

# KIRKISTOWN PRIMARY SCHOOL



Learning together,  
building for the future

## Health and Safety Policy

### Policy Review

Date agreed: September 2021

Next Review Date: September 2023

Signed by Chair of Governors:

\_\_\_\_\_

Date: \_\_\_\_\_

At Kirkistown 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, Food in School/ Healthy Breaks Policy)
- All children should be protected from violence, abuse and neglect. Article 19 (Also see Safeguarding & Child Protection Policy)

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

### **School Security**

The external doors on the school are fitted with magnetic locks. Without a fob to enter, the door release button must be

pressed to allow anyone to gain access. Anyone entering the building, therefore, is required to identify him/herself, and report to the school office. The school gates are clearly marked with a sign asking everyone to please close them behind themselves in order to keep our children safe. This in no way detracts from the open-door policy of the school.

### **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 have a meeting with the Principal before securing a position.

### **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 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 ('Golden Rules') have been explained to all the children in very simple language and are revisited frequently as a whole school and daily in class. They consider 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 morning from 8.45am, at break time and lunchtime by members of staff.
- 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

### **Car Parking**

Car parking is a concern at Kirkistown 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.

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 Education Authority.
- 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 phone call will be made to the family to give them the option to take the child to see a doctor as a precautionary measure. In addition, a note will be sent home.

NB: When a child becomes a pupil at Kirkistown Primary School, the parent or carer annually fills in a Data Capture Form which the school maintains. The information given on this form is very important, especially in the event of an accident. Parents/Carers 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 Taggart 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 Taggart if supplies in any box are running low.

### **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 and a travelling first-aid container will be taken.

### **Fire/Emergency evacuation**

- Fire drills are carried out according to the Education Authority'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. Mr Graham and Mr Irwin 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 Kirkistown 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 eg. 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 Kirkistown 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 eg.

- Bullying

- Safeguarding and Child Protection
- Online Safety
- 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

Other policies exist along side this policy e.g. Pastoral, Anti-Bullying, Safeguarding, Online safety, Educational Visits Policy, and our Staff Code of Conduct.

### **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.



- 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.