

KILLEN PRIMARY SCHOOL



HEALTH AND SAFETY POLICY

April 2025

Signature: C Goan Principal

Signature: L Sproule Chair, Board of Governors

Date: April 2025

Next Review Date: 2028

Kids **P**athway to **S**uccess

KPS Ethos statement

We at Killen Primary School believe pupils should have access to a safe, happy, stimulating environment in which they reach their full potential, socially, emotionally and academically. Furthermore, the values of respect, kindness, equality and mutual understanding are the foundations of the school.

KPS Vision

Killen Primary School strives to be a safe, welcoming, child-centred, inclusive school family celebrating success for all. We encourage each child to be confident and develop a sense of responsibility for themselves and respect for others in the community.

KPS Mission statement

Killen Primary School aims to:

- Provide high quality teaching that inspires a love for learning in every child through engaging and challenging experiences
- Meet the individual needs of all learners through differentiation and personalised support
- Create a safe, happy and stimulating learning environment where every child feels valued, respected and included
- Ensure equality of opportunity for all students to reach their full potential, regardless of their background or abilities
- Empower students to become responsible and compassionate citizens who contribute positively to their community
- Support the professional development of staff to ensure they have the skills and knowledge to deliver high quality education.
- Build strong partnerships with parents, families and external agencies to support student learning and well-being
- Operate with a strong set of values that prioritise respect, kindness and inclusivity for all members of the school community

Killen Primary School Core Values

- Respect
- Kindness
- Inclusivity/Equality
- Happiness
- Manners
- Resilience

Killen Primary School's policy is to provide and maintain safe and healthy working conditions for all our staff and pupils and to encourage a safety culture within the school.

We provide information to identify need in respect of training and provide supervision as necessary for the health and safety of staff and pupils.

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.

As a school we use and adopt the practices recommended by the EA Health and Safety Guidelines and those recommended by the Health and Safety Executive
<https://www.hseni.gov.uk/articles/education>

PRINCIPLES

The aim of our school is to create an atmosphere of safety both in and out of school. This relates to all the users of the school, children, teaching and non-teaching staff, parents and community.

ORGANISATION AND RESPONSIBILITIES

PRINCIPALS

The Principal is responsible for the day-to-day application of this Health and Safety Policy for both teaching and non-teaching staff.

The Principal will be responsible for:

- developing and implementing an effective safety management system for the school;
- ensuring that health and safety forms an integral part of subject planning within the school;
- ensuring the availability of resources to maintain and improve the safety management arrangements;
- ensuring that all employees have appropriate qualifications, experience and training to safely undertake their work and to continually develop and improve their competencies in order to carry out their work or activity in a safe and efficient manner;
- monitoring the safety performance throughout the school

- developing arrangements for ensuring effective maintenance of a safe working environment; and
- initiating a risk assessment process where there is a significant risk to health and safety, and communicating the results of those assessments to employees and other persons likely to be affected by the activity or process and ensuring implementation of the findings of the risk assessment.

TEACHING STAFF

Each member of the teaching staff has a responsibility to exercise care and attention regarding the safety of themselves and pupils under their control.

Each teacher is responsible for:

- carrying out risk assessments where there is a significant risk to health and safety and integrating the results into teaching practice;
- ensuring that health and safety forms an integral part of subject planning within their teaching practice;
- practicing and teaching safe working during class lessons;
- ensuring that all protective clothing and equipment as required is both available and used by themselves and pupils; reporting all accidents to the Principal and ensuring that online Accident Forms are fully completed; and
- co-operating fully with the Principal on all matters pertaining to Health and Safety.

EMPLOYEES

Each employee is responsible for:

- taking reasonable care not to endanger their own health and safety and that of other persons likely to be affected by their acts or omissions;
- undertaking their tasks as instructed and in line with training received;
- reporting to their manager any health and safety concerns;
- not interfering with or misusing any equipment provided to ensure safe working practice in the workplace;
- reporting any accident involving injury, damage to plant and equipment, or potential injury, damage or loss;
- co-operating with and assisting other management colleagues in implementing the Health and Safety Policy; and
- adhering to all appropriate risk assessments and method statements.

PURPOSES

This atmosphere of safety includes:

- The ability of each pupil to protect him/herself.
- 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 e.g. a safe place to play, stranger danger and the involvement of outside agencies such as the PSNI, Fire Brigade, Road Safety lessons and participation in the annual Road Safety Quiz, Sustrans etc. It might also be through a health-related topic such as Anti- Smoking or initiatives through PDMU lessons etc

THE BUILDING SUPERVIROR UNDER THE SUPERVISION OF THE PRINCIPAL

The Building Supervisor is responsible for ensuring that the building provides a safe and healthy environment for the children. The caretaker and cleaning employees maintain a clean and tidy building and grounds. Any minor repairs or maintenance are completed through the use of authorised contractors. Any equipment/hazardous substance are kept safely locked away from the children. All equipment is to British Standards.

HOUSEKEEPING

The school is committed to ensuring that a good standard of housekeeping is maintained on its premises. This includes arrangements to ensure:

- the safe condition of floors, passageways and stairs;
- the provision of unobstructed corridors and passageways;
- the proper storage and stacking of materials;
- the proper disposal of waste materials.
- adequate access to stored materials, packing, passageways and emergency exits;
- the safe condition and positioning of furniture and equipment;
- the identification and rectification of potential hazards; and
- the general cleanliness/tidiness of work areas, toilets and washrooms.
 - Adequate first aid supplies kept and monitored

SCHOOL SECURITY

Access to the building is by buzzer through the front door. Anyone entering the building must identify him or herself, and report to the secretary. Visitors to the school must sign in and out on entering and leaving the building. Buzzer for front door will sound in Principal's office and the Year 6/7 classroom. All external doors are kept locked from 9.15am - these are only opened at break and lunch times. These doors can only be opened from the inside. Playground side gates are locked from 9.15am - these prevents access to the rear of the school grounds throughout the school day. These factors in no way detracts from the open-door policy of the school.

All adults working in the school and/or taking part in supervision of activities must undergo a police check -Access N.I.

CAR PARKING

At Killen Primary School while we acknowledge that parking at the school can be limited at pick up times we must ask those leaving/collecting children by car, at any time of the day, to use marked car parking spaces as opposed to parking in the turning circle. Children are supervised on exit from school by school staff. Children are supervised until they are collected by their parent/carer. Parents must give their permission to staff if they wish their child to walk home.

FIRST AID TRAINING

There are currently 7 staff trained as First Aiders. The training will be reviewed and updated every 3 years.

Staff also complete basic first aid with their pupils each year. Older pupils receive training in Resuscitation techniques.

Mrs G Sproule is responsible for checking the contents of the First Aid kits on a regular basis. First Aid boxes are stored in the staff room. Mrs W McNally is our designated first aider. Portable First Aid kits are taken on educational visits.

All staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an Epipen etc

Staff are aware of the signs, symptoms and dangers of concussion and any head injuries are noted, parents are contacted and given advice re concussion.

INSTRUCTION AND TRAINING

The EA is committed to providing instruction and training for all employees on safe working practices and procedures. The EA will ensure, through its internal and external training programmes that all employees have the appropriate level of competence to be able to safely carry out their roles.

The Principal must ensure that all new employees receive induction training and that all employees are competently trained in the safe use of any equipment that they may use during the course of their employment. They must also ensure that all employees receive refresher training and any further training necessary as a result of changes in the workplace arising from the introduction of new procedures or new equipment. Health and safety training records for all employees must be held and relevant managers will be responsible for ensuring that all the necessary training is implemented.

WORKING ENVIRONMENT

The Principal will monitor the general working environment as required. This will include the monitoring of noise, lighting, ventilation, fumes, dust levels and infestation. Any problems in these areas will be reported to the EA for measurement and the implementation of remedial measures if necessary.

SAFETY OF CHILDREN

At Killen Primary School children are encouraged to develop healthy habits through good health and hygiene routines, e.g. regular exercise and care of themselves, personal hygiene etc.

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 e.g. scissors, tools, PE apparatus
- When moving around school
- When carrying out investigations
- When on educational visits

In accordance with EA safety regulations, educational visits are carefully planned in advance. Details are sent to parents. Children are asked to wear appropriate clothing for the activity planned. The adult/child ratio is kept as low as possible and appropriate for the age of the children involved. A First Aid kit is taken. Telephone Numbers for each child are taken in case of emergencies. Teachers will bring their own mobile phone with them. A risk assessment will be carried out in advance of the visit. (**See Educational Visits policy**)

ACCIDENTS

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. Fully equipped First Aid boxes are kept in the staffroom. A list of any allergies or medical conditions which children may have will be available and recorded on the medical register.

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 is sent for.

Minor injuries are recorded in the incident recording book which is held in Mrs Goan's office. A copy is retained by the school and a copy sent home to parents.

Online accident Report forms are completed with the Principal and are filled in for any accident requiring a child to be sent home, professional medical attention sought, or caused by a defect in the school or its equipment.

SUPERVISION

Staff and other supervising adults should maintain good order and discipline, safeguarding their health and safety at all times. No pupil should be left unsupervised. Children are supervised in the classrooms in the morning. The same duty of care applies when staff supervise pupils in after school clubs. If a member of staff knows that s/he is unable to undertake a duty s/he should organise cover. Other staff on duty should inform supply teachers of their duties regarding supervision. If a parent fails to collect a pupil after school staff should make every effort to contact the parent. A member of staff will remain present until the child is collected.

Children are supervised at morning and lunch playtime by classroom assistants/teachers.

DRUGS/MEDICINES

Teachers, Classroom Assistants and Supervisory Assistants are not to administer drugs or medicines to any pupil without a written note from a parent. This medicine must be prescribed by a doctor and have relevant instructions on the packaging from the pharmacist.

Drugs and medicines brought to school must be secured during the day until required.

PE EQUIPMENT

Gymnastic equipment is checked annually by an accredited contractor and repaired or removed as appropriate.

Pupils, staff and any other supervising adults should only lift equipment and furniture within their own individual capability.

PLAYGROUND EQUIPMENT

Playground is assessed by the building supervisor on a weekly basis before use and any defects reported. Any repairs are carried out by a qualified maintenance company.

OTHER EQUIPMENT

Equipment should be stored at an appropriate level and position relative to its height, weight and bulk. Ipads are not left switched on where papers and other flammable materials are kept

ELECTRICAL TESTING

All items of portable electrical apparatus and equipment in use at the school are inspected and checked annually.

FIRE/EMERGENCY EVACUATION

Killen Primary School has set procedures in case of an emergency in school, such as a fire alert when the building needs to be evacuated. Fire drills are carried out at least twice yearly. All staff and children are familiar with these procedures, and know their own exit route, place of assembly and roll call procedures. Fire exits are clearly labelled. Fire appliances are checked annually.

SMOKING POLICY

Killen Primary School operates a no smoking policy in its premises as required by the Smoking (Northern Ireland) Order 2006 and in accordance with JNC Circular 33 (Revised June 2014).

POLICIES

- Positive Behaviour
- Anti-Bullying
- Child Protection
- Risk Assessment
- Educational Visits
- Administration of Medicines
- Drugs Policy
- Equality, Inclusion and Diversity
- First Aid