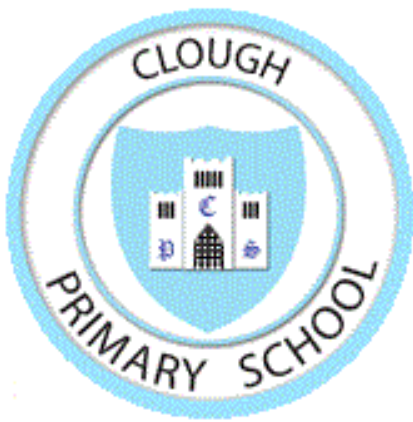


# Clough Primary School and Nursery Unit



## Health and Safety Policy

**This policy was adapted** May 2022\_\_\_\_\_

**Signed** \_\_\_\_\_ Chairperson B.O.G.

**Review date** May 2024\_\_\_\_\_

# **Clough Primary School and Nursery Unit**

## **Health and Safety Policy April 2022**

### **1. General Policy Statement**

The Principal (Mr Hutchinson) and Governors of Clough Primary School believe that the health and safety of persons within the school is of paramount importance. It is our intention to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

It is the intent of the Principal and Governors of the school to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and a safe access to the premises. We will ensure that adequate information, instruction, training and supervision is provided to ensure that staff can carry out their work safely.

The Principal and Governors will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include pupils, visitors, parents, volunteers and contractors.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the school. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. In addition, the Principal and Governors will undertake to ensure compliance with policy and guidance produced by the Education Authority Northern Ireland (EANI).

The Principal and Governors will ensure that adequate resources are identified for health and safety.

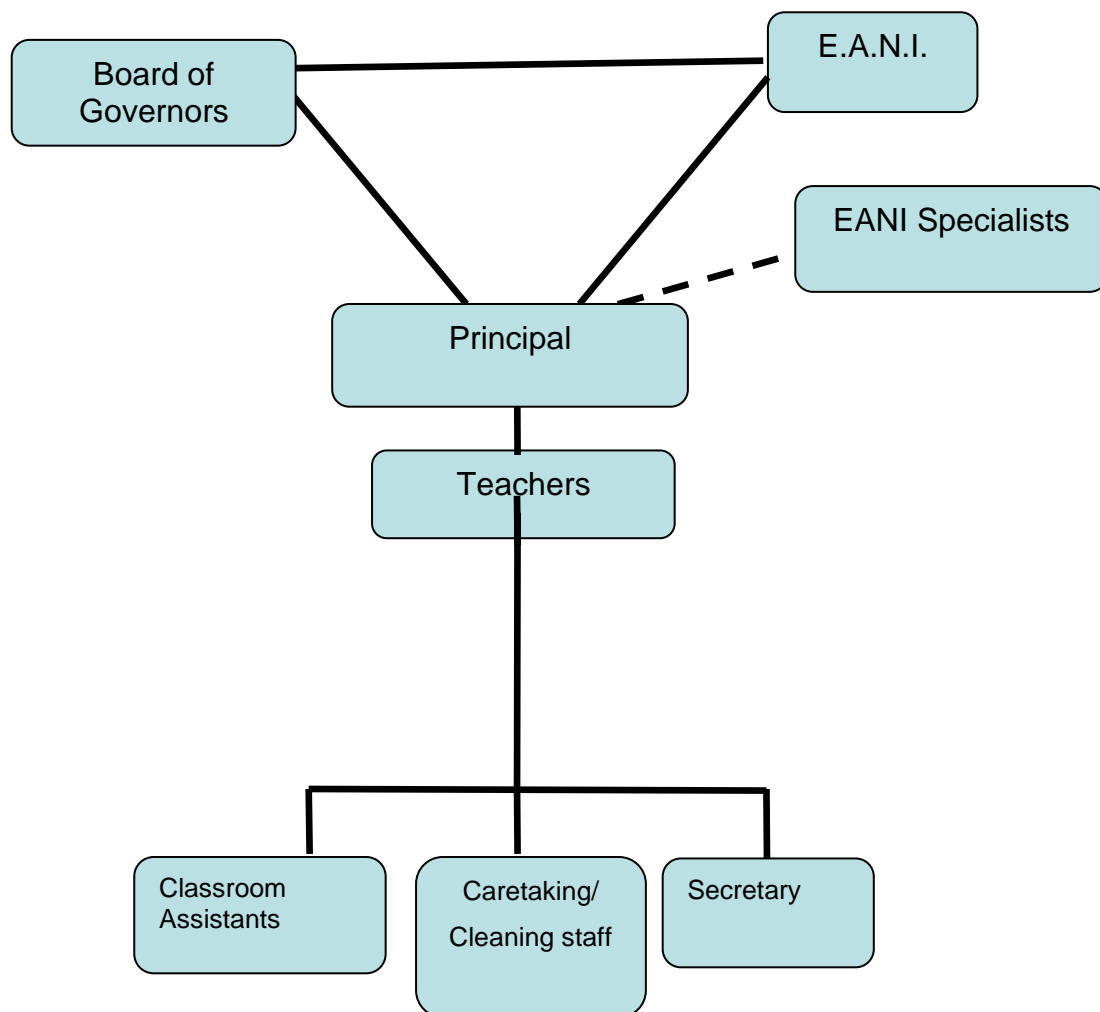
We believe that health and safety standards will be maintained only with the co-operation of all staff, pupils and visitors to the school. We expect all staff to co-operate fully with this policy. In addition, we will ensure that all pupils, visitors and contractors are provided with the information they require to enable them to comply with this policy.

It is the intention of the Principal and Governors that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

## **2. Organisation within the School to meet the requirements itemised under the General Policy Statement.**

Ultimately the responsibility for all school organisation and activity rests by definition, with the Principal. However, all staff have a responsibility towards safety with the specific lines of delegation being set out as shown below.



### **3. Safety Responsibilities of Groups and Individual Members of Staff are as follows:**

#### **3.1 The Governing Body-Board of Governors**

The Board of Governors in its role as employer will ensure, so far as is reasonably practicable, the health and safety at work of employees and others e.g. contractors, students and visitors.

In order to discharge this responsibility, the Board of Governors will:

- a. ensure that the EANI Health and Safety Policy is complemented by the School's Health and Safety Policy, that these procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and students are aware of and comply with its contents.
- b. ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the School.
- c. ensure there is adequate provision both in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare.
- d. receive reports at each meeting from the Principal in order to enable the Governing Body to monitor the adequacy of arrangements and take any action necessary.
- e. to consider and make recommendations regarding individual health and safety issues which have not been resolved at management level

#### **3.2 Principal**

Mr Hutchinson has overall responsibility for safety policy, organisation and arrangements throughout the School and in particular the Principal will:

- a. provide liaison with the ETI, EANI, Department of Education and Health and Safety Executive with regard to safety aspects;
- b. budget for safety and health matters;
- c. review the Health and Safety Policy annually and when significant changes occur within the organisation of the school;
- d. develop, introduce, maintain and review safety management procedures to ensure the school complies

with legislative requirements and good industry practice  
e.g. risk assessments

- e. including fire, display screen equipment and manual handling;
- f. nominate specific staff with designated safety roles;
- g. ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
- h. ensure the provision and maintenance of all 'fire' equipment, including the preparation and review of Fire Risk Assessments;
- i. ensure health and safety issues associated with major building projects are complied with;
- j. ensure that incidents, near misses and dangerous occurrences are reported to the E.A.N.I. via the minor injuries form or hazard reporting system, as appropriate;
- k. to monitor incident trends to identify methods of reducing accidents;
- l. investigate and advise on hazards and precautions;
- m. to ensure the necessary records are maintained relating to accidents associated with the work of the school;
- n. make an annual report on health and safety matters including buildings and safety management to the Board of Governors;
- o. ensure safety procedures are developed and adhered to for operations carried out within the school by his/her staff and by outside contractors under his/her control;
- p. ensure that health and safety is considered as an integral part of teaching;
- q. instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Safety Policy, School Codes of Practice or health and safety legislation;
- r. ensure that premises safety inspections are carried out at regular intervals and that necessary remedial action is carried out;
- s. ensure that health and safety is taken into account when considering any proposed or impending changes e.g. building works, room allocate or usage, etc;
- t. ensure that emergency procedures and fire evacuation practices are in place within the school;
- u. have a general oversight of health and first aid matters;
- v. monitor the general safety programme;
- w. publicise safety matters;
- w. ensure all full and part-time staff receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire and accident

reporting), and specific sections of the Health and Safety Policy are discussed to ensure that new members of staff are aware of their responsibilities and any restricted tasks and activities;

- x. ensure adequate numbers of staff are provided with appropriate training so that they may support the following management arrangements:

- First aid.
- Fire and emergency evacuation.
- Risk assessments, including fire, display screen equipment, manual handling, substances and general risk assessments.

Mrs Campbell will assume these duties in the absence of the Principal and has the authority to make and implement decisions throughout the school at any level if there is:

- immediate danger, or,
- dangerous practice, or
- breach of the law.

### **3.3 The Health & Safety Co-ordinator (Principal Mr Hutchinson)**

Mr Hutchinson is responsible for the co-ordination of health and safety management throughout the school and in particular, will

- a. will report to the Board of Governors;
- b. assist with inspections and safety audits;
- c. investigate and advise on hazards and precautions;
- d. develop and establish emergency procedures, and organise fire evacuation practices within the school;
- e. have a general oversight of health, safety and first aid matters;
- f. monitor the general safety programme.
- g. make recommendations on matters requiring immediate attention, e.g. changes to legislation or outcomes from premises safety inspections;
- h. make recommendations on matters of the safety policy in compliance with new and modified legislation;
- i. publicise safety matters;
- j. liaise with outside bodies concerned with safety and health e.g. Health and Safety team at the EANI;
- k. monitor accidents to identify trends and introduce methods of reducing accidents.

### **3.4 The Educational Visits Co-ordinator (Principal) will**

- a. be involved in educational visit management in order to ensure that the Children Services' Off-site Activities and Educational Visits, Regulations and Guidelines are followed;
- b. work with group leaders to ensure that the aims of the educational visit are achievable and in line with those of the establishment;
- c. after discussion with the Principal and Governing body, either approve proposal or submit proposal to the EANI
- d. ensure that all educational visits meet the Department of Education requirements;
- e. confirm that adequate risk assessments have been carried out;
- f. support the Principal in the management of and evaluation of educational visits;
- g. confirm the leadership of the group is appropriate, this to include accompanying staff and volunteers.

### **3.5 Teachers**

Teachers are responsible to their Principal Mr Hutchinson for the immediate safety of the pupils in their classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Additionally, each teacher will:

- a. follow safe working procedures personally;
- b. give adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required;
- c. ensure that special working procedures, protective clothing and equipment, etc are provided and used where necessary;
- d. ensure that clear instructions and warnings are given to pupils verbally as often as necessary;
- e. ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
- f. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- g. report defects and make recommendations to their line manager where necessary;
- h. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy

### **3.6 Teaching Assistants**

The teaching assistant is immediately responsible to the teacher whilst the class is in session; otherwise their line manager is the Principal.

Additionally, the teaching assistants will:

- a. follow safe working procedures personally;
- b. be familiar with the general and particular safety rules that apply to his/her area of work;
- c. ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
- d. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- e. report defects to their line manager;
- f. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.

### **3.7 First Aider (Mrs Overend, whole school and Mr Hutchinson, Nursery and Lunchtime)**

The First Aid Co-ordinators, when on duty are responsible for supporting health and welfare issues within the school and in particular:

- a. to be responsible for attending to and monitoring student or visitor illness/injury and to refer students to their own doctor or hospital as appropriate;
- b. to maintain the school medical equipment if appropriate
- c. to assist in the monitoring of first aid equipment in school
- d. ensure adequate numbers of staff are trained in first aid procedures and to co-ordinate the work of the First Aider;
- e. to ensure the necessary records are maintained relating to accidents associated with the work of the school.

### **3.8 The Caretaker (Mrs Robinson) will ensure that**

- a. reports on health and safety matters with respect to the school buildings and grounds are prepared;
- b. safety procedures are developed and adhered to for operations carried out within the school by her staff and by outside contractors under his/her control;
- c. keep records of hazards identified on site by staff and the remedial action taken and when;
- d. when liaising with contractors, assume the duties as outlined in 3.10 below;



- e. the provision and maintenance of all 'fire' equipment and for the preparation and review of Fire Risk Assessments;
- f. ensure all accidents within the area of responsibility are recorded in line with the school policy.

### **3.9 The Caretaker will also:**

- a. ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
- b. ensure that premises safety inspections are undertaken daily and weekly, and keep records of any faults identified (if appropriate);
- c. attend to defect reports and recommendations from the Principal, staff and EANI representatives;
- d. ensure that all portable electrical equipment is tested on an annual basis;
- e. ensure all accidents within the area of responsibility are recorded in line with the school policy;
- f. ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.

### **3.10 Staff Liaising with Contractors**

Staff liaising with contractors carrying out work at the school should bear in mind that they have a responsibility to take appropriate action if they observe the contractor or his employees using any working practice or item of equipment which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the Caretaker for her to rectify or the Principal of the school.

Staff must ensure that a contractor arriving at site, report to Reception and a nominated person ensures that the contractors are informed of any hazards on the school site e.g. asbestos. Approval must also be gained by the contractor to start work. Only those staff nominated by the Principal to liaise with the contractors must undertake this activity due to the procedures put in place by the school to implement the EANI on Asbestos and the Management of Contractors.

### **3.11 Members of Staff Generally**

Each member of staff is responsible for his or her personal safety and that of other persons in the school by the proper

observation of school rules and procedures (e.g. by ensuring visitors report to the Reception Area on arrival at the school.

Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 at Sections 7 and 8 viz.:

*'It shall be the duty of every employee while at work*

- a) to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work, and,*
- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'*

*'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safe or welfare in pursuance of any of the relevant statutory provisions,'*

#### **4. Critical Incident**

A crisis management team has been set up to assist in the reduction of major hazards and risks and to action a recovery plan in the event of a serious accident. A separate Critical Incident Plan has been developed by the school and is summarised below.

##### **4.1 Critical Incident Team:**

- Mrs McNabney Chair of Governor
- Mr Hutchinson Principal
- Mrs Robinson Caretaker

##### **4.2 Function of the Critical Incident Team:**

- to act as the decision-making authority for the management of an incident;
- to develop the procedures and practices to be used for handling emergency situations and communicating these to all employees of the organisation;
- to establish and maintain a crisis management centre. The

centre will have the necessary equipment available for rapid activation during an emergency. The equipment includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate maps and building plans; This will be our school office.

- to assess the nature, degree and likelihood of threats to the organisation's interests (personnel, facilities, information and other assets) in order to determine the vulnerability to those threats of the organisation's personnel, facilities or assets;
- to test the crisis management plan on a regular basis to ensure that it is feasible and realistic. Whenever the plan is found to be deficient immediate corrections will be made.

## **5. General Emergency Procedures**

The summoning of emergency services is via the Principal. In the event of a major disaster the Critical Incident Team must be alerted.

## **6. Fire Procedures – (see also the Policy on Fire Safety Management)**

The signal for evacuation will be the continuous ringing of the fire bell. Always evacuate the school if the fire alarm sounds – assume every alarm could be for real. Never re-enter the building while the alarm is still sounding or before a senior member of staff has confirmed it is safe to do so. The P6/7 and Nursery mobile cannot always hear the fire alarm. A hand bell will therefore be used to alert staff and pupils in these buildings.

On hearing the alarm, leave the room you are in and proceed to the nearest safe exit out of the building, switching off the lights, closing the doors and windows as exiting the room.

Everyone must walk swiftly – not run – and take no belongings with them.

When outside the building, assemble the pupils at the assembly points at the bus and car area on the layby. Check that all pupils/visitors/volunteers, etc are accounted for.

Teachers must take the registers if possible.

**Staff must report to the senior member of staff /Principal whether all of their pupils/visitors/volunteers, etc are safely out of the building.**

**Teacher's** must know the correct route for evacuating the class which they are teaching, and it is the responsibility of the Principal to define the route and inform all members of staff. They are

responsible for maintaining clear access to that escape routes at all times, and for helping to maintain access to the other escape routes. Teachers will be responsible for evacuating volunteers or other visitors to their classrooms in an emergency.

**Supervisory Assistants** must know the correct method for evacuating the building at lunchtime. This information will be conveyed by the Principal who will ensure that there is a lunchtime practice at least annually.

Mr Hutchinson, will organise practice fire evacuations as appropriate, but at least three times per year, monitor for effectiveness and records kept within the fire log book. The fire alarm will be tested weekly.

The extinguishers will be serviced and maintained as part of an annual contract. This contract will be monitored via the premises inspection. Any faults must be reported to the Principal for immediate remedial action. Emergency evacuation notices are displayed in all classrooms. The Principal will ensure that these notices are displayed in a prominent position as part of the premises inspection.

A fire risk assessment has been completed for these premises and will be reviewed on an annual basis or when any changes occur.

## **7. Bomb Incident Management**

Unlike fire evacuations it is difficult to define clear, mandatory guidelines that must be followed. Some decisions must be made at the time in question depending upon the actual circumstances. Therefore, the Critical Incident Team will liaise with the Police and the Fire and Rescue Service and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, pupils, visitors, etc by an appropriate means.

Any member of staff who receives information regarding a bomb on-site must immediately inform the Principal or a senior member of staff in their absence.

## **8. First Aid Procedure**

There will be at least 1 person on the staff who will have current first aid training, with the aim that there should always be one qualified person on site at any one time.

First aid boxes are kept at the old staff room.

The First Aider provides first aid support and maintains a central supply of first aid materials to supplement first aid boxes. Parents

will be expected to inform the school if their child has an allergy and a list of any such children will be kept and displayed.

All injuries which come to staff attention, no matter how slight, should be recorded on the accident report forms.

Err on the side of caution. In the event of an accident, if the parents or their nominated contacts are unavailable, we may consider it wise to send a pupil to hospital. In these cases, the pupil will be accompanied by a member of staff.

## **9. Accident Recording and Reporting**

**In the event of an accident the following procedure must be followed:**

- render any equipment inoperative.
- summon assistance.
- if the injury is of a minor nature ensure follow-up treatment is carried out by reporting to the qualified First Aider.
- if the injury is of a major nature then an ambulance should be summoned immediately without undue delay attempting to contact parents or guardians.
- if the injured is mobile then he/she should be taken for emergency treatment to the Hospital. The Principal is responsible for arranging for a member of staff to transport the student/staff to hospital (only in the event that no family member can be contacted).

The member of staff taking the injured person should:

- stay with the injured person and return with them; or
- stay with the injured person until the parent/guardian arrives at the hospital and return to school.

All staff must report any accident (or near misses) involving themselves or visitors/volunteers by recording the details in the Accident Report Book. Pupil accidents, depending on the severity will be reported in the Accident Report Book.

All accidents will be investigated, including the review of relevant risk assessments, to prevent re-occurrence. The Principal will monitor the accidents to identify trends. The Governors will also receive information on accidents at each meeting.

## **10. Health Issues**

### **10.1 Smoking**

In an effort to reduce the risk to health from passive smoking, this school is a no smoking site.

### **10.2 Alcohol and Drug Abuse**

Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the school and increases the risk of accidents both to themselves and to colleagues. To minimise the probability of accidents from alcohol or drug abuse, staff whose judgment is impaired will be excluded from work and will be subject to disciplinary procedures.

If you are feeling depressed or anxious about either your work or social situation alcohol or drugs will not provide a long term solution. **The Staff Counselling Service**, leaflets are available in the staff room, will provide confidential help and support.

Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If you feel you are affected when on medication, please inform your line manager so that additional arrangements may be made to safeguard you while at work.

### **10.3 Staff Wellbeing**

Stress is defined by the Health and Safety Executive as "the adverse reaction people have to excessive pressures or other types of demands placed on them." This distinguishes stress from the pressures or challenges that provide the motivation for everyday living. Being under pressure can often improve performance but when demands and pressures become excessive they can lead to stress.

People respond to pressure in different and individual ways. Much will depend on an employee's personality, experience, motivation and the support available from managers, colleagues, family and friends. Difficulties faced outside of work can also have an impact on someone's ability to cope or function well at work.

If stress is intense and sustained it can lead to mental and physical ill-health and contributes to employee ill-health and sickness absence. It is important that all staff are aware of the factors that can give rise to stress (stressors) so that where possible their causes can be foreseen and appropriately managed before damage/harm is done. The Principal will liaise with staff in identifying the individual

stressors and, where practicable, steps will be taken to minimise/eliminate these stressors.

As action taken to reduce stress the Principal at the school will:

- familiarise themselves with this policy and associated documentation;
- ensure, through good communication, that their staff are aware of the provisions of this policy including the action everyone can take to minimise the risk of stress and of the support services available to them e.g. the staff counselling service;
- identify and meet training and development needs including induction training;
- identify individuals, groups of staff or jobs that could be affected by stress and work to eliminate, minimise or reduce the risks;
- To meet with their staff on a planned and regular basis to discuss any concerns they may have and to listen to what they have to say;
- monitor their staff's workload and working hours and adopt a flexible approach wherever possible, to work schedules, in order to help avoid conflicts between work and personal lives;
- ensure that staff are provided with clear and realistic objectives and that performance is managed effectively and fairly;
- involve staff, and their representatives, in issues which affect them and may change their work or work environment;
- be vigilant towards staff who show signs of stress whether it is work related or related to their personal lives;
- ensure that staff have access to the appropriate information in order to help them recognise and manage stress;
- effectively and sensitively manage any staff stress related absence as well as their return to work in accordance with the Attendance Management Procedures.

Workloads and stressors will be monitored on an on-going basis as part of 1:1 reviews.

#### **10.4 Expectant Mothers**

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many women work while they are pregnant and will return to work while they are still breast feeding. Some hazards in the work place may affect the health and safety of new and expectant mothers and of their children. The policy sets out the known risks to new and expectant mothers and gives advice on what needs to be done to comply with the law.

### **Procedure**

- All staff (full and part-time) are required to inform their Principal and the Personnel Section as soon as possible and in writing when pregnancy has been confirmed.
- The Principal will undertake a risk assessment of the employee work activity to ensure no risk to the health of the employee or the unborn child. Copies of the Risk Assessment will be kept and will be reviewed if circumstances surrounding the pregnancy alter in any way.
- The Principal is available to give advice at any stage of the process, but the general principles of common risk assessment will apply.

## **11. Risk Assessments and Guidance Notes**

Specific risk assessments are required for activities involving fire, manual handling, hazardous substances and the use of display screen equipment while more general risk assessments must be completed for those activities where specific assessments have not been carried out.

Although risk assessments relating to most activities of the school will have been completed on your behalf, the content of these assessments will form part of the induction process. Any changes to the risk assessments will be discussed at staff meetings and all staff must ensure that the risk assessments are implemented when undertaking any activities. Copies of these assessments are held by the Head of School (each site)

The following staff will complete risk assessments for the areas highlighted below:

- |                       |  |
|-----------------------|--|
| • Premises            | Mr Hutchinson and Mrs Robinson               |
| • Curriculum          | Mr Hutchinson and Teachers                   |
| • Off-site Visits     | Mr Hutchinson and Group Leader               |
| • Individual/specific | as appropriate - class teachers, first aider |

Areas of work or activities that are deemed to be more hazardous are likely to have detailed, documented arrangements to minimise



the associated risks. It is the responsibility of staff to make yourself aware of the contents of those relating to your area of work.

## **12. Specific Hazards**

Schools are not generally considered as dangerous places to work in, but they can still create risk of injury or to health. The hazards relevant to this school are detailed below along with the safe procedures put in place to manage the risk.

### **12.1 Electrical Equipment**

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

All electrical equipment is checked annually under the terms of the maintenance contract (PAT). Each site manager is responsible for maintaining accurate records and ensuring that all equipment in current use is checked and for making arrangements for the equipment to be accessible.

If there is any doubt about the safety of the equipment it will not be used. Any potential hazards will be reported to the Principal immediately.

The school must be aware of, and approve the use of any item being brought into schools by a member of staff, volunteer or a pupil. The school must be aware of and approve the arrangements for temporary electrical extensions required for drama productions, Christmas decorations.

### **12.2 Machinery and Equipment**

Any hand tools available are to be used under **strict guidance and close supervision of teacher or teaching assistant**, when used by pupils. Such equipment – even simple items such as scissors – must be put away before a wet playtime where there is a chance that an accident might occur due to a lower level of supervision.

### **12.3 Moving and Handling**

All equipment must be moved safely. Large pieces of equipment will only be moved by people who have received training. PE equipment may be moved by pupils but they must be given clear instruction in the correct way to lift and handles items. Close supervision is appropriate at all times.

## **12.4 Housekeeping**

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The caretaker will undertake an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc. The caretaker will report all hazards, obstructions, defects or maintenance requirements to the Principal. It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these should be dealt with immediately.

The school will be cleaned as per the cleaning schedule and will be monitored by the Heads of school. All waste will be disposed of according to appropriate health and safety guidelines.

## **12.5 Violence at Work**

All staff must report to the Principal any incident of aggression or violence (or near misses) directed to themselves from any source. All incidents of violence will be reported to the EANI.

## **12.6 Work Experience Placements**

This school works in partnership with secondary schools and colleges to provide work placements. Any proposed placement should be discussed with the heads of school.

As the placement provider, and if necessary, risk assessments should be undertaken by the receiving teacher as soon as the placement details have been agreed in conjunction with the secondary school or college and **before** the student takes up the work placement.

Providers should be informed in advance about any individual students who may be at greater risk, for example because of any specific medical needs/behavioural needs or learning difficulties.

Teaching staff must be aware of the risk assessment in order to ensure the safety of the work experience student whilst in the care of the school.

## **12.7 Hazardous Substances**

The school will keep an inventory of all hazardous substances on site and this will be kept up to date by the caretaker. Inspections will take place to:

- Identify all substances used;

- Assess the level of risk to health;
- Eliminate the use of substances or substitute a safer alternative;
- Introduce and monitor control measures to prevent risk.

### **12.8 Noise at Work**

All members of staff need to be aware of “nuisance noise” and respect the needs of others in the school. Common sense and courtesy by all members of staff, pupils and visitors to the school will prevent problems arising.

Any member of staff, or visitor detecting a potential problem will report immediately to the Principal.

### **12.9 Lettings**

The school is not let.

## **13. Administration of Medicines (see also the Policy on the Administration of Medicines)**

The school has a separate policy on the local arrangements for the administration of medicines and staff should make themselves familiar with the content of that document.

We must stress that pupils should not be at school if they are unwell and if at all possible, pupils should receive their medication at home.

For all medicines to be administered parents should complete a consent form. Each time there is a variation in the pattern of dosage a new form should be completed. A new form should be completed for each medicines to be administered.

The smallest practicable dose should be brought into school in individual original containers, which should be clearly labeled with the pupil’s name and dosage instructions. It is recommended that a primary school pupil should never carry medicine to and from school and medicines should be handed to the office administrator by the parent on arrival at school.

## **14. Complex Health Needs**

Complex health needs may include the following:

- Restricted mobility;
- Difficulty in breathing;
- Problems with eating or drinking;

- Contenance problems;
- Medical conditions e.g. diabetes, epilepsy;
- Susceptibility to infection.

Any pupil presenting with any of the above needs will be dealt with when they arrive in school and procedures will be put in place according to their needs.

## **15. Training and Information**

A training needs analysis will be undertaken by the Principal to identify the mandatory health and safety training required for each member of staff and this will be reviewed annually. The training will be identified by using the EANI'S Health and Safety Training Policy.

All members of staff will receive a comprehensive health and safety induction when they commence employment with the school and the induction will include specific elements of this policy being brought to their attention. A volunteer will receive a specific induction relevant to the activities they are undertaking in school.

The Principal will:

- inform staff of any changes in the policy;
- assess the training requirements of the staff and integrate those needs onto the school development plan to inform governors;
- assess the training needs of new members of staff.

If any member of staff feels the need for training they must alert the Principal.

## **16. Monitoring Health and Safety**

Health and safety standards must be monitored by the Principal in conjunction with the school governors by the following:

- The Governors and Principal will give health and safety updates as part of the agenda of their regular meetings
- The Governors will conduct an annual premises inspection with the Principal

### **16.1 Inspections**

To maintain and improve standards throughout the school, premises safety inspections will take place and records kept. The school will be inspected by Mrs Robinson and Mr Hutchinson.

## **17. Visitors**

The Mr Hutchinson and governors must accept the responsibility for health and safety of visitors to the school, including contractors.

All visitors to the school will be asked to sign in at the school office and sign out when they leave. Each class teacher will accept responsibility for specific volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency. The office administrators on each site will ensure that volunteers have the necessary safety information.

## **18. Health and Safety Policy Review**

The school acknowledges that the Health and Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues.

The school will constantly monitor and update the Policy as appropriate and will undertake a formal review on a bi-annual basis seeking endorsement from the Board of Governors.

Details of the EANI A-Z of Health and Safety Policies are available in the office or on EANI website.