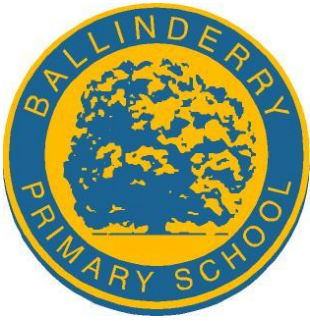




Health & Safety Policy



Ballinderry Primary & Nursery Unit

This school's policy is to provide and maintain safe and healthy working conditions for all our staff and pupils and to encourage a safety culture within the school.

The EA's Health and Safety Policy is adopted and complemented by the school's Policy.

We provide information to identify need in respect of training and provide supervision as necessary for the health and safety of staff and pupils.

The Governing body accepts responsibility for the health and safety of others who may be affected by school activities.

Within the school curriculum, we teach children about health and safety, to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives.

This policy is underpinned by the UNCRC, in particular the following articles

- ☐ Schools should work towards what is best for the child. Article 3
- ☐ All children have a right to good health and good quality health care. Article 24
- ☐ All children should be protected from violence, abuse and neglect. Article 19

Whilst the school accepts that Health and Safety issues are the responsibility of the Board of Governors and Principal, these responsibilities can only be discharged with the full co-operation, advice and support of the EA.

RESPONSIBILITIES

- The ultimate responsibility for Health and Safety issues rests with the Board of Governors and the Principal.
- The day to day responsibility for Health and Safety issues will be delegated to the Health and Safety Officer for the school, Mrs Michelle Ritchie.

BOARD OF GOVERNORS

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 EA.
- The prompt and efficient maintenance of all equipment and all non-structural repairs as defined in the relevant Annex of the EA'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 Materials purchased from EA tenders will remain the responsibility of the EA).**
- That both teaching and non-teaching staff are issued with a copy of this Health and Safety Policy.

PRINCIPAL/HEALTH AND SAFETY OFFICER

The day to day application of the Health and Safety Policy will be a shared responsibility.

The Principal, Health and Safety Officer and Buildings Supervisor will ensure;

- That risk assessments have been carried out to assess all significant risks within the school and on school visits.(Appendix 1)
- To ensure that on field trips that the students are advised and understand what behaviour is acceptable and what clothing and footwear is suitable for the activity they are going to take part in.(Appendix 2)
- Ensure that there is the required pupil teacher ratio for the visit or activity.(Nursery 1:6, Foundation 1:10, KS1and 2 1:15)
- 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 all staff are aware of any instructions of safety advice pertaining to their particular discipline issued by the EA, Department of Education or other relevant statutory body through memos and staff meetings.
- That all safety reports pertaining to the school are understood and that the detailed work has been completed.(eg. Electrical equipment checks)
- That adequate arrangements exists for carrying out regular fire drills and that all staff participate in and are aware of such arrangements.
- Ensure the school's building supervisor is carrying out the weekly and monthly fire checks and sign off all completed checks and take any necessary action and report defects to the appropriated authorities.

- That reports are given to the Principal re; all defects and hazards which are her responsibility and that other defects and hazards are reported to the appropriate officers in the EA.
- 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 accidents to teaching staff and pupils are reported promptly to the EA and appropriate documentation is completed and forwarded to the EA Board.
- That all staff, both teaching and non teaching, operate safe working practices in the execution of their duties.
- That there is adequate first aid cover at all times.- Mr Mehaffy is the main first aid person in the school and Mrs Ritchie when he is not available or not on the premises.

In the absence of Mr Mehaffy, Mrs Galbraith and Mrs Ritchie will assume joint responsibility for the day to day administration of the Health and Safety Policy.

TEACHING STAFF

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 EA.
- Department of Education or any other relevant statutory body,
- Observe all safety rules relating to specific machinery or processes.
- Report all potential hazards effecting Health and Safety to the Health and Safety Officer, Mrs Ritchie.
- Co-operate with the Principal on all other matters relating to Health and Safety.
- Report all accidents to themselves to the Principal.
- Mrs Ritchie is Ballinderry Primary School's First Aid person, who will be required to keep statutory records where applicable and ensure that the First Aid Box is adequately

equipped at all times. Any new requisition orders will be requested well in advance of the need for replenishing the First Aid Box.

- When a child presents with physical special needs either short term or long term, then the following procedure will be adhered to.
 1. The parent (or other adult designated by the parent) will be invited to come into school on a regular basis or as required by school to see to the child's needs.
 2. In the event of nobody being available, alternative arrangements will be discussed with the parents as to what is acceptable in the best interests of the child and what is possible within the remit of the school staff.
 3. In exceptional circumstances the B.O.G. as advised by the Principal will request additional help from the Education Board.
 4. The staff will be made aware that they are only indemnified where specific training has been provided by a relevant expert.

BUILDINGS SUPERVISOR

In the discharge of his responsibility Mr Stubberfield shall;

- Regularly inspect the buildings, grounds and plant machinery/equipment and report any defects or hazards to the Principal.
- Ensure the weekly and monthly fire checks are completed and sign off all completed checks and report any defects to Mrs Ritchie.
- Employ safe working practises.
- Assist the EA to develop safe working practises and arrange for their adoption.
- Ensure that all defects in equipment or protective clothing are corrected and reported to Mrs Ritchie.
- Report all accidents involving himself to the Principal.
- Furnish information as required in the investigation of injuries and accidents.

- Ensure that the building and premises are secured at all times and in the event of Mr Stubberfield being unable to do this Mrs Galbraith, the Principal will assume this responsibility.

ALL EMPLOYEES

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.

School Security

The external doors at the main entrance on the school and Nursery Unit are fitted with magnetic locks, which can be operated from inside. Anyone seeking to enter the building is required to identify him/herself reporting to the secretary's office or the Principal. This in no way detracts from the open-door policy of the school.

All adults working in the school, including parents working as volunteers, must undergo a police check. Parents and other visitors are asked to report to the school office upon arrival. If no one is there then they should inform the teacher in the closest classroom.

Safety of Children

It is the responsibility of teachers to ensure that curriculum activities are safe.

Pupils are only taken off the school site with prior permission of parents.

The school's Code of Conduct and school rules have been written with the safety of all in mind and must be adhered to.

Children are taught to have care and consideration for themselves and others:

- o in the classroom
- o using equipment
- o moving around school
- o carrying out investigations
- o on educational visits

Children are supervised in school each morning, from 8.45am and at morning break by members of the teaching staff. The Breakfast Club begins earlier at 7:45am.

Children are supervised at lunchtime.

Class teachers or teacher on duty ensure that all children are collected. Children not going home on the bus will only be allowed to leave school with those who have been previously authorised by parents to collect their child/children.

Car Parking

Car parking can be a concern at Ballinderry Primary and Nursery Unit and we must ask those collecting children by car, at any time of the day, to refrain from parking in the bus stop and on the turning circle which is for set down only. Parents should use the designated car parking areas.

The school has regular contact with traffic police and road safety officers, who will talk to parents as well as children and provide information and leaflets. Parents are responsible for collection of children from the Nursery Unit or the primary school's pedestrian gate (unless travelling by bus). Parents must decide at what stage they feel that their child is old enough and mature enough to walk home by themselves but we would certainly expect our Foundation and Key Stage 1 pupils to be accompanied by an adult. Please inform the school if your child is to walk home. Complaints by parents, staff and other road users will be followed up.

Accidents

In the event of an accident, resulting in an injury to a child or adult, an accident form will be completed, a copy of which is sent to the Board.

When an incident involves injury to a child, this will be dealt with by either the teacher on duty or the child's own teacher.

If there is any concern about the injury, a trained first-aider must be consulted, the trained first-aiders are:

o Mrs Ritchie, Mr Mehaffy

When dealing with an injury, staff must always wear disposable gloves and ensure that any waste is disposed of securely.

If there is any concern whatsoever about the injury, the school will contact the parent.

If the parent cannot be contacted, then, if the school deems it necessary, the family doctor or emergency services will be contacted.

NB: When a child becomes a pupil at Ballinderry Primary School and Nursery Unit, the parent or Guardian fills in a Pupil Contact form. The information given on this form is very important, especially in the event of an accident. Parents/Guardians must ensure that the school office is notified immediately if there are any changes, particularly in a child's health, the family doctor and especially 1st and 2nd contact numbers.

Medication

If any pupil requires the administration of medication during the school day parents will be asked to provide written permission. (See Policy for the Administration of Medication in school)

First aid Supplies

The contents of the First aid boxes are checked on a regular basis and they will be maintained in line with Board regulations.

All staff are responsible for notifying Mrs Ritchie if supplies in any box are running low.

First aid boxes will contain the following:

- ☐ Scissors
- ☐ Bandages
- ☐ Single plasters
- ☐ Sterile gauze
- ☐ Disposable gloves

Fire/Emergency evacuation

Fire drills are carried out according to The Fire Safety Regulations (Northern Ireland) 2010 and Emergency Evacuation Procedure drawn up by all staff August 2011.

All staff and pupils participate in and are familiar with the procedures

Each classroom has a specific exit route which is known to pupils

Classes muster, with the class teacher, in a particular area of the playground.

Classes only return to the building when told to do so by the person in charge. (Principal, Senior Fire Officer etc)

In the event of a real emergency, the Principal or her deputy will be responsible for contacting the emergency services.

The school is fitted with an up-to-date fire alarm.

All staff have received up to date training in Fire Safety (Aug 2011)
Fire Extinguishers There are different types of extinguisher in the school, identified by the colour or the nozzle.

All fire extinguishers, blankets and alarms will be checked and maintained monthly by the Caretaker and recorded in the office file.

The Staffroom is equipped with a fire blanket.

Michelle Ritchie
May 2018

This policy will be reviewed in May 2020.

APPENDIX 1

Ballinderry Primary School
Risk Assessment for Educational Visits
For Internal Use Only

To be completed by the Teacher-in-charge and forwarded to the Principal

Place to be visited:

1. Potential Hazards;

2. List groups of people who are especially at risk from the significant hazards identified:

3. List existing controls or note where the information may be found:

4. How will you cope with the hazards which are not currently or fully controlled under (3)?

5. Continual monitoring of hazards throughout visit:

APPENDIX 2

Dear Parent/Guardian,

Your child, _____ has been selected to represent the school in a football tournament on Friday 20th February at Lisnagarvey High School from 1pm to 3pm. Due to transport arrangements the children will not be back at school until 3.30pm.

As the tournament begins at 1pm you child will need to bring a packed lunch on Friday.

The school will provide a kit to play in and football boots are not needed. Shin pads, however, are recommended.

If you allow your child to attend can you please fill out the permission slip below and return to _____ by Monday.

Thanks for your support.

I give/do not give permission for _____ to attend the tournament.

Signed: _____