
Health and Safety Policy

1. Compliance with O.H.S.A. legislation

This policy demonstrates the school's commitment to providing a safe environment in accordance with O. H. S. A. legislation.

2. Child Protection

The protection of each child is our priority. Therefore, first of all, the school protects the right of each child to education in a safe environment. The SfCE document entitled *Safeguarding Children in our Schools Guidelines & Procedures* (SfCE, 2019) is used as a guideline for the protection of the child on several issues including concerns and allegations of abuse, bullying, inappropriate behaviour, the safeguarding of vulnerable children, reporting systems and suicide ideation.

Moreover, the children are protected with regards to their data by avoiding any disclosure of sensitive information as per GDPR legislation.

3. Accident Management

The Health and Safety Officer has to be informed of any accident so that she will officially report it in the *Injury Report File*. A full report has to be compiled indicating the people/items involved, a description of the incident, the action taken and the treatment given.

4. Fire Safety

The school has the necessary firefighting equipment as stipulated in the Risk Assessment Report. All the staff members are familiar with this equipment and its position in the school. This equipment is checked as stipulated in the Risk Assessment Report. Regular fire drills and training for staff in firefighting will be organised by the SLT. Fire exits are kept clear at all times. Smoking is prohibited within the school and in the area around the school in accordance with the legislation. In an event of a fire, the school has to be evacuated immediately as indicated on the instructions. Fire extinguishers are to be removed from their wall brackets only in a case of emergency. There is a fire blanket hung to one of the walls of the kitchenette. Any damage to such equipment has to be reported, damaged items need to

be replaced and action is taken. All the staff are aware of the designated assembly point outside the school premises. The local council is notified of this assembly point and is responsible for putting up the signage.

5. Electrical Safety

The school ensures that all electrical equipment is certified and checked regularly. Any damage to any item using electricity has to be reported for immediate action and the item should not be used. All plugs within the reach of children have to be covered. The electrical system of the school is a safe locked place with access given only to the people responsible for its upkeep and maintenance.

6. First Aid Procedures

First aid boxes are provided on the two floors of the schools and all the staff know where they are kept. All the staff is trained in paediatric first aid procedures. A copy of the first aid training cards of the staff is kept in the school's file. In case of any injury, the school first aiders are called to assist the injured person. Depending on the case, first aid procedures are followed. Any case has to be reported in the *Injury Report File*.

7. Sick Child Policy and Procedure

Sick children are kept in the sickbay, their temperature is taken and their parents/legal guardians are informed. They are picked up by their parents/guardians from the school. In the case of a serious emergency, first aid is given, parents/guardians are informed and the ambulance is called. A medical certificate has to be presented when the child returns to school.

8. Healthy Lifestyle

Following the *A Whole School Approach To A Healthy Lifestyle: Healthy Eating And Physical Activity Policy* (MEDE, 2015) the school bans any activities involving unhealthy food. The children participate in the milk and vegetable government scheme. Activities are held as part

of the learning process to promote healthy eating. Exercise is encouraged and integrated within the learning programme. The school also has a nut-free policy because some of its children have severe allergies.

9. Safety And Integrity Of Physical Infrastructure

The safety and integrity of the premises and its equipment are vetted through the Risk Assessment. The handymen carry out routine maintenance of the premises and its equipment. If maintenance requires major works, specialised workers are called to the school to carry them out.
