

St. Patrick's Primary School  
Loughguile



Health and safety policy

This is a statement of the organisation and arrangements (Code of Practice) for St.Patrick's Primary School, Loughguile. In it, the Board of Governors endorses the policy statements of the Department of Education, the Education Authority and CCMS and they consider this document as complementary to these statements for the benefit of all staff, pupils and visitors in the school.

This statement deals with those areas over which the Principal has control and covers safety associated with the building structure, fixtures, fittings, equipment and services. It describes how the Principal is discharging his/her responsibility in respect of pupils, visitors and all employees who are present on school premises in the internal organisation, management and discipline of the school, in accordance with the Articles of Government.

The aim is to ensure, as far as is reasonably practicable, the safety and health and welfare of all teachers, pupils, ancillary staff and visitors in the school and its grounds.

### OUR AIMS

1. To establish and maintain a safe and healthy environment throughout the school.
2. To establish and maintain safe working procedures among staff and pupils.
3. To ensure the provision of sufficient information, instruction and supervision to enable staff, pupils and visitors to avoid hazards and contribute positively to their own health and safety on the premises, and to ensure that they have access to training as and when required.
4. To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and dangerous substances.
5. To formulate efficient evacuation procedures in any emergency, e.g. fire, bomb etc.
6. To establish procedures to be followed in the event of an accident.
7. To provide and maintain adequate welfare facilities.

## ROLE OF THE PRINCIPAL

1. The Principal is ultimately responsible for all school safety organisations.
2. The Principal will coordinate the implementation of approved safety procedures within the school. In this role he/she will be assisted by the Health and Safety Adviser and the Caretaker.
3. The Principal will maintain contact with outside agencies able to offer expert advice.
4. The Principal will report all known hazards to the Education Authority and CCMS and stop any practices or the use of tools, equipment, machinery etc. which are considered to be unsafe until satisfied as to their safety.
5. The Principal will make or arrange for investigation of the premises, places of work and the working practices therein on a regular basis, and ensure that she is kept informed of accidents and hazardous situations.
6. The Principal will review from time to time:
  - Emergency regulations
  - Provision for First Aidand make recommendations for any possible improvements.
7. The Principal shall review regularly the dissemination of safety information within the school.
8. The Principal shall recommend necessary changes and improvements in welfare facilities.
9. The Principal shall keep the Board of Governors regularly informed of the safety procedures in the school.

## ROLE OF EMPLOYEE

All employees will be expected:

1. To know the special safety measures and arrangements to be adopted in their own working areas, and to ensure that they are applied.
2. To observe standards of dress consistent with safety and/or hygiene.
3. To know and apply the emergency procedures in respect of fire, first aid or evacuation.
4. To use and not wilfully abuse, neglect or interfere with safety appliances.

5. To co-operate with the Safety Adviser and other employees in promoting safety measures in the school.
6. To co-operate with the Safety Adviser, and report any faults in machinery, equipment, etc. which could be a risk to health and safety.
7. To be aware of the potential dangers this might occur, either to themselves or their pupils, when using machinery, tools, electrical appliances etc.
8. To keep an accident log book, and make sure that a report has been made to the Principal.
9. To make sure that a First Aid box is readily available, regularly checked and, if it has to be replenished, to inform the Adviser.
10. To post notices, classroom rules, etc. for the guidance of pupils.

### ROLE OF HEALTH AND SAFETY ADVISER/BUILDING SUPERVISOR

1. The adviser is directly responsible to the Principal, and has a general responsibility for the application of the school's Safety Policy.
2. He/she should establish and maintain safe working safety procedures, including arrangements for ensuring, as far as it is reasonably practicable, safety and absence of risk to health in the use, handling, storage and transport of articles and dangerous substances, e.g. glues, hot water, ink cartridges, guillotines etc.
3. He/she should try to resolve any health and safety problem referred to him by a member of staff or pupil and refer to the Principal such problems as cannot be resolved within the resources available to him.
4. He/she should carry out regular safety checks and file a report of his findings with the Principal.
5. He/she should ensure, as far as it is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work. This will also include the organisation and supervision of regular fire drills.
6. He/she should, when necessary, seek the advice and guidance of the relevant Adviser at the Education Authority and CCMS.
7. He/She should propose to the Principal, requirements for safety equipment and additions or improvements to plant, tools,

equipment or machinery which is felt to be dangerous or potentially dangerous.

### ROLE OF CLASS TEACHER

Class teachers are expected to:

1. To exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare, evacuation and First Aid, and to carry them out.
2. To know the special Safety measures to be adopted in their teaching areas and to ensure they are applied.
3. To give clear instructions and warnings as often as necessary.
4. To use protective clothing, guards, etc. where necessary.
5. To make recommendations to the Safety Adviser on safety equipment and on additions or improvements to the tools, equipment or machinery which they believe to be dangerous or potentially so.

### ROLE OF PUPILS

Pupils are expected:

1. To observe all the school safety rules and, in particular, instructions of the teaching staff given in an emergency.
2. To exercise personal responsibility for their own safety and that of other pupils and staff.
3. To observe standards of dress consistent with safety and/or hygiene.
4. To refrain from wilfully abusing or interfering with safety appliances.

### ORGANISATION AND ARRANGEMENTS FOR CARRYING OUT OUR GENERAL HEALTH AND SAFETY POLICY

#### SUPERVISION OF PUPILS

1. Every teacher has always been responsible for children in our school from 8.45am onwards. Under our supervision rotas, individual teachers (with the aid of classroom assistants) have been allocated specific supervision duties in the school/playground in the morning, break time and afternoon.

2. During lunchtime, dining room supervision is carried out by the Principal and assistant supervisors. Pupils in both the dining room and class rooms are responsible for leaving these areas tidy before leaving. Failure to do so will result in a report to the Principal.
3. Pupils taking medication as part of a course of treatment for a serious complaint are expected to notify their class teacher. The medicine is kept by the teacher and administered as and when required.
4. Any pupil leaving school during the day, e.g. for a hospital appointment must produce evidence that such a visit is necessary and get permission from the Principal or Vice-Principal. It is recommended that parents collect their children from school for such appointments.

### HEALTH EDUCATION

Although Health Education is a cross curricular theme, a structured approach will be developed to address specific topics and health awareness. Pupils will be helped to develop the ability to make reasoned choices and develop the skills necessary for a healthy lifestyle. The school will work closely with parents and the wider community health services. We will invite professionals into the school to talk to the children and encourage and promote positive health attitudes and healthy eating (see Healthy Eating Policy).

### SCHOOL OUTINGS

The Principal must approve all proposed trips. Teachers are asked to provide the Principal with all trip details and then the Chairperson of the Board of Governors will be informed.

The correct ratio of adult/child will be adhered to and a First Aid Kit taken. On longer trips a list of emergency phone numbers is necessary and medical forms should always be completed prior to the visit. Parental consent is necessary for all visits.

### ACCIDENTS AND FIRST AID

If a pupil becomes ill, he/she must report to the class teacher who will decide the treatment required or get assistance from another qualified member of staff. If it is serious, the pupil's parents may be sent for.

If anyone suffers injury as a result of an accident, the following procedure is followed.

1. First Aid should be rendered - but only as far as knowledge and skill permit.
2. The patient should be reassured and, if necessary, removed from further danger. The Principal should be notified immediately.
3. If circumstances necessitate it, the person appointed to take charge of First Aid should be sent for. Arrangements should be made to ensure that his/her class is properly supervised by a teacher during their absence, while they are dealing with the emergency.
4. In serious cases, including all knocks to the head, parents must be contacted immediately.
5. As soon as possible after the accident, every case of injury or accident must be reported on the appropriate accident form and, where possible, detailed statements should be obtained from witnesses. These forms are available from the office and, when completed, should be given back for scrutiny by the Principal. **An accident report form must be completed for all accidents to employees, pupils and visitors however minor.**

#### PROVISION OF FIRST AID

A First Aid Box is kept in the staff room.

It is the duty of the Principal to ensure that these are always adequately stocked with a minimum of:

- ❖ One guidance card
- ❖ Individually wrapped sterile adhesive dressings (assorted sizes)
- ❖ Sterile eye pads
- ❖ Triangular bandages
- ❖ Sterile coverings for serious wounds (where applicable)
- ❖ Medium sized and large, un-medicated dressings
- ❖ Antiseptic ointment
- ❖ Safety pins
- ❖ Scissors
- ❖ No tablets or medicines should be kept in the First Aid box

## FIRE AND EVACUATION PROCEDURES

1. The signal for evacuation will be 3 short sharp rings of the school bell. Everyone must leave the building immediately by the designated exit.
2. Pupils will be instructed to stand, leave their belongings, and vacate the room quickly, but under control, in single file and in silence, moving by the nearest emergency exit to the Assembly Points.
3. N.B. Members of staff should make themselves aware of all the exits and the nearest routes to these. (These should be prominently displayed in the classroom and on notice boards).
4. The teacher should be the last person to leave the room and should close the door. Then he/she should accompany his/her class, in silence, to the Assembly Point, having first checked to ensure that no pupils remain within the vicinity of the classrooms. (Particular attention should be given to toilets and store rooms).
5. In the case of a physically disabled pupil, their carer has been instructed to evacuate the building together after the class in order to avoid collision, unless there is an obvious and immediate danger to this pupil. Pupils with physical disabilities will assemble, with their carers, at the Assembly Points.

### **IT IS IMPORTANT THAT EACH GROUP DOES NOT MIX DURING REGISTRATION**

On arrival at the Assembly Point the class teacher should:

1. Collect the registers from the office staff.
2. Take the register.
3. Return the register immediately to the office staff and inform them of anyone missing.
4. Registration of the Ancillary is the responsibility of Mrs Martin.
5. Canteen staff will be registered by the person in charge of that Department.

Office staff should:

1. Evacuate all pupils who may be in the office area.
2. Inform the caretaker and Principal of the nature and location of the danger, if known.

3. Mrs Martin will collect the pupils' registers and the registers for caretaker/ancillary staff.
4. Proceed to the Assembly Point and distribute the registers.
5. Collect the registers after the class teachers have registered their classes. If any person cannot be accounted for, after being reported missing by the class teacher, this should be brought to the immediate attention of the Principal. The same procedure applies if anyone is missing from either ancillary staff register or canteen staff register.

#### Caretaker should:

1. Proceed to the office for information and instructions.
2. Report for registration, which will be taken by Mrs Martin.
3. This procedure should be strictly adhered to, unless otherwise instructed by the Principal.

#### FIRE DRILL

This is put into practice early in the first term, as soon as the new pupils have settled in and got to know the layout of the school. Right from the beginning, these practices are timed so that everyone can learn to evacuate the building as efficiently as possible, with all new pupils being given a talk on the subject by their class teacher. Any delays or problems should be discussed in detail afterwards, with steps being taken to avoid repetition.

Fire drills should take place at least once every term.

#### SAFETY CHECKS

During the summer holidays, an extensive check of the whole school, including the grounds and car parks is made by the Principal, Caretaker and members of the Board of Governors. A detailed report is made and appropriate action will be taken to see that faults are remedied as soon as possible and generally before the pupils return to school. During these inspections, the alarms are tested and the fire extinguishers are checked.

Inspections are also carried out during the Christmas and Easter holidays.

## HEALTH AND SAFETY IN THE CURRICULUM

Films and videos are shown on the topics of road safety, health etc. Lessons are also used across the curriculum to encourage Health and Safety among the pupils, e.g The World Around Us, English and Art, where there are competitions in designing posters, writing poetry etc.

## CONCLUSION

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as reasonably practicable, that working conditions are safe and that working life of everyone is accident free.

Any member of staff noticing a failure to comply with this statement of organisation and arrangements or other advice/guidance issued by the Principal or his/her Adviser, in pursuance of the safety policy, should immediately report the circumstances to the Principal, who should then initiate appropriate remedial action. Hazardous situations should also be reported immediately and the same procedure followed.

Suggestions by any member of staff to improve standards of health and safety are always welcomed by the Principal and his/her Adviser.

Monitoring and Review

- The policy will be monitored annually by the Principal and Board of Governors.
- It will be reviewed, and if necessary revised.

Signed: .....

(Chair of Board of Governors)

Signed: .....

(Principal)

Date: .....