



Health & Safety Policy 2020

Date Approved by the Board of Governors: November 2020

Date to be reviewed by: September 2022

POLICY STATEMENT OF OBJECTIVES

It is the policy of Bangor Central Integrated Primary School to provide and maintain safe and healthy working conditions, so far as is reasonably practicable, for all staff, pupils and visitors to the school and to encourage a culture of safety within the school.

This health and safety policy is based on the health and safety policy statement issued by the Education Authority in 2006.

Where reasonably practicable, this policy will seek to provide and encourage:

- 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 or substances likely to cause harm;
- Sufficient information, instructions, training and supervision to enable all employees to avoid hazards and contribute positively to their safety and health at work;
- A healthy working environment;
- Adequate welfare facilities.

A no smoking policy will operate inside the entire school and its grounds.

Whilst the school accepts that health and safety issues are the responsibility of the Board of Governors and the Principal, these responsibilities can only be discharged with the full cooperation, advice and support of the Education Authority.

RESPONSIBILITIES

Health and Safety legislation affects every single worker and pupil in every school – all users of school and college premises are covered by the Health and Safety at Work (NI) Order 1978.

The ultimate responsibility for health and safety issues rests with the Board of Governors and the Principal (Mr P. Campbell). The day to day responsibility for Health and Safety issues will be delegated to the Health and Safety Coordinator of the School (Mrs L. McCorry).

Briefly, the duties of the coordinator are:

- To investigate potential hazards and examine the cause of accidents.
- To investigate complaints by colleagues.
- To make representations to employers on matters of concern.
- To carry out inspections of the premises.
- To represent colleagues in consultations on Health and Safety issues.
- Advise and report to the Principal and Senior Management Team on the development, co-ordination and implementation of a whole school policy for health and safety.

There will be a Health and Safety Committee to assist with all health and safety issues.

Mr. P. Campbell	Principal
Mr. L. McCorry	Health and Safety Coordinator
Mrs. D. Williams	Buildings Supervisor
Mrs. N. Ardill	Board of Governors (Health & Safety)
Mrs J. Manogue	Teaching Union Representative

The Health and Safety Committee will have the power to co-opt additional members if appropriate. The committee will meet as necessary and will report to the full board of governors at least once per year.

BOARD OF GOVERNORS' RESPONSIBILITIES

In the discharge of their responsibilities the Governors will ensure:

- **That all teaching staff appointed by them hold appropriate qualifications to teach the subjects required of them and to use the necessary equipment and machinery.**
- **That both teaching and non-teaching staff avail themselves of any training which will assist them to work safely.**
- The maintenance of procedures for the safety of teaching staff, non- teaching staff and pupils who come under their control.
- The maintenance of procedures for the safety of all persons using the premises under their control.
- That an inspection of the school premises and equipment is carried out by them at least once per year and that a report, utilising the checklist contained within Section 17 of the Health and Safety Manual for Schools, is submitted to the Chief Executive of the Education Authority.
- The prompt and efficient maintenance of all equipment and all non-structural repairs as defined in the relevant Annex of the Education Authority's Scheme for the Local Management of Schools.
- That contractors who are carrying out work in school, carry out their undertakings in a safe manner so as to ensure the health and safety of all personnel on the premises.
- That all equipment and materials either purchased or acquired by them are suitable and safe for their intended use **(Equipment and Material purchased from Education Authority tenders will remain the responsibility of the Education Authority)**
- That both teaching and non-teaching staff are issued with a copy of the Health and Safety Policy.

*****Areas / issues in bold print are shared responsibilities with the Education Authority*****

PRINCIPAL / HEALTH AND SAFETY COORDINATOR / HEALTH AND SAFETY COMMITTEE'S RESPONSIBILITIES

The day to day application of the Health and Safety policy will be a shared responsibility. The Principal, Health and Safety Coordinator and Buildings Supervisor will ensure:

- That risk assessments have been carried out to assess all significant risks within the school, (P and / or HSC)

- **That all teaching staff appointed by them hold appropriate qualifications to teach the subjects required of them and to use the necessary equipment and machinery. (P)**
- **That both teaching and non-teaching staff avail themselves of any training which will assist them to work safely. (P)**
- The maintenance of procedures for the safety of teaching staff, non-teaching staff and pupils who come under their control (P + HSC + BS)
- The maintenance of procedures for the safety of all persons using the premises under their control. (P + HSC + BS)
- **That all staff are aware of any instructions or safety advice pertaining to their particular discipline issued by the Education Authority, Department of Education or other relevant statutory body. (P)**
- **That all safety reports pertaining to the school are understood and that the detailed work has been completed. (P + HSC + BS)**
- That adequate arrangements exist for carrying out regular fire drills and that all staff participate in and are aware of such arrangements (HSC)
- That reports are given to the principal re: all defects and hazards which are his responsibility and that other defects and hazards are reported to the appropriate officers in the Education Authority (HSC + BS)
- That contractors who are carrying out work in school, carry out their undertakings in a safe manner so as to ensure the health and safety of all personnel on the premises (BS)
- That all accidents to teaching staff are reported promptly to the Education Authority. (P)
- That all staff, both teaching and non-teaching, operate safe working practices in the execution of their duties. (P + HSC + BS)

*****Areas / issues in bold print are shared responsibilities with the Education Authority*****

TEACHING STAFF'S RESPONSIBILITIES

Each member of the teaching staff has a responsibility to exercise care and attention regarding their own safety and the pupils under their control.

In the discharge of this responsibility, each teacher shall:

- Ensure they take reasonable care during their work activities to avoid accidents or injuries to themselves, pupils and any other personnel in school.
- Observe all safety instructions and advice issued by the Education Authority, Department of Education or any other relevant statutory body.
- Observe all safety rules relating to specific machinery or processes.
- Report all potential hazards affecting Health and Safety to the Health and Safety Coordinator
- Co-operate with the Principal and Health and Safety Coordinator on all other matters relating to Health and Safety.
- Report all accidents to themselves to the Principal.
- Exercise effective supervision of pupils and know emergency procedures in relation to fire etc.

BUILDINGS SUPERVISOR'S RESPONSIBILITIES

In the discharge of her responsibility the Buildings Supervisor shall:

- Regularly inspect the buildings, grounds and plant machinery/equipment and report any defects or hazards to the Principal.
- Encourage staff under her control (e.g. cleaners) to employ safe working practices.
- Assist the Education Authority to develop safe working practices and arrange for their adoption.
- Instruct new employees in appropriate safety measures and procedures.
- Ensure that all defects in equipment or protective clothing are corrected and reported to the Health and Safety Coordinator.
- Report all accidents involving herself or the cleaning staff to the Principal.
- Furnish information as required in the investigation of injuries and accidents.

ALL EMPLOYEES' RESPONSIBILITIES

In the discharge of their responsibilities all employees shall:

- Perform their duties in a safe manner.
- Report all accidents and injuries to their supervisor as soon as possible.
- Obtain adequate treatment as soon as practicable if injured.
- Report all defects in equipment or protective clothing and potential hazards to their supervisor.
- Assist in the investigation of injuries and accidents.

HEALTH AND SAFETY IN SCHOOLS – A GUIDE FOR TEACHERS AND A BRIEF INTRODUCTION

The following is intended only as a brief guide and will give information on some basic Health and Safety in school – further information can be found in the Health and Safety manuals.

ACCIDENTS AND REPORTING ACCIDENTS

It is essential that all accidents are reported and investigated so that hazards may be eliminated in future. All accidents, however trivial, should be recorded – injuries which may seem trivial at the time may have more serious long-term consequences. It is a legal requirement to record accidents in the workplace where ten people or more are employed (even in the smallest schools when lunchtime supervisors, classroom assistants and admin staff are counted, this will be ten staff). For teachers suffering an accident it is advisable to make a precautionary visit to the GP and record the accident, take photographs of the injury and the place the injury took place. If there should be a claim for compensation, these will be of great help. Assaults on teachers both physical and verbal (stress can be an industrial accident) should also be recorded in the same way as accidents.

NEAR MISS

“Near miss” accidents should be reported as this will allow appropriate action to be taken. Falling roof tiles, uneven paving, carpets not secure could all be “near miss” accidents. Following an accident, the employer should investigate the cause and take steps to ensure it does not happen again. The Health and Safety committee/ Union Safety Reps have a legal right to inspect the site of an accident and make recommendations. If an accident to any member of a union is serious, the member should contact their headquarters for advice and assistance. A member should also contact their headquarters if remedial action is not taken following an accident.

PLAYGROUND ACCIDENTS

Playground accidents to pupils due to slips, trips or falls are not reportable other than to be recorded in the school’s accident book unless the accident requires professional medical care or it arose in connection with construction work on the school site, because of the condition of the premises or because of the level of supervision.

ADMINISTRATION OF MEDICINES

There is no legal or contractual duty on teachers to administer medicine. It is purely voluntary and should never be undertaken without training or if the medicine requires technical medical knowledge. Although teachers have a duty to safeguard the Health and Safety of the children in their care, this does not include the administration of medicines. Schools should have a clear policy on medicines and an individual health care plan for each child who requires medication. If medication is required during the day some pupils may be able to self-administer, otherwise arrangements should be made with the parents and/or medical staff. Teachers should never administer non-prescribed medicines. Only prescribed medicines should be brought into school, they should be held in a safe place and in a safe container – neither should be accessible to other pupils. Medicines for emergency treatment (epipens, inhalers etc) should not be kept in a locked cupboard but be accessible to those who need them. In the case of anaphylactic reaction teachers may choose to use the epipen – (it is safe and impossible to administer an overdose) but are under no obligation to do so. Ambulances must be summoned in all emergency situations.

FIRST AID

There is no absolute requirement to have a First Aider in a school, there must, however, be an "Appointed Person" who is not necessarily trained in first aid but takes overall control of the First Aid equipment, knows the emergency procedures to summon an ambulance and to report accidents. Teachers cannot be required to be a first aider unless it is contractual. Whether voluntary or contractual a first aider must be trained. A teacher should think carefully before volunteering to become a first aider, (eg: Teachers of practical subjects or PE could rarely leave their classes unsupervised). A first aider should be released from classes occasionally to fulfil their duties to maintain equipment. In an emergency it is generally better for teachers to offer some sort of first aid than to leave the child.

Please see the school's policy on first aid and the administration of medication for further information on the above issues.

MATERNITY AND NEW MOTHERS

As soon as a teacher has informed her employer of her pregnancy then a risk assessment should be carried out to ensure the safety of both her and the unborn child. The following areas should be considered:

- Has the issue of fatigue been addressed - classes/duties may be re-allocated, attendance at evening meetings may be suspended, cover of classes with disruptive pupils may be avoided.
- Is there somewhere to lie down, if necessary?
- Is classroom seating appropriate? (teachers should not be required to use child sized seating).
- Has she been offered help with lifting/carrying?
- Is there any possibility that she has been exposed to rubella, if so, has she been advised to see her GP?
- In practical subjects have measures been taken to protect her from chemicals/solvents/cleaning agents?
- Where a child or children could be disruptive, is she protected from them?

After giving birth, especially after returning from a short maternity leave, a teacher should still be provided with proper seating, rest place and, if necessary, a place to express and store milk. If a teacher is returning following a Caesarean birth, then care should be given to lifting, carrying and standing for excessive time.

TOILETS

Toilet provision is particularly important. Briefly, the guidelines are that there should be one toilet and washroom (a lockable room with toilet and washbasin) for a premises with 1 – 5 employees, 2 toilets and washrooms for 6 – 25 employees and 3 for establishments of 26 – 50. Female and male employees should have their own toilet provision unless all facilities are of the washroom type. These facilities should be separate from those used by pupils the only exception being disabled facilities which may be used by teachers, staff, pupils and visitors as necessary.

HEATING

Heating – The guideline minimum temperatures for school premises are – 18 degrees C for classrooms, 15 degrees for rooms where physical activity takes place and 21 degrees for sick bays. It is in the power of Principals to close all or part of a school if these temperatures are not met but parents have to be notified. In the event of longstanding problems, the Health and Safety committee should ascertain what remedial action is being taken.

VEHICLES

Teachers' Vehicles – Even if a teacher should have adequate insurance, he/she cannot be directed to carry pupils in his/her own vehicle. There are quite specific rules on insurance of vehicles for “business use” (driving to INSET training, driving between schools or sites, driving to work-related meetings, undertaking duties as a union officer etc) – check carefully with your insurer to make sure you are covered.

PARKING

There is no automatic right to park on school premises and teachers must be aware that there is little likelihood of receiving compensation if their vehicle is damaged on school property – parking is at the teachers' own risk.

LIFTING

Lifting and Handling –The lifting and/or handling of heavy loads or even of pupils (unless in an emergency situation) is not part of a teacher's role. Whereas teachers will be expected to carry light loads as part of everyday work, heavy loads should be the responsibility of premises staff or other contracted staff. A teacher should not lift or carry a load which could cause injury. Furthermore, teachers who are pregnant or who have a disability should have special consideration paid to them.

RISK ASSESSMENT

Risk Assessments are central to the management of health and safety within a school. Principals and/or Health and Safety coordinators have a responsibility to carry out risk assessments and ensure they are suitable and sufficient. The objective should always be to control or mitigate the risk. Risk Assessments must be carried out for all work activities that pose a *significant* risk. Risk Assessment is a continuous process and review of those assessments is important in ensuring they are kept up to date.

COVID -19 Risk Assessments have been written for specific use during the ongoing pandemic.

This is intended as a brief guide only to Health and Safety issues in school. There are staff files to give more detailed information and guidance on any of the topics included or on the many that are not, for example:

FILE 1	FILE 2
1. THE LEGAL FRAMEWORK 2. STANDARDS FOR SCHOOL PREMISES 3. THE ROLE OF THE SAFETY CO-ORDINATOR 4. MANAGING HEALTH AND SAFETY 5. RISK ASSESSMENT 6. CONSTRUCTION WORK 7. ASBESTOS 8. SAFETY INSPECTIONS	9. WORKLOAD, STRESS & WORKPLACE BULLYING 10. SCHOOL SECURITY & VIOLENCE AT WORK 11. MEDICINES IN SCHOOLS 12. FIRST AID IN SCHOOLS 13. INJURIES AND ACCIDENTS 14. MANUAL HANDLING/SLIPS AND TRIPS 15. HEATING IN SCHOOLS 16. FIRE SAFETY IN SCHOOLS 17. EMERGENCY PROCEDURES IN SCHOOLS 18. SCHOOL VISITS 19. WORK EQUIPMENT 20. COMPUTERS IN SCHOOLS 21. SAFETY IN PRACTICAL LESSONS 22. ELECTRICITY IN SCHOOLS 23. VOICE CARE 24. INFECTIOUS DISEASES IN SCHOOLS 25. WOMEN'S HEALTH AND SAFETY 26. PRIVATE FINANCE INITIATIVES

HEALTH AND SAFETY POLICY APPENDICES

BANGOR CENTRAL INTEGRATED PRIMARY SCHOOL **EMERGENCY EVACUATION PROCEDURES**

In the event of a fire or other emergency requiring evacuation, the following procedures must be followed:

Any Person Discovering A Fire Must:

- Operate The Nearest Fire Alarm.
- The Fire Brigade Will Be Called Immediately By Dialling "999" Using The Nearest Telephone (this should be done by a member of the Office Staff).

On Hearing the Fire Signal:

- A continuous bell will sound.
- When in class the order to evacuate will be given by your teacher, who will indicate the route to be followed to the Assembly Point.
- When not in class form single file and move by the most direct route to the Assembly point.
- At all times act quietly and calmly and walk – do not run.
- Do not stop to collect your personal belongings.
- Do not attempt to pass others on your way to the Assembly Point – overtaking on stairs should not be allowed.
- Do not obstruct the main exit routes.
- No one must re-enter the building until told to do so by the Fire Service, or in the case of a fire evacuation drill, the senior person in charge.
- Specific arrangements must be made for pupils with physical disabilities or learning difficulties, to ensure that they are assisted during the evacuation, if necessary.

The Assembly Point is: The Playground.

Roll Call:

- On arrival at the Assembly point, a roll call should be taken by each class teacher (each teacher should bring their roll with them to the Assembly Point). The Principal or other person in charge will then check with each teacher to ensure that everyone has been accounted for.
- Any visitors or contractors should be included in this check. The secretary should bring the visitors book to the Assembly point for this purpose.
- The Fire Brigade should be informed of any persons not accounted for.

Fire Evacuation Checklist

In the event of a fire or any other emergency the school's emergency evacuation procedures should be followed. The following members of staff will be responsible for checking the areas listed below to ensure that everyone is evacuated.

If any member of staff listed below is absent from school, another member of staff from the list below should check the additional areas.

Mrs Coates and/or Mrs McCabe to check:

- **Main office**
- **Staff room**
- **VP office**
- **ICT suite**
- **Staff toilets**
- **Hall**

Mrs Arbuthnot and/or Mrs Stewart to check:

- **SEN rooms 1 & 2**
- **Senior girls toilets**
- **Library**
- **Resource room**
- **Junior girls toilets**

Mrs Williams and/or Mr Campbell to check:

- **Senior and Junior boys toilets**

Year 1 Classroom Assistants to check:

- **GAMB toilets**

Mrs Coates and/or Mrs McCabe should also bring the staff and visitors books out to the assembly point (playground).

Mrs Christie and/or Mrs Dowie should bring the GAMB staff book out to the assembly point.