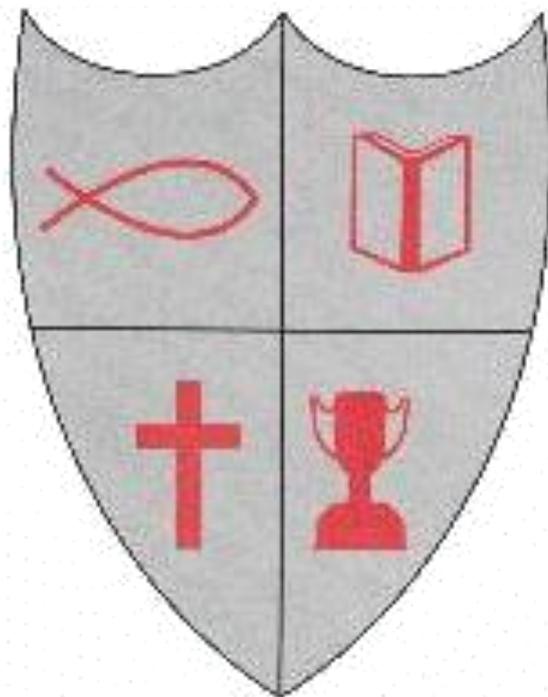


***Aughnacloy
Primary
School
Health & Safety
Policy***



This school's policy is to provide and maintain safe and healthy working conditions for all our staff and pupils and to encourage a safety culture within the school.

The EANI's Health and Safety Policy is adopted and complemented by the school's Policy.

We provide information to identify need in respect of training and provide supervision as necessary for the health and safety of staff and pupils.

The Governing body accepts responsibility for the health and safety of others who may be affected by school activities.

Within the school curriculum, we teach children about health and safety, to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives.

This policy is underpinned by the UNCRC, in particular the following articles:-

Article 24(health & health services)

"Every child has the right to the best possible health"

Article 19 (protection from all forms of violence)

"Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and mistreat by their parents or anyone else who looks after them."

Whilst the school accepts that Health and Safety issues are the responsibility of the Board of Governors and Principal, these responsibilities can only be discharged with the full co-operation, advice and support of the EANI.

RESPONSIBILITIES

The ultimate responsibility for Health and Safety issues rests with the Board of Governors and the Principal.

BOARDS OF GOVERNORS

Boards of Governors of all schools have a statutory duty to ensure health and safety on premises under their control. They have a statutory responsibility under the Health and Safety at Work (Northern Ireland) Order 1978 for ensuring that the EA's Health and Safety Policy is both understood and implemented in schools under their control and that risk assessments are carried out to address significant risks.

The Scheme of Management and the Common Funding Scheme for the Local Management of Schools also places responsibility on the Board of Governors for a number of functions and duties in respect of health and safety.

Each Board of Governors is responsible for:

- ✓ ensuring that the school Principal and SLT develop a safety management system throughout the school;
- ✓ monitoring the effectiveness of the school's health and safety arrangements;
- ✓ developing and implementing 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;
- ✓ ensuring that arrangements are developed for the annual inspection of the school premises and the preparation of a report for the Chief Executive of EA;
- ✓ ensuring that both teaching and non-teaching staff are issued with a copy of the employer's Health and Safety Policy.

PRINCIPALS

Principals of schools are responsible for the day-to-day application of this Health and Safety Policy for both teaching and non-teaching staff.

Principals will be responsible for:

- ✓ developing and implementing an effective safety management system for the school;
- ✓ ensuring that health and safety forms an integral part of subject planning within the school;

- ✓ ensuring the availability of resources to maintain and improve the safety management arrangements;
- ✓ ensuring that all employees have appropriate qualifications, experience and training to safely undertake their work and to continually develop and improve their competencies in order to carry out their work or activity in a safe and efficient manner;
- ✓ monitoring the safety performance throughout the school as part of SLT meetings;
- ✓ developing arrangements for ensuring effective maintenance of a safe working environment;
- ✓ initiating a risk assessment process where there is a significant risk to health and safety, and communicating the results of those assessments to employees and other persons likely to be affected by the activity or process and ensuring implementation of the findings of the risk assessment.

In the absence of Mrs Clarke, Mrs Moore and Mr Mills will assume joint responsibility for the day to day administration of the Health and Safety Policy.

TEACHING STAFF

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

Each teacher is responsible for:

- ❖ carrying out risk assessments where there is a significant risk to health and safety and integrating the results into teaching practice;
- ❖ ensuring that health and safety forms an integral part of subject planning within their teaching practice;
- ❖ practicing and teaching safe working during class lessons;
- ❖ ensuring that all protective clothing and equipment as required is both available and used by themselves and pupils;
- ❖ reporting all accidents to the Principal and ensuring that Accident Forms are fully completed;
- ❖ co-operating fully with the Principal on all matters pertaining to Health and Safety.
- ❖ Exercise effective supervision of pupils and know emergency procedures in respect of Fire, First Aid etc;
- ❖ Mrs Clarke will be required to keep statutory records where applicable and ensure that the First Aid Box is adequately equipped at all times. Any new requisition orders will be requested well in advance of the need for replenishing the First Aid Box.

When a child presents with physical special needs either short term or long term, then the following procedure will be adhered to.

1. The parent (or other adult designated by the parent) will be invited to come into school on a regular basis or as required by school to see to the child's needs.
2. In the event of nobody being available, alternative arrangements will be discussed with the parents as to what is acceptable in the best interests of the child and what is possible within the remit of the school staff.
3. In exceptional circumstances the B.O.G. as advised by the Principal will request additional help from the Education Authority.
4. Staff may volunteer to provide assistance but in the interests of their own welfare, it will be necessary for them to provide a signed statement to that effect.
5. The staff will be made aware that they are only indemnified where specific training has been provided by a relevant expert.

ALL EMPLOYEES

Each employee is responsible for:

- taking reasonable care not to endanger their own health and safety and that of other persons likely to be affected by their acts or omissions;
- undertaking their tasks as instructed and in line with training received;
- reporting to their manager any health and safety concerns;
- not interfering with or misusing any equipment provided to ensure safe working practice in the workplace;
- reporting any accident involving injury, damage to plant and equipment, or potential injury, damage or loss;
- co-operating with and assisting other management colleagues in implementing the Health and Safety Policy;
- adhering to all appropriate risk assessments and method statements.

School Security

The external doors at the main entrance on the school and Foundation Stage classrooms, are fitted with magnetic locks, which can be operated from inside. Anyone seeking to enter the building is required to identify him/herself reporting to the secretary's office or the Principal. This in no way detracts from the open-door policy of the school. All adults working in the school, including parents working as volunteers, must undergo a police check. Parents and other visitors are asked to report to the school office upon arrival. If no one is there then they should inform the teacher in the closest classroom.

Safety of Children

It is the responsibility of teachers to ensure that curriculum activities are safe. Pupils are only taken off the school site with prior permission of parents. Children are taught to have care and consideration for themselves and others at all times. Children are supervised in school each morning, from 8.30am and at morning break by members of the teaching staff.

Children are supervised at lunchtime.

Class teachers or teacher on duty ensure that all children are collected. Children not going home on the bus will only be allowed to leave school with those who have been previously authorised by parents to collect their child/children.

Car Parking

Car parking is a concern at Aughnacloy Primary School and we must ask those collecting children by car, at any time of the day, to refrain from parking on the road side in front of school.

Parents should use the designated car parking areas.

The school has regular contact with traffic police and road safety officers, who will talk to parents as well as children and provide information and leaflets. Parents are responsible for collection of children from the car park gate (unless travelling by bus). Parents must decide at what stage they feel that their child is old enough and mature enough to walk home by themselves but we would certainly expect our Foundation and Key Stage 1 pupils to be accompanied by an adult.

Accidents

In the event of an accident, resulting in an injury to a child or adult, an accident form will be completed.

When an incident involves injury to a child, this will be dealt with by either the teacher on duty or the child's own teacher.

If there is any concern about the injury, a trained first-aider must be consulted.

If there is any concern whatsoever about the injury, the school will contact the parent. If the parent cannot be contacted, then, if the school deems it necessary, the family doctor or emergency services will be contacted. (See Pupil Illness Policy)

NB: When a child becomes a pupil at Aughnacloy Primary School, the parent or Guardian fills in a Pupil Contact form. The information given on this form is very important, especially in the event of an accident.

Parents/Guardians must ensure that the school office is notified

immediately if there are any changes, particularly in a child's health, the family doctor and especially 1st and 2nd contact numbers.

Medication

(See Administration of Medication Policy in school)

Fire/Emergency evacuation

Fire drills are carried out according to The Fire Safety Regulations (Northern Ireland) 2010

All staff and pupils participate in and are familiar with the procedures
Each classroom has a specific exit route which is known to pupils.

Classes muster, with the class teacher, in the playground beside the bicycle shed.

Classes only return to the building when told to do so by the person in charge. (Principal, Senior Fire Officer etc)

In the event of a real emergency, the Principal or her deputy will be responsible for contacting the emergency services.

The school is fitted with an up-to-date fire alarm.

All staff has received training in Fire Safety (November 2010)

Date: April 2018