



# **Health & Safety Policy**

## **Fire Safety Drills**

Fire Safety Drills will be held at least three times each session. Prior notification may not always be given. The time taken must be recorded in the log book stored within the Janitor's Office.

## **In the Event of Fire**

All fire safety procedures should be followed. Pupils and staff will gather in the Community Wing car park fire assembly point.

## **Evacuation of the Building**

Teachers will be responsible for safely and quietly removing the children to their designated Fire Assembly Point in the community wing car park (See map in classrooms).

## **Procedures for Treating Injured children**

From time to time children receive injuries in the playground or classroom area:

- Support Assistants will ascertain whether the injury requires more than simple First Aid. The Head Teacher/Principal Teacher is asked to corroborate that further treatment is necessary. The parent or emergency contact person is phoned and asked to take the pupil home and referral made to a doctor. Parents will be contacted to advise of a serious head injury.
- In the case of an extreme injury and ambulance would be phoned. Parents/emergency contact would be notified that the child has been taken to hospital. The local hospital is Hairmyres Hospital in East Kilbride. The child would be accompanied in the ambulance by a member of staff.

## **First Aid Boxes**

The First Aid boxes are located in the School Office, Nursery and Janitor's Office.

## **Rectification of Defects**

Hazardous defects should be reported to the Head Teacher/Janitor immediately.

## **General**

1. It is the duty of every member of staff, teaching or non-teaching, and of every pupil to take reasonable care for the health and safety of himself and of others. In particular he or she must become familiar with the routines and procedures related to safety, must not mis-use anything in such a way as to create a hazard and must report any defect or hazard he or she discovers to an appropriate person.
2. Every visitor to the school must take reasonable care for the health and safety of himself and of others. A visitor must not mis-use anything in such a way as to create a hazard.
3. The general need to take all reasonable steps to ensure health and safety at work is encumbant upon every employee of the department.

## **Each Teacher will be Responsible for the Following Duties:**

1. For ensuring the safety and healthy environment of his/her pupils.

2. For taking reasonable steps to ensure that no pupil uses any machine or process which is unsafe because of a known defect and for the reporting of that defect. In such circumstances the equipment of machinery must be put out of use by whatever means is necessary until the defect can be rectified.
3. For initiating appropriate action in the event of an accident and for informing the Head Teacher.
4. For ensuring that care is taken to avoid creating a hazard by leaving obstacles, litter or spillage which might cause an obstruction or slippery surface.

### **Trained First Aid Persons / Appointed Persons**

The designated staff (Miss Kirkland/Mrs Connelly) will give treatment for minor injuries.

Where more serious injury or illness is concerned, treatment will be administered until help is obtained from a qualified practitioner or nurse.

The office staff will be responsible for the first aid equipment.

The First Aid boxes will be kept fully replenished at all times.

A record of any medication administered will be kept by office staff. Forms of consent must be completed

### **Medication**

If parental permission (including the completion of appropriate forms) has been given, the child, in the presence of a staff member, will self-administer medicine. All medication will be entered in the logbook, which is located in the School Office.

### **School Dining Hall**

All persons using the school dining hall must regulate their conduct to avoid injury to themselves or others and should assist in maintaining the area in a clean and tidy condition.

### **Toilets**

1. Items of hygienic necessity should be installed and made available as regularly as necessary in male and female toilets and thereafter continuing provision made by the appropriate member of non-teaching staff.
2. Appliance and equipment must not be mis-used or left in a dirty condition. Any mis-use, damage or malfunction should be reported to the appropriate member of non-teaching staff.

### **Physical Education**

The teacher must check the conditions of facilities and equipment prior to use and ensure that the equipment has been properly assembled and is only used for the purpose for which it was designed.

The teacher must do everything possible to ensure safety in the conditions under which children work, and should have confidence in the ability of the children to do successfully what they choose in the situation in which they are placed.

### **General Precautions**

1. Potential danger is minimised when the teaching of an activity follows a carefully structured programme and his technique must be adhered to. (Risk Assessments should be carried out where necessary)
2. Pupils must wear clothing and footwear suitable to the activity.
3. As jewellery and belts with metal buckles may cause injury to the wearer and others, they shall be removed.

4. Eating is prohibited during activities.

### **Audio Visual Aids**

Special care must be taken when using all electrical equipment.

All equipment using mains power should have in the power plug the correct fuse. The plug top should then be clearly and indelibly marked with the correct fuse rating, e.g. 3amp, 5 amp

All equipment using mains power and having an earth cable must be earthed and the earth connections inspected regularly.

Plugs and cables must be visually inspected before use for loose connections, frayed cable etc. Where a fault is noticed, the equipment must be withdrawn from use and the fault reported immediately to the Head Teacher/Janitor.

Equipment that has any part missing or damaged must be reported.

### **Fire Extinguishers**

If any extinguishers go missing or are fully discharged or partly discharged this should be reported immediately so that steps can be taken to have them replaced or refilled.

### **Fire Precautions**

The fire alarm system will be tested in accordance with SLC procedures.

Fire Doors must be kept closed when not in use.

Passageways and other recesses not specifically designed for the storage of old furniture, books, waste paper etc. must be kept free.

Every door should be closed immediately after the area is vacated.