

# **Greenhaw Primary and Nursery School**



## **Policy for Health and Safety**

**September 2020**

## Rationale

Greenhaw Primary and Nursery School is committed to creating an atmosphere of safety and good health, both in and out of school. This is for all users of the school, children, school staff, parents and members of the wider community.

## Purposes

The policy for Health and Safety includes

- The ability of each individual to protect him/her self.
- Concern and consideration for the safety of others.
- The knowledge of what to do in certain situations.
- Alertness and control.
- Cultivation of good habits.

## Guidelines

- Pupils are taught good safety practices as part of the whole curriculum
- Children are encouraged to develop healthy habits through good health and hygiene routines.
- A positive policy for healthy eating is maintained at the school.
- We are a **nut free** school.
- Children are taught to have care and consideration for themselves and others.
- We have an established set of school rules.
- Educational visits are carefully planned in advance and a risk assessment prepared prior to the visit.
- Greenhaw Primary and Nursery School has procedures in place case of an emergency in school.
- In a school environment, accidents may happen. There are agreed measures to be taken in such an eventuality. Accident report forms are completed.
- All staff, both teaching and non-teaching, are responsible for dealing with minor incidents requiring first aid.
- The principal is responsible for ensuring that the building provides a safe and healthy environment for the pupils.
- It is the policy of the Board of Governors that Greenhaw Primary and Nursery is a non-smoking school.
- Car park is a concern at Greenhaw Primary and Nursery School as it is a hazard for those who use the school.

- Children are always supervised when moving any equipment or item of furniture or sports equipment.
- The principal, vice-principal and caretaker are designated key holders and are responsible for the security of the building.
- Teachers have the responsibility to make sure their classrooms are secure.
- Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school.
- All hazardous substances are kept in a locked store.
- No member of staff will administer medicine to children without signed parental permission.
- Hot drinks must not be carried outside the staff room or brought into the school.

## **Procedures**

### **General Safety Habits**

For children, good safety habits are taught as part of the whole curriculum. This can include topics, and the involvement of outside agencies such as the police, fire brigade, road safety officer etc.

It might also be taught through a health related topic such as smoking.

At Greenhaw Primary and Nursery 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.

**Head Lice - School nurses no longer check heads and parents are encouraged to check children's hair every week as described in the "Don't Bug Me" leaflet issued by the DHSSPS and distributed at the beginning of every year. Parents are contacted if head lice are evident in a child's hair during school and requested to take them out immediately to treat the infected hair. This helps prevent the spread of head lice in school.**

A positive policy for healthy eating is maintained at school, with a healthy option menu at lunchtime and a healthy break/snack.

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

For any physical activity, children change into shorts and T shirts and wear pumps or trainers. We have an established set of school rules which are for safety reasons, such as walking round school, playing in sight of an adult on duty, care of property etc.

In accordance with DENI 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 correct adult /child ratio is always followed and a first aid kit and list of emergency phone numbers taken.

Greenhaw Primary and Nursery School has set procedures in case of an emergency in school, such as a fire alert when the building needs to be evacuated. *See Critical Incident Policy.* These drills are carried out at least once a term. All staff and children are familiar with these procedures, and know their own exit route, place of assembly and roll call procedure.

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 fully equipped first aid box is kept in the office. The school's accident register, accident forms and a list of any allergies children have are also kept 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 sent for.

Accident forms are filled in for any accident requiring professional medical attention, or caused by any defect in the school or its equipment.

The caretaker, under the direction of the principal, is responsible for ensuring that the building provides a safe and healthy environment for the children. The caretaker and cleaners maintain a clean and tidy building and grounds. Any minor repairs or maintenance are completed by the caretakers or through the use of authorised contractors. Any

hazardous substance is kept locked away from the children. All equipment is to British Standards and is maintained regularly.

## **Fire Drill**

As soon as the fire alarm sounds all children and adults must stop what they are doing and walk out of the building through the nearest exit as indicated in the classrooms.

The teachers take the class registers, in order to check that all the children are present.

**Nobody is to go back into school.** If a child is missing it must be reported. The Principal will check all present and accounted for, after which everyone may go in. Adults ensure children walk in and out of school sensibly and line up quietly. If the class' normal exit is blocked for any reason, then the nearest available exit is to be used.

## **Lunchtime Fire Procedure**

- All lunchtime supervisors on duty in the playground shall on hearing the fire alarm gather all children together away from the building and ensure no child re-enters the building
- Lunchtime supervisors on duty in the dining area shall evacuate all children from the building and ensure on the way out that any toilets are vacated
- The principal or vice-principal will ensure, as far as it is reasonably practicable, that the rest of the building is vacated

## **Fire Alerts**

In the event of a fire alert the principal or person designated must:

- Ring the fire alarm to activate the evacuation of the premises of all adults and children (see fire drill procedure)
- Phone 999 for the fire brigade and police
- Check that the evacuation procedure has been followed
- Remain at the front of the school to meet the fire brigade/police and direct them to the incident

- All children and adults must remain outside
- Only when the all clear has been given will classes be able to re-enter the premises

If the alert is a practice, then the fire brigade must be informed before the evacuation of the premises takes place.

### **Smoking Policy**

- It is the policy of the Governing Body that Greenhaw Primary School is a no-smoking school. It is illegal to smoke in school premises.
- Smoking is not permitted in any area of the school by staff, parents or visitors to the school
- No-smoking signs are clearly displayed around the building

### **Car Park**

Car park is a concern at Greenhaw Primary and Nursery School as it is a hazard for those who use the school. It is also a hazard for neighbours who live within the vicinity of the school. Drivers parking cars at the school, near it or dropping or collecting children at the school should at all times have consideration for the safety of pedestrians, other road users and the immediate community.

Letters to parents emphasise the following:

- Care of our neighbours
- Parents and children should use the pedestrian gate at all times
- After school clubs - children to leave by 4.00pm
- Trips - try to arrange coach time before or after 9.00am, that is 8.30am or 9.20am

Principal will speak to any adult who continually parks in an obstructive way. All comments by parents or neighbours will be followed up.

### **Policy on Children Moving Equipment**

In the normal day to day running of the school, there are certain situations where children will need to move equipment or items of furniture. For example:

- Chairs and/or tables
- Sports equipment
- Small items of equipment

Children must *always* be supervised when moving any equipment or item of furniture. Some items they will need to move may be heavy or awkward to handle. Children need to be shown how to lift and carry safely. This needs reinforcing on regular occasions.

## **PE and Sports Equipment**

When using large apparatus, children must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and how many children are needed for moving each piece of equipment (this should include how to bend), for example netball posts - one child at each end.

Teachers on duty should ensure that outdoor equipment (trim trail) is dry and safe for use. Defects should be reported to the Caretaker or Principal immediately. These areas must be timetabled; this should be shared with the lunchtime staff. Children should have appropriate footwear.

## **Furniture**

Chairs should be moved one at a time, and children must be shown how to carry them correctly. They may carry single chairs on their own. If a large number of chairs are needed, then the caretaker will supervise. Tables need one child at each end, a child must not attempt to lift a table on his or her own.

Small items of equipment can be moved freely by the children.

Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

**Items Children Should Not Move**

- Computers - monitors can easily fall off trolleys, or wires get caught
- Piano - although on wheels, it can tip, and feet or fingers become trapped
- Paper cutters

**Security of the Premises**

The Principal, Vice Principal and Caretaker 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, windows closed, equipment switched off and unplugged before leaving the premises.

**Caretaker**

It is the responsibility of the caretaker to check daily that:

- All locks and catches are in working order
- The emergency lighting is working
- The fire alarm has no faults
- The security system is working properly

**Before leaving the premises, to check:**

- All the windows are closed
- The doors are locked and secure
- The security alarm is set
- All gates are locked

**Principal**

It is the responsibility of the principal or vice-principal to perform or arrange for another person to perform, the above functions in the absence of the caretaker.

In addition, the principal is responsible for the security of the premises during the school day.

**All visitors are required to report to the General Office.**



Students on placement should wear name badges and sign in at the office each day they are on the school premises.

All parents and other adults are requested, when bringing children to school, or collecting them afterwards, to walk round the outside of the premises so that the children are able to enter or exit the school by the correct door.

Any parent or visitor is welcome in school but is asked to report to the office first.

### **Arrivals and Departures - Children**

- School begins at 9.10am and classroom doors open at 8.45am. Breakfast club begins at 8.00am. Children should not be left in school grounds before 8.00 for Health and Safety and Child Protection reasons. All pupils left in school in the morning should make their way to their classroom where they are supervised by a their teacher.
- Nursery doors open at 8.45am and lock at 9.30am. The main door to the Nursery units should be locked throughout the day until home time at 1.00pm - 1.15pm.
- P1 children should be collected at 2.00pm, and P.2 children at 2.15.
- parents are asked to wait in the infant playground until their child's class teacher has safely brought them to you for collection. If there is a change in the routine of how a child goes home e.g. going to a friend's house, someone else collecting them etc, this must be notified to the school by a note to the class teacher or a note in the homework diary or a telephone call to the school in good time i.e. preferably before 12 noon.
- Children who attend after school clubs should be collected promptly.
- Children who leave early for whatever reason must be signed out in the office.

### **Contractors on Site**

- Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must either contact the principal or caretaker.

- All contractors must report to the general office. The caretaker will then be informed of their arrival and the visit logged in the caretaker's file.
- Contractors will work under close supervision of the caretaker so as not to endanger the health and safety of children or adults in school
- Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms, or any areas used by adults or children
- No repairs or maintenance can be carried out in areas which children or adults are occupying, this includes cloakroom and toilet areas
- If contractors are working near the children's play areas, then all equipment and machinery must be cleared away during this time, and the contractors must leave the area

All work will be monitored by the caretaker and any concerns reported to the principal, the contractor concerned and the Education Authority.

### **Policy on the Use of Hazardous Substances in School**

**All substances which may be hazardous are kept in a locked store.**

Any member of staff using chemicals must:

- Follow procedures laid down for use
- Be aware of procedures for avoiding exposure and for control
- Inform the principal or vice principal of any difficulties

### **Policy on the Administration of Medicines during School Hours**

From time to time, parents request that the school should dispense medicines which need to be administered at regular intervals to children.

These requests fall into two categories:

- Children who require emergency medication on a long term basis because of the chronic nature of their illness (for example, asthma, diabetes, epilepsy)
  - Children who are suffering from casual ailments (coughs, colds etc)
- Generally, no member of staff will administer medicine to children.

Parents are responsible for the administration of medicine to their children and if a child needs a dose of medicine at lunchtime, the child should return home for this or the parent should come to school to administer the medicine.

For casual ailments it is often possible for doses of medication to be given outside school hours. The school does not administer medicines for casual ailments.

If it is unavoidable that a child has to take medicine in school for treatment for a long term illness to be effective, then each individual case will be considered. Please note that teachers are not required to dispense medicines as part of their contracts and any involvement would be purely on a voluntary basis.

For the school to agree to assist in long term medication:

- Parents must write to the school giving authorisation for medicines to be administered to their children. (AM3) This needs to include instructions regarding the quantity and frequency of administration
- The medicines must be brought into school in a properly labelled container which states:
  - (a) The name of the medicine
  - (b) The dosage
  - (c) The time of administration
- Where possible the medicine should be self-administered under the supervision of an adult. Medicines will be kept in a secure place by staff in accordance with safety requirements

Where long term needs for emergency medication exist, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance and a care plan drawn up.

Detailed written instructions should be sent to the school and the parent/guardian should liaise with their child's class teacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

### **Policy on First Aid in school**

All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid.

During lesson time first aid is administered by the class teacher or non-teaching assistant. If an accident occurs in the playground and first aid is required, then one of the staff on duty in the playground should come to the staff room and request the assistance of the child's class teacher or classroom assistant as appropriate. At lunchtimes first aid is administered by the midday supervisors.

If there is any concern about the first aid which should be administered, then the qualified first aiders must be consulted.

### **Safety/HIV Protection**

Always wear disposable gloves when treating any accidents/incidents which involve body fluids. Make sure any waste (wipes, pads, paper towels etc) are placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.

### **Recording Accidents**

All accidents must be recorded on an accident report form kept in the office. All details need to be filled in, including any treatment given.

### **First Aid Boxes/Training**

First Aid boxes are kept in each key-stage shared area and one in the general office. Contents include scissors, bandages, plasters - single and strip, cotton wool, sterile gauze and disposable gloves. Ms Linda Heaney is responsible for checking the contents of the first aid boxes on a regular basis and for placing orders to replenish stock. All staff are

responsible for notifying Ms Heaney if the supplies in any of the first aid boxes are running low.

### **Allergies/Long Term Illness**

A record is kept in the General Office and staffroom of any child's allergy to any form of medication (if notified by the parent) any long term illness, for example asthma, and details on any child whose health might give cause for concern. Care plans are available in class and in the General Office for those children who need them.

### **Accidents**

All accidents must be reported immediately to the principal or vice principal who will send for an ambulance if needed and contact parents. An accident report form must be filled in. These are kept in the office. If a child has a bump on the head you must send a note home (school diary) and/or contact the parent/guardian.

### **Safety Officers**

The school's safety officers are Mr Shaun McLaughlin Principal and Mrs Linda Heaney Teacher and qualified first aider

The Health and Safety governor is: Mr Declan Cunningham

Signed..... (Chair, Board of Governors)

Signed..... (Principal)      Date.....

This policy is reviewed annually in the autumn term