

ST MALACHY'S PRIMARY SCHOOL

CASTLEWELLAN

HEALTH AND 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.

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

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. A complete audit will be carried out annually and a report will be submitted to the Board.

ST MALACHY'S PRIMARY SCHOOL HEALTH AND SAFETY POLICY

PRINCIPAL

The aim of our school is to create an atmosphere of carefulness both in and out of school. This relates to all the users of the school, children, teaching and non-teaching staff, parents and community.

PURPOSES

This carefulness includes:

- The ability of each pupil to protect him/herself.
- Concern and consideration for the safety of others.
- Knowledge of what to do in certain situations.
- Alertness and control.
- Cultivation of good habits.

For children, good safety habits are taught as part of the whole curriculum. This can be through topics, for instance, a safe place to play, which could include Science, English or Technology, and the involvement of outside agencies such as the fire brigade, road safety officer etc. It might also be through a health-related topic such as smoking.

SCHOOL SECURITY

The external doors of the school are fitted with timing locks, which can be operated from the school office. These locks are open at certain times in the school day. Access to the building at all other times is by a fob or buzzer. Anyone entering the building must identify him or herself, and report to the secretary's office or the Principal. This in no way detracts from the open-door policy of the school.

All adults working in the school must undergo a police check.

FIRST AID TRAINING

Our aim is to have a number of qualified First Aiders in school at any given time. To achieve this aim our staff is currently involved in a programme of First Aid training. Presently 3 teachers are fully trained, Mrs Fitzsimons, Mr McCabe and Mrs Garland. Mrs Fitzsimons is responsible for checking the contents of the

first Aid Boxes on a regular basis and they will be maintained in line with Board regulations. All staff are responsible for notifying Mrs Fitzsimons of supplies in any box running low.

PRACTICES

SAFETY OF CHILDREN

At St Malachy's Primary School children are encouraged to develop healthy habits through good health and hygiene routines, for example regular exercise or care of themselves, personal hygiene etc.

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, PE apparatus
- When moving around school
- When carrying out investigations e.g. a pond, pollution
- When on educational visits

Our school rules address safety issues such as walking round school, playing where supervision is possible, care of property etc.

In accordance with SEELB safety regulations, educational visits are carefully planned in advance. Details are sent to parents. Children are asked to wear appropriate clothing for the activity planned. The adult/child ratio is kept as low as possible and a First Aid kit is taken. A mobile telephone is also available for use on school trips.

FIRE/EMERGENCY EVACUATION

St Malachy's Primary School has set procedures in case of an emergency in school, such as a fire alert when the building needs to be evacuated. Fire drills are carried out at least twice yearly. All staff and children are familiar with these procedures, and know their own exit route, place of assembly and roll call procedures.

ACCIDENTS

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. A list of any allergies or medical conditions which children have is available 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 is sent for. Where a child receives a head injury parents will be contacted immediately.

Accident Report forms are available from the Principal's office and are filled in for any accident requiring a child to be sent home, professional medical attention sought, or caused by the defect in the school or its equipment.

THE CARETAKER UNDER THE SUPERVISION OF THE PRINCIPAL

The caretaker is responsible for ensuring that the building provides a safe and healthy environment for the children. The caretaker and ancillary employees maintain a clean and tidy building and grounds. Any minor repairs or maintenance are completed through the use of authorised contractors. Any equipment/hazardous substance is kept safely locked away from the children. All equipment is to British Standards and is maintained regularly.

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 reviewed regularly and amended as required.

Related School Documents

Whole School/Class Medical Lists

Accident Report Forms

Policies

- Pastoral Care
- Discipline
- Anti Bullying
- Child Protection

FIRE DRILLS

1. Evacuation exercise will take place once a term.
2. Teachers should go over this procedure with the children in September. Evacuation should be conducted accordingly and classes should assemble at the stated rendez-vous points.
3. Toilets should be checked as directed by evacuation procedure.
4. Any person not in a room at the time of evacuation should leave school by the nearest door.
5. The Secretary will bring registration forms to the rendez-vous points to distribute to teachers.
6. When registration forms have been checked and permission is given, classes may re-enter the building.
7. At Break Time the teachers on duty should assemble the children in the designated area. Other teachers to check toilets and own rooms.

Lunch Time Evacuation

1. Canteens to be evacuated according to evacuation procedures.
2. Supervisory Assistants on duty in the playground should assemble all children at stated rendez-vous points.
3. Teachers having lunch shall check toilets and own rooms and evacuate the building.
4. The Secretary will bring registration forms to the designated area to distribute to teachers or Supervisory Assistants.

Break Time Evacuation

1. Teachers and Assistants on duty to assemble children at stated rendez-vous points.
2. Other teachers to check own classrooms and toilets and evacuate the building.

First Aid

1. At present three members of staff have undergone training. They are Mrs Fitzsimons, Mr McCabe and Mrs Garland.
2. First Aid boxes are located in the secretary's office.
3. A list of any allergies and medical conditions of children and Epipens are kept in the Secretary's office.
4. Injuries sustained in the school or playground must be recorded on the appropriate Accident Form, available from the principals office and class teacher notified.
5. If there is concern about a child then contact the Principal.

6. Teachers or Assistants should not administer drugs or medicines.

Educational Visits / School Trips

1. The nature of the visit will determine whether a first aid kit is brought.
2. A Mobile phone should always be brought in case of emergency.
3. Any accident must be recorded on the appropriate Accident Form on return to school.
4. Any accident requiring medical attention must be reported to the Principal immediately.

Drugs/Medicines

Teachers, Classroom Assistants and Supervisory Assistants are not to administer drugs or medicines to any pupil.

Sometimes children come to school with medicine that they have to take during the day. Teachers may only give children medicine or supervise the taking of tablets if written permission has been given by the parent/guardian.

Drugs and medicines brought to school must be secured during the day until required.

SAFETY CHECKLIST

First Aid	CHECK BOXES	<input type="checkbox"/>
	CHECK KIT FOR TRIPS	<input type="checkbox"/>
Fire Drills	FIRE DRILL PER TERM	<input type="checkbox"/>
	EVACUATION PRECEDURES	<input type="checkbox"/>
	CHECK FIRE ESCAPE	<input type="checkbox"/>
Visual	PORTABLE APPLIANCES	<input type="checkbox"/>
Inspections:	ELECTRIC SOCKETS	<input type="checkbox"/>
	SWITCHES	<input type="checkbox"/>
	LIGHT BULBS	<input type="checkbox"/>
	CARPETS	<input type="checkbox"/>
	FLOOR TILES	<input type="checkbox"/>
	TOILETS	<input type="checkbox"/>
	WINDOWS	<input type="checkbox"/>
	PAVING FLAGS	<input type="checkbox"/>
	ROOF TILES	<input type="checkbox"/>
	PLAYGROUND	<input type="checkbox"/>

SIGNED: _____ DATE: _____

COMMENTS: