

*Ratified by Board of
Governors on 27th
September 2017*

HEALTH & SAFETY POLICY





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In conjunction with the Education Department's Policy Statement and in liaison with the appropriate Safety Representative it is recognised that all problems and hazards associated with the following must be brought to the attention of the Principal and Governors of Our Lady Queen of Peace Primary School.

- Plant, equipment and systems of work
- The handling and storage of transportation of articles and substances
- The supply of adequate information, instruction, training or supervision to either staff or pupils
- The place of work or access to it
- The provision of protection clothing/equipment for the safe use and handling of machinery and substances
- The working environment
- Welfare facilities

Without detracting from the principle responsibility of persons in charge of particular work activities, the school recognises that the Principal will provide competent technical advice on health and safety matters, where necessary, to assist line management in its task.

In support of this aim and particularly to ensure that resources for dealing with major and costly remedial works are not overburdened, it is the intention that minor hazards or problems will be dealt with within the school when practicable.

It is important that all staff within Our Lady Queen of Peace Primary School and other persons, who may visit or use any area of the school, must adopt the following standards of working in accordance with the Act: -

- a) To work safely and efficiently

- b) Not to misuse any machine or substance
- c) To use the approved protecting clothing and equipment
- d) To report any defect in any machine, accessory or electric cabling
- e) To comply with all instructions issued for their safety and to adhere to correct procedure including the use of safety equipment and protective clothing
- f) To taking reasonable care for the health and safety of other person who may be affected by their acts or omissions at work

HEALTH & SAFETY POLICY

At Our Lady Queen of Peace Primary School we recognise the need to promote health and safety in order to achieve improved standards and safe methods of work.

It is the school's policy to take all steps within its power to prevent personal injury, health hazards and damage to property. It is also the school's responsibility as far as is reasonably practicable to extend this to protect pupils, students and members of the general public from foreseeable risks

HEALTH AND SAFETY EXECUTIVE

Health and Safety Executive Officers have the right to visit the school and have sight of all relevant regulations, documents etc.

During, and on completion of, their inspection they are likely to request the presence of the School Safety Representative, Mr O'Doherty, Principal.

On completion of inspection they will inform Mr O'Doherty of their findings and subsequently forward a written copy of their findings to the Health and Safety Representative. Any such report received should be discussed at Governors meetings.

SAFETY REPRESENTATIVES

The Safety Representative will be encouraged to fulfil his duties as well as being released for any appropriate training.

He will be entitled to inspect the school in accordance with the agreed Trade Union/Authority procedures.

EMPLOYEES

All employees have responsibilities under the Health and Safety at Work Act and are asked to report any possible hazards/ defects to the Principal.

All employees will be given access to the School's Health and Safety document and are asked to make themselves familiar with all documents relating to Health and Safety within the school.

Copies of the Health and Safety Policy will be available at all times in the Staff Room and the Secretary's Office.

ARRANGEMENTS

The School recognises its obligations to identify arrangements designed to make its safety policy effective.

All staff should be aware of the following requirements: -

On sounding the alarm, the fire brigade must be summoned and all staff, pupils and visitors must leave the building immediately, closing doors behind them if possible.

Our Lady Queen of Peace Primary School recognises the need to identify organisational methods for work within the school.

A summary of the individual responsibilities and hence the organisation and accountability are as follows: -

1. The Principal must be aware of all contractors or third parties entering the schools premises to undertake maintenance work or work contracts. They should report, or be directed, immediately to the front office.
2. Mr O'Doherty must ensure that staff and pupils are not endangered by the acts of the contractors. It is necessary therefore to provide a copy of the school's policy to all known contractors in order to alleviate these risks and plan necessary safety measures for the duration of the works.

The head must be aware of the procedures to be followed in the event of the contractor or third part acting in a manner likely to endanger staff or pupils.

GOVERNORS

The Governing Body has the responsibility to ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to both staff and pupils, although it should be emphasised that individual responsibility cannot fall on individual members of the Governing Body, nor can the Head of the school or employees avoid responsibility by referring urgent matters to that body for information and for decision. The Governors will be kept informed of all development relating to Health and Safety matters and Clerks to the Governors will include such matters on the Agenda for termly meetings.

HEADTEACHER

Mr O'Doherty must ensure that the school's policy for Health and Safety and Welfare is effectively implemented and understood at all levels. The policy must be regularly monitored and revised as necessary and effectively controlled. There is a legal obligation that the school safety policy is implemented at all levels.

SCHOOL STAFF

All staff must conform with responsibilities as specified. They must ensure that where conditions apply all pupils or persons under their control receive instruction and are provided with on-the-job training to enable them to operate in a safe and efficient manner.

The Caretaker should also carry out his duties in accordance with the specific safety policy issued by the Caretaking Section. He must also inform and instruct staff under his control in safe and efficient methods of work.

In the case of a Fire Emergency

When the ALARM sounds:

- Teachers to escort all pupils, in an orderly manner, from the school building by the nearest exit point
- Designated staff to carry out assigned roles, checking building is clear
- All staff and pupils to assemble in designated area
- Teachers to use class register to check all pupils are present
- All staff and pupils to wait in designated area until it is safe to re-enter the building

If you notice the fire:

- Sound the alarm by breaking the glass
- Inform principal
- If authorised person is not available then dial 999
- Follow procedure as above

FIRE AND EMERGENCY PROCEDURES

- a) At a fixed time the alarm will be tested regularly to ensure that it is effective and in suitable working condition
- b) Each classroom has the Fire Drill procedure on display
- c) Fire Drills must be carried out at least once per term to enable everyone to become familiar with the evacuation procedure
- d) On sounding the alarm, the fire brigade must be summoned and all staff, pupils and visitors must leave the building immediately, closing doors behind them if possible
- e) At all times fire exit doors must be unobstructed. All exit doors must be unlocked whilst there are people in the building.
- f) All external classroom doors are Fire Exits and should always be unlocked while the rooms are occupied
- g) Exits must be clearly identified and marked
- h) The use of display material must be controlled in Fire Exit routes
- i) All visitors spending a length of time in the school should be made aware of arrangements in the case of a fire

LETTINGS

- Details of fire procedures will be given to hirers
- Precautions must be taken for large gatherings e.g. plays
- All emergency exits must be unlocked
- Telephone must be available for emergency calls
- The Caretaker must inspect premises after their evening use and check for possible fires
- If the Caretaker discovers a fire while the school is unoccupied, he must sound the alarm and call the fire brigade
- The Headteacher must be informed immediately

RUBBISH AND COMBUSTIBLE WASTE

Such materials should be put in metal or non-combustible containers and properly disposed as soon as possible.

DISPLAYS AND DECORATIONS

Decorations must not be placed near temporary gas heaters or suspended from light fittings.

ELECTRICAL SUPPLIES AND FITTINGS

Any faults must be reported immediately.

BOILER ROOM (S)

Combustible items must not be stored in boiler room(s)

The boilers must be inspected annually or Property Services informed.

FIRE LOG BOOK

This is kept in the Caretaker's office.

FIRST AID

1. The appointed people with responsibilities are Mr O'Doherty, Mrs Fox and Mr Conlan. However if any other members of staff have attended Inset for First Aid they will take the responsibility if necessary e.g. Mrs McManus and Mrs Fox.
2. All teaching staff act in loco parentis during the time that the school is open for children.
3. First Aid medical box is kept in the main school office.

ARRANGEMENTS

The Headteacher will assume the responsibilities of the Appointed Person in the absence of a Nominated First Aider.

The responsibilities are:

- a) To take charge in the situation where personal injury or illness has occurred and where further medical help is needed.

- b) To ensure that a first aid box is provided and stocked with designated items ONLY.

In cases of serious injury, responsibility of the Appointed Person ends when the patient is handed over to a parent or guardian only.

All injuries, whether staff, pupil or visitor must be entered in the Accident Book and copies of the report will be sent to the Education Authority.

Health and Safety/Hazard Forms are kept in the secretary's office.

All serious injuries should be transported to hospital by ambulance as the patient's condition could worsen.

No attempt to move an injured person should be made until appropriate examination and assessment has been completed.

INJURIES HAVE BEEN WORSENERED BY PREMATURE HANDLING

If a sporting activity has to be ended or postponed, this will have to be accepted.

Notices giving details of whereabouts of First Aid Facilities will be displayed at appropriate sites.

This policy will be reviewed annually and amended as appropriate.

Copies will be available for Staff and Governors.

A copy will be displayed in the Staffroom.

MEDICINES

Non-prescription:

These treatments/medicines must not be given, including aspirin/paracetamol etc.

Prescriptions:

Children may receive prescribed medicines as long as medicine is brought in by parents/guardians, in a labelled container. The parent/guardian must sign a form giving consent – this form can be obtained from the welfare person on duty.

Only Mr O'Doherty will be responsible for administering such medicines.

Asthma Inhalers may be used but must be kept with the child or in class as appropriate. Infants are supervised when using inhalers.

EPILEPSY

If a known epileptic suffers a short seizure and shows rapid signs of recovery, then it is appropriate to sit the child quietly and to closely monitor his/her condition.

If the person suffers an injury during the seizure then immediate first aid should be given.

If the fit is violent and/or prolonged, then the nominated member of staff should be sent for and medication given, as laid down by the doctor for the particular patient. An ambulance should be called immediately and parents/guardians notified. The required medicines for the named pupil will be kept in a locked cupboard in the main school office and a second set in a locked cupboard in the child's classroom.

All staff are to be informed of children who are epileptic and are to be aware of action to be taken. An action plan will be available for individual pupils and medication for such pupils will be securely locked.

If a child with no past history of epilepsy has a seizure, parents should be contacted immediately and medical advice sought, and an ambulance called.

HIV/AIDS

There are publications available regarding the care of children and adults who suffer with HIV/AIDS.

INFECTIOUS DISEASES

More information is available from the relevant health authorities.

FIRST AID BOXES

According to the Revised Code of Practice, Regulation 3, First Aid Boxes will contain, for employees' use when required:

- 1 x Guidance card,
- 20 x Individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment,
- 6 x Individually wrapped triangular bandages,
- 6 x Safety pins,
- 6 x Medium sized individually wrapped unmedicated wound dressings,
- 2 x Large sized individually wrapped unmedicated wound dressings,
- 3 x Extra Large individually wrapped unmedicated wound dressings (approx. 13cm x 9 cm)
- Sterile large pads with attachments,
- 2 x Sterile eye pads.

Disposable plastic gloves are available. Plastic bags are available for the disposal of soiled dressings. Tape for sealing bags.

ACCIDENTS INVOLVING EXTERNAL BLEEDING

Normal first aid procedures should be followed. First Aiders should wash before and after administering first aid, or wearing disposable gloves.

When bleeding has stopped, blood should be washed off surrounding skin with plenty of water without disturbing the wound.

Splashed blood in the eyes or mouth of another person should be washed out immediately with plenty of water.

Contaminated surfaces should be washed thoroughly.

HEAD INJURIES: Parents should be notified as soon as possible on the day it happens. A bump letter will be sent home if the parent can-not be contacted.

CUTS AND PUNCTURE WOUNDS

Cuts should be washed with water and dressed.

ACCIDENTS

All accidents must be reported to the Headteacher and entered in the Accident Book(s) in the secretary's office by the welfare person on duty.

FATAL or MAJOR INJURIES must be reported immediately by telephone to Health and Safety Section of the Education Authority South Eastern section.

Dangerous occurrences must also be reported immediately. Accident Forms must be completed and sent to the Education Department.

In the event of a fatal or serious injury, nothing at the site of the accident must be moved, except for helping the injured, until an examination has been carried out.

Safety Representative must also be informed of injuries and dangerous occurrences.

IMMEDIATE ACTION

Necessary medical attention must be given as first priority and the safety of all ensured.

Parent/guardians or next of kin must be contacted as soon as possible. If parents cannot be contacted or are unable to cope, where possible the school will provide an escort.

An ambulance should be called for anyone requiring hospital treatment.

Staff should not use their own cars unless their insurance policy specifically permits this use.

PARENTAL CONSENT

The written approval of parents must be obtained when there is a significant risk of injury before children participate in any activity. This will also be required for any outings or trips.

CRAFT/DESIGN/TECHNOLOGY

Members of staff should ensure that:

- Children are well supervised at all times.
- Protective clothing is worn when appropriate.
- Sharp edged tools are stored so that cutting edges cannot be accidentally touched.
- Files and similar objects should have properly fitted handles.
- Hammer heads must be checked regularly.
- Tools must only be used for their intended purpose.

EQUIPMENT AND MATERIALS

Correcting Fluids

Only staff may use correcting fluids such as Tippex as such fluids are toxic.

Children are not allowed to bring their own correcting fluids to school. Staff are asked to watch for children who might do so.

Marker Pens

- 1) Pens, which are mainly water based, should be used.
- 2) When other pens are used, these should be only used by staff – and in a well ventilated area.
- 3) Staff should ensure that pens suit the board for which they are intended.

Overhead Projector – Fire Risk

The OHP should be kept out of the sunlight when not in use.

NOTE: OHPs have been known to cause fire.

Kettles

Kettle should not be used in classes or activity areas.

Installations

Only approved contractors will be used after consultation with Property Services.

Extension Cables

Those with multi-sockets may be used for computers.

They may only be used elsewhere as a temporary measure.

Use 3 amps fuse on:

- Radio or TV
- Tape Recorder
- Refrigerator

Use 13 amps fuse on:

- Iron
- Vacuum cleaner
- Kettle
- Toaster
- Polisher
- Portable cooker
- Convectional heater
- OHP and projector
- Electric ink stencil duplicator

Inventory Book

All electrical equipment details should be entered in the Inventory Book in the Head Teacher's Office.

All equipment should be regularly tested and labelled by the electrical technician undertaking the test.

Any defective equipment should be marked 'UNSAFE – DO NOT USE'.

There should be a stock of plugs and fuses on hand in preparation for inspection.

PRINTING AND REPROGRAPHICS

All relevant machines are:

Computer printers
Photocopiers

Toners, inks and masters are available in the Secretary's Office.

PIANO

- There is one piano in the school and is only to be moved by adults
- There should be one person at each end and then it should be on a smooth, level surface
- Children are not allowed to move pianos
- Caretakers and Cleaners should take particular note
- Keep the surrounding area clear

VIOLENCE TO STAFF

If any member of staff is subjected to any aggression on school premises they must inform the Head Teacher immediately.

Appropriate steps will be taken by the Head Teacher to deal with such situations.

If necessary, the Governors and EA will be informed and involved.

PE AND SWIMMING

Staff are reminded that:

If a parent has put a restriction on a child's activity on medical grounds, it is **THE PARENT ALONE WHO CAN REMOVE IT.**

If a child taking part in an unaccustomed physical activity is known to be disabled, or have an on-going medical complaint such as epilepsy, asthma, cystic fibrosis, rigorous supervision should be maintained.

Where these two points are not followed, a serious situation could develop. It may result in claims for damages should an accident occur.

SCHOOL ACTIVITIES

Permission must be received from the parent/guardian before a child may take part in after school activities.

RISK ASSESSMENTS

In line with good practice a proforma has been used by staff recommended by the Education Authority to ensure pupil and adult safety for many scenarios across the school. If a member of staff is taking pupils outside of the school a risk assessment will be carried out. A series of risk assessments for physical elements across the school has already been carried out in preparation for an Internal Audit in June 2016. These are under review for the academic year 2017-18.

CANCELLATIONS OF ACTIVITIES

Parents/guardians must be notified in advance if after school activities have to be cancelled. Where this has not been possible, children must be kept in school until the time they would normally leave at the end of the activity. Children can be allowed to phone a parent or guardian under exceptional circumstances to ask them to pick them up earlier.

EQUIPMENT

Any defects or damage should be reported immediately to Mr O'Doherty.