



Learning Together

# Ballymoney Model Integrated Primary School

## Health and Safety Policy



Date: September 2021

Date of Next Review: As required

## Rationale

The Board of Governors objective is to provide and maintain safe and healthy working conditions, so far as is reasonably practicable, for all our staff, pupils and visitors and to encourage a safety culture within the school.

## Legislation

This policy has been written in accordance with the following documents:

- The Health and Safety at Work Act (Northern Ireland) Order 1978
- The Management and Safety at Work Regulations (Northern Ireland) 2000
- Fire Precautions (Workplace) Regulations (Northern Ireland) 2001
- The Fire and Rescue Services (Northern Ireland) Order 2006
- The Fire Safety Regulations (Northern Ireland) 2010

## Objectives

At Ballymoney Model Integrated Primary School we will endeavour to provide and maintain safe and healthy working conditions so far as is reasonably practicable by:

- ensuring the school has an up to date and relevant Health and Safety Policy
- ensuring that effective arrangements and adequate resources are allocated to support the school's Health and Safety Policy
- actively identifying health and safety hazards and unsafe processes/systems of work with a view to eliminating, controlling or minimising risk where practicable through a recognised assessment process and completion of risk assessments
- providing suitable and sufficient health and safety information, instruction and training to enable employees to develop and improve their competencies within their working environment in order to carry out their work or activity in a safe and efficient manner
- engaging and consulting with all employees on providing a safe and healthy working/teaching/learning environment in compliance with, or improving upon statutory requirements
- actively identifying health and safety hazards
- maintaining the cleanliness and state of repair of the building
- providing safe systems of working to ensure, so far as is reasonably practicable, the health and safety at work of all pupils, staff and visitors
- managing and maintaining the use of personal protective equipment
- providing 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
- providing safe storage for dangerous materials and substances
- providing adequate first aid provision
- establishing, practicing and maintaining effective emergency evacuation procedures
- carrying out detailed reporting and investigation of all accidents and dangerous occurrences to persons and/or property to prevent a recurrence
- liaising with the Education Authority and other official bodies with the aim of improving all aspects of health and safety at work.

All staff, including supply staff and contractors working on the school premises, are required 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.

### **Responsibilities: Board of Governors**

The Board of Governors has a statutory responsibility under the Health and Safety at Work (Northern Ireland) Order 1978 for ensuring that the Education Authority's Health and Safety Policy is both understood and implemented in schools under their control and that risk assessments are carried out to address significant risks.

The Scheme of Management places responsibility on the Board of Governors for a number of functions and duties in respect of health and safety.

#### **The Board of Governors is responsible for:**

- ensuring that the Principal and School Leadership Team develop a safety management system throughout the school which should include an appropriate health and safety policy
- monitoring the effectiveness of the school's health and safety arrangements
- ensuring that arrangements are developed for the annual inspection of the school premises and the preparation of a report to be presented to the Education Authority
- ensuring that the Principal and School Leadership Team have procedures for the safety of all persons using the premises under their control
- ensuring that the Principal and School Leadership Team have arrangements in place for the prompt and efficient maintenance of all non-structural repairs and equipment
- having appropriate delegated arrangements in place with the Principal to ensure that contractors who are carrying out work on behalf of the Board of Governors undertake the work in a safe manner.

The Board of Governors recognises that achieving and maintaining high standards of safety requires them to ensure that the school's management, staff, pupils, visitors and contractors are aware of and discharge their respective responsibilities.

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.

### **Responsibilities: Principal (Health and Safety Co-ordinator)**

The Principal, supported by the school's Building Supervisor, is responsible for the day-to-day implementation of the school's Health and Safety Policy.

The Principal is responsible for:

- liaising with the school's building supervisor regarding health and safety matters
- developing and implementing an effective safety management system for the school, which should include an appropriate Health and Safety Policy
- ensuring that health and safety forms an integral part of subject planning within the school
- ensuring the availability of resources to maintain and improve the safety management arrangements; ensuring that all employees have appropriate experience and training to safely undertake their work and to continually develop and improve their competencies in order to carry out their work or activity in a safe and efficient manner
- monitoring the safety performance throughout the school during Senior Leadership Team meetings
- ensuring that equipment and materials purchased by the school are safe and suitable for their intended use
- developing arrangements for ensuring effective maintenance of a safe working environment
- developing and implementing arrangements to ensure that prompt and efficient maintenance is carried out on all non-structural repairs and all equipment

- initiating a risk assessment process where there is a significant risk to health and safety, and communicating the results of those assessments to employees and other persons likely to be affected by the activity or process
- maintenance of procedures for the safety of all persons using the premises under their control
- appropriate fire and emergency procedures are established
- liaising with building contractors and ensuring procedures are in place to ensure that all contractors are presented with the school's asbestos register prior to any work or inspections being carried out on the premises
- ensuring that Portable Appliance Testing (PAT) is carried out in line with PAT guidelines
- the school's fire alarm system is maintained
- ensuring that all staff are issued with a copy of the school's Health and Safety Policy
- monitoring the effectiveness of the school's Health and Safety Policy

In the absence of the Principal, the Vice-Principal will deputise.

### **Responsibilities: Teaching Staff**

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

Each teacher is responsible for:

- carrying out risk assessments where there is a significant risk to health and safety and integrating the results into teaching practice
- ensuring that health and safety forms an integral part of subject planning within their teaching practice
- taking reasonable care not to endanger their own health and safety and that of other persons likely to be affected by their acts or omissions
- carrying out and teaching safe working during class lessons
- undertaking their tasks as instructed and in line with any training received
- ensuring that all protective clothing and equipment as required is both available and used by themselves and pupils
- reporting hazards or health and safety concerns to the Principal or building supervisor
- reporting to the Principal all accidents involving injury, damage to plant and equipment, or potential injury, damage or loss and as appropriate ensuring that Accident Forms are fully completed
- not interfering with or misusing any equipment provided to ensure safe working practice in the workplace
- co-operating fully with the Principal on all matters pertaining to health and safety

### **Responsibilities: All Staff**

Each member of staff has a responsibility to exercise care and attention regarding the safety of themselves and others.

Each member of staff is responsible for:

- taking reasonable care not to endanger their own health and safety and that of other persons likely to be affected by their acts or omissions
- undertaking their tasks as instructed and in line with any training received
- reporting hazards or health and safety concerns to the Principal or Building Supervisor
- reporting to the Principal all accidents involving injury, damage to plant and equipment, or potential injury, damage or loss and as appropriate ensuring that Accident Forms are fully completed
- not interfering with or misusing any equipment provided to ensure safe working practice in the workplace

- co-operating fully with the Principal on all matters pertaining to health and safety

## **Risk Assessment**

To comply with the Management of Health and Safety Regulations (Northern Ireland) 2000, the Education Authority is required to make a suitable and sufficient assessment of the risks to the health and safety of its employees to which they are exposed whilst they are at work and the risks to the health and safety of persons not in its employment arising out of or in connection with the conduct of its undertakings.

Risk assessments are undertaken by the school Principal or a relevant member of staff in consultation with affected employees. Where the risk is considered significant, this is recorded and appropriate controls put in place. Controls are monitored regularly by the Principal or a designated member of staff and reviewed as necessary.

A risk assessment should be undertaken where a new or different activity or new equipment is introduced. Employees should be informed by the Principal or a designated member of staff of any risks involved in their daily work activities and of the safe system of work in place to mitigate, so far as is reasonably practicable, the risk of injury.

## **Allergies and Long Term Condition/Illness**

A record is kept of any pupil's allergy/ies and/or long term condition/illness as notified by the parent. Care Plans and required medication for any pupil's allergy/ies, long term condition/illness will be kept in the School Office. Every class has a folder noting this important information and there is also a display of those pupils with medical needs in the Medical Room, School Kitchen and Staff Room.

Anaphylaxis, Asthma, Diabetes and Epilepsy Training is organised as necessary.

## **Administration of Medication for Complex Medical Needs in School – see separate policy**

### **Pupils who become ill**

The school *Parents/Carers' Guide to Pastoral Care* provides parents with detailed information about the school procedures when pupils become ill.

When a pupil becomes unwell at school it is the duty of the parents/carers to make arrangements to collect the child, take him/her home and if necessary bring to a doctor or hospital. To this end it is vital for the school office to have a record not only of the pupils' home telephone numbers, but parents/carers' work numbers and other emergency numbers such as those of relatives, child minders or anyone on the Emergency Contact List.

In cases of pupil sickness the first name on the pupil's Emergency Contact List, normally one of the child's parents/carers, will be contacted by telephone. In the event of not being able to contact this person the school will phone the other names on the list and in the order specified by parents/carers. The first person with whom the school makes contact will be asked to collect the child from school. As the child will no longer be in our care it is the responsibility of the contact person to inform the parents/carers regarding the child's whereabouts and condition. If contact can not be made with parents/carers or other named persons the pupil will remain in the care of the school until contact can be obtained.

If parents/carers, relatives or child-minders are not available when a pupil becomes ill the Principal or member of staff with responsibility at that time has to make a judgement about the seriousness of the pupil's condition. If a pupil appears seriously ill, an ambulance should be called without waiting for the parent/carer or other responsible adult. The pupil

should be made as comfortable as possible and constantly supervised until the ambulance arrives. The Principal or delegated member of staff should keep trying to contact the parents/carers to instruct them to which hospital the child has been sent. The Principal or delegated member of staff should either follow the ambulance in their car or if allowed, go with the pupil in the ambulance. Information from the pupil's class records should accompany a pupil to hospital. This should contain the name, address, telephone numbers of the pupil's parents/carers, name and address of the pupil's doctor, date of birth and religion of the pupil, information about any chronic illnesses or allergies.

Parents/Carers must inform the school of any medical condition to which teachers should be alerted to in the interests of pupil safety. Such information will be held confidentially and may be most helpful in an emergency incident.

Principal and school staff should be aware of the Guidance on Infection Control in Schools and Other Child Care Settings issued by Department of Health (displayed in the Medical Room and on the school website). Parents/Carers whose child is ill should display some consideration for their child's classmates before sending to school. They are put at risk of infection and the class's work disrupted if the teacher has to attend to a sick child, change clothing, contact parents/carers to take the child home etc. If your child(ren) do become unwell, you are asked to keep them off school until they have been well for 24 hours.

Members of staff will not take pupils who are ill to hospital or home by car. The parents/carers will be contacted or if deemed necessary an ambulance will be called.

A pupil will not be sent home unless the parent/carer, relative or child minder is telephoned to make sure someone is waiting to receive the pupil.

Ill pupils will not be left unsupervised. A member of staff will supervise them until their parent/carer collects them from school.

In the case of illness or an accident involving pupils, the Principal encourages staff to show the concern they would expect themselves or they would expect to be given to their own children.

### **Health Checks**

Each year NHSCT nurses visit the school to carry out the Year 1 health checks. Where necessary they deal directly with the parents/carer if any problems are identified.

### **Accidents, Injuries and Incidents – see First Aid Policy**

The Board of Governors and the Principal will monitor all accidents, injuries and incidents and implement the necessary control measures to prevent any recurrence.

All accidents, injuries and incidents must be recorded in line with the school's and Education Authority's accident reporting guidance.

First Aid Training is organised for all staff every three years.

### **First Aid Provision – see First Aid Policy**

The Principal will ensure, through the risk assessment process that adequate provisions are made to administer first aid for any injuries sustained by employees or pupils whilst in school. Where it is assessed as being necessary, competent

persons will be appropriately trained and supported to carry out their roles in accordance with the duties in the Health and Safety (First Aid) Regulations (Northern Ireland) 1982.

### **Health Problems/Accidents**

Emergency contact names and numbers are requested for all pupils and staff. Pupil and staff health problems, e.g. diabetes, asthma etc. are also recorded. In the event of serious illness an ambulance will be called, parents/carers or next of kin will also be contacted.

### **Supervision of Pupils**

#### Morning Arrival

Breakfast Club starts at 8.00am where the pupils are supervised by the Breakfast Club Supervisors. Those parents/carer of pupils not attending Breakfast Club are asked in the interests of health and safety not to leave or send their child to school before 8.45am. Pupils are supervised each morning from 8.45am and at morning break by members of staff.

#### Break Supervision

Pupils are supervised by the members of staff on duty. They are also responsible for pupils lining up after break is over. Class teachers are responsible for collecting their class from the playground promptly at the end of break. Unfortunately, there is no available supervision for pupils to remain inside at break time.

#### Lunchtime Supervision

At lunchtime supervisors ensures the safety and well-being of our pupils. Pupils eating dinner and packed lunches do so in the school dining hall where the supervisors ensure order. There are at present two sittings. Pupils will be accompanied to the playground and supervised by the supervisors. At the end of lunchtime when the bell rings the supervisors line up pupils and they are collected by class teachers.

NB Wet/Cold Break and Lunchtimes.

On wet lunchtimes, pupils will remain indoors. Pupils will watch a DVD in the Assembly Hall/classrooms supervised by the supervisors.

#### Safety at Play

Those staff on duty at break and lunch time are asked to note the following points.

- *Play resources are used appropriately and tidied away/stored correctly at the end of the session.*
- *Pupils may only play on the grass areas when authorised to do by the school staff.*
- *Pupils are encouraged to play positively together. Serious occurrences are reported and dealt with, break time – class teacher, lunchtime – Senior Supervisor.*
- NB All accidents must be recorded in the Accident Record Overview located in the Medical Room. The staff member will treat minor injuries.

#### Classroom Safety

It will be the responsibility of each class teacher to ensure the safety of their pupils during lessons. Staff will train pupils in appropriate behaviour and techniques for using potentially hazardous equipment e.g. scissors, saws, etc. Each

staff member will also, at the beginning of each school year with the pupils, draw up their own classroom charter and remind pupils of these at the beginning of each term. These will be openly displayed for all pupils to see.

### Physical Education/Activity

For any physical activity, pupils change into appropriate footwear/clothing for both outside and inside activities. It is part of our school policy that pupils do not wear any form of jewellery, for safety reasons. (Stud ear rings are allowed only if a pupil MUST wear them). Pupils wearing ear rings which can not be removed for any reason, will have their ear-ring taped over.

### **Fire Safety and Emergency Evacuation of the Building**

In meeting the duties contained in the Fire Precautions (Workplace) Regulations (Northern Ireland) 2001, the Education Authority ensures that a fire risk assessment for all its premises is carried out by a suitably qualified person and takes account of the requirements of The Fire and Rescue Services (Northern Ireland) Order 2006 introduced and supported by The Fire Safety Regulations (Northern Ireland) 2010. The Board or school management as appropriate will implement recommendations arising from the fire risk assessment.

An evacuation of the building plan is reviewed regularly and updated as required. This is shared with all staff and displayed in all classrooms and around the school to ensure that all employees are aware of the fire evacuation policy and procedure to evacuate the building in an emergency.

### Fire Precautions

- Everyone must know what to do in the case of fire. Consequently, the school will operate an evacuation/fire drill procedure. This will be rehearsed as a whole school exercise on a termly basis.
- Where possible every attempt will be made to stop fire starting by sensible storage of flammable materials.
- The fire extinguishers located in the school will be inspected annually in keeping with EA procedures.

### Procedure for Evacuation

On hearing the alarm bell ring (constant ringing) the following procedure for evacuation should be adopted.

#### In the classroom

- Devise and practice a method of quickly getting pupils through door (single file) e.g. when you hear the alarm bell ring constantly, pupils stand at their desks, push in their chairs and begin filing out at a smart walking pace.
- The teacher should take pupil registration information from the classroom, close classroom door and take class to assembly point in playground.
- Pupils who are in the learning support room or at the toilet should be instructed to fall into line leaving school.

#### On route to playground

- File into corridor (single file).
- Keep to left hand side of the corridor and to exit route that have been devised and practised.
- Proceed to assembly point in playground, or beyond if school has bomb alert or fire has reached inferno stage.
- Last teacher through each exit door will close them. Last teacher through corridor fire doors will close them – quick check of toilets, Learning Support Room, Medical Room etc.



### Assembly Point

- Classes will line up class in noted playground, teachers will make a rapid but accurate head count, recount again using pupil registration form.
- Principal and Vice-Principal (one located in each playground) to contact class teachers to check that all pupils present have been evacuated.

### General Points

- Principal must be notified immediately of any circumstances requiring evacuation of pupils and staff.
- Building Supervisor/School Secretary will warn kitchen staff and if possible shut off power supply to school.
- Principal and Building Supervisor/School Secretary will close all doors, make final check for pupils in toilets, medical room, etc.
- A class in the assembly hall will leave via the emergency exit doors – teacher will not in this case have class register.
- Small outbreak of fire in a classroom may be tackled with a nearby fire extinguisher after all pupils have been evacuated – Principal and Building Supervisor/School Secretary will work together to ensure that this is completed safely.
- In the event of not being able to get out via classroom door evacuation via windows will be necessary.
- Should the Principal be absent due to sickness or out of school on business, the Vice-Principal will assume responsibility.
- If teachers are unable to obtain their pupil registration form due to possible risk to themselves, the School Secretary will also bring out a copy of class lists.

### Fire at Lunch Break

- This is a special circumstance and will entail the evacuation of pupils through the Dining Hall and Assembly Hall/classrooms (wet lunchtime) exits. The Principal, assisted by the lunch time supervisors will be responsible for this evacuation. Obviously the help of all available staff colleagues will be assumed to ensure that pupils once out of the building are assembled and accounted for on the playground.

### Practice of Fire Drill

- The first stage is to make sure each individual class knows the drill. This can be done at the teacher's discretion twice or three times a year. Then it is necessary to involve all the classes. There will be at least one whole school evacuation of the school each term. The alarm signal will be a continuous ring of the fire bell.

The school's fire alarm system should be inspected and maintained at suitable intervals by qualified persons.

### Other Emergencies

If pupils are in danger the following procedures can be initiated:

#### Shelter in Place

In the event of danger outside the school building, all staff and pupils must remain in the school building until the danger is removed.

#### Procedure:

- The Principal/School Secretary will communicate with staff that a Shelter in Place drill has been implemented (six consecutive rings of the school bell).
- When the announcement is given all classes will remain in their classrooms.
- If outside pupils will return to their classrooms, assembly or dining hall.

- Have pupils move away from windows and keep their back towards windows.
- Close all doors and windows. If possible, cover windows by closing blinds or drawing curtains.
- Turn off lights, power equipment and appliances. All personnel must remain in the shelter area until further instructions are received from official sources.

### Short Term Shelter in Place

A Short Term Shelter in Place Procedure whereby the entire school population is moved to a single or multiple location(s) in the school is most commonly used during bomb threats and weather emergencies.

Procedure:

- The Principal/School Secretary will communicate with staff that a Short Term Shelter in Place has been implemented.
- Staff and pupils will proceed to their designated shelter in place depending on the situation.
- Teacher will take their class registers with them and take attendance once the class is assembled in a safe location.
- Depending on emergency the Building Supervisor or assigned staff will close the school gates to close off school driveways and parking areas.
- The Principal, School Secretary and designees will assist emergency personnel as necessary.
- If long term shelter is needed the Principal will consult with EA.

### Lockdown

The Lockdown Procedure is used when there is an immediate and imminent threat to the school building population. School staff, and pupils are secured in the rooms they are currently in, and no one is allowed to leave until the situation has been curtailed.

The difference between Shelter in Place and Lockdown is that the former allows for free movement of pupils within the building.

Procedure:

- The Principal/School Secretary will inform the staff of a lockdown.
- If inside, teachers/staff will secure doors, turn out lights, cover windows, close curtains and move pupils out of line of sight of door/windows if it appears safe to do so.
- If outside, pupils will proceed to their classrooms, if it is safe to do so. If not, teachers or staff will direct pupils into nearby classrooms or school buildings (e.g. Dining Hall, Assembly Hall).
- Teachers and pupils will remain in the classroom or secured area until the Principal or emergency personnel give further instructions.
- Teachers are not allowed to open doors for anyone under any circumstances.
- The front entrance is to be locked and no visitors other than appropriate emergency personnel are allowed on school grounds.

## Areas of Special Risks

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.

The school has an agreed Asbestos Management Plan which must be followed to ensure the safety of all pupils and adults on the school premises.

## Educational Trips/Visits – see separate Educational Visits Policy

The Board of Governors will comply with the guidance the Education Authority has issued on Educational Visits.

## Instruction and Training

The school is committed to providing instruction and training for all employees on safe working practices and procedures. The school will ensure, through its internal and external training programmes, that all employees have the appropriate level of competence to be able to safely carry out their roles.

The Principal must ensure that all new employees receive induction training and that all employees are competently trained in the safe use of any equipment that they may use during the course of their employment. All employees will receive refresher training and any further training necessary as a result of changes in the workplace arising from the introduction of new procedures or new equipment.

## Working Environment

The Principal will monitor the general working environment as required. This will include the monitoring of noise, lighting, ventilation, fumes and dust levels. Any problems in these areas will be reported to the appropriate section for measurement and the implementation of remedial measures if necessary.

Defects in heating, lighting, ventilation, furnishings, odours, etc. should be reported to the Building Supervisor or School Office. The Principal will, either through the resources of the School LMS Budget or by arrangement with the EA, seek to remedy the discomfort.

## Dangerous substances/equipment

- Staff should be alert to substances at work that are obviously dangerous. In the Building Supervisor's and cleaners' stores there are potentially hazardous liquids and thus these areas are out of bounds to pupils. When pupils are in the building, stores should be locked and metal hatches closed.
- Some equipment items in classrooms are also potentially dangerous and should be used only under supervision and then carefully put away either in store or drawers. e.g. craft knives, paper guillotines, brush cleaning fluid, etc.
- Pupils are only permitted to bring toys to school on specified occasions. As a general precaution any item brought by a pupil that has the potential to harm the pupil or another pupil even in innocent play should be removed from the pupil. Possible abuse of correction fluid/thinner, "sniffing" felt tip pens etc. though unlikely at primary school should be monitored.
- All glass drinks' containers are not allowed within school.

- Pupils should not be asked to carry staff cups/beakers/dishes or engage in “heavy” work duties. Pupils often want to help and in the home this would be acceptable but be alert in school environment to possible accidents!
- Science experiments/cookery lessons in the classroom may have potential hazard if the class is “undisciplined” and not warned of the necessary precautions and thus teachers need to be alert. e.g. steam experiments with boiling kettle, cookery using electric rings, etc.
- The use of PE equipment also presents potential hazards and staff should refer to the School Policy for PE.

### Electrical Safety

The Principal will continue the tradition of having all electrical equipment in the school checked regularly by qualified electrical personnel (PAT Testing).

Despite this check of equipment Principal and staff need to exercise the common sense practised in our homes when operating electrical equipment.

Any electrical equipment that malfunctions etc. should be reported to the Building Supervisor or School Office.

### **Hazard Identification and Inspections**

Hazard identification will be a key element of the school safety policy. To prevent/reduce accidents hazard spotting and regular inspection of the school building and grounds is needed. Since “accidents can be defined as unplanned events which could, or did lead to injury or damage” the Principal will be alert to hazards that have the potential to result in an accident. The Building Supervisor will carry out regular checks and take the appropriate steps to both record and initiate the necessary action required. The Principal will also respond promptly to any notification by staff of potential hazards.

The Board of Governors will be invited to carry out an annual inspection of the school building and grounds.

The potential for accidents and injuries to occur due to pupils not being adequately supervised by the appropriate adult(s) has long been recognised in school environments. The school will continue to operate good supervision at all times and supervision rotas will be reviewed and updated as required. Teachers will assist with early morning supervision and mid-morning break supervision. Lunch time supervision will be the responsibility of the Principal and lunch time supervisors. Potential accidents/incidents that may occur due to leaving groups or classes of children unsupervised will be minimised by teachers ensuring that if they must unavoidably leave their classroom, their immediate colleague is made aware of the situation.

The school encourages pupils to play safely in the playground and not to behave in a manner that could result in other pupils or themselves being injured.

The hazard of traffic, particularly in the school grounds and also on the North Road when children are being delivered to and picked up from school by parents/carers in cars will be regularly brought to the attention of parents in school newsletters and by appropriate warning signs.

- a) The Building Supervisor will be requested to sand or salt potentially dangerous areas within the school grounds during spells of frost to reduce hazard of slipping and falling. Warning cones will be used when floor washing is underway.

- b) The Principal will co-operate with HSE inspectors or other external agencies who may visit the school on a routine basis or to investigate specific incidents.
- c) The Principal will continue to seek advice from the Education Authority Health & Safety personnel to minimise hazards and to improve procedures for monitoring the school's Health & Safety Policy.

### Infectious Diseases

The school will follow the guidelines issued by the Public Health Agency. The Public Health Agency guidance is displayed in the Medical Room and Staff Room for staff's reference.

Staff who suspect a pupil in their class to be a carrier of an infectious disease (outlined in the Guidance on Infection Control in Schools and Nurseries) should discuss the matter with the Principal.

Parents/Carers must inform the school if their child is unwell with an infectious illness.

### Smoke-Free School see separate Smoke-Free Policy

It is the policy of the Board of Governors that our school is a smoke-free school. Smoking is not permitted within the school building and grounds by staff, parents/carers or visitors to the school.

### Extra-Curricular Activities

Extra-Curricular activities will be regulated and organised with the same health and safety considerations given to normal classroom activities.

### Safeguarding and Child Protection Procedures

The Health and Safety Policy has strong links with the school's Safeguarding and Child Protection Policy.

A number of routines have been established to ensure the safety of all children:

Entrance Doors	Must be secured when pupils are in class. Entry to school can only be made by pressing buzzer at the main entrance. Exceptions: At the start of the school day 8.45-9.00am, break time, lunch time and at home time. The mobile classroom must be secure during class time.
School Gates	The pedestrian gates are closed by the Building Supervisor at 9.00am.
All visitors to school	Proceed to School Office. If remaining in school, visitors must complete the necessary online information forms on entering and exiting the building. A visitor must wear a Visitor's Pass.
Early morning supervision	A member of staff will be on duty in the playground from 8.45-9.00am each day. Teachers will supervise classrooms from 8.45-9.00am each day.
Break time and lunch time supervision	Pupils are always supervised by staff during break, lunch time and the end of school.
Leaving school building at 2pm and 3pm	Y1 – 4 pupils will be handed over to parents/carers. Y5 – 7 pupils will be brought to the front playground by their teacher (unless otherwise informed by parents/carers). If pupils haven't been collected by 3.05pm they will be brought to the School Office from where they can be collected.

Late pick-up from school	Pupils remain with their teacher until 3.05pm, then they will be brought to the School Office. They will remain here until they are collected. A phone call to parents/carers may be necessary.
Pupil/s leaving early	Parent/Carer will wait in the school foyer. The school secretary will bring the pupil/s to the School Office.
Pupil returning to school after an appointment	Parent/Carer will bring their child to the School Office. Pupils (depending on age and confidence level) returns to class by themselves.
Someone arrives with an item such as a packed lunch or PE kit	Item will be held in the School Office and a member of staff will bring it to the classroom or the noted pupil will collect from the School Office.
Parents/Carers wishing to speak to a teacher	By appointment only. Parents/Carers can communicate with their child's class teacher through Seesaw. Teachers are only available to speak to parents/carers at the end of the school day.
Access to toilets	Adults are not permitted to use the pupils' toilets. All visitors should use the staff toilets.
Access to toilets after pupils have left school	If a pupil is able to use the facilities independently they should use the toilets designated for his/her classroom. If a child needs assistance the parent/carers and child will use the staff toilets. If an adult needs to use the facilities, they will be directed to the staff toilets.

### Moving of Equipment, Furniture and Sports Equipment

In the normal day to day running of the school, there are certain situations where pupils will need to move equipment or items of furniture. For example:

- chairs and/or tables
- sports equipment
- small items of equipment

Pupils must *always* be supervised when moving any equipment or item of furniture. Some items they will need to move may be heavy or awkward to handle. Pupils need to be shown how to lift and carry safely. This needs reinforcing on regular occasions.

Chairs should be moved one at a time, and pupils must be shown how to carry them correctly. They may carry single chairs on their own. If a large number of chairs are required, then the Building Supervisor or teacher will supervise.

Tables need one pupil at each end, a pupil must not attempt to lift a table on his or her own.

Heavy objects may need at least two pupils per item as they are awkward to handle. Pupils need to be shown how to pick them up and put them down so that their fingers or feet are not trapped.

The PA system must only be moved and set up under adult supervision.

Small items of equipment include iPads, play resources etc. These should be able to be moved freely by pupils.

Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another pupil/s available to open and close doors.

Items pupils should not move (unless under Teacher Supervision)

- Computers/Laptops – monitors can easily fall off trolleys, or wires get caught
- Piano – although on wheels, it can tip, and feet or fingers become trapped
- Paper cutters – sharp blade, can tip or slip.

When using large apparatus, pupils must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and how many pupils are needed for moving each piece of equipment (this should include how to bend).

### **Security of the Premises**

The Principal, Vice-Principal and Building Supervisor are the designated key holders and are responsible for the security of the building. All visitors must report to the Office and sign in. All visitors must wear a visitor's badge when visiting the school.

#### Class teacher

It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off where appropriate, before leaving the premises.

#### Building Supervisor

It is the responsibility of the Building Supervisor to check daily that:

- all locks and catches are in working order
- the emergency lighting is working
- the fire alarm has no faults

The Building Supervisor will ensure that all magnetic locks are turned on at 9.00am. This will ensure that the school building is secure during learning and teaching time. The magnetic locks will be turned off from 8.45am – 9.00am.

Before leaving the premises, the Building Supervisor must check:

- all the windows are closed
- the external doors are locked and secure
- all gates are closed and locked where appropriate

#### School Office

All visitors are required to report to the Office. This point must be adhered to, but in no way detract from the open door policy of the school.

## Principal

In the absence of the Building Supervisor, it is the responsibility of the Principal to ensure the functions of the Building Supervisor are covered.

## Contractors on School Premises

Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must either contact the School Office or Building Supervisor.

- All contractors must report to the School Office and sign in. The Building Supervisor/Principal will then be informed of their arrival.
- Contractors will work under close supervision of the Building Supervisor so as not to endanger the health and safety of pupils or adults in school.
- Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms, or any areas used by adults or pupils.
- No repairs or maintenance can be carried out in areas which pupils or adults are occupying, this includes cloakroom and toilet areas.
- If contractors are working near play areas, then all equipment and machinery must be cleared away during this time, and the contractors must leave the area.

All work will be monitored by the Building Supervisor and any concerns reported to the Principal, the contractor concerned and the appropriate department at the EA.

EA Health and Safety recommend contractors on school premises refrained from the following

- smoking in the building or in the grounds as we are a no-smoking school
- talking to the pupils (our pupils are asked not to talk to strangers)
- moving vehicles when pupils are at play
- working on or near the playgrounds when the pupils are at play
- leaving equipment around
- playing music during school hours

## Car Parking

Car parking is a concern at Ballymoney Model Integrated Primary School and the car parking area outside school can be extremely congested. However, we must ask parents/carers to strictly observe the markings at the main entrances of the school. Parents/Carers should not park in the staff car park unless the pupil that they are collecting has been given a Blue Disability Badge.

The school has regular contact with traffic police, who will talk to parents/carers as well as pupils and provide information and leaflets.

## Health and Safety Inspections (Proactive Monitoring)

To improve health and safety performance and to assist in promoting a positive health and safety culture, the Board of Governors will ensure that health and safety inspections are carried out on a regular basis. It is their responsibility to



take steps or make recommendations to eliminate unsafe acts, and unsafe conditions and take immediate corrective action to prevent recurrence. Health and safety inspections, associated actions, recommendations, responsibilities and timescales should be recorded.

### **Reporting, Monitoring and Reviewing Safety**

To ensure this policy remains relevant and appropriate to the school, it will be reviewed every three years or more frequently should the need arise, e.g. on the publication of new regulations or on the receipt of new documentation from the Education Authority.



# Manual for Principals and Governors

## Health and safety policy document

### Health and safety policy document for Ballymoney Model Integrated Primary School.

This school's Board of Governors recognise their statutory duty to ensure health and safety on premises under their control. They also acknowledge their responsibility to ensure that the Education Authority's (EA) health and safety policy is both understood and implemented in their school, that risk assessments are carried out to address significant risks, and that they operate within the procedures and guidelines set out in the employing authority's scheme of management.

In fulfilling these duties and responsibilities the Board of Governors will:

- ensure that the school principal and management team develop a safety management system throughout the school;
- monitor the effectiveness of the school's health and safety arrangements;
- develop and implement arrangements to ensure that:
  - all school risk assessments are completed and are implemented;
  - equipment and materials purchased by the school are safe and suitable for their intended use;
  - contractors carry out their work in a safe manner;
  - prompt and efficient maintenance is carried out on:
    - all non-structural repairs;
    - all equipment;
- ensure that arrangements are developed for the annual inspection of the school premises and the preparation of a report for the Chief Executive of Education Authority; and
- ensure that both teaching and non-teaching staff are issued with a copy of the employer's health and safety policy.

Signed: Mr Witherow      Chair of Board of Governors

Signed: Mrs Jamison      Principal

Date:      September 2021



# **Manual for Principals and Governors**

## **Risk assessment**

## Introduction

The purpose of this guidance is to assist schools' to comply with the Management of Health and Safety at Work Regulations (NI) 2000 and those duties imposed by the Health and Safety at Work (Northern Ireland) Order 1978. The legislation places an obligation on employers to assess those health and safety risks in their area of responsibility which may cause harm to their employees or anyone else affected by their business. Other health and safety legislation also contains the requirement to carry out a risk assessment, e.g. the Fire Safety Regulations (NI) 2010. This is a more complex risk assessment that requires a more in depth knowledge of the subject matter and is therefore carried out by a specialist contractor.

This document outlines the process of risk assessment. It refers to the two main approaches to risk assessment, quantitative and qualitative, while not being prescriptive as to the methodology. A choice of format embracing each approach and detailed guidance notes for completion are available at: [www.eani.org.uk/schools/health-and-safety](http://www.eani.org.uk/schools/health-and-safety).

The objective of this guidance is to inform the school of their obligations to complete written risk assessments for all significant risks and provide them with a practical knowledge framework which can be applied to their choice of approach

## Guidance

Risk assessments are central to the management of health and safety within a school. This guidance provides information on the risk assessment process.

Line managers (principals, vice principals, heads of departments) have a responsibility to carry out risk assessments and ensure that they are suitable and sufficient. Risk assessments must be carried out for all work activities that pose a significant risk. Trivial risks can be ignored.

Risk assessment should be approached in a series of steps. These are as follows:

- divide your work into manageable categories;
- identify the hazards;
- identify who might be harmed and how;
- evaluate the risk;
- prepare a plan for controlling the risks; and
- review and revise the assessment.

Each step will now be examined in greater detail.

### **Divide your work into manageable categories**

To enable these assessments to be made, it is advisable to divide the work into manageable categories. For a school this could be:

- separate work areas, e.g. classrooms, offices, playground etc.
- activities, e.g. school trips, school sports, using play equipment etc.
- defined tasks, e.g. playground supervision, provision of first aid, locking up etc.
- individual, e.g. 'runners', evacuation of disabled persons, assaults etc.
- equipment, e.g. play equipment, electrical equipment/machinery, stepladders etc.
- substances, e.g. cleaning material, science chemicals, excessive dust etc.

## Identify the hazards

The second stage in the process is to identify the hazards within the categories you have chosen to assess. This is not as daunting as it may first seem as you can ignore the trivial and concentrate on the significant hazards which could result in a genuine injury or ill health. A hazard is defined as *'anything which has the potential to cause harm'*. This may be any event, activity or behaviour which can cause potential harm or pose a threat to you or others. Examples of hazards within a school are:

- slips, trips and falls;
- collisions, pedestrian or traffic;
- electricity;
- falling or moving objects;
- manual handling;
- temperature, humidity etc.;
- unsafe systems; and
- unsuitable equipment.

This is not an exhaustive list. As work activities are similar within the school environment you may wish to consult the generic risk assessment section of the Education Authority (EA) website where there may be a suitable generic assessment available already ([www.eani.org.uk/schools/health-and-safety](http://www.eani.org.uk/schools/health-and-safety)).

## Identify who might be harmed and how

When completing this part of the risk assessment the assessor would normally write 'all staff' and 'all pupils' which, while correct, can cause the assessor to potentially miss other groups who may be at greater risk and may legally require a specific risk assessment, e.g. young workers and new or expectant mothers. In addition to staff and pupils, those who have to be considered in any risk assessment are:

- new employees;
- people with disabilities;
- building supervisors and cleaners;
- visitors;
- contractors; and
- maintenance workers.

There may be others, ask your staff if they can think of anyone you could have missed. This inclusive approach helps identify additional hazards previously not considered.

## Evaluate the Risk

Once you have completed the list of all hazards and those who may be harmed by those hazards, you must then evaluate the risk from each hazard. A risk is defined as *'the chance or likelihood that someone will be harmed to some extent by the hazard'*.

In evaluating the level of risk you will assess the likelihood, or probability, of an event actually occurring. This normally ranges from 'unlikely' to 'very likely'. When assessing the likelihood, existing control measures must be taken into account. Consideration should be given to the following factors when deciding the likelihood:

- number of times the activity or situation occurs;
- location of the hazard;
- duration of the exposure;
- environmental conditions;
- competence or experience of the people involved; and

- condition of the equipment.

In a qualitative assessment after identifying the hazard, and deciding on how likely it is that harm will occur, consideration is given to whether the procedures and safe working practices that are already in place adequately control the risk, and meet applicable standards and guidance.

In a quantitative assessment the second part of the evaluation addresses the severity of the harm that will be caused if the hazard is not controlled. This can range from a minor injury to a fatality. A pre-determined numerical value is then applied to both likelihood and severity that, taking in existing control measures, is multiplied giving a risk score. This risk score allows you to prioritise the risks differentiating between those which require immediate attention and those that require monitoring, or no further action. Upon completion of the risk evaluation you will be able to determine if additional control measures are necessary to control or reduce the risk.

### **Prepare a plan for controlling the risks**

Risk assessment is not an end in itself, it is a means to an end, that 'end' being the control of risk. Starting with the most serious risks, you identify how those risks can be reduced further. Initially you should refer back to and consider if the existing control measures:

- meet current legal requirements;
- comply with best practice, approved codes of practice, manufacturer's instructions etc.; and
- avail of any technological developments.

If you are happy with the existing precautions, you should then decide what additional precautions, if any, are necessary to reduce the level of risk. These measures should be implemented using the following hierarchy of control, with the preferred options starting at the top.

- Elimination – is it possible to avoid the risk completely? E.g. buying ready cut material rather than using a circular saw
- Substitution- can you change to something less hazardous? E.g. using cleaning materials not requiring a Control of Substances Hazardous to Health (COSHH) assessment
- Enclosure, e.g. sound absorbing material in music practice rooms, fencing etc.
- Guarding or segregation - guarding dangerous parts of machinery, e.g. pedestal drill in Technology
- Safe systems of work, e.g. implementation of access control system
- Written procedures, e.g. school rules, evacuation procedure etc.
- Adequate supervision, e.g. playground, classroom or educational visit, etc.
- Training, e.g. building supervisor/cleaner training
- Information and Instruction, e.g. signage and written guidance
- Personal Protective Equipment (PPE), should only be used as a temporary solution or as a last resort.

It may be necessary to implement one or more of the control measures from the hierarchy of controls.

This assessment must be recorded either on paper or electronically. You should at this stage identify who is responsible for the implementation of each additional control measure. Is it the school, or someone specifically within that school, or is it EA that is responsible? Or is it a mixture of both? When identified, the responsible person/organisation should be informed of their responsibility and a reasonable time frame agreed for remedial action.

## **Review and revise the assessment**

Nothing stays the same for ever, things change, including the circumstances around which the risk assessment was originally made. Risk assessment is a continuous process and review of those assessments is important in ensuring they are kept up to date. In any review you should take account of:

- new activities and hazards;
- new employees;
- new equipment;
- new work practices; and
- accidents or incidents.

Additionally, the adequacy of existing control measures need to be reviewed periodically and revised if necessary. As far as risk assessment is concerned, you should always seek to learn from your experience, improve existing assessments and develop new ones if necessary.

The objective should always be to control or mitigate risk.

It is beneficial to have a review date for assessments of no more than one year from the assessment is made. For a school the optimum time for review is the week just prior to the new academic year.

## **Glossary of terms and acronyms**

**Hazard** - Is anything which has the potential to cause any harm.

**Hierarchy of Control** – A selection of control measures listed in descending order of merit, i.e. if picking a control measure you should strive to select one as near the top of the list as is possible.

**Likelihood** – The chance or probability of something occurring.

**Risk** – Is the chance or likelihood that someone will be harmed to some extent by the hazard

**Severity**-The degree or extent of harm or damage

## **Associated documents**

Health and Safety at Work (Northern Ireland) Order 1978 <http://www.legislation.gov.uk/nisi/1978/1039>

Management of Health and Safety Regulations (Northern Ireland) 2000  
<http://www.legislation.gov.uk/nisr/2000/388/contents/made>

**Health and safety checklist for classrooms** <http://www.hse.gov.uk/risk/classroom-checklist.htm>