Health and safety policy

Polasaí do shláinte agus shábháilteacht i

SCOIL NA FUISEOIGE

Scoil na Fuiseoige’s Board of Governors (BOG) recognise their statutory duty to ensure health and safety on premises under their control. They also acknowledge their responsibility to ensure that the Education Authority’s (EA) health and safety policy is both understood and implemented in their school, that risk assessments are carried out to address significant risks, and that they operate within the procedures and guidelines set out in the employing authority’s scheme of management. The BOG wish to provide and maintain a safe and healthy working environment for pupils, staff and visitors. They encourage a safety culture within the school and provide staff with up to date information and training as necessary. All pupils, staff, and visitors are expected to abide by the school’s Health and Safety Policy to ensure a safe and healthy working environment for all.

In fulfilling these duties and responsibilities the board of governors will:

* ensure that the Principal, Vice-Principal and Senior Leadership Team develop a safety management system throughout the school;
* monitor the effectiveness of the school’s health and safety arrangements;
* develop and implement arrangements to ensure that:
* all school risk assessments are completed and are implemented;
* equipment and materials purchased by the school are safe and suitable for their intended use;
* contractors carry out their work in a safe manner;
* prompt and efficient maintenance is carried out on: - all non-structural repairs; - all equipment;
* ensure that arrangements are developed for the annual inspection of the school premises and the preparation of a report for the Board of Governors; and
* ensure that both teaching and non-teaching staff are issued with a copy of the health and safety policy.

**Objective**

The objective of this policy is to ensure, so far as is ‘reasonably practicable’ that no person is placed in a situation where injury or ill health may be caused as a result of the school and that all such risks are assessed and appropriately controlled.

**Rationale**

The school recognises and accepts its responsibility for health and safety as an employer, and in particular the duties laid down in Article 4 (Employer’s Duties) of the Health & Safety at Work (Northern Ireland) Order 1978, Article 5 and 6 of that Order in respect to persons other than its employees and Article 88 of the Education and Libraries (Northern Ireland) Order 1986.

So far as is reasonably practicable, we will provide and maintain up-to-date information for all staff on the hazards and risks of substances, equipment and systems used at work including the recommendations of relevant risk assessments. The school will rely on the EA to provide competent technical advice on all health and safety matters and, where necessary, to assist in effecting improvements.

Members of staff are reminded of their duties under Article 8 of the Health and Safety at Work (Northern Ireland) Order, 1978: to take reasonable care for their own safety and that of others

This policy, which has adopted the Employing Authority’s health and safety policy, will be reviewed annually.

**The School Curriculum**

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. For example, in the World Around Us curriculum we teach children about the danger of fire, road safety and how to avoid accidents. The children are taught about hazardous substances and how to handle equipment safely. We teach children respect for their bodies, and how to look after themselves. We also show them how to move and play safely in PE lessons.

**Roles and Responsibilities:**

**1. THE BOARD OF GOVERNORS**

The Board of Governors has a statutory responsibility under the “Health and Safety At Work (N.I.) Order”, 1978, to ensure that this policy is implemented in St. Patrick’s Primary School. They must also ensure that an annual inspection of the school environment is carried out and a report sent to the Employing Authority. \_\_\_\_\_\_\_\_\_\_\_\_is the Health and Safety representative on the Governors.

**2. PRINCIPAL**

The Principal is responsible for:

* The provision and maintenance of all systems of work that are, in so far as is reasonably practicable, safe and without risks to health.
* Ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
* The provision of such information, instruction, training and supervision that is necessary to ensure, so far as is reasonably practicable, the health and safety of staff, pupils and other users of school premises.
* The provision and maintenance, so far as is reasonably practicable, of a safe place to work and proper access to and exit from that work.
* The provision and maintenance of a working environment that is, so far as is reasonably practicable, safe without risks to health and adequate as regards facilities and arrangements for welfare at work.
* The employment of persons who are competent in the work for which they are engaged.
* Compliance with all statutory requirements for safety, health and welfare. The provision of First Aid and First Aid equipment.
* The provision of hazard and safety warnings at appropriate designated places.
* The training of staff in risk assessment and safety procedures.

**3. STAFF**

It is recognised that all staff have a responsibility for their own personal safety and also a duty to care to their fellow members of staff, students and visitors to the school.

These responsibilities include:

* The duty to comply with the safety instructions and directions set out by the Principal and Board of Governors.
* The duty of all members of staff in authority to ensure that the necessary safety precautions are taken and that the necessary safety instructions are given.
* The duty to carry out risk assessments.

**4. PUPILS**

Pupils have a responsibility to:

* Listen to and follow all school rules, instructions and directions as set out by the Principal and staff.
* Refrain from the wilful misuse or interference with anything provided in the interests of health, safety and welfare and from any action that might endanger themselves and others.

**5. CARETAKER**

The Caretaker is responsible for day-to-day maintenance and other buildings/grounds issues.

The caretaker will

* Ensure that any work that has health and safety implications is prioritised.
* Report any concerns regarding hazards in school, log calls to the maintenance desk.
* Ensure that all work under their control is undertaken in a safe manner.
* Carry out regular checks of the grounds and building to spot any disrepair or other hazards.
* Ensure any cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling.
* Carry out a weekly test of the fire alarm.
* Fully co-operate with health and safety arrangements during larger building projects.

**5. VISITORS TO THE SCHOOL**

It is the duty of the school Principal and all staff to ensure the safety of visitors to school premises.

* All visitors must report to the Secretary in the office, or if the secretary is not there, then they must report to the Principal.
* Visitors must observe all safety procedures.
* Those responsible for visitors should ensure that they do not face risks.

**ARRANGEMENTS**

**Accidents**

* All accidents will be recorded in the Incident Book, which is kept in the office. Potentially serious accidents will be investigated promptly and recommendations made to prevent recurrence, including allocation of responsibility for implementation of the resulting action. The accident report will be forwarded to the claims and legal administration unit of EA.
* First Aid equipment is kept in the Staff Room. This is checked regularly to ensure all items are replenished when needed.
* At least one member of staff is trained in First Aid. First Aid Training will be organised by the school as and when necessary and will be provide by a recognised training agency.
* In the event of a minor accident involving a pupil, first aid will be administered and parents will be informed.

**Security**

The following measures are in place to enhance school security:

* An access control system has been fitted to all doors leading into the school with a buzzer system on the front door.
* All visitors must report to the office or to the principal on arrival.
* Cash is kept in a locked drawer and banked regularly.
* The school has an intruder alarm system which is serviced and maintained by a specialist company.
* The caretaker and principal are responsible for retaining the school’s keys.

**Violence in School**

All incidents of violence will be reported and forwarded to the Employing Authority (using Incident Report Form in section 15 of Health and Safety manual). Parents have been informed that they should always make an appointment to see staff. They must report to either the secretary in the office or to the principal on arrival at the school. In circumstances where visitors, including parents’ behaviour becomes violent, they will be requested to leave the school grounds, with assistance from the PSNI if necessary.

**Fire Precautions**

Precautions concerning fire must be taken seriously at all times as fire will endanger the lives of all members of the school community.

* All members of staff must familiarise themselves with the fire drill procedure. All members of staff will be given a copy of Fire Drill procedures at the beginning of each year and these should be displayed in a prominent position beside the classroom door.
* New members of staff will be given a summary of evacuation procedures in case of fire.
* All staff must ensure that pupils are taught how to follow safety procedures in the case of a fire alarm.
* Staff must follow the fire drill procedure and report after evacuation to their respective assembly points.
* Evacuation instructions are displayed at the door of each classroom and other rooms.
* There will be three fire drills per year. One in the first term will be used for teaching purposes. It will be planned, timed and monitored. Feedback will be given to all participants and improvements/amendments given to all teachers at staff meeting. The second fire drill will be unannounced. The third fire drill will take place in term three, also unannounced.

An annual inspection of all equipment will be carried out by specialist

employed to do so by the employing authority.

**Control of Substances Hazardous to Health**

An inventory of any hazardous cleaning substances is kept by the

Caretaker. These are clearly labelled and are only purchased through the

Board’s tenders. All such substances are kept in a locked store at all times. The key to this store is only in the possession of both the caretaker and the principal.

**Risk Assessments**

The school maintains a comprehensive set of Risk Assessments that cover curriculum-based activities, school visits, the school building and grounds, behaviour management issues etc. Principal will ensure staff are aware of these risk assessments when appropriate. These are reviewed on an annual basis or more often if necessary.

**Administering Medication**

The school has a policy for the Administration of Medication in School. The Board of Governors and staff of Scoil na Fuiseoige wish to ensure that pupils with medication needs receive appropriate care and support at school. The policy will be strictly adhered to. Prescribed medication will not be accepted in school without complete written and signed instructions from the parent. Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time). The school will not accept items of medication in unlabelled containers. Medication will be kept in a secure place, out of reach of pupils. The school will keep records which they will have available for parents. Staff supervising school trips will be made aware of any medical needs of pupils in their care. For certain pupils, a parent may be asked to accompany their child.

**Display Screen Equipment**

An annual assessment will be carried out by the principal, in conjunction with the secretary of the workstation in the office to ensure that best practice is followed.

**Educational Visits**

It is incumbent on all staff who are responsible for supervising young people to act reasonably in all circumstances, so that the personal safety and well-being of those in their care is not jeopardised during the visit.

A risk assessment will be carried out before each educational visit, the outcome of which acts as the basis to establish what needs to be put in place to allow the activity to proceed. The school has a policy for Educational Visits which gives more details.

**Management of Contractors**

A partnership between the Board, school and contractor will ensure that risk associated with this type of work is managed and controlled. A meeting will be held between the Principal and a representative from the contractor’s firm prior to any work beginning on the school premises to establish policies and practices.

**Portable Electrical Equipment**

The Board of Governors will ensure that relevant safety inspections are carried out. The school will engage in a contract for the examination and testing of portable appliances. All persons using equipment should recognise visual signs that equipment is not in good condition and report immediately to the principal. An inventory of items is held in the office.

**Supervision of Pupils**

* Sensible, safe behaviour will be promoted to pupils by all members of staff.
* Dangerous or risky behaviours displayed by pupils will be addressed within the school’s Positive Behaviour and Discipline Policy.
* Appropriate levels of supervision will be maintained in playgrounds.

**Snow and Ice**

A plan is in place to salt the main pedestrian routes in preparation for the arrival of staff and pupils. If it becomes impossible to keep these routes clear the Principal is informed immediately and this information contributes to any decision to close the school.

**Stress at Work**

Proactive - The school has a pastoral system in place to respond to high levels of stress caused by work amongst staff.

Reactive – Individuals who are identified to be suffering from excessive levels of stress caused by work or personal issues are supported, if necessary, by accessing the EA’s Wellbeing Service – Inspire Workplaces.

**IMPLEMENTATION**

The Principal has overall responsibility for all health and safety matters within the school. However all staff should be aware of health and safety issues at all times and be ever vigilant while on school premises. They should take measures to ensure that risks are minimised at all times throughout the day.

**Monitoring And Evaluation**

On-going evaluation will ensure the effectiveness of the Policy.