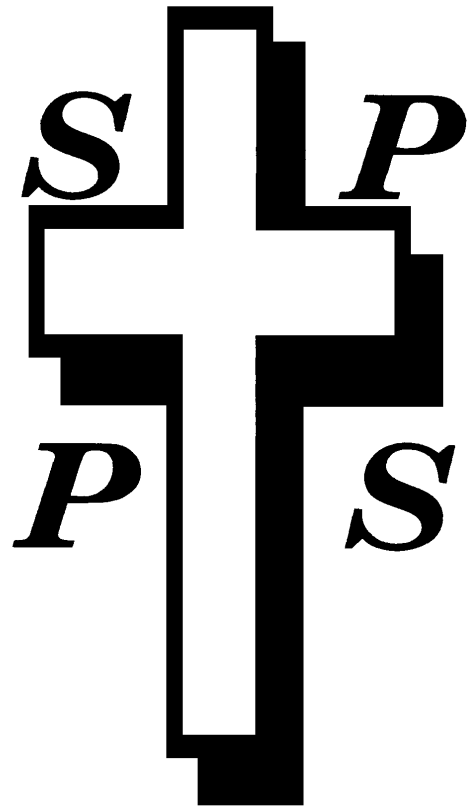


St Patrick's PS



Health & Safety Policy (including Fire Safety)

Review due: Sept 2025

The Board of Governors of St. Patrick's Primary School recognises the importance of implementing adequate Health and Safety protocols and procedures in order to ensure the health, safety and welfare of all staff, pupils and visitors (subject always to the respective duties and responsibilities of WELB, CCMS and other statutory bodies.)

Rationale

At St. Patrick's Primary School, we aim to provide a safe and secure environment in which children can learn both inside and outside of school. We aim (through Physical Development and Movement, PDMU and The World around Us) to teach good safety habits, encourage good lifestyle choices and promote care and consideration for others and the environment.

Principles

St. Patrick's Primary School is committed to the following principles:

- Every child's safety is a paramount concern for all staff.
- Healthy eating habits are promoted and encouraged.
- Children are encouraged to promote their fitness levels and participate in games, sports, outdoor activities.
- Children are taught to understand that their own well-being and the well-being of other children is important and they are made aware of potential danger in and outside of school.

Purposes

At St. Patrick's Primary School, the purposes of teaching Health and Safety are:

- To encourage a healthy lifestyle.
- To ensure safe participation in school activities.
- To implement correct procedures in times of emergency.
- To promote personal safety both inside and outside of school.

Practices:

- Health and Safety is taught through the Northern Ireland Primary Curriculum.
- School and Class rules are discussed, agreed and set at the beginning of each year.
- Evacuation procedures in case of emergency are agreed.
- Fire drills are carried out once each term.
- Educational visits are planned for well in advance, permission slips sought and appropriate clothing is worn.
- Correct footwear is worn during PE lessons.
- Safety procedures are followed when completing practical activities.
- Teachers/ancillary staff/Responders administer first aid in the event of a minor accident. (Refer to First Aid Policy)
- Parents are informed of a serious incident or accident and, if necessary, an ambulance will be called. (When in doubt in any way, parents are contacted)
- If a child is sick, parents are contacted to come and take the child home or to a doctor. If the parent cannot be contacted, the Principal/Vice-Principal will ensure adequate care, attention and support is available to the child.
- Accident forms are completed in the event of a serious incident.

- The school building is maintained by the Caretaker or Principal to ensure a safe and healthy environment.
- Hazardous substances are locked away from children.
- An annual inspection of all portable electrical equipment is carried out by a qualified electrician and appropriate action taken as recommended and necessary.
- An annual inspection of the fire alarm is carried out to ensure working order.
- Fire extinguishers are inspected annually
- Notices have been placed on all fire exits in the school
- A representative of the Fire Service visits the school annually to talk to the children.
- All visitors come to the Main Office, in the first instance, and, if leaving the Office area to visit another area of school, they are issued with a visitor's badge, which is returned to the Main Office when the visitor is leaving.

Fire Drill (using school bell for planned drills)

- 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 to the agreed assembly point (car park). In the event of fire at front of school, the assembly point will be Grange Park. In the event of a bomb scare, the assembly point will be St Mary's Oratory.
- If normal exit is blocked, the nearest available exit should be used.
- Check that all children are present (class attendance sheets and sign out register will be brought from school office and should be referred to) and remain there until they are allowed to go back in. Children should walk in and out of school sensibly and line up quietly.

Lunchtime Fire Procedure

- All Supervisors on duty in the playgrounds will, on hearing the fire alarm, gather all the children away from the building, proceed to designated area and ensure no child re-enters the building. From the playgrounds, there are two routes to get to the main carpark. Supervisors will take the quickest and most direct route unless there is visible signs of fire in front of them.
- All Supervisors on duty in the dining hall will 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 Alerts

In the event of a fire alert, the Principal or Vice-Principal will:

- Ensure alarm is activated and evacuation of premises is underway (see fire drill procedures).
- Phone 999 for the fire service

- Check that evacuation procedure is being followed.
- Only when the all-clear has been given will children and adults be allowed to re-enter the premises.

***If the alert is a practice, then the fire service does not need to be informed before the evacuation of the premises takes place – school fire alarm is not monitored. ***

Fire Safety Checks

- The caretaker and cleaner undertake monthly checks of the fire alarm and emergency alert points located around the school.

Supervision of pupils

- All staff will share with the Principal responsibility for the supervision and welfare of pupils throughout the school day.
- Children are not allowed to class before 9.00am, by which time the teacher should be present.
- Supervision duties will be shared on a rota basis for non-class time – break, lunch, home-time.
- Classroom Assistants will be on duty in the playground at Breaktime with an equal split (where possible) supervising the upper and lower playground. At lunchtime, 2 supervisory assistants will monitor the playground with one in the upper and one in the lower playground.
- Teachers are responsible for ensuring pupils are supervised during all periods of class time i.e. at all times that a school bell indicates a return to the classroom.
- Supervisors will be employed to assist at lunch-time.

Smoke Free Policy

- It is the policy of St. Patrick's that we are a smoke free environment. Our policy is on public display and is reviewed regularly by the B.O.G.
- Smoking or E-cigarettes are not permitted in any area of the school by staff, parents or visitors.
- No smoking signs are clearly displayed around the building. Parents are also asked not to smoke in the vicinity of the school gate when collecting children at home time.

Car Parking

- Car parking at the school should only be in the designated areas.
- Parents may not use the school carpark.
- The front of the school must be left clear for buses from 3.05 pm every day.
- When leaving pupils to school in the morning (by car) or if collecting pupils prior to 3.05pm, on-street car parking should be used with consideration given to the bus area.

Hygiene

- Every effort will be made to ensure that hygiene in toilet blocks is of a high standard.

- Pupils will frequently be reminded of their responsibility in this regard. (The importance of good hygiene practices to curtail the spread of germs will be regularly reinforced with the pupils)
- Liquid soap dispensers and hand-dryers are provided in all toilet blocks.
- Liquid soap and paper towels are also provided in all classrooms.

Uniform

- Uniform regulations must be adhered to, with indoor shoes/trainers in particular, replaced if they become unsafe for use during PE or play.
- St Patrick's recommends that earrings are not worn to school. However, if they are worn, then -
 - Pupils will be permitted to wear **one small stud earring** in each ear – no hoops or dangly earrings - lovely as they are for the weekend, they are totally inappropriate for school for Health & Safety reasons. Only simple stud earrings are allowed to be worn to school!
 - **Earrings must be taped for PE or afterschool activities and removed totally for swimming.**
 - Failure to have the earrings taped will result in non-participation in PE.
 - Failure to have the earrings removed when swimming will result in non-participation in swimming.
 - Ideally, we recommend children come to school without earrings in on swimming or PE days.
 - Staff will not take out or put in earrings or will not be taping anyone's ears/earrings to allow them to participate in PE.
 - Children are responsible for the safekeeping of their earrings if they are brought to school and we will not be held responsible for any loss of earrings or accident involving earrings.
 - We encourage parents to make use of the summer holidays for ear piercing if desired. This will enable ears to heal before returning to school in September.

Medicines

Administration of medicines must be discussed with and agreed by the Principal/Vice-Principal and AM2 forms completed re dosage etc of prescribed medicines. Medicines must never be brought into or stored in a classroom or other unsecured area.

Visitors Policy

- All visitors are required to report to the General Office in the first instance. They should sign the Visitors' Book if their stay will be more than passing.
- Any parent or visitor is welcome in the 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.

Health Care Plans

Individual care plans as drawn up by health professionals will be discussed with relevant staff, adhered to and accessible to any responsible person in case of an emergency. All training as appropriate will be given.

Child Protection (refer to policy)

Intimate Care (refer to policy)

Pastoral Care (refer to policy)

Anti-bullying (refer to policy)

Positive Behaviour (refer to policy)