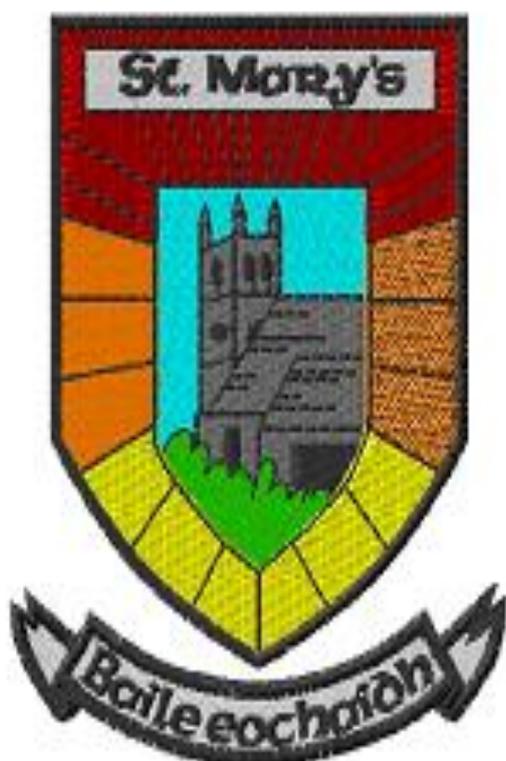


St Mary's Primary School and Nursery Unit



HEALTH AND SAFETY POLICY

In St Mary'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 annual inspection of the school environment, and a report forwarded to the Board and CCMS.

This policy, which has adopted the Employing Authority's health and safety policy, will be reviewed on the on an annual basis.

Signed: _____ Date; _____

Signed: _____ Date; _____

INTRODUCTION

The Board of Governors and Principal of St. Mary'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, the Board of Governors and staff of St. Mary'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;-

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 St Mary's Primary School. They must also ensure that an annual inspection of the school environment is carried out and a report sent to the Employing Authority.

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, 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 vice principal or a nominated senior teacher will assume the roll.

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.

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.

ARRANGEMENTS

ACCIDENTS

All accidents, however slight, must be recorded in the Incident Book, which is kept in the staffroom beside the First Aid Kit. 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 staffroom. This is checked regularly to ensure all items are replenished when needed.

At least one member of staff is trained in First Aid. 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 and pupils will be taken over to local surgery if it deemed necessary. Their parents will be informed.

SECURITY

The following measures are in place to enhance school security:

- An access control system has been fitted to all doors leading into the school.
- All visitors must report to the office or to the principal on arrival.
- Cash is kept in a locked cabinet and banked regularly.
- The school has an intruder alarm system which is serviced and maintained by a specialist company.
- The building supervisor, principal and vice-principal are responsible for retaining the school's keys.

The Building Supervisor, under the direction of the Principal, is responsible for ensuring that the building provides a safe and healthy environment for the staff and pupils. A Health and Safety check is carried out annually (EA). She is responsible for maintaining a clean and tidy building and grounds. Any minor repairs are completed by her or through the Board's use of authorised contractors.

She will ensure that:

- all locks and catches are in working order.
- the security system and fire alarms, lights are in working order.
- daily risk assessment of premises is carried out

Once the school day has started, she will ensure that:

- all school gates are closed and locked as appropriate to secure the site
- All exit doors are closed and on magnetic locks

Before leaving the premises, she will ensure that:

- all the windows are closed
- lights are off
- the doors are locked and secure.
- the security system is set
- all gates are locked
- all areas are subject to monitoring and evaluating by Principal and Governors

VIOLENCE IN SCHOOL

All incidents of violence will be reported and forwarded to the Employing Authority.(using Incident Report Form in section 15 of Health and Safety manual). Parents have been informed that they should always make an appointment to see staff. They must report to either the secretary in the office or to the principal on arrival at the school. The secure access control makes this compulsory. In circumstances where visitors, including parent's behaviour become violent, they will be requested to leave the school grounds, with assistance from the PSNI if necessary.

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. All members of staff will be given a copy of Fire Drill procedures at the beginning of each year and these should be displayed in a prominent position beside the classroom door.

New members of staff will be given 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 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.

An annual inspection of all equipment will be carried out by specialist employed to do so by the employing authority.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

An inventory of any hazardous cleaning substances is kept by the Building Supervisor. These are clearly labelled and are only purchased through the Board's tenders.

All such substances are kept in a locked store at all times. The key to this store is only in the possession of both the caretaker and the principal.

ADMINISTERING MEDICATION

The school has a policy for the Administration of Medication in School. The Board of Governors and staff of St. Mary's Primary School 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.

Only reasonable quantities 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. Medication will be kept in a secure place, out of reach of pupils. The school will keep records which they will have available for parents. (Full details can be found in the Policy for the Administration of Medication in School) 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,

EDUCATIONAL VISITS

It is incumbent on all staff who are responsible for supervising young people 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 the 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 details.

MANAGEMENT OF CONTRACTORS

A partnership between the Board, 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 school will engage in a contract for the examination and testing of portable appliances. All persons using equipment should recognise visual signs that equipment is not in good condition and report immediately to the principal.

CAR PARKING

Car parking is a concern at St Mary's as the school is located on a busy road with limited parking; causing a risk all. Parents are reminded regularly to obey the Highway Code and exercise extreme care. The school is in regular contact with PSNI, road service and local council ensuring complaints by parents, staff and other road users will be followed up.

SMOKING

It is the policy of the Governing Body that St Mary's Primary School is a non-smoking school. Smoking is not permitted in any area of the school by staff, parents or visitors to the school. No-smoking signs are clearly displayed around the building and on the school gates

SUN PROTECTION

Sun protection is incorporated into the curriculum for all ages. Sun safety assemblies take place twice a year, and is incorporated into our whole school 'Stay Safe' week. Parents are informed of the importance of sun protection through information sent home in newsletters. It is school policy that staff cannot supply or apply sun cream to any pupils. Pupils should not share sun creams due to the risk of skin allergies.

WATER

The school has two water stations. Pupils are reminded to bring water bottles to school. Water bottles are stored in the classroom with easy access during lessons. For safety reasons, water bottles are not allowed near laptops/computers in classrooms or in the computer suite.

MOVING EQUIPMENT

The building supervisor is responsible for moving and the safe storage of furniture and equipment, setting up of classrooms, canteen tables and benches.

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

Children are always supervised when moving any equipment or item of furniture. They are shown how to lift and carry and this is reinforced on a regular basis.

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. All staff should take measures to ensure that risks are minimised at all times throughout the day and be vigilant to pre-empt issues.