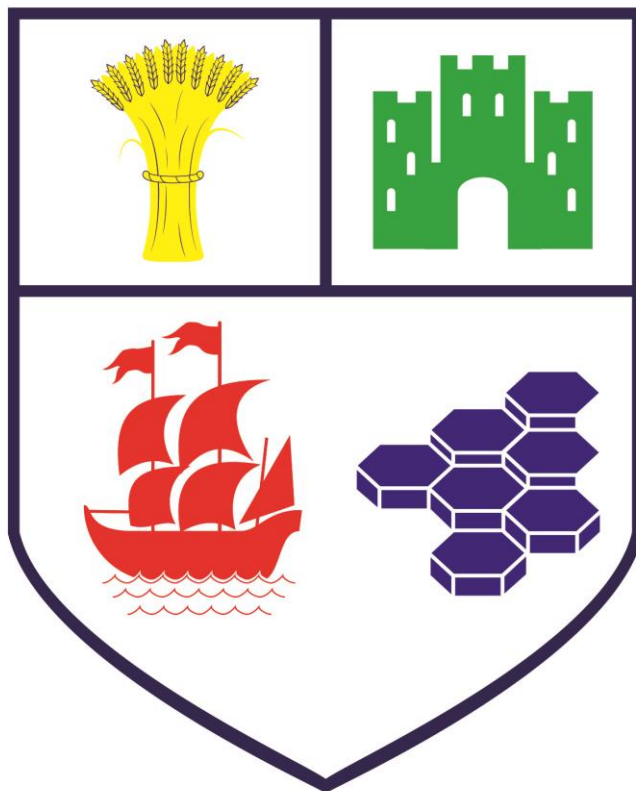


Dunseverick Primary School



Health & Safety Policy

This policy was reviewed & adopted by the BOG

November 2023

Signed by the Principal

Signed by the Chair of the BOG

Review Date

November 2024

Health and Safety Policy

It is the policy of this School to ensure, as far as is reasonably practicable, that no person is placed in a position where injury or ill-health is caused as a result of the building, or any procedures/practices carried out within the school.

The Governors and Principal will pay particular attention to the provision and maintenance of:

- a safe and healthy working environment with safe access and exits
- well maintained plant, equipment, and systems
- safe arrangements for the use, handling, storage and transport of equipment and substances
- sufficient information, instruction, and training to enable all employees to avoid hazards and contribute positively to their health and safety at work

The Board of Governors will carry out an annual inspection of premises. They will delegate to the principal the day-to-day responsibility for and management of health and safety.

The principal will monitor health and safety throughout the year.

Each member of staff will be vigilant in health and safety matters and report any hazards to the principal **immediately**.

Advice will be sought from the EA or other relevant bodies as necessary.

ACCIDENTS

- All accidents to pupils or staff are recorded in a notebook. More serious incidents are recorded in the Accident file and the appropriate forms completed
- The principal ensures that the appropriate forms are sent to the EA and copies kept in school
- The whole school community, including pupils, are encouraged to report anything likely to cause an accident, including any dangerous behaviour, to the principal
- Any areas of concern highlighted by the B.O.G annual inspection are reported to the principal and given the highest priority
- Children are always supervised
- Children who are not picked up at 2 or 3p.m. **MUST** wait inside the school grounds.

EDUCATIONAL OPPORTUNITIES

- We at Dunseverick P.S. consider that all academic, sporting, cultural, creative, and personal development activities which take place, make a significant contribution to learning and development of our pupils, including those which take place away from school
- We ensure that our pupils are well cared for and adequately supervised and that all curriculum activities are safe, whether in school or out in the community

- Pupils are only taken off the school site with prior permission of parents

ADMINISTERING PRESCRIBED MEDICATION

- The prime responsibility for a pupil's health rests with the parents however the school may agree to assist a child with medical needs to allow them to participate in school life as fully as possible. Relevant forms must be fully completed.
- **Short term medication** - written approval must be provided by parent/guardian as well as clear instructions on times and dosage. In such cases staff will store and administer the medication
- **Long term medical needs** - parents and Principal meet to discuss the child's condition and draw up a Pupil Health Care Plan or liaison with Health Care Professionals will ensure a Care Plan is completed. This covers instructions on dosage, times etc. as well as what to do in the case of an emergency. Enough staff will be trained to meet the specific needs of children with medical conditions. All staff with contact to the child must know the emergency procedures
- In both above cases medication is stored in the General Office. The container is clearly labelled and kept out of reach of other children. Staff has access to medication. A record is kept of medication administered.

FIRE SAFETY

- The school has an alarm system and fire extinguishers
- The school maintains adequate equipment for fire safety, and this is checked regularly by qualified personnel
- Emergency routes and exits are always kept clear from obstruction
- Emergency exits are clearly signposted
- All classrooms and communal areas have fire instructions clearly displayed
- All staff and pupils know the signal and procedures for evacuation
- Fire drills are held termly

ELECTRICAL EQUIPMENT

- All electrical equipment including portable appliances are checked on a regular basis

FIRST AID

- The school has two fully qualified First Aiders who will administer first aid when necessary and certificates are displayed outside the General Office
- An appointed person looks after the First Aid equipment and ensures it is kept fully stocked
- When dealing with an injury, staff must always wear disposable gloves and ensure that any waste is disposed of safely
- If after First Aid has been administered, the child does not improve, parents will be called to collect the child

- 12 members of staff have been trained in the use of a defibrillator which can be found in the main office.
- In an emergency an ambulance will be called
- When a child becomes a pupil at Dunseverick 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 1st, 2nd and 3rd Contact numbers.
- Education and Library Board Health and Safety Handbook for Schools recommends the following contents for a First Aid Box – one guidance card, twenty individually wrapped sterile adhesive dressings (assorted sizes) appropriate for the work environment, two sterile eye pads (with attachment), six individually wrapped triangular bandages, six safety pins, six medium individually wrapped sterile unmedicated wound dressings (approx 10cm by 8cm), two large individually wrapped sterile unmedicated wound dressings (approx 13cm by 9cm), three extra-large individually wrapped sterile unmedicated wound dressings (approx 28cm by 17.5), sterile water or sterile normal saline (0.9%) in sealed disposable containers, at least three x 300ml. Not to be reused after the seal is broken. Eye baths should not be used.
- Education and Library Board Health and Safety Handbook for Schools recommends the following contents for a Travelling First Aid Kit – one guidance card giving general advice on first aid, six individually wrapped sterile adhesive dressings, two triangular bandages, two safety pins, one large individually wrapped sterile unmedicated wound dressings (approx 18cm by 18cm), individually wrapped moist cleaning wipes and one pair of disposable gloves.

SECURITY

- A strategically placed sign directs all visitors to the designated MAIN ENTRANCE which is kept locked and has an access control facility and a doorbell fitted
- Visitors are identified and sign the visitor book on arrival
- All adults working in the school are pictured on a welcome board at the entrance of the school
- An intruder alarm is installed
- Security lights are fitted at the front and back of the school
- Notices are in place to deter trespassers
- CCTV is also in operation
- All adults working in the school, including parents/adults working as volunteers undergo an enhanced disclosure check on an annual basis
- All staff complete Safeguarding Training on an annual basis

- Our Safeguarding Child Protection Team is displayed on a board at the entrance of the school
- New parents are given a copy of our Safeguarding Policy and details of same are available on the school's website

CARETAKING/CLEANING

- 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
- All cleaning equipment and substances are stored in a safe place
- Only essential cleaning in the classrooms is carried out while the children are present e.g., mopping up after a spill or when a child has been sick
- All other cleaning is carried out when children have left the classroom for the day
- The caretaker maintains a clean and tidy building and grounds which are kept free from hazards
- Litter and debris are regularly removed
- Fences, gates, and boundaries are maintained
- Any minor repairs are completed by the caretaker or by authorised contractors
- The caretaker will ensure that all locks and catches are in working order and that the security system and fire alarms are in working order

**This policy is based on the joint Board Health and Safety Manual.
It will be reviewed annually**