

**Kircubbin Integrated Primary School**



# Health and Safety Policy

| Reviewed/Updated | Date     |
|------------------|----------|
| Updated          | May 2021 |
| Review           |          |

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# 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 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;
- 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**

### **Governors**

The Governing Body are responsible for health and safety matters at a local level and are responsible for:

- Ensuring adherence to the Employing Authority's health and safety policy, procedures and standards;
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishments health and safety policy annually and implementing new arrangements where necessary;
- Monitoring, reviewing and evaluating the school's health and safety performance;
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the Employing Authority's health and safety policy, procedures and standards;
- Receiving from the Principal or other nominated member of staff reports on health and safety matters and reporting to the appropriate body, any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Carrying out an annual health and safety inspection in conjunction with the school's senior management team;
- Promoting a positive health and safety culture and high standards of health and safety within the establishment.

### **Principal**

Overall responsibility for the day to day management of health and safety in accordance with the Employing Authority's policy rests with the Principal. Assistance in this task is provided by senior school staff members who comprise the management team.

As manager of the establishment and of all the activities carried on within it, the Principal will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Principal has responsibility for:

- Co-operating with the Employing Authority and governing body to enable the health and safety policy and procedures to be implemented and complied with;
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and Employing Authority where necessary;
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Carrying out health and safety investigations;

- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up;
- Reporting to the Employing Authority any hazards which cannot be rectified within the establishment's budget;
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- Identification of safety requirements and objectives;
- Monitoring purchasing and contracting procedures to ensure compliance with the Employing Authority policy.

The Principal may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Principal from the overall day to day responsibilities for health and safety within the establishment.

## **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.

## **Health and Safety Coordinator**

The Health and Safety coordinator is responsible for:

- Maintaining health and safety training records;
- Replenishing first aid kits;
- Monitoring reporting of accidents, ensuring relevant paperwork is being completed;
- Maintain care plans for individual pupils where appropriate and liaise with medical staff when necessary;
- Monitor and review regularly the Administration of Medicines Policy;
- Ensure written consent is obtained for dispensing medicines. All medicines should be in date;
- Maintain photographic list of children requiring epipens;
- Ensure medicines held in school are returned at the end of the school year to parents.

## **Subject co-ordinators**

The subject co-ordinator:

- Is responsible to the Principal for the safe management of the subject, in accordance with EA guidance, and for implementing all school procedures relating to health and safety;
- Will identify and clearly prioritise both the immediate and long-term requirements of the subject with regard to health and safety, and provide this

information to the Principal so that it may be included in the normal budget planning arrangements.;

- Will maintain coordinators file with all safety publications and guidance issued by the EA, or any other relevant bodies or professional associations, relevant to the subject concerned. They will ensure that it is freely accessible to all relevant staff, and that all subsequent additions are brought to the attention of all such staff, and added to the file as appropriate;
- Will make appropriate arrangements for the periodic monitoring of safety standards, arrangements, and progress towards identifies objectives. They will report the results to the Principal, for incorporation in the regular review of safety matters, and inclusion, where appropriate, in the school development plan and or budget planning;
- Will assist in the fostering of a positive safety culture within their subject.

## **Teaching staff**

Each member of the teaching 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 teacher 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 Education Authority or any other relevant statutory body.
- Observe all safety rules relating to specific machinery or processes.
- Report all potential hazards effecting Health and Safety to the Health and Safety Coordinator.
- Co-operate with the Principal and Health and Safety Coordinator on all other matters relating to Health and Safety.
- Report all accidents to themselves to the Principal.
- Exercise effective supervision of pupils and know emergency procedures in relation to fire etc.

## **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 supervisor**

In discharge of their responsibility the Building Supervisor shall:

- Regularly inspect the buildings, grounds and plant machinery/equipment and report any defects or hazards on the helpdesk and to the principal.
- Encourage staff to employ safe working practices;

- Assist the Board of Governors in the development of safe systems of work and arrange for their adoption;
- Instruct new employees in appropriate safety measures and procedures;
- Ensure that all defects in equipment or protective clothing are corrected and reported to the Health and Safety Coordinator.
- Report all accidents involving herself or the cleaning staff to the Principal
- Furnish information as required in the investigation of injuries and accidents
- Maintain records of testing the fire alarm call points and emergency lighting systems

## **Employees**

All members of staff are required to:

- 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.

## **Pupils**

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

- Exercise personal responsibility for the safety of themselves and their fellow pupils;
- Observe standards of dress consistent with safety and or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
- Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
- 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, as far as reasonably possible, 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. A local incident file is used to record all minor incidents to pupils, and members of the public.

School accident/incident 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.

### **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 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. No new substance will be used until a COSHH assessment has been completed. All chemicals are appropriately and securely stored out of reach of children.

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.

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**

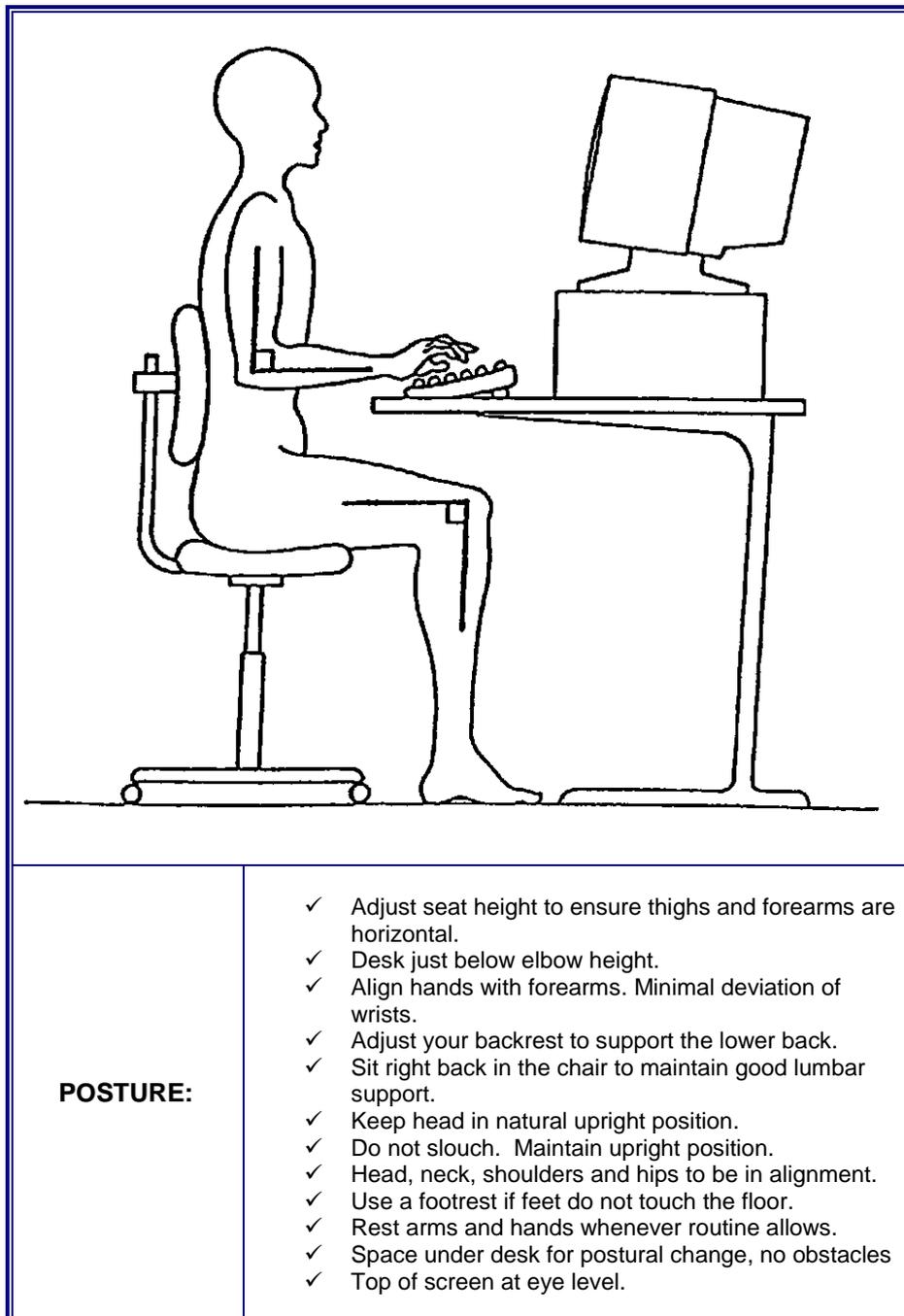
Consultation to be taken with relevant EA personnel if there is any reason for closing the school during term time. Information and guidance from the EA will be updated annually.

## Display Screen Equipment

Staff who are using a computer workstation regularly and for a significant part of their working day will be provided with a suitable workstation which is ergonomically designed to minimise the stresses and strains of this type of work.

Staff who are designated as users are entitled to a free DSE eye test. Further information can be obtained from the school office.

**Diagram 1: Good practice guidance for using DSE**



## **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.

### **Fixed wiring**

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

### **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. See the appendices for the Fire Evacuation Checklist and the Emergency Evacuation Procedures.

### **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 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 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 firefighting equipment. Staff will be made aware of the type and location of portable firefighting 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. An inventory of any chemicals and flammable

substances held on site will be kept by the building supervisor. 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 Monday at 9:00am. 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 firefighting equipment**

The EA arranges an annual maintenance service of all firefighting equipment by an approved contractor. The building supervisor checks that all firefighting 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.
- 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. Posters giving details of the school's first-aiders are displayed in the office, staff room and resource areas.

First-aid containers will be held in resource areas. Containers will be checked on a regular basis by the Health and Safety Coordinator and will be restocked as required. A travelling first-aid kit will be in each resource area and on the school minibus to be used for educational visits. The person in charge of the trip should notify the Health and Safety Coordinator if any items are used.

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

### **First-aiders**

The first-aiders 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-aiders 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;
- Lectures; and
- Classes.

Written:

- 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;
- COSHH;
- Communication and consultation on health and safety;
- Display Screen Equipment;
- Fire and emergency procedures;
- First-aid provision;
- Health and safety policy;
- Housekeeping arrangements and defect reporting;
- Infection control;
- Job specific training needs;
- Lone working/personal safety;
- Medicines;
- Mobile phone use;
- Off-site visits;
- 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;
- 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 Health and Safety Coordinator. 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.

The persons undertaking such inspections report findings 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.

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;

- 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 Principal.

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 keyholders 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 keyholder 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.

The school will dispense medication which has been prescribed by a medical practitioner with written instructions for its use.

The school will dispense non-prescription medication to pupils only if it is supplied by a parent or carer with written instructions for its use. These are kept in a locked cabinet.

The school does not keep any other medication.

### **Dispensing of medication**

All requests for dispensing of medication must be accompanied by a consent form completed, signed and dated by the pupil's parent or carer.

Medication for personal use by members of staff must also be kept in a secure location e.g. handbags, etc containing such items must be locked away and not left in the classroom where pupils could gain access to them.

### **Medical book**

Consent forms will be kept in the medical file and will be kept for the duration of the pupil's attendance at the school.

The medical file will also contain a log of medication dispensed which will include:

- Name of student;
- Name of medication;
- Use by date;
- Dose;
- Time;
- Date;
- Signature of dispenser; and
- Comments/reactions.

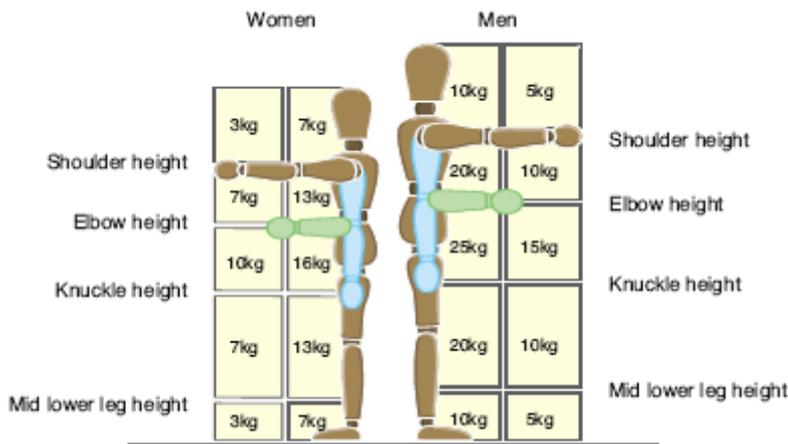
### **Medical procedures**

The school has identified a suitable place for the dispensing/application of medicines. Where necessary, arrangements have been made for pupils with particular conditions and these are detailed in individual care plans.

## Moving and handling

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.

### Recommended weight limits in moving and handling



The above chart shows the HSE recommended weight limits for men and women when moving and handling which will be one of the elements used in any manual handling risk assessment.

### Extract from HSE guidance document "Getting to grips with manual handling"

#### Good handling technique for lifting

Here are some practical tips, suitable for use in training people in safe manual handling. In the following section a basic lifting operation is taken as an example.

**Think before lifting/handling.** Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.

**Keep the load close to the waist.** Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.

**Adopt a stable position.** The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). The worker should be prepared to move their feet during the lift to maintain their stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.

**Get a good hold.** Where possible the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

**Start in a good posture.** At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

**Don't flex the back any further while lifting.** This can happen if the legs begin to straighten before starting to raise the load.

**Avoid twisting the back or leaning sideways,** especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.

**Keep the head up when handling.** Look ahead, not down at the load, once it has been held securely.

**Move smoothly.** The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

**Don't lift or handle more than can be easily managed.** There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.

**Put down then adjust.** If precise positioning of the load is necessary, put it down first then slide it into the desired position.

## **Occupational health and work related stress**

The wellbeing of staff is seen as an integral part of the school's health and safety responsibilities. The Board of Governors and Principal wish to promote an ethos of mutual respect and support across the staff team as a whole.

All staff have a right to a reasonable work life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns with the Principal or line manager but they can also have access to a confidential counselling service.

The Board of Governors endorses the principles set out in the HSE's Management Standards as a framework to support staff wellbeing.

## **Off-site visits**

All off-site visits will be planned following guidance contained in the EA's "EA Educational Visits Interim Guidance for Schools 2017" guidance.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Health and Safety officer 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 Health and Safety file.

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.

## **MATERNITY AND NEW MOTHERS**

As soon as a teacher has informed her employer of her pregnancy then a risk assessment should be carried out to ensure the safety of both her and the unborn child. The following areas should be considered:

- Has the issue of fatigue been addressed - classes/duties may be re-allocated, attendance at evening meetings may be suspended, cover of classes with disruptive pupils may be avoided.
- Is classroom seating appropriate? (teachers should not be required to use child sized seating).
- Has she been offered help with lifting/carrying?
- Is there any possibility that she has been exposed to rubella, if so, has she been advised to see her GP?
- In practical subjects have measures been taken to protect her from chemicals/solvents/cleaning agents?
- Where a child or children could be disruptive, is she protected from them?

After giving birth, especially after returning from a short maternity leave, a teacher should still be provided with proper seating, rest place and, if necessary, a place to express and store milk. If a teacher is returning following a Caesarean birth, then care should be given to lifting, carrying and standing for excessive time.

## **School security**

The school site has been risk assessed using the EA and 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 their line manager.

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 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 badge.

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.

## **Supervision of pupils**

The school will be open to pupils from 8.45am to 3.10pm on weekdays during term times. Between these times supervision will be provided. Teaching staff have been allocated duties to fulfil this. Pupils will not be allowed on site outside these times except for specific organised activities arranged by staff. Breakfast club will run daily during term time from 7:45 - 8:45am and pupils will be suitably supervised. After Schools club will run daily during term time from 2:00-5:00pm and pupils will be suitably supervised.

## **Transport**

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

- Staff transport pupils or equipment in their own cars or drive to other venues during the working day. Staff who use their own cars must confirm that their insurance policy covers them for this purpose.
- Approved staff transport pupils or equipment in the school minibus or a minibus hired in for the purpose.
- Transport and driver are hired in from a reputable source which is the usual practice for school trips.
- The parent/guardian of the pupils are advised of the venue and time of the activity and that their son or daughter are required to be there at that time.

The school will use the ROSPA School Transport document as a good practice guide in relation to transport used in school activities.

## **Use of whiteboards**

Interactive whiteboards are used in most of the school's classrooms. Some of which contain a projector-assembly hall and ICT Suite.

Staff must follow the following BECTA guidelines when using interactive whiteboards:

- No one should stare directly into the beam of a projector;
- When entering the beam, users should not look towards the audience for more than a few seconds;
- Users should keep their back to the projector beam when standing in it;
- The brightness reduction control should be used when a presenter is standing facing the beam;
- Children should be supervised at all times when a projector is being used.

## **Parent and Visitor Parking**

Parents of children and visitors attending the school are asked to park within the law and with consideration for other road users, pedestrians and our immediate community. The following generic safety controls apply:

- A 10 mph vehicle limit applies throughout the school site.
- All drivers must exercise due care and attention when manoeuvring and must conduct a visual risk assessment.
- Cars must be parked in the allocated spaces.
- Parking is at the user's own risk and responsibility is not accepted for accident, damage or loss.
- The vehicle access gate must not normally be used for pedestrian access.
- Parents must closely supervise their children when walking through the school grounds.

## **STAFF PARKING AND VEHICLES**

Staff Vehicles - Even if a teacher should have adequate insurance, he/she cannot be directed to carry pupils in his/her own vehicle. There are quite specific rules on insurance of vehicles for "business use" (driving to INSET training, driving between schools or sites, driving to work-related meetings, undertaking duties as a union officer etc) - check carefully with your insurer to make sure you are covered.

There is no automatic right to park on school premises and staff must be aware that there is little likelihood of receiving compensation if their vehicle is damaged on school property - parking is at the teachers' own risk.

## **Wireless Local Area Network (WLAN)**

Wi-Fi is a particular type of wireless local area network (WLAN). With regard to the potential exposure of staff and pupils to radio frequency radiation the school follows the advice of the Health Promotion Agency (HPA).

On the basis of current scientific information, exposures from Wi-Fi equipment satisfy international guidelines and the HPA does not consider there to be a problem with the safety of WLAN. Thus there is no reason why Wi-Fi should not continue to be used in schools.

## **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.

## **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.

## **Covid-19 Pandemic**

The Governors, Principal and staff have implemented new health and safety procedures in line with the New School Day guidance published on 13<sup>th</sup> August 2020. Details of the actions taken can be found in the Re-opening Risk Assessment. All actions taken are intended to reduce the risk of the transmission of Covid-19 within the school community.

These health and safety procedures will be reviewed regularly and adjusted accordingly as further guidance is received from DE, EA or PHA.



## Health and Safety Policy Appendices

**KIRCUBBIN INTEGRATED PRIMARY SCHOOL**  
**EMERGENCY EVACUATION PROCEDURES**



In the event of a fire or other emergency requiring evacuation, the following procedures must be followed:

**Any Person Discovering A Fire Must:**

- Operate The Nearest Fire Alarm.
- The Fire Brigade Will Be Called Immediately By Dialling "999" Using The Nearest Telephone (this should be done by a member of the Office Staff).

**On Hearing the Fire Signal:**

- A continuous bell will sound.
- When in class the order to evacuate will be given by your teacher, who will indicate the route to be followed to the Assembly Point.
- When not in class form single file and move by the most direct route to the Assembly point.
- At all times act quietly and calmly and walk - do not run.
- Do not stop to collect your personal belongings.
- Do not attempt to pass others on your way to the Assembly Point - overtaking on stairs should not be allowed.
- Do not obstruct the main exit routes.
- No one must re-enter the building until told to do so by the Fire Service, or in the case of a fire evacuation drill, the senior person in charge.
- Specific arrangements must be made for pupils with physical disabilities or learning difficulties, to ensure that they are assisted during the evacuation, if necessary.

**The Assembly Point is: The Lower Staff Car Park Area.**

**Roll Call:**

- On arrival at the Assembly point, a roll call should be taken by each class teacher (each teacher should bring their roll with them to the Assembly Point). The Principal or other person in charge will then check with each teacher to ensure that everyone has been accounted for.
- Any visitors or contractors should be included in this check. The secretary should bring the visitors book to the Assembly point for this purpose.
- The Fire Brigade should be informed of any persons not accounted for.



## **Fire Evacuation Checklist**

In the event of a fire or any other emergency the school's emergency evacuation procedures should be followed. The following members of staff will be responsible for checking the areas listed below to ensure that everyone is evacuated.

If any member of staff listed below is absent from school, another member of staff from the list below should check the additional areas.

### **KS1 Coordinator:**

Lower Building –

- P1 room
- P1 toilets
- P2 room
- P3 room
- P2/3 toilets
- Kitchen
- Assembly hall

### **Principal (or in absence secretary):**

Upper Building

- P4 room
- P5 room
- P7 room
- KS2 toilets
- Staff toilets
- Staff Room
- Principal's office
- Secretary's office
- ICT Suite

### **Vice Principal to check:**

- P6 room
- Nurture room
- P6 toilets
- Sensory Room

**All visitor information can be checked by the secretary via the website.**

### Links to Other Policies

This policy should be read in conjunction with the following policies:

- Managing Critical Incidents
- Emergency Closure
- Child Protection
- E-Safety and Acceptable Use of the Internet Policy
- Educational Visits
- Playground?
- Administration of Medicines
- Emergency Evacuation Procedure
- Fire Evacuation Checklist

### Monitoring and Review

This policy will be monitored regularly by the Senior Leadership Team and the issues arising reported by the Principal to the Governors.

The policy will be reviewed by the Principal and the Board of Governors.

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

Principal

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

Chair of Board of Governors

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