



HEALTH AND SAFETY POLICY

Governors have a statutory responsibility under the Health and Safety at Work (N.I.) Order 1978 for ensuring that the Board's Safety Policy is both understood and implemented in schools/colleges under their control.

It is the policy of the Board of Governors of this school to ensure, so far as is reasonable practicable, that staff and pupils are provided with safe and healthy conditions; and to encourage a safety culture within the school. To assist in achieving these aims the Governors adopt the Southern Education and Library Board Safety Policy and the School Emergency Guidelines (Jan 2004).

The Environment

The school will:

- Provide a safe and healthy working/teaching/learning environment.
- Provide safe systems of working to ensure, as far as is reasonable practicable, the health and safety of all staff / pupils.
- Provide safe resources and equipment.
- Provide safe storage of dangerous materials and substances.
- Establish, practise and maintain effective emergency evacuation procedures.
- Provide adequate information and training on Health and Safety at work and fire prevention and ensure that all staff, volunteers, pupils and visitors follow the safety procedures of the school.
- Display Health and Safety notices in the hallway, kitchen and classrooms of the school.
- Monitor and review the effectiveness of Health and Safety measures on a regular basis.
- Provide security and safety for children and staff by using the door monitor/locking device at all times.
- Provide safety with the use of the security system, smoke alarms, fire alarms and fire fighting equipment.

**The school's Health and Safety Co-ordinator is
Mrs Joanne Lockhart**

Safety Checks

- Floors in the bathrooms and classrooms will be regularly checked and maintained.
- Electrical sockets and power points in the classroom will be covered at all times.
- Large equipment should always be erected with great care and checked regularly. Damaged items should be repaired immediately or discarded.
- Sand/water trays should be cleaned regularly.
- The sand should be sieved or replaced.
- All play materials are washed as required (at least annually) with the appropriate cleaning equipment as advised by the EA.
- All equipment, including clothes for dressing up, etc., should be washed or cleaned regularly.
- All kitchen equipment should be thoroughly cleaned on a regular basis.
- Testing of portable electrical equipment will take place annually by an external agency as recommended by the EA.

Parental Responsibility

- At all times, children should be accompanied to and from school by a responsible adult who must leave and collect their child from the classroom.
- Children must be collected punctually at the end of class.
- At no time should a child be left *unattended* in either the hallway or the classroom. A child should not be left in the classroom before class begins and a member of staff is present.
- Children should be taken by the hand when leaving the premises and at all times when in the school grounds. At *no time* should they be allowed to play or run in the car park or on the banks surrounding the school.
- Suitable footwear, as recommended by the school, should be worn at all times.
- Long coats, skirts, dresses, necklaces, bracelets and rings should not be worn as they are dangerous when the children are climbing or using the outdoor equipment. Coats with long ties should have these removed as they too present a safety hazard when climbing and playing outdoors.
- Only stud earrings are permitted in school.
- Parents must keep the school informed of any changes in personal circumstances, i.e. change of address, telephone numbers, childminding arrangements and medical conditions.

Parents will be made aware of the school's safety precautions with regard to the safe arrival and departure of children at a meeting in May, prior to their child being enrolled at the school.

PERSONAL SAFETY

Supervision

- There is an adult / pupil ratio in the school of 2:26.
- At no time will any child be left unsupervised, in any area of the premises.
- Some activities, such as cookery, woodwork, scissor work and outdoor climbing, will require particularly close and constant supervision.
- Children should not be allowed unsupervised access to the hallway, staff kitchen and all stores.

Personal Hygiene

Children are encouraged to wash their hands after using the toilet and before snack/dinner. (See Toilet Routine)

Incidences of head lice will be reported to parents by letter so that they may check their own child's hair. Parents are asked to check their child's head regularly and to report any outbreaks of head lice to the school as possible.

Snack and Dinner

- Children are encouraged to sit at the table during dinner and at snack, and should not stand while eating food.
- The preparation of snack will take place in the kitchen, or with the children at the baking area.
- All surfaces coming into contact with food will be kept clean and in good repair.
- Tables used for food and drink should be cleaned before and after use and floors swept when necessary.
- Any fresh fruits or vegetable should be thoroughly washed before use.
- Adults drinking hot drinks should at all times do so at the snack table and should at no time be involved in play activities while drinking.
- Hot drinks should never be left unattended.
- No child should be left alone while eating.
- Tea towels, dishcloths, mops etc for use by the children should be kept scrupulously clean and washed / changed daily.
- Tumblers used for the children's snack are washed each day in the dishwasher.

Sun cream and Sunhats

It is our School policy that Parents have the responsibility to put sun cream on their children prior to coming to School.

Weather permitting, children must wear school sunhats during Outdoor Play, School Trips, or their own 'legionnaire style' hat.

Fire Safety

- Fire exits will be open at all times and access to them will be kept clear.
- The main entrance, is locked throughout the day to ensure the safety of children and property. Parents and visitors to the school may enter the building by ringing the bell for attention.
- Fire drills will be practised regularly, at least once a term and an evaluation written. This will be recorded.
- Written fire / evacuation procedures are displayed in the hallway and each classroom.
- Procedures, in the case of fire, will be known by all members of staff. (See Fire / Evacuation Policy)
- All staff will be trained in the use of fire fighting equipment.
- Fire alarms, smoke alarms and equipment will be tested.

Smoking

The school building is a no smoking environment and all visitors to the school will be made aware of this. (See No Smoking Policy)

Cleaning Materials and Substances

All potentially dangerous products, including cleaning materials will be stored out of children's reach or in a locked store cupboard. All such products will be clearly marked. Classroom bins will be emptied daily.

Deliveries to School Meals Kitchen

All deliveries to the school meals kitchen must be made at the side entrance and not through the main entrance.

It is the responsibility of the Health and Safety Co-ordinator, Mrs Joanne Lockhart, to make regular checks of the building and procedures and to report these to the Principal who will inform the relevant department, EA and members of the Board of Governors when necessary. (The risk assessment of the building is included.)

An inspection of the building and procedures will be carried out annually by the Board of Governors and a report submitted to the EA. This policy and the way in which it has operated will also be reviewed annually.

Reviewed and adopted by the Board of Governors _____ 2018.

First Aid

It is the responsibility of the Health and Safety Co-ordinator, Mrs Joanne Lockhart, to maintain the first aid box and she should ensure that it is regularly checked. Updated training should be provided every 3 years for the Health and Safety Co-ordinator. It is the responsibility of the Health and Safety Co-ordinator to deal with urgent cases; however two other members of staff also have the "First Aid at Work" certificate. A record should be kept of any first aid administered. The **Incident Report Book** should be used for this purpose. Plasters should only be applied if absolutely necessary and if the parents have signed the consent form.

Medication

- It is the policy of the Education Authority that no medicines are given by staff, and children who require medication should be kept at home.
- However records are kept of children with particular medical conditions and all staff are aware of these. Parents will have discussed medical issues with Mrs Porter prior to their child starting school. If training is required, for example, to administer medicine, all staff will attend relevant training. Parents will have agreed and signed appropriate action to be taken if a medical problem should arise.
- If the children require medication such as ventolin/inhaler this would include the parent completing the 'Permission to Administer Medicine' form. These details would be filed.
- If a child requires medicine the 'Permission to Administer Medicine' form would be followed and details completed by staff.
- In the case of asthmatic children or those requiring an epi-pen medication may be safely stored in School (on the emergency shelf) in the Principal's Office.

Accidents

Parents are informed of all accidents which take place in the setting. All accidents are recorded in the 'Incident Report Book' and if required the EA Incident Report form filled in and forwarded to headquarters.

Parents/guardians are informed of the incident upon receipt of a copy of the relevant page of the Incident Report Book pertaining to their child and in certain situations such as a bump on the head, a follow-up conversation or phonecall. The school keeps a carbon copy of this information. Parents are asked to sign the Incident Report Form if it is to be forwarded to the EA. In the event of an emergency, the school will contact the parent or first name on the emergency telephone list. These are compiled for all classes and

available in the class files, and in a file on the 'Emergency Shelf' in the Principal's Office. If the school is unable to contact anyone, a member of staff will:

- a) dial the emergency services/await the arrival of an ambulance, accompany the child to hospital and await the arrival of a parent/carer, or
- b) accompany the child to Banbridge Health Centre for treatment and await the arrival of a parent/carer – on this occasion Mrs Porter will drive the child and a member of staff or a member of staff will accompany the child in a taxi.

Contact numbers for parents and carers will be held by the Health and Safety Co-ordinator, Mrs Joanne Lockhart and Mrs Porter in the Principal's Office.

School Trips and Outings

- All school trips will have clear objectives and will have been approved by the Board of Governors.
- All trips will have had a risk assessment completed prior to the journey. At least one member of staff will have visited the area.
- After a trip there will be a discussion with staff and written evaluation.
- All “Bodies” (The EA, Board of Governors, staff and parents) will be aware of their major responsibilities, ref (EA, Guidance on Educational Visits page 9 – 12). For example all parents must:-
 - Read the information about the particular trip
 - Sign the consent forms
 - Inform the school about medical issues
 - Clothe the children appropriately for the particular trip, for example, wellies & warm clothes for outdoors /sun cream prior to coming to school in summer.
- **Accompanying parents** will have received written information “Guidance for Parent Helpers” about the trip (objectives, organization, and their role) prior to the journey. They no longer need to be vetted if they are providing support under the constant supervision of school staff. Parents are not permitted to be alone with any child other than their own nor will they be permitted to accompany children from other families to the toilet.
- **Children** will have discussed how they behave on a trip and agreed on rules – holding hands, walking, listening to a grown up.
 - ❖ They will be aware of where they are going and what they will be doing.
 - ❖ Pupils will wear school high visibility jackets on all journeys outside the school gates and sun hats if necessary.
 - ❖ Pupils will have had experience of school walks inside the school grounds prior to walking into the town or going on a bus.
- All school trips will be staffed by an appropriate number of adults (at most 3 children to every adult) depending on risk assessment. Also taking into account that a parent/teacher may have to leave the group for an emergency. It is the responsibility of Mrs Porter to determine supervision ratios that will as far as possible ensure the safety of the group at all times.
- Mrs Lockhart is to ensure that the first aid kit, mobile phones (one for each bus, in the case of long distance trips), tissues, spare clothes, emergency contact numbers, medical/dietary records and medication for individual children (where necessary) are brought on the outing and carried at all times PLUS a sum of petty cash for unexpected costs.

- **All** staff should be aware of medical/dietary and/or special educational needs and appropriate arrangements made. Parents of such children – if possible should accompany them.
- A mobile phone should be taken on all trips out of the school building.
- All supervising adults should be aware of emergency procedures (EA Guidance on Educational Visits - page 20).
- In the event of an emergency Mrs Porter will be informed. The school will contact the parent or first name on the emergency telephone list. If the school is unable to contact anyone, a member of staff will dial the emergency services / await the arrival of an ambulance, accompany the child to hospital and await the arrival of a parent/carer.
- In the event of a serious incident Mrs Porter must be contacted. Records must be written and kept. The EA must be informed.