



HOLY TRINITY  
ENNISKILLEN

# Holy Trinity Primary

## Health and Safety Policy

Signature of the Chair of Board of Governors: \_\_\_\_\_

Signature of the Principal: \_\_\_\_\_

Date: \_\_\_\_\_

Review Date: \_\_\_\_\_

**Rationale:**

We aim to create a safe and secure environment where effective learning can take place. We aim to provide staff and pupils with healthy working conditions, where they can operate safely, effectively and efficiently.

**Inclusion and Diversity**

Inclusion and diversity are key principles in our school as it is made up of pupils from many different backgrounds, nationalities and experiences, each who have a wide range of skills, abilities, and interests. Individuality and difference is recognised and indeed celebrated in the school particularly through 'individual improvement'.

'Inclusion is about the quality of children's experience; how they are helped to learn, achieve and participate fully in the life of the school'.

(Removing Barriers to Achievement 2004)

It is key in this policy that all in Holy Trinity feel special for whom they are and that they feel free from any form of injustice or prejudice. It is essential that all pupils feel cared for and safe as equal members of the school community. All pupils have the right to full entitlement and access to high quality education within a broad, balanced, relevant and differentiated curriculum. Each pupil no matter how they differ from others should feel valued and are offered curricular, pastoral and extra-curricular opportunities that allow pupils to develop their knowledge, understanding and skills so ensuring progress, success and self-confidence.

**Roles and Responsibilities****Board of Governors:**

Governors have a statutory responsibility under the Health and Safety at Work (NI) Order 1978 for ensuring that the Board's Safety Policy is both understood and implemented in schools/ colleges under their control.

The schedule to the Scheme for the Membership, Procedures and Functions of the Board of Governors and the Scheme for the Local Management of Schools and the Local Management of Colleges also assigns to Board of Governors a number of functions, duties and responsibilities in respect of Health and Safety.

In the discharge of their statutory responsibilities Governors shall ensure:

- that all teaching staff appointed by them hold appropriate qualifications both to teach the subjects required of them and to use the necessary equipment and machinery;
- that both teaching and non- teaching staff are provided with regular training that will assist them to work safely;
- the maintenance of procedures for the safety of both teaching and non- teaching staff 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 annually.

**Principal:**

The Principal is responsible for the day to day application of the Health and Safety Policy both for teaching and non- teaching staff.

In the discharge of this responsibility the Principal shall:

- ensure that all teaching staff hold appropriate qualifications both to teach the subjects required of them ;
- ensure that both teaching and non -teaching staff are provided with any training that will assist them to work safely;
- ensure the provision and maintenance of procedures for the safety of both teaching and non -teaching staff who come under their control;
- ensure that all staff are aware of any instructions or safety advice pertaining to their particular discipline issued by either the Board or the Department of Education;
- ensure that all safety reports pertaining to the school are understood and that the detailed work has been completed;
- ensure that adequate arrangements exist for carrying out regular fire drills and that all staff participate in and are aware of such arrangements;
- report to the Board of Governors all defects and hazards which are their responsibility;
- ensure that safe systems of works are used by Contractors or persons carrying out inspections or non-structural repairs which are the Governors' responsibility as set out in the Board's Schemes for the Local Management of Schools and the Local Management of Colleges;
- report all defects and hazards which cannot be dealt with under the same scheme for Local Management of Schools/Colleges to the responsible officers in the Board;
- ensure that all accidents to staff are reported promptly to the Board/CCMS
- ensure that all staff operate safe working practices in the execution of their duties;
- In the absence of the Principal, the Vice Principal will take on this role.

### **Teaching Staff**

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

In the discharge of their responsibility each teacher shall:

- ensure that they take reasonable care during their work activities to avoid accident or injury to themselves, other members of staff and pupils/students;
- observe all safety instructions and advice issued by the Board or the Department of Education;
- observe all safety rules relating to specific machinery or processes;
- ensure that all protective clothing and equipment as required is both available and used by themselves and pupils/students;
- report all potential hazards affecting health and safety to the Building Supervisor;
- report all accidents to the Principal and ensure that Accident Forms are completed;

### **Classroom Assistants**

- Classroom Assistants and volunteers must be appropriate people to supervise and support pupils.
- They must model behaviour which encourages pupils to behave responsibly and they must follow the instructions given by teachers or official group leaders.
- Like teachers they must work within the spirit and directions of any health, welfare and safety policies.

### **Staff and Health and Safety Representatives**

Staff and Health and Safety representatives have the legal right to investigate potential hazards and dangerous occurrences, examine causes of accidents, investigate complaints by employees, carry out inspections and represent employees at health and safety inspections and meetings.

### **Lunchtime Supervisors**

Lunchtime supervisors are responsible for the immediate area of their work. Like all staff they have responsibility to ensure that they work in ways which are safe and without risk to their own health and that of other staff, pupils and visitors.

### **Visitors**

- It is the responsibility of visitors to sign in at the main office. A prominent sign will prompt visitors to do so.
- Any unauthorised visitor found on the premises must be reported to the Principal/Vice Principal so that appropriate action can be taken.
- Visitors/Workmen on site should wear appropriate form of identification.
- If a workman sustains a major injury which requires a hospital assessment, then it must be reported to the Health and Safety Executive.

### **Health and Safety Officer -Building Supervisors Mr B Kelly Mr P O'Neill and in their absence the Principal/V Principal.**

- Has responsibility to ensure that procedures related to health and safety issues are disseminated through the school.
- It is their responsibility to hold regular fire drills and to raise staff awareness of potential risks or hazards
- It is also their responsibility to ensure the management and maintenance of all fire and safety procedures.  
They will ensure that fire exits are clearly marked
- It is also their responsibility that the reporting system for accidents is clearly set out and followed.
- The Principal/V Principal will make staff aware that there is a form which should be completed if they have had a work-related accident and it is available in the office.
- First Aid training will be provided for classroom assistants and dinner supervisory staff and their names will be displayed throughout the school.

### **Pupils**

- It is the responsibility of pupils to move about the school in an orderly manner and to behave responsibly at exits and on the stairs.
- Pupils must not damage or interfere recklessly with any equipment or arrangements in place to protect health, welfare and safety.
- Pupils must follow the guidelines on good behaviour as set out in the Pastoral Care/Discipline Policy
- During educational visits pupils must follow the directions or instructions of anyone acting as Group Leader.

- They must not take unnecessary risks (e.g. opening windows where they may put themselves/others in danger.
- The Principal and other teachers may stop a pupil from going on a visit if they consider the pupil's behaviour to be a threat to themselves or others.

## Parent/Carers

- Please do not send your child to the School if he/she is unwell. If your child is absent for any reason it would be appreciated if the teacher could be informed through the Truancy call system or note from homework diary.
- In the event of a child becoming unwell the parent/carer will be contacted as soon as possible. It will be our policy to encourage him/her to participate in a quiet activity until the parent/carer or carer can come to collect the child. The child will be observed for any worsening symptoms
- Parent/Carers are requested to complete a form in which they are asked to share relevant information on the child including his/her medical background e.g. allergies.
- If any child is exposed to a recognised reportable communicable disease, it will be our policy to notify parent/carers.
- Parent/Carers are made aware of Child Protection procedures and good practices used within school.
- Parent/Carers must inform the school if children are on any medication and fill in the required forms. Any medication needs to stay in the secretary's office KS2- Staff Room KS1 or with the classroom assistants (if needed).
- Parent/Carers must report to the school secretary's office when entering the school.
- When collecting a child from school the parent/carer must sign the child out.

## Implementation Procedures

### **Responsibilities**      **Designated Person (ensuring procedures followed)**

**Safe-Guarding**                      Designated Teacher for Child Protection                      Mr J Reihill

**Team Teach**                      Mr BTreacy Mr JReihill Mrs U Williams

**First Aid/Accidents**              Mr JReihill, Mrs A McCullion/ Mrs Agnes McCusker Mrs A McEvoy

**Medication within school**              Mr BTreacy / Mr JReihill

**Fire precautions and emergency procedures:**              Building Supervisors Mr BKelly Mr PO'Neill, Mr BTreacy, Mr JReihill.

**Operation of Machinery**              Building Supervisors - Mr Bernard Kelly, Mr Pearse O'Neill

**Security of Buildings (Keyholder):**              Building Supervisor- Mr Bernard Kelly, Mr Pearse O'Neill , Mr Brian Treacy, Mr John Reihill.

**Door security system / Locking Gates**              Mrs N McGrory Mrs S, Mr BKelly, Mr P O'Neill

**Visitors to The School** school Secretaries, Mr B Treacy, Mr J Reihill

**Procedure for collecting children early from school.** School secretaries

Risk Assessments of School Outings School Secretaries, Mr B Treacy, Mr J Reihill

Risk Assessments of Pupils Mrs U Williams Mr B Treacy, Mr J Reihill

Risk Assessment of Buildings/Grounds Building Supervisors Mr B Treacy, Mr J Reihill

Management of children leaving school/buses/taxis Mr Treacy/ Mr Reihill

Use of premises by other organisations School Secretaries, Mr B Treacy, Mr J Reihill

### **Safe Guarding/Child Protection (CP Policy)**

Over-seeing that policies and procedures are followed in regard to the safety and well-being of all staff and children are followed. Staff to complete concern forms and return to Mr Reihill on any issues of safe guarding and these to be acted upon and action to be reported back to teacher.

### **Team Teach (Safe Handling Policy)**

The designated staff to ensure that policies and procedures are followed. All incidents are to be recorded, pupil to get debriefed, staff to have a debriefing. Parent/carers are always informed. Staff training is kept up to date every 2years.

Mr B Treacy	Principal
Mr J Reihill	V Principal
Mrs U Williams	Senco
Mrs B Corrigan	ASD Unit KS1
Ms D Devine	LSC Teacher KS2
Ms S O'Connor	LSC Teacher KS2
Ms Jayne Thompson	ASD Unit Classroom AssistantKS1
Ms A McEvoy	ASD Unit Classroom AssistantKS1
Mrs G Prunty	LSC Classroom AssistantKS2
Mrs M Crawford	LSC Classroom AssistantKS2
Mrs Jill Hamilton	LSC Classroom AssistantKS2
Mr P Devlin	P6 Teacher KS2
Mr Joe Graham	LSC Classroom AssistantKS2

### **Accidents and Illness**

Only those accidents which actually occur in school should be dealt with;

- Accidents which happen at home should be referred to home and treatment left to the discretion of the Parent/carer/Carer.

- Most illnesses are within the scope of the class teacher. If a more serious accident happens in school, then a member of staff trained in First Aid should be sent for.

Staff with First Aid Training – Mr Reihill, all class room assistants and dinner supervisors get trained up, on a rota basis over three years. Emergency Care NI did training in school - Nov 2015.

#### **First Aid Kits available;**

Cornagrade Site - Mr Reihill's office, Dinner Hall, Hygiene Room Mr Reihill/A McCullion

Mill St Site Secretary's office, dinner hall and staff room. A McEvoy

In the case of accidents teaching staff are asked to contact Parent/carer/Carer to inform them that the child had an accident and how it was dealt with.

All accidents to be recorded in accident book.

**Minor accidents** -causing (cuts, bruises etc.) are treated by staff in accordance with First Aid practices.

#### **Fainting**

Encourage the child to remain lying. Loosen clothing and once recovered allow child to sit in a well ventilated area.

#### **Epileptic Seizure**

It is often not necessary to do anything other than to ensure that the child is out of harm's way. Move only if there is danger from sharp objects. Let the seizure run its course, and then turn the child on her side into the recovery position. Follow procedures as recommended for individual pupils. Always contact parent/carer immediately.

#### **Asthmatic Attacks**

Adhere to first aid procedure. In serious cases, the child may be unable to speak and may develop blueness of the lips. This requires urgent medical attention therefore send for an ambulance.

#### **Serious Cuts\_**

(Deep and obviously in need of hospital treatment). Stop bleeding by applying pressure directly on the wound. Apply a dressing and arrange for transport to hospital. Deep grazes often also need hospital treatment. Send for teacher with First Aid training.

#### **Nosebleeds**

Adhere to first aid practise. Advise the child to avoid blowing their nose. Contact parent/carer/carer.

#### **Procedure to follow when a pupil is sick:**

- Only if a pupil is genuinely ill and unable to continue in school should she be allowed to go home. Principal, Vice Principal or member of SMT should be informed and make the decision. Pupils should never be allowed to make their own way home and they can only go to a relative or a neighbour with the permission of a parent/carer/.
- Most complaints can wait until the end of the lesson but if a pupil needs medical attention, send her, accompanied by another pupil to Mr Treacy/Mr Reihill.

- In cases of more serious illness or following an accident, the pupil will be taken directly to the casualty department at the South West Hospital, or an ambulance will be called. Parent/carer/carer will be informed.
- Accident Report forms should be completed in these circumstances.
- When an accident takes place during class it is the responsibility of the class teacher to fill in the accident form and if it takes place during break or lunch time it should be filled in by the senior dinner supervisor.
- The time place and cause of the accident should be noted. Treatment given or action taken is also noted. **No** painkillers or other medication may be given at any time. It is important that all forms are completed accurately, giving the necessary detailed information as it might be needed if any legal action is taken.

### **Administration of Medicines (See policy)**

- Parent/carers are responsible for the administration of medicines to their children. Parent/carers must give written permission for specific medicine to be taken. The smallest practicable amount of medication may be brought to school i.e. one or two tablets only
- Medication must be in a secure container which is clearly labelled with the child's name amount to be taken and the time it is to be taken.
- This medication must be handed into the main office and locked in the cabinet.
- Pupils who fall ill during the school day should not be given any medicines.
- Parent/carers of new pupils are made aware of the procedure regarding illnesses and accidents.

### **Children with Medical Conditions**

The school keeps a record of all pupils who have known medical conditions.

All staff are informed at a staff meeting early in September and they receive a list of pupils who have serious illnesses which have implications for their care.

Training for staff updated regularly and care plans put in place.

### **Fire/Emergency Evacuation**

(Main responsibility is Building supervisors)

The signal for the fire drill is a continuous ringing of the school bell.

Fire emergency assembly point is:

Cornagrade – Bottom Yard behind gym

Mill St - Playground

It is the duty of **ANYONE** discovering a fire to tell the nearest teacher who will operate the nearest fire alarm point and then fire procedure to be followed.

If further evacuation from the playground is needed, the children to be walked to Brewster Park and parent/carers informed by text. The Key-holders for Brewster Park are Mr Treacy /Mr Reihill.

### **Upon hearing the fire alarm:**

- The teacher in charge of the class brings pupils to the appropriate stairs or exit, emphasising quietness, quickness, no running, no jamming stairs or exits.

- All personnel must leave the premises and proceed to the assembly point when the alarm is sounded
- Fire wardens will check their areas to ensure that the evacuation is complete and they close all doors as per the Designated plan.

**Fire Wardens:**

KS1 B Kelly B Treacy U Williams

KS2 P O'Neill J Reihill P Morris

Staff should use a fire extinguisher **only** if you judge it safe to do so. Do not attempt to fight a fire yourself.

Proceed to the Fire Assembly Point.

- As soon as classes are assembled in registration groups, teachers will take a roll call and report to the Fire Warden Mr B Treacy/Mr B Kelly (Mill St) Mr J Reihill Mr P Morris Mr P O'Neill (Cornagrade) if anyone is missing.
- No person may leave the assembly point to recover clothing, books etc, until permission is given - in the case of a drill by the principal, in the case of a fire by the officer in charge.
- Notices giving instructions for emergency evacuation will be displayed in each room and checked regularly.
- Further evacuation needed would be to Brewster Park. Key of Brewster gates in Offices.

**Door security**

On both sites entry to the school after 9.15 should be via the front entrance of the school and all visitors need to report to the secretary. Visitors who are using the school then need to sign in and use the badge provided at all times in the school for ID. Visitors need to sign out as well. All other entrances to the school after 9.20 should be locked including gates in Cornagrade. The Building Supervisors are responsible for this.

**Collecting /Returning Children during School Day.**

Children like visitors must be signed out and signed back in if they are being collected during the school day. The school secretaries are to ensure that parents/carers sign children out.

A book is always available on both sites. Parental permission must always be given for a child to leave the school.

**Procedures for Securing the School Premises**

It is the responsibility of the Building Supervisor to open the building each day and to lock up at the end of the working day.

Security of premises outside normal working hour: Security Company will contact Building Supervisors and if he is unavailable Mr B Treacy/ Mr J Reihill will be contacted.

**Procedures for The Use of School Premises By Outside Groups.**

**Conditions of Use;**

- The outside user is required to have Public Liability Insurance Cover before use is granted in order that the user's liabilities are covered for any potential claims.
- Facilities will not be granted for political or commercial use.

- The person/s named as responsible in the application will be held entirely responsible for the conduct and supervision of all persons involved, for the termination of use at the hour specified and for any damage or loss caused to the premises or property arising out of such use. The Board reserves the right to make good such damage or loss and to recover the cost from the user.
- Items of school equipment are not available to users unless specifically authorised beforehand by a member of Senior Management.
- The Board of Governors must be satisfied that users of specialised accommodation or equipment are suitably qualified and experienced in its use.
- Intoxicating liquor may not be sold or consumed on the premises.
- All irregularities, damage and loss relating to the facilities and school property must be reported to the principal within 24 hours of occurrence.
- The Board of Governors shall not be responsible for any loss, damage or injury to items of personal property of the applicant (or the applicant's invitees).
- Any request for the use of the School Meals Kitchen either by the school or by an outside user must be referred for approval to the senior school meals organiser at Board Headquarters.
- Where applications for use are received from youth groups, the principal should advise the Board's Youth Department so that it can be established if the group is registered/non-registered and whether it is entitled to funding from the Youth Budget. Non-registered youth groups may be regarded as general public users for the purposes of charging.
- The school premises should not be used for a public function (holding concerts/dances/discos) unless the group concerned or the school itself holds an Entertainment Licence.

### **Good Practise Procedures;**

All members of teaching staff are to be in class 8.45am to supervise entry of children to school. Some classroom assistants will be in halls, libraries and computer suites from 8.15/8.30am. The bell rings at 8.45am for school to begin. All children should be in their classroom no later than 9.00am.

Pupils will be supervised when in school.

The staff are committed to positive discipline and good order among pupils. Misconduct will be dealt with according to the school's discipline policy.

Bullying in all its various forms (gesture, verbal, physical, exclusion,) will not be tolerated and pupils will be made aware of the need to report such incidents.

All movement within school building is at walking pace.

There is a supervision rota for break and dinner times as well as for pupils leaving school in the afternoons at 2/3pm.

Wet day – Children remain in their classrooms during break and dinner and staff will supervise.

At lunchtime, the lunch supervisors will supervise children in their classrooms and activities will be made available.

During play, any conduct considered dangerous to the welfare of any pupil may result in the Child's withdrawal from play for a "cooling off" period as determined by the member of staff.

Children are asked not to wear anything that might be deemed a risk to themselves or others in school. E.g. jewellery at PE.

Any health problems affecting a pupil should be reported to the school. Pupils who need to remain indoors at playtime require a note from parent/carer/guardian. Members of staff will supervise these children.

This Policy will be reviewed every 3/4 years.