

# A Policy for Health Safety



Agree Date	Review Date	Person Responsible
March 2024	March 2026	Mr. Smith

## **Policy Statement**

The Board of Governors, Principal and school management of Earlview Primary School and Nursery are committed to the promotion of a safe and healthy working environment for staff, pupils and all others users of the school site.

The Board of Governors, Principal and school management will implement the Education Authority's Health and Safety guidance, which can be found – <https://www.eani.org.uk/school-management/health-safety/manual-for-principals-and-governors>

Additionally, the Department of Educations guidance on managing health and safety in school will be followed, which can be found – <https://www.education-ni.gov.uk/articles/managing-health-and-safety-schools>.

The Board of Governors, Principal and school management are also aware of:

- [The Health and Safety at Work \(Northern Ireland\) Order 1978 - legislation.gov.uk](https://www.legislation.gov.uk)
- [Workplace \(Health, Safety and Welfare\) Regulations \(Northern Ireland\) 1993 - legislation.gov.uk](https://www.legislation.gov.uk)
- [Management of Health and Safety at Work Regulations \(Northern Ireland\) 2000 - legislation.gov.uk](https://www.legislation.gov.uk)

The Board of Govenors will review this policy on an annual basis.

## **Roles and Responsibilities**

The Board of Governors are responsible for ensuring the Principal and school management develop and implement a safety management system throughout the school and monitoring its effectiveness, ensuring procedures are in place for the safety of all persons using the premises.

The Principal is responsible for the day-to-day management of health and safety within the school and developing and implementing an effective safety management system. In the absence of the Principal, the most senior teacher will assume the role.

The School Senior Management team is responsible for ensuring that the safety policy and management systems are implemented and followed in practical terms.

Each member of the teaching staff has a responsibility to exercise care and attention regarding the safety of themselves and pupils under their control as well as anyone else likely to be affected by their actions or omissions.

All Employees are responsible for exercising care and attention regarding their own safety and take care not to endanger the safety of pupils or anyone else likely to be affected by their actions or omissions.

## **Health and Safety Arrangements**

### **First Aid**

- The main first aid box is located in A First Aid Box can be found at the Staff Room and Area B. Portable first aid kits are also available for school trips and playground.

The school's first aiders are:

The following staff are trained First Aid at Work:

1. Miss Tonkin - qualification expiry date - 16<sup>th</sup> October 2026
2. Mrs Carlisle- qualification expiry date - 4<sup>th</sup> June 2024

The following staff are trained Emergency First Aid at Work

(Trained on 25<sup>th</sup> March 2024 -- qualification expiry date 25<sup>th</sup> March 2027)

1. Mrs. Montgomery
2. Mrs. Cullen
3. Mrs. Parr
4. Miss. Corney
5. Mrs. Temples
6. Miss. Patrick
7. Miss. Hoy
8. Mrs. Burns
9. Mrs. Horner
10. Mrs. Fleming
11. Miss. Robinson
12. Miss. Becket

All staff are aware of the school's first aid arrangements – name and location of first aiders is displayed in the school staff room.

Mrs Fee is responsible for ensuring the first aid box is stocked appropriately at all times, however, it is the responsibility of those who use the supply to ensure Mrs Fee is informed.

The Health Protection Agency guidance on Infection Control in Schools and other Child Care Settings will be adhered to in regard to infectious disease.

The school will adhere to the Department of Education Guidance "Supporting Pupils with Medication Needs" and the schools Administering Medication Policy.

### **Accident Reporting**

All accidents to pupils and staff will be reported in accordance with the EA recommendations.

Accidents that require First Aid only or no-injury will be recorded in the School Accident Report Book all other accidents or injuries will be recorded in the EA Accident Report Form (AR1) and forwarded to the Education Authority and the child's teacher will inform the parents via telephone of an incident that has occurred.

In the event of a serious incident parents will be contacted and an ambulance called. Parents will be asked to go immediately to the hospital; the child will be accompanied by a member of staff. Should it be impossible to contact the child's parents an ambulance will still be called, and the child accompanied by a member of staff whilst efforts are made to contact the parents.

### **Health and Welfare Promotion**

The school will promote the importance of good health, nutrition, and personal hygiene:

- Promotion of good nutrition and a healthy balanced diet.
- Good liaison with school medical services and school dental service.
- Talks and presentation by the school nurse of matters of personal hygiene and safety.
- Staff will inform children of the importance of good hygiene and grooming practice associated with everyday activities, such as washing and drying of hands after visiting the toilet, before eating and after various activities.

### **Fire Safety**

- There will be a fire evacuation practice every term, the outcome of which is recorded in the Schools Fire Logbook.
- Fire evacuation procedures are displayed in all rooms throughout the school and all staff are made aware of the school's fire procedures.
- Firefighting equipment is serviced annually, and all relevant checks recorded in the School Fire Log Book.
- The Fire alarm system is maintained in and serviced at regular intervals through the EA maintenance helpdesk.

### **Security/ Visitor to the School Site**

- All visitors will be expected to report to the school office, where they will be asked to sign the visitors' book.
- Staff and pupils are encouraged to challenge politely anyone in school they do not recognise and who is not wearing a visitor badge.
- Door access system – electronic locks on all door prevents access to the school in operating hours.
- There is no internal perimeter fence securing the senior playgrounds. Therefore, staff must accommodate children when they are using this area.
- CCTV operates around the school.

### **School Safety**

- Children are regularly informed of road safety through the use of the green cross code, road safety is also promoted within the school.
- Good Housekeeping will be adhered to at all times.
- Traffic management arrangements – Staff are to use the school car park, children are not allowed to walk through the car park gate. Parents are to use the road to park.
- Drop off and pick up arrangements- All key stage 1 and Foundation stage children must be collected by an authorised adult or an agreed older sibling.

### **Educational Visits**

- All educational visits (school trips) will require a risk assessment before taking place and relevant forms completed as outlined in the Education Visits Good Practice document.
- For individual children who require one to one support this must be provided for.

### **Maintenance of Equipment**

- All equipment will be maintained in good working order and inspected as required by relevant legislation.
- Electrical and PE equipment will be visually checked by staff prior to use and inspected as required by relevant legislation and in line with EA guidance.
- All equipment and materials used or purchased by the school will be safe and suitable for its intended purpose.

### **Risk Assessment**

- A risk assessment process is to be initiated by the member of staff completing any new task with an element of risk in school. This is to be checked by the principal and when appropriate communicated to staff and others likely to be affected by the activity or process.

### **Good Housekeeping**

- All staff will ensure that classrooms, corridors, and the school are maintained in a safe manner and all defects reported in a timely manner. Good storage and good housekeeping are practiced throughout the school, passageways are kept clear and well lit at all times and equipment is stored correctly after use.
- All substances that are hazardous to health such as cleaning materials are stored correctly with appropriate COSHH data sheets and strict supervision is used at all times when they are in use.
- All spills are cleaned up as soon as possible and appropriate signage used for wet floors.
- Proper disposal of all waste.
- Safe condition and positioning of furniture and equipment.
- General cleanliness/ tidiness of classrooms/ work areas and toilets is implemented throughout the school.

### **Hygiene and food preparation**

Staff who are involved in food preparation and distribution will all be trained in the “Basic Food Hygiene” certificate. This includes all staff in the Nursery, Breakfast Club and After School Day Care who prepare food.

### **Miscellaneous**

- Respect for others and good manners are promoted by the school and when children are representing the school.
- Children are regularly reminded of school rules.
- The school has a no smoking policy and smoking is not permitted anywhere on the school site, this includes the use of e-cigarettes.
- Personal Protective Equipment will be provided where necessary and a need has been identified.

## **Health and Safety Audits**

- Annual inspection of the premises will be carried out by the Principal and Board of Governor responsible for Health and Safety and the relevant information forwarded to the EA.

A report on health and safety will be issued to the Board of Governors in the annual report.