



LIME HOUSE SCHOOL



**HEALTH AND SAFETY
POLICY**

Amendments

Date	Page number	Change
Sept 2014	16	RIDDOR legislation updated

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GENERAL POLICY STATEMENT

Lime House School recognises and accepts its statutory responsibility as an employer to provide, in so far as is reasonably practical, a safe and healthy work environment for all employees, visitors, and contract employees by:

- Ensuring Risk Assessments are undertaken to identify hazards and to implement the necessary corrective measures to remove or minimise the risk to individuals.
- Providing employees with the necessary information, instruction, training and supervision, to enable them to carry out their duties competently
- Establishing and developing a “Safety Culture” within the company; encouraging ownership of the culture at all levels.
- Purchasing safe plant, machinery, equipment and materials, with the appropriate British or European Standards, for use within the workplace
- Maintaining all plant, machinery and equipment in a safe condition
- Establishing systems and procedures to implement the requirements of this policy
- Establishing, where appropriate, safe systems of work to minimise risks of injury and to health
- Making sure each employee is aware of their legal responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others; and to co-operate with the Company in the implementation of this Policy.
- Monitoring and assessing the effectiveness of the Policy, and to make changes when required.
- Communicating effectively with staff and third parties on Health Safety and welfare matters

Name: _____ Signature: _____

Appointment: _____ Date: _____

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ORGANISATION AND RESPONSIBILITIES

The Managing Director has the ultimate responsibility for ensuring that Lime House School achieves and maintains a satisfactory performance in health and safety matters and he will be assisted by the Directors. This objective will be communicated to all staff with instructions on how it is to be achieved.

In addition to the objective above, there is a continuing obligation to deal with matters such as the reporting of accidents/dangerous occurrences, the guarding of machinery, the maintenance of fire precautions etc. and the continuing responsibilities of individuals in these matters are set out below.

THE MANAGING DIRECTOR

- Has overall responsibility for all matters of health, safety and Welfare
- Will appoint competent persons within the company to implement this Policy
- Will secure appropriate funds to achieve the aims of the policy
- Will ensure, when required, that suitable professional advice is available for matters concerning Health, Safety and welfare.
- Will report to the shareholders on matters affecting Health and Safety
- Will monitor to ensure the policy is being implemented
- Have overall day-to-day responsibility for ensuring that the policy is implemented and adhered to by all those to whom it concerns. The staff will assist.
- Will identify training needs and arrange training to ensure that all staff are competent in carrying out their tasks.
- Will investigate any accidents and assess any further control measures that are required as a result of the incident.
- Will ensure that Risk Assessments are being carried out and being formally recorded.
- Will check the Health & Safety procedures, policies, method statements and other Health & Safety matters of sub-contractors, who are to carrying out work on Company premises.
- Will annually review and update this Policy in conjunction with the staff.
- Will inform the Company's insurers, as soon as possible, in writing, of any accidents.
- Will liaise with any third parties and enforcing authorities on Health & Safety matters.
- Will ensure that no hazardous materials are allowed onto the Company premises or used in activities without adequate handling procedures and storage facilities and that the purchase of such materials will only be through nominated suppliers.
- Will establish that all plant, machinery, equipment and substances are suitable for the task and are kept in good working condition; this includes the regular maintenance and servicing of equipment.
- Will ensure that there are sufficient first aiders on duty at all times

HEADS OF DEPARTMENT

Each Head of Department has the responsibility for the observation of this Policy and safe working practices in the areas under their own control. In particular, these responsibilities extend to:

1. Ensuring that employees are properly trained and instructed in the safe way to carry out their work, and that safe working practices are adhered to and employees are fully aware of the hazards and risks associated with their jobs.
2. Reporting to their own line manager and local Health and Safety Officer any accidents or near misses to persons under their control, and taking part in any investigation with a view to taking preventive measures.
3. Remaining aware of workplace conditions in order to identify any hazardous situations, and take action to have them promptly rectified.
4. Reporting to their own line manager any hazardous situation they cannot themselves rectify promptly.
5. Ensuring that the appropriate safety equipment and clothing (personal protective equipment) is available and in good order and is used at all relevant times.
6. Ensuring that any machine guarding and safety devices that may be required are fitted correctly and are functional.
7. Maintaining good standards of housekeeping and cleanliness in the areas under their control, including clear walkways and fire exits and escape routes.
8. Ensuring that all employees are aware of the existence of the Health and Safety Policy and that they understand that they all have general duties to act safely.
9. Ensuring that adequate supervision is given at all times, with particular attention to young or inexperienced workers.
10. Ensuring that all persons under their control are aware of the correct action to be taken in the event of a fire.
11. Carry out Risk Assessments on activities being undertaken in their workplace and to submit them for approval by the Managing Director.
12. Inform all people under their control, that they must report any potential hazards or matters of concern in respect of Health and Safety; and to also encourage them to do so.
13. Prevent all personnel under their control from engaging in activities that could constitute a hazard and thus a Risk to themselves or others
14. Ensure that any new equipment purchased, borrowed or hired for use in the area of their jurisdiction is inherently safe and is properly installed and that the staff has had proper training in its use.
15. Not permit or condone unsafe working practices to be carried out.

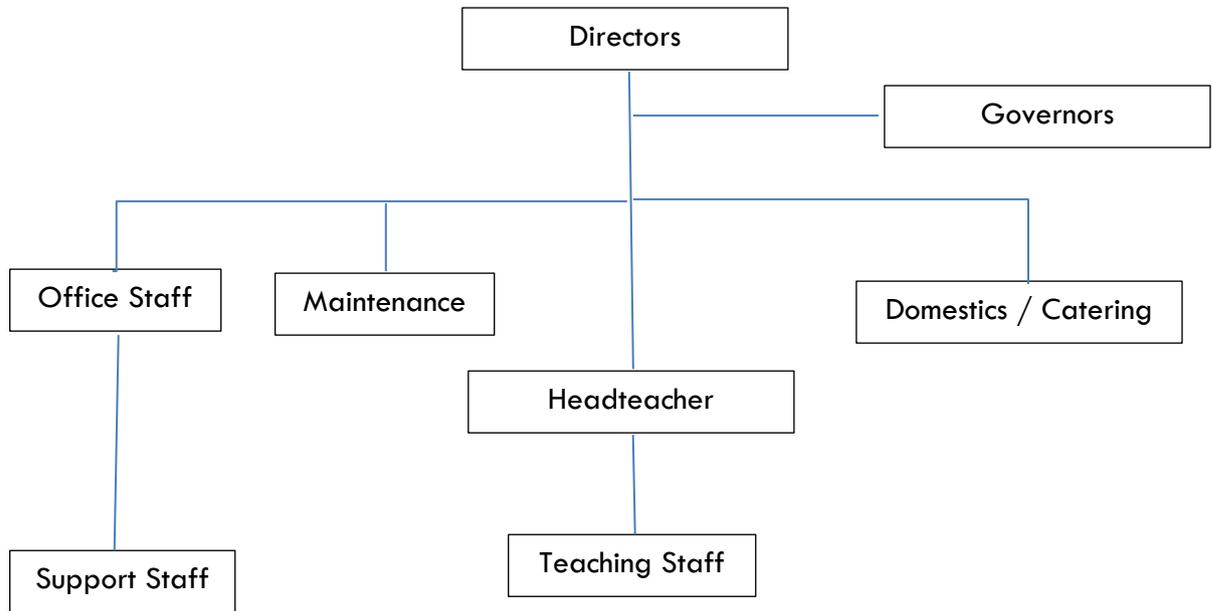
EMPLOYEES RESPONSIBILITIES

All employees must:

- Act in a way that minimises danger to themselves and or others.
- Respond immediately to Health and Safety threats posed by other people and / or hazardous situations in the workplace and seek the support of the Management to stop unsafe practices.
- Report hazards formally on the Hazard Reporting forms.
- Familiarise themselves with the location of Fire Fighting equipment, Fire Exits and assembly Points, throughout their work areas(s).
- Co-operate with the Company on the implementation of this policy.
- Report any sickness and or injury to The Managing Director.
- Work in accordance with any information and training received.
- Not undertake tasks for which they have not been trained / authorised

Consider the safety of others who may be affected by what they do or do not do.
Not interfere with or misuse anything provided in the interests of Health, Safety & Welfare.

Health and Safety – Organisation Chart



ARRANGEMENTS FOR SAFETY AND WELFARE

Accident Reporting

All incidents whether involving injury or not must be reported to the First Aider or the Managing Director and recorded on the Abnormal Occurrence / Accident Report (see Section 8 – Blank Forms for forms).

The Managing Director will be responsible for ensuring the notification of the accident to the Health and Safety Executive and the Company Employer's Liability Insurers and will ensure records of these notifications are maintained. They will also investigate these and any other accidents which either they or the Directors feels merits investigation.

Company Vehicles

The Managing Director will authorise the supply of new vehicles. Individual users are responsible for making arrangements for the maintenance of their vehicles to the required standards, including M.O.T. standards where these are applicable.

Contractors

The Managing Director will be responsible for ensuring that potential Contractors are given at the time that tenders are being sought, the notes which the Company have prepared for their guidance on health and safety matters. A copy must be returned, signed before the order is placed.

She is also responsible for ensuring that the Contractor complies with the Company health and safety policy.

Electricity

To comply with the Electricity at Work Regulations 1989 all portable appliances will be tested for safe operation. Relatively fixed equipment moved rarely such as desk top computers will be tested every 3 years whereas others such as workshop items e.g. electric drills will be checked every twelve months. Repaired equipment will be tested as soon as reasonably practical. The integrity of the fixed wiring will also be checked every five years. Any new electrical installations will comply fully from installation.

Equipment, Plant and Machinery

All equipment used will be to the standards required by the Provision and Use of Work Equipment Regulations, 1998.

When new/second hand equipment is to be bought approval must be obtained from the Managing Director who will make sure those standards of safety are acceptable.

All equipment must be handled with care and no attempt should be made at maintenance or repair unless you have adequate knowledge to carry this out.

Arrangements for Safety and Welfare (continued)

Fire

The Managing Director is responsible for liaison with the County Fire Officer or nominees on all matters relating to fire precautions within the site.

She will also designate responsibility for:

1. the carrying out of an annual fire drill and the maintenance of a record of this
2. the correct marking of designated fire exits, adequate maintenance and freedom from obstruction at all times
3. the supply of firefighting equipment which must be checked regularly and maintained in good working order, is readily accessible at all times and any used equipment is replaced or replenished immediately.
4. ensuring that the people working on the site know the procedures that have to be followed in case of fire

Gangways, Doorways and Exits

All these must be kept clear of obstructions. Any such obstructions must be reported to your Managing Director who will then deal with the situation.

Housekeeping - Cleanliness

Good Housekeeping is considered to be the foundation of our safety programme in which everyone must play a part. All areas of the premises, both inside and outside are to be kept in a clean and tidy condition and all staff must endeavor to maintain the cleanliness of the premises.

All will have responsibility for ensuring that the welfare facilities are properly maintained and kept clean. Where repairs are required, please organise them through the office

Information, Instruction and Supervision

The Health and Safety Law poster is displayed in the **Staff Corridor**
Health and safety advice is available from the Managing Director

Supervision of young workers/trainees will be arranged / undertaken / monitored by Managing Director who is also responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

Ladders, Scaffolding, Crawling Boards, Etc

All building repairs should be passed through the Managing Director for authorisation. Any ladders, scaffolding, crawling boards and other equipment used for access must be properly maintained and all scaffolding erected must be to relevant British Standards.

Plant and Machinery

When new/second hand machinery or plant is to be bought approval must be obtained from the Managing Director who will make sure that standards of safety are acceptable.

Statutory Inspections

There is no equipment requiring statutory inspection.

Training

All new employees will be given adequate safety induction training. All employees being given extra or new duties will receive additional training as necessary.

Waste Disposal

All nonhazardous waste must be placed in the bins provided in each area. Sharps and medical waste must be placed in separate specified bins for disposal as hazardous waste which must be recorded.

Welfare Facilities

The Managing Director will have responsibility for ensuring that the welfare facilities are properly maintained and kept clean. Where repairs are required, she will organise them.

Sanitary conveniences washing facilities, adequately lit, ventilated and kept clean are provided. Separate facilities may have to be provided for different sexes. Suitable and sufficient washing facilities are provided.

Drinking Water

An adequate supply of wholesome drinking water is provided with the provision of water coolers.

Accommodation for Clothing

Designated changing facilities for changing clothes is not required, however facilities exist for accommodating employees' clothing. Work clothing is provided where required.

Facilities for Changing Clothing

Suitable and sufficient changing facilities may also have to be provided.

Facilities for Rest and to Eat Meals

Every workplace must have suitable and sufficient rest facilities, including eating facilities and facilities for pregnant women and nursing mothers to lie down and rest.

ARRANGEMENTS FOR HEALTH

Alcohol and Drugs

Anyone found under the influence of either during working hours are liable to disciplinary action.

Computer Screens (D.S.E)

Screens are in use in the offices and the risks are being assessed for users. Work must be planned to ensure that a change in task is carried out approximately every hour for a minimum of a few minutes to ensure undue strain is not placed on eyesight and upper limbs. Workstations should be arranged by the individual to their own requirements. Problems should be reported to Office staff.

First Aid

The Company will have a first aider on site supported by a second person for covering all absences, holiday etc. We will also supply a first aid kit for their use but they must ensure that it is kept properly stocked. The first aider will ensure that all first aid treatments are recorded in the accident book.

Health Problems

Any employee who is known to be suffering from any health problem e.g. dermatitis, work related upper limb disorder will be referred to a Company appointed Doctor. The doctor will advise whether the problem is work related.

Infection Control

The practice of good hygiene is essential in a health care environment. Follow infection control guidance and for your own safety wear protective clothing and gloves where required, wash your hands thoroughly afterwards.

Noise

A survey has been carried out to comply with the Noise at Work Regulations, 2005. There are no mandatory noise areas on the site. The Managing Director will organise for a noise check if the site areas materially change.

Occupational Health

A questionnaire must be completed by all employees starting and leaving employment.

Personal Protective Equipment

The Company will provide protective equipment as and when needed for safe working. Where provided it must be worn by employees. Equipment will be signed for by the employee on receipt.

The responsibility of the Managing Director is to ensure that adequate stocks of protective equipment are maintained.

Smoking

It is forbidden to smoke in company vehicles, or inside buildings. Smoking may only take place in areas designated on site.

Stress

Lime House School is committed to protecting the health, safety and welfare of their employees and recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stress.

Vibration

There is no equipment in use for long periods to cause harm through vibration.

Violence in the Workplace

Lime House School is committed to providing employees and visitors with an environment that is safe, secure, and free of threats, intimidation, and violence. To promote an atmosphere that encourages productive employment, violence or the threat of violence will not be tolerated.

It is important that all threats be taken seriously. The threat should not be ignored in the hope that it will resolve itself or out of fear of triggering an outburst from the person who has lodged the threat. If someone poses a danger to themselves or others, appropriate the authorities should be notified and action should be taken.

It is Company Policy to notify the police if any employee is threatened by a member of the public

MONITORING AND REVIEW

The Managing Director will be responsible for monitoring from time to time that the commitment to health and safety set out in this document is being achieved.

This document will be reviewed at least once every five years or sooner if the workplace materially changes.

The Control of Substances Hazardous to Health (Amendment) Regulations, 2004

All substances have been listed; their properties reviewed and risk assessments written.

The Manual Handling Operations Regulations, 1992 (as amended)

Employers are required to avoid manual handling so far as is reasonably practicable, assess operations that cannot be avoided and remove or reduce the risk as well as providing guidance to employees. New duties are placed on employees to inform their employers of any health conditions that affect their ability to lift loads. The regulations do not stipulate maximum safe weights but the guidance note does indicate guidelines for help in assessing handling situations.

Ask the following questions: -

- a) Is it a manual handling problem?
- b) Is there a risk of injury?
- c) If there is
 - i. Don't move it
 - ii. Automate
 - iii. Mechanise
 - iv. Beware new hazards from the changes

List the manual handling carried out in each area and then write an assessment of each using the method outlined under The Management of Health and Safety at Work Regulations.

Generic assessments can be used to cut down the effort and paperwork. See Section 8 – Blank Forms Etc for blank assessment form.

Contractors

1. Where sub-contractors are employed on site it is the responsibility of the Director, in conjunction with the sub-contractor manager, to ensure that the subcontract employees work safely and do not put themselves or others at risk as a result of their activities.
2. An exchange of Health & Safety Policies and Risk Assessments will take place prior to any sub-contractor commencing works. Policies and Risk assessments must be evaluated to ensure that they reflect the activities being undertaken.
3. Written confirmation and proof of qualifications will be requested from subcontractors as to ascertain their competence to carry out the necessary works. Examples will include insurance policies, recognised qualifications and memberships [e.g. Gas Safety Register (for gas), NICEIC and 17th Edition of the I.E.E wiring Regulations (electricians), COSHH training for cleaners, etc.
4. The Sub-contracting company will also be required to sign and return a contractor safety information form before any of their employees are allowed on to site.
5. Prior to any works commencing the Director, or in their absence, the Duty Manager will have a meeting with the person in charge of the subcontractors to discuss the works that are to be carried out and any Health & Safety implications that require addressing. All sub-contract employees must sign a contractor safety information form prior to commencing works.
6. Where a Permit to Work (PTW) is required, the Director will ensure, in consultation with the sub-contractor, that all Health & Safety safeguards and protective measures are discussed, agreed and implemented.

Health and Safety Consultation

1. The Director will establish a Health & Safety committee, which will meet at least once a month to consult with the employees on matters relating to health & safety at work as required under the Health & Safety (Consultation with Employees) Regulations 1996.
2. The remit for the Health & Safety Committee will be to consult employees on:
 - Any measures at the workplace, which may substantially affect their health & safety.
 - The arrangements for the provision of “competent” person(s) to assist them in complying with health & safety requirements.
 - Any information regarding risks to the employees and others affected by the company’s activities and what to do in certain emergency situations such as fire.
 - The planning and organising of any training which employees require under Health & Safety law
3. The Director will ensure that those elected on to the Health & Safety Committee have sufficient resources and training to carry out their function effectively and that they are allowed time off, with pay, from their normal work tasks as is necessary for performing their health & safety duties.
4. The Director will consult with the Health & Safety Committee and individual employees where applicable, on any matters that have arisen as a result of the meetings in order to address and implement any measures that are required.
5. The Director will ensure that members for the committee are elected in a fair and equal manner.

The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations, 2013 (R.I.D.D.O.R)

To assist those responsible in making such returns use the guide as follows.

It is most essential that we:

- a) Classify the accident/dangerous occurrence correctly.
- b) Keep written reports of any notifiable accidents/dangerous occurrences.
- c) Investigate the accident/dangerous occurrence in detail.
- d) Give a short, but detailed report to the authorities.

The System

1. Dangerous Occurrences

Under RIDDOR certain dangerous occurrences have to be reported to the Environmental Health Office (Section 8 – Blank Forms Checklists Etc). A copy of the accident form sections 1, 2a, b and c should be fully completed by the Managing Director or his nominated deputy after investigating the occurrence.

2. Minor Accidents (First Aid accidents)

These are defined as any incident involving injury from the most minor cut to an accident involving up to three days off work. The incident must be recorded in the accident book (BI510) by the First Aider at the time of the accident. For any accident involving more than one hour off the job a copy of the accident form sections 1, 2a, b and c should be fully completed by the Directors or his deputy after investigating the accident.

3. Reportable Accidents

These are all incidents involving death, major injury or absence from work for more than seven days' incapacitation, not counting the day on which the accident happened. Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work. See Section 2 Appendix Employers and others with responsibilities under RIDDOR must still keep a record of all over three day injuries – if the employer has to keep an accident book, then this record will be enough.

All over seven day injury must be reported within 15 days from the day of the accident, a RIDDOR form F2508 should be completed online. Death or major injury should also be reported by telephone immediately (see Section 2 page 8). The BI 510 and the internal accident investigation form must also be completed as for minor accidents. Details must also be forwarded to our insurers in case of a subsequent claim for compensation.

4. Near Misses

A near miss is an accident and/or incident that did not necessarily result in an injury, ill health or damage to Company property, but had the potential to do so. Reporting of a near miss incident is important as it is only a matter of chance that the incident did not result in physical harm and/or property damage.

Reporting and investigation of a near miss enables the Company to determine underlying trends which may have the potential to result in a more serious accident/incident.

Near misses should be reported on the standard Abnormal Occurrence / Accident Report.

N.B If a fatality occurs the scene of the accident must be secured and kept totally undisturbed and the police informed immediately as well as the Environmental Health Office. The Directors must also be informed immediately. (See Section 2 – Appendix. for details of major injuries.)

Certain diseases are also notifiable.

Vehicle Safety

1. Drivers to carry out basic safety checks before using vehicles
2. Must leave plan of route, check all passengers are wearing seat belts
3. If vehicle taken home at night, driver to ensure that it is parked in a safe place and locked
4. Vehicles must not exceed the speed limit
5. The driver will be responsible for payment of speeding fines
6. Use only designated parking areas
7. Check that the need for REVERSING manoeuvres is kept to a minimum, and where reversing is necessary that it is undertaken safely and in safe areas
8. Driving hours should be in line with commercial drivers regulations
9. Must not use a mobile phone whilst driving
10. No passengers are allowed to be carried in the back
11. Check to ensure that loads are secured and arranged so that they cannot move about, e.g. slide forward if the driver has to brake suddenly In case of an accident or emergency contact Lime House School on: 01228 710225 or 01228 710408 for further information
12. Ensure all passengers are moved to a safe place
13. For problems with tyres contact Gates Tyres on: 01228 521314
14. The insurance broker is: Carlisle Insurance Brokers Ltd, 29 Lowther Street, Carlisle.

Minibuses

Drivers and other employees

New employees

1. Licence to be checked
2. Must be over 25 years old
3. Must have at least 2 years driving experience
4. Check the previous experience

All drivers

Licences to be checked regularly

Trailers

Ensure that loads are evenly distributed and secure

Check to ensure that loads are secured and arranged so that they cannot move about, e.g. slide forward if the driver has to brake suddenly, or slide off if the vehicle has to negotiate steep inclines

Van

No passengers are allowed to be carried in the back

Check to ensure that loads are secured and arranged so that they cannot move about, e.g. slide forward if the driver has to brake suddenly

Other points:

Paula Hetherington (Office) and Donna Alderman (Head of Care) are responsible for keeping first aid kits correctly stocked

Maintenance checks to be carried out weekly

Lime House School Code of Practice for the Use of Minibuses

Introduction

You are responsible for the minibus when it is used in connection with any School activity, and must ensure that it is used safely and kept clean and tidy.

Drivers are responsible for ensuring, before they take a vehicle on the road, that it is safe to drive legally on the road. Drivers should carry out pre-journey checks or satisfy themselves that a competent person has undertaken all the checks, namely:

- there is an adequate supply of water in the windscreen wash reservoir, and that windscreen wash and wipers function correctly
- there are correct fluid levels in hydraulic systems, particularly the braking system, and the engine oil level is correct
- the first aid kit is complete
- there is a vehicle fire extinguisher mounted in an easily accessible position
- all windows are clean in order to ensure good all round visibility
- tyres are inflated to the correct pressure and are free of dangerous cuts or cracks, tread depth is at least 1.6 mm, and wheel nuts are tight
- a spare wheel is carried and is also in good condition and correctly inflated
- check that the brakes and steering operate correctly at the start of the journey

Minibuses are fuelled and checked daily by the maintenance staff.

Driver Eligibility

- Drivers must be over 27 years old
- No drink driving convictions allowed
- If more than 6 points on the licence the insurance company must be notified
- A copy of the driving licence must be given to the school office
- All drivers must be employed by Lime House School
- Drivers must not consume or take any substance that could impair their mental faculties, physical co-ordination or reactions when driving a minibus

Parking tickets/ Speeding Fines etc

- These are the responsibility of the driver

Booking out Minibuses

- A booking form and a risk assessment must be completed for all trips
- All buses must be booked out with the senior duty member of staff at evenings and weekends

Seat Belts

- Drivers must ensure that seat belts are worn by everyone at all times. If the belt is faulty, the seat must not be used.

Booster Seats

- Booster seats must be used by all passengers under 1.35 metres in height

Loading of minibuses

- The maximum number of people (8 + the driver) and the weight of luggage carried must not exceed the maximum limits specified by the manufacturer of the vehicle.
- All luggage must be safely secured not obstruct any exits.

Speed Limits

Drivers must comply with all speed limits. For minibuses these are:

- derestricted single carriageway roads 50mph
- dual carriageway roads 60mph
- motorways 70mph

Mobile Telephones

Drivers must not use mobile telephones under any circumstances when their vehicle is moving. The school mobile is available, and should be carried when the driver has no mobile. The driver's mobile number should be listed on the minibus booking form.

Accidents, Incidents and Breakdowns

In the event of an accident, drivers **MUST** stop and give details of the vehicle, the vehicle owner's name, their driver's licence particulars, the name of the insurer and the number of the insurance certificate. If for any reason this is not possible, the police should be notified within 24 hours. If anyone is injured, the police must be notified as soon as possible. Details of all accidents must be reported to the School Office/Senior Duty member of staff as soon as possible and a written report submitted.

Students must be taken to a place of safety

Breaches of the Code of Practice

Breaches of this code of practice may lead to disciplinary action under School regulations.

Guidance for Drivers of Minibuses transporting children to/from school

1. Be punctual.
2. If the minibus is going to be seriously late, contact the office and leave a message on the answer phone or contact the emergency number if out of hours
3. Only stop at the designated pick-up or set-down point and ensure children remain seated until the bus stops.
4. If the student is not at the stop only wait 5 minutes
5. When returning students, they should only be left with parents unless confirmation otherwise has been received
6. Check that bags or clothing are not caught in the door when closed.
7. Seat belts are fitted, always insist they are used otherwise passenger cannot travel.
8. Do not drive away until all the passengers are seated.
9. Always park so that pupils alight on the pavement away from the traffic.
10. Be aware that pupils may run back for items left on the bus.
11. If pupils have to alight from the rear of the vehicle, supervise the operation.
12. Only reverse when absolutely necessary and preferably only with the assistance of adult guidance.
13. Remember some pupils have difficulties e.g. in walking, poor sight or a medical condition such as epilepsy.
14. Report cases of indiscipline to the Office.
15. Smoking and the drinking of alcohol is not permitted on schools transport.

In Case of Emergency

Use the following contact numbers:

Main Office:	01228 710225
Contact Duty Staff	01228 712924
Insurance (Cumbria Insurance)	01228 531071
Gates Tyres	07801 862240

Lime House School – Health and Safety Policy

Bryan Fell	01228 542158
Auto Service Recovery	01228 534121
National Windscreens	01228 810018

This policy was updated in September 2018 and will be reviewed in September 2019.

N A Rice MA
School Proprietor