



Kesh Primary School and Community Nursery

Health and Safety Policy

Ratified by Board of Governors in:
November 2024

Signed:

Chairperson of Board of Governors

Next Review:
November 2027

Signed:

Principal

Health & Safety Policy

Kesh Primary School and Community Nursery are committed to taking 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 and Health Agencies. Pupils will participate in safety programmes, e.g. Bee Safe. The school nurse will also be invited to speak to pupils when relevant, e.g., epilepsy and diabetes awareness, 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 everyone 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 relation to out of school activities, the staff will endeavour to ensure safe working practices.

Procedures

Members of staff will be on duty from 8.45-9.15am to supervise the entry of children to school. Upon arrival at school, children will go to the classroom where they unpack their bag and go outside to play in the playground, which will be supervised. (If weather conditions are bad, children will be in their classrooms supervised by a member of staff or their class teachers.) Children will then line up when the bell goes and go to their own classroom at 9.15am where they will be with their class teacher. All children should be in their classroom no later than 9.20am.

Pupils will be supervised at all times when using school grounds.

Our staff are committed to positive discipline and good order among pupils. Misconduct will be dealt with according to the school's positive behaviour policy.

Bullying in all its various forms (gesture, verbal, physical, exclusion, extortion) will not be tolerated and pupils will be made aware of the need to report such incidents.

All movement within the school building is at walking pace.

At break/lunchtime pupils will be supervised by classroom assistants (a teacher/Principal will be on hand if necessary)s. After school, teachers will supervise the walking and bus lines.

Wet playtimes – At break children remain in their classrooms where they will be supervised by the class teacher and/ or classroom assistant.

At lunchtime, the supervisors and classroom assistants will supervise children in their classrooms and activities will be made available.

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.

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.

Any health problems affecting a pupil should be reported to the school. Pupils who need to remain indoors at playtime require a note from a parent/guardian. A member of staff will supervise these children.

First Aid

All teachers and support staff in Kesh Primary School and Kesh Community Nursery are trained in First Aid at Work. The named First Aiders are Mrs Cullen (Year 1 Teacher) and Mrs D Braddick (Learning Assistant).

Despite attempts to provide a safe environment in school, children will have accidents which will require treatment. The vast majority of accidents such as minor cuts require basic first aid and can be treated in school. Head injuries can need further investigation and a parent will be contacted.

- Accidents – details of accidents will be recorded in a special Accident Book kept in the Staff Room
- An accident report will be sent to the EA when a child requires hospital treatment.
- In the case of an injury possibly requiring hospital attention, the parent/guardian will be contacted as soon as possible. If no parent can be contacted, members of staff will bring the child to the doctor or the hospital.
- First aid items are stored in the medical room and in an outside storage box at the Year 3/4 entrance door.

School trips – Parents/Carers must be given the opportunity to grant consent ahead of trips and be given details of the trip, this will be signed by the parent before a visit takes place. A teacher and another adult will complete a risk assessment before each trip to determine if extra measures need to be taken to ensure the safety of all.

Hygiene – pupils will be expected to wash and dry their hands after each visit to the toilet and after working in the garden area.

Home time – pupils are supervised by their teacher until collected by car or by bus.

Hazards - Children are not permitted to bring items which constitute a safety hazard to school.

Fire Drill - will take place once a term and will be recorded.

Children will not normally be allowed to leave the school premises during the school day i.e. 9.20am - 3.10pm. Parents must contact the school regarding 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.

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.

Safety of Staff

All staff in Kesh Primary School and Community Nursery have the right to work in a safe environment. Any potential hazards should be reported to the Principal immediately. All staff have a responsibility not only to make sure that the children in their care are safe, they must also look after their own personal safety. Staff (other than the building supervisor and Principal) should make sure that they are never on the premises alone as this has the potential to put them in danger. Staff should always ensure that there is at least one other member of staff present and that they have gained access to the school through one of the main key holders (the building supervisor, Principal and Vice Principal).

Checklist for all school trips

Has permission been granted from the Board of Governors?	
Has a Risk Assessment been done?	
Have parents been told of the times for departure and return?	
Have parents given written consent? (Please give these to the Principal)	
Is there adequate insurance cover?	
Have all helpers and non staff members been vetted?	
Has the Principal been briefed about the nature of the trip and the arrival and departure times?	

Risk Assessment for Educational visits

A Risk Assessment should be carried out when children are leaving the school for any type of school trip.

The Risk Assessment should be carried out by two people. The group leader and one other. **Both leaders should be involved in the Risk Assessment.**

Signed (Class teacher) _____ Principal Signed _____

Kesh Primary School and Community Nursery				
RISK ASSESSMENT FOR: School excursions				
Identified Hazard	To Whom	Severity	Likelihood	Risk
Inadequate preparation for school excursions – accidents, incidents, dangerous occurrences, pupils separated from group.	Staff/Pupils	4	2	8
Road collision, unsafe road travel arrangements - Serious injury/death	Staff, pupils	5	2	10
Defective road vehicles - Serious injury/death	Staff, pupils	5	1	5
Poor weather conditions	Staff, pupils	4	2	8
Existing Precautions	Additional Precautions	Who		When

Adequate number of supervisory adults present.	<i>Please add any additional precautions you believe are required to mitigate the risk further here.</i>	<i>If additional precautions are required, please identify who is responsible for implementing them.</i>	<i>If additional precautions are required, please identify by when e.g. date or ASAP.</i>
Head count carried out before departure and before return trip by trip supervisor.			
Supervisor(s) has a fully charged mobile phone.			
Pupils made aware of action to take if separated from group.			
Emergency phone numbers must be held by trip supervisor for each trip and available to all supervisors and pupils where the need arises.			
Information on particular medical conditions has been received by person organising the activity.			
Safety instructions provided to pupils including information on correct clothing and equipment.			
Principal and or designated person responsible for safety and health is aware of the location of the group and duration of visit.			
Safety briefing for adults assisting in supervision.			

Safety belts must be worn where pupils are being transported by road. Safety belts must not be shared.			
All modes of transportation used must abide by the Road Traffic Acts.			
Visual inspection of the school owned bus by the driver or operator to ensure operation of lights, indicators, windscreen wipers, etc. prior to setting out on journey (see ROSPA checklist).			
Weather conditions assessed on the day and considered suitable for trip.			
Adequate number of first aiders and a first aid kit is taken on the excursion.			

Probability of occurrence	Score	Consequence of outcome
Highly unlikely to ever occur	1	Slight inconvenience
May occur but very rarely	2	Minor injury requiring First-Aid
Does occur but only rarely	3	Medical attention required
Occurs from time to time	4	Major injury leading to hospitalisation
Likely to occur often	5	Fatality or serious injury leading to disability