

St. Patrick's P.S Mullanaska



Health and Safety Policy

**Co-ordinator
Mrs Aine Toal**

**Date of Policy
September 2016**

POLICY FOR HEALTH AND SAFETY

Aim

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

This care 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

For children, good safety habits are taught as part of the whole curriculum. This can be through topics, for instance, a safe place to play that 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.

Children are encouraged to develop healthy habits through good health and hygiene routines, for example regular exercise or care of themselves, personal hygiene etc.

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.

- In the classroom
- When using equipment e.g. scissors, tools, PE apparatus
- When moving around school
- When carrying out investigations e.g. mini-beasts, pollution, litter studies
- When on educational visits

For any physical activity, children wear suitable clothing. They are expected to wear slippers or trainers for physical activities indoors and appropriate footwear e.g. Football boots for outdoor sports. It is part of our school policy that the wearing of jewellery is discouraged, for safety reasons.

We have a limited number of school rules, which are for safety reasons, such as walking round school, playing in sight of an adult, care of property etc.

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 taken.

We have set procedures in case of an emergency in school, such as a fire/bomb alert when the building needs to be evacuated. These drills are carried out regularly. All staff and children are familiar with these procedures, and know their own exit route, place of assembly and roll call procedure. Written copies of these procedures are kept in a prominent place in each classroom.

All children are taught to take care of themselves and each other, but in a school environment, accidents do occur. Most accidents in school are minor and can be dealt with by any member of staff. A fully equipped first aid box is kept in the staff room. Accident report forms can be obtained from the secretary. First aid boxes can be obtained from Mrs Farrell. 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 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/staff. The caretaker and cleaners 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. The caretaker or Principal report repairs and maintenance which are the responsibility of WELB to the Board's maintenance Officer. Any equipment/hazardous substance is kept locked away from the children. All equipment is to British Standards and is maintained regularly.

Fire Drill / Emergency Evacuation

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. Details of the exit routes and assembly points can be found in each classroom. The secretary will bring the register to each class.

Each teacher will check his/her register to ensure that all the children are present. The principal will check with each class teacher that all pupils are accounted for.

Nobody is to go back into school. If a child is missing it must be reported to Dr L O'Neill (Principal). The principal will inform the teachers when it is safe to go back into school.

Teachers will make sure that children walk in and out of school sensibly, and line up quietly.

If the designated exit is blocked for any reason the class teacher will lead the children to the nearest available exit.

Lunchtime Fire Procedure

- All staff members on duty in the playground shall on hearing the fire alarm gather all children together away from the building and ensure no child re-enters the building
- Staff members on duty in the dining area shall evacuate from the building and ensure on the way out that any toilets are evacuated
- Staff members in classrooms where children are still present shall evacuate all children from the building and ensure on the way out that any toilets are vacated.
- The Principal and Vice Principal will ensure, as far as it is reasonably practicable, that the rest of the building is vacated.

Smoking Policy

- It is the policy of the Board of Governors that this 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.

Car Parking

Car parking is a matter of concern as it is a hazard for those who use the school. 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. In particular, the road markings near the school crossing should be observed at all times. Likewise, within the school grounds 'No Parking' signs should be observed and parents should use the parking bays outside the main gates when dropping off or collecting children.

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 will be shown how to lift and carry safely. This will be reinforced on regular occasions.

PE and Sports Equipment

When using large apparatus, children will 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 no more than 3 at a time, and children will be shown how to carry them correctly. If large numbers of chairs are being moved then the caretaker will supervise.

Tables need one child at each end; a child must not attempt to lift a table on his or her own.

Small items of equipment including tape players PE trolleys which the children can move freely.

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

- Computers – monitors can easily fall off trolleys, or wires get caught
- Piano – although on wheels, it can tip, and feet or fingers become trapped
- Other heavy or fragile items

Security of the Premises

The Principal, Caretaker and Assistant Supervisor are the designated key holders and are responsible for the security of the building.

Class Teacher

It is the responsibility of the class teacher to make sure that the equipment is 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
- All lighting is working
- The fire alarms have no faults
- The security system is working properly

Before leaving the premises, to check:

- All the windows are closed
- The doors are locked and secure
- The security alarm is set
- The Gates are locked
- The Bins are secured

Principal/Vice Principal

It is the responsibility of the Principal or vice 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. Secure locks will be provided by the WELB for all exit doors. When in place visitors are required to enter/exit by the main entrance

-Parents and visitors

-All visitors are required to report to the General Office.

All parents and other adults are requested, when bringing children to school, or collecting them afterwards, to walk round the outside of the premises so that children are able to enter or exit the school by the correct door.

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.

Outside Bodies requesting the use of the School.

Any outside bodies requesting the use of the school are to follow the following requests and procedures.

- Apply in writing to the Board of Governors for the use of the school premises.
- Produce a copy of their own insurance.
- Produce their Child Protection policy.

The Board of Governors will then respond in terms of granting/not granting the request. They will also clarify insurance and Child Protection policy.

Contractors on Site

- All contractors must report to the general office. The caretaker and principal 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
- Areas where repairs or maintenance are being carried out in should be cordoned off so that children and adults are safe
- If contractors are working near the children's play areas, then all equipment and machinery must be kept a safe distance from the children
- When the grounds Men are spraying children should be kept in doors.
- When the grass is being cut the children should not be outside at the same time.

The caretaker will monitor all work and any concerns reported to the Principal, the contractor concerned and the appropriate department art WELB.

Heating

Temperatures in the school should be maintained at the recommended levels i.e.

- | | |
|-----------------|------|
| • Classrooms | 18 C |
| • Assembly Hall | 15 C |
| • Corridor | 16 C |

The caretaker is charged with seeing these are observed and thermometers are located around the school to ensure that these can be checked. An authorised plumber inspects these yearly. Teachers should keep a check on classroom and water temperature and report any problems to the caretaker.

Lighting

The caretaker is charged with ensuring all lights are functioning. He will replace all fused bulbs –internal and external. WELB are responsible for ensuring that lighting is sufficient. Emergency and security lighting systems are maintained by an approved electrician in accordance with Fermanagh District Council regulations and an up to date entertainment licence is kept. Teachers report any problems to the caretaker and principal.

Ventilation

As the school does not teach science at secondary level no specialised ventilation systems are found at this location except in the PE store where large PE mats are kept. The ventilators, are inspected yearly by the Health and Safety officer from an authorised body, and termly by the Principal. Teachers opening windows when they deem it appropriate to provide another form of ventilation.

Policy on the Use of Hazardous Substances in School

All substances that may be hazardous are kept in a locked store. Items teachers may have in classrooms will be kept in a locked cupboard or beyond the reach of children. Any staff ordering chemicals must only order those covered by the COSHH register. Any member of staff using chemicals must:

- Check the substance against the COSHH register
- Follow procedures laid down for use
- Be aware of procedures for avoiding exposure and for control
- Inform the Principal or Vice Principal of any difficulties

Policy on the Administration of medicines during School Hours

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

These requests fall into 2 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.

For casual ailments it is often possible for doses of medication to be given outside school hours. These parents should try to arrange to do.

If it is unavoidable that a child has to take medicine in school for treatment for an 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.

For the school to agree to assist in medication in exceptional circumstances:

- 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 :
 - The name of the medicine
 - The dosage
 - 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.

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, emergency contact numbers must be given where an adult is available at all times.

Policy on First Aid in School

All teaching staff are responsible for dealing with minor incidents requiring first aid.

During lesson time the class teacher administers first aid. If an accident occurs in the playground and first aid is required, then one of the staff on duty in the playground should bring the child to the staff room.

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

The qualified first aid administrators are:

Dr Louise O'Neill

Mrs Aine Toal

All Staff qualified in First Aid

Safety

Always wear disposable gloves when treating any accidents/incidents, which involve body fluids. Make sure any waste (wipes, pads, paper towels etc) are disposed of properly. 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 the incident book. More serious accidents must be recorded on an Accident Report Form. A copy of this form is available from the Principal's office. All details need to be filled in, including any treatment given. All completed forms are forwarded to the WELB.

First Aid Boxes

Location – Staffroom

A Green Cross marks the location.

Contents

- Scissors
- Antiseptic cream
- Bandages
- Plasters, single and strip
- Cotton Wool
- Sterile Gauze
- Disposable gloves
- Salt
- Vinegar
- Slings

Person Responsible for Supplies

Mrs A Toal is responsible for ensuring that the contents of the first aid boxes are replenished on a regular basis. 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 secretary's 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.

Employee Accidents

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

Any accident to an employee should be reported to the WELB using the appropriate form. A supply of these is kept in the Principal's office.

MONITORING AND REVIEW

This policy will be monitored and reviewed by the Principal every two years or more often as necessary.

Principal.....

Chair of Board of Governors.....

Date.....