

**St Joseph’s Primary School**

**Health & Safety Policy Statement**

**and Guidance**

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| Review date:  Date ratified by Board of Governors:  Signature of chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Introduction**  This policy describes St Joseph’s Primary School’s approach to the management of health and safety.  **Health & Safety Policy Statement**  **Health & Safety Policy Document for** **St Joseph’s Primary School**  This school’s board of governors recognise their statutory duty to ensure health and safety on the premises under their control. They also acknowledge their responsibility to ensure that the Education Authority’s (EA) health and safety policy is both understood and implemented in their school, that risk assessments are carried out to address significant risks, and that they operate within the procedures and guidelines set out in the employing authority’s scheme of management.  **In fulfilling these duties and responsibilities the board of governors will:**   * ensure that the school principal and management team develop a safety management system throughout the school; * 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 are 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; * maintenance is carried out on:   + all non-structural repairs;   + all equipment; * ensure that arrangements are developed for the annual inspection of the school premises and * ensure that both teaching and non-teaching staff have access to a copy of the health and safety policy.   **Health and Safety Organisation and Responsibilities**  It is the policy of St. Joseph’s Primary School to provide and maintain safe and healthy working conditions, so far as is reasonably practicable, for all staff, pupils and visitors and to encourage a safety culture within the school.  The employing authority’s policy statement has been adopted and is complimented by this establishment’s specific policy statement.  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 and instructions to enable all employees to avoid hazards and contribute positively to their own safety and health at work; * A healthy working environment; * Adequate welfare facilities.   A **no smoking policy** will operate within the school and its grounds.  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 cooperation, advice and support of all staff and the Education Authority.  **RESPONSIBILITIES**  The ultimate responsibility for Health and Safety issues rests with the Board of Governors and Principal.  The day to day responsibility for Health and Safety issues rests with Mrs McArdle and the building supervisor Ms Thompson.  **BOARD OF GOVERNORS**  In the discharge of their responsibilities the Governors will ensure:   * That all teaching staff appointed by them hold the 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. * The prompt and efficient maintenance of all equipment and all non-structural repairs. * That contractors who are carrying out work in school, carry out the 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 Education Authority tenders will remain the responsibility of the Education Authority.)** * That both teaching and non-teaching staff have access to a copy of this Health and Safety Policy.   **HEALTH AND SAFETY OFFICER**  The day to day application of the Health and Safety Policy will be the responsibility of **Mrs McArdle** who will ensure:   * That risk assessments have been carried out by relevant staff to assess significant risks within the school. * That all teaching staff appointed by them hold the 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 or safety advice pertaining to their particular discipline issued by the Education Authority, Department of Education or other relevant statutory body. * That all safety reports pertaining to the school are understood and that maintenance work has been reported to EA Maintenance and completed. * That adequate arrangements exist for carrying out fire drills and that all staff participate in and are aware of such arrangements. * That all defects and hazards reported are assessed and actioned if needed and that other defects and hazards are reported to the appropriate officers in the Education Authority when necessary. * 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 / staff members are reported promptly to the Education Authority. * That all staff, both teaching and non-teaching, operate safe working practices in the execution of their duties.   **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. Teachers should not put themselves at risk of injury by standing on tables, chairs or any other apparatus. * Observe all safety instructions and advice issued by the Education Authority, 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 building supervisor or principal. * Co-operate with the Principal on all other matters relating to Health and Safety. * Report all accidents to themselves to the Principal.   **BUILDINGS SUPERVISOR**  In the discharge of his/her responsibility the Buildings Supervisor shall:   * Regularly inspect the buildings, grounds and plant machinery/equipment and report any defects or hazards to the Health & Safety Officer (Mrs McArdle). * Ensure staff under her control (e.g. cleaners) employ safe working practices. * Assist the Education Authority 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 and Safety Officer. * Report all accidents involving himself or the cleaning staff to the Health & Safety Officer. * Furnish information as required in the investigation of injuries and accidents.   **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.   **Health & Safety Guidance**  **Healthy Eating Policy**  St Joseph’s Primary School is a Health Promoting School that provides a safe, secure and stimulating environment which encourages pupils to be Health & Safety conscious, both in and out of school. Our children are encouraged to have a healthy break in accordance with our Healthy Break Policy and in line with Guidance from DENI.  The children can have the following for **Break Time**:   * Fruit * Vegetables * Healthy bread snacks * Water   **Lunchtime:** We strongly recommend a healthy lunch also. One treat included with a well-balanced lunch is ample. No fizzy drinks.  Please see the following website for guidance on packing a healthy lunch. [www.publichealth.hscni.net](http://www.publichealth.hscni.net) - ‘Are you packing a healthy lunch?’  ***(\*If your child has a specific medical need documented by medical professionals, that requires them to have an alternative to fruit or vegetables for snack, please let us know.)***  Please ensure, in line with Public Health Agency guidance on choking; grapes and other small fruits and vegetables for children up to the age of five years, should be sliced or chopped. Please note that whilst this guidance refers to children under five, we feel in St Joseph’s that children of **all ages** should not bring grapes or cherry tomatoes to school unless they are chopped.  **We would like to remind parents that due to a number of our children having allergies to nuts, please ensure that nuts, peanuts and food containing nuts, e.g. nut yogurts, nut sandwich, chocolate spread or cereal bars are not sent in for break or lunch snacks. We would ask parents to carefully check labelling to ensure other children are not at risk.**  **Medical Details**  Medical Information Forms are sent out to Primary 1 parents each year. Parents of all other children should inform the school of any medical needs that arise in relation to their child during the rest of their time at St Joseph’s. Information sent to the school will be kept on file and recorded on our SIMS system and used throughout the year when needed, for example: when children are going on school trips. Parents should ensure that any change to the information given is sent in writing to Mrs McArdle.  **IT IS THE RESPONSIBILITY OF PARENTS/GUARDIANS TO INFORM THE SCHOOL OF ANY NEW MEDICAL CONDITIONS AND UPDATES TO EXISTING MEDICAL CONDITIONS.**  **First Aid**  We have fully qualified first aiders in our school who will administer first aid to any child if necessary. Please see our First Aid Policy. If children have a bump to the head at any time throughout the day, it is our policy to notify parents by telephone or at collection time to make them aware of this. Your child may be fine and able to remain in school under close observation. Please do not be alarmed if you receive a call about this. It is important you know if your child has had a bump to the head in case they sustain a further bump later at home.  **Accident and Incidents**  St Joseph’s Primary School aims, so far as is reasonably practicable, to prevent or reduce the number of accidents and incidents. It will monitor all accidents and incidents and take necessary steps to prevent any recurrence.  All accidents and incidents will be recorded in line with guidance from the Education Authority. All children are taught to take care of themselves and each other, but in a school environment, accidents do occur. Most accidents in school are minor and can be dealt with by any member of staff. A fully equipped first aid box is kept in the staff room. The school's accident log book and accident forms are kept in the Secretary’s Office. If the accident is more serious, the aim of the school is to get the child qualified medical attention as quickly as possible. Parents are informed straight away, and if necessary, an ambulance sent for.  Accident forms are filled in for any accident requiring medical attention, or caused by any defect in the school or its equipment. For further information, see the First Aid Policy for St Joseph’s.  **Administration of Medication to Children**  Please see our Administration of Medication policy.  The administration of medication to children is the responsibility of the parent(s)/guardian(s). The school will only hold and administer medication for children with very specific medical needs that are accompanied by a care plan, signed by a consultant and GP. e.g. Auto-Injector Pens for children at risk of anaphylaxis, inhalers for asthma and hypo kits for diabetes. All other medication, e.g. antibiotics, over the counter paracetamol etc., **will not be administered** by school staff.  For children with specific medical conditions that require the school to hold medication, it is parental responsibility to ensure the school has the correct, in-date medication and an up-to-date care plan for their child.  Children who have Asthma must have an inhaler with them at all times in school and the parents should provide the school with a spare one. Please check expiry dates and ensure they are still valid.  Children who are ill should remain at home until they are well enough to attend school. Please inform the school of any medical information concerning your child.  **\*\*There is no legal duty that requires school staff to administer medication; this is a voluntary role\*\***  **Children using Auto –Injectors e.g EpiPen/Jext/Emerade**  Children who have an allergy that requires the use of an Auto Injector e.g. EpiPen/Jext/Emerade, should supply the school with **additonal** auto injectors. Parents must ensure that these are in date and replaced throughout the year as necessary.  Parents of children who have an allergy, food intolerance or those with special diets e.g. religious beliefs; are required to arrange a meeting with the head of catering in Saintfield Central Kitchens, before the child attends school meals. Allergy/Dietary information MUST be provided to the kitchen staff at the beginning of the school year and updated as necessary. School meals will only be available to children who have provided the correct documentation.  **Children with Asthma**  Any child suffering from Asthma must have an inhaler bag/box with their name clearly printed on it. A spare inhaler should be given to the school. Children, who are responsible for administering their own asthma medication, should have a consent form (available in our administration of medication policy) completed by parents and signed by the Principal. These forms are available from the school office.  **Head Lice**  An infection of Head lice is quite common in all schools throughout the year. We would ask all parents to ensure that you check your child’s head on a ***weekly basis*** and do not send your child into school until they have been successfully treated. Your GP or Pharmacist will let you know what the most up to date treatment is. If we suspect that your child has head lice and has not been treated, you will receive a phone call to come and take your child home. They can return to school once they have been treated.  Please ensure children with long hair come to school with it tied back ***at all times***.  **Red Triangle Policy**  We operate a Red Triangle Policy at St Joseph’s. If there is an emergency in a classroom and the teacher needs help, children lift the red triangle and bring it to the nearest adult. There is a red triangle on display in classrooms and all communal areas.  **Fire Safety & Emergency Evacuation**  A fire risk assessment for St Joseph’s is carried out by the Education Authority. The Board of Governors discuss the findings from the report and ensure recommendations from this will be implemented by the school management as appropriate. All staff and children are made aware of the fire evacuation procedures.  All areas of the school have Fire Drill procedures displayed. Fire drills are carried out at least once a term. The fire alarm is tested weekly by the building supervisor.  Emergency exit signs are in place within the school building.  **Fire Procedures**   * As soon as the fire alarm sounds all children and adults must stop what they are doing and walk out of the building through the nearest exit. * If possible the register will be brought from each class. * The Principal/Building Supervisor will ensure, as far as it is reasonably practicable, that the rest of the building is vacated. In the absence of the principal, the Senior Teacher will check the rest of the building. * Nobody is to go back into school. If a child is missing it must be reported.   All main areas will have fire extinguishers available, checked on a regular basis.  The school’s evacuation procedure will be available on A4 laminated card and a copy prominently displayed in all rooms and circulation areas. There will be a planned evacuation of the school at the beginning of each term to let the occupants recognise the alarm system, become familiar with the way out and to encourage all occupants to be accounted for following each evacuation.  **Lunchtime Fire Procedure**   1. All Lunchtime Supervisors on duty in the playground shall, on hearing the fire alarm, gather all children together away from the building at the assembly point and ensure no child re-enters the building. 2. Lunchtime Supervisors on duty in the dining area, shall evacuate all children from the building using the nearest Fire Exit. 3. All staff should evacuate the building using the nearest fire exit. 4. The Principal, or Senior Teacher, will ensure as far as it is reasonably practicable, that the rest of the building is vacated   **Fire and Bomb Alerts**  In the event of a fire or bomb alert the Principal Mrs Mc Ardle must:   1. Ring the fire alarm to activate the evacuation of the premises of all adults and children   (see fire drill procedure)   1. Phone 999 for the fire brigade and police 2. Check that the evacuation procedure has been followed 3. Meet the fire brigade/police and direct them to the incident 4. All children and adults must remain outside 5. Only when the all clear has been given will registers be given to the class teacher enabling children and adults to re-enter the premises   If the alert is a practice, then the fire brigade must be informed before the evacuation of the premises takes place.  **Policy on Children Moving Equipment**  In the normal day to day running of the school, there are certain situations where children will need to move equipment or items of furniture. For example:   1. Chairs and/or tables 2. Sports equipment 3. Small items of equipment   Children must *always* be supervised when moving any equipment or item of furniture. Some items they will need to move may be heavy or awkward to handle. Children need to be shown how to lift and carry safely. This needs reinforcing on regular occasions.  **PE and Sports Equipment**  When using large apparatus, children must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and how many children are needed for moving each piece of equipment (this should include how to bend), for example netball posts – one child at each end.  **Furniture**  Chairs should be moved one at a time, and children must be shown how to carry them correctly. They may carry single chairs on their own. If a large number of chairs are needed, then the Caretaker or class teacher will supervise.  Tables and benches need one child at each end, a child must not attempt to lift a table on his or her own.  Piano – can be pushed on wheels by two or more children at any time  .  Small items of equipment include tape players, CD players, music trolleys etc. These can be moved freely by the children.  Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.  **Items Children Should Not Move**   1. Paper cutters – can cause serious cuts.   **Educational Visits**  Educational visits are carefully planned in advance, with staff visits made if possible. Details are sent to parents. Children are asked to wear appropriate clothing for the activity planned. The correct adult child ratio is always followed.  Parents will be required to complete consent forms for all school trips. No child will be allowed to go on a school trip without written consent from parents/guardians. See our Educational Visits Policy.  **General Safety when moving around the school**  We would appreciate parental help to advise children on safe movement around the school at all times. Please remind your children to walk in the building at all times. It is important that children move in an orderly fashion and keep looking ahead of them at all times.  **Safe delivery and collection of children**  The onus is on parents/guardians to ensure that their children are safely guided to and from school each day and left at the correct entrance doors. Children should not be left on the school premises too early without supervision.  **Speed Limit**  Please note that a speed limit of 5 mph is in operation within the school grounds. For the safety of your child, it is vital that this is adhered at all times.  **School Gates Closed**  It is very important that our school gates are kept closed at all times as children are outside playing in the front playground. If you visit the school at any stage, please close the gates behind you.  **Reminders**   * St Joseph’s Primary School and grounds are NO SMOKING zones. * NO DOGS are permitted in the school grounds – with the only exception being the use of a guide dog. * No jewellery is to be worn on P.E. day. * We advise that children do not wear earrings to school; however, those with pierced ears should wear only studs. Primary children do a lot of exercise and earrings will increase the risk of accidents.   We want to ensure the health and safety of everyone at St Joseph’s Primary School and it is important that staff work together to ensure a safe environment is maintained for all. |  |  |  |
|  |  | Mrs G Hanna | Guidance may be updated throughout the year as necessary |