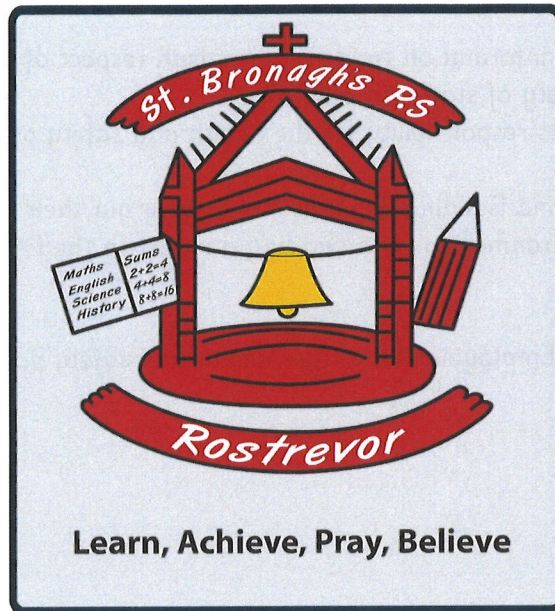



St Bronagh's Primary School



HEALTH AND SAFETY POLICY

Signed by Chairperson:



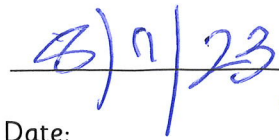
Date;



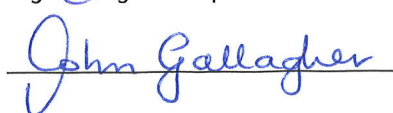
Signed by H&S Governor:



Date;



Signed by Principal:



Date;



Review date – Autumn 2024.

In St Bronagh's P.S. our policy is to provide and maintain safe and healthy working conditions, so far as is reasonable and 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 Board of Governors, Principal and Building Supervisor will carry out their duties, including conducting an annual inspection of the school environment and forwarding a report to the EA and CCMS, as outlined in appendices 1-3.

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. Bronagh's P.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. Bronagh's 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 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. Bronagh'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.

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, in 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, in so far as is reasonably practicable, the health and safety of staff, pupils and other users of school premises.
- The provision and maintenance, in 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, in 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 role.

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.
- Report water leaks immediately to the principal or building supervisor.

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 reception, 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 Folder, which is kept in the principal's 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 various locations. This is checked regularly by the teacher in charge of First Aid, Mrs Downey, to ensure all items are replenished when needed.
- At least four members of staff are trained in First Aid Mrs Joyce 2023, Mr Murney 2022, Mr Gallagher 2022 and Mrs Downey 2021. First Aid Training is accessed through the EA as and when necessary, and is provided by a recognised training agency.

In the event of a minor accident involving a pupil, First Aid will be administered, and their parents will be informed if deemed necessary.

Security

The following measures are in place to enhance school security:

- An access control system is used to manage entry to the school building and all gates are locked to prevent access to the rear of the school.
- All visitors must report to the office or to the principal on arrival.
- Cash is kept in a safe 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.

Violence in School

All incidents of violence will be reported and forwarded to the Employing Authority using Incident Report Form (Appendix 4). 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 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 procedures. 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 the designated assembly point (MUGA Pitch).
- 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 EA tenders. All such substances are kept in locked stores at all times. The keys to these stores are in the possession of the building supervisor.

Administering Medication

The school has a policy for the Administration of Medication in School. The Board of Governors and staff of St. Bronagh'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 (Care Plan). 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.

Display Screen Equipment

An annual assessment will be carried out by the principal, in conjunction with the secretaries, 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 wellbeing 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 uses the EA policy for Educational Visits which gives more details.

Management of Contractors

A partnership between the EA, 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.

Portable Electrical Equipment

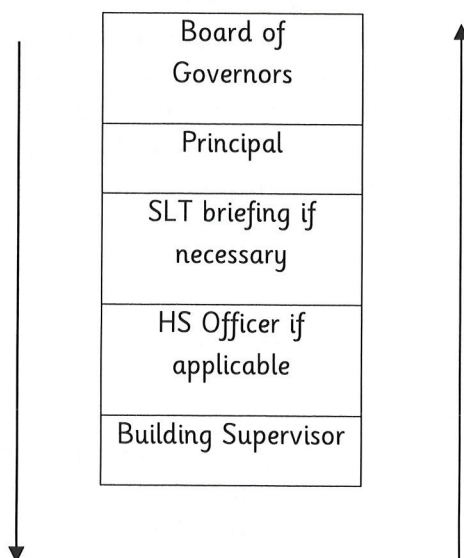
The Board of Governors will ensure that relevant safety inspections are carried out. The school will engage in a contract for the examination and testing of portable appliances. All persons using equipment should recognise visual signs that equipment is not in good condition and report immediately to 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.

APPENDIX 1 –

MANAGEMENT & REPORTING PROCESS



- Governor, Principal and Building Supervisor undertake formal baseline audit using EA audit tool in term three.
- Update on Health and Safety at governors' meeting once per term.
- Audit signed off and new one adopted by governors at meeting during third term.

APPENDIX 2 –

MANAGEMENT CALENDAR

Term	Action	Completed
First term	Audit update meeting between the Principal and Building Supervisor. Principal reports to Governors at meeting.	<hr/>
Second term	Audit update meeting between the Principal and Building Supervisor. Principal reports to Governors at meeting.	<hr/>
Third term	Audit update meeting between the Principal and Building Supervisor. Baseline H&S audit carried out by Governor, Principal and Building Supervisor. Principal reports to Governors at meeting, previous year's audit signed off and new audit adopted.	<hr/> <hr/>

APPENDIX 3 –

CHECKLIST

ITEM	IN PLACE?
Audit Tool for Maintenance and Health & Safety in Place and completed? e.g. www.eani.org/school-management/health-safety	
Suitable health and safety policy – regularly reviewed by BoG.	
Appropriate fire drills and procedures.	
Appropriate risk assessments undertaken.	
Circulars are noted in BoG correspondence.	
Maintenance, health & safety on BoG agenda and in Principal's Report.	

