

## TEACHERS MOVING BETWEEN SITES

With the exception of peripatetic teachers and those employed in specific cross-school roles, teachers are generally required to move between sites when working on split-site schools, or to attend training/meetings at another school.

Throughout this guidance, it should be noted that the Health and Safety at Work Act 1974 (HASAW) requires employers to do everything reasonably practicable to ensure the health, safety and welfare of their employees, and the Management of Health and Safety Regulations requires all hazards to be risk assessed. As moving between sites constitutes a hazard, this must be risk assessed.

### **Split sites**

Schools operating on split sites present specific health and safety issues, particularly where road transport is required to traverse between the sites. In this situation, the removal of the need to move between sites during the school day must be a priority. Where this is not possible, sufficient directed time should be built into the timetable to allow movements to occur, as moving between sites is part of the working day. This will often require an additional non-contact period to accommodate the move.

School leaders should not expect teachers to move between sites in either break or lunchtimes or PPA periods, as this is likely to increase workloads, decrease productivity and may increase the likelihood of an accident.

Special consideration will need to be given to teachers who use public transport, and transport may need to be provided. Teachers should not be expected to transport equipment or resources, and where this is required, trained staff should be deployed to do so with the appropriate transport.

Teachers should not be routinely expected to use their own cars to move between sites, and should never transport pupils between sites in their cars. Where teachers are using their own cars, there should be a clear agreed policy on this. This is also a legitimate business expense and should be reimbursed at the maximum rate allowed under HMRC rules. Where there are substantial numbers of teachers and other staff driving between sites, the school leaders should consider providing a minibus shuttle. Depending on the numbers moving, this could represent savings for the employer over individual expense claims, is safer compared to numerous car journeys, and is a more environmentally sustainable method of transport.

Car sharing should also be encouraged, and school leaders can also encourage the use of car sharing by utilising the additional allowance of 5p per passenger per mile allowed under HMRC rules.

### **Events on another site**

Many schools engage in pooled training activities or meetings, whereby teachers from a number of schools come together at a single school.

Where this is a requirement and outside of the normal school day, school leaders must ensure that it is taken into account in the directed time budget, as should any travelling time and

additional time incurred on the journey home. For teachers based at the host school, any trapped time between the end of the school day and the start of the event should also form part of directed time. The travel requirements of disabled teachers and pregnant teachers must also be taken into account and appropriately risk assessed.

Again, where teachers are using their own cars, this is a legitimate business expense and should be reimbursed at the maximum rate allowed under HMRC rules. It may also be more cost effective and indeed safer to provide coach transport between sites, although teachers should still be given the option of using their own transport. Car sharing should also be encouraged, and school leaders can also encourage the use of car sharing by utilising the additional allowance of 5p per passenger per mile allowed under HMRC rules.

### **Insurance**

Teachers using their own cars to move between sites must have business cover on their insurance, and school leaders should ensure that teachers have adequate levels of cover before asking them to travel. Any additional charges should be considered as a legitimate business expense.

### **Disabled teachers**

Special consideration must be given to disabled teachers, especially, but not exclusively, those with mobility issues. In these cases, it is possible that ensuring the teacher has a permanent base on one site could be considered a reasonable adjustment, and it could therefore be discriminatory to require disabled teachers to move between different sites.

### **Pregnancy**

Special consideration must be given to the needs of pregnant employees. Legislation requires that a risk assessment is carried out in respects of pregnant employees; this must be regularly reviewed. Part of the risk assessment must focus on the physical environment. For pregnant teachers, consideration must be given, in consultation with the employee, as to the appropriateness of their teaching location(s), particularly in regard to access sanitary and rest facilities.