



Health and Safety Policy

Reviewed

June 2023

It is the policy of Botanic Primary School to provide and maintain safe and healthy working conditions, so far as is reasonably practicable, for all staff, pupils and visitors to the school. A no smoking policy operates throughout the school and its grounds.

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 EANI. The EANI is not fulfilling its role in certain aspects eg in February 2023 EANI announced that they would not replace retired or absent school patrol persons.

Responsibilities

- The ultimate responsibility for Health and Safety issues rests with the Board of Governors and the Principal.
- The day to day responsibility for Health and Safety issues will be delegated to the Health and Safety Governor for the school, **Miss G. White** and the Health and Safety teacher, **Mr M. Douglas**.

The Health and Safety teacher and Governor act as a Health and Safety Committee which will report to the full Board of Governors at least twice per year following inspections by **Miss G. White, and Mr M. Douglas**.

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 non-teaching staff avail themselves of any training which will assist them to work safely.**
- the maintenance of procedures for the safety of teaching staff, non-teaching 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 once per year utilising the checklist contained within Section 10 of the Health and Safety Manual for Schools (<https://www.eani.org.uk/school-management/health-safety/manual-for-principals-and-governors>)
- **The prompt and efficient maintenance of all equipment and all non-structural repairs as defined in the relevant EA document.**
- 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 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 both teaching and non-teaching staff are issued with a copy of the Health and Safety Policy.

Areas/issues in bold print are shared responsibilities with the EA.

Principal/Health and Safety Teacher/ Health and Safety Committee

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

The Principal, Health and teacher and Buildings Supervisor will ensure:

- The risk assessment has been carried out to assess all significant risks within the school (responsibility of the Principal or the Health and Safety Officer).
- **That all teaching staff appointed hold appropriate qualifications to teach the subjects required of them and to use the necessary equipment and machinery. (Responsibility of the Principal)**
- **That both teaching and non-teaching staff avail themselves of any training which will assist them to work safely. (Responsibility of the Principal)**
- The maintenance of procedures for the safety of teaching staff, non-teaching staff and pupils who come under their control. (Responsibility of the Principal, Health and Safety teacher and Building Supervisor)
- The maintenance of procedures for the safety of all persons using the premises under their control. (Responsibility of the Principal, the Health and Safety teacher and the Building Supervisor)
- **That all staff are aware of any instructions or safety advice pertaining to their particular discipline issued by the EA, Department of Education or other relevant body. (Responsibility of the Principal)**
- **That all safety reports pertaining to the school are understood and that the detailed work has been completed. (Responsibility of the Principal, Health and Safety teacher and the Building Supervisor)**
- That adequate arrangements exist for carrying out regular fire drills and that all staff participate in and are aware of such arrangements. (Responsibility of the Health and Safety teacher)
- That reports are given to the Principal regarding all defects and hazards which are his responsibility and that other defects and hazards are reported to the appropriate officers in the EA. (Responsibility of the Health and Safety teacher and the Building Supervisor)
- 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. (Responsibility of the Building Supervisor)
- That all accidents involving teaching staff are promptly reported to the EA. (Responsibility of the Principal)

- That all staff, both teaching and non-teaching, operate safe working practices in the execution of their duties. (Responsibility of the principal, the Health and Safety teacher and the Building Supervisor)

Mr Douglas will assume responsibility for the day to day administration of the Health and Safety Policy.

Areas/issues in bold print are shared responsibilities with the EA.

Teaching Staff

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

In discharge of this responsibility, each teacher shall:

- Ensure they take reasonable care during their work activities to avoid accidents or injuries to themselves, pupils and to any other personnel in school.
- Carry out risk assessments where there is significant risk to health and safety and integrating the results into teaching practice
- 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 Affecting Health and Safety to the Health and Safety Officer.
- Co-operate with the Principal and Health and Safety Officer on all other matters relating to Health and Safety.
- Report all accidents involving themselves to the Principal.

Buildings Supervisor

In the discharge of her responsibility, the Buildings Supervisor shall:

- Regularly inspect the buildings, grounds and plant machinery/equipment and report any defects or hazards to the Principal.
- Encourage staff under her control (e.g. cleaners) to employ safe working practices.
- Assist the EA in developing safe working practices and arrange for their adoption.
- Instruct new employees in appropriate safety measures and procedures.
- Ensure that all defects in equipment or protective clothing are corrected and reported to the Health and Safety teacher.
- Report all accidents involving herself or the cleaning staff to the Principal.
- Furnish information as required in the investigation of injuries and accidents.

Housekeeping

Botanic PS is committed to ensuring that a good standard of housekeeping is maintained on its premises. This includes arrangements to ensure:

- The safe condition of floors, passageways and stairs
- The provision of unobstructed corridors and passageways
- The proper storage and stacking of materials
- The proper disposal of waste materials
- Adequate access and egress to stored materials, packing, passageways and emergency exits
- The safe condition and positioning of furniture and equipment
- The identification and rectification of potential hazards
- The general cleanliness/tidiness of work areas, toilets and washrooms.

All Employees

In the discharge of their responsibilities all employees shall:

- Perform their duties in a safe manner undertaking their tasks as instructed and in line with training received
- Report to their manager any health and safety concerns
- 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 injury, damage or loss to their supervisor.
- Assist in the investigation of injuries and accidents.

Accident Reporting- any accidents that occur involving the pupils is recorded online using the electronic EA accident reporting form.

Risk Assessments- Risk Assessments are carried out before all outings involving the pupils. These are recorded on the Educational Visit Risk Assessment form and submitted to Mark Douglas before the group can leave the building.

Fire Precautions- see Fire Safety Policy

First Aid- see First Aid Policy. Names and certificates of specific first aiders will be prominently displayed in the workplace.

Administering Medication- see Supporting Pupils with Medication Needs policy. Staff can only administer medication after the permission form AM2 has been completed by the parent/guardian.

Health and Safety policy- Audit and Review

Botanic Primary School will carry out a review of the Health and Safety Policy every 3 years.

Resources

Botanic PS will endeavour to provide appropriate resources to ensure that the Health and Safety policy may be implemented.

- Funding to relevant agencies to ensure a safe working environment:
 - **Portable appliance testing**
 - **Maintenance of buildings, furniture and equipment**
 - First Aid training for designated staff
 - First Aid kits throughout the school
 - **Fire-fighting equipment provision and maintenance**

Appendix

The Governor designated with a responsibility for health and safety;

- Will be familiar with the overall responsibilities laid down for health and safety in the board's Health and Safety Policy.
- Advise on the development of policies in relation to health and safety.
- Ensure that health and safety matters are taken into account when organisational decisions are made.
- Ensure that the necessary school management organisation is in place to implement the school Health and Safety Policy as far as practicable.
- Ensure that all staff within the school are made aware of their responsibilities with regard to health and safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in health and safety management as far as practical.
- Ensure the development of management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
- Ensure that an annual inspection of the premises is carried out, and any action plans required from the results of the inspection is drawn up.
- Monitor the effectiveness of the school's health and safety arrangements.