



Health and Safety Policy

January 2018

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, Governors, parents and the community. Health and safety is everyone's responsibility.

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

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 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.

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

A positive policy for healthy eating is maintained at school.

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. a river, pollution, soil studies
- When on educational visits

For any physical activity, children change into shorts and T shirts. They are expected to have suitable footwear for indoor activities for better grip, and to wear trainers for outside activities. It is part of our school policy that children do not wear any form of jewellery, 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 on duty, 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.

Risk assessments are carried out only when there is significant or unusual risk over and above normal school activity. Where risk is high we will endeavor to identify and put in place reasonable control measures.

We have a 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 regularly. All staff and children are familiar with these procedures, and know their own exit route, place of assembly and roll call procedure.

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 designated areas.

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 and cleaning employees maintain a clean and tidy building and grounds. 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.

Fire Drill

PERSON IN CHARGE – Anthony Bradley, PRINCIPAL

DEPUTY – Richard Thompson, CARETAKER

FIRE ALARM IS A CONTINUOUS RINGING OF THE SCHOOL BELL

THE ADMINISTRATIVE OFFICER (MRS McELDUFF) OR BURSAR (MRS KENWELL) IS RESPONSIBLE FOR RINGING EMERGENCY SERVICES

ASSEMBLY POINT IS THE UPPER SCHOOL YARD

Emergency Procedures

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 or safest exit.

Persons in charge of classes will take up their registers and marshal their classes in an orderly fashion to the assembly point by the safest exit route- **CLOSE ALL DOORS AS YOU LEAVE.**

Nobody should attempt to operate fire extinguishers unless trained to do so. (See training record)

We mainly have water and foam extinguishers. These are checked on an annual basis and a certificate of conformity issued by CHUBB.

On evacuation we take registers at our assembly point, and check that all the children are present.

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

Classes may go back inside the building once the Principal has declared that the drill is complete.

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

If our normal exit is blocked for any reason then we use the nearest available exit. All exits are clearly marked.

Lunchtime Fire Procedure

- All Supervisors 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
- Principal/Vice-Principal and Supervisory staff on duty in the dining area shall evacuate all children from the building and ensure on the way out that any toilets are vacated
- Teachers in classrooms where children are unwell or finishing work shall evacuate all children from the building and ensure on the way out that any toilets are vacated
- The Principal or Vice-Principal will ensure, as far as it is reasonably practicable, that the rest of the building is vacated

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 permission be given to enable children and adults to re-enter the premises

If the alert is a practice, then the fire brigade and police will not be informed.

Smoking Policy

- Omagh Integrated Primary School and Nursery 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 displayed around the building

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.

Where there is provision for disabled parking, only orange badge holders should use these spaces. At no time should the space reserved for school transport be obstructed.

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. The P.E. curriculum leader is Mrs. Duddy.

Furniture

Chairs should be moved one or two 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 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 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

Computers – monitors can easily fall off trolleys, or wires get caught.

Televisions.

Items that are too heavy or too big.

Security of the Premises

The caretaker is responsible for securing the premises. In his absence the Principal will make the necessary arrangements to have the premises secured.

Class teacher

It is the responsibility of the class teacher to make sure that their classroom is secure 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

Before leaving the premises, to check:

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

Principal

- It is the responsibility of the Principal to ensure the above functions are carried out 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 General Office.
- Any parent or visitor is welcome in school but is required to report to the office if they enter the school during the day. EVERYONE must be aware of the potential risk of unknown strangers.
- 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 the bursar. They must sign and agree to the Code of Conduct for our school. There must be an approved Method Statement and Risk Assessment.
- All contractors must report to the general office. The Principal will then be informed of their arrival
- Contractors will work under close supervision 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 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.

Board of Governors

- The Board of Governors has overall responsibility for Health and Safety, however it delegates the daily management and operational duties to the Principal
- Health and Safety Sub Committee will report to the Full Board of Governors on issues which require attention following an annual inspection of the premises.

Policies which link closely to this policy include:

Administration of Medicines during School Hours

First Aid

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 on the appropriate pro-forma and left for the Principal who will review all incidents and file. Thereafter the records are available from the Principal.

Allergies/Long Term Illness

A record is kept in the Staff Room of any child's allergy to any form of medication (if notified by the parent) any long term illness, for example allergies, and details on any child whose health might give cause for concern. Care plans and medications are kept in the pupils' classroom, with a copy in the staff room and another in the Principal's office.

Accidents

Accidents fall into four categories:

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

All accidents should be reported immediately.

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 report for minor injuries (including all bumps on the head)
- If a child has a bump on the head you must contact the parent/guardian.

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 Inspectorate 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.

Employee Accidents

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

All accidents should be reported as soon as possible to the Principal. There is an accident book for employees kept in the bursar's office.

And finally..... much Health and Safety is common sense.

If it's faulty - report it.

If it's too heavy – don't lift it.

If it's a trip hazard – move it.

If it's an exit – don't block it.

If there's an accident – report it.

If there's doubt – ASK.

School Insurer

H.A. Leslie & Co
5 Crescent Gardens
Belfast
BT7 1NS
028 9032 3855

School Solicitor

Mrs Pauline McKenna
McKenna, Laverty & Co
10 Georges Street
Omagh
028 8224 6048

Chair of Governors

Mrs. Pauline Mc Kenna

Health and Safety Governors

Mr Stephen Kee

Principal

Mr Anthony Bradley

Caretaker

Mr Richard Thompson

Health and Safety Executive

Health & Safety at Work Act 1974

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985

REPORT OF AN INJURY OR DANGEROUS OCCURRENCE -

GUIDANCE NOTES ON COMPLETING FORM F2508 (rev 1/86)

1. GENERAL

Please use this form for making reports to the enforcing authority about events covered by Regulation 3 or 6 of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985.

If you do not know who the appropriate enforcing authority is, then send the form to the nearest office of the Health and Safety Executive (HSE). They will pass it on if necessary.

If you are unsure of the address of the nearest HSE office and it is not listed in the local telephone directory, you may find out by telephoning the HSE enquiry point on 0151 951 4381.

2. SUBJECT OF REPORT

The tick boxes in Section A cover the different kinds of event which must be reported under Regulations 3 and 6.

BOX 1

Tick this box if someone has died as a result of an accident arising out of or in connection with work.

BOX 2

Tick this box if someone has suffered one of the following major injuries or conditions as a result of an accident arising out of or in connection with work:

- acute illness requiring medical treatment where there is a reason to believe that this resulted from exposure to a pathogen or infected material;
- any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours.

BOX 3

Tick this box if an employee of yours, a person to whom you are providing training for employment, or a self-employed person working in premises under your control (or you, if you are a self-employed person in your own premises) received an 'over-3-day' injury at work, ie an injury which was not one of those listed above, but resulted in incapacity for work for more than 3 days.

BOX 4

Tick this box if there has been one of the dangerous occurrences listed overleaf. If a reportable injury was caused you should also tick box 1, 2 or 3, whichever is appropriate

BOX 5

Tick this box if you are a supplier of flammable gas through a fixed pipe system or a filler, importer or supplier of LPG in a refillable container and you are reporting a fatal injury or one of those listed above, which arose from an incident involving that gas (but not if the incident was connected with a work activity).

BOX 6

- fracture of the skull, spine or pelvis;
- fracture of any bone:
 - in the arm or wrist, but not a bone in the hand; or in the leg or ankle, but not a bone in the foot;
- amputation of:
 - a hand or foot; or
 - a finger, thumb or toe, or any part thereof if the joint or bone is completely severed;
- the loss of sight of an eye, a penetrating injury to an eye, or a chemical or hot metal burn to an eye;
- either injury (including burns) requiring immediate medical treatment, or loss of consciousness, resulting in either case from an electric shock from any electrical circuit or equipment, whether or not due to direct contact;
- loss of consciousness resulting from lack of oxygen;
- decompression sickness (unless suffered during an operation to which the Diving Operations at Work Regulations 1981 apply) requiring immediate medical treatment;
- either acute illness requiring medical treatment, or loss of consciousness, resulting in either case from the absorption of any substance by inhalation, ingestion or through the skin;

4. DATE, TIME AND PLACE

In addition to entering the date, time and address where the reportable event happened (if different from that of the person making the report), you are asked to state:

- precisely where on the premises or site the event happened, for example foundry, storeroom, canteen, hospital laundry, grain store, etc and
- what type of work activity is normally carried out there (or was being carried out at the time) as part of your business or undertaking, if not already clear from your description of the place.

Tick this box if you are a supplier of flammable gas through a fixed pipe system and you have found out that a connected gas fitting in a user's premises is or has been faulty and dangerous in one of the ways specified by the Regulations.

3. PERSON OR ORGANISATION MAKING THE REPORT

Just who must report the events covered by boxes 1–4 in Section A depends upon the circumstances and upon who, if anyone, is killed or injured. The onus to report might be placed on, for example: the employer of an injured person; a self-employed person; someone in control of premises where work is carried on; or someone who provides training for employment. Detailed guidance on this can be found in HSE booklet HS(R)23.

6. KIND OF ACCIDENT

If the accident involved a sequence of two or more of the events listed here, then tick the box for the one which happened first (only one box should be ticked in this action).

If the accident did not involve any of these as the primary event, then tick box 15 and give as much detail about the accident as you can in section H of the form, after you have completed Section F.

7. AGENT(S) INVOLVED

Having classified the kind of accident in Section E of the form, you are asked here to

5. THE INJURED PERSON

A few examples may help to show what is needed in the 'employment status' and 'trade, occupation or job title' parts of this section, if the injured person was:

(a) a plumber employed by you: then you would tick box 10 and write 'plumber' in the space provided for trade, occupation etc;

(b) a self-employed plumber: then you would tick box 11 and write 'plumber';

(c) an employee of yours receiving formal training in plumbing either as a YTS trainee or as an apprentice: then you would tick box 10 and either box 12 or 13 as appropriate and write 'plumber';

(d) a YTS trainee in joinery: then you would tick box 13 and write 'joinery'

(e) a school pupil, college student, patient in hospital or customer in a shop: then you would tick box 14 and write 'pupil', 'student', 'patient' or 'customer' in the space provided for trade, occupation etc.

describe just what thing or hazard was actually involved – the principal agent or factor.

You should do this firstly by indicating which of the listed broad categories the agent fits into and secondly, by describing it more precisely in writing – giving its name, type and/or purpose.

You can tick more than one box if more than one of the listed agents was involved – a written description of each should be given. Tick box 17 if none of the other boxes cover the accident which you are reporting.

Example: If the reported injury is a burn arising from an accident involving the ignition of a flammable liquid escaping from a fractured pipe in a chemical plant, then you should tick box 11 in Section E and boxes 5 and 6 in Section F and your written description in Section F should refer to the pipe and its use and to the flammable substance involved.

Health and Safety Executive

Health and Safety at Work etc Act 1974

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985

Report of an injury or dangerous occurrence

- Full notes to help you complete this form are attached.
- This form is to be used to make a report to the enforcing authority under the requirements of Regulations 3 or 6.
- Completing and signing this form does not constitute an admission of liability of any kind, either by the person making the report or any other person.
- If more than one person was injured as a result of an accident, please complete a separate form for each person.

A Subject of report (tick appropriate box or boxes) – *see note 2*

Fatality 1 Specified major injury or condition 2 'Over three day' injury 3 Dangerous occurrence 4

Flammable gas incident (fatality or major injury or condition) 5 Dangerous gas fitting 6

B Person or organisation making report (ie person obliged to report under the Regulations) – *see note 3*

Name and address

Nature of trade, business or undertaking

If in construction industry, state the total number of your employees

Post code

and indicate the role of your company on site (*tick box*)

Name and telephone no. of person to contact

Main site contractor

Sub contractor Other

7

8

9

If in farming, are you reporting an injury to a member of your family? (*tick box*) Yes No

C Date, time and place of accident, dangerous occurrence or flammable gas incident – *see note 4*

Date

Time

Give the name and address if different from above

where on the premises or site?

and normal activity carried on there

D The injured person – *see note 5*

Full name and address

Age Sex Status (*tick box*) Employee 10 Self employed 11

Trainee (YTS) 12 Trainee(other) 13 Any other person 14

Trade, occupation or job title

Nature of injury or condition and the part of the body affected

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CODE OF CONDUCT

(Visitors & Other Professionals)

- All visitors must report to the school office where the administrative officer (secretary) will ask you to sign the visitor's book and notify the necessary staff that you have arrived.
- If our staff do not know you or cannot vouch for you, you will be asked for identification.
- If you are on school premises in a professional capacity we ask that all professional documentation is presented to the school bursar. This might include certificates, qualifications, constructionline registration, accessni information etc.
- In the event of a fire, the alarm will be raised via the constant ringing of a bell. The evacuation point is in the playground at the main gate.
- Our core values are openness, trust, collegiality and fulfilling potential. We expect you to adhere to these.
- Educating children is our core purpose, and we ask that all visitors and professionals conduct themselves in a courteous and responsible manner whilst on our school premises.
- Children should not witness inappropriate behaviour or hear inappropriate language under any circumstances.
- Permission should be sought before mobile telephones / digital cameras etc are used in the presence of children.
- If using school facilities, for example classrooms, school hall etc, we ask that they are left the way you would expect to find them.
- You should only interact with our children if you have permission to do so.
- We expect you to provide a service which is effective, efficient and fit for purpose.
- We expect you to avoid anything that would be detrimental to the health and safety of you, your staff, our premises, our children or our employees.
- We have children in our school who have severe allergies to nuts and nut products. Therefore all such products are banned.
- All aspects of school life should be considered confidential.
- We expect you to be treated with professionalism and respect while you are with us. If you feel we have not lived up to this expectation, please make a formal complaint to the Principal.
- Conduct which compromises our school values, or any aspect of school life or provision will be dealt with by the school management and, where necessary, the appropriate authorities.

Reviewed and signed by Governors

Signed _____ (Chair of the Board of Governors)

Signed _____ (Principal)

Date _____