

St. John the Baptist Primary School

Bunscoil Eoin Baiste



Health and Safety Policy

RATIONALE

The governors and staff of St John the Baptist 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/Education Authority 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 Health and Safety Policy has been adopted. This policy will be reviewed in:

January 2027

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.

Also of importance re policy and procedures are:

- Workplace (Health, Safety and Welfare) Regulations (Northern Ireland) 1993 - legislation.gov.uk(external link opens in a new window / tab)
- Management of Health and Safety at Work Regulations (Northern Ireland) 2000 - legislation.gov.uk

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;
- Monitoring, review and evaluation of the school's health and safety performance happens annually;
- 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 Authority'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;
- The school seeks specialist advice on elements of health and safety which the school may not feel competent to deal with;
- The promotion of a positive health and safety culture and high standards of health and safety within the establishment.
- that both teaching and non-teaching staff are issued with a copy of the School's Health & Safety Policy.

- the health and safety policy is reviewed annually and will implement new arrangements where necessary.

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 Education Authority or the Department of Education;
- co-operate with the Employing Authority and Board of Governors to enable the health and safety policy and procedures to be implemented, reviewed, updated and complied with.
- 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 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 Council and in the 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.
- ensure that there are sufficient numbers of staff trained in First Aid and First Aid equipment is maintained and readily available.
- ensure the completion of Minor Work applications as required.

- ensure copies of all Risk Assessments carried out in school, and for the purpose of school trips, are kept in a known location and also are available on the School Intranet.
- Ensure that adequate arrangements exist for carrying out regular fire drills and that all staff and visitors participate in, and are aware of, such arrangements.
- Ensure fire equipment is annually inspected and the Fire Evacuation Policy is implemented and updated.

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;
- ensure that they read, understand, implement and follow the school's health and safety policy.
- observe all safety advice and instructions issued by the Education Authority and Department of Education and any other statutory bodies.
- ensure that Accident Forms are completed;
- provide opportunities for children to discuss appropriate health and safety issues.
- refrain from any conduct that puts themselves or others at risk.
- 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.
- Ensure furniture or equipment which is damaged is reported to be removed immediately

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;

- furnish information as required in the investigation of injuries and accidents.
- Regularly inspect the buildings, grounds, plant machinery/equipment and report any defects or hazards to the Principal or the Help Desk.
- Encourage staff, under their control, to employ safe working practices.
- 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 and reported accordingly to the Principal.
- Report all accidents involving themselves or their cleaning staff to the Principal.
- Furnish information as required in the investigation of accidents.
- To undertake and maintain a record of regular health and safety checks eg. weekly fire bell check, monthly emergency lighting checks etc.
- To ensure PAT testing, checking of extinguishers, heating and electricity system and testing of emergency lighting is completed annually.
- To ensure all contractors are aware of the health and safety measures in the school
- To attend health and safety training- e,g Manual Handling, COSHH etc and follow the recommended procedures.
- To inform the Principal and maintain a record of all health and safety related calls to the Education Authority Help Desk and ensure that all work is carried out quickly.
- To check the Incident Log daily and carry out necessary repairs or contact the Help Desk.
- To ensure all contractors sign the Visitor's Book. To ensure that all work carried out by contractors is completed safely and to a high standard. All contractors to be brought to Principal on arrival, where possible. Records of work completed to be maintained.
- To maintain the Asbestos record.
- To ensure cleaning staff only use Education Authority approved substances.
- Ensure all substances are clearly labelled and secured using COSHH guidelines.
- To follow the Fire Safety Policy regarding storage of materials in Boiler/Plant Room.
- To implement an appropriate close down procedure at night.
- Ensure bags of rubbish are put into the external bins at night.
- All broken furniture and equipment to be removed from premises immediately.

Employees: General Recommendations which apply to everyone

Teaching and non-teaching staff (secretaries, assistants, cleaners, lunchtime supervisors, caretakers etc)- General

In accordance with School Policy:

- Perform their duties in a safe manner following the Health and Safety guidance in their specific area.
- Report all accidents, injuries and hazards.
- Ensure own health and safety at work.
- Ensure safety of all others at work.
- Co-operate with employer.
- Tell the employer if something happens that might affect your ability to work e.g pregnancy, medical issue, injury etc.
- Take reasonable care not to endanger the health and safety of themselves or other persons affected by their acts or omissions.
- 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 Principal of any occupational health and safety related problem or defect which may give rise to danger.
- Report to the Principal any matter which they, considering their instruction and training, would reasonably consider represented a shortcoming in the protective arrangements for health and safety.
- Report all accidents to their line manager and ensure that an accident report form is completed.
- Assist HESNI Inspectors, and EA officers, to carry out inspections and investigations
- Not to interfere with or misuse anything provided in the interests of health and safety.
- Ensuring 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 the Principal.
- Encourage a safe attitude by all pupils and others.

Pupils

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

- Exercise personal responsibility for the safety of themselves and their fellow pupils.
- Observe standards of dress consistent with safety and or hygiene by wearing school uniform as advised.
- 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 misuse, neglect or interfere with things provided for safety purposes.

Parents

In accordance with school policy;

- To have regard for the Health and Safety policy in the school.
- To report to reception on arrival during the school day.
- To follow the school rules regarding safe driving within the school grounds.
- To follow the school rules regarding collecting and leaving their child to school.
- To adhere to the No Smoking Policy.
- To refrain from taking animals into school.
- To follow the Child Protection Policy.
- To refrain from being abusive to staff.
- To follow the Healthy Eating Policy,
- To maintain regular contact with the school and inform management of any issues which will affect a child's health and well being.
- To keep updated by reading notes, memos, texts, newsletters, attending meetings etc.
- To monitor children's use of the internet and in particular chat rooms and social media sites.

- To support school staff in all health and safety related issues.
- Ensure that the school has contact numbers and addresses for their children in case of emergencies.
- Adhere to the school policy for admittance to the school buildings and contact with the Staff.

Visitors

In accordance with school policy;

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.

- All visitors to report to reception.
- All visitors to sign in and out using the signing in book.
- All contractors to report to the Building Contractor.
- Risk Assessments to be produced by contractors if required.
- All work to be carried out safely following approval by the Principal.
- The Building Supervisor to remove all deliveries to their respective location as soon as the delivery arrives. Deliveries not to be left in the main office or hallways.

Adverse Weather

Our aim is to avoid, as far as possible, any uncertainty and confusion in the event of possible school closure. We believe that the best way to do this is to communicate as fully as possible with our parents.

There are rare occasions when our school will find it necessary to close. These are usually occasions when adverse weather means that the school site is unsafe and poses health and safety risks to the school community.

Our first consideration is always the safety of the children. In adverse weather conditions, the journey to school for some staff may be too hazardous for them, and similarly for staff, to set out and, once here, equally hazardous for them to get home. Health and Safety risk assessments mean that we cannot open the school if there are insufficient staff to properly supervise the children.

In the event of adverse weather:

- A decision will be made, as far as possible, before 8.30am as to whether the school should be open or needs to be closed.
- In the event of closure, the school will send a message to BBC N.I. using a prearranged security code to allow them to broadcast the information to the general public. This information will be on their text service.
- Information of the school closure will be posted on the school website and messages will be sent via the school app.
- We advise our parents to listen out for school closure information from local media.
- In the event of the school having to close during the day due to unforeseen worsening weather or similar unforeseen circumstances, parents will receive a message and it will also be broadcast on the local media for parents to collect their children.
- In the event of snow, some pathways will be cleared and salted. Parents, children and visitors should be aware that pathways, even where cleared, do remain dangerous. Before and after school, parents are responsible for ensuring that their children do not slide on the school playground.
- Parents are asked to take special care when driving in the school grounds in icy conditions.

Preventative Measures

- Parents reminded annually to update phone numbers and contact details
- Principal will monitor weather conditions from the Met Office. If advice gives extreme weather warning or advises only essential travel then the decision will be made to close the school. Staff who live in remote areas will be contacted and advised not to travel.
- Parents, staff, external agencies, local nursery schools, dinner hall etc to be informed if school is to close, as early as possible.

If school is to open

- School will be gritted the previous night, if possible.
- Caretakers will arrive early and start gritting and clearing a pre-planned route.
- Designated staff to supervise at pre-planned points to ensure children get safely into school.
- Staff try to ensure wet floors are mopped.
- Staff to cover for colleagues to ensure that there is adequate supervision. If there are insufficient staff the school will close.
- Movement will be restricted and if necessary:
 - ✓ Children will not be allowed outside at breaktime.
 - ✓ Children will be asked to keep to the pathways.
 - ✓ Movement outside should be kept to a minimum.
 - ✓ Staff in ground floor classrooms should make every attempt to ensure the floors at the entrance to the building are dry.
 - ✓ If areas are particularly bad access to these areas may be restricted.
- Need for constant heat to prevent pipes freezing. Ensure they are maintained. If school has no heating, water or dinners- school will close.
- School to be gritted the night before if adverse weather predicted.

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 wear a staff uniform and carry identification.

Contractors will be issued with guidance on fire procedures.

The Contractors must report to the Building Supervisor and Principal prior to starting work.

Health and safety procedures must be discussed with the Building Supervisor and contractor prior to starting work. Health and safety precautions must be put in place prior to the commencement of any work.

Risk assessments must be produced by the contractor or Principal prior to work commencing.

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.

Meetings between school staff and EA contractors to take place prior to any major work taking place.

Safety procedures must be followed by all contractors to ensure the health of the contractors and people in the school.

Calls to the Help Desk to be recorded and follow up calls made if work is not completed within an acceptable time frame.

Control of hazardous substances

Building supervisors to have attended COSHH training.

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 school office.

No new substance will be used until a COSHH assessment has been completed.

All substances to be purchased only through procurement. Teaching and non-teaching staff informed not to bring substances into school from home.

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.

Radioactive sources

The school follows CLEAPSS guidance L93 in Managing Ionising Radiations and Radioactive Sources.

Personal Medication belonging to staff

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

Epipens

Staff and pupil epipens to be stored securely in classrooms/office.

Electricity

Portable electrical equipment

All portable electrical appliances will be tested annually by an approved EA contractor. All equipment, lights, etc should be made available on the day of testing.

All test certificates will be retained in the EA 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. If an appliance fails the test it should be removed from use immediately. It must be removed from the school inventory.

Fixed wiring

A whole school fixed wiring inspection will be undertaken by an approved EA contractor once every five years. All electrical work must be carried out by an approved EA contractor.

Extension leads should not be used where possible in the school. If possible, apply to the EA for additional sockets. If extension leads must be used

- ✓ they should not be overloaded,
- ✓ ensure they are switched off when not in use,
- ✓ ensure the cable is not a trip hazard
- ✓ Ensure the cable is not damaged especially if it is one which wraps around the extension.

Personal items of equipment

Personal items of electrical equipment should not be brought into school for use by staff or pupils.

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 Help Desk for repair/replacement.

Fire and evacuation procedures (Refer to the Fire Evacuation Policy)

The Principal is responsible for ensuring that the recommendations contained in the fire risk assessment are completed.

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. Regulated tests are made at set intervals of emergency lighting, bell points, fire doors etc. These are carried out by the Building Supervisor and the EA contractors

Fire Evacuation Policy

This policy is made available to all staff. 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 detailed in the Evacuation Policy and a summary 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.

Fire fighting

The safe evacuation of persons 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 available portable firefighting equipment. The alarm must be raised before any attempt is made to fight the fire. Principal and selected staff to attend regular fire safety training.

Fire precautions

Testing of the fire alarm system

Fire alarm call points will be tested weekly in rotation by the building supervisor and a record kept in the fire logbook. 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 firefighting equipment

The EA arranges an annual maintenance service of all firefighting equipment by an approved contractor. The building supervisor 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.

Emergency lighting systems

These systems will be checked for operation monthly in-house by the building supervisor, and annually by the EA's appointed contractor.

Means of escape

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.

General precautions

- Flammable liquids are stored in a locked metal cupboard.
- Fire doors are always closed and never wedged open.
- Waste materials are collected regularly
- Bins are not stored against the building.
- Electrical equipment not in use is always isolated from the mains.

Fire Drill /Evacuation

If You Discover a Fire

It is the duty of anyone discovering a fire to immediately operate the nearest **Fire Alarm Call Point** and ensure that the Fire Brigade is called.

The Fire Alarm is a continuous bell

On hearing the fire bell adults should ensure the safety of all children in their care and follow evacuation procedures to the agreed **Assembly Point** by the **nearest safe exit**.

Close All Fire Doors as You leave

Fire Officers to check their designated areas.

Teachers should ensure that they have a recent **Class List** and as soon as possible in the morning be aware of any absentees. A head count should be done as soon as the class has exited the building. Visitors to report to teacher on duty at the evacuation point. Office staff to lift Visitor's Book

Extinguishers: Extinguishers should only be used if a fire is preventing a safe exit or a person is on fire. The main focus is: Get Out, Stay Out and Get the Fire Brigade Out.

Fire Drills will take place throughout the school year. They will be planned and random. A review will take place after every drill.

The evacuation process will be explained as part of the induction process

First-aid – information below – please also see \School’s First Aid Policy

A significant number of staff have received accredited first aid training which will be renewed as required. All staff will be aware of the names of the trained staff.

Fully Trained Staff (have attended EA Full 3 Day First Aid Course)

Mrs McDonald

Mrs Fields

Mr Lawless

Mrs Collins

First Aid Boxes are located in;

The Secretary’s Office, the Staff Room, the well-being corridor, upstairs outside p5, downstairs outside R6/7, outside P3, outside p2 GC and one outside R1/2

Containers will be checked on a regular basis by the first aid members of staff and will be restocked as required.

Any accidents must be recorded on the EA’s accident report form.

First-aiders

The first-aiders will provide first-aid treatment for anyone injured on site during the school day. They will also provide, as appropriate, first-aid cover for trips and visits, and extra-curricular activities organised by the school (e.g. sports events, after school clubs, parents evenings, school organised fund raising events, etc).

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-aiders will call (or instruct another member of staff to call) 999 and request that an ambulance attend.

Where a significant accident occurs;

1. The child will be sent to the office with another child or adult, where first aid will be administered e.g plaster, ice pack etc.
2. If the injury is believed to be minor the child will be sent back to class and if deemed appropriate, the parents of the child are contacted – always in the case of a head injury.
3. The trained office staff may, where there is any cause for concern, phone the child’s parent and inform them of what has occurred and give them the choice of collecting the child from school.
4. If the office staff have any cause for concern they will insist the child is collected and advise that the parent seek medical help.
5. The Principal will be advised when a child is sent home.
6. If a parent cannot be reached the office staff will leave a message on the parent’s phone asking them to contact the school. If a message cannot be left they will continue to attempt to contact the parent.
7. The class teacher to inform the parent of an injury if they collect the child from school.

8. Parents will be contacted in the event of head injuries.
9. Office staff will make a record of phone calls/attempted phone calls home.
10. Accident forms will be completed where necessary.
11. When parents cannot be reached and the injury is significant two members of staff will take the child home, to hospital or an ambulance may be called.
12. Cleaning policy in place where blood, vomit, urine, excrement is present. Staff to wear gloves.

Health and safety monitoring and inspection

A general inspection of the site will be conducted each term and will be undertaken and or coordinated by the Principal, Vice Principal and Building Supervisor.

Following the inspection, the Principal will complete a written report which she will present to staff and governors. Responsibility for following up items detailed in the safety inspection report will rest with the Principal or identified person.

The inspection will use the advice and proforma checklist found in the “Health and Safety Manual for Principals and Governors” which can be accessed via the EA’s health and safety website.

Inspections will be conducted jointly with the school’s health and safety representative if possible.

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 such 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 first get the permission of the Principal. If the Principal is working late on his own he must let a member of his family know where he is and an estimated time of leaving school.

Staff working alone in school must

1. Ensure all external doors are locked.
2. Remain in one designated area of the school.
3. Not undertake any dangerous activities- e.g climbing etc.
4. Keep their mobile phone switched on.
5. Leave at the time they specified.
6. Should inform the Principal when they arrive and when they are leaving.
7. Ensure the school is locked and alarm set.
8. Ensure the classroom is secure.
9. Ensure their car is parked in a well lit, secure area.

If a teacher is meeting a parent before or after school they must let another member of staff know that this meeting is taking place.

When working off-site (e.g. when visiting homes) staff should always be accompanied by another member of staff. Staff undertaking home visits must be accompanied by another adult and should obtain as much background information as possible about the child and family being visited.

Staff responding to call outs

Staff nominated as keyholders 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.

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 whilst 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 as necessary. Staff should not enter a building if unsure.

Medicines in school (Refer to Distribution of Medication Policy)

The school follows the Department of Education guidance on the administration of medication in school.

The school will dispense medication which has been prescribed by a medical practitioner with written instructions for its use.

The school will dispense non-prescription medication to pupils only if it is supplied by a parent or carer with written instructions for its use. These are kept in a locked cabinet.

The school does not keep any other medication.

Dispensing of medication

All requests for dispensing of medication must be accompanied by a consent form completed, signed and dated by the pupil's parent or carer.

School staff are under no obligation to administer medication and will only do so with their agreement.

All medication will be kept in the school office; epipens are stored in children's classrooms for ease of use. Epipens accompany the children if leaving the school for an external extra curricular event.

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

Medical book

Consent forms will be kept in the medical file and will be kept for the duration of the pupil's attendance at the school.

The medical book will also contain a log of medication dispensed which will include:

- Name of student;
- Name of medication;
- Use by date;
- Dose;
- Time;
- Date;
- Signature of dispenser; and
- Comments/reactions.

Medical procedures

The school has identified a suitable place for the dispensing/application of medicines. Where necessary, arrangements have been made for pupils with particular conditions and these are detailed in individual care plans.

Epipens

- Parents will sign consent forms
- Two epipens will be kept in the office for each child.
- These will be in a box with the child's name clearly visible.
- These will be checked each term to ensure they are in date.
- Out of date epipens will be collected from the office by parents.
- Staff will receive annual epipen training.
- Epipens will be taken on all school trips.
- The school will operate a nut free policy.
- Care Plans will be updated annually.
- Staff in the canteen will meet with the child's parents and a Care Plan will be provided.
- A specified member of staff will provide the child with their meal.
- All staff will be aware of the children- details to be displayed in the staffroom.
- Staff who use epipens- their epipens will also be stored in the office.
- In the event of a reaction paramedics to be called, epipen(s) to be administered, parents informed, epipens given to paramedics, parent/staff to accompany child to hospital.
- Epipens to be replaced.

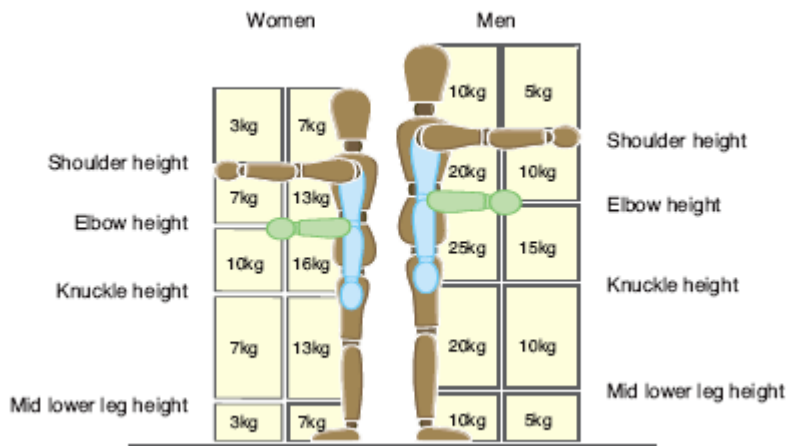
Epilepsy medication

- Annual training to be provided by the epilepsy nurse.
- Care Plan to be provided.
- Medication to be stored in the office in a box with the child's name clearly displayed.
- Medication to be taken on trips.
- All staff will be aware of the children- details to be displayed in the staffroom.
- Staff in the canteen will meet with the child's parents and a care plan will be provided.
- In the event of a seizure- emergency services called, procedures to be followed for administering medication, parent informed, medication given to paramedics, parent/staff to accompany child to hospital.
- Medication to be replaced.

. Moving and handling

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.

Recommended weight limits in moving and handling



The above chart shows the HSE recommended weight limits for men and women when moving and handling which will be one of the elements used in any manual handling risk assessment.

Staff should ask for assistance before lifting or moving heavy equipment.

Trolleys should be used where appropriate.

Pregnant staff and pupils should not move or lift anything heavy or bulky.

Care should be taken when carrying objects on stairs.

Extract from HSE guidance document “Getting to grips with manual handling”

Good handling technique for lifting

Here are some practical tips, suitable for use in training people in safe manual handling. In the following section a basic lifting operation is taken as an example.

Think before lifting/handling. Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.

Keep the load close to the waist. Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.

Adopt a stable position. The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). The worker should be prepared to move their feet during the lift to maintain their stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.

Get a good hold. Where possible the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

Start in a good posture. At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

Don’t flex the back any further while lifting. This can happen if the legs begin to straighten before starting to raise the load.

Avoid twisting the back or leaning sideways, especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.

Keep the head up when handling. Look ahead, not down at the load, once it has been held securely.

Move smoothly. The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

Don’t lift or handle more than can be easily managed. There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.

Put down then adjust. If precise positioning of the load is necessary, put it down first then slide it into the desired position.

Mental Health and Well-Being of Staff

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.

In St John the Baptist PS, staff welfare and wellbeing is vital. To do this we have

- An open-door policy where staff are encouraged to talk to the Principal or another member of staff about any work/personal difficulties.
- Open communication- questionnaires, regular meetings with staff where they are encouraged to be open and honest with management.
- Every effort to reduce workload and stress and to spread events evenly throughout the year so as not to overload staff.
- Time given when needed for staff to complete work. Additional time introduced for planning.

Time out procedures in place to assist staff working with difficult pupils.

Physical Education

PE is a statutory subject and all children in the school will follow the Policy and Scheme of Work devised by the co-ordinator. As this is a physical subject there is a greater health and safety risk. This should be read in conjunction with the Risk Assessment.

Staff take PE lessons on their own with the children and whilst all staff have been trained on areas of PE everyone is aware of the need to put in place additional safety measures for this physical subject. The following are just some of the health and safety measures staff should put in place where applicable:

Possible injury as a result of the Physical Environment

1. All children are informed and regularly reminded of the expected code of conduct when participating in PE lessons.
2. The work area is checked before and during lessons by staff to ensure it is safe for student participation – the floor or other outdoor surfaces need to provide secure footing to prevent tripping, slipping or other injury. Outdoor areas to be checked for dog excrement, glass, sharp shards of plastic or metal, stones or any other objects which could cause cutting injuries and holes that may cause tripping injuries.
3. Obstructions are identified and removed, where possible, or the students are made aware and the teacher takes account of these throughout the lesson – the caretaker is notified of foreign objects in any of the outdoor areas for these to be cleared immediately.

4. Teachers take into account the Space, Task, Equipment and People during lessons when considering ways in which the delivery of the lesson can be adjusted to create a safe working environment e.g. reducing free travel, movement and/or the numbers working at a given time.
5. Caretaker to clean hall weekly, remove all debris and check floor area for any damage.
6. Staff aware of and will apply the school's procedures for dealing with injuries and other emergencies when necessary.
7. Fire procedures known by teachers and applied as necessary – emergency exits to be checked before lessons to ensure they are not blocked and are operative.
8. First aid procedures to be known and followed as appropriate.
9. Class numbers known- regular scanning/head counts.
10. PE scheme in place to provide continuity and progression with differentiated tasks where appropriate.
11. Medical conditions known and appropriate action taken (medication).
12. Teachers to maintain effective control and discipline throughout the lesson to ensure safe participation by all students.
13. Caretaker to ensure the school gates are closed from 9.10am onwards.
14. Before lessons commence, forethought should be given to the weather conditions, the demand of the planned activity and the need for, location and provision of water to rehydrate the body.
15. Lengthy periods in direct sunlight should be avoided whenever possible.
16. All children are encouraged to use the bathroom prior to going to PE lessons.
17. If a child needs to use the bathroom they should return to the school and should be supervised when possible.
18. Children from Foundation/Key Stage 1, who need to use the bathroom during the lesson, should be accompanied by another child.

Possible injury as a result of incorrect clothing

1. At the beginning of the year parents informed of the PE uniform and days when PE will take place.
2. Students should wear their PE uniform and clothing that is fit for purpose according to the activity, environment and weather conditions. Strategies need to be applied for students that turn up with clothing deemed to be inappropriate to make their inclusion safe, or the extent of the activity element of their participation may need to be limited.
3. Children need to have secure footwear for whatever surface or activity they are involved in – correct size and correctly tied in the manner of its design.
4. All personal effects to be removed before PE – if they cannot be removed, staff are to take action to try to make the situation safe. This may mean adjusting the activity or protecting the item with tape.
5. If the situation cannot be made safe, the student(s) concerned should not actively participate. Alternative involvement in the lesson should be possible.
6. Where sensory aids need to be worn for safe participation by individuals, then staff, where possible, need to amend the activity (space/time or equipment used) to seek to make participation with the sensory aid safe for the wearer and other users in the group.

Possible injury as a result of incorrect use of equipment /faulty equipment

1. Equipment used in a lesson should be visually checked prior to students using it, to ensure it is safe to use, assembled correctly and not damaged or faulty.
2. Specialised equipment is checked annually by the EA (Approved Specialist) and staff made aware of any adverse implications of that inspection - relevant action is taken.
3. Staff will report any faulty equipment, or concerns about hazards they become aware of to the PE co-ordinator who will in turn ensure that all other members of staff are made aware. Where possible, faulty equipment should be removed immediately by staff members.
4. Findings will be recorded as the risk assessment is carried out.
5. Students are encouraged to become involved in checking and reporting any faulty equipment in relation to their age, ability and previous experience.
6. Teachers are aware of where and why the equipment is stored. There needs to be safe accessibility for students to pick up, transport and site the equipment they are using.
7. Students are to be taught how to lift and carry equipment safely from an early age (how many to a particular item, how to carry correctly and remain focused on the task at hand).
8. Equipment to be used for the purpose it is designed for.
9. Electrical items used in PE to be checked annually (PAT testing).

Possible Injury as a result of using External Coaches

1. All coaches meet with Principal and/or PE co-ordinator prior to working in school to set out a clearly identified role.
2. Policies including the Child Protection Policy are discussed and distributed.
3. Proof of vetting and coaching qualifications provided.
4. References checked.
5. Observation analysis forms completed by teachers e.g. behaviour management, quality of relationships, student management etc...).
6. Signing in and out procedure in office.
7. Coaches must always work under the supervision and direction of a qualified teacher.
8. Specific information about students provided to the coach (SEN/medical).
9. The coach discusses lessons and lesson plans with the teacher/co-ordinator.
10. Evidence of Insurance cover provided and recorded.
11. Agree and provide supportive Professional Learning (PL) to improve inadequate aspects of their performance and monitor for improvement.

Possible injury as a result of staff inexperience

1. Anyone teaching PE lessons needs to be competent to do so safely.
2. Teachers are regularly encouraged to attend PE courses provided by Education Authority to build on their professional development.
3. Substitute teachers to be given guidelines by the key stage leader to ensure appropriate safety procedures and rules are followed for teaching PE.
4. Substitute teachers who are unfamiliar with the school rules, policies and procedures should not take the class for PE – alternative arrangements should be made.
 5. Trainee teachers taking a PE lesson should plan the lesson with and work under the possible supervision and direction of a qualified teacher.

6. Students on a school roll, whatever their age, are deemed as minors and can only assist with the delivery of activities.

Possible injury whilst swimming

1. The duty of care for pupils involved in a school swimming programme remains at all times with the school staff. (In partnership with the instructors when in the water)
2. Parents are informed of dates, times and venue the children will be going swimming.
3. Pupils are informed before the first session of expected behaviour (code of conduct) in the minibus, pool and changing rooms.
4. Staff provided with guidelines before class go swimming.
5. External, qualified swimming coach takes the children for swimming lessons and remains with them throughout the lesson.
6. All staff to remain at the poolside and are available if needed.
7. Lessons are differentiated for the different swimming ability levels within the class.
8. Instructor informed of classes/children with SEN.
9. Instructor informed of pupils with ASD, medical difficulties, anxiety, ADHD, Hearing Impairment etc.
10. All lessons take place in a shallow depth pool (accomplished swimmers may be tested for badges in the deeper pool under the supervision and direction of the swimming coach.
11. Staff informed of the actions to be taken in the event of an emergency evacuation (follow leisure centre guidelines).
12. There will be a ratio of at least 1 adult to a maximum of 15 young people (the particular needs of the pupils/classes will be taken into consideration).
13. Male staff will supervise the boys and female staff will supervise the girls whilst in the changing rooms. Where a member of school staff is not available, the teacher should seek to enlist the help of pool staff to help supervise the changing area.
14. Teachers will position themselves so that they are in a position to give assistance to pupil(s) in either a health and safety, supervisory or emergency situation.
15. Teachers will ensure there is sufficient area to allow all pupils to change safely. They will check for broken pegs or sharp edges that may cause injury and take the relevant action necessary.
16. Individual risk assessments will be completed for children with specific medical conditions and relevant action taken e.g. parents of the child may be asked to assist where possible.

Possible Injury whilst travelling in the bus

1. Risk Assessments completed.
2. Two adults are always present on the bus and positioned to ensure adequate supervision and control.
3. Mobile phones taken by staff in case emergency contact is required.
4. Number of passengers does not exceed the limit. If a child is travelling in the front, the booster seat is required.
5. All children are aware of the rules of behaviour for travelling and safely embarking/disembarking the bus.
6. All children wear their seat belt on the bus.

7. Passenger lists/numbers known – regular head counts taken.
8. When possible, rearmost seats are left empty in case of accidental collision from behind.
9. First Aid box/Fire extinguisher on bus checked and replenished when necessary by bus company
10. MOT, PSV, regular servicing and insurance in place – bus company
11. Daily checks are made on the bus company and these are recorded to prove roadworthiness of the vehicle
12. If driving conditions are hazardous the trip will be postponed and alternative arrangements made.

Possible Injury as a result of a child having a medical condition

1. Medical information is requested from parents at the beginning of each academic year and records updated accordingly.
2. Teachers are regularly updated and support staff informed about student medical conditions/SEND and associated risks in order for them to take account of such information in teaching the lesson and maintaining a safe learning environment.
3. Support and advice from external agencies to be taken into consideration for children with SEND/medical conditions.
4. When planning activities, careful attention should be paid to each student's needs in terms of location, clothing, physical surroundings, equipment and general organisation of the session.

Serious Injury to a child whilst at Leisure centre

1. Seek immediate First aid.
2. Contact the school who will inform the parent.
3. One member of staff should accompany a child to the hospital if required.
4. All children to be comforted and removed from the pool
5. School will send an additional adult to accompany the rest of the children in the minibus.
6. An accident form to be completed at the leisure centre and a copy brought to school.
7. Review of procedures.

Illness/slight injury whilst at Leisure Centre

1. Child removed from pool and will wait with staff until the end of session if able.
2. School to be contacted and they will contact the parent to collect the child from the leisure centre or will send staff to bring child home.
3. Any injury to be recorded on Leisure centre accident form and parent informed on return to school.

Risk Assessments

General risk assessments

A risk assessment is the identification of hazards which could cause harm to individuals or property.

They are carried out to ensure that appropriate measures can be put in place to reduce the risks to a manageable level. The process of risk assessment is about minimising not always eliminating risk.

The school risk assessments (for all activities, teaching and non-teaching, premises, and one off activities) will be co-ordinated by Principal following guidance contained in the EA's "Health and Safety Manual for Principals and Governors" and on the EA's health and safety website, and are approved by the Board of Governors.

These risk assessments are available for all staff to view and are held centrally in the Principal's/VP's office.

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.

The Risk Assessments will

- Identify significant risks,
- Identify and prioritise control measures required to comply with any relevant statutory provisions.
- Remain appropriate to the work or the activity.

Individual risk assessments

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

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

Safe working procedures

The risk assessments will be used to develop safe working procedures which must be followed by all staff. Copies of safe working procedures are available from the school office.

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 work with the principal and 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, and if acceptable, initially approve the visit before referring to the Principal and the Board of Governors.

School security

The school site has been risk assessed using the EA and Department of Education guidance “Security and Personal Safety in schools”. Security issues will be regularly reviewed. If staff have any concerns with regard to security they should in the first instance raise these concerns with their Principal.

Procedures

- Main front gates will close at 8:45am when all staff who normally park in the staff car park are present.
- Entrance to the school is via a buzzer entrance at the the main door.
- All exterior doors are locked and accessible by staff using fobs/keypads
- All visitors must report to the school reception where they will be asked to sign in.
- Visitors are to remain in reception until they are collected by the member of staff they are visiting.
- Parents should inform the office staff of the reason for their visit and should not go directly to a classroom unless given permission to do so.
- Rear mobiles and any area of school should not be accessed by parents/members of the public at any time without clear permission from the principal – all access to school and the children is via the front office.
- The principal should be notified about all visitors to the school – such detail will be communicated to all staff in the daily briefing
- Parents must always go to the office or speak to management before removing a pupil from class during the day.
- If a member of staff has any concerns about a parent they should inform management.
- Parents must collect a child from the school office if the child has an appointment. Children are not permitted to meet a parent.
- Children not collected at the end of the day must be brought to the office.
- Only the teacher on duty can give a child permission to leave the yard at lunchtime.
- Staff to follow the Code of Conduct Policy.
- Staff to carry their mobile phone so they can summon assistance if needed.
- Children must never use the staff toilets or enter the staffroom.
- Children are not permitted to bring mobile phones to school unless they have an acceptable reason which is explained in a letter from parents/guardians. Mobile phones are left with the school secretary.
- Staff to let another member of staff know if they are meeting a parent before/after school alone.
- Staff to ensure all personal and valuable school equipment is secure.
- Staff only to work late in school with the permission of the Principal.

Social Media Guidance for Teaching and Non Teaching Staff

The increasing popularity of social media in recent years has allowed many teachers to enhance their classroom practice, introducing their pupils to new tools and delivering the curriculum in innovative and engaging ways. The majority of teachers using these tools do so without encountering any difficulty. However, staff and volunteers working in St John the Baptist PS should be aware of the many challenges and ramifications associated with the use of electronic communication and social media.

Staff in schools are individuals with private lives, however, off duty conduct matters may have bearing on their professional life. Therefore, sound judgement and due care should be exercised as conduct which may not directly relate to pupils may be relevant to a teacher's fitness to teach. Unwise behaviour online can also result in criminal action or in some cases, civil action brought by others and therefore requires caution.

This Guidance will help identify potential dangers, offer some guidance about how to avoid them and provide a context for responsible, professional use of electronic communication and social media.

Reference to online communications and social media include software, applications (including those running on mobile devices), e-mail and websites, which enable users to interact, create and exchange information online. Examples include, but are not limited to, sites such as Facebook, Twitter, WhatsApp, Instagram, LinkedIn, YouTube, Wikipedia and MySpace. Also included is the use of SMS and instant messaging clients, such as, MSN Messenger and BBM. Of increasing concern is the misuse of AI generated images of school staff.

The school's use of Facebook as a PR and communication tool must be limited to posts created by the school and will not allow comments from any Facebook user.

Professional Vulnerability

Staff can be vulnerable to unintended misuses of electronic communication.

E-mail, texting and social media encourage casual dialogue and very often, very innocent actions can easily be misconstrued or manipulated.

Electronic messages are not anonymous and can be tracked and live forever on the internet. Social Media sites archive content posted, even when deleted from online profiles. Once information is placed on line, the author relinquishes control of it.

Social Media brings with it a new dimension and 'feel' to a relationship and this is particularly important when a pupil/parent and a teacher become 'friends' in an online environment. A member of staff should never share information with pupils or parents in an environment other than the school setting.

How can staff minimise risk when using electronic communication and social networking?

As a member of staff in St John the Baptist Primary School you should:

- always maintain a formal and courteous and professional tone in communicating with pupils and parents and ensure that professional boundaries are maintained;
- only use official channels of communication e.g. work e-mail addresses and be aware of and comply with employer's policies and guidance;
- never exchange private text, phone numbers, personal e-mail addresses or photos of a personal nature with pupils/parents;
- firmly decline pupil/parent-initiated 'friend' requests and do not instigate any yourself. It is essential to decline these invitations and remind parents of more formal channels where they can discuss school or their child's education;
- operate online in a way in which would not call into question your position as a professional;
- realise that pupils will be naturally curious about your personal life outside school and may try to find out more about you.
- manage your privacy setting and keep them under review. These are particularly important in regard to photos, and remember that no privacy mechanism is 100% guaranteed;
- ensure your settings prohibit others from tagging you in any photos or updates without your permission and you can ask others to remove any undesirable content related to you;
- audit and re-evaluate the information about you and who has access to it if you are entering a programme of teacher education, or your Teacher Induction Period;

- consider that conversations held online may not be private. Be aware of who may have access to what you post;
- assume that information you post can be accessed and altered;
- not discuss pupils, colleagues, parents or carers online or criticise your employer or others within the school community;
- respect pupil privacy and confidentiality at all times;
- use strong passwords and change them regularly. Protect your mobile phone/smart phone/tablet computer with a PIN, especially when in school to protect access to its content and potential misuse;
- bring the matter to the attention of your Principal using the proper procedures, if you are the victim of cyber bullying or uncomfortable with comments, photos or posts made by pupils/staff of or about you.

How can Staff minimise risk for their pupils when using electronic communication and social networking?

As a teacher you should:

- report the matter to your manager using the appropriate procedures if you come across or are made aware of inappropriate use of electronic communication or social networking by a pupil or concerning a pupil;
- alert your pupils to and encourage them to use appropriate and safe online behaviour;
- be aware of and comply with your employer's rules and policy in regard to taking and sharing photos of children.

In Conclusion

Before posting materials online stop and ask yourself:

1. Might it reflect poorly on you, your school, employer or the teaching profession?
2. Is your intention to post this material driven by personal reasons or professional reasons?
3. Are you confident that the comment or other media in question, if accessed by others, (colleagues, parents etc) would be considered reasonable and appropriate?

Any breach of this policy by teaching, non-teaching or voluntary staff will be treated very seriously and may result in disciplinary action.

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 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.

Use of the school Minibus (If one is purchased or leased)

- Only staff who have received MIDAS training may drive the school bus.
- Signing in and out system for keys.
- Two adults are always present on the bus and positioned to ensure adequate supervision and control
- Mobile phones taken by staff in case emergency contact is required.
- Number of passengers does not exceed the limit. If a child is travelling in the front, the booster seat is required.
- Passenger lists/numbers known – regular head counts taken.
- When possible, rearmost seats are left empty in case of accidental collision from behind.
- EVA and Risk Assessment forms are sent to Principal prior to visit
- All children are aware of the rules of behaviour for travelling and safely embarking/disembarking the bus
- Safety checks to ensure all children are seated and wearing seatbelts to take place before starting the vehicle.
- Ensure there is clear visibility before driving
- First Aid box/Fire extinguisher on minibus checked and replenished when necessary.
- MOT, PSV, regular servicing and insurance in place.
- Daily checks are made on the bus and these are recorded to prove roadworthiness of the vehicle
- If driving conditions are hazardous the trip will be postponed and alternative arrangements made.
- The last person to drive should inform the office if fuel is needed

Use of Mobile Phones (See Policy)

The widespread ownership of mobile phones among young people requires that school management, teachers, children, parents and carers take steps to ensure that mobile phones are used responsibly at schools. Whilst we understand that parents give their children phones to remain safe it is essential that we have clear guidelines to ensure the health and safety of all.

- Children are **NOT PERMITTED** to have a mobile phone in school (Except where permission has been sought from and granted by the Principal/VP).
- Children are **NOT PERMITTED** to have a mobile phone during school excursions and extra-curricular activities.
- **ALL** urgent phone calls can be made / received through the school office.
- If a mobile phone is brought in without permission the child will be asked to hand the phone to his / her teacher. The teacher will then pass the phone to the Vice Principal who will inform parents.
- If a parent deems that their child needs a mobile phone due to health and safety reasons, a request can be made to the Vice Principal in writing and the matter may be discussed.
- If permission is granted, the phone must be switched off and left in the office for the school day and it is the responsibility of the pupil to collect it at the end of the day.
- The school will not accept responsibility for any lost/stolen phones brought into school.
- Staff should not take photographs of children on their mobile phones.

Vehicles in the school

There is one small car park at the front of the school

Access to other vehicles is via the contractors contacting the school office who will instruct the caretaker to open the gate.

Staff to adhere to a 5 mph speed limit in the school grounds.

Only parents with special permission from the school may use the staff car park.

Parents and staff are asked to be vigilant for children crossing the roads and car parks.

Children and adults should not use the main school gates to enter the school grounds on foot.

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 this entrance.

Violence

The Principal is responsible for ensuring that all staff are aware of the:

- school's policy on violence at work.
- procedures for avoiding violence at work.
- procedures for dealing with violent incidents.
- procedures for reporting violent incidents.
- the support facilities available to victims of violence at work.

All incidents of verbal and physical abuse to be recorded using the accident reporting system and must be reported immediately to the Principal.

In the event that a member of staff or pupil is verbally abused the Principal and governor will talk to the parent. A parent may be prohibited from entering the school by the governors.

If a parent physically abuses a member of staff or a pupil, the police will be informed.

Sexual Abuse in the Workplace

If any member of staff feels they have been physically or verbally abused in an unacceptable sexual manner, they must refer the matter to the Principal immediately. A record will be taken, and an investigation will be carried out by school governors, CCMS, or if necessary, the police.

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 authorised to work at height.

The Building supervisor should access training from the EA.

As far as possible, items should not be stored at a height

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools should be used.

Staff must not climb onto chairs, etc.

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 (must be carried out by EA contractors).
- the suitability for purpose.
- the positioning and or storage of the equipment.
- maintenance requirements (contracts and repairs)
- training in the use of the equipment.
- Staff must not use new items of equipment unless appropriate training has been given.
- All equipment must be PAT tested annually.
- Equipment should not be brought from home.
- Children should not be permitted to use equipment.
- Guillotines must have the protective guard.
- Laminators must be allowed to cool
- Equipment should be safely secured where children cannot access it.
- New staff should have an induction programme on using equ

RESOURCES

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

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 all available staff to achieve “First Aid at Work Certificate” – one day course; four member of school staff completed a three day first aid course Mrs McDonald, Mrs Fields, Mr Lawless and Mrs Collins
- d) First Aid Kits throughout the school, to include the defibrillator
- 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, those named above are more comprehensively trained.

First Aid Boxes:

First Aiders are 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 and key stage or shared resource areas.