

# St Caireall's P.S

## Health and Safety Policy



Ratified: \_\_\_\_\_

Date: \_\_\_\_\_

## **Health and safety policy statement**

In accordance with the Health and Safety at Work (Northern Ireland) Order 1978, it is the policy of the Board of Governors to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect pupils, visitors, contractors and other persons at school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, contractors and pupils of the school.

. This policy statement supplements the Council for Catholic Maintained School's Health and Safety Policy.

The school aims to encourage a safe culture through educating pupils on how to be healthy and safe and staff showing examples of this good practice. We strive to create a climate in which pupils are encouraged to make informed and responsible choices about their lifestyle and to provide a holistic development for every pupil. Links will also be encouraged between healthy lifestyles including exercise and effective learning. Many aspects of pupil/staff Health and Safety are addressed in other policies pertaining to the overall Pastoral Care within the school:

- Child Protection/Safeguarding
- Critical incident
- Data Protection
- Drugs Policy
- E-safety policy and Acceptable use of Internet Agreement
- Educational Visits Policy
- Positive Behaviour/Discipline Policy
- Reasonable Force and Safe Handling
- Administration of Medication

This policy will be brought to the attention of all members of staff and a copy will be kept in the Child Protection/Safeguarding file.

It is required that hazard identification, risk assessment and control measures are legislative requirements which must be carried out to ensure the safety, health and welfare of all staff.

A Health and Safety inspection/audit will be carried out at least once per year.

The Board of Governors undertakes in so far as is reasonably practicable to:

1. Promote standards of safety, health and welfare that comply with the provisions and requirements of the Health and Safety at Work (Northern Ireland) Order 1978 and other relevant legislative legislation, standards and codes of practice;
2. Provide information, instruction, training and supervision where necessary to enable staff to perform their work safely and effectively;
3. Maintain a constant and continuing interest in safety and health matters pertinent to the activities of the school;
4. Continually improve the system in place for the management of occupational safety and health and review it periodically to ensure it remains relevant, appropriate and effective;
5. Consult with staff on matters related to safety, health and welfare at work;
6. Provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, pupils, contractors and visitors.

## **Organisation**

### **Governors**

The Board of Governors is responsible for health and safety matters in St Cairealls Primary School and are responsible for:

1. Ensuring adherence to health and safety policy, procedures and standards;
2. Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the school;
3. Reviewing the establishments health and safety policy annually and implementing new arrangements where necessary;
4. Monitoring, reviewing and evaluating the school's health and safety performance;
5. Providing appropriate resources within the school budget to meet statutory requirements and the health and safety policy, procedures and standards;
6. Receiving from the Principal reports on health and safety matters and reporting to the appropriate body, any hazards which the school is unable to rectify from its own budget;

7. Seeking specialist advice on health and safety which the school may not feel competent to deal with;
8. Carrying out an annual health and safety inspection in conjunction with the school Principal;
9. Promoting a positive health and safety culture and high standards of health and safety within the school.

## **Principal**

The school Principal has overall responsibility for the day to day management of Health and Safety in accordance with this Health and Safety Policy.

In the discharge of this responsibility each Principal shall:

- Ensure that this Health and Safety policy and other appropriate Health and Safety information is communicated to all relevant people including contractors.
- Ensure that effective Health and Safety management arrangements, including risk assessments, are in place and are being carried out to assess all significant risks.
- Report quarterly to the Board of Governors on Health and Safety matters and to the EA/CCMS as required.
- Ensure that both teaching and non-teaching staff are competent to carry out their roles and are provided with regular information and training, as appropriate, that will assist them to perform their work safely and effectively.
- Ensure the provision and maintenance of procedures for the safety of both teaching and non-teaching staff who come under their control;
- Ensure that all staff are aware of any instructions or safety advice pertaining to their particular discipline issued by either the CCMS, the Education Authority and the Department of Education;
- Ensure that all safety reports pertaining to the school are understood and that the detailed work has been completed;
- Ensure the adequate arrangements exist 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;
- Ensure that safe systems of works are used by contractors or persons carrying out inspections or non-structural repairs which are the Governors' responsibility as set out in the relevant EA's Scheme for the Local Management of Schools and that reference has been made to the Council's and EA's 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 both in the CCMS and EA;
- Ensure that all accidents to teaching staff are reported promptly to the CCMS. In the case of non-teaching staff, all accidents must be reported to the EA;
- Ensure that all staff operate safe working practices in the execution of their duties

In the absence of the Principal, the Vice Principal or a nominated senior teacher will assume the role.

### **Teaching and Non-Teaching Staff**

Each member of the teaching and non-teaching staff has a responsibility to exercise care and attention regarding the safety of themselves and pupils/students under their care.

In the discharge of this responsibility each member of the teaching or non-teaching staff shall:

- Ensure that they read and understand the schools Health and Safety policy and act upon those requirements relevant to their area of work.
- Ensure that they take reasonable care during their work activities to avoid accident or injury to themselves, other members of staff and pupils/students;
- Exercise effective supervision of the pupils and know the emergency procedures in respect of fire, first aid, et, and how to carry them out;
- Observe all safety instructions and advice issued by the CCMS, EA or the Department of Education, and observe all safety rules relating to specific machinery or processes;
- Ensure that all protective clothing and equipment as required are both available and used by themselves and pupils/students;

- Report all potential hazards affecting health and safety to the Principal and Building Supervisor;
- Ensure that Accident Forms are completed as appropriate;
- Co-operate fully with the Principal on all matters pertaining to Health and Safety;
- Give clear instructions and warnings as often as necessary and follow safe working procedures personally;
- Carry out risk assessments where there is a significant risk to health and safety and integrating the results into teaching practice;
- Ensure that health and safety forms an integral part of subject planning within their teaching practice.

### **School Catering**

The EA's school catering service is the employing authority in the school kitchen and operate their own procedures. The Principal will liaise with the school catering supervisor so as to co-ordinate any necessary safety arrangements which relate to each other's staff, and in relevant matters related to the management of the building in general.

### **Building Supervisor**

In discharge of their responsibility, under the supervision of the Principal, the Building Supervisor is responsible for ensuring that the school provides a safe and healthy environment for the staff and pupils and shall:

- Maintain a clean and tidy building and grounds and regularly inspect the buildings, grounds and plant machinery/equipment and report any defects or hazards to the Principal;
- Encourage staff to employ safe working practices;
- Assist the Principal and Board of Governors in the development of safe systems of work and arrange for their adoption;
- Instruct new employees in appropriate safety measures and procedures;
- Ensure that protective equipment supplied is worn by applicable staff and stored correctly;

- Ensure that all defects in equipment or protective clothing are corrected;
- Complete an accident report form following any incident;
- Furnish information as required in the investigation of injuries and accidents
- Use all materials, machinery and equipment, etc in accordance with the information, instruction and training which they have received;
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
- Inform the appropriate manager or supervisor of any occupational health and safety related problem or defect which may give rise to danger;
- Report to their line manager any matter which they, taking into account their instruction and training, would reasonably consider represented a shortcoming in the protective arrangements for health and safety;
- Report all accidents to the Principal and ensure that an accident report form is completed;
- Assist HESNI Inspectors, and EA officers, to carry out inspections and investigations;
- Drive on school business in a safe and careful manner at all times ensuring appropriate insurance is in place;
- Not to interfere with or misuse anything provided in the interests of health and safety;
- Ensure classrooms, work areas, and equipment are safe;
- Ensuring safe procedures are followed, and protective equipment is used when needed;
- Co-operate with the Board of Governors in meeting occupational health and safety requirements
- Exercise effective supervision over all those for whom they are responsible, including pupils;
- Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts. When in doubt seek immediate clarification from their supervisory officer;
- Encourage a safe attitude by all pupils and others, and set a personal example in this respect.

## **Pupils**

All pupils are expected, within their expertise and ability, to:

1. Exercise personal responsibility for the safety of themselves and their fellow pupils;
2. Observe standards of dress consistent with safety and or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
3. Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
4. Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

## **Visitors**

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.

## **Volunteers**

Volunteers such as parent helpers etc, have a responsibility to act in accordance with the schools' policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately. Volunteers are also expected to act only under the supervision of a qualified teacher.

## **Accident reporting**

In accordance with the EA accident/incident reporting procedure employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant accident report forms. Copies of these forms are available from the school office. An accident book is used to record all minor incidents to pupils, and members of the public.



## **Reportable accidents or incidents**

The EA's Claims and Legal Administration Unit, will forward the relevant form to the Health and Safety Executive for Northern Ireland (HSENI) for any reportable accidents or incidents. All incidents involving a fatality or major injury will be reported immediately to the Claims and Legal Administration Unit, and also the EA's health and safety manager.

## **Asbestos**

The EA's asbestos policy will be followed. The asbestos management plan is held in the schools' office and will be made available to all staff and visiting contractors prior to any work commencing on the fabric of the building or fixed equipment.

The EA's environmental hazards officer will:

- Ensure that the asbestos log is maintained and updated as required
- Issue permits to work for all work on the fabric of the building and
- Arrange for any asbestos surveys required

Any damage to materials known or suspected to contain asbestos should be reported to the environmental hazards officer.

## **Contractors**

All contractors must report to the school office where they will be asked to sign the visitors book. Under the terms of the EA contract all workmen must carry identification. Where contractors work may directly affect staff and pupils the contractor must liaise with the Principal to ensure that adequate precautions are put in place to ensure the safety of all users of the premises.

## **Control of hazardous substances**

All substances which may be considered hazardous to health have been assessed. Copies of the assessments are available in the COSHH file held in the Building supervisor's store.

- No new substances will be used until a COSHH assessment has been completed
- All COSHH assessments will be seen and understood by those staff who are exposed to the substance/product

- All chemicals are appropriately and securely stored out of reach of children
- Suitable personal protective equipment (PPE) has been identified and available for use
- COSHH assessments will also be obtained from contractors on site where persons may be affected by their use on site or the storage of such substances/materials may need to be controlled
- All staff must ensure that they do not use any potentially hazardous substance without first familiarising themselves with the requirements of the COSHH assessment.

There is a Cleaning Service – Risk Assessment folder in the Cleaners/Caretakers store room and included are COSHH Risk Assessments and Safety Data Sheets. All cleaning products used are photographed and accompanied with instructions/directions on handling these products. This file is also located in the cleaners/caretakers store room.

Medication for personal use by members of staff must be kept in a secure location e.g. handbags, etc containing such items must be locked away and not be left in the classroom where pupils could gain access to them.

### **Dealing with health and safety emergencies**

The school has contingency measures in place for dealing with critical incidents. These are documented in the school's Critical Incident Policy which is contained within the suite of policies relating to Child Protection/Safeguarding. This is held in the school office.

### **Infectious diseases**

Advice will be sought from the EA and the Health Protection Service in the event of an outbreak of an infectious illness.

### **Emergency school closure**

Consultation to be taken with relevant EA personnel if there is any reason for closing the school during term time. Information and guidance from the EA will be updated annually.

## **Electricity**

### **Portable electrical equipment**

All portable electrical appliances will be tested annually by an approved EA contractor. All test certificates will be retained in the school office for the duration of the life of the appliance. An up-to-date inventory of all relevant electrical appliances will be held in the office.

### **All staff**

All staff will visually inspect electrical equipment before use for obvious defects. Defective equipment will not be used and will be reported to the helpdesk for repair/replacement.

### **Personal items of equipment**

Personal items of electrical equipment should not be brought into school for use by relevant staff or pupils. If a personal item is required to be used in school for a one off event then permission must be sought from the Principal and the equipment must have a current portable appliance certificate and be used with a residual current device.

### **Fire and evacuation procedures**

The Principal is responsible for ensuring that the recommendations contained in the fire risk assessment are completed. The fire risk assessment is kept in the fire log book and is reviewed on a regular basis or as required.

The Principal is responsible for arranging a fire evacuation drill at the beginning of the school year and at least once each term; recording the significant results of the fire evacuation drills; ensuring that the fire log is kept up-to-date; and collating fire activation reports following an alarm being sounded. Teaching staff under the supervision of the Principal are responsible for implementing the 'Fire/Emergency Evacuation' – Appendix 1.

### **Fire instructions**

These documents are made available to all staff and are included in the school's induction programme. An outline of evacuation procedures are made available to all contractors and visitors, and are posted throughout the site. Emergency exits, fire alarm call points,

assembly points, etc are clearly identified by safety signs and notices. All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

### **Fire and evacuation procedures**

Fire and emergency procedures are posted in each classroom. These procedures will be reviewed at least annually. Emergency contact and key holder details lists are maintained by the school office staff and updates will be forwarded to the EA's Property Services section as required.

Testing of the fire alarm system Fire alarm call points will be tested weekly in rotation by the secretary and a record kept in the fire log book. Any defects on the system will be reported immediately to the Property Services helpdesk. The fire alarm system is maintained and tested on an annual basis by the EA's approved contractor.

### **Inspection of fire-fighting equipment**

The EA arranges an annual maintenance service of all fire-fighting equipment by an approved contractor.

### **General precautions**

- Flammable liquids are stored in a locked store cupboard
- Fire doors are always closed and never wedged open
- Waste materials are collected weekly and are stored at the back of the school until collection by the local council
- Bins are not stored against the building
- Electrical equipment not in use is always isolated from the mains.

The building supervisor carries out a daily check for any obstructions on exit routes and ensures all final exit doors are operational, and available for use. All staff are responsible for ensuring that escape routes are not blocked.

## **First Aid**

First-aiders are responsible for ensuring that a record is completed for all treatment given and that the necessary details are supplied for the reporting of accidents.

### **Treatment**

The school will rely on the knowledge and experience of its trained first-aiders in order to administer the appropriate treatment to injured persons. In emergency situations the first-aider will call (or instruct another member of staff to call) 999 /112 and request that an ambulance attend. They will then inform the pupils parent/guardian and advise them of the action taken.

### **Escorting pupils to hospital**

If it is necessary for a pupil to be taken to hospital, they will be accompanied by a member of staff, unless the pupil's parent or carer is in attendance. This may not be possible if there is an external visit or trip and only one member of staff is present as the staff member will have a duty of care to the rest of the group and need to stay with them. The member of staff may travel to the hospital in their own vehicle, rather than the ambulance with the child, unless the child is overly distressed or confused. This decision should be made in conjunction with the attending paramedics and the parent or carer if contactable. The member of staff should ensure that they arrive promptly at the hospital to meet the pupil as they are admitted to casualty. The member of staff will stay with the pupil until a parent or guardian arrives.

### **Staff training**

Staff training record of attendance and dates completed is stored in a file in the secretary's office. This ensures that refresher training in first-aid is undertaken within the prescribed time limits.

## **Health and Safety monitoring and inspection**

A general inspection of the school site is carried out each term, or when necessary by the Principal and Caretaker. A maintenance report is then presented to the Board of Governors and it is an agenda item at a meeting each term.

## **Lone working**

It is recognised that, from time to time, it may be necessary for school employees to work in situations or locations which are remote from other members of staff. This will include employees working in the evenings, weekends or during the holidays period in the school on their own. In such circumstances the school will assess the risk to these individuals and will introduce suitable controls to ensure that all risks are minimised.

## **Staff responding to call outs**

Staff nominated as key-holders are sometimes required to attend the site following the activation of the alarm. The nominated representatives who will respond to an out of hours call out will normally be the building supervisor and Principal. The school will assess the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised.

The person attending will have a mobile phone. An employee should not enter a building alone unless there is an urgent and important need to do so before assistance arrives. No employee is expected to enter a building where it is believed that there is a significant risk. Following an event, the risk assessment should be reviewed and further control measures implemented if necessary.

## **Medicines in school**

The school follows the policy set out in 'Policy for the Administration of Medication in School' October 2019.

Permanent medications which have to be taken regularly by some pupils and emergency medicines (e.g. epi pens, inhalers) will be kept safely out of reach of other pupils and yet accessible in an emergency. Medications are stored in a clearly marked cupboard in the secretary's office with accompanying photographs of the children requiring medication.

Parents, carers or guardians are required to complete AM1/AM2 form (Appendix 2) to agree to staff administering medication on a short term basis. All staff are aware of information on pupils who have medical history and those that need to have medication in an emergency or daily basis. More detailed information regarding the administration of medication is available in the school which is filed with the Child Protection/Safeguarding Suite Policies.

### **Moving and handling**

Wherever reasonably practicable, procedures and practices will be changes to eliminate or otherwise reduce manual handling tasks. All staff involved in manual handling tasks will be given a copy of the attached extract from the HSE document 'Getting to grips with manual handling'. Staff should ensure they are not lifting heavy items and equipment unless they have received training and or equipment in order to do safely.

### **Occupational health and work related stress**

The wellbeing of staff is seen as an integral part of the school's health and safety responsibilities. The Board of Governors and Principal wish to promote an ethos of mutual respect and support across the staff team as a whole.

All staff have the right to a reasonable work life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns with the Principal or line manager but they can also have access to a confidential counselling service.

The Board of Governors endorses the principles set out in the HSE's Management Standards as a framework to support staff wellbeing.

### **Risk Assessment**

#### **General risk assessments**

The school risk assessments (for all activities, teaching and non-teaching, premises, and one off activities) will be co-ordinated by the Principal following guidance on the EA's health and safety website.

These risk assessments are available for all staff to review and are held centrally in the Principals Office.

### **Individual risk assessments**

Specific risk assessments relating to individuals, e.g. staff members or young person/pupil are held on that persons file, and will be undertaken by the Principal or relevant class teacher.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

### **Curriculum activities**

Risk assessments for curriculum activities will be carried out by the relevant teacher/leader using the relevant codes or practice and model risk assessments developed by EA.

### **School Security**

Security issues will be regularly reviewed. If staff have any concerns with regards to security they should in the first instance raise these concerns with the Principal.

All visitors must report to the school reception where they will be asked to sign in and will be issued with a visitor's badge. Visitors are to remain in reception until they are collected by the member of the staff they are visiting.

The building supervisor is the appointed person who is responsible for the security of the school at the end of the day by ensuring that doors, windows, skylights, etc are secured. The building supervisor is also responsible for carrying out checks of the premises during the school holidays.

### **Supervision of pupils**

The school will be open from 8.45am to 3.00pm on weekdays during term times. Between these times supervision will be provided. Teaching staff have been allocated duties to fulfil this. Pupils will not be allowed on site outside of these times except for specific organised activities arranged by staff.



## **Transport**

One of the following options will be used for the transport of pupils to school organised events taking place off-site;

- Staff transport pupils or equipment in their own cars or drive to other venues during the working day. Staff who use their own cars must confirm that their insurance policy covers them for this purpose
- Approved staff transport pupils or equipment in a minibus hired in for the purpose
- Transport and driver are hired in from a reputable source which is the usual practice for school trips
- The parent/guardian of the pupils are advised of the venue and time of the activity and that their son or daughter are required to be there at that time

## **Vehicles**

Vehicular access to the school is used mostly by school staff and visitors and not for general use by parents/guardians when bringing children to school or collecting them/

The access from the road shall be kept clear for emergency vehicles. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through the entrance.

The school grounds are secured by a wire fence which has four sets of gates which are kept closed during the school day and are locked at the weekends and school holidays. A small staff carpark is located within the fenced areas while a larger car park is used by staff and visitors outside the fenced area.

## **Health and Safety Policy and Procedures operational in St Caireall's P.S. include:**

- The school building and equipment will be kept clean
- Spillages and wet floors are clearly marked with appropriate signs
- The toilet areas will be hygienic with hand washing and drying materials always being available
- The grounds will be maintained free from litter and discarded food

- Pupils will be expected to change into different clothes for P.E and extra-curricular games
- Each year when pupils move to a new classroom they will be reminded of the emergency evacuating procedures
- When working at height, staff must use appropriate ladders or kick stools
- Principal will inform staff if visitors/workmen will be visiting the school

All staff are encouraged to report any defects which they identify in the structure of the building or the health and safety management systems. Procedures are in place for the reporting of building and site defects to the EA's helpdesk. The maintenance code for our school is 20-02-26A.

The board of Governors is committed to playing an active role in the implementation of this occupational safety and health policy and undertakes to review and revise it in light of change in legislation, experience and other relevant developments.

## Appendices

Appendix 1 – Fire/Emergency Evacuation Procedure

Appendix 1

### **Fire and Evacuation Procedures**

**In the event of the fire bell ringing the following action must be taken**

**immediately:**

1. Inform the children that the fire bell is ringing.
2. Tell them to leave their work areas and line up as quickly and as carefully as possible at the emergency exit allocated to each classroom.
3. Escort the class to their appropriate safety point.
4. Line the class up at the appropriate area.
5. The secretary will bring the class register to the appropriate area.
6. Check each child is present and accounted for.
7. Try to keep the children calm and reassure them that they are in no danger.
8. Make sure no child re-enters the school until the building is declared safe.
9. No-one should enter the building until you have been told it is safe to do so.

**NOTE: All play areas, toilets etc must also be checked for pupils. Try to remember to close all doors as you vacate the building.**

## **Fire Drill Procedure for Classrooms**

**Updated September 2023**

### **Year 1 / 2 – Mrs Lynch**

Children go out the front door, turn left and walk to the playground.

### **Year 2 / 3– Mrs Maguire**

Children use the back door of the school and turn right making their way around the school and walk to the playground.

### **Year 4 – Mrs Ellis / Miss Devlin**

The year 4 pupils use the front door of the school and assemble in the playground.

### **Year 5 – Mrs Dooher**

Children use the back door in their classroom and make their way to the front playground.

### **Year 6 Miss Colton**

Children use the back door in their classroom and make their way to the front playground.

### **Year 7 – Miss McHugh**

Children use the back door in their classroom and make their way to the front playground.