

The Board of Governors of St. Macartan's Primary School recognises the importance of implementing adequate Health and Safety protocols and procedures in order to ensure the health, safety and welfare of all staff, pupils and visitors (subject always to the respective duties and responsibilities of EANI, CCMS and other statutory bodies.)

Rationale

At St. Macartan's Primary School, we aim to provide a safe and secure environment for both adults and children to work in. We aim (through Physical Development and Movement, PDMU and The World around Us) to teach good safety habits, encourage good lifestyle choices and promote care and consideration for others and the environment.

Principles

St. Macartan's Primary School is committed to the following principles:

- Every child's safety is of paramount concern for all staff.
- Healthy eating habits are promoted and encouraged.
- Children are encouraged to promote their fitness levels and participate in games, sports, outdoor activities.
- Children are taught to understand that their own well-being and the well-being of other children is important and they are made aware of potential danger in and outside of school.

Purposes

At St. Macartan's Primary School, the purposes of teaching Health and Safety are:

- To encourage a healthy lifestyle.
- To ensure safe participation in school activities.
- To implement correct procedures in times of emergency.
- To promote personal safety both inside and outside of school.

Practices:

- Health and Safety is taught through the Northern Ireland Primary Curriculum.
- School and Class rules are discussed, agreed and set at the beginning of each year.
- Evacuation procedures in case of emergency are agreed.
- Fire drills are carried out once each term.
- Educational visits are planned for well in advance, permission slips sought at the beginning of each year and appropriate clothing is worn.
- Correct footwear is worn during PE lessons.
- Safety procedures are followed when completing practical activities.
- Teachers/ancillary staff administer first aid in the event of a minor accident. (Refer to First Aid Policy)
- Parents are informed of a serious incident or accident and, if necessary, an ambulance will be called. (When in doubt in any way, the welfare of the child will be paramount)
- If a child is sick, parents are contacted to come and take the child home or to a doctor. If the parent cannot be contacted, the Principal/Teacher in Charge will ensure adequate care, attention and support is available to the child.

- Accident forms are completed in the event of a serious incident.
- The school building is maintained by the Caretaker or Principal to ensure a safe and healthy environment.
- Hazardous substances are locked away from children.
- An annual inspection of all portable electrical equipment is carried out by a qualified electrician and appropriate action taken as recommended and necessary.
- An annual inspection of the fire alarm is carried out to ensure working order.
- A representative of the Fire Service visits the school annually to talk to the children.
- All visitors are asked to sign in at the staffroom on entry at Main Door.

Fire Drill (using school bell for planned drills)

- As soon as the fire alarm sounds, all children and adults must stop what they are doing and walk out of the building through the nearest exit to the agreed assembly point. (front yard)
- If normal exit is blocked, the nearest available exit should be used.
- Check that all children are present and remain there until they are allowed to go back in. Children should walk in and out of school sensibly and line up quietly.

Lunchtime Fire Procedure

- All Supervisors on duty in the playgrounds will, on hearing the fire alarm, gather all the children away from the building, proceed to designated area and ensure no child re-enters the building.
- All Supervisors on duty in the dining hall will evacuate all children from the building 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.

Fire Alerts

In the event of a fire alert, the Principal or Teacher in Charge will:

- Ensure alarm is activated and evacuation of premises is underway (see fire drill procedures).
- Phone 999 for the fire brigade (the secretary)
- Check that evacuation procedure is being followed.
- Only when the all-clear has been given will children and adults be allowed to re-enter the premises.

Supervision of pupils

- All staff will share with the Principal responsibility for the supervision and welfare of pupils throughout the school day.
- Supervision duties will be shared on a rota basis for non-class time – morning, break, home-time.

- Teachers are responsible for ensuring pupils are supervised during all periods of class time i.e. at all times that a school bell indicates a return to the classroom.

Smoke Free Policy

- It is the policy of St. Macartan's that we are a smoke free environment.
- Smoking is not permitted in any area of the school by staff, parents or visitors.
- No smoking signs are clearly displayed around the building.

Car Parking

- Car parking at the school should only be in the designated areas.
- When leaving pupils to school in the morning (by car) or if collecting pupils, parents are requested to use the pedestrian gate.

Hygiene

- Every effort will be made to ensure that hygiene in toilet blocks is of a high standard.
- Pupils will frequently be reminded of their responsibility in this regard. (The importance of good hygiene practices to curtail the spread of germs will be regularly reinforced with the pupils)
- Liquid soap dispensers and towels/paper towels are provided in all toilet blocks and in all classrooms.

Medicines

Administration of medicines must be discussed with and agreed by the Principal/Class Teacher and a written record of dosage for prescribed medicines presented to Class Teacher. Medicines must never be brought into school without first discussing this with the Principal /Class Teacher.

Health Care Plans

Individual care plans as drawn up by health professionals will be discussed with relevant staff, adhered to and accessible to any responsible person in case of an emergency. All training as appropriate will be given. Children with serious food allergies have their picture and relevant information displayed in the school.

Roles and Responsibilities

In the discharge of their statutory responsibilities the Board of Governors shall ensure that:

- All members of staff appointed by them hold appropriate qualifications to teach the subjects required of them and/or use the necessary equipment and machinery.

- The maintenance of procedures for the safety of both teaching and non-teaching staff.
- The prompt and efficient maintenance of all equipment and all non-structural repairs as defined under the EANI's scheme for the Local Management of Schools.
- Contractors who carry out work, either for the Trustees or the EANI, at the school, carry out their undertakings in a safe manner so as to ensure the Health and Safety of all personnel on the premises.
- All equipment and materials either purchased or acquired by them are suitable for their intended use.

The Principal of the school shall be responsible for the day to day application of the policy for both teaching and non-teaching staff.

The Principal shall be responsible for ensuring that:

- All teaching staff have the appropriate qualifications to teach the children in their care.
- The provision and maintenance of procedures for the safety of both teaching and non-teaching staff who come under her control.
- All staff operate safe working practices in the execution of their duties.
- All staff are aware of instructions or safety advice pertaining to their particular discipline issued by either the CCMS, the Board or the Department of Education.
- All hazards and defects are reported to the Board of Governors.
- All accidents to teaching staff are reported to the CCMS.

Each member of staff has a responsibility to exercise care and attention regarding the safety of themselves and the pupils in their care.

Each teacher shall be responsible for ensuring that:

- They take reasonable care during their work to avoid accident or injury to themselves or others.
- They observe all safety instructions and advice issued either by the CCMS, the EANI or the Department of Education.
- All potential hazards affecting Health and Safety are reported to the Principal.
- All accidents are reported and logged and Accident Report Book is completed.
- They co-operate fully with the Principal on all matters pertaining to Health and Safety.

All employees shall be responsible for ensuring that:

- They perform their duties in a safe manner and pay particular attention to Safety Procedures.
- All accidents and injuries are reported as soon as possible to the Principal or person in charge.
- They receive proper treatment as soon as possible if injured.
- They report all defects in equipment or potential hazards.
- They assist in the investigation of injuries or accidents.

Child Protection (refer to policy)

Pastoral Care (refer to policy)

Anti-bullying (refer to policy)

Positive Behaviour (refer to policy)

First Aid (refer to policy)