



Health and Safety Policy

Policy Date: _____

Signature of Principal: _____

Signature of Chairperson of Board of Governors: _____

Review Date: _____

HEALTH AND SAFETY POLICY

In **Gortin Primary** our policy is to provide and maintain safe and healthy working conditions, so far as is reasonable practicable, for all our staff and pupils and to encourage a safety culture within the school. The Employing Authority's Policy Statements are adopted and complemented by this Policy Statement.

Where reasonably practicable we will pay particular attention to the provision and maintenance of;

- A safe place of work, safe access to it and safe egress from it;
- Plant, equipment and systems of work that are safe;
- Safe arrangements for the use, handling, storage and transport of articles and substances;
- Sufficient information, instruction, training and supervision to enable all employees to avoid
- Hazards and contribute positively to their safety and health at work
- A healthy working environment; and
- Adequate welfare facilities.

It is our policy to provide adequate information to identify needs in respect of training and provide supervision as necessary for the health and safety of staff and pupils.

The Board of Governors also accepts responsibility for the health and safety of other people who may be affected by school activities.

The school Board of Governors will carry out and inspection of the school environment, and a report forwarded to the Board.

Introduction

- (i) The Board of Governors, Principal and staff of the above school are committed to the taking of all reasonable necessary steps to safeguard staff and pupil's health, safety and welfare during authorised times on school premises or during approved school activities elsewhere. They recognise it is primarily their responsibility, and that further, a duty of care extends to other persons while they are on the school premises.
- (ii) Frequent reference, where appropriate, will be made to aspects of safety during the teaching of statutory programmes of study. Outside agencies/bodies will be welcomed into the school to reinforce aspects of safety. (Any fresh guidelines from statutory bodies on aspects of safety will be appended to this policy).
- (iii) Pupils will be encouraged to exercise responsibility for their own safety and to be made aware of potential hazards for themselves /other pupils when in/outside school.
- (iv) In compliance with current legislation (see appendix 1) the Board of governors and staff of Gortin Primary, will direct its activities to ensure as far as is reasonably practicable, the health and safety of all staff and students and members of general public who use school premises.

Principal

The Principal is responsible for; -

- The provision and maintenance of all systems of work that are, in so far as is reasonably practicable, safe and without risks to health.
- Ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- The provision of such information, instruction, training and supervision that is necessary to ensure, so far as is reasonably practicable, the health and safety of staff, pupils and other users of school premises.
- The provision and maintenance, so far as is reasonably practicable, of a safe place to work and proper access to and exit from that work.
- The provision and maintenance of a working environment that is, so far as is reasonably practicable, safe without risks to health and adequate as regards facilities and arrangements for welfare at work.
- The employment of persons who are competent in the work for which they are engaged.
- Compliance with all statutory requirements for safety, health and welfare.
- The provision of First Aid and First Aid equipment.
- The provision of hazard and safety warnings at appropriate designated places.
- The training of staff in risk assessment and safety procedures.

STAFF

It is recognised that all staff have a responsibility for their own personal safety and also a duty to care to their fellow members of staff, students and visitors to the school.

These responsibilities include; -

- The duty to comply with the safety instructions and directions set out by the Principal and Board of Governors.
- The duty to refrain from the wilful misuse or interference with anything provided in the interests of health and safety and welfare and from any action that might endanger themselves and others.
- The duty of all members of staff in authority to ensure that the necessary safety precautions are taken and that the necessary safety instructions are given.
- The duty to carry out risk assessments.

PUPILS

Pupils have a responsibility to; -

- Listen to and follow all school rules, instructions and directions as set out by the Principal and staff.
- Refrain from the wilful misuse or interference with anything provided in the interests of health, safety and welfare and from any action that might endanger themselves and others.

VISITORS TO THE SCHOOL

It is the duty of the school Principal and all staff to ensure the safety of visitors to school premises.

- All visitors must report to the Secretary in the office and sign the visitors book.
- A designated member of staff is responsible for visitors and is responsible for instructing the visitor in case of emergencies.
- Visitors must observe all safety procedures.
- Those responsible for visitors should ensure that they do not face risks.

Organisation; -

- There will be a school Health and Safety Committee, who will be responsible for all matters pertaining to Health and Safety in the school.
- The Health and Safety Committee consists of; -
 - The Health Education Co-Ordinator / Principal – Mrs Wallace
 - Chair of Board of Governors – Mr Houston
 - Senior Teacher – Mrs Dixon
 - The school Caretaker – Mrs McFarland
- All accidents, however slight, must be recorded in the Incident Book, which is kept in the Resource Area cupboard beside the First Aid Kit. Potentially serious accidents will be investigated promptly and recommendations made to prevent recurrence, including allocation of responsibility for implementation of the resulting action.
- First Aid equipment is kept in the Resource Area Cupboard
- The Health and Safety Committee are responsible for updating all First Aid equipment.
- At least two members of staff will be fully trained in First Aid. First Aid Training will be organised by the school and will be provide by a recognised training agency.

Fire Precautions

Precautions concerning fire must be taken seriously at all times as fire will endanger the lives of all members of the school community.

- All members of staff must familiarise themselves with the fire drill procedure. All members of staff will be given a copy of Fire Drill procedures at the beginning of each year and these should be displayed in a prominent position beside the classroom door.
- New members of staff will be given a summary of evacuation procedures in case of fire.
- All staff must ensure that pupils are taught how to follow safety procedures in the case of a fire alarm.
- Staff must follow the fire drill procedure and report after evacuation to their respective assembly points.
- Evacuation instructions are displayed at the door of each classroom and other rooms.

- There will be three fire drills per year. One in the first term will be used for teaching purposes. It will be planned, timed and monitored. Feedback will be given to all participants and improvements/amendments given to all teachers at staff meeting. The second fire drill will be unannounced. The third fire drill will take place in term three, also unannounced.

School Rules/Procedures

- Arrival at School – Morning supervision by Principal/other members of staff will commence at 8.55 am. Parents will be asked not to bring their children to school before 8.55 am.
- The staff of the school are committed to the maintenance of good order and discipline among pupils. Serious misdemeanours will warrant consideration under the school's Positive Behaviour Management policy (separate document).
- Bullying in its various forms (gesture, verbal, physical, extortion, exclusion, victimisation) will not be tolerated and will warrant consideration under the school's Bullying Policy. Pupils will be made aware of the need to report such incidents.
- All movement within the school building is restricted to a walking pace.
- During morning break (10.45 am – 11.00 am) one teacher / classroom assistant will supervise the children playing in the playground. On a wet day a member of staff will supervise children in own class. At lunchtime (12.30 pm – 1.15 pm) two supervisors will be in charge of the various areas of the school as agreed. The Principal or in the absence of the Principal, another member of staff will be available should the supervisors require help.
- To minimise danger at play, pupils in Y1 – Y7 will be restricted to the soft play area. The grass area at front of the school is reserved for better weather. During play any conduct considered dangerous to the welfare of the pupil or others may result in the child's withdrawal from play for a period to be determined by the Principal.
- Outdoor footwear will not be allowed to be worn in P.E. for the well being of their feet children should wear shoes to, from and while in school. Other trainers must be worn at P.E., as mud brought in on footwear constitutes a hazard in the P.E. lesson. Children will require a second pair of trainers if playing on grass areas.
- Jewellery should not be worn to school to avoid risk of injury to wearer or others during school activities. The exemption to this will be the wearing of stud earring and/or a watch.
- Any health problems affecting a child should be reported by parent/guardian to the Principal or class teacher. Such information will be kept on file and remain confidential. (See separate Supporting Medication Needs Policy) Medication for conditions e.g. diabetes will be stored in staff room and all staff informed of procedures. Staff will also liaise with medical personnel/receive training.
- Children who need to remain indoors at playtime require a note from parent. A member of staff will supervise such children in a classroom.

- (k) Accidents – Details of accidents will be recorded on the Board’s official accident report form and in the school’s incident book. In the case of injury requiring medical / hospital attention, the parent/contact person, as recorded in school welfare file, will be contacted immediately.
- (l) First-Aid – items approved will be stored in the resource area. All members of staff will be trained in basic first-aid procedures.
- (m) Outings – Parental consent (in writing) will be sought for each visit it is proposed to take a child on and permission sought for publication of photographs taken for school purposes.
- (n) Fire Drill – A fire drill will be practised once a term and recorded.
- (o) Hygiene – Pupils will be expected to wash and dry hands after each visit to the toilet. General hygiene will be reinforced by all staff and in Personal Health & Safety programmes (PDMU).
- (p) Home time – respective class teacher will accompany pupils from classrooms to cloakroom. Children will then line up in bus lines, supervised by all staff. Staff will supervise the bus children as they make their way to buses. Remaining teachers will supervise cloakroom area until all children have left the school.
- (q) Administration of Drugs – Staff will only administer medicine as agreed in our Supporting Medication Needs Policy. Medical personnel/parent of child contacted to administer recovery diabetic drug by injection. (Injection stored in school safe).

Extra Curricular Activities

On Club afternoons children may remain in school until 4.15 pm for extra curricular activities. Children will be supervised until 4.15 pm. No child will be allowed up town between 3.05 pm and 4.15 pm.

Children will not normally be allowed to leave the school premises during the school day 8.55 pm - 3.05 pm. Should a parent require a child to leave the school premises alone e.g. a visit to the doctors, a dated note must be sent to the Principal/Class teacher (a phone call will not suffice on this occasion).

Leaving school early accompanied by parent/guardian/other

The Principal/Class teacher should be made aware by the child’s parent if the child is to be excused from class and who is accompanying the child by signed note.

Risk Assessment

Once a year in Sept /Oct – copy sent to EA.

EA Policy

Adopted by Board of Governors.

IMPLEMENTATION

The Principal has overall responsibility for all health and safety matters within the school.

The Health and Safety Committee is responsible to the Principal for advising on all matters regarding health, safety and welfare to staff and pupils.

Staff are expected to carry out risk assessments as appropriate and take measures to ensure that risks are minimised.

APPENDIX 1

The school management will comply with any regulations under the Health and Safety at Work (NI) Order 1978, the Factories Act (NI) 1965, the Office and Shop Premises Act (NI) 1990, the Management of Health and Safety at Work Regulations (NI) 1992, the Provision and Use of Work Equipment Regulations (NI) 1993, the Personal Protective Equipment at Work Regulations (NI) 1993, the Health and Safety (Display Screen Equipment) regulations (NI) 1992, the Manual Handling Operations Regulations (NI) 1992, and any relevant legislation that may be introduced.