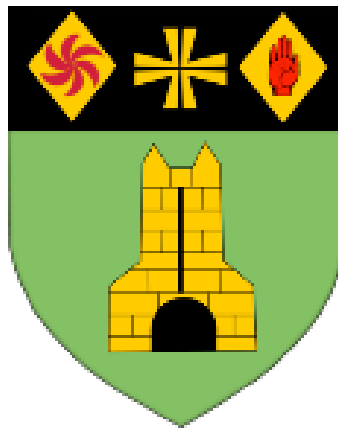


TERM 2 2024

Hollywood Primary School



Health & Safety Policy

NEXT REVIEW DATE: 2026-2027

HEALTH AND SAFETY POLICY

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

1. OBJECTIVES

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

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

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

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

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

2. RESPONSIBILITIES

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

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

BOARD OF GOVERNORS

In the discharge of their responsibilities the Governors will ensure:

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

PRINCIPAL / HEALTH AND SAFETY OFFICER

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

The Principal and Health and Safety Officer will ensure:

- That risk assessments have been carried out to assess all significant risks within the school and on school visits. Copies of all risk assessments carried out in school are kept in the School Office. Each school visit risk assessment is kept by the Education Visits co-ordinator, Mr Tom Field.
- To ensure that on educational visits, the pupils are advised and understand what behaviour is acceptable and what clothing and footwear is suitable for the activity they are going to take part in.
- Ensure that there is the required pupil teacher ratio for the visit or activity.

- That all teaching staff appointed by them holds appropriate qualifications to teach the subjects required of them and to use the necessary equipment and machinery.
- That all staff avail themselves of any training which will assist them to work safely.
- The maintenance of procedures for the safety of staff and pupils who come under their control.
- The maintenance of procedures for the safety of all persons using the premises under their control.
- That all staff are aware of any instructions of safety advice pertaining to their particular discipline issued by the EA, Department of Education or other relevant statutory body.
- That all safety reports pertaining to the school are understood and that the detailed work has been completed.
- That adequate arrangement exists for carrying out regular fire drills and that all staff participate in and are aware of such arrangements. (See separate sheet for fire drill procedures).
- The school's building supervisor is carrying out the weekly and monthly fire checks and sign off all completed checks and take any necessary action and report defects to the appropriated authorities.
- That reports are brought to the Principal i.e. all defects and hazards are addressed with other defects and hazards being reported to the appropriate officers in the EA as required.
- That contractors who are carrying out work in school, carry out their undertakings in a safe manner so as to ensure the health and safety of all personnel on the premises.
- That all accidents to staff and pupils are reported promptly to the EA and appropriate documentation is completed and forwarded to the EA.
- That all staff operate safe working practices in the execution of their duties.

TEACHING & SUPPORT STAFF

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

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

- Ensure Risk Assessments have been carried out for activities within school that they have responsibilities for and that contain significant risks.

BUILDINGS SUPERVISOR

Mr Chism will:-

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

ALL EMPLOYEES

. All employees must:-

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

PUPILS

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

VISITORS

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

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

SCHOOL CATERING

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

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

3. HEALTH AND SAFETY TRAINING

The Principal and Health & Safety Officer are responsible for:

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

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

4. FIRST AID PROVISION

A current register of members of staff who have up to date First Aid training is maintained by Mr Atcheson, the First Aid Co-ordinator.

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

5. ORGANISATION AND MONITORING

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

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

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

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

6. RISK ASSESSMENTS

Risk assessments are used to develop safe working procedures.

Where the risk is considered significant, this is recorded and appropriate controls put in place. Controls are monitored regularly by the Principal, Safety Officer, Building Supervisor or another designated representative and reviewed as necessary to mitigate, as far as possible, the risk of injury.

- **General risk assessments**

1. The school risk assessments (for all activities, staff, premises, and one-off activities) are co-ordinated by the delegated member of staff following guidance obtained from the Education Authority and are approved by the Principal and Board of Governors.
2. Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

- **Individual risk assessments**

1. 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.
2. It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

- **Curriculum activities**

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

7. 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. There is an Educational Visits Policy. The Leader of Education Visits will submit to the Principal and Board of Governors as appropriate, a report / risk assessment 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 / risk assessments 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.

8. 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 Principal, Safety Officer and Building Supervisor will implement recommendations arising from the fire risk assessment. All staff are aware of the fire evacuation policy and procedures. This paperwork is displayed in all classrooms and key areas in the school. The Principal, Building Supervisor and other nominated members of staff have joint responsibility for ensuring 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.

9. 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.

10. 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.

11. MENTAL HEALTH SUPPORT FOR SCHOOL STAFF

The school aims to provide a friendly, supportive environment, where all staff members feel valued and cared for. Staff are also provided with information about where they can seek help. The school provides access to staff training in Mental Health awareness, managing stress and self-care, such as that provided by EA and other agencies e.g Action Mental Health.

12. SCHOOL SECURITY

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

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

13. SUPERVISION OF PUPILS

Pupil supervision begins each day from 8.45 a.m. until the end of the school day and After School activities during term time. Supervision is also provided each morning for those pupils attending the school Breakfast Club between 8.00 a.m. and 8.45 a.m. Members of staff have been allocated duties to fulfil these supervisory roles.

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

14. TRANSPORT

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

- Transport and driver are hired from a reputable source which is the usual practice for school trips.
- On occasions staff transport pupils or equipment in their own cars or drive to other venues during the working day. Staff must confirm that their insurance policy covers them for this purpose.

- Parents/carers of pupils are advised of the venue and time of an activity involving their child. Written adult permission is required for pupils to participate in off – site activities.

15. VEHICLES

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

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

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

16. WORK EQUIPMENT

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

17. DEALING WITH HEALTH AND SAFETY EMERGENCIES

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

18. WORKING ENVIRONMENT

The Principal, Safety Officer and Building Supervisor 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 at EA for measurement and the implementation of remedial measures if necessary.

19. ACCIDENTS AND INCIDENTS

The Board of Governors, Principal, Safety Officer and Building Supervisor 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 or Safety Officer will undertake initial investigations. Where required the Principal or Safety Officer will report any accidents or incidents to the Education Authority.

20. 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,

21. INFORMATION AND COMMUNICATION

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

22. LEGISLATION

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.

23. MONITORING AND POLICY REVIEW

This policy will be reviewed in 2026-2027 or earlier if directed by the EA.

If applicable, additional procedures (e.g. COVID or any other extreme situation) must be followed as advised by DE/ EA/ PHA or any other relevant public body.