

# **Dundela Infants' School and Nursery Unit**

## **HEALTH & SAFETY POLICY**

**1.0 RATIONALE** The Board of Governors in Dundela Infants' School and Nursery Unit's objective is to provide and maintain safe and healthy working conditions, so far as is reasonably practicable, for all our staff, pupils and visitors and to encourage a safety culture within the school.

**2.0 LEGISLATION** This policy has been written in accordance with:

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

**3.0 OBJECTIVES** At Dundela Infants' School and Nursery Unit we will endeavour to provide and maintain safe and healthy working conditions so far as is reasonably practicable by:

- ensuring the school has an up to date and relevant Health and Safety Policy;
- ensuring that effective arrangements and adequate resources are allocated to support the Health and Safety Policy and management system;
- actively identifying health and safety hazards and unsafe processes/systems of work with a view to eliminating, controlling or minimising risk where practicable through a recognised assessment process;
- providing suitable and sufficient health and safety information, instruction and training to enable employees to develop and improve their competencies within their working environment in order to carry out their work or activity in a safe and efficient manner;
- engaging and consulting with all employees on providing a safe and healthy working/teaching/learning environment in compliance with, or improving upon statutory requirements;
- actively identifying health and safety hazards;
- maintaining the cleanliness and state of repair of the building;
- providing safe systems of working to ensure, so far as is reasonably practicable, the health and safety at work of all staff, pupils and visitors;
- managing and maintaining the use of personal protective equipment;
- providing adequate information and training on health and safety at work and fire prevention and ensure that all employees, pupils, contractors, visitors and others follow the appropriate safety procedures;

- providing safe storage for dangerous materials and substances;
- providing adequate first aid provision;
- establishing, practicing and maintaining effective emergency evacuation procedures;
- carrying out detailed reporting and investigation of all accidents and dangerous occurrences to persons and/or property to prevent a recurrence;
- liaising with the Belfast City Council, The Education Authority and other official bodies with the aim of improving all aspects of health and safety at work.

All staff, including supply staff and contractors working on the school premises, are required to conduct themselves in a manner in which they pose no risk to their own or any other person's health and safety. 'Other persons' includes staff, pupils, and visitors to the school.

(See Appendix 2)

#### 4.0 RESPONSIBILITIES: BOARD of GOVERNORS

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

The Scheme of Management 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.

The Board of Governors is responsible for:

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

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

The Principal is the school's Health and Safety co-ordinator and is responsible for instigating an investigation and, where appropriate, authorising remedial work or action and reporting to the Board of Governors.

#### 5.0 RESPONSIBILITIES: PRINCIPAL

(Health and Safety Co-ordinator) The Principal supported by the school's building supervisor is responsible for the day-to-day implementation of the school's Health and Safety Policy.

The Principal is responsible for:

- liaising with the school's building supervisor regarding health and safety matters;
- developing and implementing an effective safety management system for the school, which should include an appropriate Health and Safety Policy;
- ensuring that health and safety forms an integral part of subject planning within the school;
- ensuring the availability of resources to maintain and improve the safety management arrangements; ensuring that all employees have appropriate experience and training to safely undertake their work and to continually develop and improve their competencies in order to carry out their work or activity in a safe and efficient manner;
- monitoring the safety performance throughout the school
- ensuring that equipment and materials purchased by the school are safe and suitable for their intended use;
- developing arrangements for ensuring effective maintenance of a safe working environment;
- developing and implementing arrangements to ensure that prompt and efficient maintenance is carried out on all non-structural repairs and all equipment;
- initiating a risk assessment process where there is a significant risk to health and safety, and communicating the results of those assessments to employees and other persons likely to be affected by the activity or process;
- maintenance of procedures for the safety of all persons using the premises under their control;
- appropriate fire and emergency procedures are established;
- liaising with building contractors and ensuring procedures are in place to ensure that all contractors are presented with the school's asbestos register prior to any work or inspections are being carried out on the premises.

- ensuring that Portable Appliance Testing (PAT) is carried out in line with PAT guidelines;
- The school's fire alarm system is maintained;
- Ensuring that both teaching and non-teaching staff are issued with a copy of the school's Health and Safety Policy.
- Monitoring the effectiveness of the school's Health and Safety Policy.
- In the absence of the Principal, the Vice Principal will deputise.

## 6.0 RESPONSIBILITIES: TEACHING STAFF

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

Each teacher is responsible for:

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

## 7.0 RESPONSIBILITIES: ALL STAFF

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

Each member of staff is responsible for:

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

## 8.0 FIRE SAFETY AND EMERGENCY EVACUATION

In meeting the duties contained in the Fire Precautions (Workplace) Regulations (Northern Ireland) 2001, the Education Authority ensures that a fire risk assessment for all its premises is carried out (by a suitably qualified person) recorded and takes account of the requirements of The Fire and Rescue Services (Northern Ireland) Order 2006 introduced and supported by; The Fire Safety Regulations (Northern Ireland) 2010.

- The Board or school management as appropriate will implement recommendations arising from the fire risk assessment.
- Fire Marshalls/Wardens are appointed to ensure that all employees are aware of the fire evacuation policy and procedure and that all occupants are evacuated from the building in an emergency.
- The school's fire alarm system should be inspected and maintained at suitable intervals by qualified persons.
- In the event of the fire alarm being activated all staff will assist in the safe and calm evacuation of the children from the school to the assembly point (fence at back of playground area The Principal will check the building when children are safely outside.
- Students and volunteers should make themselves familiar with the fire exits.  
(See Appendix 1)

## 9.0 RISK ASSESSMENT

To comply with the Management of Health and Safety Regulations (Northern Ireland) 2000, the Education Authority is required to make a suitable and sufficient assessment of the risks to the health and safety of its employees to which they are exposed whilst they are at work

and the risks to the health and safety of persons not in its employment arising out of or in connection with the conduct of its undertakings.

- Risk assessments are undertaken by the school Principal or a designated representative in consultation with affected employees. Where the risk is considered significant, this is recorded and appropriate controls put in place.
- Controls are monitored regularly by the Principal or a designated representative and reviewed as necessary.
- A risk assessment should be undertaken where a new activity or new equipment is introduced. Employees should be informed by the Principal or a designated representative of any risks involved in their daily work activities and of the safe system of work in place to mitigate, so far as is reasonably practicable, the risk of injury.
- The principal will alert all staff when a new risk assessment has taken place. All staff should then read the risk assessment which will be placed in the file in the staff room.

#### 10.0 AREAS OF SPECIAL RISKS

The school will follow any guidance issued by the Education Authority in relation to the use of equipment or substances or the performance of activities recognised as being of special risk. The need for training in the use of equipment perceived to constitute a risk and the need for regular servicing and maintenance is acknowledged.

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

#### SCHOOL SECURITY

The school is fitted with an intruder alarm and door entry security system. In addition all staff have been provided with door entry fobs which should be used for access to the school. All classrooms also have a key which should be collected from the key box in the Secretary's Office and left back at the end of the school day. Fobs or keys which are misplaced or lost should be reported to the Principal / Caretaker as this may have implications for school security.

The door entry system at the main front door has a bell, monitor, intercom and a press button release switch. This door entry systems is linked to

- The Secretary's Office

- The Principal's Office
- The Staff Room

All visitors are required to use the main school entrance.

The door entry system is used each day.

The back door of the school hall has a fob entry system which is used by members of staff only.

All classrooms have a fob door entry system linked to an electronic system which is monitored by the caretaker. All outside classrooms can only be opened using the fobs (both from inside and outside) except from 8.45-9.00am each day when the door entry switches are released electronically. At all other times staff use a fob for exit/entrance. Only staff are permitted to use the fobs.

#### General Safety/Security

- Visitors entering school are required to use the main school entrance and report to the Secretary's Office.
- Visitor badges are available and are used if thought appropriate.
- Children enter and leave their classrooms at the start and finish of each day through their own classroom outside door.
- At break time and lunchtime classroom doors may only be opened by a member of staff using a fob.
- Any hazards in the playground should be reported to the Principal / Caretaker immediately.
- No child is permitted to leave the school unaccompanied.
- Parents who have requested that children leave school earlier than the normal time are required to collect them from the main entrance.

#### 11.0 HEALTH PROBLEMS / ACCIDENTS

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

NB If a child has diarrhoea or has vomited in school:-

- The staff will contact the child's parent or guardian, and ask them to collect the child as soon as possible.
- The staff will follow the Public Health Guidelines and NHS Guidelines and will remind the parent or guardian that the child can return to school after being free of symptoms for 48 hours to avoid the spread of infection.

## 12.0 SCHOOL VISITS AND 'OFF SITE' ACTIVITIES

The Board of Governors will comply with the guidance the Education Authority has issued on school visits and 'off site' activities.

The Principal will submit to the Board of Governors as appropriate, a report on the arrangements for the management of health and safety, and welfare of pupils on all or certain types of off-site activities prior to the activities taking place.

Reports will detail:

- the transport arrangements;
- the arrangements for supervision of pupils (including the staff/adult: pupil ratio);
- the arrangement for first aid cover;
- the level of qualified instruction and supervision that will be available for activities of special risk.

## 13.0 FIRST AID PROVISION

The Principal will ensure, through the risk assessment process that adequate provisions are made to administer first aid for any injuries sustained by employees or pupils whilst in school. Where it is assessed as being necessary, competent persons will be appropriately trained and supported to carry out their roles in accordance with the duties in the Health and Safety (First Aid) Regulations (Northern Ireland) 1982. Names and locations of the school's specific first aiders will be prominently displayed in the workplace.

Each year group has a first aid box stored in the resource area and there is one located in the staffroom.

First Aid training has been undertaken by

- J Herron
- E Yau

- L Conly
- V Quinn
- L Wright
- R Greer

#### 14.0 INSTRUCTION AND TRAINING

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

The Principal must ensure that all new employees receive induction training and that all employees are competently trained in the safe use of any equipment that they may use during the course of their employment.

All employees will receive refresher training and any further training necessary as a result of changes in the workplace arising from the introduction of new procedures or new equipment.

#### 15.0 WORKING ENVIRONMENT

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

#### 16.0 ACCIDENTS AND INCIDENTS

- The Board of Governors and the Principal will monitor all accidents and incidents and implement the necessary control measures to prevent any recurrence.
- All accidents and incidents must be recorded in line with the Boards' accident reporting policy. The Principal will undertake initial investigations. Where required the Principal will report any accidents or incidents to the Education Authority.

#### 17.0 HEALTH AND SAFETY INSPECTIONS (PROACTIVE MONITORING)

To improve health and safety performance and to assist in promoting a positive health and safety culture, the Board of Governors will ensure that health and safety inspections are carried out on a regular basis. It is their responsibility to take steps or make recommendations to eliminate unsafe acts, and unsafe conditions and take immediate

corrective action to prevent recurrence. Health and safety inspections, associated actions, recommendations, responsibilities and timescales should be recorded.

#### 18.0 REPORTING, MONITORING AND REVIEWING SAFETY

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

## Appendix 1

# **FIRE SAFETY PLAN**

### **FIRE ALARM SYSTEM**

The school premises are fitted with a fire alarm system which is tested on a weekly basis by the building supervisor.

### **FIRE EXTINGUISHERS**

The school premises are equipped with fire extinguishers. An annual maintenance check is carried out by an EA authorised contractor and inspection records maintained.

### **FIRE DOORS**

Doors which are identified and labelled as 'Fire Doors' should be kept closed.

### **FIRE SAFETY / EXIT SIGNS**

Fire Safety / Exit Signs have been provided by EA for all exit routes. These signs should remain visible and must not be covered up at any time.

### **EVACUATION ROUTES**

A copy of the plan of the school building will be placed in each room in the school. The plan will show the evacuation route from each room / area and the Assembly Point named on the plan.

### **ASSEMBLY POINTS**

There are 2 Assembly Points:

- Back playground beside the Play Park – for P1-P3 classes.
- Top of the front Nursery Playground – for Nursery classes and School Meals Kitchen.

### **INFORMATION FOR CHILDREN**

At the start of each term teachers will remind children about the procedures in the event of the buildings having to be evacuated.

### **PLANNED EVACUATION OF THE SCHOOL PREMISES**

A planned evacuation of the school premises will take place each term. The purpose of the practice evacuations is to let the occupants become familiar with:

- The fire alarm signal
- The procedures for evacuating the building
- The exit routes from rooms / areas of the school building
- The roll-call procedures to account for all occupants

Following the planned evacuation any difficulties or problems encountered will be reviewed and the Evacuation Procedures amended as appropriate.

### **EVACUATION PROCEDURES – In the Event of Fire Being Discovered**

In the event of a fire being discovered the person who discovers it should raise the alarm by breaking the glass on the nearest 'break glass point'. Staff should familiarise themselves with where the 'break glass points' are located in the buildings.

The premises, including the School Meals Kitchen will be evacuated by all occupants as detailed below:

- All children and staff will leave the building in a quiet orderly manner by the designated route.
- No coats, bags or other equipment should be brought out of the building.
- Class teachers will take the class register and will check names and number present once the class has assembled at the Assembly Point.
- Year Group Co-ordinators should check the toilets in their area prior to leaving.
- Classes in the Library or School Hall should leave by route indicated on the plan.
- Classes in the corridor should leave by the most appropriate route.
- The Learning Support Teacher, EAL Teacher and any peripatetic staff working with individual or groups of children will be responsible for the evacuation of the pupils in their class at the time of the evacuation. They should ensure that they assemble with their own class as the Assembly Point.
- Classroom Assistants, Students, Work Experience Students etc. should assemble with the classes to which they have been allocated.

### **EVACUATION OF THE PREMISES DURING LUNCHTIME**

In the events of the buildings being discovered during Lunchtime, the Lunchtime Supervisors should take responsibility for evacuating the children as follows:

- Children in the Dinner Hall will leave by the Exit Route under the direction of the Lunchtime Supervisors and assemble in their classes at the Assembly Point.

- Children having packed lunches in the classrooms will leave the area through the usual exit route at lunchtime ie. P1/Room 3, P2/Room 9, P3/Room 6 and assemble in their classes at the Assembly Point.
- Teachers should go to the Assembly Point and take responsibility for ensuring that all children are accounted for. If appropriate, teachers should collect class registers prior to leaving the building.

## **ROLES AND RESPONSIBILITIES**

### **PRINCIPAL**

The Principal is designated as the Responsible Person and will act as Chief Fire Marshall during any evacuation of the school premises.

- Liaise with the Building Supervisor as to the nature of the alarm.
- Leave the building and go to the Assembly Point at the back playground.
- Co-ordinate classes arriving at the Assembly Point.
- Keep teachers in charge of Assembly Points informed.
- Assess situation at Assembly Points
  - To ensure that everyone is accounted for
  - To determine whether for safety reasons an Assembly Point should be moved
- Inform staff when it is safe to return to the buildings.

### **BUILDING SUPERVISOR**

- Check the monitor board to determine position of the alert.
- Inform the Principal as to the nature of the alert.
- Go to the Assembly Point at the Front Gate.
- Direct the Fire & Rescue Service on arrival.

### **SCHOOL SECRETARY**

- Telephone 999 and inform the Emergency Services that a fire has been identified.
- Go to the Assembly Point at the top of the front Nursery Playground.
- Liaise with the Nursery Co-ordinator (Fire Marshall) and with the School Meals Fire Marshall that everyone has been accounted for.
- Inform the Principal (Chief Fire Marshall) that everyone has been accounted for at the Nursery Assembly Point.
- Inform the Nursery Co-ordinator when the Principal has indicated that it is safe to return to the buildings.

**P1-P3 (Fire Marshalls)**

- Check toilets in own area prior to leaving the buildings.
- Liaise with other teachers in Year Group to ensure that everyone is accounted for.
- Inform Principal when everyone has been accounted for in Year Group.

**NURSERY (Fire Marshall)**

- Liaise with other teacher in Year Group to ensure that everyone is accounted for.
- Inform School Secretary when everyone has been accounted for in Year Group.

## Appendix 2

### Visitors to School

Visitors to schools, such as parents, suppliers of goods and services, to carry out maintenance etc do not routinely need to be vetted before being allowed onto school premises. However, such visitors should be managed by school staff and their access to areas and movement within the school should be restricted as needs require.

Visitors should be:

- ✓ Met/directed by school staff/representatives.
- ✓ Signed in and out of the school by school staff.
- ✓ If appropriate, be given restricted access to only specific areas of the school.
- ✓ Where possible, escorted by a member of staff/representative.
- ✓ Clearly identified with visitor lanyard located in the office.
- ✓ Access to pupils restricted to the purpose of their visit.
- ✓ Those visitors delivering goods or carrying out building/maintenance or repair tasks should ensure their work is cordoned off from pupils, if necessary, for health and safety reasons.

Please ensure all visitors report to the Principal before entering another part of the building apart from the foyer.

**It may be necessary for visitors such as workmen to be requested to carry out work at a later time when, for example, when the children go home.**

**Please see our Visitor Policy for further information.**