

October 2023

To be reviewed October 2027

STRAIDBILLY PRIMARY SCHOOL



Health & Safety Policy

Date Ratified by Board of Governors: October 2023

Date of Review: October 2027

October 2023

To be reviewed October 2027

At Straidbilly Primary School, we aim to provide and maintain safe and healthy working conditions for all our staff and pupils and to encourage and promote an effective culture of health and safety within the school.

The Education Authority's Health and Safety Policy is adopted and complemented by the school's Policy. (Please refer to Health and Safety Manual for Principals & Governors)

<https://www.eani.org.uk/school-management/health-safety/manual-for-principals-and-governors>

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 Board of Governors

The Governing body accepts responsibility for the health and safety of others who may be affected by school activities.

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.

The Board of Governors should:

- Promote standards of safety, health and welfare that comply with the provisions and requirements of the Health and Safety at Work (Northern Ireland) Order 1978 and other relevant legislative legislation, standards and codes of practice;
- Provide information, instruction, training and supervision where necessary to enable staff to perform their work safely and effectively;
- Maintain a constant and continuing interest in safety and health matters pertinent to the activities of the school, its pupils and staff
- Continually seek to improve the systems in place for the management of occupational safety and health and review it periodically to ensure it remains relevant, appropriate and effective
- Consult with staff on matters related to health, safety and welfare at work
- Provide the necessary resources to ensure the health, safety and welfare of all those to whom it owes a duty of care, including staff, pupils, visitors, contractors etc.

Principal overall responsibility for the day-to-day management of health and safety in accordance with the Education Authority's policy rests with the Principal. Assistance in this task is provided by school staff members. As manager of the school and of all the activities carried on within it, the Principal will advise Governors of areas of health and safety concerns.

The principal has responsibility for:

- Co-operating with the Employing Authority and governing body to enable the health and safety policy and procedures to be implemented and complied with;
- Ensuring effective health and safety management arrangements are in place for carrying out regular
- inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and Employing Authority where necessary;
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Carrying out health and safety investigations;

October 2023

To be reviewed October 2027

- Ensuring all staff are competent to carry out their roles and are provided with Health and Safety Policy adequate information, instruction and training;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to the Employing Authority any hazards which cannot be rectified by staff within the establishment;
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- Identification of safety requirements and objectives;
- Monitoring purchasing and contracting procedures to ensure compliance with the Employing Authority policy.

The principal may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the principal from the overall day to day responsibilities for health and safety within the establishment.

This Policy has been endorsed by the Governors and will be reviewed regularly and amended as required.

Staff Responsibilities

All members of staff are responsible for:

- Looking after the health and safety of themselves, pupils, other employees and members of the public they came into contact with;
- Reporting any accidents or incidents which have led or may lead to injury or occupational ill health and to co-operate with the investigation of such incidents;
- Ensuring that they read and understand the school's health and safety policy and act upon those requirements relevant to their area of work;
- Health and Safety Policy operation within their role at school
- Co-operating fully with their line manager and act promptly on any instructions given in relation to their health and safety at work;
- Ensuring that any activity under their control is conducted in accordance with relevant legislation and school policy and follow appropriate risk assessments and safe systems of work;
- Refraining from any conduct that puts themselves or others at risk;
- Setting a personal example by following all rules and regulations whilst at work.
- Reporting any concerns regarding health and safety for themselves, others, equipment etc.

Advice for staff

Safety Ladders /Steps:

- The steps provided by the school **MUST** be used to reach notice boards, shelves or other heights. Sets of steps and ladders are kept in the school boiler house.
- Take extra care when climbing or descending from steps or any height.

Chairs or other items of furniture **MUST NOT** be used to access or come down from heights.

- When using steps, it is recommended that a colleague or the Building Supervisor should be enlisted to assist you.
- Do not overreach – move steps to a more suitable position.

Clothing

- Appropriate footwear must be worn at all times.
- Avoid wearing clothing or jewellery that could be hazardous e.g., become caught in equipment.

Movement / Weights

- Staff members should not attempt to move larger pieces of furniture and equipment by themselves. Always enlist the help of a colleague or the Building Supervisor.
- Lifting heavy weights from the ground or from heights can cause back and other injuries. The Building Supervisor should be asked to do such tasks or if not available, staff members should enlist the help of colleagues.

School catering

The EA's school catering service is the employing authority in the school kitchen and operate their own procedures. The principal will liaise with the school catering supervisor to co-ordinate any necessary safety arrangements which relate to each other's staff, and in relevant matters related to the management of the building in general.

Building supervisor

The Building Supervisor is responsible for maintaining a clean and tidy building and grounds, for checking the general conditions of the premises, including classrooms, staff room, bathrooms and other areas (e.g., Boiler House) and for ensuring that health and safety hazards are dealt with or reported immediately, and advice sought as necessary. A Health and Safety check is carried out annually (EA).

In the discharge of this responsibility the Buildings Supervisor will:

- ensure that appropriate cleaning / caretaking resources are in place and properly maintained;
- Report to the principal any matters of Health and Safety concerns highlighted by staff members and deal with these matters promptly.
- ensure that stores are kept clean and tidy;
- ensure that cleaning materials are labelled and correctly stored appropriately and safely;
- ensure that all chemicals are stored in their original containers;
- ensure that flammable liquids are stored according to EA guidelines;

- employ safe practice in carrying out duties to ensure own safety and the safety of other employees and pupils;
- follow EA / COSHH for the storage of hazardous substances and seek advice as required.
- Maintain school site – ensuring Health and Safety, at all times:
e.g., Hazardous weather conditions (gritting and salting, tree damage in high winds, maintain gutter and drain clearance, etc...
- Ensure secure closing/locking (as appropriate) of school windows, fire doors and external doors at the end of the day/weekends/holidays and school closures.
- Check that - all locks and catches are in working order.
- - the security system and fire alarms are in working order.
- Before leaving the premises on a daily basis, check that
 - ✓ all the windows are closed
 - ✓ the doors are locked and secure.
 - ✓ the security system is set
 - ✓ all gates are locked
- Avail of relevant training and up-skilling of health and safety procedures as appropriate and provided by the EA.
- Any minor repairs are completed by them or through the Board's use of authorised contractors.

All areas are subject to monitoring and evaluating by Principal and Governors.

School Security

The external front door of the school is fitted with magnetic locks, which can be operated from the School office. These locks are "on" at 9:00 am in the morning and for the remainder of the school day. Anyone entering the building after this time is required to identify him/herself, and report to the School Secretary in the Reception area. The gates are closed at 9:00 am and remain closed until 1.50pm for the 2pm collection time.

The surrounding premises are fenced.

A buzzer system for the main school entry door is installed which can be operated from the principal's & secretary's office.

Access NI

All adults, including parents (PTA), coaches and volunteers, working in the school must have completed an Enhanced Disclosure from Access NI. Adults and students wishing to work within the school complete the application process through the relevant registered bodies before securing a position within the school.

Visitors to School/EA personnel/contractors

All visitors and contractors must report to the Secretary/Principal and sign in in the Visitors to School Log Book detailing date, name, arrival and departure time, nature of business, telephone number and signature. Where appropriate, individuals must wear visible ID tags. Under no circumstances will pupils be permitted to allow access to any visitor to the school.

The Asbestos register must be available at Reception for any contractors carrying out work to the school premises.

Pupils

Pupils are expected to: (age-appropriate)

- Always follow class and school rules and instructions given by teaching and non-teaching staff.
- Exercise personal responsibility for the safety of themselves and classmates.
- Dress appropriately and consistent with safety and/ or hygiene.
- Use and not wilfully misuse, neglect or interfere with things provided for their safety/ education.

Parents

Parents are expected to:

- support the school in all Health & Safety matters.
- ensure that the school has up to date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies.
- observe school regulations in relation to access to the school building and movement within the building.
- ensure that the school is aware of any medical conditions or other circumstances that could impinge on their child's schooling.
- contact the school promptly to explain absence.
- ensure that the pupils attend school in neat, clean and appropriate clothing.
- Ensure pupils are supplied with healthy food for break and lunch.
- take responsibility for the behaviour of their children and support the school's discipline policy (see Positive Behaviour Policy).

Fire Safety

(See Manual FOR Principals & Governors – Fire Safety)

In compliance with fire safety regulations, procedures are as follows:

- The fire alarm will be tested weekly (Buildings Supervisor and Principal) to ensure that it is working properly and that it is recognised by all occupants;
- Emergency lighting is tested on a monthly basis (EA guidelines) (Buildings Supervisor and Principal)
- Any faults are reported immediately to EA Maintenance Department

- Fire-fighting equipment is checked regularly and inspected annually by EA – a record of annual checks is maintained;

- the procedure for evacuating the building is reviewed each fire drill to ensure exiting the school is accessible, safe and swift.

- a fire drill takes place once a term (EA guidelines) and at different times of the day (advice may be sought from the Fire Service as required) – each class teacher will use a class list register to account for all pupils which will be brought out to the Fire Assembly Point (field)

- fire exits, other exit routes and fire-fighting equipment will remain free from obstruction.

Fire Extinguishers

- There are different types of extinguisher in the school, identified by the colour.
- All fire extinguishers and alarms will be checked and maintained as arranged by EA.

Policy on Bringing Electrical Appliances into School

- All electrical appliances are checked annually to ensure they meet approved standards.

First Aid

(See First Aid Policy)

In order to meet with the requirements for First Aid:

- at least one member of staff will have the required training to deal with routine first aid matters; there are currently 10 trained members of staff – training carried out by BISP. Training is updated every three years as prescribed.

- Minor injuries/cuts are dealt with by class teachers, classroom assistants. A note will be sent home to inform parents via written note/Seesaw.

- When dealing with an injury, staff must always wear disposable gloves and ensure that any waste is disposed of securely.

- first aid boxes and first aid movable kits are located in various areas of the school with the main resource area located in the staff room.

- the contents of the first aid box meet with the requirements of the EA Health and Safety manual, and is replenished as necessary by the First aid co-ordinator.

- where there is concern about the seriousness of an accident, parents will be informed. In the case of any knock, bump or injury to the head area, parents must always be informed by phone even if the injury does not seem serious.
- The school has an accident report book that must be filled in by the teacher/ staff member who witnessed the accident or to whom it was reported. If the accident results in a more serious injury which requires referral to outside medical agencies, then an EA Accident Report form should also be completed.
- parents will be contacted, if possible, before a pupil is taken to hospital - if a parent/responsible adult as listed on data collection form cannot be contacted the school will act 'in loco parentis', and the parent informed as soon as possible.

NB: When a child becomes a pupil at Straidbilly Primary School, the parent or guardian annually fills in a Class Data form which the school maintains electronically on SIMS. The information given on this form is very important, especially in the event of an accident/illness. 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 1st, 2nd and 3rd contact numbers.

First aid Supplies

- Mrs Elliott is responsible for checking the contents of the First aid boxes on a regular basis and they will be maintained in line with Board regulations.
- All staff are responsible for notifying Mrs Elliott if supplies in any box are running low.

Break times/Lunch times:

Accidents are initially to be dealt with by the classroom assistants (break-time) classroom assistants/teacher on duty (lunchtime) and referred to the first aider as necessary.

Administration of Medicines

(See Administration of Medication Policy)

Schools are not legally compelled to administer medication to children, because of the risks involved and the possible legal implications. However, it is the school policy whenever possible to facilitate administration by parents or self-administration by children. Medicines should be stored safely by class teacher in a safe place and out of reach by other pupils.

Procedures for the administration of prescribed care plan medication for an existing medical condition:

- The school must be informed by parents/ carers of any care plan medicines which need to be administered.
- Only care plan medication prescribed for a particular pupil may be administered, at the specific request of parents and in accordance with instructions given.
- Parents must fill in and return the consent form, giving permission for the care plan medication to be administered at school.

- Such medication may be administered by the principal or other appropriate member of the teaching or non-teaching staff who are aware of the provisions of the care plan and must be stored out of reach of all pupils.
- The medicine will be stored in a cupboard located in the kitchen area.
- Where there is any doubt parents will be consulted.
- If a parent wishes, they may administer medication to their child on site in agreement with the Principal/ Class teacher.

The curriculum

Within the school curriculum, from Primary One to Primary Seven, 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, now and into their future.

This policy supports the rights of the child, as stated by the UNCRC, in particular the following articles

- Schools should work towards what is best for the child. Article 3 (See all Pastoral Policies)
- All children have a right to good health and good quality health care. Article 24 (See Pastoral Care Policy, Food in School/ Healthy Breaks Policy, First Aid Policy)
- All children should be protected from violence, abuse and neglect. Article 19 (See Child Protection/Safeguarding Policy, Internet Safety Policy)
- Children are taught to have care and consideration for themselves and others within PDMU lessons, assembly time for activities:
 - in the classroom
 - using equipment
 - moving around school
 - carrying out investigations
 - before and after-school activities
 - on educational visits and residential trips
 - PTA events

We are also very aware of dangers that children face on a regular basis. We deliver information and facilitate discussions around the following within PDMU and enlisting assistance from outside agencies

- Water Safety - the pool, the seaside, the river etc (RNLI)
- Stranger danger (PSNI)
- Getting lost (PSNI)
- Safety in the countryside/ on farms

- Safety in the Sun
- Harmful Substances

Outside Agency involvement

- Periodically, outside agencies including PSNI, RNLI, NSPCC, Love For Life, School Nursing Team will be involved in delivering Health and safety advice and learning experiences for pupils. These may take place in the classroom or assembly time.

Safety of Children

- It is the responsibility of teachers to ensure that curriculum activities are safe (both inside and outside of the classroom – resources, online safety etc)
- Pupils are only taken off the school site with prior permission of parents. Parental consent is sought at start of every year for local part-day trips/ walks within the community, but all other full-day trips and residential trips must have separate consent.
- Risk assessments are carried out annually for various aspects e.g., school grounds, equipment, adverse weather including high winds/snow and ice, class trips, children with behavioural/ medical needs and plans put in place accordingly which are shared with parents and staff.
- The school's Code of Conduct and school/ classroom rules have been written with the children considering the safety of all and must be adhered to.
- Children are supervised in the playgrounds in the morning from 8.40am, at break time and lunchtime by members of staff.
- Class teachers ensure that all children are collected at the end of the day.

All equipment and resources, including outdoor play equipment (weekly) are checked regularly for damage or other hazards.

Car Parking/collection of children.

Car parking is a concern as the road in front of the school is busy and we must ask those collecting children by car, at any time of the day, to use extreme care, to be mindful of other families and to collect children swiftly.

The school bus must be able to enter and exit the school grounds freely and safely and has its own designated parking area which must be observed at all times. Bus children leave school **10 minutes** early on the days when the whole school finished at 2pm to avoid car-park congestion.

Children must use zebra crossing, manned by teaching staff, to meet parents/bus. Parents must meet their children at the school boundaries unless a note granting permission to walk home has been given to the school beforehand.

October 2023

To be reviewed October 2027

The school has contact with PSNI who will talk to children about road safety and provide information and leaflets.

Complaints by parents, staff and other road users will be followed up.

Policy on Children Moving Equipment

In the normal day to day running of the school, there are certain situations where children need to move equipment or items of furniture e.g., chairs and/or tables, sports equipment, small items of equipment

Children must always be supervised when moving any equipment or item of furniture. Some items they will need to move may be heavy or awkward to carry safely. Children need to be shown how to lift and carry. This needs reinforcing on a regular basis.

When moving large PE or Sports Equipment, children must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and how many children are needed for moving each piece of equipment.

General School Safety Measures

- **No** pupil is allowed to leave the school boundaries at any time unless a member of staff has granted them permission to do so.
- If pupils are leaving the school before the end of the school day, the parent/guardian of the pupil must request absence and state reason for leaving early by contacting the class teacher or school beforehand.
- If someone other than the parent / guardian is to collect a child, that person's name is to be given to the school in advance.
- If a parent is going to be late collecting a child, then this must be communicated to the school in good time so that the child can be kept safely in the school building.
- Any pupil who is not collected from the classroom or from the school gates on time will be brought inside by their class teacher to await collection. A phone call will be made to parent if waiting time is too long.
- **No** unauthorised vehicles are permitted into the school grounds.
- Parents, staff or visitors should not block entrances or exits as this hinders other road users and increases the likelihood of accidents. A 5mile/hour speed limit is in operation throughout the school grounds.
- Dogs are not permitted on school grounds.
- Our school is a smoke-free school. Smoking is **NOT PERMITTED** anywhere inside the school, in the grounds or outside the school gates/boundary fence. No-smoking signs are clearly displayed around the building and on the school gates.

In keeping with our pastoral provision and school ethos, we, at Straidbilly Primary School, are constantly raising awareness among our children about keeping safe.

October 2023

To be reviewed October 2027

We endeavour to help our children stay safe, not only from extreme dangers but also from day-to-day dangers.

We look at the risks children may face and try to provide them with strategies and skills to minimise and deal with them.

The school has in place policies dealing with the more major areas of concern e.g.

- Bullying
- Safeguarding and Child Protection
- Online Safety
- Road Safety
- Drugs

Other policies exist alongside this policy e.g., Pastoral, Anti-Bullying, Child protection and Safeguarding, Online safety, Code of Conduct, Healthy Eating Policy, Positive Behaviour Policy and relevant Curricular Policies.

RISK ASSESSMENTS

Risk Assessments are in place for general day-to-day activities – playground safety, weather implications – snow and ice, high winds, extreme temperatures, and specific incidents - trips and residentials, visitors to school etc. These are reviewed and updated annually, or as new guidance/situations require.

Staff Training

Staff will be updated and informed regularly on the need to follow good practice and procedures in all areas of safety.