

Victoria Primary School
Health and Safety Policy
2024



*An inclusive, imaginative and inspiring Learning Community where everyone
can be safe, healthy, happy and successful together.*

It is the policy of Victoria Primary school to provide and maintain safe and healthy working conditions, so far as is reasonably practicable, for all staff, pupils and visitors and to encourage a safety culture within the school.

The EA's policy statement has been adopted and is complemented by this establishment specific policy statement.

Where reasonably practicable this policy will seek to provide and encourage:

- A safe place of work, safe access to it and safe egress from it;
- Plant, equipment and systems of work that re safe;
- Safe arrangements fir the use, handling, storage and transport of articles or substances likely to cause harm;
- Sufficient information, instructions, training and supervision to enable all employees to avoid hazards and contribute positively to their safety and health at work;
- A healthy working environment;
- Adequate welfare facilities.

A no smoking policy will operate within the school and its' grounds.

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

RESPONSIBILITIES

- The ultimate responsibility for Health and Safety issues rests with the Board of Governors and the Principal.
- The day to day responsibility for Health and Safety issues will be delegated to the Health and Safety Officer for the school. In this case, this person will remain as the Principal.
- There will be a Health and Safety committee to assist the Health and Safety Officer.
Membership will be as follows:
 - The school caretaker,
 - The Principal, and
 - The Health and Safety Governor.

The Health and Safety Committee will have the power to co-opt additional members if appropriate. The committee will meet as necessary as but not less than once per year.

The committee will report to the full Board of Governors at least once per year.

BOARD OF GOVERNORS

In the discharge of their responsibilities the Governors will ensure:

- That all teaching staff appointed by them hold appropriate qualifications to teach the subjects required of them and to use the necessary equipment and machinery.
- That both teaching and non-teaching staff avail themselves of any training which will assist them to work safely.
- The maintenance of procedures for the safety of teaching staff, non-teaching staff and pupils who come 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 by them at least once per year and that a report, **utilising the checklist contained within Section 17 of the Health and Safety Manual for Schools**, is submitted to the Chief Executive of the EA.
- The prompt and efficient maintenance of all equipment and all non-structural repairs as defined in the relevant annex of the EA's Scheme for the Local Management of Schools.
- The contractors who are carrying out work in school, 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 **(Equipment and Materials purchased from EA tenders will remain the responsibility of the EA.)**
- That both teaching and non-teaching staff are issued with a copy of this Health and Safety policy.

PRINCIPAL / HEALTH AND SAFETY COMMITTEE

The day to day application of the Health and Safety policy will be a shared responsibility.

The Principal (P) in conjunction with the Senior Leadership Team (SLT) and / or Building Supervisor (BS) will ensure:

- That Risk Assessments have been carried out to assess all significant risks within the school (P, SLT)
- That all teaching staff appointed by them hold appropriate qualifications to teach the subjects required of them and to use the necessary equipment and machinery. (P)
- That both the teaching and non-teaching staff avail themselves of any training which will assist them to work safely (P)
- The maintenance of procedures for the safety of teaching staff, non-teaching staff and pupils who come under their control. (P, BS)
- The maintenance of procedures for the safety of all persons using the premises under their control. (P, BS)
- That all staff are aware of any instructions or safety advice pertaining to their particular discipline issued by the EA, Department for Education or other relevant statutory body. (P)
- That all safety reports pertaining to the school are understood and that the detailed work has been completed. (P, BS)
- That reports are given to the Principal re: all defects and hazards which are the responsibility of the building supervisor and that other defects and hazards are reported to the appropriate officers in the EA. (BS)
- That contractors who are carrying out work in school, carry out their undertakings in a safe manner so as to ensure the health and safety of all personnel on the premises. (BS)
- That all accidents to teaching staff are reported promptly to the EA.(P)
- That all staff, both teaching and non-teaching, operate safe working practices in the execution of their duties. (P, BS)

In the absence of the Principal, the Senior Teacher will assume responsibility for the day to day administration of the Health and Safety Policy.

TEACHING STAFF

Each member of the teaching staff has a responsibility to exercise care and attention regarding their own safety and the pupils under their control. In the discharge of this responsibility, each teacher shall:

- Ensure that they take reasonable care during their work activities to avoid accidents of injuries to themselves, pupils and any other personnel in school
- Observe all safety instructions and advice issued by the EA, Department for Education or any other relevant statutory body
- Observe all safety rules relating to specific machinery or processes
- Carry out Risk Assessments for all off site visits and any onsite activities as required
- Report all potential hazards effecting Health and Safety to the Principal
- Co-operate with the Principal on all other matters relating to Health and Safety
- Report all accidents to themselves to the Principal.
- In the event of an emergency evacuation, all staff will ensure that interior classroom doors are closed
- In the event of an external threat, all staff will ensure that exterior classroom doors are locked
- All staff will ensure all wooden gates are closed at all times when children are on the premises.

BUILDING SUPERVISOR

In the discharge of his/her responsibility, the Building Supervisor shall:


- Regularly inspect the buildings, grounds and plant machinery / equipment and report any defects of hazards to the Principal.
- Encourage staff under their control (e.g. cleaners) to employ safe working practices.
- Assist the EA to develop safe working practices and arrange for their adoption.
- Instruct new employees in appropriate safety measures and procedures.
- Ensure that all defects in equipment or protective clothing are corrected and reported to the Principal.
- Report all accidents involving themselves or the cleaning staff to the Principal.
- Furnish information as required in the investigation of injuries and accidents.
- Ensure the maintenance of procedures for the safety of all persons using the premises under their control.
- Ensure that all safety reports pertaining to the school are understood and that the detailed work has been completed.
- Ensure that reports are given to the Principal re: all defects and hazards which are the responsibility of the building supervisor and that other defects and hazards are reported to the appropriate officers in the EA.
- Ensure that contractors who are carrying out work in school, carry out their undertakings in a safe manner so as to ensure the health and safety of all personnel on the premises.
- That all accidents to teaching staff are reported promptly to the EA.(P)

ALL EMPLOYEES

In the discharge of their responsibilities all employees shall:

- Perform their duties in a safe manner
- Report all accidents and injuries to their supervisor as soon as possible
- Obtain adequate treatment as soon as practicable if injured
- Report all defects in equipment or protective clothing and potential hazards to the Principal
- Assist in the investigation of injuries and accidents.

This policy, which has adopted the EA's Health and Safety policy, was reviewed on:

Signed: 

Principal

Signed: 

Chair of Board of Governors

Date: April 2024