



Oakgrove Integrated Primary School

Policy for Health and Safety 2020-21

Rationale

Oakgrove Primary School is committed to creating an atmosphere of safety and good health, both in and out of school. This is for all users of the school, children, school staff, parents and members of the wider community.

Purposes

The policy for Health and Safety includes

- The ability of each individual to protect him/her self.
- Concern and consideration for the safety of others.
- The knowledge of what to do in certain situations.
- Alertness and control.
- Cultivation of good habits.

Guidelines

1. Pupils are taught good safety habits as part of the whole curriculum
2. Children are encouraged to develop healthy habits through good health and hygiene routines.
3. A positive policy for healthy eating is maintained at the school.
4. Children are taught to have care and consideration for themselves and others.
5. We have a limited number of school rules, which are for safety reasons.
6. Educational visits are carefully planned in advance.
7. Oakgrove IPSN has a set of procedures in case of an emergency in school.
8. In a school environment accidents may happen. There are agreed measures to be taken in such an eventuality. Accident report forms are completed.
9. All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid.
10. The principal is responsible for ensuring that the building provides a safe and healthy environment for the pupils.
11. It is the policy of the Governing Body that Oakgrove Integrated Primary is a no-smoking school.
12. Car parking is a concern at Oakgrove IPSN as it is a hazard for those who use the school. Staff, parents & visitors must use the designated parking areas safely.
13. Children are always supervised when moving any equipment or item of furniture or sports equipment.
14. The principal, vice-principal and caretakers are designated key holders and are responsible for the security of the building.

15. Teachers have the responsibility to make sure their classrooms are secure.
16. Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school.
17. All hazardous substances are kept in a locked store.
18. Generally no member of staff will administer medicine to children. Parents must fill in a Medication Request form (Administration of medication Policy: Appendix2 Form AM2).

COVID 19

Staff have worked together to implement the whole school Risk Assessment & Return to School Safely documents due to the COVID 19 pandemic. Everyone at Oakgrove IPSN is committed to ensuring the safety and wellbeing of all during this time. The risk assessment is updated according to the DE & PHA updated guidelines sent to school.

Procedures

General Safety Habits

For children, good safety habits are taught as part of the whole curriculum. This can include topics, and the involvement of outside agencies such as the police, fire brigade, road safety officer etc.

It might also be taught through a health related topic such as smoking.

At Oakgrove Integrated Primary School, children are encouraged to develop healthy habits through good health and hygiene routines, for example regular exercise or care of themselves, personal hygiene etc.

Head Lice – School nurses no longer check heads and parents are encouraged to check children’s hair every week as described in the “Don’t Bug Me” leaflet issued by the DHSSPS and distributed at the beginning of every year. Parents are contacted if head lice are evident in a child’s hair during school and requested to take children out immediately to treat the infected hair. This helps prevent the spread of head lice in school.

A positive policy for healthy eating is maintained at school, with a healthy option menu at lunchtime, and a fruit break.

We believe that children learn best through practical experiences and active involvement in all areas of the curriculum. Children are taught to have care and consideration for themselves and others:

- In the classroom
- When using equipment e.g. scissors, tools, PE apparatus
- When moving around school
- When carrying out investigations eg a pond, pollution, soil studies

- When on educational visits

For any physical activity, children change into shorts and T shirts and wear pumps or trainers.

We have a limited number of school rules, which are for safety reasons, such as walking round school, playing in sight of an adult on duty, care of property etc.

In accordance with DENI safety regulations, educational visits are carefully planned in advance and a risk assessment is made. Details of the visit are sent to parents. Children are asked to wear appropriate clothing for the activity planned. The correct adult /child ratio is always followed, and a first aid kit and list of emergency phone numbers taken.

Oakgrove Integrated Primary School has set procedures in case of an emergency in school, such as a fire or bomb alert when the building needs to be evacuated. *See Critical Incident Policy*. These drills are carried out at least once a term. All staff and children are familiar with these procedures, and know their own exit route, place of assembly and roll call procedure.

All children are taught to take care of themselves and each other, but in a school environment, accidents do occur. Most accidents in school are minor and can be dealt with by any member of staff. A fully equipped first aid box is kept in the staff room. The school's accident register, accident forms and a list of any allergies children have are kept in the office. First aid boxes are also kept in the Medical room, resource areas and the kitchen. If the accident is more serious, the aim of the school is to get the child qualified medical attention as quickly as possible. Parents are informed straight away, and if necessary, an ambulance sent for.

Accident forms are filled in for any accident requiring professional medical attention, or caused by any defect in the school or its equipment.

The caretaker, under the direction of the principal, is responsible for ensuring that the building provides a safe and healthy environment for the children. The caretaker and cleaners maintain a clean and tidy building and grounds. Any minor repairs or maintenance are completed by the caretakers, or through the use of authorised contractors. Any equipment/hazardous substance is kept locked away from the children. All equipment is to British Standards and is maintained regularly.

Fire Drill

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 as indicated in the classrooms.

The Office staff will take the class registers, distribute them to teachers, who check that all the children are present.

Nobody is to go back into school. If a child is missing it must be reported. The Principal will check all present and accounted for, after which everyone may go in.

Adults ensure children walk in and out of school sensibly, and line up quietly. If the class' normal exit is blocked for any reason then the nearest available exit is to be used.

Lunchtime Fire Procedure

- All lunchtime supervisors on duty in the playground shall, on hearing the fire alarm, gather all children together away from the building and ensure no child re-enters the building
- Lunchtime supervisors on duty in the dining area shall evacuate all children from the building and ensure on the way out that any toilets are vacated
- The principal or vice-principal will ensure, as far as it is reasonably practicable, that the rest of the building is vacated

Fire and Bomb Alerts

In the event of a fire or bomb alert the principal or person designated must:

- Ring the fire alarm to activate the evacuation of the premises of all adults and children
(see fire drill procedure)
- Phone 999 for the fire brigade and police
- Check that the evacuation procedure has been followed
- Remain at the front of the school to meet the fire brigade/police and direct them to the incident
- All children and adults must remain outside
- Only when the all clear has been given will registers be sent back to classes enabling children and adults to re-enter the premises

If the alert is a practice, caretaker will contact monitoring company to alert that fire alarm will be disarmed for the practice. Fire alarm is then activated as soon as fire drill is complete.

Adverse Weather Conditions

It is the policy of Oakgrove IPSN to make every effort to remain open whenever possible. Any decision to close the school, either before or during the school day due to adverse weather, will be made by the Principal using the Adverse Weather Policy, DE guidelines and after consultation with the relevant bodies. The school will only be closed if one or more of the following conditions apply:

- Conditions on or around the site are considered to be perilous
- Conditions are considered to be, or anticipated to become, too dangerous for travel
- Conditions at Oakgrove are deemed to pose a health and safety risk for pupils and staff
- Insufficient staff in attendance to enable the smooth running of the school day

Oakgrove will communicate any updates and information regarding adverse weather to parents/carers using the following methods:

- 1) text message service
- 2) school website www.oakgroveschool.co.uk
- 3) school facebook page 'Oakgrove Integrated Primary and Nursery School'
- 4) C2K Notice of Closure & BBC Newsline

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Recommendations: Please factor in adverse weather conditions when planning your travel time to and from Oakgrove IPSN. Depending on the weather, your journey to and from school may take longer, you may need to leave earlier, travel carefully and take health and safety precautions to arrive safely at your destination.

Smoking Policy

- It is the policy of the Governing Body that Oakgrove IPSN is a no-smoking school. It is illegal to smoke in school premises.
- 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

Car Parking

Car parking is a concern at Oakgrove IPSN as it is a hazard for those who use the school. It is also a hazard for neighbours who live within the vicinity of the school. Drivers parking cars at the school, near it or dropping or collecting children at the school should at all times have consideration for the safety of pedestrians, other road users and the immediate community. At no time should the space reserved for school transport be obstructed.

Letters to parents emphasise the following:

- Care of our neighbours
- After school clubs – children to leave by 4.00pm

- Trips – try to arrange coach time before or after 9.00am, that is 8.30am or 9.20am

Principal will speak to any adult who continually parks in an obstructive way. All comments by parents or neighbours will be followed up.

Policy on Children Moving Equipment

In the normal day to day running of the school, there are certain situations where children will need to move equipment or items of furniture. For example:

- 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 handle. Children need to be shown how to lift and carry safely. This needs reinforcing on regular occasions.

PE and Sports Equipment

When using large apparatus, 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 (this should include how to bend), for example netball posts – one child at each end.

Furniture

Chairs should be moved one at a time, and children must be shown how to carry them correctly. They may carry single chairs on their own. If children are asked to move a stack of chairs then the chair stacker must be used. If a large number of chairs are needed then the caretakers will supervise.

Tables need one child at each end, a child must not attempt to lift a table on his or her own.

The PA system must only be moved and set up under adult supervision.

Small items of equipment include Ipads, CD players, PE trolleys etc. These can be moved freely by the children.

Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

Items Children Should Not Move

- Computers – monitors can easily fall off trolleys, or wires get caught

- Piano – although on wheels, it can tip, and feet or fingers become trapped
- Cooker – too heavy and awkward
- Paper cutters

Security of the Premises

The Principal, Vice Principal and caretaker are the designated key holders and are responsible for the security of the building.

All staff must use the entry code to gain access through the main pedestrian, P1/2 & Nursery entry gates. These gates will be kept closed outside of the posted opening times.

Response Order

1. Security Company (Estate Services 2018-19)
2. Caretaker (Mr Raymond Wray)
3. Principal (Mrs Ashley Donaghey)
4. Vice Principal (Mr Nial Gill)

Class teacher

It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed, equipment switched off and unplugged before leaving the premises.

Caretaker

It is the responsibility of the caretaker to check daily that:

- All locks and catches are in working order
- The emergency lighting is working
- The fire alarm has no faults
- The security system is working properly

Before leaving the premises, to check:

- All the windows are closed
- The doors are locked and secure
- The security alarm is set
- All gates are locked

Principal

It is the responsibility of the principal or vice-principal to perform or arrange for another person to perform, the above functions in the absence of the caretaker.

In addition, the principal is responsible for the security of the premises during the school day.

All visitors are required to report to the General Office.

All parents and other adults are requested, when bringing children to school, or collecting them afterwards, to walk round the outside of the premises so that the children are able to enter or exit the school by the correct door.

Any parent or visitor is welcome in school but is asked to report to the office first.

These points must be adhered to, but in no way detract from the open door policy of the school.

Arrivals and Departures – Children

- School begins at 9.00am and doors open at 8.50am. Breakfast club begins at 8.15am and supervision is available from then. Children should not be left in school grounds before 8.15am for Health and Safety and Child Protection reasons.
- P1 and P2 children should be collected at 2.00pm unless waiting for a bus or an older sibling.
- If there is a change in the routine of how a child goes home eg going to a friend's house, someone else collecting them etc, this must be notified to the school by a note to the class teacher or a note in the homework diary or a telephone call to the school in good time ie preferably before 12 noon.
- Children who attend after school clubs should be collected promptly.

Contractors on Site

- Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must either contact the principal or caretaker.
- All contractors must report to the general office. The caretaker will then be informed of their arrival
- Contractors will work under close supervision of the caretaker so as not to endanger the health and safety of children or adults in school
- Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms, or any areas used by adults or children
- No repairs or maintenance can be carried out in areas which children or adults are occupying, this includes cloakroom and toilet areas

- If contractors are working near the children's play areas, then all equipment and machinery must be cleared away during this time, and the contractors must leave the area
- All contractors must read and be aware of the school asbestos register. All work will be monitored by the caretaker and any concerns reported to the principal, the contractor concerned and the appropriate department at the EA (Western).

Policy on the Use of Hazardous Substances in School

All substances which may be hazardous are kept in a locked store.

Any member of staff using chemicals must:

- Follow procedures laid down for use
- Be aware of procedures for avoiding exposure and for control
- Inform the principal or vice principal of any difficulties

Policy on the Administration of Medicines during School Hours

Refer to Administration Of Medicines Policy

From time to time, parents request that the school should dispense medicines which need to be administered at regular intervals to children.

These requests fall into two categories:

- Children who require emergency medication on a long term basis because of the chronic nature of their illness (for example, asthma and epilepsy)
- Children who are suffering from casual ailments (coughs, colds etc)

Generally, no member of staff will administer medicine to children.

Parents are responsible for the administration of medicine to their children and if a child needs a dose of medicine at lunchtime, the child should return home for this or the parent should come to school to administer the medicine.

For casual ailments it is often possible for doses of medication to be given outside school hours. The school does not administer medicines for casual ailments.

If it is unavoidable that a child has to take medicine in school for treatment for a long term illness to be effective, then each individual case will be considered. Please note that teachers are not required to dispense medicines as part of their contracts and any involvement would be purely on a voluntary basis.

For the school to agree to assist in long term medication:

- Parents must write to the school giving authorisation for medicines to be administered to their children. This needs to include instructions regarding the quantity and frequency of administration
- The medicines must be brought into school in a properly labelled container which states:
(a) The name of the medicine, (b) The dosage and (c) The time of administration
- Where possible the medicine should be self-administered under the supervision of an adult. Medicines will be kept in a secure place by staff in accordance with safety requirements

Where long term needs for emergency medication exist, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance.

Detailed written instructions should be sent to the school and the parent/guardian should liaise with their child's class teacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

Policy on First Aid in school

All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid.

During lesson time first aid is administered by the class teacher or non-teaching assistant. If an accident occurs in the playground and first aid is required, the teacher on duty (Principal or Vice Principal) will be called for assistance. If they are not available, then one of the staff on duty in the playground should come to the staff room and request the assistance of the child's class teacher or classroom assistant as appropriate. At lunchtimes first aid is administered by the midday supervisors.

If there is any concern about the first aid which should be administered then the qualified first aiders must be consulted.

A cross section of staff are trained each year on a rolling training programme.

Safety/HIV Protection

Always wear disposable gloves when treating any accidents/incidents which involve body fluids. Make sure any waste (wipes, pads, paper towels etc) are placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.

Recording Accidents

All accidents must be recorded on an accident report form kept in the office. All details need to be filled in, including any treatment given.

First Aid Boxes

First Aid boxes are kept in the Staffroom, Office, the Medical Room, the Kitchen, the Nursery, Resource areas and the Nurture Centre.

Contents

- Scissors, bandages, plasters - single and strip, cotton wool, sterile gauze and disposable gloves

Person Responsible for Supplies

Mr Nial Gill is responsible for checking the contents of the first aid boxes on a regular basis and for placing orders to replenish stock. All staff are responsible for notifying Mr Gill if the supplies in any of the first aid boxes are running low.

Allergies/Long Term Illness

A record is kept in the General Office, Staffroom, kitchen and VP's office of any child's allergy to any form of medication (if notified by the parent), any long term illness, for example asthma, and details on any child whose health might give cause for concern. Care plans are available in class, VP room, and Medical Room for those children who need them

Courses

First aid courses are advertised on the course board, and all staff are welcome to attend.

Accidents

All accidents must be reported immediately to the principal or vice principal who will send for an ambulance if needed and contact parents. An accident report form must be filled in. These are kept in the office

- If a child has a bump on the head you must contact the parent/guardian to inform them.

Safety Officers

The school's safety officers are Mr Nial Gill and Mr Raymond Wray.

The Health and Safety governor is Mr Jonathan Gray

Mr Nial Gill & Mr Raymond Wray
Sept 2018

Signed..... (Chair, Board of Governors)

Signed..... (Principal)

Date.....

This policy is reviewed annually