



**UNICORN SCHOOL**

# **HEALTH & SAFETY POLICY**

*This policy applies to all children at Unicorn School, including those in the EYFS.*

*Parents may read this policy on the public section of the website.*

## **RESPONSIBILITY**

Staff Member:

Head

*The Health & Safety Officer is Kevin Guy (Bursar).*

**Last Reviewed:**

**November 2025**

**Approved by Governors:**

**November 2025**

**Next Review:**

**October 2026**

## **HEALTH & SAFETY POLICY**

***This policy applies to all children at Unicorn School, including those in the EYFS.***

***This policy is available to parents and prospective parents on the School website, and paper copies are available from the School Office on request.***

***This policy has been developed with reference to the DfE advice ‘Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (2013)’ and with reference to the Health and Safety at Work Act 1974.***

***This document should be read in conjunction with the following policies:***

- ***First Aid Policy***
- ***Fire Policy and Fire Risk Assessment***
- ***Behaviours, Rewards, and Sanctions Policy***
- ***Risk Assessment policy***

Unicorn School recognises and accepts its responsibilities for providing a safe & healthy workplace and working environment for all its pupils, staff and other members of the public using the school premises or participating in school-sponsored activities. Unicorn believes that the prevention of accidents, injury or loss is essential to the efficient operation of the School and is part of the good education of its pupils.

The School believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone’s personal health and safety. The Governors will take all reasonable steps to identify and reduce hazards to a minimum but all Staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance.

### **HEALTH & SAFETY OFFICER**

The Governors are accountable for the health and safety of school staff and pupils.

The day to day responsibility for managing health and safety risks effectively is delegated to the Headteacher and the Senior Leadership team.

The Bursar is the designated Health & Safety Officer for the School. In addition to the general duties which all members of staff have (see below), the Bursar has delegated responsibility for day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the School.

### **HEALTH & SAFETY COMMITTEE**

The Committee comprises:

|             |        |              |             |
|-------------|--------|--------------|-------------|
| Headteacher | Bursar | Head of EYFS | Deputy Head |
|-------------|--------|--------------|-------------|

This Committee meets once per term to review any health and safety issues including changes in regulations, training requirements, and to monitor communication & publicity relating to health and safety in the School.

The Health & Safety Committee reviews and approves the Codes of Practice for the observation of safety requirements in the School.

The minutes of the Health & Safety Committee will be available to any member of staff on request, and the Health & Safety Committee reports once a term to the Governors' Risk & Compliance Committee.

#### **a) Training of Staff in health & safety, including risk assessment**

All Staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk. In particular, all members of staff will:

- Be briefed on the Health & Safety policy at their Staff Induction;
- Make themselves familiar with and conform to the Health & Safety policy at all times;
- Observe the appropriate safety rules and use appropriate safety equipment;
- Report all accidents and potential hazards;
- Take an active interest in promoting health & safety, and suggest ways of reducing risks;
- Support pupils' medical needs in accordance with the First Aid Policy;
- Seek advice from Occupation Health Services if any work-related stress issues arise.
- Take ownership to ensure that Risk Assessments are completed in advance wherever required, overviewed by the Headteacher (in line with the Risk Assessment Policy).

#### **b) Consultation arrangements with employees**

Staff representation and consultation is via the Health and Safety Committee.

#### **c) Recording and reporting accidents to staff, pupils & visitors – including those reportable under RIDDOR**

The School maintains a record of all accidents which occur on the premises or on off-site activities. These are held in the School Office.

In accordance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 2013, the School will report any appropriate cases to the Health and Safety Executive (0845 300 9923) on a timely basis.

The Accident Records are reviewed on the Medical Tracker system on a termly basis by the Health & Safety Committee.

#### **d) Policy & procedures for off-site visits, including residential visits and any school-led adventure activities**

See Appendix A: Health & Safety on Educational Visits and Sports Fixtures outside the School.

#### **e) Dealing with Health & Safety Emergencies – procedures and contacts**

The Health & Safety Officer in consultation with the Head will ensure that an evacuation plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the School. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to save life and prevent and minimise loss.

The plan has been agreed by the Governors and is rehearsed regularly by staff and pupils. The result of such rehearsals will form part of the regular risk assessment survey.

In accordance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995, the school will report any appropriate cases to the Health and Safety Executive (0845 300 99 23).

The School maintains an Emergency Plan Policy which details the procedures to follow and all contact information in the event of an emergency.

#### **f) First Aid and supporting medical needs**

See First Aid Policy

#### **g) Occupational health services and managing work-related stress**

The School seeks to maintain a well-managed work environment, in which all reasonably practicable steps will be made to keep work related stress to a minimum. Where stress factors are identified, the School aims to work with employees to ensure that appropriate steps are taken to reduce and manage stress.

#### **h) Workplace safety for teachers, pupils and visitors**

The School will take all reasonable steps within its power to reduce hazards and meet these responsibilities, paying particular attention to the provision and maintenance of:

- A safe and secure place for staff, pupils and visitors to work including safe means of entry and exit;
- Buildings, equipment, and systems of work which are safe;
- Safe arrangements for the handling, storage and transport of articles and substances;
- Sufficient information, instruction, training and supervision to enable all employees and pupils to avoid hazards (eg. slips & trips), and to contribute positively to their own health & safety at work;
- A healthy working environment;
- Adequate welfare facilities;
- Classrooms and other parts of the School which are maintained in a tidy, clean and hygienic state;
- Sound insulation and aesthetics to allow effective teaching and communication;
- Secure storage of dangerous equipment and hazardous chemicals.
- There is no smoking in or on the premises at any time irrespective of the presence of children – this relates to EYFS and to children in years 1 to 6.

#### **i) School security**

Building security (including alarms, CCTV, locking external doors and windows) is the responsibility of the Bursar.

All visitors must sign in and out at the School Office and wear the appropriate coloured lanyard with Visitor Badge when on-site:

- Green lanyard for those who have a DBS, of which the Registrar or Deputy Bursar have had sight,
- Red for all others
- Blue for all Staff

It is the responsibility of all members of Staff to challenge any stranger on site who is not wearing a lanyard and to escort them to the School Office. Regular reminders are sent to Staff by the Headteacher.

#### **j) Violence to staff**

Staff should always take steps to minimise the possibility of violence in school. Staff should never agree to meet with Parents who are known to be violent or aggressive, unless accompanied by another adult.

See also Behaviour, Rewards and Sanctions Policy.

#### **k) Manual Handling**

Incorrect manual handling is one of the most common causes of injury at work. Where there is a possibility of injury being caused, the following action will be taken in line with the regulations:

- Manual handling activities involving risk, so far as reasonably practicable, will be eliminated or moved by a mechanised process.
- Where activities involving risk cannot be avoided they will be subject to an assessment.
- The risk of injury will be reduced as far as reasonably possible by:
  - seeking assistance from other personnel
  - using barrows, trolleys or other similar equipment etc
  - Staff remembering to bend their knees when lifting

All personnel are required to exercise discretion when lifting any object. The initial responsibility for assessing any manual handling implications rests with the person lifting the object.

#### **l) Slips and trips**

The School undertakes risk assessments on a regular basis to minimise the risk of slips and trips.

On an ongoing basis, good housekeeping practices are in place. The Bursar performs regular checks to ensure that these risks are minimised, eg. trailing cables are removed or made safe.

During the School day, Staff are responsible for reporting potential risks to the Bursar, for example:

- spillages are cleaned up on a timely basis;
- damaged equipment is made safe (or taken out of service) as soon as it is reported.

#### **m) Governor overview in Assessing and Managing Risks**

The school seeks to proactively assess, identify and mitigate risks, by putting in place proportionate control measures.

At least one every term, the Bursar conducts a proactive walkaround of the estate with a Lead Governor on the Risk Committee, to jointly identify any potential or emerging risks within the buildings and school grounds. Essential actions identified are recorded and addressed by the Bursar and reported back to the Governing Body.

#### **n) On-site vehicle movements**

The School mini bus is parked on the School Forecourt and may only be driven by Staff who have been authorised by the Bursar.

No other vehicles are allowed on site without prior permission and the School gates are kept closed. It is particularly important not to allow vehicular movement during arrival and departure times for pupils.

#### **o) Management of Asbestos**

The School's buildings are surveyed by a qualified professional at least every 5 years in line with regulations to confirm that there is no asbestos detected on any sample from the site.

#### **p) Control of Hazardous Substances**

All cupboards/rooms containing dangerous chemicals and cleaning fluids are kept locked at all times.

In addition:

- Unicorn will ensure that any animals on the premises are safe to be in proximity of children and do not pose a health risk;
- Dangerous equipment is locked safely away;
- All cleaning cupboards/rooms are kept locked, including those in the EYFS and the basement cellar.

#### **q) Selecting & Managing Contractors**

All contractors who work on the School premises are required to ensure safe working practices by their own employees and must pay due regard to the safety of all persons using the premises.

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

When the premises are used for purposes not under the direction of the Head, then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

**r) Maintenance (and, where necessary examination and testing) of plant and equipment**

All plant and equipment in the School is subject to program of regular maintenance. These records are held in the Bursar's Office.

In particular, all maintenance is carried out by qualified professionals, for example: all work on gas boilers and appliances is carried out by registered "Gas Safe" engineers.

**s) Fire Safety**

See Fire Policy and Fire Risk Assessment.

Updated KG: November 2025

## Appendix A

### **HEALTH & SAFETY ON EDUCATIONAL VISITS AND SPORTS/FIXTURES OUTSIDE THE SCHOOL**

***This policy applies to all children at Unicorn School, including those in the EYFS and is available for parents to read on the school website.***

***This policy is drawn up with regard to the (non-statutory) DfE Guidance 'Health and Safety: Advice on Legal Duties and Powers for Local Authorities, School Leaders, School Staff and Governing Bodies' (Feb 2014).***

***Risk Assessment Officer: Deputy Head (David Gladstone)***

*The Unicorn School is keen to promote trips, as it believes that they have a very valuable contribution to make to children's education. Visits provide the children with opportunities to undergo experiences not available in the classroom and to develop their investigative skills. In addition, they help to raise achievement by boosting self-esteem and motivation. The experiences encourage the development of key skills, social education and citizenship and promote health and fitness.*

#### **HEALTH AND SAFETY OF PUPILS ON EDUCATION VISITS (INCLUDING RATIOS)**

A number of measures are put into place to ensure that pupils stay safe and healthy on school visits. According to 'The Management of Health and Safety at Work Regulations 1992' we are committed to the duties that are outlined in the document. The Risk Assessment Officer, in conjunction with the teacher in charge of the trip, ensures that adequate child protection procedures are in place and all the necessary actions have been completed before the trip begins. All staff carry out activities in accordance with training and instructions, co-operate with others over safety matters, take reasonable care of their own and others' health and safety and inform the Risk Assessment Officer of any serious risks. The Risk Assessment Officer's agreement must be obtained before a visit takes place. The Risk Assessment Officer ensures that visits comply with regulations and guidelines provided by the school's health and safety policy. The class teacher checks that each trip is covered by the school's insurance with the Bursar (see insurance details below). All staff accompanying children on school visits are subject to full recruitment checks as in the School's Safer Recruitment policy. All volunteers who have regular contact with children are DBS checked and all new volunteer parents are also interviewed and references are taken up. In the event that a volunteer would accompany a residential trip the latter would also apply.

The Risk Assessment Officer will cancel the visit if the risk to the health or safety of the pupils is unacceptable. For all trips consideration given to the hazards which may exist, and safety measures are put in place. Full risk assessments are carried out for exceptional trips and visits eg overseas trips, residential trips and activities such as sailing and significant findings are recorded on the risk assessment form. The group leader considers contingency plans in the event of unforeseen circumstances. The ratio of supervisors to pupils for the under 5s is 1:5 (Red and Orange classes), 1:8 for pupils in classes Yellow, Green and Blue, and in Indigo, Violet and Ultra-Violet an assessment is carried out to ensure the staffing ratio is appropriate to circumstance, usually 1:10 or a higher ratio. A copy of these ratios can be found on the board in the staff room. The ratios vary at times due to the special educational or medical needs of the children, and because of the nature of the activities. Regular head counting takes place throughout a trip and the group leader carries a complete list of all pupils involved in the visit.

## **SAFETY CHARTER**

Unicorn School staff and accompanying parents, must all be DBS checked and do their utmost to ensure the safe transport of children on school visits. They are mindful of their need to monitor the security and safety of children when being transported or whilst walking to a venue. Systems and processes for managing the safety of children and staff are reviewed regularly and amended as necessary in line with statutory requirements. Pupils are fully briefed by the trip leader before a visit and are advised as to what is expected of them and what the visit may entail. Children understand what standard of behaviour is expected of them and why rules must be followed. Pupils are also made aware of the possible dangers and how they should act to ensure their own safety and that of others, for example, road safety, separation from the group etc. Pupils with special and medical needs (e.g. asthma inhalers, epipens) are fully briefed and teachers take all necessary equipment and precautions.

## **PLANNING VISITS**

- The group leader seeks approval from the Risk Assessment Officer prior to the trip. The Risk Assessment Officer may consult with the Head if necessary, who overviews and signs off in advance.
- The group leader for the visit should have experience of supervising the age group (s) and has ultimate responsibility for the detailed planning and organisation of the trip, and assumes overall responsibility for its supervision. Before deciding on the trip the group leader will usually have carried out an exploratory visit, which has included a risk assessment if the trip is an exceptional one, to assess the potential areas and levels of risk. They also ensure that the venue can cater for the needs of the staff and pupils in the group. Where possible on booking a trip the group leader asks for a copy of the risk assessment of the venue.
- Each outing will be discussed and the means of transport decided by the Risk Assessment Officer/ Head and the group leader. The School Secretary is informed and the diary is checked. The dates and times of all outings and visiting speakers/workshops etc must be recorded in the school diary.
- A standard letter (APPENDIX II) is sent to parents beforehand giving details of the outing and requesting permission to take the children on the trip. The reply slip must be returned to the teacher before the outing. A copy of each outing is given to the Bursar and the Office.
- Travel is by public transport, private coach, minibus or parents' cars. The Class Teacher consults with the bursar to organise a coach and discuss costs.
- Each parent/helper must have a list of the children they are responsible for and any relevant medical information. A class photo sheet will also be taken, and the children will wear ID tags or wrist bands with the school telephone number on. They must be fully briefed on trip details and procedures.
- Parents may withdraw their children from outings or transport their own children independently if they wish. This should be discussed with the Head beforehand.
- **FIRST AID** - A travelling First Aid kit together with any particular medication required for individual children (as outlined on the school medical register) is taken on the trip. EYFS children are accompanied by a first aid paediatric trained person at all times

## **TRANSPORT POLICY**

- At times of high risk in Central London and disruption to London Transport each outing is considered separately by the staff concerned and Head, and special precautions taken.
- The Class Teacher will discuss the usual guidelines with all the accompanying parents beforehand. In the event of an emergency such as a bomb scare the adult should get his/her own particular group of children back to the school by whatever means the Class Teacher suggests. Should he/she become separated from the group he/she should do as he/she thinks fit (eg travel by taxi, bus) and inform the Class Teacher and the school. Staff should carry a mobile phone.
- At times of high risk staff should avoid planning trips into London unless there is very good reason to do this.

## **COACH TRAVEL**

On coaches, staff should ensure that seat belts are worn and that any overhead equipment is stored away safely. Children remain seated at all times and do not use the front seats. Staff sit throughout the coach.

When using private coach companies every effort is made to use firms with a high reputation for safety, reliability and good care with seat belts fitted.

## **MINIBUS TRAVEL**

Please see separate policy (appendix iii)

## **PRIVATE CARS**

Parents who offer to drive the children on outings or to clubs must make sure all children are strapped into seat belts and the windows should only ever be open a small amount to allow circulation of air. Booster seats are provided by the school and used as required. Parents and staff who drive children on school business are covered by the School's Occasional Business Use (Motor) Insurance.

## **SEAT BELT POLICY**

To ensure the safety of all children, staff and helpers, safety belts shall be worn by drivers and passengers in all vehicles owned or leased by the school at all times. Lap belts shall be properly secured on private coaches. The driver of the vehicle is responsible for ensuring compliance by all occupants of the vehicle they are operating. Staff will check manually that the lap portion of a belt is secured correctly by children on coaches. No person shall operate a vehicle or allow a child to be a passenger in a vehicle in which any safety belt is inoperable. The school uses the BUSK website ([www.busk-uk.co.uk](http://www.busk-uk.co.uk)) and its recommendations, and teachers educate the children about the importance of wearing a safety belt and not distracting drivers.

## **INSURANCE**

The school trips Travelcover insurance automatically covers children taking part in school trips aged 3-11 which includes public liability and personal accident insurance.

## **RESIDENTIAL TRIPS ABROAD**

Occasionally Unicorn operates overseas trips such as an Easter ski trip. A separate risk assessment is completed for each trip. A briefing meeting is held for parents. The group leader checks that the group has comprehensive travel insurance. A reputable tour operator is always used that operate a full Safety Management System as well as being ATOL and ABTA bonded. Consideration is given to several factors when preparing pupils

for their visit – language, culture, food and drink, money and what to do in an emergency. Children carry details of the hotel and the group leader's mobile number. The group leader ensures that all members of the group have valid passports and medical cover. Photocopies are taken for emergency use.

### **EQUAL OPPORTUNITIES AND INCLUSION**

Everyone concerned needs to ensure that every effort is made to include all children. The challenge is to make these activities available and accessible in some form to all who wish to participate or are required to take part. This would be irrespective of their special educational or medical need, disability, ethnic origin, sex or religion.

It needs to be remembered that this must be done whilst maintaining the safety of all those concerned, the integrity of the activity and the ability to manage the visit or venture. These are significant factors to be managed, which may over-ride other considerations.

### **EMERGENCY PROCEDURE**

Please refer to the Emergency Plan Policy. In the event of an emergency the group leader takes charge and informs the school office. They record accurately, as soon as possible, all relevant facts, and witness details (nature, date and time of incident; location; names of casualties and details of injuries; action taken so far; action to be taken and by whom.) In the event of an emergency no member of the group should speak to the media. Names of those involved in the incident must not be revealed. Any media enquiries should be referred to the Head.

A standard letter (SEE APPENDIX II) which includes permission for emergency medical treatment (in the event that parents cannot be contacted) is sent to parents prior to the trip. The trip leader takes full contact details (parents and school) on the outing or residential trip and the school office has the contact details of the teacher in charge and the venue. This is part of the checklist for educational visits.

### **RECORDING AND REPORTING INCIDENTS AND ACCIDENTS**

All accidents and emergencies involving children, leaders or volunteers will be recorded, no matter how minor on Medical Tracker.

Any serious injuries must not only be recorded but also reported through a RIDDOR report (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995). This can be done online on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>

The types of injuries that must follow these procedures are:

- Death of the person which arose out of or in connection with a work activity
- Injury that arose out of or in connection with a work activity and person is taken directly from scene to hospital for treatment (excludes examinations and diagnostic treatment)

Accidents to pupils during sports activities or in the playground resulting in any other serious injury are only reportable where condition of the premises or equipment was bad or the school had not provided adequate supervision for example where particular risks were identified but no action was taken to provide suitable supervision.

See appendix 4 HSE : Incident reporting in Schools (accidents, diseases and dangerous occurrences).

Staff will fill out a review of the trip (see form) where appropriate.

### **CHARGES**

- Parents are charged for the cost of the outing and travel. Parents will be billed for outings in arrears, at the end of term.
- Accompanying parents will normally be paid for by the school. If there are several parents and the outing itself is an entertainment, parents may be asked to pay for their seats, as the school tries to keep costs to a minimum. If there are several staff accompanying on a theatre outing they may be asked to pay for their seats.
- Parents and staff may claim for petrol used on outings.
- In the majority of cases for 'In School' Lectures and Workshops – parents will not normally be charged, as this is considered part of the school curriculum.

### **RISK ASSESSMENT**

See separate Risk Assessment Policy.

**APPENDIX I**

**UNICORN SCHOOL RISK ASSESSMENT FORM**

Copies to: Risk Assessment Officer /Bursar

Establishment:

Activity / Event:

Educational Objectives:

Date of Visit:

Person in Charge of the activity:

Number of pupils:

Number of Staff / Helpers:

Assessment Date:

Completed by:

Date reviewed:

Qualified First Aider (EYFS):

Ratio of Staff/Pupil:

| <b>HAZARD</b><br>Identify & assess the risk | <b>WHO MAY BE<br/>AFFECTED</b> | <b>RISK<br/>LIKELIHOOD(<br/>L/M/H)</b> | <b>RISK<br/>IMPACT<br/>(L/M/H)</b> | <b>CONTROL MEASURES</b><br>How to reduce the risk | <b>FURTHER<br/>ACTION TO BE<br/>TAKEN</b> |
|---|--------------------------------|--|------------------------------------|---|---|
|   |                                |  |                                    |   |   |

| REVIEW OF TRIP<br>(If applicable) | DATE OF REVIEW | ACTION TAKEN |
|-----------------------------------|----------------|--------------|
|                                   |                |              |

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**APPENDIX II**  
**UNICORN SCHOOL**  
**Officer (for approval)**  
238 Kew Road  
Richmond, TW9 3JX

Tel: 020 8948 3926

**Copies to: Risk Assessment**

**/Bursar/Office**

**CLASS OUTING**

On ..... Class will be visiting .....

We will be travelling by .....

The cost of the outing is likely to be £ ..... approximately.

This will be charged in arrears on the school bill at the end of this term.

We will be leaving school at ..... and will return by approx .....

Spending money of up to £ ..... may be brought.

Disposable lunch will/will not be needed.

*If your child has a music lesson on this day, please check that the teacher concerned knows he/she will not be in school.*

**Class Teacher**

.....

**CLASS OUTING TO .....on .....**

I would like my child ..... to go on the outing.

I can/cannot help with this outing.

I can transport ..... children in rear seats with belts.

I permit my child to be transported by another parent and permit/do not permit my child to travel in the front seat.

I permit emergency medical treatment if I cannot be contacted

Signed: ..... Date: .....

**To:** .....

**CLASS OUTING TO .....**

Thank you for offering to help on the outing on .....

We are pleased to accept your offer. ☐ Please can you be in school at .....

We have enough helpers this time but would like to put you on the reserve list in case of emergencies. (Please keep this date free.) ☐

We will not need your help on this occasion. ☐

(Please ask if you wish to borrow one of the school's safety booster seats.)

Signed: ..... Class Teacher

## **FOR STAFF**

### **Policy for Minibus Usage**

#### Who can drive the minibus?

- The minibus can be driven by anyone over 21 years old and less than 70 years old and who has held a licence for more than 2 years. Some minibuses require that a further test is done but with this minibus you need to have a normal driver's licence – there are restrictions on use by people with more than 6 points on their licence or who have ever been banned. Further here is a requirement that the licence has approval for D1.
- If a person has more than 6 points on their driving licence or a person has ever been banned from driving then the policy of the School is that they are not permitted to drive the minibus.
- Any member of staff or volunteer driver (e.g. parent) must inform the school if they have more than 6 points on their licence or have been banned from driving.
- All drivers of the minibus must submit their licence to the Bursar who will take a copy of the licence and keep that on file, after conducting annual checks on each driving record and penalty points. On the 1<sup>st</sup> June each year each member of staff that is going to use the minibus must bring their licence into school to the Bursar who will keep a copy of the licence on file.

#### Rules regarding number of adults

- At all times when using the minibus there should be 2 adults in the minibus – one driver and one additional adult – if infant children are being transported.
- For Junior children you should have 2 adults on the minibus or an adult following right behind in a car. If this is not possible a separate risk assessment policy will be created and signed off by Head and Deputy Head or the Bursar. For journeys that involve travelling on a motorway there must be 2 adults on the minibus regardless of the number of children. There is a separate Risk Assessment for Thursday after school games.
- For all minibus journeys there must be a fully charged mobile phone. The number of the school mobile is 07724 125301.

## Training

- Some teachers will have had experience of driving minibuses in the past and even may have additional qualifications. We organise for an instructor to come and train all staff who may use the minibus. If a member of staff has D1 on their licence, then they will be able to drive the minibus but they should do the training as soon as is practicable. Please see the Bursar if you require training. If a member of staff does not have a D1 on their licence they need to do the training course before being able to drive the minibus.

## Safety/Safeguarding aspects

- The Driver of the minibus or the other adult on the minibus must check that all of the children have their safety belts on.
- When leaving the minibus with children on board, the Driver and the other adult MUST BOTH check that all children have exited the vehicle safely and no child is left alone on-board.
- All staff must carry a fully charged mobile phone when using the minibus.

## Action to be taken in the event of breakdown or accident

- If the vehicle breaks down or is involved in an accident the member of staff must call the school office as soon as practicable – the office will then organise for a member of staff to come out to help with the situation if that is needed. If the office is closed or cannot be contacted then the member of staff should call Kevin Guy on his mobile 07776 981322 or David Gladstone on 07979 452975.
- Details of the Insurance that the school has in place will be in the glove compartment in the minibus.
- If there is an accident first of all check if there are any injuries – if there are, phone for an ambulance and then phone the school office as above. Please make sure you obtain the other party's name and address and insurance details and also the names, addresses and phone numbers of any witnesses.

## Breakdown insurance

- Details of the Breakdown insurance are in the glove compartment of the minibus – you need to quote the vehicle registration which is YG11URF.

## Register of usage

- A list of children being transported on the minibus has to be left in the School Office prior to departure – copy of list must go on the minibus.

- When returning to school driver must tick off who has been picked up separately by parents and is not returning to school and must phone the School Office stating expected time of arrival and who is on the minibus for the return journey.