

Brookeborough Primary School



Health & Safety Policy

The school will review this policy in March 2025

Signed: A. Young (B.O.G.)

Date: March 2024

Introduction

The Governors and staff of this school recognise their responsibility to maintain a safe working environment for pupils, employees, parents, and other visitors at all times.

Aims:

- To fulfil the school's legal requirements in relation to various Acts re. Health and Safety. (Reference: EA 'Western Region' 'Health and Safety File').
- To ensure that all occupants (including visitors) are safe on the school premises.
- To inform pupils, staff, and parents regularly on Health and Safety issues at school.
- To risk assess all areas of school on a regular basis.
- To inform staff and hold staff training on Health and Safety Issues.
- To maintain a high standard of tidiness in corridors and classrooms.
- Encourage pupils to ensure their own safety by moving through the school with care, obeying instructions and using and storing equipment properly.
- Have at least one member of staff holding a valid First Aid Certificate.

School Development Planning

Health and Safety issues, when audited and deemed as needing improvement, will be included in the School Development Plan and prioritised, with funding being set aside for those issues needing attention immediately.

Roles and /Responsibilities

Principal and Governors

It is the duty of the Principal and the governors to ensure: -

1. That all staff are aware of the policy and rules regarding the pupils' safety.
2. That all staff know how to use and store equipment safely.
3. That the buildings and grounds are checked regularly for health and safety defects and hazards.
4. That all staff and pupils are aware of the fire drill and that regular fire drills are carried out.
5. That all accidents are reported to the Education Authority 'Western Region' promptly.

In the absence of the Principal these duties will be carried out by the Senior Teacher, Mrs Gould. The Principal completes an audit, in consultation with a representative from the Board of Governors, at least once per year. Regular discussions re: issues and walks around the school are carried out with the Building Supervisor and the Principal.

Members of Staff

Each member of the staff has a responsibility to exercise care and attention regarding the safety of themselves and pupils under their care.

Staff should: -

- a. Ensure that safety precautions are implemented.
- b. Report any defects in equipment or safety hazards to the Principal.
- c. Report accidents to the Principal.
- d. Ensure that they and pupils wear protective clothing and goggles when necessary.
- e. Ensure that pupils move around school safely.

Health and Safety issues are discussed at staff meetings when necessary. All staff raise Health and Safety issues when deemed appropriate.

Child Welfare

Policies are available to ensure that the welfare of children is paramount on all occasions – Anti – Bullying, Child Protection, Bereavement, Health Education, Drugs etc.

Monitoring and Review

This policy is reviewed every three years and ratified by the Board of Governors.

Accident Reporting and Investigations

- There is an appointed qualified First Aider, available in school always (see First Aid Policy). The Designated First Aider is Mrs Gould and Mrs Keys is the Deputy Designated First Aider. The names of qualified first aiders are on display in the staff room area.
- Accidents (including all head and limb injuries) are referred to the first aiders who use accidents class book and the head injury class book to record any injury.
- The Education Authority yellow/blue forms are used to record details of serious accidents. All accidents needing reporting are investigated by the Principal.
- Parents are informed if hospital treatment is deemed necessary. If they cannot be contacted transport and assistance are arranged from school.
- Accidents hospitalised or not, are communicated by staff to the appropriate parent/guardian (This is a class teachers' **responsibility**).

First Aid

(See accompanying policy)

- Mrs Gould is the Designated First Aider and Mrs Keys is the Deputy First Aider.
- This area is co-ordinated, and resources are re-ordered by Mrs Bennett.

- All members of staff are available to provide cover in the medical room at Break Time/Lunch Time.
- All staff attend First Aid Training every three years.
- Additional staff training/information is made available to staff on how to deal with issues e.g., asthmatic attacks, nut allergy, meningitis etc.

Fire Safety

(See accompanying policy)

- Mr Young is the Designated Fire Safety Officer.
- One Fire drill is carried out per term. All continuous intermittent rings of the school bell are treated as serious, and all the school's occupants convene at the front of the school, outside the green perimeter fence.
- Issues afterwards are raised at a staff meeting. Any details needing attention are followed up and recorded in log.
- A fire fighter visits Year 5 to inform pupils of safety issues and to plan for home safety.
- Regular electrical checks are organised by the Education Authority 'Western Region'. Faulty equipment is fixed and disposed of.

Playground Safety

- Playground Rules are established/reiterated with children periodically.
- Two members of staff are available in each playground from 8:45am – 9:05am; 10:45am – 11:00am and 12:40pm – 1:00pm each day.
- No child is allowed to play in the playground without an adult being present at these times. Parents are informed about not sending their children too early to school. **The Principal and staff are not responsible for children on the premises before 8:45am.**
- One ball on the pitch and one nonball day per week. Other uses of the playground are encouraged – traditional games, play board ideas.
- Safety in the confines of playgrounds are regularly reported to children in classroom and during Assemblies.
- Children line up prior to entering the building at the end of break and lunch time to prevent the running into school.
- Teachers either collect their children from the playground or wait for them in their classroom.
- Frequent tours are made of the playground by the Building Supervisor to ensure that no broken bottles/litter etc. are lying about.

Wet break and lunch time

- Classes are combined and the duty teacher/classroom assistant supervise children in a classroom.
- Classroom assistants are used for duty at breaks and are advised to contact teachers in the event of an accident/other incident.
- Those on duty will provide interesting activities, facilitating good health and safety during wet lunch/break times.

Vehicular Movement within School Grounds

- Cars (except staff cars, parents who have medical problems, emergency vehicles and delivery vans) do not come inside the perimeter fence.
- At the end of school children are walked up to the bus or their parents at the main green gates set back from the school entrance on the road.
- If a child/children's lift does not appear after school, they return to school with a member of staff.

School Trips

(See policy)

All details of trips out of school are documented in the office with an attached copy of a Risk Assessment.

Maintenance

- As part of the School Development Plan potential hazards in school will be corrected e.g. broken/cracked window panes, mats with edges upturned, rough edges on the playground etc.
- Close liaison is kept with the school's Maintenance officer.
- Approved contractors/workmen used, those on the Education Authority Contracts.
- Larger contracts, liaison takes place with the Maintenance Officer.
- The BOG tour the school each year. Recommendations are made to the Principal if further action is deemed necessary.

Violence To Staff

- All parents are discouraged from approaching classrooms directly if they have an issue. Instead they should report to the office stating their request initially.
- An admissions system is in place – visitors ring a bell and speak to secretary 8:45am – 3:05pm.

Resources

- Education Authority 'Western Region' Manual – Guidance for Governors and Principals.
- (Section 17) Health & Safety Monitoring.
- (Section 13) Risk Assessment.
- Risk Assessment Simplified – Health & Safety Agency.