Old Warren Primary School

Health and Safety Policy

Board of Governors Approval

Chair of Governors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Old Warren Primary School



Health and Safety Policy

This statement is issued in accordance with the Health and Safety at Work Act (1974). It supplements the statements of health and safety policy which have been written by the Education Authority South Eastern Region and the Department of Education. The general aims of these policy statements are accepted and the arrangements et out below are designed to implement the general aims of Old Warren Primary/Nursery School.

**GENERAL GUIDELINES**

It is the policy of the Governing Body, so far as is reasonably practicable, to:

1. Establish and maintain a safe and healthy environment throughout the school
2. Establish and maintain safe working procedures among staff and pupils
3. Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
4. Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided
5. Maintain all area under the control of the Governors and Principal in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk
6. Formulate effective procedures for us in case of fire and for evacuating the school premises
7. Lay down procedures to be followed in case of accident
8. Teach safety as part of pupil’s duties where appropriate

**RESPONSIBILITY OF THE GOVERNORS AND PRINCIPAL**

The Governors and Principal are responsible for implementing this policy within the school. In particular, they will:

1. Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis.
2. Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the result of these to be recorded.
3. Make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines and information issued by the Education Authority South Eastern Region
4. Make arrangements for the implementation of the Education Authority South Easter Region accident reporting procedure and draw this to the attention of all staff at the school as necessary
5. Make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed
6. Ensure that regular safety inspections are undertaken (once a term)
7. Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe
8. Report to the Education Authority South Eastern Region any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed. N.B. The Governing Body will deal with all aspects of maintenance which are under their control, report to the Education Authority South Eastern Region any other situations identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to the School.
9. Monitor, within the limits of their expertise, the activities of contractors (in liaison with the staff of the Education Authority South Eastern Region), hirers and other organisation present on site, as far as is reasonably practicable.

**RESPONSIBLITIES OF STAFF TOWARDS PUPILS AND OTHERS IN THEIR CARE**

All Staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. Exercise effective supervision over all those for whom they are responsible, including pupils
2. Be aware of and implement safe working practices and to set a good example personally, identify actual and potential hazards and introduce procedures to minimise the possibility of mishap
3. Ensue that any equipment or tools used are appropriate to that use and meet accepted safety standards
4. Provide written job instructions, warning notices and signs as appropriate
5. Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required.
6. Minimise the occasions when an individual is required to work in isolation. (Periodic inspection)
7. Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements
8. Provide the opportunity for discussion of health and safety arrangements
9. Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action
10. Provide for adequate instruction, information and training in safe working methods and recommend suitable “off the job” training
11. Where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used. Booster seats are available if you are transporting pupils by car. (Business Insurance)

**N.B.** when any member of staff considers that corrective action is necessary, they should refer the problem to the Principal.

**RESPONSIBLILITIES OF ALL EMPLOYEES**

All employees have a responsibility under the Act to:

1. Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work
2. Co-operate with the Chief Education Officer and others in meeting statutory requirements, not interfere with or misuse anything provided in the interests of health, safety and welfare.
3. Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts, where in doubt they must seek immediate clarification from the Principal.
4. Ensure that tools and equipment are in good condition and report any defects to the Principal.
5. Use protective clothing and safety equipment provided and ensure that these are kept in good condition.
6. Ensure that offices, general accommodation and vehicles are kept tidy.
7. Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Principal.

***WHENEVER AN EMPLOYEE IS AWARE OF ANY POSBILE DEFIIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE PRINCIPAL.***

Please note the following: -

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and wherever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

**RESPONSBILITIES OF PUPILS**

All pupils are expected, within their expertise and ability, to:

1. Exercise personal responsibility for the safety of themselves and their fellow pupils.
2. Observe standards of dress consistent with safety
3. Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency
4. Use and not wilfully misuse, neglect or interfere with things provided safety purposes.

**N.B.** The Governors and Principal will make pupils (and where appropriate the parents) aware of these responsibilities though direct instruction, notices and the school prospectus.

**VISITORS**

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.

**FIRE AND EMERGENCY EVACUATION PROCEDURES**

1. The school’s procedures for fire and emergency evacuation are appended. They are also posted in the school entrance hall and in all classrooms.
2. These procedures will be updated as appropriate.
3. A separate Emergency Policy for our school is available.

**FIRE PREVENTION EQUIPMENT**

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system.

**FIRST AID AND ACCIDENT REPORTING PROCEDURES**

1. First aid is available in main entrance hall and Nursery.
2. The names of the first aiders are Mrs A McAleenon, Miss K McMullen and Mrs N McAleenon.
3. The person responsible for administering the accident reporting procedure, the notification of serious accident causing death or major injury and dangerous occurrences is Mr Campbell.
4. The arrangements for first aid for sports, outdoor pursuits and fields trips are the responsibility of the supervising staff.

**UPDATED NOTES**

1. Playground supervisors should make sure no child climbs over any of the low railings, or play on the grass bank.
2. All staff should be mindful of trailing electrical leads – leads should be taped to the floor where appropriate.
3. All staff should be mindful of liquid spillages on the floor. Spillages should be mopped up immediately and a warning cone should be placed at the scene.
4. All emergency exits must be kept clear at all times.
5. The kitchen yard gate should be left unlocked during school hours.

***POTENTIAL ACCIDENT? REMEMBER, IF IT MIGHT HAPPEN……IT PROBABLY WILL!***

***ALWAYS REPORT ANY CONCERN, NO MATTER HOW TRIVIAL IT MAY SEEM.***