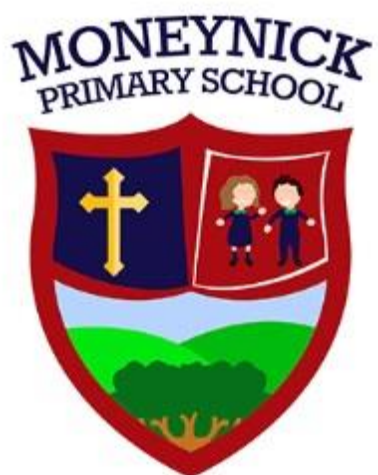


# Health & Safety Policy

Moneynick Primary School

April 2019



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

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

Signed: \_\_\_\_\_ (Chair)

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



## **POLICY STATEMENT**

### Moneynick Ethos Statement

*We believe that each child is unique with individual talents, abilities and needs.*

*We at Moneynick Primary School strive to ensure that each child develops to the very best of their ability in a caring, Catholic environment, producing responsible young people prepared for life in society.*

In Moneynick, we have primary responsibility for the care, welfare and safety of the children in our care.

“Children have the right to be as healthy as possible, live and play in a safe, healthy unpolluted environment and benefit from preventive health care and education”. (Article 24 U.N. Convention on the Rights of the Child)

The policy in our school 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.

## OUR AIMS

We aim to:

- educate the children in our care in the safe handling of materials and property
- improve upon the children's knowledge of farm safety
- promote food hygiene and cleanliness by washing hands prior to eating and after using the bathroom
- engage all children in survival skills through the Heartstart Programme
- provide a safe and stimulating external and internal environment for children when on the premises
- encourage healthy living through saying no to drugs, alcohol and smoking
- encourage road safety through Cycling Proficiency and Travelwise projects

## SCHOOL PROCEDURES

### OUTDOORS

- All gates to be kept closed at all times
- Children leave gate under adult supervision only
- Parents use main car park for parking
- Playground regularly checked for cleanliness by caretaker before use
- Annual risk assessment is carried out by the Board of Governors Health & Safety Representative

### INDOORS

- The classrooms and hall will be bright, stimulating and welcoming to children and free of clutter
- Sharp implements will be stored safely – e.g. scissors
- Children will be encouraged to assist with tidy up time in order to promote respect for their environment
- Any spillages should be cleaned up immediately by the adult in charge, in order to prevent accidents
- Safety mats are used when climbing equipment is in use
- Fire drills will be carried out twice a term and recorded. Escape routes are displayed in all classrooms and hall. The Assembly point is the staff car park. Any new staff will be made aware of these procedures
- The fire alarm is maintained by ESS/Longmore Electronics
- Testing of fire extinguishers is carried out annually

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## FIRST AID

- First aid facilities are situated in the staffroom and are checked termly by a designated member of staff
- All staff are familiar with the process of dealing with minor cuts and bruises
- All accidents must be recorded in the particular school incident book
- Members of staff are trained in Emergency First Aid
- Moneynick is a Heartstart School

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## SMOKING

- In class we promote health issues on the benefits of not smoking
- We endorse smoke-free environments

*See Smoke Free Policy*

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## DRUGS EDUCATION

- We educate children on issues surrounding drug taking (Y6&7)
- We say no to drugs –EA material ‘Drugs Education’

*See Drugs Awareness*

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## TRAVEL SAFETY

- Any child travelling by car on trips out of school, who is under 135cm in height, will be issued with a car booster seat
- All children and adults must wear seatbelts were fitted when travelling by bus or car
- Cycling Proficiency training is provided in school for Y6&7 children

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## **BEE SAFE PROJECT**

- Year 6 & 7 children get involved with the Bee Safe Project which involves a member of the PSNI working with the children encouraging them to be safe in the choices they make when moving to their next school and to be safe while outdoors

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## **FARM SAFETY**

- Farm safety is promoted through the 'Be Aware Kids' Child Safety on Farms Campaign and talks are delivered by the School Nurse
- Pupils learn to identify the main dangers on a farm and why they pose a risk
- Pupils learn to be aware of what they can do to minimise the identified risks

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## **REPORTING AND RECORDING OF ACCIDENTS**

- Accidents should be recorded in the school's Accident Book, which is stored in the office filing cabinet and signed by the person who witnessed the accident. This will be reported to the child's parent/carer who will also sign the book
- AR1 and AR2 forms should be filled out should an accident occur for both employee and non-employee incidents and copies of forms should be sent to Property Services. They are stored in the school office filing cabinet

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## **GENERAL SAFETY ISSUES**

- All staff will ensure that electrical equipment should be switched off and stored appropriately when not in use
- All electrical equipment is tested annually by electrical contractors through the CCMS
- Leads and plugs should be tidied behind furniture

- All staff will ensure that chemicals and cleaning materials are stored appropriately and not accessible to children
- Access areas and emergency exits should remain free of obstacles

## **COUNCIL FOR CATHOLIC MAINTAINED SCHOOLS**

The Council for Catholic Maintained Schools' Health and Safety Policy Statements are adopted and complemented by our policy statement.

## **TRAINING AND SUPERVISION**

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

## **BOARD OF GOVERNORS**

The Board of Governors accept responsibility for the health and safety of other people who may be affected by school activities.

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

The Board of Governors' representatives for Health & Safety is Mr Paddy Harney.

The Council's Health and Safety Policy has been adopted.

## **POLICY REVIEW**

This policy and the way in which it is operated will be reviewed annually.



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## USEFUL CONTACT NUMBERS

CCMS – Health & Safety Adviser – Helen Leith – 028 9042 69 72

[www.onlineccms.com](http://www.onlineccms.com)

EA – Health & Safety Officer – Orla Martin– 028 2565 5366

Property Services

52-56 Ballymoney Street, Ballymena, BT43 6AN

Health & Safety Executive for Northern Ireland –

Helpline – 08000320121      Tel: 028 9024 3249

[hzeni@detini.gov.uk](mailto:hzeni@detini.gov.uk)

Health Promotion Agency – Tel: 028 9031 1611

[www.healthpromotionagency.org.uk](http://www.healthpromotionagency.org.uk)