

Killowen PS

Rostrevor



Health & Safety Policy

Faith, Friendship and Understanding

Agreed by Governors	
Review Date	
Principal	
Chair of Governors	

Mission Statement

Aims

In Killowen Primary School:

- We aim to enable excellence so that pupils develop to their full potential academically, personally and spiritually and become determined, independent, life-long learners who make meaningful contributions to the world.
- We aim to foster a nurturing, inclusive environment where kindness, resilience, empathy and faith guide every interaction and where every individual feels valued and respected as part of our school family.

Mission

In Killowen Primary School, we believe we can achieve our aims by ensuring we are committed to:

- Promoting the values of Catholic education within our school family
- Having high expectations for all pupils and a desire to see them reach their full potential
- Having inclusive, stimulating and supportive classrooms
- Working together for a common goal
- Valuing continuous improvement for all
- Investing in people and resources
- Working closely with home and the wider community

Values

- Kindness
- Respect
- Resilience
- Equality
- Unity
- Determination
- Excellence
- Empathy
- Trust

Overview

Killowen Primary School's Health and Safety 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 Education Authority'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.

Governors have a statutory responsibility under the Health and Safety at Work (Northern Ireland) Order 1978 for ensuring that the Education Authority'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.

Responsibilities of the Board of Governors

- Ensuring that the Principal develops a safety management system throughout the school which should include an appropriate health and safety policy;
- Monitoring the effectiveness of the school's health and safety arrangements;
- Ensuring that arrangements are developed for any inspection of the school premises and the preparation of a report if required.
- Ensuring that there are procedures for the safety of all persons using the premises under their control;
- Ensuring that there are arrangements in place for the prompt and efficient maintenance of all non-structural repairs and equipment;
- Having appropriate delegated arrangements in place with the Principal to ensure that contractors who are carrying out work on behalf of the Board of Governors undertake the work in a safe manner.

The Principal's Role

The Principal, supported by the school's building supervisor is responsible for the day-to-day application of this Health and Safety Policy for both teaching and non-teaching staff. The Principal is the school's Health and Safety co-ordinator and is responsible for instigating an investigation and, where appropriate, authorising remedial work or action and reporting to the Board of Governors.

The Principal is responsible for:

- Developing and implementing an effective safety management system for the school, which should include an appropriate health and safety policy;
- Liaising with the school's building supervisor regarding health and safety matters;
- Ensuring that health and safety forms an integral part of subject planning within the school; (Risk assessments for areas of particular risk e.g. farm visits, swimming, use of equipment)
- Ensuring the availability of resources to maintain and improve the safety management arrangements;

- Ensuring that all employees have appropriate 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 during Governors' meetings
- Ensuring that equipment and materials purchased by the school are safe and suitable for their intended use;
- Developing arrangements for ensuring effective maintenance of a safe working environment;
- Developing and implementing arrangements to ensure that prompt and efficient maintenance is carried out on all non-structural repairs and all equipment;
- 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;
- Maintenance of procedures for the safety of all persons using the premises under their control;
- Ensuring appropriate fire and emergency procedures are established;
- Liaising with building contractors and ensuring procedures are in place to ensure that all contractors are presented with the school's asbestos register prior to any work or inspections are being carried out on the premises;
- Ensuring that Portable Appliance Testing (PAT) is carried out in line with PAT guidelines;
- The school's fire alarm system is maintained;
- Ensuring that both teaching and non-teaching staff are issued with a copy the Health and Safety Policy;
- Monitoring the effectiveness of the school's Health and Safety Policy.

Grounds Keeper & Cleaner

These staff members, under the supervision of the Principal, are responsible for the following key duties:

- Maintaining a clean and tidy building and grounds;
- When the school is open in the mornings that all gates are properly secured and any obvious dangers addressed (e.g. gritting the grounds when there is a slip danger);
- To make sure that the school building and grounds are securely locked up in the afternoon/evening to keep the school safe (with the Principal's permission other members of staff on occasions can be delegated this responsibility);
- Regularly inspect the buildings, grounds, equipment and report any defects or hazards on the helpdesk
- Ensure that trip/and or slip risks are monitored daily and encourage staff to employ safe working practices
- Checking regularly that all fire extinguishers and other related equipment are in place, unobstructed, serviced annually and replaced/repared when required;
- Monitoring water safety is a key responsibility. This will include running off water after every holiday closures to prevent water stagnation.
- To make sure all required health and safety signage, including evacuation notices, are in place and updated as required;
- Any minor repairs are completed by Grounds Keeper/Cleaner or through the use of authorised contractors. This will include having a process for logging complaints from staff and making sure they are dealt with promptly;
- Ensure that annual electrical checks are carried out and any dangerous machinery if repaired or replaced in a speedy fashion;
- Any other health and safety duties that the Principal deems necessary.

Curricular Leader's Role

Each curricular leader will ensure that the Safety Policy and Procedures are followed in practical terms in areas under their control.

Each curricular leader is responsible for:

- Implementing a risk assessment process where there is a significant risk to health and safety, and communicating the results of those assessments to employees;
- Ensuring the availability of resources to maintain and improve the safety management arrangements;
- Ensuring that all employees have access to regular training within their discipline to undertake their work safely and to continually develop and improve their competencies in order to carry out their work or activity in a safe and efficient manner;
- Ensuring that health and safety procedures are an integral part of the subject planning and teaching of all subjects and activities.

Teaching Staff

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

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;
- Implementing and teaching safe working conditions during class lessons;
- 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 any training received;
- Ensuring that all protective equipment (e.g. safety mats for sport) 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 and emailed to EA in accordance with policy;
- Not interfering with or misusing any equipment provided to ensure safe working practice in the workplace;
- Co-operating fully with the Principal on all matters pertaining to Health and Safety.

Other 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.

Pupils

All pupils are expected within their expertise and ability to:

- Exercise personal responsibility for the safety of themselves and their fellow pupils.
- Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency.
- Use and not wilfully neglect or interfere with things provided for safety purposes.

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.

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. They must sign-in and wear a visitor's lanyard.

Volunteers

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

Health and Safety - Procedures

Introduction

The Education Authority has provided a safety management system that includes policies, procedures and safe systems of work. Killowen Primary School has drawn from this resource and strives to implement the very useful guidance as part of our day-to-day work.

Risk Assessments

To comply with the Management of Health and Safety Regulations (Northern Ireland) 2000, the Governors are required to make a suitable and sufficient assessment of the risks to the health and safety of its employees to which they are exposed whilst they are at work and the risks to the health and safety of persons not in its employment arising out of or in connection with the conduct of its undertakings.

Risk assessments are undertaken in consultation with those impacted. Where the risk is considered significant, this is recorded and appropriate controls put in place. Controls are monitored regularly by managers and reviewed as necessary. A risk assessment should be undertaken where a new activity or new equipment is introduced. Employees should be informed by their manager of any risks involved in their daily work activities and of the safe system of work in place to mitigate, so far as is reasonably practicable, the risk of injury.

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 delegated member of staff, following the guidance contained in the EA's 'Health and Safety Manual for Principals and Governors' and on the EA's Health and Safety website.

These risk assessments are available for all staff to view and are held centrally by the Principal.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific risk assessments relating to individuals, eg: staff member or young person/pupil are held on that person's file, and will be undertaken by the Principal.

It is the responsibility of staff to inform the Principal 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 subject leader using the relevant codes of practice and model risk assessments developed by national bodies.

Whenever a new course is adopted or developed all activities are checked against the model risk assessments and significant findings incorporated into texts in daily use eg: scheme of work or lesson plan.

School Security

Our school gates are closed during the school day, with access available at the secretary's office. We are currently awaiting minor works to our gates, which will require a key fob to gain entry. All adults working in the school, including parents working as volunteers, must undergo a police check.

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

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

their destination within the school. All regular support teachers and music tutors are provided with and must wear the school's identification badge.

The Principal (or delegated teaching staff member) along with the cleaner are responsible for the security of the school at the end of the school day.

Teachers are also responsible for turning off their lights/heat and closing their windows and locking their doors. Gates will be locked at the end of the school day and over night.

Fire and Safety and Emergency Evacuations

In meeting the duties contained in the Fire Precautions (Workplace) Regulations (Northern Ireland) 2001, the Governors will ensure that a fire risk assessment for all its premises is carried out (by a suitably qualified person) recorded and takes account of the requirements of The Fire and Rescue Services (Northern Ireland) Order 2006 introduced and supported by; The Fire Safety Regulations (Northern Ireland) 2010. Recommendations arising from the fire risk assessment will be implemented.

Fire Fighting

The safe evacuation of staff and pupils is an absolute priority. Staff may only attempt to deal with small fires if it is safe to do so without putting themselves at risk, using portable firefighting equipment. Staff will be made aware of the type and location of portable firefighting equipment, and receive basic instruction in its correct use at induction or as soon as possible thereafter. The alarm must be raised before any attempt is made to fight the fire.

An inventory of any chemicals and flammable substances held on site will be kept by the Grounds Keeper/Cleaner.

Fire Escape Doors

These doors are only to be used in need of escape. They are not to be used during the day unless in an emergency.

Fire Precautions

Testing of the fire alarm system

The fire alarm system will be monitored by the Principal.

Inspection of Fire Fighting Equipment

The EA arranges an annual maintenance service of all firefighting equipment by an approved contractor. The Principal checks that all firefighting equipment is available for use and operational, and for any evidence of tampering. Defective equipment or extinguishers that need recharging will be taken out of use and reported to the Property Services helpdesk.

Means of escape

The Grounds Keeper 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.

Fire & Emergency evacuation

- Fire drills are carried out according to the Education Authority's policy;
- 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 a particular area of the playground;
- Classes only return to the building when told to do so by the Fire Marshall;
- The Fire alarm will be tested once per week;
- The emergency exit lights will be checked once per month;
- Firefighting equipment will be audited;
- A Fire Drill will be conducted once per half-term;
- All fire equipment will be serviced once per year;
- In the event of a real emergency, the Principal or secretary will be responsible for contacting the emergency services.

Accidents and Incidents

Killowen Primary School aims, so far as is reasonably practicable, to prevent or reduce the number of accidents and incidents. It will monitor all accidents and incidents and implement the necessary control measures to prevent any recurrence.

All accidents and incidents must be recorded in line with the Education Authority's accident reporting policy. Initial investigation will be undertaken by the Principal. Where required, in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997 (RIDDOR), accidents and/or incidents will be reported to the appropriate enforcing authority in accordance with the accident reporting procedures.

First Aid

The Governors will ensure, through the risk assessment process that adequate provisions are made to administer first aid for any injuries sustained by employees whilst at work. Where it is assessed as being necessary, competent persons will be appropriately trained and supported to carry out their roles in accordance with the duties in the Health and Safety (First Aid) Regulations (Northern Ireland) 1982. Names and locations of specific first aiders will be prominently displayed in the workplace. Access to first-aid equipment during the day and evening will be given if so required and requested.

Instruction and Training

The Governors are committed to providing instruction and training for all employees on safe working practices and procedures. The Principal will ensure, through internal and external training programmes that all employees have the appropriate level of competence to be able to safely carry out their roles.

Working Environment

All managers will monitor the general working environment as required. This will include the monitoring of noise, lighting, ventilation, fumes, temperature and dust levels. Any problems in these areas will be reported to the appropriate section for measurement and the implementation of remedial measures if necessary.

Housekeeping

The Governors are committed to ensuring that a good standard of housekeeping is maintained on its premises. This includes arrangements to ensure:

- The safe condition of floors, passageways and stairs;
- The provision of unobstructed corridors and passageways;
- The proper storage and stacking of materials;
- The proper disposal of waste materials;

- Adequate access and egress to stored materials, packing, passageways and emergency exits;
- The safe condition and positioning of furniture and equipment;
- The identification and rectification of potential hazards;
- The general cleanliness/tidiness of work areas, toilets and bathrooms.

This is maintained on a daily basis by all staff.

Control of Substances Hazardous to Health (Substance Management)

Products such as cleaning products for school use are stored securely in a locked store - adult only access. Products purchased are only those approved by EA.

Provision and Use of Work Equipment

In line with the Provision and Use of Work Equipment Regulations (Northern Ireland) 1999, the Governors are committed to ensuring that all machinery and equipment used on its premises is suitable and fit for purpose. All employees will be provided with adequate information and training to enable them to operate the equipment safely. Cleaning staff will be responsible for ensuring that equipment is maintained in good order and repair and fit for purpose.

Display Screen Equipment

In compliance with the Health and Safety (Display Screen Equipment) Regulations (Northern Ireland) 1992, the Governors will ensure that users of display screen equipment are identified, and workstation assessments conducted where required.

Personal Protective Equipment and Clothing

The Governors are committed to ensuring that the duties enshrined in the Personal Protective Equipment at Work Regulations (Northern Ireland) 1993 (PPE) are met. Suitable and sufficient PPE will be made available to employees carrying out operations and activities where the risk assessment has identified a need for this. All users of PPE will be provided with information and instruction as to the correct use of the equipment. PPE must be maintained in good working order, and any defect reported immediately for replacement. Staff are required to wear PPE if identified in a risk assessment.

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 holiday period in the school on their own. In school circumstances the school will assess the risk to these individuals and will introduce suitable controls to ensure that all risks are minimised. Any staff wishing to work outside normal school hours must speak with the Principal.

Staff Responding to Call Outs

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

Call out Arrangements

The school has the following call out arrangements that will reduce the possibility of injury to staff and which ensures that if an incident occurs support will be provided.

Lone person attends (if appropriate)

Where this takes place the staff member will contact the second named contact on list on arrival at activation point, at regular intervals on site and when arriving safely at home. Steps to contact police should the individual lose contact will be activated by the second contact.

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 Department of Education guidance on the administration of medication in school. The procedure for this is covered in our Administration of Medicines Policy.

Moving and Handling

A written assessment of all manual handling tasks likely to involve a risk to injury will be produced. Wherever reasonably practicable, procedures and practices will be changed to eliminate or otherwise reduce manual handling tasks. Staff should ensure they are not lifting heavy items and equipment unless they have received training and or equipment in order to do so 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 a 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 but they can also have access to a confidential counselling service.

Off-Site Visits

All off-site visits will be planned following guidance contained in the EA's 'Educational Visits: Best Practice 2009' guidance.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the Principal who will check the documentation and planning of the trip.

Supervision of pupils

The school will be open from 0745 to 1615 on weekdays during term times. Between 0830 and 1600 supervision will be provided. Pupils will not be allowed on site outside 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.
- Transport from EA approved providers will also be used via iproc
- The parent/carer 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 restricted to deliveries and staff vehicles, not for general use by parents/carers when bringing children to school or collecting them.

Violence

The Principal is responsible for ensuring that all staff are aware of the reporting system of all incidents of verbal and physical abuses in the work place.

Wireless Local Area Network (WLAN)

Wi-Fi is a particular type of wireless local area network (WLAN), with regard to the potential staff exposure of staff and pupils to radio frequency radiation the school follows the advice of the Public Health Agency (PHA).

On the basis of current scientific information, exposures from Wi-Fi equipment satisfy international guidelines and PHA does not consider there to be a problem with the safety of WLAN. Thus there is no reason why Wi-Fi should not continue to be used in schools. The school however will ensure appropriate placing of routers.

Work at Height

Working at height can present a significant risk, where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorise to work at height. When working at height (including accessing storage or putting up displays) appropriate stepladders. Staff must not climb onto chairs, tables etc.

Electricity at work

The Governors will ensure compliance with the Electricity at Work Regulations (Northern Ireland) 1991. The inspection of portable electrical appliances should be undertaken as required and fixed wiring tests every five years. Only suitable qualified electrical contractors will be employed for all electrical work which includes wiring, installing, and repairing electrical equipment.

Work Equipment

All work equipment will be purchased from the EA's relevant contract schedule. Before purchase consideration will be given to the installation requirements; the suitability for purpose; the positioning and or storage of the equipment; maintenance requirements (contracts and repairs); and training in the use of the equipment. Staff must not use new items of equipment unless appropriate training has been given.

Workplace Safety

The school undertakes regular inspections of the school site to proactively identify defects with the workplace. All staff are encouraged to report any defects which they identify in the structure of the building or health and safety management systems. Procedures are in place for the reporting of building and site defects to the EA's helpdesk.

Monitoring and Reviewing

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

This policy will be reviewed in line with our policy cycle of every 3 years or sooner in the event that it is required to be updated.