

# MARYKIRK PRIMARY SCHOOL

## HEALTH AND SAFETY POLICY AND PROCEDURES

(Introduced as draft – November 2009 as per Authority guidance)

Reviewed - June 2011

**Aberdeenshire**  
COUNCIL



## INDEX

- SECTION 1- **ABERDEENSHIRE COUNCIL GENERAL  
STATEMENT OF HEALTH AND SAFETY POLICY**
- SECTION 2- **SCHOOL SAFETY POLICY STATEMENT OF INTENT**
- SECTION 3- **HEALTH AND SAFETY RESPONSIBILITY**
- SECTION 4 - **SCHOOL PROCEDURES**
- SECTION 5- **BUSINESS CONTINUITY AND EMERGENCY PLAN**
- SECTION 6 - **COMPLETED RISK ASSESSMENTS – reference to Register**
- SECTION 7- **ACCIDENT/INCIDENT REPORTING**

## **SECTION 1**

### **ABERDEENSHIRE COUNCIL**

### **GENERAL STATEMENT OF HEALTH AND SAFETY POLICY**

**ABERDEENSHIRE COUNCIL**  
**GENERAL STATEMENT OF HEALTH AND SAFETY POLICY**

## **INTRODUCTION**

The Council recognises and accepts its responsibilities under the Health and Safety at Work Act 1974 and will seek to implement the act and supporting legislation in all activities within its control. The Council identifies health and safety as a primary objective of its activities and an integral part of service delivery. It will endeavour, so far as is reasonably practicable to conduct its activities without risk to the health and safety of its employees, volunteers, agency workers, or the general public and provide resources to do so in accordance with the statutory requirements and Approved Codes of Practice.

## **AIMS**

The aim of this policy is to lay down a framework for the organisation and arrangements allowing the management of this Authority to meet its statutory duties to manage health and safety and to support and maintain a positive safety culture within the Council.

The following areas will be developed throughout the structure of the Council.

### ◆ Management of Health & Safety

Effective health and safety management is based on a common understanding of risks and how to control them brought about through good management. The Corporate Risk Management Steering Group will assist the Management Team to manage health and safety throughout the Council.

### ◆ Commitment

The success and failure of a safety policy is based on commitment from all levels of the organisation. A high profile safety culture, which results from this commitment, is the most fundamental factor affecting health and safety performance.

### ◆ Assessment of Risk

The Council is required by statute to carry out assessments of risk to their employees/third parties and the hazards to which they are exposed. It is accepted that each Service will have to identify the hazards and assess risks to their employees, volunteers, agency workers and third parties. Each Service will be expected therefore to carry out these assessments and to put in place systems and arrangements to reduce and control the hazards.

### ◆ Consultation

The Council supports the concept of Safety Representatives and will encourage their appointment and support their activities by providing time and facilities for them to operate effectively.

The consultation process will be further promoted by the setting up of organised Health & Safety / Risk Committees, in line with the Safety Representatives and Safety Committees Regulations and the regulations covering consultation with non-unionised employees, within each Service.

#### ◆ Contractors

The Council will require Services to develop policies to ensure that contractors for the Council are competent to undertake the designated activity and comply with health and safety legislation (this should include vetting procedures and information on contracts). Any major failings of a Contractor should be reported through the Corporate Risk Management Steering Group.

#### ◆ Training

To develop the commitment to health and safety and to ensure that staff within the Council understand their responsibilities, a policy identifying training needs is to be developed within Services as part of their Service action plan. The Council will ensure adequate resources, so far as is reasonably practicable, to carry out this training. The Corporate Health and Safety training budget is controlled by the Corporate Risk Management Steering Group.

#### ◆ Monitoring & Review

The effectiveness of the Council's policy will be monitored in the following way:

- Safety Audits / Inspections and Self Assessments

A proactive approach to safety auditing will be adopted in Services. Not only is it expected that management will carry out regular inspections and self assessments of the workplace but a programme of health and safety audits will be carried out by the Health and Safety Unit indicating the level of achievement within Services.

- Work related accident, ill-health violence and near miss analysis

Reports of work related accidents, ill-health, violence and near misses throughout the Council will be analysed by the Health and Safety Unit with a view to determining and eliminating their causes. This analysis will be discussed with Services and distributed through the agreed consultation process. These instances will be reported to the Health and Safety Unit as laid down in the Council policy and guidance for accident & incident reporting.

- Monitor & Review

The Health and Safety Unit will carry out a programme of safety sampling and audits to assist Services to monitor the level of compliance and commitment to the management of health and safety. Reports will be monitored and reviewed by the Corporate Risk Management Steering Group on an annual basis.

## **RESPONSIBILITIES**

### **CHIEF EXECUTIVE**

- ◆ The Chief Executive, is responsible for ensuring the health, safety and welfare at work of all employees, volunteers, agency workers and third parties who may be affected by the activities of Aberdeenshire Council, detailing the organisational structure of the Council through which the policy will be implemented and delegating the responsibility for implementation of the policy to the Directors of each Service.

- ◆ He will ensure that adequate resources are made available to enable the Council's policy to be implemented, ensuring all staff are sufficiently trained and competent in their health and safety responsibilities.
- ◆ He will demonstrate the Council's commitment by ensuring health and safety is an integral part of the overall management culture.
- ◆ He will appoint competent persons to advise the Council on health and safety matters.
- ◆ He will appoint a Service Director as Director for Health and Safety.
- ◆ He will ensure that health & safety is regular item on his Management Team agenda and that a review of health & safety performance is carried out at least once a year.

## DIRECTORS

Directors are, responsible for ensuring the health, safety and welfare at work of all employees, volunteers, agency workers and third parties who may be affected by the activities of Aberdeenshire Council in their respective Services. In particular they will arrange to:

- ◆ Have a thorough knowledge of the Council's health and safety policy and the responsibilities it places on them.
- ◆ Prepare and revise, as often as necessary, a Service health and safety policy, which should be communicated effectively to all employees and a copy lodged with the Principal Health and Safety Adviser.
- ◆ Set out the organisational structure within their Service through which the policy will be implemented.
- ◆ Set out the arrangements, which detail the means by which the aims listed in their Service safety policy statement will be met.
- ◆ Ensure that adequate resources are made available to enable the Service policy to be implemented; particularly in the provision of information, instruction, training and supervision, safe handling and use of substances and the provision and maintenance of equipment, to ensure, so far as is reasonably practicable, the health and safety at work of all employees.
- ◆ Visibly demonstrate commitment to achieving a high standard of health and safety performance within their Service and develop a positive attitude to health and safety among employees.
- ◆ Ensure effective consultation with all employees and their representatives under the Safety Representatives and Safety Committee Regulations and the Information and Consultation of Employees Regulations 2004. Services will consult at an appropriate management level through the Safety / Risk Committees.
- ◆ Ensure implementation of health and safety management systems by the development of a Service health & safety action plan, which will ensure the assessment of risks and effective planning, organisation, control, monitoring and review of the protective and preventative measures necessary to eliminate or control the risks.

- ◆ Ensure operational risks are addressed and continuity plans are developed, maintained and tested.

## AREA MANAGERS / HEADS OF SERVICE

- ◆ Ensure compliance of all Council and Service policies and procedures for their part of the services.
- ◆ Co-operate with other Heads of Service / Area Managers where required to manage health and safety within the service.
- ◆ Implement health and safety management systems by the development of a Service health & safety action plan, which will ensure the assessment of risks and effective planning, organisation, control, monitoring and review of the protective and preventative measures necessary to eliminate or control the risks.
- ◆ Ensure operational risks are addressed and continuity plans are developed, maintained and tested.
- ◆ Visibly demonstrate commitment to achieving a high standard of health and safety performance within their Service and develop a positive attitude to health and safety among employees.
- ◆ Allocate appropriate resources to enable staff to comply with statutory duties.
- ◆ Where required by Directors, carry out Self Auditing.
- ◆ Ensure that where changes in work practices have significant implications for health and safety that this is brought to the attention of the Service Health & Safety / Risk Committees and the Corporate Risk Management Steering Group.
- ◆ Ensure that Health & Safety is an item at Service Management Team meetings.
- ◆ Regularly review Service health & safety policies and procedures.

## SERVICE MANAGERS

Service Managers of the Council are responsible for the implementation of health and safety. The more senior the employee the more onerous this will be. Their duties include:

- ◆ Ensure compliance of all Council and Service policies and procedures for their part of the service.
- ◆ Co-operate with Heads of Service where required to manage health and safety within their part of the service.
- ◆ Visibly demonstrate commitment to achieving a high standard of health and safety performance within their Service and develop a positive attitude to health and safety among employees.
- ◆ Where required, allocate appropriate resources to enable staff to comply with statutory duties.

- ◆ Implement health and safety management systems by the development of a Service health & safety action plan, which will ensure the assessment of risks and effective planning, organisation, control, monitoring and review of the protective and preventative measures necessary to eliminate or control the risks.
- ◆ Ensure operational risks are addressed and continuity plans are developed, maintained and tested.
- ◆ Where required by Heads of Service, carry out Self Auditing.
- ◆ Ensure that where changes in work practices have significant implications for health and safety that this is brought to the attention of the Service Health & Safety / Risk Committee and the Corporate Risk Management Steering Group.
- ◆ Ensure that Health and Safety is an item at Team meetings.
- ◆ Regularly review Service safety policies and procedures for their part of the service.
- ◆ Being responsible for the safety of employees who they manage

## EMPLOYEES

This duty is imposed on employees at all levels (similarly this duty applies to volunteers and agency workers) and third parties who may be affected by the activities of Aberdeenshire Council.

- ◆ Acting in the course of their employment with due care for their own safety and that of others, who may be affected by their acts or omissions at work;
- ◆ Co-operating, as far as is necessary, to enable the Council to perform any duty or to comply with any requirements, as a result of any health and safety legislation which may be in force;
- ◆ Using correctly all work items provided by the Council in accordance with the training and the instructions they receive to enable them to work safely;
- ◆ Carrying out all instructions and safe systems of work prepared by the Council and departments;
- ◆ Notifying their line management of any health and safety problems and hazards they have identified.
- ◆ Being responsible for the safety of employees who they manage

## CORPORATE RISK MANAGEMENT STEERING GROUP

Each Service will appoint a senior member of staff to sit on the Corporate Risk Management Steering Group. The group will be chaired by the Service Director appointed as Director for Health & Safety.

This group supported by its two sub groups, will ensure a corporate strategy is developed for health, safety and risk management in Aberdeenshire and will monitor the development and implementation of Service health & safety action plans. The results will be communicated by the

chair of this group to Management Team on an annual basis. Where appropriate targets for improvement will be set and performance benchmarked with other public bodies.

Service Directors or their representatives may be asked to attend the Corporate Risk Management Steering Group to clarify service health & safety action plans.

Members of the group will report back to Service Management Teams after each meeting. They will also ensure that minutes of this meeting are copied to the chair of their Service Health & Safety / Risk Committees. Similarly Service Health & Safety / Risk Committees should ensure that any competent corporate items are raised directly with the chair of the appropriate Corporate Risk Management Steering Group sub group.

## **HEALTH AND SAFETY ADVICE**

Regulation 6 of the Management of Health and Safety at Work Regulations sets out specific requirements on employers to appoint one or more competent persons to provide health and safety assistance and advice. This statutory duty will be carried out by the Health and Safety Unit based within Personnel & ICT Service.

### ◆ Health & Safety Advice

The role of the Health and Safety Unit is to provide Services with advice and support in compliance with health and safety legislation and implementing the policies of the Council.

Part of this support is to provide advice to help Services assess risk, implement safe systems of work, develop policies, understand new legislation and the implications of this to their work, as well as answering any other queries on health and safety matters which may arise. This will also include participation in the consultation process through attendance at their Service Health and Safety / Risk Committee(s) and other groups as appropriate.

### ◆ Risk Assessment

The Health & Safety Unit will guide Services through the risk assessment process and where appropriate provide support or attend project groups enabling Services to meet their statutory duties.

### ◆ Policy Development

The Principal Health & Safety Adviser will advise the Corporate Risk Management Steering Group and Management Team on policy development for the Council with regard to health and safety. These policies, after consultation will be implemented by Services as appropriate.

### ◆ Auditing / Monitoring / Safety Sampling

The Health and Safety Unit will carry out a programme of auditing and safety sampling of Services' establishments / organisations. The frequency of audits will depend on the degree of risk identified in each establishment / organisation. The results of audits will be communicated in the first instance to the appropriate Service Manager(s).

Where action is necessary Services should identify who requires to action the point(s) and timescales for implementation.

The Unit will also carry out a proactive role of visiting sites on a regular programme. It is not the intention of Health & Safety Advisers to act in a policing or enforcement capacity, but rather advising Managers of any corrective measures required to comply with their statutory duties.

◆ Investigation

Reports of work related accidents, ill-health and near misses will be investigated by the Health & Safety Unit as appropriate with advice or recommendations being made on prevention of recurrence.

◆ Health & Safety Training

The Health and Safety Unit will provide training in specific areas, which may be identified by the audit programme, a training needs analysis or by legislative requirements and will work with the Head of Service responsible for training and development to promote health, safety and risk education.

◆ Emergency Planning & Business Continuity

The Risk Management Adviser will provide advice to Services with regard to the identification and control of operational risks and the development, implementation and testing of emergency & business continuity plans.

---

This statement of aims and responsibilities forms the initial part of the Council's safety policy. It was supported by Council-wide policies and procedures on specific arrangements and by Service safety policies.

This policy, and any revision of it, will be drawn to the attention of every employee of the Council, as will any policy or procedural documents produced to support this policy. This policy and any supporting documentation will be revised as is necessary and will be reviewed annually.

Colin Mackenzie  
CHIEF EXECUTIVE

Date

## **SECTION 2**

### **GENERIC PRIMARY SCHOOL**

### **SCHOOL SAFETY POLICY STATEMENT OF INTENT**

## **SCHOOL SAFETY POLICY STATEMENT OF INTENT**

The head of establishment acknowledges that there is a statutory requirement under the Health and Safety at Work Act 1974 for the formulation of a written statement of general policy and that this policy should be brought to the attention of all staff as must any subsequent revisions. This policy is a written statement of the intention of the Head Teacher of MARYKRIK Primary School to manage health and safety pro-actively, and the means by which it will be achieved.

However, this policy statement only outlines the commitment to health and safety, and assigns responsibilities for carrying out the policy to specific individuals. It is therefore felt to be important that certain procedures and practices should be presented in greater detail (see Policy and Procedures).

The management of MARYKRIK Primary School are committed to ensuring the health safety and welfare of all its occupants, whether employees volunteers, helpers or children, so far as is reasonably practicable and also fully accepts responsibility for other persons who may be affected by its activities.

Each employee will be given sufficient information, instruction, and training as is necessary to enable the safe performance of their work activities.

Adequate arrangements will be maintained to enable staff and members of the public to raise issues concerning their own health and safety or any other persons affected .

Every employee must co-operate with management to enable all statutory duties to be complied with. The successful implementation of the policy requires commitment and ownership from all staff levels. Each individual has an obligation to take reasonable care for their own safety and health and for the safety of other people who may be affected by their acts or omissions.

Details of the policy, procedures, organisation and arrangements for health and safety are provided later in this manual.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and if necessary revised to take account of any legislative or organisational changes.

Head of establishment - FIONA THOMSON

.....

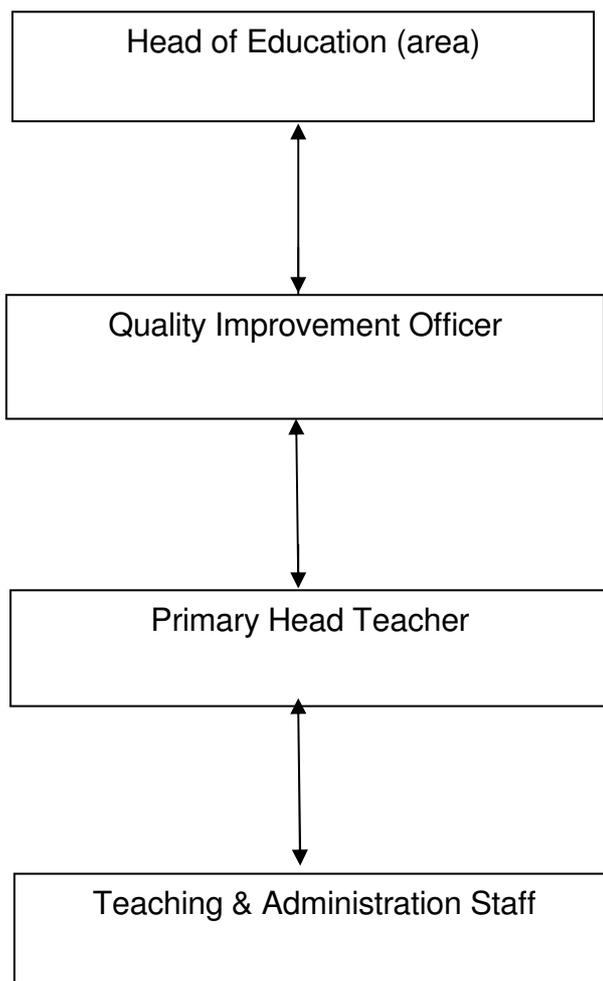
Date June 2011

Review June 2014

## **ORGANISATION**

1. The Head Teacher has the ultimate responsibility for the health, safety and welfare of all persons on these premises.
2. When the Head Teacher is unavailable then the deputy Head Teacher or appointed person will be responsible.
3. Each person has a responsibility for the health, safety and welfare of themselves and others who may be affected by their actions.
4. Competent health and safety advice is available via Aberdeenshire Council's Health and Safety Unit 01224 664118
5. During evening "lets" the person who has undertaken the "let" is held as the responsible person and they should be provided with all relevant information from this policy document.

### **School staff lines of reporting / communication**



**SECTION 4**

**LIST OF CURRENT PROCEDURES**

## LIST OF PROCEDURES

**Accident Reporting**

**Adverse Weather (replaces Storm Warning)**

**Animals**

**Arson / Wilful Fire Raising**

**Bomb Threat**

**Building Security (including visitors)**

**Consultation**

**Contractors**

**Display Screen Equipment**

**Driving**

**Electricity and Electrical Equipment**

**Fire**

**First Aid**

**Food Hygiene**

**Gas**

**Hazardous Substances**

\* Chemicals / Dusts / Vapours

\* Biological Agents (including discarded drug paraphernalia)

\* Legionella

**Hot and Cold Surfaces**

**Lets**

**Lone Working**

**Manual Handling (replaces lifting and moving)**

\* Objects

\* People

**Medical**

**Noise**

**Outdoor Activities**

**Pedestrian Traffic Routes & Vehicle Interface**

**Personal Protective Equipment**

**Playground Supervision**

**Risk Assessment**

**Sharp Instruments**

**Slips, Trips and Falls**

**Training (Health and Safety Related)**

**Violence and Stress**

**Work Equipment**

**Working From A Height**

**Working Near Water**

**Working Environment (Workplace)**

## ACCIDENT REPORTING

It is a requirement of the Reporting of Injury, Diseases and Dangerous Occurrence Regulations (RIDDOR1995) that details of all accident and incidents are recorded.

What must you report?

You must report:

- deaths;
- major injuries;
- over-3-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 3 consecutive days;
- injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital;
- some work-related diseases;
- dangerous occurrences – where something happens that does not result in an injury, but could have done;

(a full detailed list of reportable injuries and conditions is available at <http://www.hse.gov.uk/riddor/guidance.htm>)

All accidents **must** be recorded on the appropriate form.

There are 6 categorised forms for reporting incidents and these are available within the Accident and Incident reporting section on Lotus Notes.

The recording function of the accident database can be accessed by clicking on the 'Accident and Incident Reporting' Icon in Lotus Notes and then clicking 'Create' on the toolbar at the top of the screen, where a drop down box will appear giving the different categories of incident

The categories are listed below

- F2508 (Major Injuries)
- F2508A(Reportable Diseases)
- Minor Injury Record
- Violent Incident Report
- Near Miss Record
- Investigation Report

The Accident and Incident Reporting database has the facility to notify both the Council Health and Safety Unit and the Health and Safety Executive (HSE) of reportable incidents / ill-health. However in the event of a major (F2508), Reportable Disease (F2508A) or Dangerous Occurrence must be reported by the quickest possible means (telephone on the number listed below)

The Health & Safety Executive by:

- ☎ Telephone: 0845 300 9923 (8.30am – 5.00pm)
- ☎ Fax: 0845 300 9923 (any time)
- 🌐 Internet: [www.riddor.gov.uk](http://www.riddor.gov.uk)
- ✉ E-mail: [riddor@natbirt.com](mailto:riddor@natbirt.com)
- ✉ Post: Incident Contact Centre, Caerphilly Business Park, Caerphilly CF83 3GG

The recording function of the accident database can be accessed by clicking on the 'Accident and Incident Reporting' Icon in Lotus Notes and then clicking 'Create' on the toolbar at the top of the screen, where a drop down box will appear giving the different categories of incident.

## **MAJOR INJURIES**

All major injuries (if any person is taken from the school premises to a place of medical treatment) will be recorded on the report of an injury (F2508) form.

Accidents should be reported via the online reporting facility currently available on lotus notes

Where the accident is of a serious nature the Head Teacher or assistant Head Teacher should contact the Health and Safety Section as soon as practicable so that where relevant, the incident can be investigated

The Health and Safety Unit telephone number is 01224 664118

## **NOTIFIABLE DISEASES**

Where a disease is identified in the regulations as one which is notifiable it must be recorded on the F2508A

## **MINOR INJURIES**

All minor injuries to children will be recorded on the first-aid books kept by the first aid boxes in each medical room. The top copy (white) is torn off and sent home the second copy (green) remains in the book for a record. Confidential records should be kept in a locked cabinet and held for at least for three years.

All minor injuries to staff will be recorded on the minor injuries electronic accident reporting system, first-aid assistance should be recorded on the first-aid records, the top copy can be left in.

The current reporting system on Lotus Notes will automatically forward a copy of the report to the Health and Safety Unit.

The named first-aiders must also keep a record of treated injuries.

## **VIOLENT INCIDENTS**

Violent incidents and any injuries resulting should be recorded on the Violent Incident Report form.

Where the injury is of a physical nature and results in the individual being off work for 3 consecutive days a F2508 form should also be completed

## **NEAR MISSES (DANGEROUS OCCURRENCES)**

Any incident that has occurred that, given different circumstances, could have resulted in an injury (i.e. a minor electric shock, trip on a worn carpet) should be recorded on the Near Miss Form

## **ACCIDENT INVESTIGATION**

Where an investigation is relevant the accident investigation form should be completed. The person responsible for recording accidents in the school is: The Head Teacher: FIONA THOMSON

## **HEAD INJURIES TO PUPILS**

All head injuries will be notified to the parent / guardian, as soon as practicable after the incident. If the parent / guardian is not available then by a note sent home with the child or an evening phone call may be advisable.

**ADVERSE WEATHER PROCEDURE (Replaces Storm Warning)**

Refer to the Schools own Adverse Weather Policy

## ANIMALS

- 1 All animals kept in school must be cared for to the standards indicated in the Education Policy “Animals in Schools”
- 2 All staff with relevant responsibility must make sure all children wash their hands after handling animals
- 3 Where a stray animal, that presents a significant risk to pupils or staff, enters the school grounds / premises it is the duty of the Head Teacher to organise its removal.
- 4 Where it is considered safe to do so the following procedure should be followed ;
- 5
  - Request assistance from the janitor
  - Evacuate the area
  - If possible isolate the animal.
  - During working hours (8.30am – 5.00pm) Environmental Health should be contacted to remove stray animals. The contact numbers are as follows:

* North	01779 483812
* Central	01467 628195
* South	01569 768224
  - Outwith working hours the ‘Police’ should be contacted to remove stray animals
6. In general animals should only be brought into the school environment where accompanied by a trained handler that is familiar with any risks associated.

Where any significant risk is presented the handler should produce a risk assessment and ensure that appropriate controls are in place.

When an animal is being brought into the school for a specific educational reason the class teacher will complete a risk assessment on the activity for example;

- Children’s allergies
- Any biological risk
- Is the animal aggressive?
- Particular risks associated with the animal

## ARSON

Each school has a policy of reporting all incidents of arson and attempted arson.

The following Council departments and external agencies should be contacted

- Property Help Desk **(01224 664444)** (where repairs are necessary)
- Education, Learning and Leisure Department Senior Management Team **(01224 664603)**
- Grampian Police **(0845 600 5700)**
- Grampian Fire and Rescue **(01224 696666)**

Where key holders / nominated persons are required to respond to arson attempts during 'out of hours' periods they should NOT ENTER the premises unless they have a back up person present.

No person should enter any premises where they have reason to believe they may be placing themselves at risk from e.g. fire, smoke, intruders

Contact details of current key holders:

FIONA THOMSON, Head Teacher	01674 840200/07876790856
Janitor	01561 378817/07909687476
Lorna Simpson	01674 840200/07443222148
Karen Dickson (Cook)	01674 840200

## **BOMB WARNING / THREAT**

**No threat of this nature should be ignored.** It will almost always come in the form of a phone call and the member of staff on reception will therefore be the first person to receive it. It should be noted however that most 'organised' bomb threats are made direct to the Police or to the Press with an agreed code word.

On receiving such a call the member of staff should try and ascertain the following information:

- Exact location of the bomb
- The projected time of explosion
- Check the caller is informing the correct building
- Any background noises
- Any aspect, which could help identify the caller such as speech defects, stammers or accents

The Head Teacher should be informed immediately and should contact the Police

When the Police arrive the Head Teacher or their Depute, will discuss the problem with the Senior Member of the Police Force, and decide whether or not to fully evacuate the building and what if any further action should be taken

If the decision to evacuate is taken, the Head Teacher will sound the fire alarm and announce the evacuation using all available exits. Alternative routes for evacuation may have to be considered to ensure people can leave the building without being placed in danger by passing close to the suspect device.

Proceed with evacuation as you would do in a fire evacuation and assemble at the designated point as instructed. This should be a location as far from the building as possible.

Further advice is available on **[ARCADIA – My Job >> Health and Safety >> Health and Safety Policies and Guidance >> Bomb Threat Procedures](#)**

## **BUILDING SECURITY (Including Visitors)**

Please insert the local arrangements for your school.

Description of school and grounds including any inherent risks e.g. river, railway line

Secure access and egress from school and grounds e.g. swipe cards, door security systems, CCTV cameras, lighting,

Inside the school building

- is public access controlled, do visitors sign in / out
- are visitors issued with ID badges  
are staff asked to challenge strangers in the building and ask for ID
- is the number of entrances/exits limited during school hours
- is there janitorial support / supervision

Where children / youths can gain access to the roof (trespass)

- have you completed a risk assessment
- informed your line manager / property and noted the problem in your further action sheet
- informed parents of the problem
- informed students of the hazard
- used anti-vandal paint
- put up signage ("Fragile Roof Use Crawling Boards")

An example of a school security procedures is included below, please adapt to suit your school.

### **General Access**

The building has a security system installed which guarantees that access can only be had by main door release following visual and verbal contact being made by visitors.

### **Access at the start of school**

School opens at 9.00 a.m. Staff begin their teaching day at 9:00 a.m. with preparation time from 8.00 a.m. though, in effect, most are on the premises prior to this.

The small number of children who, of necessity, arrive at school earlier than 8.40 a.m. due to bus timings, can gain access, should they need the toilet, should the weather be particularly foul or should they have any other problem, the children may gain access by way of the playground entrance. The playground is supervised from 8.45 a.m.

Responsibility, prior to 9:00 a.m., for children other than those on school transport, lies with the parent/guardian

In bad weather, arrival at school should be as near to the start of the school day as possible

### **Access during intervals**

Presence of our Children's Supervisor at these times allows vigilance as regards the school boundaries not viewable from the building and a door is open to allow access as necessary

## **Playground access**

There is a single entry point for pupils. This is guarded from the road by a barrier and on no account should any child be roadside of this.

All areas outside the school railings/fences, especially the car park, are out of bounds unless under the supervision of an adult.

No one is permitted to climb up to any roof of the building. Where staff are made aware of children gaining access to the roof out of hours this should be reported to the Head Teacher who will take remedial action (inform E&R management , letter to parents, Police, signage).

## **Fire Exits**

There are 5 fire exits from the school. These must be kept free of obstructions at all times.

## **Supervision**

Interval and Lunch-time

In the dining room, pupils are supervised by the auxiliaries who will also be present around the school playground during mid-morning break and after lunches have finished for children to refer to. They will deal with minor first aid problems and remind children, where necessary, of their responsibilities as regards their own health, safety and welfare as well as that of others, referring more serious infringements to the Head Teacher or other staff.

In foul weather pupils will be kept indoors. These decisions will be taken on a daily basis following consultation between teachers and children's supervisor.

## **Special Obligations Of Teachers**

The safety and supervision of pupils in class areas and other parts of the school is the concern of teachers who have traditionally carried this responsibility. Through regular discussions, children should be made fully aware of school safety rules and procedures and staff should, as necessary, make recommendations to the Head Teacher on improvements to working procedures, equipment, environment etc.

## **Visitors**

Staff should be vigilant and request identification/information from unfamiliar visitors to the school and to report any activity both within, and around the periphery of, the school which is out of the ordinary.

Visitors will be asked to sign in and wear an identification badge whilst on the school premises

Parents and visitors wishing to speak with teachers or staff will be asked to wait at the office until the person they wish to speak to comes to them

Where possible parents and visitors will be interviewed in an office with a second person in the vicinity

In a fire emergency the staff member is responsible for the evacuation of their visitor

## **BUSINESS CONTINUITY AND EMERGENCY PLANNING**

Aberdeenshire Council, in conjunction with relevant parties, is currently creating Business Continuity and Emergency Plans for each school. If you are in possession of the document you should file a copy under the Business Continuity and Emergency Plan in section 5 of the policy document so that it can be easily accessed when required.

If you are not yet in possession of the new plan, then your existing arrangements should be inserted at this point in the procedures.

## CONSULTATION

1. It is a requirement of *The Health and Safety (Consultation with Employees) Regulations 1996* that education management and in particular the school management consult all affected employees when:

(a) Any new work activity affects the employee's health and safety

Appointing any persons whose duties include

- safety representation
- involvement in emergency evacuation / control procedures

(b) When planning or organising any health safety and welfare training, or when planning the introduction of new technologies into the workplace.

This establishment will consult with their employees via

- staff meetings
- information notices
- on-to-one instruction
- staff safety committee
- union meetings

## CONTRACTORS

1. The Head Teacher must be informed of any work to be undertaken by contractors on the school premises. This is to allow all aspects of the effect of the work on the pupils and staff to be considered.
2. The contractor should inform the Head Teacher of any significant hazard / risk involved in the work to be undertaken and the steps they intend taking to minimise or eliminate these hazards / risks.

Where the work presents significant risk the contractor responsible for the work must provide the Head Teacher with a copy of any formal risk assessments carried out for the works

3. Contractors are responsible for the provision of suitable tools and equipment in order to carry out the work in a safe and competent manner. The contractor should also ensure that the area in which they are working is suitably separated from others in the area.

On no account will this school loan tools, ladders, equipment to a contractor.

4. In general contracted work should be carried out, out with school hours. Where this is not possible a suitable schedule of work will be agreed between the Head Teacher / property service and contractor.
5. Where the work is of a major nature access and egress from the site should be controlled by the contractor and where relevant, site storage and contractors welfare areas (toilets / canteen facilities) will be identified to the contractor in conjunction with the Head Teacher
6. The contractor must be informed of the emergency evacuation, school security measures and any planned fire drills etc.
7. The Head Teacher and contractor will co-operate with each other to ensure the health, safety and welfare of all persons on site, by communicating any relevant information regarding school activities or deviations from the work or schedule.
8. Controls will be in place to ensure children and contractors are never left alone in areas where children are unsupervised.
9. If a situation should arise where the Head Teacher is concerned in regard of the safety of pupils or staff from any contracted work activity they should, where relevant, request the contractor to stop the work and contact the property help desk **(01224 664444)**

## **DISPLAY SCREEN EQUIPMENT (DSE)**

1. Personnel who use display screen equipment (computers) for longer than 1 hour per day will be designated as 'users'. The workstations of such personnel need to be assessed by a competent person to ensure that they meet the 'Health and Safety (Display Screen Equipment) Regulations 1992'.

Identified operators / users:

Mrs Lorna Simpson

Mrs FIONA THOMSON

2. The above workstation has been assessed by a trained person for compliance to the Display Screen Equipment Regulations they will be reassessed if:

- New staff who use pc's are employed
- New DSE equipment is introduced
- The DSE workstation is substantially altered
- Where a operator raises a complaint as to the workstation or DSE equipment

2. Where a operator experiences eye related health problems. These must be reported to the Head Teacher who will request a eye test form from Education. This form is then given to the operative to take to an Optician of their choice. The optician will then fill in the form and return it to the operative where corrective lenses are required for using DSE the Council shall reimburse the employee for the cost of basic corrective lenses up to the value of £50.

There should not be a charge for eye test as everybody in Scotland is now eligible to get free eye examinations in a move launched by the Scottish Executive

3. Further guidance and eyesight forms are available from : **[ARCADIA>>My Job>>Display Screen Equipment \(DSE\)>>Display Screen Equipment and Workstations](#)**

## DRIVING

1. All drivers must hold a relevant, valid license and insurance. The Head Teacher will inspect all relevant licenses on a yearly basis.
2. Staff driving Education vehicles must be competent to do so for example if driving a mini bus they must have attended a MIDUS (Minibus driver awareness scheme) course or the insurance will be invalidated.
3. All staff must follow the relevant road traffic legislation.
4. Staff have a responsibility to:
  - Inspect their vehicle before use
  - Report all faults to line management (in the case of Council owned vehicles)
  - No faulty vehicle should be used until repaired by a competent person
5. Where private vehicles are used for Aberdeenshire Council business, the driver must have insurance cover for using their vehicle for Council, "business use". The driver must inform their insurer of the activities they are required to undertake for Aberdeenshire Council and seek their insurer's advice.

Where voluntary workers, parents, or other school staff use their own vehicle for the transport of pupils, students, equipment or other Aberdeenshire staff, the Head Teacher should take reasonable measures to ensure that the driver has the necessary licence. It is the responsibility of the driver to determine if their insurer permits this activity under their present policy

6. Children travelling on school buses must wear seat belts **where provided**. The buses will stop at the side of the road in the direction of travel only. Parents / guardians are responsible for the children on alighting from the bus so that the children do not have to cross the road **where practicable**. The driver will report any misdemeanours occurring on the bus to the Head Teacher. Repeated incidents of bad behaviour may result in the withdrawal of transport passes.

## ELECTRICITY AND ELECTRICAL EQUIPMENT

- 1 All portable, electrically powered, equipment must be visually inspected before use by the staff, who wish to use it. A visual inspection should check that the plug is fully intact, the flex is not damaged or extruding from the plug or equipment itself and that the item of equipment itself is in good condition.
- 2 All portable electric equipment must be periodically tested / inspected by a competent person at set intervals. The period of inspection will depend on the type of equipment. Portable appliance testing is currently carried out by the Council's property department or their appointed contractor. Records of testing will be attached to the appliance and should also be available in the school office
3. All fixed electrical wiring / equipment is inspected and tested by a competent contractor on a regular basis (every five years). This is again carried out by a contractor appointed by the Council's property department
4. Any faulty or damaged electrical equipment should be:
  - Taken out of use or disposed of. Isolated and locked off if fixed (i.e not portable) equipment
  - If a repair is economically viable, labelled as faulty and stored in a safe place where it can not be used until a repair can be effected

Under no circumstances should repairs be carried out by an unqualified person.

  - Reported to Head Teacher
5. It is the responsibility of the Head Teacher to ensure, so far as is reasonably practicable, that the equipment is suitable for the purpose for which it is being used.
6. No member of staff or pupil will bring in electrical equipment into the school without the permission of the Head Teacher.

## FIRE

The FIRE ALARM at the school is a manual system that operates by means of a Break glass.

To activate the alarm you must push the centre of the glass with a hard object or your thumb.

The Head Teacher or delegated Fire Marshall will DIAL 999 and inform the emergency services of a fire situation

They must give the school name and address:

Name of School : MARYKRIK Primary School

Address : Kirktonhill Road, Marykirk-

Post Code : AB30 1UZ

Telephone Number : 01674 840200

## EVACUATION

On hearing the fire alarm, the adult in charge of each group of children/class should ensure evacuation via the appropriate fire escape route as per notice in each classroom/area/

No attempt should be made to return for belongings.

All classes/groups should proceed in a calm manner to their designated muster points. A roll call/count should take place and anyone missing be reported to the person in charge.

No-one must re-enter the building until told to do so by a Fire Office or (in the case of a drill) the designated Fire Marshall

## FIRE MARSHALLS

The Head teacher, DHT's and office staff all act as Fire Marshalls if required.

Office staff check all toilets and corridors during a fire evacuation. If the office is unmanned, this duty falls to the senior manager on the premises at the time.

## EVENING ACTIVITIES

Evening lets must be given instruction on the action to be taken in the event of a fire situation. The person organising the let or teacher/instructor facilitating the class should be designated as the responsible person.

Checks should be made to ensure that they have access to a telephone. Where a mobile would be used suitable reception should be confirmed

The assembly point for lets would be the same. The far side of the playground

FIRE ALARMS Fire alarms will be tested by the janitor from a different call point on a regular basis and logged

## **FIRE DRILLS**

**Fire drills will be undertaken on a regular basis each term and records of these drills kept by the Head Teacher, highlighting any problems incurred.**

**Local fire arrangements : (these should be added in line with any recommendations brought to light by the fire risk assessment).**

- **A fire safety file is kept in the HT's office containing all relevant information**
- **All staff are given an annual up-date on fire safety protocols and procedures at August In-service and sign off accordingly**
- **New staff induction includes appropriate awareness raising and training**

- **FIRST-AID**

1. The level of first aid cover within the school is determined by undertaking a first aid risk assessment. The first aid assessment forms and relevant guidance are available on **[Arcadia>> Home » My Job » Health and Safety »Health and Safety »Health and Safety Policies and Guidance](#)**
2. First Aiders lists are displayed at appropriate locations in the school building.
3. The first-aid facilities may be found at:  
  
Resources Room, the School Office and the cupboard above the sink in the Nursery and Office
4. Where treatment requires the removal of clothing or invasive medical procedures two responsible persons should be present (See Supporting pupils with medical needs policy).
5. First aid boxes and travelling first aid kits will contain suitable first aid materials. An example of a typical first aid box is listed below:
  - 1 guidance card
  - 20 individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment (e.g. detectable plasters for use in kitchens and food technology areas)
  - 2 sterile eye pads, with attachment
  - 6 individually wrapped triangular bandages
  - 6 safety pins
  - 6 medium-sized individually wrapped sterile un-medicated wound dressings (approximately 10cm by 8cm)
  - 2 large sterile individually wrapped un-medicated wound dressings (approximately 13cm by 9cm)
  - 3 extra large sterile individually wrapped un-medicated wound dressings (approximately 28cm by 17.5cm)

### **TRAVELLING FIRST AID KITS**

Travelling first aid kits will be appropriate for the circumstances in which they are to be used

- 1 guidance card
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile un-medicated dressing
- 2 triangular bandages
- 2 safety pins
- individually wrapped moist cleansing wipes

The Head Teacher should ensure that contents are checked regularly in order to ensure that there is always an adequate supply of all materials.

Sufficient quantities of each item will always be available in every first aid box. First aid boxes should be located in easily identifiable and accessible locations. Specialist areas with additional hazards, such as laboratories and workshops, should have their own first aid box.

## **OTHER EQUIPMENT**

Soap and water and disposable drying materials should be provided for first aid purposes. Where soap and water are not available, individually wrapped moist cleansing wipes which are not impregnated with alcohol may be used. The use of antiseptics is not necessary for the first aid treatment of wounds.

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300ml and should not be reused once the sterile seal is broken. At least 900ml will be provided. Eye baths, eye cups and refillable containers should not be used for eye irrigation.

Disposable plastic gloves aprons and other suitable protective equipment will be provided near the first box. These will be properly stored and checked regularly to ensure that they remain in good condition.

Blunt-ended stainless steel scissors (minimum length 12.7cm) will be kept where there is a possibility that clothing might have to be cut away. These will be kept with items of protective clothing and equipment.

Disposable plastic bags for soiled or used first aid dressings will be provided. Those giving first aid will ensure that used dressings, etc. are safely disposed of in sealed bags.

## **RECORDS**

The first-aider will record the name of the person treated, the treatment provided, the date and time of treatment.

Where the incident is classed as reportable under The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) the incident must be reported via Aberdeenshire Council's Corporate Accident & Absence Reporting Database available on Arcadia.

## FOOD HYGIENE

1. A risk assessment must be available for food preparation in areas utilized for this purpose
2. A risk assessment is prepared by the class teacher for each class project. This highlights any potential hazards and should provide a method of controlling the noted hazards. (See Risk Assessment section). Where food preparation is part of the class project the teacher must be trained to basic elementary food hygiene levels.
2. Where classes prepare / consume food in the classroom the following procedure is followed:
  - The source of the ingredients / materials must be a known / recognised supplier
  - Correct storage, storage temperatures, cooking temperatures are observed
  - All participants wash their hands
  - All work surfaces, preparation areas, tables etc. are disinfected before food is placed on them.
3. All children are instructed to wash their hands before eating and after going to the toilet
4. Any pre-prepared food items must be sealed and purchased or supplied from a recognised supplier

## GAS

1. All gas equipment and appliances must be inspected by a registered competent person (Gas Safe trained) on an annual basis:
  - Boilers
  - Cookers
  - Heaters (portable)
2. Ensure that relevant staff are aware of the position of the gas cut off valves.
3. All mains gas pipe work taps and valves are colour coded yellow.
4. All pupils are to be supervised when operating gas appliances
5. In the event of a gas leak
  - Immediately call Transco **0800 111 999** (Property if you use LPG)
  - Evacuate all occupants of the school to a location away from the source of the leak.
  - Avoid switching off / on electrical equipment
  - Avoid naked lights

## **HAZARDOUS SUBSTANCES(Chemicals / Dust and Fume / Biological / Drugs / Legionella)**

### **CHEMICALS**

1. Where a substance is to be used the manufacturer's instructions should be followed. Some products may be classified as hazardous under the requirements of the Control of Substances Hazardous to Health Regulations (COSHH). In general any product marked with the standard hazard identification symbols will require a COSHH assessment to be undertaken. (Refer to hazard symbols list detailed below)
2. COSHH assessments provide critical information and instruction regarding the use of a chemical /substance for example:
  - Specific procedures to follow for the use, storage and disposal of the substance
  - The recommended methods of protection against any hazards
3. As a general guide the manufacturer's recommendations, as listed on the container, should always be complied with. These may recommend
  - Dilution of substances
  - Ventilation
  - Personal protective equipment
4. Where a chemical / substance is decanted the new container must be labelled to identify its contents.

### **DUST / FUME / VAPOUR**

1. Where any process is carried out within the school that generates dust, fume or vapour consideration must be given to the potential effects on pupils, staff and others who may be affected.

Asthma and other respiratory conditions may be triggered or exaggerated by such substances.
2. Where staff or pupils have to work in areas where excessive dust or fumes might be present a COSHH assessment must be undertaken. In the case of the dust or fume being generated by contracted work, (wood dust, concrete, welding fume etc) the assessments will be carried out by the contractor.
3. Areas requiring assessment would include;
  - Painting (oil paint)
  - Stripping and varnishing the gym floor
  - Welding / brazing
4. Where an assessment has been undertaken and personal protective equipment (PPE) is required the person undertaking the task must use the supplied equipment. (See personal protective equipment for guidance).

## **HAZARD SYMBOLS**

Substances with known hazards are labelled in accordance with UK Regulations and EEC Directives and show the Hazard symbol(s), Substance Identification Number and phrases covering major Risk and Safety precautions.

Hazard symbols and Risk and Safety phrase numbers are also shown in the catalogue, Flash points – closed cup unless marked 'OC' (open cup) – and special Storage conditions being given where appropriate.

In addition, recommendations for First Aid, Fire, Spillage and Disposal treatment are shown in code form at the end of an item's entry.

Explanation of the codes, hazard symbols, and general advice is detailed below.

All the above information is available in the form of a Health and Safety Data Sheet which we will provide on request.

Substances which present a serious risk of acute or chronic poisoning, by inhalation, ingestion or skin absorption.



### **Irritant**

Substances which are non-corrosive but are liable to cause inflammation through immediate prolonged or repeated contact with the skin or mucous membranes



### **Harmful**

Substances which present moderate risks to health by inhalation, ingestion or skin absorption.



### **Corrosive**

Substances which destroy living tissue.



### **Toxic**

Small quantities may cause death or acute damage to health if inhaled, swallowed or absorbed through the skin



### **Flammable**

Flammable liquids are those having a flash point equal to or greater than 21°C and less than or equal to 55°C.



### **Oxidising**

Substances which give rise to highly exothermic reactions in contact with other substances, particularly flammable substances.



### **Explosive**

May react exothermically without air, thereby quickly evolving gases which detonate, or upon heating, explode



### **Dangerous to the environment**

Substances which, were they to enter into the environment, would present or might present an immediate or delayed danger for one or more components of the environment.

## **COSHH ASSESSMENTS**

Below is a generic list of common primary school substances and chemicals used routinely in MARYKRIK Primary School. The COSHH assessments for these chemicals along with blank COSHH forms are available on the following page. Examples may include:

- Clean & Buff (floors)
- Instock (disinfectant)
- Jelson (graffiti remover)
- Fly & Wasp Killer Spray
- Hi Strip (floor polish stripper)
- Charm (Room Refresher)
- Sactif & Shield (Glass cleaner)
- Vim
- Vision (floor polish)
- Channel Blocks
- Emulsion (Floor Polish)
- Savona D1
- Toilet Disinfectant
- MP 9 (Tiles & walls)
- Freshaloo

## **BIOLOGICAL AGENTS**

1. Potential biological hazards within the school and its grounds have been identified as:

- Blood
- Soiling
- Vomit
- Dog Fouling
- Legionella
- Tetanus
- Communicable diseases

3. Please refer to the Control of Substances Hazardous to Health (COSHH) assessment sheets provided in the COSHH assessment section of the arrangements for assessments on identified biological hazards

For communicable diseases please refer to the Education Policy on communicable diseases and the School Exclusion Policy Book (blue book).

4. Appropriate personal protective equipment should be available to assist with the control of any biological hazards. These would include:

- Disposable gloves and aprons
- Leather gloves (for contaminated sharps)
- Goggles or visor

5. Good personal hygiene should be practiced by staff and students at all time to reduce the risk from biological hazards.

6. Access to appropriate cleaning materials should be available (disinfectant, mops, cloths) and in the event of any cleaners equipment being used cleaning staff should be informed to ensure that the equipment is not used, increasing the potential for cross contamination

7. Where information has come to light that there is a potential risk of viral infection through accidental contact with bodily fluids. Advice should be sought with regard to the need for immunisation. Advice should be sought in the first instance through the Council's Occupational Health Adviser **(01224 664166)**
8. Sharp bins should be available for the disposal of any contaminated sharps, discarded needles and syringes.
9. Where communicable diseases are involved Education Management **(01224 664603)** and NHS Grampian Health protection Team – Communicable Diseases **(01224 556836)** should be contacted.

### **Discarded Needles and Syringes/ drug paraphernalia**

Where needles / syringes or other drug paraphernalia are found on the school premises the Head Teacher must be informed immediately. The Head Teacher will inform the janitor who has specific equipment to deal with this situation. ***If the janitor is not available then fence off the area and call Environmental Health for assistance.***

*	North	01779 483812
*	Central	01467 628195
*	South	01569 768224

### **LEGIONELLA**

1. Legionella testing is carried out by janitorial staff on a monthly basis and tests are recorded in the legionella log book available in the janitors office. Full details of the legionella testing procedures are available in the janitors manual

## **HOT AND COLD SURFACES**

1. Hot and cold surfaces likely to be encountered at the school have been identified as;
  - Cookers and hot food
  - Hot water, wash hand basins
  - Radiators
  - Hot water pipes
  - Freezers
2. Suitable and sufficient guarding should be provided where it is deemed necessary and where practicable to do so. Hot water thermostats, temperature controls for showers
3. When cooking or other activities involving a known hot source are being undertaken, suitable barriers or placing of tables in a circle around the cooker to provide a safe working area would be recommended.
4. Where required personal protective equipment is supplied for example oven gloves

### **LETS(Example only)**

At present, no formal policy exists for lets within education establishments. Please contact your Community Schools Network Co-ordinator if further advice is required.

In general hirers of Council facilities should be issued with the following information: -

1. The organisations letting the building will be responsible for ensuring that on each occasion that the group meets, there will be a responsible person present to take on a leadership role (activity leader). Leaders must be familiar with this code of practice and all emergency procedures
2. Leaders will be responsible for communicating to the group information regarding fire regulations, the code of practice and any other emergency procedures
3. Leaders will be responsible for communicating to Aberdeenshire Council staff any damage observed prior to the let, damage occurring during the let, and any difficulties associated with the use of the building or equipment within. If no janitor or caretaker is on duty the activity leader will be responsible for opening and closing the building, extinguishing all lights and heating and the return of any keys
4. Organisations must ensure there is sufficient supervision of its activities
5. It is expected that all users of the buildings will be respect for the building, its equipment, furnishings and any other persons in the building at the time of the let
6. Organisations should only be present in the building for the duration of time indicated on the letting agreement
7. Application for use of any Aberdeenshire establishment should be made to the Head Teacher of that building giving a minimum of 14 days notice
8. No activities will extend beyond 10.30pm unless special permission has been granted
9. Organisations must adhere to the Public Entertainment Licenses Regulations where appropriate
10. Aberdeenshire Council retain the right to monitor the activities of all letting organisations. This will include visits to the establishment during the let
11. Organisations must observe no smoking regulations
12. If the use of kitchens are required this must be stated on the letting agreement form
13. Organisations will only be allowed access to specialist equipment if there is a qualified person present to operate the equipment
14. Aberdeenshire Council reserves the right to alter any letting arrangement if circumstances require such change
15. Organisations must make good any damage done during the let or reimburse Aberdeenshire Council for the cost of any such damage

16. Aberdeenshire Council reserves the right to cancel a let if the conduct of an organisation or its members continue to contravene this code of practice after being official warned by a member of Council staff
17. In exceptional circumstances Aberdeenshire Council can cancel a let without warning
18. Consumption of alcohol is only allowed in certain establishments and Council policies must be observed (see full conditions for details)
19. Organisations using the swimming pools must observe the procedures laid down in the "Normal Operating Procedures" for that particular pool
20. A copy of the complete version of this code of practice is available at all establishments

A copy of the letting form is detailed below



**LETTING FORM (DRAFT ONLY)**

Facility/ Venue applied for.....

Organisation/ Club.....

Is this a voluntary organisation? YES / NO (Please circle)

Purpose of hire (please indicate if alcohol is to be consumed).....

Do you have Public Liability Insurance? YES / NO (Please circle)

If your group is storing equipment in an Education & Recreation establishment, do you have insurance for covering it's replacement due to accidental damage, fire or theft? YES / NO (Please circle)

For specialist activities, names and copies of qualifications must be provided.

Name of Person responsible for payment.....

Address .....

..... Postcode .....

Home Telephone No ..... Alternative Telephone No .....

Date required ..... Time required ..... Area(s)/ Room (s) required .....

FROM..... TO..... FROM..... TO.....

**FOR EXTENSIVE BOOKINGS, PLEASE COMPLETE THE MATRIX OVERLEAF**

Age Range ..... Approx' No.s in group ..... (An additional charge may be levied if additional staffing is required)

**Additional Requests (p.a. system, OHP, specific table layouts etc) .....**

Will music be played during the hire? If so, will this be live or recorded?.....

**I/we agree to the attached conditions of let and scale of charges.**

Signed ..... Date .....

**PLEASE NOTE:**

- Groups who use the facility on a regular basis may be eligible for VAT exemption, please contact the reception desk for details
- The period of hire is from the time of entering & leaving the facility (including setting up time) and is not the time actually spent in the specific area booked, unless otherwise arranged. Charges will be based on a minimum of ½ hour units, unless by prior arrangement.

An extract from the code of conduct is available overleaf.

**OFFICE USE ONLY**

Let agreed? YES / NO (Please circle) If not, state reason .....

Janitor/Caretaker available?..... Name of Janitor/Caretaker.....

Charge £..... Invoice or Receipt? (Circle) Financial Code of building .....

Contact Person ..... Telephone No .....

Authorised by..... Date.....

Disclosure Checks made? YES/ NO

## **LONE WORKING**

In general, working on your own (lone working) should be avoided

Where it is deemed necessary for any member of staff to work in the building on their own, out with school hours, they must ensure that a contact person knows where they are and approximately how long they intend to remain in the building.

Any lone worker should ensure that they have adequate means of contacting relevant persons in the event of an emergency.

This can either be a member of their family, another member of staff or the Head Teacher.

One to one meetings should not be arranged when no other members of staff are in the building

**ANY PERSON WISHING TO WORK ALONE MUST TELL THE HEAD TEACHER WHAT THEY INTEND BEFORE THEY COMMENCE WORK.**

## **MANUAL HANDLING (replaces Lifting and Moving)**

### **OBJECTS**

1. All manual handling activities should only be undertaken by persons who have received appropriate instruction and / or training
2. All lifting and moving of persons and equipment should be assessed / inspected by the person wishing to make the lift before the lift is commenced. (See the risk assessment section of this document for further details)
3. All lifting operations where reasonably practicable are mechanised and where this is not practicable the lift should be assessed as to determine the best method of lifting. For example:
  - Two or more persons
  - Lifting techniques
  - If no suitable mechanical aids are available then staff must assess the lift. Points to consider would be
    - \* Weight
    - \* Shape
    - \* Balance
    - \* Size
    - \* Sharp edges
    - \* Likelihood of sudden movement
    - \* Travel Distance / Route
  - If on assessing the above points the staff member is confident about undertaking the lift, then he / she should do so
  - If the staff member considers the lift too great or too difficult they should not attempt the lift but should seek assistance

Under the Health & Safety at Work Act 1974 Section 7(a) "It shall be the duty of every employee while at work to take reasonable care for the health and safety of him / her self and other persons who may be affected by his / her acts or omissions at work". That is to say staff members should not put themselves in danger of injury by attempting to lift more than they are capable of lifting.

### **PEOPLE**

The lifting and moving of persons (unless in an emergency) should only be undertaken by those with specialist training.

## MEDICAL

1. Pupils will only be treated by staff where
  - (a) A written request is received from the child's parent / guardian and staff are considered competent to undertake the treatment. Staff are reminded to consult the "Supporting pupils with medical needs policy document for further information
  - (b) An emergency situation arises where contact with a pupil's family cannot be achieved

In all cases the forms as supplied in Education Policy 'Supporting Pupils with Medical Needs' should be completed.
2. Parents will be informed that teaching staff will only administer medicines where it is absolutely necessary for example asthma inhalers. Parents should ask their doctor if the medicine can be administered before and after the school day, most GPs are quite happy to accommodate this system as it removes the danger of medicine at school.
3. Where pupil's medicines are to be stored on school premises great care should be taken to ensure that they are clearly identifiable to avoid administration to the wrong pupil
4. Protocol for management of children with severe allergies.

Some children have a sudden reaction after contact with ALLERGENS

Allergens are

- (a) certain drugs e.g. penicillin
- (b) insect stings e.g. wasps, bees
- (c) food substances e.g. nuts, milk, eggs
- (d) pollen
- (e) animal hair

It is therefore vital that the Head Teacher is informed of any child who must avoid an ALLERGEN to which he/she would have a severe reaction. This information should be provided by a parent on enrolling their child or when the condition is recognised

Following this information being given, the parent/s would:-

- Complete an 'information and consent form for the administration of medicine/treatment.
- Ensure an individual protocol is drawn up for their child.
- Provide packed lunches from home to be eaten under supervision.
- Give consent to Head Teacher to inform all staff and children.
- Give consent to appropriate training of staff volunteer (at least 2)
- Ensure G.P. supplies appropriate medication and staff training to the school and ensures renewal of medication prior to expiry dates.
- Ensure the child is aware of his/her condition and wears their relevant a "Medic Alert" or "S.O.S. Talisman" bracelet or necklace.

## **NOISE**

- 1 Where a noisy area has been identified (above 80 dB A) or, a noise risk assessment may be required

(A good indication that there may be a problem is where two persons have to shout to speak to each other over a close distance)

Examples of areas where noise might be a problem are:

- A boiler house
  - Wood working machinery (circular saw, planner, router)
  - Using grounds maintenance machinery
  - Musical instruments
- 2 Where an assessment has identified the need for hearing protection it must be provided and used
  - 3 Any hearing protection must be regularly inspected and maintained where a fault is found this must be immediately reported to the Head Teacher who will arrange for repair or replacement.

## OUTDOOR ACTIVITIES

Before undertaking any out of school activities, the teacher in charge of the class concerned must observe the following procedure.

- The Head Teacher must be informed of the date, destination and approximate duration of the activity.
- The class teacher must undertake a risk assessment for the class activity (see the risk assessment section of this policy for methodology and blank forms)

In some cases where the activity is a visit to a registered activity provider the class teacher will need to provide information to the activity provider for example : pupil age and ability, any specific medical requirements, number of supervisors attending etc The registered activity provider is responsible for the risk assessments for the activity which he /she provides

- If it is an activity during school hours, letters must be sent home to parents informing them of the nature of the activity. A tear off slip must be attached for parents to acknowledge receipt of the letter.
- If the activity is out with normal school hours and parents are to collect their children then this must also be on the tear off slip.
- If the activity is residential then all parents must be issued with a consent form, emergency medical treatment form and the standard school letter detailing accommodation, transport arrangements etc.
- Where the activity involves outdoor pursuits such as canoeing, hill walking etc. this may only be undertaken if:
  1. The activity is organised by competent persons and where relevant they are properly licensed;
  2. A qualified instructor is available;
  3. Participants are wearing suitable clothing;
  4. Any necessary safety equipment is provided.
- In consultation with the Head Teacher, the class teacher will ensure there is suitable adult supervision whilst the pupils are undertaking the activity.
- Where necessary, adequate insurance for the activity must be purchased.
- Whenever requested, or if the Head Teacher deems it necessary, the school mobile phone should be made available for staff taking pupils out of school. Checks should be undertaken to ensure that reception is available at the activity location
- A travelling first-aid kit will be available.
- When pupils are expected to walk along the public road to and from an activity suitable supervision and controls should be available including adequate staffing and physical controls if required.

**THIS CHECKLIST MUST BE COMPLETED, SIGNED AND DATED BY THE STAFF MEMBER LEADING OR ORGANISING THE ACTIVITY AND SIGNED AND DATED BY A MEMBER OF THE MANAGEMENT TEAM, BEFORE THE ACTIVITY CAN PROCEED**

A copy of this safety checklist should be held by Management and a copy should be held by the staff member on location at the activity along with participants medical consents.

This checklist has been completed in relation to:

<b>OBJECTIVES</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Are objectives clearly stated?			
are they relevant and appropriate?			
<b><u>LEADERSHIP</u></b>			
Is there an appointed Leader?			
Is there an appointed Depute?			
Are staff clear over their responsibility and personal roles?			
Are there sufficient staff competencies to deal with the programme?			
Have all staff been briefed?			
Is there acceptable staff/participant ratios?			
Are leaders competent in first aid?			
<b><u>LEADERSHIP – EXTERNAL</u></b>			
Is the activity being provided by an external agency?			
Are they national Governing Body approved and qualified for activity?			
Is their insurance provision acceptable?			
Have they been given data on group requirements and needs?			
Can they meet these requirements?			
<b><u>PARTICIPANTS</u></b>			
Are participants capable of coping with the activity?			
Have any modifications been made?			
Is the activity a repeat?			
Do participants understand the nature/risk of the activity?			
Has a participant briefing been completed?			
<b><u>ENVIRONMENT/LOCATION</u></b>			
Has action been taken to eliminate/reduce avoidable risks to manageable levels?			
Is the location appropriate for the type of activity and level of participants/leaders?			
Have adverse weather conditions been considered?			
If water based activities are planned have swimming competencies been established?			
Is cold water/open water immersion likely to affect the risk?			
If on open water can all participants swim a minimum of 10m?			
Have the specific hazards on this activity been assessed?			
Could a medical condition e.g. epilepsy affect the risk?			
If so has action been taken to minimise this to satisfactory levels?			
If an open water and epileptic can you confirm that they have been fit free for 1 year? (ref: RYA/SOUK/RDA requirements?)			
<b><u>MEDICAL</u></b>			
Has participant/staff medical data been obtained?			
Are all participants and leaders fit to take part in this activity?			
Have arrangements been made to provide necessary medication on location for participants who require this?			
Has the nearest medical assistance been established?			
Is there sufficient qualified first aiders and first aid equipment available on location?			
<b><u>EQUIPMENT</u></b>			
Does the activity provider take full responsibility for the equipment to be used?			
Is equipment safe and appropriate for the participants?			

OBJECTIVES	YES	NO	N/A
<b><u>TRANSPORT</u></b>			
Is the transport legal?			
Are drivers sufficient and competent?			
Is transport under the organisers control?			
<b><u>HOME CONTACT</u></b>			
Have parents/guardians been briefed?			
Have they been notified of the risks?			
Have they been contacted tel. No's?			
<b><u>INSURANCE AND LEGAL</u></b>			
Is the activity within the Council's indemnity cover?			
Is the activity recognised by Outdoor Education?			
Do all staff know their legal obligations?			
Has management approval been applied for?			
Where appropriate have parental comments been obtained?			
<b><u>EVALUATION/DEBRIEF</u></b>			
Have opportunities been made for participant and staff debrief?			
<b><u>ACCIDENT AND EMERGENCY</u></b>			
Has an emergency plan been planned and discussed with staff?			
Has clear communication been established between location and work base?			
Do staff know the procedures in the event of serious accident/incident?			
<b><u>ON ACTIVITY SAFETY</u></b>			
Have participants been issued with safety codes?			
Have participants agreed to a behaviour contract?			
Do participants understand their responsibilities and commitments to safety procedures?			
Have behaviour standards been conveyed to parents/guardians?			
Is there clarity over the supervision of participants behaviour between internal/external staff?			
<b><u>OVERALL RISK ASSESSMENT</u></b>			
WILL WE BE ABLE TO CONFIRM:			
The activity will be competently led and instructed?			
The activity level and location is acceptable?			
Sufficient attention has been to foresee all possible risks?			
All equipment is servicable and adequate?			

This safety checklist has been completed by ..... (Signed)  
..... (Designation) ..... (Date)

I am satisfied that all procedures and arrangements regarding this activity are appropriate for these service users. I confirm authority for this proposed activity to proceed.

Line Manager: ..... (Signed) ..... (Date)

**ADDITIONAL COMMENTS/DETAILS**

.....  
.....

## PEDESTRIAN TRAFFIC ROUTES AND VEHICLE INTERFACE

### PEDESTRIAN TRAFFIC ROUTES

To minimise the risk of accidents within the school, the following points should be noted with regard to any part of the building - inside or out - which are used as pedestrian traffic routes:-

1. All floors should be free from any defects or substances which could cause a person to slip, trip or fall. Any uneven surface or spillage on the flooring whether in classrooms, corridors or halls should be reported immediately to the Head Teacher, secretary or janitor. Steps will be taken to isolate the area or to mark it as dangerous until it can be repaired or cleaned
2. Cleaning staff should be informed re mopping up bodily fluids so that bucket etc. can be disinfected before further use.
2. In the event of the pavements and car parks being covered in snow or ice, the Head Teacher has agreed to grit and/or clear a pedestrian route at the front of the school/children's entrance and Nursery entrance for enter and exit purposes.
3. At the start of school, break time, lunchtime and end of the school day, staff involved in supervising pupils will ensure that a one way system is in place. Pupils must be instructed to enter/leave the building by walking only - no running.
4. At lunch times, staff on duty will ensure that pupils walk and queue to receive their lunch at the appropriate side of the dining hall. After receiving their lunch pupils must return to their seats by the central passage when carrying food. One way traffic will ensure that the risk of accidents is minimised. Non-ambulant pupils must be positioned so that they are not obstructing the pedestrian traffic route. Pupils wishing a drink of water, cloths for tables etc. must be instructed to follow the one-way system.
5. At break times, pupils must be instructed by supervising staff not to run inside the school or around the outside of the building.
6. All corridors halls and stairways should have clear passages of entry and exit. Items of equipment stored in these areas must not obstruct the pedestrian traffic routes. Any items causing an obstruction must where possible, be removed.

### VEHICLE INTERFACE

1. Vehicle pedestrian interface is where vehicles and pedestrians use the same area – school grounds and car park.
2. No parent's cars will be permitted into the staff car park during school hours
3. Vehicle should not park in the set down area by the main entrance (area marked by **Zig-zag lines or** double yellow lines) but use the marked parking spaces.
4. Vehicles should at all times give way to pedestrians and great care is required when reversing & manoeuvring

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

1. The following areas have been identified as requiring personal protective equipment
  - NURSERY
  - PRIMARY
  - JANITORIAL
2. Where personal protective equipment is issued, staff have a legal responsibility to make use of the equipment and not to abuse it.
3. Where required staff will be instructed in the safe use, storage and maintenance of the protective equipment.

### **PPE AVAILABLE IN SCHOOL**

1.	Nursery	Gloves Aprons	Surgical disposable Disposable
2.	Primary	Gloves Aprons Eye Protection	Surgical disposable Disposable Goggles (impact chemical)
3.	Janitorial	Gloves  Eye Protection Dust Protection	Disposable (toilets) PVC (material handling) Leather (material handling) Rubber gauntlet (full arm length) (toilets) Goggles (impact chemical) 3M 4251 (organic vapour / dust)

## PLAYGROUND SUPERVISION

1. The playground will be supervised by:

Break/lunchtime                Mrs F Milne and Ms Lynsey Houston (PSAs)

Lunchtime                        Mrs F Milne and Ms Lynsey Houston (PSAs)

Teaching staff (in appropriate circumstances)

We aim to have pre-school playground monitoring in place from 8.45 a.m.

2. The playground will be supervised at:

- Morning break

- Lunch break

- PE / games

3. When an auxiliary is unavailable then the Head Teacher will appoint a deputy, if available

## RISK ASSESSMENT

It is the duty of every employer to carry out a suitable and sufficient assessment of the risks presented to their employees whilst at work.

The employer must identify individuals who are competent\* to undertake these assessments. Teaching staff have been identified as the responsible persons for this role within the school.

***\* the term competent requires that the person undertaking such assessments has the necessary training, experience and knowledge of the work to be undertaken.***

### **A risk assessment should:**

- Identify the hazards
- Identify those at risk
- Evaluate the risk (in other words look at the likelihood of the risk becoming a reality and how severe the outcome would be if it did)
- Detail any control measure required and how the control measures will be implemented.
- If these assessments are undertaken correctly they should eliminate or reduce the risk level to the lowest, reasonably practicable\*, level.

***\* the term reasonably practicable means that there should be a balance between the time effort and cost of introducing controls, against the level of risk and severity of any outcome.***

All completed risk assessments should be made available to any person affected by the undertakings.

A current blank pro-forma risk assessment is detailed below

<b>Department</b>	<b>RISK ASSESSMENT</b>		<b>Aberdeenshire</b> <small>COUNCIL</small> 
<b>Process/Activity:</b>	<b>Location:</b>	<b>Date:</b>	
<b>Describe activity:</b>			

<b>Hazard</b>	<b>Person/s Affected</b>	<b>Risk</b>	<b>Risk level with controls are in place</b>			<b>Control Measures</b>	<b>Procedure (ref N°)</b>
			LOW	MED	HIGH		

## SHARP INSTRUMENTS

Sharp instruments may present a significant hazard in the primary school environment.

These may exist in the form of :

- Scissors
  - Staplers
  - Compasses
  - Craft knives
  - Pencil / Pens
  - Screwdrivers
- 
- All involved should be made aware of the dangers associated with the use of sharp instruments and the necessity to use them for the purpose for which they were designed
  - Supervising staff must routinely conduct an assessment of their pupil's use of sharp instruments and have suitable control measures in place
  - The level of supervision must be dependent on the age, maturity and capability of the pupils
  - The use of sharp pointed scissors on an everyday, unsupervised basis in classrooms should be phased out. These sharp scissors, replaced with 'safety' ones
- However sharp pointed scissors should be available for specific tasks, where necessary, and their use would be subject to the guidelines given above and when not in use they must be kept out of the reach of pupils
- Where class work is to be pinned / stapled on display boards this should only be put up and taken down by an adult or pupil under strict supervision using the correct tools
  - Craft knives should only be used under close supervision

## GLASS

Where glass is broken staff should be aware of the risk of glass shards and ensure all glass is carefully placed in the Council wheelie bins. Glass **must not** be placed in cardboard boxes, waste bins etc where cleaning staff may be placed at risk. Staff should use appropriate protective equipment e.g. leather gloves and eye protection

## SLIPS, TRIPS AND FALLS

Slips, trips and falls are the single most common cause of injuries at work. They account for over half of all reported injuries.

All pedestrian access routes (corridors, playground) and work areas (classrooms, offices) should be clear of any obstruction, trip or slip hazard and should be adequately lit so as not to present a risk of tripping through poor visibility.

1. General condition of flooring and stairways should be regularly checked for the presence of any hazards. Any defects should be reported to the janitor or Head Teacher and where they can not be dealt with locally the Property help desk (**01224 664444**) should be contacted to effect suitable repair

Where any condition presents a significant risk, measures should be taken to isolate the effected area to prevent access

2. Outdoor areas such as playgrounds and car parks should also be maintained so as to be free from any unnecessary slip and trip hazards
3. All playground equipment should not present any unnecessary risk associated with slips, trips and falls and should meet the requirements of BS EN 1176 – Part 1 : Playground equipment and test methods
4. Spillages should be managed in such a way that, so far as reasonable practicable, no persons are exposed to the risk of slipping. Where possible the area should be immediately barriered or isolated to prevent access and immediate action taken with regard to clean up

Spill kits containing all the necessary equipment in regard of clean up should be available to relevant persons with responsibility for the action

5. Identified pathways will be kept clear of snow and ice by the janitor or other appointed staff
6. Contractors have a duty to manage any health and safety risks presented by the work they are undertaking. In general there should be no unacceptable risks present. If a member of staff observes any slip or trip hazards that are not being controlled, the contractor should be spoken to with regard to taking remedial action and where the situation can not be resolved locally the Property help desk (**01224 664444**) should be contacted for further advice
7. Trailing cables should be avoided where possible and where it is not possible to route the cable in a safe manner a cable protector cover should be used

## **TRAINING – HEALTH AND SAFETY RELATED**

All school staff must be trained to a relevant level of competency that will allow them to carry out their tasks professionally, effectively and in a safe manner.

There may be a need for supplementary training of staff with regard to health and safety aspects of their work. This training may be to protect their own health, safety and welfare or that of those they have supervisory responsibilities for.

A full list of currently available training courses can be accessed from Arcadia : **[Home»My Job»Development and Training»Development and Training»Internal Training Courses»Training Courses A to Z](#)**

Staff may, and should, approach the Head Teacher if they feel that a specific type of training is necessary for them to carry out their job effectively

All training and refresher training will be recorded

Necessary health and safety training for staff might include:

- Object / People Handling / Hoist Awareness
- First aid
- Specialised training e.g. dealing with challenging behaviour
- Food hygiene
- Staff may, and should, approach the Head Teacher if they feel that a specific type of training is necessary for them to carry out their job effectively
- All training and refresher training will be recorded.

## **VIOLENCE AND STRESS**

1. Violence and its associated stress are a significant risk within the school environment. Violence can take two forms
  - Verbal
  - Physical

2. There are presently three Council policies and specific guidance which are relevant to this section.

Violence and Stress policies which can be accessed on Arcadia : **Home » My Job » Health and Safety » Health and Safety » Health and Safety Policies and Guidance**

Dignity of the Individual which can be accessed on Arcadia : **Home » My Job » Personnel Policies and Procedures » Dignity of the Individual 1. Dignity of the Individual Policy**

The Council has also issued 'Zero Tolerance' guidance which can be accessed on Arcadia : **Home » Our Council » Customer Service » Customer Service » # Zero Tolerance» »**

3. This is a complex issue which may affect individuals in different ways as their threshold to violence and stress will be specific to the individual

In general the following procedures should be followed:

- Try to avoid one to one situations
  - Be aware of your body language and that of others
  - Management meetings will provide staff with relevant information especially in Special School situations.
  - Where disruptive persons are encountered i.e. irritate parents, the zero tolerance guidance should be applied
  - Where issues regarding pupils and violence arise relevant Education policies should be consulted
4. If an incident should occur that results in an injury (physical or psychological) the procedure below should be followed:
    - See to the persons physical needs first.
    - If the person concerned considers the violence as an assault then the police should be informed.
    - A formal report of the incident should be formulated as soon as possible after the incident (see Aberdeenshire corporate policies Dignity of the Individual and Violence).
    - Where there is a foreseeable risk of a violent situation other staff should be available in the event of an emergency.
    - If a violent situation is developing and the Head Teacher or other staff member believes that the safety of staff or pupils is at risk they should contact the Police on the emergency number **(999)** immediately
  5. Confidential stress counselling is available to Aberdeenshire Council staff are invited to privately contact the Employee Assistance Provider (PPC) on 0800 282 193 (24 hours – 7 days a week) or online at [http://home/ppc/about\\_ppc.html](http://home/ppc/about_ppc.html)

***(The EAP contract is up for renewal in January 2010 and the provider may change, if this is the case relevant information will be sent for inclusion in the procedures)***

## **WORK EQUIPMENT AND ITS USE**

1. Work equipment is anything that you physically use to carry out your duties at work. This would cover everything from a pen to gym equipment.
2. The Head Teacher is responsible for ensuring that all work equipment supplied for use in the school is assessed as to its suitability for its purpose.
3. Staff are expected to carry out checks on equipment before putting it into use.
4. Where faulty equipment is identified the procedure below should be followed:
  - Remove the equipment from use (if safe to do so)
  - If the equipment is electrical or powered, isolate the equipment from its source of power if it is safe to do so
  - Label the equipment as faulty
  - Report the fault to the Head Teacher or janitor. The Head Teacher / janitor will enter the fault in the repair log and arrange for a repair or replacement
5. When new equipment is supplied the Head Teacher will arrange, where relevant:
  - Consultation with staff on the equipment and its use
  - Information, instruction and training for all staff required to use the equipment
  - An operation manual to be available for the equipment
  - Suitable maintenance procedures to be formulated
6. It is the Head Teacher's responsibility to ensure that all work equipment is suitably maintained by a competent person. Records of any maintenance should be retained as evidence of a suitable maintenance regime.
7. Staff are expected to take into consideration the experience, capability and level of instruction required before permitting anyone to use hazardous or potentially hazardous work equipment.
8. An example fault report form is detailed below.

**TO BE COMPLETED BY THE ESTABLISHMENT**

Property Name:..... UPRN:  
 Date of Report to service Desk: ..... Time: ..... am/pm  
 Request No.: ..... Reported by: .....  
 Details of Fault Reported: .....  
 Category of Repair (Emergency/Urgent/Standard/Non Urgent):  
 \*Landlord/ \*Tenant/\*DSO/\*Vandalism Responsibility \*Delete as Appropriate Budget / Cost £

**TO BE COMPLETED BY THE CONTRACTOR**

Contractor's Order No: ..... Contractor's Name: .....

DAY ONE	DAY TWO
Date of Repair .....	Date of Repair .....
Arrival Time .....	Arrival Time .....
Log-in Signature.....	Log-in Signature .....
<b>Intermediate break in operation e.g. collection of materials</b>	<b>Intermediate break in operations e.g. collection of materials</b>
Departure Time .....	Departure Time .....
Signature .....	Signature .....
Arrival Time .....	Arrival Time .....
Signature .....	Signature .....
<b>On Completion of Repair or Day End</b>	<b>On Completion of Repair or Day End</b>
Time of Departure .....	Time of Departure .....
Log-out Signature.....	Log-out Signature .....

Description of Repair: .....

I clarify that the works have been completed to the specified standards and I have completed a Quality Check

Signed: .....

**NOTES**

**Original and the 1<sup>st</sup> copy are to be removed by the Contractor. The 2<sup>nd</sup> copy to be retained by the Establishment.**

**The original to be submitted by the Contractor attached to his account for the works to the Director of Property, Woodhill House, Westburn Road, Aberdeen.**

**Failure to submit the relevant report fully completed will result in delay in processing the account.**

**Should the repair last more than two days a second logbook sheet should be used to record arrival and departure times and the sheet completed with contractors order number and clearly marked at top as "CONTINUATION SHEET".**

## WORKING ENVIRONMENT

1. Staff and pupils at the school should be able to work in a suitable environment with regard to temperature, humidity, lighting and heating

The current recommended temperatures for a school environment are :

Minimum Temperature	18°C	Teaching	Education school premises 1996
	16°C	Office	
	15°C	PE	Education school premises 1996
	13°C	Janitors	Non-sedentary workers

- Ventilation must be adequate, windows or other openings may provide sufficient ventilation but, where necessary, mechanical ventilation systems should be provided and regularly maintained(5-8lt / sec / occupant)
  - Lighting should be sufficient to enable people to work and move around the school safely (150-300 Lux )
  - Consideration must be given to weather conditions and outdoor temperatures when working / teaching outside.
  - Housekeeping within the school should be maintained to a high standard.
  - Waste materials should be stored in appropriate areas and receptacles until such time it can be disposed by approved methods
2. Drinking water is available for staff and pupils the following locations at:
    - Corridor based dispensing facilities
  3. If staff have issues regarding any of the above they should raise the matter with the Head Teacher

## WORKING FROM A HEIGHT

1. The **Work at Height Regulations 2005** require that *'you do all that is reasonably practicable to prevent anyone falling from a height where a person could be injured'*.

A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level.

2. Common work in schools that would be classed as work at height would include work using:
  - Step ladders
  - Library stools
3. All tasks that present a significant risk with regard to work at height must be assessed. These might include
  - Putting pupils art work on notice boards
  - Christmas decorations
  - Placing objects on high shelves
4. No school staff are expected to use ladders or scaffold unless they have had specific training to do so.
5. Minor ladder work may be required by the janitor and the risk assessments for the activity would be undertaken by him / her under the requirements of the janitor's safety procedures available in the janitor's office.
5. The janitor will be responsible for inspecting the step ladders, ladders and scaffolds on a regular basis and recording the inspection date and faults.
6. All ladders must be used in accordance with the manufacturers instructions and safe working loads adhered to
7. The following safety procedures should always be applied
  - Set on firm ground
  - ladders should always be fully extended
  - Steps clear of obstructions and never sited behind an unsecured door and always maintain 3 points of contact and never go higher than a safe hand hold (two steps from top if no hand hold)
  - If unsteady seek a second person to support
  - If damaged label as faulty and report this to the Head Teacher

## **WORKING NEAR WATER**

1. Where staff are required to supervise pupils on a trip to a swimming pool they should familiarize themselves with the pool's

- Safety procedures
- Normal Operating Procedures (Special Schools)

These will be available from the establishment office or the pool staff

2. Where a class teacher and class are to undertake activities near to water the following procedures are required ;

- an outdoor risk assessment
- a school outdoor activities forms should be completed
- adequate staff for supervision will be required, dependant on the size of the class and the activity being undertaken

3. Where ponds are part of an establishment premises then a specific risk assessment may be required (See Risk Assessment for methodology and forms)

## **SECTION 5**

**COMPLETED RISK ASSESSMENTS  
are contained in our Risk Register**

## **SECTION 6**

### **ACCIDENT/INCIDENT REPORTING**