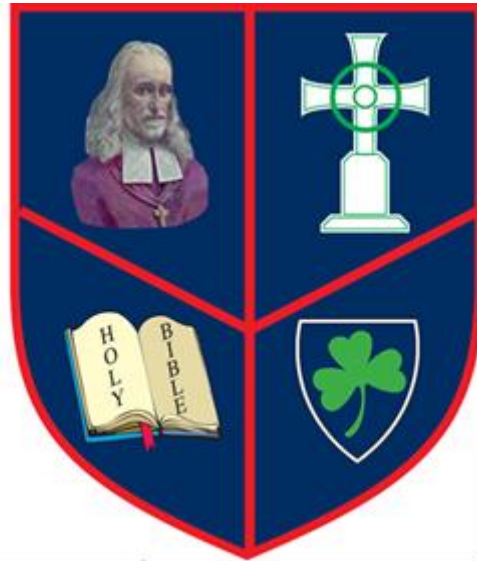


St Oliver Plunkett Primary School and Nursery Unit



Health and Safety

Revised September 2024

Board of Governor: _____

Principal _____

Introduction

The Health and Safety policy is in keeping with the requirements of the North Eastern Education and Library Board's Health and Safety policy and has been compiled and agreed by the staff of St Oliver Plunkett Primary School.

It is necessary that we in St O liver Plunkett Primary School conform, so far as is reasonably practicable, to the best standards of protection for employees, pupils and others and that good practice in health and safety should be incorporated into the curriculum.

The- following statement in respect of safety policy adheres to the guidelines laid down by the Council for Catholic Maintained Schools. This safety policy includes the following:

Appendix 1 *General Statement of Safety Policy*

Appendix 2 *Specific statements in respect of the following:*

- (a) Board of Governors*
- (b) Principals*
- (c) Coordinators*
- (d) Teaching Staff*
- (e) Supervisors*
- (f) All employees*
- (g) Pupils*

Appendix 3 *Additional Information*

Appendix 1

St Oliver Plunkett Primary School - General Statement of Safety Policy

- (1) St Oliver Plunkett Primary School recognises and accepts its responsibility for Health and Safety as an employer, and in particular the duties laid down in Article 4 (Employers Duties) of the Health and Safety at Work (Northern Ireland) Order 1978. It also recognises and accepts its duties as laid down in Articles 5 & 6 of that Order 1978 to persons other than their employees.
- (2) The school will take all reasonably practicable steps to meet its responsibilities both for those in its direct employ and for ancillary staff and pupils.
- (3) Where reasonably practicable the school will pay particular attention to the provision and maintenance of:
 - (i) a safe place of work, safe access to it and safe egress from it;
 - (ii) plant, equipment and systems of work that are safe;
 - (iii) safe arrangements for the use, handling, storage and transport of articles and substances;
 - (iv) sufficient information, instruction, training and supervision to enable all staff and pupils to avoid hazards and contribute positively to their own safety and health at work;
 - (v) a healthy working environment.
- (4) The school will so far as is reasonably practicable provide and maintain up to date-information to all staff on the potential hazards of substances in the school.
- (5) The school reminds its employees of their own duties under Article 8 of the Health and Safety at Work (NI) Order 1978, to take reasonable care for their own safety and that of other persons and to co-operate with the school so as to enable it to carry out its own responsibilities successfully.
- (6) This statement may be reviewed, added to or modified from time to time and may be supplemented in appropriate cases by further statements relating to work of particular departments or groups of staff.

Appendix 2

(a) Board of Governors

Governors have a statutory responsibility under the Health and Safety at Work (NI) Order 1978, for ensuring that the Council's Safety Policy is both understood and implemented in schools under their control.

The Scheme of Management for the Boards of Governors of Maintained Schools and the Scheme for the Local Management of Schools also assigns to Boards of Governors a number of functions, duties and responsibilities in respect of Health and Safety.

In the discharge of their statutory responsibilities, Governors must ensure:

- (1) that all teaching staff appointed by them hold appropriate qualifications both to teach the subjects required of them and to use the necessary equipment and machinery;
- (2) that both teaching and non-teaching staff are provided with regular training that will assist them to work safely;
- (3) the maintenance of procedures for the safety of both teaching and non-teaching staff who come under their control;
- (4) the maintenance of procedures for the safety of all persons using the premises under their control;
- (5) that an inspection of the school premises and equipment is carried out by them at least once per year and that a report is submitted to the Director and the Chief Executive of the Board;
- (6) the prompt and efficient maintenance of:
 - (i) all equipment
 - (ii) all non-structural repairs as defined in the Education and Library Board's Scheme for the Local Management of Schools;
- (7) that contractors who are carrying out work on behalf of the Trustees of maintained schools carry out their undertakings in a safe manner so as to ensure the health and safety of all personnel on the premises;

- (8) that all equipment and materials either purchased or acquired by them are suitable and safe for their intended use;
- (9) that both teaching and non-teaching staff are issued with a copy of the Safety Policy.

(b) Principals (Schools and Colleges)

Principals of schools are 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:

- (1) ensure that all teaching staff hold appropriate qualifications both to teach the subjects required of them and to use the necessary equipment and machinery;
- (2) that both teaching and non-teaching staff are provided with regular training that will assist them to work safely;
- (3) ensure the provision and maintenance of procedures for the safety of both teaching and non-teaching staff who come under their control;
- (4) ensure that all staff are aware of any instructions or safety advice pertaining to their particular discipline issued by the Council, the boards or the Department of Education;
- (5) ensure that adequate arrangements exist for carrying out regular fire drills and that all staff participate in and are aware of such arrangements;
- (6) report to the Board of Governors all defects and hazards which are their responsibility;
- (7) ensure that safe systems of work are used by contractors or persons carrying out inspections or non-structural repairs which are the Governors' responsibility as set out in the board's Scheme for the Local Management of Schools;
- (8) 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 board and the Council;

- (9) ensure that all accidents to all teaching staff are reported promptly to the Council for Catholic Maintained Schools. In the case of non-teaching staff all accidents must be reported to the Board; and
- (10) ensure that all staff operate safe working practices in the execution of their duties.

In the absence of the Principal, the Vice-principal or a nominated Senior Teacher will assume the responsibility.

(c) Coordinators

Coordinators are responsible for ensuring that the content of the Safety Policy is followed in practical terms in areas under their control.

In the discharge of this responsibility each Coordinator shall:

- (1) ensure that both teaching and non-teaching staff are provided with regular training that will assist them to work safely;
- (2) ensure that all Safety Reports pertaining to their area of responsibility are fully implemented;
- (3) ensure that all staff in the school are aware of any safety precautions to be taken when undertaking potentially hazardous procedures;
- (4) ensure that any equipment or machinery known to need repair is not used until the necessary work has been carried out;
- (5) report all potential hazards and accidents to the Principal; and
- (6) ensure that all protective clothing and equipment as required are available in the school.

In the absence of the coordinator, the Principal, Vice-principal a senior teacher nominated by the Principal will assume the responsibility.

(d) Teaching Staff

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

In the discharge of this responsibility each teacher shall:

- (1) ensure that they take reasonable care during their work activities to avoid accident or injury to themselves, other members of staff and pupils/students;
- (2) observe all safety instructions and advice issued by the council, the Boards or the Department of Education;
- (3) observe all safety rules relating to specific machinery or processes;
- (4) ensure that all protective clothing and equipment as required are both available and used by themselves and pupils/students;
- (5) report all potential hazards affecting health and safety to the relevant coordinator;
- (6) report all accidents to the Principal and ensure that Accident Forms are completed (see booklet in filing cabinet in school office); and
- (7) co-operate fully with the Principal on all matters pertaining to Health and Safety.

Health & Safety Of Teachers

1. Risks

During the course of their work teachers may be at risk from, e.g. verbal abuse;

- threats;
- false allegations;
- sexual harassment;
- assault;
- vandalism; or

- other forms of intimidation

This behaviour may come from pupils, parents, guardians, members of the school staff or other persons whose business brings them about the premises. Such behaviour may also occur in respect of contact with the teachers during the discharge of their duties elsewhere, e.g., supervising educational visit.

2. Policy

Employing authorities are conscious of their obligations under the Health and Safety at Work (NI) Order 1978. As part of this and in relations to (1) above the employing authority is committed to:

- promoting preventative measures; and
- supporting staff who have been subjected to belligerent behaviour.

3. Promoting Preventative Measures

(a) Involving Pupils

The school shall explain to the pupils its rules and the reasons for these. Sanctions for infringement of the rules shall include provision for the suspension or expulsion of any pupil who has behaved violently towards a member of the staff (See CCMS Document).

(b) Involving Parents/Guardians

The school shall issue and explain to parents its policy for the discipline and pastoral care of the pupils. In the interests of avoiding any misunderstandings arrangements shall be made to permit individual parents to seek clarification of the policy.

Access to teachers will be on an '**appointment only**' basis arranged through the school offices at a time convenient to both parties.

4. General Prevention

Clear guidance on access to the Principal and teachers will be communicated by:

- inclusion in school prospectus;
- inclusion in teachers manual;
- notice at the front entrance to the school;
- at Y1 induction meetings; and
- at parent meetings.

Supporting Staff

The Principal, as the agent of the employing authority, will endeavour to support the staff by, for example:

- issuing warning or the possibility of prosecution;
- delivering a written notice excluding an assailant from the school premises;
- requiring a prior appointment or other preconditions be met before access to the school is restored.

In addition the employing authority (CCMS) will:

- consider and where appropriate, investigate all reported incidents of violence. (Form A attached to facilitate reporting). A formal letter of warning may also be sent to anyone issuing threats, etc. to a teacher;
- notify the police of all cases involving assault;
- issue detailed advice in relation to the handling of specific allegations against staff;
- provide training in matters such as the handling of aggression;
- monitor the effectiveness of any measures taken; and
- update advice where appropriate by issuing guidelines to schools.

Accidents

Accidents to pupils have implications for both school's safety policy and for insurance.

If an accident takes place and a child is injured:

1. Contact First Aid personnel.
2. If necessary call a doctor or the local health clinic.
3. If a child must be brought to hospital use:
 - (i) an ambulance;
 - (ii) a teacher's car, provided the insurance cover is in order.Never send a child to hospital unaccompanied.
4. Notify the parents.
5. Make a record in the official NEELB Record Book giving names, (including witnesses), time, place and a description of the accident and give the time that the report is written. (Available from Office).

(e) Supervisors

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:

- (1) encourage staff under their control to employ safe working practices and pay particular attention to the Sectional Safety Policy;
- (2) assist the Council and the Board to develop safe working practices and arrange for their adoption;
- (3) instruct new employees in appropriate safety measures and the procedures laid down in the Sectional Safety Policy;
- (4) ensure that all defects in equipment or protective clothing are corrected and reported accordingly to their respective Head of Section;
- (5) report all accidents to their senior officer; and
- (6) furnish information as required in the investigation of injuries and incidents.

(f) 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 employees shall:

- (1) perform their duties in a safe manner and pay particular attention to the Sectional Safety Procedures;
- (2) report all accidents and injuries to their supervisor as soon as possible;
- (3) obtain adequate treatment as soon as practicable if injured;
- (4) report all defects in equipment and protective clothing and potential hazards

to their supervisor; and

- (5) assist in the investigation of injuries and accidents.

Pupils

1. General

- (a) The handling of equipment and materials will be taught in such a way that pupils learn to appreciate their personal responsibility for safety and health.
- (b) The teacher will familiarise the children with the routine to be followed in the event of a fire.
- (c) Where possible, all staff will familiarise themselves with the correct procedure for using fire-fighting equipment.

2. The Children

In order to develop a responsible attitude to safety at an early stage each child will be made aware of the effect of his or her actions on others.

3. The Teacher

- (a) In lesson planning adequate attention will be taken of safety precautions where certain items of equipment or processes constitute an identifiable risk.
- (b) Prior to practical work, guidance will be given to the children in the choice of appropriate equipment for particular tasks. Identifiable risks in the use of this equipment will be drawn to the children's attention.

4. Equipment/Materials

- (a) Fire-fighting equipment will be readily at hand.
- (b) First Aid boxes will be easily accessed.
- (c) All electrical equipment will be properly installed and properly rated.
- (d) Children will be taught that electrical equipment should never be handled with

wet or damp hands.

- (e) Observed deficits in electrical fittings and equipment to be reported immediately to the Vice-principa1/Principal.
- (f) All equipment will be regularly maintained.

Additional Information

- More detailed Health and Safety advice may be found in policy documents, including:
 - Physical Education Policy
 - First Aid Policy
 - Art and Design Policy
 - Science Policy
 - Code of Conduct Policy
 - Staff Handbook, eg, Educational Visits, Child Abuse and Neglect, Fire Drill Procedure

FORM A

Please send to Diocesan Administrator at the local Diocesan Education Office

Name of School:

Address:

Report of Incident

Persons involved

Name and relationship with the school:

e.g. pupil, parent, guardian, other relative, intruder, teacher, other:

	Name	Relationship with the school	Address(if known)
(a)			
(b)			
(c)			
(d)			

Account of incident(s)

- (1) Incident type" e.g. physical violence, aggression, sexual, religious, racial or other personal abuse, intentional damage to personal property.

Please outline circumstances giving date(s), place(s) and time(s) as appropriate.

Please enter any further information on a separate sheet.

Witnesses

(including other persons who may be contacted to help in any further investigation)

	Name	Relationship with the school	Address, if known
(a)			
(b)			
(c)			
(d)			

(Principal) (Tel No) (Date)

You should retain for your own records a duplicate copy of all the information you have supplied

