

Naíscoil agus Bunscoil Bheanna Boirche



Health and Safety Policy

Date written:	Date reviewed:	By whom:
	April 2019	Aingel (Visit by EA Maintenance team to new statutory Nursery & whole school audit in Sept 2018, H & S audit of main building carried out by B. Cunningham, governor, in December 2018)
	September 2021	Aingel (newest building, R6/7 classrooms, approved by Building Control August 2021; H & S Audit of whole school carried out by B. Cunningham, governor, 29/06/21, whole staff Emergency First Aid at Work training completed on 26/08/21)
	October 2023	Máire Review

In Naíscoil and Bunscoil Bheanna Boirche, our policy is to provide and maintain safe and healthy working environments, so far as is reasonably practicable, for all our staff, pupils, and to encourage a safety culture within the school.

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

Where reasonably practicable, we will pay particular attention to the provision and maintenance of;

- 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 of articles and substances
- Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their safety and health at work
- A healthy work environment and adequate welfare facilities

So far, as is reasonably practicable, we will provide and maintain up-to-date information for all staff on the hazards and risks of substances, equipment, and systems used at work including recommendations of relevant risk assessments. The school will rely on the EA South Eastern Region to provide competent technical advice on health and safety matters and, where necessary, to assist in effecting improvements.

The Board of Governors will carry out an annual inspection of the school environment.

Introduction

The Board of Governors and Principal of Naíscoil and Bunscoil Bheanna Boirche recognise that the health, safety, and welfare at work of all staff, and pupils is paramount and is primarily their responsibility, and that a further duty of care extends to other persons while they are on the school premises.

In compliance with current legislation, the Board of Governors and staff at Naíscoil and Bunscoil Bheanna Boirche will direct activities to ensure, so far as is reasonably practicable, the health and safety of all staff, pupils, and members of the general public who use the school premises.

The main purpose of the policy is to set out the measures that the school has in place in order to recognize hazards, and to minimize the effect of hazards/accidents - as measured by damage to people, buildings, equipment and the environment. To achieve this objective, the active co-operation of all staff and pupils is necessary.

Roles and responsibilities

The board of governors

The board of governors has a statutory responsibility under the Health and Safety at Work (NI) Order 1978, to ensure that this policy is implemented in Naíscoil agus Bunscoil Bheanna Boirche.

- That both teaching and non-teaching staff are kept up to date with the necessary training for their safe working.
- The maintenance of procedures for the safety of all staff, and all visitors, using the school.
- That an inspection of the school premises and equipment is carried out by them at least once a year.
- That prompt and efficient maintenance of all equipment is carried out, and that contractors who are carrying out work on behalf of the Board of Governors, do so in a safe manner so as to ensure the health and safety of all personnel on the premises.
- That all equipment and materials purchased or acquired by them are suitable and safe for their intended use.
- That all staff are to have access to a copy of the Health and Safety policy, and be made aware of any updates or amendments to the policy.

The Principal

The Principal is responsible for:

- The provision and maintenance of all systems of work that are in place so far as is reasonably practicable, safe and without risks to health.
- Ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection to the use, handling, storage and transport of articles and substances.
- The provision of such information, instruction, training, supervision that is necessary to ensure, so far as is reasonably practicable, the health and safety of staff, pupils and other users of the school premises.
- The provision, maintenance so far as is reasonably practicable, of a safe place of work, and proper access to and exit from that work.
- The employment of persons who are competent in the work for which they are engaged.
- Compliance with all statutory requirements for safety, health and welfare.
- The provision of First Aid and First Aid equipment in school.
- The provision of health and safety warnings at appropriate designated places.
- The training of staff in risk assessment and safety procedures.

In the absence of the Principal, a nominated member of staff will assume the role.

All staff

It is recognised that all staff have a responsibility for their own personal safety and also a duty of care to their fellow members of staff, pupils, and visitors to the school.

These responsibilities include:

- The duty to comply with the safety instructions and directions set out by the principal and board of governors.

- Staff have a duty to refrain from the willful misuse or interference with anything provided in the interests of health and safety and welfare and from any action that might endanger themselves and others.
- The duty of all members of staff to ensure that all necessary safety precautions are taken and necessary safety instructions given.
- The duty to carry out risk assessments for their own class trips/activities

Pupils

Pupils have a responsibility to:

- Listen and follow all school rules, instructions and directions as set out by the principal, and class teacher and support staff

Visitors to the school

- It is the duty of the Principal and all staff to ensure the safety of visitors to the school premises.
- All visitors must report to the secretary in the office, sign the visitor's book, and wear a dated visitor badge.
- Visitors must observe all safety procedures in place by the Principal.
- All adults working in the school, including parents working on a voluntary basis must undergo a police check.

School security

The external doors on the school are fitted with magnetic locks, which can be operated from within the relevant buildings. These locks are on during the school day and anyone entering the buildings at this time is required to identify him/herself, and report to the secretary's office or the principal.

Cash is kept in a safe and banked regularly.

The school has an intruder alarm system which is serviced by a specialist company (Capita Intruder Alarm systems).

Alice Lundy is the Trustee responsible for retaining the school's keys. There is a list of contacts / named key holders, who will be contacted if the intruder alarm is set off at night. (This includes the cleaner, the principal, Alice and B. Cunningham).

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 from parents, and risk assessments are carried out by the class teachers.
- The school's Code of Conduct and school rules have been written with the safety of all in mind and must be adhered to.
- Vision panels in all classrooms are kept clear.
- Children are taught to have care and consideration for themselves and others, in the classroom, using equipment, moving around school, carrying out investigations, and whilst on educational visits.
- Children who attend the breakfast club will be supervised in the Bialann each morning, from 8.00 am. All other school children will be supervised by a teacher from 8.45 am in the yard (or in the classrooms if it is raining). All children are supervised by both a teacher and classroom assistants every break time.
- Children are supervised at lunchtime, by designated classroom assistants and lunchtime supervisors.
- Class teachers are to ensure that all children are collected, or arrive safely to after school clubs/activities.

Accidents

An accident report must be filled in by a teacher/supervisor on duty and passed on the class teacher.

- All minor accidents, such as cuts, or grazes will be dealt with by the teacher/assistant/supervisor in charge.
- In the event of an accident, resulting in significant injury to a child or adult, this will be recorded in the incident/accident book. When an incident involves injury to a child, if there is any concern about the injury, the trained first-aiders in school will be consulted.
- If there is any concern whatsoever about the injury, the school will contact the family doctor or emergency services, and then the parent/carer.

Parents have been asked via data collection forms and text / app messages to leave emergency contact details with the school office. This is also accessible, if required, to after school leaders.

Almost all members of staff have been trained in Emergency First Aid at work,. First aid training was carried out by a recognized training agency as recommended by the EA South Eastern region, and all first aid training will be updated when needed.

- First Aid equipment is kept in a number of locations in the school and boxes are checked regularly to ensure all items are replenished when needed. When dealing with an injury, staff must always wear disposable gloves and ensure that any waste is disposed of securely.

First aid boxes will contain the following:

- Scissors
- Single plasters
- Bandages
- Sterile individual wipes
- Sterile gauze
- Disposable gloves
- Safety pins

All staff are responsible for notifying the principal if supplies in any box are running low.

NB: When a child becomes a pupil at Naíscoil & Bunscoil Bheanna Boirche, the parent or Guardian fills in a Class Data form which the school maintains on the computer. 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 to a child's health, the family doctor and especially 1st and 2nd contact numbers.

When a child presents with physical special needs either short term or long term, then the following procedure will be adhered to;

- The parent/carer (or other adult designated by the parent) will be invited to come into school on a regular basis or as required by school to discuss to the child's short/long term needs.
- 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 and resources available in school at that given time.
- In exceptional circumstances the B.o.G. as advised by the Principal will request additional help from the Education Authority. The child may be asked to remain at home until the EA South Eastern region provide any additional extra support/resources.
- Staff may volunteer to provide assistance but in the interests of their own welfare, it will be necessary for them to provide a signed statement of that effect.
- The staff will be made aware that they are only indemnified where specific training has been provided by a relevant expert.

Administering Medication

The Board of Governors wish to ensure that pupils with medication needs receive appropriate care and support in Naíscoil and Bunscoil Bheanna Boirche. Prescribed

medicine will not be accepted in school without complete written and signed instructions from the parent. Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time). The school will not accept items of medication in unlabelled containers. Medication will be kept in the office, out of reach of pupils, or, for short term illnesses, in the teacher's desk. The school will keep records which will be available for parents. Staff supervising school trips should be made aware of any medical needs of pupils in their care. For certain pupils, a parent may be asked to accompany their child.

Educational visits/trips

It is incumbent on all staff who are responsible for supervising educational outings/trips to act reasonably in all circumstances, so that the personal safety and well being of those in their care is not jeopardized during the visit. Teachers will be aware of any medication to be taken on trips, and will have class lists and contact the school in the event of an emergency. A risk assessment will be carried out by each teacher (or one teacher, if it is a whole school trip) before each educational visit, ensuring adult/child ratios are correct, and any helpers are vetted, and any other necessary/reasonable action(s) are taken to avoid risk or injury to children staff or property.

Fire/Emergency evacuation

- Fire drills are carried out according to the Fire Safety Regulations (Northern Ireland) 2010 and Emergency Evacuation Procedure and guidance from the EA - SE.
- Classes only return to the building when told to do so by the person in charge. (principal/Fire warden or Senior Fire Officer)
- In the event of a real emergency, the Principal will be responsible for contacting the emergency services.
- The school is fitted with fire alarms one at each exit
- All staff and pupils participate in and are familiar with the emergency evacuation procedures
- Each classroom has a specific exit route which is known to teachers and pupils
- Children will practise exiting buildings safely during termly fire drills, class lists will be provided

- Classes muster, with the class teacher and classroom assistants in the car park, class teachers will take a roll call using the fire drill lists.
- The Principal will check the whole school building is clear and time the evacuation and will account for all other administrative and supervisory staff.

Fire extinguishers

There are different types of extinguisher in the school, identified by the nozzle, and appropriate notices of use are displayed at all exits.

All fire extinguishers, blankets and alarms will be checked and maintained annually by the Fire Protection Co designated by EA-SE.

The office/staff room, bialann / canteen and Naíscoil kitchen are equipped with fire blankets.

The Cleaner / Caretaker

- The cleaner / caretaker, under the supervision of the Principal, is responsible for ensuring that the building provides a safe and healthy environment for the staff and pupils.
- The cleaner / caretaker will maintain a clean and tidy building and grounds.
- Any repairs needed should be communicated to the Principal.

The cleaner / caretaker will ensure that all locks and catches are in working order, and the security system is in working order.

Portable electrical equipment

The board of governors will ensure that the relevant safety inspections are carried out. The school will engage in a contract for the examination and testing of portable appliances under the auspices of the EA. All persons using equipment should recognize visual signs that equipment is not in good condition and report immediately to the principal. An inventory of electrical goods will be held in the office.

For electrical safety, we have:

- Careful sitting of equipment to avoid trailing leads.

- Annual PAT testing on all portable electrical equipment.
- Informed teachers that all relevant electrical equipment (i.e. CD players, TVs, laptops, computers, and whiteboards) within the classroom are switched off each day. The cleaner will also switch off all electrical equipment that have been left on by staff.

Implementation

The Principal has overall responsibility for all health and safety matters within the school. However, all staff should be aware of health and safety issues at all times, and be ever vigilant while on school premises. They should take measures to ensure risks are minimized, and potential hazards are reported to the Principal.

This policy has been reviewed in October 2023 and will be due for renewal in 2024 or earlier, if there are further extensions / moderations to buildings/ equipment within the school grounds.