

# St. Anthony's Primary School

43 Fairway, Larne, Co. Antrim BT40 2BG



## Health and Safety Policy

<b>Policy Date:</b>	August 2020
<b>Review Date</b>	August 2021
<b>Person Responsible</b>	Principal/Senior Teacher
<b>Consultation</b>	Board of Governors, Teaching/Non-Teaching Staff, Parents and Pupils

At Saint Anthony's 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 and Healthy Eating Policy)
- All children should be protected from violence, abuse and neglect. Article 19 (Also see Safeguarding Policy)

A complete audit (EA) will be carried out annually and a report will be submitted to the Board.

Other policies exist alongside this policy e.g. Pastoral, Anti-Bullying, Safeguarding, Online safety, Educational Visits Policy, Code of Conduct, Student and Administration of Medication 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. The gates are also closed at 9.00am and are clearly marked with a sign asking everyone to please close behind them in order to keep our children safe. This in no way detracts from the open-door policy of the school. Due to recent Covid-19 guidelines, all visitors to the school will be asked to sanitise their hands and follow strict social distancing. They will also be asked to complete a form to establish whether they or someone they’ve been in contact with has tested positive for Covid-19 or is currently isolating.

## **Access NI**

All adults, including parents, coaches and volunteers, working in the school have completed an Enhanced Disclosure from Access NI. Adults and students wishing to work within the school complete an application form and a meeting with placement coordinator before securing a position within the school.

## **Safety of Children**

- It is the responsibility of teachers to ensure that curriculum activities are safe – resources, online safety etc
- Pupils are only taken off the school site with prior permission of parents. Parental consent is sought at start of every year for local trips/ walks within the community but all other trips including the residential have separate consent.
- Risk assessments are carried out annually and when necessary 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.
- The school’s code of conduct and school/classroom rules have been written with the children considering the safety of all 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
- Children are supervised in the playground in the morning from 8.45am, at break time and lunchtime by members of staff. Due to Covid-19 guidelines, all children P1-4 can be brought to their classroom door from 8.50am onwards (opening onto the playground). Children will not currently be supervised in the morning and gates will only be opened from 8.50am. Strict social distancing applies and parents/child should be encouraged to use the marked “feet” to allow for social distancing. Primary 5 onwards should be left at the main gate and walk independently to their own classroom door. Appropriate supervision is provided at break and split lunch times with the playground “zoned off” into “Bubbles”.
- All pupils will have their temperature checked on arrival and will be encouraged to wash their hands and use hand sanitiser. They will continue straight to their own classroom (Covid-19 guidelines).
- Class teachers ensure that all children are collected at the end of the day.
- All equipment and resources, including outdoor play equipment (weekly) are checked regularly for damage or other hazards. Due to Covid-19 guidelines, equipment will also be wiped down and sanitised between use.

## **Covid-19 Guidelines**

- Due to the current guidance, pupils have been asked to bring packed lunches to school in disposable paper bags rather than lunchboxes.
- Dinner times will be split, with Primary 1-4 going to the canteen first and then having playtime and Primary 5-7 being supervised outside first and then moving to the canteen. Children will be using a one-way system, ensuring “bubbles” aren’t mixing and allowing for time to sanitise surfaces between sittings.
- In relation to any children displaying Covid-19 symptoms whilst in school, Ms. Fleming informed the Governors that in line with guidance that the pupil should be brought to a designated area to isolate and their parents contacted. Parents should be notified immediately and informed that their child/children will have to self-isolate until they receive a negative Covid-19 test. This result should be emailed to the school before the child/children return to school. This is based on current guidance which is constantly changing and therefore will be monitored in line with PHA and Department of Education guidelines.
- In the event of a pupil or member of staff testing positive, the school are advised to contact the PHA for advice urgently.
- A Mental Health and Resilience programme would be implemented throughout the Curriculum this year to ensure a more positive transition from home to school.
- Social distancing is encouraged within school where possible, children are seated in rows and outdoor learning is highly encouraged.
- Signage has been displayed throughout the building for directions and reminders of social distancing and hand-sanitation. The cleaning rota has been discussed with cleaning staff and will be reviewed accordingly.
- A number of risk assessments in line with Covid-19 have been carried out for pupils and members of staff who are vulnerable and had previously been shielding. BAME risk assessments are to

be completed for all of these individuals, alongside general risk assessments.

## **Car Parking**

Car parking is a concern at St. Anthony's 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 main car park is due to undergo essential maintenance, with cameras and lighting to be fitted.

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, a second impact letter will be sent home for the parent to sign.

NB: When a child becomes a pupil at Saint Anthony's Primary School, the parent or guardian annually fills in a Class Data form which the school maintains electronically. 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 and 2nd contact numbers.

### **First aid Supplies**

Miss Mc Larnon is responsible for checking the contents of the First aid boxes on a regular basis and they will be maintained in line with Board regulations.

All staff are responsible for notifying Miss Mc Larnon if supplies in any box are running low.

First aid boxes will contain the following:

- 1 guidance card;
- 20 individually wrapped sterile adhesive dressings (plasters, assorted sizes);
- 6 triangular bandages;
- 2 sterile eye pads, with attachment;
- 6 medium individually wrapped sterile unmedicated wound dressings;
- 6 safety pins
- 2 large sterile individually wrapped unmedicated wound dressings
- 3 extra large sterile individually wrapped unmedicated wound dressings;
- Antiseptic cream
- Wasp-eze
- Disposable gloves
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Where mains tap water is not readily available for eye irrigation, sterile water in sealed disposable containers will be provided.

## **Travelling first-aid containers**

If children are attending an off site activity an assessment will be made of what level of first-aid provision is needed. The travelling first-aid container will contain:

- 1 guidance card;
- 6 individually wrapped sterile adhesive dressings;
- 1 large sterile unmedicated wound dressing;
- 2 triangular bandages;
- 2 safety pins;
- Individually wrapped moist cleansing wipes; and
- 1 pair of disposable gloves.

Additional items may be necessary for specialised activities.

## **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. Ms. Fleming and Mr McRandle have been shown how to deactivate the alarm and where to access the keys.

## **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 Saint Anthony's 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 e.g. 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 Saint Anthony's 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 e.g.

- Bullying
- Safeguarding and Child Protection
- Online Safety
- Road Safety
- Fireworks
- Care in the Sun
- 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.