St. Joseph’s Primary School

Health and Safety Policy

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 EA’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.

Within the school curriculum, we teach children about health and safety, to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives.

 PURPOSE

The aim of the policy is to:

* Ensure that all reasonably practical steps are taken to ensure health, safety and welfare of all persons using the premises
* Ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising administrators participating in off-site visits
* Establish and maintain safe working procedures amongst pupils
* Make arrangements for ensuring safety and absence of risk in connection with the use, handling, storage and transporting of substances
* Develop safety awareness amongst staff, pupils and other supervising adults
* Formulate and implement effective procedures for use in fire and other emergencies
* Provide adequate training, information, instruction and supervision to enable all staff employed in the school to perform their work safely and efficiently
* Maintain a close interest in all the health and safety routines
* Keep up-to-date with any changes in legislation regarding Health & Safety in the workplace (Checklist for Health and Safety contained within the EA Health and Safety Manual)

 In the absence of the principal, the Designated teacher for child protection Mrs L Cochrane will assume the role of lead teacher for Health & Safety.

All staff will:

* Ensure that they are aware of the requirements of the Health and Safety Policy
* Fully support all health and safety arrangements
* Take reasonable care of their own health and safety, and that of others who may be affected by their actions
* Ensure, as far as is reasonably practicable, that their classroom is safe
* Use equipment safely
* Ensure, as far as is reasonably practicable, that pupils use equipment safely
* Report situations to the principal or caretaker, which may present a serious or imminent danger to any member of our school community
* Report any concerns of abuse to pupils to the Child Protection Officers (Mrs Cochrane or Mrs Turley)
* Complete an ‘Accident Form’ available from Mrs Gardiner in the school office.

 In the event of an accident, The Building Supervisor will:

* Ensure that she is familiar with the school’s Health and Safety Policy
* Conduct a termly Health and Safety Survey and site-walk with the principal
* Ensure that all cleaning staff are aware of any implication of the Health and Safety Policy, as it affects their work activities e.g. arrangements for materials, equipment, substances etc.
* Report to the principal any hazards that have been brought to her notice
* Ensure that everything received from suppliers - machinery, equipment, substances etc. - is accompanied with adequate information and instructions prior to use
* Maintain a record of hazardous substances used for cleaning or similar purposes
* Ensure that all toilets are inspected, cleaned and resourced after each break to provide a safe and healthy environment
* Ensure that all locks and catches are in working order
* Ensure that there is no storage in the following areas:- Boiler room Corridors Doorways Or beside steps
* Ensure that warning/hazard notices to notify of a spillage or cleaning is in progress are displayed as appropriate
* 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 safety in mind.
* Any blow or bump to the head must be reported as soon as possible to the child’s parents
* The trained first-aiders are:

 o Mrs Fitzsimmons, Mrs Cochrane, Mrs Brannigan and Mrs Porter.

* If there is any concern whatsoever about the injury, the school will contact the parent
* If the parent cannot be contacted then, if the school deems it necessary, the family doctor or emergency services will be contacted
* If an injury is deemed to be of a serious nature then that pupil should not be moved until the relevant medical help has arrived

Staff should complete the Accident Report Form available from the secretary’s office if an accident deemed to be serious has occurred

NB: When a child becomes a pupil at St. Joseph’s Primary School, the parent/guardian fills in a Data Collection Form, which school management maintains on computer.

The information given on this form is very important, especially in the event of an accident. Parents/Guardians must ensure that the school office is notified immediately if there are any changes, particularly in a child’s health, the family doctor and especially first and second contact numbers.

**Educational Visits**

* The principal has the responsibility for ensuring that the school’s Educational Visits Procedure is implemented fully
* As a matter of good professional practice, each individual teacher should follow the Educational Visits Policy when planning an outside trip, including risk assessment, parental permission and adequate levels of adult supervision etc Evacuation of the Building (Fire Drill)
* Fire exits are all clearly labelled and a fire safety alarm system has been installed with appropriate signage
* Exit plans are displayed at the door of each classroom, as is the class roll which should be taken in the event of any evacuation
* On hearing the fire alarm, all staff should lead their class in a calm manner to their agreed assembly point
* Before leaving the building, teachers should ensure that all children have accompanied them from the classroom
* Check toilets on the way out but do not re-enter the building in search of a missing person
* The principal and caretaker will carry out a sweep of the building together to ensure everyone is out
* In the case of a child being out of class during an evacuation they should exit through the nearest fire exit and make their way to the appropriate assembly point
* Each teacher takes a roll of their class once outside and reports this to the principal
* Fire bells and fire doors are tested weekly by the caretaker and secretary
* A fire drill is practised once a term and logged by the principal
* Fire extinguishers are checked annually and located at various points and are not to be moved from their designated positions
* The principal is responsible for calling the fire brigade.

**Movement Around School**

* Pupils should walk around school in single file on the left hand side and stand in a single file when waiting
* Class lines should always be under the control of the teacher
* Children are not permitted to re-enter the building during break or lunch unless accessing the toilets or with a member of staff

 Playground

* The playground is zoned into areas – for safety reasons.
* There are three to four supervisors who supervise break and lunch play.

First Aid Supervision

* The delegated first-aiders are Mrs Fitzsimmons, Mrs Cochrane, Mrs Porter and Mrs Brannigan.
* Staff members are aware of the restrictions regarding First Aid but will balance this with the appropriate level of ‘duty of care’ to the child. The child’s needs always come first.
* As a precaution, class teachers should personally report all bumps to a child’s head to the child’s parents via telephone. Appropriate ice-packs are available in school
* Mrs Fitzsimmons or Mrs Cochrane (in her absence) are responsible for restocking the First Aid Boxes when requested by a member of staff.
* All staff are responsible for notifying them when supplies are running low.

 First Aid boxes will contain the following:

1. scissors

2. bandages

3. single plasters

4. sterile individual wipes

5. disposable gloves.

A small first aid kit is to be taken on all educational visits

**Administration of Medicines**

It is generally agreed amongst Trade Unions that members of staff should not administer either prescribed or non-prescribed drugs in the workplace. Parents should contact the principal directly if their child requires to be given medication during the school day. The child’s needs will always be paramount here, and a common sense approach is adopted

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.

The Board of Governors have a statutory duty, under the Health and Safety at Work (NI) Order 1998, to ensure that the Board’s Safety Policy is both understood and implemented. This policy has been endorsed by the Governors and will be reviewed regularly and amended as required.

Review of Policy

A review of the policy will be undertaken annually by the principal. Any amendments or updates to the policy will be reported to the Board of Governors. Any new legislation or directives will be incorporated into the policy as necessary