

# Health and Safety Policy



Date Reviewed: January 2022

Next Review: January 2024

## **POLICY AND INTENT**

- The Board of Governors recognise and accept their corporate responsibility to provide a safe and healthy environment for the teaching and non-teaching staff, the pupils and other people who may come on to the premises. The Governors consider the achievement and maintenance of a high standard of health safety and welfare throughout the school to be an important objective.
- The Governing Body has adopted this policy to secure compliance with all health and safety requirements to ensure that such arrangements are recorded in writing and to further ensure that such information is circulated to all existing and future staff and subsequently to monitor the implementation of these arrangements.
- The Board of Governors will seek to provide staff with sufficient information necessary to carry out their duties in a safe and healthy manner and will seek to provide such training for staff in respect of risks to health and safety as is necessary.
- The Board of Governors calls the attention of all members of staff within the school to co-operate with management in health and safety matters by carrying out their duties in a safe and healthy manner following safe working procedures using adequate equipment kept in good order and reporting all hazards at the earliest opportunity.

## **ORGANISATION**

- The provision of a safe and healthy work place and learning environment is the concern of all those working within it. The Board of Governors has expressed a commitment towards the maintenance of a high and improving standard of health and safety. However, it delegates the day to day responsibility for and management of health and safety to the Principal and Health and Safety Co-ordinator who

are required to develop a positive health and safety culture within the school by ensuring that there is:

- a. Good communication with staff.
- b. Control of risk through the clear allocation of responsibilities
- c. Formal and informal opportunities for- the active co-operation and involvement of all staff.
- d. Promotion of competence in health and safety matters by enabling attendance at appropriate courses.
- e. After year1-complete a comprehensive whole school risk assessment.

## **HAZARDS AND RISK ASSESSMENT**

1. Look for the hazards.
2. Decide who might be harmed and how.
3. Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or more should be done.
4. Record all findings.
5. Review assessments regularly and revise if necessary.

The Health and Safety Co-ordinator will be expected to do an annual inspection during working hours and advise the Principal and Board of Governors of any hazards.

## **DUTIES OF THE PRINCIPAL & HEALTH AND SAFETY CO-ORDINATOR**

**In particular, the Principal and Health and Safety Co-ordinator will:**

- a. Ensure all health and safety policies, Codes of Practice, instructions and advice issued by the EA are brought to the attention of appropriate staff. Such material together with the EA Health and Safety Policy and any other advice published concerning health and safety in schools shall be made readily available to all staff. The Principal will ensure they are aware of any additions or alterations.

- b. Report immediately to the Education Department any instances where it is not possible to eliminate or reduce a hazard to a satisfactory level. In such a case the Principal and/or Health and Safety Co-ordinator shall nevertheless endeavour to take such necessary short-term measures to lessen danger pending action by the EA.
- c. Ensure that all areas of the schools are inspected on a regular basis and inform the Board of Governors of the results of such inspections and the action taken by presenting the incident/report book at each Board of Governors meeting
- d. Establish a system for the reporting, recording and investigation of accidents using the guidelines contained in the Education Department Health and Safety Policy and ensure that all reasonable steps are taken to prevent any recurrence
- e. Establish a system for the reporting of hazards which come to the attention of staff in the course of their normal duties
- f. Identify staff training needs.

**The Principal delegates to the Senior Leadership Team, Health and Safety Co-ordinator, Teachers, Classroom Assistants, Office, and Ancillary Staff the day-to-day management of health and safety within their areas.**

All employees have a responsibility to exercise personal care and attention for the safety of themselves and others and co-operate with the Board of Governors in the implementation of this policy.

**In the discharge of this responsibility employees shall**

- a. Use the appropriate clothing for the activities engaged upon.
- b. Perform their duties in a safe manner and pay particular attention to the all advice issued by the EA.
- c. Report all accidents and injuries as soon as is practicable.
- d. Obtain adequate treatment for injuries as soon as possible.
- e. Report all defects in equipment as soon as possible. A book for this purpose will be available in the staffroom.
- f. Assist in the investigation of injuries, accidents and dangerous occurrences
- g. Identify need for staff training and information in relation to health and safety;

- h. Take part in health and safety training when directed.
- i. Pass on health and safety information received to appropriate people-.

**The Principal delegates to teachers and classroom assistants the day-to-day management of health and safety in accordance with the policy. In particular, they will: -**

- a. Be involved in incorporating health and safety matters into curriculum policies and procedures and review them regularly;
- b. Check that their classroom or work area is safe.
- c. Carry out health and safety inspections of their areas and report the result to the Principal.
- d. Check that all equipment is safe before using it or permitting another person to use it.
- e. Ensure that safe procedures are followed.
- f. Make use of any personal or other protective equipment provided and not misuse any such equipment;
- g. Participate in inspections and in health and safety committees if appropriate.
- h. Bring problems or hazards to the attention of the appropriate person.
- i. Staff should ensure that the School Ethos/Pastoral time is used to ensure that all pupils are aware of the part they can play in creating a safe and healthy environment.
- j. Outreach staff shall make themselves aware of the Health and Safety Procedures of schools they visit.
- k. All staff must ensure that all pupils remain within the confines of all secured external gates and walls.
- l. Entry for all staff and visitors is to be through the front doors only.
- m. That all staff supervising playground play ensure that all areas are supervised
- n. **If a pupil goes missing contact the Principal immediately**

## **FIRE AND EMERGENCY PROCEDURES**

**These are as follows:**

- a. Fire regulations are displayed in all classrooms, resource areas, offices, interview rooms, kitchen, medical-hygiene rooms and all therapy rooms.
- b. Staff to walk their pupils through their evacuation route at the beginning of every term. Refer to class evacuation route and follow arrows to assembly point.
- c. Fire doors should never be tampered with and be freely accessible at all times.
- d. Fire doors will open automatically in the case of an emergency.
- e. Fire bells should be tested regularly by the Building Supervisor;
- f. Combustible materials must not be stored in boiler houses or near possible sources of fire; hazardous substances should be kept in a locked cupboard.
- g. No combustible materials must be kept in class storerooms.
- h. Fire extinguishers are located at the points indicated on the school plans and schools risk assessment document.
- i. All extinguisher points are marked on the walls. If an extinguisher is missing from a storage point please contact member of the SLT or Building Supervisor immediately.
- j. All rooms and corridors have fire-emergency sensors.
- k. In the case of a fire-emergency press the red box.**
- l. To open emergency door, press the green box.**
- m. Fire-fighting equipment should be regularly checked and maintained and details entered in a Health and Safety Log Book.
- n. A copy of instructions for an evacuation of Park School and Outreach Service are enclosed.
- o. Do not re-enter any part of the building during an emergency.
- p. System will be tested once a week by building supervisor.**

## **ACCIDENTS, SICKNESS AND FIRST AID**

**These are the accident reporting procedures in use in school:**

- a. Any relevant information re an Accident, Incident or Dangerous Occurrence must be recorded on an Accident Report Form. These are held in the Schools Reception/Office. An entry should be made as soon as is practicable after the incident.

- b. Every injury is entered in the Accident Report Form. Parents are informed if there is a need for further treatment, or possible repercussions.
- c. Home Contacts - Addresses, telephone numbers and emergency contact numbers for pupils are kept on computer in the Vice Principals, Principal's/Secretary's office. Parents are contacted if it is felt that the child needs further medical attention or is too unwell to stay in school.
- d. The Safety Co-ordinator will make a list of those members of staff with first aid experience. This shall be made available to all staff. First Aid Staff will have to be familiar with procedures for calling emergency and other services; ensuring that the first aid material is available. A first aid box is available in the following locations; General Office, Staff Room, Technology and Design, Health and Fitness rooms and each base classroom.
- e. Classroom Assistants should report an accident to the teacher on duty or member of Senior Leadership as soon as possible after an accident has occurred.
- f. When staff are dealing with any body fluids or waste, particularly blood, plastic gloves must be used. Gloves are available in the Vice Principal's office. All soiled materials should be disposed of in the appropriate container.
- g. Only essential medicines are given in school.
- h. If a pupil is unwell action shall be taken only after consultation with the Principal or member of the SLT.

## **MAINTENANCE OF BUILDINGS AND EQUIPMENT**

- a. The Building Supervisor should carry out checks as a matter of working routine. Defects identified should be reported to the Principal and/or Health and Safety Co-ordinator.
- b. Faults or defects to the building or equipment identified by staff should be reported to the Principal and/or Health and Safety Co-ordinator and entered in report book-held in the general office.
- c. Faults or defects to equipment should also be reported to the member of staff responsible for that equipment so that a repair can be completed or so that it can be withdrawn from use.
- d. Ensure suitable conditions in areas such as classrooms, washing facilities, toilets.

- e. The Building Supervisor should read the Report Log Book regularly and liaise with outside agencies when they are required.
- f. All cleaning staff should use the report book in general office and update Mr Fisher and SLT on maintenance issues.

## **SERVICES**

### **Gas**

- Boiler house should be monitored by the Building Supervisor on a daily basis.
- All gas supply valves will be clearly marked and accessible, controlled by electronic means or valves located in areas which are isolated from pupils.
- All staff with the location and operation of gas valves appropriate for their work.
- All staff should report immediately any smell of gas.

### **Electrical Safety**

- Regular safety inspections of portable electrical equipment must be carried out by an approved person on a regular basis and recorded. Last inspection – November 2016.

### **Disposal of waste.**

- All daily waste should be deposited in the waste bins provided in classrooms. The cleaning staff empty these bins at the end of each day into the large bins near the Science Laboratory.
- Dangerous waste e.g. glass, should be labelled clearly.
- The school has a recycling programme for paper and plastic. These materials are collected by Bryson House.



## **STORAGE AND USE OF HAZARDOUS SUBSTANCES**

- a. All hazardous substances should be stored in the original container, which clearly indicates the substance contained and the nature of the hazard it represents. Hazardous substances should not be decanted into any other form of container, which does not indicate the nature of the substance contained, and the nature of the hazard it represents.
- b. All hazardous substance containers should be stored in designated areas within the school.
- c. No hazardous substance should be kept in classroom stores.
- d. An assessment of all hazardous substances contained on the premises should be completed as part of the annual safety check.

## **HEALTH AND SAFETY - CURRICULUM**

- All curriculum policy statements should, when appropriate, include a statement on health and safety practices which relate to that particular curriculum area.

## **EDUCATIONAL VISITS**

- In order to ensure the safety of all pupils on educational visits, the agreed procedures, as contained in EA's Book on Educational Visits are to be followed.
- The above document also contains information relating to health and safety procedures for residential visits. A copy will be kept in the Staff Room. The Health and Safety Co-ordinator holds a copy.

## **SAFETY TRAINING**

- In order to ensure that staff are able to carry out their duties in a safe and healthy manner, necessary training will be provided as appropriate. All staff must take part in training as directed.

## **VISITORS WORKING IN SCHOOL**

- All visitors must use the front entrance and be identified before entering school. All visitors must sign in at Reception, using the electronic screen.
- Every effort will be made to ensure the health and safety of all visitors to the school.
- Students, parents, or pupils on work experience placement in the school should be made aware of basic health and safety procedures and should observe those health and safety measures and regulations for the duration of the time they are working in the school.
- They should always report to the school office on arrival for their first visit.

## **VEHICLE MOVEMENT**

- Staff and visitors' cars are to be parked in a designated space provided.
- The school will provide a car parking space for staff; however, they are under no obligation to do so
- The school is not responsible for any damage or loss incurred while cars are parked on school property.

## **SCHOOL CLEANING**

At all times the cleaning staff should ensure safe working arrangements. These will include

- Compliance with the school safety policy.
- Use of equipment appropriate to the task.
- Ensuring that trailing electrical cables do not cause a hazard and
- All equipment and machinery is stored safely.
- Use of appropriate protective clothing.

- Storage of hazardous substances - lockable cupboard or designated storeroom.
- Warnings of wet floor surfaces are given to other staff.
- All cleaning staff shall be issued with a copy of the Health and Safety Policy Document.
- In relation to the staff room all teachers and learning assistants shall maintain hygiene and abide by the rota.
- All cleaning staff will attend a meeting once a month re: maintenance issues.

## **PLAYGROUND AND DINING HALL SAFETY**

- The Building Supervisor will check the playground daily for any obvious hazards.
- Pupils will always play on safety surfaces where these are provided.
- Teachers and Classroom Assistants on playground duty shall supervise the playground at break-time and at lunch-time.
- Staff must ensure that all areas are supervised.
- A box containing disposable gloves, towels and medical dressings will be kept in the General Office.
- Any pupil in detention will be collected from the dining hall by the designated teacher and brought to that teacher's classroom.
- All pupils attending lunch time activities will be collected by designated teacher.

## **SECURITY**

During working hours:

- Visitors: All visitors to the school must report to the Reception. This is situated at the main office.
- Staff will challenge anyone on the premises whom they do not recognise as a legitimate visitor.
- Under no circumstances should visitors be permitted to remove items from school unless the person witnessing the event has personal knowledge of their identity and their authority to do so.
- Cash: Cash collected by the school should be sent to the office for deposit in the safe as soon as possible.

- Pupils should not bring money unless requested by the school.
- Valuable equipment. When not in use, equipment should be stored in conditions that -reflect accurately the level of risk attached to it.
- Personal Property. Staff should not leave personal property unsecured in unoccupied areas of the school. It should be in their store or kept on their person. Pupils are discouraged from bringing valuables to school unless they are necessary for a particular lesson or activity.
- School Keys: Staff with access to keys and swipe cards/fobs should ensure that they are kept on their person and not left on desks or in drawers.
- All medicines should be kept in a locked/secure area.

## **OUT OF SCHOOL HOURS**

- All external doors and windows should be locked and checked by the Building Supervisor at the end of each day.
- The burglar alarm is activated when the premises is not occupied.
- Security lighting covers all doors, rooms, corridors and entrances.
- Cameras cover the main building and main corridors.
- All after school clubs will be made aware of the security arrangements.

## **BUS MOVEMENT**

- All pupils shall be supervised at all times while in the bus line.
- The bus lines shall not move unless they are told to by the learning assistant and teacher on duty and the correct number of pupils is present.
- When departing a Classroom Assistant will head the line while another member of staff will be at the end of the line in cases of large numbers.
- All staff shall remain until the buses have departed.
- **Staff must not leave the school premises until all buses and pupils have departed.**

## **AIR QUALITY AND LIGHTING**

1. Park School has a no smoking rule applicable to all parts of the building.
2. Management will ensure that reasonable temperatures are normally maintained in all rooms normally occupied by staff and pupils.
3. They should also ensure that there is suitable and sufficient lighting to all internal parts of the building by both natural lighting where reasonably practicable and artificial lighting.
4. All ventilation and automatic opening systems are to be operated by adults. Under no circumstances should a pupil touch these controls.
5. They should also ensure clear procedures for cleaning, repairing and replacing fittings to maintain adequate lighting levels.
6. Faults or defects to lighting, heating or ventilation equipment should be reported to the Building Supervisor.

## **STAFF AND PUPIL CARE MEASURES**

- All employees have a responsibility to exercise personal care and attention for the safety of themselves and others.
- All employees have a responsibility to cooperate with their employer in the execution of all aspects of the School's Health and Safety Policy.
- The SLT shall ensure that all teachers have an opportunity to express concerns pastoral and otherwise through open management structures.

## **MONITORING**

**Consideration of Health, Safety and Welfare matters will form an item on the agenda of each meeting of the Board of Governors. In addition, the Board of Governors will monitor and evaluate the effective working of the system within the school by the following means:**

- a. Monitoring accident/incident reports. The Principal will report all major accidents the staff to the Governing Body and call attention to any which indicate that any alteration to equipment, premises, routines or procedures are needed.

- b. The Health and Safety Co-ordinator shall report to the Board of Governors at least once a year.
- c. If applicable, checking reports on Safety Inspections e.g. Risk Assessments.
- d. Receiving reports from the Principal/Health and Safety Co-ordinator on:
  - Evacuation practices and fire drills.
  - Complaints and hazard reports from staff and visitors.
  - Visits from the EA staff/inspector e.g. Mr B O'Reilly.
  - New EA Codes of Practice and methods of implementation.
  - Any Safety Audit arranged by the EA or from consultants.
  - Any Department of Education guidance or advice.
  - Staff training.
  - Examine logbook record.

A Copy of this Policy shall be issued to all staff.