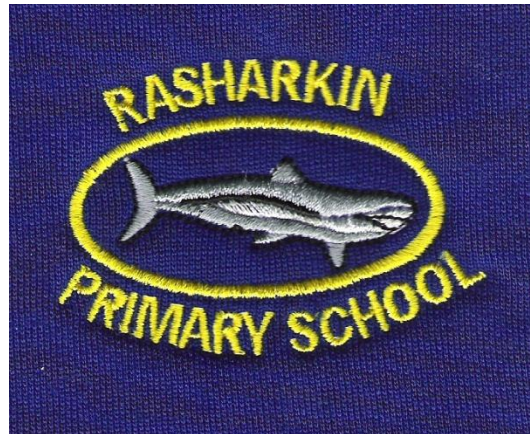


Rasharkin Primary School



Health and Safety Policy

It is vitally important for the safety of all pupils that products containing nuts are not brought to school. This includes, e.g. junk art boxes from products containing nuts.

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Rationale

This school's board of governors recognise their statutory duty to ensure health and safety on premises under their control. They also acknowledge their responsibility to ensure that the Education Authority's (EA) health and safety policy is both understood and implemented in their school, that risk assessments are carried out to address significant risks, and that they operate within the procedures and guidelines set out in the employing authority's scheme of management.

In fulfilling these duties and responsibilities the board of governors will:

- ensure that the school principal and management team develop a safety management system throughout the school;
- monitor the effectiveness of the school's health and safety arrangements;
- develop and implement arrangements to ensure that:
 - all school risk assessments are completed and are implemented;
 - equipment and materials purchased by the school are safe and suitable for their intended use;
 - contractors carry out their work in a safe manner;
 - prompt and efficient maintenance is carried out on:
 - all non-structural repairs;
 - all equipment;
- ensure that arrangements are developed for the annual inspection of the school premises and the preparation of a report for the Chief Executive of Education Authority; and
- ensure that both teaching and non-teaching staff are issued with a copy of the employer's health and safety policy.

In Rasharkin Primary School we recognise that it is essential to promote the health and safety of all in our school community. We will work towards providing an environment where each pupil's physical, social, emotional, intellectual and spiritual development is promoted with his or her best interest in view. The EA's Health and Safety Policy is adopted and complemented by the school's policy (see Appendix 1). 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.

Risk Assessment

Rasharkin Primary School is committed to managing health and safety by controlling risks within the School and its workplaces. As an integral part of the School's Health and Safety Management System, risk assessment will control the risks in the school by considering what might cause harm to staff, pupils and others and deciding whether reasonable steps are being taken to prevent that harm.

Risk assessment covers areas that present significant risk and shall include, but is not limited to:

- Premises – School and public use;
- Site security
- Plant, equipment and facilities;
- Transport including road safety and minibuses and traffic flow and management;
- Fire and emergency;
- Hazardous chemicals, flammables and radioactive materials;
- Legionella and Asbestos;
- Educational visits and trips
- Events;
- Welfare issues including safeguarding, first aid and supervision.

This is achieved by suitable and sufficient risk assessment that clearly identifies potential hazards and decides the controls necessary to eliminate or reduce the level of risk, in accordance with law. Instruction and training in suitable and sufficient risk assessment is provided to those with responsibility for risk assessment. Risk assessments are regularly reviewed to evaluate and monitor their effectiveness.

School Security

The external doors on the school are fitted with magnetic locks, which can be operated from the school office or the P6/7 classroom. These locks are “on” during the school day and anyone entering the building at this time is required to identify him/herself, and report to the secretary’s office or the Principal. Visitors to the school should sign the Visitor’s Log Book. This in no way detracts from the open-door policy of the school.

All adults working in the school, including parents working as volunteers, must undergo a police check. (Ref Safeguarding & Child Protection Policy)

Safety of Children

It is the responsibility of teachers to ensure that curriculum activities are safe. Pupils are only taken off the school site with prior permission of parents and appropriate supervision ratios are followed as laid down in *Educational Visits, (EA)*. Children are taught to have care and consideration for themselves and others when in the classroom or moving around the school, using equipment, carrying out investigations and on educational visits.

Supervision of Pupils

Morning Arrival

Pupils are asked in the interests of Health and Safety not to arrive at school before 8.45 a.m. Teachers are in their classroom from 8.45 a.m. and supervise children until morning play time at 9 – 9.10 am. During this time children are supervised in the infant playground by staff on a rota basis.

Break Supervision

Break time is from 10.30 – 10.45 am. Each day the teacher or classroom assistant on duty must maintain contact with the pupils throughout this time. They are also responsible for pupils lining up after break is over and ensuring all pupils return safely to their class.

Lunchtime Supervision

At lunchtime two supervisors ensure the safety and well being of our pupils. Pupils eating dinner and lunches do so in the school hall where the supervisors ensure order. All pupils remain here until they are finished their lunch or dinner. When the children are permitted to leave the hall they will then be accompanied to the playground by the supervisor. When the bell rings at 1.00 p.m., the supervisor lines up all pupils and they remain with the children until each teacher returns to her class.

NB Wet/Cold Break and Lunchtimes

On very cold or wet break and lunch times pupils will remain indoors. Each group of children will use a selection of games they are allowed to play with in their classrooms on these occasions or watch part of a movie. At break and lunch time the teacher, classroom assistant or lunch supervisor on duty will move between rooms to supervise children.

Car Parking

Car parking is a concern at Rasharkin Primary and while we acknowledge that the road in front of the school is narrow and can be heavily congested at school times, 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 to ensure children can be safely escorted to buses. Parents should not bring vehicles into the playground and are responsible for collection of children from the school gate. The school has regular contact with traffic police and road safety officers, who talk to children and provide information and leaflets.

Accidents

In the event of an accident, resulting in an injury to a child or adult, a paper accident form will be completed by the relevant staff member, and passed to the principal for submission via EA's online accident reporting tool. When an incident involves injury to a child, this will be dealt with by either the teacher on duty or the child's own teacher. If there is any concern about the injury, one of the trained first-aiders must be consulted, the trained first-aiders are Mrs Howe, Mrs Gilmore and Mrs Henry. 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 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 Rasharkin Primary School, the parent or guardian fills in a Class Data form which the school maintains on computer. The information given on this form is very important, especially in the event of an accident. **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 first and second contact numbers.**

First Aid Supplies

Mrs Howe 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 Howe if supplies in any box are running low.

First aid boxes will contain (as a minimum) scissors, bandages, sterile individual wipes, sterile gauze, disposable gloves and an 'At a Glance' sheet for emergency First Aid.

The school's 'Supporting Children with Medication Needs Policy' should be referred to for information on administering medication to children in school.

It is vitally important for the safety of all pupils that products containing nuts are not brought to school. This includes, e.g. junk art boxes from products containing nuts.

The guidelines issued by the Department of Health are displayed in the staff room and followed with regard to infectious diseases. Staff who suspect a pupil in their class to be a carrier of an infectious disease should discuss the matter with the principal.

Fire Safety

Fire drills are carried out according to the EA's policy and take place at least once per term. All staff and pupils participate in and are familiar with the procedures. Each classroom has a specific exit route which is known to pupils and displayed in each room or at various locations throughout the school for visitors to our school. Classes muster, with the class teacher, in the rear playground at the Fire Assembly point. Classes only return to the building when told to do so by the person in charge. (Principal, Senior Fire Officer etc). The school is fitted with fire call points and fire extinguishers. The location of each call point or fire extinguisher is indicated on the evacuation plans. (See Appendix 2b)

All staff receive regular training in fire safety including fire prevention, action to be taken upon discovering a fire and evacuation procedures. Mrs Howe, Mrs Calderwood, Mr Calderwood (Buildings Supervisor) and Mrs Calderwood (Catering Assistant) have received training in the use of fire extinguishers.

A comprehensive fire risk assessment has been completed for Rasharkin Primary School by 'Fire Risk' and an internal fire safety inspection / audit is completed annually by Mrs Howe. See Fire Safety Statement (Appendix 3)

Lunchtime Fire Procedure

The Supervisor on duty in the playground or dining hall shall on hearing the fire alarm, gather all children together at the Fire Assembly Point and ensure no child re-enters the building. Staff members will assist with the evacuation where available and ensure on the way out that any toilets are vacated. The Principal will ensure, as far as it is reasonably practicable, that the rest of the building is vacated.

Electrical Safety

All portable electrical appliances will be checked annually by a qualified company. Any items which have been classified as dangerous will be removed immediately. Despite this annual check of equipment all staff need to exercise a common sense approach used by all adults when operating electrical equipment in everyday life, e.g. plugs and leads will be visually checked before use, switch off electrical sockets before taking out the plugs, etc.

Hazard Identification and Inspection

Hazard identification will be a key element of the school safety policy. Staff are expected to carry out a daily 'hazard identification' look around their classrooms. To prevent / reduce the likelihood of accidents happening all children will be encouraged to adopt the high standards of behaviour expected of them within our school. Each class teacher will agree these 'rules' with their class at the beginning of each academic year and enforce them throughout each school day. Regular inspections of the school grounds will take place to spot potential hazards by the principal and buildings supervisor however it is the responsibility of each member of staff to report defective equipment or a potential Health and Safety risk, to take the piece of equipment out of use, and report the matter to the principal immediately upon identification. The Board of Governors will be invited to carry out an annual inspection of the school buildings and grounds. Numerous risk assessments have been completed and are available for inspection from the school office. These will be maintained / added to as necessary.

PE

Children are advised to come to school in suitable clothing on days in which they have P.E. Teachers should, where possible, change into appropriate clothing for outdoor games. This sets a good example to children and allows a greater degree of manoeuvrability for demonstrating skills, or accessibility to a child should an accident occur.

The wearing of jewellery is not permitted. If ears are pierced, studs only may be worn for P.E. It is advisable to remind children to remove jewellery and store in a safe place before the lesson begins.

Each child should be taught how to lift and move equipment appropriately. Techniques should be revised each year. Children should be stationed at the corners of each piece of equipment. A leader of the group says when the lift should start.

A qualified assessor inspects our P.E. equipment annually.

Health and Well-Being

Rasharkin Primary School recognises that the mental, physical and emotional well being of our employees is key to the running of a successful school and the service delivered to our pupils.

All employees must declare to the principal any medical condition and regular medication they require, as well as providing emergency contact details for use in emergencies. All employee records shall be treated as confidential.

A staff room has been provided for employees to take their breaks, rest periods and refreshments in.

Employees may discuss in confidence with the principal any personal health or domestic issue which they feel may impact on their role at the school.

Employees must report to the principal any incidents relating to staff well being such as violence, intimidation, stress or bullying. (See Health and Well-Being Policy for more information.)

The Caretaker


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 and her staff maintain a clean and tidy building and grounds
- ❖ Any minor repairs are completed by the caretaker or through the 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 Board of Governors

Governors have a statutory duty, under the Health and Safety at Work (NI) Order 1998, to ensure that the EA'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.

Signed (Chair of Governors): _____ 

Date: _____27/11/23_____

Appendix 1

E.A. Health and Safety

General Policy Statement can be viewed at:

<https://www.eani.org.uk/school-management/health-safety/manual-for-principals-and-governors>



Action to be Taken upon Discovering a Fire

FIRE ACTION

Any person discovering a fire

1. Sound the alarm
2. Call the Fire Brigade by dialling 999 _____
3. Report to assembly point

On hearing the fire alarm

4. Leave the building by _____ route
5. Close all doors behind you
6. Report to assembly point
7. Do not re-enter the building until authorised to do so.

Do not take risks
Do not return for any reason until authorised to do so
Do not use lifts

A continuous ringing of the alarm will indicate a fire, or the continuous ringing of the fire alarm (if fire call panel activated).

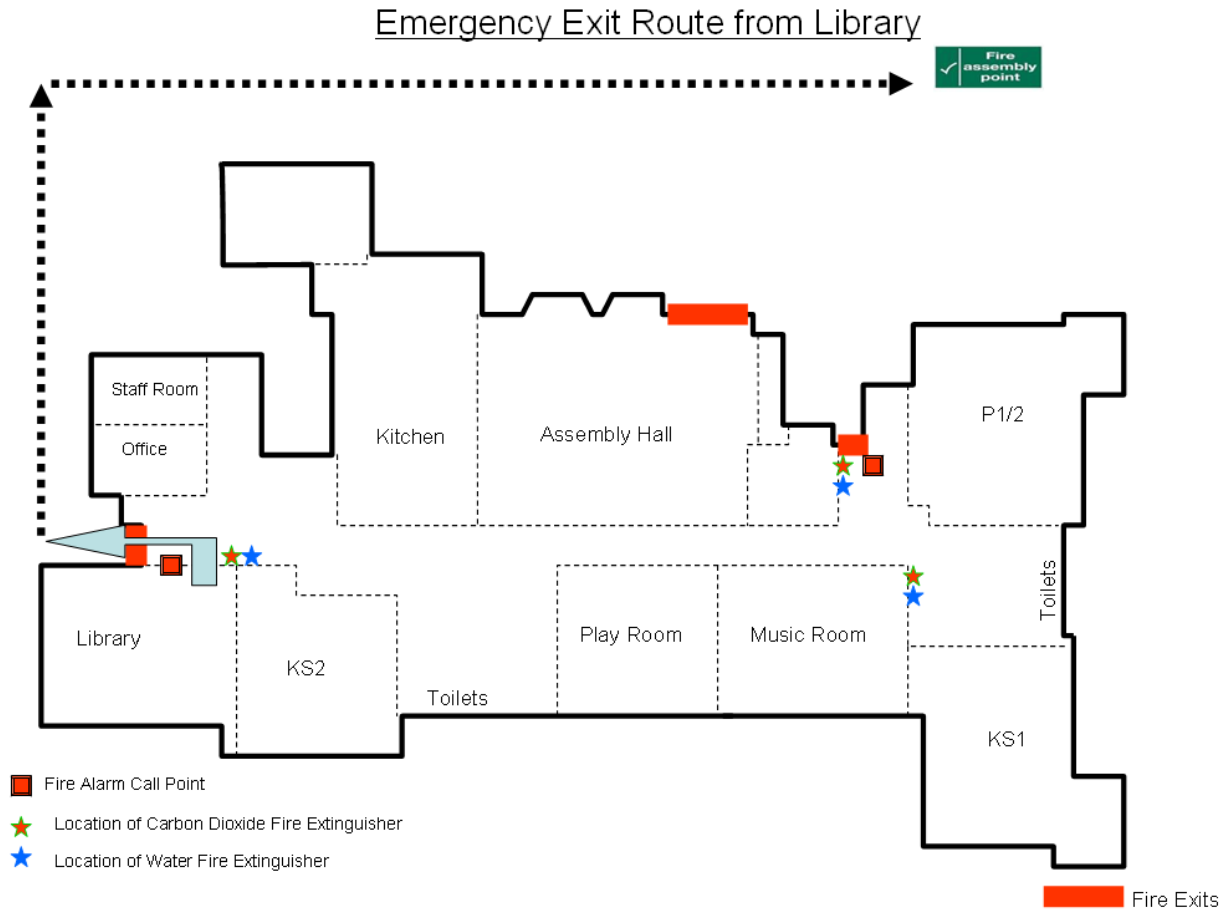
On hearing the alarm, all pupils and staff must stop their activity and evacuate the building in an orderly manner, by the nearest exit. Staff should ensure they have a copy of their class register with them.

Fire Assembly Point: Infant playground (at rear of building)

Teachers should check that all pupils are present at the assembly point and report to the Principal that all have been accounted for or that some are missing. The Principal can then provide this information to the Fire Brigade on their arrival.

All cloakrooms, stores and toilets should be checked by classroom assistants (when present) to ensure that no one is left inside.

Sample Evacuation Plan



Appendix 3

Fire Policy Statement



Rasharkin Primary School will provide a safe and healthy working environment with respect to fire safety in its establishments

The Buildings Supervisor (Mr Calderwood) will be responsible for:

- Checking all fire doors are free from obstructions and slip/trip hazards.
- Checking all escape routes are clear.
- Checking all fire doors can be opened quickly and easily.
- Checking all fire resisting doors close properly.
- Checking no fire resisting doors are wedged or propped open.
- General housekeeping standards are adequate.
- Building generally tidy.
- Rubbish and waste materials are not being allowed to accumulate.
- There is no storage, especially combustible materials, in unsuitable locations (corridors or electric intake rooms).
- Waste containers stored externally in a secure compound.

Responsibilities

Area	Who?
Checking all areas	Principal - overall supervision
Senior toilets	P6/7 Mrs Gilmore / P6/7 class teacher
Infant toilets	P1/2 Classroom Assistant
Classrooms	Class teachers
Staff toilets and office area	Secretary
Phoning fire service	Principal, however if in any member of staff is unsure of whether this has been done they should phone themselves
Ensuring gates are open and clear of obstruction to allow access	Principal / Buildings Supervisor when present

All staff have copies of evacuation plans. These are also kept in the policies and procedures file and displayed throughout the school.

The fire alarm is tested weekly by the Buildings Supervisor and recorded in the Fire Manual, which is kept in his store.

A fire drill is completed once a term. A record is kept in the Fire Manual which is kept in the caretaker's store. Systems and extinguishers are checked on a regular basis. This is recorded in the Fire Manual. The Fire Warden will be responsible for the upkeep of the Fire Manual. The Fire Safety Policy will be reviewed as required.