



# **Holy Trinity Primary**

Health and Safety Policy

Review Date: 7<sup>th</sup> November 2014

Chair of the Board of Governors: Monsignor P. O'Reilly

Next Review: November 2016

## Aims

1. The Board of Governors and Staff of this school regard the promotion of health and safety measures as a mutual objective for the pupils and employees at all levels.
2. It is therefore the management policy to do all that is reasonably practicable to prevent personal injury and damage to property and to protect everyone from foreseeable work hazards, including the public insofar as they come into contact with the school.
3. In particular, the management has a responsibility to:
  - Provide and maintain safe and healthy working conditions taking account of any statutory requirements.
  - Security system is in operation to ensure all visitors are monitored.
  - All entrances, gates and doors are to be kept clear and secure at all times.
  - Provide training and instruction to enable employees to perform their work safely and efficiently.
  - Make available all necessary safety devices and protective equipment and to supervise their use.
  - maintain a constant and continuing interest in health and safety matters applicable to the school activities, in particular, by consulting and involving teachers, staff or appropriate agencies, where possible.

Staff has a duty to co-operate in the operation of this policy by:

- working safely and efficiently
- using protective equipment provided and by meeting statutory requirements
- reporting incidents that have led, or may lead, to injury or damages
- adhering to the school's procedures, jointly agreed on their behalf, for securing a safe workplace
- Assisting in the investigation of accidents with the objective of introducing measures to prevent a recurrence.

## GOOD PRACTICE PROCEDURES

- Children are supervised at all times.
- At no time will a member of staff be alone with a child without being visible to other members of staff.
- Should there be concern about any child the staff member must follow child protection policies.
- If any adult working in the school has suspicions that a person may be trespassing on the site, they must inform the head teacher immediately. The head teacher will investigate immediately and take suitable action.

## OUTINGS

- All accompanying adults including parents must be vetted prior to outings.
- Only members of staff will take children to the toilet except for child's own parent.
- All children and accompanying adults will stay with a designated staff member
- Guidelines are given to parents prior to school outings.

## GUIDELINES FOR PARENTS

- Confidentiality about each child.
- Keep children always within sight.
- Report all concerns to Teacher/Adult in charge.

## Health & Safety Guidelines for Parents

1. 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.
2. 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 or carer can come to collect the child. The child will be observed for any worsening symptoms
3. Parents 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.
4. If any child is exposed to a recognised reportable communicable disease, it will be our policy to notify parents.
5. Parents are made aware of Child Protection procedures and good practices used within school.

## Injuries

1. Minor accidents (cuts, bruises etc.) are treated by staff in accordance with First Aid practices.
2. If a child is injured at school in the event of transportation to a medical facility, the staff will complete an accident report.
3. The staff will receive formal training in emergency procedures in the case of fire or other incidences requiring evacuation of the building. All children will be taught what to do and practice sessions will be held regularly.

## Building Supervisor

Our Building Supervisors take a lead role in the provision and maintenance of;

1. A safe place of work, safe access to it and leaving it.
2. Equipment storage of and ensuring maintainance
3. Safe arrangements for the use, handling, storage and transport of articles and substances.

## Accident Prevention

School management in association with all staff have a crucial role in the establishment of a proactive safety culture within the school environment which will in time produce measurable and positive results in terms of accident prevention. A moral and legislative duty is placed upon all concerned parties to ensure that the likelihood of a serious accident occurring is significantly reduced.

#### Reporting Accidents

Accidents are to be reported and dealt with by First Aiders. An accident report form is to be filled in when a child is hurt.

Parents to be informed when their child gets hurt or is feeling unwell.

#### Administering Medication

Parents get form at the start of the year to fill in to inform school of medical needs of child. If medication is needed it is the responsibility of the parent to contact the school and discuss with the teacher any problems and give written permission for administering any medicines. School responsible for the safe keeping of medicines and ensuring supervision of the taking of medicines. No medicine is administered by the school without the written consent of the parent. The school has a medical booklet in place for children with serious medical conditions. Medicines should be taken by teacher on outings e.g. epi-pens, inhalers and risk assessments done.

#### Fire Safety

The Fire Precautions Regulations(NI)2001 place a responsibility on the employer to carry out a fire risk assessment of their premises and consider their employees and all other people who may be affected by a fire in the workplace. The school as part of its role in the risk assessment process should ensure that the fire safety audit inspection sheet is completed annually.

Schools can reduce the chance of fire or minimise its effect by ensuring;

- Adequate provision of equipment
- Management of fire safety issues
- Appropriate training and instruction to staff and pupils
- Provision of sufficient exits and routes
- Clear signage
- Keeping of emergency exits and routes clear from obstructions.
- To have a means of fire evacuation to be followed in case of fire.

#### Action to be taken upon discovering a fire

Any person discovering a fire should;

1. Activate the Fire alarm
2. Evacuate the building
3. Ring 999

Each room should have a Fire Action Notice.

On hearing the alarm, all pupils and staff should stop their activity and evacuate the building in an orderly fashion. Fire Procedures should take place by Building Supervisor and VP's.

### Training needed staff and pupils

- Fire Prevention
- Actions on discovering fire
- Raising the alarm
- Action on hearing the alarm
- Escape routes
- Assembly Points
- Evacuation and roll call

### Additionally staff

- Operation of Fire alarm
- How to call Fire Brigade
- Location of fire extinguishers and choice of
- Evacuation of visitors and disabled

Building Supervisor check areas and VP as well. Opening of back gate for fire appliance.

Fire Drill once a term and record kept. Building should be evacuated in 2½ mins.

### Other Policies within school on Health and Safety

1. Risk assessment
2. Drugs Education
3. No smoking Policy
4. Critical incident
5. Reasonable Force