

GREENWOOD HOUSE ASSESSMENT CENTRE



HEALTH AND SAFETY POLICY

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GREENWOOD HOUSE ASSESSMENT CENTRE

Mission Statement

At Greenwood House, we provide a safe, nurturing and stimulating educational environment, where each child will establish a secure foundation in terms of learning and wellbeing, thus developing the skills and capabilities to reach his/her full potential.

Health and Safety Policy Statement

In accordance with the Health and Safety at Work (Northern Ireland) Order 1978, it is the policy of the Board of Governors to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect pupils, visitors, contractors and other persons at school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, contractors and pupils of the school.

This policy will be brought to the attention of, and/or issued to, all members of staff. A reference copy will be kept in the school office. This policy statement supplements the Employing Authority's health and safety policy. It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff.

The Board of Governors undertakes in so far as is reasonably practicable to:

- Promote standards of safety, health and welfare that comply with the provisions and requirements of the Health and Safety at Work (Northern Ireland) Order 1978 and other relevant legislative legislation, standards and codes of practice;
- Provide information, instruction, training and supervision where necessary to enable staff to perform their work safely and effectively;
- Maintain a constant and continuing interest in safety and health matters pertinent to the activities of the school;
- Continually improve the system in place for the management of occupational safety and health and review it periodically to ensure it remains relevant, appropriate and effective;
- Consult with staff on matters related to safety, health and welfare at work;
- Provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, pupils, contractors and visitors.

The Board of Governors is committed to playing an active role in the implementation of this occupational safety and health policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Signed: _____ Chair of Board of Governors

Signed: _____ Principal Date: _____

ORGANISATION

Governors

The Governing Body are responsible for health and safety matters at a local level and are responsible for:

- Ensuring adherence to the Employing Authority's health and safety policy, procedures and standards;
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishment's health and safety policy annually and implementing new arrangements where necessary;
- Monitoring, reviewing and evaluating the school's health and safety performance;
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the Employing Authority's health and safety policy, procedures and standards;
- Receiving from the Principal or other nominated member of staff reports on health and safety matters and reporting to the appropriate body, any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Carrying out an annual health and safety inspection in conjunction with the school's senior management team;
- Promoting a positive health and safety culture and high standards of health and safety within the establishment.

Principal

Overall responsibility for the day to day management of health and safety in accordance with the Employing Authority's policy rests with the Principal. Assistance in this task is provided by senior school staff members who comprise the management team.

As manager of the establishment and of all the activities carried on within it, the Principal will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Consideration of Health, Safety and Welfare matters will form an item on the agenda of each meeting on the Board of Governors.

The Principal has responsibility for:

- Co-operating with the Employing Authority and governing body to enable the health and safety policy and procedures to be implemented and complied with;
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and Employing Authority where necessary;
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Carrying out health and safety investigations;

- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up;
- Reporting to the Employing Authority any hazards which cannot be rectified within the establishment's budget;
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- Identification of safety requirements and objectives;
- Monitoring purchasing and contracting procedures to ensure compliance with the Employing Authority policy.

The Principal may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Principal from the overall day to day responsibilities for health and safety within the establishment.

Vice-Principal

The Vice-Principal will assist the Principal in the day-to-day management of the school, and deputise for the Principal during any period of absence.

Curriculum Leaders

The Curriculum Leader:

- Is responsible to the Principal for the safe management of the subject, in accordance with EA guidance, and for implementing all school procedures relating to health and safety;
- Will identify and clearly prioritise both the immediate and long term requirements of the subject with regard to health and safety, and provide this information to the Principal so that it may be included in the normal budget planning arrangements;
- Will maintain a permanent file of all safety publications and guidance issued by the EA, or any other relevant bodies or professional associations, relevant to the subject concerned. They will ensure that it is freely accessible to all relevant staff, and that all subsequent additions are brought to the attention of all such staff, and added to the file as appropriate;
- Will make appropriate arrangements for the periodic monitoring of safety standards, arrangements, and progress towards identified objectives. They will report the results to the Principal, for incorporation in the regular review of safety matters, and inclusion, where appropriate, in the school development plan and or budget planning;
- Will assist in the fostering of a positive safety culture within their subject.

Teaching staff

Teaching staff are responsible for:

- Looking after the health and safety of themselves, pupils, other employees and members of the public they come into contact with;
- Reporting any accidents or incidents which have led or may lead to injury or occupational ill health and to co-operate with the investigation of such incidents;
- Ensuring that they read and understand the school's health and safety policy and act upon those requirements relevant to their area of work;
- Co-operating fully with their line manager and act promptly on any instructions given in relation to their health and safety at work;
- Ensuring that any activity under their control is conducted in accordance with relevant legislation and Approved Codes of Practice, and follow appropriate risk assessments and safe systems of work;
- Reporting to their line manager any employees or contractors who fail to consider the safety and well-being of themselves or others whilst on school premises;
- Refraining from any conduct that puts themselves or others at risk;
- Setting a personal example by following all rules and regulations whilst at work.

School catering

The EA's school catering service is the employing authority in the school kitchen and operate their own procedures. The Principal will liaise with the school catering supervisor so as to co-ordinate any necessary safety arrangements which relate to each other's staff, and in relevant matters related to the management of the building in general.

Building Supervisor

In discharge of their responsibility the Building Supervisor shall:

- Regularly inspect the buildings, grounds and plant machinery/equipment and report any defects or hazards to the helpdesk and the Principal;
- Encourage staff to employ safe working practices;
- Assist the Board of Governors in the development of safe systems of work and arrange for their adoption;
- Instruct new employees in appropriate safety measures and procedures;
- Ensure that protective equipment supplied is worn by applicable staff and stored correctly;
- Ensure suitable conditions in areas such as classrooms, washing facilities, toilets.
- Regularly read the 'Building Supervisor Contact File' and 'Handover File' and liaise with outside agencies when they are required.
- Ensure that all defects in equipment or protective clothing are corrected;
- Complete an accident report form following any incident;
- Furnish information as required in the investigation of injuries and accidents.

Employees

All members of staff are required to:

- Take reasonable care not to endanger the health and safety of themselves and or other persons affected by their acts or omissions;
- Use all materials, machinery and equipment, etc in accordance with the information, instruction and training which they have received;
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
- Inform the appropriate manager or supervisor of any occupational health and safety related problem or defect which may give rise to danger;
- Report to their line manager any matter which they, taking into account their instruction and training, would reasonably consider represented a shortcoming in the protective arrangements for health and safety;
- Report all accidents to their line manager and ensure that an accident report form is completed;
- Assist HESNI Inspectors, and EA officers, to carry out inspections and investigations;
- Drive on school business in a safe and careful manner at all times ensuring appropriate insurance is in place;
- Not interfere with or misuse anything provided in the interests of health and safety;
- Ensure classrooms, work areas, and equipment are safe;
- Ensure safe procedures are followed, and protective equipment is used when needed;
- Co-operate with the Board of Governors in meeting occupational health and safety requirements;
- Exercise effective supervision over all those for whom they are responsible, including pupils;
- Make themselves aware of all safety rules, procedures, and safe working practices applicable to their posts. When in doubt seek immediate clarification from their supervisory officer;
- Encourage a safe attitude by all pupils and others, and to set a personal example in this respect.

Pupils

An individual pupil risk assessment will be carried out if there are concerns that may have an impact on the pupil's safety or the safety of others. Concerns should be highlighted to the Principal by the pupil's teacher.

Visitors

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.

- All visitors must use the front entrance and be identified before entering school.
- Every effort will be made to ensure the health and safety of all visitors to the school.
- Students, parents, or pupils on work experience placement in the school should be made aware of basic health and safety procedures and should observe those health and safety measures and regulations for the duration of the time they are working in the school.
- They should always report to the school office on arrival for their first visit.
- All classrooms have a file outlining pupil details and structure of the school day to enable substitute teachers to be more aware of the pupils they are teaching.
- Mobile phones must be switched off/silent and camera functions must not be used whilst on school premises.

Volunteers/Student Placements

Volunteers/Student Placements have a responsibility to act in accordance with the school's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are expected to act only under the supervision of a qualified teacher or classroom assistant.

Mobile phones must be switched off/silent and camera functions must not be used whilst on school premises.

HEALTH AND SAFETY INFORMATION AND COMMUNICATION

The governing body will meet termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings will be brought forward for review by senior school management. Where appointed the school will consult with Trade Union accredited Safety Representatives.

Both oral and written methods will be used for the dissemination of health and safety information to staff, pupils and parents.

These will be, for example, safety and health briefings, school assemblies, Parents' Mornings, notices, newsletters, reports, policies, website and e-mail.

HEALTH AND SAFETY TRAINING

In order to ensure that staff are able to carry out their duties in a safe and healthy manner, necessary training will be provided as appropriate. All staff must take part in training as directed.

The Principal is responsible for:

- ensuring that all staff are provided with adequate information, instruction, and training;
- identifying the health and safety training needs of staff through training needs analysis;
- prioritising and costing to allow appropriate allocation of the school's training budget.

All employees will be provided with:

- Induction training in the requirements of this policy;
- Update training in response to any significant change;
- Training in specific skills needed for certain activities, e.g. use of hazardous substances, work at height, etc.; and
- Refresher training where required.

Training records are held by the Principal who is responsible for co-ordinating health and safety training needs, and for including details in the training and development plan. This includes a system for ensuring that refresher training, for example in first-aid, is undertaken within the prescribed time limits. The Principal will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Principal's or line manager's attention to their own personal needs for training, and for not undertaking duties unless they are confident that they have the necessary competence.

HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted each term, and will be undertaken and or coordinated by a member of staff nominated by the Principal.

The persons undertaking such inspections will complete a report in writing and submit this to the Principal. Responsibility for following up items detailed in the safety inspection report will rest with the Principal or designated officer.

The Board of Governors will carry out an inspection of the premises and school equipment once each school year, and will complete a written report. A copy of the report will be forwarded to the EA.

Inspections will be conducted jointly with the school's health and safety representative if possible.

ACCIDENTS AND FIRST AID

Accident reporting

In accordance with the employing authority's accident/incident reporting procedure employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant accident report forms. Copies of these forms are available from the school office. A local accident book is used to record all minor incidents to pupils, and members of the public. An entry should be made as soon as is practicable after the incident. Parents will be informed if there is need for further treatment, or if there may be repercussions.

Learning Assistants should report an accident to the teacher on duty or member of Senior Management as soon as possible after an accident has occurred. When staff are dealing with any body fluids or waste, particularly blood, plastic gloves must be used. Gloves are available in the first aid boxes.

School accident reports will be monitored for trends and a report made to the Governors, as necessary. The Principal, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, etc must be reported and attended to as soon as possible.

Reportable accidents or incidents

The EA's Legal and Insurance section will forward the relevant form to the Health and Safety Executive for Northern Ireland (HSENI) for any reportable accidents or incidents. All incidents involving a fatality or major injury will be reported immediately to the Legal and Insurance section, and also the EA's health and safety manager.

Accident investigation

A senior member of staff will undertake an investigation of any accident or incident if it is serious, complex or one that may have serious repercussions.

First Aid

Following an assessment of first-aid needs using the guidance contained in the HSENI publication "First-Aid at Work, a number of first-aid personnel have been appointed. Posters giving details of the school's first-aiders are displayed in the office, staff room and in other key areas around the school.

First-aid containers will be held in the office, PE Store, mobile classrooms, staffroom and Therapy Building. Containers will be checked on a regular basis by the appointed person and will be restocked as required. A travelling first-aid kit will be held in the school office to be used for educational visits. The person in charge of the trip should notify the office staff if any items are used.

Any accidents must be recorded on the EA's accident report form.

First-aiders

The first-aiders will provide first-aid treatment for anyone injured on site during the school day. They will also provide, as appropriate, first-aid cover for trips and visits, and extra-curricular activities organised by the school (e.g. sports events, parents' mornings, school organised fund raising events, etc).

First-aid cover is not provided for contractors or events organised by third parties (evening clubs, etc). Access to first-aid equipment during the day and evening will be given if so required and requested but the school building supervisor is not qualified to administer.

First-aiders are responsible for ensuring that a record is completed for all treatment given and that the necessary details are supplied for the reporting of accidents.

Treatment

The school will rely on the knowledge and experience of its trained first-aiders in order to administer the appropriate treatment to injured persons.

In emergency situations the first-aider will call (or instruct another member of staff to call) 999 and request that an ambulance attend.

Procedure for Managing an Injury

When a pupil is injured in the classroom or playground the supervising adult should immediately and appropriately treat the injury, or inform a First Aider as necessary.

If the injury appears of a more serious nature a member of Senior Management should be informed.

If hospital treatment is required two staff members should accompany the pupil. On arrival at hospital, after diagnosis and every half hour thereafter, staff should report to the Principal/Vice Principal at school to enable them to report developments accurately to parents and other parties.

Before going to hospital or as soon thereafter check if the pupil has any allergies or if they are on any medication. This information will be found in the child's file in the Principal's office. Other information relating to the child should also be obtained, e.g. address, date of birth, etc.

An emergency accident fund shall be left in the office. This will cover expenses related to refreshments and travel expenses.

If a pupil is ill or injured on a school trip an ambulance should be called and the school informed immediately. A member of staff should accompany the child in the ambulance. The same reporting procedures as a child injured in school and needing hospital treatment apply. Staff in school will contact the parents.

If an injured pupil does not return to school before the end of the school day a member of the Senior Management Team will contact the parents to ascertain the child's condition.

All injuries should be recorded on the accident report forms and in the Accident Book located in the school office.

Automated External Defibrillator (AED)

The AED is located in the school office. A record is kept of staff members who have received training on its use. Daily, weekly and six monthly checks are carried out by the AED Coordinator to ensure that the defibrillator is in working order.

MEDICINES IN SCHOOL

The school follows the Department of Education guidance on the administration of medication in school.

The school will dispense medication which has been prescribed by a medical practitioner with the appropriate consent form for its use.

The school will dispense non-prescription medication to pupils only if it is supplied by a parent or carer with the appropriate consent form for its use.

Medicines are kept in a locked cabinet. There is no legal duty that requires school staff to administer medication; this is a voluntary role and this policy does not intend to alter in any way the right of staff not to volunteer. The school does not keep any other medication.

Dispensing of medication

All requests for dispensing of medication must be accompanied by the appropriate consent form completed, signed and dated by the pupil's parent or carer.

All medication will be kept in a secure location, e.g. locked cabinet in classroom/office.

Medication for personal use by members of staff must also be kept in a secure location e.g. handbags, etc containing such items must be locked away and not left in the classroom where pupils could gain access to them.

Medical File

Consent forms will be kept in the medical file and will be kept for the duration of the pupil's attendance at the school.

The medical file will also contain a log of medication dispensed which will include:

- Name of student;
- Name of medication;
- Use by date;
- Dose;
- Time;
- Date;
- Signature of dispenser; and
- Comments/reactions.

Medical procedures

The school has identified a suitable place for the dispensing/application of medicines. Where necessary, arrangements have been made for pupils with particular conditions and these are detailed in individual care plans.

DEALING WITH HEALTH AND SAFETY EMERGENCIES

The school has contingency measures in place for dealing with critical incidents. These are documented in the school's critical incident file, a copy of which is held in the school office.

Infectious Illness

Advice will be sought from the EA and Consultant for Communicable Disease Control in the event of an outbreak of an infectious illness, e.g. Swine flu.

Emergency school closure

Consultation to be taken with relevant EA personnel if there is any reason for closing the school during term time. Information and guidance from the EA will be updated annually.

Child Going Missing

See Appendices 5 & 6 for procedures regarding a child going missing or a child who has been reported as not having returned home.

CONTRACTORS

All contractors must report to the school office where they will be asked to sign the visitors' book and wear an identification badge. Under the terms of the EA contract all workmen must wear a staff uniform and carry identification.

Contractors will be issued with guidance on fire procedures and will be required to read and sign the On-site Asbestos Register as appropriate. Where contractors' work may directly affect staff and pupils the contractor must liaise with the Principal to ensure that adequate precautions are put in place to ensure the safety of all users of the premises.

ASBESTOS

The EA's asbestos policy will be followed. The asbestos management plan is held in the school office and will be made available to all staff and visiting contractors prior to any work commencing on the fabric of the building or fixed equipment.

The EA's environmental hazards officer will:

- Ensure that the asbestos log is maintained and updated as required;
- Issue permits to work for all work on the fabric of the building; and
- Arrange for any asbestos surveys required.

Under no circumstances must staff drill or affix anything to walls without prior permission. Any damage to materials known or suspected to contain asbestos should be reported to the environmental hazards officer.

CONTROL OF HAZARDOUS SUBSTANCES

All substances which may be considered hazardous to health have been assessed. Copies of the assessments are available in the COSHH file held in the school office.

No new substance will be used until a COSHH assessment has been completed.

All COSHH assessments will be seen and understood by those staff who are exposed to the substance/product.

All chemicals are appropriately and securely stored out of reach of children.

Suitable personal protective equipment (PPE) has been identified and is available for use.

COSHH assessments will also be obtained from contractors on site where persons may be affected by their use on site or the storage of such substances/materials may need to be controlled.

All staff must ensure that they do not use any potentially hazardous substance without first familiarising themselves with the requirements of the COSHH assessment.

PERSONAL PROTECTIVE EQUIPMENT

Where PPE is identified as a last resort control measure in a work activity risk assessment i.e. where the hazard cannot be reduced to an acceptable level of risk by other means, the equipment selected must be appropriate for the task so as to ensure that it will provide adequate protection and must be compatible with other equipment in use.

The assessment will be reviewed if there is significant variation in the activity. All PPE must be maintained in good working order, and any defect reported immediately to the relevant supervisory officer for repair or replacement.

Suitable arrangements will be put in place for the storage, cleaning and replacement of PPE. Staff are required to wear PPE if identified in a risk assessment.

LEGIONELLA

Water risk assessment and required remedial works are conducted by the EA.

The Building Supervisor ensures that:

- Shower heads cleaned and disinfected quarterly
- The shower and other seldom used outlets are run/flushed out weekly.
- All taps run for several minutes after holiday periods
- Records of testing, etc. are maintained by Building Supervisor

SERVICES

Gas

- The boiler house should be monitored by the Building Supervisor on a daily basis.
- All gas supply valves will be clearly marked and accessible, controlled by electronic means or valves located in areas which are isolated from pupils.
- All staff should be familiar with the location and operation of gas valves appropriate for their work.
- All staff should report immediately any smell of gas.

Oil Tank

- The oil tank should be monitored by the Building Supervisor on a regular basis.
- A lock will be in place on the cap of the oil tank.

Disposal of Waste

- All daily waste should be deposited in the waste bins provided in classrooms. The cleaning staff will empty these bins at the end of each day.
- Dangerous waste e.g. glass, should be labelled clearly.
- Waste, such as cardboard boxes, should not be placed in corridors.
- The school has a recycling programme for paper, plastic and compost materials.

ELECTRICAL SAFETY

Portable electrical equipment

All portable electrical appliances will be tested annually by an approved EA contractor. All test certificates will be retained in the school office for the duration of the life of the appliance. An up-to-date inventory of all relevant electrical appliances will be held in the office.

Fixed wiring

A whole school fixed wiring inspection will be undertaken by an approved EA contractor once every five years.

Personal items of equipment

Personal items of electrical equipment should not be brought into school for use by staff or pupils. If a personal item is required to be used in school for a one off event then permission must be sought from the Principal and the equipment must have a current portable appliance certificate and be used with a residual current device.

All staff will visually inspect electrical equipment before use for obvious defects. Defective equipment will not be used and will be reported to the helpdesk for repair/replacement.

FIRE AND EMERGENCY PROCEDURES

The Principal is responsible for ensuring that the recommendations contained in the fire risk assessment are completed. The fire risk assessment is kept in the fire log book and is reviewed on a regular basis or as required.

The Principal is responsible for arranging a fire evacuation drill at the beginning of the school year and at least once each term; recording the significant results of the fire evacuation drills; ensuring that the fire log is kept up-to-date; and collating fire activation reports following an alarm being sounded. Staff should walk their pupils through the evacuation route at the beginning of every term (See Appendices 2 & 3).

Fire instructions

These documents are made available to all staff and are included in the school's induction programme. An outline of evacuation procedures are made available to all contractors and visitors, and are posted throughout the site. Emergency exits, fire alarm call points, assembly points, etc are clearly identified by safety signs and notices. All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

Fire and evacuation procedures (see Appendix 1)

Fire and emergency procedures are detailed in the staff handbook and a summary posted in each classroom. These procedures will be reviewed at least annually. Emergency contact and key holder details lists are maintained by the school office staff and updates will be forwarded to the EA's Property Services section as required.

Fire Safety Team

A core team of staff have undertaken fire safety awareness training and have been allocated specific responsibilities to supervise pupils. An up-to-date list of Fire Marshalls is displayed in key areas around the school.

Fire fighting

The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires if it is safe to do so without putting themselves at risk, using available portable fire fighting equipment (see Appendix 4). Staff will be made aware of the type and location of portable fire fighting equipment, and receive basic instruction in its correct use at induction or as soon as possible thereafter. The alarm must be raised before any attempt is made to fight the fire. The service isolation points are located in the following areas:

- Gas: Boiler House
- Water: Downstairs 'Girls' toilet (last toilet cubicle)
- Electricity: Cupboard located in front entrance porch

An inventory of any chemicals and flammable substances held on site will be kept by the Building Supervisor. A copy will be held in the school office for consultation as appropriate.

FIRE PRECAUTIONS

Testing of the fire alarm system

Fire alarm call points will be tested weekly in rotation by the building supervisor and a record kept in the fire log book. This test will occur on Friday afternoons when the pupils have left the building. Any defects on the system will be reported immediately to the Property Services helpdesk. The fire alarm system is maintained and tested on an annual basis by the EA's approved contractor.

The smoke alarm in the Therapy Building will be tested weekly by the building supervisor and a record kept in the fire log book.

Inspection of fire fighting equipment

The EA arranges an annual maintenance service of all fire fighting equipment by an approved contractor. The building supervisor checks that all fire fighting equipment is available for use and operational, and for any evidence of tampering. Defective equipment or extinguishers that need recharging will be taken out of use and reported to the Property Services helpdesk (See Appendix 4).

Emergency lighting systems

These systems will be checked for operation monthly in-house by the building supervisor, and annually by the EA's appointed contractor. Records of tests are kept in the site's fire log book.

Means of escape

The building supervisor carries out a daily check for any obstructions on exit routes and ensures all final exit doors are operational, and available for use. **All staff are responsible for ensuring that escape routes are not blocked.**

General precautions

- Flammable liquids are stored in a locked metal cupboard.
- Fire doors are always closed and never wedged open.
- Waste materials are collected daily and are stored in a locked area until collection by the local council.
- Bins are stored as far from the building as possible.
- Electrical equipment not in use is always isolated from the mains.

SCHOOL SECURITY

Security issues will be regularly reviewed. If staff have any concerns with regard to security they should in the first instance raise these concerns with their line manager.

Visitors: All visitors must report to the school reception where they will be asked to sign in and will be issued with a visitor's badge. Visitors are to remain in reception until they are collected by the member of staff they are visiting. Staff will challenge anyone on the premises whom they do not recognise as a legitimate visitor. Under no circumstances should visitors be permitted to remove items from school unless the person witnessing the event has personal knowledge of their identity and their authority to do so.

Cash: Cash collected by the school should be sent to the office for deposit in the safe as soon as possible. Pupils should not bring money unless requested by the school.

Valuable equipment: When not in use, equipment should be stored in conditions that reflect accurately the level of risk attached to it.

Personal Property: Staff should not leave personal property unsecured in unoccupied areas of the school. It should be in a cupboard, or kept on their person. Pupils are discouraged from bringing valuables to school unless they are necessary for a particular lesson or activity.

School Keys: Staff with access to keys and swipe cards/fobs should ensure that they are kept on their person and not left on desks or in drawers.

Medicines: All medicines should be kept in a locked/secure area.

The building supervisor is the appointed person who is responsible for the security of the school at the end of the day by ensuring that doors, windows, skylights, etc are secured. The building supervisor is also responsible for carrying out checks of the premises during the school holidays.

LONE WORKING

It is recognised that, from time to time, it may be necessary for school employees to work in situations or locations which are remote from other members of staff. This will include employees working in the evenings, weekends or during the holiday period in the school on their own. In such circumstances the school will assess the risk to these individuals and will introduce suitable controls to ensure that all risks are minimised. Any staff wishing to work outside normal school hours must register this with the Principal.

When working off-site (e.g. when visiting homes) staff should notify a colleague of their whereabouts and the estimated time of return. Staff undertaking home visits should obtain as much background information as possible about the child and family being visited.

STAFF RESPONDING TO CALL OUTS

The school uses the EA contract whereby an appointed security firm (COBRA) will respond to alarm activations and will contact relevant school personnel as appropriate.

An employee should not enter a building alone unless there is an urgent and important need to do so before assistance arrives. No employee is expected to enter a building where it is believed that there is a significant risk. Following an event the risk assessment should be reviewed and further control measures implemented if necessary.

TRANSPORT

Vehicles

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents/guardians when bringing children to school or collecting them.

The access from the road shall be kept clear for emergency vehicles. The vehicle access gate must not normally be used for pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

Transport of Pupils

One of the following options will be used for the transport of pupils to school organised events taking place off-site:

- A minibus and driver provided by the Education Authority.
- Transport and driver may be hired in from a reputable source.
- Staff may transport pupils or equipment in their own cars or drive to other venues during the working day. Staff using their own cars must confirm that their insurance policy covers them for this purpose.
- The parent/guardian of the pupils can be advised of the venue and time of the activity and that their son or daughter is required to be there at that time.

The school will use the ROSPA School Transport document as a good practice guide in relation to transport used in school activities.

Vehicle Movement

- Staff and visitors' cars are to be parked in a designated space provided.
- The school will provide a car parking space for staff; however, they are under no obligation to do so
- The school is not responsible for any damage or loss incurred while cars are parked on school property.

Bus/Taxi Movement (See Appendix 7)

- Staff members will follow the transport procedures detailed in Appendix 7.
- Pupils shall be supervised at all times while in the bus line.
- Key transport co-ordinators and those supervising pupils taking taxis will wear hi vis vests.
- The bus line shall not move unless they are instructed to by the transport co-ordinator and the correct number of pupils is present. Before and after school.
- When departing, a teacher will head the line while other staff members supervise at suitable intervals. There must also be a member of staff at the end of the line.
- A teacher shall count the pupils onto the bus and ensure they are correctly seated.
- All staff shall remain until the bus has departed.
- Staff must not leave the school premises until all buses have departed.

Supervision of pupils

The school will be open for pupils from 9.00am to 2.00pm on weekdays during term times. Between these times supervision will be provided. Teaching staff have been allocated duties to fulfil this. Pupils will not be allowed on site outside these times except for specific organised activities arranged by staff or by prior arrangement with a member of senior management.

Educational visits

All off-site visits will be planned following guidance contained in the EA's "Educational Visits: Best Practice 2009" guidance.

The member of staff planning the trip will submit all relevant paperwork and appropriate risk assessments relating to the trip to the Principal who will check the documentation and planning of the trip, and if acceptable, approve the visit.

WORKPLACE SAFETY

The governors and senior management conduct an annual health and safety inspection of the school's management system and procedures to ensure that all controls are in place to ensure the safety of staff, pupils, and visitors to the school.

The school also undertakes regular inspections of the school site three times a year to proactively identify defects with the workplace.

All staff are encouraged to report any defects which they identify in the structure of the building or the health and safety management systems.

Procedures are in place for the reporting of building and site defects to the EA's helpdesk.

Work at height

Working at height can present a significant risk. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs, etc.

Work equipment

All work equipment will be purchased from the EA's relevant contract schedule. Before purchase, consideration will be given to the installation requirements; the suitability for purpose; the positioning and or storage of the equipment; maintenance requirements (contracts and repairs); and training in the use of the equipment. Staff must not use new items of equipment unless appropriate training has been given.

Wireless Local Area Network (WLAN)

Wi-Fi is a particular type of wireless local area network (WLAN). With regard to the potential exposure of staff and pupils to radio frequency radiation the school follows the advice of the Health Promotion Agency (HPA).

On the basis of current scientific information, exposures from Wi-Fi equipment satisfy international guidelines and the HPA does not consider there to be a problem with the safety of WLAN. Thus there is no reason why Wi-Fi should not continue to be used in schools.

Use of Interactive Whiteboards

Interactive whiteboards are used in most of the school's classrooms. An appropriate risk assessment is carried out prior to the installation of any whiteboard in the school. The assessment will take account of the need to minimise the intensity of the beam plus the likelihood of looking directly into the beam.

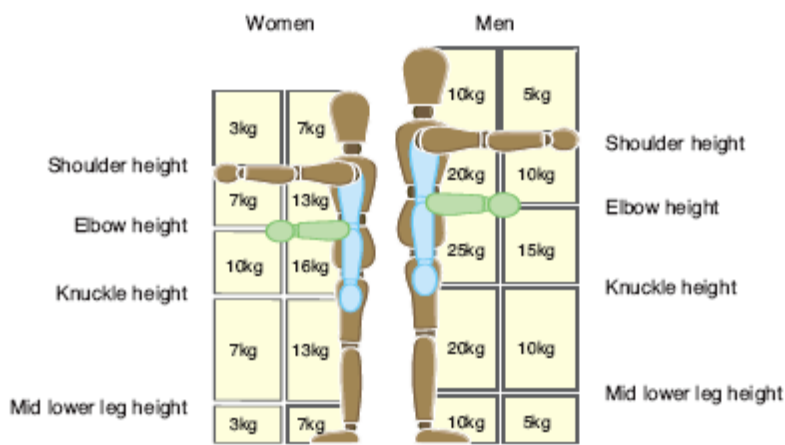
Staff must follow the following BECTA guidelines when using interactive whiteboards:

- No one should stare directly into the beam of a projector;
- When entering the beam, users should not look towards the audience for more than a few seconds;
- Users should keep their back to the projector beam when standing in it;
- The brightness reduction control should be used when a presenter is standing facing the beam;
- Children should be supervised at all times when a projector is being used.

Moving and handling

A written assessment of all manual handling tasks likely to involve risk of injury will be produced. Wherever reasonably practicable, procedures and practices will be changed to eliminate or otherwise reduce manual handling tasks. All staff involved in manual handling tasks will be given a copy of the extract from the HSE document "Getting to grips with manual handling" (see below). Staff should ensure they are not lifting heavy items and equipment unless they have received training and or equipment in order to do so safely.

Recommended weight limits in moving and handling



The above chart shows the HSE recommended weight limits for men and women when moving and handling which will be one of the elements used in any manual handling risk assessment.

Occupational health and work related stress

The wellbeing of staff is seen as an integral part of the school's health and safety responsibilities. The Board of Governors and Principal wish to promote an ethos of mutual respect and support across the staff team as a whole.

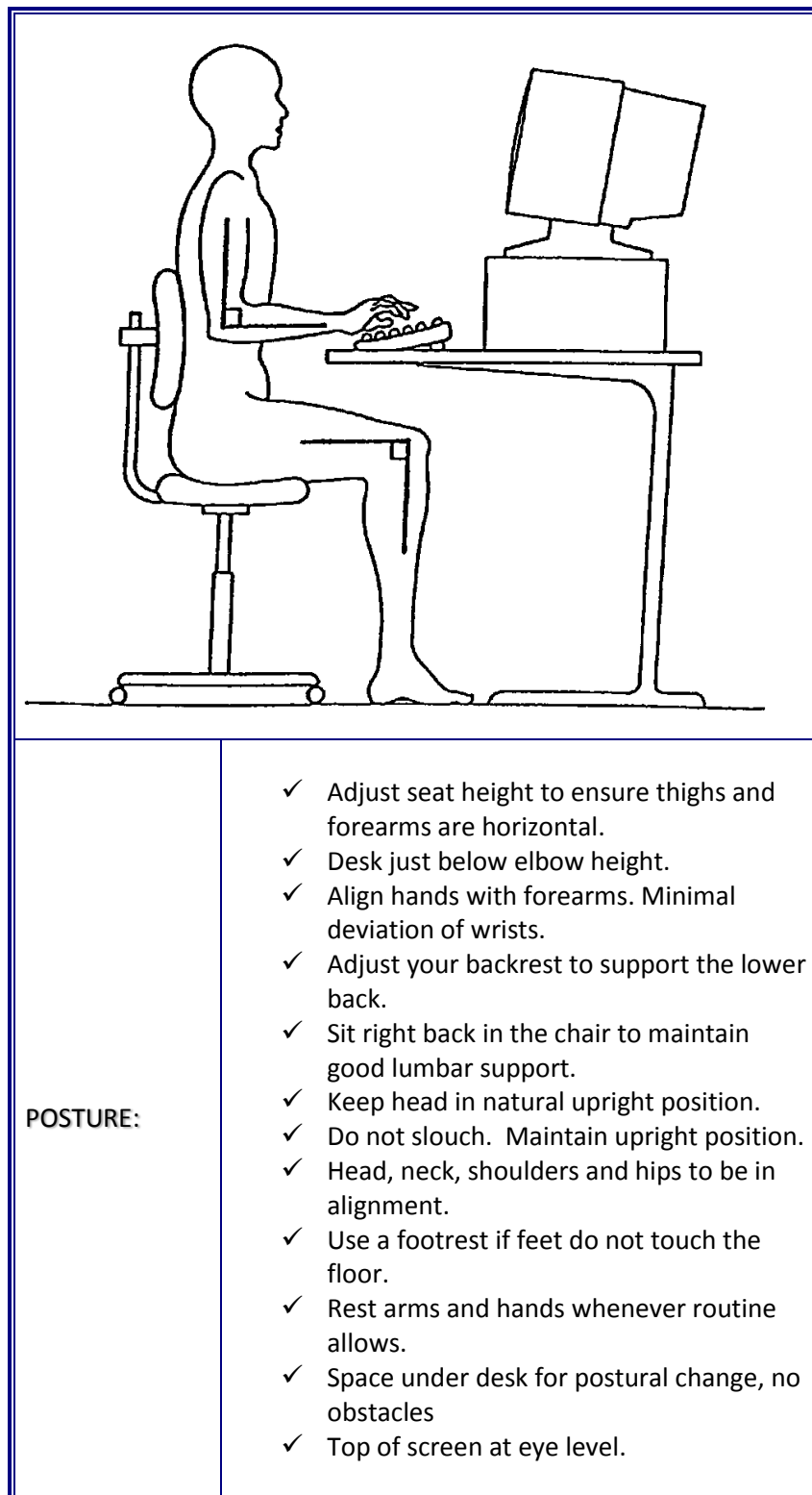
All staff have a right to a reasonable work life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns with the Principal or Vice Principal but they can also have access to a confidential counselling service (Carecall Tel: 0808 800 0002).

The Board of Governors endorses the principles set out in the HSE's Management Standards as a framework to support staff wellbeing.

Display Screen Equipment

Staff who are using a computer workstation regularly and for a significant part of their working day will be provided with a suitable workstation which is ergonomically designed to minimise the stresses and strains of this type of work. Staff who are designated as users are entitled to a free DSE eye test. Further information can be obtained from the school office.

Diagram 1: Good practice guidance for using DSE



RISK ASSESSMENTS

General risk assessments

The school risk assessments (for all activities, teaching and non-teaching, premises, and one off activities) will be co-ordinated by the Principal following guidance contained in the EA's "Health and Safety Manual for Principals and Governors" and on the EA's health and safety website, and are approved by the Principal and Board of Governors.

These risk assessments are available for all staff to view and are held centrally in the school office and on Staff Documents on the C2K system.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

Individual risk assessments

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file, and will be undertaken by the teacher, in consultation with the Principal/Vice Principal.

It is the responsibility of staff to inform the Principal/Vice Principal of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

DINING HALL

Staff will ensure that Dining Hall movement is kept to a minimum e.g. by ensuring all rubbish at their table is collected in a plastic bag. Adequate space will be allowed between tables for access.

Staff will carry food and plates on allocated trays to the tables and then return trays to the hatch. No sharp knives will be in reach of pupils

Spillages and breakages will be cleared promptly.

PLAYGROUNDS

The Building Supervisor will check the playgrounds daily for any obvious hazards and will carry out a weekly risk assessment on the playground equipment and environment. Concerns will be reported to the Principal.

Teachers and Classroom Assistants on playground duty will supervise the playground at break times and at lunchtime. **Staff must ensure that all areas and play equipment are supervised.**

SOFT PLAY AND SENSORY AREAS

Equipment in soft play and sensory areas will be checked weekly for damage/hazards. Faulty equipment will be reported to the Principal and removed from use.

Pupils will use these areas in small groups and should be supervised by an adult. No shoes are allowed to be worn in the soft play room. Children should only use weighted items under the direct supervision of an adult and in consultation with the Occupational Therapist.

When not in use, electrical equipment should be isolated from the mains.

VIOLENCE AT WORK

An act of violence can be defined as “any incident in which a person is abused, threatened or assaulted in circumstances relating to their work”. All incidents of verbal and physical abuse must be reported to the Principal and recorded using the incident and/or accident reporting system. Incidents of threatened violence should also be reported and recorded.

To ensure the environment in which staff undertaking their duties are as safe as possible the governing body have approved the following principles:

- Acts of violence will be dealt with via the school procedures. The Principal, following consultation with the chair of governors, has the right to refer matters to the police if deemed appropriate.
- Appropriate risk assessments will be carried out as necessary.
- All staff identified through the risk assessment process will be provided with support necessary to minimise risk to personal safety.
- All incidents of violence against staff should be investigated as soon as possible after the event.
- All staff will be offered post incident support such as access to a counselling service, e.g. Carecall.

The Board of Governors expects that all staff will be vigilant in assessing risk in their environment and reporting concerns to their immediate line manager or the Principal. Staff members have a responsibility to inform the Principal if they anticipate entering into a situation where they might be at risk to allow for an appropriate assessment to be undertaken. They should not, knowingly, place themselves in situations of danger without having sought advice and taken suitable precautions.

APPENDICES

Appendix 1: FIRE DRILLS AND EMERGENCY EVACUATION PROCEDURES

Alarm

- 1 Anyone discovering an outbreak of Fire should, without hesitation, sound the nearest Fire Alarm.

Breakglass/Fire Call Points – situated as follows:

Location	Code
Porch in front entrance	L1-003
1B: Left of fire exit	L1-060
Rear exit of school to Nursery (Right of door)	L1-024
Rear exit of school outside hall (Left of door)	L1-050
Nursery: To right of main entrance	L1-013
Nursery: Left of fire exit in classroom	L1-015
Hall: To right of fire exit	L1-037
Outside Boiler House: Inside door to left	L1-053
Mobile 1C: To left of main entrance	L1-042
Mobile 1C: To right of fire exit in classroom	L1-045
First Floor Staff Toilets (Right of Door)	L1-074
Upstairs first floor landing: Outside class 2B (left of door)	L1-068
2B: Right of fire exit	L1-057
Second Floor Attic: Top of stairs	L1-075

Calling the Fire Brigade

- 2 K. Calvert/S. Geddis/L. Thompson to phone fire brigade immediately. All outbreaks of Fire however small, or any suspect Fire, should be reported **immediately** to the Fire Brigade by the quickest means available – **999** – school telephone if appropriate, if not then contact via mobile telephone.

Evacuation – to Greenwood House Artificial grass playground, to front of building.

- 3 On hearing the continuous siren alarm, the teacher or classroom assistant will tell the children which exit to use.

Leave the classroom in Single File.

The senior person in charge on hearing the alarm should go at once to the pre-determined place of assembly and remain there until he/she has received a report from all sections.

- Attendance registers must be taken to assembly points.

- Encourage calmness and quietness.
- No running to be permitted.
- On staircase of fire escape the classes should descend in single file.
- Overtaking of classes or individuals should not be permitted.
- Close all doors behind you.

Anyone not actually in class when the Alarm is sounded should go immediately to the Assembly Point.

With the exception of a search for missing persons by a **competent** person or known number of persons, **No One** must be allowed to re-enter the building until permission is given **by the Fire Brigade** or in case of drill by the senior person in charge.

Fire Safety Team Fire Wardens

1. S. Geddis to sweep first floor and exit through 2B fire exit.
2. K. Calvert to sweep ground floor and exit through door outside hall. Lift transport register on way out, if possible.
3. J. Corr to sweep front classrooms and lift sign in books. Exit through front door and stop any traffic at start of car park.
4. In as far as possible, close doors behind you when exiting the building.

Note

New staff are responsible for ensuring that they make themselves familiar with all Primary and Secondary Escape Routes, Break Call Points, and Fire Evacuation Procedures.

Assembly Point

Is on the artificial grassed area of the playground, to the front of the building.

Roll Call

Immediately the classes have assembled, roll or count call will take place. If any person is found to be missing try to obtain details of where and when last seen – pass on this information to the Fire Brigade on arrival.

Attacking the Fire

Circumstances will dictate whether fire fighting operations should be attempted.

“Firefighting Must Always Be Secondary to Life Safety”

Notices

Each Fire Alarm point to be clearly indicated by “Fire Alarm” followed by the appropriate operating instructions.

Test Drills

Test fire drills will be held at least once per term.

FIRE PROCEDURES

Contacts

**Assistant Divisional Officer, Paul Smyth
Northern Ireland Fire Brigade
6 Bankmore Street
Belfast
BT7 1AQ**

GREENWOOD HOUSE ASSESSMENT CENTRE PROCEDURE IN CASE OF FIRE OR EMERGENCY

IF YOU DISCOVER A FIRE OR OTHER EMERGENCY:

Press the glass panel on the nearest red box.
Please acquaint yourself with the nearest red box.

The fire alarm is the continuous ringing of a bell-siren.
Red strobe lights will flash.

On hearing the fire alarm:

- Pupils and staff must leave building by way of the nearest marked exit.
- Teachers must bring a list of pupils' names to the assembly point.
- Go to the assembly point – the artificial grass playground.
- Close all doors behind you.

DO NOT RE-ENTER THE BUILDING.

**IF THE ALARM SOUNDS E.G. DURING BREAK OR LUNCH TIMES -
STAFF WHO ARE NOT WITH THEIR CLASS
MUST LEAVE THE BUILDING BY THE NEAREST EXIT POINT &
GO TO THE ASSEMBLY POINT.**

If the alarm activates - individual children or groups of children, under the direction of teachers, classroom assistants or therapists should be accompanied to the assembly area.

Once assembled - teachers should **check numbers** then report to a member of the SLT. If anyone is missing try to find details of where and when last seen. **Report this to a member of the SLT.**

**IF YOU CANNOT LEAVE THE BUILDING BY THE PLANNED EXIT ROUTE PLEASE
USE THE NEAREST ALTERNATIVE.
PLEASE FAMILIARISE YOURSELF WITH ALL EXIT ROUTES.**

**A MEMBER OF THE FIRE SAFETY TEAM
WILL CONTACT THE EMERGENCY SERVICES.**

**GREENWOOD HOUSE ASSESSMENT CENTRE
PROCEDURE IN CASE OF FIRE OR EMERGENCY
THERAPY BUILDING**

IF YOU DISCOVER A FIRE OR OTHER EMERGENCY:

- Leave the building from the nearest marked exit.
- One adult should proceed immediately to the main school building and press the nearest red box fire alarm point.
- Please acquaint yourself with the nearest red box.
- Individual or groups of children from the Therapy Building should be brought directly to the assembly point – the artificial grass playground.

The smoke alarm is the continuous ringing of a siren.

On hearing the smoke alarm:

- Pupils and staff must leave building by way of the nearest marked exit.
- Close all doors behind you.
- One adult should proceed immediately to the main school building and press the nearest red box fire alarm point.
- Individual or groups of children from the Therapy Building should be brought directly to the assembly point – the artificial grass playground.
- Remain at the assembly point until the rest of the school is evacuated.

DO NOT RE-ENTER THE BUILDING.

Once assembled – staff should **check numbers** then report to a member of the SLT. If anyone is missing try to find details of where and when last seen. **Report this to a member of the SLT.**

IF YOU CANNOT LEAVE THE BUILDING BY THE PLANNED EXIT ROUTE PLEASE USE THE NEAREST ALTERNATIVE.

PLEASE FAMILIARISE YOURSELF WITH ALL EXIT ROUTES.

**A MEMBER OF THE FIRE SAFETY TEAM
WILL CONTACT THE EMERGENCY SERVICES.**

Appendix 4: LOCATION OF FIRE EXTINGUISHERS

Location	Type
Main Front Entrance	2 x water
Staff Room	Fire blanket
Link Corridor: To left of children's toilets near staff room	1 x carbon dioxide
Outside Downstairs Toilet	1 x water
Nursery: Main entrance	1 x carbon dioxide
Nursery: Fire escape	1 x water
Nursery: Inside classroom door	1 x water
Nursery Kitchen	Fire blanket
Back exit outside hall	1 x water 1 x carbon dioxide
Kitchen: Fire exit	1 x wet chemical
Kitchen: Behind Entrance Door	1 x fire blanket 1 x carbon dioxide 1 x foam
Hall: Fire exit	1 x water
Outside Boiler House: Inside exit	1 x powder 1 x foam
Mobile 1C: Across from entrance	1 x water 1 x carbon dioxide
First Floor Outside Principal's Office	1 x carbon dioxide 1 x water
First Floor Landing Outside children's toilet	1 x water
Second Floor Attic: Top of stairs	1 x water 1 x carbon dioxide
Attic: Building Supervisor's Office	1 x carbon dioxide
Therapy Building: Inside main entrance to the left	1 x carbon dioxide 1 x water

Appendix 5: GREENWOOD HOUSE ASSESSMENT CENTRE

PROCEDURE TO BE FOLLOWED IN THE EVENT OF A CHILD GOING MISSING

1. The Principal, or in the Principal's absence the Vice Principal or Deputy Designated Teacher, must remain on the premises.
2. Identified members of staff for this year are Mrs Thompson, Mrs McIntyre, Mrs Wilson.
3. In the event of a child going missing they will carry out a thorough search of the school vicinity. If the child is not found in the vicinity, or if it is known that the child has left the school premises, the Principal will contact the PSNI immediately and will inform the parents. Parents will be telephoned every fifteen minutes thereafter.
4. The designated members of staff will pair up and go out to search for the child. The pairs will be informed and organised by the principal.
5. In the event of one of the staff members named in 2 being absent the Principal will identify a member of staff to take their place.
6. The main search routes are the school bus and taxi routes.
7. The missing child's bus/taxi route should be the first search route taken.
8. Please refer to the Critical Incident box in the main office. It contains the route description, class lists, useful telephone numbers and identity badges.
9. Before leaving the school please ensure you have a mobile phone and the main office is aware of the number. A school mobile is available from Mrs Calvert's office.

Appendix 6: Procedure for a child who has been reported as not having returned home

If a child is reported as not having returned home:

1. Inform member of Senior Leadership Team. For SLT numbers see [SLT Phone Number List in Critical Incident Box](#).
 - i. You can locate **Critical Incident Box** in the school office.
 - ii. This box contains all contact names and numbers.
2. If no member of the SLT is on the premises then carry out the following procedure:
3. Check if pupil attended school or if they were collected early for any reason. [See Transport File kept in office beside Critical Incident Box](#).
4. [See alphabetical pupil list](#). Identify pupil's bus number/taxi. [See bus/taxi phone number lists](#). Use this list to phone bus/taxi company or escort to ascertain if there has been any transport problems e.g. a whole bus incident/delay.
5. If there has been a problem then contact the guardian. If possible, inform SLT.
6. If company confirms that the pupil has been left at correct drop-off point/home, inform concerned party and if necessary contact the Transport Section at the EA (Belfast: 9056 4000 or SE Region 9056 6200).
7. If pupil has been dropped off at a different point-ascertain reason and contact guardian. Depending on time lapse advise them to contact police (Telephone 02890 650222).
8. If no reply from Education Authority, try to contact member of SLT, if no contact, repeat process.
9. After repeating the process if you can still make no contact, inform PSNI. Telephone 02890 650222.

Appendix 7: GREENWOOD HOUSE ASSESSMENT CENTRE: TRANSPORT PROCEDURES

Morning Drop off

Buses:

- Upon arrival, the first bus should park in the 'Bus' space to the right of the therapy bungalow.
- The other three buses should park outside the bungalow, leaving as much of the diagonal white lines free as possible. This will be the turning area for taxis.
- **No children should get off the bus until the school staff come to escort them into school.**
- Classroom Assistants will take ALL of the children from the first bus and will bring them into the school. A roll of names will be taken. All children will remain on the other three buses.
- Once the first bus is empty, it will leave. The second bus should then park in the 'Bus' space and wait until the classroom assistants come to collect the children.
- Once the second bus is empty, it will leave. The third bus can then go into the 'Bus' space and this will continue until all the children have been escorted into school.

Taxis:

- Upon arrival, the first taxi should park on the curb of the footpath on the right-hand-side of the road, at the traffic cone.
- All other taxis should park behind the first taxi.
- **No children should get out of the taxi until school staff come to escort them into school.**
- Classroom assistants will come to collect the children from the first taxi and will escort them safely into the school.
- The first taxi can then turn and leave, using either the space outside the bungalow with the white lines, or the 'Bus' space, if it is empty.
- No buses or taxis will be allowed to go past the 'zebra crossing' area to turn, as this will be cordoned off for pedestrians.
- The second taxi should then move up to the traffic cone and wait until the assistants come to take the children.
- This will continue until all taxis have been emptied.

Afternoon Pick-up

The same system will apply in the afternoon, with one bus/taxi being filled at a time and then leaving before the next is filled. Buses will display their assigned number in the window so that we can get children loaded on as soon as possible. Children will be counted getting on to the bus to ensure numbers correspond with those marked present.

GREENWOOD HOUSE ASSESSMENT CENTRE
Outline of Transport System

