



Lislagan Primary School

Health & Safety Policy



Lislagan Primary School

Health and Safety Policy

The Health and Safety of all employees and all other persons who use the school premises is of paramount concern for the Board of Governors of Lislagan Primary School. The Board of Governors acknowledge that to achieve and maintain high standards of safety requires input from a range of stakeholders i.e., the school's management, staff, pupils, visitors, and contractors. All these stakeholders should be made aware of their role in the process of health and safety. ***'The Health and Safety at Work Act 1974 requires all staff, including supply staff and contractors working on the school premises, to conduct themselves in a manner in which they pose no risk to their own or any other person's health and safety.'***

Lislagan Primary School will endeavour to:

- Provide a safe and healthy working/learning/teaching environment in compliance with statutory requirements,
- Maintain the cleanliness and state of repair of the building,
- Provide safe systems and routines of working to ensure the health and safety of all stakeholders,
- Manage and maintain the use of personal protective equipment,
- Provide adequate information and training on health and safety at work and fire prevention and ensure all stakeholders follow the appropriate safety procedures,
- Provide safe storage for dangerous materials and substances,
- Provide adequate first aid training and materials,
- Establish and practise effective emergency evacuation procedures,
- Monitor and review the effectiveness of all health and safety measures,
- Carry out detailed reporting and investigation of all accidents and dangerous occurrences to stakeholders of property,
- Liaise with the Education Authority with the aim of improving all aspects of health and safety at work.

Responsibilities

- The Board of Governors is responsible for ensuring that information is disseminated and monitoring and reviewing of the school's Health and Safety Policy. The Board of Governors acknowledges its legal duty to notify the Education Authority of major accidents and dangerous occurrences and will strive to ensure that a high standard of Health and Safety is maintained in the school.

- The Principal is the school's Health and Safety co-ordinator and is responsible for instigating an investigation and reporting to the Board of Governors.
- The Health and Safety co-ordinator is responsible for the day-to-day coordination of the school's Health and Safety Policy. This includes:
 - regular inspections and risk assessments
 - liaising with contractors
 - initiating action on reported hazards and accidents
 - fire and emergency procedures
 - maintaining record of completed training
- The following staff have completed Paediatric First Aid Training:
 - H Roxborough
 - J Downey
 - M Dodwell
 - J Allen
 - B McDowell
 - M Winder
 - A Shepherd
- First Aid boxes are stored in Staff Room and Reception Office. All dinner supervisors have their own first aid packs which must be taken to the playground and refilled as necessary.
- All staff in the school (teaching and non-teaching) will manage safety in the areas in which they work on a day-to-day basis.
- All staff members have the responsibility to:
 - Check that areas and equipment are safe before commencing any activity
 - Ensure safe procedures are followed and use protective equipment as required
 - Report hazards to the Principal
 - Encourage pupils and visitors to comply with the school's Health and Safety Policy

Risk Assessment

There are several aspects to risk assessment:

- Annual Health and Safety audit to be undertaken by the Principal
- Continuous identification of hazards and risks daily
- Assessment of any substance or material introduced into the school site to ensure compliance with statutory Health and Safety regulations
- Assessment of any new activity or procedure introduced into the school
- Reporting to Board of Governors following annual risk assessment.

Pupil Supervision

- Breakfast club begins at 8.15am facilitated by supervisors
- The front doors are opened at 8.45am and children will not be supervised before this time unless they are attending morning club

- All teaching staff will supervise their own class at break times
- Lunch time supervision is managed by the Senior Supervisor (Mrs M Winder) who reports to the Principal
- At the end of the day each class teacher will escort their class to the collection point. reception area.
- Pupils taking medicines must have a completed AM2 form as outlined in Administration of Medicines
- A record of Health issues relating to pupils will be stored on Sims and updated as required

School Visits and 'Off Site' Activities

The Board of Governors will comply with guidance the Education Authority has issued on:

- Conduct of outdoor pursuits
- The use of mini-buses and coaches
- Residential trips.

The Principal will submit to the Board of Governors a report on the arrangements for the management of the health and safety and welfare of pupils on off-site activities prior to the activities taking place.

Reports will detail:

- The transport arrangements
- Supervision arrangements
- First aid arrangements
- Instruction and supervision ratio.

Monitoring and Reviewing Safety

The Principal will review Health and Safety Procedures annually. Any person on the school premises has a duty to report to the Principal on Health and Safety. The Board of Governors will review this policy on annual basis or more frequently should the need arise. For example, the publication of new regulations or on the receipt of new documentation from the Education Authority.