# ST BRIGID’S PRIMARY, NURSERY SCHOOL AND SPECIAL UNITS.

**Health and Safety Policy**



**Reviewed: Spring 2022**

**Review date: Spring 2025**

Signed:  (Chair of Governors)

Signed:  (Principal)

**Health & Safety Policy**

**Objective**

The objective of this policy is to ensure, so far as is "reasonably practicable", that no person is placed in a situation where injury or ill health may be caused as a result
of the school and that all such risks are assessed and appropriately managed in line with all EA Guidance, including that of Feb 2022.

**Rationale**

The health and safety of all pupils, staff and visitors to the premises and grounds of St Brigid’s Primary School remains our top priority. This policy has been developed and adopted by the governors with reference to the advice and procedures contained in the Health and Safety Policy of the Education Authority Western Region.

St Brigid’s Primary School recognises and accepts its responsibility for health and safety as an employer, and in particular the duties laid down in:

* Article 4 (Employers Duties) of the Health & Safety at Work (Northern Ireland) Order 1978;
* Articles 5 and 6 of that Order in respect to persons other than its employees; and
* Article 88 of the Education and Libraries (Northern Ireland) Order 1986.
* It also takes account of Department of Education Guidance Circular 2014/12 *Concussion.*

The school will maintain maximum possible provision in relation to:

* 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 risk and contribute positively to health and safety at work;
* a healthy working environment; and
* adequate welfare facilities.

So far as is reasonably practicable, we will provide and maintain up-to-date information for all staff on the hazards and risks of substances, equipment and systems used at work including the recommendations of relevant risk assessments. The school will rely on the EA Western Region to provide competent technical advice on health and safety matters and, where necessary, to assist in effecting improvements.

The school will co-operate fully with queries from staff representatives and recognised trade unions. Opinions and suggestions in relation to health and safety are welcomed from members of staff.

Members of staff are reminded of their duties under Article 8 of the Health and Safety at Work (Northern Ireland) Order, 1978: to take reasonable care for their own safety and that of others.

The school will to monitor and ensure the effectiveness of its Health and Safety Policy.

**The Board of Governors**

Governors have a statutory responsibility under the Health and Safety at Work (Northern Ireland) Order 1978 for ensuring that the Health and Safety Policy is understood and implemented and that assessments are carried out to address significant risks.

The Schedule to the Scheme for the Membership, Procedure and Functions of the Board of Governors and the Scheme for Local Management of Schools assign to boards of governors a number of functions, duties and responsibilities in respect of health and
safety, including the preparation of a policy on fire safety. In the discharge of their statutory responsibilities governors must ensure:

* that all teaching staff recommended for appointment by them hold appropriate qualifications.
* that both teaching and non-teaching staff are kept up-to-date with whatever training is required for their safe working;
* the maintenance of procedures for the safety of both teaching and non-teaching staff under their control;
* the maintenance of procedures for the safety of all persons using the premises under their control;
* that an inspection of the school premises and equipment is carried out by them at least once per year and that appropriate action is taken with regard to identified faults.
* the prompt and efficient maintenance of all equipment and all non-structural repairs as defined in the relevant Annex to the Scheme for the Local Management of Schools;
* that contractors who are carrying out work on behalf of the board of governors carry out their undertakings in a safe manner so as to ensure the health and safety
of all personnel on the premises;
* that all equipment and materials either purchased or acquired by them are suitable
and safe for their intended use; and
* that teaching and non-teaching staff are issued with a copy of the Health and
Safety Policy.

**The Principal**

The principal has overall responsibility for the health, safety and welfare of all children and staff and for ensuring that members of the general public who may be affected by any
activity undertaken by or on behalf of the school are not exposed to reasonably foreseeable risks to their health or safety.

The principal is responsible for the day-to-day application of the Health and Safety Policy. In discharging this responsibility the principal will:

* ensure that all teaching staff hold appropriate qualifications.
* that both teaching and non-teaching staff are kept up-to-date with whatever training is required for their safe working;
* ensure the provision and maintenance of procedures for the safety of all teaching and non-teaching staff;
* ensure that all staff are aware of any instructions or safety advice pertaining to their teaching issued by EA /CCMS or DENI);
* ensure that all safety reports pertaining to the school are understood and that the detailed work has been completed;
* ensure that adequate arrangements exist for carrying out regular emergency evacuation (fire) drills and that all staff are aware of, and participate in, such arrangements;
* report to the Board of Governors all defects and hazards that are its responsibility;
* ensure that safe systems of working are used by contractors or persons carrying out inspections or non-structural repairs that are the governors' responsibility as set out in the Scheme for the Local Management of Schools;
* report to EA all defects and hazards which cannot be dealt with under the Scheme for the Local Management of Schools;
* ensure that all accidents to children, teaching staff and non-teaching staff are reported promptly to the EA
* ensure that all staff operate safe working practices in the execution of their duties.

**In** the absence of the principal the vice-principal, the acting principal or nominated senior teacher will assume the role.

**Teaching Staff**

Each member of the teaching staff has a responsibility to exercise care and attention regarding the safety of themselves and pupils under their control. **In** the discharge of this responsibility all teachers shall:

* ensure that they take reasonable care during work activities to avoid accident or injury to themselves, other members of staff and pupils;
* observe all safety instructions and advice issued by EA /CCMS or DENI and all safety rules relating to specific machinery or processes;
* ensure that all necessary protective clothing and equipment is both available and used by themselves and pupils;
* report all potential hazards affecting health and safety to the principal and make recommendations on the provision of safety equipment and on improvements to plant, tools or equipment which are dangerous, or potentially so;
* report all accidents to the principal and ensure that accident or incident report forms are fully completed;
* co-operate fully with the principal on all matters pertaining to health and safety;
* exercise effective supervision of pupils and know emergency procedures in respect of fire, first aid etc;
* know any special safety measures to be adopted in their own teaching area and ensure they are applied; and give clear instruction and warnings to children as often as is necessary and follow safe working procedures personally.

**Building Supervisor**

The Building Supervisor will be responsible for:

* Ensuring that all defects in the buildings and grounds are dealt with promptly;
* A weekly check of the fire alarm system and recording the results;
* Carrying out a DAILY check of the school grounds and recording the outcomes on the risk assessment form;
* Day to day monitoring of defects and reporting to the Principal. The Principal is responsible for monitoring the progress on all items reported.

**All Employees**

All employees have a responsibility to exercise personal care and attention for the safety of themselves and others and to co-operate with their employer in the execution of this policy. In the discharge of this responsibility all employees shall:

* ensure that their workplace is free from hazards before commencing work;
* report all potential hazards and defects in equipment and protective clothing to the principal;
* ensure that any equipment or machinery known to need repair is not used until the necessary work has been carried out;
* use only those electrical appliances owned by the school or the EA;
* co-operate with any health and safety training considered necessary and reasonably practicable;
* perform their duties in a safe and tidy manner;
* ensure that all toxic and flammable substances are correctly used, stored and labelled;
* ensure that they are aware of any safety precautions to be taken when undertaking potentially hazardous procedures;
* ensure that all necessary protective clothing and equipment are available;
* include safe working methods in instruction to pupils;
* report all accidents and injuries to the principal as soon as possible;
* obtain adequate treatment as soon as practicable if injured;
* assist in the investigation of injuries and accidents as necessary; and
* observe the safety rules of the school and EA.
* Office staff need to be aware of and manage effectively the hazards associated with back and eye strain and the handling and storage of dangerous substances.

**Dogs.**

For health and safety reasons **dogs are not permitted into any part of the school grounds or building.**

**Audits**

A safety audit of the school will be carried out each year by the Chair of Governors, the Principal and the Building Supervisor. A report will be available to the EA and the Board of Governors.

The outcome and action taken will be reported to the Governing Body.

**Risk Assessment**

The results of the audit will help to determine the areas for which a formal Risk Assessment needs to be carried out.

The Board of Governors are responsible for allocating the task of undertaking Risk Assessments to the person best placed to make the assessment.

**Control of Substances Hazardous to Health (COSHH)**

The responsibility for carrying out COSHH assessments will rest with the Principal or the Building Supervisor depending on the substance concerned. They will be stored in the Building Supervisors store.

**Security/Visitor to the Site**

The aim is to provide a safe and secure environment for the pupils, staff and resources within the school, without overly restricting school life.

All visitors will be expected to report to the school office, where they will be asked to sign the visitors book and asked to wear an identification badge.

Staff are encouraged to challenge politely anyone in school they do not recognise who is not wearing a visitor badge.

To achieve the above we:

* Have a Health and Safety Policy and carry out risk assessment.
* Direct visitors to reception area outside the School Office.
* Do not leave unknown visitors alone – wait with them until they are received personally by a member of staff.
* All members will sign in at reception.
* Provide badges for visitors, contractors etc to wear.
* Report visitors in unusual places e.g. playground or classrooms to Principal or Vice Principal.
* Secure doors and windows.
* Keep an inventory of equipment.
* Store equipment safely and securely at night.
* Keep gates and fencing in good order.
* Carry out regular fire drills and check fire extinguishers.
* Attend relevant courses on Safety and Security in Schools.
* Encourage vigilance by those within and around the school.
* Have a main safe for cash and other valuables.
* Keep database information and other confidential records secure.
* Advise pupils and staff not to bring valuables into the school.
* Provide a register of key holders, both permanent and temporary.

**First Aid Provision**

First aid will only be administered by qualified staff. First Aid training takes place biannually by certified trainers accessed through EA. All permanent assistants and supervisors are qualified/certified First Aiders.

The school’s arrangements for providing First Aid will:-

* Use the information from the risk assessment of First Aid to determine the number and level of trained staff and also any additional requirements (eg specialised training for children with particular medical needs);
* Notify parent/guardian that first aid treatment was given to the child.
* Place a duty on the Principal and Board of Governors to approve, implement and review the First Aid Procedures; Place individual duties on all employees;
* Report and record accidents using relevant form to the EA (forms kept in the school);
* Record all significant occasions when First Aid is administered to employees, pupils and visitors (First Aid Forms and File kept in Secretary’s office);
* Provide equipment and materials to provide First Aid treatment;
* Make arrangements to provide First Aid training to employees, maintain records of training and review biannually;
* Establish a procedure for managing accidents in school which require First Aid treatment;
* Provide information to employees on the arrangements for First Aid;
* Undertake a risk assessment of the First Aid requirements of the School and review on a regular basis;
* The school will provide materials and equipment and facilities to provide First Aid. The location of the First Aid kits in the School are:-
* Staffroom
* FS Resource Areas
* Nursery Playroom
* Computer Suite
* All classrooms
* The contents of the kits will be checked by individual staff members and Vice Principal to replenish when required.

**Accident recording, reporting and investigation**

All accidents will be recorded in the accident book, which is kept in the School Office.

Class teacher to ascertain extent of injury and if necessary consult with qualified First Aider.

Serious accidents must be brought to the attention of the Principal or Vice Principal who will decide on further action including the completion of an Accident Report Form. These forms are kept in the School Office.

 Accident report forms to be completed as soon as possible after the incident by the class teacher, supervisor or whoever is in charge and in consultation with witness. This information will be transferred to the Accident Book (which is kept in the School Office) by the class teacher or whoever filled in the accident form. Copies of all accident forms must be forwarded to CCMS and Legal Department of the EA.

The person completing the Accident Report Form will be responsible for investigating the causes of the accident.

**Bumps to a Pupil’s Head**

When an accident involves a bump or blow to a pupil’s head the parent/guardian will be notified and asked to come to the school, as will emergency services if required.

**Short Term Medication Needs**

Medicines should only be taken to school settings when essential; that is where it would be detrimental to a child’s health if the medicine were not taken. The appropriate consent form must be completed. This is available from the School Office.

Any member of the Assistant Team giving medicine to a pupil should check:

* the pupils name and date of birth;
* written instructions provided by parents or doctor;
* that the child has not already received medication;
* the prescribed dose;
* the expiry date;

**Long Term Medication Needs**

Some pupils may have serious medical conditions, such as diabetes, epilepsy, severe allergies or asthma and may very rarely require a drug to be given in an emergency. These drugs may be lifesaving. Other pupils may need regular prescribed medication. In these cases, there needs to be agreement with Principal as to who will administer them. An Individual Medication Plan should be drawn up, involving the parents and relevant health professionals and the child should he /she have sufficient understanding.

**Fire Safety**

There will be two annual evacuation practices, the outcome of which will be recorded by the Vice Principal, the school secretary on duty and the building supervisor. The time of the practices will be varied to cover all times of the school day.

Fire evacuation procedures are displayed in all rooms. All staff must ensure that they are familiar with them.

The Building Supervisor is responsible for checking the alarm system.

Fire-fighting equipment is serviced annually and the date noted.

In event that we are unable to reoccupy the building immediately, the pupils will be evacuated to the Resource Centre or St Brigid’s Church and parents contacted by telephone, from Parish Centre/Parochial House

***ST BRIGID’S PRIMARY, NURSERY SCHOOL AND SPECIAL UNITS.***

**CONSENT FORM**

I request that my child is given the opportunity to take/receive their medication safely under supervision.

Name of Child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ D.O.B

Class Teacher’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Year Group

Name of Medication \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Directions for administration, use and storage \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Guardian)