

Steelstown Primary School



And Nursery Unit

Health and Safety Policy

Agreed by Staff : May 2017

Presented to B.O.G: May 2017

Review Date: May 2020

Health and Safety Policy

General Statement:

The Governors, Principal and staff of Steelstown Primary School & Nursery Unit aim to provide and maintain safe and healthy working conditions, so far as is reasonably practicable, for all staff, pupils and visitors and to encourage safe practice within the school.

Management of health and safety is in accordance with the requirements of the Health and Safety at Work (Northern Ireland) Order 1978 and follows the guidelines set down in the CCMS/ EA (previously known as WELB) Health and Safety Manual. 2006

The Governors:

The Governors, in discharge of their statutory responsibilities will ensure:

- that all teaching staff appointed by them hold appropriate qualifications both to teach the subjects required of them and to use the necessary equipment and machinery;
- that both teaching and non-teaching staff are provided with regular training that will assist them to work safely;
- the maintenance of procedures for the safety of both teaching and non-teaching staff who come under their control;
- the maintenance of procedures for the safety of all persons using the premises under their control;
- that a formal annual health and safety audit is completed in accordance with the recommendation outlined in CCMS Circular 2016/22
- the prompt and efficient maintenance of:
 - (I) all equipment
 - (ii) All non-structural repairs,

As defined in the relevant Annex of the Education Authority's Scheme for the Local Management of Schools;

- that contractors carry out their undertakings in a safe manner so as to ensure the health and safety of all personnel on the premises;
- that all equipment and materials either purchased or acquired by them are suitable and safe for their intended use;

The Principal

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

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In the discharge of this responsibility the Principal will:

ensure that all teaching staff hold appropriate qualifications both to teach the subjects required of them and to use the necessary equipment and machinery;

- ensure that both teaching and non-teaching staff are provided regular training that will assist them to work safely;
- ensure the provision and maintenance of procedures for the safety of both the teaching and non-teaching staff who work on the premises;
- ensure that all staff are aware of any instructions or safety advice pertaining to their particular discipline issued by either the CCMS, EA or DENI;
- ensure that all safety reports pertaining to the school are understood and that the detailed work has been completed;
- ensure that appropriate arrangements are in place for carrying out regular fire drills and that all staff participate in and are aware of such arrangements;
- report to the Board of Governors all defects and hazards which are their responsibility - Board's Scheme for the Local Management of Schools and CCMS/ EA Health and Safety Manual;
- report all defects and hazards which cannot be dealt with under the scheme for Local Management of Schools to the responsible officers in both CCMS and EA;
- ensure that all accidents to teaching staff are reported promptly to the CCMS, and in the case of non-teaching staff, reported promptly to EA;
- ensure that all staff operate safe working practices in the execution of their duties.
- Ensure regular checks of building and grounds to promptly identify and deal with potential hazards as they become evident.
- ensure that risk assessments have been carried out to assess all significant risks within the school;

In the absence of the Principal, the Vice Principal or Senior Leader or other nominated teacher will assume responsibility.

Teaching Staff

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

In the discharge of this responsibility each teacher will:

- ensure that reasonable care is taken during their working activities to avoid accident or injury to themselves, other employees or pupils;

- know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied (e.g.) in Physical Education & the Health Education Programme.
- provide the pupils with opportunities to discuss matters of health and safety;
- exercise effective supervision of pupils and know the emergency procedures for dealing with Fire, First Aid, etc, and how to put these into practice;
- observe all safety instructions and advice issued by CCMS, EA or DENI and all safety rules relating to specific machinery or processes;
- report all potential hazards affecting health and safety to the Principal or member of SMT and make recommendations on additions or improvements to tools, equipment etc. to address potential dangers;
- note day to day / non emergency concerns in the Building Supervisor's log book at Reception.
- report all accidents to the Principal on all matters concerning health and safety and ensure that Accident Forms are completed;
- co – operate fully with the Principal and SMT on all matters relating to health and safety;
- give clear instructions and warnings as often as necessary and follow safe working procedures personally.
- share pupil supervision duties on a rota basis for non-class time (i.e.) morning, break and hometime.
- carry out Risk Assessments, when appropriate.

Supervisors

Those members of staff with supervisory responsibilities are responsible for the practical application of the Safety Policy and Safe Working Procedures.

In discharge of their responsibilities supervisors will:

- encourage staff under their control to employ safe working practices and pay particular attention to the Sectional Safety Policy;
- assist the CCMS and EA to develop safe working practices and arrange for their adoption;
- instruct new employees in appropriate safety measures and procedures as laid down in relevant safety manuals;

- ensure that all defects in equipment or protective clothing are corrected and reported; report all accidents and dangerous occurrences;
- note day to day / non emergency concerns in the Building Supervisor's log book at Reception;
- provide accurate information as required in the investigation of injuries, accidents or dangerous occurrences.

All Employees

All employees have a responsibility to exercise personal care and attention for the safety of themselves and others, and to co – operate with their employer in the execution of the Health and Safety Policy.

In the discharge of this responsibility employees will:

- perform their duties in a safe manner and pay particular attention to safety procedures;
- exercise effective supervision of pupils and know the emergency procedures for dealing with Fire, First Aid, etc, and how to put these into practice;
- report all accidents and injuries to their supervisor as soon as possible;
- note day to day / non emergency concerns in the Building Supervisor's log book at Reception;
- report all potential hazards and defects in equipment and protective clothing;
- ensure that they use steps to assist them in reaching heights (see Appendix- Advice for staff;
- assist in the investigation of accidents, injuries or dangerous occurrences as required;
- observe all of CCMS / EA safety rules.

The Building Supervisor

The Building Supervisor has responsibility for checking the general conditions of the premises, in particular, non-classroom areas (e.g.) Boiler House, Switch rooms etc, and for ensuring that health and safety hazards are dealt with or reported immediately and advice sought as necessary.

In the discharge of this responsibility the caretaker will:

- ensure that appropriate cleaning / caretaking resources are in place and properly maintained;

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- check the Building Supervisor's log book at Reception regularly throughout the day to note any reports of Health and Safety concerns logged by staff members and deal with these matters promptly.
- ensure that stores are kept clean and tidy;
- ensure that cleaning materials are labelled and correctly stored;
- ensure that all chemicals are stored in their original containers;
- ensure that flammable liquids are stored according to EA/ CCMS guidelines;
- employ safe practice in carrying out duties to ensure own safety and the safety of other employees and pupils;
- ensure that cleaning staff are adequately trained in the safe use of equipment and procedures, wear protective clothing (see Appendix) and that electrical appliances are regularly checked for safety;
- follow CCMS / EA / COSHH for the storage of hazardous substances and seek advice as required.
- Maintain school site – ensuring Health and Safety, at all times:
e.g. Hazardous weather conditions (gritting and salting)
e.g. Maintain gutter clearance, etc...

Pupils

Pupils are expected to:

- Exercise personal responsibility for the safety of themselves and classmates.
- Observe standards of dress consistent with safety and/ or hygiene.
- Follow the safety rules of the school and, in particular, the instructions that teaching/ supervisory staff give.
- Use and not wilfully misuse, neglect or interfere with things provided for their safety/ education.

Parents

Parents are expected to:

- support the school in all Health & Safety matters.
- ensure that the school has up to date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies.
- observe school regulations in relation to access to the school building and movement within the building.

- ensure that the school is aware of any medical conditions or other circumstances that could impinge on their child's schooling.
- contact the school promptly to explain absence.
- ensure that the pupils attend school in neat, clean and appropriate attire with healthy food for break and lunch.

- take responsibility for the behaviour of their children and support the school's discipline policy.

Fire Safety

(See Fire Prevention and Fire Safety Policy)

In compliance with fire safety regulations, procedures are as follows:

- the fire alarm will be tested monthly to ensure that it is working properly and that it is recognised by all occupants;
- fire fighting equipment is checked regularly and inspected annually by EA – a record of annual checks is maintained;
- the procedure for evacuating the building is displayed prominently in all rooms and resource areas;
- a fire drill takes place once a term and at different times of the day (advice may be sought from the Fire Service as required) – each class teacher will use a class register to account for all pupils which will be brought out to the Fire Assembly Point by the Secretary.
- fire exits, exit routes and fire fighting equipment will remain free from obstruction.

First Aid

(See First Aid Policy)

In order to meet with the requirements for First Aid:

- at least one member of staff will have the required training to deal with routine first aid matters;
- first aid boxes and first aid movable kits are located in various areas of the school with the main resource area located in the kitchen area between Principal and Secretary's office;
- the contents of the first aid box meets with the requirements of the CCMS / EA Health and Safety manual, and is replenished as necessary;
- all accidents are recorded in the school accident file which is located in the Secretary's office;
- where there is concern about the seriousness of an accident, parents will be informed. In the case of any knock, bump or injury to the head area, parents must always be informed by phone even if the injury does not seem serious.

- parents will be contacted, if possible, before a pupil is taken to hospital - if a parent cannot be contacted the school will act 'in loco parentis', and the parent informed as soon as possible;
- contact numbers for parents will be kept as up to date as possible.

Administration of Medicines

(See Administration of Medication Policy)

Schools are not legally compelled to administer medication to children, because of the risks involved and the possible legal implications. However, it is the school policy whenever possible to facilitate administration by parents or self administration by children.

Procedures for the administration of prescribed care plan medication for an existing medical condition:

- The school must be informed by parents/ carers of any care plan medicines which need to be administered.
- Only care plan medication prescribed for a particular pupil may be administered, at the specific request of parents and in accordance with instructions given.
- Parents must fill in and return the consent form, giving permission for the care plan medication to be administered at school.
- Such medication may be administered by the Principal or other appropriate member of the teaching or non teaching staff who are aware of the provisions of the care plan and must be stored out of reach of all pupils.
- The medicine will be stored in a cupboard located in the kitchen area between the Principal's Office and the Main Office.
- Where there is any doubt parents will be consulted.
- If a parent wishes, they may administer medication to their child on site in agreement with the Principal/ Class teacher.

Control of Substances Hazardous to Health (COSHH)

Responsibility for COSHH assessments will lie with the Principal, Caretaker or Secretary depending on the substance concerned.

Control of such substances will be in accordance with regulations contained in the CCMS / EA Health and Safety manual.

Portable Appliances

An inventory is kept of all portable appliances.

All appliances are tested in compliance with EA maintenance contracts and issued with a dated test certificate. Any appliance which fails this test is taken out of use immediately. Persons using such appliances should report any noticeable defect immediately and the necessary repairs carried out.

Contractors

For the duration of any contractual or general maintenance work the Principal will:

- establish the nature and duration of any work to be carried out;
- establish the persons to be involved and contact personnel;
- identify any significant risks to pupils, staff or visitors and put in place precautions to control risks;
- ensure that persons carrying out general maintenance know to use the 'Signing In' book at the Main Office when arriving on the school grounds.

All contractors should be on an EA/ DENI approved list. Any member of staff should report unforeseen concerns, as they arise, during contractual / maintenance work and necessary precautions should then be taken.

Educational Visits / School Trips

(See Policy on Educational Visits)

- Parental permission will be sought prior to any visit.
- Adequate supervision, in accordance with CCMS / EA guidelines will be provided.
- Special requirements for any pupil with specific needs will be provided, as far as possible, in accordance with parental guidance.

Risk Assessments

- A Risk Assessment must be carried out ahead of school trips e.g. Christmas pantomime, sporting competitions, etc...

- Risk Assessments need to be carried out on the playgrounds at break time and lunch time to ensure that they are safe for the pupils to play in, e.g. weather conditions – ice on the ground.
- All personnel are risk assessed, who are on site to work with pupils (See Child Protection and Safeguarding Policy).
- Any pupils who experience SEBD difficulties which could pose a threat to their own or others' health and safety are risk assessed.

Security

- A “Buzzer System” to gain entry into the main school building has been installed. This system is operated from the Secretary’s office. The security system installed limits direct access to the building.
- Staff members or pupils should not leave outer security doors or external fire exit doors open at any time.
- Pupils are not permitted to open any security door on the premises for any adult other than a staff member at any time.
- Parents are not allowed beyond the foyer during the school day and should report to the main office if collecting children or have appointments with staff members.
- All visitors are expected to report to the main office on arrival.
- Visitors sign the Visitors Book and wear a visitor badge for the duration of their visit.
- Staff and pupils will be encouraged to challenge, in a polite way, any unknown person on the premises not wearing a visitor badge.
- Staff are expected to carry their access fobs on their person at all times.

Arrangements for Dealing with Accidents and Illness

Minor injuries, cuts are dealt with by the class teachers, classroom assistants, First Aid Staff and the secretary*

Nursery/ Foundation/ Key Stage One:

During **class time** more serious injuries, illness – children are brought to the Office accompanied by a teacher, classroom assistant or First Aider. If a child is sick or has a serious accident the parent/ guardian will be contacted to come and take this child home, or to a doctor. If the parent/ guardian cannot be contacted the school will act at the discretion of the Principal or delegated staff to ensure medical help is available to the child.

Key Stage 2:

During **class time** more serious injuries, illness - children are sent to the office accompanied by another child or adult. In the first instance these children are dealt with by the office staff or first aider. If a child is sick or has a serious accident the parent/ guardian will be contacted to come and take this child home, or to a doctor. If the parent/ guardian cannot be contacted the school will act at the discretion of the Principal or delegated staff to ensure medical help is available to the child.

Break times:

Accidents are initially to be dealt with by the teachers or classroom assistants on duty and referred to the first aider or senior staff as necessary. The school has an accident report book that must be filled in by the teacher/ staff member who witnessed the accident or to whom it was reported. If the accident results in a more serious injury which requires referral to outside medical agencies then an EA Accident Report form should also be completed.

Lunchtimes:

Accidents are initially to be dealt with by the classroom assistants or dinnertime supervisors on duty and referred to the first aider or senior staff as necessary. The school has an accident report book that must be filled in by the teacher/ staff member who witnessed the accident or to whom it was reported. If the accident results in a more serious injury which requires referral to outside medical agencies then an EA Accident Report form should also be completed.

General School Safety Measures

- **No** pupil is allowed to leave the school boundaries at any time unless a member of staff has granted them permission to do so.
- If pupils are leaving the school before the end of the school day, the pupil must be signed out at the main office by the parent or other authorised adult detailing the time and the reason for leaving early.
- If someone other than the parent / guardian is to collect a child, that person's name is to be given to the school in advance.

- If a parent is going to be late collecting a child then this must be communicated to the school in good time so that the child can be kept safely in the school building.
- Any pupil who is not collected from the classroom or from the school gates on time will be brought to the foyer outside the main office to wait.
- **No** unauthorised vehicles are permitted into the school grounds.
- Parents, staff or visitors should not park illegally outside the school grounds or block entrances or exits as this hinders other road users and increases the likelihood of accidents. Parking is available in the nearby church grounds.
- Dogs are **not** permitted on school grounds.

Key Terms

EA: Education Authority

CCMS: Catholic Council for Maintained Schools

DENI: Department of Education Northern Ireland

COSHH: Control of Substances Hazardous to Health

SEBD: Social, Emotional and Behavioural Difficulties

Appendix- Advice for staff

Safety Ladders /Steps:

- The steps (2 sizes) provided by the school **MUST** be used to reach notice boards, shelves or other heights. Sets of steps and ladders are kept in storerooms in the different blocks of the school and all staff should become familiar with the nearest storage area to their work location within the school.
- Take extra care when climbing or descending from steps or any height.
Chairs or other items of furniture **MUST NOT** be used to access or come down from heights.
- When using steps, it is recommended that a colleague or the Building Supervisor should be enlisted to assist you.
- Do not overreach – move steps to a more suitable position.

Clothing:

- Protective Clothing is provided to be worn by Building Supervisors and Cleaners.
- Appropriate footwear must be worn at all times.
- Avoid wearing clothing or jewellery that could be hazardous e.g. become caught in equipment.

Movement / Weights

- Staff members should not attempt to move larger pieces of furniture and equipment by themselves. Always enlist the help of a colleague or the Building Supervisor.
- Lifting heavy weights from the ground or from heights can cause back and other injuries. The Building Supervisor should be asked to do such tasks or if not available, staff members should enlist the help of colleagues.