

HOLY TRINITY COLLEGE



Health & Safety Policy

College Mission Statement

“Holy Trinity College is a Catholic Maintained school committed to high quality educational opportunities for each pupil to develop his/her unique talents to the full in a secure, caring environment”

Promoting: Inspiration, Innovation, Excellence

(Revised Policy: August 2023)

1.00 The Board of Governors of Holy Trinity College recognises and accepts responsibility under current Health & Safety to endeavour in so far as it is reasonable and practical to ensure the health, safety and welfare of all staff, pupils and visitors, (subject always to the respective duties and responsibilities of the EA and CCMS).

2.00 In meeting its responsibility the **Board of Governors delegates to the Principal**, the responsibility for the day to day management and implementation of the health and safety policy in the school.

3.00 All reasonable steps will be taken by the Board of Governors and the Principal to ensure:

- a safe place of work, safe access to it and safe egress from it.
- that plant and equipment are safe.
- that there are safe arrangements for the use, handling and storage of articles, substances and equipment, which might present potential risk.
- that information, instruction and training will be provided for staff, pupils and visitors to enable them to recognise and avoid risks and contribute positively to their own safety and health in the school situation.
- the provision of specialist advice and intervention on health and safety matters where appropriate.

4.00 All staff will be expected to, should a risk or hazard occur, take all necessary steps to make safe the potential hazard and report the matter directly to their line manager - **Building Supervisor, Head of Department, Vice-Principal, Principal**.

The report must always be brought to the attention of the Principal as soon as possible.

The Principal will take all necessary steps to have the matter attended to by the EA Maintenance Officers or other competent persons.

5.00 Organisation arrangements are as follows: -

5.01 Health & Safety Officer / Building Supervisor, have responsibility for co-ordinating arrangements and advice for matters of health and safety, including the maintenance of fire fighting equipment, fire-drill and

evacuation procedures, inspections and checks, of buildings, grounds and equipment.

Representatives will advise and assist the Health & Safety Officer and the Building Supervisor as and when necessary.

5.02 While responsibility for bringing to the notice of the appropriate person or Principal, any situations or circumstances which could adversely affect the health and safety of staff, pupils or visitors, **rests with everyone** - the prime responsibility for specific areas of the building is as follows:

- for classrooms, laboratories, workshops, gymnasium, associated ancillary areas - including equipment and fittings - ***The Teacher in Charge liaising with Head of Department.***
- for Common Parts of the building, corridors, stairways, foyers - ***Principal, Health & Safety Officer, Building Supervisors.***
- for Grounds - ***Health & Safety Officer, Building Supervisors, all staff using any area.***
- for boiler house, switch rooms - Building Supervisors.
- for dining hall/kitchen - ***Senior Supervisor / Cook.***
- for toilet blocks - ***Teachers on duty, Building Supervisors, Cleaners***

All persons referred to above are to inspect from time to time the room area for which they are responsible with a view to identifying and reporting any potential risks and taking any immediate action necessary.

6.00 Arrangements for securing Health & Safety are as follows: -

6.01 Inspections:

The Board of Governors, through the Principal, will instigate and facilitate inspections of premises and equipment by officers of the DOE, EA or its appointed agents, Fire Authority, Insurers. Recommendations for action contained in any subsequent report will be carried out.

In particular, an annual inspection of all portable electrical equipment will be carried out by a qualified Electrician and appropriate action taken as recommended and necessary.

Similarly, with all gymnasium equipment.

6.02 Safety in Practical Subjects:

Heads of Department responsible for Practical Subjects - **PE, TECHNOLOGY, SCIENCE, HOME ECONOMICS, ART, MUSIC**, will include a statement and guidelines on health and safety procedures in the Department Policy, for the benefit of staff and pupils. All Teaching/learning activities will be subject to such procedures and guidelines which should be displayed and clearly understood and followed by all concerned. Relevant expert information will be provided to all Departments as and when it is published.

6.03 Use and Storage of Equipment and Substances:

All equipment and substances which present potential risk must be used with care, and by those staff only who have appropriate training and/or qualification.

Training as necessary will be provided for users where appropriate and will be a condition for use of such equipment or substance.

As appropriate, **Pupils** must be taught the safe and proper use of equipment and substances and must always be closely supervised.

Protective clothing and protective equipment will be provided and must be worn.

When not in use all such equipment and substances must be stored safely in a locked store or suitable cupboard.

6.04 Supervision of Pupils:

All Staff will share with the Principal, responsibility for the supervision and welfare of pupils throughout the school day. Supervision duties will be shared on a rota basis for non-class time - morning, break, lunch and evenings including boarding buses.

Supervisors will be employed (and positioned appropriately) to assist at lunch-time.

6.05 Curriculum:

Health and Safety will be an important issue in the School Curriculum **and will be included** in the PD programme.

A health and safety culture will be promoted and be part of the school ethos. Respect for others, for property and for school property will be expected. Pupils must know and observe school rules referring to Health and Safety.

Year Group Assemblies are delivered to best inform students and staff as per Assembly schedule on Health and Safety issue.

6.06 Evacuation Procedures:

Arrangements for evacuation of the buildings in case of emergency will be displayed in all classrooms. All staff should know and understand these procedures and also ensure that pupils know and understand them. Evacuation drills will take place once per term.

Fire Drill presentation delivered once per term during staff training days.

6.07 Hygiene:

As far as possible every effort will be made to ensure that hygiene in toilet blocks, changing rooms and showers is of a high standard. Pupils must be frequently reminded of their responsibility in this regard. Soap and hand-dryers are provided in all toilet blocks. The cleaning of toilet areas will be as frequent and thorough as is necessary to maintain good standards of hygiene.

6.08 First-Aid:

Training and qualification will be provided as necessary to ensure that there are sufficient qualified first-aiders within the staff.

First-Aid Boxes are located as follows:

All Science Rooms, Technology Rooms, Home Economics Rooms, Art Rooms, PE Departments and Medical Room.

Supplies will be updated and replaced as necessary (responsibility of Head of Department)

6.09: Arrangements for dealing with Accidents/Illness

PROCEDURE FOR DEALING WITH PUPIL ILLNESS / ACCIDENTS

1. Send pupil to the School Nurse, if teacher considers pupil is able to cope on his/her own.
2. If pupil requires assistance instruct another pupil to accompany him/her to the School Nurse if teacher considers this to be safe.
3. If the pupil is obviously very ill then send another pupil to bring the School Nurse to the classroom. If he/she fails to find the School Nurse, then he/she brings a Vice-Principal or another member of Staff or member of Office Staff to the classroom.
(Contact SLT member on duty at this time during Periods 2-6 each school day. P1 contact the Office and Office staff will locate a member of SLT).
4. If the pupil is very ill or seriously injured then a Vice Principal, the School Nurse, or Office Staff will contact the parent(s)/guardian(s) and ensuing appropriate action will be taken eg: sending pupil home with parent/guardian or to the hospital.

If there is an accident -

5. Teacher in charge should make record of the accident and should note names of witnesses especially adult witnesses.
6. Teacher should provide an outline of what exactly occurred.
7. The School Nurse will record details of symptoms and injuries and the steps taken to deal with them.
School Nurse will contact home to discuss symptoms /injuries (not any detail pertaining to the incident). SLT member to follow up with a call home.
8. In conjunction with the Principal, the School Nurse must, at the earliest opportunity, complete the Official Forms which are used to report the accident to the EA and Legal & Insurance Department on the EA Portal.

7.00 *Procedures in relation to Breakages, Damage or loss of Property*

Parents will be required to pay the full cost of the following:

- ✓ **School** or library books - lost, defaced or otherwise damaged
- ✓ School equipment lost or damaged
- ✓ Interference with fire equipment - fire bells, extinguishers and Sign
- ✓ Repair of damage to the school building and its furniture and fittings where this is the result of a pupil's behaviour

- ✓ Replacement or repair of another pupil's or teacher's property which is lost or damaged as a result of a pupil's behaviour.

8.00 Smoking and E-Cigarettes

Holy Trinity College reflects Department of Education guidance namely:

- ✓ Encouraging a Smoke-Free Environment in Schools (2004)
- ✓ Smoke-free legislation (2007)
- ✓ Encouraging a Smoke-Free and E-Cigarette Free Environment in Schools and Youth Organisations (2014)

Schools plays a key role in seeking to ensure that young people are educated about and are aware of the harmful effects of tobacco. Within the curriculum there are opportunities to teach young people about the dangers of smoking and in taught pastoral care, there is a focus on Personal Health and well-being which provides resources which address the issue of smoking.

From December 2017, reflecting the advice of the Chief Medical Officer for NI, Holy Trinity College is to take a lead role to ensure that young people within our care are educated and developed within a completely smoke-free and e-cigarette free environment. Therefore, all Nicotine Containing Products (of which e-cigarettes are the most common form), are not permitted in school, which is in line with our rules on tobacco products. E-Cigarettes are currently unregulated and as such there are concerns about their safe use, particularly by children and young people.

These concerns are detailed in full in the Department of Education's Circular 'Encouraging a Smoke-Free and E-Cigarette Free Environment in Schools and Youth Organisations' (2014) pages 3 to 5.

<https://www.education-ni.gov.uk/sites/default/files/publications/de/2014-25-encouraging-a-smoke-free-and-e-cigarette-free-environment-in-schools-and-youthorganisations.pdf>

9.00 Capital Build - new school

Contractors Felix O'Hare occupied ownership of the site on February 2023.

New perimeter fencing was erected and signage displayed.
Health and Safety in relation to the new school build has been discussed at SLT meetings and staff informed thereafter.
Where any issue directly involves our students then this is addressed during Year Group Assemblies.

HEALTH & SAFETY POLICY

Signed _____
(Chairman of Board of Governors)

Signed _____
(Principal)

Date _____

Board of Governors Meeting held on _____

Next Review Date: September 2025