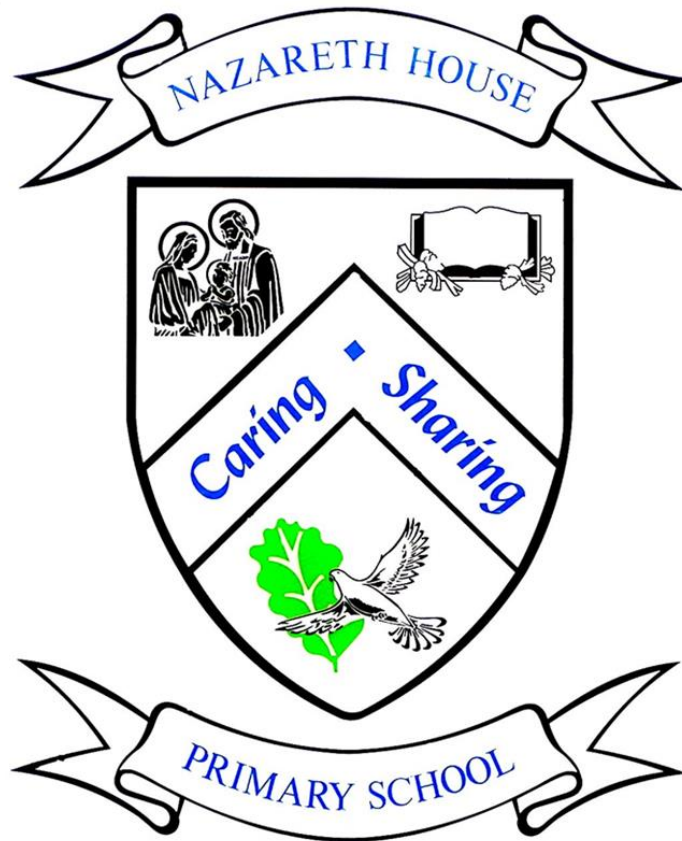


# Nazareth House Primary School



## Health and Safety Policy

Signed: \_\_\_\_\_ (Board of Governors)

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

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

This school's policy is to provide and maintain safe and healthy working conditions for all our staff and pupils and to encourage a culture of safety within the school.

We provide information to identify need in respect of training and provide supervision as necessary for the health and safety of others who may be affected by school activities.

The Governing body accepts responsibility for the health and safety of others who may be affected by school activities.

Within the school curriculum, we teach children about health and safety, to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives.

**The aim of the policy is to:**

- Ensure that all reasonably practical steps are taken to ensure health, safety and welfare of all persons using the premises
- Ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising administrators participating in off-site visits
- Establish and maintain safe working procedures amongst pupils
- Make arrangements for ensuring safety and absence of risk in connection with the use, handling, storage and transporting of substances
- Develop safety awareness amongst staff, pupils and other supervising adults
- Formulate and implement effective procedures for use in fire and other emergencies
- Provide adequate training, information, instruction and supervision to enable all staff employed in the school to perform their work safely and efficiently
- Maintain a close interest in all the health and safety routines so far as they affect activities in the premises under that of the school

**The Principal is the delegated person for Health and Safety and he will:**

- Be responsible for the day-to-day implementation of school safety policies
- Develop a culture of safety within the school
- Investigate any specific Health and Safety issue identified within the school and take prompt remedial action as appropriate
- Liaise with outside agencies able to offer expert advice
- Ensure that all staff fulfil their duties to co-operate with the policy
- Formulate and co-ordinate safety procedures
- Review First Aid, Fire Evacuation and Risk Assessment procedures with relevant staff regularly
- Ensure relevant staff have access to appropriate training
- Meet with the caretaker on a regular basis to carry out a Health and Safety audit and report to the relevant agency any defects brought to note
- Keep up-to-date with any changes in legislation regarding Health and Safety in the workplace

**All staff will:**

- Ensure that they are aware of the requirements of the Health and Safety policy
- Fully support all health and safety arrangements
- Take reasonable care of their own health and safety, and that of others who may be affected by their actions
- Ensure, as far as is reasonably practicable, that their classroom is safe
- Use equipment safely
- Ensure, as far as is reasonably practicable, that pupils use equipment safely
- Report situations to the Principal or caretaker, which may present a serious or imminent danger to any member of our school community
- Report any concerns of abuse to pupils to the Designated Teachers for Child Protection
- Complete an "Accident Report Form", available from the school office, in the event of an accident

**The Caretaker will:**

- Ensure that he is familiar with the school's Health and Safety Policy
- Conduct a regular Health and Safety survey and site-walk with the Principal
- Ensure that all cleaning staff are aware of any implication of the Health and Safety Policy, as it affects their work activities, e.g. arrangements for materials, equipment, substances, etc
- Report to the Principal any hazards that have been brought to his notice
- Ensure that everything received from suppliers-machinery, equipment, substances, etc.- is accompanied with adequate information and instructions prior to use
- Maintain a record of hazardous substances used for cleaning or similar purposes
- Ensure that all toilets are inspected, cleaned and resourced regularly to provide a safe and healthy environment
- Ensure that all locks and catches are in working order
- Ensure that warning/hazard signs to notify of a spillage or cleaning is in progress are displayed as appropriate
- Ensure that there is no storage in the following areas; boiler room, corridors, doorways, steps/stairs

**Safety of children:**

- It is the responsibility of all staff to ensure that all children are kept safe and free from harm
- It is the responsibility of teachers to ensure that all curriculum activities are safe
- Pupils are expected to exercise appropriate personal responsibility for their own safety and the safety of others
- Pupils are only taken off the school site with prior permission of parents/guardians
- The school's Code of Conduct has been written with the safety of all in mind and must be adhered to
- Children are taught to have care and consideration for themselves and others;
  1. In the classroom
  2. Using equipment
  3. Moving around school
  4. Carrying out investigations
  5. On educational visits

- Children are supervised during morning break in the KS1 playground and lower KS2 playground by members of the teaching and non-teaching staff.
- KS1 pupils and KS2 pupils have staggered lunch times and are then supervised on the playground by lunchtime supervisors and non-teaching staff
- Each teacher is responsible for collecting their class promptly from the playground after lunch time
- Children are supervised at the Breakfast Club from 8.30am by a member of non-teaching staff
- Each teacher from P1-P3 dismisses their pupils from the playground at 2.30pm, ensuring prompt collection by a parent/guardian.
- Teachers of children from P4-P7 dismiss their children at 3.00pm from the bottom door of the school, facing the hall
- For all proposed educational visits, each teacher will need to complete the relevant Risk Assessment form
- Children are to be made aware of the correct procedure for evacuation of the school building during any planned fire drill
- Other staff on duty should inform substitute teachers of their duties regarding supervision
- If a member of staff knows that he/she is unable to do their duty, he/she should organise cover

### **School Security**

The external bottom door leading into the school is fitted with a magnetic lock. Children and parents can gain entry to the school through this door between 8.30-9.30 am. After this time, the door will be locked throughout the school day.

Anyone entering the school building is asked to do so through the main entrance to the school, thereby requiring them to identify themselves to the secretary.

### **Accidents**

- In the event of an accident, resulting in an injury to a child or adult, an "Accident Report" form must be completed. These are stored in the school office.
- When an incident involves injury to a child, this will be dealt with by either the teacher on duty or the child's teacher
- If there is any concern about the injury, the nearest trained First-Aider must be consulted. There is an updated list of First-Aiders placed in areas of note at various locations around the school building.
- Any blow or bump to the head must be reported as soon as possible to the child's parents/guardians
- If there is any concern whatsoever about the injury, the school will contact the parent/guardian
- If the school deems it necessary, emergency services will be contacted

**NB:** When a child becomes a pupil at Nazareth House Primary School, the parent/guardian is required to complete a "Data Collection Form", which school management maintains on computer. The information supplied on this form is of vital importance, especially in the event of an accident. Parents/Guardians must ensure that the school office is notified immediately if there are any changes, particularly in a child's health, the family doctor and especially first and second contact numbers.

### **Educational Visits**

- The Principal has the responsibility for ensuring that the school's Educational Visits Procedure is implemented fully
- As a matter of good professional practice, each teacher should follow the "Educational Visits policy" when planning a trip, including Risk Assessment, Parental permission and adequate levels of adult supervision, etc.

### **Evacuation of the building (fire drill)**

- On hearing the fire alarm, all staff should lead their class in a calm manner to the agreed assembly point (bottom KS2 playground)
- Exit plans are displayed inside the front door of every classroom
- Before leaving the building, teachers should ensure that all children have accompanied them from the classroom
- Specific teachers will check toilets on the way out but will not re-enter the building in search of a missing person
- The Principal and Caretaker will do a final check of the building together to ensure everyone has vacated
- In the case of a child being out of class during an evacuation, they should exit through the nearest fire exit and make their way to the appropriate assembly point (bottom KS2 playground)
- Each teacher takes a roll of their class once they are gathered at the assembly point and reports to secretary/Principal
- Fire bells and fire doors are tested weekly by the Caretaker
- A fire drill is practised once a term and logged by the Principal
- Fire extinguishers are checked annually and located at various points and are not to be moved from their designated positions
- The Principal is responsible for calling the Fire Brigade

### **Movement Around School**

- Pupils should walk along corridors and stairs in single file. They should remain in single file when waiting.
- Class lines should always be under the control of the teacher.
- All classes should be accompanied onto and from the playground by the teacher at lunchtime. P.7 prefects have this responsibility at break time.
- Teachers should settle their class line in the playground before moving, and then stop and resettle children, if necessary, before entering the school building
- Children are not permitted to re-enter the school building during break or lunch time unless accessing the toilets on the ground floor
- On wet days, children are supervised in their classrooms by lunchtime supervisors and staff

## **Playground**

- KS1 children play in the main playground during morning break and at lunch time. Each year group from P1-P4 have their designated areas of the playground to play in.
- KS2 children play in the lower drop off area during morning break and in the main playground at lunch time. Again, at both breaks, P5-P7 have designated areas to play in.
- Staff members from each key stage supervise these areas during morning break and should ensure that on their “duty day” they are on the playground a few minutes early to meet the classes as they arrive
- There are four lunchtime supervisors who work from 12.00-1.30pm

## **First Aid Supervision**

- Staff members are aware of the restrictions regarding First Aid but will balance this with the appropriate level of “duty of care” to the child. The child’s needs always come first.
- The names of recently trained First-Aiders are displayed at strategic places around the school (entrances, ends of corridors, near toilets)
- As a precautionary measure, all teachers should report any bumps to a child’s head to the secretary. A phone call should be made home immediately and parents/guardians should be encouraged to come to the school to collect their child and seek medical advice.
- The secretary is responsible for restocking the First Aid boxes when requested by a member of staff. There is one First Aid box in the office and one box on each corridor.
- All staff are responsible for notifying the secretary when supplies are running low.
- A First Aid kit is to be taken on all educational visits.
- First Aid boxes will contain the following;
  1. Scissors
  2. Bandages
  3. Single plasters
  4. Sterile individual wipes
  5. Disposable gloves

## **Administration of Medicines**

Some children have ongoing or temporary medical conditions that may require prescribed medication. In line with advice;

- Teachers and members of the non-teaching staff can, at all times, opt out of administering such medication
- In certain cases, an individual plan will be put in place following consultation with and training of relevant staff
- Staff members can voluntarily administer medication if they are comfortable with this, after having liaised closely with the child’s parents/guardians, e.g. asthma protocol, antibiotic
- “Over the Counter Medication”- the school would encourage parents to administer this type of medication, where possible, before and after school. Teachers are strongly advised NOT to administer this type of medication and parents are encouraged to come into school during the school day to administer this independently.

## **Assessing Risks**

Teachers and other staff members should be watchful at all times for potential hazards around school and should report even the slightest concern to the Principal or Caretaker. When organizing an educational visit/trip, the teacher should carry out a risk assessment in advance. The 5 stages for risk assessment are as follows;

1. Identify any possible hazard/s
2. Decide if there is any chance for harm to pupil or adult
3. Evaluate the risks and decide whether existing precautions are adequate
4. Record your findings
5. Review your assessment with the Principal before making a decision whether to proceed with the activity

## **The Board of Governors**

Governors have a statutory duty, under the Health and Safety (NI) Order 1998, to ensure that the Board's Safety Policy is both understood and implemented. This policy has been endorsed by the Governors and will be reviewed regularly and amended as required.

## **Review of Policy**

A review of the policy will be undertaken annually by the Principal. Any amendments or updates will be reported to the Board of Governors. Any new legislation or directives will be incorporated into the policy as necessary.