

# Health and Safety

Signed: \_\_\_\_\_  
(Principal)

Signed: \_\_\_\_\_  
(Chair of Board of Governors)

Date: \_\_\_\_\_

**Naíscoil & Gaelscoil Éadain Mhóir**  
**Health and Safety Policy**

**Statement of Intent**

Health and safety is an important consideration for our school. We will take all reasonable steps to provide a safe and caring environment for children, staff and our visitors. All personal data/information maintained in this respect will be held in the strictest confidence inline with relevant legislation.

**Responsibilities**

The governing body holds overall responsibility for health and safety. For its part the governing body will:

- Ensure health and safety has a high profile.
- Ensure adequate resources for health and safety are available.
- Consult staff and provide training opportunities.
- Monitor and review health and safety.

**The Principal will:**

- Develop a health and safety culture throughout the school.
- Take day to day operational decisions.
- Ensure staff are aware of their responsibilities.
- Update governors.
- Draw up health and safety procedures.
- Monitor effectiveness of procedures.

**All staff will:**

- Support the implementation of health and safety arrangements.
- Take reasonable care of themselves and others.
- Ensure as far as is reasonably practicable that their classroom or work area is safe.
- Report shortcomings to the school office so they can be recorded in the Site Maintenance Record Book.

**General Health and Safety Arrangements:**

The arrangements for health and safety have been drawn up following assessment of risk in accordance with the Management of Health and Safety Regulations 1999.

Smoking is not permitted anywhere on the school site.

When contractors are on site they are expected to follow school safety procedure. The Principal will liaise with contractors as appropriate and draw up risk assessments.

A yearly check will be carried out by a governor and the health and safety representative to monitor the upkeep of buildings and grounds.

The governors agree to appropriate training for staff in relation to health and safety.

All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.

### **Monitoring and Review of Health and Safety Arrangements:**

The yearly check will be used to prioritise need and to inform planning.

The Site Maintenance Record Book will be used to ensure immediate action is carried out when necessary.

All staff will carry out monitoring on a day to day basis.

The caretaker will carry out monitoring on a day to day basis.

Monitoring by governors will be via the Principal's Report.

The policy will be reviewed annually.

### **Equipment:**

Any equipment in school should be used safely and for its intended purpose only.

Equipment identified as defective should be taken out of use immediately and labelled accordingly. Admin staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.

No second hand equipment must be introduced to school without the agreement of the Principal.

Electrical equipment will be tested regularly in accordance with EA procedures. Plugs and leads will be visually checked regularly.

Any electrical equipment used outside must be attached to the electric supply through an RCD, and any lead should be covered by mats to allow safe passage over the wire.

Electrical sockets should be switched off before a plug is removed.

Fire fighting equipment and alarm systems are maintained via annual contract.

Hazardous substances, such as glazes, cleaning materials, etc; are kept locked in appropriate storage areas.

### **Curriculum – Use of Resources**

We follow the WELB guidelines with regard to science, ICT, technology, art and PE.

In addition the following have higher risk aspects:

- Science reference should be made to the 'Safety in Science' document;
- Art reference should be made to the 'Safety in Art' document; and
- Technology reference should be made to 'Make it Safe – Safety Guidance for the Teaching of Design and Technology at Key Stages 1 and 2 documents.

### **PE**

#### **Clothing:**

All children will change into suitable clothing for the activity in which they will participate – details of clothing are listed in the school welcome pack.

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.

#### **Jewellery:**

The wearing of jewellery and nail varnish is not permitted. If ears are pierced, studs only may be worn but must be removed for PE. A watch may be worn if it is named and not of any great value.

It is advisable to collect all such items prior to the lesson and store safely.

#### **Lifting and Moving:**

Each child should be taught how to lift and move equipment. Techniques should be revised at least each year with your new class.

Children should be stationed at the corners of each piece of equipment.

A leader of the group says when the lift should start.

### **School Building Access:**

In order to improve safety for everyone in school, measures have been taken to restrict access into the school building. Children may use the front entrance and side gate only in the morning. Arrangements have been made that children can be collected from the playground in evening. There is always an adult supervising children being collected.

All visitors must report to the school reception. Ten security monitors give a clear view of the school perimeter and no access can be gained to the school unless the intercom system is used at the front door. The front door must always be kept shut.

Gates have been fitted to both sides of the school and must be monitored at all times. It is the responsibility of classroom assistant to ensure the side gate is locked at 9.15am and reopened at 1.10pm. Teachers should ensure the gates are closed if they have a class outside for outdoor play/PE or another lesson.

Main gates must be closed if children are using the play area on roundabout.

### **Vehicles:**

Parents collecting children who are injured or unwell should use the designated car park. Staff cars should be parked in the marked bays. Delivery vehicles are expected to take care when parking.

Wherever possible deliveries should be made once the children are safely in the building.

Other trade vehicles should park safely and not block doorways, disabled parking or delivery areas.

### **Lone Working:**

All staff should avoid lone working wherever possible by arranging for a colleague to also be on site.

Where lone working is unavoidable staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark.

Fire doors must be unlocked when staff are working on the premises, e.g. out of school hours.

Any one lone working on a regular basis, should be equipped with a personal mobile phone.

Security lights are present in the visitor's car park

When two or more people work late they should try to leave the building together.

Cars should be parked as close to the access doors as possible.

Where possible staff should let someone know if they will not be home at their usual time and what time they can be expected.

### **Key Holder Safety during Call Outs:**

Key holders on call out should be mindful of their own safety.

If the police have left the premises a key holder can contact the police and request that they return before entering the building.

Key holders should lock themselves in.

Before leaving the key holder should ensure that the school is secure and the alarm re-set.

If any member of staff is onsite and is concerned about people on or about the site they should telephone the police on 999 if concerned about their own or the school's well being.

### **Fire Safety:**

The school will provide a safe and healthy working environment with respect to fire safety. The Fire Policy Statement is detailed at Appendix A including evacuation procedures.

### **Supervision of Children**

School Hours: Rang 1 – Rang 7

Morning Session 9.00 a.m. – 12.30 Morning Break 10.30 a.m. – 10.45 a.m. Afternoon Session 1.10 p.m. – 2.50 p.m.

(If children want to stay for the After School Club this finishes at 4pm)

### **Office Hours**

The school office is open from 8.15am to 4.30pm Mon – Thurs & until 3.15pm Friday.

### **Duties**

At 2.15pm & 2.50pm the class teachers and classroom assistants supervise the children leaving school. At break times one teacher is on duty and 1 /2 classroom assistants. There are three dinner supervisors assistants on duty at dinner time. Staff should return to class promptly in time for lessons to resume.

### **Indoor Duty**

If it is a wet morning staff should follow guidelines provided and displayed in staff area.

All members of staff are responsible for making sure that their classroom is clear of children.

All staff should go to the playground to receive the children as they come in first thing in the morning, from morning break and after lunch.

The rota for duties is on the staff room notice board.

### **Lunch-time Supervision**

The Principal, Vice Principal also provide support at lunchtime.

All staff have a collective responsibility at all times and should speak to children and support the supervisory staff whenever the need arises.

Any children working in classrooms or activity areas must be supervised.

### **First Aid: See First Aid Policy**

### **Health and Accidents to Children or Staff:**

School staff are expected to take reasonable action as responsible adults, to deal with injuries, etc; that children sustain until the child can, if necessary, receive professional medical treatment.

The school staff complete first aid training every three years.

First aid equipment is stored in the office.

Supervisory Assistants have the responsibility of dealing with minor accidents at lunchtime. If a child receives a bump to the head which causes concern parent will be contacted and given the option of coming to school to check the child themselves or leaving the child to recover and return to class.

Serious accidents will require an accident form to be completed and may require statements from all staff involved. Any child that goes home should be recorded as having done so and the class teacher informed. No child's parent should be contacted without the consent of the Vice Principal or Principal.

### **Medication Policy:**

If a child requires prescribed medicines whilst in school, the parent must complete and Administration of Medicines/Treatment (Form of Consent) which is available from the school office. Once completed these forms should be kept in the school office.

All medication should be stored safely either in the fridge, in the stationery cupboard or in the school office.

All medication, except inhalers, must be recorded when taken on the appropriate Administration of Medicines/Treatment Form, which is kept in the school office.

It is the responsibility of the parents, admin staff and class teachers to ensure children have access to inhalers/medicines on any off-site visits.

### **Allergies:**

Information about children who suffer from an allergy will be published in main areas. All staff will be informed of the individuals involved. Class teachers are issued with lists informing of any medical issues concerning children.

### **Contagious Diseases:**

Outbreaks of notifiable diseases will be published to parents and staff immediately to ensure pregnant women are informed.

We follow EA guidance on advice/reporting of diseases.

If in doubt we contact the local doctor.

**Headlice:**

Incidents of headlice are reported to parents of children in the class where and outbreak has occurred.

**Staff Health and Welfare:****Stress**

Any member of staff who feels they may be suffering from stress should discuss their concerns with either the Principal as soon as possible.

Staff are requested to take their personal health and safety seriously and contact their GP as soon as they feel ill.

A list of emergency contact names and phone numbers for all staff is held in the school office.

**Safety:**

All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture. (See Displays policy Sept 2014)

Staff should not climb on chairs or tables. A stepladder is available for use and is stored in the shared area.

Both staff and children should take care when moving or lifting equipment.

**Violence:**

Staff should always take steps to minimise the possibility of violence in school. (See Reasonable Force Policy)

Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

**Off Site Activities:**

Please also refer to separate Educational Trips and Visits Policy.

For all off-site activities teachers must read the appropriate section for their activity.

Any visit off site must be approved by the Principal.

For any visit to take place off the school site, a text must be sent informing all parents if their child is leaving the school premises for any reason. At the beginning of each school year parents are asked to sign a form giving their permission for visits within walking distance in the city. Also, at the start of the year parents are asked to give emergency contact names and phone numbers to be used in an emergency.

One copy of the official list of the children and adults in the party on a school visit and their contact numbers must be kept in the school office. The list(s) should also include the registration number of any vehicle(s) involved.

If the party is travelling on two or more coaches it should be clear on the official list of children and adults who is travelling on which coach.

**Critical Incidents:**

Please see separate Critical Incident Policy

This Policy shall be reviewed annually by the Governors. The next review is June 2019.