



Health and Safety Policy

Ratified at Board of Governor Meeting 1 October 2015
Review/ evaluation: December 2016

Lead: M Morgan

Pastoral Care

Statement of Intent

Health and safety is an important consideration for our school. We will take all reasonable steps to provide and maintain safe and healthy working conditions for all our staff, pupils and visitors and to encourage a safety culture within the school.

The Education Authority's (EA) Health and Safety Policy is adopted and complemented by the school's Policy. We provide information to identify need in respect of training and provide supervision as necessary for the health and safety of staff and pupils. The Governing body accepts responsibility for the health and safety of others who may be affected by school activities.

Within the school curriculum, we teach children about health and safety, to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives.

This policy is underpinned by the UNCRC, in particular the following articles

- Schools should work towards what is best for the child. Article 3
- All children have a right to good health and good quality health care. Article 24
- All children should be protected from violence, abuse and neglect. Article 19

Legislative Framework

This policy has been formulated with due consideration to the following legislation:

- Children (NI) Order 1995 – duty to protect and child protection responsibilities/ fulfilling responsibility;
- UN Convention On The Rights Of The Child 1989 – (Articles 12, 16 and 19); UK 1991;
- Education (NI) Order 1998 (Part II Article 4(1));
- Education and Libraries (NI) Order 2003 – Articles 17, 18, 19.
- Human Rights Act 1998 – Articles 3 and 5 of the European Convention on Human Rights;
- Health and safety at Work Act (NI) Order 1978;

1. Roles and Responsibilities

The governing body shares with the BELB overall responsibility for health and safety. For its part the governing body will:

- Ensure health and safety has a high profile
- Ensure adequate resources for health and safety are available
- Consult staff and provide training opportunities
- Monitor and review health and safety

The Principal will:

- Develop a health and safety culture throughout the school
- Take day to day operational decisions
- Ensure staff are aware of their responsibilities
- Update governors
- Draw up health and safety procedures
- Monitor effectiveness of procedures

All staff will:

- Support the implementation of health and safety arrangements
- Take reasonable care of themselves and others
- Ensure as far as is reasonably practicable that their classroom or work area is safe
- Report shortcomings to the school office so they can be recorded in the Site Maintenance Record Book.

The Care-taking Staff will:

- undertake any area of maintenance with which they are competent.
- report any defects in school machinery and facilities to the relevant person. This may be a teacher, coordinator, Head of Key Stage or the principal.
- arrange for an external company to come onto the premises in consultation with the principal.
- The caretaker will monitor the cleaning standards of the cleaners. The standard required is down in the cleaning specification. Special consideration will be set in hygiene areas.
- The caretaker will monitor the efficiency of the waste collection service. Separate provision must be made for the collection and disposal of laboratory materials (chemicals, broken glass etc.), clinical waste and normal refuse.

Visitors to the school will:

- sign in at the School Office. Visitors will be collected from office by the member of staff concerned or escorted to the appropriate area of the School. Visitors should sign out on leaving the premises.

- 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.
- All parents should report to the School Office.
- No contractor may undertake work on the School site without permission from the principal other than in an emergency, e.g. fire, flooding or to make safe following theft/vandalism.
- Contractors must adhere to the hot works policy when such works are undertaken in the premises and acknowledge having read and understood it, as with asbestos register.
- Contractors are responsible for the Health and Safety of their employees and for their safe working practices, which must not constitute a hazard to staff, students and visitors to the School.
- Hirers of the School premises must use school, equipment and substances correctly and use the appropriate safety equipment. They must operate within the school's health and safety guidelines
- Temporary teaching staff on cover duties will be required to indicate their presence in the School by reporting to reception.

If a member of staff meets someone on site who they do not recognise they should, enquire if the person needs assistance and direct them either to the School reception or off the site, as appropriate. All visitors are required to wear a visitor / volunteer badge.

2. Equipment

- Any equipment in school should be used safely and for its intended purpose only.
- Equipment identified as defective should be taken out of use immediately and labelled accordingly. Admin staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.
- No second hand equipment must be introduced to school without the agreement of the Principal.
- Electrical equipment will be tested regularly by an outside contractor. Plugs and leads will be visually checked regularly.
- Any electrical equipment used outside must be attached to the electric supply through an RCD, and any lead should be covered by mats to allow safe passage over the wire.
- Electrical sockets should be switched off before a plug is removed.
- Fire fighting equipment and alarm systems are maintained via annual contract.
- PE equipment is maintained via an annual contract.
- Hazardous substances, such as glazes, cleaning materials, etc., are kept locked in appropriate storage areas.
- The boiler room and main electrical enclosure will be clear of combustibles and general storage and maintained clear.

3. Curriculum –Healthy Eating / Lifestyle It is the policy of the School to encourage students to adopt eating habits that are conducive to a healthy lifestyle. To this end the school works with the school canteen staff, the school council, and any other relevant

bodies and extended school programs in providing facilities that support these aims. In addition it is the aim of the school to provide, as far as practicable, a safe and supportive environment in which students at risk of allergic reactions and/or anaphylaxis can participate equally in all aspects of schooling. The school operates a healthy eating break and lunch, which is completely peanut/tree-nut free. *It is the policy of the school to use non-food incentives for prizes, gifts and awards as well as food treats which are recognised as safe.*

PE

Clothing

All children will change into suitable clothing for the activity in which they will participate - details of clothing are listed in the school handbook and school prospectus.

Teachers should, where possible, change into appropriate clothing for outdoor games.

This sets a good example to children and allows a greater degree of manoeuvrability for demonstrating skills, or accessibility to a child should an accident occur.

Jewellery

The wearing of jewellery and nail varnish is not permitted. If ears are pierced, studs only may be worn but must be removed or taped over for P.E.

It is advisable to collect all such items prior to the lesson and store safely.

Lifting and Moving

Each child should be taught how to lift and move equipment. Techniques should be revised at least each year with your new class.

Children should be stationed at the corners of each piece of equipment.

A leader of the group says when the lift should start.

School Building Access In order to improve safety for everyone in school, measures have been taken to restrict access into the school building. Children may use the main entrance on the main Finaghy Road. After 9am visitors or late arrivals should enter via the main entrance. All visitors must report to the school office and sign the visitor's book where they will be issued with a visitor's badge. All visitors must sign out when leaving the school building.

Any adults on site who do not work in the school and who are not wearing a visitors badge must be reported to the school office.

Car Parking

Car parking is a concern at St John the Baptist Primary and while we acknowledge that the road in front of the school is extremely busy, we must ask those collecting children

by car, at any time of the day, to strictly observe the markings at the main gate of the school. Parents should not bring vehicles into the canteen playground. The parish playground will be made available every day to facilitate collection at 2pm and 3pm.

The school has regular contact with traffic police and road safety officers, who will talk to parents as well as children and provide information and leaflets.

Complaints by parents, staff and other road users will be followed up.

Lone Working

All staff should avoid lone working wherever possible by arranging for a colleague to also be on site. Where lone working is unavoidable staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark.

Fire doors must be unlocked when staff are working on the premises, e.g. out of school hours. Any one lone working on a regular basis, should be equipped with a personal mobile phone. Security lights are present in the visitor's car park. When two or more people work late they should try to leave the building together. Cars should be parked as close to the access doors as possible. Where possible staff should let someone know if they will not be home at their usual time and what time they can be expected.

Key Holder Safety during Call Outs

- Key holders on call out should be mindful of their own safety.
- If the police have left the premises a key holder can contact the police and request that they return before entering the building. Key holders should lock themselves in.
- Before leaving the key holder should ensure that the school is secure and the alarm re-set.
- If any member of staff is onsite and is concerned about people on or about the site they should telephone the premise's officer, Patsy McKee on 07889393492 or the police on 999 if concerned about their own or the school's well being.

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.
2. These procedures will be updated as appropriate.
3. The log book for the recording and evaluation of practice and evacuation drills is kept in the School Office.

Fire Safety The school will provide a safe and healthy working environment with respect to fire safety. The Fire Policy Statement is detailed at [Appendix A](#).

Evacuation Procedures

Evacuation procedures, detailed at [Appendix B](#), are practised termly and reviewed annually or more regularly if appropriate. Evacuation routes and meeting points are detailed on the school site plan, which is shown at [Appendix C](#).

5. Supervision of Children

Children should not arrive at school before 8.45a.m. or after 9.00a.m. Children should be collected promptly at the designated time. If there is an emergency and a child cannot be collected the office should be informed immediately.

Office Hours

The school office is open during school hours (8:00am – 3:45pm)

Duties

A member of staff is required to be in each designated playground area to supervise children arriving for school. (8:45am)The bell is rung at 8:55 a.m.

At 3.00 p.m. the class teachers supervise the children leaving school and must remain with the children until they have been collected.

At break times members of staff and classroom assistants are on duty. Staff should collect their classes in the designated playground and/ or on wet days return to their classrooms in time for lessons to resume.

Outdoor Duty: staff on duty covers the play grounds at the various parts of the school. The bell should be rung promptly at the end of break.

Indoor Duty: If it is a wet morning teachers stay with their classes until the designated teacher on duty makes contact. All members of staff are responsible for making sure that their classroom is clear of children.

All staff (teaching and non-teaching) should be in their classrooms to receive the children as they come in first thing in the morning, from morning break and after lunch. All staff should collect children from designated areas.

The rota for duties is on the staff room notice board.

Directed time is 8:45am in the classroom for preparation or on duty in designated playgrounds.

Lunch-time Supervision

The Senior Supervisory Assistant is responsible for the organisation and management of lunch times, and works with a team of Supervisory Assistants.

All members of staff providing lunch-time supervision should be aware of those children with specific medical needs which may require the administration of emergency medication. They should be aware of the procedures to follow, the location of the pupils' medication and who to contact in case of an emergency.

The Principal and Vice-Principal also provide support at lunchtime.

All staff have a collective responsibility at all times and should speak to children and support the supervisory staff whenever the need arises.

Any children working in classrooms or activity areas must be supervised by a class teacher.

6. First Aid

Please refer to

- SJB First Aid Policy
- Medication Policy

7. Staff Health and Welfare

Stress

Any member of staff who feels they may be suffering from stress should discuss their concerns with either the Principal or VP. The Principal will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.

The Welfare Section within CCMS aims to ensure that the health and wellbeing of teachers is identified as a strategic issue and to assist the Council in the formulation of health and wellbeing policies and the preparation of advice and guidance for schools. The Senior Welfare Officer is Mr Brendan Hardy. The Welfare Officer can be contacted

via **(028) 9042 6972**. A confidential counseling service, provided by Carecall, is also available to staff in Catholic Maintained schools. The contact number for this service is 0808 800 0002.

A list of emergency contact names and phone numbers for all staff is held in the school office.

Safety

- Staff has a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture.
- Staff should not climb on chairs or tables. A stepladder is available for use and is stored in the shared area.
- Both staff and children should take care when moving or lifting equipment. If in doubt seek help. (See notes re PE in curriculum section of this document).

Violence

Staff should always take steps to minimise the possibility of violence in school.

Circular 199/09, "Pastoral Care: Guidance on the Use of Reasonable Force to Restrain or Control Pupils" provides clarification and guidance on the use of reasonable force, by teachers and other authorised staff to restrain or control pupils in certain circumstances. It gives guidance about who can use reasonable force, when it is appropriate to use it, and the procedures for recording incidents where reasonable force was used. The circular also advises that schools should have a written policy about the use of reasonable force which should be made known to parents.

Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

VDU Operators

Administration staff using VDUs should vary their work routines and follow guidance on regular eye tests.

8. Off Site Activities

Refer to separate Educational Visits Policy Statement.

For all off-site activities teachers must read the appropriate section for their activity. Any visit off site must be approved by the Principal and must have a risk assessment completed.

9. Critical Incidents

The school has in place contingency measures for critical incidents. Please see Appendices E - G for the following Critical Incidents Planned Responses:

- Road traffic accident involving pupils/accident during school trip
- Aggressive or violent incident in school; and
- Disaster in the community.

APPENDIX A

Fire Policy Statement

St John the Baptist Primary School will provide a safe and healthy working environment with respect to fire safety in its establishments

The Premises Officer will be responsible for:

- Checking all fire doors are free from obstructions and slip/trip hazards.
- Checking all escape routes are clear.
- Checking all fire doors can be opened quickly and easily.
- Checking all fire resisting doors close properly.
- Checking no fire resisting doors are wedged or propped open.
- General housekeeping standards are adequate.
- Building generally tidy.
- Rubbish and waste materials are not being allowed to accumulate.
- There is no storage, especially combustible materials, in unsuitable locations (corridors or electric intake rooms).
- Waste containers stored externally in a secure compound.

The named Fire Safety Co-ordinator is the Vice Principal, Michelle Morgan, or in her absence Mrs Kate Maguire.

Responsibilities:

- Checking all areas: Vice-Principal - overall supervision.
- P5/6/7 toilets – Head of Key Stage 2
- P3/4 toilets – Head of Key Stage 1
- Foundation toilets – Foundation Coordinator
- Classrooms – class teachers

- Staff toilets – Patsy McKee / Head of KS 2 / K Maguire
- Medical Room and admin block – K Maguire
- Phoning fire service – This is automatic however K Maguire to check fire service has been called.
- Unlocking gates to allow access – Patsy McKee or Michelle Morgan
- Registers and visitors book – S Meier

All staff have copies of evacuation plans. These are also kept in the policies and procedures file. All teachers and classroom assistants responsible for SEN pupils have copies of Personal Evacuation Plans (PEPs). These are also kept in the main policies and procedures file.

Copies of fire evacuation plans are posted on the internal doors of classroom cupboards and the school office.

The fire alarm is tested regularly by the caretaker and recorded in the Fire Manual, which is kept in the school office.

A fire drill is completed once a term. A record is kept in the Fire Manual which is kept in the school office.

Systems and extinguishers are checked by BELB / contractors. This is recorded in the Fire Manual.

The caretaker will be responsible for the upkeep of the Fire Manual.

The Fire Safety Policy will be reviewed annually.

APPENDIX B

Evacuation Procedures

The overall aim is to save life, therefore evacuation is of paramount importance. Staff are not expected to fight fire nor should they go back into the building.

Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point.

Fire drills are carried out at least once a term and recorded in the Fire Certificate Log Book which is kept in the school office.

On hearing the alarm:

- Direct children to walk quietly to the nearest (designated) exit and then walk quietly in single file to the assembly points on the parish playground.
- Children will line up and teacher will call out register,

- Ensure that the classroom is empty before leaving.
- Everyone on site, children and adults, must leave by the nearest exit.
- Office Admin will call the fire brigade and check that the medical room is empty.
- Head of Key Stage Coordinators will check the children's toilets are empty.
- The admin staff will issue registers and check signing in book for roll call by class teachers at the assembly points. Admin staff will also unlock the playground gate to allow access for the fire brigade.
- The Vice-Principal and /or designated member of staff will check that all adults and children are accounted for.
- Classes should stand still and quiet until asked to re-enter the building.
- NB: As the attendance register reflects the true number of children in school at the start of the morning or afternoon, it is important that it is completed quickly and accurately and then returned to the school office. Please ensure that children arriving after registration has taken place report to the school office.
- Teachers should be mindful of any child that is later taken off site for illness or an appointment.
- If any visitors are present the adult they are working with should ensure that they know what to do.

APPENDIX C

If The Building Has To Be Evacuated During Lunchtime

- On hearing the alarm:
- Children walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the nearest playground.
- Children will line up in register order.
- Everyone on site, children and adults, must leave by the nearest exit.
- Admin. staff will call the fire brigade and check that the medical room is empty.
- The admin staff will issue registers, check the signing in book and unlock the playground gate. Staff with the help of the Supervisory Assistants will carry out roll call at the assembly point.
- The Vice-Principal or designated member of staff will check that all adults and children are accounted for.

APPENDIX D

Nearest Alarm Points

APPENDIX E

Critical Incident Planned Response Road Traffic Accident involving Pupils/Accident during School Trips

Immediate action:

- Remove children from danger if possible/appropriate. Contact emergency services. Bring children home as soon as possible. Obtain accurate information and inform school (uncertainty breeds rumour which adds to distress).
- Action as soon as possible:
- The school (most likely the administrative office) will contact families of those involved. Contact lists are found in the school office. If you cannot get through just ask them to ring the school, do not leave a message.
- If there is death or serious injury the police will inform parents (possibly with a member of staff).
- Plan communications to and from school (e.g. use mobile/fax line as an outgoing line to leave main line free if it is expected that many parents will be trying to contact the school). If necessary there is a third line in the kitchen.
- Give the same level of information to everyone, provision of a script is sensible. The Principal and Deputy Head will be responsible for drafting of a script.
- The administrative office will make a careful note of those parents who still need to be informed. If support is required a designated support assistant will help.
- The Principal will inform staff and pupils. (If sending a letter home give details of the facts, do not apportion blame). Pupils will probably best be told in classes. Only facts should be given, do not speculate on the causes and consequences.
- School will contact the Chair of Governors. The Principal will inform the press office. Press or media will not be allowed onto school premises.
- If there is need for an assembly point the school hall or library should be used. Refreshments would be made in the staff room by members of staff and brought to the hall. Staff toilets would be available for adults to use.

APPENDIX F

Critical Incident Planned Response Aggressive or Violent Incident in School (attack by aggressive parent or pupil)

- All external doors can only be opened from the inside. The front entrance door lock can be activated by a switch in the office. If it is anticipated that an aggressive parent or intruder are on their way to school the office door will be kept locked. If appropriate the police will be called.

- Remove children if possible.
- Seek immediate help (ask a child to go to next door teacher).
- Try to remain calm and ask aggressor if they would like to sit down to discuss the problem.
- Staff going to aid the teacher should be accompanied by another adult.
- They should remove the children if they are still present.
- The Principal should be informed.
- If the situation is out of control the police should be called.
- In extreme cases it may be necessary to use restraint procedures but this must not be done alone.
- If the situation can be calmed and the aggressor leaves the premises, all doors must be locked.
- The Principal will inform the aggressor in writing of the expected CCMS standards,
- No comments will be given to the media and the press officer will be informed if necessary.
- In the extreme case of a teacher or child being held hostage, all other children and staff must evacuate. The police must be immediately informed and will provide guidance.

APPENDIX G

Critical Incident Planned Response - Disaster in the Community (e.g. fire, explosion, major road accident, civil disturbance, terrorism)

- Immediate action.
- If this happens within the close proximity of the school it will be necessary to remove children from any danger (use evacuation procedures).
- Contact emergency services.
- If the incident happens outside of the immediate vicinity of the school accurate information should be obtained.
- If the incident occurred outside of school hours accurate information should still be sought so that discussions in school can be based on fact.
- Action as soon as possible..
- Inform children of the incident. This should be told simply and without fabrication.
- Keep in coming phone line clear so that emergency services are able to provide updates.
- If it is necessary to keep children behind after school, children will stay with their class teacher and parents informed accordingly. Emergency services will advise.
- Attempt to stick to normal school routines as soon as possible.

Later action:

- Give staff "Permission " to talk.
- Principal / admin. officer to contact outside agencies where appropriate (e.g. EP's)
- Encourage children to talk (may be necessary to hold a debriefing meeting led by an experienced outside professional).
- Express sympathy (visit those who may be in hospital or bereaved).
- Identify high risk pupils/staff
- Monitor effects of all involved.
- Organise treatment if necessary.

Lettings

The Governors and Principal must ensure that:

1. the means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Principal knows of any hazard associated with the above, the Principal should take action to make hirers aware of it;
2. fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
3. hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed;
4. hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly;
5. arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or her staff.

Monitoring and Review

As part of the Development Planning process St John the Baptist Primary School will monitor, review and evaluate this Policy and all related work and procedure on an ongoing basis to ensure legal compliance and the maintenance of best practices.