

MAVISBANK SCHOOL

Health and Safety Policy

Aims

It is the aim of the school to ensure that those pupils, parents / carers, staff and visiting specialists are safe whilst at Mavisbank School by following the agreed procedures and attending where appropriate the relevant in-service.

All staff have a responsibility to read and take account of all policies, procedures, guidelines and circulars issued either by the Authority and/or by the school.

The following attached circulars detail:

Standard Circular E1 - Policy and Guidance

MSF/2 Health & Safety Policy

MSF/3 Statement of Safety Policy

MSF/4 Application of the Health & Safety at Work etc. Act 1974 to the Education Department.

MSF/5 Responsibility for Health, Safety & Welfare in the Education Department

Health and safety procedures cover a range of needs:

- Safe administration of medication.
- The storage of medication.
- The training of staff in other procedures.
- Safe Moving and Handling.
- Infection control.
- Toileting and feeding.
- Fire safety.
- Security of the building.
- Risk assessment.

Safe administration of medication

In most cases school staff will administer medication prescribed by the pupil's GP. Staff will be trained to administer medication by the Community Children's Nurse. This will be in agreement with the parent/carer.

The safe storage of medication

Medication is stored under lock and key.

Other procedures.

The Community Children's Nurse trains school staff and on occasion transport escorts in the safe procedures for the administration of rescue medication, tube feeding and other procedures as required to meet the complex needs of the pupils.

Moving and Handling

The school has multiple trainers in moving and handling and all staff will have access to the two- day training available.

All moving and handling equipment is serviced and LOLER inspected every six months. Staff who have taken part in the training are aware of their responsibilities and those of the employer in ensuring safe practice is maintained.

Infection control

Staff are provided with access to; rubber gloves, aprons, wipes, blue and white roll, nappy bags and where necessary masks. All towels, face cloths and soiled clothes are washed at the end of the day in the school laundry.

The school cleaner clean the building in the morning and in the evening.

Feeding

The speech and language therapists provide in-service in how to feed correctly and safely , working with the physiotherapists on the importance of correct seating for safe feeding.

Fire safety

The building is inspected on a regular basis by the Authority inspectors in conjunction with the Head Teacher. Any identified areas of concern are referred immediately to the Head of Service.

The school has a fire procedures policy and procedures are clearly displayed on all walls. Regular fire drills have demonstrated our ability to be able to clear the building well within agreed time limits. Staff identify and report any areas of concern at their regular meetings.

Security of the building

The building has a security system at the main door that can be opened by the secretary or the janitor.

All visitors are asked to sign in and out and wear visitor's badges whilst on the premises.

The school has a security policy.

Risk assessment

Due to the complexity of pupil's needs all areas of the school have been risk assessed to ensure the overall safety of the pupils. Where necessary individual risk assessments have been undertaken for individual pupils in separate areas.

MAVISBANK SCHOOL
HEALTH & SAFETY IN CLASS

- ❖ Fire Regulations ensure that forward planning in terms of positioning for activities takes into account the possibility of evacuation; for example, no more than 2 pupils may be positioned on the floor at the same time.
- ❖ Each piece of equipment used by the pupils has guidelines attached to the frame indicating how the children should be evacuated when positioned in the equipment.
- ❖ Blankets or slings which can be used as a means of evacuating children are kept in the class.
- ❖ Each child has an allergy sheet which must be consulted prior to any activity where potential allergens are used e.g. nuts, perfumed materials etc.
- ❖ Each child has a permission sheet signed by a parent for all school activities.
- ❖ Advice on optimum positioning is provided by Occupational Therapists and Physiotherapists.

Sheila Harkness

Please refer to health and safety files stored in the office and available on First Class.

Reviewed by John Lochrie, Eileen McDonnell Mar 2010, February 2015

Date of next review: February 2018

