



# **Heathfield Primary and Early Years Centre**

## **Health and Safety Policy**



We take all reasonable steps to ensure the health, safety and wellbeing of all staff, pupils and visitors to the school.

The Head Teacher is responsible for implementing the guidelines of South Ayrshire Council, ensuring the health and safety of all staff, pupils and visitors and the safety of all areas, buildings, equipment, and substances under her control in the school and while undertaking school/community events.

The Head Teacher is the Health and Safety Co-ordinator and works closely with the janitor, first aiders and school staff, as part of the whole school health and safety team.

It is the responsibility of the Head Teacher to ensure that all staff and pupils are aware of the Health and Safety procedures.

Any safety concerns should be passed to the Head Teacher and the school janitor to report on as necessary.

A review of Health and Safety procedures will take place annually. The policy will be reviewed in accordance with the experience gained from on-going monitoring and will consider any new developments in health and safety legislation and guidance.

### **Parking/Traffic Control**

The Janitors are trained crossing patrol staff. They have responsibility for helping pupils safely cross the roads in and around Heathfield Primary - to school at 8.45am and from school at 2.45pm.

Parents are asked to park out with school grounds to avoid congestion and eliminate any potential safety concerns. Where necessary, parents should contact the school if they require to make use of the entrance area for parking. Delivery vehicles, maintenance vehicles bin lorry etc. should avoid entering and exiting the school grounds when pupils are in the playground i.e. 8.45am – 9.10am, 12.30pm – 1.45pm and 2.45pm – 3.15pm.

Pupils should enter and leave school through the designated areas at the start and end of the day and must avoid crossing the school car park.

## **Intervals**

Intervals are supervised by School Assistants and when possible, the Leadership Team will help supervise playtimes and lunch times. During wet weather, pupils will remain in their classrooms. Class teachers have the responsibility of ensuring that pupils are fully aware of the school values and behaviour policy and that pupils have the personal responsibility of adhering to these.

## **Fire Exit Doors**

Staff should ensure that all fire exit doors are closed during the school day. Doors should not be left open, even in the event of hot weather.

## **Playground Gates**

Gates to and from the playground should be kept closed between 9.00am and 3pm. Janitors and staff on the playground should monitor this.

## **Child Protection**

If a child is not in school by 9.30am and no reason has been given for the absence, a phone call will be made to parents to ascertain the cause of the absence and to ensure the safety of the child. Where there is a cause for concern, the Head Teacher may deem that the child is missing from school and follow the guidance given by the local authority.

## **Medicines and Inhalers**

Please refer to Medication Policy

## **Exceptional circumstances**

Special arrangements may have to be made for a child suffering from a serious medical condition. In such cases, a meeting will be arranged between parents, first aiders and the Head Teacher so that procedures can be agreed e.g. diabetic children.

Parents should inform the school of any circumstances which might affect their child's health at school.

## **Lunchtime**

It is the policy of South Ayrshire council that children do not carry hot soup. At Heathfield Primary soup is served in plastic mugs and heated to no more than 63 degrees. Soup is carried to the table by a lunchtime supervisor.

## **Risk Assessment**

In accordance with South Ayrshire Council policy risk assessments have been drawn up for all activities where risk may be involved. These risk assessments can be found in South Ayrshire Risk Assessment file kept in the school office.