged for any damage to the school or school property that occurs during a letting.
- Hirers need to ensure that they have adequate and current insurance (A copy of the hirer's insurance certificate to be kept on file).

Security During Lettings

Doors must be closed or supervised during the letting period. It is essential that members of the general public cannot gain access to the school at these times.

Those responsible for the letting must not leave the premises until the key holder arrives to lock up and assume responsibility for the security of the building.

Machinery and Equipment

Machinery and electrical items must be checked at least once a year and recorded in the 'Machinery and Electrical Equipment' section of the school inventory.

All machinery and equipment with the school must be maintained in good working order at all times, or otherwise clearly marked by provision of suitable fixed notices, to indicate when such machinery or equipment is unfit for use.

It is the responsibility of staff when using equipment to check for obvious signs of damage and report any defects found.

Boilers, lifts, portable appliance testing, emergency lighting, hot water system, stored cold water system, fresh air systems (including air conditioning), fire alarm & firefighting apparatus, intruder alarm, CCTV, sprinkler systems are to be tested and certified at least annually, The Mains wiring

Fixed wiring) including fuse boards) are tested every 5 years unless alterations are made to the circuits.

Full and suitable assessments must be made of the hazards and risks involved in the use of all machinery and these must be recorded, along with arrangements for the scheduled servicing, lists of authorised users and training records.

Clear guidelines must be drawn up for the acquisition of new equipment to ensure that it complies with current legislation and best practices. Care must be taken over the use, installation or siting of such equipment.

All purchases and gifts must be reviewed to identify potential hazards. Each new purchase or gift must be monitored and its use reviewed in terms of its safe operation.

Manual Handling and Lifting

The risk of injury, due to the manual handling of loads, must be recognised by the school and all measures taken as necessary to reduce such risks through individual risk assessments.

Training in proper handling techniques must be given, as appropriate, and only those persons so trained must be asked to move heavy weights. Under no circumstances should children be allowed to lift or move heavy or awkward weights.

Materials and Hazardous Substances

The use of any material or substances within the school is subject to prior assessment. A named person is responsible for storage records of materials and hazardous substances.

Procedure:

- undertake assessment of all hazardous materials with respect to usage and risk;
- assemble comprehensive hazard data information;
- arrange appropriate training;
- Instigate control measures through:
 - hazard training records
 - hazardous materials storage records
 - methods for the elimination / reduction of risk
 - high standards of supervision
 - issue of personal protective equipment (PPE)
- make arrangements for ensuring that copies of all relevant information are readily available to users of hazardous materials;
- make arrangements for the issue and use of PPE, including checking, maintenance and training, as appropriate.

Storage records of materials and hazardous substances are held with Manger School Facilities and duplicated at individual sites.

Personal Protective Equipment (PPE)

Protective clothing and equipment, which conforms to the British / European standards, must be issued and used whenever processes and systems at work present a hazard which cannot be satisfactorily controlled by other reasonably practicable means.

All PPE will be regularly inspected and kept in good order.

Staff and children must be trained in the correct selection, wearing and use of PPE.

It is the responsibility of all staff and children to wear such PPE as required, using it in the proper manner, and reporting any defects immediately.

Records of the issue and maintenance of all PPE must be kept and its use monitored as part of the ongoing risk assessment process.

Protective Clothing

Appropriate protective clothing must be worn by staff, children and others involved in activities which could lead to entanglement, be subject to harmful liquid spillages, or high temperatures including naked flames.

In areas exposed to high temperatures and naked flames overalls must be of an appropriate type of material. Protective clothing made from synthetic fibres must not be used unless supplied specifically for the purpose.

All aprons and overalls must be cleaned every week.

Eye Protection

It is a requirement to wear eye protection when an assessment shows that a risk of injury which cannot be otherwise eliminated exists.

Staff and children must wear eye protection when involved in any of the following operations:

- using or dispensing liquids which could cause injury
- when breaking, cutting, dressing, carving, stone, metal and glass
- any other process involving the production of fine particles
- any work which involves the use of sharp pointed materials

Eye protectors must be readily available, well maintained and carry the relevant code for the type of protection offered.

Hand Protection

Suitable hand protection must be worn whenever the relevant risk assessment indicates e.g. rubber gloves must be worn when washing items in hot water or when using certain cleaning agents. Ribbed or similar gloves must be used when a risk of injury from the handling of sharp abrasive objects is present.

Ear Protection

Suitable ear protection must be worn whenever the relevant risk assessment indicates the need for them.

Recreational Areas, Adventure Playgrounds and Safety Surfaces

All apparatus / equipment must be kept in good working condition.

All apparatus / equipment must be inspected on a monthly basis.

A log of these inspections must be kept by Manger School Facilities person.

Procedures

A risk assessment on the use and supervision of each piece of apparatus / equipment must be drawn up, the control procedures to be adhered to at all times.

Children must be reminded that while using the facility they should respect the needs of others.

Children must be alerted to the need to recognise faulty equipment and report immediately.

Safe surfaces, of the correct level of absorbency for the height of the equipment, must be installed below and around each item of equipment from which children could fall.

Risk Assessments

Risk assessment is defined as a systematic method of:

- analysing work activities;
- identifying: hazards, hazardous situations and hazardous events;
- estimating risks: by considering the likelihood of hazardous events occurring and the nature and severity of the subsequent harm / damage;
- deciding upon possible control options and action priorities;
- judging the 'acceptability', or, 'tolerability' of the risk.

Definitions

Hazard : Something with the potential to cause harm/loss. The potential to cause harm including ill health and injury, damage to property, plant, products or the environment.

Risk : The potential or the likelihood that harm will actually occur from exposure to the hazard together with the likely injuries that will occur as a result and the likely numbers of people that this will affect

The Principal / Manger School Facilities is responsible for:

- ensuring that risk assessments are carried out by competent persons;
- ensuring that the employees carry out suitable and sufficient risk assessments of all work areas including all lessons and activities;
- ensuring that advice on relevant legislation is made available to employees;
- ensuring the provision of adequate resources to implement necessary control measures identified in the completed assessments;
- ensuring contractors working on the premises have completed health and safety risk assessments covering activities that they propose to undertake, and that a copy is reviewed by a competent person to ensure that it is suitable and sufficient.

The Manger School Facilities is responsible for:

- undertaking, coordinating and updating health and safety risk assessments, including ensuring that they are documented, and action plans developed and implemented;
- ensuring that information obtained from the assessment such as control and safety procedures are communicated to those working in the area covered by the assessment;
- maintaining a risk register of assessments carried out.

All heads of department / Faculties / co-ordinators and managers are required to complete risk assessments for the area(s) they are responsible for. Risk assessments must be completed prior to all educational visits including external sports fixtures.

The amount of effort placed into health and safety in the workplace should be based on the risks associated with the work, with the greatest effort being placed into controlling those work activities that create the greater risk.

Consideration should be given to the following:

- description of work;
- work location;
- previous accidents / incidents in the area;
- existing work practices;
- existing controls;
- non-typical events within the work area;

- groups of people within the work area:
 - employees;
 - trainees;
 - young persons;
 - contractors;
 - members;
 - visitors;

particular attention should be paid to the following:

- staff with disabilities;
- new or expectant mothers;
- trainees or temporary staff;
- lone workers;
- young persons;
- Inexperienced and new staff;
- cleaners;
- visitors;

The assessment must include confirming that there is adequate insurance cover for the activity.

Risk assessments should be specific to individual work activities; ideally, they should also be site-specific to ensure that all risks are adequately assessed at each work location. If the work activities are similar, generic risk assessments may be carried out e.g. cleaning, office work, a single activity that occurs at several locations.

If generic assessments are used, they must be valid for the work activities to which they apply. In order to achieve this, the following points should be observed:

- the assessment must represent the particular activities at all relevant locations, or the worst case scenario should be assessed
- there should not be any significant deviations from the assessment
- the assumptions on which the assessment is based should be recorded, such as the safe working procedures detailed in the health, safety and environmental policy statement that all work locations follow
- the control measures that are in place should not deviate from that on which the assessment was based

Site Security

All staff must be alert to the need for security including ensuring that the gates and boundaries are secure. Door entry codes must be changed at least termly and all exterior doors kept closed. Windows must be closed at the end of the day or if a downstairs room is vacated.

Visitors must be kept separate from children; report to the school office immediately on arrival; sign in; receive a visitor's badge. The signing in book should have: date; name of visitor; whom they are visiting; vehicle registration.

Every visitor is informed of the following:

- identification badges must be worn at all times
- leave the building by the nearest exit if the fire alarm sounds and go to the fire assembly point
- the school operates a 'no smoking' policy
- all accidents must be reported to the school office and an accident form completed
- the location of first aid Operations
- that visitors are not permitted into classrooms or teaching areas unless a member of staff is present
- that children will only be released to adults where authorisation has been authenticated
- visitors must sign out before leaving the premises

Any person (other than a member of staff or child) on the school site and not in possession of a security badge must be challenged by an adult and, if necessary, asked to leave. Children must not challenge people without badges but must immediately inform a member of staff. Notices must not indicate the names and locations of children.

Employees are required to wear name badges and to sign in and out of the main office. The visitor book and staff register must be checked to ensure that all staff and visitors are accounted for in cases of emergency evacuation.

Smoking

Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers and visitors.

All staff are obliged to adhere to, and support the implementation of the policy. Any concerns employees may have regarding smoking at work should be reported immediately to the head so that corrective action can be taken if necessary.

Appropriate 'no-smoking' signs must be clearly displayed at the entrances to each school. All visitors, temporary staff, contractors and customers are expected to abide by the terms of the Smoking Policy and employees should tactfully remind visitors of the policy, if necessary. Local disciplinary procedures will be followed if a member of staff does not comply with this policy and, in the case of repeated offences, may be dismissed from the organisation's employ. Those who do not comply with the smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

Stress in the Workplace

Workplace stress is recognised as a legitimate problem affecting staff and one which needs careful and sympathetic management.

It is recognised and accepted that undue stress can lead to adverse effects on the emotional and physical well-being of staff and consequently to the efficiency of the organisation as a whole.

Whilst individual reactions to stress vary widely, the need to recognise and act upon potentially stressful situations is essential. Regular consultations with members of staff and discussion groups is to be encouraged in order that a pro-active approach may be taken on a continuing basis, in order that such situations may be avoided or their effects upon staff reduced.

Major changes within any organisation can be stressful and therefore members of staff should be appropriately informed of any major changes in so far as they may affect their own activities.

Members of staff are encouraged to seek advice from management regarding any situation they feel is causing them undue stress.

Transport Management for School and Company Vehicles Drivers

Children must be separated from areas where vehicles move and park. Drivers must observe the speed limits and parking restrictions.

Drivers employed or hired by the school must be over the age of 21, have held a valid full UAE licence for a minimum of two years and be CRB checked. Where required, they must also have passed the Passenger Carrying Vehicle Test. Copies of these documents must be kept on file. Before any person drives a company vehicle, they must supply the Manger School Facilities with an original copy of their driving licence.

Drivers must notify the Manger School Facilities of any changes to the status of their including all endorsements, bans and health defects within seven days of issue. Drivers must make their licence available for verification as requested, but not less than quarterly. Alcohol must not be consumed by

the driver at least 12 hours prior to driving. Drivers must not drive if they feel tired or unwell, or taking a course of treatment which advises against driving.

School Vehicles

The Manger School Facilities is responsible for ensuring that all school vehicles are serviced, have all valid documents and certifications fulfil the regulatory requirements of the governing authorities.

A full risk assessment is required prior to any journey using a school vehicle. Before driving school transport and at the end of the journey, the driver/designated person must carry out a full vehicle check covering:

- seat belts
- mirrors
- condition of all windows
- door locks
- lights, side and main beam
- indicators
- hazard and brake lights
- screen wipers and washers
- horn
- first aid kit
- fire extinguishers
- driving controls
- emergency exit operation and access
- tyre pressures and tyre condition including spare
- toolkit
- personal protective clothing for adverse weather conditions

Any damage or faults should be recorded in writing as well as any incidents during the journey. These should be reported to a named person responsible for ensuring that these are dealt with immediately.

In the event of a breakdown the driver should try to move the vehicle off the carriageway (onto the hard shoulder of the motor way). If it is not possible to move the vehicle off the carriageway then it should be moved as far away from the traffic as possible.

On motorways and other busy roads passengers should be taken onto the embankment or grass margin as far from the traffic as is practicable. They should be kept together in one group. Children should be kept calm and under constant supervision.

The mobile phone should be used to inform the emergency services and the school.

During a journey:

- seat belts must be worn at all times
- gangways must not be blocked with luggage
- no passenger to enter or leave by the rear doors unless a member of staff is present
- no portable tank containing fuel must be carried
- the ratio of adults to children must be appropriate to ensure adequate supervision and safety
- breaks must be taken by the driver at least every four hours
- mobile phones must not be used whilst driving

Booster seats

The law states that child restraints must be appropriate to weight. Children 3 years to 135cm (4ft 5 ins) MUST use the appropriate child restraint:

- baby seats for children up to 13 kgs birth to 9 -12 months
- child seats forward facing for children 9kgs to 18 kgs 9 months to 4 years
- booster seats for children up to 15 kgs from approx 4 yrs old

- booster cushions for children from 22kgs from approx 6 yrs

It is not a legal requirement to use child restraints (eg child car seats or boosters) on a minibus, bus or a coach because they are designed for car seats and may not be suitable for a bus seat, GEMS policy is that school must only use minibuses fitted with seatbelts and that passengers must use them for all journeys.

Escorts

It is not a legal requirement to have an escort as well as the driver. A risk assessment is required to determine if an escort is required.

Insurance

The company policy covers drivers for school and company business only. Permitted Use

A school vehicle may only be used for school business. It must not be used for:

- competitive driving (e.g. racing, rallying, competitions or trials)
- pleasure, domestic or social use
- the carriage of passengers for payment

Accident, Theft or Damage

The driver must notify the Principal / Manger School Facilities within 24 hrs of any accident theft or damage and by no later than 10:00 hrs the following working day.

The driver has full responsibility for ensuring that the vehicle is always parked in a safe place paying due consideration to other road users and whenever possible, garaged.

Where damage to any company vehicle is identified as being due to the fault of the driver, and is not covered by insurance, the employee will be held responsible and required to personally pay for the damage.

Fines and Penalties

The diver is liable for any fines / penalties in incur whilst driving the vehicle.

Visual Display Unit Operation

Display Screen Equipment (DSE) regulations relate to computer workstations and any alphanumeric or graphic display screen including microfiche readers, calculators, cash registers, word processors as well as personal computers

The DSE regulations apply if:

- the user (employee or agency staff) habitually uses DSE as a significant part of their normal work;
- the work activity depends on the use of DSE;
- there is no discretion as to the use of the DSE;
- there is continuous use of DSE for spells of an hour or more;
- use is more or less the same daily.

The recommended environmental factors for work in offices and ICT rooms are:

Noise	Light	Temperature
Up to 50 db (average)	300 + lux and 500 lux if used for evening classes.	At least 18 degrees centigrade (64.4f)

The school must use comfortable, suitable chairs which are adjustable for height, tilt and back support. The chairs must be adjusted by the operator in order to obtain:

- a straight back;
- horizontal upper legs;

- feet flat on the floor (for smaller / younger children a foot rest may be employed to make up for the gap between the feet and the floor;
- upper arms at right angles to the forearm / hands.

Work tables must be suitable in terms of height, leg room and space available for hands to effectively operate the keyboard. Those with physical disabilities must be provided with specially adapted work tables if this is deemed necessary e.g. cutting an insert into the work table for wheel chair access and/or lowering of the table height.

Regular changes in activity and/or short rests must be used to reduce eyestrain, muscle tension, stress and tiredness. Operators must stand up from their seats and walk around the room if they are involved in lengthy sessions working on a computer. A ten-minute break after sixty minutes' continuous screen work is recommended.

Waste Disposal

All waste produced must be disposed of to a licensed waste disposal site via a registered carrier. Waste storage areas are subject to a full risk assessment.

Investigating An Accident

The following is a guide for investigating an accident or incident.

Immediately restrict access to the place of the incident until the investigation has taken place. Inform GEMS Corporate Office Security Advisor. Gather any witnesses and obtain contact details if not employees.

Gather information about the incident including time, location of incident, witness statements, photographic evidence.

INFORMATION

This must include activity being carried out, time, date, location, if outside the weather conditions.

Above all, the name of any injured person and the detail of the injury, specific to the part of the body. i.e. right hand third finger lower left back etc

Be mindful if an injury to an individual, what clothing was being worn, what footwear, if protective equipment was being used if required.

If the incident is RIDDOR reportable, ensure this report on line happens as soon as possible.

STATEMENTS

From any witnesses, showing witnesses Name and Contact details.

Full, concise details need to be documented.

PHOTOGRAPHIC

Take photographic evidence, showing the area, equipment involved.

If possible show some form of scale or measurement.

Post incident

Review procedures and amend if necessary any risk assessments.

Copy reports and findings to GEMS Corporate.

