BANGOR CENTRAL INTEGRATED P.S.

Health & Safety Policy 2025

Date Approved by the Board of Governors: Jun 25

Date to be reviewed by: September 2027

1. RATIONALE

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.

2. LEGISLATION

This policy has been written in accordance with:

- The *Health and Safety Statement and Policy* issued by the EA in 2024.
- The Health and Safety at Work (Northern Ireland) Order 1978.
- The Management of Health and Safety at Work Regulations (Northern Ireland) 2000.
- All other relevant associated legislation and requirements to which the EA must comply and to actively promote a positive health and safety culture.

3. OBJECTIVES

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 to contribute positively to 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.

4. 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*.

Whilst the school accepts that the ultimate responsibility for health and safety issues lies with the Board of Governors and with the Principal (Mr P Campbell), these responsibilities can only be discharged with the full cooperation of, and advice and support from the EA.

The day-to-day responsibility for health and safety issues will be delegated to the Health & Safety Coordinator of the School (Mrs J. Stewart).

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

Mr P. Campbell	**Principal**
Mrs J. Stewart	**Health & Safety Coordinator**
Mrs D. Williams	**Building Supervisor**
Mrs N. Ardill	**Board of Governors (Health & Safety)**
Mrs J. Manogue	**Union Representative (main % of staff)**

The Health & Safety Committee will have the power to co-opt additional members if appropriate. The committee will meet as necessary to manage the health and safety concerns of the school.

i. RESPONSIBILITIES: BOARD OF GOVERNORS

The Board of Governors has a statutory duty to ensure health and safety on the school premises. They have a statutory responsibility under the Health and Safety at Work (Northern Ireland) Order 1978 for ensuring that the EA's *Health and Safety Policy* is both understood and implemented in school, and that risk assessments are carried out to address significant risks.

The *Scheme of Management* and the *Common Funding Scheme for the Local Management of Schools (LMS)* also place responsibility on the Board of Governors for a number of functions and duties in respect of health and safety.

In the discharge of their responsibilities the Governors will:

- Ensure that the school Principal and Leadership Team develop a safety management system throughout the school, which should include an appropriate Health & Safety Policy.
- Monitor the effectiveness of the school's health and safety arrangements.
- Develop and implement arrangements to ensure that:
    - all school risk assessments are completed and implemented.
    - equipment and materials purchased by the school are safe and suitable for their intended use.
    - contractors carry out their work in a safe manner.
    - prompt and efficient maintenance is carried out on all non-structural repairs and all equipment.
- Ensure that arrangements are developed for the annual inspection of the school premises in accordance with the guidance set out in the *Health and Safety Monitoring* section of the Manual for Principals and Governors available online at Manual for Principals and Governors
- Ensure that both teaching and non-teaching staff have access to a copy of the employer's Health & Safety Policy.

ii. RESPONSIBILITIES: PRINCIPAL
HEALTH & SAFETY COORDINATOR
HEALTH & SAFETY COMMITTEE

The Principal is responsible for the day-to-day application of this Health & Safety Policy for teaching staff, non-teaching staff and pupils. Supported by the Building Supervisor and by the Health & Safety Co-ordinator, the Principal will:

- Develop and implement an effective safety management system for the school.
- Ensure that health and safety is an integral part of subject planning within the school, and that arrangements for ensuring effective maintenance of a safe working environment are developed.
- Ensure the availability of resources to maintain and improve safety management arrangements for all teaching and non-teaching staff, all pupils and all persons using the premises under their control.
- Ensure that equipment and materials purchased by the school are safe and suitable for their intended use.
- Ensure that all employees have appropriate qualifications, experience and training to safely undertake their work, and to continually develop and improve their competencies in order to carry out their work or activity in a safe and efficient manner.

- Monitor safety performance throughout the school as part of SLT meetings.
- Initiate a risk assessment process where there is a significant risk to health and safety, communicate the results of those assessments to employees and other persons likely to be affected by the activity or process, and ensure implementation of the findings of the risk assessment.
- Liaise with building contractors and ensure that all contractors carry out their undertakings in a safe manner to ensure the health and safety of all personnel on the premises.
- Ensure that Portable Appliance Testing (PAT) is carried out in line with PAT guidelines.
- Ensure appropriate fire and emergency procedures are established.
- Ensure that the school's fire alarm system is maintained.
- Establish adequate arrangements for carrying our regular fire drills and ensure that all staff participate in and are aware of such arrangements.
- Ensure that both teaching and non-teaching staff have access to a copy of the school's Health & Safety Policy.
- Report defects and hazards to the appropriate officers in the EA.
- Report all accidents promptly to the EA.
- Monitor the effectiveness of the school's Health & Safety Policy.

In the absence of the Principal, the Vice-Principal or a nominated senior teacher will deputise.

iii. RESPONSIBILITIES: TEACHING STAFF

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

In the discharge of this responsibility, each teacher shall:

- Carry out risk assessments where there is a significant risk to health and safety and integrate the results into teaching practice.
- Ensure that health and safety forms an integral part of subject planning within teaching practice.
- Ensure they take reasonable care during their work activities to avoid accidents or injuries to themselves, pupils and any other personnel in school.
- Practice and teach safe working during class lessons.
- Observe all safety rules relating to specific machinery or processes.
- Report all potential hazards effecting health and safety to the Health & Safety Coordinator.
- Exercise effective supervision of pupils and know emergency procedures in relation to fire etc.
- Ensure that all protective clothing and equipment as required is both available and used by themselves and pupils.
- Report all accidents to the Principal and ensure that Accident Reporting is fully completed.
- Co-operate fully with the Health & Safety Coordinator and with the Principal on all matters pertaining to health and safety.

iv. RESPONSIBILITIES: BUILDING SUPERVISOR

In the discharge of her responsibility the Building 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 EA 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 & 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.

v. RESPONSIBILITIES: ALL STAFF

In the discharge of their responsibilities all employees shall:

- Take reasonable care not to endanger their own health and safety and that of other persons likely to be affected by their acts or omissions.
- Undertake their tasks as instructed and in line with any training received.
- Report hazards or health and safety concerns to the Principal or building supervisor.
- Report to the Principal all accidents involving injury, damage to plant and equipment, or potential injury, damage or loss and, as appropriate, ensure that Accident Forms are fully completed.
- Obtain adequate treatment as soon as practicable if injured.
- Not interfere with or misuse any equipment provided to ensure safe working practice in the workplace.
- Co-operate fully with the Principal on all matters pertaining to health and safety.
- Assist in the investigation of injuries and accidents.

5. ARRANGEMENTS FOR HEALTH AND SAFETY

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 Manual for Principals and Governors ***available online at*** Manual for Principals and Governors

i. 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. For teachers suffering an accident it is advisable to make a precautionary visit to the GP and to record the accident, take photographs of the injury and of the location that 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, should also be recorded in the same way as accidents. The Board of Governors and the Principal will monitor all accidents and incidents and implement the necessary control measures to prevent any recurrence. All accidents and incidents must be recorded in line with the Boards' accident reporting policy. The Principal will undertake initial investigations. Where required the Principal will report any accidents or incidents to the Education Authority.

a. Near Miss

"Near miss" accidents should be reported as this will allow appropriate action to be taken. Falling roof tiles, uneven paving, or 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 & 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.

a. 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 if 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.

ii. RISK ASSESSMENT

To comply with the Management of Health and Safety Regulations (Northern Ireland) 2000, the EA is required to make a suitable and sufficient assessment of the risks to the health and safety of its employees to which they are exposed whilst they are at work, and the risks to the health and safety of persons not in its employment arising out of, or in connection with, the conduct of its undertakings.

Risk assessments are central to the management of health and safety within a school and are undertaken by the school Principal/Health & Safety Coordinator. Those responsible must ensure that risk assessments are suitable and significant. Where a potential risk is considered significant, this is recorded and appropriate controls put in place. Controls are monitored regularly by the Principal, the Health and Safety Coordinator or by those with responsibility for a certain area and are reviewed as necessary. A risk assessment should be undertaken where a new activity or new equipment is introduced. Employees should be informed by the Principal or by a designated representative of any risks involved in their daily work activities and of the safe system of work in place to mitigate, as far as possible, the risk of injury. Risk Assessment is a continuous process and review of those assessments is important in ensuring they are kept up to date.

iii. 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. The school 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, and they should be held in a safe place and in a safe container, neither of which should be accessible to other pupils. Medicines for emergency treatment (epipens, inhalers etc) should not be kept in a locked cupboard but should 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. Please see the school's policy on first aid and the administration of medication for further information on the above issues.

iv. 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.

The Principal will ensure, through the risk assessment process, that adequate provisions are made to administer first aid for any injuries sustained by employees or pupils whilst in school. The school has designated First Aiders who are appropriately trained and supported to carry out their roles in accordance with the duties in the Health and Safety (First Aid) Regulations (Northern Ireland) 1982. Names of the school's specific first aiders will be prominently displayed in the workplace. See the *First Aid Policy* for more detail.

v. FIRE SAFETY AND EMERGENCY EVACUATION

In meeting the duties contained in the Fire Precautions (Workplace) Regulations (Northern Ireland) 2001, the Education Authority ensures that a fire risk assessment for all its premises is carried out (by a suitably qualified person) recorded and takes account of the requirements of The Fire and Rescue Services (Northern Ireland) Order 2006 introduced and supported by The Fire Safety Regulations (Northern Ireland) 2010.

The Principal will implement recommendations arising from the fire risk assessment. All staff are aware of the fire evacuation policy and procedure and the Principal and Building Supervisor have joint responsibility for ensuring that all occupants are evacuated from the building in an emergency. The school's fire alarm system should be inspected and maintained at suitable intervals by qualified persons.

See appendices for detailed fire and evacuation procedures.

vi. HEALTH PROBLEMS/ACCIDENTS

Emergency contact names and numbers are requested for all pupils and staff. Pupil and staff health problems, e.g. diabetes, asthma etc. are also recorded. In the event of serious illness an ambulance will be called, and parents/carers or next of kin will also be contacted.

vii. MENTAL HEALTH SUPPORT FOR SCHOOL STAFF

The school aims to provide a friendly, supportive environment, where all staff members feel valued and cared for. Staff are also provided with information about where they can seek help. The school provides access to staff training in Mental Health awareness, managing stress and self-care, such as that provided by EA and by other agencies, such as Action Mental Health.

viii. SCHOOL VISITS AND 'OFF SITE' ACTIVITIES

The Board of Governors will comply with the guidance the Education Authority has issued on school visits and 'off site' activities. There is also a detailed an *Educational Visits' Policy*. The Principal will submit to the Board of Governors as appropriate, a report on the arrangements for the management of health and safety, and welfare of pupils on all or certain types of off-site activities prior to the activities taking place.
Reports will detail:

- Transport arrangements
- Arrangements for supervision of pupils (including the staff/adult: pupil ratio)
- The level of qualified instruction and supervision that will be available for activities of special risk.

A risk assessment will be completed for all such activities.

ix. 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:

- Fatigue – classes/duties may be re-allocated, attendance at evening meetings may be suspended, cover of classes with disruptive pupils may be avoided.
- Provision – is there somewhere to lie down if necessary?
- Equipment – is classroom seating appropriate? (teachers should not be required to use child sized seating).
- Physical support – has help with lifting/carrying been offered?
- Exposure – is there any possibility of exposure to rubella, and if so, has advice to contact the GP been given?

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.

x. 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.

xi. HEATING

The guideline minimum temperatures for school premises are:

- 18°C for classrooms
- 15°C where physical activity takes place
- 21°C 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 must be notified. In the event of longstanding problems, the Health and Safety committee should ascertain what remedial action is being taken.

xii. 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.

xiii. 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.

xiv. LIFTING

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.

This is intended as a brief guide only to Health and Safety issues in school. More comprehensive information can be found online on the EA website by searching 'Health and Safety'

HEALTH & SAFETY POLICY APPENDICES

APPENDIX 1

Bangor Central Integrated Primary School
EMERGENCY EVACUATION PROCEDURES

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

ANY PERSON DISCOVERING A FIRE MUST:

- Immediately operate the nearest fire alarm call point to initiate an evacuation of the building by all other occupants.
- Evacuate the building.
- Only attempt to attack the fire with fire safety implements provided AFTER raising the alarm, and if all exit routes from the building are blocked.
    - Upon hearing the alarm, **office staff** should call the Fire Brigade immediately by dialling 999.

ON HEARING THE FIRE SIGNAL WHEN IN CLASS:

- A continuous bell will sound.
- **Teaching staff** in classrooms should stop all activities and give the order to evacuate.
- **Pupils** should STOP activities, LISTEN to and FOLLOW the instructions given by the class teacher, who will indicate the route to be taken to the Assembly Point.
- **Teaching staff** should collect daily roll sheets and move their classes via the most direct route to the Assembly Point.
- Act quietly and calmly at all times.
- Walk at all times.
- Do not stop to collect personal belongings.
- Do not attempt to pass others on route to the Assembly Point – overtaking on the stairs presents a danger and should not be allowed.
- Do not obstruct the main exit routes.
- Do not attempt to re-enter the building until told to do so by the Fire Service.
    - If the alarm sounding was part of a fire evacuation drill, do not attempt to re-enter the building until told to do so by the senior person in charge. This will be either the Principal, or in his absence the Vice Principal/SLT.

On Hearing the Fire Signal When Out of Class:

- **Pupils** in corridors, toilets, the library or other area not in class, should form a single file and move by the most direct route to the Assembly Point in the Playground.
- Upon arrival to the playground, if their class is already present pupils should join the line to allow the teacher to account for their presence.
    - If the class is not yet present, pupils should wait until the class arrives, and then join the line.

On Hearing the Fire Signal at Lunch Time:

- The supervisory staff on duty in the playground or dining hall shall gather all children together at the Fire Assembly Point and ensure no child re-enters the building. Staff members, where available, will assist with the evacuation and ensure on the way out, as far as is reasonably possible, that the following areas are vacated:
    - Toilets
    - Library
    - Sensory Room
    - Reading Resource Room
    - ICT Suite
    - Assembly Hall
- In the absence of the teaching staff, supervisory staff should take responsibility for the roll call and counting the children. Staff in the building will check toilets, library cloakrooms on their way out of the building.
- A map of the playground assembly locations per year group will be displayed in prominent locations around the school buildings, and all staff should familiarise themselves with class assembly points to try, as best as possible, to alleviate congestion or mass assembly in random locations.
- Staff leaving the school premises at lunchtime should sign out/in as necessary.

On Hearing the Fire Signal During an Extra Curricular School Club:

- The staff member taking a club should escort children to the assembly point assigned to his or her class.
- Outside club facilitators should escort pupils to the assigned area as per the Fire Assembly Map locations. Club facilitators should be made aware of this location, and the availability of a signage map in the main school entrance to serve as a visual reminder.
- Club rolls should be used to account for pupils at the assembly point.

On Hearing the Fire Signal During Breakfast Club:

- The supervisory staff should escort children to the assembly point assigned outside **Mobile 3**.
- Club roll should be used to account for pupils at the assembly point.

On Hearing the Fire Signal During After-Schools' Club:

- The supervisory staff should escort children to the assembly point assigned outside **Mobile 3**.
- Club roll should be used to account for pupils at the assembly point.

At the Assembly Point

- On arrival at the Assembly Point, teachers/supervisory assistants/club leaders should take a roll call of the class or group.
    - Teachers should bring their Dinner register sheet to mark off pupils.
    - Club leaders should bring their register of pupils attending.
    - The office staff should bring the visitor's book.
- The Principal or other person in charge will check with each teacher/club leader/secretary that all persons have been accounted for.
- The Fire Brigade should be informed of any persons not accounted for.

APPENDIX 2

COVID 19

Risk assessments will be carried out following guidance from EA, in order to ensure we minimise risk of spreading/ contracting Covid 19. However, it must be understood that we cannot eliminate risk entirely. Children and staff following all of the procedures mentioned here will help reduce risk.

- Hand sanitiser MUST be used by all adults and children on entry to the school. There will be sanitiser stations at each entrance point and outside each classroom. Children will wash their hands before lessons start, before break time, before lunchtime and before going home. They will wash their hands after handling equipment/ practical resources. Teachers will provide lessons on how to wash hands correctly. Parents will be expected to reinforce this at home.
- There will be staggered start, finish, lunch and break times. Each class bubble will enter via different entrance points.
- Use of the playground will be staggered and the classes will be kept separate to minimise interaction.
- We will remove unnecessary items from classrooms and other areas, including items/toys/learning materials that are hard to clean.
- Frequently touched surfaces will be cleaned regularly, with cleaning products appropriate for the purpose and surface.
- A system to confirm regular cleaning (frequency and standard) will be implemented.
- Children and staff can take books and other resources home, although unnecessary resource sharing including textbooks will be avoided. These books will be quarantined for 72 hours upon return to the school. These book boxes will be stored in a dedicated quarantine area and will be labelled with the date.
- If teachers collect work for marking, this should be marked within the classroom, applying good hand washing procedures or using hand sanitiser at regular intervals.
- In planning for Play-based learning, teachers will take current DE guidance into account. Teachers will make use of outdoor spaces as much as practicable.
- All children will have access to toys and equipment that are easy to clean.
- When appropriate, children will be given their own named pouch containing their own selection of resources (e.g. counters/ cubes).
- Resources such as sand, water and playdough will be used only by consistent groupings of children.
- Children are encouraged not to bring toys from home to school or to share their personal belongings, although it is appreciated that for younger children this may be difficult to prevent.
- Resources such as sand, cubes etc. will be quarantined for 72 hours between uses, or can be shared between a consistent group of children.
- Children will be encouraged to use sanitiser/ wash their hands before using any equipment and this equipment will be cleaned between use by different groups.

- Use of the toilets will be four children in at each time, with a 'one in one out' system.
- Children must not bring a schoolbag to school. Re-usable lunch boxes/ bags and water bottles which can be wiped clean easily are permitted.
- The normal cleaning regime will continue using the same cleaning materials used throughout a normal school year with specific attention to high contact surfaces such as toilets, telephones and door handles.
- Staff should use their own cup/ cutlery and ensure these are cleaned straight after use.
- The opening of doors and windows will be encouraged to increase natural ventilation and also to reduce contact with door handles. However, propping open of doors into corridors, external doors, security access systems and any other fire safety doors is prohibited. It should be sufficient for windows to be open dependent weather permitting.
- Should a COVID-19 confirmed case occur, the EA cleaning service will be notified. Following notification, the normal process will be undertaken as follows:
    - Isolating the prevalent location within the school where any incidence of COVID-19 is likely to have happened.
    - Then after three days of isolation an enhanced clean of the isolated location will be conducted
    - The normal cleaning regime then resumes thereafter.

The PHA has published guidance to support safe working in educational settings in Northern Ireland. This advises that routine use of PPE within education settings is not required other than for certain tasks deemed to be of higher risk of transmission. PPE is only needed in a very small number of cases such as when administering First Aid, Intimate Care or if a child becomes unwell with Covid-19 symptoms. In these situations, staff will wear a face mask, gloves and a disposable plastic apron. If any staff members wish to wear face coverings, they will be enabled to do so.