

ST. LOUIS GRAMMAR SCHOOL



GENERAL STATEMENT OF POLICY IN RELATION TO HEALTH, SAFETY AND WELFARE AT SCHOOL

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Reviewed by: Mrs V Fitzpatrick
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GENERAL STATEMENT OF POLICY IN RELATION TO HEALTH, SAFETY AND WELFARE AT SCHOOL

1. The Board of Governors and Trustees of St. Louis Grammar School recognise and accept their responsibilities towards employees and students as laid down in the Health and Safety at Work N.I. Order 1978. They also recognise and accept their duties laid down in that order to persons other than their employees.
2. Where reasonably practicable, the Board of Governors and Trustees will endeavour to:
 - (a) establish and maintain a safe and healthy environment throughout the school.
 - (b) establish a place of work and learning, safe access to it and safe egress from it.
 - (c) establish and maintain safe working procedures among staff and students.
 - (d) ensure safe arrangements for the use, handling and transport of articles and substances.
 - (e) provide sufficient information, instruction, training and supervision to enable all employees and students to avoid hazards and contribute positively to their safety and health at school.
 - (f) formulate effective procedures for use in case of fire and evacuating the premises in line with The Fire and Rescue Services (Northern Ireland) Order 2006 and The Fire Safety Regulations (Northern Ireland) 2010
 - (g) maintain systems of work - plant and equipment that are safe.
3. The Board of Governors will co-operate fully in the appointment of safety representatives of recognised Unions. The Governors will comply with fire risk assessments under the Management of Health and Safety at Work Regulations (Northern Ireland) 2000.
4. The Board of Governors remind their employees of their own duty under the Health and Safety at Work Order 1978 to take reasonable care for their own safety, the safety of their colleagues and students.
5. This policy will be available for staff, students and parents to read on the school website.

PRINCIPAL

The Principal is responsible for the day to day application of the Health and Safety Policy for teaching, non-teaching staff and pupils and will amend it, as necessary on a regular basis.

In the discharge of this responsibility the principal will:

- (a) ensure that all teaching staff hold appropriate qualifications both to teach their subject(s) and to use the necessary equipment and machinery.
- (b) ensure that both teaching and non-teaching staff are provided with regular training that will assist them to work safely.

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- (c) ensure the provision and maintenance of procedures for the safety of both teaching and non-teaching staff who come under their responsibility.
- (d) ensure that all staff are aware of any instructions or safety advice pertaining to their discipline issued by either the Education Authority or the Department of Education.
- (e) ensure that all safety reports pertaining to the school are understood and that the detailed work has been completed.
- (f) ensure that adequate arrangements exist for carrying out regular emergency evacuations and that all staff and students participate in and are familiar with the evacuation procedures.
- (g) report to the Board of Governors all defects and hazards which are their responsibility.
- (h) ensure that safe systems of work 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.
- (i) ensure that all accidents to teaching staff, non-teaching staff and students are reported promptly to the Board of Governors.
- (j) ensure that all staff operate safe working practices in the execution of their duties.

In the absence of the Principal or Vice-Principal a nominated senior teacher will assume this role.

THE BURSAR

The Bursar works with the principal in ensuring that the Health and Safety Policy is adhered to. The Bursar along with the principal, is the person to whom health and safety issues are reported. He manages health and safety in accordance with his senior management role and responsibilities in the school.

Specifically, the Bursar shall work with the Buildings Supervisor.

- (a) inspect the school during the first week of each month and note any defects in the building.
- (b) consult with the principal and have defects remedied.
- (c) check that repairs have been carried out to the required standard.
- (d) make recommendations to the Principal on Safety and Health Provisions within the school.

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HEADS OF DEPARTMENT

Heads of Department are responsible for ensuring that the content of the Health and Safety Policy is followed in practical terms in their areas of responsibility.

In the discharge of this responsibility each Head of Department should:

- (a) ensure that all teaching staff hold appropriate qualifications both to teach their subject(s) to use the necessary equipment and machinery.
- (b) ensure that both teaching and non-teaching staff are provided with regular training that will assist them to work safely.
- (c) ensure that all Safety Reports pertaining to their department are fully implemented.
- (d) ensure that all safety instructions and advice issued by the Boards or the Department of Education are acted upon.
- (e) ensure that all staff in the department are aware of any safety precautions to be taken when undertaking potentially hazardous procedures.
- (f) ensure that all toxic and flammable substances are correctly used, stored and labelled.
- (g) ensure that all staff include safe working methods in their instruction to students.
- (h) ensure that any equipment or machinery known to need repair is not used until the necessary work has been carried out.
- (i) report all accidents of a serious nature to the principal having ensured that all procedures have been carried out.
- (j) report all potential hazards to the Bursar.
- (k) ensure that all protective clothing and equipment as required are available in the department.

In the absence of the Head of Department, the Principal/Vice-Principal a senior teacher nominated by the principal will assume this responsibility.

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TEACHING STAFF

All members of the teaching staff have a responsibility to exercise care and attention regarding the safety of themselves and students under their care.

In the discharge of this responsibility every teacher should:

(a) ensure that he/she takes reasonable care during their work activities to avoid accident or injury to themselves, other members of staff and students.

(b) observe all safety instructions and advice issued by the Education Authority or the Department of Education.

(c) observe all safety rules relating to specific machinery or processes.

(d) ensure that all protective clothing and equipment as required are both available and used by themselves and students.

(e) report all potential hazards affecting health and safety to the Head of Department.

(f) report all accidents to the Head of Department and to Student Welfare Officer and ensure that Accident Forms are fully completed and stored in the appropriate location i.e. Nurses Office.

(g) co-operate fully with the Head of Department and the Principal on all matters pertaining to Health and Safety.

(h) exercise effective supervision of students and know emergency procedures in respect of Fire, First Aid etc.

(i) know the special safety measures to be adopted in their own teaching areas and ensure they are applied.

(j) give clear instructions and warnings as often as is necessary.

(k) follow safe working procedures personally.

(l) make recommendations to their Head of Department on the provision of safety equipment and on improvements to plant, tools or equipment which is dangerous, or potentially so.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH & SAFETY ARRANGEMENTS HE/SHE MUST DRAW THESE TO THE IMMEDIATE ATTENTION OF THE PRINCIPAL OR BURSAR

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STUDENTS

- (a) When students arrive at the school at the beginning of the school day they register during their form class or at the general office.
- (b) Before each class, students are to wait outside the classroom, in an orderly fashion, until the teacher arrives.
- (c) Students are to move quietly and quickly from one class to the next. If a student wishes to visit a toilet, they must ask permission from the teacher of the class and inform them of which toilet block they are going.
- (d) Students must always walk on the left-hand side of the corridors.
- (e) School bags must not be left on the corridor outside the assembly hall or outside the canteen. Students must leave their school bag outside the classroom to which they are going after lunch.
- (f) All litter must be deposited in bins provided on corridors, classrooms and outside.
- (g) All school property must be respected; vandalism is a breach of the Positive Behaviour Policy.
- (h) Fire extinguishers and the Fire Alarm Bell must not be tampered with by any student.
- (i) Smoking (including e-cigarettes) is not permitted on school premises, on buses, or while wearing school uniform.
- (j) Students are not permitted to leave the school without the permission of the Principal or Vice-Principal. On return to school, a student must sign the return to schoolbook in the general office.
- (k) Students using canteen facilities line up in an orderly manner and take direction from the teachers / supervisors on duty.
- (l) At the end of the school day, students walk in an orderly manner to the buses or their parent's car. Students must take care when boarding buses and remain behind the barrier until the bus has stopped completely. Students board the bus under the supervision of the teacher on duty. Students must leave the school via the footpath.
- (m) Students shall always treat adults and other students with respect and at no time engage in any conduct which could cause injury to themselves or others.
- (n) In short, students must adhere to the rules and regulations as outlined in the school's Positive Behaviour Policy.

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BUILDINGS SUPERVISOR

The Buildings Supervisor has a special responsibility in respect of Health and Safety in the school.

The Buildings Supervisor should:

- (a) report immediately any defects in building, grounds or equipment to the Principal and Bursar.
- (b) undertake repairs or emergency repairs to the extent of which he is capable.
- (c) secure the school premises each evening by checking windows and external doors.
- (d) report to the Bursar on the standard of cleaning provided by the cleaning staff.
- (e) together with the Bursar inspect the school buildings and grounds during the first week of each month.

STAFF ON LUNCH / BREAK DUTY/ BUS DUTY

Those staff members who have responsibility for supervision of students shall:

- (a) exercise effective supervision of students.
- (b) know the special safety measures to be adopted in their area of supervision.
- (c) as far as possible take steps to prevent misconduct or accidents.
- (d) report an incident of misconduct or any accident to the relevant Year Head.
- (e) report to the Principal/ Bursar any defects in building, grounds or equipment which could be a potential hazard to Health and Safety.

FIRST AID AND STUDENT WELFARE OFFICER

The Student Welfare Officer / School Nurse has responsibility for all persons in the school who become ill or are injured.

The Student Welfare Officer should:

- (a) attend to all persons in the school who become ill or are injured.
- (b) administer such treatment as lies within her competence.
- (c) notify parents of students who become ill or are injured.
- (d) convey injured/ill persons to the doctors if necessary.

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- (e) keep a record of all students who visit her office and fill a report form on all accidents and injuries.
- (f) Inform the parents of students she has attended to during the school day via Group call.
- (g) advise staff and students on matters of health, hygiene and safety.
- (h) act in accordance with the school's First Aid and Administration of Medicines Policy.

ALL EMPLOYEES

All employees have a responsibility to exercise personal care and attention for the safety of themselves and others, and to co-operate with their employer in the execution of this policy.

In the discharge of this responsibility employees should:

- (a) perform their duties in a safe manner and pay particular attention to their Departmental Safety Procedures.
- (b) report all accidents and injuries to their line manager as soon as possible.
- (c) consult the Student Welfare Officer and obtain adequate treatment as soon as practicable if injured.
- (d) report all defects in equipment, protective clothing and potential hazards to their line manager.
- (e) assist in the investigation of injuries and accidents including the completion of accident report forms.
- (f) observe all the safety rules of the school.

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HEALTH AND SAFETY COMMITTEE

The school's Health and Safety Committee meet to discuss any matters or issues of concern pertaining to the Health and Safety within the school, its staff and students. The committee consists of members of the teaching and non-teaching staff including the Building Supervisor, Bursar, Senior Teacher and Senior Technician. The Health and Safety Committee advise and make representations to the principal on matters of Health and Safety when appropriate.

INSTALLATIONS AND REPAIRS

Installations and repairs to equipment and machinery shall be carried out by qualified and competent persons and training/instructions on use given to staff.

Building, electrical and plumbing maintenance work shall be carried out by appropriately qualified and competent persons.

ACCIDENTS

Each department should include in its Policy Documents/ Scheme of Work, safety rules and procedures which staff and students must follow to ensure safety and freedom from health and hazards.

Students should notify the nearest member of staff of an accident/incident. Staff shall notify the Student Welfare Officer or the Bursar or the Principal of any accident/incident. A Report Form must be filled in the case of every accident/incident by the person in charge/supervising and handed into the Student Welfare Officer / School Nurse.

The Student Welfare Officer should treat such illnesses and injuries that lie within her competence notify parents and arrange for transport of the injured students to hospital, if necessary.

EDUCATIONAL VISITS AND OUTDOOR PURSUITS

(a) The principal must be notified in advance of all Educational Visits. (Prior permission must have been sought from Principal/Board of Governors).

(b) Transport and adequate teacher supervision must be arranged appropriate to the activity to be undertaken in accordance with the guidelines set out by the Department of Education.

(c) Teachers are responsible for the safety and conduct of all students at all times while under their care.

(d) Parental consent must be sought and a signed permission form obtained before embarking on an educational visit.

(e) A list of pupils, teachers and the itinerary must be made available/ left in the General Office. For an overnight stay phone number of accommodation must also be left with the Principal/Vice-Principal.

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(f) In the event of accident/serious incident the school Principal/Vice-Principal must be contacted immediately (including outside school hours).

(g) All educational visits will be monitored by the teacher in charge following protocol set out by the Department of Education contained within the School Trips Policy.

EMERGENCY EVACUATION PROCEDURE

The school's procedures for 'Emergency Evacuation' are appended. These procedures are updated on an ongoing basis. A logbook for the recording and evaluation of emergency evacuations is located at the schools general office.

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Appendix 1

Emergency Evacuation Procedures

(Reviewed September 2015)

EMERGENCY EVACUATION OF SCHOOL PREMISES

Muster Point – Bus Terminal at the front of the school

An emergency evacuation will take place, once per term. The primary aim of an evacuation is to ensure all occupants are evacuated from the building in a safe and secure manner. In the event of an exit route being blocked the nearest available exit should be used.

Teachers are responsible for leading their class to the Muster Point in a safe and secure manner. All members of staff should be familiar with their nearest exit and an alternative route out of the building.

- (a) The fire bell will ring continuously – All persons on the premises must evacuate the building immediately via the **Nearest Emergency Exit** marked –



- (b) Students will leave their classroom, and teachers will lead them to the Muster Point at the front of the school (Bus Terminal). Students must leave when instructed; they **must not** take any property with them. Students who are not in class must go directly to the Bus Terminal and assemble with their Form Group.

All Staff must assemble at the Muster Point – Bus Terminal at the Front of School

Students will line up in Form Class groups facing the front of the school.

- (a) 1st & 2nd Year students will line up on from bay 1 - 3 closest to the exit drive starting with 8A the then 2nd years (9A) etc.
- (b) 3rd, 4th and 5th Years students will line up from 4 - 8 starting with 10A.
- (c) 6th & 7th Year students will line up on the from Bay 9 - 12 starting with 13A.
- (d) Subject Teachers or Form Teachers will lead their class to the appropriate place at the Muster Point and then make their way to their Form Group to check the Register.
- (e) Copies of **CLASS Lists and an Absence record for that day** will be supplied by members of office staff and distributed as follows to the appropriate Year Head.

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1st Year Mrs I Stokes
2nd Year Miss S Edgar
3rd Year Mr O Sloan
4th Year Mr A Monaghan
5th Year Mrs A Hill
6th Year Miss K Clarke
7th Year Mr P Rafferty

Form Teachers are responsible for checking their own class and reporting those absent to their Year Head. Year Heads will have the **DAILY ABSENCE REPORT** for their own Year to check that all those reported as absent to them match the **ABSENCE REPORT**.

All unaccounted students will be reported to SLT (**Mr E McGlue**) **immediately** who will check further records. In the absence of Mr McGlue – Mr T Brown will deputise on his behalf.

Line Managers are responsible for checking his/her team members.

Mr McGlue (Vice Principal) to liaise with Fire Authorities/Emergency Services etc

Year Heads report to the **Vice Principal** on the attendance of their Form Teacher Team & Year Group (Please note teachers who are not a Form Teacher must also report to the vice principal).

All visiting students and Substitute Teachers report to **Mr McGlue**.

The Senior management team will coordinate and control the movement of vehicles around the school including the avenue.

All Non-Teaching Staff (including visitors) - report to **the school Bursar**.

Once **SLT** have concluded their findings they will report **immediately** to Emergency Evacuation Co-ordinator, **the Vice Principal (Mr McGlue)**. He will then take any appropriate action that may be needed.

Classes will return to their classrooms when, and only when directed to by the Emergency Evacuation Co-Ordinator in an orderly manner.