

Dunclug Primary School



Health and Safety Policy

Date: August 2021

To be reviewed: September 2023

Introduction

- This document is a statement of the aims, principles and strategies for ensuring Health and Safety at Dunclug Primary School.
- THE EDUCATION AUTHORITY (NORTHERN REGION) HEALTH AND SAFETY POLICY has been taken into consideration in the formulation of this policy.

Purpose of the Policy

- This Health and Safety Policy should be read in conjunction with the EA (NORTHERN SECTION) Health and Safety Policy, a copy of which is available in the Principal's office. The school operates within this framework and follows all instructions and advice issued by the Education Authority (Northern Region).
- This Document provides a framework for the creation of a safe environment in which to work, play and learn. It is written for the benefit of all members of the school community, to allow each to understand the policy of the school and their own responsibilities within this.

AIMS

Our aims for HEALTH AND SAFETY are to

- provide a safe and healthy environment for children, teaching and non-teaching staff and all other people who come onto the premises of our school.
- ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

Principles

- The establishment of a HEALTHY AND SAFE ENVIRONMENT is an essential prerequisite for the work of the school. It is also a statutory requirement. It depends upon sound management, vigilant supervision and co-operation of all personnel (children and adults).

RESPONSIBILITIES

All members of the school community (teaching and non-teaching) staff, parents, pupils and governors) work towards the school's 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 at all times to take reasonable care for their own safety and that of others.
- reporting any identified hazards to the Head Teacher without delay.

The Senior Leadership Team (Governors, Principal and Senior Leadership Team) work towards the school's aims by

- recognising their corporate responsibility for ensuring that the Health and Safety Policy of Education Authority (Northern Region) is implemented in the school.
- ensuring that safe working practices and procedures are applied within the school
- making termly inspections to ensure that a safe and healthy environment is maintained
- 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 Education Authority (Northern Region) and any other relevant codes of practice
- facilitating safety training for staff
- 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
- maintaining close liaison with any trade union appointed safety representative
- acting upon advice/recommendation given by external agencies

Teachers work 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 an understanding of health and safety issues
- following school rules
- conducting themselves in an orderly manner in line with the behaviour policy
- taking growing responsibility for maintaining a safe and healthy environment and for their own safety.

Parents work towards the school's aims by

- ensuring that children attend 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 through the school
- accepting responsibility for the conduct of their children at all times
- ensuring that the school has up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies

For ensuring involvement of all members of the school community include:

- a planned programme of training for teachers, classroom assistants, midday supervisors and administrative staff as applicable
- frank and open debate about health and safety issues at staff meetings

For providing children with opportunities to discuss HEALTH and SAFETY issues include

- a programme of Personal and Social Development designed to promote mutual respect, self-discipline and social responsibility
- a programme of Health Education

For ACCIDENT PREVENTING, REPORTING AND INVESTIGATION include

- vigilance by staff and children to spot potential causes of accidents and take action to prevent these where possible
- promptness in reporting any potential hazards to the Principal.
- immediate response to such reports involving investigation and rectification of the hazard
- reporting accidents to the Principal
- recording accidents in the school Accident Book in accordance with Education Authority Guidelines (Northern Region)
- notifying parents as soon as possible in the case of accidents to children.
- Prompt investigation of all accidents by the Principal in order to establish cause and adopt remedial measures.

For FIRST AID PROVISION include

- the use of hygienic first aid practices by all staff
- provision of fully stocked first aid boxes located throughout the school as well as the main first aid box in the staff room
- summoning of an ambulance where necessary by any responsible adult.

If the school is unable to contact a parent (or alternative, nominated, responsible person) a member of staff will accompany a child to hospital.

FIRE PRECAUTIONS include

- a set of written regulations for emergency evacuation
- a termly fire drill which is monitored and timed in accordance with Education Authority (Northern Region) guidelines
- regular checks and maintenance of fire alarms and fire fighting equipment, by the school caretaker/EA.
- periodic checks of equipment, procedures and exits by the local fire brigade.

FOR THE USE AND CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH include

- storage of such substances, clearly labelled, in locked cupboards which are not accessible to children
- the wearing of appropriate protective clothing when such substances are used (e.g. rubber gloves)

For ELECTRICAL SAFETY include

- careful location of equipment to avoid trailing leads or other hazards
- regular checks by an electrical safety officer on all electrical installations and equipment

For COPING WITH SPECIAL MEDICAL CONDITIONS include

- the use of hygienic first aid practices by all staff
- regular liaison with the school nurse and doctor
- informing all staff about any special medical conditions of all children in the school and about what response may be required
- a statement in the school information book explaining that no child may bring medicines to school unless parents have consulted with the class teacher
- a requirement that all medicines brought to school must be lodged with the class teacher in the bottle in which they were dispensed and clearly labelled with the child's name, the dosage and the frequency of the dosage. This includes extra inhalers for those children with asthma.

For ENSURING ROAD SAFETY include

- Crossing Patrol officers, whose responsibility it is to ensure children's safety from kerb to kerb at the crossing points next to main school entrances
- parking restrictions inside and outside school which parents are regularly urged to obey
- visits from EA Road Safety Officer and visits from the Community Police Officers, who speak to all children on a number of issues including road safety
- Cycling Proficiency Training for Year 7 pupils
- participation in Road Safety events/competitions such as Road Safety Week /Sustrans initiatives etc

For ENSURING PERSONAL HYGIENE include

- encouragement of a high standard of personal hygiene for all staff and children (this involves teaching all children to wash their hands after using the toilet and the provision and maintenance of suitable facilities for this)
- the provision of sanitary disposal equipment in the ladies and girls' toilet

For ENSURING FOOD and DRINK HYGIENE include

- regular inspections of drinking fountains
- a rigidly enforced practice for hygiene in the school kitchen (school kitchen staff)

For PROMOTING HEALTHY FOOD CHOICES include

- a school meals service which offers a carefully balanced diet (as agreed by EA School Meals)
- a programme of Health Education which includes the study of diet
- Healthy Breaks Incentives

For ENSURING PLAYGROUND SAFETY include

- the provision of well designed playground layouts to assist staff in training children for the Cycling Proficiency Test
- conscientious supervision of playground involving members of teaching staff and classroom assistants at break time and supervisory assistants at lunch time.
- regular inspection of playgrounds (school rules on playground behaviour designed to maximise playground safety).

For ENSURING SAFETY WITHIN THE CURRICULUM include

- training children to use tools and other equipment safely and properly in practical subjects
- P E regulations which provide guidance regarding appropriate clothing to be worn, the wearing of jewellery etc.

For PROMOTING A SAFE PHYSICAL ENVIRONMENT include

- a 'No Smoking Policy' in all areas of the school buildings advertised by the display of suitable notices
- provision of furniture of the appropriate height for each group of children and

storage of all items in suitable containers and at a height appropriate to the user so as to reduce bending and stretching

- teaching children to dispose of rubbish appropriately and the prompt collection of any litter by the caretaker

- involvement of children, governors and representatives of the wider community in the planning, and where practical, the implementation of developments to the school environment

- a variety of security measures including outdoor lighting, door security buzzers (front and side doors) and an alarm system