



Annette Street Primary School

Health and Safety Policy

THE AIM OF OUR HEALTH & SAFETY POLICY

We aim to provide a safe working environment for staff, children and visitors in our school at Annette Street. We all share this responsibility, and it is important to be aware that the two pieces of legislation which define our responsibilities are the Health and Safety at Work Act etc., 1974 and the Management of Health and Safety at Work Regulations 1999. Other regulations also exist to cover work activities that carry specific risks, for example lifting and carrying, working at a computer and using electricity and electrical equipment safely.

This policy has been written to make everyone aware of what Health and Safety encompasses within our school environment and to give a summary of our main responsibilities. We are expected to keep up to date with the requirements of health and safety, and these are detailed in the Master Safety Files (which have now been revised and rebranded as Management Standards) at the home page of 'Glasgow Online' or the Glasgow City 'Connect' site.

This policy has been written to support our staff and recognises the difficulties we have in making time to read all of these, so therefore condenses what is relevant within these files into one working document. However, it is important to be aware of the location of the Management Standards, and refer to these when possible.

Health and Safety is always being updated. It is proposed that the best way to keep everyone up to date on these changes is to email any future updates to everyone and advise what part of our policy they would supersede. Everyone would then have a chance to comment on any change before it became embedded within our Health and Safety policy.

This policy has been written for teachers, SfLWs, office staff, visiting staff, the janitor and external contractors. You may find the inclusion of some information irrelevant to you, but it will be relevant and the responsibility for another person within our staff team.

Annette Street Primary School

If you see anything that looks unsafe or concerns you, please inform any member of management team.

RESPONSIBILITIES

Glasgow City Council shares with Glasgow Education Services overall responsibility for health and safety. For its part it will:

- Ensure health and safety has a high profile
- Keep schools up to date with relevant legislation and updates that take place
- Ensure adequate resources for health and safety are available
- Consult with staff and provide training opportunities
- Monitor and review health and safety.

The Head Teacher will (with appointed staff):

- Develop a health and safety culture throughout the school
- Make day to day operational decisions about safety
- Ensure staff are aware of their responsibilities
- Update Education Services when necessary
- Draw up health and safety procedures
- Monitor the effectiveness of these procedures.

The responsibilities of the staff are to:

- Discuss, then once in agreement, support the implementation of health and safety arrangements
- Take reasonable care of themselves and others
- Ensure as far as is reasonably practicable, that their classroom or work area is safe
- Report any issues to the Head Teacher or designated person.

HEALTH AND SAFETY INFORMATION

In the light of the various acts pertaining to Health and Safety information for staff, it is essential that every location displays a Health and Safety at Work poster which details responsible persons. Our Health & Safety posters are located in the staff room and office.

HEALTH AND SAFETY ARRANGEMENTS

Many checks need to be carried out within the school to ensure it is a safe place for everyone. Records and dates of all these checks are kept. An overall annual check is carried out by the Head Teacher to monitor the upkeep of buildings and grounds.

When contractors are on site they are expected to follow school safety procedures. The Head Teacher or Janitor will liaise with contractors to ensure they are made aware of these.

All new staff and visiting staff, as part of their induction programme, are trained in safety procedures and associated contingency plans. On the first day new staff are informed only of the most essential information, such as fire escape routes and our fire procedures. Recognising that they will have a lot of information to absorb, different aspects of health and safety are provided over the following few weeks. Exceptions to this would be for staff only with us for a short duration or young persons (under the age of 16) who would be fully inducted for their own safety. Training can include one to one discussions, observations of more experienced colleagues, guided tours of the premises and background reading, which are also available in our Health and Safety Policy.

Smoking is not permitted anywhere in the school or on the school premises.

STAFF SAFETY

Safety

We must all take care when putting up and removing displays, setting up classrooms and moving furniture. Do not climb on tables or chairs. A set of step ladders is available in the janitor's office on the ground floor or there is an elephant stool available in the PT room.

Both staff and children should take care when moving or lifting equipment and use correct lifting techniques which involve bending the knees and keeping the back straight. Children should be trained how to lift things properly and not try to lift anything too heavy. Please refer to the leaflet 'Getting to Grips with Manual Handling' by HSE which is on the gym wall and in Appendix A.

Annette Street Primary School

Safe Workplace

Providing a safe work place is at the forefront of our health and safety. Therefore all areas in the school and all equipment are inspected annually and records are kept. This is to ensure that the workplace and work equipment conforms to relevant safety standards. All equipment should be used only for the purpose it was designed for.

If you notice a fault, which can include faults in P.E. equipment, faulty wiring or unsafely wired plugs, loose carpets, broken or wobbly tables or chairs to name but a few, please let the Head Teacher or H&S delegate know so that they can be checked and repaired or replaced as necessary.

Managing Absence

Glasgow City Council has a documented absence policy which is detailed in Management Circular 73, Managing Absence. Everyone should familiarise themselves with this as it details entitlements and short and long term absence requirements. A shortened version called "Management of Absence" as been attached I Appendix B.

Staff are required to inform the Head Teacher on the first day of their absence by telephone as early as possible so cover can be sought. Text messages are not acceptable.

After this, staff should contact the Head Teacher on the 4th and 7th day and then every 7 days after this. If at all possible, contacting the Head Teacher the evening before rather than the same morning you cannot attend school helps as it gives more time to arrange alternative cover.

A medical certificate is required for any absence that will last longer than 5 days which should be sent to the Head Teacher on receipt. Prior to returning to work, a staff member must be signed off as fit for work, by their doctor.

On return from any absence the Head Teacher will meet with the staff member to complete a return to work form, and a risk assessment may also be carried out if necessary, to support the staff member back to work.

A formal interview will be held with any staff member who has absences that fall within the following categories:

Annette Street Primary School

- 3 self-certificates or a total of 6 working days within 6 months
- 5 absences (self-certificated and/or medically certified) or 8 working days within 12 months
- Any period of unauthorised absence where a staff member has not followed the above reporting procedures.

The Head Teacher will conduct these interviews in accordance with the Interview/Counselling Principles.

A copy of the circular with full details is available in the staff room.

DSE (Display Screen Equipment)

Staff who work with VDUs (Visual Display Units) on a daily basis will have a risk assessment of their workstation carried out by a trained member of staff. Thereafter assessments will be reviewed on an annual basis unless required more frequently due to a change in duties, layout or health. VDU users are entitled to eye and eyesight tests every 3 years and to corrective appliances where specifically necessary for DSE work. Staff will be given sufficient training and advice on keeping themselves safe and should try to vary their work routines so they are not in the same position for long periods of time.

Glasgow City Council has issued a booklet which details visual fatigue exercises for eyes, ways to reduce long hours in front of a VDU, a workstation checklist which shows correct posture and chair position, how to best use the separate components of the VDU and some suggested exercises to help reduce tension and relax the back. This is available in Appendix C.

Anyone who would like a risk assessment carried out or advice on safest work practices should speak with H&S delegate and this can be arranged.

Occupational Health

All staff within Educations Services have access to Glasgow City Council's Occupational Health Service. This includes:

- Pre-employment and other medical examinations
- Medical screening
- Examination of employees exposed to specific occupational hazards
- Relevant health surveillance for work activities

Annette Street Primary School

- Life style screening
- Advise on problems of a medical nature
- First aid training service
- Advice on medical aspects of activities undertaken by Council Services
- A physiotherapy service.

In order to access these services you must be referred by the Head Teacher.

Employee Back Rehabilitation Programme

An employee back rehabilitation programme was trialled several years ago and due to its success, taken on by BUPA. This scheme is available to staff (once assessed for suitability) if they experience back pain which interferes with their attendance at work or ability to carry out the duties of their post. In such instances, staff would be referred by their Head Teacher to Occupational Health. This programme offers diagnosis and help to improve the health of a person's back where possible. Full details are available in MSF 60.

Violence at Work

If an incident of violence occurs, the immediate concern is the well-being of members of staff and any other person involved, and ensuring that any medical treatment needed is given. A meeting will be arranged as soon as possible afterwards with the head teacher to find out what happened and offer support.

Staff should not regard any incident of violence as a negative reflection of their own capabilities.

If a member of staff has to go home or to hospital after an incidence of violence, the Senior Education Officer must be notified.

An unfortunate development in today's society is the increase in litigation, and staff should be careful to not use any force and try to remove themselves from a difficult situation to minimise the risk of a criminal charge being made against them.

Strategies which can help when in a difficult situation are:

- Watch someone's facial expressions and gestures to be aware of rising tension

Annette Street Primary School

- Listen to tone of voice or use of threatening language
- Try to maintain a confident manner and self-control
- Speak calmly and clearly
- Talk while walking if possible
- Do not allow the situation to escalate in front of pupils
- Be prepared to walk away from a threatening situation
- Allow compromise which can diffuse the situation for the person becoming aggressive.

If you are visiting a home you should try, where possible, to not be on your own if you plan to have a meeting in someone's house. If you are following up non-attendance of children or other family related issues, it is safer to remain outside where possible. However, you should ensure that someone in school knows where you are going, when you expect to be back and this should be followed up on by staff if you do not return within a reasonable time after you have advised.

All issues of violence must be reported. Office staff have the necessary paperwork and will advise on how to complete the relevant forms.

In January 2015 a committee for minimising violence at work put together a flowchart which helps clarify what to do if you are subject to violence at work. It also explains clearly the manager's actions should be following an incident. These are available online under H & S, in Management Circular 76, appendix 1. A copy of these is also available with the H&S delegate (and they were previously emailed to all staff in January this year).

Stress

Any staff member who feels they may be suffering from stress should inform the Head Teacher as soon as possible. The Head Teacher will endeavour to meet with this person within 24 hours to discuss this where physically possible. If the Head Teacher is absent, it should be raised with the Depute Head Teacher. Steps will be taken to:

- Identify causes of stress
- Assess the stress problem
- Control the problem by:

a) Eliminating the cause of stress in the first instance

Annette Street Primary School

- b) Reducing the amount of stress employees are exposed to
- c) Training in stress awareness
- d) Monitoring the effectiveness of control measures implemented.

If you feel you cannot raise the matter with the Head Teacher you should seek the help of one of the other members of the management team.

Glasgow City Council offers access to counselling services called the Employee Assistance Programme. You can access a power point through Glasgow Online which provides details of all the areas of support the EAP supports as the remit is far wider reaching than stress alone. Contact details are below:

- Employee Assistance Programme: Freephone 0800 247 1100
- Email: assistance@workplaceoptions.com

NHS Living Life CBT Telephone Support

This has now been made available nationally for anyone over 16 who is feeling low, anxious or depressed and support is based on a Cognitive Behavioural Therapy (CBT) approach. It can be accessed either by GP referral or by phoning directly on 0800 328 9655.

To find out more visit: <http://www.nhs24.com/Useful/Resources/LivingLifeLiving>

Lone Working

If you are working late you should think about your safety, especially if leaving when it is dark. If it is possible, you should try to leave with another member. Where this is not possible, you should try to ensure someone knows when to expect you to leave or arrive home. There is always someone in the school responsible for locking up so no-one will be in the school on their own. If you notice anything unusual or you are concerned by something in the community, please speak immediately to the Head Teacher.

WHOLE SCHOOL HEALTH AND SAFETY

ACCESS TO SCHOOL

In order to improve the safety of everyone in the school, access to school using the main door is restricted. Children should enter the school using the two playground entrances on Annette Street. These gates are closed at 9.15am and thereafter parents should bring children to the main door. All visitors (excluding parents bringing children to school) should be directed to the office where they will be asked to sign the visitor's book and given a visitor's badge. The main entrance is locked allowing access to the school via the intercom system. We must ensure all children know they should not answer the door but inform a staff member. This is so ground floor staff know who is in our building at any time.

The upper school playground is opened at lunchtime from 12.10 and all children going home for lunch are taken to this gate. The upper playground remains open until 1.00pm and upper school children returning from lunch should use this gate whilst infant children should be returned by parents to the main door. Both gates are opened for home time at 2.55pm.

All children must be taken outside to ensure someone the child knows is there to collect them at both lunch and home time. Some children from P5 - 7 may go home alone but we need to know who these children are and ensure the others are collected.

CONTRACTORS

All contractors are expected to complete the 'Establishment Contractor Sign In/Induction Log Book (Copy available as Appendix D). The janitor is responsible for this being completed and it informs contractors of our health and safety procedures within the school premises and their responsibilities. Contractors are also made aware of the location of asbestos within the school prior to starting work and are asked to sign this on completion of any work.

FIRE SAFETY

The trained Fire Wardens in the school are the Head, Depute Head Teacher and H&S delegate. The school provides a safe environment with respect to fire safety based on a comprehensive risk assessment which includes emergency plans, fire

Annette Street Primary School

detection, alarm systems, fire fighting equipment, means of escape, fire safety signs and staff training. The fire safety policy is detailed in Appendix E.

All safety signs and safety signals (e.g. for Fire Safety Signage) comply with the Health and Safety (Safety Signs and Signals) Regulations as detailed in MSF 42.

If you notice any fabric furniture (e.g. chairs) that are damaged and possibly fire retardant, please can you let the HT know so it can be replaced, as once damaged it is no longer fire retardant.

FIRE PROCEDURES

In the event of the fire alarm being raised, our aim is to get everyone out quickly and safely. The muster points are the senior and infant playgrounds.

Only staff trained in how to use fire extinguishers or other fire fighting materials should attempt to use these. An exception to this would be if a small fire broke out in the kitchen at an appliance. If it is containable staff should pull the fire blanket out and smother the fire with this, then turn off the appliance.

The school has up to date fire procedures in place which are in compliance with the Fire (Scotland) Act 2005 and The Fire Safety (Scotland) Regulations 2006, and the school liaises with the fire department in Glasgow to ensure these are sufficiently robust for the safety of everyone. The fire procedures are practised each term within the school and are revised in light of these. These checks have to be recorded in the Council Fire Precautions Register.

If there is a fire, the alarm must be raised immediately by breaking the glass break points, which are to be found at 11 different locations within the school (these are detailed in Appendix F). Then follow the fire procedures as detailed in the class or office you are working in which are on the wall of each room.

There are two escape routes for every location in the school but the main stairs are only to be used IF the fire exit stairs are filled with smoke or fire. On leaving the building no-one may re-enter until the fire brigade officer permits it. If the alarm stops ringing it does not automatically mean it is safe to re-enter the school.

Staff are trained annually as a team in the location of fire alarms and how to raise the alarm. New staff are shown these on their first day.

Annette Street Primary School

There are signs in the public areas of the school which inform visitors and children what they should do if the alarm goes off. Children should know that if they are out of class on route to the toilet or with a responsibility that they go to the nearest class (or exit if on ground floor) and leave with them, and then find their class once outside.

The fire procedures, which show the evacuation routes and meeting points as well as fire alarms on each floor, are detailed in Appendix G.

If the fire blanket is used in the kitchen, please leave this over the fire for at least 30 minutes and when using the blanket, make sure you have doubled the blanket over your hands so they do not go near the heat or flames.

GAS SAFETY

If you smell gas and are in a class please send for a member of the management team immediately so they can check and then follow safety procedures. Whilst waiting, open all windows and doors.

There are notices available within public areas of the school which advise what to do if there is a gas leak and the number to phone, which is 0800 111 999.

FIRST AID

Our trained First Aiders are Leslie Kirkland, Evonne Smith and Heather Craig. All three first aiders are based in the Principal Teacher room on the first landing of the left hand side set of stairs.

Children should still be sent to the office and first aider will be called for if required.

First Aiders must attend a refresher course every 3 years prior to the certificate expiring. The Appointed First Aiders can no longer renew their certificates as this course has now been withdrawn.

If a child is sent home with a parent or family member because they are unwell the class teacher must be informed. Any notification to the office of dental and doctor appointments should also be passed on to the class teacher.

When dealing with blood or other body fluids, latex gloves should be worn in line with Health and Safety legislation for Personal Protective Equipment (PPE).

Annette Street Primary School

The first aid kit is located within the second drawer of the grey filing cabinet. There are notices within the school advising who the First Aider is and Appointed First Aiders.

We have children with different health issues within the school and risk assessments are in place for some of these. For any child who has a risk assessment in place, this will be stored on the school shared area due to GDPR issues.

Staff members have been advised to access the health register on the shared area advising of any children within their class who may have asthma or a health issue which requires support. If there is no mention of the child on the register then there are no health issues for the child.

Children who need inhalers and have one in school, can be sent to the office if they require the use of it. This can be particularly important during gym sessions for some asthmatic children. Office staff are aware of and have been directed to the health register on the shared area to gain this information. There are also guidelines on the office wall available on what to do if someone has an anaphylactic shock.

Copies of what to do if a child becomes severely unwell due to asthma or anaphylactic shock are available within each Pastoral Care Folder and any class going on a trip outside of school should make sure they are aware of these guidelines before leaving.

ACCIDENT/INCIDENT REPORTING

We all have a responsibility to report all accidents involving injury, damage to property and near miss incidents to a member of the management team, no matter how insignificant they may seem. All injuries that require and receive first aid treatment must be recorded in the Accident Book, which is kept in the office and the office staff maintain this. The Accident Book should be completed for all first aid actions taken with children or adults. If it is an adult, the adult must also complete and sign parts of the form. Office staff will provide guidance when completing it.

There is a separate Incident Form. The yellow incident form has now been replaced (since 1 October 2014) with an online incident reporting form. This

Annette Street Primary School

ensures that incidents are followed up on quickly. This replaces the need to complete a paper Incident Form. Please note an incident form must be completed for any serious accident (as well completing the Accident Book mentioned above) or incident, which can include taking a child to hospital, calling an ambulance, violence against another or a serious behaviour incident. The Incident Form is completed, and if necessary, witness statements required will be taken, then all details are passed to the Head Teacher, who will sign and return the form to the office so that they can process it. If you witness an incident or accident of a child, you must complete the forms as advised on behalf of them.

The online completion of the form ensures we comply with our reporting duties, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Details of what constitutes as a reportable occurrence is available in the Education Services Incident Reporting Standard MSF 11. There has been a recent change whereby a person must be off work more than 7 days (it was previously 3) before the incident that caused the person to be off work is reported to HSE.

All major incidents, dangerous occurrences and near misses are investigated by a member of the management team to establish the cause and take suitable steps to prevent it happening again.

Accident forms must still be completed. Completed accident books must be kept for three years.

Accident books are no longer available through Education Health and Safety Section. Instead they must be ordered directly from RICOH Document Management as an Accident Record Pad, Code Number W51199/G.

BONJELA AND BONJELA COOL MINT

New advice states that these above products should not be given to children in educational establishments as they contain salicylate, which has the same effect on the body as aspirin. These have now been labelled as 'adult'. However, it is safe to administer Bonjela Teething Gel, which does not contain this ingredient.

MEDICATION POLICY

If a child requires prescribed medicines whilst at school, the parent must complete a Medication Treatment Form, which is available at the school office. Medicine will be stored at the office and the child's name will be clearly marked on it. The class teacher should also be informed of what is on this so they can ensure the child is sent at required times for medicine.

A note and photograph of any child who requires medicine for a serious condition will be kept in the office, staff and PSA room. There will also be a note in the Health register on the shared area advising of any child who has a health condition that requires medication so that any teacher taking that particular class is aware of and can ensure children whom they are responsible for receive medicine at required times. All staff will be made aware of this information.

ALLERGIES

Information about children who suffer from an allergy will be published in the office, PSA and staff room, as well as being recorded in the health register on the shared area. All staff will be informed and training provided if required. Children with high risk allergies or health issues are identified in photographs which are located in the office and PSA room.

HEADLICE

If you suspect a child in your class has head lice, inform the office staff and a letter will be sent out to every child in the class advising parents to check their child's head.

CONTAGIOUS DISEASES

If there were to be an outbreak of a contagious disease, the Head Teacher will ensure information is given to parents and staff immediately. This is to ensure everyone's safety as well as informing anyone who could be at increased risk, such as the elderly and pregnant women. The Head Teacher will liaise with personnel and health and safety who would then offer advice on next steps to be taken.

Annette Street Primary School

Guidance on infection control within schools from the NHS is available in the office and a copy is available in Appendix H.

SCHOOL EXCURSIONS

When a group or class is out on a trip, the first aid kit should be taken, guidance on asthma attacks and anaphylactic shock, as well as any medication required for children who have medicine on the school premises. Consent forms should not be taken on trips, however if a child has medication that must go with them, the dose and procedures for administration should be noted before leaving the school building.

The risk assessment for the class should also be read from the shared area by all adults going on the trip so that everyone is aware of medication or potential behaviour issues within that class. Staff should swap mobile numbers so they can remain in contact with each other at all times. A class register must be taken prior to leaving and the register left in school.

For children who may suffer from travel sickness, bags should be taken and paper towels and these children should be seated near the front and beside a window so they can look out of the window.

Buses should have seat belts and all children must have these fastened prior to the bus starting. Children should not sit in the front seats, in the centre back seat or beside the emergency exit. If a bus does not have working seat belts, please inform office staff or management immediately.

At the beginning of the year all children receive a general consent form which parents are asked to complete and this covers them for local trips. If children are going further afield, a separate consent form should be completed.

RISK ASSESSMENTS

Risk assessments are offered to ensure the safety of anyone who may require some additional support for a temporary period of time. It may be to help someone return to work after a lengthy absence, after a physical injury, or whilst being pregnant or returning after having a baby. These are a requirement under the Management of Health and Safety Regulations 1999. These risk assessments will be carried out by a member of the management team and are:

Annette Street Primary School

- Written down and where necessary, shared with other staff who work with that person or child (permission is always asked for if information needs to be shared with another adult)
- Reviewed as agreed but at least annually and more frequently if circumstances alter
- Reviewed and where necessary, amended, after an incident has occurred that was not foreseen in the original risk assessment
- Be suitable and sufficient for the Management of Health & Safety at Work Regulations and other regulations.

A risk assessment is carried out for each class at the beginning of the year which is suitable unless new children with additional risk or health factors join the class at a later point in the school year. If new children join later in the year then the risk assessment must be updated. The risk assessment is kept on the shared area and should be read regularly.

A copy of all risk assessments for individual children, staff or areas and events are held in the Head Teacher's office.

MANUAL HANDLING

Any lifting of equipment, such as P.E. equipment or tables and chairs, should be done using correct lifting techniques. If you are unsure of these please speak to one of the management team.

Children should not be lifted. If there is any reason that a child has to be lifted then the Head Teacher should be informed so a risk assessment can be carried out immediately to safeguard both the member of staff and the child.

HSE's booklet 'Getting to Grips with Manual Handling' is available in Appendix A.

Advice recommending good practice for people with back pain is available in an information sheet in Appendix I.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002

These regulations (often known as COSHH regulations) require employers to assess and prevent (or at least adequately control) the risks to health from the use of any hazardous substances in the workplace. A hazardous substance, is one

Annette Street Primary School

which by law, has to be labelled as 'very toxic', 'toxic', 'harmful', 'irritant' or 'corrosive'. It therefore includes many chemical substances such as paints and cleaning materials, as well as wood dust.

Although we do not use so many hazardous substances in primary schools, we need to be aware of these regulations if we decided to have an art activity that used different products from what is available in the school. In such instances staff should read the safety precautions of the product to ensure they are not harmful to children and if in any doubt ask for advice. If you bring your own cleaning products to school you must take care that children cannot access these and that bleach is not kept on the school premises.

Data sheets are kept for school cleaning products which are used by the cleaning staff which suppliers provide when contacted. The cleaning contractor is responsible for obtaining these. These list what to do in an emergency.

Contractors employed by Education Services within the school will be subject to COSHH regulations also but the duty of care will be provided by Education Services, who will ensure that COSHH forms are completed and their staff made aware of them and trained in their safe usage.

ASBESTOS

All reasonable steps have been taken to minimise exposure to asbestos within the school. No asbestos based products are purchased, used in construction, treatment or repair of the building.

There are small amounts of asbestos in certain places and notices are displayed throughout the school outside of each room.

Please be aware and take care if storing materials under classroom sinks as these are the identified places where asbestos is that staff could come into contact with. Do not touch the underside of sinks.

ELECTRICITY AT WORK

The Electricity at Work Regulations 1989 requires employers to assess all foreseeable risks associated with work involving electricity. We are required to have safe systems of working, with well-maintained equipment, covering everything from power supply to kettles. Glasgow City Council ensures that all

Annette Street Primary School

installations and repairs are carried out by qualified electricians and all electrical equipment is checked annually (in accordance with the Portable Appliance Testing [PAT]) and the date and outcome recorded on the appliance. No staff member should attempt to fix any electrical appliance.

Staff should ensure that if they bring their own electrical equipment to school that it is only for their own personal use. Christmas lighting is only permitted with a residual circuit breaker.

Please ensure that you check leads and wiring of plugs prior to using any equipment and ensure it is switched off after use.

Do not use any electrical equipment near water and ensure that during wet intervals all children know they are not to use computers or smart boards for their safety as they are drinking whilst in class. Please also take care in the kitchen when filling kettles then using toasters, microwaves etc.

Instructions on how to operate any kitchen equipment should be available in the kitchen drawer.

Live work is forbidden within all educational establishments unless it is absolutely necessary. In this situation, a written safe system of work and/or permit to work must be in force before work begins. Staff must not carry out live electrical work on their own.

MSF 20J details guidance on safe use of multi-block extensions. In summary this is:

- An extension cable or lead must only be used on a temporary basis
- If using an extension reel, unwind it fully to stop it overheating (take care for trips)
- Daisy chaining is not permitted where an extension or reel is plugged into another extension
- Overloading extension cables/leads is dangerous even in temporary situations. The rating for the combined maximum number of items of electrical equipment, plugged into a multi-gang extension at any one time, **must never exceed 10 amps**. Most TVs, video recorders and computers only use 1-3 amps. Kettles, toasters, microwaves and hairdryers tend to be 13 amps each. Therefore you cannot use an extension block in a kitchen.

Annette Street Primary School

- Extensions should only be purchased or used that are fitted with a fuse in both the plug and the extension block. The ABC catalogue provides recommended multi-block extensions.
- Electrical equipment should not be left plugged into the mains and switched on when not in use.

SLIPS, TRIPS AND FALLS

If anything is spilled on the floor or stairs a warning triangle should be placed there immediately unless you are able to wipe it up. Please inform the janitor of any spillages you are unable to wipe up so the warning triangle can be put there.

Glasgow City Council has issued an "Employee Guide to Avoiding Slips and Trips" pocket card which is available in the staff room and dining hall and a copy is available in Appendix J.

FOOD SAFETY AND HYGIENE

The Food Hygiene (Scotland) Regulations 2006 and EC Regulation 852/2004 requires that written procedures must be in place where food is prepared in order to ensure it is prepared safely. The staff in the dinner hall are covered by these regulations.

Heads of establishment have a responsibility to ensure all food preparation activities within the classroom are suitably risk assessed. At least one member of staff should complete the REHIS (Royal Environment Health Institute for Scotland) one day certified course in 'Elementary Food Hygiene'.

Only staff who have achieved this may supervise the preparation of food products within the premises. This supervision can include the supervision of various staff supervised groups (more than one) preparing food at any one time within the school. If you are involved in food preparation please remember to find out about food intolerances and allergies within the class.

REHIS course- Zakiyya Malik will complete the course and her certificate is valid until 25/8/20. Nasreen Latif has a certificate that is valid until 15/5/19. Sandra Sherry has a certificate valid until 1/6/20. Both Anne Gillespie and Leslie Kirland have valid certificates until 16/5/22. Please ask one of them to be present during

Annette Street Primary School

any cookery sessions and try to give them enough notice so they can advise anyone else they may be timetabled to work with.

Good hygiene for yourself, children, work place and utensils must be carried out prior to, during preparation and after. It must also be practiced prior to handling different food products to minimise cross contamination. If anyone is suffering from an illness such as flu, heavy cold, diarrhoea or vomiting, they must not be allowed to work with food.

Foods which should not be prepared in school include dairy products (fresh cream, etc.), meat products, pates, soft cheeses and dairy products.

BOMB THREATS AND SUSPECT MAIL

It is now an essential part of health and safety to ensure we are trained in how to respond to a bomb threat. A separate policy is available as the guidance is detailed, and annual training will be provided. The most important thing staff must be aware of and respond to are:

If you see a suspicious parcel or object inform senior management immediately.

Anyone who receives mail for the school will be trained to look for certain indicators which would arouse suspicion and are documented in Control Brief 3 - Suspect Mail and is on the office wall and a copy available in Appendix K. If you open a suspect package or letter please refer immediately to the guidelines in the office on the wall.

As all staff could potentially answer the telephone, and therefore we must all be trained in how to respond and what to listen and ask for as anyone receiving a call like this will have a critical role to play and it is essential that person extracts as much information as possible. Control Brief 2 - Information from Telephone Threat, is available in the office for reference and a copy is available in Appendix L.

The Local Incident Control Officer (LICO) is the Head Teacher and she must be informed immediately as she is responsible for the safety of everyone in the school.

There will be no alarm for a bomb threat. Instead the Head Teacher will come round to each class to inform everyone to evacuate. Children should not be

Annette Street Primary School

alarmed by telling them the reason for the evacuation but told only that it is an emergency.

Children and staff must collect their bags and coats and leave immediately using the fire exit stairs. The reason for taking coats and bags is so that it minimises time emergency services have to spend searching the building once it is evacuated. The muster point for a bomb threat is Govanhill Park, South Annandale Street.

Prior to the evacuation the Head Teacher and available staff will check the fire exits to ensure that there is no bomb in these areas. The Head Teacher will then notify the relevant services, which will proceed with a search of the building. The Head Teacher will notify everyone when it is safe to return to the school. The LICO (Head Teacher) follows guidance as laid out in Control Brief 5 - Local Officer Control Incident: Evacuation. A copy of this is available in Appendix M.

PHYSICAL EDUCATION

Children must not wear jewellery during P.E. and should remove all earrings, rings, bracelets and necklaces. This is a Glasgow authority decision and it has been made to help us meet our responsibilities under the 'duty of care' of young people.

The school discourages wearing any jewellery within school for children as it is a risk when playing outside, but it is acceptable for children to wear small studded earrings that are less likely to be caught during games.

Children who wear hijabs as part of their religion should also bring an alternative covering to school for wearing during P.E. It can be a hat or something smaller than a hijab that will not catch on P.E. equipment.

In Primary 7 children are given the opportunity to attend swimming lessons in a nearby school with a qualified swimming instructor. These lessons are organised so that boys and girls are kept separate and have lessons on different days.

UPDATES TO POLICY

ELECTRIC TOASTERS

Due to the fact that many schools have new fire detection systems which are much more sensitive to heat, toasters are no longer allowed in schools except for in the kitchens for the use of Cordia staff.

HOME MADE PLAY DOUGH

Home-made play doughs with salt in the ratio of salt:flour:water = 1:2:1 is both toxic and can cause gastrointestinal blockages and should not be made for use with children.

GARDEN CANES

We should ensure garden canes are lower than 1.8 metres so as to avoid injury to eyes. If they were being used in an infant playground the height would have to be adjusted.

TYRES USED AS PLANTERS IN GARDENS

Tyres that are embedded in playgrounds and used as plant holders in one off situations are fine for use, but if tyres are piled together loosely or sit too closely together they can be a potential fire hazard and should be removed.

BLIND CORDS AND BLINDS

All new blinds should be fire retardant.

Blinds with cords should have the cords secured out of sight and not anywhere near child head height to stop the chance of a child being choked on the cord of a blind.

USING CALOR GAS HEATERS

When these are used the local fire station must be informed as it forms part of their fire risk. The safest use of these is to switch them off once children come into class when possible.

OXYGEN CYLINDERS

If any child requires oxygen cylinders, the storage of extra ones must be kept to a minimum and the local fire station must be informed that these are on the premises.

PHONE, IPAD, IPOD CHARGERS & PLUG-IN AIR FRESHENERS

Please ensure these are turned off when not charging as they are a high fire risk.

BINS AND PAPER RECYCLING

Please ensure that these are kept away from fire exit and classroom doors so that if a fire started in one of these, the route out of the room would not be blocked.

SPRAY AIR FRESHENERS

Please ensure these are not left on window ledges in direct sunlight as they have a warning on the back advising they can explode if left in direct sunlight.

USE OF EGGS IN SCHOOL

We can use eggs in school to bake with as long as they have the red lion stamp on the carton. Most supermarkets stock these brands and the symbol indicates that they are pasteurised.

USE OF ROUND CARDBOARD HOLDERS

It is recommended that we do not use toilet roll holders for art activities but instead use kitchen rolls for reasons of hygiene.

FAULTY EQUIPMENT

If equipment is faulty please can you notify either the HT, H&S delegate or the Janitor, so we can ensure it is removed and stored safely until fixed or disposed of.

Annette Street Primary School

RESPONSIBILITY

It is everyone's responsibility to report any fault they see or concern they have so that we keep pupils, staff and visitors safe.

ADDITION TO APPENDICES

I have added an additional appendix to these which is a memo detailing advice for PTAs baking for schools and GCC's policy and insurance cover.

Policy Updated:	August 2017
Policy to be Reviewed	August 2023