

TOBERMORE PRIMARY SCHOOL



Health and Safety Policy January 2017

January 2017

Our aim at Tobermore Primary School, is to provide and maintain safe and healthy working conditions for all our staff and pupils, and thus encourage a safety culture within the school.

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

We provide supervision as necessary for the health and safety of staff and pupils and where a need is identified, training is provided.

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 will be reviewed annually by whole staff.

School Security

The front doors of the school are fitted with a magnetic lock, which is operated from the School Office this lock is "on" during the school day and anyone entering the building at this time is required to identify him/herself, and report to the Office or the Principal. Each visitor must sign in and out. At Tobermore Primary School we encourage an 'Open door Policy' and these safety measures should not affect this.

Access NI

All adults, including parent volunteers, working in the school must have completed an Enhanced Disclosure from Access NI

Safety of Children

- It is the responsibility of teachers to ensure that curriculum activities are safe, and risk assessments made
- Pupils must have the permission of parents before going on any Educational Trip.
- The 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 at break time by members of the teaching staff.
- Children are supervised at lunchtime, by lunchtime supervisors and teaching staff.
- Class teachers ensure that all children are collected at the end of the day.

Car Parking

Car parking has always been a cause for concern at Tobermore Primary School. The Maghera Road at the front of the school is extremely busy and we must ask those collecting children by car, at any time of the day, to strictly observe the markings at the main gate of the school. Parents are asked not to bring vehicles into the school grounds as parking is **STRICTLY** for Staff Members.

The school has regular contact with traffic police who make unannounced visits to ensure correct road safety is adhered to. Road safety officers, are invited to talk to children and provide information and leaflets.

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, and procedure followed see (First Aid Policy)
- When an incident involves injury to a child, this will be dealt with by either the teacher on duty, the child's own teacher or supervisory assistant.
- If there is any concern about the injury, one of the trained first-aiders must be consulted, the trained first-aiders are:
 - Mr Dillon (Designated First Aider)
 - Mrs Speers (Deputy Designated First Aider)
- 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 or any other named adult 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 Tobermore Primary School, the parent or guardian annually updates a Pupil Data

form which the school maintains on computer. The information given on this form is very important, especially in the event of an accident or illness. 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

Mr M Dillon is responsible for maintaining and checking the contents of the First aid boxes on a regular basis.

All staff should notify Mr Dillon if supplies in any box needs to be replenished.

First aid boxes will contain the following:

- 1 guidance card;
- 20 individually wrapped sterile adhesive dressings (plasters, assorted sizes);
- 6 triangular bandages;
- 2 sterile eye pads, with attachment;
- 6 medium individually wrapped sterile unmedicated wound dressings;
- 6 safety pins
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 extra large sterile individually wrapped unmedicated wound dressings;
- Disposable gloves

Each classroom has its own First Aid Box and central kits are also held in the Staffroom and School Assembly Hall

When children are attending any activity away from campus an assessment will be made of what level of first-aid provision is needed. 1 guidance card;

Fire/Emergency evacuation

- Fire drills are carried out in accordance with the Board's policy
- All staff and pupils participate in and are familiar with the procedures
- On discovery of a fire go to the nearest point and set off the alarm
- A fire or similar emergency will be signalled by the sounding of a CONTINUOUS bell
- When this signal is heard, all classes will proceed immediately, in an orderly fashion to their designated Assembly Point, by the shortest possible route.
- Class teachers will bring with them a copy of the Class Register and close all doors.
- Staff in the Library Room 4 will check Senior toilets on their way out
- Staff in Room 5 will check staff toilets on their way out.
- School Secretary will notify staff in mobile of emergency.
- Staff in Room 3 and 5 will check the Senior Toilets and Disabled Toilet on their way out

- Kitchen Staff will assemble at the steps beside Room 5 assembly point.
- Teachers should account for every child in their charge.
- 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/her deputy will be responsible for contacting the emergency services.
- The Principal will meet the Emergency Services at the front entrance and inform them that the building has been cleared and assist with the location of hazards.
- The school is fitted with fire alarms.
- In the event of evacuation during lunchtime. Staff in the Dining Hall will line up pupils in Class groups. Staff from Rooms 2-5 will make their way to the Dining Hall to assist in lining up classes and evacuation from the building. Room 4 staff will ensure on the way out that Senior Toilets are vacated. Room 1 staff will ensure that Junior Toilets are vacated.
- On hearing the alarm in the playground, teachers/supervisory assistants will gather all children away from the building and ensure that no pupil re-enters the building. Teachers will ensure that all classrooms are vacated.
- The Principal and Senior Teacher will check that the whole building is vacated.

Fire Extinguishers

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

All fire extinguishers and alarms will be checked and maintained as arranged by NEELB.

Policy on Bringing Electrical Appliances into School

No electrical appliances should be brought into school for use.

Staff Training

Staff will be updated regularly on the need to follow good practice in

Smoking

- It is the policy of the Board of Governors that Tobermore Primary School is a non-smoking area.
- 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

Policy on Children Moving Equipment

In the normal day to day running of the school, there are certain situations where children need to move equipment or small items of furniture eg. Chairs and/or tables, sports equipment, small items of equipment

Children must always be supervised when moving any equipment or item of furniture.

General Safety Policy

In Tobermore Primary School we constantly strive to assist children to recognise dangers and develop their safety skills in and out of school.

The school has in place policies dealing with the following areas of concern eg...

- Bullying
- Safeguarding and Child Protection
- Drugs

We are also very aware of dangers that children face on a regular basis. We deliver information and facilitate discussions around the following

- Water Safety - the pool, the seaside, the river etc
- Stranger danger
- Getting lost
- Building sites
- Safety at play
- Safety in the countryside

The Building Supervisor

- 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 maintains a clean and tidy building and grounds.

- Any repairs are completed through the Board's 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 caretaker, before leaving the premises, will check that:
 - all the windows are closed
 - the doors are locked and secure.
 - the security system is set
 - all gates are locked

Staff Training

Staff will be updated and informed regularly on the need to follow good practice and procedures in all areas of safety.

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.

