



Building a Legacy

Andrews Memorial Primary School

Policy on Health & Safety

Building a Legacy

June 2023
Next Review June 2024

Our school ethos

Andrews Memorial believes in the potential of every child: to create; to achieve; to celebrate; to make a difference. We believe in blending and balancing the traditional elements of literacy and numeracy with a stimulating, up-to-date and challenging curriculum. We recognise the potential for ICT to enhance learning across the curriculum.

We aim to ensure that we provide a welcoming, caring and happy learning environment, in and beyond the classroom; also that we deliver learning that is valued by the whole school community and which develops an understanding and an appreciation of the world around us.

Ultimately, we hope to nurture well-rounded young people, who can engage with each other and with adults; who respect everyone and who have a sense of moral responsibility.

We believe it is our duty to:

- ✓ Enthuse and enable pupils to reach their full potential by developing independence, self-discipline, self-confidence and self-esteem*
- ✓ Create a positive atmosphere of encouragement and high expectations*
- ✓ Build and nurture relationships between home, school and the community*
- ✓ Provide a well-balanced, exciting and meaningful curriculum in a safe, caring and happy environment*
- ✓ Promote an ethos of engagement and achievement built on effort*
- ✓ Instil a sense of purpose in making a contribution to life in and beyond school*

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ANDREWS MEMORIAL PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

It is the policy of Andrews Memorial 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 will operate inside and outside all of the school buildings (including The Andrews Hall). Signage is displayed to this effect around the site.

The Health and Safety Policy is based on the Health and Safety Statement and Policy issued by the EA 7th January 2022.

While 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 cooperation, advice and support of the EA.

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 Officer for the school, Mrs Rosalyn Van Giesen.
- There will be a Health and Safety Committee to assist the Health and Safety Officer. Membership as follows:

Mrs Rosalyn Van Giesen	Health and Safety Officer
Mr Colin Fulton	Principal
Mr Brian Dugan	Buildings Supervisor

The Health and Safety Committee will have the power to co-opt additional members if appropriate. The committee will meet as necessary, but not less than once per term. The committee will report to the full Board of Governors at least once per year.

BOARDS OF GOVERNORS

In the discharge of their responsibilities, the Governors will ensure:

- that the school Principal and Management Team develop a safety management system throughout the school;

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- monitoring the effectiveness of the school's health and safety arrangements;
- developing and implementing arrangements to ensure that:
 - all school risk assessments are completed and are implemented;
 - equipment and materials purchased by the school are safe and suitable for their intended use;
 - contractors carry out their work in a safe manner;
 - prompt and efficient maintenance is carried out on:
 - all non-structural repairs; • all equipment
- ensuring that arrangements are developed for the annual inspection of the school premises in accordance with the guidance set out in the Health and Safety Monitoring section of the Manual for Principals and Governors available at;

<https://www.eani.org.uk/school-management/healthsafety/manual-for-principals-and-governors>
- ensuring that both teaching and non-teaching staff are issued with a copy of the employer's Health and Safety Policy

PRINCIPAL

Principals of schools are responsible for the day-to-day application of this Health and Safety Policy for teaching staff, non-teaching staff and pupils.

Principals will be responsible for:

- developing and implementing an effective safety management system for the school;
- ensuring that health and safety forms an integral part of subject planning within the school;
- ensuring the availability of resources to maintain and improve the safety management arrangements;
- ensuring that all employees have appropriate qualifications, experience and training to safely undertake their work and to continually develop and improve their competencies in order to carry out their work or activity in a safe and efficient manner;
- monitoring the safety performance throughout the school as part of senior management team meetings;

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- developing arrangements for ensuring effective maintenance of a safe working environment; and
- initiating a risk assessment process where there is a significant risk to health and safety, and communicating the results of those assessments to employees and other persons likely to be affected by the activity or process and ensuring implementation of the findings of the risk assessment.

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

VICE PRINCIPAL/HEAD OF DEPARTMENT/SUBJECT CO-ORDINATOR

Vice Principals/Heads of Department/Subject Co-ordinators are responsible for ensuring that the Safety Policy and Procedures are followed in practical terms in areas under their control.

Each Vice Principal/Head of Department/Subject Co-ordinator is responsible for:

- developing and implementing safe working procedures for all activities and practices within their subject area;
- implementing a risk assessment process where there is a significant risk to health and safety, and communicating the results of those assessments to employees and ensuring implementation of the findings of the risk assessment;
- ensuring the availability of resources to maintain and improve the safety management arrangements;
- ensuring that all employees have access to regular training within their discipline to undertake their work safely and to continually develop and improve their competencies in order to carry out their work or activity in a safe and efficient manner;
- ensuring that health and safety procedures are an integral part of the subject planning and teaching of all subjects and activities; and
- ensuring that regular inspections of the workplace and procedures are undertaken to identify hazards and that steps are taken to eliminate or minimise associated risks. In the absence of the Head of Department, the Principal or a senior teacher nominated by the Principal will assume the responsibility

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.

Each teacher is responsible for:

- carrying out risk assessments where there is a significant risk to health and safety and integrating the results into teaching practice;
- ensuring that health and safety forms an integral part of subject planning within their teaching practice;
- practising and teaching safe working during class lessons;
- ensuring that all protective clothing and equipment as required is both available and used by themselves and pupils;
- reporting all accidents to a member of the Senior Leadership Team and ensuring that Accident Forms are fully completed; and
- co-operating fully with the Senior Leadership Team and the Principal on all matters pertaining to Health and Safety

Note: Accidents to pupils are covered in the Pastoral Care Policy.

BUILDINGS SUPERVISOR

In the discharge of his 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 his control (eg cleaners) to employ safe working practices
- assist the EA to develop 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 Officer
- report all accidents involving himself or the cleaning staff to the Principal

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- furnish information as required in the investigation of injuries and accidents

EMPLOYEES

Each employee is responsible for:

- taking reasonable care not to endanger their own health and safety and that of other persons likely to be affected by their acts or omissions;
- undertaking their tasks as instructed and in line with training received;
- reporting to their manager any health and safety concerns;
- not interfering with or misusing any equipment provided to ensure safe working practice in the workplace;
- reporting any accident involving injury, damage to plant and equipment, or potential injury, damage or loss;
- co-operating with and assisting other management colleagues in implementing the Health and Safety Policy; and
- adhering to all appropriate risk assessments and method statements

ADDITIONAL INFORMATION

First Aid

First Aid supplies are kept in the secretary's office and in each Key Stage Area.

There are currently 5 qualified first-aiders on the staff, as listed below:

Foundation Stage - Mrs Ashleigh Sims - P2 teacher - 3 day course

Key Stage 1 - Mrs Julie Hanafin - P4 teacher - 1 day course

Key Stage 2 - Mrs Rosalyn Van Giesen - P6 teacher - 1 day course

Miss Jane Alexander - P7 teacher - 3 day course

Fire

- The fire alarms will be tested regularly
- Fire extinguishers will be inspected annually as per the EA schedule
- Fire exits will be unobstructed and available at all times
- Fire Drills will be carried out at least twice per year (see separate schedule)
- Electrical Equipment
- All electrical equipment will be used as per manufacturers instructions
- The inspection of portable electrical appliances will be undertaken on an annual basis and fixed wiring tests every five years.