

St Colman's Primary School



Health & Safety Policy

Policy Reviewed on :	April 2024
Ratified by Governors	May 2024
Date of Review	May 2026
Signatures	

St. Colman's PS Health & Safety Policy

Introduction & Context

In St. Colman's PS our Health & Safety Policy is to provide and maintain safe and healthy working conditions for all our staff and pupils and to encourage a "*Be Safety Conscious*" culture within the school.

In developing, reviewing and amending this policy we have taken guidance of DENI Circular 2017/04: Updated Sept 2023

"Safeguarding and Child Protection in Schools- A guide for Schools."

We provide information to identify need in respect of training and provide supervision as necessary for the health and safety of staff and pupils.

Within the school we use our preventative curriculum to teach children about their health and safety, to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives.

This policy is underpinned by the UNCRC, in particular the following articles:

- Schools should work towards what is best for the child. (**Article 3**)
- All children have a right to good health and good quality health care. (**Article 24**)
- All children should be protected from violence, abuse and neglect. (**Article 19**)

A complete Safeguarding and Child Protection ETI Proforma Audit will be carried out annually by the Principal and Safeguarding Team and a report will be presented to the Board of Governors.

The Board of Governors of St. Colman's PS accepts responsibility for the health and safety of others who may be affected by school activities.

Additionally, Governors will have a Health & Safety Report as a standing item on the Agenda of each Termly Board of Governors' meeting.

The Governors have nominated **Mr. Damian Early** as our Health & Safety Link Governor.

Further Purpose & Overarching Aims of this Policy:

- To provide a safe and healthy environment for employees, children and parents, visitors, contractors, and others who may be affected by the service we provide or whilst on our premises. A safe working and learning environment can only be achieved and maintained with close co-operation and active participation from staff, children and visitors.
- To ensure that the school complies with its statutory responsibilities under the Health and Safety at Work (Northern Ireland) Order 1978, the Management of Health and Safety at Work Regulations (Northern Ireland) 2000 and all other relevant associated legislation and requirements to which the school must comply and to actively promote a positive health and safety culture.
- To ensure that health and safety management in St. Colman's PS is based on a continuous improvement model.

Our School Building Supervisor, **Mr. Paul McArdle** and school principal, **Mr. Baine** play a key role in our Health & Safety Policy, but all staff and visitors are expected to exercise vigilance, care and caution when using our school premises, resources and facilities.

Thankfully our school was built in 2013 with a modern construction meeting the most recent H&S requirements. Our school is very well maintained and cared for by our building Supervisor and his team of cleaning staff.

Our BS is very vigilant and maintains a watchful brief over the school's condition and presentation.

School Security

The school gates are opened at 8.35am each day and are manned by a senior member of school staff. This ensures children are welcomed each day and that once dropped off to school no child can leave the premises. Only in very extreme cases will parents be permitted to pass through the access gates in the mornings – often this is when a child is very distressed for example. The school advocates that parents “*drop off and go*” to help develop children's independence.

Our P7 buddies are available in mornings to support our very youngest children.

Parents who need to speak with a member of staff will be directed to the school office where our office team can contact the staff member.

Teachers are scheduled to be on playground duty from 8.45am each day via a timetabled format. Parents are aware from the beginning of the school year that there is **no** supervision of pupils once they arrive in school at 8.35am until staff are on duty at 8.45am.

Parents are advised that the school operates a very popular supervised Breakfast Club which operates daily from 8am.

From **9:05am** school goes into a “*locked down*” state when the only access to the school is via the main school foyer. Our morning gate is locked at 9.05am and there is no access to the school by visitors, pupils etc unless via main office foyer.

The school’s internal access doors are put on manual lock to ensure any “flight risk” children have no means of egress. This function can be overridden by school staff to permit access or in the event of an emergency.

Any person entering the building after 9.05am is required to identify him/herself, and report to the secretary’s office or the principal. This in no way detracts from the open-door policy of the school. Visitors and guests are required to record their details in our school Visitors Record Book.

To ensure the safety of all, no access to the building is permitted unless an appointment has been scheduled.

The external doors on the school are fitted with magnetic locks, which can be operated internally. These locks are “*on*” during the school day. The Building Supervisor informs EA Maintenance when these Magnetic locks needs serviced or repaired.

Hometime 2pm – School gates are opened at 1.50pm and parents can collect children from the dismissal areas. Gates are then locked at 2.15pm.

Hometime 3pm – School gates are reopened at 2.50pm and parents can collect children from the dismissal areas.

Those children who use the Translink bus service will be escorted on to the school bus by a member of staff and reminded about safe travelling.

All adults working in the school, including parents working as volunteers, must undergo an AccessNI police vetting check. This follows DENI requirements.

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.
- The school's Code of Conduct and 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
 - outside in recess periods
- Children are supervised at lunchtime by assistants.
- Class teachers ensure that all children are collected safely and promptly at hometime.

Accidents

- In the event of an accident, resulting in an injury to a child or adult, an electronic accident form will be completed via the relevant EA platform service by a member of office staff. This is immediately uploaded to the Education Authority.
- When an incident involves injury to a child, this will be dealt with by either the teacher on duty, classroom assistant 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 known with names on display in the zones around the school.
- The school has a First Aid policy and training schedule for staff. Training is provided by Safe2Care and is done annually or as required.
- 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.
- Parents are constantly reminded about school having up to date emergency contact numbers provided.
- Office staff will separately record all incidents of “head bumps” and in all *injuries to head incidents* parents will be notified.

NB: When a child becomes a pupil at St Colman's Primary School, the parent or Guardian fills in a Class Data capture form which the school maintains on SIMS. 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 to a child's health, the family doctor and especially 1st and 2nd Contact numbers.

First aid Supplies

Mr Baine is responsible for checking the contents of the First aid boxes on a regular basis and they will be maintained in line with EANI regulations.

All staff are responsible for notifying office staff if supplies in any box are running low.

First aid boxes will contain the following:

- Scissors
- Bandages
- Single plasters
- Sterile individual wipes
- Sterile gauze
- Disposable gloves

Our First Aid Policy outlines our work/provision in this area in greater detail.

Fire/Emergency evacuation

- Fire drills are carried out **termly** according to the Education Authority's policy.
- Building Supervisor and school management maintain appropriate records, monitor procedure effectiveness and record actions for improvement.
- Fire Marshals have been appointed and know their role.
- All staff and pupils participate in and are familiar with the procedures.
- Each classroom has a specific exit route which is known to pupils.
- Kitchen staff are aware of their evacuation procedures.
- Classes muster, with the class teacher, in a particular area of the school's playground away from the main school.
- Classes only return to the building when told to do so by the person in charge. (Principal, Senior Fire Officer, Building Supervisor etc)

- In the event of a real emergency, the principal or his deputy or someone delegated by same will be responsible for contacting the emergency services.
- The school is fitted with modern up to date fire alarm systems.

Fire Extinguishers

There are different types of extinguishers in the school, identified by the colour or the nozzle.

All fire extinguishers, blankets and alarms will be checked and maintained annually.

The Building Supervisor

- The Building Supervisor, 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 his staff maintain a clean and tidy building and grounds.
- Any minor repairs are completed by the caretaker or using authorised EANI contractors.
- The caretaker will ensure that.
 - he exercises caution in his own work.
 - he is vigilant to the H&S needs, potential issues of the school.
 - ensures walkways are dry and not slip hazards.
 - ensures that walkways are uncluttered and is aware of trip hazards.
 - all locks and catches are in working order or reported to EA.
 - the security system and fire alarms are in working order.
 - all checks of alarm call points are done as per guidance.
 - all other checks are done and recorded as per guidance.
 - ensure toilet areas have replenished with soaps and towels etc.
 - informs the principal if H&S issues are identified.

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.

