

Largymore Primary School

HEALTH AND SAFETY POLICY

It is the policy of Largymore Primary to provide and maintain safe and healthy working conditions, so far as it is reasonable practical, for all staff, pupils and visitors and to encourage a safety culture within school.

Where reasonably practicable, this policy seeks to provide and encourage:

- A safe place of work, safe access to it and safe egress from it.
- Plant, equipment and systems of work that is safe.
- Safe arrangements for the use, handling, storage and transport of articles or substances likely to cause harm.
- Sufficient information, instructions, training and supervision to enable all employees to avoid hazards and contribute positively to their safety and health at work.
- A healthy working environment.
- Adequate welfare facilities.

A no smoking policy will operate within the school and its grounds.

RESPONSIBILITIES

The Board of Governors, Principal, Teaching Staff and Non Teaching Staff of the school are advised of their responsibilities in the school Health and Safety Policy Statement.

Whilst the school accepts that health and safety issues are the responsibility of the Board of Governors and Principal, these responsibilities can only be discharged with the full cooperation, advice and support of the EA.

The Principal has day to day responsibility for implementing and monitoring the policy.

In the absence of the Principal, the Vice-Principal or next most senior teacher will assume responsibility.

BUILDINGS SUPERVISOR

In the discharge of his/her responsibilities, the buildings supervisor will

- Regularly inspect the buildings, grounds and plant machinery/equipment and report any defects or hazards to the Principal.
- Encourage staff under his/her control (eg cleaners) to employ safe working practices.
- Instruct new employees in appropriate safety measures and procedures.
- Ensure that all defects in equipment or protective clothing are corrected and reported to the Principal.
- Report all accidents to himself/herself or the cleaning staff to the Principal.
- Furnish information as required in the investigation of injuries and accidents.

It is our primary aim that children be safe and happy at school. Safety Education is a high priority in our curriculum and we have a comprehensive health and safety policy for staff to follow to create as safe as possible an environment for your children. You can support the policy by noting the following:

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General Health and Safety Issues

- We ask you not to send children to school if they are feeling unwell. We do not have facilities to look after them adequately in this situation.
- The school does not normally administer medication.
- Parents are asked to report infectious diseases to the Principal
- If a pupil becomes unwell at school we will contact you to come and collect them. It is vital therefore that the school is supplied with emergency phone numbers where you or a relative may be contacted. You must inform us promptly of any changes to these details.
- Children will be encouraged to wash their hands before eating and after visiting the toilet.
- Glass containers or bottles should not be carried into school.
- We try to keep our playground litter-free.
- Damaged or broken equipment should be reported.
- The school is a No-Smoking Zone.
- No dogs are allowed on the premises or in the grounds. Dog or cat fouling creates a serious risk to children. The school will take action to remove nuisance animals. Any dogs on a lead at the school gate must be kept under control. Seeing dogs are the only exception.
- Parents should not use the staff car park.
- Pupils should enter the school by the playground doors.

Uniform

- Please support the school uniform policy.
- Jewellery should not be worn.
- Only standard heels should be worn – high heels are harmful to children’s physical development and are dangerous. Equally ‘pumps’ can be ill-fitting for young feet and children can easily slip out of these and have accidents.
- Grey skirts should be of decent length and support free movement for children.

Security

- ❖ With consideration for Child Protection and Security, parents should confine themselves to reception areas and **should not** be in children’s toilets or the children’s cloakrooms or in the corridors.
- ❖ Please report to the main office if visiting within school hours.
- ❖ All visitors entering the school are required to sign in and wear a visitors lanyard.
- ❖ The need for security means that doors will be locked after children have entered in the morning. Access is then through the Visitors’ Entrance at the Staff Car Park.

Please report any suspicious persons or any incidents which affect the safety of children or the security of the school. Your cooperation is very much appreciated.

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This school's policy is to provide and maintain safe and healthy working conditions, so far as reasonably practicable, for all users of the establishment – staff, pupils, students, parents, visitors and contractors and to encourage a safety culture within the school. The Education Authority's Health and Safety Policy Statement is 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 as necessary for the health and safety of staff and pupils.

Whilst the school accepts that health and safety issues are the responsibility of the Board of Governors and Principal, these responsibilities can only be discharged with the full cooperation, advice and support of the EA.

The Principal has day to day responsibility for implementing and monitoring the policy. In the absence of the Principal, the Vice-Principal or next most senior teaching will assume responsibility.

The Building Supervisor has day to day responsibility for the monitoring and reporting of health and safety issues.

All staff has a responsibility for the health and safety of themselves and others and has a duty to act responsibly and to report concerns.

Contractors must carry out their undertakings in a safe manner so as to ensure the health and safety of all personnel on the premises.

A sub-committee of the Board of Governors will conduct an annual inspection of grounds and premises and a report will be submitted to the Governors and to EA.

Signed: _____ (**Principal**)

Signed: _____ (**Chairman of Board of Governors**)

Date: _____

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TEACHING AND NON TEACHING STAFF

Each member of the teaching staff has a responsibility to exercise care and attention regarding their own safety and the pupils under their control. Staff shall:

- Ensure they take reasonable care during their work activities to avoid accidents to themselves, pupils and any other personnel in the school.
- Observe all safety instructions and advice issued by EA, DE or other relevant statutory body.
- Observe all safety rules relating to specific machinery or processes.
- Report all potential hazards.
- Cooperate with Principal on all matters relating to health and safety.

PUPILS

Have a responsibility to cooperate with others to ensure health and safety implementation, dependant on their age, which will involve a:

- Progressive and developing responsibility for themselves and others and in their use of tools and equipment.
- Progressive and developing responsibility for the way they interact with their environment – including reporting, questioning.

PARENTS

Have a responsibility to:

- Support the rules and regulations of the school.
- Support the school's health and safety policy.
- Act as a reasonable parent.
- Inform the school of certain diseases and other health conditions/disabilities.

ACCIDENT PREVENTION

The Primary causes of accidents within schools are:

- ❖ Slips, trips and falls.
- ❖ Disconnecting safety guards.
- ❖ Incorrect use of equipment.
- ❖ Leaving equipment in a dangerous condition.
- ❖ Using defective equipment.
- ❖ Horseplay (pupils AND staff).
- ❖ Incorrect lifting of heavy items.
- ❖ Failure to wear protective clothing ie gloves, goggles.

Staff should review their work and their work area to see which of these risks may be present and where risks can be reduced.

Staff should take appropriate action to minimize risks.

Teachers should keep work areas organized and tidy.

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Broken glass or other materials which might injure cleaning staff should not be placed in bins. This type of material should be given directly to the caretaker with an explanation.

Teachers should ensure that safety practices are included in lessons where this is appropriate.

Teaching staff must read relevant Safety Advice eg Science and Technology – ASE “Be Safe”, PE – “Safe Practice in Physical Education”, Out of School Activities - EA Educational Visits 2009 “Away from Home and Safe”.

Health and Safety consideration in other subjects which are indicated in the curriculum policies eg music.

Curriculum Coordinators should monitor safety practices and the safe use of equipment as these relate to their area of responsibility.

In general good discipline and the creating of an orderly environment in which children are respectful of others and of property will minimise risk.

Ensure children are well supervised, especially during practical activities.

Develop awareness in children of health and safety issues.

Reporting of Accidents

All accidents should be reported to the Principal and the relevant form completed – see the Accident File in the main office. It is important to include witness statements and details. Accidents will be investigated in order to analyse patterns and action will be taken where necessary to prevent recurrence.

A separate form available from the school office should be completed for accidents to staff and other adults.

FIRE SAFETY

General Fire Prevention

Naked flames should not normally be present in school. Advice can be given by the Principal for the risk assessment of proposed activities which may present challenge. There are strict guidelines for the use of candles or burners in science and the Principal should be informed if this is happening.

All areas should be kept tidy and free of the accumulation of rubbish or litter.

Exit doors should not be obstructed.

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Discovery of a Fire

In the event of a fire, the safeguarding of life is the priority consideration.

Should you discover a fire:

- Sound the Fire Alarm
- Begin evacuation procedures
- Call the Fire Brigade

Evacuation

The fire alarm is a continuous signal.

Fire drills will be carried out each term.

The evacuation route for each room is indicated by a notice close to the door.

In the event of a fire or fire drill the teacher should:

- Ensure that the children remain calm and orderly.
- Ensure that they line up quickly and quietly.
- Take the door “off the hook”.
- Bring the “roll of names”.
- Lead the children to the nearest safe exit and then on to the assembly point.
- Use the “roll” to ensure that all the children are accounted for.
- If any child is missing report this to the senior teacher at the assembly point.
- The senior teacher should attempt to locate the child provided that it is safe to do so. They should not re-enter a burning building.

**FIRE FIGHTING MUST ALWAYS BE SECONDARY TO LIFE SAFETY.
FIRE FIGHTING MUST ONLY BE CARRIED OUT BY TRAINED STAFF.**

TYPE OF EXTINGUISHER	COLOUR	APPLICATION
Water	Red	Paper, wood and other free burning material. NOT TO BE USED ON ELECTRICAL EQUIPMENT OR BURNING OIL.
Foam	Red with cream band	Burning oil fires
Dry Powder	Red with blue band	All types of fires
Carbon Dioxide	Red with black band	Electrical fires
Fire Blanket	-	Burning oil fires

First Aid

Each teacher is responsible for the updating and care of a first aid box in each classroom. There is a more comprehensive First Aid Kit in the Foundation Stage Atrium and a portable one in the Fruit Store which should be carried on class outings.

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Disposable gloves should be worn by staff. HIV may be transmitted by – direct contact with infected blood or other body fluids. HIV cannot be transmitted through normal social contact such as – touching, sweat and tears, coughing, sneezing, spitting, kissing, mosquitoes or other insects.

First Aiders

Courses will be made available to give suitable qualifications to the number of staff specified in the Board's procedures.

Training must be carried out by
An organisation approved by DE.

Presently Mrs Hume and Miss Brush have received training during the last three years. Miss Bigger and Mrs Warnock have received HeartStart training.

The Control of Substances Hazardous to Health

A substance is defined as being hazardous to health as follows :

- Any substance that is classified as being Very Toxic, Toxic, Harmful, Corrosive or Irritant.
- A micro-organism which creates a hazard to health.
- Dust of any kind, when present as a substantial concentration in the air.
- Any substance which creates a comparable hazard to those above.

A substance hazardous to health can be in the form of a solid, liquid, gas, powder, fibre, vapour, fume, mist, dust or aerosol.

Teachers should ensure that there are

NO HAZARDOUS SUBSTANCES IN THE CLASSROOM

The Principal and Caretaker will carry out a yearly inventory of cleaning substances etc to assess risk, storage implications and precautions associated with use and this will also apply at the time of purchase of new materials.

Suitable protective clothing must be provided and worn and instructions and procedures as indicated on products should be followed.

PC use by Clerical Staff and Principal

An assessment of the general environment and the positioning of the screen, desk and chair will be carried out and annually reviewed.

Electrical Equipment

Users should immediately disconnect and report damage or concern relating to electrical equipment.

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An inventory check will be carried out annually.

A qualified electrician appointed by EA will carry out regular inspections. Private electrical equipment should not be used in the school except by permission of the Principal.

Maintenance

The Principal and Building Supervisor will monitor the work of contractors from a safety point of view. All staff however should report problems arising from ongoing work where they recognize a risk.

Caretaking and Caretaking Staff

- Always wear gloves for cleaning tasks.
Chemical and acid resistant gloves are provided.
Wear long sleeved gloves for cleaning drains.
Chrome leather gloves are for general dry handling.
- Wear protective clothing provided – overalls, tabards.
- Wear pullover in cold conditions (caretaker)
- Wear boots for wet or damp ground and a head cover and waterproof clothing for outside in wet conditions.
- Safety goggles are available.
- Use marker cones and mats for wet spills and slippery surfaces.
- Ensure you are aware of safety considerations regards use and storage of any cleaning materials or substances in use. EA produce information regarding this and this will have been discussed by the Principal with you.
- Follow the procedures recommended for “lifting” and use trolleys where applicable.
- Ensure steps and ladders are in safe order and are safely secured in the safest position for working before you commence work. Do not undertake work up a ladder while you are alone in the building or out of ear-shot.
- Report any hazardous conditions or unsafe equipment.
- Only undertake tasks you are sure you are competent to handle. If you have any doubts discuss these with the Principal.
- Report any concerns regarding your safety or the safety of other staff or children to the Principal.

Good hygiene is an important element in ensuring the health and safety of all children, staff and visitors to the school.

Please carry out cleaning and hygiene tasks according to the regime recommended by EA.

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999 SERVICE

This service can be used for ALL emergency situations. These will include:

- ❖ Any fire in progress.
- ❖ Any assault in progress.
- ❖ Any accident or injury requiring immediate hospitalization.
- ❖ Any burglary in progress.
- ❖ Any threat of physical assault where there is immediate danger.
- ❖ Any incident where immediate support is needed from the emergency services.

For police support in other situations:

Central Exchange – 90 650222 and ask for Dunmurry Station.