



# Health and Safety Policy

<b>Date of next policy review</b>	<b>2022</b>
<b>Name of person responsible for this policy</b>	<b>Christopher Fulton</b>
<b>Issued to</b>	<b>Staff, governors, parents</b>
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At Victoria Primary School, we aim to provide and maintain safe and healthy working conditions for all our staff and pupils and to encourage a safety culture within the school.

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

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

The Governing body accepts responsibility for the health and safety of others who may be affected by school activities.

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 is underpinned by the UNCRC, in particular the following articles

- Schools should work towards what is best for the child. Article 3 (See all Pastoral Policies)
- All children have a right to good health and good quality health care. Article 24 (Also see Health and Well-Being Policy, Food in School/ Healthy Breaks Policy)
- All children should be protected from violence, abuse and neglect. Article 19 (Also see Safeguarding Policy)

### **School Security**

The external doors on the school are fitted with magnetic locks, which can be operated from the School Offices. These locks are "on" at 9.00am sharp in the morning and for the remainder of the school day. Anyone entering the building after this time is required to identify him/herself, and report

to the school office. This in no way detracts from the open-door policy of the school.

### **Access NI**

All adults, including parents and volunteers, working in the school have completed an Enhanced Disclosure from Access NI.

### **Safety of Children**

- It is the responsibility of teachers to ensure that curriculum activities are safe - resources, online safety etc
- Risk assessments are carried out annually for various aspects e.g. school grounds, equipment, trips, children with behavioural/ medical needs and plans put in place accordingly which are shared with parents and staff so that everyone is prepared.
- 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 in the classrooms from 8:50am and in the playground at break time and lunchtime by members of staff.
- Class teachers ensure that all children are collected at the end of the day.

## **Car Parking**

Car parking is a concern at Victoria Primary School as it is a hazard for those entering and leaving the building. The road in front of the school is extremely busy and we must ask those collecting children by car, at any time of the day, to use extreme care.

The school has regular contact with traffic police and road safety officers, who will 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, a copy of which is sent to the Board.
- 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. Parents will be informed.
  - If there is any concern about the injury, one of the trained first-aiders must be consulted.
- When dealing with an injury, staff must always wear disposable gloves and ensure that any waste is disposed of securely.
- If the parent cannot be contacted, then, if the school deems it necessary, the family doctor or emergency services will be contacted.
- If the injury is or includes a bump to the head parents will be contacted.

## **Fire/Emergency evacuation**

- Fire drills are carried out according to the Board's policy (termly)
- All staff and pupils participate in and are familiar with the procedures and these are displayed in every classroom and office/hall/ staffroom.
- The Principal and Building Supervisor are responsible for effective procedures and fire safety/ evacuation. The Building Supervisor tests the fire alarm weekly.

## **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 EA.

## **Policy on Bringing Electrical Appliances into School**

All electrical appliances are checked annually to ensure they meet approved standards.

## **Smoking**

- It is the policy of the Governing Body that Victoria Primary School is a non-smoking school
- 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 and on the school gates

### **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 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. Some items they will need to move may be heavy or awkward to carry safely. Children need to be shown how to lift and carry. This needs reinforcing on a regular basis.

When moving large PE or Sports Equipment, 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.

### **General Safety Policy**

In keeping with our pastoral provision and school ethos, we at Victoria Primary School are constantly raising awareness among our children about keeping safe.

We endeavour to help our children stay safe, not only from extreme dangers but also from day-to-day dangers.

We look at the risks children may face and try to provide them with strategies and skills to minimise and deal with them.

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

- Bullying
- Safeguarding and Child Protection

- Online Safety
- 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 Building Supervisor, under the direction of the Principal, is responsible for ensuring that the building provides a safe and healthy environment for the staff and pupils. A Health and Safety check is carried out annually (EA).
- He is responsible for maintaining a clean and tidy building and grounds. (In line with the *Cleaning and Maintenance Policy*)
- Any minor repairs are completed by him or through the Board's use of authorised contractors.
- He will ensure that:
  - all locks and catches are in working order.
  - the security system and fire alarms are in working order.

- Before leaving the premises, he will check that:
  - all the windows are closed
  - the doors are locked and secure.
  - the security system is set
  - all gates are locked
  - all areas are subject to monitoring and evaluating (see Monitoring and Evaluating Policy) by Principal and Governors

### **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.

### **Addendum To Health and Safety Policy In Light Of Covid-19**

The full policy reflects our school's commitment to Health and Safety, however, in light of Covid-19, the following changes are required and are outlined in this addendum:

- 1) The school doors are locked at 9.25am once all children are in school. All children arriving late must come into school via the main school entrance.
- 2) Children will be supervised in the classroom from 9am by the class teacher.
- 3) Our car park is for use of staff only. The car park will be inaccessible at peak times to vehicular traffic as it will be used as a pedestrian exit to ensure that we operate a one-way walking system to ensure social distancing between adults. The school caretaker has daily duties to ensure that this takes place.