

St. Comgall's Primary School.



A Policy for Health and Safety – Classroom/Curriculum (including Personal Safety)

Last Reviewed January 2019

At St. Comgall's we aim to ensure a safe and secure environment by providing:

1. safe and healthy working conditions for all.
2. expert advice to determine the risks which exist and the precautions necessary to deal with them.
3. information and training to employees in respect of risks to their health and safety.
4. safe and healthy working conditions for persons other than employees e.g. students, visitors etc.
5. consultation with all employees on health and safety matters.

Organisation

1. The Principal will be responsible for developing and implementing the health and safety policy.
2. The Vice-Principal will be responsible for monitoring the policy and ensuring compliance.
3. The school Senior Management Team will discuss issues arising from the development, implementation and monitoring of the policy.

Procedures

1. The Principal will monitor the safety of the school buildings. Teachers will assess the safety of their classroom and equipment. Swift action will be taken to ensure safety guidelines are adhered to.
2. The introduction of any new equipment for classroom or other use will be accompanied with training for those using it. Suitable protective clothing will be supplied if necessary.
3. When planning school field trips, etc. advanced checks for health and safety will be made by the person organising the trip.
4. All cleaning materials and dangerous equipment will be stored safely and strict supervision will be used at all times when equipment is used.
5. All visitors must report to the general office. Staff will be notified of contractor etc. working in the school. Any incidents of violent or aggressive behaviour towards a member of staff will be recorded.

6. The school secretary will keep all first aid boxes up to date and relevant staff will receive first aid training. There will be full communication with all teachers on matters relating to health and safety, e.g. asthma, anaphylaxis.
7. The caretaker will ensure that all fire prevention equipment is in good working order.
8. The teacher responsible for evacuation procedures will ensure that the policy is clear to all staff. A fire drill will be organised termly.
9. Electrical and PE equipment will be checked annually.

A report on Health and Safety will be issued to the Board of Governors in the annual report.

The Board of Governors has formally adopted the CCMS, Inter board and DENI Health and Safety Policy.

PROMOTING HEALTH AND SAFETY IN THE CLASSROOM

Health and Safety in school is ultimately the teachers' responsibility. Young children's attitudes are formed by the good example set by the teachers. Therefore, the Health and Safety of children depends not only on the observation of rules set down by teachers but on the existence of relaxed and orderly patterns of behaviour. The main aim is to foster a growth of consideration for others. All teachers can promote Health and Safety in their own classrooms and generally throughout the school by giving importance to the following areas:

1. Personal Hygiene;
2. Hygiene in the classroom and school;
3. First Aid;
4. Safety in the Classroom;
5. Safety in the School;
6. Safety in the school surroundings. Care in these areas applies throughout the School, with particular reference to Foundation and KS1 where equipment is more commonly used.

1. PERSONAL HYGIENE

The teacher must inform children of good hygiene and grooming practices associated with every day activities. This is part of their health education:

- washing and drying of hands after visiting the toilet, various art activities and before eating.
- eating of food in a proper manner.
- regular visits to the toilet.
- keeping the uniform clean and tidy.
- Appropriate clothing and footwear for P.E.
- Talks and presentations by the school nurse on matters of personal hygiene and safety (Yrs 1 – 7).

2. FOOD, DRINK & GENERAL HYGIENE

- **FOOD AND DRINK:** balanced diet - good nutrition and drinks, avoiding too many junk foods.
- Care when eating - no eating of food which falls on the floor or passing round of food and drinks.
- Disposal of litter from break and lunch. Keep on the look out for insect pests and vermin, contamination of food by flies etc.
- Filtered water available.
- Changing of clothes and footwear for PE and games - younger children may just change footwear and remove jumper.
- Clearing up.
- Good liaison with the school medical services and school dental service.

3. FIRST AID

- Basic knowledge of treatment of cuts, bruises, stings, burns and scalds.
- Quick reaction to sprains, broken bones and referral to Hospital.
- Quick action with teeth falling out or knocked out.
- Looking after children when they faint.
- Use of artificial respiration, use of antiseptics and bandages - central supply available with the school.
- Wearing of rubber gloves when working with cuts etc.
- Note made of child and special care and treatment in cases of chronic illness left for substitute teacher.
- Clear procedures and lines of communication for pupils with serious illnesses e.g. Asthma, Anaphalers.

4. SAFETY IN THE CLASSROOM AND SCHOOL

- Neat and tidy appearance as loose laces, scarves, ties can cause accidents.
- Careful positioning of desks and large equipment, especially dangerous items such as the school guillotine.
- Good storage.
- Poisonous substances kept out of reach.
- Small toys used with care.
- Disposal of litter in bag or dustbin.
- Regular cleaning of toys, games, desks, etc.
- Clean hands when playing and working with books and play materials.
- Water, sand, clay cleaned and then changed frequently.
- Food and drink kept away from classroom books and materials.
- Eating and drinking only at set times when desks are clear.
- School bags, PE bags etc kept under desks or in designated areas, out of walking space.
- Care of desks and chairs.

5. SAFETY IN THE SCHOOL

- Clear passageways, good ventilation.
- Fire alarm system with a well organised fire drill once a term.
- Smoke doors kept closed, extinguishers in each corridor.

- Well-lit corridors.
- Care with swing doors.
- Single file or partners keeping left on the corridors.
- Correct behaviour - walk, don't run, no running, shouting etc.
- Care of clothes in the cloakroom.
- Plimsolls/trainers in PE hall.
- Older children correctly store P.E. equipment after use.
- After break children line up in classes and enter school accompanied by their teacher.
- Children are supervised at all times - in class while eating, on way in and out to yard.
- Reporting to teacher or person in charge in case of accident, bullying or when wishing to use toilet.
- Careful use of technical resources, put away by teacher.

6. SAFETY IN THE SCHOOL SURROUNDINGS

- Road Safety: - crossing the road safely - use of green cross code, school crossing patrol.
- All pupils must use the school pedestrian path.
- Pupils must not go behind the mobile classrooms.
- No climbing trees, fences, walls around the school.
- If a football goes on the main road driveway, a child must be accompanied by an adult when retrieving it.
- Good manners in bus queue and respect for others when getting on and off the bus.
- All pupils must keep away from cars in the school grounds.
- Talks for older children on social and personal dangers to health, vandalism, etc.

Finally, the children must be frequently reminded of the school rules, which are made with their Health and Safety in mind.