

# Health & Safety Policy



**DRUMHILLERY PRIMARY SCHOOL**



## **Drumhillery Primary School Health & Safety Policy**

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

The EA Health and Safety Policy is adopted and complemented by the school's policy.

We provide information to identify need in respect of training and provide supervision as necessary for the health and safety of staff and pupils.

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.

This policy is underpinned by the UNCRC, in particular the following articles

- Schools should work towards what is best for the child. Article 3
- All children have a right to good health and good quality health care. Article 24
- All children should be protected from violence, abuse and neglect. Article 19

### **School Security**

The external door at the main entrance on the school is fitted with magnetic locks, which can be operated from inside. This lock means anyone entering the building is required to identify him/herself, and report to the secretary's office or the Principal. This in no way detracts from the open-door policy of the school. There are only 2 points of access open each day, the main front door and the side gate which is locked at 9:30am each morning when all the children and staff have arrived and opened again at home time.

All adults working in the school, including parents working as volunteers, must undergo a police check. Parents and other visitors are asked to report to the school office upon arrival. If no one is there, then they should inform the teacher in the closest classroom (Mr Campbell's room).

### **Safety of Children**

- It is the responsibility of teachers to ensure that curriculum activities are safe.
- Pupils are only taken off the school site with prior permission of parents.
- The school's Code of Conduct and school rules have 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:

- in the classroom
  - using equipment
  - moving around school
  - carrying out investigations
  - on educational visits
- Children are supervised in school each morning, from 8.45am and at morning break by members of the teaching staff. The Breakfast Club begins earlier at 8:15am.
  - Children are supervised at lunchtime.
  - Class teachers ensure that all children are collected. Children not going home on the bus will only be allowed to leave school with over 18s who have been previously authorised by parents to collect their child/ren. The school maintains a record of who is permitted to collect each child from school.

### **Car Parking**

Car parking can be a concern at Drumhillery Primary and we must ask those collecting children by car, at any time of the day, to refrain from parking directly in front of the school gates. Parents should not bring vehicles into the playground.

The school has regular contact with traffic police and road safety officers, who will talk to parents as well as children and provide information and leaflets. Parents are responsible for collection of children from the pedestrian gate (unless travelling by bus) and children should never be allowed by parents to cross the road themselves.

Complaints by parents, staff and other road users will be followed up.

### **Accidents**

- In the event of an accident, resulting in an injury to a child or adult, an accident form will be completed, a copy of which is sent to the Board.
- When an incident involves injury to a child, this will be dealt with by either the teacher on duty or the child's own teacher.
- If there is any concern about the injury, the trained first-aiders must be consulted (Mrs Boyd & Mrs Freeburn)
- When dealing with an injury, staff must always wear disposable gloves and ensure that any waste is disposed of securely.
- If there is any concern whatsoever about the injury, the school will contact the parent.
- If the parent cannot be contacted, then, if the school deems it necessary, the family doctor or emergency services will be contacted.

NB: When a child becomes a pupil at Drumhillery Primary School, the parent or Guardian fills in a Pupil Data form. The information given on this form is very important, 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 1st and 2nd contact numbers.

## **First aid Supplies**

The contents of the First aid boxes are checked on a regular basis and they will be maintained in line with Board regulations.

All staff are responsible for notifying Mr Campbell if supplies in any box are running low.

First aid boxes will contain the following:

- Scissors
- Bandages
- Single plasters
- Sterile individual wipes
- Sterile gauze
- Disposable gloves

## **Fire/Emergency evacuation**

- Fire drills are carried out according to the Board's policy
- All staff and pupils participate in and are familiar with the procedures
- Each classroom has a specific exit route which is known to pupils
- Classes muster, with the class teacher, in a particular area of the playground.
- Classes only return to the building when told to do so by the person in charge. (Principal, Senior Fire Officer etc)
- In the event of a real emergency, the Principal or his deputy will be responsible for contacting the emergency services.
- The school is fitted with an up-to-date fire alarm.

All staff have recently received up to date training in Fire Safety by the NI Fire Service.

## **Fire Extinguishers**

There are different types of extinguisher in the school, identified by the colour or the nozzle.

All fire extinguishers, blankets and alarms will be checked and maintained annually.

The Staffroom is equipped with a fire blanket.

## **The Caretaker**

- The caretaker, under the supervision of the Principal, is responsible for ensuring that the building provides a safe and healthy environment for the staff and pupils.
- The caretaker is responsible for maintaining / a clean and tidy building and grounds.

- Any minor repairs are completed by the caretaker or through the use of authorised contractors.
- The caretaker will ensure that;
  - all locks and catches are in working order.
  - the security system and fire alarms are in working order.

### **The Board of Governors**

Governors have a statutory duty, under the Health and Safety at Work (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.

Additional information for schools on a range of Health & Safety issues is available at:

<https://www.eani.org.uk/school-management/health-safety>