



# Health and Safety School Policy

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
(Chairperson of the Board of Governors)

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
(Principal)

## COUNCIL FOR CATHOLIC MAINTAINED SCHOOLS

### GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

- 1 The Council for Catholic Maintained Schools recognises and accepts its responsibilities for health and safety at work, and in particular those duties created through Article 4 (Employers Duties) of The Health and Safety at Work Order (N.I.) 1978 and related legislation. Allied duties towards persons other than the Council's own employees, as laid down within Article 5 and 6 of the same statute, are also acknowledged and accepted by this statement.
- 2 The Council will also take all reasonably practicable steps to pro-actively meet its responsibilities both for those in its direct employ, as well as for those employed by Education and Library Boards at Catholic Maintained Schools under the terms of Article 88 of The Education and Libraries (N.I.) Order 1986.
- 3 In discharging these obligations, the Council will, as far as is reasonably practicable, through the promotion of the use of applied risk assessment in the workplace as required by the Management of Health and Safety at Work Regulations (N.I.) 1992, pay particular attention to the provision and maintenance of:-
  - (i) a safe place of work, safe access to, and safe exit from it;
  - (ii) plant, equipment and systems of work that are safe;
  - (iii) safe arrangements for the use, handling, storage and transport of articles and substances;
  - (iv) sufficient information, instruction, training and supervision to enable all employees to be adequately protected from harm whilst also enabling them to contribute positively to their own safety and health in the workplace;
  - (v) a healthy working environment;
  - (vi) adequate welfare facilities.
- 4 Without detracting from the corresponding health and safety responsibilities of Trustees, Boards of Governors, Principals, Senior managers and Supervisors, for ensuring safe conditions of work, the Council, where reasonably practicable, will provide competent technical advice on health and safety matters, as required, to assist its management in addressing such related tasks.
- 5 The Council will, both corporately and through its local school management structure, co-operate fully with formally appointed employee health and safety representatives and will ensure that they are provided with sufficient facilities as are necessary to carry out

their health and safety role. The Council will, where requested also co-operate in the setting up of health and safety committee(s) and will liaise with Education Authorities with a view to agreeing the representation on such committee(s).

- 6 The Council recognises that its employees also hold personal health and safety responsibilities as individuals under Articles 8 & 9 of The Health and Safety at Work (N.I.) Order 1978, to take care of their own safety and that of other persons whilst at work, as well as to fully cooperate with it in carrying out its corporate responsibilities successfully.
- 7 The Council will continue to establish procedures to monitor and further increase the effectiveness of its Health and Safety Policy.
- 8 A copy of this statement will be issued to all employees. It will be reviewed, added to, or modified from time to time and may be supplemented in appropriate cases by further statements relating to the work of particular groups of workers.

Signed .....

Chief Executive

Council for Catholic Maintained Schools

Date \_\_\_\_\_

## Health and Safety Policy Document for Schools

### For St. Mary's Primary School Fivemiletown

This School's policy is to provide and maintain safe and healthy working conditions, so far as reasonably practicable, for all our staff and pupils and to encourage a safe culture within the school. The Council for Catholic Maintained Schools' Health and Safety Policy Statements are adopted and complemented by the School's Policy Statement.

It is the School's policy to provide adequate information to identify needs in respect of training and provide supervision for the health and safety of staff and pupils.

The Board of Governors also accepts responsibility for the health and safety of other people who may be affected by School activities.

A complete Health and Safety inspection/audit will be carried out at least once per year and a copy of the report will be submitted to the Council and the relevant Education Authority.

The Council's Health and Safety Policy has been adopted, and this Policy and the way in which it is operated will be reviewed on:

\_\_\_\_\_ 20\_\_\_\_

Signed: \_\_\_\_\_

Principal

Signed: \_\_\_\_\_

Chair of Board of Governors

Date: \_\_\_\_\_

## **The Council for Catholic Maintained Schools**

### **Safety Organisation**

#### **1 The Chief Executive**

The Chief Executive has overall responsibility for all matters relating to the health, safety and welfare of all persons employed by the Council, and for ensuring that members of the general public who may be affected by or on behalf of the Council are not thereby exposed to reasonably foreseeable risks to their health or safety.

In the discharge of these responsibilities the Chief Executive shall:

- require senior officers to initiate and control appropriate safety procedures within their areas of responsibility to give effect to the spirit and intention of the Safety Policy;
- regularly review the effectiveness of the Safety Policy with each of the senior officers taking into account reports of safety performance compiled by the Council's Safety Adviser or other designated officer, and where necessary require them to make any amendments or improvements to the Policy;
- require senior officers when making recommendations to the Council to take account of the safety implications associated with the activities, plans and deployment of resources with special regard for the safety needs of employees and the general public; and,
- ensure that any defects or hazards which are brought to the Council's attention by the Education and Library Boards and which are the Trustees' responsibility are rectified where reasonably practicable by the Trustees.

## **2 The Health and Safety Adviser**

The Council's Health and Safety Adviser shall be the Policy Development Officer (Equality/New TSN/Health and Safety). This officer shall advise the Council of the development and application of the Council's Health and Safety Policy and its safety programme and assist in its revision and the development of associated safety procedures.

The Health and Safety Adviser will liaise with the Education and Library Boards' Health and Safety Officers or other designated officers with regard to:

- the interpretation of relevant health and safety legislation and regulations in order that all schools and sections may comply with relevant legislation and regulations within their scope;
- the interpretation of Codes of Practice issued under the Health and safety at Work (NI) Order 1978 so that all relevant Codes are adhered to and good safety practices are observed;
- the arrangements, in liaison with other specialist staff, for the inspection of buildings, plant and equipment in use in all school premises so as to ensure that (i) health and safety requirements are being met, and (ii) the identification of hazards to health and safety and the advice on the measures to be taken to rectify them are reported to the Council;
- the maintenance of accident statistics, advising on accident reporting procedures, processing applicable accident reports and liaising with the Council's insurers, the Education and Library Boards' legal departments and all sections on claims for compensation arising from accidents to teaching staff; on the processing of accident reports and consequent claims for compensation;
- the analysis of accident statistics and recommendations on health and safety measures to prevent their recurrence;
- assisting in the development of training programmes, in conjunction with the Council's and Education and Library Boards' other specialist staff;
- communicating on behalf of the Council with the Health and Safety Executive and other enforcement agencies on all matters regarding health and safety at work; and,
- liaising with recognised safety representatives, safety committees and trade unions.

### **3 Boards of Governors**

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

The Schedule to the Scheme for the Membership, Procedure and Functions of the Board of Governors of maintained schools and the Scheme for the Local Management of Schools also assigns to Boards of Governors a number of functions, duties and responsibilities in respect of Health and Safety.

In discharge of their statutory responsibilities Governors must ensure:

- that all teaching staff appointed by them hold appropriate qualifications both to teach the subjects required of them and to use the necessary equipment and machinery;
- that both teaching and non-teaching staff are provided with regular training that will assist them to work safely;
- the maintenance of procedures for the safety of both teaching and non-teaching staff who come under their control;
- that an inspection of the school premises and equipment is carried out by them at least once per year and that a report is submitted to both the CCMS Chief Executive and the Chief Executive of the relevant Education and Library Board;
- the prompt and efficient maintenance of
  - (i) all equipment,
  - (ii) all non-structural repairs,as defined in the relevant Annex of the education and Library Board's Scheme for the Local Management of Schools;
- that contractors carry out their undertakings in a safe manner so as to ensure the health and safety of all personnel on the premises;
- that all equipment and materials either purchased or acquired by them are suitable and safe for their use; and,

- that both teaching and non-teaching staff are issued with a copy of the Council's and School's Safety Policies

#### **4 Principals**

Principals of schools are responsible for the day to day application of this Safety Policy both for teaching and non-teaching staff. In the discharge of this responsibility each Principal shall:

- ensure that both teaching and non-teaching staff are provided with regular training that will assist them to work safely;
- ensure the provision and maintenance of procedures for the safety of both teaching and non-teaching staff who work on the premises;
- ensure that all staff are aware of any instructions or safety advice pertaining to their particular discipline issued by either CCMS, the relevant Education Authority or the Department of Education;
- ensure that all safety reports pertaining to the school are understood and that the detailed work has been completed;
- ensure that adequate arrangements exist for carrying out regular fire drills and that all staff participate in, and are aware of, such arrangements;
- report to the Board of Governors all defects and hazards which are their responsibility (EA - Scheme for the Local Management of Schools and CCMS/EA Health & Safety Manual);
- ensure that safe systems of works are used by contractors or persons carrying out inspections or non-structural repairs which are the Governors' responsibility as set out in the relevant Board's Scheme for the Local Management of Schools and that reference has been made to the Council's and Boards' Health and Safety Manual;
- report all defects and hazards which cannot be dealt with under the scheme for Local Management of Schools to the responsible officers both in CCMS and in the relevant EA;
- ensure that all accidents to teaching staff are reported promptly to CCMS. In the case of non-teaching staff, all accidents must be reported to the relevant EA;



- ensure that all staff operate safe working practices in the execution of their duties.
- ensure that risk assessments have been carried out to assess all significant risks within the school; and,
- ensure regular checks of buildings and grounds to promptly identify and deal with potential hazards as they become evident.

In the absence of the Principal/Designated Teacher, the Deputy Designated Teacher (Miss Mc Rory) will assume the role.

### **Staff/All Employees**

Each member of staff has a responsibility to exercise care and attention regarding the safety of themselves and pupils/students under their care.

In the discharge of this responsibility each teacher shall:

- ensure that they take reasonable care during their work activities to avoid accident or injury to themselves, other members of staff and pupils/students;
- exercise effective supervision of the pupils and know the emergency procedures in respect of fire, first aid, etc; and how to carry them out;
- ensure that all protective clothing and equipment as required are both available and used by themselves and pupils/students;
- report all potential hazards affecting health and safety to Principal and make recommendations on safety equipment and on additions or improvement to plant, tools and equipment which are dangerous or potentially so;
- ensure that they use steps to assist them in reaching heights;
- report all accidents/injuries to the Principal/Designated Teacher or in the case of her absence, the Deputy Designated Teacher and ensure that Accident Forms are completed;
- co-operate fully with the Principal on all matters pertaining to Health and Safety (such as accidents, injuries or dangerous occurrences); and,
- observe all safety instructions and advice issued by CCMS, the EA or the Department of Education, and observe all safety rules relating to specific machinery or processes.

## **5 Supervisors**

Those staff who have supervisory responsibilities are responsible for the practical application of the Safety Policy and Safe Working Procedures.

In the discharge of this responsibility supervisors shall:

- encourage staff under their control to employ safe working practices and pay particular attention to the Sectional Safety Policy;
- assist CCMS and the relevant EA to develop safe working practices and arrange for their adoption;
- instruct new employees in appropriate safety measures and the procedures laid down in the relevant safety manuals;
- ensure that all defects in equipment or protective clothing are corrected and reported accordingly to the Principal;
- report all accidents, injuries and dangerous occurrences and actions to the Principal/Designated Teacher and in her absence the Deputy Designated Teacher; and,
- provide accurate information as required in the investigation of injuries, accidents and/or dangerous occurrences.

## **6. The Building Supervisor/Cleaner**

The Building Supervisor has responsibility for checking the general conditions of the premises, in particular, non-classroom areas (e.g.,) the Boiler House and Switch Room etc. and for ensuring that health and safety hazards are dealt with or reported immediately and advice sought as necessary.

In the discharge of this responsibility the Building Supervisor will:

- ensure that appropriate cleaning/caretaking resources are in place and properly maintained;
- ensure that stores are kept clean and tidy;
- ensure that cleaning materials are labelled and correctly stored;
- ensure that all chemicals are stored in their original containers;
- ensure that flammable liquids are stored according to EA/CCMS guidelines;
- employ safe practice in carrying out duties to ensure his/her own safety and the safety of other employees and pupils;
- ensure that he/she is adequately trained in the safe use of equipment and procedures, wear protective clothing and that electrical appliances are regularly checked for safety;
- follow the CCMS/EA/COSHH guidelines for the safe storage of hazardous substances and seek advice as required;
- maintain the school site - ensuring Health and Safety at all times (e.g. hazardous weather conditions (gritting and salting)/gutter clearance, etc)

### **Pupils**

Pupils are expected to:

- exercise personal responsibility for their own safety and the safety of others (eg. their peers);
- Observe standards of dress /wear appropriate clothing consistent with

staying safe and for hygiene reasons (eg. wear PE gear and appropriate footwear during PE lessons);

- Follow the safety rules in their classrooms, the canteen and whilst outside;
- Follow instructions given by staff;
- Use things provided for their safety/education and do not misuse, neglect or interfere with such items.

### **Parents**

Parents are expected:

- to support the school in all Health & Safety matters; and,
- ensure that they have provided the school with up to date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies.

**ST. Mary's P.S., Fivemiletown  
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/her self;
- concern and consideration for the safety of others;
- knowledge of what to do in certain situations;
- alertness and control; and,
- cultivation of good habits.

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## **1. Definitions and Rationale behind this Health and Safety Policy.**

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. Safety is taught through topics as part of subjects such as WAU, PDMU (including Circle-Time), Literacy and ICT. We involve outside agencies such as the police, fire brigade, road safety officer etc.

At St. Mary's P.S., children are encouraged to develop healthy habits through good health and hygiene routines:

- in the classroom (see supervision of pupils);
- when moving around school;
- when using equipment e.g. scissors, tools, PE apparatus;
- when carrying out investigations e.g. pollution, soil studies;
- when on educational visits; and,
- during Emergency Procedures.

At the beginning of each school year, each composite class discuss and agree their classroom golden rules to promote positive behaviour as well as safety in the classroom. Additionally, at whole school assemblies, pupils and staff discuss and agree the golden rules to promote positive behaviour and health and safety in the canteen during outdoor play.

In accordance with the Education Authority & CCMS safety regulations, educational visits are carefully planned in advance, with staff visits made if possible (See Educational Visits and School Trips policy). Details are sent to parents. Children are asked to wear appropriate clothing for the activity planned. The correct adult to child ratio is always followed. A first aid kit, pupils' inhalers and epipens as well as a list of emergency phone numbers are taken.

St. Mary's P.S. 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 regular intervals each term. All staff and children are familiar with these procedures, and know their own exit route, place of assembly and roll call procedure (See Fire Prevention and Fire Safety policy).

A fully equipped first aid box is kept in the Staff Room as is the school's accident registers, accident forms (Education Authority) and a list of any medical conditions (including allergies) children have. 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 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's role includes maintaining 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 substance is kept locked away from the children. All equipment is to British Safety Standards and is maintained regularly.

## **2. Supervision of Pupils**

### **A. Morning Arrival**

Pupils are asked in the interests of Health and Safety not to arrive at school before 9.00am. The lollipop lady will supervise pupils who arrive on the first bus.

Each morning a designated teacher will supervise pupils in the school playground from 9.00am - 9.15am and then pupils will line up in an orderly fashion and wait until they are admitted.

### **B. Break Supervision**

Break time is from 10.45 - 11.00 am for all classes. All pupils eat their break from 10.35 -10.45 and use the front playground (on dry days) from 10.45 -11.00 am. During the last term if weather permits, the pupils use the outdoor area behind the school for break and lunchtime play. The children will be supervised at break time by a teacher or classroom assistant depending upon the supervision rota.

### **C. Lunchtime Supervision**

#### **P.1-7 lunchtime is from 12.15 - 1.00 pm**

At lunchtime the canteen supervisors ensure the safety and well being of our pupils when they are in the canteen area. Pupils eating dinner and lunches do so in the school hall where the supervisor ensures order. All pupils remain here until they are finished their lunch.

No pupil is allowed to leave the hall without the supervisor's knowledge. The pupils will then be accompanied to the nominated playground by the supervisor on playground duty.

Supervisors must wait with the pupils until the class teacher returns to the classroom. The staff on duty are responsible for the safety of the children and will be held accountable in cases of negligence of their duty.

*Parents wishing pupils to remain indoors due to casual ailments must provide a note to cover a stipulated period e.g. 1,2 days etc.*

#### **NB Wet/Cold Break and Lunchtimes.**

On very cold or wet break and lunchtimes pupils will remain indoors. On these days, each class will go to a nominated class where the supervisors on duty will supervise

them. The lunch-time supervisor must ensure that they stay with the pupils until the class teachers' return to their classrooms. All class teachers and the principal will be on call during lunchtimes to deal with any issues. A rota for supervisors' duties is in place to ensure safe practice.

#### **D. Safety at Play**

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

- *Children must play on the playground in sight of the supervisor at all times.*
- *The doorsteps are to be kept clear at all times. Children are not permitted to play on steps at any time.*
- *Children are not allowed to play at or near the poles of the canopy positioned at the front door.*
- *Pupils are only allowed to play in the tarmac areas to the front of the school at break and lunch times. Pupils 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 should be encouraged to play safely at all times. Rough play, pulling, dragging, chaining, etc. is not allowed and will be dealt with by those on duty. Both rewards and consequences given by those on duty should be passed on to the class teacher at the end of break/lunchtime. Serious occurrences must be reported to the Principal.*

**NB** Incidents and accidents where a child has been hurt must be recorded in the accident log books (kept in the staffroom) and moderate to serious accidents must also be recorded on an Education Authority accident form must be completed. The staff on duty will treat minor injuries but when they suspect serious injury they should inform the recognised school First Aiders (See First Aid policy).

#### **E. Classroom Safety**

It will be the responsibility of each class teacher to ensure the safety of their pupils during lessons. Staff will train pupils in appropriate behaviour and techniques for using potentially hazardous equipment e.g. scissors etc. Also at the beginning of each school year, each class teacher will work with their pupils to agree their own classroom rules/code of conduct. Teachers will remind pupils of these rules at the

beginning of each term. These will be openly displayed for all pupils to see.

#### **F. Physical Education/Activity.**

For any physical activity, children are encouraged to change into appropriate sports wear including pumps or trainers for both outside and inside activities. It is part of our school policy that children do not wear any form of jewellery for safety reasons.

#### **G. Educational Visits (See Educational Visits & School Trips policy)/ Risk Assessments**

Teachers are required carry out a risk assessment on the content of the proposed educational visit. Teachers in consultation with the Principal should ensure that the correct staff to pupil ratio is adhered to whilst on educational trips (in accordance with CCMS/EA guidelines. Parental permission is sought ahead of school trips. Special requirements for any pupil with specific needs will be provided, as far as possible, in accordance with parental guidelines.

Teachers should also bring a list of emergency contact numbers, pupils' inhalers/epipens and a First Aid box on educational trips. Staff follow the CCMS/the Education Authority and DE guidelines on 'Educational Visits and School Trips'.

#### **H. Risk Assessments (Other)**

A wide range of risk assessments are carried out to ensure pupils, staff and visitors stay safe. Risk assessments are carried out for such things as educational trips, school events, working at height and pupils who experience SEBD. Risk assessments are also carried out on the school premises (exterior and interior). Personnel who are on site to work with children are also risk assessed.

### **3. Policy on the Administration of Medicines during School Hours (also see Administration of Medicines Policy)**

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)

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

Generally, no member of staff will administer medicine to children unless they volunteer to do so.

Ultimately parents are responsible for the administration of medicine to their children and if a child needs a dose of medicine at lunchtime, the parent should come to school to administer the medicine.

However if the parent is unable to do so a member of staff may volunteer to do so only if the parent has provided written consent, written instruction and clearly labelled medication. Please note that teachers are not required to dispense medicines as part of their contracts and any involvement would be purely on a voluntary basis.

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.

For the school to agree to assist in long term medication:

- Children should have a formal care plan detailing the pupil's medical requirements. Parents must also 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 & recipient, (b) The dosage and (c) The time of administration
- Where possible the medicine should be self-administered under the supervision of an adult. Medicines (including inhalers) will be kept in a secure place by staff in accordance with safety requirements.

***An emergency contact number must be given where an adult is available at all times.***

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.

#### **4. 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 especially if any problems are identified.

#### **5. Smoke Free/Fire Safety/ Bomb Alerts and Emergency Procedures.**

(also see 'Fire Prevention and Safety/Smoke Free Policies').

##### **Smoke Free Zone**

- It is the policy of the Governing Body that St. Mary's PS is a no-smoking zone.
- Smoking is not permitted in any area of the school (both inside and outside) by staff, parents or visitors to the school.
- No-smoking signs are clearly displayed around the building.

##### **Fire Safety**

In compliance with fire safety regulations, procedures are as follows:

- the fire alarm will be tested weekly to ensure that it is working properly;
- fire fighting equipment is checked regularly and inspected annually by the EA - a record of annual checks is maintained;
- the fire evacuation procedure is displayed prominently in all rooms and resource areas;
- a fire drill takes place at regular intervals and at different times in the day each term;
- Fire exits, exit routes and fire fighting equipment will remain free from obstruction.

### **Fire Safety/Bomb Alerts - Emergency Procedure**

In the event of a fire or bomb alert the Principal or Designated Teacher must:

Ring the fire alarm to activate the evacuation of the premises of all adults and children if the alarm has not been activated already:

- 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 at the designated assembly point.
- Only when the all clear has been given will registers be sent back to classes enabling children and adults to re-enter the premises.

If the alert is a practice, then the alarm company/fire brigade must be informed before the evacuation of the premises takes place.

### **Evacuation Procedure**

As soon as the fire alarm sounds all children and adults must stop what they are doing, close all windows and doors and walk out of the building through the nearest exit to the assembly point situated at the back of the school.

Exit routes for each classroom are displayed openly in each classroom, dining-area and other public areas. If the normal exit is blocked for any reason then staff and pupils should use the nearest available exit or a fire escape exit.

Fire escape exits are located in a) the canteen, b) Key Stage 1 classroom, c) Key Stage 2 classroom, d) Staffroom

### **Staff Responsibilities (During an Evacuation Procedure)**

- The register will be brought by the teacher from each class.
- Teachers do a roll call, and check that all the children are present, and then bring the register back to the Principal or Designated Teacher.
- No-one is permitted to go back into school. If a child is missing it must be

reported to Principal or Designated Teacher.

- When all the registers have been checked, teachers inform the Principal.
- When the Principal (or in her absence the Designated Teacher) informs staff and pupils that it is safe to go inside the school building, teachers take their classes back into the building.
- Teachers ensure that pupils walk in and out of school in an orderly fashion.

#### **Lunchtime Fire Procedure**

- The supervisors on duty in the playground shall on hearing the fire alarm gather all children together away from the building (forming class lines at the designated assembly point) and ensure no child re-enters the building.
- Supervisors on duty in the dining area shall evacuate all children from the building and ensure on the way out that toilets are vacated.
- Staff members in classrooms shall evacuate all children from the building and ensure on the way out that toilets are vacated. Each class teacher will be responsible for taking the register to the point of assembly as well.
- The Principal or Designated Teacher will ensure, as far as it is reasonably practicable, that the rest of the building is vacated.

#### **6. Policy on First Aid in school**

All staff, both teaching and non-teaching are responsible for dealing with minor incidents.

If an accident occurs in the school building or playground and first aid is required, then one of the staff on duty should request the assistance of one of the named First Aiders (in the school) as appropriate.

The qualified First Aiders in St. Mary's P.S are:

- Miss K. Mc Rory.
- Mrs. A Keown



### **Courses/Updating Staff**

First aid courses are organised in compliance with regulations and all staff are invited to attend.

### **First Aid Boxes**

#### Location School Office

#### Contents

- Scissors
- Antiseptic cream
- Bandages
- Plasters, single and strip
- Antiseptic wipes
- Cotton wool
- Sterile gauze
- Disposable gloves

### **Person Responsible for Supplies**

Mrs. Treanor 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 the first aid boxes are running low.

### **Safety/HIV Protection**

Staff should 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.

### **Allergies/Long Term Illness**

A record is kept in the **General Office/Staffroom** 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.

## **Recording Minor Accidents**

These are the accidents which more commonly occur in school.

Procedure to follow:

- Always fill in the accident log book for minor injuries. The accident log book is located in the school office. A carbon copy of the information recorded should be sent home for parents to read. When each accident log book is complete, it must be given to Mrs. A Keown to be retained.
- If a child has a bump on the head, class teachers must also contact the parent/guardian by telephone or speak to the parents in person.

## **7. Accidents**

Accidents fall into four categories:

- fatal;
- major injury (see further details below);
- to employees resulting in more than three days consecutive absence; and,
- other accidents.

### **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.

**Accidents in the first two categories should be reported immediately to:**

The Principal or Designated Teacher who will then contact:

**An ambulance on 999**

**CCMS Health & Safety Officer (Mr. Andrew Aiken on 028 90 426972)**

**Health & Safety Officer EA - Western (Mr. David Orr on 028 37512429)**

The accident should be reported by telephone immediately, and then confirmed in writing on the appropriate form (see Appendix 1 - Copies of Report of An Accident To Pupil & Report of An Accident To Employee forms).

In the case of teaching staff, the completed form should be sent to the CCMS Health & Safety Officer and the EA's Legal Section immediately. In the case of non-teaching staff the form should be forwarded to the EA. The school should retain a copy of any Accident Report forms.

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

***When in doubt, contact parents/guardians.***

Procedure to follow:

- Always fill in the accident log book for all accidents and injuries. Each classroom has one and an additional accident log book is located in the school office. A carbon copy of the information recorded should be sent home for parents to read. All completed accident log books must be returned to the school secretary for record-keeping purposes.
- If a child has a bump on the head and or any other more serious injury, class teachers must also contact the parent/guardian by telephone or speak to the parents in person.
- Parents will be contacted, if possible, before a pupil is taken to hospital - if a parent cannot be contacted the school will act 'in loco parents', and the parent/s will be informed as soon as possible;

- The (EA) accident report form should be filled in if the parent/guardian has to be sent for to take the injured child to the family doctor or to hospital for further treatment. Ensure the Principal or in the Principal's/Designated Teacher's absence, the Deputy Designated Teacher (Miss K McRory) is informed.
- Appropriate Forms will be completed and copies will then be taken for:
  - (1) EA Authority / CCMS
  - (2) School Records

### **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 EA will see to the notification of all relevant bodies.*

### **Employee Accidents**

(This applies to all CCMS staff, EA employees and self-employed persons on school premises).

Any accident to an employee resulting in a fatal or major injury must be reported to EA - (Non Teaching Staff)/CCMS (Teaching Staff) 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 EA - Western /CCMS within seven days of the accident. Copies must also be sent to the Board's Legal Department.

### **Pupil Accidents**

(Including accidents to any visitors not at work)

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 school pupils occurring on school sponsored or controlled activities off the school site (such as field trips, sporting events or holidays in the UK) must be reported if the accident arose out of or in connection with these activities.

### **8. Car Parking**

Car parking is a concern at St. Mary's P.S. is a hazard for those who use the school. The carpark is situated at the edge of the very busy main Belfast to Enniskillen road and it is a hazard for parents and bus drivers parking cars at the school, near it or dropping off or collecting children at the school. For this reason **all** drivers should at all times have consideration for the safety of pedestrians, other road users and the immediate community.

Road Safety is promoted and encouraged at all times:

- Children learn how to use the 'Green Cross Code', the safe way of crossing the road;
- Children learn about how to stay safe by walking on the footpath and wearing reflective clothing;
- Parents are encouraged to park in the car parking spaces available to the front of the school or park along the footpath adjacent to the school;
- Trips - coaches are arranged so that pupils are collected after 9.15 am; and,
- Personal contact will be made with any adult who continually parks in an obstructive way (by the Principal or Deputy Designated Teacher). All comments by parents or neighbours will be followed up.

## **9. 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; 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 larger 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).

### **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 a member of staff will supervise.

Children's 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 folded away by pupils.

Children are not permitted to carry heavy objects.

Small items of equipment include tape players, CD players, PE trolleys etc. The children can move these freely under supervision.

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 and that children are supervised at all times.

### **Items Children Should Not Move**

- Computers - monitors can easily fall off trolleys, or wires get caught
- Paper cutters - sharp blade, can tip or slip
- Canteen Tables

### **10. Portable Appliances**

An inventory is kept of all portable appliances. All portable appliances are tested in compliance with EA maintenance contracts and issued with a test date. Any appliance which fails the test is taken out of use immediately. Staff using portable appliances should report any noticeable defect immediately and the necessary repairs should be carried out as soon as possible. Staff should not use such appliances until they are fixed to the required standard.

### **11. Control of Substances Hazardous to Health (COSHH)**

Responsibility for COSHH assessments lie with the Principal, Caretaker and Secretary depending on the substance concerned. Control of such substances will be in accordance with the CCMS/EA Health and Safety manual.

### **12. Security of the Premises**

The Principal and Caretaker 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 report to the Principals Office/Staff room. All visitors must sign the visitors' book and wear a visitor's pass whilst on the school premises. Visitors (such as maintenance workers) are not permitted to enter areas such as pupils' toilets without the Principal's (or Designated Teacher's) permission. Toilets need to be vacated before any maintenance work will be allowed to be carried out in them. Pupils should report to staff about any adult who wishes to enter the premises. Pupils are not permitted to open security doors on the premises for any adult at any time.

**All staff** will ensure that entrance to the school is controlled and limited. Staff should be vigilant at all times and challenge and report any person they are unsure of.

- The front door will be left open between 9.00 and 9:15 am (to allow children into school), 10.45-11.00 am (during break-times) and 12.15-1.00 pm (during lunch-times).

- Teachers and classroom assistants all assist in the 'home-time routines' at 2pm and 3.15pm.
- The front door will be closed at 2.05 pm.
- The front door will be closed at 3.20 pm.

### **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; and,
- the fire alarm has no faults.

Before leaving the premises, to check:

- all the windows are closed;
- the doors are locked and secure; and,
- all gates are closed.

### **Principal/Designated Teacher**

It is the responsibility of the Principal or Deputy Designated Teacher (in the Principal's absence) 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 Principal's Office/Secretary's Office or the Staff Room. Any parent or visitor is welcome in school but is asked to report to the office/staffroom first.

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



### **13. 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 Principal's/Secretary's Office or the staffroom. The Caretaker will then be informed of their arrival.
- Contractors will work under close supervision of the Caretaker (or in the Caretaker's Absence the Principal/Deputy Designated Teacher in the Principal's absence) 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 break and lunch times as well as P.E. 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 - Southern.

**NB. See guidance below to be given to contractors.**

#### **Guidance for Contractors on Site**

We have been recommended by the Health and Safety Inspector EA -Southern to ask you 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; and,

- playing music during school hours

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

### **Monitoring/Reviewing/Record-Keeping**

The school will ensure that procedures are put in place to monitor and evaluate the effectiveness of all aspects of this policy. This policy will be monitored regularly by the Principal and all other staff through oral discussions, and observations as well as record book scoops by the Principal (eg. fire drill book/ accident log book/copies of pupil & employee accident forms/asbestos logbook). The effectiveness of this policy will be evaluated against the aims of this policy.

### **Policy Review**

This policy will be reviewed once every two years (or as required) in line with educational developments and school self-evaluation.

## **Appendix 1**

**Report of An Accident to A Pupil Form**

**Report of An Accident To An Employee Form**