

# DRUMMAHOE P.S.



## Policy for Health and Safety

## **POLICY FOR HEALTH AND SAFETY**

### **Aim**

The aim of our school is to create an atmosphere of carefulness both in and out of school. This is for all users of the school, children, school staff, parents and the community.

This carefulness includes:

- The ability of each individual to protect him/her self
- Concern and consideration for the safety of others
- Knowledge of what to do in certain situations
- Alertness and control
- Cultivation of good habits

For children, good safety habits are taught as part of the whole curriculum. This can be through topics, for instance, a safe place to play which could include W.A.U., English or P.D.M.U., and the involvement of outside agencies such as the P.S.N.I., fire brigade, road safety officer etc. It might also be through a health related topic such as smoking.

At Drumahoe children are encouraged to develop healthy habits through good health and hygiene routines, for example regular exercise or care of themselves, personal hygiene etc. A positive policy for healthy eating is maintained at school.

We believe that children learn best through practical experiences and active involvement in all areas of the curriculum. Children are taught to have care and consideration for themselves and others:

- In the classroom
- When using equipment eg. scissors, tools, PE apparatus
- When moving around school
- When carrying out investigations eg. a river, pollution, soil studies
- When on educational visits

For any physical activity, children change into shorts and T shirts. They are expected to have suitable footwear for indoor activities for grip better, and to wear trainers for outside activities. It is part of our school policy that children do not wear any form of jewellery for safety reasons.

We have a limited number of school codes, which are for safety reasons, such as walking round school, playing in sight of an adult on duty, care of property etc.

In accordance with W.E.L.B. safety regulations, educational visits are carefully planned in advance, with staff visits made if possible. Details are sent to parents. Children are asked to wear appropriate clothing for the activity planned. The correct adult :child ratio is always followed, and a first aid kit and list of emergency phone numbers taken.

Drumahoe has set procedures in case of an emergency in school, such as a fire or bomb alert when the building needs to be evacuated. These drills are carried out regularly. All staff and children are familiar with these procedures, and know their own exit route, place of assembly and roll call procedure.

All children are taught to take care of themselves and each other, but in a school environment, accidents do occur. Most accidents in school are minor and can be dealt with by any member of staff. A fully equipped first aid box is kept in the Staff Room & Group Room. The school's accident register, accident forms and a list of any allergies children have is kept in the Principal's office. If the accident is more serious, the aim of the school is to get the child qualified medical attention as quickly as possible. Parents are informed straight away, and if necessary, an ambulance sent for. Mrs. Semple & Mrs. Bryson are the school's designated teachers in charge of First Aid. Accident forms are filled in for any accident requiring professional medical attention, or caused by any defect in the school or its equipment.

The Caretaker, under the direction of the Principal, is responsible for ensuring that the building provides a safe and healthy environment for the children. The Caretaker and D.S.O. employees maintain a clean and tidy building and grounds. Any minor repairs or maintenance are completed by the Caretaker, or through the use of authorised contractors. Any equipment/hazardous substances are kept locked away from the children. All equipment is to British Standards and is maintained regularly.

### **Fire Drill**

As soon as the fire alarm sounds all children and adults must stop what they are doing and walk out of the building through the nearest or safest exit. Persons in charge of classes will take up their registers and marshall their classes in an orderly fashion to the Playground by the safest exit route- **CLOSE ALL DOORS!**

Take your register, and check that all the children are present, then check it back to the Secretary/Principal who will be waiting in the playground.

Nobody is to go back into school. If a child is missing it must be reported.

When all the registers have been checked your class may then go in.

Please make sure your children walk in and out of school sensibly, and line up quietly. If your normal exit is blocked for any reason then use the nearest available exit

### **Lunchtime Fire Procedure**

- All Supervisors on duty in the playground shall on hearing the fire alarm gather all children together away from the building and ensure no child re-enters the building
- Principal/Vice-Principal and Supervisory staff on duty in the dining area shall evacuate all children from the building and ensure on the way out that any toilets are vacated
- Teachers in classrooms where children are unwell or finishing work shall evacuate all children from the building and ensure on the way out that any toilets are vacated
- The Principal or Vice-Principal will ensure, as far as it is reasonably practicable, that the rest of the building is vacated

## **Fire and Bomb Alerts**

In the event of a fire or bomb alert the Principal or person designated must:

- Ring the fire alarm to activate the evacuation of the premises of all adults and children (see fire drill procedure)
- Phone 999 for the fire brigade and police
- Check that the evacuation procedure has been followed
- Remain at the front of the school to meet the fire brigade/police and direct them to the incident
- All children and adults must remain outside
- Only when the all clear has been given will permission be given to enable children and adults to re-enter the premises

If the alert is a practice, then the fire brigade and police will not be informed.

## **Smoking Policy (see also Smoking policy)**

- It is the policy of the Governing Body that Drumahoe P.S. is a no-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

## **Car Parking**

Car parking is a concern at Drumahoe P.S. as it is a hazard for those who use the school. It is also a hazard for neighbours who live within the vicinity of the school. Drivers parking cars at the school, near it or dropping or collecting children at the school should at all times have consideration for the safety of pedestrians, other road users and the immediate community. In particular, the road markings near the school crossing should be observed at all times.

Where there is provision for disabled parking, only orange badge holders should use these spaces. At no time should the space reserved for school transport be obstructed.

There is regular contact with traffic police and the road safety officer who will talk to parents and children and provide leaflets and posters to display and send out.

Regular letters to parents emphasise the following:

- Care of our neighbours;
- Use of the crossing patrol;
- Not parking on yellow lines;

- Dropping children off at the designated points and then driving on to keep the traffic flow moving, rather than parking and waiting;
- Any sporting events – children and staff to leave by 2.50 p.m.;
- Trips – try to arrange coach time before or after 9.00am, that is 8.30am or 9.20am

Personal contact with any adult who continually parks in an obstructive way (by the Principal or Caretaker). All comments by parents or neighbours will be followed up.

### **Policy on Children Moving Equipment**

In the normal day to day running of the school, there are certain situations where children will need to move equipment or items of furniture. For example:

- 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 handle. Children need to be shown how to lift and carry safely. This needs reinforcing on regular occasions.

### **PE and Sports Equipment**

When using large apparatus, 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 (this should include how to bend), for example netball posts – one child at each end.

### **Furniture**

Chairs should be moved one or two at a time, and children must be shown how to carry them correctly. They may carry single chairs on their own. If a large number of chairs are needed then the Caretaker will supervise.

Tables need one child at each end, a child must not attempt to lift a table on his or her own.

Staging units are heavy and need at least two children per unit as they are awkward to handle. Children need to be shown how to handle the units which are on castors.

The PA system must only be used and set up under adult supervision.

Small items of equipment include tape players, CD players, PE/Music trolleys etc. These can be moved freely by the children.

Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

### **Items Children Should Not Move!**

- Computers – monitors can easily fall off trolleys, or wires get caught
- Piano – although on wheels, it can tip, and feet or fingers become trapped
- Cooker – too heavy and awkward
- Paper cutters – sharp blade although on wheels, can tip

### **Security of the Premises**

The Vice-Principal, Senior Teacher (Miss Marshall) and Caretaker are the designated key holders and are responsible for the security of the building along with the Principal.

### **Class Teacher**

It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and lights/equipment switched off before leaving the premises.

### **Caretaker**

It is the responsibility of the Caretaker to check daily that:

- All locks and catches are in working order
- The emergency lighting is working
- The fire alarm has no faults
- The security system is working properly

Before leaving the premises, to check:

- All the windows are closed
- The doors are locked and secure
- The security alarm is set
- All gates are locked

### **Principal**

It is the responsibility of the Principal to perform the above functions in the absence of the Caretaker. In addition, the Principal is responsible for the security of the premises during the school day. All visitors are required to report to the General Office.

All parents and other adults are requested, when bringing children to school, or collecting them afterwards, to walk round the outside of the premises so that the children are able to enter or exit the school by the correct door.

Any parent or visitor is welcome in school but is asked to report to the office if they enter the school during the day.

These points must be adhered to, but in no way detract from the open door policy of the school.

### **Contractors on Site**

- Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must either contact the Principal or the Caretaker.
- All contractors must report to the general office. The Caretaker will then be informed of their arrival
- Contractors will work under close supervision of the Caretaker so as not to endanger the health and safety of children or adults in school
- Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms, or any areas used by adults or children
- No repairs or maintenance can be carried out in areas which children or adults are occupying, this includes cloakroom and toilet areas
- If contractors are working near the children's play areas, then all equipment and machinery must be cleared away during this time, and the contractors must leave the area

All work will be monitored by the Caretaker and any concerns reported to the Principal, the contractor concerned and the appropriate department at the W.E.L.B.

**N.B. See sheet below to be given to contractors.**

#### ***Guidance for Contractors on Site***

*We have been recommended by the Health and Safety Inspector to ask you to refrain from:*

- *Smoking in the building or in the grounds as we are a no-smoking school;*
- *Talking to the children (our children are asked not to talk to strangers);*
- *Moving vehicles when children are at play (1045-1100 & 1220-1320);*
- *Working on or near the playgrounds when the children are at play;*
- *Leaving equipment around;*
- *Playing music during school hours.*

*If you have any problems, please see the Principal or the Caretaker.*

## **Policy on the Use of Hazardous Substances in School**

All substances which may be hazardous are kept in the Caretaker's store.

Any member of staff using chemicals must:

- Check the substance with the Caretaker.
- Follow procedures laid down for use
- Be aware of procedures for avoiding exposure and for control
- Inform the Principal of any difficulties

## **Policy on the Administration of Medicines during School Hours (see Policy)**

From time to time, parents request that the school should dispense medicines which need to be administered at regular intervals to children.

These requests fall into two categories:

- Children who require emergency medication on a long term basis because of the chronic nature of their illness (for example, asthma and epilepsy)
- Children who are suffering from casual ailments (coughs, colds etc)

No member of staff will administer medicine to children without following school policy and the appropriate forms being filled in – forms held in the General Office.

Parents are ultimately responsible for the administration of medicine to their children and if a child needs a dose of medicine at lunchtime, the child may return home for this or the parent may come to school to administer the medicine.

For casual ailments it is often possible for doses of medication to be given outside school hours. The school does not administer medicines for casual ailments.

If it is unavoidable that a child has to take medicine in school for treatment for a long term illness to be effective, then each individual case will be considered. Please note that teachers are not required to dispense medicines as part of their contracts and any involvement would be purely on a voluntary basis and in accordance with school policy.

For the school to agree to assist in long term medication:

- Parents must write to the school giving authorisation for medicines to be administered to their children. This needs to include instructions regarding the quantity and frequency of administration
- The medicines must be brought into school in a properly labelled container which states:  
(a) The name of the medicine, (b) The dosage and (c) The time of administration

- Where possible the medicine should be self-administered under the supervision of an adult. Medicines will be kept in a secure place by staff in accordance with safety requirements

Where long term needs for emergency medication exist, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance.

Detailed written instructions should be sent to the school and the parent/guardian should liaise with their child's class teacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

### **Policy on First Aid in school – see school policy.**

All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid.

During lesson time first aid is administered by the class teacher or the classroom assistant. If an accident occurs in the playground and first aid is required, then one of the staff on duty in the playground should come to the staff room and request the assistance of the child's class teacher or the designated First Aid teachers as appropriate. At lunchtimes first aid is administered by the Supervisory Assistants or the designated First Aid teachers.

If there is any concern about the first aid which should be administered then the qualified first aiders must be consulted.

The qualified first aiders:

**Mrs Elaine Semple;  
Mrs Julie Bryson.**

### **Safety/HIV Protection**

Always wear disposable gloves when treating any accidents/incidents which involve body fluids. Make sure any waste (wipes, pads, paper towels etc) are placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.

### **Recording Accidents**

All accidents must be recorded in the Accident Report book. A copy of this is kept in the Principal's office. All details need to be filled in, including any treatment given.

### **First Aid Boxes**

Location - Group Room & Staff Room.

## **Suggested Contents of a First Aid Box:**

There are no legal requirements for the contents of a first aid box, but as a guide it should include the following items:

- A leaflet giving general guidance on first aid;
- 20 hypo-allergenic plasters or micropore tape and melolin;
- 2 sterile eye pads, with attachment;
- Cotton wool;
- Lint dressings ( of assorted sizes with micropore tape to attach);
- 6 medium sized individually wrapped sterile unmedicated wound dressings approximately 10 cms x 8 cms;
- 6 safety pins;
- 2 crepe bandages;
- 2 triangular bandages;
- Scissors;
- Salt and water saline solutions;
- Blue plasters
- Disposable gloves;
- Fever / scan thermometer.

## **First Aid Supplies**

Extra and additional more specialised equipment for first aid boxes are kept by Mrs Semple & Mrs Bryson.

Supplies are also kept of:

- Dettol lint
- Eye baths
- Slings

## **Persons Responsible for Supplies**

Mrs Semple & Mrs Bryson are responsible for checking the contents of the first aid boxes on a regular basis and for placing orders to replenish stock. All staff are responsible for notifying Mrs Semple & Mrs Bryson if the supplies in any of the first aid boxes are running low.

## **Allergies/Long Term Illness**

A record is kept in the General Office of any child's allergy to any form of medication (if notified by the parent) any long term illness, for example asthma, and details on any child whose health might give cause for concern.

## **Courses**

First aid courses are advertised periodically and all staff are welcome to attend.

## **Accidents**

Accidents fall into four categories:

- Fatal
- Major injury
- To employees resulting in more than three days consecutive absence
- Other accidents

Accidents in the first three categories should be reported immediately to:

Western Education & Library Board  
Hospital Rd  
Omagh  
Tel: 028-82411411

The accident should be reported by telephone immediately, and then confirmed in writing on an accident report form.

If the accident is more than a minor one for child or adult, please report it immediately to the Principal who will send for an ambulance if needed and contact parents.

When in doubt, contact parents/guardians.

## **Other accidents**

These are the accidents which more commonly occur in school.

Procedure to follow:

- Always fill in the accident book for minor injuries (including all bumps on the head, but not minor cuts and grazes). This book is kept in the Staff Room.
- If a child has a bump on the head you must send a letter home and/or contact the parent/guardian. The letters are kept in the General Office. Always notify the School Secretary if one is required.
- Fill in the accident form (copies of which are kept in the office) if the parent/guardian has to be sent for to take the child to the family doctor or to hospital for further treatment. Give the form to the Principal to sign.
- Copies will then be taken for: the W.E.L.B. Education Office and for the school file.

## **Major Injuries**

- Fracture of the skull, spine or pelvis
- Fracture of any bone in the arm other than a bone in the wrist or hand
- Fracture of any bone in the leg other than a bone in the ankle or foot
- Amputation of a hand or foot
- The loss of sight of an eye
- Any other injury which results in the person injured being admitted to hospital as an inpatient for more than 24 hours, unless that person is detained only for observation

It might be that the extent of the injury may not be apparent at the time of the accident or immediately afterwards, or the injured person may not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital, then the accident must be reported as a major injury.

See *Accident Documentation* for further details (W.E.L.B. Manual)

## **Accident Documentation**

- The following documentation is attached:
- Accident to W.E.L.B. employees (see W.E.L.B. Manual)
- Accidents to school children (see W.E.L.B. Manual)

## **Reporting School Accidents**

Certain accidents arising out of or in connection with work are reportable to the Health and Safety Inspectorate under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985. The following gives practical advice to schools on compliance with this duty. It is not a complete statement of the duty. (For a more detailed statement refer to the W.E.L.B. Manual)

## **Employee Accidents**

(This applies to all Education employees and self-employed persons on school premises).

Any accident to an employee resulting in a fatal or major injury must be reported to the HSI immediately by telephone.(028-82411411 Ext 1377)

If the accident does not result in a fatal or major injury, but the employee is incapacitated from their normal work for more than three days (excluding the day of the accident) there is no need to telephone, but the appropriate form must be completed and sent to the Board within seven days of the accident.

## **Pupil Accidents**

(Including accidents to any visitors not at work)

Fatal and major injuries to pupils on school premises during school hours must be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls are not reportable unless they are attributable to:

- The condition of the premises (for example, potholes, ice, damaged or worn steps etc)
- Plant or equipment on the school premises
- The lack of proper supervision

Fatal and major injuries to school pupils occurring on school sponsored or controlled activities off the school site (such as field trips, sporting events or holidays in the UK) must be reported if the accident arose out of or in connection with these activities.

## 1. GENERAL

Please use this form for making reports to the enforcing authority about events covered by Regulation 3 or 6 of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985.

If you do not know who the appropriate enforcing authority is, then send the form to the nearest office of the Health and Safety Executive (HSE). They will pass it on if necessary.

If you are unsure of the address of the nearest HSE office and it is not listed in the local telephone directory, you may find out by telephoning the HSE enquiry point on 0151 951 4381.

## 2. SUBJECT OF REPORT

The tick boxes in Section A cover the different kinds of event which must be reported under Regulations 3 and 6.

### **BOX 1**

Tick this box if someone has died as a result of an accident arising out of or in connection with work.

### **BOX 2**

Tick this box if someone has suffered one of the following major injuries or conditions as a result of an accident arising out of or in connection with work:

- fracture of the skull, spine or pelvis;
- fracture of any bone:
  - in the arm or wrist, but not a bone in the hand;
  - or in the leg or ankle, but not a bone in the foot;
- amputation of:
  - a hand or foot; or
  - a finger, thumb or toe, or any part thereof if the joint or bone is completely severed;
- the loss of sight of an eye, a penetrating injury to an eye, or a chemical or hot metal burn to an eye;
- either injury (including burns) requiring immediate medical treatment, or loss of consciousness, resulting in either case from an electric shock from any electrical circuit or equipment, whether or not due to direct contact;
- loss of consciousness resulting from lack of oxygen;
- decompression sickness (unless suffered during an operation to which the Diving Operations at Work Regulations 1981 apply) requiring immediate medical treatment;
- either acute illness requiring medical treatment, or loss of consciousness, resulting in either case from the absorption of any substance by inhalation, ingestion or through the skin;

- acute illness requiring medical treatment where there is a reason to believe that this resulted from exposure to a pathogen or infected material;
- any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours.

### **BOX 3**

Tick this box if an employee of yours, a person to whom you are providing training for employment, or a self-employed person working in premises under your control (or you, if you are a self-employed person in your own premises) received an 'over-3-day' injury at work, ie an injury which was not one of those listed above, but resulted in incapacity for work for more than 3 days.

### **BOX 4**

Tick this box if there has been one of the dangerous occurrences listed overleaf. If a reportable injury was caused you should also tick box 1, 2 or 3, whichever is appropriate

### **BOX 5**

Tick this box if you are a supplier of flammable gas through a fixed pipe system or a filler, importer or supplier of LPG in a refillable container and you are reporting a fatal injury or one of those listed above, which arose from an incident involving that gas (but not if the incident was connected with a work activity).

### **BOX 6**

Tick this box if you are a supplier of flammable gas through a fixed pipe system and you have found out that a connected gas fitting in a user's premises is or has been faulty and dangerous in one of the ways specified by the Regulations.

## 3. PERSON OR ORGANISATION MAKING THE REPORT

Just who must report the events covered by boxes 1-4 in Section A depends upon the circumstances and upon who, if anyone, is killed or injured. The onus to report might be placed on, for example: the employer of an injured person; a self-employed person; someone in control of premises where work is carried on; or someone who provides training for employment. Detailed guidance on this can be found in HSE booklet HS(R)23.

#### 4. DATE, TIME AND PLACE

In addition to entering the date, time and address where the reportable event happened (if different from that of the person making the report), you are asked to state:

- precisely where on the premises or site the event happened, for example foundry, storeroom, canteen, hospital laundry, grain store, etc and
- what type of work activity is normally carried out there (or was being carried out at the time) as part of your business or undertaking, if not already clear from your description of the place.

#### 5. THE INJURED PERSON

A few examples may help to show what is needed in the 'employment status' and 'trade, occupation or job title' parts of this section, if the injured person was:

- a plumber employed by you: then you would tick box 10 and write 'plumber' in the space provided for trade, occupation etc;
- a self-employed plumber: then you would tick box 11 and write 'plumber';
- an employee of yours receiving formal training in plumbing either as a YTS trainee or as an apprentice: then you would tick box 10 and either box 12 or 13 as appropriate and write 'plumber';
- a YTS trainee in joinery: then you would tick box 13 and write 'joinery'
- a school pupil, college student, patient in hospital or customer in a shop: then you would tick box 14 and write 'pupil', 'student', 'patient' or 'customer' in the space provided for trade, occupation etc.

#### 6. KIND OF ACCIDENT

If the accident involved a sequence of two or more of the events listed here, then tick the box for the one which happened first (only one box should be ticked in this action).

If the accident did not involve any of these as the primary event, then tick box 15 and give as much detail about the accident as you can in section H of the form, after you have completed Section F.

#### 7. AGENT(S) INVOLVED

Having classified the kind of accident in Section E of the form, you are asked here to describe just what thing or hazard was actually involved – the principal agent or factor.

You should do this firstly by indicating which of the listed broad categories the agent fits into and secondly, by describing it more precisely in writing – giving its name, type and/or purpose.

You can tick more than one box if more than one of the listed agents was involved – a written description of each should be given. Tick box 17 if none of the other boxes cover the accident which you are reporting.

*Example:* If the reported injury is a burn arising from an accident involving the ignition of a flammable liquid escaping from a fractured pipe in a chemical plant, then you should tick box 11 in Section E and boxes 5 and 6 in Section F and your written description in Section F should refer to the pipe and its use and to the flammable substance involved.

**Health and Safety Executive**

*Health and Safety at Work etc Act 1974*

*Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985*

**Report of an injury or dangerous occurrence**

- Full notes to help you complete this form are attached.
- This form is to be used to make a report to the enforcing authority under the requirements of Regulations 3 or 6.
- Completing and signing this form does not constitute an admission of liability of any kind, either by the person making the report or any other person.
- If more than one person was injured as a result of an accident, please complete a separate form for each person.

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**A Subject of report (tick appropriate box or boxes) – see note 2**

Fatality  1      Specified major injury or condition  2      'Over three day' injury  3      Dangerous occurrence  4

Flammable gas incident (fatality or major injury or condition)  5      Dangerous gas fitting  6

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**B Person or organisation making report (ie person obliged to report under the Regulations) – see note 3**

Name and address

Post code

Nature of trade, business or undertaking

If in construction industry, state the total number of your employees

and indicate the role of your company on site (tick box)

Name and telephone no. of person to contact

Main site contractor  7      Sub contractor  8      Other  9

If in farming, are you reporting an injury to a member of your family? (tick box)      Yes

No

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**C Date, time and place of accident, dangerous occurrence or flammable gas incident – see note 4**

Date

Time

Give the name and address if different from above

where on the premises or site

and normal activity carried on there

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Complete the following sections D, E, F, & H if you have ticked boxes 1, 2, 3 or 5 in Section A. Otherwise go straight to Sections G and H.

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**D** The injured person – see note 5

Full name and address

Age   
12

Sex

Status (*tick box*)

Employee  10

Self employed  11

Trainee (YTS)

Trainee(other)  13

Any other person  14

Trade, occupation or job title

Nature of injury or condition and the part of the body affected