

Thomas More Catholic School



HEALTH and SAFETY POLICY PRACTICE and PROCEDURE

Links:

Dignity at Work, Bullying and Harassment Policy
Child Protection Policy
Critical Incident Policy
Disability Discrimination Policy
Off-Site Educational Visits and School Journeys Policy
(including Risk Assessment)

Mission Statement

To Care for, respect and value all people and our environment.

To Learn that justice and love are the foundations of our Faith.
To make these the guiding principles of our community in its commitment to
academic excellence and personal integrity.

To Achieve beyond our highest expectations, creating challenging
opportunities, which take us all confidently through the 21st Century.

This policy has been adopted by the Governing Body of Thomas More
Catholic School.

Date Reviewed	1st December 2015
Review Confirmed by	Chair, Resources Committee
Next Review Due	Autumn Term 2016

It is THOMAS MORE CATHOLIC SCHOOL's general policy that an environment is created and maintained within the School which is both safe and healthy for the benefit of all.

It is the legal responsibility of the employer and every employee to maintain a safe workplace. Under the 1987 Pay and Conditions of Service Act, specific references to the staff's general responsibility to maintain good order and discipline among the students. Additionally the safeguarding of their health and safety when they are authorised to be on school premises, and when they are engaged on authorised school activities elsewhere. Staff must familiarise themselves with emergency procedures ie. Evacuation in case of fire, students with nut allergies, and be aware of potentially dangerous situations within the classroom.

THOMAS MORE CATHOLIC SCHOOL'S HEALTH, SAFETY AND WELFARE POLICY STATEMENT

The Governors of Thomas More Catholic School recognise and accept their responsibility to ensure so far as is reasonably practicable, a safe and healthy workplace and environment for all employees and students. The Governors recognise that the health, safety and welfare of the individual is important and must be considered along with the needs of the school.

The Governors will ensure that the policy is implemented at all levels by the provision and maintenance of:

- a safe, healthy working environment and systems of work.
- equipment and structures designed and maintained to operate and function safely.
- Instructions and procedures as necessary for:
 - a. the safe use of plant and equipment;
 - b. the performance of operations;
 - c. the safe handling of materials.
- supervision of operations as necessary by competent personnel.
- training as necessary for employees within job requirements and granting of training facilities for those appointed as employee safety representatives.
- protective clothing and equipment where necessary.
- welfare advice and facilities as necessary.
- arrangements for the periodic survey of, and report on, work places and methods of working and the implementation of any corrective action necessary
- facilities to remind employees, that under Section 7 of the Health and Safety at Work etc. Act 1974, it is their duty to act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons who might be affected by their activities and for the avoidance of damage that they should:
 - a. Comply with the instructions and procedures issued from time to time for safe working.
 - b. Make proper use of personal protective clothing and safety equipment provided.
 - c. Report to the relevant responsible person any incidents which have led or might lead to injury or damage.
 - d. Report to the relevant responsible person any defects in plant and structures, equipment or safety procedures which come to their notice.
 - e. Co-operate with any investigation which may be undertaken with the object of preventing accidents or recurrence of incidents.

Statutory Requirements

The Governors will ensure as far as is reasonably practicable, that all relevant legislation is implemented and adhered to as it is introduced.

With this general statement, every Governor and Employee will receive details of the organisation and arrangements for carrying out this policy and this will be revised from time to time as necessary.

The Governors will fully support the **Resources Committee** and its recommendations.

With this general Policy statement, the Governors recommend and support the attached Environmental Statement

THOMAS MORE CATHOLIC SCHOOL'S ENVIRONMENTAL STATEMENT

The Governors recognise and accept that concern for the environment is an integral and fundamental part of Thomas More Catholic School's strategy.

It is TMCS's general intention to operate wherever possible using substances and plant that will not damage the environment.

To assist with the above, the following points should be used as guidelines:

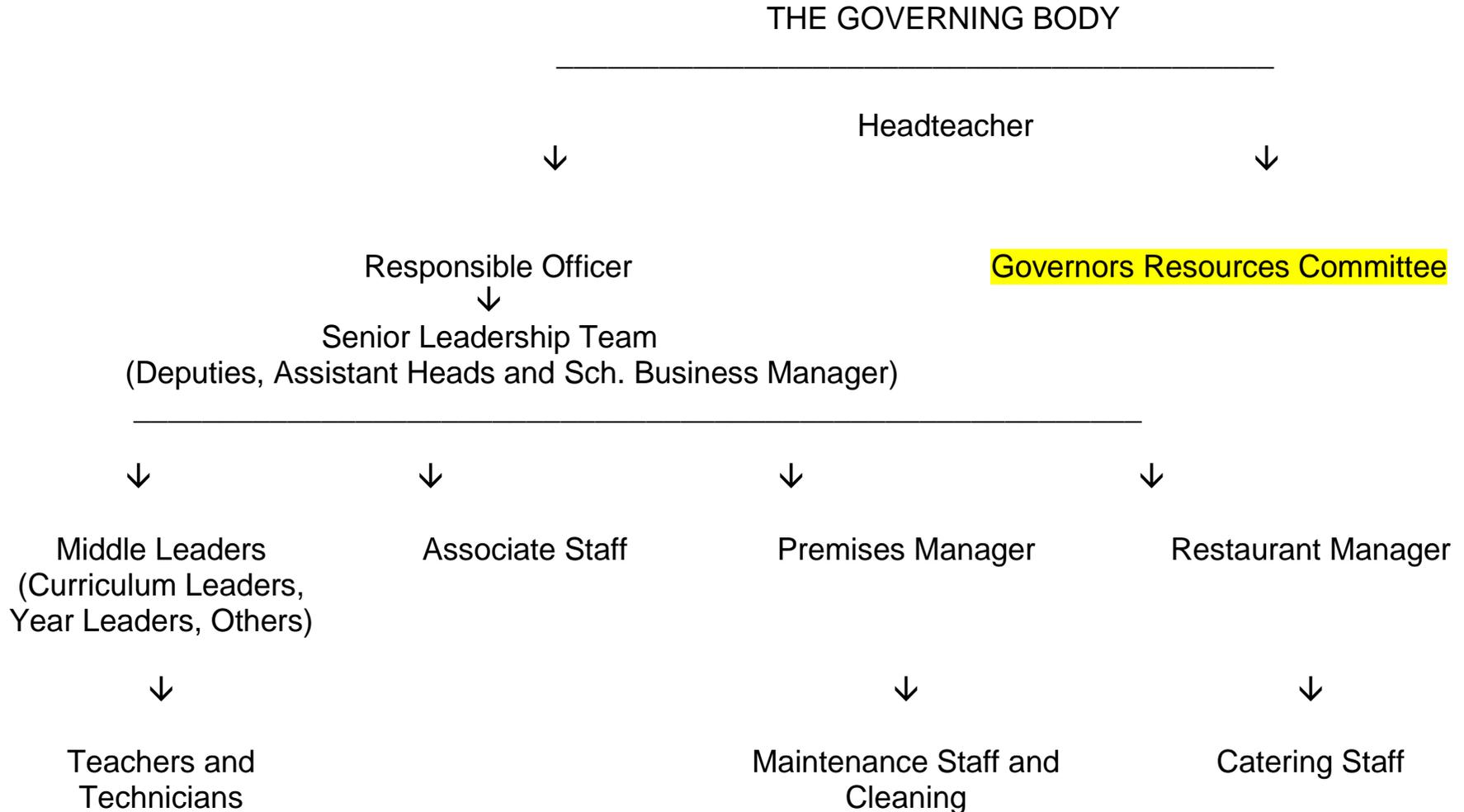
- to assess in advance the environmental impact of any new process.
- to operate and maintain the school's vehicles in a responsible environmental manner.
- to recycle waste products and to use recycled products where available.
- to encourage suppliers and contractors to the school to implement policies which protect the environment.
- to encourage Governors, employees and students at all levels to comply with this policy.

This policy will be reviewed regularly by Governors and the **Resources Committee** who will take responsibility for its implementation and will make provision for it to be brought to the attention of the employees and students.

Declaration

- (a) The Governing Body of Thomas More Catholic School is committed to the Health Safety and Welfare statement.
- (b) The Governing Body acknowledges that it also has responsibilities for the health and safety of students and visitors.

THOMAS MORE CATHOLIC SCHOOL'S ORGANISATION



RESPONSIBILITIES

The ultimate responsibility for all School safety, organisation and activity rests with the Board of Governors. The designated Safety Officer is directly responsible to the **Chair of the Resources Committee** and shall advise on such aspects of safety as shall be required.

All staff, teaching and associate, have the overall responsibility for ensuring safety within their own section. All staff are to promote good health and safety practice within their own area. The safety of students when in classrooms, laboratories, workshops and kitchens is the responsibility of the teacher/member of staff in charge, associate staff.

The Board of Governors has a responsibility to see that all reasonable safeguards and precautions are taken to ensure the health and safety of all people who may use the school premises.

Student and visitors have a personal responsibility to behave in a safe and reasonable manner at all times. If any accident should occur because of a student's negligence, the responsibility is his/hers alone.

If a claim is that an accident was due to negligence on the part of the School, or its employees, the complainant has to prove it, in the first instance to the insurer's satisfaction, or, if he/she does not succeed there, by taking the case to court and proving his/her case to a Judge of Jury as the case may be.

General Safety Procedures

Any member of staff using portable electrical equipment must make a visual check of the cable, plugs, etc., to ensure there is no obvious damage, i.e. split cable, loose wire, etc.

Any defects in equipment/procedures should be reported verbally to the Premises Officer/Assistant, followed up in writing using the Health & Safety repair and maintenance book and also in writing to the Curriculum Leader / staff member responsible for the classrooms or workshops in which the equipment is located.

The Curriculum Leader / staff member should arrange for the repair to be carried out without delay, if the piece of equipment is to be used again.

Defects in general school equipment or installations which may be considered a safety hazard should be reported in writing at once to the Curriculum Leader / staff member and to the Premises Manager and the Health and Safety repair and maintenance book.

All classrooms, laboratories and workshops should be kept locked when not in use and only authorised and qualified persons should use machinery and equipment.

All accidents/incidents should be reported on the forms available from Reception.

Protective clothing must always be used where appropriate.

Students must be thoroughly briefed before using any apparatus/equipment which may be considered dangerous.

Legal liability now rests upon each person not to do something which might injure either themselves or others.

The Governing Body

1. Will formulate the Health, Safety and Welfare Mission Statement and Policy.
2. Will set up a Governors **Resources Committee** to oversee Health, Safety and Welfare matters, and to review the Policy.
3. Will participate in and/or arrange for regular inspection of the premises in order to identify any risks and/or potential hazards.
4. Will ensure through the Head teacher that those contractors employed to undertake work at the premises -
 - a) undertake that work in a safe manner so that they do not expose employees or persons using the premises to any Health, Safety or Welfare risk.
 - b) have adequate public liability insurance cover and comply with the Schools Health, Safety and Welfare Mission Statement and Policy.
5. Will arrange for Risk Assessments to be carried out including recording any significant findings and inform all employees identified as being at risk.
6. Will ensure that Management assists in undertaking the measures needed to take to comply with the requirements and prohibitions imposed by or under statutory provision.
7. Will take a pro-active stance and discuss Health, Safety and Welfare issues regularly at their meetings.
8. Will liaise with other agencies such as LA and Archdiocese of Southwark as appropriate, and make arrangements to:
 - a) provide appropriate training.
 - b) disseminate and communicate Health, Safety and Welfare information.

Head teacher

The Headteacher carries overall executive responsibility for the implementation and oversight of the Health and Safety of the School. This includes the approval of and adherence to the School Safety Policy and Rules, issuing directives to students and staff as may be required from time to time. The Head teacher is accountable for health and safety matters to the Board of Governors.

The Personnel Committee of the Board takes responsibility for considering the detailed development of policy and practice for the School. Regular reports on Health and Safety are made to the Board.

The Head teacher will:

1. take the day-to-day responsibilities for all Health, Safety and Welfare matters in the school.
2. liaise with Governors/LA/Archdiocese as appropriate on policy issues.
3. ensure that the Mission Statement and Policy is implemented.
4. arrange for staff training as appropriate.
5. arrange for the investigation of all accidents/incidents, which cause or have the potential to cause, injury to any person and will report the findings to the Governors Health Safety and Welfare Committee.

School Business Manager (Responsible Officer) will:

1. account to the Governing Body and to liaise with the Headteacher.
2. ensure School employers' liability insurance documentation is appropriately displayed.
3. liaise closely with the School's insurance company.
4. support the Policy and rules within the section and to encourage at all times the active participation of all staff, in the promotion of safety in all its aspects and to ensure risk assessments are implemented.

Curriculum Leaders / Year Leaders / Subject Leaders / all staff, including associate staff will:

1. promote Health and Safety and the policy within their own area and ensure their own staff and students are familiar with Health and Safety procedures.
2. ensure that any incidents within the section are reported on the correct form and that, where necessary an investigation initiated. Accident forms must be forwarded to the Safety Office where details will be entered into the accident book.
3. draw up departmental / area procedures and review when necessary.
4. arrange appropriate training for staff where necessary and inform them of all changes in Health, Safety and Welfare matters that effect them.
5. ensure all procedures are adhered to within their department.
6. record and send to the relevant person any defect or potential defect that may occur so remedial action can take place.

Teachers / Technicians / Catering Staff / Maintenance and Cleaning Staff, all Associate staff will

1. check that the classroom/work area is safe to work in.
2. check that all equipment used is safe before being used.
3. ensure all safe systems of work are followed.
4. ensure Personal Protective Equipment is in good condition and used where necessary.
5. report all defects to the appropriate Manager.

Premises Manager will:

Any person working on site must read and sign a responsibility form.

1. ensure the premises team work within the policy guidelines and in accordance with all relevant legislation when carrying out work activities.
2. control the work of contractors and ensure contractors sign in and out at reception, wear a name badge and warn staff, students and visitors of any hazardous activities by displaying the appropriate warning signs.
3. work closely with Health and Safety Officer and teaching staff to ensure remedial work is carried out as and when identified by risk assessment.
4. ensure risk assessments **and method statements** are carried out for all work activities, **prior to work commencing.**

Deputy Premises Manager

In the absence of the Premises Manager, will take responsibility for Health and Safety as outlined in Premises Manager's duties.

Catering Manager will:

1. ensure risk assessments are carried out in the kitchen and to initiate any corrective actions of significant risk to health identified.
2. ensure catering staff are trained in procedures to secure their own and others Health and Safety.
3. supply and display necessary warning signs and data sheets relevant to the kitchen and always maintain the kitchen and refectory in a clean and hygienic manner.
4. ensure all machinery and equipment is inspected and tested on a regular basis.
5. be responsible for all vending machines and to ensure copies of test certificates from suppliers are forwarded to Assistant Safety Officer.

Headteacher and Senior Safety Officer

General Duties:

1. monitor and develop the general safety programme.
2. communicate with the Governors Health and Safety Committee.
3. liaise with HM Inspectors for Health and Safety and Fire authorities.
4. analyse accident reports and to present accident reports to the Safety Committee. carry out continuing and regular inspections around the school in co-operation with safety representatives.
5. convene Safety Committee meetings.

6. carry out a programme of Health & Safety induction for all new staff and students entering the School premises.
7. ensure all relevant safety posters and information are displayed.

Fire Prevention (see Staff Handbook for further information)

1. organise and check that fire drills are carried out regularly
2. liaise with the Health & Safety Committee and Site Manager on fire prevention matters, e.g. escape routes, fire extinguishers, alarm systems, etc.
3. investigate new fire risks.
4. test fire alarm each half term.
5. ensure fire extinguishers are tested each year.

First Aid

1. Establish and review First Aid procedures within the School
2. Provide and maintain First Aid boxes.
3. Organise First Aid training for School staff.
4. Administer First Aid treatment or arrange for it to be administered when required.

Management Report

Health and Safety Officer to report to Governor's Resources Committee termly on behalf of the Head teacher.

Resources Committee

The Committee shall meet at least once per term and shall:

1. Formulate safety rules;
2. Consider major hazards and safety problems on both a School wide and a section basis;
3. Receive and consider reports on all aspects of School safety activities;
4. Report to the Governors Full Board meeting termly.

The committee should be constituted as follows:

Governors Head teacher Union Safety Representative
Senior Health and Safety Officer / School Business Manager.

Hirers and Contractors

The Senior Safety Officer / School Business Manager will seek to ensure that hirers, contractors and others who use the premises conduct themselves and carry out their operations in such a manner that all statutory and safety requirements are met at all times.

When the premises are hired to persons outside the employ of the authority, it will be a condition for all hirers, contractors and others using the premises of facilities that they are familiar with this policy, that they comply with all safety directives of the Health and Safety Co-ordinator and that they will **not**, without prior consent of the Health and Safety Co-ordinator:

1. Introduce equipment for use on the site premises.
2. Alter fixed installations.
3. remove fire and safety notices or equipment.
4. take any action that may create hazards for persons using the premises.

All contractors must :

1. report to reception, sign in and collect name badges or wear clothing clearly stating name of the company or personal name; this must be worn at all times on site. **Sign out when leaving premises.**
2. collect and display hazard warning signs which must be displayed in the work area to warn people of dangers and type of work being undertaken.
3. notify Head teacher or Senior Safety Officer (School Business Manager) and Site Manager of any hazardous processes/substances on site and report any incidents/accidents on School accident/incident report form.

All construction work on school premises shall be carried out in accordance with the Construction (Design and Management) Regulations 1994.

All contractors who work on premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises in accordance with S.3 and 4 of the Health and Safety at Work Act 1974.

In circumstances where the contractor creates hazardous conditions and refuses to eliminate them or take action to make them safe, the Head teacher or Senior Safety Officer / School Business Manager will take such actions as necessary to protect persons in his/her care from risk of injury.

The Head teacher shall draw the attention of all users of the premises (including hirers and contractors) to S.8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

All staff working on the premises on which contractors are present, must ensure that they do not endanger or put at risk the contractors or interfere with any safe procedures relating to the contractors activities.

Visitors must:

1. Report to reception, sign in and collect name badge and wear a badge at all times whilst in School; this must be returned to reception at end of visit, **whilst signing out**
2. Familiarise themselves with fire and first aid procedures.
3. Wait for a host staff member and, whilst on site, must not enter any unauthorised area, or use any equipment or machinery unless authorised and supervised to do so by competent persons.

Constructive criticism of safety within the School is always welcome.

Lone Workers

Any member of staff working in any position or location rendering them vulnerable in any work, shall be provided with a means of communication to enable the staff member to contact some other person or summon help quickly and effectively.

PROCEDURES

First Aid Procedure

In the event of a personal injury accident a member of staff or a student should make a report in the student area using the accident report forms available. There is a list of First Aiders held by the Senior Safety Officer / School Business Manager in school and any one of them can be called upon as necessary.

Staff operating off site should carry approved First Aid packs and ensure they have a phone available.

No matter how minor or major an accident may be, First Aid treatment can be obtained during each school working day (in compliance with Regulation 3 of the Health and Safety First Aid Regulations 1981). There is an ongoing programme of training for First Aiders in the School to ensure each section and level of work is covered.

Accident Reporting

Duty holders (Managers, Head Teachers) of the Departments working environments have a duty to report all accidents, incidents and dangerous occurrences which affect employees of the Education Department at work; service users and other members of the public who may be affected by our activities.

Duty holders (Managers, Head Teachers) should encourage the reporting of all accidents by their employees, and ensure that report forms are completed and dispatched within two days of the accident.

Duty holders (Managers, Head Teachers) must complete accident reports on behalf of employees or others that are unable to report accidents themselves.

Accident Investigation

Duty Holders (Managers, Head teacher) must investigate all accidents within their responsibility in writing and consider preventative measures to prevent similar situations occurring again. Investigations must be conducted as soon as possible, and in any event, within one calendar week (7 days) of the accident. The level of management involvement should reflect the seriousness of the accident.

Duty Holders (Managers, Head Teacher) must ensure that recommendations arising from all accident investigations, including Department Safety Adviser or Corporate Safety Advisers, are implemented within reasonable and agreed time-scales.

The Department Safety Adviser will aim to investigate each year 20% of accidents across the Department.

Welfare Facilities

Staff who have significant welfare problems that cannot be resolved by consultation with their line management may contact the Occupational Health Service for advice. The Occupational Health Service will assess the problem and in appropriate circumstances refer the staff member concerned to a suitable agency.

Staff may make appointments direct with Occupational Health Service for this purpose, but are requested to notify their Line Manager.

Toilets and washing facilities are cleaned, maintained and checked regularly at the end of the day. Any defects or malfunction of these facilities should be reported to the, Premises Manager, either direct or through the normal reporting procedures.

Fire Emergency Procedure **See Staff Handbook for further details**

Fire extinguishers and equipment are checked and serviced at least once per year.

Fire alarms are tested once a term by Quantum UK Ltd.

Emergency lighting is tested once per term by premises staff.

In the event of the fire alarm sounding, school staff, visitors and contractors will evacuate the building and go to their designated assembly point as displayed on the Fire Action Notices.

Teachers must ensure that students evacuate the building in a quiet manner, using the nearest available exit and proceed to their designated assembly point as identified on the Fire Action Notice.

Teachers must also ensure that any disabled students within their group are escorted to the designated safe areas situated in corridors above the ground floor and reception notified in the same manner as a missing person.

The designated assembly point and the route to it from a given classroom are displayed in each room.

When the class arrives at the assembly point, the teacher will account for all members of the class on their register.

Any person known to be missing from the assembly point should be reported to the Deputy Head teacher at the assembly site.

If students from a particular class are in other parts of the building, e.g. library, dining room, toilets etc., they should be told to evacuate the building using the nearest exit and proceed to their designated assembly point for their class.

Visitors must always be accompanied by a member of staff to the assembly point. If for some reason the visitor becomes parted from the staff member, the visitor's name must be reported to the Deputy Headteacher at the assembly point.

If discover a fire is discovered:

1. Operate the nearest fire alarm call point immediately and inform a member of the office staff or a member of the Senior Leader Team by internal telephone, dial 206, 240, 241, 239, 200 or 204 if possible.
2. Attempt to extinguish the fire, if possible, with the appliances provided only if it is obstructing your means of escape.
3. Familiarise yourself with all means of escape in case of fire.

Procedures in case of fire on hearing the fire alarm

Actions without endangering his/her own safety.

Premises Officer:

Go directly to check alarm panel, locate source of fire / reason for alarm; take any immediate appropriate action; report situation to the Safety Officer and Head teacher in Main Entrance; call Fire Brigade if agreed; meet and liaise with Brigade; reinstate alarm.

Deputy Premises Officer:

If on duty:

Switch off boilers;

Go to the main gate ready to help the fire brigade personnel as required.

If Premises manager is on duty carry out earlier procedures first.

Teaching staff and associate staff:

1. if time permits, switch off all electrical and gas appliances and close all windows;
2. escort all students along the specified exit route;
3. proceed to the assembly point, do not run and avoid panic;
4. check the register;
5. any persons known to be missing should be reported to the Chief Fire Officer and/or the School Safety Officer.

The Premises Manager will check their staff in the same manner.

The Catering Officer will check their staff in the same manner.

The Office Manager will check their staff in the same manner.

Exit Routes

The location of the fire may affect routes but always follow the exit signs and leave the building by the nearest one, proceed to your assembly point.

If time and other conditions permit, the teacher / adult should check his/her section to ensure that all staff and students have left.

Members of staff should assist in keeping exits cleared and gathering students together into their designated groups.

No member of staff or student should re-enter the building until told to do so by the Head teacher or Deputy Head teacher.

Suspect Packages

(See Critical Incident Policy)

Any person discovering a suspect package on school premises should inform reception directly or by telephone.

A member of the associate staff in the Main Office will inform the following personnel of the suspect package and its location: Head or Deputy Head teacher; or School Business Manager, in their absence - Site Manager.(see Critical Incident Policy)

If after investigation a suspect package is confirmed the Fire Emergency Procedure will be invoked and the fire alarms sounded.

Firearms and Dangerous Weapons

(see Critical Incident Policy)

No person shall be allowed on the school premises in possession of any kind of firearm or dangerous weapon. Anyone seen or suspected of carrying a firearm or weapon must be reported immediately to reception direct. The receptionist will then inform the Head teacher or Deputy Head teacher, who will then initiate an investigation.

General Safety Procedures

General Safety Notes

The following rules should be observed:

1. running along staircases and up or down stairways is not allowed.
2. 5 miles per hour vehicle speed limit operates on the school grounds, and the one-way system within the school grounds.
3. fire doors should be kept closed so that in the event of a fire chances of survival are better.
4. the entire site is a 'No smoking' area, within the building and the grounds.
5. food or drink should not be consumed in any classroom, workshop, salon or laboratory or anywhere where dangerous chemicals or materials are stored.
6. bags, briefcases, etc., should not left on floors, in corridors or on staircases.
7. careful attention should be paid to all safety instructions which may be given, especially to the codes of safe working practice which relate specifically to any laboratory, workshop or salon in the workplace.

Working with VDUs (Computers)

All Visual Display Units (VDUs) including the domestic television give off a small amount of radiation. Almost all of it is in the form of visible light which enables us to read the screen. Most of the radiation emitted by VDUs is very much less than from natural sources such as the sun and well below the levels considered harmful.

VDUs and Pregnancy

It is not considered that emissions from a VDU will put either the pregnant woman or the unborn child at risk. However, if there are any anxieties from any member of staff please consult the designated school Health and Safety Officer.

General Health

A VDU screen carries an electrostatic charge which attracts any hair or dust within its vicinity; it can also cause a mild electric shock if touched.

The screen is close to the eyes and it is a bright source of illumination which may cause eye strain and headaches.

The flicker on the screen is a possible trigger for those people who are subject to epileptic fits and migraine. If there is any anxiety about any of the above please consult the LA Occupational Health Officer.

Advice and Consultancy

Health and Safety Executive Inspector's Office, telephone number: 0845 345 0055
East Grinstead, Phoenix House , 23-25 Cantelupe Road, East Grinstead, West Sussex, RH19 3BE

Nearest hospital – Mayday Accident & Emergency 020 8401 3013

Manual Handling

The GB acknowledges responsibility under the Manual Handling Operations Regulations 1992. The Governing Body will put in place procedures for assessing the risks on lifting and handling to:

- ensure all staff are aware of the procedures to follow
- establish a risk assessment procedure
- identify working practices or equipment to be reviewed

Personal Protective Equipment

The Governing Body acknowledges responsibility under the Personal protective Equipment Regulations 1992 and will ensure through the management structure that appropriate arrangements are made.

Hazards

The Premises staff and cleaners are constantly on the look out for hazardous situations. Staff and students are encouraged to be aware and if any hazardous situation is encountered, report it immediately to the Health and Safety Officer or Premises Manager.

Control of Substances Hazardous to Health Regulations, COSHH 1999

Hazard data sheets and manufacturers guidance notes are situated and displayed near to any hazardous substance on the premises.

Large quantities of substances are kept in an external locked, ventilated store, minimum quantities, labelled, are available if required for any work situation.

Housekeeping and Premises - Cleanliness

The school is cleaned once daily by cleaning staff. Any necessary repairs and maintenance in respect of Health and Safety are carried out by the Premises team or, if necessary, outside contractors.

TMCS has a contract with Croydon Council for waste disposal.

Electrical Equipment

TMCS ensures that electrical equipment and hard wiring tests are checked regularly by a competent person in accordance with the Electricity at Work Regulations 1989.

All persons using electrical equipment, including extension leads, have a duty under the Electricity at Work Regulations 1989, to make a visual check of any electrical appliance before use.

Students and any other users must be given clear instructions and be thoroughly briefed before using any equipment which may be considered dangerous. Any defects in any portable equipment should be reported to Curriculum Leaders/Safety Officer/Assistant following normal procedure (Staff Handbook). All repairs to be carried out by a qualified competent person.

Work Equipment

No persons shall use any work equipment in school unless adequate training has taken place for purposes of Health and Safety. The school shall ensure that work equipment is maintained in an efficient state, in efficient working order and in good repair.

Maintenance shall be carried out by competent persons.

All machinery shall only be operated by competent persons; students must be supervised.

Personal protective equipment will be issued to any person who requires it for a special process.

Transport

The minibus can be booked for the purpose of transporting students on an out of school activity. A risk assessment must be completed regarding the type of activity to be undertaken.

Any member of staff wishing to drive a minibus to transport students/staff must be over 21 years of age and hold a current driving licence showing the appropriate categories and should receive formal training and have completed the minibus test. All drivers are required to complete a vehicle report each time they hire the minibus. The Department of Transport underlines the driver's responsibilities and emphasises the permit holder and driver are responsible for the vehicle's safety when it is in use on the road.

Disabilities

(See SEN and Disability Discrimination Policy)

TMCS will endeavour to ensure the Health, Safety and Welfare of all persons with disabilities and the school is taking all reasonable steps to eliminate the physical barriers which may limit or prevent access to students with disabilities.

Copies of the Disability Policy Statement, Equal Opportunities Policy are available from the school.

In addition to the policy statement the following information is available in the school office, which serves as a central document control on all aspects of Health and Safety.

These include, but not limited to:

The Health and Safety at Work Act 1974

Asbestos Policy and Survey

COSHH

Electrical Appliance Testing Process & Policy

Food Service

First Aid

Glazing

Office H & S

Personnel H & S and Welfare

Minibus Policy

Design Technology

Swimming Pool Procedures

Premises

Minutes of H & S Governors Meetings

Risk Assessments

Health & Safety Audit Reports

Reporting Structure

Ladder Register

VDU Guidelines

Various Guides & - Reference Materials