



**Kaimhill School
Health & Safety Policy**

November 2019

RATIONALE

Aberdeen City Council recognises and accepts its responsibility to provide a safe and healthy workplace and learning environment for all school staff, pupils and the wider school community. Kaimhill School, which falls under the governance of Aberdeen City Council, adopts health and safety arrangements in line with Aberdeen City Council's [Health and Safety Policy](#).

This policy exemplifies how these duties are discharged in Kaimhill School.

The most effective health and safety practices respond to emerging trends. For this reason, this policy will be reviewed annually, or sooner, if there is an escalation of risk which triggers the need for a review. School staff are expected to sign to confirm that they have been involved in any review and endorsement of this policy to ensure that all staff fully understand the implications of this policy on practice.

AIMS OF THIS POLICY

Effective health and safety arrangements are key to a safe and productive school. This policy aims to:

- clarify roles and responsibilities in terms of health and safety
- ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises
- ensure staff have access to appropriate information and training
- maintain effective procedures for use in case of emergencies and have effective mechanisms in place to rehearse these
- ensure consistent reporting and making effective use of associated data to ensure a proactive response to any emerging issues

DEVELOPING A HEALTH AND SAFETY CULTURE

It is important that health and safety isn't seen as the sole responsibility of senior leaders but rather as a collaboration between all members of the school community. This collaboration enables the early identification, prevention and mitigation of risk.

In order to support this, Kaimhill School has at least one identified Trade Union Health and Safety Representative. The role of the Representative is to encourage effective Health and Safety practices and represent the staff team when assessing risk. The Trade Union Representative and Head Teacher work together to undertake risk assessments and agree a calendar of risk management and monitoring. In addition, the TU Representative shares important health and safety information through the maintenance of a health and safety notice board.

At Kaimhill School this planned risk management calendar of activity includes the provision of:

- An annual review of all school risk assessments (unless a risk is identified which triggers an earlier review)
- Termly review of accident and incident data, the effectiveness of fire and emergency drills and the impact of fault reporting systems /school security (unless a pattern of emerging risk triggers the need for an earlier review)
- An annual Workplace Inspection
- Three scheduled walk-around risk assessments per academic year

- The yearly review of the school's Business Continuity Plan
- The yearly review of the Fire Risk Assessment and associated drills
- The yearly review of school emergency arrangements and associated drills
- The on-going development and review of pupil specific risk assessments through the [Person Centred Risk Assessment Process](#):
- Risk management for staff who are deemed to be more vulnerable (including those who are pregnant) e.g. SSERC advice on new and expectant mothers in school science departments
- Local Authority assurance visits
- An annual review of health and safety training to ensure training is kept up to date

A minimum of three scheduled meetings will take place between the Health and Safety Representative and Head Teacher over a calendar year but additional meetings can be called by either party if deemed advantageous.

RESPONSIBILITIES AND DUTIES

The ultimate responsibility for all school safety rests with the Head Teacher who will:

- Be the focal point for day to day risk management and coordination of the risk management calendar
- Be informed of all accidents or hazardous situations immediately so that action can be taken to reduce/eliminate risk
- Co-ordinate and monitor the implementation of health and safety procedures
- Report known hazards immediately to the appropriate team and prevent any practices that are considered unsafe immediately. Building hazards should be reported to the Property Service Desk
- Make recommendations to the QIO and/or Health & Safety Adviser on improving safety
- Ensure adequate provision of first aid training and equipment
- Ensure accurate and up to date documentation to support staff in fulfilling health and safety duties
- Ensure staff have adequate and appropriate training

OBLIGATION OF ALL EMPLOYEES

The Health and Safety at work act 1974 states that, ***'it shall be the duty of every employee while at work;***

- a) to take reasonable care for the health and safety of himself or any other persons who may be affected by his acts or omissions at work and***
- b) as regards any duty or requirement imposed on his employer or any other persons by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with'***

The act also states that: ***'no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions'***

In order that the law be observed ALL employees are expected to:

- exercise good standards of housekeeping and cleanliness
- know and apply the emergency procedures in respect of fire, emergency and first aid
- use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and for the safety of others

- co-operate with others in promoting improved safety measures in school including regularly reviewing the information on the health and safety notice board
- establish and maintain safe working procedures (including mitigations in school risk assessments)
- carry out regular safety inspections of their classroom and report any potential hazards immediately to the Head Teacher or Health and Safety Rep
- propose to the Head Teacher any requirements in terms of health and safety.

SPECIAL OBLIGATIONS OF CLASS TEACHERS

The safety of pupils in the classroom, other work areas and the gymnasium is the responsibility of the class teachers when they are in their charge. If for any reason the class teacher considers that he/she cannot take responsibility he/she should discuss the matter immediately with the Head Teacher.

Staff are expected to:

- exercise effective supervision of the pupils and to know the emergency procedures in respect to fire and first aid and to carry them out
- know of and implement any special safety measures in place within their classroom
- Inform either the Trade Union health and safety rep or the HT of any potential trip or slip hazards
- alert either the Trade Union health and safety rep or the HT of any breaches to school security so that action can be taken
- give clear instruction and warnings as often as necessary
- follow safe working procedures personally as health and safety is everyone's responsibility
- ensure the correct use of protective clothing/specialised equipment when necessary
- make health and safety recommendations to the Head Teacher
- Leave their class securely with doors locked and windows closed
- Ensure the safe storage of all personal and sensitive information

THE PUPIL

The pupils are expected to:

- exercise personal responsibility for the safety of self and others
- observe standards of dress consistent with safety/hygiene
- observe all the safety rules of the school and particularly instructions given in an emergency

VISITORS (INCLUDING CONTRACTORS)

Visitors to school are required to observe the safety rules in school and are made aware of the school's Fire Evacuation Procedure, any Fire Tests, Drills or their nearest Fire Muster Point and Child Protection Procedures when they sign in. All visitors must collect a visitor's badge and sign in, the badge assures staff and children that visitors are known to be in the building and have legitimate business in the school.

Adherence to HSE Use of Contractor Guidelines serve as a procedure to deal with the control of onsite contractors whether they be internal or external.

[Security Arrangements for Contractors working in School Buildings Guidance for Non-3Rs Schools.](#)

[Security Arrangements for Contractors working in School Buildings Guidance for 3Rs Schools.](#)

Parents' Access to School Buildings

RISK MANAGEMENT APPROACH

Kaimhill School works to identify hazards and control measures in order to mitigate risks. An overarching risk register is in place and maintained by the school, which details the risk assessments in place and the categorisation of the risks.

Risk Management

The Head Teacher and Trade Union Representative oversee the review of all school risk assessments on an annual basis to ensure that control measures are mitigating risk. Importantly, increases in the level of risk triggers an early review in order to better control them.

Risk Assessments for individual employees identified as vulnerable are in place with Person Centred Risk Assessments being utilised to reduce risk for some individual pupils. These risk assessments are completed by either the line manager or by the class teacher and Named Person for the pupil.

General walk around risk assessments are conducted termly. The Head Teacher, Trade Union Representative and janitor conduct a full walk of the school premises, speaking to staff and recording any potential risks. Risks are agreed with resultant actions made available to all staff through the school Health and Safety Noticeboard.

A range of measures are in place to ensure the safety of the school building. Building specific control measures are supported by both the Head Teacher and the school janitor and extend from general signing in arrangements to the development of Business Continuity Plans and full Emergency Plans. Given that many of the control measures are designed to support the school in emergency situations a range of drills are necessary to test approaches to evacuation and emergency planning.

HEALTH AND SAFETY DUTIES (ENSURING THE SAFETY OF OUR PEOPLE)

ACCIDENT, INCIDENT AND NEAR MISS REPORTING

All accidents, incidents and near misses will be reported and investigated via the online reporting tool found within The Zone and all senior managers must have completed Incident Investigation training on how to apply the local procedure. Records will be retained, and their causes carefully considered, in order to identify and address any trends which may be established. Trends in incidents will be routinely discussed with staff at staff meetings to support a learning culture. Training in incident reporting is available through the ACC Health and Safety Team.

VIOLENT INCIDENT REPORTING

Kaimhill School does not tolerate violence towards members of staff. Any violent incidents must be discussed immediately with the Head Teacher and be reported through The Zone. All staff should be aware of the 'Violence and Abuse towards Employees' policy.

PROVISION OF FIRST AID

Children who become ill in class should be seen by a PSA who is a qualified first aider. Teaching staff will be kept informed of the outcome of this initial assessment. Qualified first aiders are trained in very basic first aid. If they are at all concerned about the health of a child, the parents will be contacted immediately and requested to seek medical advice. If

parents are unavailable, a member of the management team should be consulted as to whether the child should be transported to the Royal Aberdeen Children's Hospital / Aberdeen Royal Infirmary.

Children who become ill in the playground are seen by a PSA who is a first aider. Slight injuries such as a small cut or scrape are cleaned with water and covered. If the injury is more serious the advice of another qualified first aider is sought. A dated record is kept in the accident book with an accident note being sent home with the child in order to keep the parents informed. All forms required are located in the medical room. With the exception of minor playground injuries, incidents and accidents should be reported through The Zone as an incident, accident or near miss.

[Reporting Accidents and Near Misses](#)

[ADMINISTRATION OF MEDICATION IN SCHOOLS](#)

[ADMINISTRATION OF MEDICATION IN NURSERY](#)

(Care Inspectorate Guidance)

[MORE SERIOUS ACCIDENTS](#)

The opinion of a qualified first aider must be sought immediately. The patient should not be moved unless they are in danger. A member of the SMT will be involved in making that decision. All possible reassurances should be given to the patient. The Head Teacher/ Deputy Head Teacher must be informed immediately, and parents contacted. Such accidents must be reported through The Zone and reported to the Care Inspectorate when the accident takes place in an Early Learning and Childcare setting.

If parents and emergency contacts cannot be contacted, the Head Teacher will make arrangements, such as locating a child in the medical room for a while. If there are more serious concerns, the child will be taken immediately to A&E. Office staff will continue to attempt to contact the parent/carer of the child. If a member of staff is transporting a child to hospital they must be insured to do so.

[BODILY FLUIDS](#)

It is important that staff work to Local Authority Guidance with regard to the cleaning of Body Fluids, urine, faeces, vomit and blood. Along with knowledge of how to clean up such a spill, personnel have access to the appropriate Personal Protective Equipment, such as masks, aprons, gloves etc and a risk assessment exists which all staff should be familiar with. Gloves must always be worn when treating any cuts with aprons used when supporting a child who is vomiting. Training in the safe disposal of Bodily Fluids can be organised via the Health and Safety Department Pit Stop Training Scheme.

[BLOOD BORNE VIRUSES](#)

[GASTROINTESTINAL INFECTION IN SCHOOLS](#)

[SLIPS AND TRIPS](#)

All potential risks must be immediately reported to either the Trade Union Health and Safety Representative or to the Head Teacher. Action must be taken immediately to reduce the hazard and clear signage used to alert others to the risk. Any underlying issues will be addressed.

FOOD SAFETY GUIDELINES

Foods should only be prepared by staff who hold an up to date Elementary Food Hygiene Certificate or are a GTC registered Home Economics teacher. All good practice contained within the course MUST be adhered to.

Food prepared in school and then taken home must have relevant instructions about storage and/reheating the food. A leaflet or stick-on label should be used.

HEALTH AND SAFETY NOTICE BOARD

Kaimhill School has a health and safety board where information relating to safe systems of work, risk assessment, staff briefings, staff training days and other health and safety information is displayed. The Trade Union Health and Safety Representative maintains the notice board.

LONE WORKING

All staff should be aware of the risk assessment on lone working and a lone working risk assessment for Kaimhill School is in place.

MANUAL HANDLING

All staff should be aware of the Manual Handling risk assessment. Manual Handling training can be booked via Corporate or a Pit Stop Training Session held via the Health and Safety Department.

MENTAL HEALTH AND WELLBEING

Kaimhill School follows all ACC employee policies to ensure that the wellbeing of staff is prioritised and monitored. This is in adherence to the Mental Health and Wellbeing Policy Information, which can be found within the Wellbeing section of The Zone.

PERSONAL PROTECTIVE EQUIPMENT

Kaimhill School ensures adequate provision of Personal Protective Equipment (PPE) as per legislative requirements. Any task or activity which requires the use of Personal Protective Equipment, to be included within the school risk assessment e.g. woodworking requiring the use of dust masks etc.

HEALTH AND SAFETY TRAINING

The Head Teacher, senior leadership team and Trade Union Health and Safety Representative have all undertaken mandatory health and safety training including training in investigating incidents. The Head Teacher ensures that all staff have accessed necessary training including the provision of training for Fire Marshals, adequate numbers of staff holding First Aid Certificates and Manual Handling. A copy of all mandatory safety training records is retained. Training requirements are reviewed yearly prior to the new school session.

WORKING AT HEIGHT

A working at height risk assessment is in place and is reviewed on a yearly basis and is noted in the Risk Register. No one should work at height unless they have completed working at height training.

SCHOOL TRIPS

The Aberdeen City '**Outdoor Learning and Educational Excursions Policy and Guidance**' should be adhered to, with the authority risk assessments and permissions being completed prior to any trip. It is possible to request a block consent for trips that do not involve travelling by bus and these should be completed at the start of a term where

possible. The forms within the city policy are routinely updated and staff should check the on-line policy available at [School Trips](#)
A member of the SLT must sign off all school trips.

DSE REGULATIONS

DSE users should complete a DSE assessment, available on the zone. Where issues are identified, DSE assessors will review the assessment and provide advice and guidance. Refer to the [Assessment of Display Screen Equipment \(DSE\) Procedure](#) on the zone.

HEALTH AND SAFETY DUTIES (ENSURING THE SAFETY OF OUR BUILDINGS)

SCHOOL SECURITY

Any breaches in school security must be reported immediately to either the Trade Union Health and Safety Representative or to the Head Teacher. Action must be taken immediately to ensure the safety of all members of the school community. A near miss form should be completed and risk assessments/procedures updated as required.

ASBESTOS MANAGEMENT

Kaimhill School has access to an on-line portal which contains copies of previously completed asbestos surveys for the school building. It is recommended that the portal be accessed following completion of the OIL Asbestos Awareness course to ensure that the information can be accurately interpreted. An emergency plan for dealing with asbestos related incidents is in place and these emergency arrangements are incorporated in the school's Business Continuity/Emergency Plan.

[Procedure for managing asbestos damage in schools](#)

ELECTRICAL EQUIPMENT

Kaimhill School ensures timely Inspection and Maintenance of Portable Electrical Appliances. Arrangements are in place to facilitate five-year Fixed Wire Electrical Testing. Records of all checks, such as Emergency Light Testing are retained onsite and available to be viewed through the Janitor (3Rs) or Head Teacher.

FAULT OR DEFECT REPORTING

In an emergency the janitor or, if the janitor is not on site, a senior manager, should report any dangerous defect to the [Property Service Desk – tel. 01224 814814](#)
The janitor manages fault and defect reporting for all non-urgent cases.

GAS SAFETY

Kaimhill School complies with the ACC Gas Safety Policy.
Records of maintenance are retained by the janitor in the janitor's office and available to staff in the event of an emergency. Emergency measures in the event of a major gas leak within or in close proximity to the school to be noted and addressed within the Emergency Evacuation Plan.

PUWER ASSESSMENTS

Assessments under PUWER (Provision and Use of Work Equipment Regulations) of any technical equipment in use within workshops and classrooms are held. Records of any such assessments are retained and held in the janitor's office and feature on the Risk Register.

TEST AND EXAMINATION OF OTHER EQUIPMENT

A register of all relevant equipment within schools is held with test and examination dates. E.g. Workshop machinery; fume cupboards; cookers etc. (Janitor's Office)

[Fume cupboards \(SSERC Guidance\)](#)

WATER MANAGEMENT AND LEGIONELLA

Records of Legionella tests are held in the janitor's office.

WORKING OUTSIDE/GROUNDS MAINTENANCE

Records of grounds maintenance are retained in the janitor's office.

HEALTH AND SAFETY DUTIES – BEING READY TO RESPOND IN AN EMERGENCY **EMERGENCY PLANNING**

A school Emergency Plan is reviewed on a yearly basis or following any major incident. In addition, records of emergency evacuation are retained with the rationale behind such an evacuation i.e. fire, flood, bomb/terrorist alert, weather event etc.

FIRE AND EMERGENCY PROCEDURE

The fire evacuation procedure is run three times a year. The date and times are recorded by the janitor with the effectiveness of each discussed with the Trade Union Health and Safety Reps and the Head Teacher.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

Kaimhill School has CoSHH Assessments and a register of chemicals held onsite with accompanying Safety Data Sheets to include emergency first aid measures, accidental spill, fire etc. CoSHH Assessments are reviewed at least every three years, when there has been an incident involving chemicals, or when a new chemical is taken into the school. All CoSHH Assessments are held in the janitor's office, are noted in the school Risk Register and are accessible to all. Training on how to write CoSHH Assessments is available via the Health and Safety Department Pit Stop Training Scheme.

FIRE SAFETY

The school Fire Safety Procedure and associated Fire Risk Assessment and Fire Safety Action Plan is reviewed on a yearly basis. This includes records of fire drills and alarm activations and the maintenance records of fire-fighting and detection equipment. The Fire Safety Action Plan is reviewed before the start of each school year to ensure that it is current. Responsibility for this lies with the Head Teacher. Colleagues in Health, Safety and Wellbeing team can provide guidance where needed

BOMB THREATS

[Bomb threat phone warning checklist:](#)