

St Columba's P.S. Newbuildings



Health and Safety Policy

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Health and Safety Policy

General Statement:

The Governors, Principal and staff of St. Columba's P.S. aim to provide and maintain safe and healthy working conditions, so far as is reasonably practicable, for all staff, pupils and visitors and to encourage safe practice within the school. Management of health and safety is in accordance with the requirements of the Health and Safety at Work (Northern Ireland) Order 1978 and follows the guidelines set down in the CCMS/ EA Health and Safety manual 1996.

The Governors, in discharge of their statutory responsibilities will ensure:

- 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;
- that both teaching and non-teaching staff are provided with regular training that will assist them to work safely;
- the maintenance of procedures for the safety of both teaching and non-teaching staff 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 a year and that a report is submitted to both the Director of the Council and to the Chief Executive of the Board;
- the prompt and efficient maintenance of:
 - (i) all equipment
 - (ii) all non structural repairs,

as defined in the relevant Annex of the Education and Library Board's Scheme for the Local Management of Schools;

- that contractors 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;
- that both teaching and non-teaching staff are issued with a copy of the Council's and School's Safety Policies.

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

In the discharge of this responsibility the Principal will:

- ensure that all teaching staff hold appropriate qualifications both to teach the subjects required of them and to use the necessary equipment and machinery;
- ensure that both teaching and non-teaching staff are provided regular training that will assist them to work safely;
- ensure the provision and maintenance of procedures for the safety of both the teaching and non-teaching staff who work on the premises;
- ensure that all staff are aware of any instructions or safety advice pertaining to their particular discipline issued by either the CCMS, EA or DENI;
- ensure that all safety reports pertaining to the school are understood and that the detailed work has been completed;
- ensure that appropriate arrangements are in place 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 - Board's Scheme for the Local Management of Schools and CCMS/ EA 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 in both CCMS and EA;
- ensure that all accidents to teaching staff are reported promptly to the CCMS, and in the case of non-teaching staff, reported promptly to EA;
- ensure that all staff operate safe working practices in the execution of their duties.
- ensure regular checks of building and grounds to promptly identify and deal with potential hazards as they become evident.

In the absence of the Principal, the nominated teacher will assume responsibility.

Teaching Staff

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

In the discharge of this responsibility each teacher will:

- ensure that reasonable care is taken during their working activities to avoid accident or injury to themselves, other employees or pupils;

- know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied;
- exercise effective supervision of pupils and know the emergency procedures for dealing with Fire, First Aid, etc, and how to put these into practice;
- observe all safety instructions and advice issued by CCMS, EA or DENI and all safety rules relating to specific machinery or processes;
- report all potential hazards affecting health and safety to the Principal or member of SMT and make recommendations on additions or improvements to tools, equipment etc, to address potential dangers;
- report all accidents to the Principal on all matters concerning health and safety and ensure that Accident Forms are completed;
- co – operate fully with the Principal and SMT on all matters relating to health and safety;
- give clear instructions and warnings as often as necessary and follow safe working procedures personally.

Supervisors

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

In discharge of their responsibilities supervisors will:

- encourage staff under their control to employ safe working practices and pay particular attention to the Sectional Safety Policy;
- assist the CCMS and EA to develop safe working practices and arrange for their adoption;
- instruct new employees in appropriate safety measures and procedures as laid down in relevant safety manuals;
- ensure that all defects in equipment or protective clothing are corrected and reported;
- report all accidents and dangerous occurrences;
- provide accurate information as required in the investigation of injuries, accidents or dangerous occurrences.

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 the Health and Safety Policy.

In the discharge of this responsibility employees will:

- perform their duties in a safe manner and pay particular attention to safety procedures;
- report all accidents and injuries to their supervisor as soon as possible;
- report all potential hazards and defects in equipment and protective clothing;
- assist in the investigation of accidents, injuries or dangerous occurrences as required;
- observe all of CCMS /EA safety rules.

The Caretaker.

The caretaker has responsibility for checking the general conditions of the premises, in particular non – classroom areas, and for ensuring that health and safety hazards are dealt with or reported immediately and advice sought as necessary.

In the discharge of this responsibility the caretaker will:

- ensure that appropriate cleaning / caretaking resources are in place and properly maintained;
- Complete the Security checklist and have it co-signed by the principal and remove any hazards or contact maintenance as required.
- ensure that stores are kept clean and tidy;
- ensure that cleaning materials are labelled and correctly stored;
- ensure that all chemicals are stored in their original containers;
- ensure that flammable liquids are stored according to EA / CCMS guidelines;
- employ safe practice in carrying out duties to ensure own safety and the safety of other employees and pupils;
- ensure that cleaning staff are adequately trained in the safe use of equipment and procedures, and that electrical appliances are regularly checked for safety;
- follow CCMS / EA / COSHH for the storage of hazardous substances and seek advice as required.

Safety of Children

- It is the responsibility of all staff to ensure that all children are kept safe and free from harm
- It is the responsibility of teachers to ensure that all curriculum activities are safe
- Pupils are expected to exercise appropriate personal responsibility for their own safety and the safety of others
- Pupils are only taken off the school site with prior permission of parents
- The school's Code of Conduct and school rules have been written with the safety of all in mind and must be adhered to
- Children are taught to have care and consideration for themselves and others:
 - o In the classroom
 - o Using equipment
 - o Moving around school
 - o Carrying out investigations
 - o On educational visits
- Children are supervised in the playground, each morning, from 8.30am and at morning break by members of the teaching and non-teaching staff
- Children are supervised at lunchtime by lunchtime supervisors and the school principal
- The principal is on duty each day, after school, to ensure that all children are collected
- Each teacher is responsible for collecting their class promptly from the playground before the beginning of class
- For all proposed educational visits, each teacher will need to complete the relevant Risk Assessment form
- Children are to be made aware of the correct procedure for evacuation of the premises during any planned fire drill
- Other staff on duty should inform substitute teacher of their duties regarding supervision
- If a member of staff knows that s/he is unable to do their duty s/he should organise cover

Fire Safety.

In compliance with fire safety regulations, procedures are as follows:

- the fire alarm will be tested monthly to ensure that it is working properly and that it is recognised by all occupants;

- fire fighting equipment is checked regularly and inspected annually by EA – a record of annual checks is maintained;
- the procedure for evacuating the building is displayed prominently in all rooms and resource areas;
- a fire drill takes place once a term and at different times of the day (advice may be sought from the Fire Service as required)
- Each class has a fire drill book in their class and this explains in detail how to behave in a fire including exit routes and class contact information in the case of a real fire emergency so parents can be contacted promptly.
- fire exits, exit routes and fire fighting equipment will remain free from obstruction.

Assessing Risks

Teachers and other staff should be watchful at all times for potential hazards around school and should report even the slightest concern to the school principal or caretaker.

When organising a learning activity/trip out of school, the teacher should carry out a risk assessment in advance. Full details are contained within the school's *Education Visits* policy but to summarise, the 5 stages for risk assessment are as follows:

1. Identify any possible hazard/s
2. Decide if there is any chance for harm to pupil or adult
3. Evaluate the risks and decide whether existing precautions are adequate
4. Record your findings
5. Review your assessment with the school principal before making a decision whether to proceed with the activity.

First Aid.

In order to meet with the requirements for First Aid:

- at least one member of staff will have the required training to deal with routine first aid matters; (Ms Sharon Henry)
- the first aid box is located in the office, with some provision stored in a locked cabinet in the office;

- the contents of the first aid box meets with the requirements of the CCMS / EA Health and Safety manual, and is replenished as necessary;
- all accidents are recorded in the school accident book;
- where there is concern about the seriousness of an accident, parents will be informed; Parents are routinely contacted if a child has a bump to the head in line with DE advice on concussion as the parent is informed first hand of the information particularly if children are collected by childminders or walk home alone.
- parents will be contacted, if possible, before a pupil is taken to hospital - if a parent cannot be contacted the school will act 'in loco parentis', and the parent informed as soon as possible;
- contact numbers for parents will be kept as up to date as possible.

Administration of Medicines.

The school must be informed by parents of any prescribed medicines which need to be administered.

Only medicines prescribed for a particular pupil may be administered, at the specific request of parents and in accordance with instructions given. Such medication may be administered by the class teacher and must be stored out of reach of all pupils. The medicine will be stored in a secure medication cupboard located in the Main Office. Where there is any doubt parents will be consulted. This is explained fully in the Administration of medicine policy.

Control of Substances Hazardous to Health (COSHH)

Responsibility for COSHH assessments will lie with the Principal, Caretaker or Secretary depending on the substance concerned.

Control of such substances will be in accordance with regulations contained in the CCMS / EA Health and Safety manual.

Portable Appliances

An inventory is kept of all portable appliances.

All appliances are tested in compliance with EA maintenance contracts and issued with a dated test certificate. Any appliance which fails this test is taken out of use immediately.

Persons using such appliances should report any noticeable defect immediately and the necessary repairs carried out.

Contractors

For the duration of any contractual or general maintenance work the Principal will:

- establish the nature and duration of any work to be carried out;
- establish the persons to be involved and contact personnel;
- identify any significant risks to pupils, staff or visitors and put in place precautions to control risks;

All contractors should be on a EA / DENI approved list. Any member of staff should report unforeseen concerns, as they arise, during contractual / maintenance work and necessary precautions should then be taken.

Educational Visits / School Trips

Parental permission will be sought prior to any visit.

Adequate supervision, in accordance with CCMS / EA guidelines will be provided. Special requirements for any pupil with specific needs will be provided, as far as possible, in accordance with parental guidance.

Security

The security system installed limits direct access to the building.

All visitors will be expected to report to the main office on arrival.

Visitors will sign the Visitors Book on arrival and on departure for the duration of their visit.

Pupils will be encouraged to challenge, in a polite way, any unknown person on the premises not wearing a visitor badge.

Fire Drill Procedures

1. The fire bell will be sounded at the arranged time.
2. Pupils will immediately line up in an orderly fashion at the classroom door and await instructions from teacher.
3. Each teacher will proceed with his / her class to the arranged fire exit.
4. Each class will proceed directly to the arranged assembly point where registers will be issued and a roll call will be taken. Pupils must not leave the assembly point.
5. When the all clear is given each class will return to the classroom in an orderly fashion.

6. All staff / personnel must respond to the fire bell and proceed to the arranged assembly point