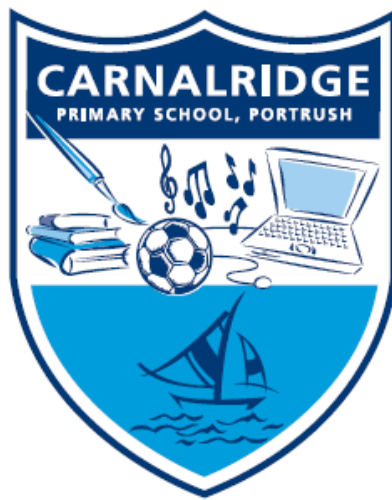


# Carnalridge Primary School



## Health & Safety Policy

<b>NAME:</b>	<b>ROLE:</b>
<b>Jade Thorne</b>	<b>Principal</b>
<b>Andrew Bingham</b>	<b>Chair of Board of Governors</b>

<b>Date Ratified:</b>	<b>10<sup>th</sup> June 2024</b>
<b>Date of Review:</b>	June 2027

## **AIMS:**

This school's policy is to provide and maintain safe and healthy working conditions, so far as is reasonably possible, for all staff and pupils and to encourage a safety culture within the school.

The Board of Governors recognises that achieving and maintaining high standards of safety requires that the school's staff, pupils, visitors and contractors are aware of and discharge their respective responsibilities. The Health and Safety at Work Act 1974 requires all staff, including supply staff and contractors working on the school premises, to conduct themselves in a manner in which they pose no risk to their own or any other person's health and safety. 'Other persons' includes staff, pupils, and visitors to the school.

At Carnalridge Primary School we will endeavour to:

- provide a safe and healthy working/teaching/learning environment in compliance with, or improving upon, statutory requirements;
- maintain the cleanliness and state of repair of the building;
- provide safe systems of working to ensure, so far as is reasonably practicable, the health and safety at work of all staff/pupils;
- manage and maintain the use of personal protective equipment;
- provide adequate information and training on health and safety at work and fire prevention and ensure that all employees, pupils, contractors, visitors and others follow the appropriate safety procedures;
- provide safe storage for dangerous materials and substances;
- provide adequate first aid provision;
- establish, practice and maintain effective emergency evacuation procedures;
- provide consultative measures to monitor and review the effectiveness of health and safety measures;
- carry out detailed reporting and investigation of all accidents and dangerous occurrences to persons and/or property to prevent a recurrence;

- liaise with local Council, the Education Authority and other official bodies with the aim of improving all aspects of health and safety at work.

If the school is used for community activities outside of the school day, variations to emergency procedures may apply.

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## 1. **RESPONSIBILITIES**

- (a) The Board of Governors is responsible for ensuring that information is disseminated and monitoring and reviewing the school's Health and Safety Policy. The Board of Governors acknowledges its legal duty to notify the Education Authority, Locality North of major accidents and dangerous occurrences. These responsibilities may be delegated to a sub-committee of the Board of Governors. The Board of Governors must ensure that a high standard of health and safety is maintained in the school.
- (b) The **Principal** is the school's Health and Safety co-ordinator and is responsible for instigating an investigation and, where appropriate, authorising remedial work or action and reporting to the Board of Governors. All individual employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- (c) The Health and Safety co-ordinator is responsible for the day to day co-ordination of the school's Health and Safety Policy. This includes:
- Organise, implement and monitor the policy
  - Provide advice and information relative to the policy
  - Review and up-date the policy as necessary

To facilitate this the Principal will liaise with the Education Authority, relevant external agencies, teaching staff colleagues and non-teaching employees of the school, Board of Governors, parents and pupils. Relevant guidelines e.g. from D.E.N.I., E.A., Health & Safety Agency N.I. Teachers'

Unions etc will be consulted to provide key information/procedures necessary to implement and manage the school Health & Safety Policy.

- (d) The school's **First Aid** cover is provided by trained first aiders: Ref. First Aid and Administration of Medicine Policy.

**The Main First Aid boxes are stored in the resource areas.**

**Other small first aid kits are located in the staffroom.**

- (e) All staff of the school (teaching and non-teaching) will manage safety in the areas in which they work on a day to day basis.
- (f) All staff have a responsibility to:
- check that areas and equipment are safe before commencing activity;
  - ensure safe procedures are followed and use protective equipment as required;
  - report hazards to the Principal;
  - encourage pupils and visitors to comply with the school's Health and Safety Policy.

## 2. **RISK ASSESSMENT**

There are several aspects to risk assessment:

- Board of Governors representatives will be invited to carry out an **annual inspection** of the school building and grounds;
- continuous identification of hazards and risks on a daily basis;
- assessment of any new activity or procedure introduced into the school to be undertaken by the lead teacher

## 3. **PUPIL SUPERVISION**

### (a) **Duty Supervision**

- Morning supervision is provided from 8.30 – 8.55am
- Adults will be on duty at break time from 10.30 until 10.45am.
- Lunch time supervision

(b) **Areas of Special Risk**

- The school will follow any guidance issued by the Education Authority in relation to the use of equipment or substances or the performance of activities recognised as being of special risk. The need for training in the use of equipment perceived to constitute a risk and the need for regular servicing and maintenance is acknowledged.
- Staff should be alert to substances at work that are obviously dangerous. In the cleaner's and caretaker's stores there are potentially hazardous liquids and thus these areas are out of bounds to pupils.

(c) **Health Problems**

In the case of pupils, parents/carers will be asked to provide an emergency contact number and to alert the school of any known health problems, e.g. diabetes, asthma etc. In the event of serious illness an ambulance will be called, parents/carers will also be contacted and asked to meet their child at the hospital or at the relevant location.

(d) **School Visits and 'Off Site' Activities**

The Board of Governors will comply with the guidance the Education Authority has issued on school visits and 'off site' activities. The Principal must be informed of all extra-curricular activities and all planned educational visits. Teachers must complete appropriate documentation when going on an Educational Visit.

The Principal will submit to the Board of Governors as appropriate, documentation (e.g. EV1 form) on the arrangements for the management of health and safety and welfare of pupils on all or certain types of off-site activities (Ref. Educational Visits – <https://www.eani.org.uk/school-management/policies-and-guidance/educational-visits>)

***Forms will detail:***

- the arrangements for supervision of pupils (including the staff/adult: pupil ratio);
- the arrangement for first aid cover;
- the level of qualified instruction and supervision that will be available for activities of special risk.

**4. REPORTING, MONITORING AND REVIEWING SAFETY**

The Senior Leadership Team will review Health and Safety Procedures as appropriate. Any person on these premises has a duty to report, in the agreed manner, to the Principal on health and safety. The Board of Governors will review this policy statement as necessary e.g. on the publication of new regulations or on the receipt of new documentation from the Education Authority.

**In the event of an accident, incident, near miss, unsafe act or unsafe condition, the EA's Online Accident Reporting procedure should be followed.**

**<https://www.eani.org.uk/school-management/facilities-management/qshe/health-safety-and-emergency-planning/OnlineAccidentReportingSystem>**

**A paper Accident Report is to be filled out by the witness and then submitted to the portal within 24 hours. Current accident report submitters are Elaine Moore (Executive Officer), Kellie Whittaker (SENCo) and Jade Thorne (Principal).**

Date Approved by Board of Governors: June 2024  
Next Policy Review Date: June 2027 unless required earlier