

# **SAINTFIELD HIGH SCHOOL**



# **HEALTH AND SAFETY POLICY**

**Revised October 2015**

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# **Saintfield High School**

## **HEALTH AND SAFETY POLICY**

It is the policy of Saintfield High School to provide and maintain safe and healthy working conditions, so far as is reasonably practicable, for all staff, pupils and visitors and to encourage a safety culture within the school.

The employing authority's policy statement of September 2006 has been adopted, and is complemented by this establishment's specific policy statement.

Where reasonably practicable this policy will seek to provide and encourage:

- A safe place of work, safe access to it and safe egress from it;
- Use equipment and systems of work that are safe;
- Safe arrangements for the use, handling, storage and transport of articles or substances likely to cause harm;
- Sufficient information, instructions, training and supervision to enable all employees to avoid hazards and contribute positively to their safety and health at work;
- A healthy working environment;
- Adequate welfare facilities.

A no smoking policy will operate within the school and its' grounds.

Whilst the school accepts that Health and Safety issues are the responsibility of the Board of Governors and Principal, these responsibilities can only be discharged with the full co-operation, advice and support of the SEELB.

## **RESPONSIBILITIES**

- The ultimate responsibility for Health and Safety issues rests with the Board of Governors and the Principal.
- The day to day responsibility for Health and Safety issues will be delegated to the Principal, and Vice Principal in the absence of the Principal.
- There will be a Health and Safety Team to assist the Principal.

The Health and Safety Team will meet as necessary. The team will report to the full Board of Governors at least once per year.

## BOARD OF GOVERNORS

In the discharge of their responsibilities the Governors will ensure:

- That all teaching staff appointed by them hold appropriate qualifications to teach the subjects required of them and to use the necessary equipment and machinery.<sup>1</sup>
- That both teaching and non-teaching staff avail themselves of any training which will assist them to work safely.<sup>2</sup>
- The maintenance of procedures for the safety of teaching staff, non-teaching staff and pupils who come under their control.
- The maintenance of procedures for the safety of all persons using the premises under their control.
- The prompt and efficient maintenance of all equipment and all non-structural repairs.
- That contractors who are carrying out work in school, carry out their undertakings in a safe manner so as to ensure the health and safety of all personnel on the premises.
- That all equipment and materials either purchased or acquired by them are suitable and safe for their intended use. **(Equipment and Materials purchased from SEELB tenders will remain the responsibility of the SEELB.)**
- That both teaching and non-teaching staff are issued with a copy of this Health and Safety Policy.

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<sup>1</sup> Shared responsibilities with the SEELB and/or employing authority.

<sup>2</sup> Shared responsibilities with the SEELB and/or employing authority.

## **PRINCIPAL / HEALTH AND SAFETY TEAM / BUILDINGS SUPERVISOR**

The Principal, Health and Safety Team and Buildings Supervisor will ensure:

- That risk assessments have been carried out to assess all significant risks within the school. (Principal and/or Health & Safety Team)
- That all teaching staff appointed by them hold appropriate qualifications to teach the subjects required of them and to use the necessary equipment and machinery.<sup>3</sup> (Principal)
- That both teaching and non-teaching staff avail themselves of any training which will assist them to work safely.<sup>4</sup> (Principal)
- The maintenance of procedures for the safety of teaching staff, non-teaching staff and pupils who come under their control. (Principal + Health & Safety Team + Buildings Supervisor)
- The maintenance of procedures for the safety of all persons using the premises under their control. (Principal + Health & Safety Team + Buildings Supervisor)
- That all staff are aware of any instructions or safety advice pertaining to their particular discipline which have been issued by the SEELB, Department of Education or other relevant statutory body.<sup>5</sup> (Principal)
- That adequate arrangements exist for carrying out regular fire drills, and that all staff participate in and are aware of such arrangements. (Health & Safety Team)
- That reports are given to the Principal regarding all defects and hazards which are his/her responsibility, and that other defects and hazards are reported to the appropriate officers in the SEELB. (Health & Safety Team + Buildings Supervisor)
- That contractors who are carrying out work in school, carry out their undertakings in a safe manner so as to ensure the health and safety of all personnel on the premises. (Buildings Supervisor)
- That all accidents to teaching staff are reported promptly to the SEELB. (Principal)
- That all staff, both teaching and non-teaching, operate safe working practices in the execution of their duties. (Principal + Health & Safety Team + Buildings Supervisor)

In the absence of the Principal, the Vice Principal will assume responsibility for the day to day administration of the Health and Safety Policy.

<sup>3</sup> Shared responsibilities with the SEELB and/or employing authority.

<sup>4</sup> Shared responsibilities with the SEELB and/or employing authority.

<sup>5</sup> Shared responsibilities with the SEELB and/or employing authority.

## **TEACHING STAFF / NON-TEACHING STAFF**

Each member of the staff has a responsibility to exercise care and attention regarding their own safety and of the pupils under their control. In the discharge of this responsibility, each member of staff shall:

- Ensure they take reasonable care during their work activities to avoid accidents or injuries to themselves, pupils and any other personnel in school.
- Observe all safety instructions and advice issued by the SEELB, Department of Education or any other relevant statutory body.
- Observe all safety rules relating to specific machinery or processes.
- Report all potential hazards effecting Health and Safety to the Health and Safety Team.
- Co-operate with the Principal and the Health and Safety Team on all other matters relating to Health and Safety.
- Report all accidents to the Principal.

## **BUILDINGS SUPERVISOR**

In the discharge of his/her responsibility the Buildings Supervisor shall:

- Regularly inspect the buildings, grounds and plant machinery/equipment, and report any defects or hazards to the Principal.
- Encourage staff under his/her control (e.g. cleaners) to employ safe working practises.
- Assist the SEELB to develop safe working practises, and arrange for their adoption.
- Instruct new employees in appropriate safety measures and procedures.
- Ensure that all defects in equipment or protective clothing are corrected and reported to the Health and Safety Team.
- Report all accidents involving themselves or the cleaning staff to the Principal.
- Furnish information as required in the investigation of injuries and accidents.

## **HEALTH AND SAFETY LAW IN NORTHERN IRELAND**

- Your health, safety and welfare are protected by law. Your employer has a duty to protect and keep you informed about health and safety. You have a responsibility to look after yourself and others. If there is a problem, discuss it with your employer or safety representative.
- A poster in the staffroom gives further details of key points in Health and Safety Law.
- Details of HSENI publications can be found on HSEBI's home page on the World Wide Web: <http://www.hse-ni.org.uk>

## **GENERAL SAFETY WITHIN THE SCHOOL BUILDING AND SCHOOL GROUNDS**

- 1 Pupils are required to keep to the left hand side of the corridor when **walking** through the building (see School Code of Behaviour – appendix 1 ). There should never be any running in the school corridors.
- 2 Staff supervise corridors between classes. Any classes lining up outside classrooms should be quiet and orderly.
- 3 Pupils are required to report damage to school property without delay. (See School Code of Behaviour—Appendix 1).
- 4 A Health and Safety Checklist is regularly issued by Mrs Crowe, Designated Teacher for Health & Safety, to the staff and faults documented.
- 5 Staff should report any urgent health and safety issues to Mrs Crowe immediately. In the absence of Mrs Crowe, report issues to the Vice Principal.
- 6 In snowy conditions, snow balling is not permitted on the school grounds or in the vicinity of the school.
- 7 Should severe weather conditions occur procedures are set in place for the emergency closure of the school. (Appendix 2)

## **A QUICK GUIDE TO GENERAL HEALTH AND SAFETY MATTERS**

- Each classroom has a printed notice beside the door which explains the emergency procedure route if an alarm sounds.
- The alarm bell is the school bell or hand bell rung continuously.
  - ~ Pupils will leave their schoolbags in the classrooms and quickly but calmly make their way to the assembly point under the supervision of their teachers.
  - ~ All classroom doors should be left unlocked.
- A list of Staff First Aiders is enclosed in this information pack.
- Medication of any kind should not be given to pupils unless there is an agreement between home and school, refer to Medical Policy.
- All practical subject areas have individual health and safety policies.
- Car Park ~ care is required when driving into or out of the car park at the beginning and end of the school day ~ lower speed to “Dead Slow”. Give way to pupils approaching or on the pedestrian crossing.
- If an accident occurs stay calm, send for help immediately and ensure that any pupils involved are comfortable and safe.
- All accidents should be reported to the school secretary’s office where the appropriate forms should be completed ~ (Notification of Accident to Pupil PA 4/98) (Appendix 3)
- In any doubt ~ ring the Vice Principal extension 204 or Secretary 203/201.
- Building Supervisors are informed in matters pertaining to Health and Safety within the school premises.
- All members of staff hold in their care a record of Confidential Medical information of all pupils Years 8-12.

### **FIRST AID TRAINING**

Four staff have undergone the First Aid at Work Certificate Course carried out by the South Eastern Education and Library Board. This is a four day course followed by a two day refresher course every three years.

In any situation where First Aid is required all staff know to remain calm, make the injured person comfortable, keep all other pupils safe and calm and send for help immediately.

The names of the Staff First Aiders are:

Mrs Roy	~	HE Prep Room	Ext 234
Mrs McClurg	~	Science Prep Room	Ext 231
Mr Elliott	~	PE Department	Ext 243
Mrs Irwin	~	PE Department	Ext 244

# SAINTFIELD HIGH SCHOOL

## Emergency Evacuation Procedures

### Members of Staff –

On hearing the Alarm Bell or Hand Bell **ring continuously**, follow these procedures:

- 1 Ask class to stand and, in an orderly manner, leave the building to the ASSEMBLY POINT in the School Playground led by teacher. Each room's emergency evacuation route is located by the exit door.
- 2 Pupils are not to collect bags or belongings but leave the room immediately – **leave doors closed but unlocked**
- 3 Proceed to the Assembly Area in the Playground.  
Line up in Form Classes in alphabetical order of surname facing the school with Year 8 next to the ramp wall at left hand side of playground—progressing to Year 12.  
  
Roll call of pupils – Roll books will be collected from and returned to Mrs Maxwell/Mrs Reid by Form Tutors **as soon as possible**.  
In the absence of a Form Tutor, books should be collected by Heads of School.
- 4 Lifts will be out of action so should not be used in the event of a fire.
- 5 All fire doors will be closed by sweepers as they move through the buildings.
- 6 **Form Tutors must remain supervising their classes until further instructions.**

## Emergency Evacuation Procedures

### LISOWEN BUILDING

**All in the Lisowen Courtyard Area** ~ offices, staffroom, Board Room leave through the front entrance of the school, turn left and proceed past the assembly hall through underpass and into playground.

**Lisowen 1 and 2** ~ Turn right out of classroom. Exit building at end of corridor into car park. Turn right when in car park .Walk round side of Science L1, L2 and L3 to Assembly point in play ground

**Lisowen 3** ~ exit through greenhouse and into playground.

**Lisowen 4, 5 and 6** ~ exit through the Belfast Road exit and to Assembly point in playground

**Lisowen 7, 8 and Library** ~ down stairs and exit through emergency door under stairs into side car park, past L2 and L3 to playground.

**Lisowen 10, 11 and 12** ~ turn left, down stairs and exit through Belfast Road exit.

**Lisowen 14 and 15** ~ exit to playground and on to Assembly Point.

**Lisowen Cloakrooms (Girls)** ~ exit left into car park. Exit building at end of corridor into car park. Turn right when in car park .Walk round side of Science L1, L2 and L3 to Assembly point in play ground.

**Lisowen Cloakrooms (Boys)** ~ exit right, left through Belfast Road exit and down steps onto playground.

**Assembly Hall and Changing Rooms** ~ exit through the emergency door at front of hall, down steps and left through underpass into playground.

**Greenhouse**—proceed to playground.

**Sports Hall** -

### RAVARA BUILDING

**Ravara 1, 2, 3, 4 and 5** ~ exit through Belfast Road emergency exit and up steps to playground.

**Ravara 6, 7, 14, 15 ,16, 17, 18 and 19** ~ exit via the stairs at the **Belfast end** of the building, through the Belfast Road emergency exit and into the playground.

**Ravara 8, 9, 10, 11 and 12 and Girls Cloakroom** ~ exit along corridor, down the stairs at the **Canteen end** of the building and **left** along the side of computer rooms to the playground.

**Ravara Cloakroom (Boys)** ~ exit right to playground.

## **CAHARD BUILDING**

**Cahard 1 and 2** ~ preferred route is out of the Main Exit past the assembly hall, through the underpass and into the playground. If this is not possible then leave by emergency exit and along the side of computer rooms to the playground.

**Cahard 3** ~ leave by emergency door, right along the side of computer rooms to the playground.

## **SCHOOL CANTEEN**

Exit front door or emergency door and along the side of computer rooms to the playground. Staff and supervisors to oversee evacuation.

## **SPORTS FIELD, HOCKEY PITCHES, LEISURE CENTRE & DAY TRIPS**

Notification will be via telephone from the school office. Pupils to remain on pitches supervised by a member of staff. School office will contact staff via mobile phone to complete a roll call.

Sweepers: Lisowen Building ~ Mrs M<sup>c</sup>Clurg will pick up cleaners sign in sheets and sweep Lisowen (downstairs and upstairs)

Ravara Building ~ Ms Leckey (1st, 2nd and 3rd floors)  
Mrs Fletcher between 11.10am and 12.00pm

Cahard Building ~ Mr Bolton

Bell - Mrs Maxwell will liaise with Irene to establish location of fire.  
- Mrs Maxwell will contact Mrs Payne in office to inform her if it is an emergency or a drill  
- Mrs Maxwell/Mrs Reid collect all staff sign in sheets  
- Mrs Payne phone Fire Brigade with information  
~ If necessary Mrs Payne phone staff at pitches, Leisure Centres and Day Trips  
~  
- Mrs Payne/Mrs Fletcher meets and directs the Fire Brigade if necessary

Mrs Fletcher to take loudspeaker, Medical Kit, Emergency Pack and mobile telephone.

All sweepers must inform Miss Hynds that all buildings have been evacuated.

***Note: Pupils who are normally assigned a classroom assistant should leave immediately with the rest of the class in an evacuation.***

## **LISTS REQUIRED IN AN EMERGENCY EVACUATION**

### **1 Contact numbers**

- ~ Emergency Services
- ~ Downtown Radio
- ~ Radio Ulster
- ~ City Beat Radio
- ~ Health Centre, Saintfield
- ~ Ulster Hospital, Dundonald
- ~ Ards Hospital, Newtownards
- ~ Translink
- ~ Minister of 1st Presbyterian
- ~ Chairman of the Board of Governors

This sheet of numbers to be available and easily identified in all school offices and to be taken by School Secretary when evacuation/fire bell sounds.

### **2 Tick list of all Form Classes – Mrs Maxwell/Mrs Reid**

### **3 Tick list of Buildings for Miss Hynds**

If the school grounds need to be evacuated then pupils proceed with teachers to either the hockey pitch or to 1<sup>st</sup> Presbyterian Church Hall. Instructions will then be given.

# **EMERGENCY EVACUATION PROCEDURES**

## **Playground Assembly Point**

- 1 Roll Books given out by Mrs Maxwell/Mrs Reid. Form Tutors return books to Mrs Maxwell/Mrs Reid as soon as roll is marked and everyone present. Any available secretarial staff to help Mrs Maxwell with the roll books.
- 2 All staff report to Ms Watt who signals the end of the evacuation procedure. All staff marked present by Ms Watt.
3. All teachers who are not form tutors go to back of lines for supervision.
4. All sweepers must inform Miss Hynds that all buildings have been evacuated.

BUILDINGS	SWEEPER REPORTED IN	TIME	BUILDING EVACUATED
Lisowen			
Ravara			
Cahard			
Canteen			

## **Lists Required**

Printed sheet of telephone numbers:

- Emergency Services
- Downtown Radio
- Radio Ulster
- City Beat Radio
- Health Centre, Saintfield
- Ulster Hospital, Dundonald
- Ards Hospital, Newtownards
- Translink
- 1<sup>st</sup> Presbyterian Church Office
- Chairman of the Board of Governors
- SEELB Canteen

This sheet of numbers available and easily identified in all school offices, and to be taken by School Secretaries when evacuation/fire bell sounds.

- ~ Tick list for all Form Classes
- ~ Tick list of buildings for Miss Hynds
- ~ If the School grounds need to be evacuated then pupils proceed with teachers to either the Hockey Pitch or to 1<sup>st</sup> Presbyterian Church Hall. Instructions will then be given.
- ~ Staff List (Teaching and Non-Teaching Staff)

# **EMERGENCY EVACUATION PROCEDURES**

## **PLAYGROUND ASSEMBLY POINT**

All teachers report to Ms Watt/Miss Hynds

Roll books given out by Mrs Maxwell

<b>CLASS</b>	<b>TEACHER</b>	<b>ROLL CALL COMPLETED</b>	<b>SIGNED</b>
12EL	Mr Elliott		
12DE	Mrs Dempsey		
12MC	Mr McCracken		
11CU	Mrs Cullen		
11HE	Miss Henderson		
11MR	Miss McWhirter		
10BI	Mrs Birt		
10CH	Mrs Cheshire		
10ET	Mrs Elliott		
9AT	Mrs Artt		
9SC	Mr Chisholm		
9IR	Mrs Irwin		
8MY	Mr Murphy		
8JA	Mrs Jackson		
8CR	Mrs Crowe		

- Await instructions from Ms Watt/Miss Hynds
- If this area is to be evacuated further, move to the Hockey pitch or 1<sup>st</sup> Presbyterian Church Hall

**SAINTFIELD HIGH SCHOOL**  
**PASTORAL CARE STRUCTURE**  
**2015 - 2016**

Vice Principal – Miss S-L Hynds ~ Head of Pastoral Care

Head of School (Junior) – Mrs Derby

YEAR 8	8CR	Mrs Crowe	L1
	8HA	Mr Murphy	R18
	8JA	Mrs Jackson	L2

YEAR 9	9AT	Mrs Artt	R11
	9SC	Mr Chisholm	R4
	9IR	Mrs Irwin	L15

YEAR 10	10CH	Mrs Cheshire	L4
	10ET	Mrs Elliott	L3
	10BI	Mrs Birt	L6

Head of School (Senior) - Mrs Bradley

YEAR 11	11HE	Miss Henderson	R5
	11MR	Miss McWhirter	R17
	11CU	Mrs Cullen	R12

YEAR 12	12DE	Mrs Dempsey	R14
	12EL	Mr Elliott	L14
	12MC	Mr McCracken	R12

Teacher in Charge of Latecomers - Mr Bolton

Designated Teacher/School Counsellor - Mrs Irwin  
 Deputy Designated Teacher - Miss Hynds

Mr D Bolton, Miss Mullen, Mrs Teague as well as Heads of School are available to mark rolls.

## **TRANSPORT**

Transport is a central element of school visits and it is important to check out all aspects of this thoroughly. SAFETY SHOULD BE CONSIDERED A PRIORITY AT ALL TIMES.

### **General Points**

- Transport should be fully accessible for all pupils including those with disabilities.
- Vehicles should always be equipped with a First Aid Kit and a fire extinguisher and teachers-in-charge should know how to use them. List of First Aid Supplies—see Appendix 4.
- All vehicles must be well-maintained and roadworthy. Both minibuses are checked regularly by the Building Supervisors. It is the driver's responsibility to make sure that the vehicle is roadworthy. Failure to do so may result in the driver being held legally liable.
- Make sure all vehicles have provision for children experiencing travel sickness during the journey.
- Make sure that passengers remain seated at all times and seat belts are worn throughout the journey. The driver of the bus must officially announce to the passengers that seatbelts must be used.

### **Private Cars**

- Teachers and others who drive pupils in their own car must ensure their passengers' safety and must ensure that the vehicle is roadworthy and that they have appropriate licence and insurance cover for carrying pupils. Always check with your insurance company as to how many children you can carry and any special conditions attached.
- Avoid transporting a pupil on your own. Try to ensure another member of staff or pupil is present with you in the vehicle. If you do have to transport a pupil alone, ensure that the school is aware of this and the pupil is in the back seat. Make sure seatbelts are used. The driver of the car is responsible if a child under 14 years does not wear a seatbelt. Over 14, the individual passenger is responsible.

## **GUIDELINES FOR DRIVERS OF THE SCHOOL'S MINIBUS**

- The minibuses are insured.
- The Building Supervisor is responsible for safety checks of the minibuses and for overseeing the maintenance of the minibuses. When returning from a journey, please inform the Building Supervisor if the fuel tank and/or windscreen washer bottle need filling.
- Be familiar with the Health & Safety leaflet on the use of the School minibus ~ see next page  
A copy of Guidelines for Drivers of School Owned Minibuses from the SEELB is in Appendix 5
- Driver and passengers must be restrained by seat belts before the bus moves off and these must not be released until the bus is stationary.
- Anyone who uses items from first aid box should replace them immediately.
- Pupils **MUST** not behave in a manner likely to distract the driver. If pupils are misbehaving the bus should be stopped in a safe location and the situation dealt with. The name of the offending pupils, in serious cases, should be passed to the Principal or Vice-Principal.
- Passengers **MUST** board and leave the minibus by the side entrance. (The rear entrance is for emergency use only).
- When parking the bus ensure that this side entrance **FACES** the pavement. (Pupils must not be allowed to alight into the middle of the road).
- Drivers must notify the School Office right away of any defect they have discovered or suspect (ie defective brakes, steering, tyres, etc) Tyres should be inspected before driving off.
- The laden bus should not exceed 50 mph.
- Any accident, or damage, involving the minibus must be brought to the attention of the Principal right away.
- The bus should be left securely locked (doors and windows) at the end of each journey. This is the responsibility of the driver.
- Encourage pupils to leave the minibus clean and tidy.
- Complete a seating plan before journey and hand this plan to vice principal.

**PLEASE COMPLETE LOCATION, PURPOSE AND MILEAGE SHEET AT THE END OF YOUR JOURNEY**

## HEALTH & SAFETY – USE OF THE SCHOOL MINIBUS

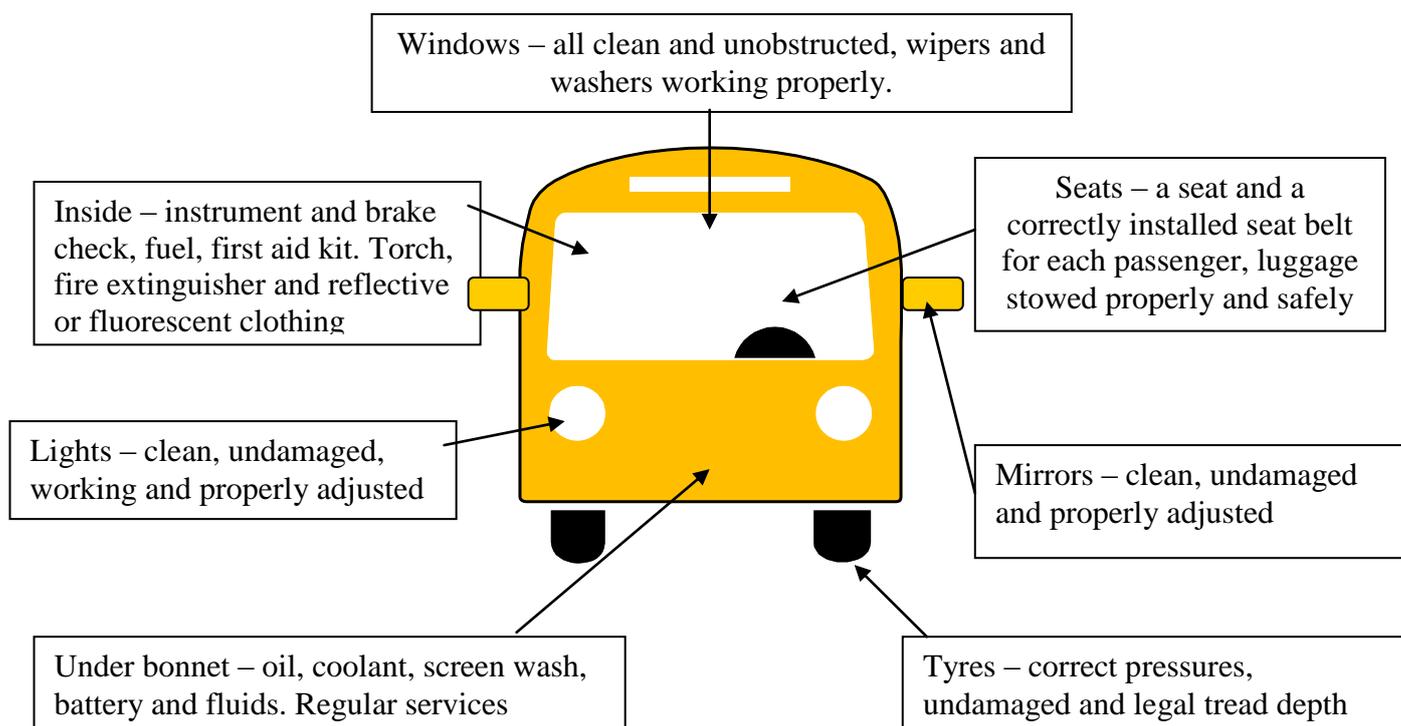
### Staff using the school minibuses must ensure that:-

They fulfil the legal requirements to drive the bus. (see appendix 5)

Staff must disclose to the Principal any reason why they are not eligible to drive the minibus.

They are competent in driving the minibus. (Staff who are not familiar with the controls of the minibus should seek training from another staff member).

Essential equipment is on board prior to the journey taking place, e.g. first aid kit, fire extinguishers torch, etc.



The maximum capacities of the minibuses are not exceeded:

A visual check is carried out prior to a journey taking place to ensure there are no obvious faults, e.g. flat wheel, missing wipe blade, insufficient fuel, etc. Any faults identified must be reported to the caretaker immediately.

### **If in doubt – don't take it out!**

All pupils travelling in the minibus wear a seat belt at all times. (see appendix 6)

Pupils exiting the bus are supervised at all times.

# SAINTFIELD HIGH SCHOOL

## Minibus Checklist

Items to be checked	Frequency	Date checked		
Diesel	Weekly			
Oil	Weekly			
Water	Weekly			
Seatbelts	Weekly			
Lights/indicators	Weekly			
Cleaned inside	Checked weekly			
Wipers	Monthly			
Cleaned outside	As and when needed			
Tyre pressure	Checked regularly through the local garage			
Tyre tread	Checked for MOT			
First aid kit	Checked regularly			
Fire extinguisher	Checked regularly			

# **EDUCATIONAL VISITS PROCEDURES**

## **BEFORE VISIT**

Complete the following planning and risk assessment forms:

EVO Notification of visit to Principal

Complete planning checklist using EV1

Complete risk assessment formula

Gain parental consent using consent form provided

Gather all relevant group information using EV Group Details

For categories 3-5 forward EVO to SEELB to seek authorisation (allow four weeks)

Brief parents/pupils by issuing:

A cover letter stating: Purpose of visit

Date

Depart/return times

Transport arrangements

Details of all activities

Special clothing

Consent Forms

Young Persons' Responsibilities sheet (see Mrs Gibson)

## **DURING VISIT**

Remember First Aid Kit

## **AFTER VISIT**

Complete Incident Record Form

Complete Post Visit Review

## CATEGORIES OF EDUCATIONAL VISITS

Ratio: One adult for up to a maximum of twenty pupils  
 Risk assessment will influence supervision

Category	Activities
1	Visits which take place on a regular basis and occur largely within school hours, eg. Sporting fixtures, swimming pool visits.
2	One-off day/evening excursions, eg field study trips, theatre visits, business/education visits, regional sporting fixtures.
3	Residential visits of one or more nights within the UK or Ireland, eg visits to residential centres, field centres, school exchanges, Duke of Edinburgh
4	Residential visits outside the UK or Ireland, eg, international exchange trips, sporting events, cultural activities and international community work.
5	<p>Hazardous Activities – residential and non-residential, eg</p> <ul style="list-style-type: none"> <li>Hill walking</li> <li>Rock climbing, Abseiling</li> <li>Orienteering</li> <li>Horse riding</li> <li>Caving &amp; potholing</li> <li>Rowing</li> <li>Open canoeing</li> <li>Bouldering</li> <li>Swimming in open water</li> <li>Field work</li> </ul>

# Notification of Educational Visit

To be completed by the Educational Visits Co-ordinator

Name of School:-	
*Name and address of other school/s involved [if applicable]	
Educational objective of visit:	
Place[s] to be visited:	

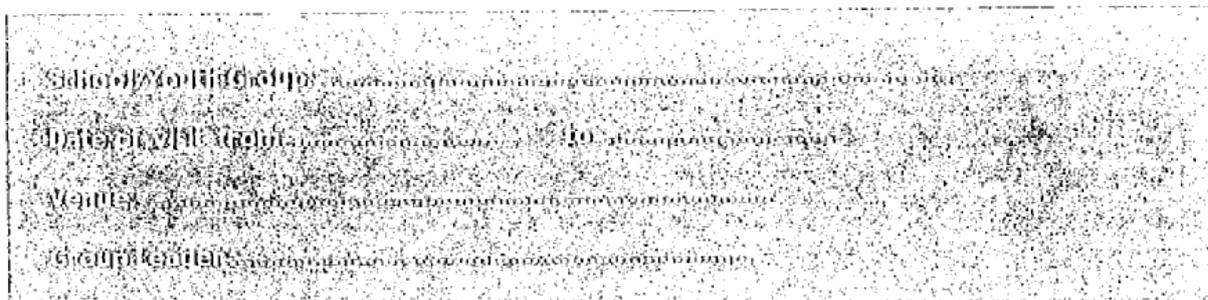
KEY STAGE GROUP:	Nursery	Foundation P1/P2	Key Stage 1	Key Stage 2	Key Stage 3	Post - 16
Tick						

Total Numbers of Young Persons Involved	Your School	Male		Female
	*Other School/s	Male		Female

Proposed Date[s]		Category of visit:				
		1	2	3	4	5
From:		To:		Number of Days (incl):		
Estimated cost per young person: £						
Activities to be Undertaken:						



## PLANNING CHECKLIST



	Yes	No	N/A
<b>i The proposed visit has clear educational objectives.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The nature of the visit has been established.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>The target group has been identified.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ii All the relevant information regarding the proposed educational visit has been presented to the management e.g. destination, itinerary, timescales etc.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>iii The management has approved the proposed visit.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>iv An initial risk assessment has been undertaken for all aspects of the visit(s) and appropriate control measures have been put in place and recorded:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• hazards have been identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• people who may be at risk have been identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• evaluation of the risk has been undertaken	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• additional safety and/or control measures have been established	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• information has been disseminated to all relevant persons and appropriate records maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>v Where residual risks (inherent in all visits) still prevail an appropriate contingency/emergency plan has been put in place and disseminated to all relevant persons.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>vi The number of leaders in attendance has been agreed:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• a staff member has been identified as Group Leader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• accompanying staff have been identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• volunteer supervisors have been identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• police checks have been undertaken (where necessary)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>vii Leaders are made fully aware of:</b>			
• their roles and responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• the standard of conduct required of them during the visits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## EV1

	Yes	No	N/A
viii Young people and parents/guardians have been informed/briefed and understand the implications of their participation in the visit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ix Parents/guardians have given their written consent to the young people participating in the educational visit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
x All relevant information (medical, dietary and contact details) pertaining to the young people participating in the educational visit(s) has been obtained, recorded and appropriate action taken where necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
xi The transport arrangements for the group are appropriate for the nature / type of journey(s) planned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
xii Adequate insurance is in place to cover all aspects of the educational visit, including transport.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
xiii Where a residential visit is planned, the overnight accommodation has been assessed as appropriate in terms of:			
• its suitability for the group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• its compatibility with the objectives of the visit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
xiv Where the educational visit involves outdoor or adventurous activities, the Education Visits' Co-ordinator and Group Leader are satisfied that:			
• appropriate management structures and systems are in place in relation to child protection / health and safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• staff are competent to provide the activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• all relevant checks have been undertaken to ensure the above are in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
xv The Educational Visits' Co-ordinator has approved the operational arrangements for the visits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
xvi Employing authority approval obtained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## RISK ASSESSMENT

Risk assessment can be undertaken by identifying the hazards and then assessing the risk. Note that a hazard has the potential to cause harm. Risk is the likelihood of harm from the hazard being realised.

Probability of occurrence	Score	Consequence of outcome
Highly unlikely to ever occur	1	Slight inconvenience
May occur but very rarely	2	Minor injury requiring First Aid
Does occur but only rarely	3	Medical attention required
Occurs from time to time	4	Major injury leading to hospitalisation
Likely to occur often	5	Fatality or serious injury leading to disability

Risk = Probability  X  Consequence of outcome

The level of risk can be calculated by multiplying probability by consequence, so providing a theoretical maximum score of 25. If the resulting score totals 10 or more then active management of the risk is required.

Group Leaders must fully record their risk management decisions on paper.

‘As with much health and safety legislation and regulations the paper at the end of the process is of minor significance compared to the professional judgement of the group. As risk management is becoming recognised in all walks of life it is important that young people become involved in the process at the earliest possible stage.’ (Teaching Geography, Vol 25, No 2, April 2000, P.72). Schools and youth clubs need to develop young people’s understanding of risk. This will then equip and prepare them to undertake risk management and help them to determine how risk can or cannot be managed.

✂ -----

Educational Visit \_\_\_\_\_

Year Group \_\_\_\_\_

Category \_\_\_\_\_

Risk Assessment \_\_\_\_\_

**SAINTFIELD HIGH SCHOOL**  
**CONSENT FORM ~ EDUCATIONAL VISITS**

**Place of visit:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**I consent to my son/daughter\* ..... (Name in full)**  
**taking part in the educational visit to be held on .....**

**I confirm that he/she\* is medically fit to participate.**

**appropriate** **\*delete as**

**Please give details of:**

**Any current medical condition/any medication being taken**

.....  
.....

**Any other relevant information which may affect his/her participation in the visit  
(including allergy or dietary requirements)**

.....  
.....

**Emergency contact numbers:**

.....  
.....

**I accept the established code of conduct for the education visit. In the event of an infringement of this code of conduct I agree to the arrangements including costs relating to my son/daughter returning home from the visit due to unforeseen circumstances.**

**I agree to my son/daughter receiving emergency medical treatment, including anaesthetic, as considered necessary, by the medical authorities present. I understand the extent and limitations of the insurance cover provided.**

**Signed..... (Parent/Guardian)**

**Date** .....

**The information on this form is requested for the purpose of organising an educational visit. The information is covered by the provisions of the Data Protection Act, 1998. Your signature to the form is deemed to be an authorisation by you to allow the school or youth group to process and retain the information for the purposes(s) stated.**



# Educational Visit Incident Record Form

- 1 Name of School/ Youth Group \_\_\_\_\_
- 2 Name of Group Leader \_\_\_\_\_
- 3 Date, Time and Location of Incident \_\_\_\_\_

- 4 Name and address(es) of witness(es)
  - (a).....
  - (b) .....
  - (c).....

5 Please state in your own words what happened including details of names and status of those involved

6 Describe what action was taken (e.g. details of First-Aid, police or medical involvement)

Signed.....

Date .....

The information on this form is requested for the purpose of organising an educational visit. The information is covered by the provisions of the Data Protection Act, 1998. Your signature to the form is deemed to be an authorisation by you to allow the school or youth group to process and retain the information for the purpose(s) stated.

## Post Visit Review

**Group Leader:** \_\_\_\_\_

**Visit to:** \_\_\_\_\_

**Dates:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Please comment on the following:-**

Issue	Response
Was the venue suitable?	
Was the accommodation / food / equipment of a suitable standard?	
Were the venue staff competent ?	
Were the travel arrangements appropriate?	
Were the educational objectives met?	
Was the content of programme relevant to the group?	
Were the young people effectively briefed prior to the visit?	
Were agreed procedures followed by all in a supervisory capacity?	
Are there any specific issues which need to be addressed as a result of this visit?	

**Other Comments:**

**Signed Group Leader:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The information on this form is requested for the purpose of organising an educational visit. The information is covered by the provisions of the Data Protection Act, 1998. Your signature to the form is deemed to be an authorisation by you to allow the school or youth group to process and retain the information for the purpose(s) stated.



## PROCEDURES FOR THE HANDLING OF DRUGS AND THE MANAGEMENT OF SOLVENTS AND MEDICINES

- **Drugs** - The school premises are a drugs free zone. Anyone found with drugs will be dealt with in line with the School's Code of Behaviour procedures which includes informing the PSNI. Refer to Drugs Policy and Discipline Policy. The designated teacher for drug related incidents is Miss Hynds.

- **Alcohol** - The school premises are an alcohol free zone. The school does not allow any alcohol to be brought onto or consumed in school premises. This applies to visitors, staff and pupils.

Adults breaking this rule will be referred to the Principal directly.

Pupils will be dealt with under the School's Code of Behaviour Policy.

- **Tobacco** - The school is strictly a no smoking environment with no-one being permitted to smoke on the school premises. Pupils breaking this rule will be dealt with under the School's Code of Behaviour Policy.

- **Solvents** - Pupils are not permitted to bring solvents into school. Pupils *are* not permitted to use Tippex in school.

Aerosol sprays of any kind are not allowed in school. For example when showering after PE, roll-on types of deodorant should be used and not aerosols.

All members of staff are responsible for the safe storage and usage of solvents in their classroom. Where possible they should be locked away when not in use. This includes white board markers, glues and paints. The cleaners and building supervisors should also ensure that their stores are locked when not in use and that solvents are held in a secure place.

- **Prescribed Medicines** At the start of each school year, parents must complete a Confidential Medical Form indicating any medical illness their child has. The parent is also advised that the school will not, as a matter of course, administer medicine to a pupil. If an emergency arises, the parent will be contacted and permission sought if necessary.

The above Policies and Procedures apply to all staff and pupils engaged in Educational Visits.

If a pupil needs to bring a prescribed medicine into school, the following guidelines must be adhered to:

- A letter from the parent explaining the nature of the illness and the dosage required and dispensing instructions must be sent with the pupil. Agreement between parent and school must be in writing.
- The pupil must immediately give the medicine to their Form Tutor or nominated member of staff.
- The Form Tutor must store the medicine in a locked cupboard and ensure that only the pupil for whom the medicine is prescribed, takes the medicine.
- It is the responsibility of the parent/carer to inform the school of any changes to their child's current medical wellbeing in writing.

### SCHOOL COMMUNITY CODE OF BEHAVIOUR

1. Good behaviour and respect for others is expected inside and outside the School, which also includes travel on buses.
2. Pupils are expected to be punctual, both arriving at School each morning by 8.25am at the latest and when changing classes.
3. Pupils are not allowed to leave School before 2.40pm. Any Doctor/Dental appointments should be **after** School. Exceptions to this rule require a note from a parent or guardian. If absent from School a pupil must bring a note of explanation to his/her Form Tutor on the day of their return.
4. Pupils do not leave the school grounds at lunchtime unless they are going HOME for lunch and have gained a lunchtime pass from the Vice Principal.
5. Pupils should keep to the **left** hand side of the corridor when WALKING through the building.
6. Damaging School property or the property of other pupils is a serious offence. Any damage should be reported without delay. Pupils may have to pay for damage caused.
7. Pupils must abide by the rules regarding School uniform as the wearing of School uniform is compulsory. Pupils must change into full School uniform at the end of after School sporting activities.
8. All personal property should be clearly marked with the owner's name. Pupils are responsible for their own belongings and valuable items must NOT be left in the cloakrooms. They must be kept on the person or placed in the care of a responsible person. The school cannot accept responsibility for lost items.
9. Pupils are not permitted to bring mobile 'phones into School. If, because of exceptional circumstances, a 'phone is needed after School, the 'phone should be given to the School Secretary or to the Form Tutor on entering the School building and collected at the end of the day.
10. Chewing gum should not be brought into School. It is not permitted in any part of the School.

**PROCEDURES FOR SEVERE WEATHER CONDITIONS**

Severe weathers such as heavy snow, gales etc may impact upon the day to day management of the school and possibly the health and safety of staff and pupils.

In the event of such severe weather conditions, the following management strategies with identified personnel will be put in place:

**SITUATION A ~ SCHOOL CLOSURE**

- |   |                           |   |
|---|---------------------------|---|
| 1 | Ms Leckey                 | to open school, ensure all services to the school are fully functioning   |
| 2 | Mrs Fletcher<br>Ms Leckey | gritting/salting/cleaning pathways  |
| 3 | Mrs Maxwell               | email radio stations that school is closed, contact Translink re viability of bus routes, take all incoming calls |
| 4 | Ms Watt<br>Miss Hynds     | in consultation with metrological office will make decision to close the school                                   |
| 5 | Miss Orr                  | Noticeon website regarding school closure   |



Ms Watt

Inform chairman of  
Board of Governors  
SEELB/DENI



Miss Hynds

Contact 'key'  
staff



Mrs Maxwell

Contact 'media'

For those pupils who make their way to school:

- 1 Ms Leckey to remain at front of school to inform parents that school is closed.
- 2 Those pupils without transport home ~ go to the Assembly Hall ~ Supervisor Ms Watt/Miss Hynds or member of teaching staff nominated by Ms Watt/Miss Hynds
- 3 Mrs Maxwell to contact parents to arrange transport.

**SITUATION B ~ SEVERE WEATHER—REMAIN OPEN**

- 1 Mrs Maxwell to take phone enquiries. Miss Orr up-date website that school is open.
- 2 Pupils are supervised in the Assembly Hall ~ Ms Watt, Miss Hynds and member of staff nominated by Miss Hynds.

- As Form Tutors arrive ~ they proceed to the Assembly Hall to collect pupils from form class.
- Pupils remain in form class until 9.15am (or as determined by Ms Watt/Miss Hynds) when school day begins with Period 2 class.

- Staff must make every effort to attend ~ no matter how late.
- Pupils will not be permitted outside at leisure times ~ additional staff will be required to complete duty. Lunches eaten in Assembly Hall/Lecture Theatre.
- Building Supervisors are to make safe all pathways, steps and concourse areas.



## SOUTH EASTERN EDUCATION AND LIBRARY BOARD

### NOTIFICATION OF ACCIDENT TO PUPIL

IMMEDIATE NOTIFICATION SHOULD BE GIVEN OF ALL ACCIDENTS, HOWEVER TRIVIAL, AND CARE SHOULD BE TAKEN TO ENSURE THAT THE FOLLOWING QUESTIONS ARE FULLY ANSWERED.

WHERE A PERSON IS NAMED IN SECTIONS 3(c), 3 (d), 3 (j) OR 4(d) PLEASE INDICATE HIS/HER STATUS IN THE SCHOOL.

ALL COMMUNICATIONS RECEIVED FROM OR ON BEHALF OF AN INJURED PUPIL SHOULD BE FORWARDED IMMEDIATELY, UNANSWERED, TO THE SOUTH EASTERN EDUCATION AND LIBRARY BOARD. NO ADMISSION OF LIABILITY OR PROMISE TO MAKE ANY PAYMENT SHOULD BE GIVEN TO ANY PERSON.

PLEASE COMPLETE ALL SECTIONS BELOW IN BLOCK CAPITALS USING BLACK INK OR BLACK BALL POINT.

1 Name of School: \_\_\_\_\_

2 Injured Pupil: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

3 Accident Details

a Date: \_\_\_\_\_ Time: \_\_\_\_\_

When was accident reported? \_\_\_\_\_

b Date: \_\_\_\_\_ Time: \_\_\_\_\_

c By whom was it reported? \_\_\_\_\_

d To whom was it reported? \_\_\_\_\_

e Where did accident happen? \_\_\_\_\_

Was it during supervised PE Lesson YES/NO

**f What was injured pupil doing at the time?**

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**g How did accident appear to happen?**

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---

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**h If machinery, plant or vehicle was involved, please state:**

(i) Nature, Name and Type of Machine: \_\_\_\_\_

(ii) Part Inflicting Injury: \_\_\_\_\_

(iii) Whether in motion by mechanical power at time of accident: \_\_\_\_\_

**i Was any other person injured at time of accident**

Yes  No

**j Name of person in charge at time of accident?**

---

**k Names and Addresses of all witnesses to Accident**

Name	Address	Status (e.g. Pupil, Teacher)
------	---------	------------------------------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**4 Details of Injury reported:**

**(a) Reported at time of accident**

---

**(b) At a later stage**

---

Specify left or right side of body where appropriate

**(c) Medical Attention Provided**

Hospital                       Outpatient

Doctor                               First Aid

**(d) Name of person providing medical attention**

---

**(e) Did injury necessitate absence from school?**

Yes                               No

If so, date of return if known: \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Principal**

**STATEMENT OF WITNESS**

**(a) Name and Address of Witness**

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**(b) Did you actually see the accident take place?**

Yes       No

**Where exactly were you at the time?**

---

---

**(c) Please describe what you saw happen**

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**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**FIRST AID KIT SUPPLIES**

Make sure that your First Aid kit has adequate supplies. The following supplies are recommended although the amount of supplies will vary according to the numbers participating in the residential visit:

Guidance card	1
Plasters (assorted waterproof)	24
Dressings—medium sterile	2
Dressings—large sterile	2
Dressings—ex large sterile	1
Triangular bandages (disposable)	2
Safety pins	6
B/B scissors	1
Face mask	1
Disposable gloves (pair)	1
Antiseptic wipes (alcohol free)	6



**SOUTH EASTERN EDUCATION  
AND LIBRARY BOARD**

**Guidelines for Drivers of School Owned Minibuses**

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## **GUIDELINES FOR DRIVERS OF SCHOOL OWNED MINIBUS**

### **1 INTRODUCTION**

Driving probably presents greater potential risk of serious and multiple casualties than any other aspect of the school environment. All drivers must approach the task responsibly.

### **2 AUTHORISATION TO DRIVE**

Members of staff who are on the School's list of approved drivers may drive the school minibus provide they hold a current valid driving licence.

This list should be kept in the School office.

With the approval of the Principal or Vice-Principal, school employees may drive the School minibus under the following conditions:

They are over 21 years of age.

They satisfy the licence conditions in 3 below.

They are members of the staff with authority to drive the vehicle.

They are experienced minibus drivers and have been independently assessed by an approved driving instructor.

Their licence has been checked and photocopied by the person with responsibility for controlling the School minibus.

The photocopy to be initialled and dated by the person checking the licence and filed in the School office, then checked annually to ensure licence is still valid.

The School management must approve all journeys.

All approved drivers must be given a copy of this policy to read.

### **3 LICENCE REQUIREMENT**

Drivers must hold a current driving licence that covers the driving of buses of up to sixteen passenger seats plus driver—Category D1.

This category is not issued automatically if the member of staff took his/her driving test on or after 1 January 1997. From that date a category D1 can only be obtained by sitting a DVTA driving test, also a separate test will have to be taken to tow a trailer where the gross weight is over 750kg (Category E).

If the seating capacity of a vehicle exceeds 16 passenger seats the driver must hold a Category 'D'.

A sign indicating the maximum permissible passenger capacity should be displayed in the vehicle.

A new member of staff who holds a valid licence may **not** drive a minibus with passengers until they are competent and have passed a driving assessment by the DVTA—cost £61.

Before taking the driving assessment test the member of staff may drive accompanied only by another member of staff, who is experienced in driving this type of vehicle, in order to familiarise him/herself with the vehicle.

Drivers must report to the Principal any change of circumstances which might have a bearing on the insurance policy.

Drivers must report all driving offences immediately.

The Principal will consider whether each driver's record is acceptable.

A minibus must have a valid MOT test certificate, if it is over 12 months old.

#### **4 APPROVED JOURNEYS**

Any journey must be on legitimate School business approved by the School. The driver must fully complete the log sheet that is held in the bus. The Principal or someone acting on his behalf, preferably someone other than those who drive the vehicle should periodically review the log sheets.

#### **5 BUS PERMITS**

When a vehicle has been issued with a bus permit, this permit must be displayed clearly on the windscreen. Your Board's transport branch must also be notified of any vehicle changes.

#### **6 CROSS-BORDER DRIVING**

The driver must have a minimum of a category D1 licence or category 'D' that was obtained by DVTA driving test.

(A 'D1' or 'D' category with the code – 79 nhr – Not for hire or reward – is not valid in the Republic of Ireland).

The driver is issued with a letter of authorization to drive the bus and that the driver has had experience in driving this type of vehicle for at least 12 months.

The driver has in their possession the proper documentation in relation to vehicle insurance. The driver should also carry the MOT test certificate, if the bus is over 12 months old and the V5 (Tax Book).

Tachographs **are** required to be used in any bus crossing the border.

The Republic of Ireland does not recognise the Northern Ireland small bus permit scheme.

#### **7. WORKING TIME DIRECTIVE / TACHOGRAPH REGULATIONS**

It is strongly advised that all drivers and the School Principal adhere to the EU Working Time Directive and EU Tachograph Driver's Hours Regulations in relation to driving duties.

Further information can be obtained from [www.doeni.gov.uk](http://www.doeni.gov.uk)

#### **8. BOARD'S SPEED RESTRICTION**

When carrying passengers the speed must not exceed 50 mph, except on motorways where 60 mph is permitted.

When driving in the Republic of Ireland, please note that from January 2005 the speed limits are displayed in kph, therefore the maximum speeds will be 80 kph.

Drivers will be responsible for any infringement of traffic regulations and will be required to meet any legal expenses arising as a result of the infringement.

## 9. SEATBELTS

It is the driver's responsibility to ensure that all passengers are wearing a properly fitted seatbelt at the start of each journey and to insist that belts are worn throughout the journey. No more than one person per seat may be carried.

## 10. SMOKING POLICY

It is the driver's responsibility to enforce a no smoking policy in the vehicle.

## 11. PURCHASE OF FUEL

Any fuel purchased must be logged on the Vehicle Log sheet and signed for by the driver on the supplier's recording sheet.

## 12. ALCOHOL, DRUG, TIREDNESS AND ILL HEALTH

Drivers must observe a "No Alcohol Policy". Similarly, no one may drive if taking any drugs that may affect their driving capabilities.

No one should drive when his/her ability is affected by tiredness or ill health.

Drivers must drive no more than two hours without a break, no more than four hours in total on the evening of a working day, no more than eight hours on any day. Journeys longer than six hours a second driver should be available.

On all driving duties, drivers must comply with the EU Working Time Directive and the EU Tachograph Driver's Hours Regulations.

## 13. SAFETY CHECKS

**Daily checks before a journey is commenced:**

**Check Tyres:** For general wear, bulges, wall damage and signs of under inflation; pay attention to rear inner wheels on a twin wheeled rear axle also check to ensure no large object is trapped between the tyre walls of the twin wheels.

**Check wheel Nuts:** For any visual signs of loose wheel nuts.

**Check fluid levels:**

- (i) Engine oil
- (ii) Level of coolant in radiator
- (iii) Windscreen washer bottle
- (iv) Brake and clutch fluid

**Check:** For oil or fluid leaks underneath the vehicle

**Check Lighting:** Head (Dip and Main Beam), side, indicator, stop and tail lights. Interior lighting as fitted to vehicle.

**Check:** Horn, wipers, heater and demister, rear emergency door buzzer and safety chain.

**Check:** First Aid kit

**Check:** Fire extinguisher is in place.

**Check:** For damage to seat upholstery and working condition of seat belts.

**Check:** That all doors are working.

A defects reporting book with duplicate pages and serial numbered, to be held in the vehicle and to be completed by the driver when a defect is discovered. When completed the top copy from the defects book to be given to the person with responsibility for the minibus.

**All defects must be reported.**

#### **14. TRAILERS**

No one may tow a trailer unless he or she has experience of towing a trailer and has been briefed on trailers by a suitable qualified person. Luggage must be securely restrained. For trailer in excess of 750 kgs gross vehicle weight a driver must have a D1 category licence plus category E. (refer to item 3).

#### **15. USE OF ROOF RACKS**

Roof racks must not be overloaded as it affects the handling of the vehicle. All items must be securely fastened.

#### **16. UNSUITABLE ROADS**

Experience has shown that some narrow single-track roads are unsuitable for vehicles of this size. Routes should be planned accordingly.

#### **17. ACCIDENTS**

In the event of an accident involving injuries or damage to others the driver must contact the emergency services, the police and the School as soon as possible. Any damage to the vehicle must be reported on return to the School. An **accident information report form** must be completed.

A disposable camera should be carried in the bus.

#### **18. CONTACT TELEPHONE NUMBERS**

For all journeys a passenger-loading list, inclusive with immediate contact telephone numbers should be available on the minibus and a further copy held by a named person at School.

#### **19. MOBILE TELEPHONES**

A mobile phone should be carried by at least one member of staff in case of emergency.

As with all journeys, driver should refrain from using mobile phones whilst driving. If it is necessary to make or take a phone call pull over to the side of the road when and where it is safe to do so.

#### **20. KEYS**

**Keys will be collected immediately before use and returned immediately after use to the school office**

## APPENDIX 6

**Subject:**

**GUIDANCE ON THE OPERATION OF THE CHILD CAR RESTRAINTS REGULATIONS IN RELATION TO SCHOOL ACTIVITIES**

**Circular Number:**  
2007/07

**Date of Issue:**  
27<sup>th</sup> February 2007

**Target Audience:**

- Education and Library Boards;
- Council for Catholic Maintained Schools;
- Northern Ireland Council for Integrated Education;
- Comhairle na Gaelscolaíochta;
- Boards of Governors and Principals of all grant-aided schools.

**Governor Awareness:**  
Essential

**Summary of Contents:**

This Circular provides guidance on the operation of the Child Car Restraint Regulations in relation to the transportation of pupils to and from school activities.

**Status of Contents:**  
Guidance

**Related Documents:**  
Not Applicable

**Superseded Documents:**  
None

**Expiry Date:**  
Not Applicable

**DE Website:**  
<http://www.deni.gov.uk>

**Enquiries:**

Any enquiries about the contents of this Circular should be addressed to:

Mr S Gunning  
School Administration Branch  
Department of Education  
Rathgael House  
43 Balloo Road  
BANGOR  
BT19 7PR

Tel: 02891 279442  
Fax: 02891 279319  
Email:  
[sam.gunning@deni.gov.uk](mailto:sam.gunning@deni.gov.uk)

## 1. Purpose of this Circular

From 27<sup>th</sup> February 2007 the Department of the Environment (DoE) will be implementing new seatbelt regulations in Northern Ireland. The purpose of this Circular is to provide detailed guidance to Education Bodies and Schools which may be responsible for transporting children, to ensure that they are aware of their statutory obligations under the new Regulations.

## 2. Travel by Car (excluding taxis)

While this is not an issue for the Education and Library Boards, it is likely that schools may use teacher/parents cars to transport small numbers of pupils to and from school activities. Under the new regulations:

- An unrestrained child is not permitted in the front seat of any vehicle;
- Children aged 3 to 11 (inclusive) and under 135cms (4ft 5ins) are required to use an appropriate child seat, booster seat or booster cushion when travelling in cars fitted with seatbelts;
- A child may use an adult belt when they reach a height of 135cm or the age of 12;
- The driver of the car is responsible if a child under 14 years does not wear a seatbelt or child restraint. Once the age of 14 is attained, the individual passenger is responsible.

However, to take account of emergencies or unusual circumstances the following exemptions apply:

- On occasional journeys (eg unforeseen emergencies) over short distances where no appropriate child restraint is available, children over 3 may travel in the back seat of the vehicle using a seatbelt; and
- Where two occupied child seats or boosters in the back of a vehicle prevent a third being fitted, and no appropriate seatbelt is available in the

front of the vehicle, a child aged 3 or over may travel using an adult belt in the back seat of the vehicle.

### **3. Travel by Taxi**

For the purposes of the new regulations, a taxi is a vehicle with up to and including eight passenger seats, that is licensed for public or private hire.

A child over the age of 3 must wear an adult seatbelt and sit in the back of the taxi, if an appropriate booster or child seat is not available.

There is no obligation on the taxi provider to supply child restraints.

### **4. Travel by Minibus**

All passengers, excluding those under the age of 3, have been required to wear seatbelts, where fitted, for a number of years. Under the new and existing arrangements:

- If a child restraint is available, it must be worn by all passengers travelling in the rear seats who are under the height of 135cm or the age of 12. However, there is no legislative obligation on the minibus operator to provide a child restraint. Therefore, if no child restraint is available children over the age of 3 should use the adult seatbelt fitted.
- For children under 135cm or the age of 12 travelling in the front seats of a minibus they must use an appropriate child seat, booster seat or booster cushion. This is due to the fact that the seatbelts fitted in the front of minibuses differ from the rest of the vehicle and are similar to those fitted in cars.
- A child may use an adult belt when they reach a height of 135cm or the age of 12;

## **5. Travel by Bus**

Passengers aged 14 and over are required to wear seatbelts on buses and coaches (where fitted). Failure to do so may result in a fine for which the individual passenger – not the operator – is responsible.

Before introducing requirements for children age 3 to 13 to wear seatbelts on buses, the Department of the Environment intends to consult soon on who should take responsibility for ensuring that this age group wear seatbelts.

## **6. Informing Passengers**

The new Motor Vehicles regulations require that operators must inform all passengers of the need to use seatbelts, using one or more of the following methods:

- (a) an official announcement, or an audio-visual presentation, made when the passenger joins the bus or within a reasonable time of their doing so;
- (b) a sign prominently displayed at each passenger seat equipped with a seatbelt.

For the purposes of the Regulations, an "official announcement" means an announcement by the driver of the bus, by a conductor or courier or by a person who is a group leader in relation to any group of persons who are passengers on the bus. It will be a matter for the operator to determine the appropriate announcement method. Both methods of notification will be necessary in respect of persons who are either visually impaired or are unlikely to understand the meaning of the sign.

The sign that can be displayed takes the form of a pictorial symbol and must be in the form shown below:



## 7. Regulations

The relevant regulations made by the DoE are:

- The Motor Vehicles (Wearing of Seat Belts) (Amendment) Regulations (Northern Ireland) 2007;
- The Motor Vehicles (Wearing of Seat Belts) (Amendment No. 2) Regulations (Northern Ireland) 2007; and
- The Motor Vehicles (Wearing of Seat Belts by Children in Front Seats) (Amendment) Regulations (Northern Ireland) 2007.

These can be downloaded from the website of the Office of Public Sector Information at: [www.opsi.gov.uk/sr/sr200700.htm](http://www.opsi.gov.uk/sr/sr200700.htm)

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