

Saint Patrick's Primary School Armagh



HEALTH & SAFETY POLICY

2021-22 (Amended policy in the context of NI Executives' Coronavirus (COVID-19) regulations and the associated Department's (DENI) Guidance for Schools and Educational Settings in Northern Ireland)

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In **St. Patrick's PS** 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 exit 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 annually.

INTRODUCTION

The Board of Governors and Principal of St. Patrick's PS 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. Patrick's PS 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. 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. Patrick'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. [Mrs Anne Murphy](#) is the Health and Safety representative on the Governors.

1. The **Governing Body** is responsible for:

- ensuring that the appropriate documentation is in place;
- monitoring its implementation;
- reviewing it on an annual basis.

The general daily management of health and safety is delegated by the governors to the **Principal** who may, in turn, delegate specific areas of responsibility to individual members of staff.

2. 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.

3. 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.

4. 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.

5. 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 will be recorded in the Accident File, which is kept in the office. 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 Medical Room. This is checked regularly to ensure all items are replenished when needed.
- A number of staff members are 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 parents will be informed.
- Children with identified medical needs have appropriately updated Care Plans in place.
- Children with known and notified allergies are known to all relevant staff.

First Aid

Practical Arrangements

There should always be at least one member of staff who is a trained first aider. **Mrs Cullen is the appointed person in charge of first aid, in her absence Mrs O' Shea or the Principal** should be contacted; however each adult needs to be able to deal with minor injuries. If in doubt about the seriousness of an accident additional adult assistance should be sent for and reported to a senior member of staff.

In the event of an accident to a child;

- An assessment of the child's injuries should be made by the supervising adult.
- If the child is able to walk they should be taken to the medical room for treatment. Depending on the severity of the injury another child can accompany the injured child.

- If the child is able to stand but finds walking difficult the child should be assisted to the medical room by the supervising adult. Weight should not be put on the injured limb. If necessary assistance should be sent for.
- If the supervising adult deems the injury severe and the child is unable to move assistance must be sent for immediately.
- If in doubt send for assistance.

Accidents **must be** reported to the appointed person in charge of first aid who will record them in the school accident book and, if appropriate, fill in an accident form.

Bumps to the head will, however slight, should always be reported a senior member of staff and it is the policy to report any incidents to parents. A sample 'HEAD INJURY LETTER' is attached as Appendix 1. If deemed severe, parents will be contacted immediately and asked to collect their child.

Parents must be contacted if possible before a hospital consultation is sought, but the "*in loco parenti*" rule will be adopted if a child is in pain or danger and parents/guardians cannot be contacted. Contact numbers for parents should be kept as up to date as possible through the annual updating of the school's emergency contact forms. It is the parents' responsibility to notify the school of a change of contact number.

Emergencies

If serious injury, or ill-health, occurs at work DO NOT DELAY - CALL AN AMBULANCE IMMEDIATELY. This can be done direct by dialling (line out or 9) 999. Give your name, location address and as much detail as possible about the injury/ill person.

Accident Recording, Reporting and Investigation

Accidents will be recorded in the accident book, which is kept in the medical room.

More serious accidents will be brought to the attention of the Principal who will decide on further action, including the completion of appropriate documentation.

The person completing the accident record or report will be responsible for investigating the causes of the accident and, if necessary, making recommendations to prevent recurrence.

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 with a buzzer system on the front door.
- All visitors must report to the office and sign in on arrival.
- Cash is kept in a secure cash box 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.
- A traffic control barrier has recently been installed (2019) to improve pedestrian safety.
- Additional security fencing has been erected (2019) to improve pupil/staff safety.

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 now. In circumstances where visitors', including parents' behaviour becomes 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 in each classroom and other rooms.
- There are termly evacuation drills. 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 (COSH)

An inventory of any hazardous cleaning substances is kept by the Caretaker. 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. Patrick'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. 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 of the workstation in the office to ensure that best practice is followed.

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. An inventory of items is held in the 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 Evaluation

On-going evaluation will ensure the effectiveness of the Policy.

Date Policy Reviewed: June 2019

Next review: March 2021

Signed:

_____ (Principal)

_____ (Chair of Governors)

_____ (Chair of Board of Governors)