



ALLOWAY PRIMARY SCHOOL & EYC HEALTH AND SAFETY POLICY



Through this policy we ensure the following Articles are met:



ALLOWAY PRIMARY SCHOOL
& EYC

HEALTH & SAFETY POLICY

This statement is issued in accordance with the Health and Safety at Work Act. It supplements, the statements of Health and Safety Policy which have been written by South Ayrshire Council and by the Educational Services Department. The general aims of the fore-mentioned policy statements are accepted and the arrangements set out below are designed to implement the general aims of Alloway Primary School.

General Guidelines

It is the policy of Alloway Primary School, so far as is reasonably practicable, to;

1. establish and maintain a safe and healthy environment throughout the school;
2. establish and maintain safe working procedures among staff and pupils;
3. make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
4. ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
5. maintain all areas under the control of the Head Teacher in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
6. formulate effective procedures for use in case of fire and for evacuating the school premises;
7. lay down procedures to be followed in case of accident;
8. teach safety as part of pupils' duties where appropriate;
9. provide and maintain adequate welfare facilities and to make recommendations to South Ayrshire Council, as appropriate.

Responsibility of the Head Teacher

Head Teachers within each school have a responsibility for ensuring arrangements are in place to meet the aims of the Corporate Health and Safety Policy. In particular they shall:

- Demonstrate a commitment to achieving a high standard of Health and Safety performance and culture.
- Implement the Corporate Health and Safety Policy management arrangements within their section or school.
- Provide information required by the Risk and Safety Team in relation to the Health and Safety performance within their section or school.
- Ensure that all necessary generic and specific risk assessments are completed and, so far as is reasonably practicable, identified risks managed within their area of responsibility.
- Through PDR arrange health and safety training relevant to each employee's role and monitor training records to ensure training does not expire.
- Ensure that any significant Health and Safety issues identified through Fire Risk Assessment or Health and Safety Audit Reports or recorded on Pentana are progressed, monitored and reviewed in a timely manner.
- Acknowledge the statutory nature of Health and Safety procedures and therefore ensure that disciplinary action is a consideration where breaches in respect of this policy or the Council Code of Conduct have been identified.
- Ensure that where they are the most senior manager within a property they adopt the role of 'Duty Holder' for that property. The Duty Holder has overall responsibility for managing the Health and Safety of the premises and ensuring that all necessary documentation and arrangements are kept up to date and communicated to all occupants.
- Ensure that incidents are reported within 10 days to the Risk and Safety team utilising AR1 and VA1 online forms, and that confirmation is provided that any reportable incidents are work related. Any forms submitted more than 10 working days after the incident must be countersigned by the appropriate Service Lead.

Responsibilities of Staff towards Pupils and Others in their Care

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. exercise effective supervision over all those for whom they are responsible, including pupils;
2. be aware of and implement safe working practices and to set a good example personally;
3. identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
4. ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
5. provide written job instructions, warning notices and signs as appropriate;

6. provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
7. minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
8. evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
9. provide the opportunity for discussion of health and safety arrangements;
10. investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
11. provide for adequate instruction, information and training in safe working methods or recommend suitable “off the job” training;
12. where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Head Teacher.

Responsibilities of all Employees

All employees shall co-operate in the implementation of the Corporate Health and Safety Policy by:

- Acting in the course of their employment with due care for their own safety and that of others who may be affected by their acts or omissions at work;
- Co-operating, so far as is necessary, to enable the Council to perform any statutory duty for compliance with Health and Safety legislation;
- Performing nominated emergency or health and safety roles in order to meet the Council’s statutory duties and in accordance with any instruction and/ or training;
- Using all work items and personal protective equipment in accordance with any instruction and/ or training;
- Reporting to managers any defects, dangerous situations and/ or failures in work activities, safety systems, equipment and plant;
 - Ceasing any work activity where there is a serious risk to themselves or others;
- Reporting all accidents, incidents, near misses or cases of occupational ill health to managers as soon as possible and seek first aid for any sustained injury.
- Acknowledge the statutory nature of Health and Safety procedures and therefore recognise that disciplinary action will be a consideration where breaches in respect of this policy, the Council Code of Conduct or underpinning health and safety procedures have been identified. This may be a requirement as a means of protecting employee health and safety and to mitigate wider risks to the organisation as a whole.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE HEAD TEACHER.

Please note the following:-

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at any early stage.
2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

Responsibilities of Pupils

All pupils are expected, within their expertise and ability, to;

1. exercise personal responsibility for the safety of themselves and their fellow pupils;
2. observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
3. observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
4. use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

N.B. The Head Teacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the school handbook.

Visitors

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school. All visitors are required to sign in and out on our fire register.

Lettings

The Head Teacher and MITIE staff, or their representative, will seek to ensure that:

1. the means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Head Teacher knows of any hazard associated with the above, she/he should take action to make hirers aware of it;
2. fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
3. hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed;
4. hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly;
5. arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer of his staff.

Fire and Emergency Evacuation Procedures – Fire Plan

1. The school's procedures for fire and emergency evacuation are posted throughout the school.
2. These procedures will be updated as appropriate.
3. The log book for the recording and evaluation of practice and evacuation drills is available.

Fire Prevention Equipment

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system.

First Aid and Accident Reporting Procedures

1. First aid is available in the school.
2. The name of the first aider/appointed person is Mrs J. Paul (Clerical Assistant).
3. The person responsible for administering the accident reporting procedures is Mrs J Paul.
4. The accident book and report forms and the arrangements to be followed are known to the appointed person – Mrs J Paul.
5. The accident and incident folder should be kept in the nursery class and entries should include date, description of accident, location and action taken, parent's signature. D.H.T. should audit monthly.
6. The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.
7. First Aid policy is kept up to date in line with local and national guidance.

Risk Assessments

All work activities required to be risk assessed, significant risks controlled, recorded and reviewed. Risk assessment will identify the nature of the mitigations already in place or requiring to be implemented and will include reasonable timescales for their completion. Other legislation requires Services to consider more specific risk assessments, for example; manual handling, exposure to hazardous substances, noise, vibration, asbestos, legionella, personal protective equipment, young persons and new and expectant mothers. A comprehensive list of risk assessments are available and cover our environment and experiences both inside and outside of the building. Individual risk assessments are put in place for staff and pupils when required.

Health and Safety Issues

The following procedure should be followed as a means of resolving Health and Safety issues:

Stage 1 Employee raises an issue with their line manager. If the matter cannot be resolved at Stage 1 then;

Stage 2 Employee raises issue with their Safety Representative. If the matter cannot be resolved at Stage 1 or 2 then;

Stage 3 Safety Representative raises issue with Service Lead / Executive Manager / Head of Service / Director and the Risk & Safety Team.

Violence and Aggression

The Council's Standard on Violence and Aggression at Work outlines procedures for assessment of work activities that may present a risk of violence and aggression, recording of such incidents and potential measures to manage their occurrence. When there are instances of Violence and Aggression, staff are required to fill out the VA1 form online. These are audited by the Head Teacher. Analysis of Violence and Aggression reports takes place within Education Services and measures to prevent recurrence are considered on a case by case basis. At Alloway Primary we file all Violence and Aggression forms. The Head Teacher takes account of these and for individual children, where required, there will also be Risk Assessments and a Wellbeing Plan. Staff who are working with children who are at high risk of dysregulated behaviour will be CPI MAPA trained. Staff also will be sent on Nurture training with a focus on behaviour regulation strategies.

New and Expectant Mothers

Certain work activities may present risks that have adverse health effects on new and expectant mothers. The level of risk will vary between individuals and at different times during a pregnancy. The Risk and Safety Standard on 'New and Expectant Mothers at Work' aims to provide guidance on reducing any identified risks to new and expectant mothers at work and outlines a number of specific control measures required to protect them. The Head Teacher will undertake a risk assessment for expectant mothers on an individual basis.

Display Screen Equipment (DSE)

Employees categorised as 'Display Screen Equipment (DSE) users', as defined in the Display Screen Equipment Regulations 1992 undertake an assessment of their computer workstation. The 'Risk and Safety Standard on Display Screen Equipment' offers guidance to managers and employees in the safe use, assessment and risk control of computer activities. A DSE Self Assessment is available on 'The Core' for DSE users to assess the suitability of their workstation. Any issues highlighted by this process should be referred to their line manager. As defined within the regulations, where corrective lenses are prescribed as necessary for display screen equipment work, the Council will contribute towards the cost. Admin staff will undertake this assessment.

Smoking at Work

South Ayrshire Council is committed to a 'Smoke-Free Policy' in order to comply with relevant legislation and protect individuals from tobacco-induced ill health. Consequently, smoking is prohibited throughout Council workplaces. This includes all cigarette smoking, including the use of non-tobacco cigarettes and e-cigarettes. The Council also recognises that tobacco-induced health issues not only affect smokers but also non-smokers exposed to passive smoke. Support is available to any employee attempting to quit smoking.

We will work together to make sure that our school is as safe as it can be for all pupils, staff, parents and visitors. We are a PPP school and work closely with Mitie to ensure our school is a safe place to work.

LOCAL CONTACT DETAILS

Risk and Safety Team

Access the Risk and Safety main page on 'The Core'

Risk and Safety Team

South Ayrshire Council

5-7 River Terrace

Ayr KA8 0BJ

Tel: (0300) 123 0900 Fax: (01292) (61) 2910

Occupational Health

South Ayrshire Council

12 Bath Place

Ayr KA7 1DP

Tel: 01292 (61) 2139

Health and Safety Executive Cornerstone

107 West Regent Street , Glasgow G2 2BA

Employment Medical Advisory Service (EMAS) Cornerstone

107 West Regent Street, Glasgow G2 2BA

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