

NPS Safety Policy and Guidelines

(CAA 1 Aug 2019)

Introduction

Northland Primary School is committed to ensure safety and security of students, staff and stakeholders are addressed and taken care at all times. We are driven by its **safety vision, mission, philosophy and policy** to guide the School Safety Committee to lead and manage the safety guidelines and practices in NPS. They are:

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Safety Vision

A school where safety is our way of life.

Safety Mission

To ingrain in everyone the importance of safety.

Safety Philosophy

Safety is Everyone's Responsibility
Safety starts with ME




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Safety Policy

At Northland Primary School,

- ✓ We recognise that both teaching and non-teaching staff play key roles in safety.
- ✓ We are committed to design, plan and implement / execute all programme with safety and security in mind at all times.
- ✓ We think and act safety as it is our demonstration of **Duty of Care** for our staff and students in NPS.
- ✓ We arrive at NPS for teaching / learning and work daily, and return home safely to our family every day.



NPS Safety Guiding Principles

We seek to achieve this by

- ensuring that no activity takes priority over student and staff safety;
- establishing and maintaining a safe and conducive environment for all stakeholders (students, staff, parents and external stakeholders);

- planning, implementing, monitoring and reviewing systems and protocols to ensure student and staff safety;
- training and educating staff, students and stakeholders on their responsibilities with regards to safety;
- being prepared to respond appropriately to emergency situations; and
- promoting continuous learning and improvement with respect to school safety
- continuously build and inculcate a culture of care among staff to practice duty of care for our students

Roles and Responsibilities of Stakeholders

School Safety Committee

The School Safety Committee will

- implement and monitor the school safety work plan;
- communicate safety SOPs and monitor their effectiveness;
- oversee risk assessment and incident reporting systems;
- oversee emergency preparedness exercise;
- facilitate staff and student safety training and education; and
- conduct regular internal safety reviews and inspections for learning and improvement.

School Staff

All staff will:

- observe school safety systems and protocols;
- exercise effective supervision over students they are responsible for;
- provide for sufficient instruction and training so students can work safely;
- ensure that teaching and learning is conducted without placing students or themselves at risk; and
- report and investigate accidents and take appropriate follow up and/or corrective action.

Students

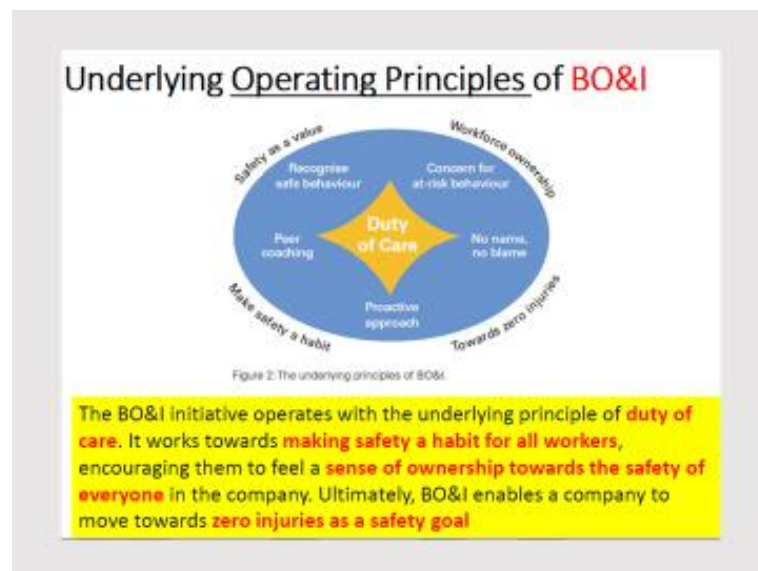
All students will:

- exercise personal responsibility for the safety of themselves, their fellow students and school staff; and
- observe all safety rules of the school and the instructions of staff.

NPS Safety Taglines

- ✓ *Safety is Everyone's Responsibility*
- ✓ *Safety Starts with ME*

Strategic Approaches to Safety Management in NPS



Safety guidelines from Workplace Safety & Health Council



NPS Safety Drivers

Prevent all injuries.
Go home safe and healthy.

VISION ZERO

The **Vision Zero** movement was launched in 2015 during the National WSH Campaign (MOM) with the message *"I can prevent all injuries and be healthy at work."* Through the movement, we aim to bring everyone on board to embrace a mindset that all injuries and ill-health at work can be prevented and *a belief that zero harm is possible.* It will drive a focus on finding solutions to prevent injuries and ill health. This is crucial to improve the quality of our lives.

Building on the momentum of the Vision Zero movement, this year's National WSH campaign message *"Prevent all injuries. Go home safe and healthy"*, calls for everyone to take action to prevent injuries, so that everyone can go home safe and healthy (PM's Vision 2023).

WSHC's Vision Zero

Key Safety Practices

Building and Environment

- The school building and environment are checked by school staff during regular walkabouts.
- The school has a fault, defect and hazard reporting system.
- There are strategically located CCTVs around the school.
- There is timely and regular maintenance of school equipment and facilities.
- Pest control checks are conducted regularly.
- The school has a lightning warning system.

Road/Traffic Safety

- Security officers control traffic at the zebra crossing at the main gate during peak hours.
- There are traffic signs, road markings and good lighting to ensure the safety of pedestrians in the school compound.

PE CCA

- All sports CCAs observe [Sports Safety](#).
- Guidelines for PE and CCA in the School Safety Handbook are followed.
- PE and Sports CCA teachers are trained in First Aid. Professional coaches and instructors are accredited.
- The school keeps record of students' medical declarations.
- During PE and sports training, students are briefed on how to look after themselves and their fellow students. Precautions are taken against lightning risk, heat injury and dehydration.
- Sports facilities and equipment are checked and maintained.
- Safety briefings are conducted before any outdoor physical activity.
- Proper Risk Assessment is completed before all activities.

Special Rooms (Science Laboratories & Art Rooms)

- Students are not permitted to use the Special Rooms without a teacher present.
- Safety rules and regulations are communicated to all staff and students involved in practical lessons.
- Students are given clear instructions before and are closely supervised by staff during practical lessons.
- Only staff members handle dangerous equipment and procedures.
- There are procedures in place to ensure the proper disposal of all wastes.

- The Special Rooms are equipped with fire extinguishers which are checked yearly.
- Special rooms are equipped with a First Aid box with basic first aid items.

Prepared by

School Safety Committee 2019