



St. Nicholas' Primary School  
Minorca Place  
Carrickfergus  
Co. Antrim  
BT38 8AU

# ST. NICHOLAS' PRIMARY SCHOOL

## Policy for Health and Safety



**Principal: Miss G Doherty**

Tel: (028) 9335 1149

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# POLICY FOR HEALTH AND SAFETY

## Aim

The aim of our school is to create an atmosphere of carefulness both inside and outside of the school building; 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

## Responsibilities

### ALL MEMBERS OF THE SCHOOL COMMUNITY

(teaching and non-teaching staff, parents, pupils, governors) work towards the school aims by:

- Being fully aware of their own responsibilities for maintaining a safe and healthy environment
- Being familiar with all instructions and guidance on safety within the school
- Using common sense to take reasonable care for their own safety and that of others
- Reporting any identified hazards to the Principal without delay.

### THE MANAGEMENT TEAM

(Governors, Principal, SLT) work towards the school aims by:

- Recognising their corporate responsibility for ensuring that the Health and Safety of **CCMS/EA** is implemented in the school
- Ensuring that safe working practices/procedures are applied within the school
- Making termly inspections to ensure that a safe and healthy environment is maintained by Building Supervisor
- Establishing a system for the reporting, recording and investigation of accidents and ensuring that this is applied rigorously
- Ensuring that all members of the school community are aware of their own responsibilities
- Taking responsibility for devising and implementing a school Health and Safety Policy
- Monitoring and reviewing this policy and ensuring that necessary revisions are undertaken
- Ensuring that all staff are familiar with the Health and Safety Policy of the school and of the **EA/CCMS** and any other relevant codes of practice
- Facilitating safety training for staff e.g. Emergency First Aid at work
- Taking active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly rectified
- Ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency and that fire fighting equipment is available and maintained.

**THE PRINCIPAL-** works towards the school's aims by:

- Taking responsibility for the day-to-day operation of the Health and Safety Policy
- Close liaison with any trade union appointed safety representative and with the school nurse.



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**TEACHERS-** works towards the school's aims by:

- Promoting a spirit of safety consciousness amongst children, ensuring that they understand the need for codes of practice and are conscious of their responsibilities in taking reasonable care for their own safety and that of others
- Being good role models – vigilant and careful
- Taking quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others
- Providing opportunities for children to discuss appropriate health and safety issues.

**PUPILS-** work towards the school's aims by:

- Developing a growing understanding of health and safety issues
- Contributing to the development of codes of practice
- Conducting themselves in an orderly manner in line with these codes
- Taking growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it.

**PARENTS-** work towards the school's aims by:

- Ensuring that children attend school in good health
- Providing prompt notes to explain all absences
- Providing support for the discipline within the school and for the teacher's role
- Ensuring early contact with school to discuss matters concerning the health and safety of their children or of others
- Allowing children to take increasing personal and social responsibility as they progress throughout the school
- Ensuring that the school has up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies. (Registration book, in filing cabinet, SIMS)

For children, good safety habits are taught as part of the whole curriculum.

This can be through World Around Us topics & PDMU, for instance, a safe place to play which could include Science, English or Technology, and the involvement of outside agencies such as the police, fire brigade, road safety officer etc.

It might also be through a health related topic such as smoking.

At St Nicholas', 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 has been introduced throughout the 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 e.g. scissors, tools, P.E. apparatus
- When moving around school
- When carrying out investigations outside the classroom
- When on educational visits

For any physical activity, all children come to school wearing their PE gear. It is part of our school policy that children do not wear jewellery for safety reasons.

We have a limited number of school rules, which are for safety reasons, such as walking round school, playing in sight of an adult on duty, care of property etc.



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In accordance with **EA/CCMS** safety regulation, educational visits are carefully planned in advance, with staff visits made if possible. Children are asked to wear appropriate clothing for the activity planned. The correct adult/child ratio is always followed, and a first aid kit, necessary medication such as epipens, inhalers etc, and list of emergency phone numbers and school mobile taken. A list of children involved must be left in the office before departure.

St Nicholas' 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 once a term. 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. The school's accident register, accident forms and a list of any allergies children have is located in the office and in class registers. First aid boxes are also kept in the office and in each classroom. Medication such as epipens, inhalers etc are located in class storerooms and in the 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 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. Accident forms are also completed after a child has suffered a bump to the head or is sent home.

The building supervisor, under the direction of the Principal, is responsible for ensuring that the building provides a safe and healthy environment for the children. The building supervisor and cleaners maintain a clean and tidy building and grounds. Any minor repairs or maintenance are completed by the building supervisor, or through the use of authorised contractors.

Any equipment/hazardous substance is kept locked away from the children. All portable electrical equipment is to British Standards and is checked annually by specialists.

### **Providing Children with opportunities to discuss Health and Safety issues**

- A programme of Personal and Social education is integrated through the PDMU area of learning. This is designed to promote mutual respect and understanding, self-discipline and social responsibility
- A programme of Health Education with visits from a variety of Health Support Agencies
- Circle Time, a forum for discussion held in each classroom
- The compilation of a set of Class Rules at the beginning of the School Year
- Pupil Council meetings are held regularly where the children can raise a variety of issues.

### **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 exit and follow the agreed procedures.
- Classes only return on instruction of the Principal.
- 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.



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- Supervisors in the assembly hall where children are eating school meals or in classrooms 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.

In the event of a fire or bomb alert the Principal or office staff must:

- Ring the fire alarm to activate the evacuation of the premises of all adults and children. **(see fire drills and evacuation procedures)**
- 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.

### Designated Fire Marshalls:

Key Stage One: Mrs D Smyth

Key Stage Two: Mrs C Byrne

### Car Parking

Car parking is a concern at St Nicholas' as it is has proven a hazard for those who use the school. Parents are reminded of the need for due caution and consideration when dropping or collecting children at the school and at all times show consideration for the safety of pedestrians.

There is regular contact with traffic police and the road safety officer who will talk to the children regarding Road Safety.

Regular newsletters to parents emphasize the following:

- Use of the crossing patrol
- Due caution when dropping children off
- Adherence to the speed limit of 5mph within the school grounds

Any adult who continually parks in an obstructive way will be contacted (by Principal or building supervisor).

All comments by parents or neighbours will be followed up.

A log of car park incidents is maintained in the school office.

There are 2 designated disabled car parking spaces in the car park to be used by Blue Badge holders.

### 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.



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## 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).

## 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 the Building supervisor will supervise. Tables need one child at each end; a child must not attempt to lift a table on his or her own. Small items of equipment including speakers, music trolley and PE trolleys etc. 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 trolleys, or wires get caught
- Piano – although on wheels, it can tip, and feet or fingers become trapped.

## Security of the Premises

The Principal and Building supervisor 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, lights and equipment switched off before leaving the premises.

## Building supervisor

### It is the responsibility of the building supervisor 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 locked

## Principal

It is the responsibility of the Principal to perform the above functions in the absence of the Building supervisor. In addition, the Principal is responsible for the security of the premises during the school day. All visitors are required to report to the General Office where they can sign in. The side gate access to the school playground is locked at 9am.



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All parents and other adults are requested, when bringing children to school, or collecting them afterwards, to report to the school office and collect children from this point.

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

### **Contractors on site**

- Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must either contact the Principal or Building supervisor.
- All contractors must report to the general office. The Building supervisor will then be informed of their arrival
- Contractors will work under close supervision of the Building supervisor 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 Building supervisor and any concerns reported to the Principal, the contractor concerned and the appropriate department at the **EA/CCMS**. A log of maintenance issues is kept in the school office.

**NB see sheet below to be given to contractors.**

## **Guidance for Contractors on site**

**Please ensure that you have reported to the office, shown appropriate identification and have signed in.**

We have been recommended by the Health and Safety Inspector (EA) to ask you to refrain from:

- Smoking in the building or in the grounds
- 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
- Playing music during school hours



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**If you have any problems, please see the Principal or Building supervisor.**

**Many thanks for your co operation.**

### **Policy on the Use of Hazardous Substances in School**

All substances, which may be hazardous, are kept in a locked store.

Any staff ordering chemicals must only order those covered by the **COSSH** register.

Any member of staff using chemicals must:

- Check the substance against the COSSH register
- Follow procedures laid down for use
- Be aware of procedures for avoiding exposure and for control
- Inform the Principal

### **Policy on the Administration of Medicines during School Hours**

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) or due to a behaviour disorder
- Children who are suffering from casual ailments (coughs, colds etc)

Generally, no member of staff will administer medicine to children.

Reference: Medication Policy

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.

For those children requiring medication such as insulin then this will be administered following the **individual care plans for each child. (EA Medical Needs Support)**

For casual ailments it is often possible for doses of medication to be given outside school hours. ***The school does not administer medication.***

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. Please note that teachers are not required to dispense medicines as part of their contracts and have been advised by their union not to do so. The school will make every effort to accommodate parents in the administering of medicines and will keep medication for children in a secure place. Children who can administer their own medication (inhalers) will be strictly supervised.

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

- Parents must write to the school giving authorisation for medicines to be used by the child. This needs to include instructions regarding the quantity and frequency of administration.



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- The medicines must be brought into school in a properly labelled container which states:
  - (a) The name of the medicine, (b) the dosage and (c) the time of administration.

Where long term needs for emergency medication exist, the school will require specific guidance on the nature of the 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.

### **Medication on Residential Trips/Out of School Hours**

For those pupils who require medication while on residential/out of school hours activities written instructions and permission for the administering of medications must be given prior to the school to the event.

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

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

During lesson time the class teacher or classroom assistant administers first aid. If an accident occurs in the playground and first aid is required, then one of the staff on duty in the playground should come to the staff room and request the assistance of the child's class teacher and if necessary one of the named first aiders. At lunchtime the supervisor, secretary or Principal administers first aid.

If there is any concern about the first aid, which should be administered, then the qualified first aiders must be consulted.

### **Mrs Corey and Mrs Phillips**

The above named persons are recognised by the EA to act as "Appointed Persons" for First Aid within St Nicholas' Primary School.

According to the EA Health and Safety Handbook for schools, an "Appointed Person" is someone who:

- takes charge when someone takes ill, or is injured, including calling an ambulance if required.
- Looks after the first aid equipment e.g. restocking the first aid box

### **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.

### **Recording Accidents**

All accidents (including minor scrapes and cuts) must be recorded on an accident form which is kept in the office. All details need to be filled in, including any treatment given.

Parents receive a phone call in the event of a bump to the head or a significant cut.

### **First Aid Boxes**

Staffroom

Secretary's office

All classrooms



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### Person Responsible for Supplies

The office staff are 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 the Principal 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 and on SIMS 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 emailed to all staff who are welcome to attend.

### Accidents

Accidents fall into four categories:

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

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

The Health and Safety Executive for NI  
83 Ladas Drive  
Belfast BT6 9FR (028 90 243249)

Health and Safety Officer  
**EA/CCMS** (Online Accident Report – Miss Doherty is registered)

The accident should be reported by telephone immediately, and then confirmed in writing on form. A list of what constitutes a major injury is attached. Category 3 accidents are reported to the Health and Safety Executive within 7 days on 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/carers.

### Other accidents

These are the accidents, which more commonly occur in school.

Procedure to follow:

- Always fill in an accident sheet for minor injuries (including all bumps on the head, minor cuts and grazes). These are available from the Secretary or Principal and in the class register.
- If a child has a bump on the head you must contact the parent/carer.
- Fill in the accident forms which are kept in the Secretary's Office.

**Copies will then be taken for:**

### 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



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- 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.

**See: *Online Accident Reporting documentation (EA) for further details.***

### **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.

### **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 HSE immediately by telephone. The details must be confirmed on Form F2508 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 Form 2508 must be completed and sent to the HSE 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) must be reported if the accident arose out of or in connection with these activities.



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# FIRE DRILL

## When the Fire Alarm Sounds:

- All classes must leave their classroom immediately through their exit door.
- Class Teachers or secretary must bring class registers with them.
- Secretary should also bring the visitor log.
- Classes located on the Key Stage Two Playground side of the school must exit the playground using the main double gates.
- Classes are to assemble in the designated areas in the church car park with their teachers.
- Teachers will call the class register for that day and ensure that everyone is present.
- Teachers are to lead their own class to the front car park and wait for instruction from the principal.
- The Designated Fire Marshalls are:
  - **Key Stage 1 : Mrs Smyth**
  - **Key Stage 2 : Mrs Byrne**



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## Health and Safety Policy document for St. Nicholas' Primary School

This school's Board of Governors recognise their statutory duty to ensure health and safety on premises under their control. They also acknowledge their responsibility to ensure that the Education Authority's (EA) Health and Safety Policy is both understood and implemented in their school, that risk assessments are carried out to address significant risks, and that they operate within the procedures and guidelines set out in the employing authority's scheme of management.

In fulfilling these duties and responsibilities the Board of Governors will:

- ensure that the school principal and management team develop a safety management system throughout the school;
- monitor the effectiveness of the school's health and safety arrangements;
- develop and implement arrangements to ensure that:
  - all school risk assessments are completed and are implemented;
  - equipment and materials purchased by the school are safe and suitable for their intended use;
  - contractors carry out their work in a safe manner;
  - prompt and efficient maintenance is carried out on:
    - all non-structural repairs;
    - all equipment;
- ensure that arrangements are developed for the annual inspection of the school premises and the preparation of a report for the Chief Executive of Education Authority; and
- ensure that both teaching and non-teaching staff are issued with a copy of the employer's Health and Safety Policy.

Signed: \_\_\_\_\_ Chair of Board of Governors

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

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

Miss Geraldine Doherty

Reviewed 13<sup>th</sup> June 2023



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