



# St Clare's Abbey Primary School

## Health and Safety Policy

*Policy prepared Jan 2016  
Ratified by BOG 16/6/16  
Policy reviewed April '19  
Ratified by BOG May '19*

## MISSION STATEMENT

### **Our school mission statement:**

Within St Clare's Abbey we are guided in our thoughts, words and actions by the values of our founders; Blessed Edmund Rice, Saint Clare and Saint Francis who devoted their lives to sharing God's love with others through their dedicated and joyful service.

In our efforts to keep their mission alive in 21<sup>st</sup> century Ireland we encourage everyone in our school to:

- Love God
- Love each other &
- Love learning

## GENERAL

The Governors acknowledge their responsibility for health and safety within the school, not only as a legal requirement, but also for the promotion of a better environment for the staff and pupils.

The recommendations and procedures outlined by CCMS, EA, the DFEE Guidance for First Aid manual and the DFEE manual for Supporting Pupils with Medical Needs are to be the basis of our management and are to be followed to the best of our ability.

This policy will be reviewed every three years or if new effecting legislation appears.

The Board of Governors acknowledge and accept the responsibilities laid upon them as employers. Health and Safety responsibilities derive from the Health and Safety at Work Act 1974 and associated regulations. Health and Safety Legislation is enforced by the Health and Safety Executive (HSE).

Designated Officer: Mr B. Keenan

## RESPONSIBILITY FOR HEALTH AND SAFETY IN SCHOOLS

The **Governing Body** is responsible for:

- ensuring that the appropriate documentation is in place;
- monitoring its implementation;
- reviewing it on an annual basis.

The general daily management of health and safety is delegated by the governors to the **Principal** who may, in turn, delegate specific areas of responsibility to individual members of staff.

The **Principal** will be responsible for:

- the day to day management of health and safety;
- the implementation of this policy;
- ensuring that all staff are aware of the information contained in this document;
- ensuring regular and adequate training for caretakers
- ensuring compliance with procedures laid down in the document;
- reporting to the Board of Governors as appropriate;
- liaising with contractors and others to ensure adequate exchange of health and safety information;
- ensuring that all defects in the buildings and grounds are dealt with promptly.

### **Employer**

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer.

Education employers have duties to ensure, so far as is reasonably practicable:

- the health, safety and welfare of teachers and other education staff;
- the health and safety of pupils in-school and on off-site visits; and
- the health and safety of visitors to schools, and volunteers involved in any school activity.

### **Employees**

Employees have responsibilities too. The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply to them as well. Employees must

- take reasonable care of their own and others' health and safety;
- co-operate with their employers;
- carry out activities in accordance with training and instructions; and
- inform the employer of any serious risks.

The Law expects each member of staff to accept the responsibility of a reasonable parent and is responsible for order in his/her own classroom and throughout the school. Staff will be expected:

- To encourage order in and around the entire school at all times.
- To disallow running or climbing, other than at appropriate times i.e. P.E./Games, swinging on bars after school etc.
- To be punctual in assembling classes and in Playground Supervision
- To take precautions in lifting and erecting apparatus.
- To ensure that children enter and leave the building, classrooms etc. safely, walking to left in corridors and on the stairs in an orderly manner.
- Never to leave a child(ren) in a classroom or other part of the school building without supervision.
- To ensure that cups containing hot drinks are not in a position where children may have access to during school hours.

- To ensure that no glass bottles or containers are used by children unsupervised.
- To ensure that pupils do not carry glasses/ cups through the school to return to the staffroom
- To disallow loud noise in classroom, corridors etc.
- To ensure children are not exposed to VDU for excessive periods of time.
- To withdraw a child from doing PE or Games if he/she has unsuitable clothing or footwear.
- To ensure that children are aware of the exit procedure for their class.
- To ensure that the fire exit procedures are clearly displayed.
- To ensure that no child has medicines/tablets including Ventolin inhalers in the classroom or Cloakroom without following the school's medicines procedures.
- To ensure that children are never sent to retrieve things from teachers' parked cars.
- To ensure that there is adult supervision in the yard before releasing a class at the start of playtime and ensuring that pupils are not left without supervision when classes are collected at the end of the play

*NB This is not an exhaustive list and there is an expectation that all staff will be vigilant and use their common sense at all times, making judgement calls in emergencies as seem sensible.*

## **PARENTAL RESPONSIBILITIES**

Parents must not park in the school grounds unless they have advised SLT of extenuating circumstances and these have been discussed at BOG and exceptional permission for access has been negotiated.

## **DROP OFF AND COLLECTION ARRANGEMENTS**

Parents will be expected to  
(CARS)

- Drop off their children at designated drop off points
- Ensure that their children exit the car at kerbside
- Ensure that these drop off and collection instructions are extended to all responsible family members
- Drive slowly with extreme care for all our pupils

(PEDESTRIANS)

- Collect P1 - P3 children at designated collection point
- Collect P4 - P7 children **ONLY** at the designated gate for their year group and **NOT** from the class line as they are being walked to the gate by the class teacher

(unless alternative arrangements have been agreed)

- Use pedestrian crossings and not allow children to walk between cars

All members of staff should be familiar with the health and safety arrangements in place and should comply with them. All members of staff have the authority to temporarily disable or forbid the use of facilities they consider to be unsafe prior to consultation with the Principal and his decision.

All members of staff have a responsibility towards themselves and others for health and safety and should report any problems promptly. Staff should ensure that pupils in their care behave in a safe and proper manner, adhering to proper safety precautions, particularly in the handling of equipment and materials. All staff should complete their own risk assessment for commencing 'risk activities' such as PE, practical science etc.

### **FIRST AID PROCEDURES:**

*NB\*\*\*Please refer to comprehensive First aid policy for further detail.*

### **Practical Arrangements**

There should always be at least two members of staff who are trained first aides on the school campus at all times and at least one accompanying teachers who are on a school trip or sporting event with children. The five classroom assistants trained in First Aid should as far as possible work with assigned year groups, especially during class time: Mrs Doyle- Nursery, P1 & P2, Mrs Mulholland - ECPD, Mrs Cunningham- P3, P4 & P5, Mrs McCartan - P6& P7 in their absence Miss Duffy, Miss Rocks, Mr Byrne, Mr Digney & Mrs Mc Parland (Trained in First Aid see appendix of training log.) should be contacted; however, each adult needs to be able to deal with minor injuries. If in doubt about the seriousness of an accident, assistance should be sought from a trained First Aide who will report to Mr Sweeney or Mrs Monaghan or a member of SLT. NB An extra First Aide is Mrs Mc Ardle who has been trained by St John's Ambulance and can be used at short notice.

A rota will exist to ensure that there is a designated First Aide on duty during lunch and break times.

We have several pupils in school with individual health plans relating to their own specific health conditions e.g. diabetes, anaphylaxis, epilepsy etc. It is important that a trained First Aide or adult who has been specifically trained in administering their care plan should accompany them when they are off the school premises on school business. The child's medical care kit e.g. medicine, epipen etc. should also be taken with the child when travelling off site on school business.

In the event of an accident to a child;

- An assessment of the child's injuries should be made by the supervising adult.
- If the child is able to walk they should be taken to the First Aid station for treatment. Depending on the severity of the injury, another child can accompany the injured child, unless adult accompaniment is deemed necessary.
- If the child is able to stand but finds walking difficult, the child should be assisted to the First Aid Station by the supervising adult. Weight should not be put on the injured limb. If necessary assistance should be sought.
- If the supervising adult deems the injury severe and the child is unable to move assistance must be sent for immediately.
- If in doubt send for assistance.

Accidents **must be** reported to the appointed person in charge of first aid who will record them in the School Accident Book and, if appropriate, fill in an accident form in consultation with the first adult to have seen the child at the time of accident.

Bumps to the head, however slight, should always be reported to parents. If deemed severe, parents will be contacted immediately and asked to collect their child.

Parents must be contacted, if possible, before a hospital consultation is sought, but the "in loco parenti" rule will be adopted if a child is in pain or danger and parents/ guardians cannot be contacted. Contact numbers for parents should be kept as up to date as possible through the annual updating of the school's emergency contact forms. It is the parents' responsibility to notify the school of a change of contact number.

The main first aid boxes are situated in the First Aid Station in the foyer and the P1 shared store. Essential first aid books are also available in the medical room and a Basic Advice on First Aid leaflet which is also attached to this policy as Appendix 1.

Only items listed in the Health & Safety Manual will be used for administering first aid. Mrs Doyle & Mrs McCartan will have responsibility for ensuring they are adequately stocked.

In the event of a child being ill or claiming to be ill they should report to the designated First Aide for their year group or whichever First Aide is on duty during break time.

Under no circumstances should a child be kept in the classroom if they have reported/complained of feeling unwell or have injured themselves.

## **Emergencies**

If serious injury, or ill-health, occurs at work **DO NOT DELAY - CALL AN AMBULANCE IMMEDIATELY**. This can be done direct by dialling (line out or 9) 999. Give your name, location address and as much detail as possible about the injury/ill person.

If emergency services request medical information on a child this can be accessed immediately from the Medical Cabinet in the First Aid Room.

## **MEDICINES IN SCHOOL**

### **Issuing of Medicines in School**

No member of staff should agree to administer medicine to any child without prior consultation with the Principal. Parents must complete a Health Care Plan (where appropriate i.e. when ongoing medical condition exists) and a Request for the School to Administer Medicine/ Administering own medicine form / form, (see attached appendices 2 & 3) before any medication should be administered. The medication will then be administered or self-administration supervised by one of the First Aides. NB only prescription medications will be administered in school.

Parents must provide the school with full information about their child's medical needs. Staff noticing deterioration in a pupil's health over time should inform the parents.

Some medicines may be harmful to anyone for whom they are not prescribed. Where our school agrees to administer this type of medicine the employer has a duty to ensure that the risks to the health of others are properly controlled. This duty derives from the Control of Substances Hazardous to Health Regulations 1994 (COSHH).

### **Storing Medication**

In St Clare's Abbey we will try to avoid storing large volumes of medication. The principal will request the parent or pupil to bring in the required dose each day.

However, when the school stores medicines, staff should ensure that the supplied container is labelled with the name of the pupil, the name and dose of the drug and the frequency of administration. Where a pupil needs two or more prescribed medicines, each should be in a separate container. Staff should never transfer medicines from their original containers. The principal is responsible for making sure that medicines are stored safely. Pupils should know where their own medication is stored and who holds the key. A few medicines,

such as asthma inhalers, must be readily available to pupils and must not be locked away. Children will be encouraged to carry their own inhalers.

Some medicines need to be refrigerated. Medicines can be kept in a refrigerator containing food but should be in an airtight container and clearly labelled. In this instance the school will restrict access to a refrigerator holding medicines.

Epi-pens are located in the top drawer of the teacher's desk in classrooms which are used by children who are anaphylactic.

**SCHOOL TRIPS** Refer to School Trips policy for greater detail.

It is good practice for schools to encourage pupils with medical needs to participate in schools trips, wherever safety permits. Sometimes the school may need to take additional safety measures for outside visits. Arrangements for taking any necessary medication will also need to be taken into consideration. Staff supervising excursions should always be aware of any medical needs, and relevant emergency procedures. If staff are concerned about whether they can provide for a pupil's safety, or the safety of other pupils on a trip, the child's parent must be in attendance.

### **FIRE SAFETY PRECAUTIONS:**

PLEASE REFER TO THE FIRE SAFETY POLICY FOR GREATER DETAIL.

There will be a fire precautions drill held each term and recorded by the Principal/Vice Principal. Times of the drill will be varied to cover all times of the school day.

Fire drill procedures are displayed in all rooms and staff should ensure that both they and the children are familiar with them. The Principal/ Vice Principal (delegated to caretakers) is responsible for checking the fire alarm system on a regular basis.

Fire fighting equipment is checked and serviced annually and the records of these are maintained in the school office.

### **Fire Drill**

Continuous ringing of bell.

- Children line up silently, in an orderly manner.
- Teacher leads children out of class and into playground by the shortest possible route.
- All children should walk in single file as they leave school.
- Last child out of class should close the classroom door.
- Last child out of corridor should close the Fire Doors.



- CHECK THAT ALL CHILDREN ARE PRESENT! Registers will be available.
- Mr Sweeney will check that all staff and children have vacated the building on the first floor.
- Mr Heaney and Mr Murphy will check that all staff and children have vacated the building on the ground floor.

#### **POINTS TO TAKE NOTE OF:**

Classes at P.E. use emergency door in P.E. Hall and make their way to playground.  
Classes in the Dining Hall use emergency door in Dining Hall and make their way to main playground.

Children at the toilet adjacent to their class should join their class and all exit the building together.

ECPD children return to ECPD teacher in the playground if involved in Reverse Integration.

Classroom Assistants will collect younger children from classes in the playground.

Bottom Floor to assemble in main playground

Top Floor to assemble in main playground.

#### **HAZARD AND DEFECT REPORTING**

All defects and hazards relating to the buildings and school grounds should be reported immediately to the Principal, who will be responsible for monitoring remedial progress on all items reported.

#### **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

The responsibility for carrying out COSHH assessments will rest with the Principal in consultation with vice principal and the caretakers, depending on the substance concerned.

COSHH Data Sheets are kept in the Office.

Broken windows or glass must be reported to the Caretakers immediately. Only the Caretakers should remove broken glass.

#### **SECURITY/CHILD PROTECTION**

Upon entry to the school at morning, break time and dinnertime all member of staff should ensure that all doors are firmly closed behind them, any door jamming or sticking must be reported to the Caretakers immediately. All visitors to the school will be expected to report to the School Office and to sign the visitors' book.

Valuables should always be locked away, never leave a bag unattended.

Staff should be aware that when meeting with a potentially aggressive parent, they should not leave themselves vulnerable in a one to one situation- inform another member of staff.

**Emergency Contact forms** must be filled in by all parents, these being returned to school at enrolment time and updated where there are changes thereafter. They must contain at least two contact phone numbers.

### **SMOKING**

No smoking is allowed on the school premises or the school grounds.

### **THE USE OF EQUIPMENT**

Staff should at all times be familiar with the workings of large pieces of equipment, e.g. large PE apparatus, electrical equipment etc. The boilers and portable electrical equipment are checked and serviced annually.

Small items of equipment which carry inherent dangers when in use are dealt with under the relevant curriculum policies, as are regulations concerning appropriate dress.

### **Pupil movement throughout the school:**

Pupils move using the normal rules of the road in terms of direction ie on left hand side. They move in single file, quietly. All staff are responsible for reminding pupils of these requirements at all times.

### **Entering/ Exiting building and grounds:**

Pupils have been shown their entrance and exit points for different points of the school day. All late arrivals and early departures must be made through the main school door.

### **CLUBS**

All members of staff organising an after school club must ensure that appropriate permission forms are completed and returned from all participating children. A register must be kept of all children in attendance. All children must be seen off the premises after the Club is finished.

## **RISK ASSESSMENTS**

Risk Assessment is a priority in our school and is coordinated by Mr Sweeney. These include all educational visits and trips, individual pupil risk assessments and on-site assessments for various play areas.

### **EDUCATIONAL VISITS / TRIPS**

PLEASE REFER TO THE SCHOOL TRIPS POLICY FOR GREATER DETAIL.

These procedures are an essential requirement and must be followed for all educational visits i.e. 'Trips'.

Trips must be agreed with the Principal prior to booking.

Appropriate levels of adult supervision must be attained in accordance with EA guidance.

#### **Before the trip:**

Before the trip the organiser must make a risk assessment of both the travel arrangements and the venue. An Educational Visit Form must be completed.

#### **Travel:**

A company that is currently approved by the EA must supply the means of transport used. The means of transport selected must provide each child with a single seat and while in a bus or coach the child must be protected by a seat belt.

#### **Selecting the venue:**

Staff at the venue should be asked to provide evidence that a risk assessment has been undertaken and that it is a safe location for the children.

#### **Supervision:**

There should be a full complement of adult supervision, which is:

Foundation stage: One adult for up to a maximum of six young people.

Key stage 1: One adult for up to a maximum of six young people.

Key stage 2: One adult for up to a maximum of fifteen young people.

(Individual Risk Assessments should be referred)

**Arrangements for monitoring and reviewing this policy:**

This policy will be reviewed by SLT every 3 years or updated whenever new regulations have been introduced.

April 2019