

**Ardstraw Jubilee Primary School**  
**HEALTH AND SAFETY POLICY**

In Ardstraw Jubilee P.S. 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 an inspection of the school environment, and a report forwarded to the Education Authority.

This policy, which has adopted the Employing Authority's health and safety policy, will be reviewed on:

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Signed:

Date;

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Signed:

Date;

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## **INTRODUCTION**

The Board of *Governors* and Principal of Ardstraw Jubilee P.S., recognise that the health, safety and welfare at work of all staff and students is paramount and primarily their responsibility, and that further, a duty of care extends to other persons while they are on the school premises.

In compliance with current legislation (see Appendix 1), the Board of *Governors* and staff of Ardstraw Jubilee P.S., 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.

The main purpose of this policy is to set out the measures that the school has in place in order to minimise the effect of accidents as measured by damage to people, buildings, equipment and the environment. To achieve this objective, the active co-operation and support of all pupils and staff is necessary.

### **Roles and Responsibilities; -**

#### **1. 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.

## **2. 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.

## **3. 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.
- Pupils will be encouraged to exercise responsibility for their own safety and to be made aware of potential hazards to themselves and other pupils when in/outside school.

## **4. 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.
- A designated member of staff is responsible for each visitor 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 advise the Principal on all matters pertaining to Health and Safety in the school.
- The Health and Safety Committee consists of; -
  - The Health Education Co-Ordinator - Mrs J Kelly
  - The school Caretaker - Mr R McKelvey
- All accidents, however slight, must be recorded in the Accident Book, which is kept in the Staffroom beside the First Aid Kit. An EA Accident Form will be completed for potentially serious accidents. These 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 staffroom.
- The First Aiders are responsible for updating all First Aid equipment.
- At least two members of staff will be trained in First Aid. First Aid Training will be organised by the school and will be provided by a recognised training agency. Appointed First Aiders are: Mrs Porter, Miss Spratt and Mrs Gourley.

### **Supporting pupils' Medical needs:**

The prime responsibility for a pupil's health rests with the parent/guardian; however, to enable pupils requiring medication to participate as fully as possible in school activities the school may agree to assist the child with medical needs.

Refer to the Policy for Administration of Medication for further details.

### **Educational Visits:**

Ardstraw Jubilee P.S. has adopted the Education Authority 'Educational Visits: Interim Guidance 2017' document and will follow the guidance and procedures outlined within it.

A consent form is sent home annually at the beginning of the school year to obtain parental consent for any activity/visit which will take place outside school premises. Parents are also informed in the school weekly Newsletter before each outside trip/visit to allow them to refuse consent for their child, if they wish. A risk assessment will be carried out before each educational visit. The outcome of this acts as the basis for the school to establish what needs to be put in place to allow the activity to proceed in a way which sufficiently controls the risks to which those going on the visit may be exposed to.

## **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.

The school, as part of its role in the risk assessment process should ensure that the fire safety audit sheet is completed annually.

The school must ensure - adequate provision of equipment, appropriate training and instruction to all staff and pupils, clear indication of emergency exits by signage, keeping of emergency exits and routes clear from obstructions, a fire action notice will be displayed in all rooms.

- All members of staff must familiarise themselves with the fire drill procedure. All members of staff will be given a copy of the Fire Safety Contingency Plan at the beginning of each year and trained in the procedures and use of Fire Extinguishers. (See Fire Safety Contingency Plan)
- New members of staff will be given a summary of evacuation procedures in case of fire and a copy of the Fire Safety Contingency Plan.
- 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.

### **Fire Drill Procedure:**

On hearing the alarm (a continuous ringing of the school bell) -

All pupils and staff must stop their activity and evacuate the building.

All staff should ensure all cloakrooms; toilets and stores are checked to ensure that no-one is left inside.

All pupils and staff should assemble in a pre-determined point. Teachers should check all pupils are present and report to the Principal that all have been accounted for. The Principal will have this information for the fire brigade on their arrival.

Staff and pupils must remain at the assembly point until they receive further instruction.

### **Security:**

A security assessment of the school will be carried out annually. Issues which are high at risk should be identified and addressed. Any high risks which the school cannot deal with, should be reported to the Educational Authority.

### **Measures to enhance school security:**

- All visitors should report to the reception area/the Principal.
- An access control system is fitted to the school.
- All doors in the school are kept secure.
- Cash is kept in the safe and banked regularly.
- Intruder alarms are reported to the key holders by the alarm company when activated.
- The caretaker and Principal are responsible for retaining the school keys.

### **Glazing:**

Governors, as part of their annual inspection will examine glazing. In case of doubt, the Principal will contact the E.A.'s Maintenance Officer.

The replacement of broken panes will continue to be the responsibility of the school.

### **Management of Contractors:**

A partnership between the Education Authority, school and contractor will ensure that risk associated with this type of work is managed and controlled.

### **Portable Electrical Equipment:**

The Board of Governors will ensure the relevant safety inspections are carried out. The school will engage in a contract for the examination and testing of portable appliances. All persons using equipment will be instructed to recognise visual signs that equipment is not in good condition and report this immediately. The staff should not bring in their own electrical items to school.

### **Asbestos**

Any work likely to involve any form of asbestos material is potentially hazardous.

An Asbestos Survey was carried out on behalf of the Education Authority in 2017 and is available to view by all contractors working in the school. No Risk was identified in any area of the school. Should an issue arise in the course of future works the Education Authority Maintenance Officer will carry out an inspection and contact a surveyor if necessary.

### **Control of Substances Hazardous to Health:**

There is a duty on the school to carry out COSHH assessments on tasks which involve the use of any hazardous substances and to implement appropriate controls.

An inventory of all hazardous substances should be kept. The purchase of substances should be restricted to those which appear on the Boards tender. A risk assessment should be carried out with all hazardous substances. Suitable information and training should be available to all people handling these substances.

### **Violence in Schools:**

All incidents of violence should be reported using the Incident Report Form and forwarded to the Education Authority Health and Safety Adviser.

Parents should make an appointment to see staff. In circumstances where visitors', including parent's behaviour, becomes violent, they will be requested to leave the school grounds, with assistance from the police if this becomes necessary.

Incidents of violence or abusive behaviour will be dealt with under the school's internal policies and procedures. (Ref: Policy Statement on Tackling Violence and Abusive Behaviour against Teachers - TNC 2011/2)

### **Occupational Health Services and work-related stress:**

Refer to Staff Health and Well Being Policy

### **Display Screen Equipment**

The Health and Safety Regulations 1992 require employers to carry out an assessment of the workplace when staff are in use of display screen equipment e.g. visual display units, terminals, laptops etc that are in prolonged use. The main areas of assessment are the desk, the chair, the computer and general environment.

### **Emergency Planning:**

Refer to Critical Incident Policy

### **Health and Safety Monitoring:**

A key element of Health and Safety management is monitoring. This can be achieved by the use of risk assessments. The evaluations of risk assessments will be vital in analysing strengths and weakness within the school and for future inspection and reporting to the Board of Governors. (Appendix 2)

### **Implementation:**

The Principal has overall responsibility for all health and safety matters within the school and for co-ordinating the work of the Health and Safety Committee.

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

Teachers 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.

## **APPENDIX 2**

### **Guidance on Risk Assessments:**

A risk assessment is the identification of potential harm which could occur to individuals and/or property. This is done that appropriate measures can be put in place to reduce any such risk to acceptable level. The process of risk assessment is about minimising not eliminating risk.

### **When do you carry out a risk assessment?**

- Where a significant Health and Safety risk has been identified in relation to the building/site which may require building works to be carried out.
- Where a pupil's behaviour is posing a significant risk to themselves, others or to the fabric of the building.
- Where the school wishes to participate in an educational visit.

### **What does Risk Assessment involve?**

Stage 1	Identify hazards
Stage 2	Decide who/what might be at risk
Stage 3	Evaluate the risk and consider whether current precautions are adequate or if further support measures required.
Stage 4	Record your findings. Review and revise the assessment.