

LISNAGELVIN PRIMARY SCHOOL



HEALTH & SAFETY POLICY

Updated November 2023

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/herself;
- Concern and consideration for the safety of others;
- Knowledge of what to do in certain situations;
- Alertness; and
- Cultivation of good habits.

For children, good safety habits are taught as part of the whole curriculum. They might also be taught health related topics such as smoking or drugs education.

Outside agencies such as the police, fire brigade, ambulance service and road safety officer are regularly involved.

At Lisnagelvin Primary School, children are encouraged to develop healthy habits through good health and hygiene routines, for example regular exercise, care of themselves, personal hygiene and healthy eating.

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 pond, pollution, environmental studies; and
- When on educational visits.

For any physical activity, children change into shorts, T shirts and P.E. slippers. 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 around school, playing in sight of an adult on duty, care of property.

In accordance with EA 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 taken.

Lisnagelvin Primary School has 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.

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 school staffroom and in each resource area. 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, obtainable from the school office, are filled in for any accident.

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 the EA maintenance teams 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 substances are kept locked away from the children. All equipment is to British Standards and is maintained regularly.

FIRE DRILL

Lunchtime Fire Procedure

- All supervisory assistants 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;
- Supervisory assistants on duty in the dining area shall evacuate all children from the building to the Kimberley Hill playground and ensure on the way out that any toilets are vacated;
- Teachers, whether in classrooms or staff room, will exit by the nearest door and take up position with the pupils in the Kimberley Hill playground; and
- The Principal or Vice-Principal and the Building Supervisor 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; and

- 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 allowed to re-enter the premises.

Policy on Children Moving Equipment

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

- Chairs and/or tables;
- Sports equipment; and
- 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 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 laptops, 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;
- Piano – although on wheels, it can tip, and feet or fingers become trapped; and
- Paper cutters.

Security of the Premises

The Principal, the Vice-Principal and the Caretaker 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 windows are closed and equipment switched off before leaving the premises.

Caretaker

It is the responsibility of the Caretaker to check daily, before leaving the premises, that:

- All the windows are closed;
- The doors are locked and secure;
- The security alarm is set; and
- All gates are locked.

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.

All visitors are required to report to the General Office where they will sign in and be given an identity pass.

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

After 9:00a.m., access to the school will only be obtained through the main reception door.

These Points must be adhered to, but not 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 general office, where they will sign in and be given an identity pass. The caretaker will then be informed of their arrival.
- Contractors will work under close supervision of the Principal 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 play 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 EA.

NB: See sheet below to be given to contractors.

Guidance for Contractors on Site

Contractors should refrain from:

- Smoking in the building or in the grounds;
- 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; and
- Playing music during school hours.

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

Policy on the Use of Hazardous Substances in School

All substances which may be hazardous are kept in a locked store.

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; and
- 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 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); and
- Children who are suffering from casual ailments (coughs, colds etc).

Generally, 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.

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. Any involvement of a teacher in administering medicine 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, (c) The time of administration and (d) The expiry date.
- 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 staff, both teaching and non-teaching (supervisors, classroom assistants) are responsible for dealing with minor incidents requiring first aid.

During lesson time, first aid is administered by the class teacher or non-teaching assistant. At lunchtimes, first aid is administered by the midday supervisors. Occasionally it may be necessary to request the assistance of the class teacher.

A number of staff members have been trained in First Aid procedures.

Defibrillator

The school has purchased two defibrillators. One is located on the upper floor outside the main office and the other is located on the lower floor in the Link Corridor. All first aiders, office staff, caretakers and Principal have received training in their use.

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.

Signature _____ **Date** _____
Principal

Signature _____ **Date** _____
Chair, Board of Governors

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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 main 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.

Courses

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

Accidents

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

When in doubt, contact parents/guardians.

Procedure to follow:

- Always fill in an accident form when a child has sustained anything more than a minor cut or graze (including all bumps on the head, but not minor cuts and grazes).
- **If a child has a bump on the head you must ask the office staff to contact the parent/guardian.**
- Fill in an accident form, copies of which are kept in the School Office. One copy is sent to the EA and one kept in the Principal's office.

Employee Accidents

An accident form, available from the Principal's Office, must be filled in. (This applies to all Education employees and self-employed persons on school premises).

