



**Holmston Primary
Health and Safety Policy
August 2025**



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 his 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

We have two trained crossing patrol staff. They have responsibility for helping pupils safely cross the roads in and around Holmston 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.

The school gate to the car park will be closed at 9.00am until 2.50pm. This can be opened if needed.

Our leadership team and JRSOs regularly monitor the yellow zigzag lines and ask any drivers to move off these for the safety of all.

Intervals

Intervals are supervised by School Assistants and janitors and at lunchtimes, when possible, the Leadership Team will help supervise the dining hall. During wet weather, pupils will remain in their classrooms. Class teachers have the responsibility of ensuring that pupils can access resources to use during wet play and are fully aware of the school values and behaviour policy and that pupils have the personal responsibility of adhering to these.

Before School

The playgrounds are staffed in the morning from 8.45 – 9.00am, when possible, by the leadership team. Pupils in P1 – P4 can enter the school building from 8.45am and will be supervised in classes by support assistants. Pupils in P5 – P7 can enter the school at 9.00am.

Fire Exit Doors and School Gates

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. The school gates onto the playgrounds are locked at 9.00am and opened at 2.50pm by the leadership team or janitor. The Fire Alarms are checked every Monday morning at 8.00am

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 Holmston Primary soup is served in plastic mugs with a lid and heated to no more than 63 degrees. Soup is carried to the table by a lunchtime supervisor. We operate a family service in the lunch hall and adults serve food to the tables.

Risk Assessments

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.

Allergies

We aim to be a nut-free school and parents are informed about this at transition events and regularly through school newsletters. If a child has a food allergy or intolerance, parents should complete the South Ayrshire online application for a specific diet and inform the school. South Ayrshire Council can cater for pupils who have specific dietary requirements including:

- Additional support needs e.g. those with chewing and swallowing difficulties
- Religious, cultural or ethical reasons e.g. individuals from different ethnic origins
- Medically prescribed e.g. due to coeliac disease, food allergy, food intolerance, etc

Entry to School

All visitors and family members should report to the main school entrance and not through playground doors. This is communicated through newsletters. Entry to the school is through the buzzer system. Visitors to the school are required to sign the visitor's book and will be buzzed through into the main part of the school and accompanied by a member of staff.

First Aid

Mrs Bell-Sammut is our fully trained first aider. All support assistants and classrooms have a first aid kit for minor injuries.

All head injuries will be treated seriously, and the school will attempt to contact the parents or the emergency contact who, in conjunction with the first aider, should decide on the best course of action. If neither the parent nor emergency contact is available and the school considers the injury a minor one i.e. a small cut, the child will be kept at school. If this is a minor head injury the pupil will be given a note or a text message to inform the parents that a minor injury has been sustained .

If the trained first aider considers the injury to be serious and the parents/emergency contact cannot be contacted an ambulance may be called. Continuous efforts will be made to contact parents in these circumstances.

First Aid Kits and any medication should be taken on all excursions.

Fire Safety

- All fire exits will be kept clear, including those in the classrooms.
- Fire alarm testing is carried out weekly.
- Whole school fire drills take place termly and are recorded in the fire safety book.
- Temporary staff, staff and regular visitors at the school should be informed of the nearest fire exit.
- Relevant staff members should be trained as Fire Wardens.
- All staff should be fully aware of evacuation routes – within their classroom (Primary and Secondary Routes) and when in other areas of the school. They should practice this with their class to avoid any confusion.
- Each classroom will have fire notices displayed. These are updated annually.
- Any child who requires additional support during a fire alarm should have an individual PEEP plan.
- Teachers should close the classroom door as they leave the building to indicate that the room is clear.
- When all pupils are in place and counted the teacher should raise the register to indicate all pupils are present and correct

