

Approved by  
Governors  
10/5/21

Signed  
by Chair  
11/5/21.

# St Mary's Primary School

## HEALTH AND SAFETY POLICY



Reviewed: May 2021

Date Approved by Board of Governors: 10/05/21

Next Policy Review Date: Term 3 - 2023

## **The Board of Governors**

Governors have a statutory responsibility under the Health & Safety at Work (Northern Ireland) Order, 1978 for ensuring that the Health & Safety Policy is understood and implemented and that assessments are carried out to address significant risks.

The Schedule to the Scheme for the Membership, Procedure and Functions of the Board of Governors and the Scheme for Local Management of Schools assign to Boards, duties and responsibilities in respect of Health & Safety, including the preparation of a policy on fire safety. Governors have also taken guidance from CCMS Circular 22/2016 regarding the annual Health and Safety audit.

In the discharge of their statutory responsibilities Governors must ensure:

- ❖ that all teaching staff recommended for appointment 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 kept up-to-date with whatever training is required for their safe working;
- ❖ the maintenance of procedures for the safety of both teaching and non-teaching staff under their control;
- ❖ the maintenance of procedures for the safety of all persons using the premises under their control;
- ❖ that an inspection of the school premises and equipment is carried out at least once a year;
- ❖ the prompt and efficient maintenance of all equipment and all non-structural repairs as defined in the relevant Annex to the Scheme for the Local Management of Schools;
- ❖ that contractors who are carrying 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 teaching and non-teaching staff are issued with a copy of the school's health and safety policy and that the physical, mental and emotional health and wellbeing of staff and pupils are considered a priority

The Principal has overall responsibility for the health and safety of all children and staff and for ensuring that members of the general public who may be affected by any activity undertaken by or on behalf of the school are not exposed to reasonably foreseeable risks to their health and safety. The Principal is responsible for the day-to-day application of the Health, Safety & Welfare Policy. In discharging 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;
- ❖ that both teaching and non-teaching staff are kept up-to-date with whatever training is required for their safe working;
- ❖ ensure the provision and maintenance of procedures for the safety of all the teaching and non-teaching staff;
- ❖ ensure that all staff are aware of any instructions or safety advice pertaining to their particular discipline;
- ❖ 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 emergency evacuation (fire) drills and that all staff are aware of, and participate in, such arrangements;
- ❖ report to the Board of Governors all defects and hazards that are its responsibility;

- ❖ know any special safety measures to be adopted in their own teaching area and ensure they are applied; and,
- ❖ give clear instruction and warnings to children as often as is necessary and follow safe working procedures personally.
- ❖ prioritise the physical, mental and emotional wellbeing of all pupils and other staff

## **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 this policy. In the discharge of this responsibility all employees shall:

- ❖ ensure that their workplace is free from hazards before commencing work;
- ❖ report all potential hazards and defects in equipment and protective clothing to the Principal;
- ❖ ensure that any equipment or machinery known to need repair is not used until the necessary work has been carried out;
- ❖ use only those electrical appliances owned by the school, C2K or EA;
- ❖ co-operate with any health and safety training considered necessary and reasonably practicable;
- ❖ perform their duties in a safe and tidy manner;
- ❖ ensure that all toxic and flammable substances are correctly used, stored and labelled;
- ❖ ensure that they are aware of any safety precautions to be taken when undertaking potentially hazardous procedures;
- ❖ ensure that all necessary protective clothing and equipment are available;
- ❖ include safe working methods in instruction to pupils;
- ❖ report all accidents and injuries to the Principal as soon as possible;
- ❖ obtain adequate treatment as soon as practicable if injured;
- ❖ assist in the investigation of injuries and accidents as necessary; and,
- ❖ observe the safety rules of the CCMS/EA and school.
- ❖ prioritise the physical, mental and emotional wellbeing of all pupils and other staff

## **Dogs**

For health and safety reasons, dogs, with the exception of guide dogs or a visit from the Dog's Trust charity, are not permitted into the playground or school buildings. Any dogs brought into the school car park are the owner's full responsibility and must be kept under control at all times. They must not cause injury to any other party.

## **The School Curriculum**

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. For example, in the Foundation Stage /Key Stage 1 curriculum, the unit of work 'People who help Us' deals with the work of the Police & the Fire Service. Through this topic, we teach children about the danger of fire and how to avoid accidents. Through Science activities in the World Around Us curriculum, we teach children about hazardous materials and how to handle equipment safely.

We teach children respect for their bodies, and how to look after themselves. We also teach pupils about safety on the roads, in the sun and on the farm. We discuss these issues with the children in PDMU and RSE lessons and we reinforce these points in WAU where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons. Technology and

serious injury. It is also important that parents inform school if their child has sustained a serious head injury as the child may be at risk of second impact syndrome.

Parents must inform reception of any changes in emergency telephone details so that they can be contacted as necessary.

### Seat Belts

Pupils are instructed to use the belts provided at all times when the buses are moving. When we hire buses from private operators, we ensure that they also have seat belts. Staff travelling with pupils will remind pupils to wear seatbelts before the journey begins.

### Theft or other Criminal Acts

The teacher or Principal will investigate any incidents of theft involving children. If there is a serious incident of theft from the school site, the Principal will inform the police and record the incident in the School Incident Book. Should any incident involve physical violence against a teacher, we will report this to the Governors/CCMS/EA/Health & Safety Executive and support the teacher in question if he or she wishes the matter to be reported to the police.

### COVID 19

The attached COVID 19 addendum to this Health and Safety Policy will also be implemented and reviewed regularly (Appendix C).

### Monitoring and Review

*Fr MC Garigan has agreed to be Health + Safety*  
The Board of Governors has a named Governor with responsibility for Health & Safety matters. *It is Governor*  
this Governor's responsibility to keep the Governing Body informed of new regulations regarding Health & Safety and ensure that the school regularly reviews its processes and procedures with regard to Health & Safety matters. This Governor also liaises with CCMS, EA and other external agencies as appropriate.

The Principal implements the Health, Safety Policy on a day-to-day basis and ensures that the staff is aware of the details of the policy as it applies to them. The Principal reports to the Governors annually on health and safety matters.

The Governing Body, in consultation with professional advisers, carries out regular risk assessments to ensure that the school is a safe environment.

This Policy will be reviewed at any time, at the request of the Governors, or at least once every two years.

Reviewed 07.05.21

Signed: Paul T. Ryan (Chair) Date: 11-5-21

Signed: Mary Redmond (Principal) Date: 11/5/21



## Appendix B - St. Mary's Primary School, Altinure Security Checklist

Action	Date Checked	Required Actions	Date Checked	Required Actions
All windows are locked and secure				
All doors are closing via door entry mechanism				
Door Entry Mechanism is updated				
Pupil pedestrian gate is opened by 8.25am and closed at 9.30am				
Staff Car Park gates are closed at 9.30am and open at 1.50pm				
Year 1/2 and Year 3-7 playground gates are securely locked by 9.30am				
Flooring does not provide a trip or slip hazard				
Fixtures and Fittings are checked regularly and reported/fixed if damaged				
Emergency Plan is updated and in place				
Outdoor play equipment checked and safe for use				
All visitors report to Reception				
Sign in register is used for all visitors				
Fire Doors are not propped open				
Fire Drill procedures are shared and followed				
Fire Safety Manual is up to date				
Boundary fencing is secure				

**b. The Principal will:**

- Have overall responsibility for the development and implementation of the policy, risk assessments and action plan
- Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Department of Education or Education Authority
- Prioritise the wellbeing of all pupils and staff and ensure there is appropriate support in place

**c. All staff will:**

- Carry out all work in accordance with the policy and risk assessments, including additional tasks as part of the response to COVID-19
- Take the opportunity to contribute to the risk assessment
- Be responsible for reporting any (potential or actual) Health and Safety risks related to COVID-19 to the Principal
- Undertake any training to support implementation of the action plan and to identify any individual needs which may impact on the delivery of the plan
- Prioritise the wellbeing of all pupils and other staff

**d. Parents will:**

- Adhere to any recommendations from the school to help reduce the risk of transmission
- Keep their child at home if they or anyone within the household is displaying symptoms of COVID-19, or if otherwise advised to by the school or another appropriate Body (GP or NHS Track and Trace, for example)
- Adhere to drop-off and collection arrangements set by the school
- Ensure their child is aware of any protective measures put in place by the school and to encourage them to comply
- Adhere to government guidance at all times to reduce the risk of transmission

**e. Pupils will:**

- Observe the Health and Safety rules of the school, including new arrangements in response to COVID-19
- Make staff aware if feeling unwell
- Report any Health and Safety concerns to a member of staff

Relevant Health and Safety information has been communicated to all staff and the wider school community.