

Nazareth House Primary School HEALTH AND SAFETY POLICY

revised Oct. 2011

Statement of Intent

The principal and governors of Nazareth House Primary School believe that the health and safety of adults and children 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 school which is a workplace for both adults and children.

It is the intention of the principal, Mr. O’Hea, and the 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, and a safe egress from, the premises. We will ensure that adequate information, instruction and supervision are provided to ensure that all 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 DENI.

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.

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.

The policy will be reviewed annually and revised where necessary.

Roles and Responsibilities

Governors

The governing body is responsible for:

- ensuring that appropriate documentation is in place;
- monitoring its implementation; and
- reviewing it on an annual basis.

Head Teacher

The head teacher is responsible for:

- the day to day management of health and safety;
- the implementation of the policy;
- ensuring that all staff are aware of the information contained in this document
- ensuring that staff comply with the procedures laid down in the document
- reporting to governors on health and safety matters annually
- liaising with contractors to ensure an adequate exchange of health and safety information

Caretaker

The caretaker will be responsible for:

- ensuring that all defects in the buildings and grounds are dealt with promptly
- undertaking a weekly check of the fire alarm system
- carrying out daily checks of the outdoor play equipment
- carrying out a weekly safety check of the schools grounds

All staff

All staff will be familiar with the health and safety arrangements in place and should comply with them.

- All staff will therefore be issued with a copy of this document and will be expected to comply with the procedures it contains at all times.
- All staff have a responsibility towards themselves and others for health and safety and should report any problems using the procedure outlined in the next section. If necessary, they must be prepared to take appropriate action themselves to remove hazards.
- Staff should ensure that pupils in their care behave in a safe and proper manner, adhering to proper safety precautions, particularly in the handling of equipment or materials.

Practical Arrangements

First Aid

There is a first aid box located on each floor and in staffroom
A second box is kept to take on school trips.

Mr. O’Hea is responsible for ensuring that they are stocked in accordance with the health and safety manual at all times.

The current appointed persons for first aid are Mr. O’Hea, Mrs McDaid, Mrs Crowch, Mrs McDevitt, Mr McCrossan

Accident recording, reporting and investigation

All accidents will be recorded in the accident book, which is kept in the principal’s office

Serious accidents must be brought to the attention of the Principal or vice Principal, who will decide on further action including the completion of an ‘Injury or Dangerous Occurrence Report Form’.

The person completing the accident record or report will be responsible for investigating the causes of the accident and, if necessary, making recommendations to prevent recurrence.

Issuing medicines*

School staff should not administer any medicines unless:

- A pupil who suffers from a chronic complaint could not otherwise attend school.
- There is a compelling need to administer short-term medication for a serious complaint.
- In all cases, the guidance contained in the health and safety manual must be strictly adhered to.
- For other conditions, parents may be invited to come to school to administer themselves.
- Inhalers may be kept by the child if the parents consider that their child is capable and responsible. If not the inhaler, clearly marked with the child's name, may be kept by the teacher in a teacher's drawer or cupboard.
- Paracetamol may not be given to any child in our school

**please also refer to separate Administration of Medicines Policy*

Fire Safety

There will be a termly fire safety drill practice.
The time of the practices will be varied to cover all times of the school day.
Fire evacuation procedures are displayed on all corridors. All staff must ensure that they are familiar with them.
The caretaker is responsible for checking the alarm system.
Fire fighting equipment is serviced annually.

Hazard and defect reporting

All defects and hazards relating to the building of grounds should be reported immediately in writing to the principal.

Control of Substances Hazardous to Health

The responsibility for carrying out COSHH assessments will rest with the principal, the caretaker or the school secretary, depending on the substance concerned.

Security/Visitors to the site

All visitors will be expected to report to the school office, where they will be asked to sign the visitor's book and asked to wear an identification badge.

Staff and children are encouraged to challenge politely anyone in school they do not recognise who is not wearing a visitor badge

Revised August 2007

Review Date 2009