

GATEHOUSE PRIMARY SCHOOL

**HEALTH AND SAFETY POLICY
and PROCEDURES**

22 August 2005

Introduction

The health and safety policy from the department of Education is in compliance with the Health and Safety at Work etc. Act 1974 .The policy, revised in July 2002,details the department's implementation of the regulations in the Dumfries and Galloway Statement of Safety Policy and the application of the act to educational premises.

The purpose of this document is to provide employees with clear procedures on the implementation of the policy as it affects the day to day running of schools/ Nursery classes.

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Aims

It is the aim of the school, in accordance with the Health and safety policy of Dumfries and Galloway Council, to achieve a safe and healthy environment in which employees can effectively deliver service requirements.

Objectives

- To ensure that all relevant legislation is adhered to
- To ensure that employees and parents are aware of their rights and responsibilities in relation to health and safety
- To ensure that all employees and parents know arrangements and procedures in relation to health and safety matters.
- To ensure that all equipment used by employees and pupils is in a good state of repair
- To have clear guidelines regarding the identification, reporting and procedures for dealing with hazards.
- To ensure that all employees are aware of their responsibilities in relation to health and safety with regard to themselves and others
- To ensure that all employees adhere to health and safety regulations
- To have clear policies on the storage and administration of medicines
- To have clear policies and guidelines on dealing with emergencies
- To ensure that all members of staff are equipped to carry out their roles in relation to Health and safety

The General Statement on Health and Safety is laid out in Dumfries and Galloway Health and Safety Policy, May 2000 which states that the Council will comply with all applicable health and safety legislation as far as is reasonably practicable and that compliance with Acts, regulations, EC Directives and approved codes of practice will be regarded as the minimum standard.

The Head Teacher accepts the delegated responsibility for the implementation of the policy within this establishment and acknowledges the school's responsibility to other persons who may be affected by its undertakings.

This document deals with (a) the organisation for implementing the policy including the allocation of functions of individuals and (b) the arrangements for carrying out of functions allocated to individuals monitoring the effect of the safety policy.

Health and safety items will be included in the agenda of each meeting of the staff (the 'safety committee') meeting representatives of non-teaching staff are be invited to attend to raise any relevant points. Such meetings will take place every three months (minimum) In the event that there is urgent business, a special meeting will be called by the Head Teacher. A copy of minutes including safety items will be forwarded to the Senior Health, Safety and Property Officer with any items requiring his/her attention clearly marked.

Organisation for carrying out the policy.

- Head Teacher The main functions of the head teacher are:
- (a) Day-to day management of all health and safety matters in the school in accordance with the health and safety policy.
 - (b) Ensuring regular inspections are carried out.
 - (c) Submitting inspection reports to the education authority
 - (d) Ensuring action is taken
 - (e) Passing on information received on health and safety matters to appropriate people
 - (f) Carrying out investigations
 - (g) Chairing the school health and safety committee
 - (h) Identifying staff training needs
 - (i) Liaising with the Education Authority on policy issues and any problems in implementing the health and safety policy
 - (j) Co-operating with and providing necessary facilities for trades union safety representatives.
- Other Staff The main functions of other staff are
- (a) Day-to-day management of health and safety in accordance with the health and safety policy
 - (b) Checking classrooms/work areas are safe
 - (c) Checking equipment is safe before use
 - (d) Ensuring safe procedures are followed
 - (e) Ensuring protective equipment is used, when needed
 - (f) Participating in inspections and the health and safety committee, if appropriate.

Health and Safety Representative

A Health and safety Representative:

- a) Is elected by fellow members of a recognised trade union to represent them on matters of health, safety and welfare at work.
- b) may represent members of other recognised unions if so requested.
- c) is not liable in law for any duties beyond those common to all employees.
- d) has rights established in law.
- e) is not appointed by the Head Teacher or education authority.

A Health and safety representative has the right to

- a) investigate potential and actual hazards and dangerous occurrences
- b) investigate colleagues' complaints
- c) present colleagues' concerns to management
- d) carry out workplace inspections
- e) receive relevant information
- f) be consulted by management
- g) require the setting up of a safety committee
- h) reasonable facilities and assistance, including time off with pay, to carry out their functions
- i) paid time off for training
- j) protection in law against being victimised for carrying out their functions

Responsibilities

All employees have a responsibility under the law to take reasonable care for the safety of themselves and others and to co-operate with their employers in carrying out their statutory obligations. Any employee who notices a health and safety problem should report this immediately to the Head Teacher. The responsible person i.e. the Head Teacher will carry out the appropriate procedures to resolve the problem.

Head Teacher

The Head Teacher has overall responsibility for health and safety in the school .He/she will take measures to ensure that all staff are aware of the procedures to be carried out in certain circumstances and also to take steps to minimise any risk to staff or users of the school by putting in place procedures for the school.

Checks to be carried out regularly:

- The condition of the approach road to the building
- The condition of the area surrounding the entrance
- Condition of floor-coverings
- Condition of large equipment in rooms
- Condition of perimeter fencing in play areas
- Condition of outdoor play equipment
- Condition of soft play surface
- Any other area where, as the result of a risk assessment being carried out, a potential hazard has been identified.

Risk Assessment

The Head Teacher will ensure that suitable and sufficient assessments of risks to the health and safety of employees and others using the premises are carried out, and that these risks are addressed by implementing procedures to eliminate or minimise them.

The purposes of risk assessments are to:-

- Identify hazards which have the potential to cause harm or injury
- Identify people who might be at risk
- Identify factors which contribute to the risk
- Evaluate the level of risk
- Implement procedures to eliminate the risk

Responsibility for Risk Assessment

The person with overall responsibility for the carrying out of risk assessments is the Head Teacher. Certain tasks have been delegated as follows:-

Classrooms(general issues)condition of floor coverings, visual checks on electric cables appliances and equipment. Visual checks on equipment being issued to pupils
-Class Teachers

Entrance and Exit including Fire exits (Check that access and egress points are free from potential hazards and that passages are clear
-Janitor

Playground (check condition of surfaces, perimeter fencing and outdoor play equipment)
- Janitor

(The Head teacher may delegate certain tasks to other members of staff. It is important that employees are aware of their responsibilities and that they are "competent" by dint of training, experience or aptitude and knowledge of the workplace to carry out the risk assessment The employer is solely responsible for ensuring the competence of those to whom a task has been delegated Although health and safety tasks may be delegated to employees who are competent to carry them out, the responsibility itself cannot be shifted. Each school must detail responsibility as appropriate)

The above are only examples.

Records of Risk Assessments will be made on an agreed format and retained in the school office. These will be reviewed regularly to ensure that the potential hazard is removed or remains minimal. The format is to be found in the Appendices.

Full details of risk assessment are to be found in the policy statement on Risk Assessment

PROCEDURES

Every effort will be made to ensure that staff, pupils and visitors to the school may use the facilities without injury or danger to health. The following guidance is designed to ensure that, in the event of a problem, the correct procedures will be followed so that the incident is dealt with appropriately, efficiently and in compliance with regulations.

Accidents/Incidents

Minor Incidents

In the case of most minor accidents it will normally not be necessary to inform parents until the end of the school day. However, staff are advised that all head injuries should be reported at once to parents who should make the decision as to whether their child receives medical attention or not. All accidents should be reported to the Head Teacher who will advise on any further action to be taken.

In the event that an injury is considered to be too serious for school staff to deal with, the parents should be contacted immediately and appropriate medical attention sought.

Recording and reporting of accidents/incidents

It is recommended that all injuries be recorded. Details should include ;-

- The nature of the injury
- How it was sustained
- When and where it was sustained
- The action taken
- When the action was taken
- By whom the action was taken

The record should be signed by the person taking the action and passed to the Head Teacher.

Notification to Health and Safety Executive

Certain types of accident now have to be reported to the HSE. Details of such accidents and the procedures to be followed are to be found in circular 163/03(see appendices) It is the responsibility of the Head Teacher to ensure that the correct procedures are followed. The Head Teacher, on behalf of the Education Authority, will, where

necessary, notify the local office of the HSE immediately by the quickest practicable means(eg telephone or fax) and follow up with a written report using form F2508 (injury) or form F2508A(disease) within 10 days.

Administration of Medicines

There is no legal duty which requires school staff to administer medication or undertake health care procedures: this is a voluntary role (even where the person is a qualified first aider)

In undertaking to provide care for pupils with health needs on a voluntary basis, staff are acting on behalf of the Council which has responsibility for their actions as it does in respect of any other duty undertaken on an agreed basis by individual staff.

General Medication Issues In School

- *School staff should not give non-prescribed medication to pupils (e.g. over the counter remedies such as paracetamol or disprin) The only exception to this would be where agreed under medical advice as part of a Health Care Plan.*
- Medication should only be given by authorised members of staff on receipt of a Parental Permission Form.
- Parents are responsible for supplying information about medicines that their child needs to take at school and for letting the school know of any changes to the prescription or the support needed. The parent should provide written details including:
 - Name of medication
 - Dose
 - Method of administration
 - Other treatment
 - Any major possible side effects
 - Storage

Records of medicines given to pupils and of the staff involved should be kept.

Parents

It is the responsibility of parents to provide the Head Teacher with sufficient information about their child's health needs and treatment in school and to give permission for this to be shared with appropriate staff. It is also the responsibility of parents to ensure that their child is well enough to attend school and to provide the school with an emergency contact

Staff

Asthma

An asthma register is held for pupils who suffer from this condition and this is updated annually or when there is a change in the health needs related to the child's condition. Health details provided by parents are held on the Phoenix system and it is the responsibility of teaching staff to check this regularly so that they have up-to-date information on the health needs of pupils in their class. Inhalers may be kept in a secure place in classrooms. Each inhaler must be clearly marked with the child's name and a record kept of administration of this. The inhaler should be accessible at times when the child is more likely to require it. If triggers to attacks are known, all reasonable efforts to avoid these will be made.

(Where arrangements for recording and checking medical details differ e.g. all staff may not have viewing rights to Phoenix system, change as appropriate).

Storage of Medicines

Medicines should not be kept in classrooms (with the exception of inhalers for pupils suffering from asthma) Details of type of storage required will be found in the Parental Permission Form. Generally medicines will be stored in a secure box or in a refrigerator which is not accessible to pupils.

Medication in the school is stored in the school office.

Common Childhood Illnesses - see Infection Control

Diabetes

It is the responsibility of the parent to ensure that the Head Teacher is informed when a child suffers from Diabetes. In such instances, the Head teacher will contact the appropriate medical service to obtain advice for staff on how best to meet the child's needs *(The family will normally have contact with a "Diabetic Nurse who will be happy to come to school and advise all staff working with the child about the condition, how to avoid hypoglycaemia and what to do in the event that the child should suffer a "hypo."*

Epilepsy

The school will obtain as much information as possible about the child's epilepsy from the parents. This will include information on the type of seizure the child has, what the symptoms are and how long the seizures last. Information should be given by the parent or the appropriate

service on the recommended first aid. Parental consent forms will be completed for medication and this will include possible side effects and how to deal with them.

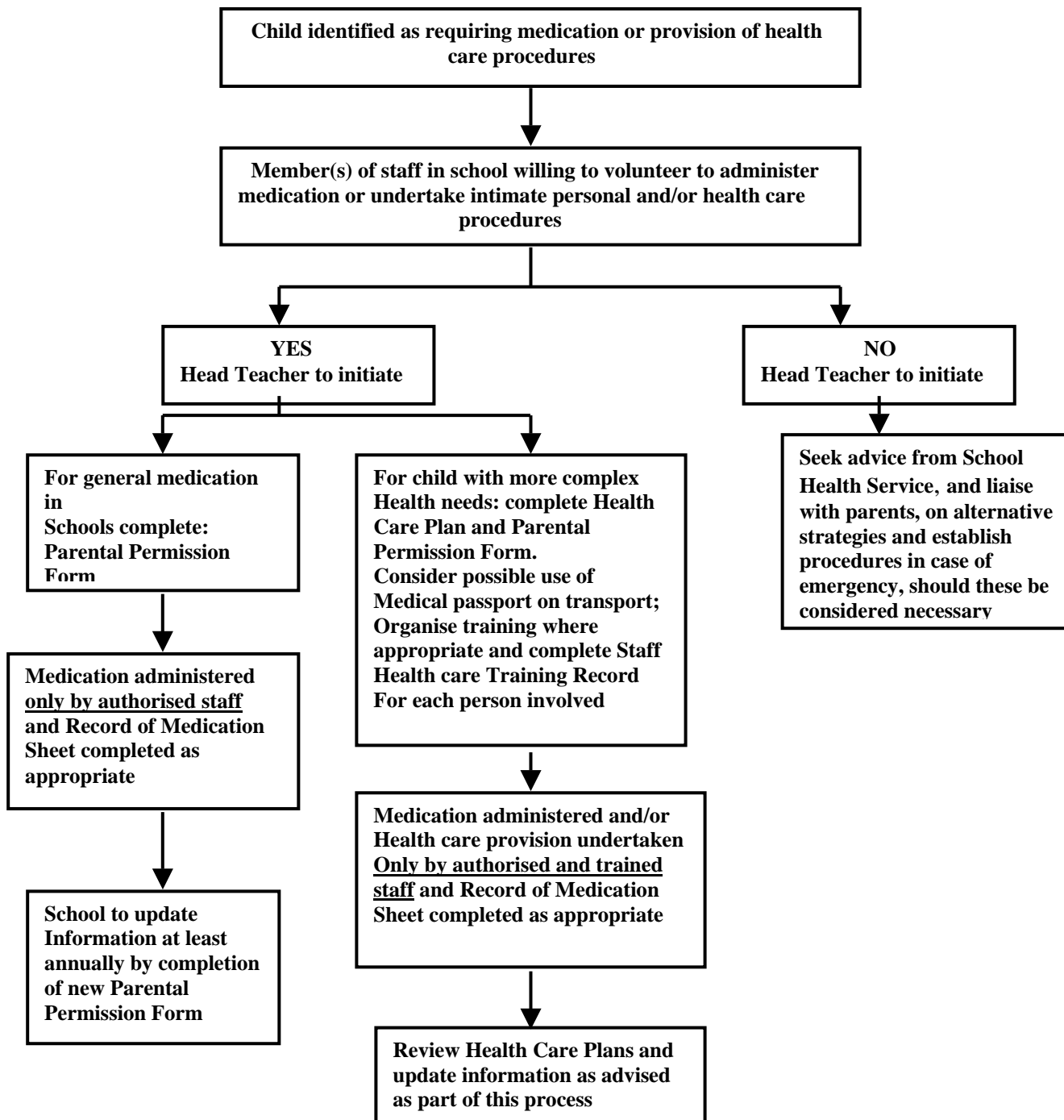
The Head Teacher will ensure that staff working with an epileptic child are informed of all the issues relating to the condition and that they are advised appropriately in order that the child may be allowed to participate in all aspects of school life without fear of teasing or bullying.

Complex Health Needs

In the case of a child with complex health needs the school will initiate completion of an individual Health Care Plan which will identify the level and type of support that is needed in school. The school will agree with the parents and relevant professionals the help to be provided and received by the school. The Health Care Plan will be reviewed at least annually and when there is any significant points of change in the pupil's condition. A medical passport will be held for children who have a Health Care Plan. This will be available with the child when he/she is out of school.

A copy of the medical passport is to be found in the appendices.

Procedures For Children Requiring Health Care Procedures In School



Bullying

The school defines bullying as “the unjust exercise of power of one individual over another by the use of means intended to humiliate, frighten, denigrate or injure the victim.”

Every allegation of bullying is taken seriously and investigated. The school has a structured Personal and Social Development programme and every opportunity is taken to reinforce positive behaviour and to encourage respect for self and for others. All teaching staff are given guidance on promoting a positive ethos based on the belief that everyone has the right to be treated with respect and with regard for their dignity.

Cullen Security

Following the Cullen enquiry, security arrangements to prevent unauthorised access to school buildings were put in place.

In Gatehouse School these measures are:

1. A security surveillance/door entry system with magnetic locks is fitted,
2. Signs asking visitors to report to the school office are displayed at the main entrance,
3. Refuse containers are kept away from the building to avoid access to the roof,
4. Building access points are reduced to the minimum by the removal of external door handles. Such doors are readily openable from the inside without the need for keys,
5. External lighting is fitted around the building,
6. Boundary fencing has been erected,

Electricity at Work

In order to meet the Health and Safety at Work Regulations 1992 with regard to electricity, the school takes the following steps:-

Risk assessments are carried out in order to assess the risks of electric shock, burn or fire from defective apparatus, or from defective installations or bad working practices. Preventative and proactive measures are planned, organised, controlled, monitored and reviewed.

Regular visual inspections of portable apparatus and fixed installations are carried out by staff and any apparatus with noticeable defects is removed from use. A routine maintenance programme of portable apparatus is carried out annually. This is done by contractors appointed by the authority.

New equipment purchased by the school is of good quality and repairs are carried out by competent persons.

In order to monitor the effectiveness of the above, an annual whole school inspection is carried out by a group comprising the Head teacher, the Staff trade Union Representative/s and the janitor

Emergencies

Emergency Procedures (requiring Medical Treatment)

In an emergency situation, where medical treatment is required, staff acting in loco parentis are required in common law to secure help and take action to assist a pupil as would a reasonably prudent parent. *No parental consent is necessary in such circumstances.* Even in an emergency, however, staff will not be expected to carry out complex or risky procedure but will call for an ambulance if required. A member of staff should accompany the pupil and remain with him/her until the pupil's parent arrives. The member of staff should have details of any health care needs and medication taken by the pupil.

Generally, staff should not take pupils in their own car. However, in the case of an emergency it may be the best course of action. Wherever possible the member of staff should be accompanied by another adult and have the appropriate vehicle insurance.

For specific medical conditions where an emergency situation might arise Details will be found in the Health Care Plan.

In the case of a pupil with a medical condition where an emergency might arise, staff should not give medication or undertake any health care procedure without appropriate advice and/or training from health professionals.

Excursions

The School encourages staff to take pupils on excursions in order to widen their experience, develop Knowledge and Understanding of the World and to develop responsible attitudes to the environment.

In Pre-school, excursions may be into the local community or slightly further afield necessitating the use of transport. Regardless of the length or location of the excursion, the School ensures that trips are carefully planned and that care has been taken to recognise and minimise the dangers of any harmful, unplanned occurrences.

The use of a risk assessment form is recommended for all excursions and planning and organisation will be such that every effort has been made to ensure that all reasonable safety precautions have been taken.

Planning for the excursion must be submitted to the Head Teacher for approval prior to arrangements being made.

Responsibilities

The Head Teacher will ensure that all relevant administrative procedures are followed and that all precautions to ensure the safety of pupils and participating adults are carried out. This will include:

- Ensuring that supervisory staff are competent, suitably qualified and sufficiently experienced and that those in overall charge or in charge of certain aspects are clearly designated.
- Ensuring that the planned programme is appropriate to the age and ability of pupils.
- Ensuring that insurance arrangements are an integral part of the planning process and that staff and parents are fully informed of the relevant Council insurance arrangements
- Ensuring that parents are fully informed of the arrangements for the trip and about emergency contacts during the trip.
- Ensuring that parental consent forms are issued and collected prior to the excursion
- Ensuring planning procedures for Action in Emergency including a “late back system” are in place.
- It is normal practice at the beginning of the session to obtain “blanket consent” from parents for trips in the environment close to the school. Where transport is required consent forms giving details of the trip would be issued.

The Excursion Leader will conduct the excursion within the recognised safety practices. This will include:

- Undertaking appropriately detailed preparation for the trip which takes account of Health and Safety regulations and procedures.
- Briefing accompanying staff and “helpers”, including establishing responsibilities for First Aid/ Medical arrangements in compliance with regulations.
- Identifying a school based contact who must have a list of contact addresses /telephone numbers for parents/guardians.
- Ensuring that in the event of any alteration to the planned programme, including a change in the time of return, that the school based contact is advised as soon as possible.
- Acting “in loco parentis” in all matters relating to the excursion.
- Discussing plans with the Head Teacher.
- Obtaining approval for the excursion from the Head Teacher.

When out on trips staff will carry a card, provided by the school outlining emergency procedures and lines of communication. In the case of pupils with a Health Care Plan, the Medical Passport will provide any further information which is required. Staff supervising excursions will always be aware of any medical needs and emergency procedures.

Supervision of Pupils

During all excursions the ratio of adults to pupils will meet at least the minimum requirement. The excursion leader will be a full or part-time employee of the Education Department or sometimes, for local excursions, an adult who has been approved by the Head Teacher. All excursion leaders will have undergone checks by Disclosure Scotland. Accompanying adults may include parent volunteers. All volunteers will be asked to complete a “Volunteer’s Declaration pro-forma”. Since this is a self-declaration only, these volunteers may not be with pupils in an unsupervised capacity at any time.

Inclusion

It is the policy of the school that the full curriculum is accessible by all pupils and, therefore, every effort will be made to ensure that all pupils will be able to participate in the full range of activities. This may include making some adaptations to accommodate pupils with special needs.

Parents

Where the planned excursion is in the immediate environment of the school and requires little more than the normal care exercised by staff in their day to day supervision of pupils, parents will not normally be contacted and the “blanket consent” form, completed at the beginning of the session, will be used. Parental permission will be sought for trips requiring transport and a letter giving details of the trip will be sent to parents prior to the excursion. This will include details of supervisory staff/helpers and an outline of insurance cover. Where parental permission is sought it is the responsibility of the parent to:

- Acknowledge receipt of the information and agree or otherwise to the child’s participation.
- Confirm relevant aspects of fitness concerning their child.
- Consent to medical treatment/medication where necessary
- Confirm emergency contact arrangements for the period of the excursion.

Parental Consent Reply Forms

When seeking parental permission for an excursion the following information will be supplied by the school:

- Name of the excursion leader and other supervisory staff
- Insurance arrangements
- Who the emergency or school based contact for the duration of the trip is.
- Transport arrangements
- Costs involved

Fire

Fire Safety In Schools

All staff are given a copy of “Fire Safety In Schools- a guidance booklet for Head Teachers (14 August 1996) This gives certain basic rules for fire safety in schools and is designed to assist those concerned in complying with the requirements of the Health and Safety at Work Act, The Fire Precautions Act and Building Control legislation. Disregard for legislation can lead to the responsible individual i.e. the Head teacher or any person who is knowingly negligent being prosecuted.

Testing and Maintenance of Equipment

The school maintains a log book for the purpose of recording

- (a) The testing and maintenance of fire alarms
- (b) Automatic detection
- (c) Emergency Lighting
- (d) Fire fighting equipment
- (e) Fire drills including evacuation of the premises

The person nominated to carry out the above checks is the janitor

Fire Alarms-Testing and Maintenance

The fire alarm is maintained in efficient working order and tested whenever so required by the appropriate authority.

The fire warning system is tested once weekly/monthly/quarterly at a pre-arranged time known to all staff and occupants of the building. Any defects found are reported to the Department of Architecture and the results of tests are recorded in the Log Book.

Prescribed Manner of Testing

1. A test key provided by the Department of Architecture is used to facilitate the regular testing of the system.
2. The fire alarm actuation point should be opened, e.g. by a test key(for test purposes the glass should not be broken)
3. The alarm should sound immediately. The actuation point cover should then be closed and the alarm cancelled. Where a test button is provided this should be pressed for the required duration.

Weekly Test

This is for a short duration 1-2 seconds to provide circuits serviceability.

Monthly and Quarterly Tests

These should last for 15-20 seconds.

Automatic Detection

Where heat and smoke detectors are installed these are regularly tested to ensure that the degree of sensitivity is maintained and for the correct operation in accordance with the manufacturer's recommendations, by persons nominated by the Director of Architecture. The results of such tests are recorded in the log book.

Maintenance

The fire alarm system is maintained in efficient working order by the Department of Architecture.

Emergency Lighting

The emergency lighting system is maintained in effective working order and is always available for use. It is tested or examined by a competent person nominated by the Director of Architecture, at regular intervals not exceeding six months and the results of tests are recorded in the Log Book .

Fire fighting Equipment

All fire fighting equipment provided in the premises is maintained in the appropriate positions and kept readily available for use. The maintenance and testing of fire fighting equipment is carried out by a person nominated by the Department of Architecture.

There are two fire extinguisher on the premises. One is located in the bottom corridor outside the main office and the other is in the top corridor outside the Nursery. The janitor has been trained in the use of fire extinguishers and they are maintained on a regular basis by an external specialist contractor appointed by the Education and Community Services Department.

A fire blanket is located in the pre-school and a second one is in the janitor's room. This should be taken to any room at times when equipment which is being used could increase the possibility of fire breaking out, for example when a cooker is in use.

(Full details of the school's fire fighting equipment are included in the separate staff handbook).

Fire drills and Instructions

It is the responsibility of the Head Teacher to ensure that all members of staff and occupants of the premises are familiar with the routine to be followed in the case of a fire and to supervise regular instruction, training and fire drills in accordance with the following:

1. All members of staff and every occupant shall receive regular instruction as to the routine to be followed, in case of fire, which shall be based on a pre-determined action.

2. Fire drills which may be combined with periods of instruction as detailed above shall be carried out at least once in every period of six months and all members of staff and occupants who are in the premises on these occasions will be required to participate. The fire drill will be initiated by a pre-arranged signal (sounding of the fire alarm), will incorporate a simulated evacuation on the assumption that one escape route is affected by fire and not available. The drill will be concluded by a roll call at the assembly point.

3. The Head teacher is responsible for the co-ordination of the action to be taken by members of staff and occupants in the case of fire and for instituting the taking of a roll call following the evacuation of the premises.

A notice giving details of the nearest fire exit and the assembly point is placed near the door in each room in the school. All occupants and other persons (i.e. visitors and outside contractors) are made aware of the fire warning system, fire exits and the assembly point outside the building.

First Aid

In the case of a minor injury to employees or pupils, first aid will be administered by one of the trained First Aiders.

The First Aiders in school are Mrs Wendy Ferguson and Mrs Rosemary Proudfoot.

The separate 'Appointed Person', with more limited training, is Mrs Susan Allison.

The Appointed Person will take charge of a situation in the absence of the trained First Aiders and will also be responsible for first aid equipment.

The first aid box, located in the school office, contains the following items:-

Item	Use
Alcohol wipes	Cleaning wounds
Stretch fabric plasters(various sizes)	Covering small open wounds and cuts
Waterproof plasters (various sizes)	As above esp. for those with contact allergies to fabric plasters.
Gauze swabs	Cleaning wounds and covering larger surface wounds eg scratches
Microporus adhesive tape	Securing dressings and bandages
Fabric adhesive tape	As above
Scissors	Cutting dressings or bandages
Tweezers	Removing splinters or foreign bodies
Triangular bandages	Supporting injuries, padding larger wounds
Conforming bandages	Supporting injuries due to twists, strains and sprains
Wound dressings(various sizes)	Dressing wounds
Eye pad bandages	Eye injuries
Open weave bandages	Securing dressings
Lint dressings	Covering larger wounds
Safety pins	Securing bandages

*additionally, in the freezer compartment of fridge in the staffroom:

Ice pack

Reducing swelling and bruising

Food Preparation

The school is conscious of the necessity for high standards of hygiene during the preparation of food in the Nursery and therefore, the required actions detailed in the following risk assessment must be implemented by staff to conform to the Food Safety Act 1990 and Food Safety(General Food Hygiene)Regulations 1995

	HAZARD	DEGREE OF RISK	ACTION REQUIRED
1	Contamination from every day clothing	HIGH	Protective aprons to be provided for staff and pupils
2	Hand washing	HIGH	All pupils must wash their hands, prior to any form of food preparation, under staff supervision. A good supply of liquid soap and paper towels must be available
3	Use of sharp knives	HIGH	Sharp knives are only to be used by staff.
4	Cutting of vegetables for soup making	LOW	Staff wash, pare and cut vegetables into strips .Pupils cut vegetables into rough dice using a conventional dining knife whilst under stricky supervision. These knives are not sharp.
5	Making of soup- danger of scalds and burns	HIGH	Pupils are shown how soup is made. Under no circumstances are pupils allowed to stir or to approach the cooker. Soup can be consumed when ready but care should be taken to ensure that the product is not too hot for young children.

6	Mixing of dough and preparation of bakery products	MEDIUM	Dough is prepared by staff. In the vast majority of cases pupils cut shape or form the dough which is then disposed of. In a few cases the dough is cooked off and pupils consume their own product. Children are not allowed to place in, or remove from, items from/for the oven. Any cooked product must be cooled and covered prior to consumption. All areas must be cleared and cleaned prior to the rolling out of dough. Particular attention must be paid to ensure pins, counters etc. have been completely removed,
7	Preparation and filling of sandwiches	HIGH	Staff wash, pare and slice all salad items. They also slice or grate cheese. Perishable items should be avoided. The use of raw eggs for the making of mayonnaise or any form of savoury filling is forbidden. Pupils butter the sliced bread and fill sandwiches whilst under constant supervision. Sandwiches are consumed on the premises.
8	Danger of burns from “Baby Belling” cookers and ovens	HIGH	Staff should use oven gloves at all times. Tables should be positioned alongside cookers and ovens to enable hot trays, saucepans etc to be placed upon them when removed from the cooking source. Handles must not be allowed to protrude to the front of the cooker. All cooking equipment must be switched off immediately after use. All cooking equipment must be thoroughly cleaned at least on a daily basis if in use. CHILDREN MUST NOT BE ALLOWED IN THE VICINITY OF COOKING APPARATUS AT ANY TIME
9	Washing up of cooking utensils	HIGH	All Nursery classes have been provided with a dishwasher. Use must be made of this equipment rather than hand washing in a sink. Drying cloths and dishcloths are a major hazard and must not be used.
10	Cross Contamination	MEDIUM	No “High Risk” food items are used. All Nursery classes have been provided with refrigerators and good use must be made of this item. Any cooked foods should be stored on the top shelves with raw items on the bottom..
11	Food on “sticks”-danger of swallowing	HIGH	Cubes of cheese and pineapple are popular. These items should not be served on cocktail sticks which can harm the mouths of young children or, in extreme cases could be swallowed.
12	Dealing with very young children	HIGH	Staff are trained .. Most hazards have been identified and are dealt with competently.

Hygiene

Standards for cleaning are set out in “A Guide To Officers In Charge for the Cleaning of Buildings” Dumfries and Galloway. This is updated every 3 years and copies sent to Head teachers. Standards are monitored by the Head Teacher on a monthly basis and spot checks are made by Supervising Officers.

In pre-school, high standards of hygiene are maintained by staff near food preparation and eating areas. These are detailed in the above risk assessment produced by the Client Officer.

Children and staff observe hand washing advice and this is done in an area where there are appropriate facilities and not in sinks used for washing equipment. Pupils are encouraged to observe high standards of personal hygiene as part of the Nursery curriculum relating to raising awareness of healthy lifestyles

Infection Control

Good hygiene is crucial in controlling the spread of infection and staff are reminded to be extra vigilant when cases of infection are known. It is the responsibility of parents to ensure that their child is fit to attend school and to inform the Head teacher when a child has an infection. A child who is unwell due to an infection should not attend school or Pre-school.

In cases where the incubation period of a disease is relatively unobservable many pupils could be affected and in certain cases children should be excluded. Should a difference of opinion between the parent and the head teacher arise about the child's fitness to attend nursery advice will be sought from the School Nurse. Generally parents will be advised by their G.P. when a child should remain away from school. Periods of exclusion are normally as follows:-

Disease	Period of Exclusion	
	Patients	Household Contacts
Scarlet Fever	Until clinical recovery	No exclusion
Measles	Until 7 days after appearance of rash	No exclusion
Whooping Cough	Until 21 days from onset of cough	No exclusion
Chickenpox	Until 6 days after onset of rash	No exclusion
German Measles	Until 4 days from onset of rash	No exclusion
Mumps	Until swelling has subsided (7 days minimum)	No exclusion
Meningitis	Until medically certified fit to return	Until medically certified fit to return.
Enteric Fever and Gastro Intestinal Infections	Until medically certified fit to return	Until medically certified fit to return
Infective Hepatitis (Jaundice)	Until 7 days after onset of jaundice	No exclusion
Impetigo, Ringworm and Scabies	Can attend school if receiving medical treatment	No exclusion

Further guidance on the control of the commoner and more important infections encountered in school or Nursery are to be found on Chart Ki7/003 15149 100k 1p issued by the Department of Health. This chart is displayed in the Nursery for the guidance of staff and parents.

In accordance with advice given on this poster, the school will inform the Consultant in Communicable Disease Control where it is suspected that some of its children are part of an outbreak of infection (an unusual number of cases of an infectious disease) The person responsible for contacting all other agencies is the Head Teacher. A list of contacts appears in the appendices.

Maintenance and Storage of Equipment

Smoking

The school recognises the right of all employees to breathe clean air at work. It further aims to accord the right to breathe clean air to pupils and all others who use the building. Smoking is, therefore only allowed in designated areas, and outwith school hours, so that young pupils are not given the impression that smoking is something which is acceptable. Every opportunity is taken to educate children in the dangers of smoking to health through the Health Education policy which, from the earliest stages, promotes awareness of what is beneficial or harmful to health.

The school has a Health Education Co-ordinator whose role is to encourage and monitor the development of the Health Promoting school.

In this school the Health Education Co-ordinator is the Head Teacher

Substances Hazardous to Health

As the person in charge of the premises, it is the responsibility of the Head Teacher to ensure that any substances in the building are safe and without risk to anybody using them. Therefore the only substances permitted in the building are those approved for cleaning and maintenance. As approved substances, a risk assessment has been done and any substances which are regarded as potentially dangerous will be appropriately labelled and staff i.e. members of the cleaning and catering staff will have been instructed in the safe use of these. They will also have been advised of the correct protective clothing, if required, and have been provided with this. The Head Teacher will not permit such substances to be used by any member of staff who has not received instruction/ training in the use of these. All such substances will be stored in cupboards which are not accessible to pupils. In the Nursery classroom, only household cleaning products will be used. Staff will be required to comply with the labelled instructions and store the substances in a cupboard which is not accessible to children.

Toners For Photocopiers and Laser Printers

These may cause a hazard to health when spillages occur. In such cases the Head Teacher will ensure that these are dealt with as follows:-

- Windows and doors should be closed to avoid draughts.
- Toner should be scraped up with paper, card, shovel or dustpan and deposited in a suitable receptacle such as a plastic bag which should then be tied at the neck.
- The residue should be vacuumed using a cartridge model toner vacuum or a vacuum cleaner fitted with a high intensity filter.
- The use of hot water to mop up spills is prohibited.

The school holds a handbook giving guidance on COSHH regulations and advice on risk assessments.

Waste Disposal

Staff will dispose of containers for above substances in accordance with advice from the suppliers. Such waste will be stored, until collection, in containers which are suitable for the purpose and not accessible to children.

Dressings used during First Aid treatment will be placed in plastic bags and disposed of in a suitable container so that no child, member of staff or member of the public will be exposed to any potential risk from them.

Monitoring the Policy

The Head teacher will monitor the implementation of the policy and once a term will carry out an inspection to assess the effectiveness of the policy, and whether the desired standards of safety performance are being achieved. Checks will include :-

- State of cleanliness of work areas
- Checking that passageways (*and stairs*) are free from obstructions
- Condition of stair treads, handrails and floor surfaces
- Lighting in work areas
- Maintenance of lighting points
- State of toilet and washing facilities
- Access to control points such as switch rooms
- Satisfactory operation of the heating system
- Adequacy of ventilation in work areas
- State of repair of equipment
- State of repair of cables etc.
- Satisfactory storage of equipment
- Contents of First Aid box
- Procedures being observed by staff and other users of the building
- Record of checks on fire fighting equipment, detection systems and alarms
- Record of fire drill
- Staff awareness of safe working procedures and health and safety issues

The Head teacher will further ensure that action is taken to rectify faults and that reports are sent to the Education Department as appropriate

Signed.....

Designation.....

Date.....

Appendices

RISK ASSESSMENT FOR		ASSESSMENT UNDERTAKEN	ASSESSMENT REVIEW
Telephone:		Date	Date: _____
		Signed:	
		Date:	
STEP 1		STEP 2	STEP 3
Significant hazards	Degree of risk	Groups of people who are at risk from significant hazards which have been identified	Existing controls or details of where information can be found

MEDICAL PASSPORT

(confidential)

CONDITION / DIAGNOSIS

MEDICATION(S)

ALLERGIES

OTHER DETAILS

School

Tel. No.:

I agree that this Medical Passport will be carried by my son/ daughter when travelling to and from school and that it can be read in an emergency

Signature of Parent/Guardian

Date

Logos

MEDICAL PASSPORT

(Confidential- to be read only in an emergency)

To be available with the child particularly transported to and from school

PUPIL NAME

ADDRESS

D.O.B.

EMERGENCY CONTACT:

TEL NO.

CONSULTANT

G.P.

FURTHER INFORMATION

Information Sources

- Health and Safety at Work Act 1994
- Control of Substances Hazardous to Health Regulations 1994
- Guidance on the Provision of Health Care in Schools 2002
- Helping Hands-Guidelines for Staff who provide Intimate Care for Children and Young People with Disabilities 1999
- Guidelines For Schools Providing Intimate Care For Children 2000
- Incident and Accident Reporting 2003
- Health and Safety-Electricity at Work Regulations 1989
- Risk Assessments For Food Preparation 2000
- Guidelines for School Excursions-Dumfries and Galloway Council
- Safety Policies in the Education Sector-HSE
- Managing Health and Safety in Schools-HSE
- Workplace (Health, Safety and Welfare) Regulations 1992-Guidance for the Education Sector.