

ST MARY'S PRIMARY
SCHOOL
DUNAMORE



***HEALTH AND SAFETY
POLICY***

Health and Safety Policy and Procedures (reviewed December 2017)
St. Mary's Primary School Dunamore

Health and Safety

In writing our policy on Health and Safety we have drawn upon The Health and Safety at Work Order (N.I.) 1978 and related legislation and CCMS Circular 2007/11 Health and Safety Policy Document for Schools and other subsequent requirements to date.

Policy Statement

Our aim at St Mary's Primary School Dunamore is to:

- **provide and maintain safe and healthy working conditions, so far as is reasonably practicable, for all our staff and pupils**
- **encourage a safe culture within the school through educating the pupils how to be healthy and safe and staff showing examples of this good practice**
- **create a climate in which pupils are encouraged to make informed and responsible choices about their lifestyle**
- **provide holistic development for every pupil**
- **encourage the links between healthy lifestyles including exercise and effective learning**

Many aspects of pupils'/staff Health and Safety are addressed in other policies pertaining to the overall Pastoral Care within the school:

- Behaviour and Discipline Policy,
- Supervision
- Intimate Care Policy
- Critical Incident Policy and Procedures
- Use of Reasonable Force Policy/Safe Handling
- Mobile Phone Policy
- Staff Code of Conduct for Child Protection
- Child Protection including Anti-Bullying
- First Aid Policy

With regard to safe use of the Internet, the safety procedures for this are included in the school's Internet Policy (e Safety).

There is also a separate policy relating to Safety Procedures for school trips: Educational Trips Policy.

However, the following Health and Safety Procedures also apply:

- The school building and equipment will be kept clean.
- Cleaning materials are locked in the Cleaner's Store.
- Spillages and wet floors are clearly marked with appropriate signs.

- The toilet areas will be hygienic with hand washing and drying materials always being available.
- The grounds will be maintained free from litter and discarded food.
- Pupils will be expected to change into different clothing for P.E. and extra curricular games.
- Each year when pupils move to a new classroom they will be reminded of the emergency evacuating procedures.
- Fire drills will be carried out each term and dates recorded.
- As requested by the architect responsible for window replacements (July1996) the operation of the mechanism for opening/closing high classroom windows should only be carried out by the caretaker standing on a suitable step ladder.
- Pupil supervision will be carried out as specified in the section 'Supervision' in the Pastoral Care Policy.
- Portable Electrical Appliance Testing will take place each year by the designated person.
- The staff will be vigilant with regard to any aspect of health and safety and the Principal shall ensure that risk assessments have been carried out to assess all significant risks within the school.
- Permanent Medications which **have to be taken regularly** by some pupils and emergency medicines (e.g.epipens) will be kept safely out of reach of other pupils and yet accessible in an emergency.
- Parents/Guardians are contacted when a child is sick or injured in school with the view to getting the child home. However if such action would appear to be inappropriate in so far as the delay could increase the risk to the child involved the school will seek emergency medical help first.
- A First Aid Box with basic emergency needs is available.
- Staff are aware of information on pupils who have medical history and those that need to have medication in an emergency or daily.
- All serious injuries are logged in the Accident Report Book.
- Principal will inform staff if visitors/workmen will be visiting the school

- During the school day adult access to the school is operated by a security keypad controlled from the office.
- All visitors to the school must report to the General Office/Principal on arrival and if remaining in the school for a period of time must wear the Visitors Badge

Educating Pupils for Health, Safety and Well-Being

Throughout the Areas of Learning there are in-built opportunities for educating pupils in Health and Healthy Routines, Safety and Personal and Social Development.

- Respect for self and others in R.E.
- Health and Healthy Routines (which include dietary needs, exercise and hygiene) and Drugs Education in PDMU/WAU and P.E.

At other times the aims of our Health and Safety Policy are met in an informal manner as adults and pupils interact in every day school life.

As far as possible and weather permitting pupils will spend some time each day outdoors at free play during break time or lunchtime with supervision.

There are many opportunities and events brought into school life specifically for the purpose of educating pupils in health, safety and well-being.

These include:

- Circle time
- Kidscape Programme
- Boost better breaks
- Water Fountains that have been installed in the corridors
- Talks from outside agencies (Fire Authority, PSNI Community Officer, Farm Safety, etc.)
- Regular Fire Drills and evacuating procedures
- Educating pupils about safe use of the Internet
- Talks from the school nurse on the benefits of a healthy diet, good hygiene routines and exercise
- Talks from the school nurse on the 'Growing up Programme' to the senior pupils

- Distribution of leaflets and booklets to pupils and parents from recognised Health Promoting Agencies
- Educating pupils about the importance of keeping safe
- Sports Coaching
- Cycling Proficiency
- Sports Day
- Assemblies
- Entering competitions that promote Health and Safety
- Road Safety Calendar in each classroom
- School trips

DRUGS EDUCATION

Policy and Procedures

In writing our Drugs Education Policy we have drawn upon guidelines from the Department (Circular 2004/9), Drugs: guidance for schools in NI (CEA), Statutory Requirement 1996 and The Health and Safety at Work (Northern Ireland) Order 1978 and other subsequent legislation to date.

St Mary's Primary School is a caring, responsible school with the children at the core of our activities. We strive to respond to the personal, emotional, social and educational needs of our pupils through our interaction with them in the classroom and beyond.

Drugs- a definition

The word 'drug' is defined as any substance which when taken, has the effect of altering the way a person behaves, feels, sees or thinks. As well as everyday substances such as tea and coffee, drugs include alcohol, tobacco, over-the-counter and prescribed medication, volatile substances and controlled drugs (illegal drugs).

The emphasis of our Drugs Education programme is on the dangers involved in the misuse of tobacco, alcohol and medicines. As our programme responds to need, we will include other substances when appropriate.

This programme is delivered mainly through Health Education/PDMU and the World Around Us (WAU). Other Areas of Learning such as Religion and P.E contribute to this education for life, where and when appropriate.

From time to time outside agencies are invited into the school to help to deliver the Drugs Education Programme. Pupils from Primary 7 attend a Bee Safe Event which includes workshops which educate pupils on the dangers of risky behaviours. From time to time there are evening awareness information talks to parents where the community officer from the PSNI in Cookstown delivers a presentation for parents. The visits/talks from the school nurse also help to deliver the Drugs Education Programme within the school.

Information leaflets are distributed to pupils and parents to raise an awareness of Healthy Lifestyles including Drugs Education.

We do not condone the misuse of drugs nor do we wish to sensationalise or dramatise the drugs situation. We believe in providing a Drugs Education Programme which is appropriate to the experience of children in our school.

The programme we provide helps to equip our pupils with the skills to respond and react appropriately to situations, which are hazardous to their health. Underpinning our teaching is the belief in building the children's self-esteem, in helping them value themselves and others; in giving them a sense of their responsibility to themselves and to others.

We recognise this as a partnership between the school, parents and wider community where we work together towards educating and preparing our children for each stage of their lives.

The Principal is the designated person responsible for dealing with incidents of a drug related nature. All concerns of this nature by staff are brought to the Principal immediately.

Parental Involvement in the Health and Safety Policy

In order to keep all our pupils as safe as possible we will ask you, the parents for your cooperation on the following procedures.

Procedures

- Notify the school (in writing if possible) of any changes, either temporary or permanent, which could mean different arrangements for going home
- Notify the school if your child is going to be absent from school that day
- On returning to school after an absence the child must have a note explaining the reason for their absence
- No foods should be brought into school which contain the slightest trace of nuts or nut essences
- Keep the school informed of any changes temporary or permanent with regard to contact numbers
- Administration of medication is done within the school's Policy and Procedures on: 'Administration of Medication'.
- Encourage your child to bring to school suitable outdoor clothing for cooler weather and that appropriate footwear is worn at all times.
- During the school day pupils have access (with permission) to the school's telephone landline. The school prohibits pupils to bring mobile phones to school unless they have been instructed to do so by the Principal.
- From time to time your child may be asked to do research work that would involve the use of the Internet at home. We would encourage you to keep a close eye on this activity so that your child is adhering to the specific instructions given to her/him by the teacher. Pupils will **never** be asked to download unsuitable material from the Internet by the school.
- Always inform the school about any matter (no matter how small you may think it is) that you feel is important with regard to the Health and Safety of your/a child.

An Acceptable Use of the Internet

Children should know that they are responsible for making an Acceptable Use of the Internet.

They must discuss and agree rules for this Acceptable Use. Parents are also asked to be aware of the code of Acceptable Use and confirm that their children will follow these rules.

- On the network, I will only use my own login username and password.
- I will not look at, change or delete other people's work/files.
- I will ask permission before entering any website, unless my teacher has already approved that site.
- I will only send e-mail which my teacher has approved. I will make sure that the messages I send are polite and courteous.
- When sending e-mail I will not give my name, address or phone number or arrange to meet anyone.
- I understand that I am not allowed to enter Internet Chat Rooms while using school computers.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I understand that if I deliberately break these rules I could be stopped from using the Internet.

SELB/ICT - The Clounanagh Centre

Use of Photographs and Video Images for School Publicity

Parental consent is sought to take photographs and video images of pupils. Pupils will not be named in the photographs that are used in school/classroom displays or on any website/internet link that may be used by the school.

Use of mobile phones

During the school day pupils have access (with permission) to the school's telephone landline. The school prohibits pupils to bring mobile phones to school unless they have been instructed to do so by the Principal.

Smoking

In keeping with current Regulations as and from 30/04/07 inside the school building is a Non-Smoking Area.

Use of Reasonable Force/Safe handling

The Policy and Procedures for the use of Reasonable Force/ Safe Handling are taken directly from the Regional Policy Framework on the use of Reasonable Force/ Safe Handling (May2004)

Administration of Medicines- Policy and Procedures

Pupils are encouraged to remain at home when they are sick and on medication for that particular sickness.

However, if a pupil is on permanent medication daily or has to carry inhalers **a signed written note (AM2 form) by the parent/guardian stating the type of medication and how often it has to be taken** must be brought into school by that parent/guardian to the class teacher.

Supervision of medication of the above can only be done if the parent/guardian is in contact personally with the class teacher.

Emergency Medicines e.g. Epipens are administered within the Care Plan of the child in question.

**Additions which have been incorporated into the overall Pastoral Care Policy/
Health and Safety/ Healthy Lifestyles Policy and Procedures**

- Multi Skills Programme for pupils P1-P4
- Links with Holy Trinity College, Cookstown (Specialist Schools, PE and English)/ Ulster Council and Tyrone County GAA Coaching and Skills Programmes
- HEART START
- CPR/First Aid Training for Staff
- Swimming Programme extended to include more classes throughout the school year
- Extended Schools Activities: Homework Clubs, Art and Craft Club, Drama/Dance, Football Skills, Homework Club, ECO Club, Cookery and Heart Start all of which are leading to the holistic development of the pupil.
- Playground Friends
- Awarding of Outstanding Certificates at Assemblies
- Visitors Book
- Badges (which can be collected in the office) to be worn by visitors who remain within the school for longer periods of time
- Pupils leaving school before the end of the school day have to be signed out in the Signing Out Book

**All suggestions/comments with regard to best practice in Health and Safety in St Mary's School are welcome.
This Policy is reviewed regularly.**