Carrickfergus Academy Health and Safety Policy 2025 – 2028(3yr cycle)

Date of Policy 20/05/25
Date of Review _____?
Date of Ratification by Board of Governors ___6.6.2025_____?

Signed: _____Chair of Board of Governors

Signed: _____ Principal

Date: _____

Created by D. Simpson
9/05/25 - Document has also been sent to the EA Health and safety representative A Crossan for feedback
21/05/25 – A Crossan has no recommendations for changes

Education Authority

Carrickfergus Academy
Health and Safety Policy

Health and Safety Policy Document for Carrickfergus Academy

This school's Board of Governors recognise it is their statutory duty to ensure health and safety on premises under their control. They also acknowledge their responsibility to ensure that the Education Authority's (EA) Health and Safety Policy is both understood and implemented within their school; that risk assessments are carried out to address significant risks; and that they operate within the procedures and guidelines set out in the Employing Authority's scheme of management.

The Scheme of Management and the Common Funding Scheme for the Local Management of Schools also places responsibility on the Board of Governors for a number of functions and duties in respect of health and safety.

In fulfilling these duties and responsibilities the Board of Governors will:

- ensure that the school Principal and management team develop a safety management system throughout the school;
- monitor the effectiveness of the school's health and safety arrangements;
- develop and implement arrangements to ensure that:
    - all school risk assessments are completed and are implemented;
    - equipment and materials purchased by the school are safe and suitable for their intended use;
    - contractors carry out their work in a safe manner;
    - prompt and efficient maintenance is carried out on:
        - all non-structural repairs;
        - all equipment;
- ensure that arrangements are developed for the annual inspection of the school premises and the preparation of a report for the Chief Executive of the Education Authority.
- Education Authority have the responsibility to address any structural issued raised
- ensure that both teaching and non-teaching staff are issued with a copy of the employer's health and safety policy

PRINCIPALS

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

Principals will be responsible for:

- developing and implementing an effective safety management system for the school;
- ensuring that health and safety forms an integral part of subject planning within the school;
- ensuring the availability of resources to maintain and improve the safety management arrangements;
- ensuring that all employees have appropriate qualifications, experience and training to safely undertake their work and to continually develop and improve their competencies in order to carry out their work or activity in a safe and efficient manner;
- monitoring the safety performance throughout the school as part of senior management team meetings;
- developing arrangements for ensuring effective maintenance of a safe working environment; and
- initiating a risk assessment process where there is a significant risk to health and safety, communicating the results of those assessments to employees and other persons likely to be affected by the activity or process and also ensuring implementation of the findings of the risk assessment.

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

VICE PRINCIPAL/HEAD OF DEPARTMENT/SUBJECT CO-ORDINATOR

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

Each Vice Principal /Subject Leader /Subject Co-ordinator is responsible for:

- developing and implementing safe working procedures for all activities and practices within their subject area;
- implementing a risk assessment process where there is a significant risk to health and safety, and communicating the results of those assessments to employees and ensuring implementation of the findings of the risk assessment;
- ensuring the availability of resources to maintain and improve the safety management arrangements;
- ensuring that all employees have access to regular training within their discipline to undertake their work safely and to continually develop and

improve their competencies in order to carry out their work or activity in a safe and efficient manner;
- ensuring that health and safety procedures are an integral part of the subject planning and teaching of all subjects and activities; and
- ensuring that regular inspections of the workplace and procedures are undertaken to identify hazards and that steps are taken to eliminate or minimise associated risks.
- Each Practical department is to provide a copy of their Health and Safety policy each September updating all relevant information for the year ahead

In the absence of the Subject Leader, the Principal or a senior teacher nominated by the Principal will assume the responsibility.

ALL STAFF

Each member of the Teaching and Non-Teaching staff has a responsibility to exercise care and attention regarding the safety of themselves and pupils under their control.

Each teacher is responsible for:

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

EMPLOYEES

Each employee is responsible for:

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

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Manual for Principals and Governors

Manual link below -

https://www.eani.org.uk/schools/operational-management/facilities-management/qshe/health-safety-and-emergency-planning-2

Ensuring a healthy and safe environment for staff, pupils, and visitors is an essential part of any school manager's responsibility and to do this successfully, an effective health and safety management system should be in place.

To assist schools to fulfil their statutory requirements and develop a robust health and safety management system, the EA health and safety practitioners have prepared a manual for use by principals and governors in EA schools. This manual provides clear and straightforward information on the issues which need to be considered by senior management when developing a health and safety management system tailored to their school.

Guidance from Cleapps and Baalpe will be adhered to in specialist subject areas. The use of It includes guidance on the following topics:

- Accident prevention
- Accident reporting
- Administering medication
- Asbestos
- COSHH
- COSHH - Blank risk assessment template
- Display screen equipment
- Educational visits
- Emergency planning
- Fire safety
- Fire safety - Fire measures log book
- Fire safety - PEEP
- Fire safety - PEEP questionnaire
- First-aid
- Glazing in schools
- Guidance on the use of a fitness suite in Post Primary Schools
- Guidance for traffic and pedestrian management in schools and educational establishments
- Health and safety monitoring https://www.eani.org.uk/sites/default/files/2019-08/Health%20and%20safety%20monitoring.pdf
- Health and safety policy
- Management of contractors
- Managing health and safety in schools
- Notification to Parent of Head Injury
- Portable electrical appliances
- Prevention and management of needle stick injuries
- Risk assessment
- Security
- Swimming – guidance for Primary Schools
- Violence in schools
- Visits to open farms and animals in schools guidance
- Writing an emergency evacuation procedure

The objective of this Policy is to ensure, so far as is reasonably practicable, that no person is placed in a situation where injury or ill health may be caused as a result of the Board's undertaking and that all such risks are assessed and appropriately controlled.

Rationale

The health and safety of all pupils, staff and visitors on the premises and grounds of Carrickfergus Academy remains our top priority. This policy has been developed and adopted by the governors with reference to the advice and procedures contained in the Health and Safety Policy of the EA.
Carrickfergus Academy recognises and accepts its responsibility for Health and Safety as an employer and take guidance from the EA.

The school will maintain maximum possible provision in relation to:

- a safe place of work, safe access to it and safe egress from it;
- plant, 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 risk and contribute positively to health and safety at work;
- a healthy working environment;
- adequate welfare facilities.

So far as is reasonably practicable, we will provide and maintain up to date information for all staff on the hazards and risks of substances, equipment and systems used at work, including the recommendations of relevant risk assessments. The school will rely on the Education Authority to provide competent technical advice on health and safety matters and, where necessary, to assist in effecting improvements.

The school will co-operate fully with queries from staff representatives and recognised trade unions. Opinions and suggestions in relation to health and safety are welcomed from members of staff.

Members of staff are reminded of their duties under Article 8 of the Health and Safety at Work (Northern Ireland) Order, 1978: to take reasonable care for their own safety and that of others.

The school will establish procedures to monitor and increase the effectiveness of its Health and Safety Policy.

The Senior Management Team are responsible for all matters relating to the health, safety and welfare of employees and the general public in their respective areas of control.

In the discharge of their responsibilities, they will: -

• be responsible for the organisation and supervision of the establishments and facilities for use by staff under their control and/or by members of the general public;
• ensure that all significant risks within their areas of responsibility are assessed as required by Regulation 3 of the Management of Health and Safety at Work Regulations (Northern Ireland) 1992;
• arrange for the full co-operation of their respective sections with the Board's Safety Adviser in the identification of hazards, investigation of injuries and implementation of training programmes;
• consult with the Board's Safety Adviser to identify safety training needs for all staff under their control;
• ensure that Section Heads have prepared sectional Safety Policies where appropriate;
• participate fully in the consultative machinery established by the Board for the purposes of health and safety;
• encourage all staff to operate safe working procedures;
• review the effectiveness of the Departmental Safety Policy in consultation with the Board's Safety Adviser.

Community usage – As a school which provides facilities we ensure all users are fully aware of the Evacuation Procedures through signage and induction when first acquiring use of the building.

Teacher responsible - Mrs D Broadhurst

Building supervisors - Mr M Broadhurst and Mr G Oldman

First Aid

(see Manual for Principles and Governors)
https://www.eani.org.uk/schools/operational-management/facilities-management/qshe/health-safety-and-emergency-planning-2

The Health and Safety (First-Aid) Regulations (NI) 1982 require that adequate and appropriate equipment, facilities and personnel are provided to enable first-aid to be given to employees who are injured or become ill at work. Although these Regulations apply to the provision of first-aid for employees, schools should consider carefully the likely risks to pupils and visitors and make allowance for them when drawing up policies and deciding on the numbers of first-aid personnel.

Within Carrickfergus Academy we aim to meet the requirements set out by the Board advisors.

We have an adequate number of **First Aid at Work** trained staff, which meet the requirements within each practical subject. A staff member within a practical subject is or will be trained as training is updated on rolling programme.

The member of Staff dealing with First aid incident will complete the relevant accident Form and follow EA guidance. Copies of these forms will remain onsite if and when they are sent to EA. The Staff member will also ensure parents/Guardians are made aware of any incidents.

Other staff who maybe out of school with pupils complete the '**Out of school visits**' form which will assess the levels of risk. We also have a number of **Basic First Aid** trained staff for running teams / Duke of Edinburgh.

The pastoral team provide training in the following areas for the appropriate staff -

- Epilepsy Awareness
- Suicide Awareness
- Administration of Emergency Epilepsy Medication
- Treatment of Anaphylaxis and use of adrenalin auto- injectors (Epi-pen training) (Yearly Training course)
- Child Protection

Medical (see board guidelines): -

The most common ailments suffered by pupils are asthma, epilepsy and diabetes. Anaphylaxis and extreme allergic reactions to certain foods, such as nuts, fish and dairy products, is on the increase. Staff are therefore being increasingly called to administer medication to pupils. Although staffs' conditions of employment do not include giving medication or supervising a pupil taking it, staff may volunteer to do this.

The prime responsibility for a pupil's health rests with the parent/guardian however, to enable pupils requiring medication to participate as fully as possible in school activities, the school may agree to assist a child with medical needs.

The Employer will ensure that all staff acting within the scope of the Pupil's Health Care Plan as well as within their terms and conditions of employment will be indemnified for all actions taken that are associated with the administration of medicines.

The school ensures all pupils 'individual care plans' are kept locked in the school office along with their medication and directions on administration of same. It is the responsibility of the Parent/Guardian to ensure use by dates are correct. (TO BE CONFIRMED) and Mr Andrews will complete a medication date check at the start of each new school year only.

Short term medication -
There are times when pupils request painkillers at school including aspirin and paracetemol.

School staff **should not** give non-prescribed medication without **prior written approval** from the parent/guardian as staff may not be aware of any previous dose taken or whether the medication will interact with any other medication taken.

After seeking parental approval, a member of staff should supervise the taking of the medication and notify the parent in writing on the day the medication is taken.
If a pupil suffers from acute pain regularly, e.g. migraine, the parents should authorise and supply the appropriate medication.

No pupil under 16 should be given medicine without the parent/guardian's written consent.

Prescribed medication - long term medical needs:

Some pupils may have medical conditions which require regular administration of medication in order to maintain their access to education. These pupils are regarded as having medical needs. These pupils will be required to have an individual **Health Care Plan** completed**.**

First Aid Boxes:
There are a number of First Aid boxes distributed among the appropriately trained members of staff throughout the school. Notices are also located throughout the school building to make pupils/staff/visitors aware of who and where the trained First Aiders can be located.
All First Aid boxes are filled as per the guidance of the Board.

As a school we have 4 AED units this provides us with 2 sets of provision on both sites.

Travelling First Aid Boxes:

A First Aid box will accompany any group leaving the building (Sports Team/ Visit/ Trip)

Emergency procedures in the event of a First Aider (FA) being required:

- When a FA is required the office is contacted
- 4 Bells ring to notify a FA to contact the office
- Office staff inform the FA of the location of the incident / casualty
- Office staff will bring the care plan of the pupil requiring first aid to the location along with an AED (Automated External Defibrillator)
- Office Staff will then notify a member of School Management Team to go and cover the class of the First Aider who has attended the incident
- All other necessary follow up actions will then take place – contacting parent's / emergency services / completing incident forms etc.

Bumped Head incident:

Staff have a personal responsibility to ensure a reported incident is assessed and staff are to contact home for the Parent/Guardian to take the pupil to be assessed by an appropriate medical professional.

The responsibility for this is held by the parent.

First Aiders are to be used to deal with open wounds or any immediate risk but are not trained to assess the risk of concussion.

The EA do not provide clear directive on this issue so we must ensure the pupils wellbeing is put first.

If a pupil has reported a head injury and concussion is confirmed, the pupil is restricted from contact sports for a period of time. **23 days** is guidance provided by the IRFU.

Personal Risk assessments:

Persons identified as being at increased risk due to a medical issue e.g. physical disability, pregnancy will have a Risk Assessment completed to assess their individual needs, including their movement around the school to ensure their wellbeing is maintained. This will be carried out by the –

- Designated Pastoral Leader for pupils
- Principal for Staff

Testing procedures:

Testing procedures take place annually and throughout the year by the Board

1. Fire extinguisher testing (annually)
2. Alarm testing (twice annually)
3. Electrical testing (annually)
4. Internal alarm testing (various times during the year)
5. Risk Assessment (annually)

Other Daily/Weekly/Monthly checks and procedures in place:

- Visitor passes are in place to ensure only those with permission to be within school buildings are moving around premises. Evacuation procedures are clearly explained on the back of the passes.
- The staff (teaching / non-teaching) will sign in using the digital sign in system. This aids us in the event of an evacuation. **All Staff are responsible for signing in and out of each campus each day when arriving to work and moving between sites.**

Building supervisors - roles and responsibilities:
(All procedures are recorded and dated)

- Monthly – Fire doors are to be inspected ensuing they close correctly / strips are in place
- Monthly – Emergency Lighting 'FLICK' tests
- Weekly – Fire extinguisher checks (visual – in correct location and TAG in place)
- Weekly – Alarm testing / carried out in sequence as per diagram
- Evacuation – recorded with times

Awareness of who is in the building after 'school hours':

Pupils regularly remain in school after the school day finishes for a wide variety of reasons. These include:

- In-line with the school positive behaviour policy (Detentions)
- Participation in after school sports
- Participation in clubs and societies
- Availing of academic support through subject revision and homework clubs

After the finish of the teaching day Evacuation procedures differ from the standard 'Evacuation policy' used throughout the school day.

Staff members in direct contact with pupils ensure they leave the school and gather at assembly points . They also are responsible for ensuring all pupils are accounted for through the use of personal registers.

All staff / persons will leave the building and all other procedures, as per the Evacuation Policy shall be followed.

Staff Wellbeing - we have staff designated for this area who monitor and run events throughout the school year to enhance Staff well being.

Construction work:

In the event of Construction works taking place within the school, it is good practice and expected, that weekly meetings will take place with all relevant persons likely to include the Principal / Building supervisors and Health and safety Coordinator to ensure staff and pupils are informed about works which may affect the daily running of the school.

Hazardous Weather protocol:

Example scenarios –

1. SNOW restricting staff / pupils getting to school
2. Weather warning indicating poor travel conditions – directive by the EA or internal decision made by the Principal / SMT

The Health & Safety of all stakeholders is a priority in the event of a weather related issue. In all instances a risk assessment will be completed to determine if the school has adequate staffing numbers to supervise the pupils. Consideration is to be given to the following:

- An adequate number of teaching staff must be available with the experience to safely supervise pupil numbers. Individual pupil needs must also be identified and met.
- Sufficient numbers of additional support staff in the school must be in place e.g. first aid/ catering/ lunch time supervision.
- Appropriate teacher – pupil ratios are in place if necessary.

It is acknowledged that it is difficult to specify teacher – pupil ratios. This differs from school to school, class to class and is dependent on pupil needs. Individual schools have responsibility to assess if staff numbers are sufficient to ensure the well-being and safety of both pupils and staff.

Protocol (school closure / Poor weather conditions)

In the event of a limited number of staff arriving into school:

- All staff and pupils will be assembled in the assembly hall so the numbers can continually be assessed.
- A risk assessment will be carried out to determine if the school can safely remain operational. Consideration will also be given to buses, canteen etc.
- The timetable can be suspended to allow Teaching staff extra time to arrive in to school if it has been determined the school can remain open.
- Teaching staff should notify their line manager if travelling to work is proving problematic.
- Travelling across sites for teaching staff will also be assessed to ensure their safety.
- In the event of a school morning closure or closure during the day, parents and guardians will be notified via school automated text and the school website where they can access continual updates. We also make use of our school social media platforms for providing up to date information. (FACEBOOK / INSTAGRAM)

Asbestos register – An asbestos register is kept up to date on both sites for anyone who requires it. Example EA work men

Water Management – (Legionella) Building supervisors complete testing in line with EA guidelines

Health and safety Committee:

A Health and Safety committee meets annually to discuss health and safety concerns and relay necessary information to appropriate persons. The committee is open to all subject leaders and technical staff but will have a Core Team made up of the following;
School Principal, Building Supervisors across both sites, representative from finance and Mr Simpson (Health and Safety coordinator / assistant Maintenance).
The school is operating a 'risk register'. This is located on the shared system and will be updated with any maintenance issues which arise or have been dealt with by the EA. All logged calls to maintenance will also be recorded on this system. Only those on the Core Team will have access to this register.

Training:
Training will be provided for all staff as required. EA hold responsibility for facilitating this. The continued professional development and training of staff, to ensure they work safely and in line with Board guidance is essential. Line managers will ensure their department members meet the required training standards before carrying out practical tasks - For example - Technology – Saw Course training every 3 years

All Staff will be provided with EA based training in the August of each new year-
Fire extinguisher training will be provided when required to supplement the EA presentation

Premises officer Principal A Irvine

Premises officer – Mr D Simpson

Evacuation controllers – Building supervisors / SLT – Mr D Simpson (if on site)

Fire Wardens – All staff clearing the building / building supervisors / SLT

Evacuation Procedure / Responsibilities

Senior & Junior Campuses will both follow the same procedures –

Roles and responsibilities of Staff -

1. If a fire occurs raise the alarm by
(a) Activating the fire alarm and informing the office (leave building)
(b) Inform the office as to the source of the fire (leave building)

2. The **Building Supervisors (senior building supervisor)** must confirm there is a fire before the Fire Brigade are called.

3. **Teachers/Technicians within the required Zones will all have keys -** to ensure all gates to the required assembly points can be excessed.

(Senior – G Pickering or D Millar and Building supervisors / Junior – S Gorman or C Callan and Building supervisors)

4. **SWEEP of building** - In each corridor/Zone the Teachers of the classes leaving are to complete a classroom sweep to ensure all persons in the building have exited.

5. **Office Staff** will print off the pupils lists in Form class sets 'LIVE REPORTS' – to allow for marking by teachers at assembly points – Year Mentor or nominated staff member are to collect and distribute to Teachers taking the registers / covering staff

All pupils Off Site (including PE/Games) will be coded **P** on the Live register print outs alongside other relevant information like – Passout / suspension etc

6. **Office Staff roles -**

- **JUNIOR SITE** Mrs N Davison or other (print 'LIVE' pupil list) Mrs S Weatherup or **other** (Non-Teaching – electronic buddy)
- **SENIOR SITE** Mrs A Wilson or Mr J Scott (print pupil list)
  Mrs V Fulton or **other** (Non-Teaching – electronic buddy)
  Both Campuses must ensure both roles are assumed if anyone is absent in the event of an evacuation

  Non-Teaching staff include - Building Supervisors, LSA'S, Support staff, Office Staff & Technicians, cleaning staff, behaviour support, sixth form supervisors etc. A member of Senior Management to assist with accounting for all staff.

7. **Emergency services** will be contacted via Staff mobile if required.

8. **Technology department** – will bring out a First Aid kit to deal with minor injuries.

9. **Office staff** will bring out a list of pupils on school trips / pass outs/ CLC etc.

Evacuating the buildings

(a) Line up the class, instruct them to walk quickly with their teacher, do not run
(b) Leave the building by the nearest designated exit (all practical subjects are to ensure gas and power is turned off)
(c) Do not stop for personal belongings
(d) Close classroom doors DO NOT LOCK
(e) Proceed to assembly points and line up for Form Class registration
(f) Senior campus – Pupils leaving the basement S1 – S4 leave by the outside door, up the steps and across the car park. Proceed around the back of the canteen to the Assembly Point

ASSEMBLY POINTS ARE AS FOLLOWS

ASSEMBLY POINT JUNIOR campus - **Mr C Patterson/ Mrs E Beckett (Cover if absent KMN)**

Year 10 are to line up in the tennis court
Year 8 - 9 are to report to the playground

ASSEMBLY POINT Senior campus– **Mr C Patterson/ Mrs E Beckett (Cover if absent - JES)**

YEARS 11+12 Main playground
YEARS 13+14 Main playground
CLC pupils will also meet at this point

10. IMPORTANT ROLES – ALL TEACHING STAFF

- All teachers and all other staff - Line the pupils up in two lines in their form classes. **Year Mentors are to collect the registrations from the office staff** to begin the checking off process.
- If a Year Mentor is absent then SLT step in.
- A Teacher who walks a class out will stand with them and take the register
- All teachers go immediately and fill in any gaps at the form class register lines
- If the alarm sounds at Break/Lunch or in between change over all staff just assume a position at a form class line
- All extra staff will stand in between form class monitoring behaviour
- Teacher is to then inform the Year Mentor when the form class is accounted for and the Year Mentor are to collect the registration lists / also let the Year Mentor know if anyone is missing – this will be passed on to a member of SLT / Health and safety person in charge.
- Year Mentor is to then inform the senior member of staff.

All classes should be lined up in YEAR GROUPS / FORM CLASSES (please see Site diagram/ ground marking)

Pupils should line up in an orderly fashion to complete a register check.
Year Mentors are to oversee the organisation of pupils into their Form Classes at the assembly points.

11. Office staff will bring out registers/ Print Sims – (**Senior clerical officer on both campuses.** Clerical Officers will fill in when required)

Anyone without a form class should stay to maintain calm and let the **designated person** know you are there.

13. No one leaves the assembly points until the Senior members of staff at Assembly Points have instructed you to leave one by one in your form classes. (SENIOR staff must await confirmation that the building is clear, and have CLEARLY indicated to the building supervisor that all staff and pupils have been accounted for)

14. Auxiliary staff including cleaners plus all visitors to the school report to **Office staff** to be checked off.

15. Canteen staff are to report to the person in charge at the rear of the respective canteen.

16. **Building Supervisors** must report to the front of the school to direct the Fire Brigade. They will be assisted by the following staff to inform SENIOR teacher when the school is safe to return to -
SENIOR – Mr G Pickering or Mr D Millar
JUNIOR – Mr J Beattie ICT technician (during lunch time cover will be provided by LSA M Johnson)

17**. Senior Teachers / Principal / Vice Principals** are to be roving once marked off and to fill any gaps in procedures

18. **Refuge Point** should only be used as an area to wait until the exit route is clear.

19. **Evacuation chairs** should be used for safe exit if required.

20. Health and safety Deputies for each Site – SENIOR – Mr Kidd / JUNIOR Ms K McKeown

Once everyone has been checked and clearance from the Building Supervisors and Fire Service obtained – Senior Management on both sites will inform the relevant Assembly points it is safe to return to the building.

21. Under no circumstances must anyone enter the building until the appointed senior member of staff has instructed them to.