

ST. TERESA'S PRIMARY SCHOOL: HEALTH & SAFETY POLICY

1. Introduction

This School's policy is to provide and maintain safe and healthy working conditions for all our staff and pupils and to encourage a safety culture within the school.

The Education Authority's Health and Safety Policy is adopted and complemented by the school's Policy.

We provide information to identify need in respect of training and provide supervision as necessary for the health and safety of staff and pupils. The Governing body accepts responsibility for the health and safety of others who may be affected by school activities.

A complete Health & Safety inspection/audit will be carried out at least once per year and a copy of the report will be submitted to the Council and Education Authority.

This policy is underpinned by the UNCRC, in particular

- Schools should work towards what is best for the child (article 3)
- All children have the right to good health and good quality health care (article 24)
- All children should be protected from violence, abuse and neglect (article 19)

Governors have a statutory responsibility under the Health and Safety at Work (Northern Ireland) Order (1978) for ensuring that the Education Authority's Health and Safety Policy is both understood and implemented in schools under their control and that risk assessments are carried out to address significant risks.

2. The Chief Executive

The Chief Executive of the Council for Catholic Maintained Schools (CCMS) has overall responsibility for all matters relating to the health, safety and welfare of all persons employed by the Council and for ensuring that members of the general public who may be affected by or on behalf of the Council are not thereby exposed to reasonably foreseeable risks to their health and safety.

In the discharge of these responsibilities the Chief Executive shall:

- Require senior officers to initiate and control appropriate safety procedures within their areas of responsibility to give effect to the spirit and intention of the safety policy
- Regularly review the effectiveness of the safety policy with each of the senior officers taking into account reports of safety performance compiled by the Council's safety adviser or other designated officer and where necessary require them to make any amendments or improvements to the policy
- Require senior officers when making recommendations to the Council to take account of the safety implications associated with the activities, plans and deployment of resources with special regard for the safety needs of employees and the general public
- Ensure that any defects or hazards which are brought to the Council's attention by the Education Authority and which are the Trustees' responsibility are rectified where reasonably practicable by the Trustees

3. The Health & Safety Advisor

The Council's Health and Safety Advisor shall be the Policy Development Officer (Equality/New TSN/Health & Safety). This officer shall advise the Council of the development and application of the Council's Health and Safety Policy and its safety programme and assist in the revision and the development of associated safety procedures.

The Health and Safety Adviser will liaise with the Education Authority's Health and Safety Officers or other designated officers with regard to:

- The interpretation of relevant health and safety legislation and regulations in order that all schools and sections may comply with relevant legislation and regulations within their scope
- The interpretation of Codes of Practice issued under the Health and Safety at Work (NI) Order (1978) so that all relevant codes are adhered to and good safety practices are observed
- The arrangements, in liaison with other specialist staff, for the inspection of buildings, plant and equipment in use in all school premises so as to ensure that (i) health and safety requirements are being met; and (ii) the identification of hazards to health and safety and the advice on the measures to be taken to rectify them are reported to the Council
- The maintenance of accident statistics, advising on accident reporting procedures, processing applicable accident reports and liaising with the Council's insurers, the Education Authority's legal departments and all sections on claims for compensation arising from accidents to teaching staff; on the processing of accident reports and consequent claims for compensation
- The analysis of accident statistics and recommendations on health and safety measures to prevent their recurrence
- Assisting in the development of training programmes, in conjunction with the Council's and Education Authority's other specialist staff
- Communicating on behalf of the Council with the Health and Safety Executive and other enforcement agencies on all matters regarding health and safety at work
- Liaising with recognised safety representatives, safety committees and trade unions

4. Board of Governors

Governors have a statutory responsibility under the Health & 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 Schedule to the Scheme for the Membership, Procedure and Functions of the Board 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.

Each Board of Governors is responsible for

- Ensuring that the Principal and school management develop a safety management system throughout the school which should include an appropriate health and safety policy
- Monitor the effectiveness of the school's health and safety arrangements
- Ensuring that arrangements are developed for the annual inspection of the school premises and the preparation of a report for the Chief Executive of the Education Authority
- Ensuring that the Principal and school management have procedures for the safety of all persons using the premises under their control
- Ensuring that the Principal and school management have arrangements in place for the prompt and efficient maintenance of all non-structural repairs and equipment
- Having appropriate delegated arrangements in place with the Principal to ensure that contractors who are carrying out work on behalf of the Board of Governors undertake the work in a safe manner
- Ensure that all teaching staff appointed by them hold appropriate qualifications both to teaching and the use of necessary equipment and machinery
- That both teaching and non-teaching staff are provided with regular training, as appropriate, that will assist them to work safely
- That an appropriate inspection of the school premises and equipment is carried out by an appropriate expert in the field at least once year and a report is submitted to both the CCMS Chief Executive and the Chief Executive of the Relevant Education Authority
- 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 use

The Health and Safety Governor is responsible for participating in annual health and safety monitoring survey, addressing the Board of Governors on any health and safety issue (as requested) and ensuring health and safety remains a standing issue on the Board's agenda.

5. Principal

The Principal is responsible for the day to day application of the Health & Safety Policy for both teaching and non-teaching staff. In the discharge of this responsibility the Principal shall:

- Ensure that risk assessments have been carried out to assess all significant risks within the school
- Ensure that both teaching and non-teaching staff are provided with regular training, as appropriate, that will assist them to work safely
- Ensure that the provision and maintenance of procedures for the safety of both teaching and non-teaching staff who come under their control
- Ensure that all staff are aware of any instructions or safety advice pertaining to their particular discipline issued by either the Council, the relevant Education Authority or the Department of Education
- Ensure that all adequate arrangements exist 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

- 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 relevant EA scheme for local management of schools and that reference is made to the Council and 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 both in the Council and in the relevant EA
- Ensure that all accidents to teaching staff are reported promptly to the Council. In the case of non-teaching staff all accidents must be reported to the relevant EA
- Initiating a risk assessment process where a significant risk to health and safety is identified and communicating the results of such assessments to employees and other persons likely to be affected by the activity
- Ensure that all staff operate safe working practices
- Ensure that all staff are issued with a copy of the employer's health and safety policy

In the absence of the Principal, the Vice Principal or a nominated senior teacher will assume the role.

6. Building Supervisor

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

- Maintain a clean and tidy building and grounds
- When the school is open in the morning that all gates are properly secured and any obvious hazards addressed
- Ensure that school grounds are securely locked up in the afternoon/evening
- Alarms are properly set to keep the school safe
- Ensure that trip and/or slip risks are monitored daily and that toilets are inspected regularly
- Checking regularly that all fire extinguishers and other related equipment are in place, unobstructed, serviced annually and repaired when necessary
- Liaising with contractors on school premises
- Acting as co-ordinator in respect of control of substances hazardous to health including training cleaning staff
- Responsible, together with the Principal, for monitoring health and safety matters in school offices
- Monitoring vehicular access to the school premises
- Any minor repairs are completed by the Building Manager or through the use of authorised contractors
- To help the Principal to develop and update an effective health and safety management system for the school
- Any other health and safety duties that the Principal deems necessary

7. Teaching and Non-Teaching Staff

Each member of the teaching and non-teaching staff has a responsibility to exercise care and attention regarding the safety of themselves and pupils/students under their care. In the discharge of this responsibility each member of the teaching or non-teaching staff shall:

- Ensure that they take reasonable care during their work activities to avoid accident or injury to themselves, other members of staff and pupils/students
- Exercise effective supervision of the pupils and know the emergency procedures in respect of fire, first aid and how to carry them out
- Observe all safety instructions and advice issued by the Council, EA or the Department of Education and observe all safety rules relating to the specific machinery or processes
- Ensure that all protective clothing and equipment as required are both available and used by themselves and pupils/students
- Report all potential hazards affecting health and safety to the Building Supervisor
- Ensure that accident forms are completed as appropriate
- Co-operate fully with the Building supervisor and the Principal on all matters pertaining to Health & Safety
- Give clear instructions and warnings as often as necessary and follow safe working procedures generally
- Report to the Principal or Building supervisor any health and safety concerns as they arise
- Report any accident involving injury, damage to plant and equipment, or potential injury, damage or loss
- Co-operate with and assist colleagues in implementing health and safety policy

8. Health & Safety Procedures

The Education Authority has provided a safety management system that includes policies, procedures and safe systems of work. St Teresa's Primary School has drawn from this resource.

9. Risk Assessment

To comply with the Management of Health and Safety Regulations (Northern Ireland) Order (2000), the Governors are required to make a suitable and sufficient assessment of the risks to the health and safety of employees to which they are exposed whilst at work and the risks to the health and safety of persons not in its employment arising out of or in connection with the conduct of its undertakings.

Risk assessments are undertaken in consultation with those impacted. Where the risk is considered significant this is recorded and appropriate controls put in place. Controls are monitored regularly and reviewed as necessary. A risk assessment should be undertaken where a new activity or new equipment is introduced. Employees should be informed by their manager of any risks involved in their daily work activities and of the safe system of work in place to mitigate, so far as is reasonably practicable, the risk of injury.

Risk assessments have been undertaken in respect of the school car park, canteen, trim trail and play areas.

10. Accidents and Incidents

St. Teresa's Primary School aims, so far as is reasonably practicable, to prevent or reduce the number of accidents and incidents. It will monitor all accidents and incidents and implement the necessary control measures to prevent any recurrence.

All accidents and incidents must be recorded in line with the Education Authority's accident reporting policy. Initial investigation will be undertaken by the local manager/supervisor. Where required, in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences (Northern Ireland) Regulations (1997), accidents or incidents will be reported to the appropriate enforcing authority in accordance with the accident reporting procedures.

The accident reporting form is attached to this policy as appendix 1.

A record of all accidents/incidents is contained in the school office. Each incident will be brought to the attention of the Principal who will sign the record together with appropriate teacher.

11. School Security

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

Entry to the school during school hours is controlled by the office. Anyone entering the school must identify himself/herself and report to the front office.

The school operates a breakfast club in the canteen from 8am. Children in years P1 – P3 must be signed in each morning by their parent/guardian.

Children leaving school early must be collected by their parent/guardian. A phone call request will be insufficient. Children in years P1-P4 must be collected from school by their parent/guardian unless, in the case of P4 children, permission has been sought and granted to walk home unaccompanied.

12. Fire and Safety and Emergency Evacuations

In meeting the duties contained in the Fire Precautions (Workplace) Regulations (Northern Ireland) Order (2001), the Governors will ensure that a fire risk assessment for its premises is carried out by a suitably qualified person, recorded and takes account of the requirements of the Fire and Rescue Services (Northern Ireland) Order (2006) and the Fire Safety Regulations (Northern Ireland) Order (2010).

Recommendations contained in the fire risk assessment will be implemented by the Education Authority or school management as appropriate.

Fire Marshalls/Wardens will be appointed at each location to ensure that all employees are aware of the fire evacuation policy and procedure and that all occupants are evacuated from the building in an emergency. Suitable means of raising the alarm in the event of a fire shall be provided and the alarm system shall be inspected and maintained, at least, twice yearly.

Fire drills are carried out according to the Education Authority's policy. The manner in which each class exits the building and assembles is displayed in each classroom. The fire drill notice is attached to this policy as appendix 2.

In the event of a real emergency, the Principal or Vice Principal, will be responsible for ensuring that the emergency services have been contacted.

The school canteen operates a distinct fire evacuation plan. The fire drill notice for the canteen is attached to this policy as appendix 3.

The School operates a distinct plan for security emergencies.

13. First Aid

This policy should be read in conjunction with the School's First Aid Policy.

Staff administering First Aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with the situation and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible. The School's arrangements for providing First Aid include

- Place a duty on the Principal and Board of Governors to approve, implement and review the First Aid policy;
- Place individual duties on all employees;
- Report and record accidents using relevant form to the EA;
- Provide equipment and materials to provide First Aid treatment;
- Make arrangements to provide First Aid training to employees, maintain records of training and review annually;
- Establish a procedure for managing accidents in school which require First Aid treatment;
- Provide information to employees on the arrangements for First Aid;
- Undertake a risk assessment of the First Aid requirements of the School and review on a regular basis;
- Use the information from the risk assessment of First Aid to determine the number and level of trained staff and also any additional requirements (e.g. specialised training for children with particular medical needs);
- Notify parent/guardian that first aid treatment was given to the child.

The School will provide materials and equipment and facilities to provide First Aid. Standard kits are to be checked on a half-termly basis by the first aid staff. The location of the First Aid Kits in the School are: -

- (i) Disabled Toilet in Foyer

Before undertaking any off site activities, the level of first aid provision will be assessed by the class teacher and/or a First Aider and at least one First Aid Kit will be taken along. The Principal will inform all employees at the school of the following: -

- The arrangements for recording and reporting of accidents
- The arrangements for First Aid;
- Those employees who are qualified First Aiders;
- The location of the First Aid Kits.

On all occasions of a bump to the head, the child's parent/carer will be notified. Where the injury requires urgent medical attention an ambulance will be called and the pupil's parent/carer will be notified. If hospital treatment is required, then the pupil's parent/carer will be called for them to take over responsibility. If no contact can be made with parent/carer or other designated contacts, then the Principal may decide to transport the pupil to the hospital.

Where the Principal makes arrangements for transporting a child then the following points will be adhered to: -

- Only staff cars insured to cover such transportation will be used;
- No individual member of staff will be alone with the pupil in a vehicle;
- A second member of staff will be present to provide supervision of the injured pupil.

The Schools' First Aiders are:

- Terri-Louise Boyle
- Terri-Louise McCann
- Helen Finnegan
- Ewa Jagiello

14. Car Park

The School recognises its duty to ensure that the car park is maintained and operated in a reasonably safe condition so as to avoid injury to staff, pupils, parents/guardians. However, the primary responsibility to ensure the safety of all remains with drivers. The School requires all those using the school car park to adhere to the rules of the road on entry and exit from the car park, display courtesy, consideration and patience towards other drivers and pedestrians. The School has allocated members of staff to assist at peak times during the day. Drivers are required to follow their direction when parking.

15. Additional Policies

This policy is to be considered together with the School's additional policies:

- Critical Incident Policy
- Educational Visits Policy
- Regional Policy Framework on use of reasonable force/safe handling
- Statement of risk management policy

16. Health and Safety Policy – Audit and Review

The Governors are committed to the continuous improvement of its health and safety management system and will carry out a review of the Health and Safety Policy every two years or as required to verify that its contents are still valid.

The Governors undertake to keep health and safety matters as a standing item on agenda.