

## FAIR HILL PRIMARY SCHOOL & NURSERY UNIT

### 1. POLICIES AND PROCEDURES FOR HEALTH & SAFETY

The Southern Education and Library Board's Health & Safety Policy is followed in schools. Fair Hill Primary School has policy statements for many issues of Health & Safety, which are made known to pupils, parents and staff in various documents such as:

- (i) Pre-term information sheets – issued to parents in September by class teachers during individual class meetings (Child Protection and Medical Forms)
- (ii) News letters
- (iii) Policies or Policy Summaries issued to parents
- (iv) Letter to parents – relating to H&S issues that arise during the year e.g. Road Safety during school opening and closing times.
- (v) Teaching in school assemblies and in classrooms – as general information but also as issues arise where pupils' behaviour may affect their safety in school.
- (vi) Notices on walls e.g. Fire Safety – Procedure for Evacuation of Building

#### Aims

##### **Our aims for Health and Safety are to:**

- Provide a safe and healthy environment for all teaching, non-teaching staff and 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.

#### **Principle**

The establishment of a healthy and safe environment is an essential pre-requisite for the work of the school. It is also a statutory requirement. It depends upon sound management, vigilant supervision and the 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 aims by:-

- Being fully aware of their own responsibility for maintaining a safe and healthy environment
- Being familiar with all instructions and guidance of safety within the school
- Using common sense at all times to take responsible care for their own safety and that of others
- Reporting any unidentified hazards to the pupils without delay

#### **The Management Team (Governors, Principal and Vice-Principal) work towards the school's aims by:-**

- Recognising the corporate responsibilities for ensuring the Health and Safety policy 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
- Establishing a system for the reporting, recording and investigation of accidents and ensuring that this is applied rigorously
- 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 the necessary revisions are undertaken
- Ensuring that all staff are familiar with the Health and Safety policy of the school and the SELB
- Facilitating safety training for members of 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

**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 of 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 and that of others
- Providing opportunities for children to discuss appropriate health and safety issues
- Making sure risk assessments are carried out before any off site visits

**Pupils work towards the school's aims by:-**

- Developing a growing understanding of health and safety issues
- Contributing to the development of codes of practice
- Conducting themselves in an orderly manner in line with these codes
- Taking a growing responsibility for the maintenance of a safe and healthy environment and for their safe conduct within it.

**Parents work towards the school's aims by:-**

- Ensuring that children attend school in good health
- Providing prompt notes/phone calls to explain 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

**The Building Supervisor is responsible to the Principal for:-**

- Ensuring as far as is practicable the health and safety provisions and procedures affecting grounds maintenance and building maintenance contracts are adhered to
- Ensuring that cleaning materials and equipment liable to be a danger to pupils and staff are correctly used and properly stored when not in use
- Ensuring that all waste materials from the school are disposed of in accordance with regulations

- Maintaining a clean and effective boiler area, including the safe storage and delivery of fuels necessary
- Maintaining a high standard of housekeeping
- Reporting to the principal any problems, or imminent danger associated with his/her responsibility, as soon as it is practical to do so
- Liaising with the Principal to carry out regular inspections of the school premises.

## **Procedures**

### **For ensuring involvement of all members of the school we have:-**

Health and safety issues on the staff agenda on a regular basis

### **For providing children with the opportunity to discuss health and safety issues we have:-**

A programme of personal and social education designed to promote mutual respect, self-discipline and social responsibility.

### **For accident prevention, reporting and investigation we have:-**

Risk assessment formulated and regularly reviewed, the following information is recorded:

- (i) Hazards
- (ii) Persons at risk
- (iii) Severity of risk (3= Major/2=Serious/1=Minor)
- (iv) Likelihood (3=Highly likely/2=Likely/1=Unlikely)
- (v) Risk (Severity x Likelihood = Risk Factor)

A record is also kept of the action taken to reduce the risks of accident or injury.

Some matters do not need action e.g. if the hazard is minor and unlikely to cause injury.

Vigilance by all members of staff and children to report potential causes of accidents and to take action to prevent these when possible

Promptness in reporting potential hazards to the Principal and immediate response to such reports

Report all accidents to the Principal and a note made in the school accident report book

Prompt investigation of all accidents by the Principal in order to establish cause and adopt remedial measures.

Examples of 'hazards' that have been identified and dealt with are as follows:

Hazard: The steps to the rear of the school building.

Action: These steps have been put out of bounds to children

Hazard: Damaged carpet in classrooms

Action: New carpets have been laid in the rooms where the carpets were in the worst condition. Refurbishment scheduled for 2010/2011 will include replacement of carpet in room 4.

### **For First Aid provision we have:-**

Recognised First Aiders in school –Mrs Spratt & Mrs Fry- Training updated every 3 years Names of First Aiders and dates of training in main office. It is our intention to eventually have two more teachers trained in First Aid. The cost of sub-teacher cover is avoided in Fair Hill PS as the principal covers classes when teachers are away at training).

- First Aid Boxes are kept in resource area 2, location clearly labelled by a sign on the wall above the storage unit– central and easily accessed. Cold packs are stored in the staffroom fridge.

- Medical Forms are completed by parents of all children at the beginning of each year. Parents are asked to sign a statement of consent to medical attention being administered in the event of an emergency
- All pupils must have a contact number and a second 'back-up' number in case the first person is unavailable in the event of an emergency or if it is necessary to contact a parent.

Notification to parents of any head injury, telephone call if serious, if minor a note will be sent home by the class teacher.

### **For coping with special medical conditions we have:-**

Information given to all teaching/non-teaching and supply staff about any special medical conditions of children in the school and about what response may be required in an emergency. Regular liaising with ACE Team. School nurse and other medical professionals.

Training in specific areas for those members of staff concerned.

A requirement that all medicines brought into school must be clearly labelled with the child's name, appropriate dosage and kept in a secure place.

For administration of medicines please see the Administration of medicines policy & Administration of medicines form

Children with special medical needs or conditions must have other emergency contact numbers

A child who has an epi-pen (medication for a serious allergy) has a written 'Protocol', which was drawn up by the school nurse in consultation with the principal and the child's parents. This outlines the exact action that must be taken in the event of an emergency. This is a new regulation for schools. Teachers have been trained in how to use the epi-pen (Sept 10).

A child who has diabetes has a written "Protocol", which was drawn up by the school nurse in consultation with the principal and the child's parents. This outlines the exact action that must be taken in the event of an emergency. This is a new regulation for schools. Relevant teachers have been trained in monitoring blood sugar levels (Sept 10)

A child, who has Hyperinsulinism and Epilepsy, has a written "Protocol", which was drawn up by the school nurse and members of the ACE Team in consultation with the principal and the child's parents. A separate mobile phone is used to contact the emergency services; the parent has a mobile dedicated to emergency calls related to her child. All members of staff in the P2 classroom as well as Mrs Spratt and Mrs Clinghan have had CPR training, monitoring of blood sugars and the administration of Buccal Diazepam. In order to best meet the needs of this child should the need arise.

Summoning of an ambulance when necessary will be made by a responsible adult and arrangements will be made to meet the ambulance and guide it to the required area.

If school is unable to contact the parent or an alternative nominated adult of the injured child a member of staff will accompany the child to hospital

### **For Fire Precautions we have:-**

Fire Safety Regulations and Emergency Evacuation

- Fire Equipment is checked on a regular basis to ensure that it is in working order. Specially trained officers sent by the SELB carry out tests on the equipment and report any defects. These are then fixed promptly. The equipment includes: fire hoses, fire extinguishers, fire alarm and emergency exits

- All classrooms have a copy of the Emergency Evacuation Procedure displayed on the wall. In Fair Hill Primary School the escape route is via the closest exit and the assembly point is the all weather pitch, which is situated some distance from the school building. As part of the procedure, teachers should take the class roll book/list and check that all pupils are accounted for. The fire alarm consists of repeated prolonged rings of the bell (7). The normal bell is one short ring.
- Fire drills are carried out in the first and third term.

**For the use and control of substances hazardous to health we have:-**

- Chemicals and equipment kept under lock and key. Pupils are not permitted in the cleaners' store.
- Warning signs displayed on wet floors. Floors are washed after school hours but sometimes it is necessary to mop floors after spillages or on wet days.
- The use of certain chemicals, such as Bleach, is forbidden in schools.

The Building Supervisor is responsible for ensuring that cleaning equipment is in proper working order and that all dangerous equipment, chemicals etc are stored safely (inaccessible to children). Storage of such substances clearly labelled, locked in the cleaners' store, which is inaccessible to children

The issue, use and care of personal protection equipment (rubber gloves) when necessary.

**For electric safety we have:-**

Careful siting of equipment to avoid trailing leads

Annual PAT testing by SELB approved electricians on all portable electrical equipment and plugs. (SK Electrics). Most recent inspection carried out October 2011.

**For ensuring road safety we have:-**

Cycling proficiency sessions for P7 pupils

Regular road safety lessons as part of our Personal development programme

Outside agencies invited to speak with the children about road safety

Regular reminders to parents on the safe practices in the setting down and picking up of children in the school grounds and surrounding area.

**For ensuring personal hygiene we:-**

Encourage a high standard of personal hygiene. This involves teaching all children to wash their hands after using the toilet and the provision and maintenance of suitable facilities for this.

Provide a programme of health education for all children.

**For ensuring Playground Safety we have:-**

School rules about playground behaviour designed to maximise playground safety consciousness of the supervision of the playground

Regular inspections and maintenance of the play areas.

**For ensuring safety during Physical Education we have:-**

All P.E. equipment regularly checked

Close supervision and appropriate rules in place

Asthma sufferers carrying their inhaler when going to the swimming pool.

Appropriate footwear and clothing worn during PE lessons

Children trained in the correct handling of equipment.

### **For ensuring safety on school trips, and outdoor pursuit activities we have:-**

The required supervision depending upon the number of pupils and the nature of the activity.

Activities are assessed in terms of 'risk factor' e.g. sitting in a classroom is normally a low risk activity whereas a physical outdoor activity outside of school may be a higher risk.

The normal ratio for children in main school going on a trip is 1 adult to 10 pupils. In trips for very young children, we invite parent volunteers to help with supervision this usually results in ratios of 1: 6 or less.

All adults accompanying children will have Access NI clearance.

Refer to SELB Guidelines

Risk assessments completed for each school trip, ratio of pupil/adult numbers in line with regulations depending on the type of activity

Issue of First Aid kit

Parental Consent forms must be signed by parents/guardians and returned to school before any child can go on a trip or outing. Pupils are not permitted to leave the premises during school hours without parents' knowledge and written consent. Consent slips must also be completed for after school activities.

Residential Trips require medical forms to be completed and returned (even though they were submitted at the beginning of the year- in case circumstances have changed).

New legislation regarding school trips has been produced and is available at [www.selb.org](http://www.selb.org). It is a rigorous legislation, which includes the following documents:

- (i) Educational Visits Policy
- (ii) Consent Form
- (iii) Educational Visits (info)
- (iv) Incident Record Form
- (v) Post Visit Review
- (vi) Notification of School Visit
- (vii) Planning Checklist
- (viii) Educational Visit Authorisation Form

### **Arrival/Collection of Children**

Our Pastoral Care Policy states:

*Nursery, P1, P2 and P3 children must be collected from the school door by someone known to the child. Parents are asked to make the class teacher aware of any changes to normal routine (person collecting the child).*

*Older children who are normally collected from school and taken home by car must wait at the school door for collection. Those walking home are crossed over the road by a member of staff, parents are asked at the beginning of each school year if they wish their child to be included in this supervision.*

*If a child is not collected at the end of the school day a member of staff will contact the parent to arrange collection. A member of the teaching staff will remain with the child until they are collected.*

### **For checking that Toys and Equipment Meet the Required Safety Standards**

- Class teachers and other school staff report or remove any damaged or unsafe toys or equipment. PE apparatus must be removed completely if cracked or broken.
- Most toys and equipment are ordered from reputable educational suppliers. All are recommended for use in schools and are deemed suitable and safe for children's use.

### **For Reporting Accidents**

- All accidents must be reported and recorded. The school holds an 'Incident Book' for recording accidents, injuries and incidents. Depending on the severity of the injury, parents are telephoned. If medical attention is required, or if the child is distressed or uncomfortable, parents are asked to take the child from the school.
- An accident form is completed and sent to SELB's Legal Department in the event of an accident of injury to a pupil, member of staff or any person who is injured on the school premises.

### **For School Security**

The school has the following systems installed to reduce risk of harm to people or damage to property:

- Security 'buzzer' on the door of the main school building and on the nursery door. This prevents strangers from entering the school and also prevents young children from wandering outside without the knowledge of the school staff.
- Outside doors, except for the doors to resource area 1 are locked during lessons to prevent strangers from entering the building. Resource area 1 is required to remain off the snib as P2 children must use this door to access the toilets.
- All visitors to school are asked to report to the office.
- Security lighting illuminates the building and grounds at night, reducing the risk of vandalism.
- Closed Circuit TVs are in operation around the exterior of the school.

### **Asbestos**

Fair Hill Primary School has been surveyed for the presence and condition of asbestos in the school building. All areas with asbestos have been identified, labelled with a sticker and recorded. A log book must be presented to anyone who comes to carry out structural work in the school. No areas of 'high risk' were found so no major action was necessary.

### **Responsibility for Health & Safety**

Whilst all staff and pupils are expected to follow rules, policies and procedures in relation to H & S, the ultimate responsibility lies with the Principal and Governors. The main aim is to ensure that the school is a safe environment for pupils, staff, parents and others. It is also important to minimise opportunities for legal claims to be made against the school, which could incur enormous expense if it was found that the Health & Safety Policy was not adhered to.