



Ballycraigy Primary School

Health and Safety Policy

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| Date reviewed | January 2020 |
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| Date ratified by governors | 27 January 2020 |
| Next review due | January 2022 |

POLICY FOR HEALTH AND SAFETY

Aim

The aim of Ballycraigy Primary is to create an awareness of precautions and measures regarding safety that should be observed in and out of school by all users of the school: children, school staff, parents and the local community.

Ballycraigy Primary cultivates good habits, alertness and control and instils concern and consideration for the safety of others. Each individual should know how to protect him or her self and should know what to do in emergencies, including basic first aid and other procedures.

Sensible safety habits are taught within the whole Curriculum. It might also be through a PDMU topic, for instance smoking or drugs. Outside agencies, such as the Police, Fire Brigade, Road Safety Officer, are invited to address the children in class or in Assembly.

At Ballycraigy Primary children are encouraged to develop beneficial habits through good health and hygiene routines. School meals are prepared according to good dietary principles. Break-time snacks are provided consisting of scones, toast, pancakes, muffins etc.

Ballycraigy Primary believes that children learn best through practical experience and active involvement in all areas of the Curriculum. Pupils are taught to have care and consideration for themselves and others:

- ◆ in the classroom
- ◆ when using equipment, e.g. scissors, tools, PE apparatus
- ◆ when moving around school
- ◆ when carrying out investigations
- ◆ on educational visits.

For P.E. children in KS1 and KS2 change into shorts and T-shirt. All children are asked to wear P.E. slippers. It is preferred that children do not wear hooped or dangly earrings, for safety reasons.

Ballycraigy Primary has a few school rules that are made specifically for safety reasons, such as walking (not running) in the school buildings, playing within sight of an adult, care of property, the wearing of no jewellery, etc.

In accordance with EA safety regulations, educational visits are planned in advance, with staff making a prior inspection of the venue, if possible. Details of the visit are sent to parents. Children should wear appropriate clothing for the activity planned. The correct adult to child ratio is always observed, and the teacher in charge always takes a first-aid kit and list of emergency telephone numbers.

Ballycraigy Primary has standard procedures in case of an emergency in school, such as a fire or bomb alert, when the building is evacuated. Practice drills are carried out at least once a term. All staff and children are familiar with the routine and know their own exit route, place of assembly and roll-call system.

All the children are taught to take care of themselves and each other but, in a school environment, accidents can occur. Most are minor and can be dealt with by any member of staff. A fully equipped first-aid box is kept in the corridor outside the staff room, the school's Accident Register and Accident Forms in the secretary's office and known allergies are

recorded on the child's SIMS record. If the accident is more serious, the school ensures the child receives qualified medical attention as quickly as possible, an ambulance being called if necessary. Parents are informed straightaway.

Accident forms are filled in for those accidents that require professional medical attention, or that are caused by any defect in the school or its equipment.

The Buildings Supervisor, under the direction of the Principal, is responsible for ensuring that the building provides safe and healthy surroundings for the children and for undertaking basic repairs and maintenance. Approved contractors are called in as advisable. The Buildings Supervisor and Cleaners maintain clean and tidy buildings and grounds. Any equipment/hazardous substance is locked away. All equipment is to British Standards and is maintained regularly.

Fire Drill

As soon as the fire alarm sounds, all children and adults should stop what they are doing and walk out of the building through the nearest exit. Fire doors and emergency exits should never be blocked nor locked during school hours but, should a normal exit be blocked for any reason, then the nearest exit should be used. Escape routes are marked on a plan in each classroom.

The children should walk out of the building(s) calmly and line up quietly. Adults should prevent panic. The class teachers should take the roll-call and check that all the children are present.

Nobody should go back into the building(s). If a child is missing this should be reported to the Principal.

When all the Registers have been checked, the Principal will signal it is safe to re-enter the school.

Lunchtime Fire Procedure

If the fire alarm is sounded, adults on duty in the Dining Hall, classrooms, cloakrooms and playground should gather all the children well away from the building and ensure no child re-enters the building.

The Principal or Key Stage Coordinator will ensure, as far as it is reasonably practicable, that everyone is out of the building(s).

Fire and Bomb Alerts

In the event of a fire or bomb alert the Principal should sound the fire alarm to evacuate the premises and, after telephoning 999 to alert the Fire Brigade and Police, check that the evacuation procedure has been followed. If the alert is a practice, then the Fire Brigade should be informed before the evacuation of the premises takes place.

The Principal should position themselves near the school gates to meet the Fire Brigade/Police and direct them to the site of the incident, if known.

All children and adults should remain outside. Only when the 'all clear' has been given are children and adults permitted to re-enter the premises.

Smoking Policy

It is the policy of the Governors that Ballycraigy Primary is a no-smoking school. Smoking is not permitted in any area of the school by staff, children, parents or visitors to the school. No-smoking signs are displayed prominently around the building(s) and grounds.

Car Parking

Car parking is a concern at Ballycraigy Primary, as it can be a hazard for those who use the school and for those who live or work within the vicinity of the school. The school car park is to be used only by staff and blue badge holders (at peak times in the morning and afternoon). Drivers parking cars at or near the school, while dropping off or collecting children should show consideration for the safety of pedestrians, other road users and the immediate community.

Visitors, who have been given authorisation to park at the school, should leave a note of their car registration number with the school office in case the car has to be moved.

Ballycraigy Primary admonishes any adult who parks repeatedly in an inconsiderate way, obstructing other traffic or the roadway. Notice is taken of complaints by other parents and neighbours.

Policy on Children Moving Equipment

In the normal day-to-day running of the school, there are times when children might need to move equipment or items of furniture – perhaps chairs and/or tables, sports equipment or other small pieces of equipment.

Children should *always* be supervised when moving any equipment or piece of furniture. Some items could be heavy or awkward to handle. Children are shown how to lift and carry safely and reminded of this each time.

PE and Sports Equipment

When using large apparatus, children should be shown how to bend before lifting and moving apparatus. The supervising adult allocates the appropriate number of children to lift heavy items.

Furniture

Chairs should be moved one at a time and children are taught how to carry them correctly. They may carry a single chair on their own. If a large number of chairs is needed, then the Buildings Supervisor will organise this. Tables need one child at each end. No child should attempt to lift a table single-handed.

Small items of equipment can be moved by the children under adult supervision.

When an item of equipment or furniture is being moved from one room to another, the supervising adult should nominate a child to open and close doors.

Items Children Should Not Move.

- ◆ Computers – wires can get caught and monitors can easily fall off trolleys.
- ◆ Piano – although on castors, it can tip and trap feet or fingers.
- ◆ Paper cutters – dangerously sharp blade.

- ◆ Children should not stand on chairs or tables to remove displays, nor should they remove staples, pins etc., from display/notice boards.

Security of the Premises

The Principal Dr Edwards, Chair of Governors Mr Palmer, Buildings Supervisor Mr Ferguson and Mrs Jess (SLT) 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, the windows closed and equipment switched off before they leave the premises.

Buildings Supervisor

It is the responsibility of the Buildings Supervisor to check daily that all locks and catches are in working order, that the emergency lighting is working, that the fire alarm has no faults, and that the security system is working properly.

Before leaving the premises, the Buildings Supervisor has a duty to ensure that all the windows are closed, that the doors are locked and secure, that the security alarm is set and that all gates are locked.

The Principal/Chair of Governors

The Principal/Chair of Governors performs the above functions in the absence of the Buildings Supervisor.

The Principal is responsible for the security of the premises during the day. The main entrance door must be closed at all times.

Any parent or visitor is welcome in school but is asked to **sign the visitor's book at and receive a visitor's pass from** the secretary's office first. Children enter and leave school by different doors, according to their Year Group.

Although these precautions should be observed, they should in no way detract from the welcoming ambience of the school.

School Health and Safety Committee

The Governors of Ballycraig Primary meet annually to review safety measures and reports of accidents, to assist in reviewing the school's Health and Safety Policy and to ensure safety procedures are implemented throughout the school.

The Principal is responsible for Health and Safety in the school and day-to-day implementation of the policy.

Contractors on Site

- ◆ Contractors should telephone the Principal or Buildings Supervisor and make appropriate arrangements before commencing work.
- ◆ When they arrive, all contractors should report to the Buildings Supervisor **and sign the visitors book**. Contractors work under the close supervision of the

Buildings Supervisor, so that there is no danger to the health and safety of children or adults in school. Any concerns should be reported to the Principal, the contractors and the appropriate department of the EA.

- ◆ When not in use, any equipment that contractors bring into school should be stored in a safe place.
- ◆ No repairs or maintenance can be carried out in areas that children or adults are occupying; this includes cloakroom and toilet areas.
- ◆ No work should be in progress in the playground/Dining Hall during break times and lunchtime.

NB: The guidance sheet below should be given to contractors.

Guidance for Contractors on Site

Ballycraigy Primary complies with the recommendations of the Health and Safety Inspector (EA) and requests you to refrain from the following practices.

- ◆ Smoking in the building or in the grounds, as Ballycraigy Primary is a no-smoking school.
- ◆ Talking to the children (who have been taught not to talk to strangers).
- ◆ Moving vehicles while children are at play.
- ◆ Working on or near the playgrounds while the children are at play.
- ◆ Leaving equipment lying around or unattended.
- ◆ Playing music during school hours.

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

Policy on the Use of Hazardous Substances in School

All potentially hazardous substances are kept in a locked store.

Policy on the Administration of Medicines during School Hours

Please refer to the Policy for the Administration of Medication

Policy on First Aid in school

All staff in the school deal with minor incidents requiring first aid.

During class minor injuries will be dealt with by the class teacher, classroom assistant or secretary. Major injuries will be reported to Dr Edwards. If an accident occurs in the playground and first aid is required, one of the staff on duty in the playground should request assistance. At lunchtimes, the Supervisory Staff administer first aid for minor injuries but will contact Dr Edwards or Mrs Simpson for major injuries.

If there is any doubt about the correct first-aid procedure, the qualified First Aiders should be consulted.

The qualified First Aiders/**Appointed Persons** at Ballycraigy Primary are:

Dr Hazel Edwards

Mrs Belinda Simpson

Mrs Ruth Little

Mrs Helen Starritt

Miss Louise Moore

Mrs Caroline Jess

Recording Accidents

All accidents must be recorded in the accident book. This is kept in the secretary's office. All details need to be filled in, including treatment.

First-Aid Boxes

This is stored in the corridor outside the staff room. Mrs Simpson will check this regularly and reorder stock as required.

Allergies/Long-term Illness

A Medical Register is kept on SIMS. This records any child's allergy to any form of medication, food products or insect stings (if notified by the parent); any long-term illness, for example asthma; and details on any child whose health might give cause for concern.

Accidents

Accidents fall into four categories:

- ◆ a death or major injury
- ◆ a semi-serious injury (that is when an employee or child has had an accident at school and is unable to work for more than three days)
- ◆ a work-related disease
- ◆ a dangerous occurrence (this is when something occurs that does not result in a reportable injury, but which clearly could have done).

Reporting School Accidents

Certain accidents arising out of, or in connection with, work have to be reported to the Health and Safety Executive, under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Accidents and incidents should be reported immediately to

- Health and Safety Officer, EA

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.
- ◆ The loss of sight in an eye.
- ◆ Any other injury that results in the person injured being admitted to hospital as an in-patient for more than 24 hours, unless that person is detained for observation only.

It could be that the extent of the injury might not be apparent at the time of the accident or immediately afterwards, or the injured person might 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.

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 should be reported to:

- Health and Safety Officer, EA

Pupil Accidents

Fatal and major injuries to pupils on school premises during school hours should be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls need not be reported 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
- ◆ Lack of proper supervision.

Fatal and major injuries to school pupils occurring on sponsored or controlled activities, organised by the school but off the school site (such as field trips, sporting events or holidays in the UK), should be reported if the accident arose out of, or in connection with, these activities.