



## Health and Safety Policy

The Board of Governors and staff of the above school are committed to the taking of all reasonable, necessary steps to safeguard pupil's health and safety during authorised times on school premises or during APPROVED school activities elsewhere.

Outside agencies/bodies will be welcomed into the school to reinforce aspects of safety e.g. Fire Safety Officer, Farm Safety Officer, PSNI-Road safety/Cycle Proficiency Ulster cancer Foundation- SAFE programme, School nurse-health and hygiene and many more.

Pupils will be encouraged to exercise responsibility for their own safety and to be made aware of potential hazards to themselves and other pupils when in/outside school.

We endeavour to ensure so far as it is reasonably practical, the safety of all persons within the school by the staff working together to maintain a safe working environment.

Any defects in the premises, grounds or equipment which may involve risk will be reported to the principal who will take the necessary steps, as far as it is possible, to have them repaired.

Fire Drills will be carried out to familiarise every one of proper procedures in the event of a fire within the school building. Notice of Fire Drill Procedures will be displayed in each classroom.

We aim, to ensure as far as it is practical, the safety of the children through adult supervision. Pupils will be made aware of the need for rules for safety. As safety is of great concern in the handling of equipment and materials and in regard to out-of school investigation, the staff will endeavour to ensure safe working practices.

## **Procedures**

1. A member of staff is on duty at 9am to supervise entry of children to school. The electric bell rings at 9.15am for school to begin. All children line up outside for their class teachers to collect them and take them into the school.
2. The main entrance gate will be kept closed and the pupils will be supervised when using grounds.
3. Staff are committed to positive discipline and good order among pupils. Misconduct will be dealt with according to the school's Positive Behaviour Policy.
4. Bullying in all its various forms (gesture, verbal, physical, exclusion or extortion) will not be tolerated and pupils will be made aware of the need to report such incidents.
5. All movement within school building is at walking pace.
6. During morning break the teacher on duty and a classroom assistant will supervise in the playground.
7. Wet day - at break time Yr 1 - Yr 3 will be supervised in their classrooms by classroom assistants. Yr 4 - Yr 7 will stay in P4 - P7 classrooms supervised by their classroom assistants also. The teacher on duty will monitor all classes. At lunchtime, the supervisors will supervise children from first dinners in Year 1 classroom and dining hall. One supervisor with each group of children. Children at 2<sup>nd</sup> dinners will be supervised in Mrs Dolan's classroom and the dining hall also with a supervisor monitoring the children. Organised games and activities will be made available.

8. During play, any conduct considered dangerous to the welfare of any pupil may result in the child's withdrawal from play for a "cooling off" period as determined by the Principal/member of Staff.
9. Outdoor footwear is not permitted to be worn by pupils inside the school or for PE.
10. To avoid risk of injury to wearer and others during school activities, items of jewellery should not be worn to school e.g. only stud earrings are permitted.
11. Any health problems affecting a pupil should be reported to the school. Pupils who need to remain indoors at playtime require a note from parent/guardian. A member of staff will supervise such children.
12. Accidents - details of accidents will be recorded in a special Accident Book. In the case of injury requiring hospital attention, the parent/guardian will be contacted as soon as possible. WELB form to be completed.
13. First aid items are stored in the school office..
14. Outings - A consent form will be issued to each parent giving details of visit and this will be signed by the parent before visit takes place. A risk assessment form will be completed by staff before any visits or school activities outside of school are undertaken.
15. Hygiene - pupils will be expected to wash and dry their hands after each visit to the toilet and before break and lunch.
16. Home time -Year One and Two pupils must be collected by a responsible named adult-Year One from the rear door of their classroom and Year Two from the front door. Teachers will only release children to an adult named on the child's hometime arrangement form.

17. Hometime Year 3-7 pupils going home by bus will go to the Year 2 Room and be supervised by a teacher until their bus arrives. Children travelling home by car will go to the dining hall and will be supervised by a teacher until their parent/ carer arrives and collects them from the dining hall.
18. Children are not permitted to bring to school items which constitute a safety hazard.
19. Fire Drill will take place once a term and will be recorded.
20. Children will not normally be allowed to leave the school premises during the school day i.e. 9am - 3.15pm. Parents must contact the school re visits to doctor, dentist etc. The principal and class teacher must be made aware that a pupil is to be excused early, either by a note or a telephone message. All children will be collected from the school office.

## **Safety and care in the classroom**

All teachers are responsible for the safety in their own classroom, the floor must be kept clear at all times and exits must not be blocked.

Children must not walk around with scissors or any other potentially dangerous equipment.

## **Electrical Equipment**

The electrical equipment must be treated with care and teachers are responsible for switching off equipment correctly and educating children of the dangers of electricity. Any faulty equipment must be reported to the Principal.