

Sacred Heart P.S.



Health and Safety Policy

January 2023

In Sacred Heart P.S. our policy is to provide and maintain safe and healthy working conditions, so far as is reasonably practicable, for all our staff and pupils and to encourage a safety culture within the school. The Education Authority and CCMS 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 Board of Governors will carry out an annual inspection of the school environment.

Introduction

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

In compliance with current legislation, the Board of Governors and staff of Sacred Heart 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 the 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. The Board of Governors

The Board of Governors has a statutory responsibility under the 'Health and Safety at Work' (N.I.) Order, 1978, to ensure that this policy is implemented in Sacred Heart P.S. They must also ensure that an annual inspection of the school environment is carried out.

2. Principal

The Principal is responsible for:

- The provision and maintenance of all systems of work so that they are, in so far as is reasonably practicable, safe and without risks to health.
- Ensuring, so 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.

In the absence of the principal, the Senior Teacher will assume the role.

Staff:

It is recognised that all staff have a responsibility for their own personal safety and also a duty of care to their fellow members of staff, students and visitors to the school.

These responsibilities include:

- The duty to comply with 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, 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.

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.

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, or if the secretary is not there, then they must report to the Principal.
- Visitors must observe all safety procedures.
- Those responsible for visitors should ensure that they do not face risks.

- Parents leaving children to school in the morning or picking them up in the afternoon are forbidden to drive into the school grounds. Gates will be closed. **Parents are not allowed to drive into the school playground unless exceptional circumstances apply.**

Safe Supervision, Care and Welfare of Children:

Systems and procedures have been put in place whereby all children are supervised by adults all the time or at least within reason. Exceptions to this are when children are being sent around the classes or to the office on a message. Pupils are not allowed outside the grounds unsupervised. Classroom Assistants and supervisors should ensure that they are waiting for the children at the classroom door to escort them out. Classroom Assistants should only leave the playground with a child in the event of a serious accident. Leaving the playground inadequately supervised could result in a more serious accident. A child should be sent to Betty Hogg in the hall with one other responsible pupil. A report should be written in the Accident Book as soon as possible.

Children are not allowed to leave the school grounds during the day unless notification has been received from the parent/guardian. The cloakrooms, toilet areas, canteen area, pathways and steps all have potential dangers, especially when a number of pupils are using them together. Classroom Assistants should lead their appointed classes to the playground. Good order must be observed. The pupils should walk in single file in most cases and the General Rule 'Walk, Don't Run' applies at all times. Children are forbidden to jump down on school railings.

Safety in the Classrooms:

There are a number of potential hazards in the classroom for pupils and staff. It is the duty of all staff members to reduce or negate these hazards where possible. Good discipline should be kept at all times. Teachers should never leave their pupils unsupervised in class or other area at any time. If a teacher really must step out of class and there is no competent adult to supervise he/she must inform a neighbouring class teacher and the doors of both classrooms should be left ajar. The teacher now supervising must remember that they are responsible for both classes until the absent teacher returns. Watchful supervision must take place and pupils must be involved in quiet, sensible, disciplined activity. Vigilance will be observed in the use of scissors or knives and in the use of water trays and sand trays in the Foundation Stage classrooms.

ARRANGEMENTS

Accidents:

- All accidents, however slight, must be recorded in the Incident Register which is kept in the secretary's office. This should be done by the person who was supervising the pupils at the time. Potentially serious accidents 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 kitchen and the main office.

- First Aid training is provided by the Education Authority for allocated members of staff. General First Aid training will be organised by the school as and when necessary and will be provided by a recognised training agency. In the event of a minor accident involving a pupil, first aid will be administered. Parents will be informed via a slip of paper from the Incident Book. If deemed necessary parents will also be phoned by a member of staff. All procedures outlined in our First Aid Policy will be followed.

Security:

The following measures are in place to ensure school security:

- An access control system is in use at the main entrance door.
- There is secure perimeter fencing and external gates are kept shut during the school day.
- All visitors must report to the office or to the principal on arrival.
- Cash is kept in a safe place and banked regularly.
- The school has an intruder alarm system which is serviced and maintained by a specialist company.
- The caretaker and principal are responsible for retaining the school's keys.
- Teachers will not allow any adult to enter their classroom unless sanctioned by the Principal or, in her absence, the teacher deputising for her.

Dogs:

For health and safety reasons dogs, with the exception of guide dogs and emotional therapy dogs, are not permitted on to any part of the school grounds or buildings.

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.

- All members of staff must familiarise themselves with the fire drill procedure. Copies of the Fire Drill procedure are displayed prominently throughout the school and in every classroom.
- New members of staff will be given the Fire Safety Policy and a summary of evacuation procedures in case of fire.
- 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.
- There will be at least 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 a staff meeting. The other fire drills will be unannounced.
- An annual inspection of all equipment will be carried out by a specialist employed by the Education Authority to do so.

Control of Substances Hazardous to Health

An inventory of any hazardous substances is kept by Betty Hogg, the Buildings Supervisor. These are clearly labelled and only purchased through the E.A.'s tenders. All such substances

are kept in a locked store at all times. The Cleaners stores are out of bounds to all except the caretaker, cleaners and the principal.

Administering Medication:

The school has a policy for the Administration of Medication in School. The Board of Governors and staff of Sacred Heart P.S. wish to ensure that pupils with medication needs receive appropriate care and support at school. The policy will be strictly adhered to. Prescribed medication will not be accepted in school without complete written and signed instructions from the parent which will be provided on a completed Parental Agreement Form for the Administration of Medicines. Only reasonable amounts of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time). The school will not accept items of medication in unlabelled containers. Staff supervising school trips will be made aware of any medical needs of pupils in their care. For certain pupils, a parent may be asked to accompany their child.

Display Screen Equipment:

An annual assessment will be carried out by the principal, in conjunction with the secretary to ensure that best practice is followed with regard to computer equipment in the offices.

Educational Visits:

It is necessary for all staff who are responsible for supervising children to act reasonably in all circumstances, so that the personal safety and well-being of those in their care is not jeopardised during the visit. A risk assessment will be carried out before each educational visit, the outcome of which acts as a basis to establish what needs to be put in place to allow the activity to proceed. The school has a Policy for Educational Visits which gives more detail.

Management of Contractors:

A partnership between the E.A, school and contractor will ensure that risk associated with this type of work is managed and controlled. A meeting will be held between the principal and a representative from the contractor's firm prior to any work beginning on the school premises to establish policies and practices. The school's 'Level 2 Asbestos Survey' will be made available to contractors when necessary, prior to carrying out new work on the premises.

Portable Electrical Equipment:

The Board of Governors will ensure that relevant safety inspections are carried out. The Education Authority provide a service whereby devices are tested each year. All persons using equipment should recognise visual signs that equipment is not in good condition and report immediately to the principal.

Mobile phones and other personal electrical devices:

As stated in our Code of Conduct, pupils are not allowed to have mobile phones or other personal electronic devices with them at any time. If a child needs to ring home he or she may request this at the office. Should a child arrive to school with a mobile phone it should be switched off and kept securely in the secretary's office.

Implementation:

The Principal has overall responsibility for all health and safety matters within the school. However, all staff should be aware of health and safety issues at all times and be ever vigilant while on school premises. They should take measures to ensure that risks are minimised at all times throughout the day.

Monitoring and Review:

The Board of Governors has a named Governor with responsibility for Health and Safety matters. This Governor will keep the Board of Governors informed of new regulations regarding Health and Safety. The Principal reports to the Governors annually on health and safety matters.