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**CORNHILL PRIMARY SCHOOL**

**HEALTH & SAFETY POLICY (Reviewed 02/2023)**

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**RATIONALE**

Aberdeen City Council recognises and accepts its responsibility to provide a safe and healthy workplace and learning environment for all school staff, pupils, and the wider school community. Cornhill School, which falls under the governance of Aberdeen City Council, adopts health and safety arrangements in line with Aberdeen City Council’s [Health and Safety Policy](https://aberdeencitycouncilo365.sharepoint.com/sites/Network-EducationAberdeen/Shared%20Documents/Policy%20&%20Guidance/Health%20&%20Safety/HS_Health_Safety_Policy.pdf?csf=1&e=DVOfcY&cid=2c5e36a6-624e-40af-b8d7-322b8b03a26f) (link).

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

**AIMS OF THIS POLICY**

Effective health and safety arrangements are key to a safe and productive school and, to ensure that all reasonable and practical steps are taken to secure the health, safety and welfare of all persons using the premises, this policy aims to:

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

**DEVELOPING A HEALTH AND SAFETY CULTURE**

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

To support this, although Cornhill School does not currently have a Trade Union Health and Safety Representative, the Health and Safety Representative acts in this capacity. This is to encourage effective Health and Safety practices and represent the staff team when assessing risk. The Health and Safety Representative and Head Teacher work together to undertake risk assessments and agree a calendar of risk management and monitoring. In addition, the Representative shares important health and safety information through the maintenance of a health and safety notice board, via email or during staff meetings.

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

* An annual review of all school risk assessments (unless a risk is identified which triggers an earlier review)
* Termly review of accident and incident data, the effectiveness of fire and emergency drills and the impact of fault reporting systems /school security (unless a pattern of emerging risk triggers the need for an earlier review)
* An annual workplace Inspection
* Three scheduled walk-around risk assessments per academic year
* The yearly review of the school’s Business Continuity Plan
* The yearly review of the Fire Risk Assessment and associated drills
* The yearly review of school emergency arrangements and associated drills
* The on-going development and review of pupil specific risk assessments through the [Person Centred Risk Assessment](https://aberdeencitycouncilo365.sharepoint.com/sites/Network-EducationAberdeen/Shared%20Documents/Policy%20&%20Guidance/Child%20Protection%20&%20Safeguarding/Person%20Centred%20Risk%20Assessment%20PCRA%202019.pdf?csf=1&e=ij8mRW&cid=d723b36e-e75e-4041-a011-c4760bc1dab8) (link) process.
* Risk management for staff who are deemed to be more vulnerable (including those who are pregnant) e.g. SSERC advice on new and expectant mothers in school science departments.
* Local Authority assurance visits
* An annual review of health and safety training to ensure training is kept up to date

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

**RESPONSIBILITIES AND DUTIES**

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

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

**Obligation of all employees**

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

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

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

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

* exercise good standards of housekeeping and cleanliness
* know and apply the emergency procedures in respect of fire, emergency and first aid
* use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and for the safety of others
* co-operate with others in promoting improved safety measures in school including regularly reviewing the information on the health and safety notice board
* establish and maintain safe working procedures (including mitigations in school risk assessments)
* carry out regular safety inspections of their classroom and report any potential hazards immediately to the Head Teacher or Health and Safety Representative
* to propose to the Head Teacher any requirements in terms of health and safety.

**Special obligations of teachers**

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

Staff are expected to

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

In line with the P.E. policy, children are not permitted to wear jewellery of any type during P.E. lessons. If children have new piercings, they will not participate in the active sections of PE. It is expected that children remove the piercings after the requisite healing time. Children must remove piercings independently or, if they cannot manage, should not wear them to school on PE days. Clothing with buckles and zippers that may cause injury should not be worn during P.E, and appropriate footwear that will not lead to slips and trips should be worn. Student teachers will not carry out P.E. lessons without a fully qualified member of staff present. All equipment should be checked prior to a lesson and any damages or faults noticed should be reported to SMT.

**Interval and Lunch-time Supervision**

Handy-com radios are available to communicate during break and lunchtime. The procedure in operation during interval and lunchtimes is as follows:

The morning interval playground supervision is covered by the Pupil Support Assistants (PSAs) At least six PSAs are also on playground duty during lunchtime.

Classes are escorted to the hall by their class teachers and are supervised by the dinner staff and a PSA. A member of SMT is present during busier periods. When all pupils have finished eating, they are supervised outside by PSAs. Pupils are expected to be outsideschool unless weather is inclement. Pupils who misbehave in the playground may not be sent in without a member of the Management Team being informed of their presence inside the building.

**Special obligations of pupils**

The pupils are expected to

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

**Special obligations of visitors, including contractors**

The School building is protected by a security system authorised and installed by Aberdeen City Council. Visitors and other users of the premises (including delivery men, tradesmen etc.) are required to report to the office and follow safety practices when in school. Visitors are made aware of the school’s Fire Evacuation Procedure, any Fire Tests, Drills or their nearest Fire Muster Point and Child Protection Procedures when they sign in, and they must wear a badge which is collected when they sign in at the main office. The badge assures staff and children that visitors are known to be in the building and have legitimate business in the school.

The school barrier should remain closed from when the children are in the playground. Vehicles should only be allowed into the playground under supervision during these times, but there should be no vehicular movement (emergencies excepted) when pupils are in, or likely to be in, the playground. The key for the barrier is with the janitor.Parents helping in school should be made aware of the Health and Safety Policy.

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

[Security Arrangements for Contractors working in School Buildings Guidance for Non-3Rs Schools.](https://aberdeencitycouncilo365.sharepoint.com/sites/Network-EducationAberdeen/Shared%20Documents/Policy%20&%20Guidance/Health%20&%20Safety/Security%20Arrangements%20for%20Contractors%20working%20in%20non-3Rs%20School%20Buildings%20v1.0%20-%20final%20Feb%2017.pdf?csf=1&e=54PIg6&cid=4972932a-5fa3-4158-810b-f4fe8f1cd412) (link)

[Security Arrangements for Contractors working in School Buildings Guidance for 3Rs Schools.](https://aberdeencitycouncilo365.sharepoint.com/sites/Network-EducationAberdeen/Shared%20Documents/Policy%20&%20Guidance/Health%20&%20Safety/Security%20Arrangements%20for%20Contractors%20working%20in%203Rs%20School%20Buildings%20v1.03Rs%20-%20final%20Feb%2017.pdf?csf=1&e=KL6sEw&cid=0f65b5a0-44e2-44c7-9e68-51d49a3ddc8e) (link)

[Parents’ Access to School Buildings](https://aberdeencitycouncilo365.sharepoint.com/sites/Network-EducationAberdeen/Shared%20Documents/Policy%20&%20Guidance/Health%20&%20Safety/Security%20Arrangements%20for%20Parents%20-%20v1.0%20March%2019.pdf?csf=1&e=P3jxlc&cid=cb1a1101-0f11-4b6f-bd6e-50ce8c348cd1) (link)

**RISK MANAGEMENT APPROACH**

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

[Risk Management](https://aberdeencitycouncilo365.sharepoint.com/:w:/r/sites/Network-EducationAberdeen/_layouts/15/Doc.aspx?sourcedoc=%7BF33E198B-A917-4E91-A9C0-1B469B1E7622%7D&file=HS_Risk_Assessment_Register.doc&action=default&mobileredirect=true) (link)

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

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

General ‘walk around’ risk assessments are conducted termly. The Head Teacher, Health and Safety Representative and Janitor conduct a full walk of the school premises to record any potential risks. Risks are agreed with resultant actions made available to relevant staff.

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

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

ACCIDENT, INCIDENT AND NEAR MISS REPORTING

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

[ACCIDENT, INCIDENT AND NEAR MISS REPORTING](https://aberdeencitycouncilo365.sharepoint.com/sites/Network-EducationAberdeen/Shared%20Documents/Policy%20&%20Guidance/Health%20&%20Safety/Reporting%20Injuries-Accidents%20and%20Near%20Misses%20Procedure.pdf?csf=1&e=rYaAwl&cid=f7bcc2b4-9382-41d1-b938-11aef0cf5680) (link)

VIOLENT INCIDENT REPORTING

Cornhill School does not tolerate violence towards members of staff. Any violent incidents must be discussed immediately with the Head Teacher and be reported through The Zone. All staff should be aware of the ‘[Violence and Abuse towards Employees’](https://aberdeencitycouncilo365.sharepoint.com/sites/Network-EducationAberdeen/Shared%20Documents/Policy%20&%20Guidance/Health%20&%20Safety/HS_Violence_and_Abuse_Policy.pdf?csf=1&e=sW43jR&cid=38f8d29a-45d9-45c6-883b-819f3ae56b29) (link) policy.

PROVISION OF FIRST AID

Children who become ill in class should be seen by a PSA who is a qualified first aider. Teaching staff will be kept informed of the outcome of this initial assessment. Qualified first aiders are trained in very basic first aid. If they are at all concerned about the health of a child, the parents will be contacted immediately and requested to seek medical advice. If parents are unavailable, a member of the management team should be consulted as to whether the child should be transported to the Royal Aberdeen Children’s Hospital (01224 681818) / Aberdeen Royal Infirmary.

Children who become ill in the playground are seen by a PSA who is a first aider. Slight injuries such as a small cut or scrape are cleaned with water and covered. If the injury is more serious the advice of another qualified first aider is sought. A dated record is kept in the accident book with a letter being sent home with the child to keep the parents informed if there is a head injury. All forms required are at the First Aid stations in both the Infant and Junior/Senior departments. Except for minor playground injuries, incidents and accidents should be reported through The Zone as an incident, accident or near miss.

[Reporting Accidents and Near Misses](https://aberdeencitycouncilo365.sharepoint.com/sites/Network-EducationAberdeen/Shared%20Documents/Policy%20&%20Guidance/Health%20&%20Safety/Reporting%20Injuries-Accidents%20and%20Near%20Misses%20Procedure.pdf?csf=1&e=rYaAwl&cid=f7bcc2b4-9382-41d1-b938-11aef0cf5680) (link)

[ADMINISTRATION OF MEDICATION IN SCHOOLS](https://aberdeencitycouncilo365.sharepoint.com/sites/Network-EducationAberdeen/Shared%20Documents/Policy%20&%20Guidance/Health%20&%20Safety/Administering%20Medication%20in%20School%202018.pdf?csf=1&e=CB4VYo&cid=9fb6ce3d-3019-42e5-be09-ca67b021e34e) (link)

[ADMINISTRATION OF MEDICATION IN NURSERY](https://aberdeencitycouncilo365.sharepoint.com/sites/Network-EducationAberdeen/Shared%20Documents/Policy%20&%20Guidance/Health%20&%20Safety/Administration%20of%20Medicine%20in%20Nursery%20-%20Guidance.pdf?csf=1&e=ZatKJa&cid=1e419549-742c-49fb-8cbd-a6e9b20c6588) (link - Care Inspectorate Guidance)

MORE SERIOUS ACCIDENTS

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

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

The list of Epi-pen Trained Persons is updated yearly and kept in the office. Children who may lapse into anaphylactic shock have care plans available round the school. Inhalers are logged and regularly checked and are kept with the adult working with the child.

BODILY FLUIDS

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

[BODILY FLUIDS](https://aberdeencitycouncilo365.sharepoint.com/sites/Network-EducationAberdeen/Shared%20Documents/Policy%20&%20Guidance/Health%20&%20Safety/HS_InfectionControl__NHS_SWP_Infection_Control_in_the_Community.pdf?csf=1&e=FemXD1&cid=2f5f2502-bb3c-4e13-977e-a925cb552129) (link)

[BLOOD BORNE VIRUSES](https://aberdeencitycouncilo365.sharepoint.com/sites/Network-EducationAberdeen/Shared%20Documents/Policy%20&%20Guidance/Health%20&%20Safety/HS_InfectionControl_Blood_Borne_Viruses_Procedure.pdf?csf=1&e=lY2yQI&cid=f7a7929a-f932-479a-a568-21cbfe2bf6dc) (link)

[GASTROINTESTINAL INFECTION IN SCHOOLS](https://aberdeencitycouncilo365.sharepoint.com/sites/Network-EducationAberdeen/Shared%20Documents/Policy%20&%20Guidance/Health%20&%20Safety/Managing%20Gastrointestinal%20Infection%20in%20Schools%202017.pdf?csf=1&e=zteIOk&cid=055000cd-7334-4b5e-a635-bc3274d389bd) (link)

SLIPS AND TRIPS

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

FOOD SAFETY GUIDELINES

Foods should only be prepared by staff who hold an up-to-date Elementary Food Hygiene Certificate or are a GTC registered Home Economics teacher. All good practice contained within the course MUST be adhered to. Food prepared in school and then taken home must have relevant instructions about storage and/reheating the food. A leaflet or stick-on label should be used.

HEALTH AND SAFETY NOTICE BOARD

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

LONE WORKING

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

MANUAL HANDLING

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

MENTAL HEALTH AND WELLBEING

Cornhill School follows all ACC employee policies to ensure that the wellbeing of staff is prioritised and monitored. This is in adherence to the Mental Health and Wellbeing Policy Information, which can be found within the Wellbeing section of The Zone. [MENTAL HEALTH AND WELLBEING](https://aberdeencitycouncilo365.sharepoint.com/sites/Network-EducationAberdeen/Shared%20Documents/Policy%20&%20Guidance/Health%20&%20Safety/HS_Mental_Health_and_Wellbeing_in_the_Workplace_Policy.pdf?csf=1&e=VUVNoG&cid=abdea66d-c778-4388-8fe8-b9baca4383b4) (link)

PERSONAL PROTECTIVE EQUIPMENT

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

HEALTH AND SAFETY TRAINING

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

WORKING AT HEIGHT

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

SCHOOL TRIPS

The Aberdeen City ‘**Outdoor Learning and Educational Excursions Policy and Guidance’** should be adhered to, with the authority risk assessments and permissions being completed prior to any trip. It is possible to request a block consent for trips that do not involve travelling by bus and these should be completed at the start of a term where possible. The forms within the city policy are routinely updated and staff should check the on-line policy available at [School Trips](https://aberdeencitycouncilo365.sharepoint.com/sites/Network-EducationAberdeen/Shared%20Documents/Policy%20&%20Guidance/Health%20&%20Safety/EDUCATIONAL%20VISITS%20POLICY%202019%20update.pdf?csf=1&e=bMaXTi&cid=65db6a7d-adb2-4c18-a5b8-3b1e44670fb4) (link). A member of the SLT must sign off all school trips.

DSE REGULATIONS

DSE users should complete a DSE assessment, available on the zone. Where issues are identified, DSE assessors will review the assessment and provide advice and guidance. Refer to the [Assessment of Display Screen Equipment (DSE) Procedure](https://aberdeencitycouncilo365.sharepoint.com/sites/Network-EducationAberdeen/Shared%20Documents/Policy%20&%20Guidance/Health%20&%20Safety/HS_DSE_Procedure.pdf?csf=1&e=D46ECk&cid=03c745ff-4e89-4eec-b971-a373439c80d6) (link) on the zone.

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

SCHOOL SECURITY

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

ASBESTOS MANAGEMENT

Cornhill School has access to an on-line portal which contains copies of previously completed asbestos surveys for the school building. It is recommended that the portal be accessed following completion of the OIL Asbestos Awareness course to ensure that the information can be accurately interpreted. An emergency plan for dealing with asbestos related incidents is in place and these emergency arrangements are incorporated in the school’s Business Continuity/Emergency Plan. [Procedure for managing asbestos damage in schools](https://aberdeencitycouncilo365.sharepoint.com/sites/Network-EducationAberdeen/Shared%20Documents/Policy%20&%20Guidance/Health%20&%20Safety/Procedures%20for%20Managing%20Asbestos%20in%20Schools%202018.pdf?csf=1&e=MJznup&cid=10cbac5e-3843-461c-b280-e15fd2428e1d) (link)

ELECTRICAL EQUIPMENT

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

FAULT OR DEFECT REPORTING

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

[GAS SAFETY](https://aberdeencitycouncilo365.sharepoint.com/sites/Network-EducationAberdeen/Shared%20Documents/Policy%20&%20Guidance/Health%20&%20Safety/gas_safety_policy_nov2010.pdf?csf=1&e=dFrgdG&cid=e6cbd5e0-29bd-4d98-a7d3-2fb70abfd8cd) (link)

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

PUWER ASSESSMENTS

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

WATER MANAGEMENT AND LEGIONELLA

Records of Legionella tests are held Janitor’s office.

TEST AND EXAMINATION OF OTHER EQUIPMENT

A register of all relevant equipment within schools is held with test and examination dates e.g. Workshop machinery; fume cupboards; cookers etc. and is located in the Janitor’s office. [Fume cupboards (SSERC Guidance](https://aberdeencitycouncilo365.sharepoint.com/sites/Network-EducationAberdeen/Shared%20Documents/Policy%20&%20Guidance/Health%20&%20Safety/Fume%20Cupbboards%20-2019.pdf?csf=1&e=XBhhKM&cid=79622717-028a-4e85-9a31-311094f60c9b) link)

WORKING OUTSIDE/GROUNDS MAINTENANCE

Records of grounds maintenance are retained in the Janitor’s office.

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

[EMERGENCY PLANNING](https://aberdeencitycouncilo365.sharepoint.com/:w:/r/sites/Network-EducationAberdeen/_layouts/15/Doc.aspx?sourcedoc=%7B6BBCAD18-7980-490C-8734-3E5BCD61DABC%7D&file=City_Schools_Emergency_Plan_Template_Nov_2017.doc&action=default&mobileredirect=true) (link)

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

FIRE AND EMERGENCY PROCEDURE

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

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

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

FIRE SAFETY

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

**FIRE REGULATIONS** (PLEASE ALSO REFER TO THE FIRE SAFETY POLICY)

In the event of an outbreak of fire, however small, the Fire Brigade must be called.

**BREAK THE GLASS AND PRESS THE BUTTON ON FIRE ALARM**

**DIAL 999 AND STATE SERVICE REQUIRED – “FIRE”**

**GIVE SCHOOL’S NAME AND ADDRESS:**

Cornhill Primary School, Cornhill Drive, Aberdeen, AB16 5BL

Telephone 01224 483234

**Fire Exits and Assembly Points:**

1. Nursery 1 and 2 – Nursery Playground
2. Nursery 3 – area outside Nursery 3
3. Rooms 3, 4 and 5 – infant playground via P1 door
4. Blue Room – infant playground via P2 door
5. Rooms 6, 7 and hall – senior playground via gym hall door
6. ELR, Office, Staffroom, Rooms 18, 17, 16 and 15 – car park via Main Door
7. Rooms 14, 13, 12 and 11 – senior playground via senior girls’ toilet door
8. Rooms 10, 9 and 8 – school field via the senior end door
9. Kitchen – senior playground via Back door or Vegetable Store door

* It is the duty of each staff member to familiarise themselves with the Emergency Fire Action Plan available in each room.
* Report any outbreak of fire, however small, to the Head Teacher, Depute Head Teacher or Janitor.
* When the fire alarm sounds, teachers will evacuate classes in an orderly fashion and as quickly as possible using the stated fire exit for their room. Maps are clearly displayed to indicate them. Class registers should be taken.
* Classes will assemble in the playground where the register will be called, and if anyone is missing, the fact should be reported immediately to the Head Teacher or, in his/her absence, to the Depute Head Teacher.
* If, at the time of an alarm, a class or part of it is in the charge of a teacher other than the class teacher, then the former is responsible for evacuating the pupils to the assembly point, where the class teacher will check to see the whole class is accounted for.
* Should the evacuation route not be safe, then the teacher should use discretion to evacuate the children by another route.
* In the event of a fire, the speedy evacuation of the building and the supervision of the pupils must take precedence before any attempt at firefighting.
* Teachers should remind pupils at regular intervals of the procedure for fire alarm. In particular, they should explain to pupils that if an individual is outside the classroom (e.g. in the toilet) when the fire alarm goes, then the pupils should go directly to the playground assembly point to join his class.
* Visitors and staff should exit via the nearest fire exit and report to the assembly point. The Head Teacher will check all areas, including toilets, before exiting the building. The Head Teacher will then check all classes are accounted for. In the absence of Head Teacher, Senior Management will take the role of the Head Teacher to ensure the safe evacuation and return to the building.

[BOMB THREATS](https://aberdeencitycouncilo365.sharepoint.com/sites/Network-EducationAberdeen/Shared%20Documents/Policy%20&%20Guidance/Health%20&%20Safety/Bomb%20Threats%20guidance%20final%20draft%20Jul%2018.pdf?csf=1&e=EhOEOv&cid=13471588-c14e-4524-9837-462bd0a3388a) (link)

[Bomb threat phone warning checklist:](https://aberdeencitycouncilo365.sharepoint.com/:w:/r/sites/Network-EducationAberdeen/_layouts/15/Doc.aspx?sourcedoc=%7B0332512B-1EA7-4544-B7BD-A94FCF9659DE%7D&file=Bomb_Threat_Telephone_Warning_Checklist.docx&action=default&mobileredirect=true) (link)

**Key Holders:**

1. Head Teacher
2. Depute Head Teachers
3. Janitor
4. Cleaner
5. Mike Mitchell

In addition, the teaching and non-teaching staff members of the school all have access via Smart Badges, including the nursery staff.

**CONCLUSION:** It is the responsibility of us all to ensure that these arrangements work. Suggestions from any member of staff to improve standards of health and safety will be welcomed by the Head Teacher. These procedures will be reviewed annually.