



ST MARY'S HIGH SCHOOL, NEWRY

Health and Safety Policy

Revised: November 2024

Rationale

The objective of this policy is to ensure, so far as is reasonably practicable, that no person is placed in a position where injury or ill health is caused as a result of the school's undertakings. This policy is issued in accordance with the Health and Safety at Work (Northern Ireland) Order. This policy is in accordance with EA Southern and the Department of Education regulations and guidance.

Principles

- The school recognises and accepts its duties in relation to Health and Safety and works within the guidelines laid down by CCMS, EA and DE;
- The school takes all reasonable practicable steps to meet its responsibilities in relation to the safety of staff and students as well as for others who may visit it inside and/or outside regular school hours;
- Where reasonably practicable, it will pay particular attention to the provision and maintenance of:
 - ❖ all areas under the control of Governors and Principal in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
 - ❖ equipment and systems of work that are safe;
 - ❖ safe arrangements for the use, handling, storage and transport of articles and substances;
 - ❖ sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their safety and health at work;
 - ❖ a healthy working environment;
 - ❖ adequate welfare facilities through CCMS and EA
- Through the services of the EA, the school so far as is reasonably practicable provides and maintains up to date information for all staff on the potential hazards of substances and equipment used at work;
- The school co-operates fully in the appointment of safety representatives for its staff by recognised trade unions and enables them to avail of the opportunity for training to carry out this task on request;
- Staff are encouraged to take reasonable care for their own safety and that of other persons and to co-operate with the CCMS/EA guidelines so as to enable them to carry out their own responsibilities successfully and safely.
- The school has effective procedures in place in case of fire and for evacuating the school premises;
- Establish clearly communicated procedures to be followed in the case of an accident;
- Safety rules and managing risks are part of curriculum where appropriate;
- The Pastoral structures and procedures include effective welfare provisions to make recommendations to Social Services as appropriate;
- The policy will be revised in consultation with the two main union representatives in school and is available to all staff.

Roles and Responsibilities

Board of Governors:

Governors under their statutory responsibility for Health and Safety, at Work Order (NI) 1978 will ensure that the CCMS/EA Health and Safety Policy is both understood and implemented in St Mary's High School and that risk assessments are carried out to address significant risks.

The Scheme for the Membership, Procedure and Functions of the Board of Governors and the Scheme for Local Management of School also assign to Boards of Governors a number of functions, duties and responsibilities in respect of Health and Safety including the preparation of a site specific Fire Safety Policy.

In the discharge of their statutory responsibilities Governors will ensure:

- the teaching staff recommended for appointment by them hold appropriate qualifications both to teach the subjects required of them and to use the necessary equipment and machinery;
- both teaching and non-teaching staff are provided with regular training that will assist them to work safely;
- maintenance of procedures for the safety of both teaching and non teaching staff who come under their control;
- maintenance of procedures for the safety of all persons using the premises under their control;
- an inspection of the school premises and equipment is carried out by the Health and Safety Officer at least once per year following EA guidelines;
- Health and Safety is a standing item at every Board of Governors meeting;
- the prompt and efficient maintenance of all equipment and all non structural repairs as defined in the relevant Annex of the EA Scheme for the Local Management of Schools;
- contractors who are carrying out work on behalf of the Board of Governors carry out their undertakings in a safe manner so as to ensure the health and safety of all personnel on the premises;
- all equipment and materials either purchased or acquired by them are suitable and safe for their intended use;
- the Health and Safety Policy is available to all staff on the Staff Area, School App and School Website.
- the Policy is monitored effectively and ensure the safe working practices described within it

Principal:

The Principal shall:

- complete the Health and Safety Monitoring Form every year (September), assisted by the Health and Safety Officer (Mr Fitzpatrick) and Building Supervisor (Mr J McArdle). This document is reviewed at end of the academic year (June)
- 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 CCMS, EA and the Department of Education;

- 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 work are used by contractors or persons carrying out inspections or non-structural repairs which are the Governors' responsibility as set out in the EA Scheme for the Local Management of Schools;
- report all defects and hazards which cannot be dealt with under the Scheme for the Local Management of Schools;
- ensure that all accidents to teaching staff and non-teaching staff are reported promptly to CCMS and EA Southern using the online EA Accident Injury Report Form;
- ensure that all staff operate safe working practices in the execution of their duties
- identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Principal in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

In the absence of the Principal, the Vice Principal or nominated Senior Teacher will assume the role.

Person Delegated to Assist in the Management of Health and Safety:

The Health and Safety Officer, Mr M Fitzpatrick (Vice Principal) shall:

- assist the Principal in the implementation, monitoring and development of the Health and Safety Policy within the school;
- consider general advice on safety matters given by the EA and other relevant bodies and advise on its application to the school;
- coordinate arrangements for the design and implementation of safe working practices within school;
- investigate any specific health and safety problem identified within school and take or recommend (as appropriate) remedial action;
- assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;
- ensure that staff with control of resources (both financial and other) give due regard to safety;
- coordinate arrangements for the dissemination of information and for the instruction of employees, students and visitors on safety matters and to make recommendations on the extent to which staff are trained.

The above role must not be confused with that of the Health and Safety Representative which is a trade union appointment to enable the representation of staff interests in health and safety matters.

Heads of Department:

Heads of Departments are responsible for ensuring that the Health and Safety Policy is followed in practical terms in areas under their control.

In the discharge of this responsibility each Head of Department 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 allow them to work safely;
- ensure that all Safety Reports pertaining to their department are fully implemented;

- ensure that all safety instructions and advice issued by EA or the Department of Education are acted upon;
- ensure that all staff in the department are aware of any safety precautions to be taken when undertaking potentially hazardous procedures;
- ensure that all toxic and flammable substances are correctly used, stored and labelled;
- ensure that all staff include safe working methods in their instruction to students;
- ensure that any equipment or machinery known to need repair is not used until the necessary work has been carried out;
- report all accidents and potential hazards to the Principal;
- ensure that all protective clothing and equipment as required are available in the department.

In the absence of the Head of Department, the Vice 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 students 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 students;
- observe all safety instructions and advice issued by EA, CCMS or the Department of Education;
- observe all safety rules relating to specific machinery or processes;
- ensure that all protective clothing and equipment as required is both available and used by themselves and students;
- report all potential hazards affecting health and safety to the Head of Department;
- report all accidents to the Head of Department and ensure that Accident Forms are fully completed;
- co-operate fully with the Head of Department and the Principal on all matters pertaining to Health and Safety;
- exercise effective supervision of students and know emergency procedures in respect of Fire, First Aid etc;
- know the special safety measures to be adopted in their own teaching area and ensure they are applied;
- give clear instruction and warnings as often as is necessary;
- follow safe working procedures personally;
- 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.

All Members of Staff:

All staff 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 shall:

- perform their duties in a safe manner and pay particular attention to Safety Procedures;
- report all accidents and injuries as soon as possible to the Principal/Vice Principal;
- obtain adequate treatment as soon as practicable if injured;
- report all defects in equipment and protective clothing and potential hazards;
- assist where possible in the investigation of injuries and accidents
- observe all the safety rules.

Whenever an employee is aware of any possible deficiencies in Health and Safety arrangements he or she must draw these to the attention of the Principal or Vice Principal.

Responsibilities of Students:

All students are expected to:

- exercise personal responsibility for the safety of themselves and their peers
- observe standards of dress consistent with safety and/or hygiene
- observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency
- use and not wilfully misuse, neglect or interfere with things provided for safety purposes

Visitors:

All visitors are expected, as far as reasonably possible, to observe the safety rules of the school.

Fire Emergency Evacuation Procedures:

The chance of a fire occurring is minimised by:

- adequate provision of equipment in school;
- management of fire safety issues;
- appropriate training of staff and students;
- sufficient emergency routes and exits;
- clear well displayed emergency exits;

The school's procedures for fire and emergency evacuation are clearly displayed in each classroom. A Fire Drill will be held once per term and a record kept of the details. These procedures are revised if and when necessary (*Appendix 1*)

Fire Prevention Equipment

The school has 4 main types of fire extinguishers: - Water, Foam, Dry Powder and Carbon Dioxide. Arrangements are made to regularly monitor the condition of all fire prevention equipment, this includes the regular inspections of fire extinguishers and the fire alarm system. Portable Appliance Testing (PAT) takes place each year by EA approved contractors.

First Aid and Accident Reporting Procedures

The following procedures are in place:

- The Appointed Person in St Mary's for First Aid is Miss Elaine McCourt
- Five members of staff are trained in First Aid
- The First Aid Box is available in the Main Office and an additional box is in the PE office
- All staff are made aware of the adults trained in First Aid
- All staff are provided with First Aid Guidelines and Procedures
- Recording of Accidents
 - The First Aider (Miss Mc Court) completes the Accident Report Book - Main Office – she may liaise with a member of staff in completing this form.
 - For serious accidents (requiring medical treatment) the Principal or Vice Principal will liaise with the Class Teacher and First Aider to complete the online EA Accident Injury Report Form (Main Office). This form is submitted to EA Southern.
- The person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences is Mr Fitzpatrick, the Vice Principal

- The arrangements for First Aid for sport activities, outdoor pursuits and field trips are the responsibility of the supervising staff.
 - **Please refer to the First Aid Policy for further information**

Procedures for Dealing with an Accident

If an accident happens, staff carry out the following procedures:

- Send a pupil (or phone) for a member of staff who is trained in First Aid;
- Send a pupil (or phone) for Miss Crawley or Mr Fitzpatrick;
- Remain with the pupil/member of staff until help arrives;
- If staff feel the pupil/member of staff needs to go to A+E, send a pupil (or phone) to the office to phone for an ambulance and the pupil's parent/guardian
- The First Aider (Miss McCourt) completes the Accident Report Book - Main Office
- For serious accidents (requiring medical treatment) the Principal or Vice Principal will liaise with the class teacher and First Aider to complete the online EA Accident Injury Report Form. This form is submitted to EA Southern.

Refer to First Aid Policy for further information

Car park procedures

There is only one **Pupil Entrance** to school. The '**Pupil Entrance**' is the **Side Gate at junction of Chapel Street and O'Neill Avenue.**

To limit congestion and under **Health and Safety Guidance**, we ask that **no pupil enters the school grounds through the main gate at the front of the school.**

For Health and Safety reasons parents/guardians are asked to **not drive** onto the school grounds between 8.45am and 9.15am and in the afternoon from 2.45pm until 3.15pm.

No pupil is permitted to park their car in the school car park.

Education Trips

The school recognises while educational visits and work-based learning are a valuable part of the learning experience in many subjects, visits outside school may pose concerns with regards to the safety of the individuals involved and the opportunity for difficulties to arise. There are agreed procedures for organising and conducting educational visits by members of staff to ensure maximum benefit for the students concerned whilst minimising the risks associated with such activities. The school also follows EA procedures and regulations in relation to pupil engagement in work based learning.

- **Please refer to the Educational Trips Policy for further information**

Students with Social, Behavioural, Emotional and Wellbeing Issues - (SBEW)

As a school we recognise that some students during their school years may have Social, Behavioural, Emotional and Wellbeing issues (SBEW) and we will endeavour to make every possible arrangements to provide for their individual needs in an inclusive, respectful and safe learning environment. In St Mary's there is a systematic, consistent and appropriate response to behaviour management and this may include the completion of a risk assessment by the Principal, Vice Principal and Behaviour Management Coordinator to support the health and safety of the pupil with SEBD and other students and staff.

- **Please refer to the SBEW Policy for further information**

Class sizes in practical subjects

DE Circular 2004/05 provides schools with some flexibility in determining class sizes for Science, Art and Design and PE where the school authorities have assessed the health and safety risks of practical activities in these subject areas and satisfied themselves that the activities are unlikely to present any risk to the health and safety of students in the class.

The Department approves a class size in excess of 20 in Music, Technology & Design and Home Economics, subject to the school undertaking a health and safety risk assessment and being content that any practical activities are unlikely to present a risk to the health and safety of students in the class or the teaching and support staff involved in the class. Schools determine the maximum class size based on the findings of the risk assessment.

Subject	Max. Class Size	
Science KS3	26	Risk Assessment completed
Science KS4	24	Within Max. Class Size
Art & Design KS3	26	<u>Risk Assessment completed</u>
Art & Design KS4	20	Within Max. Class Size
PE KS3	25	<u>Risk Assessment completed</u>
PE KS4	20	Within Max. Class Size
Music KS3	26	Risk Assessment completed
Music KS4	24	Within Max. Class Size
Technology & Design KS3	26	Class Size Max: 20
Technology & Design KS4	24	Class Size Max: 20
Home Economics KS3	26	Class Size Max: 20
Home Economics KS4	24	Class Size Max: 20

Control of Substances Hazardous to Health (COSHH)

In their study of Science and Technology and Design, students at times may be required during practical lessons/experiments to use substances that are potentially dangerous and may cause injury. In St Mary's, departments that use such substances have clear procedures in place for the safe storage, use and disposal of such substances, in line with EA guidelines and procedures. All substances have been fully approved by the Education Authority and safety/ventilation equipment are checked by EA every 14 months.

Infectious Diseases

When reported to the school that any member of the school community has an infectious disease the case will be reported immediately to the Public Health Agency and advice sought regarding action to be taken by the school.

Gas and Water Leak










In the event of a gas or major water leak, we will follow the Emergency Evacuation Procedures (Appendix 1)

Use of Visual Display Units

A risk assessment will be conducted for any pupil or member of staff who informs the school that they have medical issues that means they cannot or have difficulty using visual display units.

Related School Policies

This policy is set within the broader school context of Pastoral Care and as such should be implemented in conjunction with the following school policies:

-  Pastoral Care Policy
-  Child Protection Policy
-  Critical Incident Policy
-  First Aid Policy
-  Relationships and Sexuality Policy
-  Behaviour Policy
-  Personal Development Policy
-  Educational Trip Policy
-  Health Education Policy

Monitoring, Evaluation and Review

The Principal and Vice Principal are responsible for monitoring, evaluating and reviewing the implementation of the Health and Safety Policy. The Policy and Procedures in light of any further guidance and legislation as necessary and review it annually. This will be done in consultation with the Governors, SLT, staff, students and parents.

On-going evaluation will ensure the effectiveness of the Policy.

The Health and Safety at Work (Northern Ireland) Order 1978 states that a safety policy should be revised "*as often as may be appropriate*".

Signed by Chair of Governors: _____

Date: _____

Signed by Principal: _____

Date: _____

Date of Review: __November 2027_____

EVACUATION PROCEDURES

- It is the duty of **ANYONE** discovering a fire or gas/water leak to activate the nearest fire alarm point
- The signal for the Fire Drill is a **CONTINUOUS BELL**
- **EVERYONE** must leave the building
- **The list of students going on educational trips must be given to Mr Fitzpatrick, Mrs Savage (Fire Drill) and Miss McCourt (Attendance) prior to leaving the school**
- Pupils and staff must leave the school building through the appointed exit routes and assemble on the **FRONT LAWN**
- **Any pupil not in class** must make their way directly to the Front Lawn if the Fire Alarm rings and join their Form Class
- **Form classes must line up in numerical order**
Year 8 (0815, 0824, 0837, 0840)
Year 9 (0904,0907,0921,0927)
Year 10 (1009,1019,1033,1039)
Year 11 (1108,1125,1135,1138)
Year 12 (1217,1222,1226,1231)
Year 13 (1303,1329,1341)
Year 14 (1414,1434)
- Students must stand in **alphabetical order** to facilitate Form Teacher checking
- Form Teachers should collect their Form Class attendance list outside from the following member of staff: **Years 8-10: (Miss McCourt); Years 11-14: (Miss Doyle)**
- If pupils are **doing exams** (Christmas/Summer), the teacher supervising the class will collect the attendance list from the following member of staff: **Years 8-10: (Miss McCourt); Years 11-14: (Miss Doyle)**
- Miss McVeigh will inform Miss Crawley or Mr Fitzpatrick if both a Form Teacher and Year Tutor for the same year group is absent and another teacher will be allocated to that Form Class
- **After completing the roll call each Form Teacher will give their attendance list to Miss Crawley or Mr Fitzpatrick** (and in their absence a Senior Teacher) and inform them of any pupil(s) who are missing
- Miss Crawley, Mr Fitzpatrick or a Senior Teacher will decide when the staff and pupils will be allowed to return to the building when it is declared safe by the Building Supervisors
- The safety of all persons on school premises depends on everyone following the procedures and acting in a responsible and efficient way

FIRE PROCEDURES – RULES FOR PUPILS

- The fire alarm signal is a **CONTINUOUS BELL** and the Assembly Point is the front lawn
- All pupils must leave the school in an orderly manner and go to the Assembly Point
- Pupils who are out of class when the **FIRE ALARM** sounds e.g. toilet or corridor must go **IMMEDIATELY TO THE FRONT LAWN**
- **NO RUNNING, PUSHING OR OVERTAKING IS ALLOWED**
- When proceeding down the stairs use the hand rails and keep clear of each other's heels
- Exit points may have to be changed due to location of a fire – teachers will direct pupils to the most suitable alternative exit
- If there is no other option but to walk through smoke pupils should hold on to the blazer, jumper or blouse of the person in front. If smoke is heavy encourage pupils who keep low down when moving to exits.
- **ALL RULES MUST BE FOLLOWED BY ALL PUPILS SO THAT EVERYONE WILL ARRIVE SAFELY ON THE FRONT LAWN.**

EXIT ROUTES	
ROOMS	FIRE DRILL – EXIT ROUTES
1	Stairs to Principal's Office and Front Door
2	Stairs to Principal's Office and Front Door
3	Central Stairs to Front Door
4 (ICT Suite)	Central Stairs to Front Door
5	Stairs to Principal's Office and Front Door
6	Central Stairs to Front Door
7	Central Stairs to Front Door
Library	Central Stairs to Front Door
8	Stairs to Principal's Office and Front Door
9	Stairs to Principal's Office and Front Door
10	Stairs to Principal's Office and Front Door
11	Central Stairs to Front Door
12	Central Stairs to Front Door
13	Central Stairs to Front Door
14	Side Door for pathway
15	Stairs to side door for pathway
16	Stairs to side door for pathway
17	Stairs to side door for pathway
18	Stairs to side door for pathway
19	Stairs to side door for pathway
20	Stairs to side door for pathway
21 (ICT Suite)	Front Door
22 (ICT Suite)	Front Door
Geography 1	Stairs to Principal's Office and Front Door
Home Economics 1	Oratory Stairs, Door to Boiler House-Study Hall
Home Economics 2	Oratory Stairs, Door to Boiler House-Study Hall
Music	Door to Boiler House-Study Hall
Art	Door to Boiler House-Study Hall
23 (ICT Suite)	Door to Boiler House-Study Hall
Science 1	Door at Science 5
Science 2	Door at Science 5
Science 3 (ICT Suite)	Door at Science 5
Science 4	Door at Science 5
Science 5	Door at Science 5
Technology 1	Side Door for pathway
Technology 2	Side Door for pathway
Staffroom	Side Door for pathway
Classroom Assistants' Room	Stairs to Principal's Office and Front Door
Hall/Gym/Fitness Suite	Front Door
Room 24	Door to Boiler House

ALL EXIT DOORS IN THE HALL ARE TO BE USED WHEN THERE ARE A LARGE NUMBER OF PEOPLE PRESENT.

Appendix 2:

First Aid Training and Procedures

First Aid

	Staff	Date Expired
1	Miss Elaine McCourt	27 th September 2026
2	Mrs Claire Nicholl	27 th September 2026
3	Mrs Charlene Malone Ryan	14 th December 2026
4	Mrs Kevina Haughey	18 th September 2027

Refresher Course every 3 years

Community of Lifesavers Programme (CPR & AED)

	Staff	Date Completed
1	Miss Olivia McCann	7 th February 2023
2	Mrs Shauna Hamilton	7 th February 2023
3	Mrs Niamh Rocks	18 th January 2024
4	Mrs Nicole Keenan	18 th January 2024

Epilepsy

	Staff	Date Completed
1	Miss Elaine McCourt	20 th November 2023
2	Mrs Claire Nicholl	20 th November 2023
3	Miss Charlene Malone	24 th August 2022

Refresher Course every 2 years

Use of EPIPEN

The members of staff who are First Aiders are fully trained to give the medication prescribed in a EPIPEN Auto Injector **however** any member of staff can use the EPIPEN if required.

The EPIPENS will be placed in the 1st drawer beside the Photo-copier in the main office and the student should have two in her bag.

Defibrillator

The Defibrillator is placed in the 1st cupboard underneath the corridor windows in the Main Office

Accident Procedures

If an accident happens in your room or you have witnessed an accident please carry out the following procedures

- Send a student (or phone) for a member of staff who is trained in First Aid;
- Send a student (or phone) for Mr Fitzpatrick or Miss Crawley;
- Remain with the student/member of staff until help arrives;
- If in your professional opinion you feel the student/member of staff needs to go to A+E, send a student (or phone) to the office to phone for an ambulance and the student's parent/carer
- The class teacher completes the Accident Report Book - Main Office
- For serious accidents the Principal or Vice Principal will liaise with the class teacher and First Aider to complete the EA Accident Injury Report Form (Main Office), this form is submitted to EA Southern