

St Mary's Primary School,
Rathlin Island



Health and Safety Policy

HEALTH AND SAFETY POLICY

This document is statement of the aims, principles and strategies for ensuring Health and Safety at St Mary's Primary School Rathlin Island.

The Education Authority NI and CCMS Health and Safety Policy have been taken into consideration in the formulation of this policy.

Aims

Our aims for Health and Safety are to:

- Provide a safe and healthy environment for children, teaching and non teaching staff and all other people who come onto the premises of our school.
- Ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

Principles

The establishment of a health and safe environment is an essential prerequisite for the work of the school. It is also a statutory requirement. It depends upon vigilant supervision and the co-operation of all personnel (children and adults).

Responsibilities

All members of the school community (teaching and non-teaching staff, Parents, pupils and governors) work towards the school's aims by:

- Being fully aware of their own responsibilities for maintaining a safe and healthy environment.
- Being familiar with all instructions and guidance of safety within the school.
- Using common sense at all times to take responsible care for their own safety and that of others.
- Reporting any unidentified hazards to the Principal without delay.

The Management Team (Governors, Principal and Building Supervisor) work towards the school's aims by:

- Ensuring that safe work practices and procedures are applied within the school.
- Making termly inspections to ensure that a safe and healthy environment is maintained.
- Establishing a system for the reporting, recording and investigation of accidents and ensuring that this is applied rigorously.

- Ensuring that all members of the school community are aware of their own responsibilities.
 - Taking responsibility for devising and implementing a school Health and Safety policy.
-
- Monitoring and reviewing this policy and ensuring that necessary revisions are undertaken.
 - Ensuring that all staff are familiar with the Health and Safety policy of the school
 - Facilitating safety training for staff.
 - Taking active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly rectified.
 - Ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency and that fire fighting equipment is available and maintained.

The Principal works towards the school's aims by:

- Taking responsibility for the day-to-day operations of the Health and Safety policy.
- Taking quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others.
- Providing opportunities for children to discuss appropriate health and safety issues.
- To make sure risk assessment are carried out before any off-site visits.

Pupils work towards the school's aims by:

- Developing a growing understanding of health and safety issues.
- Contributing to the development of codes of practice.
- Conducting themselves in an orderly manner in line with these codes.
- Taking growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it.

Parents work towards the school's aim by:

- Ensuring that children attend school in good health.
- Providing prompt notes/phone calls to explain all absences.
- Providing support for the discipline within the school and for the teacher's role.
- Ensuring early contact with school to discuss matters concerning the health and safety of their children or of others.
- Allowing children to take increasing personal and social responsibility as they progress throughout the school.

- Accepting responsibility for the conduct of their children at all times.
- Ensuring that the school has up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies.

The Building Supervisor is responsible to the Principal for:

- Ensuring, so far as is reasonably practicable, the health and safety provisions and procedures affecting cleaning contractors or ground maintenance contractors are adhered to.
- Ensuring that cleaning materials and equipment liable to be a danger to pupils or staff, are correctly used and properly stored when not in use.
- Ensuring that all waste materials from the school are disposed of in accordance to regulations.
- Maintaining a clean and effective boiler area, including the safe storage and delivery of fuels necessary.
- Maintaining a high standard of housekeeping.
- Reporting to the Principal any problem or imminent danger associated with his responsibilities, as soon as it is practicable to do so.
- Liaising with Health and Safety representative to carry out regular inspections of school premises.

Procedures

1. For ensuring involvement of all members of the school community we have:

- Regular meetings of representatives of teaching and non-teaching staff to review health and safety issues.

2. For providing children with opportunities to discuss health and safety issues we have:

- A programme of personal and social education designed to promote mutual respect, self-discipline and social responsibility.
- A programme of health education.

3. For accident prevention, reporting and investigation we have:

- Risk assessments formulated and regularly reviewed.
- Vigilance by all staff and children to recognise potential causes of accidents and to take action to prevent these where possible.
- Promptness in reporting potential hazards to the Principal and immediate response to such reports.
- Reporting all accidents to the Principal and a note made in the school accident book.
- Prompt investigation of all accidents by the Principal in order to establish cause and adopt remedial measures.

4. For First Aid provision we have:

- Recognised First Aiders in school
- Provision of fully stocked first aid box in the classroom

- Notification to parents of any head injury or minor injuries on appropriate slip.

5. For fire precautions we have:

- A set of regulations for emergency evacuations.
- A termly fire drill
- Regular checks of equipment, procedures and exits by the building Supervisor and equipment monitored yearly by Rathlin Fire Service.
- All fire exits clearly signed.

6. For the use and control of substances hazardous to health we have:

- Storage of such substances clearly labelled in a cupboard which is not accessible to children.
- The issue, use and care of personal protection equipment (e.g. rubber gloves) when necessary.

7. For electric safety we have:

- Annual PAT testing electrical contractors on all portable electrical equipment.

8. For ensuring personal hygiene we have:

- Encouragement of a high standard of personal hygiene. This involves teaching all children to wash their hands after using the toilet and the provision and maintenance of suitable facilities for this.

9. For ensuring playground safety we have:

- School rules about playground behaviour designed to maximise playground safety conscientious supervision of playgrounds.
- Regular inspection and maintenance of playgrounds.

10. For ensuring safety during physical education we have:

- All PE equipment regularly checked.
- Close supervision and appropriate rules in place.

11. For safety on school trips, farm visits and outdoor pursuit activities:

- Risk assessment completed for each school trip