

Errol Primary School
<i>Health & safety policy</i>

Part A – Rationale

Errol Primary School recognises and accepts its duty to comply with the 'Health and Safety at Work Act etc 1974', and all associated regulations designed to protect the health, safety and welfare of the staff, pupils and all others who may be affected by the school's activities.

This commitment is based on the desire to protect staff while at work, and pupils' wellbeing by recognising that a high standard of health, safety and welfare in operations is essential.

This policy should be read in conjunction with the Perth & Kinross Council Health & Safety Policy Statement **Appendix 1**, and the Perth & Kinross Council Education & Children's Services Health & Safety Supplementary Policy **Appendix 2**.

Part B - Policy Principles

The Key Principles upon which this policy statement is based are as follows:

- Promoting safety and well-being;
- Keeping individuals safe and protected.

Part C – Policy Outcomes

The School strives to realise the principles of this policy statement by paying particular attention to continued integration of health, safety and welfare requirements by ensuring that, as far as is reasonably practicable, and within the resources available:

- plant, equipment and systems of work are safe and without significant risk;
- arrangements are in place for the safe use, handling, storage and transporting of all articles and substances;
- staff and pupils are given sufficient and appropriate information, instruction, training and supervision to meet safety requirements;
- safe access and egress to work places is maintained at all times;
- a healthy working environment is provided;
- adequate welfare facilities are available;
- procedures to deal with any foreseeable emergency situation are developed and understood;
- systems for reporting accidents, dangerous occurrences and potential risks to health are implemented;
- consultation with staff over changes in policy is carried out;
- the 'Health & Safety Law' poster is on permanent display in the staffroom;
- in order to promote the observance of the above points, the school's safety co-ordinator, where available, in conjunction with appointed safety representatives, where available, will systematically monitor the implementation and effectiveness of the Policy Statement.

Part D - Responsibilities

Overall responsibility for policy implementation and review rests with the Head Teacher, Alan McKenzie, who will inform all existing employees, service users and contractors of the policy and their role in the implementation and monitoring of the policy. All new personnel will be given access to the policy on induction.

All staff have a duty to co-operate in the operation of this Policy, as outlined under Section 7 of the 'Health and Safety at Work etc Act 1974', by

- working safely and efficiently
- using the protective clothing and equipment provided
- reporting accidents that have led or may lead to injury or damage
- following safe systems of work procedures

- assisting in the investigation of any accidents they have been involved in, or been witness to, with the objective of introducing measures to prevent recurrence
- undertaking Risk Assessments as necessary
- participating in safety tour and audits
- participating in potentially hazardous activities only if they have been fully and properly trained

Information on all aspects of Perth and Kinross Policy on Health and Safety at work may be found in:

- Health and Safety Procedures and Guidelines;
- Health and Safety Tool Kit 2001.

These are held in the School Office and may be accessed by staff at any time.

Reviewed January 2010

General Notes

Accident/Incident Reporting Procedures

Accidents involving staff, pupils or members of the public on school premises during the working day should be reported to the school office as soon after happening as is practicable. An Incident Report Form (available from the school office) should be completed. Procedures and all relevant documentation are contained within the Health and Safety Tool Kit available in the school office.

Personal Safety of Staff and Pupils

Security System Procedures

All external doors are to be kept closed **at all times**. Pupil entrance gate to playground to be closed and chained using easy open clip (to enable access in event of fire) during school hours. Side gate to playground beside gym hall to be kept closed and chained using easy open clip (to enable access in event of fire) during school hours. Playground to park gate has fire exit bar and should not be chained during school hours. No school gates are to be padlocked shut during school hours. Janitor will padlock gates when locking up and remove padlock from gates when opening up. School Auxiliary will chain pupil entrance gate using easy open clip after 9:15 bell.

Permanent staff and regular visiting staff have a fob key which allows all areas of the school controlled by electronic fob to be accessed during the working day. **Lost fobs should be reported immediately to the head teacher.**

The school has an intruder alarm which is switched on by the janitor when locking up and switched off by the janitor when opening up at approximately 8:00 a.m. Staff must not enter the school when the intruder alarm is switched on and must leave the building when the janitor informs staff that it is time to lock up.

All visitors should report to reception at the school office where they must sign in before entering the school; this includes parent helpers working in any area of the school. No-one, other than regular staff, is allowed inside the school building without first signing in at reception. Where appropriate visitors will be given a badge which should be returned on departure. Where a staff member meets a visitor at the school office they should ask him/her to identify themselves, asking for ID if visitor is not known, and sign in. **Staff must not allow visitors into the school building without identifying who they are and making sure they sign in.** Pupils should not approach an adult on school premises – they should alert a member of staff to the presence of a non-staff member.

The janitor is the main key holder and holds copies of all mechanical keys.

Out of School Care

Out of School Care operates in the GP room from 3:30 p.m. to 6:00 p.m. Out of School Care Staff have an electronic fob to access their workplace. All access to Out of School Care is via the external school let door next to the GP room. Out of School Care staff, not pupils, have access to the Staff Base from 2:30 p.m. to 3:30 p.m. to do paper work.

Violence and Aggression at Work

All incidents, including those of violence/aggression from pupils, should be reported on the Aggression/Violence incident report form available from the school office. To minimise risk to personal safety

- ensure that when working in school outwith the school day you are protected by the school security system
- if from past knowledge it is perceived that difficulty may arise when interviewing a pupil or parent, ensure that another member of staff is present
- do not make appointments to see parents outwith the school day without informing the HT and ensuring that other members of staff are on the premises
- contact the office by telephone/intercom immediately upon recognition of a potentially violent incident, for example, a drunk or irate parent shouting in the playground
- Perth and Kinross Council have produced a corporate policy for Managing Workplace Aggression and Violence (**Appendix 6**) which the school fully supports.

First Aid

The school auxiliary is the named first aider for our school and the first to be called on to administer first aid. The classroom assistant is trained in first aid and is second to be called on to administer first aid. It is the responsibility of Perth and Kinross Council to provide appropriate courses/updates to keep first aiders' qualifications current. This school will support attendance at such courses for appropriate staff.

A First Aid Box is situated in the Medical Room. A travelling First Aid Kit, available from the school first aider and kept in the medical room, is to be used for carrying on educational visits.

Fire Safety (see Appendices 3,4 & 5)

- fire fighting equipment will be regularly inspected, tested and maintained by Perth and Kinross Council's appointed personnel and inspections recorded in the Fire Log
- fire safety instructions and fire exit signs are appropriately placed in each area of the school. Staff should familiarise themselves with these
- fire exits/doors should never be locked, blocked or wedged open. Any member of staff noticing such an eventuality should report it to senior management **immediately**
- fire drills will be held at least once per term. Drills will be recorded in the Fire Log in the Health and Safety Tool Kit

Emergency Plan/Evacuation Procedures (see Appendix 3)

- if it is judged that serious disruption is likely, for example due to fire, pupils should be removed to Errol Parish Church or Errol Community Centre via the clearest exit.

Establishment	Address	Contact details
Errol Parish Church	PH2 7QH	revdmain@btinternet.com
Errol Community Centre	Station Road, Errol	Eileen Morrison 01821 642573

- On arrival telephone calls should be made asking parents to collect their children as soon as possible. Where emergency contacts are known pupils are permitted to be collected by these. Pupils are not permitted to go home themselves unless permission has been given by parents or emergency contacts. Staff will supervise uncollected pupils until normal dismissal time.
- If disruption is likely to be long term school management will instruct the divisional recovery plan to be put into operation and instruct members of staff as necessary.

Health Issues

Pupils

Pupils will receive health care in line with Perth and Kinross Council policy. General provision is made by Tayside Health Board.

Routine health screenings of pupils in Primary 1 are carried out by a nurse from Drumhar Health Centre in Perth. At the screening each pupil has height, weight, hearing and vision checked. The nurse may then refer a pupil to another medical practitioner if it is felt necessary; this must be with parental consent unless it is a child protection issue. Referrals must not be made without prior discussion with parents and parental consent unless it is a child protection issue. Staff should not discuss issues about a pupil with other agencies without having first discussed them with parents and having parental consent to discuss further, unless it is a child protection issue.

Pupils with speech & language difficulties may be referred by the school or by parents to the speech & language therapist. Parents must be consulted and give their consent before referrals are made.

If a pupil becomes ill or is injured at school, every effort will be made to contact the parents first, and the named emergency contact second, who will be expected to collect the pupil from school or make arrangements for someone known to the pupil to do so. The school tries to send sick pupils home as quickly as possible. The school first aider, the classroom assistant, and any other member of staff (all staff have a duty of care to all pupils) may be called upon to assist an ill or injured pupil. In the case of severe injury or illness requiring immediate medical attention pupils will be conveyed to the local doctor or hospital by staff car, taxi or ambulance and parents will be contacted immediately. Parents will be expected to attend as quickly as possible.

Concern

Any concerns teachers may have over individual pupils should be brought to the attention of the headteacher or child protection officer if it is a child protection concern. After discussion with the class teacher, appropriate referral may be made only after consent has been given by parents, unless it is a child protection concern.

Head lice

Pupils are not inspected for or treated for head lice in school. Where the school is informed that a pupil has head lice the school will not inform parents that there is a pupil with head lice at school. There is no requirement for a pupil with head lice to be kept off school. Where a member of staff notices a pupil may have head lice there must be no inspection by staff; parents should be sensitively and discreetly informed of the possibility that their child may have signs of head lice. General letters informing parents how to look for and treat head lice may be issued, without stating there is a case of head lice in the school.

Peanut Allergy

This school has a protocol in place for pupils who have peanut allergy **Appendix 7**.

Asthma

This school has an action plan for pupils who have asthma **Appendix 8**.

All staff should take steps to be familiar with these and follow the procedures outlined when necessary. If in doubt ask the school first aider.

Child Protection

The school's child protection policy is attached as **Appendix 9**.

Administration of Medicine in Schools

The school has a procedure for the administration of medicine in school which can only take place once parents have filled in the relevant form; see **Appendix 10**.

Further Guidance

A variety of booklets, pamphlets and information sheets on a range of topics are available in the Health and Safety File in the Office. Staff guidance on Health and Safety procedures in Perth and Kinross is contained in

- The Health and Safety Tool Kit 2001
- Health and Safety Procedures and Guidelines

Both volumes may be referred to by staff for advice on all aspects of Health and Safety.

All Health and Safety documentation is held centrally in the school office and may be accessed by staff at any time.

Appendices (please note the appendices are not available on the school website):

Appendix 1 Perth & Kinross Council Health & Safety Policy Statement

Appendix 2 Perth & Kinross Council Education & Children's Services Health & Safety Supplementary Policy

Appendix 3 Errol Primary School Procedures to be Followed in the Event of Fire

Appendix 4 Errol Primary School Fire Procedures for School Visitors

Appendix 5 Errol Primary School Fire Procedures for School Lets

Appendix 6 Perth and Kinross Council Policy for Managing Workplace Aggression and Violence

Appendix 7 Perth & Kinross Council Peanut Allergy Protocol

Appendix 8 Action Plan for Pupils who have Asthma

Appendix 9 Errol Primary School Child Protection Policy

Appendix 10 Administration of Medicine in Schools

Reviewed January 2010