



**Health and Safety
Policy
(for staff and pupils)
January 2011**

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1. INTRODUCTION

Health and Safety in schools is governed by health and safety legislation and associated regulations that are enforced by the Health and Safety Executive. This policy identifies the key issues associated with health and safety in Beacon Hill and sets in place documentation to eliminate risks. This policy is also applicable to Beacon Hill Time Out After School Club.

Employees have a responsibility to make sure they carry out their duties safely without risking themselves, pupils or visitors. They must also co-operate with others who have duties for health and safety by carrying out instructions and reporting unsafe practices.

2. A MAP OF BEACON HILL

3. THE AIMS OF THIS POLICY

- to ensure Beacon Hill School is a safe, healthy environment for staff and pupils
- to ensure that all staff and pupils are clear about agreed procedures to promote safety
- to put in place ongoing monitoring of health and safety concerns

4. THE DUTIES OF ALL STAFF

Whilst the duties below are specifically laid down for teachers, they also provide general background which everyone must be aware of. All staff have a responsibility to:-

- be familiar with the safety regulations and guidance applying to their work
- remember that, under the Health and Safety at Work Act, it is the duty of every employee to take reasonable care of themselves and of others who may be affected by their acts or omissions
- use the correct equipment and tools for their work, and use safety equipment and protective clothing supplied where appropriate
- report any defects in machinery or equipment to the Head Teacher, Deputy Head Teacher or School Business Manager
- not use specialised equipment unless they have received appropriate training
- develop a personal concern for safety, for themselves and for others, particularly newcomers
- avoid improvisation which entails unnecessary risks and work only to safety methods which have been laid down, suggest ways of eliminating hazards
- report all accidents or near misses to the Head Teacher, whether people are injured or not
- fill in the Accident Book for themselves and encourage others to do so. Accidents are reported to the Be Safe and Stay Healthy Committee on a termly basis
- set a personal example

5. ACCIDENT AND INCIDENTS REPORTING PROCEDURES

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995, some accidents must be reported to the Health and Safety Executive and a record of any reportable injury, disease or dangerous occurrence must be kept. In addition, injuries caused by physical violence against a person at work must be reported.

An accident recording system for pupils and staff is kept within the main reception office and staff will be informed of this at their induction. Accidents will be reported to the Be Safe and Stay Healthy Committee on a termly basis.

6. ADMINISTRATION OF MEDICINES IN SCHOOL

Procedures for the administration of medicines in school is in line with Department for Health Primary Care Trust procedures (copy available in the Nurses Room). Medicines are administered to pupils by qualified nurses based in school and a Care Plan is available for individual pupils to ensure all staff are aware of their medical needs. College staff who are appropriately trained administer medicines at the 6th Form base at Tynemet.

Consent is obtained by parents who complete a form informing the nurses what medicines their child needs. The following procedures apply:-

- only authorised staff administer medicines
- the member of staff administering medicines checks:-
 - the recipient's name
 - prescribed dose
 - expiry date
 - written instructions provided on the label or container
- if there is any doubt about any of the procedures the member of staff will check before taking any further action
- staff record times they administer medicines
- medicines are stored in a secure locked cupboard
- staff follow procedures set out by the Primary Care Trust on how to avoid infection and hygiene regulations

For more detail please see separate policy for Administration of Medicines in School.

7. CHILD PROTECTION AND ADULT PROTECTION

Beacon Hill School has a Child Protection Policy and an Adult Protection Policy which are regularly reviewed. Staff will be notified of these policies at their induction. We also have a Safeguarding Children Code of Conduct document.

8. CONTROL OF HAZARDOUS SUBSTANCES

Beacon Hill needs to ensure it complies with the Control of Substances Hazardous to Health Regulations 2002. The school shall fulfil its obligations by ensuring:-

- Contractors are supplied with a copy of the Contractors on Site information document
- all deliveries are directed to a safe area for unloading
- all chemicals are stored at the correct temperature
- the disposal of chemicals is in line with legislation
- that the caretaker is kept up to date with guidance through training if necessary

9. EDUCATIONAL VISITS

Educational visits are reported in line with procedures set out by the Local Authority. Teacher needs to ensure they are aware of the forms to be

completed which need to be agreed and signed by Governors and the Head Teacher. Beacon Hill has a policy on Educational Visits which is regularly updated in line with changing legislation.

10. EVACUATION PROCEDURES

10.1 Fire

Whilst it is hoped that a fire will never occur and that all staff will take care to reduce any risks there might be, it is essential that we are all prepared. All staff - including volunteers, work experience students, and parent helpers - should know what to do in the event of a fire.

Newly appointed staff, trainees and work experience students will receive instructions when they are inducted.

Fire drills will be held six times a year at different times of the day. No warning will be given of these drills, which must always be taken seriously by all staff. One will be early in September, two others will in that term, two in the Spring Term and one in the Summer Term. Lessons learnt from fire drills will be reported to the school's Be Safe and Stay Health Committee who has responsibility for the safety and well being of pupils.

Fire alarms will be tested once a week when no pupils are in school, and the maintenance of extinguishers and the fire alarm system will be checked once a year by an approved company. Staff should report any problems which could impinge upon the health and safety of pupils **IMMEDIATELY**, to the Head Teacher, Deputy Head Teacher or School Business Manager.

Fire drill procedures are displayed in every room and members of staff need to read these procedures to ensure they are familiar with the evacuation procedures.

One of the biggest problems we have is knowing who is in the building at any one time. To help with this:-

- i. class registers must be completed in the morning and the afternoon by the teacher in charge of the group.
- ii. Staff should ensure they sign in and out of the building via the signing in board located in the foyer
- iii. Reception should ensure that all visitors are asked to sign in and sign out. All visitors will be issued with a visitors badge

The above measures will ensure that in case of a fire staff know who is in the building and ensure that the school complies with the fire regulations.

10.2 Bomb Scare

In the event of a bomb scare the fire alarm sound will be activated and the building should be evacuated in line with the same procedures for fire evacuation.

10.3 Gas Leak

In the event of a gas leak, if it is safe to do so isolate gas emergency cut off button. It will be unwise to use any electrical device so warning will be made by the Fire Wardens who have responsibility for specific areas of the building. Gas is present in the kitchen, science and food and technology room. As a precaution when rooms are not being used the gas isolation valve will be switched off. Staff will be notified of this procedure via induction when using the rooms and will always be informed of where the EMERGENCY GAS SHUT OFF VALUE is situated in the rooms.

11. FIRST AID

The Health and Safety (First Aid) Regulations 1981 sets out the requirements for first aid provision. The level of provision has been assessed based upon need at the school. First aid materials are available in the medical room at all times. There are trained FIRST AIDER throughout classes in the school. Ruth Brennan in the office is also trained.

A kit is also available in the mini-bus. Please always take first aid when you go away overnight. The college base has a first aid kit also.

12. INTIMATE CARE/PERSONAL HYGIENE

Beacon Hill has an Intimate Care Policy which ensures:-

- staff who provide intimate care are trained to do so (including Child Protection and health and safety training in moving and handling) and are fully aware of best practice
- all pupils who require intimate care are treated respectfully at all times
- staff are supported to adapt their practice in relation to the needs of individual pupils taking into account developmental changes such as the onset of puberty and menstruation
- there is careful communication with each pupil who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc)
- that pupils are aware of each procedure that is carried out and the reasons for it

Rules for bathroom and food hygiene

In order to protect staff and pupils, no adult who has not been cleared with the Head Teacher should be involved in changing nappies. The importance of good hygiene routines at all times cannot be overstated. Always obey the rules which follow. Teachers should always ensure that there is a list of rules in the changing area.

Bathroom Hygiene

For your protection and to prevent cross-infection, always wear disposable gloves, and dispose of these after attending to each individual child's needs. If you cut yourself in school it should be run under the cold tap for 3 minutes. Permanent classroom staff are advised to consult their GP about the Hepatitis B vaccination.

1. Spread new sheet of blue roll on bench mat/surface.
2. Dispose of the dirty nappy in the flip-top bin.
3. Wash the child with soap and water or wipe with lotion. Dispose of the tissue or cotton wool.
4. The bench surface/mat area *must* be sprayed, cleaned and dried, using *Novacross* disinfectant.
5. Potties must be washed and dried after use.
6. Toilet handles, seats, toilet chairs and the floor area must be cleaned after each class toileting session, or at regular intervals.
7. At night, disinfect all surfaces and dry them. Wash and dry the potties, and store them upside down.
8. Ask individual teachers for their modifications of this sequence.

Food Hygiene

Legislation has introduced new rules and regulations with reference to food handling. Please obey the *ten golden rules* below:

1. Always wash your hands before handling food and after using the toilet.
2. Tell the Head or Deputy at once of any skin, nose, throat or bowel trouble.
3. Ensure that cuts and sores are covered with water proof dressings.
4. Keep yourself clean and wear clean clothing.
5. Do not smoke in a food room. it is illegal and dangerous. Never cough or sneeze over food.
6. Clean as you go. Keep all equipment and surfaces clean.
7. Prepare raw and cooked food in separate areas. Keep food covered, and either refrigerated or piping hot.
8. Keep your hands off food as far as possible.
9. Ensure waste food is disposed of properly. Keep the lid on the dustbin, and wash your hands after putting waste in it
10. Tell your supervisor if you cannot follow these rules.

Do not break the law!

13. LOST PUPIL IN SCHOOL

In the event of a pupil becoming lost while in the care of the school, the school will put into practice procedures. These will ensure a systematic approach to find the pupil is taken and consideration is given to the levels of risk of the pupil. In the event of a pupil being lost, we will ensure a search is made for the pupil as soon as possible, parents and authorities will be notified at the appropriate stage, and a high level of care will be maintained to other pupils while procedures are being followed.

- a quick search of all rooms, cupboards and all areas in school will take place
- whilst the initial search is being made, enquiries will be made to establish the last sighting and time of the pupil
- a timescale of ten minutes will be given before school will contact the police and report the situation
- the school will then telephone the parent/carer and report the situation

Outings Procedures

School will attempt to minimise pupils being lost by ensuring they are properly supervised and will ensure the correct staff : pupil ratio is applied in line with North Tyneside regulations. The procedures are:-

- the number of pupils will be counted and double checked on the coach prior to leaving
- if a pupil is lost on the outing, staff will insist that all adults and pupils return to a meeting point
- a count will be made to confirm all who are present. Staff will then be asked where they last saw the pupil
- the teacher in charge will alert officials at the venue that there is a pupil missing and follow their advice
- the police will be telephoned and informed of the situation, staff will follow their advice
- parents will be telephoned to advise them of the situation
- where possible, at the end of the outing/visit a member of staff will remain at the venue to assist in the search, and if successful bring the pupil back

14. MOVING AND HANDLING

Two pieces of legislation affect the moving and handling of pupils in school: the Health and Safety at Work Act 1974 recommends that a moving and handling policy is developed to cover those who need help (children with special needs) and those who will be doing the moving and handling; the Manual Handling Operations Regulations 1992 places a legal obligation on employers and employees to avoid lifting wherever possible, when moving and handling pupils.

Beacon Hill fulfils its obligations by:-

- ensuring that provision and support for moving and handling is incorporated into staff induction and provides training, which covers the key elements of safe handling

- ensuring that staff avoid, as far as reasonably practicable, moving/handling operations that put an employee at risk
- ensuring that risk assessments are in place which use an ergonomic approach considering the task, the load, the environment, and the individuals capacity, to reduce risk
- ensuring that equipment is maintained and checked on a yearly basis in accordance with the Lifting Operations and Lifting Equipment Regulations 1998
- ensuring that consideration is always given to the privacy, dignity, independence and views of the pupils being moved (also covered in the Intimate Care Policy)

The Principles of Safe Handling

Beacon Hill has a minimal manual handling policy. All pupils who need manual handling have a risk assessment, which outlines the procedure for moving the pupil. Staff must read these before attempting to move a pupil. In an emergency situation evacuation sheets are available to move a pupil.

In any manual handling operation remember:-

AAPPEE – Avoid, Assess, Prepare, Plan, Execute, Evaluate

Avoid lifting whenever possible.

Assess the situation, what shape, size, how heavy is the load.

Prepare, Plan, look around the area for hazards, decide where you are moving the load to, discuss with partner exactly what you are doing including what you are going to say, tell the person you are going to move them where and why.

Execute, carry out the move.

Evaluate, Did it go smoothly what could have been better, was the person comfortable with the move.

1. When a person needs to be transferred, agree the process and explain what you are going to do. The assistant should have the co-operation and consent of the person being moved, wherever possible
2. Always use appropriate handling equipment this is outlined in the manual handling risk assessment for that person
3. Prepare the handling and movement area, and watch out for any possible hazards. Never start to move a person if you are uncertain where they are to go
4. Know your own moving capacity and the capacities of your colleagues. Respect individual members of your work team
5. Remember to make a stable mobile base with your feet. Feet should be hip distance apart, with one foot slightly in front of the other, your weight balanced between them, with knees slightly bent. Your spine should be in line and your head in mid line position. **SPINE IN LINE.**

6. Make sure you have the correct equipment for the move, in accordance with the protocol, a handling belt or slide sheet, may be used. Make a comfortable hand grip. Use the palm of your hand to get a firm grip make sure you have your thumb and fingers in a quick release position, and keep your elbows tucked into the sides of your body. Do not use people's arms and legs as 'handles' when moving them
7. When moving use your feet to turn, bend knees and keep head pointing in the direction of the move. Keep spine in line. Do not twist your trunk when moving.
8. Check with your moving partner and the person being moved that they understand what will happen. Using rhythm and timing when moving. Always use clear instructions such as 'Ready Steady Move'.

The Principles for the Safe Lifting of Loads

1. *Never* move unless you have to. Do you need to move the load? Can you push, pull, slide or put it on wheels to move it?
2. What do you *know* about the load? Is it bulky? Does it have sharp edges? Is it hot or cold? How heavy is the load?
3. Is the load *unstable or unbalanced*? Do you have to hold the load at a distance from your trunk? Do you have to use an unsatisfactory body movement or posture?
4. *Always* use the appropriate handling equipment - for example, trolley, strap handles, safety clothing.
5. *Prepare* the handling area and watch for all hazards - such as space constraints, uneven or slippery floors, extremes of temperature, or poor lighting.
6. *Know* your own moving capacity and the moving capacities of your colleagues. Does the job require unusual strength, height, special training or knowledge? Does the job put staff who are pregnant or who have health problems at risk?
7. The *position* of the handler's feet is vital. Feet should be apart, with one foot slightly in front of the other to create a stable mobile base. The load should be lifted between the handlers' feet.
8. Make sure you have a comfortable *hand grip*. Is the load difficult to grasp? Would a strap or handle make handling easier? The lifter's elbows should be held against the body to support the load. The palm of the hand should be used, rather than finger grips.
9. Hold the load *as close as possible* to your body. If it is dirty, then wear the appropriate protective clothing. Pull the load towards your body; *never* lift it away from yourself.
10. Keep your back *straight* and avoid twisting while lifting. Bend your knees and keep your head up and pointing in the direction of the load movement.
11. Use *rhythm and timing* when lifting. When two handlers are lifting, then clear instructions should be given by one of them. Preferred instructions are, 'Ready ... Steady ...Lift'.

Where appropriate, hoists and so on will be supplied as a matter of priority to move heavy or difficult pupils. All staff will have Moving and Handling training as soon as possible.

The advice of the *Moving and Handling Advisor* will be sought where appropriate, to assist with particular concerns.

Wheelchair Safety

Staff will be shown how to push a wheelchair safely down kerbs. Staff need to ensure that:-

- they always use straps if the wheelchair has them
- they never leave a wheelchair without its brakes on
- they report any faults to the wheelchair service urgently
- an assessment is undertaken to assess whether a pupil needs 1-1 supervision when they are in their wheelchair

Hoists (Ceiling and Pool)

The following procedures are adopted for the safe use of ceiling and pool hoists:-

- there should always be a minimum of two staff members to use the hoist
- one member of staff must have received the instruction and be competent in the operation of the hoist
- the hoist sling must be checked for any wear and tear before use
- transfers using a hoist should be the shortest distance possible, i.e. wheel the person in his/her chair to the equipment they are to be transferred onto before lifting onto the hoist
- before lifting a person, always explain to them what you are going to do and why

Beacon Hill will ensure that all staff receive adequate training with regards to the safe use of ceiling and pool hoists. The maintenance of equipment will be included in the school's yearly maintenance contract.

15. RISK ASSESSMENT

All risk assessments will be reviewed annually to ensure they comply with current legislation. Risk assessments will be displayed in teaching areas and specialist rooms. Teachers will be required to undertake their own individual class risk assessment which must be completed on a yearly basis and when new pupils are enrolled at the school.

Generic assessments have been undertaken for the following:-

Art Room

Food Technology Room

ICT Suite

Music and Drama Room

Rebound Room

Science Room
Sensory Studio
Soft Play

Hydrotherapy Pool

Rules for using the Hydrotherapy Pool

Whilst the swimming pool is an extremely valuable resource, it can also be very dangerous. Care must be taken at all times to ensure that the following rules are strictly obeyed.

1. One person should be in charge of the session. All staff, especially temporary helpers, should know who this person is. When training is complete, such a person will have the appropriate life-saving or teaching qualifications.
2. There should always be one responsible observer on the side of the pool, unless there is 1:1 supervision in the water. This person should know what their responsibility is and should not be too busy doing other things to be able to watch carefully.
3. The person in charge should ensure that the pool is not too full of people, so that the observer can watch effectively.
4. If a pupil is wearing armbands or other swimming aids, care should be taken to ensure that they are not damaged, and are the appropriate size for the child. The armbands should always be put away carefully.
5. A pupil should never be carried up the steps of the pool, but should be passed from one person to another at the side of the pool.
6. The pool should be covered at the end of the last session of the day. The people doing this should be outside the pool.
7. Shoes must never be worn in the pool area. This will help to prevent the spread of germs, and will ensure safety.
8. Staff working with individual pupils must be aware of their limitations, and should work carefully within these.
9. Whilst the swimming session should be a pleasurable experience, pupils should not become over excited and 'silly' so that they lose sight of sensible behaviour.
10. It is important that all staff, students and volunteers are aware of these rules and know about the basic equipment - such as the alarm and so on. It is the responsibility of the person in charge to check that staff have been fully inducted in these matters.
11. Always enter the pool through the changing rooms if at all possible.
12. The pool should always be locked if there is no one using it.
13. Take extra care when using electrical equipment. Do not use such equipment when hands or feet are wet.
14. Never run, or allow others to run, near the pool side.

Trampolining

Rules for using the Trampoline

The trampoline provides a valuable source of stimulation and education for pupils of all abilities. However, it can also be extremely dangerous for both staff and pupils. It is essential that the following basic rules are strictly observed:

1. The trampoline must only be used for rebound therapy when at least one member of staff trained in this technique is present.
2. It is vital that a member of staff should be designated as being in charge of each particular session. This does not need to be the same person each week - indeed, it may be preferable to have a person in charge other than the person working on the trampoline. However, the named person must be responsible for ensuring that all the rules are obeyed.
3. At least two members of staff must be present to erect the trampoline, one of whom must be a trained member of staff.
4. Take care to site the trampoline away from overhead projections, walls, or any protruding structure that could cause injury.
5. Never pull the trampoline frame towards you when folding or unfolding it. It is a heavy piece of equipment; therefore you should make sure that no part - such as the frame ends or the whole trampoline - is allowed to move quickly and so develop high momentum.
6. Always inspect the trampoline regularly to ensure that it is in good working order. In particular, check that the hooks, pads and mounting strips are all in safe positions every time you get the trampoline out.
7. Put the wheels well away from the trampoline, and if possible, out of the reach of pupils when not in use.
8. It is vital that sufficient spotters are available. If the pupil is sitting or lying down with one member of staff on the trampoline, only one person needs to spot. However, if the pupil stands up, there must be an adult at every side of the bed. Remember, spotters are there for the safety of staff as well as pupils. In addition they may also be valuable observers of the pupil's movement behaviour for evaluation purposes.
9. It is important that both the operator and the pupil are dressed appropriately - ie tracksuits, socks and loose clothing. No jewellery should be worn, and long hair must be secured.
10. You will find it helpful to have all the support equipment - such as bean bags, ropes, parachutes - ready, thus avoiding the need to leave the hall to get them.
11. Care must be taken regarding the mounting and dismounting of the trampoline. Steps or the top of a vaulting horse should be used at one side of the trampoline to enable more able children to mount and dismount safely. Less able children will need to be lifted on and off the trampoline. Care should always be taken to ensure that there are enough adults to lift safely, and if possible, the lift should be done in two stages to prevent staff hurting their backs.
12. The operator must never leave the trampoline erect, unattended, or unsecured when not in use.

13. Always lock the trampoline after use.
14. Never allow anyone to go underneath the trampoline.

The trampoline and other PE equipment will be checked annually by recognised contractors, and their recommendations followed.

16. SCHOOL COACHES AND MINIBUS

Rules for the use of the Mini-bus

- all new drivers must have been assessed by the Council's Driving Training Officer
- all new staff should practice in the minibus without pupils
- you must have held a driving licence for at least two years

As the school does not hold a Section 19 permit the mini bus must never be hired out.

Mini-bus Vehicle Tests

Always report any defects, noises, or problems directly to Helen Jones, Judith Moore or Fiona Saint using the book provided.

Before setting off:-

- Allow sufficient time for the journey.
- Plan breaks. Avoid long spells of driving when children might get bored and restless.
- Conduct a pre-drive safety check before every journey:- lights, tyres, steering and brakes.
- Never allow passengers to board until the vehicle is at a complete standstill, and safely parked by an adjacent pavement or other traffic-free area.
- Ensure children are supervised when boarding vehicle, especially if using rear door. Plan which passengers will sit in the front seats and by the doors.
- Do not exceed the carrying capacity of the minibus.
- Make sure everyone is sitting one to a seat and are using seat belts.
- When school bus signs are used, make sure they are in position only while children are being transported, and that they do not obstruct your vision.
- Ensure ambulant disabled passengers are seated safely and comfortable and passengers travelling in wheelchairs are safely restrained. Securely store wheelchairs not in use.
- Check that no bags or clothing are caught in doors, that all luggage is secure and gangways and exits are clear.
- Check all mirrors every time before moving off in case latecomers are approaching the vehicle.
- Check fire extinguishers and first aid.

During the Journey:

- Do not allow boisterous play of any kind.
- Try to keep children occupied (if escort on board) give something to do beforehand.
- Enforce "No Smoking" and "No Alcohol" rules
- Do not use mobile telephones whilst driving

- Do not allow passengers to operate doors.
- Approach each stop slowly and with care.
- Use Hazard Warning Lights on school trips where children are boarding or leaving vehicle.
- If serious delay during journey, inform school so that information can be passed to parents. A mobile telephone is useful for this purpose (although do not use whilst driving the vehicle).
- Children must not be left unaccompanied on the minibus.
- If there is a risk of fire, evacuate vehicle and move occupants to a safe place.
- If you have to stop in an emergency or break down while on a motorway, only stop on the hard shoulder and as far away from the carriageway passing traffic as possible.

Journey's End:

- supervise children when leaving, especially if using rear exit.
- never allow passengers to leave until vehicle is at a complete standstill and safely parked.
- always park so that passengers step onto the footway and not the road.
- take care when reversing if children are nearby. If you have to reverse, get adult help in directing you.

'Never' Points

No primary pupil should ever travel in the front of the bus and older pupils may only do so with the permission of the driver.

- **never** carry unofficial passengers - for example, hitch-hikers.
- **never** make unofficial journeys.
- **never** carry more passengers than there are seatbelts - even young children.

'Always Points'

- wear your seatbelt.
- ensure that all passengers wear their seatbelts and that children use booster seats where necessary.
- keep to the speed limit.
- fill in the log book accurately.

Accident Procedure

- always stop in the event of an accident.
- exchange names, addresses, insurance companies, etc. and try to find witnesses. The mini-bus insurance company is named on a sticker on the top right hand corner of the windscreen.
- if anyone is injured, the police should be called.

In the event of a Breakdown

- Ring the school - 640 3000
- Ring North Tyneside Workshop during working hours and outside normal working hours (6436157)

Variety Club Bus

- Ensure that all new staff are shown how to use the tail lift, clamps and seat belts.
- Ensure that the lift switch is always switched off when the lift is not in use.

Own Transport

Governors agreed from October 2010 to school taking out an Occasional Business Use Car Insurance policy which means that if any staff, governors or parents use their cars for anything at all work related including travelling between sites, peripatetic visits, meetings, training, Portage visits, Sensory team etc they can be covered for business insurance through school if they wish to be.

If staff already have comprehensive insurance including business use in their own personal car insurance policy they can continue to carry children. A central list will be kept and updated.

A photocopy of your insurance policy, driving licence and MOT documents will be kept in school.

To comply with child protection legislation you must never put yourself in a position where you are alone with a pupil. Group leaders should always arrange a central dropping off point rather than individual home drops.

Members of staff who drive pupils in their own car must ENSURE:-

1. their passengers safety
2. that the vehicle is roadworthy
3. they have the appropriate licence
4. they have appropriate insurance cover

The driver is responsible for making sure that pupils use a seat belt and appropriate restraints if required. Vehicles without seat belts must not be used.

17. SCHOOL SECURITY

All staff will be issued with a key fob for use with the door entry system. Staff MUST notify either the School Business Manager or Caretaker if they lose their fob so that they can be deleted from the door entry system. Staff must not put any labels on the key fobs as if they are lost they could be associated with the school.

A termly health and safety inspection will be undertaken in-house by the School Business Manager and the Caretaker, remedial action will be taken immediately with costs being charged against the budget for Health and Safety, which is agreed annually by the Finance Committee. The findings will be reported to the Be Safe and Stay Healthy Committee and full Governors.