

***BELLAGHY  
PRIMARY  
SCHOOL***

***Policy for  
Health and Safety***

Reviewed by the Board of Governors - October 2009

## **POLICY FOR HEALTH AND SAFETY**

### ***Aim***

The aim of our school is to create an atmosphere of carefulness both in and out of school, this is for all users of the school, children, school staff, parents and the community.

This carefulness includes:

- The ability of each individual to protect him/her self
- Concern and consideration for the safety of others
- Knowledge of what to do in certain situations
- Alertness and control
- Cultivation of good habits

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## **1. Definition and Rationale behind this Health And Safety Policy.**

We believe that children learn best through practical experiences and active involvement in all areas of the curriculum. Children are taught to have care and consideration for themselves and others.

Good safety habits are taught as part of the whole curriculum. This can be through topics, for instance, a safe place to play which could include Science, English or Technology, and the involvement of outside agencies such as the police, fire brigade, road safety officer etc.

It might also be through a health related topic such as smoking.

At Bellaghy Primary School, children are encouraged to develop healthy habits through good health and hygiene routines:

- In the classroom
- When moving around school
- When using equipment e.g. scissors, tools, PE apparatus
- When carrying out investigations
- When on educational visits
- Emergency Procedure

We have the “***Ten Bees of Good Behaviour***” which are for safety reasons as well as for the promotion of positive behaviour.

In accordance with NEELB safety regulations, educational visits are carefully planned in advance, with staff visits made if possible. Details are sent to parents. Children are asked to wear appropriate clothing for the activity planned. The correct adult child ratio is always followed, and a first aid kit and list of emergency phone numbers are taken.

We have set procedures in case of an emergency in school, such as a fire or bomb alert when the building needs to be evacuated. These drills are carried out at least once a term. All staff and children are familiar with these procedures, and know their own exit route, place of assembly and roll call procedure.

A fully equipped first aid box is kept in THE SCHOOL OFFICE as is the school's accident register, accident forms and a list of any allergies children have. If the accident is more serious, the aim of the school is to get the child qualified medical attention as quickly as possible. Parents are informed straight away, and if necessary, an ambulance sent for.

Accident forms are filled in for any accident requiring professional medical attention, or caused by any defect in the school or its equipment.

The Caretaker, under the direction of the Principal, is responsible for ensuring that the building provides a safe and healthy environment for the children. The Caretaker strives to maintain a clean and tidy building and grounds. Any minor repairs or maintenance are completed by the Caretaker, or through the use of authorised contractors. Any equipment/hazardous substance is kept locked away from the children. All equipment is to British Standards and is maintained regularly.

### ***Smoking Policy***

- It is the policy of the Governing Body that our school is a no-smoking school
- Smoking is not permitted in any area of the school by staff, parents or visitors to the school
- No-smoking signs are clearly displayed around the building

## ***2.Supervision of Pupils***

### ***A.Morning Arrival***

Pupils are asked in the interests of Health and Safety not to arrive at school before 8.45 a.m. School doors open at this time. Teachers are in their classroom from 8.45 a.m.

Each morning it is the responsibility of the Principal to be at school before 8.40a.m. in order to bring all the pupils into the school in a safe and orderly fashion.

### **B. Break Supervision**

Breaktime is from 10.45 a.m. - 11.00 a.m. (on Thursday 11.00 a.m. – 11.15a.m.) Each day the teacher or classroom assistant on duty must maintain contact with the pupils throughout this time. They are also responsible for pupils lining up after break is over and ensuring all pupils return safely to their class. The teacher on duty is solely responsible for the safety of the children and will be held accountable in cases of negligence of their duty.

*Parents wishing pupils to remain indoors due to casual ailments must provide a note to cover a stipulated period eg 1,2days etc.*

### **C. Lunchtime Supervision**

At lunchtime one supervisor ensure the safety and well being of our pupils. Pupils eating dinner and lunches do so in the school hall where the supervisor ensures order. Mrs Richmond (Principal will be in attendance from 12.15 – 12.30p.m.) All pupils remain here until they are finished their lunch or dinner. No pupil is allowed to leave the hall until 12.40pm when they will be accompanied to the playground by the supervisor. During lunch-time, the Principal or a teacher will take a walk around the playground to check on the children. When the bell rings at 1.00p.m., the supervisor lines up all pupils and they remain until each teacher comes to the playground and collects her class. Only at this time is the supervisor free to go.

### **NB Wet/Cold Break and Lunchtimes.**

On very cold or wet break and Lunchtimes pupils will remain indoors. Key Stage One pupils will watch a Video/DVD in the KS I Resource Room. Key Stage Two pupils have a selection of 'Rainy Day Games' to play with in their classroom. At break time and lunch time, the teacher, classroom assistant or dinner supervisor on duty will move between both rooms

### **D. Safety at Play**

Those on duty at break and lunch times are asked to note the following points.

- ***P7 Playground Friends will monitor the Playground Activities on offer.***
- ***Pupils may only play on the grass areas when authorised to do so by the Principal as these areas are wet and muddy for the greater part of the school year.***
- ***Pupils are only allowed to play in the tarmac area at the back of the school.***
- ***Rough play, pulling, dragging, chaining, etc. is not allowed and will be dealt with by those on duty. Serious occurrences must be reported to the Principal.***

**N B** Moderate to serious incidents and accidents must be recorded in the Incident/Accident Log Book. The teacher on duty will treat minor injuries but when they suspect serious injury they should inform the recognised school First Aider – Mrs Richmond.

### **E. Classroom Safety**

It will be the responsibility of each class teacher to ensure the safety of their pupils during lessons. Staff will train pupils in appropriate behaviour and techniques for using potentially hazardous equipment e.g. scissors, saws, etc. Each staff member will also at the beginning of each school year with the pupils draw up their own classroom rules and remind pupils of these at the beginning of each term. These will be openly displayed for all pupils to see.

### **F. Physical Education/Activity.**

For any physical activity, children change into appropriate pumps or trainers for both outside and inside activities. It is part of our school policy that children do not wear any form of jewellery, for safety reasons. (Stud ear rings are allowed if a child MUST wear them)

## ***3. Emergency Procedures.***

### **Evacuation Procedure.**

As soon as the fire alarm sounds all children and adults must stop what they are doing and walk out of the building through the nearest exit to the assembly point ***at the rear of the back playground.***

Exit routes for each classroom are displayed openly in each classroom, dining-area and other public areas. If your normal exit is blocked for any reason then use the nearest available exit.

### **Staff Responsibilities.**

The register will be brought from each class.

Take your register, and check that all the children are present, then bring it back to the Principal.

Nobody is to go back into school. If a child is missing it must be reported to Principal.

When all the registers have been checked please inform the Principal.

Your class may then go in only when the all clear is given.

Please make sure your children walk in and out of school sensibly, and line up quietly.

### ***Fire and Bomb Alerts***

In the event of a fire or bomb alert the Principal or person designated must:

- Ring the fire alarm to activate the evacuation of the premises of all adults and children  
(see fire drill procedure)
- Phone 999 for the fire brigade and police
- Check that the evacuation procedure has been followed
- Remain at the front of the school to meet the fire brigade/police and direct them to the incident
- All children and adults must remain outside
- Only when the all clear has been given will registers be sent back to classes enabling children and adults to re-enter the premises

If the alert is a practice, then the fire brigade must be informed before the evacuation of the premises takes place. A practice will take place once per term.

### ***Lunchtime Fire Procedure***

- The Supervisor on duty in the playground or dining hall shall on hearing the fire alarm gather all children together away from the building and ensure no child re-enters the building
- Staff members will assist with above evacuation and ensure on the way out that any toilets are vacated
- The Principal will ensure, as far as it is reasonably practicable, that the rest of the building is vacated.

## ***4. Policy on the Administration of Medicines during School Hours***

From time to time, parents request that the school should dispense medicines which need to be administered at regular intervals to children.

These requests fall into two categories:

- Children who require emergency medication on a long term basis because of the chronic nature of their illness (for example, asthma and epilepsy)
- Children who are suffering from casual ailments (coughs, colds etc.)

Generally, no member of staff will administer medicine to children.

Parents are responsible for the administration of medicine to their children and if a child needs a dose of medicine at lunchtime, the child should return home for this or the parent should come to school to administer the medicine.

For casual ailments it is often possible for doses of medication to be given outside school hours. The school does not administer medicines for casual ailments.

If it is unavoidable that a child has to take medicine in school for treatment for a long term illness to be effective, then each individual case will be considered. Please note that teachers are not required to dispense medicines as part of their contracts and any involvement would be purely on a voluntary basis.

For the school to agree to assist in long term medication:

- Parents must write to the school giving authorisation for medicines to be administered to their children. This needs to include instructions regarding the quantity and frequency of administration
- The medicines must be brought into school in a properly labelled container which states:  
(a) The name of the medicine, (b) The dosage and (c) The time of administration
- Where possible the medicine should be self-administered under the supervision of an adult. Medicines will be kept in a secure place by staff in accordance with safety requirements.

***An emergency contact number must be given where an adult is available at all times.***

Where long term needs for emergency medication exist, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance.

Detailed written instructions should be sent to the school and the parent/guardian should liaise with their child's class teacher. If the emergency is likely to be of a serious nature.

### ***5. Health Checks.***

Each year the school Nurse and Dentist visit the school to carry out regular health checks on some pupils and where necessary they deal directly with the parents especially if any problems are identified.

### ***6. Policy on First Aid in school***

All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid.

During lesson time first aid is administered by the class teacher or classroom assistant. If an accident occurs in the playground and first aid is required, then one of the staff on duty in the playground should come to the staff room and request the assistance of the child's class teacher or classroom assistant as appropriate. At lunchtimes first aid is administered by the supervisors.

If there is any concern about the first aid which should be administered then the qualified first aider must be consulted.

The qualified first aider is Mrs Richmond

### ***Safety/HIV Protection***

Always wear disposable gloves when treating any accidents/incidents which involve body fluids. Make sure any waste (wipes, pads, paper towels etc.) are placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.

### ***Recording Accidents***

All accidents must be recorded in an Accident/Breaktime/Lunchtime Incident book in the school office. All details of items removed from the First Aid Box need to be filled in, including any treatment given.

### ***First Aid Boxes***

Location School Office

Contents

- Scissors
- Antiseptic cream
- Bandages
- Plasters, single and strip
- Antiseptic wipes
- Cotton wool
- Sterile gauze
- Disposable gloves

### ***Person Responsible for Supplies***

Mrs Richmond is responsible for checking the contents of the first aid boxes on a regular basis and for placing orders to replenish stock. All staff are responsible for notifying him if the supplies in any of the first aid boxes are running low.

### ***Allergies/Long Term Illness***

A record is kept in the ***General Office*** and ***Staffroom*** of any child's allergy to any form of medication (if notified by the parent) any long term illness, for example asthma, and details on any child whose health might give cause for concern.

### ***Courses/Updating Staff***

First aid courses when available are advertised on the course board, and all staff are welcome to attend.

## ***7.Accidents***

Accidents fall into four categories:

- Fatal
- Major injury
- To employees resulting in more than three days consecutive absence
- Other accidents

Accidents in the first two categories should be reported immediately to:

**County Hall Ballymena** (Legal Department) Tel :

The accident should be reported by telephone immediately, and then confirmed in writing on the appropriate form. A list of what constitutes a major injury is attached. Category 3 accidents are reported to County Hall within 7 days on the appropriate form.

If the accident is more than a minor one for child or adult, please report it immediately to the Principal who will send for an ambulance if needed and contact parents.

***When in doubt, contact parents/guardians.***

### ***Other accidents***

These are the accidents which more commonly occur in school.

Procedure to follow:

- Always fill in the accident book for minor injuries (including all bumps on the head, but not minor cuts and grazes).It is found in the school office.
- If a child has a bump on the head you must inform home or contact the parent/guardian.
- Fill in the accident report book if the parent/guardian has to be sent

for to take the child to the family doctor or to hospital for further treatment. Ensure the Principal is informed.

Appropriate Forms will be completed and Copies will then be taken for:

(1) NEELB

(2) School Records

### ***Major Injuries***

- Fracture of the skull, spine or pelvis
- Fracture of any bone in the arm other than a bone in the wrist or hand
- Fracture of any bone in the leg other than a bone in the ankle or foot
- Amputation of a hand or foot
- The loss of sight of an eye
- Any other injury which results in the person injured being admitted to hospital as an inpatient for more than 24 hours, unless that person is detained only for observation.

It might be that the extent of the injury may not be apparent at the time of the accident or immediately afterwards, or the injured person may not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital, then the accident must be reported as a major injury.

### ***Reporting School Accidents***

Certain accidents arising out of or in connection with work are reportable to the Health and Safety Executive under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985. The following gives practical advice to schools on compliance with this duty.

It is not a complete statement of the duty.

***When informed County Hall will see to the notification of all relevant bodies.***

### ***Employee Accidents***

(This applies to all Education employees and self-employed persons on school premises).

Any accident to an employee resulting in a fatal or major injury must be reported to County Hall immediately by telephone. The details must be confirmed on the appropriate Form within 7 days.

If the accident does not result in a fatal or major injury, but the employee is incapacitated from their normal work for more than three days (excluding the day of the accident) there is no need to telephone, but a Form must be completed and sent to County Hall within seven days of the accident.

### ***Pupil Accidents***

(Including accidents to any visitors not at work)

Fatal and major injuries to pupils on school premises during school hours must be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls are not reportable unless they are attributable to:

- The condition of the premises (for example, potholes, ice, damaged or worn steps etc.
- Plant or equipment on the school premises
- The lack of proper supervision

Fatal and major injuries to school pupils occurring on school sponsored or controlled activities off the school site (such as field trips, sporting events or holidays in the UK) must be reported if the accident arose out of or in connection with these activities.

## ***8. Car Parking***

Drivers parking cars at the school, near it or dropping or collecting children at the school should at all times have consideration for the safety of pedestrians, other road users and the immediate community. Parents are encouraged to park in the lay-by at the side of the school or in the side playground.

## ***9. Policy on Children Moving Equipment***

In the normal day to day running of the school, there are certain situations where children will need to move equipment or items of furniture. For example:

- Chairs and/or tables
- Sports equipment
- Small items of equipment

Children must *always* be supervised when moving any equipment or item of furniture. Some items they will need to move may be heavy or awkward to handle. Children need to be shown how to lift and carry safely. This needs reinforcing on regular occasions.

### ***PE and Sports Equipment***

When using large apparatus, children must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and how many children are needed for moving each piece of equipment (this should include how to bend), for example netball posts – one child at each end.

### ***Furniture***

Chairs should be moved one at a time, and children must be shown how to carry them correctly. They may carry single chairs on their own. If a large number of chairs are needed then the Caretaker or teacher will supervise.

Tables need one child at each end, a child must not attempt to lift a table on his or her own. Canteen folding tables must not be set up or put away by pupils unless under adult supervision

Heavy objects may need at least two children per item as they are awkward to handle. Children need to be shown how to pick them up and put them down so that their fingers or feet are not trapped.

The PA system must only be moved and set up under adult supervision.

Small items of equipment include tape players, CD players, PE trolleys etc. These can be moved freely by the children.

Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

***Items Children Should Not Move*** (unless under Teacher Supervision)

- Computers – monitors can easily fall off trolleys, or wires get caught
- Piano – although on wheels, it can tip, and feet or fingers become trapped
- Cooker – to encourage children to lift an item which may still be hot may cause problems
- Paper cutters – sharp blade, can tip or slip.

***10.Security of the Premises***

The Principal and Caretaker are the designated key holders and are responsible for the security of the building..To gain admittance to the school all visitors must sound the Buzzer at the Front Door. All visitors must report to the Office

***Class teacher***

It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.

***Caretaker***

It is the responsibility of the Caretaker to check daily that:

- All locks and catches are in working order
- The emergency lighting is working
- The fire alarm has no faults.

Before leaving the premises, to check:

- All the windows are closed
- The doors are locked and secure
- All gates are locked

## ***Principal***

It is the responsibility of the Principal to perform the above functions in the absence of the Caretaker.

In addition, the Principal is responsible for the security of the premises during the school day.

All visitors are required to report to the Office.

Any parent or visitor is welcome in school but is asked to report to the office first.

These points must be adhered to, but in no way detract from the open door policy of the school.

## ***11. Contractors on Site***

- Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must either contact the Principal or Caretaker
- All contractors must report to the office. The Caretaker will then be informed of their arrival
- Contractors will work under close supervision of the Caretaker so as not to endanger the health and safety of children or adults in school
- Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms, or any areas used by adults or children
- No repairs or maintenance can be carried out in areas which children or adults are occupying, this includes cloakroom and toilet areas
- If contractors are working near the children's play areas, then all equipment and machinery must be cleared away during this time, and the contractors must leave the area

***All work will be monitored by the Caretaker and any concerns reported to the Principal, the contractor concerned and the appropriate department at the NEELB.***

***NB See sheet below to be given to contractors.***

## ***Guidance for Contractors on Site***

We have been recommended by the Health and Safety Inspector (NEELB) to ask you to refrain from:

- Smoking in the building or in the grounds as we are a no-smoking school
- Talking to the children (our children are asked not to talk to strangers)
- Moving vehicles when children are at play
- Working on or near the playgrounds when the children are at play
- Leaving equipment around
- Playing music during school hours

If you have any problems, please see the Principal or Caretaker.

POLICY – WRITTEN – April 07 (MLR)

Reviewed by Board of Governors  
in October 2009