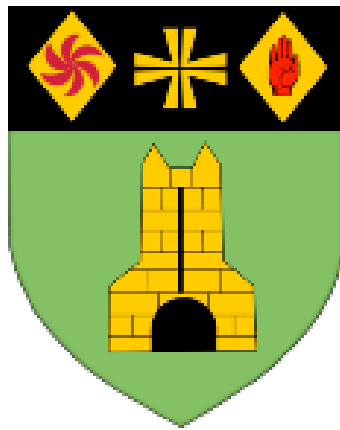


TERM 1 2020

Hollywood Primary School



Health & Safety Policy

REVIEW DATE: SEPTEMBER 2023

HEALTH AND SAFETY POLICY

It is the Policy of Hollywood Primary School to provide and maintain safe and healthy working conditions, so far as is reasonably practicable, for all staff, pupils and visitors and to encourage a safety culture within the school. The successful implementation of this policy requires the full support and active co-operation of the school community and contractors.

The employing authority's policy statement has been adopted and is complemented by this establishment's specific policy statement.

Where reasonable practicable this policy will seek to provide and encourage:

- A safe place of work, safe access to it and safe exit from it,
- Plant, equipment and systems of work that are safe,
- Safe arrangements for the use, handling, storage and transport of articles or substances likely to cause harm,
- Sufficient information, instructions, training and supervision to enable all employees to avoid hazards and contribute positively to their safety and health at work,
- Adequate information to enable pupils to be aware of how to stay safe
- A healthy working environment'
- Adequate welfare facilities.
- Risk Assessment documentation as appropriate.

A no smoking policy operates on the school premises and grounds.

This policy statement supplements the Employing Authority's health and safety policy. Furthermore, the following Hollywood Primary School policies are in place and vital in the pursuit of a safe school.

Anti-Bullying	First Aid	Positive Behaviour
Child Protection	Healthy Break	Physical Education
Staff Code of conduct	Health Education	Safe Handling
Educational Visits	Intimate care	Administration of medication
Drugs Education	Pastoral Care	Play Based Learning
Critical Incident Management	Acceptable use of Internet and Digital Technologies	Relationships and Education

RESPONSIBILITIES

Whilst the school accepts that Health and Safety issues are the responsibility of the Board of Governors and Principal, these responsibilities can only be discharged with the full co-operation, advice and support of the EA.

The day to day responsibility for Health and Safety issues will be delegated to the Health and Safety Officer, Mrs Judith Clarke, the Principal, Mrs Crookshanks and the Building Supervisor, Mr Chism.

BOARD OF GOVERNORS

In the discharge of their responsibilities the Governors will ensure:

- That all teaching staff appointed by them hold appropriate qualifications to teach the subjects required of them and to use the necessary equipment and machinery.
- That both teaching and support staff avail themselves of any training which will assist them to work safely.
- The maintenance of procedures for the safety of all staff and pupils who come under their control.
- The maintenance of procedures for the safety of all persons using the premises under their control.
- That an inspection of the school premises and equipment is carried out by them at least once per year and that a report, utilising the checklist contained within Section 17 of the Health and Safety Manual for Schools, is submitted to the Chief Executive of the EA.
- The prompt and efficient maintenance of all equipment and all non-structural repairs as defined in the relevant Annex of the EA's Scheme for the Local Management of Schools.
- That contractors who are carrying out work in school, carry out their undertakings in a safe manner to ensure the health and safety of all personnel on the premises.
- That all equipment and materials either purchased or acquired by them are suitable and safe for their intended use **(Equipment and Materials purchased from EA tenders will remain the responsibility of the EA).**
- That the community of Holywood Primary School has access to the Health and Safety Policy.

PRINCIPAL / HEALTH AND SAFETY OFFICER

The day to day application of the Health and Safety Policy will be a shared responsibility.

The Principal, Health and Safety Officer and Buildings Supervisor will ensure:

- That risk assessments have been carried out to assess all significant risks within the school and on school visits. Copies of all risk assessments carried out in school are kept in the School Office. Each school visit risk assessment is kept by the Education Visits co-ordinator, Miss Naomi Dobbin.
- To ensure that on educational visits, the pupils are advised and understand what behaviour is acceptable and what clothing and footwear is suitable for the activity they are going to take part in.
- Ensure that there is the required pupil teacher ratio for the visit or activity.
- That all teaching staff appointed by them holds appropriate qualifications to teach the subjects required of them and to use the necessary equipment and machinery.
- That all staff avail themselves of any training which will assist them to work safely.
- The maintenance of procedures for the safety of staff and pupils who come under their control.
- The maintenance of procedures for the safety of all persons using the premises under their control.
- That all staff are aware of any instructions of safety advice pertaining to their particular discipline issued by the EA, Department of Education or other relevant statutory body.
- That all safety reports pertaining to the school are understood and that the detailed work has been completed.
- That adequate arrangement exists for carrying out regular fire drills and that all staff participate in and are aware of such arrangements. (See separate sheet for fire drill procedures).
- The school's building supervisor is carrying out the weekly and monthly fire checks and sign off all completed checks and take any necessary action and report defects to the appropriated authorities.
- That reports are brought to the Principal i.e. all defects and hazards are addressed with other defects and hazards being reported to the appropriate officers in the EA as required.
- That contractors who are carrying out work in school, carry out their undertakings in a safe manner so as to ensure the health and safety of all personnel on the premises.
- That all accidents to staff and pupils are reported promptly to the EA and appropriate documentation is completed and forwarded to the EA.
- That all staff operate safe working practices in the execution of their duties.

In the absence of Mrs Crookshanks, Mrs Clarke and Mr Chism, members of the School Management Team will assume responsibility for the day to day administration of the Health and Safety Policy.

TEACHING & SUPPORT STAFF

Each member of staff has a responsibility to exercise care and attention regarding their own safety and the pupils under their control. In the discharge of this responsibility, each member of staff shall:-

- Ensure they take reasonable care during their work activities to avoid accidents or injuries to themselves, pupils and any other personnel in school.
- Observe all safety instructions and advice issued by the EA.
- Department of Education or any other relevant statutory body.
- Observe all safety rules relating to specific machinery or processes.
- Report all potential hazards to the Principal, Health Safety Officer and Building Supervisor.
- Co-operate with the Principal, Safety Officer and Building Supervisor on all other matters relating to Health and Safety.
- Report all accidents to themselves to the Principal, Health Safety Officer and Building Supervisor.
- Complete statutory records where applicable.
- Ensure Risk Assessments have been carried out for activities within school that they have responsibilities for and that contain significant risks.

BUILDINGS SUPERVISOR

In the discharge of her responsibility Mr Chism shall;

- Regularly inspect the buildings, grounds and plant machinery/equipment and report any defects or hazards to the Principal and Safety Officer.
- Ensure the weekly and monthly fire checks are completed and sign off all completed checks and report any defects to Mrs Crookshanks and Mrs Clarke.
- Encourage staff under her control (eg cleaners) to employ safe working practises.
- Employ safe working practises.
- Instruct new employees in appropriate safety measures and procedures.
- Assist the EA to develop safe working practises and arrange for their adoption.
- Ensure that all defects in equipment or protective clothing are corrected and reported to Mrs Crookshanks and Mrs Clarke.
- Report all accidents involving herself to the Principal and Health & Safety Officer.
- Furnish information as required in the investigation of injuries and accidents.
- Ensure that the building and premises are secured at all times and in the event of Mrs Dowling being unable to do this Mrs Crookshanks the Principal, Mrs Clarke the Vice Principal or other key holders, will assume this responsibility with the support of the ancillary staff.

ALL EMPLOYEES

Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts. When in doubt seek immediate clarification from their Supervisory Officer.

All employees must:-

- Perform their duties in a safe manner.
- Report all accidents and injuries to their supervisor as soon as possible.
- Obtain adequate treatment as soon as practicable if injured.
- Report all defects in equipment or protective clothing and potential hazards to their supervisor.
- Assist in the investigation of injuries and accidents.
- Drive on school business in a safe and careful manner at all times ensuring appropriate insurance is in place.
- Exercise effective supervision over all those for whom they are responsible, including pupils
- Encourage a safe attitude by all pupils and others, and to set a personal example in this respect.

That there is adequate first aid cover at all times. The following members of staff have First Aid training.

Mrs Julie Hart	Miss Catherine Riddell	Mr Ryan McConnell
Miss Natasha McGuile	Mrs Gemma Black	Mrs Nicola Harper

Mr Atcheson is the First Aid Co-ordinator. He is responsible for ensuring that the First Aid Boxes are adequately equipped at all times. Any new requisition orders will be requested well in advance of the need for replenishing the First Aid Boxes.

PUPILS

All pupils are expected within their expertise and ability to exercise personal responsibility for the safety of themselves and their fellow pupils. They must observe standards of dress consistent with safety and/or hygiene. They must observe all the safety rules of the school and in particular the instructions of the members of staff in the event of an emergency. They must use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

VISITORS

Regular visitors and other users of the premises are expected, as far as reasonably possible, to observe the safety rules of the school.

All visitors must report to the school reception where they will be asked to sign in and will be issued with a visitor's badge. Visitors are to remain in the reception area until they are collected by the member of staff they are visiting or escorted to the relevant area in Holywood Primary School.

SCHOOL CATERING

The Education Authority's catering service is the employing authority in the school kitchen and operate their own procedures. The Principal, Health & Safety Officer and Office staff responsible for school catering will liaise with the catering supervisor at Holywood Central Meals to coordinate any necessary safety arrangements for staff, and in relevant matters related to the management of the building in general.

HEALTH AND SAFETY TRAINING

The Principal and Health & Safety Officer are responsible for:

- ensuring that all staff are provided with adequate information, updates, instruction, and training;
- identifying the health and safety training needs of staff through training needs analysis e.g. use of hazardous substances, work at height, etc.
- prioritising and costing to allow appropriate allocation of the school's training budget

Training records are held in the School Office and / or the school computer system. Each member of staff responsible e.g. staff trained in First Aid, is required to keep training records and liaise with the Principal and Safety Officer to ensure that refresher training is completed and up to date. The School Management Team will be responsible for assessing the effectiveness of training received.

ORGANISATION AND MONITORING

The Principal, Health & Safety Officer, Building Supervisor, School Management Team and Governors will carry out an inspection of the premises on a regular basis.

All members of staff have a responsibility to report any worry or defect. School accident reports will be monitored for trends and a report made to the Governors, as necessary. The Principal and Health & Safety Officer will investigate accidents and take remedial steps to avoid similar instances recurring. (This may require assistance from outside e.g. Education Authority, Maintenance, PSNI etc.)

They will undertake an investigation of any accident or incident if it is serious, complex or one that may have serious repercussions.

The EA's Legal and Insurance section will forward the relevant form to the Health and Safety Executive for Northern Ireland (HSENI) for any reportable accidents or incidents. All incidents involving a fatality or major injury will be reported immediately to the Legal and Insurance section, and also the EA's Health and Safety manager.

RISK ASSESSMENTS

Risk assessments are used to develop safe working procedures. These risk assessments are available for all staff to view and are held centrally on the school computer system.

General risk assessments

The school risk assessments (for all activities, staff, premises, and one off activities) are co-ordinated by the delegated member of staff following guidance obtained from the Education Authority and are approved by the Principal and Board of Governors.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

Individual risk assessments

Specific risk assessments relating to individuals, e.g. staff member or young person / pupil are held on that person's file, and will be undertaken by the relevant line manager.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

Curriculum activities

Risk assessments for curriculum activities will be carried out by the relevant subject coordinator or member of staff performing the activity.

SCHOOL SECURITY

The school site has been risk assessed using the Department of Education guidance "Security and personal safety in schools". Security issues will be regularly reviewed. If staff have any concerns with regard to security they should in the first instance raise these concerns with the Principal, Health & Safety Officer and Building Supervisor.

The Building Supervisor is the appointed person who is responsible for the security of the school at the end of the day by ensuring that doors, windows, etc. are secured. The building supervisor is also responsible for carrying out checks of the premises during the school holidays.

SUPERVISION OF PUPILS

Pupil supervision begins each day from 8.45 a.m. until the end of the school day and After School activities during term time. Supervision is also provided each morning for those pupils attending the school Breakfast Club between 7.45 a.m. and 8.45 a.m. Members of staff have been allocated duties to fulfil these supervisory roles.

Pupils will not be allowed on site outside these times except for specific organised activities arranged by members of staff.

TRANSPORT

One of the following options will be used for the transport of pupils to school organised events taking place off-site.

- Transport and driver are hired from a reputable source which is the usual practice for school trips.
- On occasions staff transport pupils or equipment in their own cars or drive to other venues during the working day. Staff must confirm that their insurance policy covers them for this purpose.
- Parents/guardians of pupils are advised of the venue and time of an activity involving their son or daughter. Written adult permission is required for pupils to participate in off – site activities.

VEHICLES

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents/guardians when bringing children to school or collecting them.

The entrances at Hillview Place and Church Road must be kept clear for emergency vehicles. The vehicle access gates must not be used by pedestrians. Designated paths should be used by pedestrians at all times.

If an event is being held outside normal school activities, all due care must be taken to ensure the safety of those passing through both entrances. The school cannot be held responsible for the safety of the access roads but will work alongside parents, residents, EA and the PSNI to maintain safety.

WORK EQUIPMENT

All work equipment will be purchased from the board's relevant contract schedule. Before purchase consideration will be given to the installation requirements; the suitability for purpose; the positioning and or storage of the equipment; maintenance requirements (contracts and repairs); and training in the use of the equipment. Staff must not use new items of equipment unless appropriate training has been given.

DEALING WITH HEALTH AND SAFETY EMERGENCIES

The school has contingency measures in place for dealing with critical incidents. These are documented in the school's emergency management plan, a copy of which is held in the school office and on the school website.

INFORMATION AND COMMUNICATION

Health and Safety will be on the agenda of Governor and Staff meetings as necessary. Both oral and written methods will be used for the dissemination of health and safety information to staff, pupils and parents.

Covid-19 Addendum - HEALTH & SAFETY POLICY 2020

1. Introduction

The school recognises the requirements of the Health & Safety at Work (Northern Ireland) Order 1978 (and associated Regulations up to and including Management of Health and Safety at Work Regulations (NI) 2000) and has an existing Health, Safety and Wellbeing Policy which sets out how we do this. However, in recognition of the current circumstances due to COVID-19, this supplementary document sets out the arrangements in relation to the health and safety of our children, staff and the wider school community during this time. This document has been written in accordance with guidance from the Department of Education NI and the Education Authority in relation to managing risk associated with COVID-19, paying particular attention to **Education Restart – Publication of Revised New School Day Guidance, August 2020.**

In order to ensure the school continues to operate in a safe way, thorough risk assessments are undertaken and any necessary adjustments to ensure the safety of children, staff and the wider community are implemented.

2. Risk assessment

As part of the preparation for wider opening of our school a detailed risk assessment has been undertaken and an action plan to make any necessary adjustments to mitigate risk has been produced. The risk assessment covers the following Health and Safety elements:

- Buildings & Facilities
- Emergency Evacuation
- Cleaning & Waste Disposal
- Classrooms
- Staffing
- Group Sizes
- Social Distancing
- Catering
- PPE
- Response to suspected / confirmed Covid-19 cases
- Curriculum / learning environment
- Communication
- Governance
- School events (including trips)

The risk assessment will be regularly reviewed to ensure they meet current need. All appropriate documentation is shared with staff and any necessary training to support implementation of the plan is provided.

3. Roles and responsibilities

a. The Governing Body will:

- Regularly assess the effectiveness of the policy and risk assessments
- Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Department of Education or Education Authority
- Ensure staff have access to any training or instruction required to implement the action plan
- Prioritise the wellbeing of all pupils and staff and ensure there is appropriate support in place

b. The Principal will:

- Have overall responsibility for the development and implementation of the policy and risk assessment
- Ensure all documentation is regularly reviewed to meet current need and any updated guidance from the Department of Education or Education Authority
- Prioritise the wellbeing of all pupils and staff and ensure there is appropriate support in place

c. All staff will:

- Carry out all work in accordance with the policy and risk assessments, including additional tasks as part of the response to COVID-19
- Take the opportunity to contribute to the risk assessment
- Be responsible for reporting any (potential or actual) Health and Safety risks related to COVID-19 to the Principal
- Undertake any training to identify individual needs of individuals
- Prioritise the wellbeing of all pupils and other staff

d. Parents will:

- Adhere to any recommendations from the school to help reduce the risk of transmission
- Keep their child at home if they or anyone within the household is displaying symptoms of COVID-19, or if otherwise advised to by the school or another appropriate Body (GP or NHS Track and Trace, for example)
- Adhere to drop-off and collection arrangements set by the school
- Ensure their child is aware of any protective measures put in place by the school and to encourage them to comply
- Adhere to government guidance at all times to reduce the risk of transmission
- Ensure their child does not mix socially outside of school, other than as permitted by current Government guidance

e. **Pupils will:**

- Observe the Health and Safety rules of the school, including new arrangements in response to COVID-19
- Make staff aware if feeling unwell
- Report any Health and Safety concerns to a member of staff

Relevant Health and Safety information has been communicated to all staff and the wider school community.