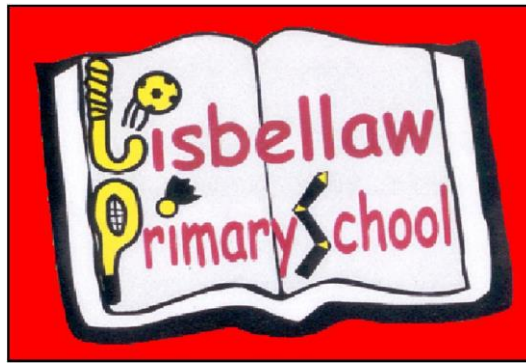


# Lisbellaw Primary School and Community Nursery



## Health and Safety Policy

Chair of Governors \_\_\_\_\_ Date:

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

Review Date: Oct 2026

## **RATIONALE**

The Policy of the Board of Governors, Principal and Staff of Lisbellaw Primary School is to provide and maintain safe and healthy working conditions, so far as is reasonable practicable, for all our staff and pupils and to encourage a safety culture within the school. The Employing Authority's Policy Statements are adopted and complemented by this Policy Statement. Management of Health and Safety is in accordance with the requirements of the Health and Safety at Work (NI) Order 1978 and follows the guidelines set down in the EA Health and Safety Manual 1996.

## **PURPOSES**

The purposes of school health and safety policy is to, where reasonably practical, pay particular attention to the provision and maintenance of:

- A safe place to work, safe access to it, and safe exit from it.
- Equipment and systems of work that is safe.
- Safe arrangements for the use, handling, storage and transport of articles and substances.
- Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work.
- A healthy working environment.
- Adequate welfare facilities.

## **GUIDELINES**

All employees and volunteers have a responsibility to exercise personal care and attention for the safety of themselves and others and to cooperate with their employer in the execution of this policy

They shall:

- Perform their duties in a safe manner and pay particular attention to the School safety procedures
- Report all accidents and injuries to the Principal as soon as possible
- Obtain adequate treatment for injuries as soon as possible
- Report all defects in equipment and protective clothing and potential hazards to the Principal
- Assist in the investigation of injuries and accidents

## **BOARD OF GOVERNORS**

In the discharge of their statutory responsibilities the Governors shall ensure:

- all teaching staff and visiting staff appointed by them hold appropriate qualifications both to teach the subjects required of them and to use the necessary equipment and machinery.
- teaching staff, non-teaching staff and volunteers are provided with regular training that will assist them to work safely.
- The maintenance of procedures for the safety of all teaching, non teaching visiting staff and volunteers who come under their control.
- The maintenance of the procedures for the safety of all persons using the premises under their control.
- That an inspection of the premises is carried out by them at least once per year and that a report is submitted to the Chief Executive of the EA.
- The prompt and efficient maintenance of all equipment and non structural repairs.
- That contractors carry out their undertakings in a safe manner so as to ensure health and safety of all personnel on the premises.
- That all equipment and materials either purchased or acquired by them are safe for their intended use.

## **PRINCIPAL**

Principals are responsible for the day-to-day application of this policy.

In the discharge of this responsibility each Principal shall ensure:

- all teaching staff and visiting staff appointed by them hold appropriate qualifications both to teach the subjects required of them and to use the necessary equipment and machinery.
- teaching staff, non-teaching staff, volunteers and peripatetic teachers and coaches are provided with regular training that will assist them to work safely.
- The maintenance of procedures for the safety of all teaching, non-teaching staff and visiting staff and volunteers who come under their control.
- The maintenance of the procedures for the safety of all persons using the premises under their control.
- all staff are aware of any safety advice pertaining to their particular discipline issued either by the EA or Dept. of Education.
- That regular fire drills are carried out.
- all defects and hazards which cannot be dealt with under the scheme for LMS are reported to the responsible officers in the EA.
- all accidents to staff, pupils and members of the public are reported promptly to the EA.
- all staff operate safe working practices in the execution of their duties.
- school grounds, building, perimeter fencing and CCTV are regularly monitored and checked to ensure that they are safe and in working order.

## **TEACHING AND ANCILLARY STAFF**

Each member of the teaching staff and ancillary staff has a responsibility to exercise care and attention regarding the safety of themselves and pupils under their control. In the discharge of this responsibility each teacher and ancillary staff member shall.

- Ensure that they take reasonable care during their work activities to avoid accident or injury to themselves or others.
- Observe all safety instructions and advice.
- Ensure that all protective clothing and equipment as required are used by themselves and pupils.
- Report all accidents to the Principal.
- Report all potential hazards to the Principal and complete accident report forms.
- Cooperate fully with the Principal on all matters pertaining to health and safety.
- Receive Child Protection training and basic First Aid training.

## **PUPILS**

- Pupils will learn in a safe and secure environment as the School has a controlled entrance facility. During teaching time access by visitors can only be gained through the main entrance which is monitored by CCTV at all times.
- Pupils will be made aware of the necessary procedures to keep themselves safe at school at home and in the community.
- Safety issues will be taught through the Personal Development programme and other areas of the curriculum.
- The Child Protection Guidelines will be followed in order to keep pupils safe and the children will be made aware that Mrs Auterson is the designated teacher for Child Protection.
- All adults who work with pupils, including voluntary helpers will undertake a Access NI check in accordance with Statutory Requirements before having access to children.
- Children will be made aware of safety procedures necessary in practical subjects such as PE, Science, Art & Craft, and I.C.T. Technology etc.
- Parents will be informed when a child has sustained an injury at school in keeping with the First Aid Policy (see appendix).
- Children will take part in Fire Drill procedures.
- Parents will be advised through newsletters regarding parking in school grounds.

## **SECURITY**

- The security system installed limits direct access to the school building.
- All visitors will report to the main office on arrival and sign in and out.
- The school operates a CCTV system which is regularly monitored.

## **INTERNET SAFETY**

- It is our Policy to request Parents' Permission before any pupil uses the internet during School time (this is a requirement of our ICT Policy).
- Pupils will be made aware of and follow the rules for responsible internet use including informing a teacher immediately if they encounter any material they feel is offensive.
- We use the Securus software that allows the DT/ICT coordinator to regularly check what the children have been typing and searching for on the internet. The pupils are made aware that such a mitigation exists.

## **RISK ASSESSMENTS**

- The policy, practice and procedures outlined in 'Educational Visits 2009' will be strictly adhered to when school trips are planned.
- The class teacher will carry out a risk assessment before every trip that is to take place outside of the school grounds. This will be approved by the Principal or the Vice Principal.
- For every trip outside of school, the teacher in charge will take contact numbers for every child, medication as required for particular children and an appropriate number of First Aid Kits.
- All teachers will follow the safety guidance for the subject in question as attached to the school policy for the subject area.
- A risk assessment will be undertaken of the school grounds and building on an annual basis.
- Children who are on the Special Needs Register (Stages 2 – 5) for reasons of behaviour will have a risk assessment once per year or more frequently in special cases.
- Residential trips will only be undertaken at Approved and Accredited facilities.

## **EQUIPMENT AND RESOURCES**

- To meet the requirements of the Electricity at work Regulations, portable electrical equipment will be inspected and tested regularly.
- All staff selecting equipment for purchase will check that it is safe and suitable for the intended purpose. Equipment listed by specialist educational equipment suppliers is taken to meet these regulations but all other purchases are treated with caution and carefully assessed.
- Any user who discovers a hazardous defect in an item of equipment must report it to the Principal.

## **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH.**

- There is a duty on the school to carry out COSHH assessments on tasks which involve the use of any hazardous substance.
- Control of such substances will be in accordance with regulations contained in the EA Health and Safety manual.

## **EMERGENCY PROCEDURES**

### ***FIRE***

- All staff members are familiar with the Fire Drill procedure and a copy of this is displayed in a prominent position in each classroom.
- Evacuations procedures to be followed in the event of a fire taking place are displayed in all rooms.
- Fire extinguishers are regularly checked to ensure that they are in working order.
- Evacuations procedures are carried out once per term.

### ***FIRST AID***

- School procedures will be followed in the case of injury that requires first aid.
- Dangerous occurrences, injuries or suspected injuries to a pupil or a member of staff and instances of damage or theft will be reported to the Principal using the standard forms available from the office.
- Three members of Staff have the First Aid at Work qualification. (Mrs G Beavers, Mrs W Greaves and Mrs L Stewart).
- Teaching Staff are aware of all children who have medical conditions.
- All ancillary staff have had basic first aid training.

## **SPECIAL MEDICAL CONDITIONS**

- Training provided for all Staff on any special medical conditions of pupils in school.
- Personal Care Plan agreed with Parents and school medical team.
- For administering medication see the school's Medicine Policy.

## **CODE OF BEHAVIOUR**

- The Positive Behaviour policy and Code of Behaviour are designed to keep the staff and pupils safe.

## STAFF GUIDELINES

- All staff have a general duty to take reasonable care of the health and safety of themselves, of other members of staff and pupils. They should be familiar with this Health and Safety Policy, its updates, appendices and the safety tests it refers to.
- The teacher must assess the risks of practical subjects very carefully and ensure that adequate supervision is provided.
- Pupils should not be left alone in a classroom. Staff needing to leave the room briefly must assess the risks of doing so and arrange temporary supervision by a neighbouring member of staff.
- Teacher must explain precautions and classroom rules to pupils as part of their health and safety education.
- A teacher is responsible for the safety of any of her classes taken by a student.

## TRAINING POLICY

- The induction of newly appointed staff will include Health and Safety training.
- Health and Safety training will be reviewed bi-ennially or whenever it is deemed necessary due to new regulations, new equipment etc.

Policies, which will include Health and Safety guidelines, are Break and Lunchtime Policy, Child Protection Policy, Anti- Bullying Policy, Positive Behaviour Policy, Drugs Policy, Medicine Policy, Alcohol Policy, First Aid Policy.

### Monitoring and Review

- This policy will be monitored annually by the Principal and Board of Governors.
- It will be reviewed, and if necessary be revised every two years.

<b>Review Date</b>	<b>Changes made</b>	<b>By whom</b>	<b>Date shared with BoG.</b>
Oct 2020	Name of DT COVID annex included	Principal	13.10.20
Oct 2021	None	Principal	
Oct 2024	COVID annex removed	Principal	