



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 SEELB'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

The Health and Safety of all employees and all other persons who use the school premises is a major concern for the Board of Governors of St Joseph's Primary School. The Board of Governors recognises that achieving and maintaining high standards of safety requires that the school's management, staff, pupils, visitors and contractors are aware of and discharge their respective responsibilities.

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. 'Other persons' includes staff, pupils, and visitors to the school.

St Joseph's Primary School will endeavour to:

- provide a safe and healthy working/teaching/learning environment in compliance with, or improving upon statutory requirements;
- maintain the cleanliness and state of repair of the building;

- provide safe systems of working to ensure, so far as is reasonably practicable, the health and safety at work of all staff/pupils;
- 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 that all employees, pupils, contractors, visitors and others follow the appropriate safety procedures;
- provide safe storage for dangerous materials and substances;
- provide adequate statutory first aid facilities;
- establish, practice and maintain effective emergency evacuation procedures;
- provide consultative measures to monitor and review the effectiveness of health and safety measures;
- carry out detailed reporting and investigation of all accidents and dangerous occurrences to persons and/or property to prevent a recurrence;
- liaise with Newry, Mourne and Down District Council, the Education Authority and other official bodies with the aim of improving all aspects of health and safety at work.

If the school is used for community activities outside of the school day, variations to emergency procedures will apply.

The fire warning or emergency evacuation signal is a continuous ringing of the Fire Alarm.

## 1. RESPONSIBILITIES

(a) The Board of Governors is responsible for ensuring that information is disseminated and monitoring and reviewing 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. These responsibilities may be delegated to a sub-committee of the Board of Governors. The Board of Governors must ensure that a high standard of health and safety is maintained in the school.

(b) The Principal is the school's Health and Safety co-ordinator and is responsible for instigating an investigation and, where appropriate, authorising remedial work or action and reporting to the Board of Governors.

(c) 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 an accurate record of completed training on health and safety issues for current staff.

Temporary, part-time and supply staff must be informed of their responsibilities and the school's agreed policy prior to the commencement of their duties.

(d) The school's First Aid cover is provided by: Mrs Irene Fitzsimons, Ms Lesley Cochrane and Mrs I Porter

The First Aid boxes are stored in the staff room Medical Cupboard.

In addition, there is a First Aid kit in the school kitchen.

- 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 Fitzsimons 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

(e) All staff of the school (teaching and non-teaching) will manage safety in the areas in which they work on a day to day basis.

(f) All staff members have a responsibility to:

- check that areas and equipment are safe before commencing 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

## 2. RISK ASSESSMENT

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.

There are several aspects to risk assessment:

- annual Health and Safety audit to be undertaken by the Principal/Health and Safety co-ordinator;
- continuous identification of hazards and risks on a daily basis;

- assessment of any substance or material introduced into the school and school site to ensure compliance with statutory Health and Safety regulations;
- assessment of any new activity or procedure introduced into the school;
- COVID risk assessments in line with Department of Education guidelines;
- reporting back to Board of Governors following annual risk assessment.

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.

### 3. PUPIL SUPERVISION

#### (a) Duty Supervision

- Breakfast Club begins at 8.15 a.m. facilitated by supervisors.
- The doors to classrooms are opened at 9 a.m. and children will not be supervised before then unless they are attending the Breakfast Club.
- At break times and lunch times at least one member of staff will be on duty in the playground (normally 2).
- At the end of the school day each class teacher walks their class to the designated collection point to a parent/carer.

#### (b) Pupils Taking Medication -See school policy on 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

#### (c) Areas of Special Risk

The school will follow any guidance issued by the Education Authority and EA Cleaning Service in relation to the use of equipment or substances or the

performance of activities recognised as being of special risk. The need for training in the use of equipment perceived to constitute a risk and the need for regular servicing and maintenance is acknowledged. The following areas/activities are recognised as potentially requiring additional attention in relation to management of health and safety and additional care and attention should be taken when completing activities which may involve use of specialist equipment/chemicals:

Science & Technology

Art, P.E. and Drama.

Teachers should follow all manufacturers' instructions or request specific health and safety advice from the Area of Learning Co-ordinator who will then try to obtain such guidance from the EA or manufacturer.

If teachers are concerned about completing a particular activity then they should not proceed until they have received the appropriate guidance / training to address their concerns. They should never place a child or themselves in any risk.

#### (d) Health Problems

In the case of pupils, parents will be asked to provide an emergency contact number and to alert the school of any known health problems, e.g. diabetes, asthma etc. This record will be kept centrally in the office. In the event of serious illness, an ambulance will be called, parents contacted and asked to meet their child at the hospital.

#### (e) School Visits and 'Off Site' Activities.

The Board of Governors will comply with the 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 health and safety, and welfare of pupils

on certain types of off-site activities prior to the activities taking place.

Reports will detail:

- the transport arrangements;
- the arrangements for supervision of pupils (including the staff/adult : pupil ratio);
- the arrangement for first aid cover;
- the level of qualified instruction and supervision that will be available for activities of special risk.

### **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.

## **4. REPORTING, MONITORING AND REVIEWING SAFETY**

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.

The Principal will review Health and Safety Procedures annually. Any person on these premises has a duty to report, in the agreed manner, to the Principal on health and safety. The Board of Governors will review this policy statement on



an annual basis or more frequently should the need arise, e.g. on the publication of new regulations or on the receipt of new documentation from the Education Authority.

#### Other Related Policies:

This policy should be read in conjunction with the following school policy documents: Policy in relation to a medical assistance in case of an accident, Administration of medicines Policy, First Aid Policy, Safe Handling and Use of Reasonable Force Policy and Healthy Eating Policy.

#### 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