

Lady Lovat Primary School

Health and Safety Policy

Rationale:

It is the policy of Highland Council to take all reasonably practicable steps to ensure the health, safety and welfare of all persons under its remit. The Education Department accepts responsibility throughout the Education Department at all places of work under its control, to provide and maintain the standards required by the Health and Safety at Work Act 1974 and other relevant acts and statutory provisions. Sections 3 and 4 of the Act are relevant for activities of pupils, students, staff, contractors and members of the public.

The school has a copy of the Highland Council, Department of Education policies and procedures manual and a copy of the Health and Safety Manual in the staffroom.

Important policy statements relating to the Education Service are also available on the Highland Council's 'Intranet'. Copies of relevant chapters 1-8 are given to all staff.

In support of the Highland Councils' general policy statement on Health and Safety and the Education Service supplementary policy statement, our school undertakes as far as is reasonably practicable, to provide safe and healthy working conditions. We enlist the support of all staff employed on the premises to achieve these objectives.

The School accepts responsibility throughout the school and at all places where staff/pupils may visit to provide and maintain the standards required by the Health and Safety at Work Act 1974 and other relevant acts and statutory provisions.

Duties in respect of this legislation are carried out by Head Teacher.

We will take all responsible steps within its power to meet this responsibility, paying particular to the provision and maintenance of:

- a) Plant and systems of work that are safe and without risk to health.
- b) Safe arrangements for the use, handling, storage and transportation of articles and substances.
- c) Information, instruction, training and supervision to enable employees to carry out their duties safely and without risk to their health
- d) A healthy working environment, with adequate first aid and welfare facilities.
- e) A safe place of work with safe access to, and safe egress from it.

Health and safety audits

Head Teacher carries out routine health and safety audits on a termly basis and any remedial action or amendments to current practice is noted and implemented. The Health and Safety Audit form supplied by Property and Architectural Services is used for this purpose. Any staff report concerns to Head Teacher. Opportunities are given at Staff meetings to raise any Health and Safety matters causing concerns and Teachers Union Representative is kept informed of any health and safety concerns. The Authority has undertaken to undergo a risk assessment in every school and train a school representative in risk assessment management but this has not got underway as yet.

Delegation of Responsibilities

In carrying out the functions and duties above the Head Teacher will seek advice where appropriate from the Council Health and Safety Manager, the Head of Support Service, Area Education Manager who will in turn approach other Council Services/outside bodies.

First Aid Arrangements

All Staff, both teaching and non-teaching are responsible for dealing with minor incidents within the classroom and the Head Teacher deals with incidents in the playground. Small cuts and bruises should be cleaned with water and if necessary a small plaster can be applied, provided that a pupil

does not have an allergy to plasters. The Head Teacher will be consulted on more serious incidents and advice will be sought from parents on how to proceed.

Staff will always use disposable gloves when treating any accidents/incidents which involve body fluids. Any waste (wipes, pads, paper towels etc.) will be placed in a disposable bag and fastened securely. Any pupil's clothes will be placed in a plastic bag and fastened securely to take home.

The Head Teacher is responsible for checking the contents of the First Aid boxes on a regular basis and replenishing stock. All staff are trained in First Aid.

Allergies/Long Term Illness

A record is kept in the school office of any pupil's allergy (if notified by parents), any long term illness, for example asthma, diabetes and any other medical problems. Staff are notified of these.

We have protocols drawn up in consultation with parents and Medical agencies for pupils with severe nut/egg allergies, diabetes.....

(See school 'Administration of Medicines' policy)

Fire Prevention and Procedures

All rooms in the school have clear evacuation diagrams and fire routines/procedures. Fire drills are held every term and any problems are discussed with staff. Fire alarms are tested and logged on a rolling programme on a monthly basis by the Head Teacher. Faults are reported to the Clerk of Works/Property and Architectural Services.

All fire extinguishers are maintained yearly by contractors to the Council and are checked regularly by the Head Teacher. Fire doors are kept in working order and means of escape are clearly signed and kept clear from obstacles.

Housekeeping and General Storage

Cleaners cupboards containing chemicals are kept locked at all times and all medications are kept in a safe place.

Staff will ensure that they use steps/ladders provided to access materials/reach areas above head height.

Cloakroom areas and fire exit routes

Staff will ensure that cloakroom areas and fire exits are kept clear from obstructions so as not to present a tripping hazard and/or hinder speedy and safe evacuation from the school.

General Condition of School and Playground

The school has defined boundaries and at the side of the school we have shared fences with neighbouring houses. Provision of voluntary playground staff ensures that all areas of the playground are supervised and the welfare of pupils is catered for. We have a tarred area for play and a grassed playarea/playpark opposite the school. Any faults in the school building or within the school grounds will be reported to the Property and Architectural Services through Maintenance Request Order Forms by the Head Teacher

Off-Site Visits and Activities

Any off-school site visits are made in accordance with Education Service Policy. Permission should be received from parents before taking pupils out of school. Adult/pupil ratio for visits outside school is as follows:

Primary School Pupils	1:10
Nursery	1: 2

Any visits which could present possible risks are assessed prior to visits. The Council has produced guidelines e.g. on visits to farms following the Foot and Mouth outbreaks. Visits to Outdoor Centres/Residential Centres require schools to take out insurance through the Highland Council in addition to insurance provided by the Centres. We only hire buses with seat-belts for taking our pupils out of school. Staff will carry the school mobile phone when out of school to aid communication should the need arise.

Health and safety within the curriculum

Aspects of personal and environmental safety are included within our school Health, Anti- Bullying, Child Protection and Personal and Social Education programmes.

Potentially dangerous pupil activities

Pupils will wear goggles when using cutting equipment etc. during Technology activities and will be closely supervised when cooking or baking or using hot water. School safety rules will be followed at all times during Science and Technology activities.

Control of Contractors Visiting School

When any major building works are undertaken at the school, the Property and Architectural Services will liaise with the Head Teacher at an early stage to discuss safety implications of contractors working at the school. During works, the protection given to staff and pupils will be monitored in discussion with Property and Architectural Services.

Child Protection

We have school policies on Child Protection, Bullying, Health, Behaviour, and Food Handling which are actively implemented throughout the school. Copies of these are available in the School Policy Folder in the staffroom or on the school website.

Accident Reporting Procedures

All accidents are recorded on appropriate Highland Council Accident Forms (PR016, F2508, F2508A). Copies of all forms and guidance for same are kept in a green folder under Health and Safety in the office. When completing Accident Report Forms it should be noted that one copy is retained in school and two copies are submitted to the Area Education Office.

Major Incident/Emergency Plan

In the unlikely event of a major incident eg a bomb alert or fire, we have the above if we need to evacuate the school. Copies of this are displayed throughout the school on notice boards. Staff will have regular drills so that they can remember the procedures to follow in an emergency situation.

School Security System

The school has a security system which is in operation while the staff and pupils are within the building.

Monitoring and review

The Head Teacher will monitor and review the policy and its practice regularly and in light of changes of legislation, as a result of any incidents or issues arising from health and safety audits. A health and safety audit will take place once a term.

January 2011

Responsibilities of Head Teacher in Relation to Health and Safety Policy

Responsible to: Head of Support Services
Area Education Manager

Responsible for:

Safe storage and handling of substances

Safe movement of equipment /furniture

Overseeing supervision of pupils in playground

Seeking advice and training with regard to new equipment

Maintaining fire log testing fire alarms

Notifying Property & Architect Department of maintenance requirements of health and safety equipment

Ensuring efficient running of intruder and fire alarms

Plants and systems of work that are safe and without risk to health.

Safe arrangements for the use, handling, storage and transportation of articles and substances.

Information, instruction, training and supervision to enable employees to carry out their duties safely and without risk to their health.

Completion of Health and Safety audits.

Implementation of policies to ensure welfare and safety of both pupils, parents, staff and visitors to the school.

Liaising with contractors on site on health and safety issues.

Reporting of any concerns/issues to Property and Architectural Services/Clerk of Works/Health and Safety Officer

Overseeing the completion of appropriate accident reporting forms