

BALLYTOBER PRIMARY SCHOOL



HEALTH AND SAFETY POLICY

Ratified : 14th December 2021

Signed : _____ Chairperson, Board
of Governors

HEALTH AND SAFETY

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
- 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 W.A.U., English or P.D.M.U., and the involvement of outside agencies such as the P.S.N.I., fire brigade, road safety officer etc. It might also be through a health related topic such as smoking.

At Ballytober, 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 eg. scissors, tools, PE apparatus
- When moving around school
- When carrying out investigations eg. a river, pollution, soil studies

- When on educational visits

For any physical activity, children wear suitable clothing to school. They are expected to have suitable footwear for both indoor and outdoor 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 codes, which are for safety reasons, such as walking round school, playing in sight of an adult on duty, care of property etc.

In accordance with E.A. 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.

Ballytober 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 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 the Staff Room. The school's accident register, accident forms and a list of any allergies children have is kept in the school office. 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 and if necessary, an ambulance sent for. Mrs L. Chartres is the school's designated teacher in charge of First Aid. 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 maintains 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

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 Playground by the safest exit route- **CLOSE ALL DOORS!**

Take your register, and check that all the children are present, then check it back to the Secretary/Principal who will be waiting in the playground. Nobody is to go back into school. If a child is missing it must be reported. When all the registers have been checked your class may then go in.

Please make sure your children walk in and out of school sensibly, and line up quietly. If your normal exit is blocked for any reason, then use the nearest available exit.

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 and 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 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.
- 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 (see also Smoking policy)

- It is the policy of the Governing Body that Ballytober P.S. is a no-smoking school.
- Smoking is not permitted in any area of the school by staff, parents or visitors to the school.

Car Parking

Car parking is a concern at Ballytober P.S. as it is a hazard for those who use the school. 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 other road users and the immediate community. In particular, the road markings near the school crossing should be observed at all times.

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

There is regular contact with traffic police and the road safety officer who will talk to parents and children and provide leaflets and posters to display and send out.

Regular letters to parents emphasise the following:

- Care of our neighbours;
- Use of the crossing patrol;
- Dropping children off in the layby and then driving on to keep the traffic flow moving, rather than parking and waiting;
- Trips - try to arrange coach time before or after 9.00am, that is 8.30am or 9.20am

All comments by parents or neighbours will be followed up.

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.

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 staff will supervise.

Tables need one child at each end, a child must not attempt to lift a table on his or her own.

The PA system must only be used and set up under adult supervision. Small items of equipment include tape players, CD players, PE/Music 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 , or wires get caught
- Piano - too heavy and feet or fingers become trapped
- Paper cutters - sharp blade

Security of the Premises

The Principal and 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 their classroom is secure, windows closed and lights/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
- The fire alarm has no faults
- The security system is working properly

Before leaving the premises, to check:

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

Principal

It is the responsibility of the 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 Office.

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 Caretaker.
- All contractors must report to the general office. The Caretaker will then be informed of their arrival
- Contractors will work under close supervision of the Caretaker 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 this 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 E.A.

N.B. See sheet below to be given to contractors.

Guidance for Contractors on Site

We have been recommended by the Health and Safety Inspector 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 (10.30-10.45 & 12.15-13.15);*
- Working on or near the playgrounds when the children are at play;*
- Leaving equipment around;*
- Playing music during school hours.*

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

Policy on the Use of Hazardous Substances in School

All substances which may be hazardous are kept in the Caretaker's store.

Any member of staff using chemicals must:

- Check the substance with the Caretaker.
- Follow procedures for use
- Be aware of procedures for avoiding exposure and for control
- Inform the Principal of any difficulties

Policy on the Administration of Medicines during School Hours (see Policy)

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 – see school policy.

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 in the Accident Report book. A copy of this is kept in the Principal's office. All details need to be filled in, including any treatment given.

First Aid Box

Location - Staff Room.

Suggested Contents of a First Aid Box:

There are no legal requirements for the contents of a first aid box, but as a guide it should include the following items:

- A leaflet giving general guidance on first aid;
- 20 hypo-allergenic plasters or micropore tape and melolin;
- 2 sterile eye pads, with attachment;
- Cotton wool;
- Lint dressings (of assorted sizes with micropore tape to attach);
- 6 medium sized individually wrapped sterile unmedicated wound dressings approximately 10 cms x 8 cms;
- 6 safety pins;
- 2 crepe bandages;
- 2 triangular bandages;
- Scissors;
- Salt and water saline solutions;
- Blue plasters
- Disposable gloves;
- Fever / scan thermometer.

Persons Responsible for Supplies

Mrs L. Chartres 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 Mrs Chartres if the supplies in any of the first aid boxes are running low.

Allergies/Long Term Illness

A record is kept in the *General 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 periodically and all staff are welcome to attend.

Accidents

Accidents fall into four categories:

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

Accidents in the first three categories should be reported immediately to:

EA

Galgorm Road

Ballymena

Tel: 028 2565 3333

The accident should be reported by telephone immediately, and then confirmed in writing on an accident report form.

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.

Other accidents

These are the accidents which more commonly occur in school.

Procedure to follow:

- Always fill in the accident book for minor injuries (including all bumps on the head, but not minor cuts and grazes). This book is kept in the office.
- If a child has a bump on the head you must send a letter home and/or contact the parent/guardian. The letters are kept in the *General Office*. Always notify the School Secretary if one is required.
- Fill in the accident form (copies of which are kept in the office) if the parent/guardian has to be sent for to take the child to the family doctor or to hospital for further treatment. Give the form to the Principal to sign.
- Copies will then be taken for: the E.A. Education Office and for the school file.

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.

Accident Documentation

- The following documentation is attached:
- Accident to E.A. employees
- Accidents to school children

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. It is not a complete statement of the duty.

Employee Accidents

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

Any accident to an employee resulting in a fatal or major injury must be reported to the HSI immediately by telephone.(028-82411411 Ext 1377)

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 the appropriate form must be completed and sent to the Board within seven days of the accident.

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.