

The purpose of this Health and Safety Policy is to provide and maintain safe and healthy working conditions, so far as is reasonably practicable, for all our staff and pupils and also to encourage a safety culture within the school.

It is the school's policy to provide adequate information to identify needs in respect of training and provide supervision as necessary for the health and safety of staff and pupils.

The Board of Governors also accepts responsibility for the health and safety of other people who may be affected by the school's activities.

A complete audit will be carried out at least once per year and a report will be submitted to the Board.

The Western Education and Library Board's Health and Safety Policy has been adopted and this Policy and the way in which it has operated will be reviewed on: -

Signed: _____
Principal

Signed: _____
Chairman of Board of Governors

Date: _____

Board of Governors

The Model School Board of Governors has a statutory responsibility under the Health and Safety at Work (NI) Order 1978 for ensuring that the WELB's Safety Policy is both understood and implemented in the school.

In the discharge of their statutory responsibilities, Governors shall ensure:

- That all teaching staff appointed by them hold appropriate qualifications both to teach the subjects required of them and to use the necessary equipment and machinery;
- That both teaching and non-teaching staff are provided with regular training that will assist them to work safely;
- The maintenance of procedures for the safety of both teaching and non-teaching staff 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 is submitted to the Chief Executive of the Board;
- The prompt and efficient maintenance of:
 - (i) all equipment
 - (ii) all non-structural repairs,

as defined in the relevant Annex of the Education and Library Board's Scheme for the Local Management of Schools and the Local Management of Colleges;

- That contractors carry out their undertakings in a safe manner so as 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;
- That both teaching and non-teaching staff are issued with a copy of the school's Safety Policy.

The Principal

The Principal is responsible for the day to day application of this Safety Policy both for teaching and non-teaching staff.

In the discharge of this responsibility the Principal shall:

- Ensure that all teaching staff hold appropriate qualifications both to teach the subjects required of them and to use the necessary equipment and machinery;
- Ensure that both teaching and non-teaching staff are provided with regular training that will assist them to work safely;
- Ensure the provision and maintenance of procedures for the safety of both teaching and non-teaching staff who come under their control;
- Ensure that all staff are aware of any instructions or safety advice pertaining to their particular discipline issued by either the Board or the Department of Education;
- Ensure that all safety reports pertaining to the school are understood and that the detailed work has been completed;
- Ensure that adequate arrangements exist for carrying out regular fire drills and that all staff participate in and are aware of such arrangements;
- Report to the Board of Governors all defects and hazards which are their responsibility;
- Ensure that safe systems of works are used by contractors or persons carrying out inspections or non-structural repairs which are the Governors' responsibility as set out in the Board's Scheme for the Local Management of Schools and the Local Management of Colleges and that reference has been made to the Board's Health and Safety Manual;
- Report all defects and hazards which cannot be dealt with under the scheme for Local Management of the school to the responsible officers in the Board;
- Ensure that all accidents to staff, pupils and members of the public are reported promptly to the Board;
- Ensure that all staff operate safe working practices in the execution of their duties;

In the absence of the Principal, the Vice Principal or a senior teacher nominated by the Principal will assume the role.

The health and Safety Co-ordinator

The health and Safety Co-ordinator is responsible to the Principal for:

- Attending appropriate Health and Safety Training Courses;
- Promoting health and safety matters throughout the school and assisting the Principal in the implementation of the WELB's Health and Safety Procedures;
- Ensuring that the correct accident report procedures are followed;

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.

In the discharge of this responsibility each teacher shall:

- Ensure that they take reasonable care during their work activities to avoid accident or injury to themselves, other members of staff and pupils;
- Observe all safety instructions and advice issued by the Board or the Department of Education;
- Observe all safety rules relating to specific machinery or processes;
- Ensure that all protective clothing and equipment as required are both available and used by themselves and pupils;
- Report all potential hazards affecting health and safety to the Head of Department;
- Report all accidents to the Principal and ensure that Accident Forms are completed;
- Co-operate fully with the Principal on all matters pertaining to Health and Safety.

Health and Safety Procedures

At the Model School we aim to provide an educational environment, where all pupils can feel secure and confident in the knowledge that the staff realise their safety is a priority.

In order to fulfil this, safety procedures have been set out under the headings listed below and should be adhered to at all times.

1. Supervision
2. First aid provision
3. Arrival at school
4. Departure from school
5. Moving about school
6. Lining up in the playground at break-time/ dinner-time
7. Major/minor accidents in the classroom or playground
8. Educational visits including outdoor and adventurous activities
9. Vacating school in an emergency

1. Supervision

A teacher is on duty in the main corridor and the Assembly Hall from 8.30am, should there be early arrivals.

Children are supervised at all times in classrooms and in the playground. Teachers and Learning Support Assistants (LSAs) are on duty at break-time in the playground and in the toilet areas.

Supervisors and some LSAs are on duty at lunch-time both in the playground and in the canteen. The Principal is on duty in the senior canteen at dinner time. Supervisors only are on duty in the infant canteen and lunch hall. There is always a teacher on call in the staff room at dinner time should an emergency arise.

At home time all pupils are escorted to the Academy Road door by their teacher. A teacher is on duty at this exit. In addition, two teachers are on duty in the Assembly Hall to look after pupils who travel home by bus and see them safely onto the bus. Coaches who come in to take after school activities supervise the pupils who are taking part.

2. First Aid Provision

Teachers or supervisors deal with minor accidents, cuts, bruises etc. First aid boxes are located in every corridor with a back-up supply kept in the staffroom. In addition a number of teachers and LSAs have received First Aid training.

3. Arrival at School

All children from P3-P7 who arrive in school between 8.30 and 8.45am should proceed to the Assembly Hall and remain there until the bell rings at 8.45 am. Children from P1 and P2 may wait outside their classroom with an adult until the bell rings at 8.45am. Classrooms are not open to receive children until 8.45am.

Children may use the main door at the front of the school between 8.45 and 9.15am provided they are accompanied by an adult. At all other times children and the adults accompanying them are encouraged to use the Academy Road entrance. All doors are closed while lessons are taking place. This is to ensure that pupils are safe and secure while in the school.

4. Departure from school

At home time pupils exit the school via the Academy Road door.

Children who have not been collected on time after school are taken to the Office and remain there until arrangements have been made for them to be taken home.

Those children who travel home by taxi wait in the Office to be collected. Pupils travelling home by bus line up in the Assembly Hall and are escorted to the buses by two teachers.

Children who are taking part in an after-school activity are collected at the main entrance to the school.

5. Moving About School

- Children walk in an orderly fashion along corridors.
- They walk carefully down the stairways carefully using the handrails..
- Children are always escorted to the hall/canteen by teachers/support assistants.
- Some classes have a support assistant who is available to provide additional supervision at the end of the line.

6. Lining up in the Playground

Break-time: When the bell rings children should immediately line up in the shelters and wait until their teacher collects them.

Dinner-time: As soon as the first bell rings, children should collect their belongings and proceed to the shelters. They should wait there in line and their teacher will collect them after the second bell rings.

7. Accidents

Minor accidents in the classroom are attended to by the teacher, who has access to a first aid kit in the corridor.

Minor accidents in the playground are attended to by teachers on duty, who will have access to the first aid kit in the staffroom.

Should there be a major accident in the classroom, the Principal, Vice Principal or a member of the Senior Management Team is informed immediately. On arrival, this person assesses the child and makes the necessary arrangements for his/her well-being. The child's parents will be contacted.

For major accidents in the playground, one of the teachers on duty locates the Principal, Vice Principal or a member of the Senior Management Team, who assesses the injury, makes the necessary arrangements for medical attention and contacts the child's parents. If a broken bone is suspected, the child is kept still, warm and comfortable until medical attention arrives. There are at least two contact telephone numbers for each child, obtainable from the office.

8. Educational Visits including outdoor and adventurous activities

Before embarking on the visit, staff will have planned thoroughly for it and carried out a risk assessment (a proforma is available in Appendix 1). They will also satisfy themselves that the venue is appropriate and safe. Pupils will be supervised at all times by experienced and competent staff who will make their safety and well-being a priority. All the necessary checks will be made to ensure that other adults working closely with the pupils have been vetted.

Where an instructor is involved in the delivery of an activity, he/she is responsible for the technical aspects but the accompanying teacher(s) has overall duty of care for the pupils. The accompanying teacher is also responsible for ensuring that pupils are adequately prepared for the activities and have been made aware of their responsibilities. Where appropriate a Code of Conduct setting out behaviour, rules and discipline will be agreed with pupils and parents beforehand. This will include advice on the use of mobile phones and bringing along expensive personal items.

The accompanying staff will have the location and phone number of the nearest medical service or hospital. Parental consent will be obtained and parents and pupils will be informed of the arrangements for the trip either in writing or via a meeting arranged for this purpose. This information will also be given to the Principal as he will act as the point of contact in the event of an emergency. The principal will also ensure that the arrangements made meet insurance requirements.

The size of the group and the nature of the activity will influence the number of responsible adults who accompany the children. As a rule the school will seek to ensure that there is a minimum of two responsible adults, preferably one of each gender. In the event of pupils taking potentially unsafe action staff will intervene immediately.

The following guidance on the teacher/pupil ratio has been provided by the Department.

Age group 2 – 5 (Nursery)	one adult for up to a maximum of six young people
Age group 4 – 7 (KS1)	one adult for up to a maximum of six young people
Age group 7 – 11 (KS2)	one adult for up to a maximum of fifteen young people

A written checklist should include:

- preliminary visit to the intended location where possible
- overall numbers
- adult/pupil ratio
- information and consent forms for parents
- meeting with parents where appropriate
- travel arrangements
- meals
- accommodation
- activities
- equipment or clothing
- instruction
- responsibilities and supervision
- vetting
- finance
- insurance
- first aid
- individual needs (dietary, educational, medical)
- emergency procedures
- contingency arrangements

In the case of a **residential visit**, the duty of care for school staff includes unprogrammed time and night-time. Arrangements will have been made to provide continuous supervision and also for the action to be taken in the event of an emergency during the night.

School staff will satisfy themselves that the proprietor has taken all possible fire precautions and that evacuation procedures are in place. On arrival everyone in the party will be made aware of the procedures for fire or personal accident.

Staff will also ensure that the accommodation has adequate security. If it is not possible to lock the building at night, they will:

- Consider the location of staff bedrooms in relation to pupils' bedrooms and the exits
- Ensure that bedroom doors are not locked in case there is an emergency
- Ensure that pupils know the location of the staff bedrooms
- Encourage pupils to report any strangers seen in the building

9. Vacating school in an emergency (see Appendix 2)