



Health and Safety Policy

Ratified	Reviewed	Review date
November 2018	November 2022	November 2024

RATIONALE

St. MacNissi's Primary School is the working environment for many groups of individuals and plays host to many others. It is important, therefore, that a safe environment is established in which children and adults can work together with confidence. It is the responsibility of the senior management team and governing body to ensure this is the case.



In order to promote this we must all take responsibility for being vigilant and be aware of possible risks. Children and adults should be encouraged to keep themselves and one another safe and share any concerns they may have swiftly and appropriately.

We must also, however, be aware of the need to keep a balance between security and safety and the maintenance of a comfortable, welcoming learning environment. This policy aims to address and provide guidance on this balance, identifying individual and group responsibilities.

AIMS

- To provide a safe, secure and healthy working environment for staff and children
- To encourage everyone to take responsibility for being vigilant and to be aware of possible risks whilst also feeling confident and comfortable within their environment

OBJECTIVES

- Be vigilant around the school premises for intruders finding a balance between challenge and confrontational behaviour.
- Ensure there is sufficient information, instruction and supervision to enable all people and pupils to avoid hazards and to contribute to their own safety and health at work
- Maintain electrical equipment to an appropriate standard and ensure a safe environment for handling, storing and transporting items
- Administer appropriate procedures according to fire regulations
- Have procedures in place for the safe administration of medicines and for dealing with accidents and illness
- Have a procedure in place for reporting faulty equipment and near misses
- Maintain regular checks of the building and safety and security
- Be aware of the pressures on teaching staff and the possible effects which stress may have
- Give guidance on lone working and personal safety
- Give guidance on the use of images
- Inform about what should be done in a case of emergency

INFORMING PEOPLE OF THIS POLICY

New members of staff receive health and safety information as part of the induction policy.

RESPONSIBILITIES OF THE GOVERNING BODY

The Scheme of Management and the Common Funding 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.

The Governing body should:

- Ensure the high profile of health and safety in relation to financial planning, personnel decisions and in-service training
- Ensure that policies relating to health and safety are in place and updated regularly
- Enable a member of the governing body to have a key monitoring role in relation to health and safety including an annual walk around the school building with the Building Supervisor and Principal
- Approve as appropriate arrangements for residential trips
- Ensure that safety standards for purchased goods and equipment are met and that items offered for sale by the school are safe



RESPONSIBILITIES OF THE PRINCIPAL

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



The Principal is responsible for:

- Ensuring that the school meets as far as is reasonably practicable, the requirements of the health and safety legislation
- Regularly reviewing the safety and security of the school building during an annual Governors' meeting
- Undertaking risk assessments as and when required and review regularly
- Putting into practice and monitoring the procedures described in associated policies i.e. first aid, emergency, fire, reporting of defects
- Acting upon referrals from employees
- Ensuring staff and pupils comply with agreed procedures
- Recording and informing relevant external agencies as and when appropriate
- Ensuring access to this policy and other health and safety information as legally required
- Advising and informing the Governing Body as to health and safety practice, legislation and compliance
- Ensuring that appropriate logs and records of incidents are completed and acted upon
- Ensuring policies and employees are updated as to new legislation and guidance
- Ensuring that employees have adequate training and information to enable them to act upon health and safety recommendations
- Ensuring that temporary/ supply staff are informed of health and safety practice
- Reporting matters of health and safety to the governing body
- Reporting on any audits/ inspections to the governing body and follow-up any necessary actions
- Ensuring that procedures are in place to ensure the safety of contractors and hirers
- Making sure that fire drills are held at least once per term and cover a variety of situations including the blocking of an exit, a child not registering and lunchtime evacuation
- Ensuring that escape routes are kept clear and monitor on a daily basis for hazards and emerging issues effecting the health and safety of staff, pupils and visitors, immediately acting with a view to the highest priority the safety of all on site
- Ensuring adequate first aid cover is provided

RESPONSIBILITIES OF THE BUILDING SUPERVISOR

The Building Supervisor, under the supervision of the Principal, is responsible for the following key duties:



- Maintaining a clean and tidy building and grounds;
- When the school is open in the mornings, that all gates are properly secured and any obvious dangers addressed (e.g. gritting the grounds when there is a slip danger);
- Our playground areas are open areas that parents and members of the public walk through before and after school. Every morning it would be important that a sight inspection be carried out to remove any dangerous items from the playgrounds and other open areas. After holiday closures a thorough inspection would be required;
- Ensuring that all door catches, and locks are working secured when pupils are working in during the school day;
- To make sure that the school building and grounds are securely locked up in the afternoon/evening and the alarms properly set to keep the school safe (with the Principal's permission other members of staff on occasions can be delegated this responsibility);
- To ensure that trip or/and slip risks are being monitored daily and toilets are inspected periodically after peak times of usage and water/litter cleaned up;
- Ensuring the security system and fire alarms are in working order on and arranging regular servicing and repairs when required. This will include a weekly fire alarm check;
- Checking regularly that all fire extinguishers and other related equipment are in place, unobstructed, serviced annually and replaced/repaired when required;
- Complete half-termly fire drill evacuations (these must be recorded, evaluated and if required issues addressed with staff urgently) and check emergency exit lights every month;
- Monitoring water safety. This will include running off water after every holiday closures to prevent water stagnation. Rooms that are not used regularly, however, should have the water run off every Monday.
- To make sure all required health and safety signage, including evacuation notices, are in place and updated as required;
- Any minor repairs are completed by the Building Supervisor or through the use of authorised contractors. This will include having a process for logging complaints from staff and making sure they are dealt with promptly;
- Ensure that annual electrical checks are carried out and any dangerous machinery if repaired or replaced in a speedy fashion;
- Work with the Principal to create an emergency evacuation plan to evacuate the campus safely in an emergency situation;

- Making sure that all the cleaning team are well briefed on health and safety regulations. They should also be made aware of relevant risk assessments relating to their role;
- To help the Principal to develop and update a health and safety management system for the school. This will include the development and redrafting of the Health and Safety Policy, a Health and Safety Schedule of Tasks, attending regularly Campus Meetings with the Principal and assisting the Governors in the completion of the annual Health and Safety Audit;
- Any other health and safety duties that the Principal deems necessary

RESPONSIBILITIES OF INDIVIDUAL CLASS TEACHERS

The Health and Safety at Work Act 1974 requires Governors and employees, according to their particular roles, to take the initiative on certain matters. The following list is a guide to the particular responsibilities that individuals have.

- Know the safety measures and arrangements to be adopted in their own working areas and ensure that they are applied
- Observe standards of dress consistent with safety and/ or hygiene
- Keep good standards of hygiene and cleanliness
- Know and apply the procedures in respect of emergencies
- Co-operate with other employees and the safety representative in promoting health and safety measures
- Follow health and safety instructions and use appropriate safety equipment and protective clothing
- Maintain safely tools and equipment
- Report any hazards, breakages, incidents, assaults or near misses in a timely manner
- Set a good example to the children in their care
- Supervise pupils and ensure that they know about emergency procedures and safety measures
- Ensure that pupils' bags, coats and belongings are safely stowed away
- Include all relevant aspects of safety in the curriculum according to the science and PDMU and Ensure that pupils are made aware of existing and new health and safety information.
- Make parents/ volunteers aware of safety procedures in the classroom/ work area
- Give clear instruction and warning as often as necessary
- Ensure that relevant risk assessments are completed and followed

RESPONSIBILITY OF OTHER EMPLOYEES

Each employee is responsible for:

- Taking reasonable care not to endanger their own health and safety and that of other persons likely to be affected by their acts or omissions;
- Undertaking their tasks as instructed and in line with training received;
- Reporting to their manager any health and safety concerns;
- Not interfering with or misusing any equipment provided to ensure safe working practice in the workplace;
- Reporting any accident involving injury, damage to plant and equipment, or potential injury, damage or loss;
- Co-operating with and assisting other management colleagues in implementing the Health and Safety Policy.

RESPONSIBILITIES OF VISITORS

Regular visitors and other users of the school will be required to observe the safety rules of the school. The Principal will ensure that visitors are informed of health and safety matters which may affect them during their visit.

Parents helping out in school will be made aware of the health and safety arrangements by the teacher who they are working with.

DEFECTS

- Any member of staff finding a defect in the building, furniture or equipment will take steps to remove the hazard or ensure that the risk is minimised and report the details immediately to the Building Supervisor or Principal.
- The Buildings Supervisor, in consultation with the Principal, if necessary, will take steps to have the defect rectified, i.e. by contacting property services via the hotline, school technical services or other competent contractor. Minor defects to be rectified by the Buildings Supervisor.
- Details of significant defects will be recorded by the Buildings Supervisor.
- Any member of staff discarding a faulty item or electrical item must ensure this item is removed from the Electrical Appliance Inventory

ACCIDENT REPORTING

All serious accidents that occur on the site should be recorded on an Incident Form and the details forwarded immediately to the EA as soon as is possible.

All minor accidents should be reported in the minor accident book. Where necessary, parents/ guardians or other persons should be notified of the accident.



In the case of a head injury, parents/guardians will always be notified verbally and by written form. Please report incidents to the school secretary who will phone the parents/guardians.

If the accident is serious, the Principal should be informed immediately and action taken to ensure the location of the accident is still safe to use.

ELECTRICITY

The testing of portable appliances is arranged by the Buildings Supervisor as part of statutory testing. Registers are kept in the office itemising each appliance and details of tests carried out. Electrical items received or purchased by the school are recorded in the register.

All defective items are removed or repaired.

Staff should be vigilant for:

- Damage to plugs and switches
- Damage to leads
- Correctly fitted connectors
- Coloured insulation of the internal wires not showing at plug or appliance
- Damage to outer case of equipment
- Signs of overheating
- Signs of liquid spillage or entry of foreign materials, ventilation ports not blocked
- The appliance being used for the purpose it was designed for



COSHH (CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH)

Our school is alert to the need to limit the use of any hazardous substance and use alternative substances where possible. 12.2 These substances are kept locked in the Buildings Supervisors store. Any additional cleaning products purchased by teachers will need to be approved by the Building Supervisor/ Principal and arrangements will be made in order to store them safely.

ACCESS EQUIPMENT

Staff are reminded that they should only use approved equipment to put up displays and access higher level shelving. Consideration should be given to the appropriate clothing and footwear necessary. All possible risks assessed.

RISK ASSESSMENTS

Risk assessments must be completed whenever there is the possibility that a hazard or danger might be encountered as part of a school activity. A list of risk assessments and pro formas are kept in the school office. These are reviewed annually.

Staff should inform the Principal if they notice that any risk assessment appears dated or does not deal with the potential risks encountered. It is important to note that expectant mothers should be risk assessed and every off-site visit should be risk assessed.

A risk assessment will be completed for the suitability of a volunteers to ascertain whether or not they can volunteer in school and to establish what measures/checks/supervision needs to be imposed.

MANUAL HANDLING

All members of staff should be aware of manual handling activities involved in their day-to-day activities i.e. the movement of bundles of paper, the reorganisation of classroom furniture, the moving of dinner tables, the carrying of books, the movement of audio/ visual equipment and musical equipment.



Children should be taught how to safely move P.E. equipment. They should not be required to move heavy objects and should only move awkward objects with appropriate supervision.

Staff are reminded about correct posture when lifting and carrying equipment. All staff should alert senior members of staff if they feel that an action they are involved with is having an affect on their physical health and well-being.

FIRST AID

The Governors will ensure, through the risk assessment process that adequate provisions are made to administer first aid for any injuries sustained by employees whilst at work. Where it is assessed as being necessary, competent persons will be appropriately trained and supported to carry out their roles in accordance with the duties in the Health and Safety (First Aid) Regulations (Northern Ireland) 1982. Names and locations of specific first aiders will be prominently displayed in the workplace.

EDUCATIONAL VISITS

Off-site educational visits are an important part of school life. Children benefit enormously from the opportunity to experience residential and 'days out' at selected venues. However, it is crucial that these visits are prepared well in advance, that risk-assessments are completed and that parents, EA and school staff are involved in the preparation.

The Principal will help support the planning process of a school visit and will give advice where needed.

Necessary arrangements, information and preparation are to be completed by the teacher responsible for the children experiencing the visit. Pre-site visits are always recommended in order that staff can feel sure about potential risks involved and prepare alternative arrangements in the case of inclement weather. Staff should also consult with colleagues who have previous experience of the venue or children involved.

Further details are included in our 'educational visits policy'.

STUDENTS IN SCHOOL

We accept students who are training to become teachers and teaching assistants. In order to make sure that their experience is beneficial it is important to:

- Ensure an appropriate match between the student and the activity
- Ensure appropriate supervision at all times

Teaching students are co-ordinated by the Principal. Their school based mentor and class teacher are responsible for ensuring their induction and mentoring them whilst on site.

Day to day management lies with the teachers and teaching assistants in the placement year groups.

PE EQUIPMENT

Careful consideration should be given to the use of apparatus. Staff should be particularly alert to the use of equipment with children with behavioural needs or disabilities.



FIRE

Please refer to the Fire Safety Policy.



Fire & Emergency evacuation

- Fire drills are carried out according to policy;
- All staff and pupils participate in and are familiar with the procedures;
- Each classroom has a specific exit route which is known to pupils;
- Classes muster, with the class teacher, in the back playground;
- Classes only return to the building when told to do so;
- The Fire alarm will be tested once per week;
- The emergency exit lights will be checked once per month;
- Fire-fighting equipment will be audited once per month;
- A Fire Drill will be conducted once per term;
- All fire equipment will be serviced once per year;
- In the event of a real emergency, the school secretary will be responsible for contacting the emergency services.

Fire drills are held termly and will on occasion include:

- The blocking of an exit
- The removal of a child to test effectiveness of register checks
- Lunchtime drills

Responsibilities during fire drill

Principal	Supervision of evacuation Evaluation of procedures Training and guidance Final sweep of KS2 Area including classrooms and toilets
Building Supervisor	Final sweep of KS1 Area including classrooms and toilets
School Secretary	Calling the emergency services Final sweep of main foyer, hall, toilets and staff room Checking visitor register
FS Classroom Assistant	Final Sweep of FS Area including classrooms and toilets
Catering Supervisor	Supervision of evacuation of the school kitchen
Teachers	Roll call

Responsibilities for class teachers:

During the first day of school all class teachers should explain to children what the procedure is should the fire bell sound. This should include information about:

- Fire exit to be used
- Assembly point
- Action on discovering a fire
- Keeping gangways clear
- Fire exit to be used – is the nearest available exit. Please also make note of alternative exits should this one be blocked.
- Assembly point – is in the lower carpark standing in registration groups. Where children have been in sets or working in other groups, they should return to their registration group for roll call.
- Action on discovering a fire – children inform someone immediately and should never try to put a fire out themselves.
- Keeping gangways clear – children should be reminded about hanging coats and bags out of the way
- Reporting – registers will be taken out on to the playground by office staff and handed over to class teachers. Once the register has been checked teachers should let the head teacher know that the class are all present.
- The same procedure will be used in the event of any other emergency where evacuation of the school building is needed.

SCHOOL SECURITY

The external doors on the school are fitted with magnetic locks, which can be operated from the school office. These locks are “on” during the school day and anyone entering the building at this time is required to identify him/herself, and report to the secretary’s office or the Principal.

This in no way detracts from the open-door policy of the school.



All adults working in the school, including parents working as volunteers, must undergo a police check.

TESTS AND CHECKS



Daily (Building Supervisor)	<p>On arrival</p> <ul style="list-style-type: none"> • Exits and routes to remain unobstructed • Exit doors unlocked • Main fire panel working <p>On leaving</p> <ul style="list-style-type: none"> • Electrical equipment disconnected or switched off • Exit and windows adequately secured • All fire doors closed
Weekly (Building Supervisor)	<p>Test fire alarm systems and record in caretaker's log</p> <p>Test one alarm each week on a rota</p>
Monthly (Building Supervisor)	<p>Check extinguishers are in the correct place</p> <p>Check emergency lighting and record in log</p>
Termly (the Principal)	<p>Fire drill – on occasions to include the blocking of an exit, removal of a child and lunchtime evacuation</p> <p>Fire notices are contained in each room.</p>
Six monthly (Building Supervisor)	<p>Check emergency lighting and record in log</p>
Annually (EA) Statutory testing	<p>Service fire alarm system</p> <p>Check door closers all in order</p> <p>Annual inspection of fire extinguishers</p>

LONE WORKING AND PERSONAL SECURITY

The EA, as a responsible employer, does not expect any employee to go into a dangerous situation for which he/ she is not prepared. If you think you may be exposing yourself to danger in entering a building or site you should not do so.

STAFF WORKING ALONE IN THE BUILDING

If you are working alone in the building or in an isolated situation, take the following precautions:

- Tell somebody where you are and what time you will be home.
- Ensure that entrances are secure – ensure that the main entrance is bolted and that you can get out of another door in case of an emergency without using a key.
- If you are the last member of staff to leave ensure that the door through which you leave locks behind you.
- If anyone suspicious attempts to enter the building or you see or hear anything suspicious contact the police.
- Always be alert when leaving the building.

KEY HOLDERS RESPONDING TO AN ALARM



Please note:

- Always assume an alarm is genuine
- If possible, speak to anyone who has drawn your attention to the alarm or incident to find out if they have any information about what may be happening
- Take a torch and a personal attack alarm with you
- Take a mobile phone
- Look outside your own home before going out in case someone is watching you leave
- Tell someone where you are going and how long you are likely to be
- If police are attending the incident then wait for the police to arrive before entering the site.
- If the police are not attending:
 - Never confront an intruder or approach or enter a building if you think an intruder may be in there. Call the police and wait outside
 - Do not enter or approach a building on your own if you are concerned for your safety
- Check from outside of the school and at a distance to see whether there are any signs of an intrusion
- Check whether there are any unexpected vehicles in the area
- Make sure you have a mobile phone to summon help if necessary

KEY HOLDERS MANAGING LETTINGS

As far as possible only open up the part of the building which has been hired, for locking up, return to the building before the hirers leave. Check the areas for any hidden intruders before the hirers leave.

LEAVING AN EMPTY BUILDING

Carry out locking up and security checks from the inside of the building wherever possible. Start the locking up process while there is still staff inside the building. Set all alarms. Always be on the alert when leaving an empty building in case someone is waiting for you to do so.



IN THE EVENT OF TRESPASSERS

Where a person is not immediately recognised as having legitimate reason to be on the school grounds they should be politely asked if they need any help. Assuming the person seems to have a valid reason they should be directed towards the office where they will be asked to sign in and out and be given a visitor's badge.

If it emerges that the person has no right to be on school premises then they should be asked to leave by the nearest exit and observed until they do so. The most senior member of staff available should be informed. If an intruder refuses to leave becomes abusive or seems to present a threat to the safety of others the police should be called without delay.

If you feel in anyway threatened do not approach but find a safe place and call the police. Don't try to physically remove trespassers from the site or engage in arguments with them. Make your point, withdraw and call the police.

IN THE EVENT OF A BREAK IN ON SITE

Remember personal safety is far more important than the protection of property.

Ensure that if children are still on site any available barriers e.g. magnetised doors, are put into operation. Alert colleagues who should call emergency services and seek assistance. Monitor the intruders and check their progress.

IN THE EVENT OF AN ABUSIVE PARENT/ ADULT

Make sure any meeting with any adult whom you suspect may turn abusive is conducted in a room that can easily be monitored and with members of staff within easy reach. It may be appropriate to request that an additional member of staff meets with the parent depending upon circumstances.

Should a parent/ adult become abusive they should be asked to leave the premises in a calm and non-threatening way. It might be appropriate for a member of staff to alert the police should the adult refuse to leave or if their behaviour is causing concern in any way.

If any incident/abuse has occurred an incident form should be completed and it may be necessary to inform the governors and/ or EA for further action to be taken.

Make sure you attend to your own emotional needs following any incident and seek help and support if necessary. In the case of an employee support should be offered following an incident. (Inspire Wellbeing)

IN THE EVENT OF IT BEING SUSPECTED THAT A PUPIL IS CARRYING A WEAPON

As a general rule, the police should be called to deal with any incident believed to involve a weapon. There may be exceptions where the circumstances appear to be wholly innocent and the matter can be dealt with on a disciplinary basis. If in any doubt, call the police.

In exceptional circumstances staff may decide that they need to take action before the police arrive. Where possible, staff should not confront a pupil in the presence of other pupils. Preferably two or more members of staff should divert the pupil or person to a place where no other pupils are present.

REPORTING INCIDENTS

Use an incident form to report all incidents, however minor, including all alarm responses and all trespass incidents. In addition, any occurrence where individuals are, or feel threatened must be reported to the police and the EA, as it is a serious matter.



CONTRACTORS AND VISITORS

All contractors and visitors entering the premises are required to sign in and wear a visitors' badge. They are alerted to important health and safety information. In addition, contractors are advised about the location of asbestos and asked to sign to acknowledge that they have received this information.

ASBESTOS

An asbestos register is available and shown to contractors prior to work beginning. This should be signed to confirm. An asbestos risk assessment is available. Further information is contained in the EA asbestos register.

A handwritten signature in black ink, appearing to read 'I. Culleton'.

Mrs Irene Culleton
Chairperson of the Board of Governors

A handwritten signature in black ink, appearing to read 'J. Baxter'.

Mrs J Baxter
Acting Principal

