

BELLAGHY PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

RATIONALE

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 with a particular emphasis on the Personal Development and Mutual Understanding area of the curriculum. Health and safety can be taught through themes and topics which may involve outside agencies such as the police, fire brigade, road safety officer etc. Health and Safety may also be taught through a health related topic such as the dangers of 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

We have the 'Be Wise, Be Kind, Be Good, Be True' rules in the Foundation Stage and the 'Ten Bees of Good Behaviour' in Key Stages One and Two. Our Storm Cloud / Sunshine system exists for safety reasons as well as for the promotion of positive behaviour.

The Caretaker, under the direction of the Principal and Governors, is responsible for ensuring that the building is safe and provides a healthy environment for all. The Caretaker strives to maintain a clean and tidy building and grounds. Any minor repairs or maintenance issues 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.

The Governors with responsibility for Health and Safety are Martin Clarke and Trevor Steele. The governors complete an annual walk around the school and report any minor maintenance issues to the Principal who then consults the Education Authority (NE

Region), if repairs are necessary.

GENERAL SAFETY ISSUES FOR STAFF

All teaching staff must keep their classroom tidy and organised.

As part of the PDMU curriculum, health and safety issues are addressed with the children as part of their teaching and learning in class.

Tissues must be provided in every classroom for children who are suffering from colds and coughs.

Staff must not overload electrical sockets.

Staff must ensure that there are no trailing electrical leads; if on the floor, they must be taped or a mat placed over them.

If a spill occurs anywhere in school, this must be cleaned up immediately and the wet floor sign positioned appropriately.

All potential trip hazards should be removed.

Staff members should not boil a kettle to provide hot water for mug shots, cup a soup etc. If a child wishes to take something like this for lunch, it must already be made up and in a flask.

Staff members must report any minor maintenance issues to the Principal who will then deal with them according to EA practice.

The school caretaker locks both front and back doors at 9am. Staff must ensure that these doors remain locked while children are in the building. A child must never release the door.

All visitors to the school must sign the Visitors' Book and wear a Visitor Badge.

SCHOOL TRIPS

For all outings, the following procedures must be followed:

- Staff must carry out risk assessments prior to the outing / trip.
- Written permission will be sought for all trips. The exceptions to this are outings to St John Bosco Primary School for cross community activities and outings within the village. One general consent slip is completed at the beginning of each

school year to cover these two types of outings. Telephone consent may be granted on the day of the trip in exceptional circumstances. A note detailing the date and time of this phone call must be noted and included with all consent forms.

- When walking through the village, children must wear high visibility vests.
- A First Aid kit and a change of clothes must be carried by a member of staff.
- A list of parent contact details must be carried by the lead member of staff
- A mobile phone must be carried by a member of staff.
- Staff must wear staff badges / lanyards if visiting a public place.
- The children go on a residential trip annually in conjunction with two other local primary schools.
- Staffing ratios must be maintained - 8 pupils – 1 adult. Additionally, where possible parents should be encouraged to join with us on school trips if deemed necessary.
- Parents who accompany the children must be on the school's register of volunteers and are therefore vetted according to the school's Child Protection Policy.
- The children must be counted before setting off (on the coach if used) and counting must be ongoing at regular intervals throughout the outing. If the group is broken up into sub-groups a designated person in charge must be assigned and that person is responsible for counting the children at regular intervals.
- Toilet facilities must be provided for the children at regular intervals.
- Where possible, food and drinks must be provided at similar times to those in school and additional drinks should be offered if the weather is warm or if energetic exercise is part of the day's activities.
- Meeting points must be pre-designated and times arranged when all the party should assemble. These must be strictly adhered to.

- Transport must be fully insured and on the NEELB's list of authorized carriers. The maximum seat capacity of the vehicle must not be exceeded. Seat belts must be worn.
- Some trips may require car transport. If this is the case, the driver must ensure he/she has insurance to carry pupils. Any parent driving children must be vetted in accordance with the school's Child Protection Policy.

A copy of the NEELB's document, 'EDUCATIONAL VISITS – Policy, Practice and Procedures' is available in school.

CRITICAL INCIDENT

We have procedures in place in the event of an emergency or critical incident in school. (See Critical Incident Policy)

RISK ASSESSMENTS

A risk assessment will be carried out before any school event or trip. There are generic risk assessments in place for Break time and Lunch time, 2 o'clock club, after school clubs, swimming, trips to St John Bosco PS and outings within the village of Bellaghy. (See Risk Assessment Folder)

SMOKING POLICY

- It is the policy of the Governing Body that our school is a non-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 in the building

PTA EVENTS

A Risk Assessment must be completed before all PTA events in school. All children must be supervised by their own parents at PTA events. If for example, the event is one where children are dropped off eg a disco, the PTA must provide adequate supervision. At least one teacher must be in attendance at PTA events.

SUPERVISION OF PUPILS

- **Morning Arrival**

Breakfast club starts at 8.15a.m. where the children are supervised by the Breakfast Club Supervisor. Those pupils not attending Breakfast Club are asked in the interests of Health and Safety not to arrive at school before 8.30a.m. Children who arrive in school between 8.30a.m. and 8.45a.m. will meet in a designated area. Teachers are in their classroom from 8.45 a.m.

- **Break-time Supervision**

Breaktime is from 10.45 a.m. - 11.00 a.m. (on Thursday 11.00 a.m. – 11.15a.m.) Each day there are two adults on duty. One of these adults must ascertain there are no dangers in the playground area ie broken glass before the children go outside. No child must go outside before at least one of the adults on duty. The adults on duty must maintain contact with the pupils throughout their period of duty, keeping all children within vision, where reasonably possible. The adults on duty are also responsible for pupils lining up after break-time and ensuring all pupils return safely to their class.

Staff on duty are solely responsible for the safety of the children and will be held accountable in cases of negligence of their duty.

- **Lunchtime Supervision**

At lunchtime, two supervisors ensure the safety and well being of the children. Children eating dinner do so in the school hall where one supervisor ensures order. Children taking lunch eat their lunch in the P1 and Foundation Stage classrooms where they are supervised by one of the lunchtime supervisors. The Principal or another member of staff will be in attendance from 12.15 – 12.25p.m. and walk between both areas. All children remain until they are finished their lunch or dinner. No child is allowed to leave the hall or classroom until 12.40pm when they will be accompanied to the playground by one of the supervisors. The other supervisor will supervise those who are completing their lunch / dinner. When the bell rings at 1.00p.m., the supervisors line up all pupils and bring them into class. Only at this time are the supervisors free to go.

Parents wishing pupils to remain indoors due to casual ailments must provide a note to cover a stipulated period eg 1,2 days etc. These children will remain in the cloak room area, where they are in view of the adults on duty. A selection of games, books and activities are available to these children.

- **Wet/Cold Break and Lunchtimes**

On very cold, windy or wet break and lunchtimes, children will remain indoors. Foundation Stage and Key Stage One children will watch a DVD in the Foundation Stage or Key Stage One classroom. Key Stage Two children have a selection of 'Rainy Day Games' to play with or DVD in their classroom. At break time staff on duty will move

between both rooms.

SAFETY AT PLAY

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

P7 Prefects will monitor the Playground Activities on offer.

Children 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.

Children are allowed to play in the tarmac area at the back of the school, within view of the adult on duty. On occasion, those who wish to play football can play in the back car park. An adult must accompany the football players.

The four access gates, two pedestrian and two vehicle gates must be closed at break time, lunch time and during 2 o'clock club.

Children should not run while eating.

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 who will follow the guidelines in the Positive Behaviour Policy.

During Play Based Learning, if the water tray is being used, the wet floor sign must be set up. All toys must be cleared away from the floor space

MINOR INJURIES AT BREAK TIME OR LUNCH TIME

Staff on duty will treat minor injuries but if a more serious injury is suspected the school First Aider, Mrs Torrens should be informed.

Parents will be informed of any significant bumps eg bump to the head, badly cut knee etc by way of a written note on our School Check Book System (see below)

SAFETY IN THE CLASSROOM

It is the responsibility of each class teacher to ensure the safety of their pupils during lessons. If a member of staff sees a potential hazard in the classroom, it must be reported immediately to the Principal. Staff will train pupils in appropriate behaviour and techniques for using potentially hazardous equipment e.g. scissors, saws, etc. At the beginning of each school year, each staff member will draw up their own classroom rules, in consultation with the pupils and remind pupils of these at the beginning of each term. These will be displayed for all pupils to see.

SAFETY FOR PE

For any physical activity ie PE, sports club, children change into appropriate clothing for both outside and inside activities. It is part of our school policy that children do not wear any form of jewellery in PE or sports clubs.

If earrings cannot be removed, children will have their ears taped. (See PE Policy and Jewellery Policy)

DISMISSAL OF CHILDREN AT HOME TIME

Each member of staff will bring their class in an orderly fashion to line up in the corridor at the front door of the school. Parents, grandparents, child minders etc must collect the child / children at the front door/inside school gate. A member of staff will call the names of children and they will be dismissed one by one into the hands of whoever is collecting them. Once a child has been dismissed into the care of the person collecting him/her, he/she becomes their responsibility. Parents must inform the school if someone different will collect their child.

EMERGENCY PROCEDURES

A practice evacuation of the building will be conducted termly.

Evacuation Procedure

As soon as the fire alarm sounds (continuous bell) 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 side of the football pitch, adjacent to the front gate.

Each teacher must check the toilets closest to her classroom on leaving the building. On no account is anyone allowed to delay the evacuation by collecting any personal belongings.

Exit routes for each classroom are displayed openly in each classroom.. If the normal exit is blocked for any reason then the nearest available exit should be used.

Staff Responsibilities

The register must be brought from each class. All teachers must check that all the children are present, then report to the Principal. Nobody is to go back into the building. If a child is missing, this information must be reported to the Principal.

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

All children must walk in and out of school in a sensible manner.

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 children and adults be able to re-enter the building

Lunchtime Fire Procedure

- On hearing the fire bell, the Supervisor on duty in the playground will gather all children together away from the building and ensure no child re-enters the building
- Staff members will assist with the evacuation of children inside the building

ADMINISTRATION OF MEDICATION IN SCHOOL - See separate policy

HEALTH CHECKS

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

POLICY ON FIRST AID IN SCHOOL

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Minor incidents

The qualified first aider is Mrs Torrens. She attends training once every three years.

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.

At lunchtimes minor first aid is administered by one of the supervisors

If an accident occurs in the playground and first aid is required, one of the members of staff on duty must send the child to the staff room where the first aider will examine the child.

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

Safety/HIV Protection

Staff must wear disposable gloves when treating any accidents/incidents which involve body fluids. All waste (wipes, pads, paper towels etc.) is 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

If the First Aider has treated a child, a note is made using the School Check Book System and a copy is sent home with the child.

More serious accidents are recorded in the school's Accident Book.

(See below)

First Aid Box

The First Aid Box is located in the school office.

It contains:

- Scissors

- Bandages

- Plasters, single and strip

- Sterile water

- Sterile gauze

- Disposable gloves

Person Responsible for Supplies

Mrs Torrens 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 her if the supplies in any of the first aid boxes are running low.

Allergies/Long Term Illness

A record is kept in the Office 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.

First Aid Training

First aid courses when available are advertised and all staff are welcome to attend.

ACCIDENTS

Accidents fall into four categories:

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

Fatal or serious injury

One member of staff dials 999 and requests ambulance support. This member of staff must be prepared to tell exact location and nature of the illness or accident. Another member of staff remains with the injured person. Due to the proximity of Bellaghy Health Centre, an adult may seek professional help from there. An adult must remain with the injured person at all times if possible. If the accident involves a child, the parent must be contacted. If the accident involves a member of staff, the next of kin must be contacted.

Bellaghy Health Centre – 79386228

Doctor available – 8.30a.m. – 6.00p.m. – Monday - Friday

Accidents in the first two categories should be reported immediately to the Education Authority (NE Region) and staff there will advise on procedure.

Education Authority (NE Region) County Hall Ballymena (Legal Department) Tel : 25653333

Other accidents

These are the accidents which more commonly occur in school.

Procedure to follow:

- Minor cuts and grazes are recorded in the School Check Book system
- For a more serious accident ie bump on the head, a fall causing swelling of a body part, the relevant section in the Accident Book needs to be completed
- If a child has a bump on the head or there is a concern over the injury, a parent must be contacted
- If a child is taken to hospital as a result of an accident in school, the relevant Accident Form and other documentation must be copied and sent to Education Authority (NE Region).

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, the Education Authority 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 the Education Authority (NE Region) 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 the Education Authority (NE Region) within seven days of the accident.

Pupil Accidents

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 pupils occurring on school trips or controlled activities off the school site (such as field trips, sporting events or holidays in the UK) must be reported to the Education Authority (NE Region)

Useful Telephone numbers –

Bellaghy Health Centre – 79386228

Mid-Ulster Hospital Minor Injuries – 79631031

Antrim Area Hospital Emergency Department – 94424000

ALSO SEE - CRITICAL INCIDENT POLICY

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. Parents should not drive into the staff car park at the front of the school in case of the need for an emergency vehicle.

POLICY ON THE MOVING OF FURNITURE

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 football posts, benches – 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, Music, ipad trolleys etc. These can be moved freely by the children.

Staff must ensure that 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

- Desk top Computers
- Piano

SECURITY OF THE PREMISES

The Principal, Caretaker and Mrs Torrens 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 sign the Visitors' Book. If the visitor will be moving around the building unsupervised by a member of staff, he/she must wear a visitor's lanyard.

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, the caretaker must 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 sign the Visitors' Book, report to the Office, where they will be given an appropriate lanyard.

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

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 and sign the Visitors' Book and wear a 'Visitor' Lanyard. If the Caretaker is present, she will then be informed of their arrival.
- Contractors must consult the Asbestos Register
- Contractors will work under close supervision of the Caretaker if possible, 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 Education Authority (North Eastern Region).

GUIDANCE FOR CONTRACTORS ON SITE

We have been recommended by the Health and Safety Inspector (EA – NE Region) to ask contractors 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

Questions or queries should be discussed with the Principal or Caretaker.

LINKS TO OTHER POLICIES

Positive Behaviour Policy
Supervision of Children Policy
Critical Incident Policy
Pastoral Care Policy
Child Protection Policy
Administering of Medicine Policy
Jewellery Policy
Educational Trips Policy
Car Parking Policy
Trips Policy
Road Safety Policy
PE Policy

Policy reviewed – March 2018 - MLR