



## **KELSO HIGH SCHOOL**

# **HEALTH AND SAFETY POLICY**

### **AIM**

To maximise the protection of the staff and pupils in Kelso High School in all matters of Health and Safety.

### **RATIONALE**

A concern for Health and Safety is an integral part of the management of the school. This document indicates the organisation, arrangements, monitoring and remedial action which will enable us to respond effectively to any matters concerning the Health and Safety of the school community.

### **AUDIENCE**

This policy should be familiar to all members of staff. Individual departments where there are Health and Safety risks should have their own statements and procedures.

### **PRINCIPLES**

Accidents do not happen; they are always caused. Neglect of Health and Safety can lead to considerable physical and mental pain and sometimes to personal tragedy. In the classroom good order promotes a safe environment in which positive learning can take place.

Legislation makes it clear that we are all involved in safety and responsible not only for the safety of other people but also for the avoidance of personal injury. We must all make safety an integral part of all our activities in the hope of preventing accidents.

**FIND OUT WHAT TO DO IN AN EMERGENCY NOW – IT MAY BE TOO LATE WHEN IT HAPPENS.**

### **PRACTICE**

#### **Policy, Responsibilities and Procedures**

In every classroom a summary of emergency procedures can be found on the notice board adjacent to the main entrance. This shows escape routes in the event of fire and the location of the nearest first aid box.

**Action Plans for certain pupils can be found in the P6 Registration Folder.**

#### **Health and Safety Policy**

The Rector is responsible to the Director of Education for giving effect to the Authority's Safety Policy to ensure the health and safety of all staff, pupils and visitors, and the safety of all areas, buildings, equipment and substances under his control in the School.

The role of School Safety Officer is devolved to the Assistant Rector, Mr S Watson, who deals with the day to day safety matters.

All members of staff must set, by example, a high standard of safety so that our pupils will in turn accept good safety procedures as normal practice.

### **Responsibilities**

As far as is practicable it is the duty of every member of staff and pupil to:

- i) Comply with safety instructions, standards and guidance laid down in both this document, Departmental instructions, the Education Department's handbook (a complete copy of this handbook is held by the Safety Officer), Departmental guidance notes are held by Principal Teachers, where applicable, SEED publications (copies held by Principal Teachers) and other miscellaneous publications from various interested bodies.
- ii) Use properly any equipment or appliance provided for health and safety in the school.
- iii) Acquaint themselves with the instructions for dealing with emergencies and accidents and the location of fire alarms, fire appliances, first aid boxes and emergency exits.
- iv) Act to eliminate any hazard they become aware of and to report it as soon as possible to the relevant Principal Teacher, the Head Janitor or the School Safety Officer.

### **Reporting Accidents**

All accidents should be reported immediately to the office.

- 1 **Employees** All accidents and near misses should be reported to the Safety Officer who will log them in the Accident Book specified by the Social Security Act 1975.
- 2 **Pupils** All incidents must be recorded in the accident book. When a pupil is involved in an accident requiring him or her to be taken to hospital the necessary report form, ACC1, should be obtained from and returned, completed, to the office. A copy is appended. When a pupil has been cut by a knife, chisel or similar instrument, the instrument should be washed in Domestos before it is returned to general use.
- 3 Accidents to non-employees, clients, etc should be treated as in 2 above.
- 4 Incidents of non-consensual violence must now be recorded as an accident also on Form ACC1.

### **Inspections**

Anyone who is using any portable electrical appliance, computer, TV, video machine should visually inspect all cables. If there are signs of fraying or loose connection then the appliance should not be used and it should be reported to a technician who shall arrange for its repair.

Annual inspections are made of gas appliances, fire fighting appliances and certain other items of equipment. A regional technician checks electrical appliances. (Last done in 1997).

### **General Hazards associated with the school situation**

In general teachers should be on the look out for potentially dangerous situations which could result in accidents to either pupils or colleagues. Such matters as cracked electrical plugs, broken lampshades, broken chairs, etc should be reported to the Janitor as quickly as possible.

The movement of visual aids around the school is a potential danger therefore appropriate care must be taken.

### **Hazards associated with activities outwith school buildings**

Where a teacher takes a group of pupils out of school either on fieldwork or for sport or on an educational visit, he/she should be aware of his/her responsibilities with regard to the safety of the pupils, use of minibus, etc.

Detailed information concerning this can be found in the Staff Planner and additional information can be found in:-

- i) A Policy for Educational Excursions (SBC Education Department).
- ii) Conditions for Use of Minibus (SBC Education Department).

### **Display Screen Equipment (DSE) Users**

DSE is defined to be "any alphanumeric or graphic display screen, regardless of process involved". A USER is defined to be an employee who "habitually uses Display Screen Equipment as a significant part of his or her normal work".

Significant means:

The use of DSE is a requirement of the job.

A high level of concentration is required.

Use is for prolonged periods eg greater than one hour continuous.

DSE is used more or less daily.

Scottish Borders Council will offer courses for users. Mrs Bryson will arrange for an assessment to be carried out if you fall into the user category.

(Further information on the use of DSE can be obtained from Mr S Watson).

## **LABORATORY AND WORKROOMS**

Keep benches, working areas and gangways clean and tidy. Apparatus and equipment should be put away when they are finished with.

Winchesters and chemical containers must not be placed on the floor.

Laboratory coats should be worn and properly fastened, and eye protection used in areas where certain substances are being handled. Shell suits must not be worn.

Food and drink for human consumption must not be placed in laboratory refrigerators or freezers.

Pipetting by mouth is forbidden.

Hands must be washed after handling chemical or biological materials and unhealed cuts or abrasions kept covered by waterproof plasters.

Spillages should be mopped up immediately; wet floors are slippery and dangerous.

All chemical and biological work shall be carried out in accordance with the appropriate sections of the safety standards and guidance set out by the relevant departments.

Long hair must be fastened back to keep it clear of equipment and flames, and loose trinkets, pendants, etc., should not be worn.

Sandals and open shoes give little protection to the feet against spillage and should not be worn. Likewise other footwear which makes the wearer unstable on his / her feet should not be worn.

Before starting work in a laboratory, staff should know where fire extinguishers and other safety equipment are located and how to use that equipment. They should also know the emergency evacuation route from the laboratory.

## **ELECTRICAL AND MECHANICAL SAFETY**

### **Electrical Safety**

Hazards arising from the incorrect use of electricity, electrical equipment and apparatus are shock, fire and explosion which may cause burns, eye injuries and injuries from involuntary reaction to a normally harmless shock.

In a situation which an experiment involves a potential hazard it is essential to establish a safe working procedure.

Cables must be of sufficient capacity to carry the current that can flow in both normal and fault conditions.

Flexible cables must be compatible with the conditions in which they have to work.

Cables should be protected against mechanical damage.

Cables should be inspected before use to ensure there are no defects.

Protection against excess current flow must be provided.

Make certain that wires are securely connected to terminals.

Make sure that any cable clamp effectively restrains the cable.

Make sure flexible cables are correctly colour coded. **Live – Brown, Neutral – Light Blue, Earth – Green with yellow stripe.**

Circulation space must be kept free of cables to minimise the risk of tripping, or suitable ramps provided. Cables should not be longer than necessary.

Switch off and unplug (where appropriate) all electrical equipment and apparatus when not in use. Do not use the cable to pull out the plug.

The use of multiway adaptors and extension sockets should be kept to a minimum. Do not overload socket outlets.

Connectors used to supply portable apparatus with voltages in excess of 50 volts AC/110 volts DC must be arranged so that live pins cannot be exposed.

All fixed and portable equipment should be identified, regularly checked and serviced and the information recorded.

Do not use damaged or defective equipment, apparatus or services. Report the fault immediately.

Never service or modify equipment, apparatus or services. Report the fault immediately to a technician.

Never service or modify equipment and apparatus while it is live. Always disconnect or isolate.

Water and other conducting liquids should be kept away from electrical wiring equipment and apparatus. If any part becomes wet, switch off, unplug and dry thoroughly. Avoid touching electrical equipment when your hands are wet.

### **Natural Gas**

Natural gas is flammable, explosive and can cause asphyxiation.

Regularly check hoses for leaks.

Report any gas leaks to Janitor.

## **SAFETY IN THE WORKSHOP**

### **Machine Tools**

The utmost care must be taken when using any form of machine tool.

Before using any machine tool make sure that you are fully conversant with the method of working, starting, stopping and any special precautions necessary.

Do not operate any machine tool without adequate guarding.

Guard against loose clothing and long hair. Button up dust coats and overalls, remove neckties, necklaces, chains, etc and protect against long hair with suitable headwear.

Both tool and workpiece must be securely clamped before commencing work.

Most turnings are razor sharp and should not be handled with bare hands.

Bandsawing machines must be treated with respect. Position the top guide and guard as close as possible to the workpiece so that the minimum amount of blade is exposed. Keep the fingers well clear of the blade, use a push stick if necessary and do not attempt to cut the material too rapidly. Keep the worktable clear of offcuts.

**Eye protection should always be arranged.**

### **Hand Tools**

Keep the edges of cutting tools sharp.

Keep hands behind the cutting edges when working.

Always use the correct tool for the job.

### **Portable Electric Tools**

Before using a portable electric tool check that it is properly earthed, unless it is an approved type which does not require earthing. Use tools only on the correct power supply as instructed on the maker's label. If the casing is damaged do not use the tool; report the fact to a technician. Make sure that all cables, plugs or connectors are

sound and correctly wired up. The cable should be long enough to reach your work place without straining it, but excessive lengths should be avoided and care should be taken to keep cables off the floor in case they are damaged or trip someone. Never stand on a damp or wet surface when using electrical tools and keep them clean and dry. Disconnect tools when not in use.

Main voltage portable electric tools, equipment and headlamps should preferably be connected to the supply through a residual current circuit breaker (rccb) to protect against electric shock. This is particularly necessary when work is carried out in wet conditions or outside.

### **Abrasive Wheels**

Wear goggles when using an abrasive wheel.

Never use the side of the wheel unless it is designed for it.

Do not exert heavy pressure on the wheel.

Stop the wheel when not in use.

### **Polyester Resins, Glues and Lacquers**

Read and carefully follow the maker's instructions.

Many of the substances used are known to cause dermatitis if frequent contact and exposure is allowed to occur. Some are also respiratory irritants which may cause asthma. Take care not to inhale fumes and ensure adequate ventilation of the workplace.

Suitable protection should be used for hands and eyes. If one of the substances gets in the eye, flush liberally with water and seek medical advice.

Those that are not water based are usually toxic, narcotic, anaesthetic and/or flammable and should not be used near a flame or source of ignition. They should only be used in school under very close supervision.

### **Be aware of the possibility of "glue sniffing"**

Do not allow hardness to come into contact with flammable materials.

Contaminated cloths and wipes should be soaked in water and disposed of into an enclosed metal bin. Never leave them in an overall pocket.

## **STORM REGULATIONS**

Storm regulations mainly affect those pupils who have to travel in and out of school by contract or service bus. Generally deep snow affects the outer catchment area of the school first, especially the Cheviot valleys. Therefore, these are pupils first affected by adverse weather. Regulations are as follows:

- (a) The Kelso High School adverse weather and emergency contact letter will be issued to all bus pupils during the first week of the school session or at date of admission if different.
- (b) All bus pupils will be issued with a copy of the Scottish Borders Council regulations "Conveyance of Pupils" and "Emergency Transport Arrangements During Severe Weather Conditions" as soon as these are made available by SBC to the school.
- (c) In the case of snow, flood, storm or other emergency affecting transport of pupils home, pupils will be sent for by bus groups as necessary and will assemble in the Assembly Hall under the supervision of Mr S Watson, Assistant Rector.

- (d) The school office will notify staff of emergency bus arrangements by telephone. Full details of action to be taken are posted at certain telephone extensions (Modern Studies Department, Games Hall, LSU, Home Economics, Business Studies, Physics and Music). (Yellow Folder – EMERGENCY TRANSPORT). The member of staff who takes the original message from the Office automatically becomes responsible for carrying out the printed instructions in full. A practice of the system may be held during the school session before the onset of winter conditions.

### **SCHOOL SAFETY COMMITTEE**

Membership: Rector, Ex Officio, School Safety Officer (Chair)

One representative from each of EIS, SSTA, PAT

Committee meets at least once per year in the Summer Term

## **(B) POLICY FOR THE SAFE EVACUATION OF THE SCHOOL IN THE EVENT OF A BOMB SCARE**

### **AIM**

To maximise the protection of the staff and pupils of Kelso High School in the event of a bomb or similar incendiary device being found in the school or its immediate neighbourhood.

### **RATIONALE**

This document should enable us to respond effectively to any terrorist incident or false alarm we may encounter, and, in particular, evacuate the building and remove all personnel to a place of safety.

### **AUDIENCE**

This policy is part of the School Health & Safety Policy and should be familiar to all members of staff.

### **PRINCIPLES**

The need for such an emergency evacuation can arise from:

- a suspicious parcel
- a warning by telephone
- a suspicious device found on the premises or outside the building
- a war time relic brought in by a pupil

### **PRACTICE**

#### **(A) Suspicious Parcel**

The traditional postal bomb can be in a parcel, a jiffy bag or envelope of any shape or size. They can be delivered by hand or courier as well as by post. They are usually designed to explode on opening them. If such a parcel arouses suspicion it should not be opened and the police called immediately, stating the caller's name and location. Then the Rector and Mr S Watson (Safety Officer) should be contacted.

#### **(B) Warning by Telephone**

The majority of telephone bomb threats are malicious. Making such calls is a crime and should always be reported to the Police. Sometimes devices have been planted, other times the aim is to cause disruption.

The person who receives such a call should immediately switch on the amplifier on his or her telephone to allow anyone else in the room to listen to it, and if the caller's number appears on the display unit a note should be made of the number.

A checklist can be found at the end of this document. Copies of this are allocated close to each telephone in the office.

**(C) Devices found on the Premises**

Anyone discovering a device on the premises should contact the office, then sound the nearest fire alarm and divert pupils to an exit away from the device.

Remember that when such a device explodes there will be flying debris.

The office staff will contact the police, stating who is calling and giving the location of the device.

**(D) War Time Relic brought in**

The procedure in C should be followed stating what the device is.

In the event of an evacuation of the school, the fire alarm will be sounded and pupils should make their way to the normal assembly points. Staff are not expected to re-enter the building to do a thorough search, staff should search the building to the best of their ability as they vacate the premises.

A copy of a plan of the school will be kept in the school office beside the checklist mentioned in B above. The location of any device can be marked on this and it can be handed to any police or bomb disposal officer on arrival.

Such an evacuation will normally mean pupils and staff being kept out of the building until the arrival of personnel from outwith Kelso. After the roll has been checked pupils will be (unless there is a funeral service) taken to St John's Church until a decision has been made to return to class or otherwise. Staff will stay beside their Register classes.

**IMPLEMENTATION**

This Policy will take effect immediately.

**RESPONSIBILITY**

The Safety Officer will have overall responsibility for this Policy.

**DATE**

This Policy was prepared during Session 2000-2001.

## **EVACUATION PROCEDURES**

1. Pupils move to Assembly Points in front playground.
2. Register Teachers check register and report to the relevant Guidance Teacher who in turn reports to the Safety Officer. (Any stand in Register Teacher should also cover the class at this point. House Co-ordinators should stand in for any missing Guidance Teacher).
3. In the event of a further evacuation to St John's Church, Safety Officer or Rector will instruct someone in the Office to contact the Church Office (on Kelso 224154 or Beadle on 224200).
4. P.E. Staff should set off to assist with crossing Bowmont Street at the Church gate.
5. Guidance Staff will assist ushering pupils into church – 1 person at door, 1 at each aisle, 1 at door at top of stairs to gallery.
6. The all clear signal to return to classes (after 2 above) will be the ringing of the hand bell.

N.B. If St John's Church is not available we would then try for the Tait Hall, proceeding via Bowmont Street and Grovehill.

**ACTIONS TO BE TAKEN ON RECEIPT OF A BOMB THREAT**

- **SWITCH ON TAPE RECORDER/LOUD SPEAKER**
- **TELL THE CALLER WHICH TOWN/DISTRICT YOU ARE ANSWERING FROM**
- **RECORD THE EXACT WORDING OF THE THREAT**

.....  
.....  
.....  
.....

- **ASK THESE QUESTIONS**

- 1 Where is the bomb right now? .....
- 2 When is it going to explode? .....
- 3 What does it look like? .....
- 4 What kind of bomb is it? .....
- 5 What will cause it to explode? .....
- 6 Did you place the bomb? .....
- 7 Why? .....
- 8 What is your name? .....
- 9 What is your address? .....
- 10 What is your telephone number? .....

- **RECORD TIME CALL COMPLETED**

.....

- **WHERE AUTOMATIC NUMBER REVEAL EQUIPMENT IS AVAILABLE RECORD NUMBER SHOWN**

.....

- **CONTACT THE POLICE BY USING THE EMERGENCY TELEPHONE NUMBER**

Time informed .....

• **CONTACT**

A) SENIOR MANAGEMENT TEAM

- 1) C Robertson and S Watson
- 2) J Marshall and A-T Lawrie

B) ST JOHN'S CHURCH KEYHOLDER (Church Office 224154 or Beadle on 224200) re availability, stating we might require the use of the building. If not available then contact Tait Hall on 224233, failing that SBC HQ Leisure & Recreation.

**THIS PART SHOULD BE COMPLETED ONCE THE CALLER HAS HUNG UP AND POLICE/BUILDING SECURITY OFFICER HAVE BEEN INFORMED**

Time and date of call .....

Length of call .....

Number at which call is received (that is, your extension number) .....

**ABOUT THE CALLER**

Sex of caller? Male  Female  Nationality? ..... Age .....

**THREAT LANGUAGE**

Well spoken  Irrational  Taped  Foul  Incoherent  Message read by threatmaker

**CALLER'S VOICE**

Calm  Crying  Clearing throat  Angry  Nasal  Slurred

Excited  Stutter  Disguised  Slow  Lisp  Accent\*

Rapid  Deep  Familiar  Laughter  Hoarse

If the voice sounded familiar, whose did it sound like?

.....

\* What accent .....

**BACKGROUND SOUNDS**

Street Noises  House noises  Animal noises  Crockery  Motor

Clear  Voice  Static  PA System  Booth

Music  Factory Machinery  Office Machinery

Other (specify) .....

**REMARKS**

.....  
.....  
.....  
.....  
.....  
.....

Signature ..... Date .....

Print Name .....

## **(C) MEDICAL FIRST AID**

### **AIM**

To provide immediate First Aid to any member of the school community.

First Aid is defined by the Health & Safety Executive as

- a) the treatment of minor injuries which otherwise would not receive treatment or do not need further treatment from a medical practitioner.
- b) the treatment given for the purpose of preserving life and minimising the consequences of injury and illness until professional help is available.

### **RATIONALE**

This document should enable us to respond quickly to safe treatment of injury to any member of the school community. It provides guidelines for dealing with pupils for whom action plans have been agreed and also provides guidelines for the administration of prescribed medicines

### **PRACTICE**

Smoking is not permitted in any area of the school.

In the case of injury or illness requiring medical attention when the casualty cannot be escorted to the sick room, the office should be contacted and Mrs Crozier or Mrs Purves will attend to the casualty and decide what action should be taken.

### **PROCEDURE**

Minor injuries should be dealt with by applying a dry sterile dressing and send the casualty to the Sick Room. If the injury is caused by a knife or tool, that piece of equipment should be withdrawn from use until it has been cleaned in Domestos diluted by water (1 part Domestos: 10 parts water). Wearing protective gloves, apply the solution and leave for at least 10 minutes. Soak up fluid with paper towels and dispose with the rest of the first aid waste, in yellow bags available from the office on request. Forms must be completed to say this has been done. (Copy attached).

In most cases where medical attention is required the First Aider at the Office should be contacted. In extreme cases when urgent medical attention is required an ambulance must be called by a member of staff and the office informed thereafter.

<b><u>List of First Aiders</u></b> (ie staff who have undergone 4 day training and who have passed the necessary examination)	<b><u>List of Emergency First Aiders</u></b> (ie staff who have undergone a (non-examination) one day course)
Mrs M Crozier Mrs E Purves Mrs J Fairbairn Mrs H Ker	Mr I Abernethy Mrs H Caughey Mr E Falconer Ms S Lenaghan Ms S McLean Mrs L Tostevin Mrs B Mooney Mrs J Seth

Other First Aiders

Mr A Wise

### **Injuries in the PE Department/Sports Field**

PE Department should use their own discretion whether to escort a pupil to the Sick Bay or call an ambulance.

In the event of an ambulance being called the office should be alerted.

Office staff will contact parents.

PE staff should be familiar with the best areas for mobile phone reception on the sports field.

### **Issue of Medicines to Pupils**

Should a pupils require prescribed medicine during the school day, the parent must complete the necessary request form (a copy is appended), supplying all the details. A record is kept of all issues of prescribed medication. This request form (MED P) must be completed before any medicine can be given.

### **FIRST AID BOXES**

First Aid kits when fully stocked should contain:-

ITEM	Number of Persons				
	1-5	6-10	11-50	51-100	101-150
Guidance Card	1	1	1	1	1
Individually wrapped sterile adhesive dressing (assorted sizes)	10	20	40	40	40
Sterile eye pads, with attachment	1	2	4	6	8
Triangular bandages	1	2	4	6	8
Safety Pins	6	6	12	12	12
Medium sized sterile unmedicated dressings	3	6	8	10	12
Large sterile unmedicated dressings	1	2	4	6	10
Extra large sterile unmedicated dressings	1	2	4	6	8

If supplies are running low please send a request to Mrs Crozier in the school office.

First Aid boxes can be found in the following places:-

#### **MAIN BUILDING**

Office, Janitor, Staffrooms, Biology Dept (Rm 18, R20, Rm 24), Physics Dept (R22), Art Dept (Rooms 30, 32), Chemistry Dept (Rm 27, 28), Science Technician (R, 25).

#### **RSLA BUILDING**

Janitor, Staffroom, Home Economics Dept (Rm 48, Rm 49, Rm 51), Technical Dept (Room 41, 42).

#### **OTHER AREAS**

Learning Support Unit, Games Hall, PE Department (Mobile), Minibus, Music Department, Staffroom.

## **PUPILS FOR WHOM ACTION PLANS HAVE BEEN AGREED**

A number of pupils suffer from certain medical complaints (Anaphylaxis, Diabetes, Epilepsy). Procedures to follow (in the first case calling the First Aider) have been agreed with parents and Scottish Borders Council). Copies of these action plans are held in every classroom in the Period 6 Registration file.

Video cassettes on Anaphylaxis and Epilepsy are held in the office, as are practice Epipens. All may be borrowed by staff. In particular any member of staff taking one of these pupils out of school on a visit should be thoroughly conversant with the procedures. In many cases the safest procedure would be to call an ambulance stating the problem.

**SCOTTISH BORDERS COUNCIL  
EDUCATION DEPARTMENT**

<b>SCHOOL</b>	
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**REQUEST FOR SCHOOL TO ISSUE PRESCRIBED MEDICATION**

Dear Headteacher

I request that .....(full name of pupil) be given the following medication while at school.

Name of Medication	Date Prescribed	Duration of Course	Dose Prescribed	Time(s) to be given

The above medication has been prescribed by the family or hospital doctor. It is clearly labelled indicating contents, dosage and child's name in full.

**PLEASE PRINT**

GP Name .....

Address .....

I understand that the medication will be administered to

Child's name .....

And accept that this is not a service that the school is obliged to undertake

Parent/Guardian .....

Address .....

Date .....

<p><b>Note:</b> Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and the administration of medication is agreed by the Headteacher. The Headteacher reserves the right to withdraw this service.</p>
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DATE: .....

TO: .....

..... Came to the office today, having cut him/herself

on ..... Please withdraw this

.....  
from use until it has been cleaned in Domestos (1 part Domestos: 10 parts water), then complete the lines below and return to Mrs Crozier.

Signed: .....

The above tool has been cleaned in Domestos.

Signed: .....

Date: .....

Please soak up any remaining fluid with paper towels and dispose of them in a yellow bag (available from school office) with the rest of the First Aid waste.