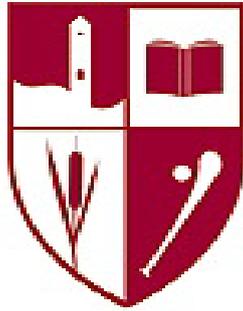


# St Kevin's Primary School



## ST. KEVIN'S PRIMARY SCHOOL Health and Safety Policy

### MISSION STATEMENT

We, the Governors and staff of St. Kevin's Primary School, believe the school to be a vital part of St. John's Parish community. We are firmly committed to:

- the aims of Catholic Education;
- providing appropriate and effective learning opportunities for all our children;
- developing positive pastoral care systems in our school
- establishing close links with the home, parish and wider community; and
- developing all members of the school community to enable them to fulfil their role within the school.

This policy document was produced in consultation with pupils, parents, school staff, governors and the school nurse.

## **RATIONALE**

The governors and staff of St Kevin's Primary School recognises the importance in providing safe and healthy working conditions, equipment and systems of work for all our students, staff and visitors. It is school policy to provide and maintain safe and healthy working conditions, so far as reasonably practicable, for all our staff and pupils and to encourage a safe culture within the school.

An agreed policy on Health and Safety is essential in order to create an environment within which, as far as is reasonably practical, no person is placed in a position where injury or ill-health is caused.

Accordingly the school will abide with the CCMS/BELB Health and Safety policy statement (1997).

## **AIMS OF HEALTH AND SAFETY**

- to provide a safe working environment
- to provide equipment which is safe to use
- to provide a healthy working environment
- to provide the necessary information and training for staff and children to enable them to create a safe and healthy school environment

The Council's Health and Safety Policy has been adopted. This policy will be reviewed in:

\_\_\_\_\_ 20\_\_\_\_\_

Signed: \_\_\_\_\_  
Principal

Signed: \_\_\_\_\_  
Chair of Board of Governors

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

## **ROLES AND RESPONSIBILITIES**

### **Board of Governors:**

Governors have a responsibility under the Health and Safety at Work (Northern Ireland) Order 1978 for ensuring that the board's safety policy is both understood and implemented in schools under their control.

The Schedule to the Scheme for the Membership, procedure and Functions of the Board of Governors and the 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.

*In the discharge of their responsibilities Governors shall ensure:*

- that both teaching and non-teaching staff are provided with regular training that will assist them to work safely;
- that an inspection of the school premises and equipment is carried out at least once per year;
- the prompt and efficient maintenance of:
  - -all equipment
  - -all non-structural repairs,as defined in the relevant Annex of the Education and Library Board's Scheme for the Local Management of Schools
- that contractors who carry out work on behalf of the Board of Governors 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 and that where appropriate specialist advice and guidance has been sought;
- that both teaching and non-teaching staff are issued with a copy of the School's Health & Safety Policy.

## **Principal**

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

*In the discharge of this responsibility each Principal shall:*

- ensure that risk assessments have been carried out to assess all significant risks within the school;
- ensure that both teaching and non-teaching staff are provided with regular training that will assist them to work safely;
- 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 Council, the relevant Education and Library Board or the Department of Education;
- ensure that all safety reports pertaining to the school are understood and that the detailed work has been completed;
- ensure that 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 Board's Scheme for the Local Management of Schools and that reference has been made to the Council's and Boards' 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 Council and in the relevant Board;
- 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 relevant Board;
- 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 Staff**

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

*In the discharge of this responsibility each teacher shall:*

- 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, etc; and how to carry them out;
- report all potential hazards affecting health and safety to the Principal;
- report all accidents to the Principal and ensure that Accident Forms are completed;
- 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.

### **Supervisors – Building Supervisor / Lunchtime Supervisor**

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

In the discharge of this responsibility supervisors shall:

- encourage staff under their control to employ safe working practices;
- instruct new employees in appropriate safety measures and procedures;
- ensure that all defects in equipment or protective clothing are corrected and reported accordingly to the Principal
- furnish information as required in the investigation of injuries and accidents.

### **Auxiliary and Ancillary Staff**

In accordance with School Policy:

- i) Perform their duties in a safe manner;
- ii) Report all accidents, injuries and hazards.

## **RESOURCES**

The school will endeavour to provide appropriate resources to ensure that the Health and Safety policy may be implemented.

1 Funding to relevant agencies to ensure a safe working environment:

- a) Portable appliance testing.
- b) Maintenance of buildings, furniture and equipment.
- c) First Aid training for designated staff to achieve “First Aid at Work Certificate”.
- d) First Aid Kits throughout the school.
- e) Fire-fighting equipment provision and maintenance.

## **FIRE SAFETY** (*please refer to Fire Safety Policy*)

- all fire warning systems should be tested regularly and a record kept of these tests.
- regular examination by caretaker of fire extinguishers.
- certificate of inspection affixed to fire extinguishers every 12 months. Inspection records maintained by the BELB.
- the Fire Drill to be displayed in all rooms and circulation areas on A4 laminated card.
- planned evacuation to take place twice a year.
- nominated staff to have practical training in the use of fire extinguishers in order that they may properly identify the correct extinguisher.

## **FIRST AID** (*please reference First Aid Policy*)

Accidents:

In the event of an accident to a member of staff the following staff are qualified in first aid:

Mrs O’Doherty  
Mrs Devlin  
Mrs Morris  
Mrs Mc Caffrey

### **First Aid Boxes:**

Mrs Devlin is responsible for the maintenance of the first aid boxes and she will ensure that they are regularly checked.

**Location of First Aid Boxes:** School Office