Health and Safety Policy

Carr’s Glen Primary and Nursery Unit

 ‘

|  |  |
| --- | --- |
|  | |
|  |  |
| Approved By Governors |  |
| Consultation Period |  |
| Review Date |  |

|  |  |
| --- | --- |
|  | HEALTH AND SAFETY POLICY |
|  |  |
| Part 1 | Policy statement |
|  |  |
| Part 2 | Organisation |
|  |  |
|  | Board of Governors |
|  | Principal |
|  | Vice-principal |
|  | Teaching staff |
|  | School catering |
|  | Building supervisor |
|  | Employees |
|  | Pupils |
|  | Visitors |
|  | Volunteers |
|  |  |
| Part 3 | Arrangements |
|  |  |
|  | Accident reporting |
|  | Asbestos |
|  | Contractors |
|  | COSHH |
|  | Radioactive sources |
|  | Electricity |
|  | Fire and evacuation procedures |
|  | Fire precautions |
|  | First-aid |
|  | Health and safety information and communication |
|  | Health and safety training |
|  | Health and safety monitoring and inspection |
|  | Lettings |
|  | Lone working |
|  | Staff Responding to Call Outs |
|  | Medicines in school |
|  | Moving and handling |
|  | Off-site visits |
|  | Risk assessment |
|  | School security |
|  | Vehicles |
|  | Work at height |
|  | Workplace safety |

**Health** **and** **Safety** **Policy Statement**

In accordance with the Health and Safety at Work (Northern Ireland) Order 1978, it is the policy of the board of governors of Carr’s Glen Primary and Nursery School, to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect pupils, visitors, contractors and other persons at school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, contractors and pupils of the school.

* This policy will be brought to the attention of, and/or issued to, all members of staff. A reference copy will be kept in the school office.
* This policy statement supplements the employing authority’s health and safety policy.
* It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff.
* The board of governors undertakes in so far as is reasonably practicable to:
* Promote standards of safety, health and welfare that comply with the provisions and requirements of the Health and Safety at Work (Northern Ireland) Order 1978 and other relevant legislative legislation, standards and codes of practice;
* Provide information, instruction, training and supervision where necessary to enable staff to perform their work safely and effectively;
* Maintain a constant and continuing interest in safety and health matters pertinent to the activities of the school;
* Continually improve the system in place for the management of occupational safety and health and review it periodically to ensure it remains relevant, appropriate and effective;
* Consult with staff on matters related to safety, health and welfare at work; and
* Provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, pupils, contractors and visitors.

The Board of Governors is committed to playing an active role in the implementation of this occupational safety and health policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chair of Board of Governors

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal

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

**ORGANISATION AND RESPONSIBILITIES**

**Board of Governors**

Boards of Governors of all schools have a statutory duty to ensure health and safety on premises under their control. They have a statutory responsibility under the Health and Safety at Work (Northern Ireland) Order 1978 for ensuring that the EA’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 and the Common Funding Scheme for the Local Management of Schools also places responsibility on the Board of Governors for a number of functions and duties in respect of health and safety. Each Board of Governors is responsible for:

* ensuring that the school Principal and SLT develop a safety management

system throughout the school;

* monitoring the effectiveness of the school’s health and safety arrangements;
* developing and implementing 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;
* ensuring that arrangements are developed for the annual inspection of the school premises and the preparation of a report for the Chief Executive of EA; and
* ensuring that both teaching and non-teaching staff are issued with a copy of the employer’s Health and Safety Policy.

**Principal**

Principals of schools are responsible for the day-to-day application of this Health and Safety Policy for both teaching and non-teaching staff.

Principals will be responsible for:

* developing and implementing an effective safety management system for the school;
* 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 qualifications, 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 as part of senior leadership team meetings;
* developing arrangements for ensuring effective maintenance of a safe working environment; and
* 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 and ensuring implementation of the findings of the risk assessment. In the absence of the Principal, the Vice-Principal or a nominated senior teacher will assume the role.

**Vice-principal**

The vice-principal will assist the principal in the day-to-day management of the school, and deputise for the principal during any period of absence.

**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:
* ensuring that health and safety forms an integral part of subject planning within their teaching practice;
* practicing and teaching safe working during class lessons;
* ensuring that all protective clothing and equipment as required is both available and used by themselves and pupils;
* reporting all accidents and ensuring that Accident Forms are fully
* completed; and
* co-operating fully with the Principal on all matters pertaining to Health and Safety.

**School** **Catering**

The EA’s school catering service is the employing authority in the school kitchen and operate their own procedures. The principal will liaise with the school catering supervisor so as to co-ordinate any necessary safety arrangements which relate to each other’s staff, and in relevant matters related to the management of the building in general.

**Building Supervisors Role**

The Building Manager, under the supervision of the Principal, is responsible

for the following key duties:

* Maintaining a clean and tidy building and grounds;
* When the school is open in the mornings that all gates are properly secured and any obvious dangers addressed (e.g. gritting the grounds when there is a slip danger);
* Every morning it would be important that a sight inspection would be carried out to remove any dangerous items from the playgrounds and other open areas. After holiday closures a thorough inspection would be required;
* Ensuring that all door catches and locks are working and secured;
* To make sure that the school building and grounds are securely locked up in the afternoon/evening and the alarms properly set to keep the school safe (with the Principal’s permission other members of staff on occasions can be delegated this responsibility);
* To ensure that trip or/and slip risks are being monitored daily and toilets are inspected periodically after peak times of usage and water/litter cleaned up;
* Ensuring the security system and fire alarms are in working order on and arranging regular servicing and repairs when required. This will include a weekly fire alarm check;
* Checking regularly that all fire extinguishers and other related equipment are in place, unobstructed, serviced annually and replaced/repaired when required;
* The Building Supervisor is a trained Fire Marshall. He must update his training as required, complete half-termly fire drill evacuations (these must be recorded, evaluated and if required issues addressed with staff urgently) and check emergency exit lights every month;
* Monitoring water safety is a key responsibility. This will include running off water after every holiday closures to prevent water stagnation. Rooms that are not used regularly, however, should have the water run off every Monday;
* To make sure all required health and safety signage, including evacuation notices, are in place and updated as required;
* Any minor repairs are completed by the Building Manager or through the use of authorised contractors. This will include having a process for logging complaints from staff and making sure they are dealt with promptly;
* Ensure that annual electrical checks are carried out and any dangerous machinery if repaired or replaced in a speedy fashion;
* The Building Supervisor must work with the Principal to create an emergency evacuation plan to evacuate the campus safely in an emergency situation;
* Making sure that all the cleaning team are well briefed on health and safety regulations.
* They should also be made aware of relevant risk assessments relating to their role;
* To help the Principal to develop and update a health an effective safety management system for the school. This will include the development and redrafting of the Health and Safety Policy, a Health and Safety Schedule of Tasks, and assisting the Governors in the completion of the annual Health and Safety Audit;
* Any other health and safety duties that the Principal deems necessary.

**Employees**

Each employee 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 training received;
* reporting to their manager any health and safety concerns;
* not interfering with or misusing any equipment provided to ensure safe working practice in the workplace;
* reporting any accident involving injury, damage to plant and equipment, or potential injury, damage or loss;
* co-operating with and assisting other management colleagues in implementing the Health and Safety Policy; and
* adhering to all appropriate risk assessments and method statements.

**Pupils**

All pupils are expected, within their expertise and ability, to:

* exercise personal responsibility for the safety of themselves and their fellow pupils;
* to refrain from bringing items to school that could present a safety risk to themselves or others;
* to adhere to the standards an expectations set out in the positive behaviour policy;
* observe standards of dress consistent with safety and or hygiene (this would preclude unsuitable footwear);
* observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency; and
* use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

**Visitors**

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected to observe the safety rules of the school.

**Volunteers**

Volunteers such as parent helpers, etc. have a responsibility to act in accordance with the school’s policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified teacher.

**ARRANGEMENTS**

**Accident** **Reporting**

In accordance with the employing authority’s accident/incident reporting procedure employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant accident report forms. Copies of these forms are available from the school office. School accident reports will be monitored for trends and a report made to the governors, as necessary. The principal, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, etc. must be reported and attended to as soon as possible.

***Reportable******Accidents******or******Incidents***

The EA’s claims and legal administration unit, 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 claims and legal administration unit, and also the EA’s health and safety manager.

***Accident******investigation***

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

**Asbestos**

The EA’s asbestos policy will be followed. The asbestos management plan is held in the school office and will be made available to all staff and visiting contractors prior to any work commencing on the fabric of the building or fixed equipment.

The EA’s environmental hazards officer will:

* Ensure that the asbestos log is maintained and updated as required;
* Issue permits to work for all work on the fabric of the building; and
* Arrange for any asbestos surveys required.

Under no circumstances must staff drill or affix anything to walls without prior permission. Any damage to materials known or suspected to contain asbestos should be reported to the environmental hazards officer.

**Contractors**

* All contractors must report to the school office where they will be asked to sign the visitors’ book and wear an identification badge.
* Under the terms of the EA contract all workmen must wear a staff uniform and carry identification.
* Contractors will be issued with guidance on fire procedures
* Where contractors work may directly affect staff and pupils the contractor must liaise with the principal / building supervisor to ensure that adequate precautions are put in place to ensure the safety of all users of the premises.

**Control** **of** **Hazardous** **Substances**

* All substances which may be considered hazardous to health have been assessed. Copies of the assessments are available in the COSHH file held in the school office.
* No new substance will be used until a COSHH assessment has been completed.
* All COSHH assessments will be seen and understood by those staff who are exposed to the substance/product.
* All chemicals are appropriately and securely stored out of reach of children.
* Suitable personal protective equipment (PPE) has been identifies and available for use.
* COSHH assessments will also be obtained from contractors on site where persons may be affected by their use on site or the storage of such substances/materials may need to be controlled.
* All staff must ensure that they do not use any potentially hazardous substance without first familiarising themselves with the requirements of the COSHH assessment.

**Radioactive** **sources**

* The school follows CLEAPSS guidance L93 in Managing Ionising Radiations and Radioactive Sources.
* Medication for personal use by members of staff must be kept in a secure location e.g. handbags, etc. containing such items must be locked away and not be left in the classroom where pupils could gain access to them.

**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.

***Infectious diseases***

* Advice will be sought from the EA and the Health Protection Service in the event of an outbreak of an infectious illness.

***Emergency******school******closure***

* Consultation to be taken with relevant EA personnel if there is any reason for closing the school during term time. Information and guidance from the EA will be updated annually. There is a procedure on the website for parents in the event of a school closure.

**Electricity**

***Portable******electrical******equipment***

All portable electrical appliances will be tested annually by an approved EA contractor. All test certificates will be retained in the school office for the duration of the life of the appliance. An up-to-date inventory of all relevant electrical appliances will be held in the office.

***Fixed******wiring***

A whole school fixed wiring inspection will be undertaken by an approved EA contractor once every five years.

***Personal******items******of******equipment***

Personal items of electrical equipment should not be brought into school for use by staff or pupils. If a personal item is required to be used in school for a one off event then permission must be sought from the principal and the equipment must have a current portable appliance certificate and be used with a residual current device.

***All******staff***

All staff will visually inspect electrical equipment before use for obvious defects. Defective equipment will not be used and will be reported to the helpdesk for repair/replacement.

**Fire** **and** **Evacuation** **Procedures**

The principal is responsible for ensuring that the recommendations contained in the fire risk assessment are completed. The fire risk assessment is kept in the fire log book and is reviewed on a regular basis or as required.

The principal is responsible for arranging a fire evacuation drill at the beginning of the school year and at least once each term; recording the significant results of the fire evacuation drills; ensuring that the fire log is kept up-to-date; and collating fire activation reports following an alarm being sounded.

***Fire******instructions***

These documents are made available to all staff and are included in the school’s induction programme. An outline of evacuation procedures are made available to all contractors and visitors, and are posted throughout the site. Emergency exits, fire alarm call points, assembly points, etc. are clearly identified by safety signs and notices. All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

***Fire******and******evacuation******procedures***

Fire and emergency procedures are detailed in the staff handbook and a summary posted in each classroom. These procedures will be reviewed at least annually. Emergency contact and key holder details lists are maintained by the school office staff and updates will be forwarded to the EA’s property services section as required.

***Fire******Marshalls***

A core team of staff have undertaken fire safety awareness training and have been allocated specific responsibilities to supervise pupils. An up-to-date list of fire marshalls is displayed in the office and staffroom. The fire marshalls are:

***Fire******fighting***

The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires if it is safe to do so without putting themselves at risk, using available portable fire-fighting equipment. Staff will be made aware of the type and location of portable fire-fighting equipment, and receive basic instruction in its correct use at induction or as soon as possible thereafter. The alarm must be raised before any attempt is made to fight the fire. The service isolation points (gas, water, electricity) are located in the following areas (insert locations). An inventory of any chemicals and flammable substances held on site will be kept by the relevant head of department. A copy will be held in the school office for consultation as appropriate.

**Fire** **Precautions**

***Testing******of******the******fire******alarm******system***

Fire alarm call points will be tested weekly in rotation by the building supervisor and a record kept in the fire log book. This test will occur on (state date and time). Any defects on the system will be reported immediately to the property services helpdesk. The fire alarm system is maintained and tested on an annual basis by the EA’s approved contractor.

***Inspection******of******fire-fighting******equipment***

The EA arranges an annual maintenance service of all fire-fighting equipment by an approved contractor. The building supervisor checks that all fire-fighting equipment is available for use and operational, and for any evidence of tampering. Defective equipment or extinguishers that need recharging will be taken out of use and reported to the property services helpdesk.

***Emergency******lighting******systems***

These systems will be checked for operation monthly in-house by the building supervisor, and annually by the EA’s appointed contractor. Records of tests are kept in the site’s fire log book.

***Means******of******escape***

The building supervisor carries out a daily check for any obstructions on exit routes and ensures all final exit doors are operational, and available for use. All staff are responsible for ensuring that escape routes are not blocked.

***General******precautions***

* Flammable liquids are stored in a locked metal cupboard.
* Fire doors are always closed and never wedged open.
* Waste materials are collected daily and are stored in a locked area until collection by the local council.
* Area under the stairs are kept clear at all times;
* Bins are not stored against the building.
* Electrical equipment not in use is always isolated from the mains.

**First-aid**

Following an assessment of first-aid needs using the guidance contained in the HSENI publication “*First-Aid at Work*” a number of first-aid personnel have been appointed. The named first-aiders are Mrs Evans (school secretary), Ms McVeigh (classroom assistant) and Ms Murray (Nursery assistant)

First-aid containers will be held in the office and practical rooms. Containers will be checked on a regular basis by the appointed person and will be restocked as required. A travelling first-aid kit will be held in the school office to be used for educational visits. The person in charge of the trip should notify the office staff if any items are used.

Any accidents must be recorded on the EA’s accident report form.

***First-aiders***

The first-aiders listed above will provide first-aid treatment for anyone injured on site during the school day. They will also provide, as appropriate, first-aid cover for trips and visits, and extra-curricular activities organised by the school (e.g. sports events, after school clubs, parents evenings, school organised fund raising events, etc.).

First-aid cover is not provided for contractors or events organised by third parties (evening clubs, etc.). Access to first-aid equipment during the day and evening will be given if so required and requested but the school building supervisor is not qualified to administer.

First-aiders are responsible for ensuring that a record is completed for all treatment given and that the necessary details are supplied for the reporting of accidents.

***Treatment***

The school will rely on the knowledge and experience of its trained first-aiders in order to administer the appropriate treatment to injured persons.

In emergency situations the first-aider will call (or instruct another member of staff to call) 999 and request that an ambulance attend.

***Escorting******pupils******to******hospital***

When it is necessary for a pupil to be taken to hospital, they will be accompanied by a member of staff, unless the pupil’s parent or carer is in attendance. This may not be possible if there is an external visit or trip and only one staff member is present as the staff member will have a duty of care to the rest of the group and need to stay with them. The member of staff may travel to the hospital in their own vehicle, rather than the ambulance with the child, unless the child is overly distressed or confused. This decision should be made in conjunction with the attending paramedics and the parent or carer if contactable. The member of staff should ensure that they arrive promptly at the hospital to meet the pupil as they are admitted to casualty. The member of staff will stay with the pupil until a parent or guardian arrives.

**Health** **and** **Safety** **Information** **and** **Communication**

The governing body will meet termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings will be brought forward for review by senior school management. Where appointed the school will consult with Trade Union accredited Safety Representatives. Both oral and written methods will be used for the dissemination of health and safety information to staff, pupils and parents.

These will be for example:

Oral:

* safety and health briefings;
* school assemblies;
* classes.

Written:

* safety statement;
* notices;
* newsletters;
* correspondence;
* reports;
* policies;
* induction handbooks;
* website; and
* e-mail

**Health** **and** **Safety** **Training**

Health and safety induction training will be provided and documented for all new employees by the relevant line manager. Induction training will cover the following topics:

* accident and hazard reporting;
* asbestos log;
* COSHH;
* communication and consultation on health and safety;
* fire and emergency procedures;
* first-aid provision;
* health and safety policy statement;
* housekeeping arrangements and defect reporting;
* infection control;
* job specific training needs;
* lone working/personal safety;
* medicines;
* mobile phone use;
* off-site visits;
* personal protective equipment;
* risk assessments;
* specific hazards;
* wellbeing;
* work at height; and
* workplace facilities.

The principal is responsible for:

* ensuring that all staff are provided with adequate information, instruction, and training;
* identifying the health and safety training needs of staff through training needs analysis; and
* prioritising and costing to allow appropriate allocation of the school’s training budget.

All employees will be provided with:

* induction training in the requirements of this policy;
* update training in response to any significant change;
* training in specific skills needed for certain activities, e.g. use of hazardous substances, work at height, etc.; and
* refresher training where required.

Training records are held by the office manager who is responsible for co-ordinating health and safety training needs, and for including details in the training and development plan. This includes a system for ensuring that refresher training, for example in first-aid, is undertaken within the prescribed time limits. The principal will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the principal’s or line manager’s attention to their own personal needs for training, and for not undertaking duties unless they are confident that they have the necessary competence.

**Health** **and** **Safety** **Monitoring** **and** **Inspection**

A general inspection of the site will be conducted each term, and will be undertaken and or coordinated by a member of staff nominated by the principal. Monitoring inspections of individual departments will be carried out by heads of department or nominated staff. Records of such monitoring will be kept in the relevant department. The persons undertaking such inspections will complete a report in writing and submit this to the principal. Responsibility for following up items detailed in the safety inspection report will rest with the principal or designated officer. The board of governors will carry out an inspection of the premises and school equipment once each school year, and will complete a written report. A copy of the report will be forwarded to the trustees and EA.

Advice and pro-forma inspection checklists can be found in the “*Health and Safety Manual for Principals and Governors*” which can be accessed via the EA’s health and safety website.

Inspections will be conducted jointly with the school’s health and safety representative if possible.

**Lettings**

The governors and principal will ensure that:

* the means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. The hirers should be made aware of any hazard associated with the above;
* fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
* hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire-fighting equipment. Notices regarding emergency procedures will be prominently displayed;
* hirers using any equipment or facility provided by the school are familiar with its safe use and if necessary are briefed accordingly; and
* arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

**Lone** **Working**

It is recognised that, from time to time, it may be necessary for school employees to work in situations or locations which are remote from other members of staff. This will include employees working in the evenings, weekends or during the holiday period in the school on their own. In such circumstances the school will assess the risk to these individuals and will introduce suitable controls to ensure that all risks are minimised. Any staff wishing to work outside normal school hours must register this with the school office. When working off-site (e.g. when visiting homes) staff should notify a colleague of their whereabouts and the estimated time of return. Staff undertaking home visits should obtain as much background information as possible about the child and family being visited.

**Staff** **Responding** **to** **Call** **Outs**

Staff nominated as key-holders are sometimes required to attend the site following the activation of the alarm. The nominated representatives who will respond to an out-of-hours call out will normally be the building supervisor and principal. The school will assess the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised.

***Call******Out******Arrangements***

The school will introduce call out arrangements that will reduce the possibility of injury to staff and which ensures that if an incident occurs support will be provided.

***Security******firm******personnel******attending***

The school may buy into the EA contract whereby an appointed security firm will respond to alarm activations without recourse to a school key-holder, and contact relevant personnel as appropriate.

***Lone******Person******Attends******(if******appropriate)***

Where this takes place the staff member will contact the second named contact on list on arrival at activation point, at regular intervals whilst on site and when arriving safely at home. Steps to contact police should the individual lose contact will be activated by the second contact. The person attending will have a mobile phone. An employee should not enter a building alone unless there is an urgent and important need to do so before assistance arrives. No employee is expected to enter a building where it is believed that there is a significant risk. Following an event the risk assessment should be reviewed and further control measures implemented if necessary.

**Medicines** **in** **School**

The school follows the Department of Education guidance on the administration of medication in school and are set out in the school’s medication policy

**Moving** **and** **handling**

A written assessment of all manual handling tasks likely to involve risk of injury will be produced. Wherever reasonably practicable, procedures and practices will be changed to eliminate or otherwise reduce manual handling tasks. All staff involved in manual handling tasks will be given a copy of the attached extract from the HSE document “*Getting to grips with manual handling*”. Staff should ensure they are not lifting heavy items and equipment unless they have received training and or equipment in order to do so safely.

**Off-site** **Visits**

All off-site visits will be planned following guidance contained in the EA’s “*Educational Visits: Best Practice 2009*” guidance.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school’s educational visits co-ordinator who will check the documentation and planning of the trip, and if acceptable, initially approve the visit before referring to the principal and the board of governors.

**Risk** **Assessments**

***General******risk******assessments***

The school risk assessments (for all activities, teaching and non-teaching, premises, and one off activities) will be co-ordinated by the delegated member of staff following guidance contained in the EA’s “*Health and Safety Manual for Principals and Governors*” and on the EA’s health and safety website, and are approved by the principal and board of governors.

These risk assessments are available for all staff to view and are held centrally in the school office.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

***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.

**School security**

* There are school security procedures in place which are posted on the website and communicated to parents during induction
* Security issues is regularly reviewed.
* If staff have any concerns with regard to security they should in the first instance raise these concerns with the principal.
* All visitors must report to the school reception where they will be asked to sign in and will be issued with a visitor’s lanyard. Visitors are to remain in reception until they are collected by the member of staff they are visiting.
* All staff are provided with and must wear the school’s identification lanyard.
* 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, skylights, etc. are secured. The building supervisor is also responsible for carrying out checks of the premises during the school holidays

**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 access from the road shall be kept clear for emergency vehicles. The vehicle access gate must not normally be used for pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance

**Work** **at** **Height**

* Working at height can present a significant risk. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.
* When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs, etc.

**Work** **equipment**

All work equipment will be purchased from the EA’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.

**Workplace** **Safety**

* The governors and senior management conduct an annual health and safety inspection of the school’s management system and procedures to ensure that all controls are in place to ensure the safety of staff, pupils, and visitors to the school.
* The school also undertakes regular inspections of the school site three times a year to proactively identify defects with the workplace.
* Templates available on the EA’s health and safety website may be adapted for use by the school for these inspections.
* All staff are encouraged to report any defects which they identify in the structure of the building or the health and safety management systems.
* Procedures are in place for the reporting of building and site defects to the EA’s helpdesk.

**HEALTH AND SAFETY POLICY - AUDIT AND REVIEW**

The Governors are committed to the continuous improvement of its health and

safety management system and will carry out a review of the Health and

Safety Policy every three years or as required to verify that its contents are still

valid.