St Patrick's Academy, Dungannon

HEALTH AND SAFETY POLICY

'Achieving Excellence Together'

June 2025

Contents

Appendices

Rationale

The aim of this Policy is to ensure, so far as is reasonably practicable, that no person is placed in a position where injury or ill health is caused as a result of the school's undertaking.

Where reasonably practicable, the school will pay particular attention to the provision and maintenance of:

- 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 hazards and contribute positively to their safety and health at work
- A healthy working environment
- Adequate welfare facilities
- A review of safety procedures at regular intervals

The school will so far as is reasonably practicable provide and maintain up to date information for all staff on the potential hazards of substances and equipment used at work.

A copy of this statement will be issued to all employees and displayed on the school noticeboards It will be reviewed, added to or modified from time to time and may be supplemented in appropriate cases by further statements relating to the work of particular groups of workers.

This policy has been reviewed in consultation with the following persons:

Mrs. J. Quinn	School Business Manager at St. Patrick's Academy
Mr. S. Grew	Health and Safety Officer at St. Patrick's Academy

The Health & Safety at Work (NI) Order 1978 states that a safety policy should be revised *'as often as appropriate'*. The full policy, located in RM Staff, will be reviewed in June 2025 and revised as necessary.

Mr. C. Holmes
Principal

Mrs Fiona O'Hagan
Chair Board of Governors

Health and Safety – The Law

Health and Safety Law in Education is governed by two types of law -**Common and Statutory.**

Health and Safety Duties - At Common Law

The common law position is that employers and their agents must take reasonable care to protect their staff and others from the risk of foreseeable injury or ill health, which may occur in the course of their work.

Failure to meet this duty can result in a claim for negligence being taken against the employer and if found liable then damages could be awarded to the injured party.

Health and Safety Duties - At Statutory Law

The employer is required, in law, to provide and maintain so far, as is reasonably practicable:

- A safe place of work
- Safe working procedures
- Safe equipment

These requirements form the main elements of the Health and Safety at Work (NI) Order 1978 and are enforceable through the courts where unlimited fines and, in more serious cases, imprisonment for a period of up to 2 years can be levied.

WHO HAS DUTIES?

Primary responsibility for health and safety lies with the employer, i.e. Board of Governors.
All staff have a responsibility for their own health and safety.

The Principal must ensure that Health and Safety are being effectively managed on a daily basis.

Teachers and other staff should take care of themselves and others who may be affected by their work.

RESPONSIBILITIES

Board of Governors
The Board of Governors have a statutory responsibility under the Health and Safety at Work (NI) Order 1978 for ensuring that the schools Safety Policy is both understood and implemented within the school under their control and that risk assessments are carried out to address significant risks.

In the discharge of their statutory responsibilities Governors must ensure:

- That all teaching staff appointed by them hold appropriate qualifications both to teach the subjects required of them and to use the necessary equipment and machinery;
- That both teaching and non-teaching staff are provided with regular training that will assist them to work safely;

- The maintenance of procedures for the safety of both teaching and non-teaching staff who come under their control;
- The maintenance of procedures for the safety of all persons using the premises under their control;
- The prompt and efficient maintenance of
    (i) All equipment,
    (ii) All non-structural repairs,
- That contractors who are carrying out work on behalf of the Board of Governors carry out their undertakings in a safe manner so as to ensure the health and safety of all personnel on the premises;
- That all equipment and materials either purchased or acquired by them are suitable and safe for their intended use;
- That both teaching and non-teaching staff have access to a copy of the Health and Safety Policy.

The Principal
The Principal of a school is responsible for the day-to-day application of this Health and Safety Policy both for teaching and non-teaching staff

In the discharge of this responsibility the Principal shall:
- Ensure that all staff hold appropriate qualifications both to teach the subjects required of them and to use the necessary equipment and machinery;
- Ensure that both teaching and non-teaching staff are provided with regular training that will assist them to work safely;
- Ensure the provision and maintenance of procedures for the safety of both teaching and non-teaching staff who come under their control;
- Ensure that all staff are aware of any instructions or safety advice pertaining to their particular discipline issued by either the Education Authority or the Department of Education;
- Ensure that all safety reports pertaining to the school are understood and that the detailed work has been completed;
- Ensure that adequate arrangements exist for carrying out regular fire drills and that all staff participate in and are aware of such arrangements;
- Report to the Board of Governors all defects and hazards which are their responsibility;
- Ensure that safe systems of work are used by contractors or persons carrying out inspections or non-structural repairs which are the Governors' responsibility as set out in the scheme for the Local Management of Schools;
- Report to the Board of Governors all defects and hazards which cannot be dealt with under the Scheme for the Local Management of Schools;
- Ensure that details of all accidents to teaching staff and non-teaching staff are recorded and reported promptly to the Board of Governors;
- Ensure that all staff operate safe working practices in the execution of their duties.

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

Senior Leadership Team (SLT)
The SLT responsibilities include the following:
- Consulting with the school Health and Safety Officer to identify training needs for all staff under their control;
- Encouraging all staff to operate safe working procedures;
- Initiating action to rectify all defects and hazards that have been brought to their attention;
- To act as Fire Wardens in the event of an emergency evacuation, ensuring all pupils and staff have been evacuated safely and school is secure.

Heads of Department

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

In the discharge of this responsibility each Head of Department shall:

- Ensure that all staff hold appropriate qualifications both to teach the subjects required of them and to use the necessary equipment and machinery;
- Ensure that both teaching and non-teaching staff are provided with regular training that will assist them to work safely;
- Organise & ensure that pupils & members of staff are made aware of safety precautions & procedures within their department;
- Ensure that all Safety Reports pertaining to their department are fully implemented;
- Ensure that all safety instructions and advice issued by the Education Authority or the Department of Education are acted upon;
- Ensure that all staff in the department are aware of any safety precautions to be taken when undertaking potentially hazardous procedures;
- Ensure that all toxic and flammable substances are correctly used, stored and labelled;
- Ensure that all staff include safe working methods in their instruction to pupils;
- Ensure that any equipment or machinery known to need repair is not used until the necessary work has been carried out, and that they or technicians assigned to their department carry out a regular check on all specialist equipment within the department & remove all unsafe equipment from use;
- Ensure all new equipment is brought to the attention of the Health and Safety Officer;
- Report and record details of all accidents in the school accident report book, retained by the school nurse and identify all potential hazards to the Health and Safety Officer;
- Ensure that all protective clothing and equipment as required are available in the department;
- Ensure First Aid Boxes are adequately stocked and maintained;
- Ensure that relevant risk assessments are maintained;
- Complete safety checklist annually.

In the absence of the Head of Department, the Principal or a Senior Teacher nominated by the Principal will assume the responsibility.

Teaching Staff

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

In the discharge of this responsibility each teacher shall:

- Ensure that they take reasonable care during their work activities to avoid accident or injury to themselves, other members of staff and pupils;
- Observe all safety instructions and advice issued by the Education Authority or the Department of Education;
- Observe all safety rules relating to specific machinery or processes:
- Ensure that all protective clothing and equipment as required are both available and used by themselves and pupils;
- Report all potential hazards affecting health and safety to the Head of Department;

- Report all accidents to the Head of Department and ensure that Accident or Incident Report Forms are fully completed;
- Co-operate fully with the Head of Department and the Principal on all matters pertaining to Health and Safety;
- Exercise effective supervision of pupils and know emergency procedures in respect of Fire, First Aid etc;
- Know the special safety measures to be adopted in their own teaching area and ensure they are applied;
- Give clear instruction and warnings as often as are necessary:
- Follow safe working procedures personally;
- Make recommendations to their Head of Department on the provision of safety equipment and on improvements to plant, tools or equipment, which is dangerous or potentially so.

Supervisors

Those members of staff who have supervisory responsibilities (including HoD's and staff on lunchtime supervision) are responsible for the practical application of the Health & Safety Policy and Safe Working Procedures.

In the discharge of this responsibility supervisors shall:
- Encourage staff under their control to employ safe working practices;
- Instruct new employees in appropriate safety measures and procedures;
- Ensure that all defects in equipment or protective clothing are corrected and reported accordingly to the respective supervisor;
- Report all accidents to the Safety Co-Ordinator/School Business Manager;
- Furnish information as required in the investigation of injuries and accidents.

All Staff

All employees have a responsibility to exercise personal care and attention for the safety of themselves and others and to co-operate with their employer in the execution of this policy.

In the discharge of this responsibility employees shall:

- Perform their duties in a safe manner and pay particular attention to the Safety Procedures;
- Report all accidents and injuries to their supervisor as soon as possible;
- Obtain adequate treatment as soon as practicable if injured;
- Report all defects in equipment and protective clothing and potential hazards to their supervisor;
- Assist in the investigation of injuries and accidents;
- Observe all the safety rules.

Current Legislation
In addition to the Health and Safety at Work Order there are additional regulations that are applicable to schools (see Appendix 4)

THE HEALTH AND SAFETY OFFICER
Mr. S. Grew

The Health and Safety Officer's responsibilities include the following:

- Interpretation of relevant health and safety legislation and regulations;
- The interpretation of Codes of Practice issued under the Health and Safety at Work (NI) Order l978 so that all relevant Codes are adhered to and good safety practices are observed;
- The arrangements, in liaison with other specialist staff, for the inspection of buildings, plant and equipment so as to ensure that (I) health and safety requirements are being met, and (ii) to identify hazards to health and safety and advise on measures to be taken to rectify them;
- The maintenance of accident statistics, advising on accident reporting procedures and processing accident reports;
- The analysis of accident statistics and recommendation of Health and Safety measures to prevent their recurrence:
    - Devising training programmes to educate staff in good safety practices;
    - Developing and updating the School Health and Safety Policy in conjunction with the school's Business Manager and other relevant parties.

FIRST AID

The Health and Safety Regulations 1982 govern first aid in schools.

The key elements are as follows:

- Each location should have an appropriate number of qualified first aid personnel.
- First aid personnel should receive regular approved training.
- All first aid boxes should contain a minimum amount of prescribed material.
- Records must be kept of any first aid administered.

The administration of medicines to pupils is a separate issue – See Storage and Administration of Medication Policy.

A qualified First Aider is someone who has completed a three-day approved course or a two-day refresher course and who has been awarded a First Aid at Work Certificate.

It is recommended that the following departments have at least one qualified First Aider:
Home Economics, Science, PE, Technology and Art & Design.

It is recommended that First Aid boxes are located in the following locations:
Medical Inspection(MI) Room, Home Economics, Science, PE, Technology and Art.

The minimum contents of each box should be as follows:

ITEM	QUANTITY
Individually wrapped sterile adhesive dressings - Blue and Waterproof	20
Sterile eye pads	6
Individually wrapped triangular bandage	8
Safety pins (pkt 6)	2
Medium sized unmedicated wound dressings (10cm x 8cm)	12
Large sized unmedicated wound dressings (13cm x 9cm)	4
Guidance card	1
Scissors	1
Alcohol Free Moist Wipes (pk 10)	2
Pair Disposable Gloves	2

The box should also contain sterile water.

ACCIDENT PROCEDURE

In the event of an accident to a pupil, member of staff or any other person authorised to be on the school premises, the following procedure should be carried out:

1 Render first aid treatment if the injury is of a minor nature.

2 If the injured party cannot be moved, the teacher in charge should send immediately for the School Health Officer or a qualified first aider. If the School Health Officer is unavailable, the School Business Manager and the school caretaker have access to the Medical Inspection (MI) Room.

Staff qualified are listed in Appendix 1.

3 In the event of an accident or injury, the teacher in charge must record the accident details on an Accident Report Form. (Appendix 2). The Accident Report Form must be removed from the ring-binder and left for the School Health Officer to file. It is vital that all accidents are recorded in this manner.

4 First Aid boxes are located in the following areas:
Medical Inspection(MI) Room, Home Economics, Science, PE, Technology and Art.

The location of First Aid boxes is indicated on the health-related emergency posters.

NB Adrenaline auto-injectors (Epi-pen), inhaler and anti-histamine syrup are kept with the School Health Officer.

5 A member of staff from The General Office will contact the parent/carer of sick/injured pupils so that suitable transport arrangements either to home or hospital can be made, if necessary.

6 It is important that pupils are not left unsupervised in specialist labs, or in the Assembly Halls at any time.

School Health Officer

The School Health Officer for the school is based in the Medical Inspection (MI) Room and is usually available from 8.45am until 3.30pm each day. They liaise with other health professionals regarding pupils' wellbeing.

Pupils who feel ill must first seek permission from their subject teacher before visiting the School Health Officer.

CRITICAL INCIDENT PROCEDURE

Definition of a Critical Incident
A sudden and unexpected incident or sequence of events which causes trauma within our school community. The incident or events will be beyond what the school is normally used to coping with.

Aims of our Critical Incident Procedure:

- To recognise which incidents may be critical to the well-being of our school community;
- To respond to the incident in an informed, sensitive and consistent manner;
- To create a safe school environment where the needs of staff and pupils are prioritised;
- To have in place a Critical Incident Team, the membership of which is known to all concerned;
- To establish positive working relationships with relevant outside agencies;
- To, where possible, maintain the normal running of our school;
- To continue to promote coping skills within our curriculum;
- To continue to monitor and review the policy for dealing with emergencies.

Introduction
St Patrick's Academy's response to any critical incident will differ according to the nature of the incident or series of events. Our response will be both practical and compassionate. We recognise that there are three main phases when managing a critical incident: 'Before the event', 'During the event' and 'After the event'.

Before the event
Appoint a Critical Incident Team
The Principal and Vice-Principals will form the core of our Critical Incident Team. The Principal (or, in his absence, the relevant Vice-Principal) will take charge of the school's response to the critical incident and the Principal's Office will be used as the central liaison point for all discussions. The Principal may decide to co-opt other key members of staff onto the Critical Incident Team, as and when required.

Strategy for dealing with the incident
Our school will continue to engage in preventative strategies such as fire drills, first aid training and Health and Safety planning to help minimise risk. The Critical Incident Team will assess the immediate practical needs of the school and consider procedures for dealing with the Critical Incident. Our aim would be to keep the school open, if possible, or to retain as much normality/structure for pupils and staff as soon as possible. This decision will be taken in consultation with mental health and other professionals. The school does acknowledge that not all pupils and staff may be able to return to normality immediately after the incident.

Planning a coordinated response
The Critical Incident Team will prioritise the welfare of staff and pupils as well as other members of the school community when formulating a response. The school will also contact relevant external agencies to ensure a well-coordinated response to any incident. In St Patrick's Academy we will:

- Contact staff, Chaplin, governors and relevant agencies;
- Provide regular staff briefings and debriefings;
- Use our School App to provide regular updates to parents/carers and/or pupils;

- Contact our School Counsellor and the Education Authority to provide support for vulnerable pupils;
- Provide separate venues such as the Assembly Hall, Oratory, Boardroom or Sports Pavilion as a meeting point for pupils/parents/carers/staff/outside agencies;
- Dedicate a telephone line for communication of information and updates;
- Provide a prepared statement for staff members answering the phone;
- Advise all staff that queries from the media should be directed to the Principal.

During the event

Assess the risk and gather facts

The Critical Incident Team will immediately assess the impact of the incident and take the best course of action to ensure the well-being of staff and pupils. The position of our school will be constantly reviewed as new information emerges. It is hoped that school routine can continue as normal, where possible.

Communication

The Critical Incident Team will take a lead role in communicating with key people. Our school understands the important role that we play in providing calm reassurance to the school community and appreciate that this is often best given to pupils by familiar adults. The Principal may, therefore, decide to co-opt key staff onto the Critical Incident Team, as and when required.

Record keeping

All records will be stored securely by a member of the Critical Incident Team as they may be needed to assist with future investigations. Records should include accounts from pupils/staff and parents, a log of telephone calls or any other evidence that has been gathered.

After the event

Support

The Critical Incident Team will keep a record of pupils and staff who have been affected by the event. The Team will:

- Employ 'watchful waiting' in the hope that the pupil or staff member can 'normalise' within six months (this will be assessed on an individual basis);
- Offer counselling services for pupils/staff who find it difficult to 'normalise' by themselves;
- Put in place exceptional arrangements such as phased return or 'quiet time' for pupils who need additional support or for a pupil who may be a family member of the bereaved. A key member of staff will be appointed to monitor the pupil
- Liaise with Social Services should a Safeguarding concern emerge;
- Update Examination Boards, if appropriate;
- Mark anniversaries such as a Month's Mind in an appropriate manner;
- Keep in contact with the bereaved families so that they can hear about their child's achievements;
- Give careful consideration to the management of public exams so that the process is fair and in line with the family's wishes.

Critical Incident on the premises

The Class Teacher will:

- Immediately call for first aid and contact emergency services;
- Seek assistance from a colleague;
- Contact the Principal or a Vice-Principal;
- Remove the class to a safe area and remain with them e.g. Oratory. See staff/pupil planner;
- Keep a record of the incident and forward to the Principal at their earliest convenience.

Critical Incident on a school trip
The teacher in charge will:

- Follow local protocol and get immediate first aid for the casualty;
- Allocate a member of staff to remain with the casualty;
- Make contact with the Principal as soon as possible. If it is not possible to contact the Principal, contact should be made with the relevant Vice-Principal;
- Make arrangements for the safeguarding and well-being of other pupils in the party, following consultation with the Principal;
- Continue to liaise with the Principal;
- Keep a record of the incident and forward to the Principal at their earliest convenience.

Full details are contained in the Critical Incident Policy

Care of Classrooms

In order to reduce the risk of accidents in the classroom, the following points should be noted:

- Insist the room is tidy before the beginning of class. Encourage pupils to organise the tidying of rooms and the lifting of litter where necessary.
- When leaving a classroom, ensure pupils place chairs neatly behind desks before they move out.
- The teacher should always be the last to leave the room.
- Laboratories and specialist rooms should be locked when not being used. (This is especially important during lunch and break time.)
- Details of broken or faulty equipment or fittings should be e-mailed to the School Business Manager, Mrs J Quinn as soon as possible. Faulty items, which are not reported, cannot be dealt with and will remain a danger to pupils and staff.

Fire Evacuation Procedure

Emergency Signal: Intermittent Siren For 1-2 Minutes.
Assembly Point — All Weather Pitch

- On hearing the emergency signal, the class teacher should ensure that pupils leave the room immediately and in single file. Pupils must not take books or bags with them.
- Pupils should walk to the nearest signed exit. The teacher should close the classroom door and follow behind their class.
- If any exit is inaccessible, locate the next nearest signed exit.
- Any pupil not in class when the alarm sounds should join their class at the assembly point.
- Staff not teaching when the alarm sounds should check the toilets and classrooms on their way out.

- On arrival at the assembly point on the 3G pitch, pupils should line up in form class order along the perimeter fence in line with the signs indicating their class/year.
- Pupils who are unable to walk to the 3G should wait at the entrance gate (beside the barrier) with the Pastoral Vice-Principal and their assistant.
- Form teachers and Heads of Year must undertake a form class registration and notify any unaccounted absences to the Health and Safety Officer, Mr. S. Grew or, in his absence, the School Business Manager, Mrs J Quinn.
- The Head of Year should take over the duties of absent Form Tutors.
- All canteen and ancillary staff should assemble at the entrance to the All-Weather Pitch, near the school observatory where their presence can be checked by the School Business Manager, Mrs J Quinn.
- When the emergency is over, pupils and staff should return to class by the same route that they left.
- All exit points are clearly marked within the school.
- Teachers are asked to familiarise themselves with the nearest exit point to their classroom. If any exit point is obstructed, please inform the School Business Manager, Mrs J Quinn, immediately.
- Emergency drill procedures will take place at least once a year.

FIRE SAFETY

It is incumbent on The Board of Governors to ensure that the following areas in relation to fire safety are addressed:

- That the school has a recognisable alarm system;
- That the system is regularly tested and maintained;
- That all break glass points if cracked or broken are replaced;
- That the school has an adequate provision of firefighting equipment;
- That fire-fighting equipment is regularly checked and maintained. In addition, an authorised contractor must carry out an annual inspection;
- That the school has a clear and simple evacuation procedure (details of the procedure are on the previous page;
- That a planned evacuation takes place at least once a year (ideally 3 times per year - at the start of each term);
- That some staff receive instruction on how to raise the alarm in the event of a fire and also receive practical training in the use of fire extinguishers. Training was given on 19th March 2025 and the list of said staff updated.

The following types of extinguisher are to be used:

TYPE	COLOUR	APPLICATION
Water	Red	Paper, Wood (non electrical)

Foam	RED (cream)	Oil
Dry Powder	RED (blue)	All types of fire
Carbon dioxide	RED (black)	Electrical fires
Fire Blanket		Oil fires

Note:
As all new Fire Extinguishers are now red – different types may be distinguished by the colour of the lettering on the extinguisher i.e. Blue = Dry Powder (All types of Fire).

Exit Points

1. Exit doors at the Oratory

2. Exit doors at the side of the Sports Hall

3. Exit doors between the Assembly Hall and the Sports Hall (Pupil Entrance)

4. Double exit doors at the Visitor Entrance (Main Foyer)

5. Exit doors at the Assembly Hall

6. Exit doors at the Gymnasium

7. Exit doors opposite the Staffroom (Staff Entrance)

8. Exit doors at the bottom of Stair 2

9. Exit doors at the bottom of Stair 3

10. Exit doors at 6th Form Study 2

11. Double Exit doors at bottom of Stair 7 (Canteen/Mezzanine)

12. Exit door at Planning Room 1

13. Exit door at Planning Room 3

14. Double exit doors at the Bus Waiting Area

15. Exit doors near the Drama Room

16. Exit doors at the bottom of Stair 4

17. Exit doors at the bottom of Stair 5 at the English classrooms

18. **Pupils playing on grass pitch at rear of school**: walk towards the retainer wall of Playground 1 (Music Yard). Walk up the steps, then past the Oratory and Sports Hall on your left. Then walk down the steps, turn left at the end of the Sports Hall. Walk past the bike shelter on your right and then walk up the steps to the road.

CONROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

The COSHH Regulations came into effect in 1991 and were amended in 1995. The regulations place a duty on schools to carry out COSHH assessments on tasks, which involve the use of any hazardous substances, and to implement appropriate controls.

- A hazardous substance is defined as:
- Any substance classified as being toxic, harmful. corrosive or irritant.
- A micro-organism which creates a hazard to health
- Dust of any kind, when present as a substantial concentration in the air

The Heads of Department in Science, Technology, Home Economics and Art & Design are responsible for carrying out assessments in their subject area. Other departments may carry out assessments but are not specifically mentioned in the regulations.

The assessments should contain written:

- Details of the substance
- Details of the task and the appropriate precautions associated with it.

The assessment should be reviewed at least every 2 years.

COSHH Regulations require staff to:

- Read container labels and make themselves familiar with the assessments;
- Take part in safety training programmes;
- Practice safe working habits;
- Store equipment and tools safely;
- Use personal protective equipment properly;
- Take part in Health surveillance;
- Use control measures properly;
- Report any defects in equipment, personal protective equipment or control measures immediately.

VISUAL DISPLAY UNITS (VDUs)

The Display Screen Equipment Regulations (NI) came into effect in 1993. They require employers to carry out an assessment of the workplace where staff are employed in the use of VDU's in order to reduce the risk of associated ill health.

The regulations include employees who:

- Use a VDU more or less continuously on most days;
- Who normally use a VDU for continuous spells of an hour or more at a time each day.

Pupils are not subject to the regulations at this stage.

The main elements of the assessment affecting schools are:

- DESK - should have ample space and height to carry out the work.
- CHAIR - should have a height and back adjustment and lumbar support.
- COMPUTER - the screen should be adjustable and easily read.
- ENVIRONMENT - there should be no glare from windows or lights.

The school must appoint a properly trained member of staff to carry out the assessment. (Mr S Grew)

There is also provision for eye tests for employees who are users of VDUs.

School Trips Policy

The following points must be considered when taking pupils on a school trip or educational visit:

• There should be written procedures/risk assessments controlling trips or visits;
• Parental/carer consent must be obtained before pupil participation;
• There must be a school policy for overnight stays;
• There must be a procedure for pupils requiring certain medications;
• There must be adequate supervision;
• Emergency procedures must be clearly agreed;
• A First Aid kit must be carried;
• There must be a competent team leader.

Teachers who take pupils out of school on a school activity are responsible for all pupils in their care, just as they are in school during school hours. Parents should be informed of any school trip and their permission sought for their children being away from school.

Participation in a school trip/visit will be dependent upon acceptable behaviour and good attendance throughout the school year. The Principal should be given a list of pupils in advance for approval once first deposits have been paid.

The key to ensuring that a trip is safe, successful and educational is careful and thorough planning. The school is now required to put in place very precise practices and procedures for purposes of Internal Audit. Any event or activity which involves the collection of money from pupils falls into this category.

Planning the Trip
1 Identify the curriculum content of the trip.
2 Identify the travel companies and consider locations and sites. Obtain three quotations (if possible).
3 Assess the risks.
4 Estimate the cost, insurance cover and staffing ratio.
5 Discuss the draft outline with the Principal. The discussion will involve the educational value of the activity or event and a decision on the costings prior to approval.

Once initial approval has been given, the organiser should finalise details. One teacher should be designated Party Leader and another as Deputy Leader. The following information should be considered:

• A detailed description of the activities and scheme of work to be undertaken during the residential including the identification of any cross curricular activities.
• The dates of the trip and a risk assessment of the accommodation and any other sites to be visited.
• Emergency procedures.
• Transport provision.
• Insurance cover.
• Breakdown of pupils and staffing ratios.
• The cost.
• Addresses of hotels.
• Name of Travel Company.
• Contact telephone number.
• Itineraries.
• Any special clothing requirements.
• Details about methods of payment.
• Cancellation arrangements.
• Provision of meals in transit.

Having obtained approval from the Principal, a letter will need to be sent to parents to obtain their consent.

The details should include: -
• Dates and times of trip.
• Pick up and drop off points.
• Transport to be used.
• Details of the accommodation with security and supervisory arrangements on site.
• Details of activities planned and of how the assessed risks will be managed.
• Clothing and equipment to be taken.
• Spending money.
• Details of the cost of the trip. Use of iPayimpact to be strongly encouraged. All cheques should be made payable to St Patrick's Academy.
• A reply slip to include agreement on expected levels of behaviour on trip/bus.
• This letter to parents must be signed by the Principal and the Organising Teacher who should give a copy to the School Business Manager.

It is very important that the information given to parents/carers is clear and concise. All parents/carers should complete an Information Sheet, which provides the following information: -

• Emergency contacts.
• Health details (including any medication the pupil requires and who has responsibility for administering it, pupil or staff?).
• Dietary needs.
• Approval to the inclusion of their child on collective passport (where necessary).

Arrangements for collection of money via iPayimpact should be made with the School Business Manager.

Any money collected must be handed in to the Finance Office on the day of collection; a receipt will be given to the teacher for money received.

All monies must be paid into the School Account and all payments to travel companies or other agencies are to be made by a school cheque or bank transfer

School Staff to be informed of the composition of the party. Leave a list with the Principal and on staff notice board. A full list of names, addresses and telephone numbers should be left in the school, and also carried by each travelling teacher.

Details of money collected and relevant dates should be retained by the organising teacher(s) for at least twelve months.

Travelling teachers should leave work for their classes with their HOD. They must leave cover forms for days absent with M. M Fahy or the teacher in charge of cover.

A basic First-Aid Kit and mobile phone (available from Mrs B Toner) should be taken on all trips.
If possible, one member of staff should be a qualified first aider.

The list of pupils travelling on any trip must be approved by the Principal.

Make sure that there is a system for contact with the school and parents during the trip.
Pupils should contact their parents/carers on arrival to confirm safe arrival and again on departure to agree collection times.

Pupils should understand clearly what is expected of them. Standards of behaviour must be clear. Pupils must be made aware of any potential dangers.

Travelling staff should be involved in organising the trip e.g. passport, collecting money, so that they may familiarise themselves with the details.

Parents' Information Evening
For trips lasting more than two days, a parents' information meeting must be held prior to departure. It is very important that the information given to parents is clear and concise. The agenda for the meeting should include: -

- The itinerary.
- Addresses/telephone numbers of hotels used.
- Rules for the trip.
- Clothing and equipment to be taken.
- Details of anticipated activities and arrangements for supervision generally and during specific activities.
- Composition of the party.
- Spending money.
- Distribution of luggage labels where appropriate.
- Collecting data for Global Health Insurance Cards (GHIC's)
- Pick up and collection times and places.
- The opportunity for parents/guardians to ask any questions they may have.
- Emergency contact.
- Information about the place where the trip is to be centred.
- Personal safety – pupils should know what to do if they become separated from the others or if approached by a stranger.
- Completion of information sheet.
- An understanding of rendezvous arrangements.

On the Trip

• Assess condition of rooms on arrival so hotel cannot blame pupils for damage already done.
• Read the hotel's fire regulations. If possible hold a fire drill.
• Have a full programme.
• Pupils must know the location of staff bedrooms. Staff rooms should be on the same floor, if possible.
• Encourage pupils to take part in all organised activities so that they do not have time to feel 'homesick'.
• Ensure rooms are kept tidy.
• Discover times of mass for Sunday/Holy Days.
• Check rooms on arrival for security.
• Pupils must be punctual for all meals, meetings etc.
• Staff have responsibility for an allocated group.
• Pupils should never be off site, on their own, at any time.
• Pupils who become ill must inform the Party Leader as soon as possible.
• Pupils should use seat belts on buses when available.

After the Trip

• Send articles about the visit to the local press.
• Organise a display of photographs for classroom wall/foyer.
• Delegate pupils to write a piece for the school website and or Facebook page.
• Ask pupils to send letter of thanks to places visited.
• Group leader fills in an evaluation form and hand in to Principal

Full School Policy and exemplar material can be found in RM Staff in 'Trips' Folder

RISK ASSESSMENT

One of the main requirements of Health and Safety at Work regulations is that employers carry out risk assessment. It is important that Heads of Department undertake this process.

Basically, a Risk Assessment is finding out what in your department could cause harm to people and deciding if you have done enough or need to do more to protect them.

The purpose of risk assessment is to make sure that no one gets hurt or becomes ill as a result of your work activities.

The activity does not have to be overcomplicated. Checking risks is common sense but necessary. There are five basic steps to risk assessment:

- Identify the Hazards;
- Decide who might be harmed;
- Evaluate the risks and decide whether existing precautions are adequate;
- Record your findings;
- Review your assessment from time to time.

In identifying hazards, you can ignore the trivial and concentrate on the significant hazards, which could cause genuine injury.

The risk evaluation procedure could be carried using numbers to assess the risk level as follows:

Severity	**X Likelihood**	**= Risk**
3=Major	3=Highly	9-Greatest
2=Serious	2=Likely	
1=Minor	1=Minor	1-Lowest

Appendix 3 shows one possible approach to recording risk assessment in your department. It is particularly important that practical subjects undertake this process.

Reviewed: June 2025
To be reviewed: June 2026

APPENDIX 1

Qualified First Aid Staff

Name – Department – Renewal Date

Name	Area	Renewal Date
Mr C Bogue	Maths/GAA	June 2028
Mr T O'Connor	Caretaker/Supervision	June 2028
Mrs H Smith	Art	June 2028
Mr T Kelly	Technology	June 2028
Mrs N Hall	English/Athletics	June 2028
Mr L Dornan	Science (downstairs)	June 2028
Mrs M McLaughlin	Science (downstairs)	June 2028
Mr S Grew	RE/Health & Safety Co-Ordinator	June 2028
Mrs L McFall	General Office	June 2028
Ryan Pickering	PE/GAA/Soccer	March 2028
Mr J Cumiskey	Science/Maths	June 2027
Mrs E Hughes	Canteen	June 2027
Mrs J McKendry	PE/GAA/Camogie	June 2027
Mrs C Bell	PE/GAA/Soccer	June 2027
Mrs J McArdle	SEN	June 2027
Ms L Burgess	Science (downstairs)	June 2027
Mrs J Corey	Science (downstairs)	June 2027
Mr S Boyle	Maths	June 2026
Miss L McCaffery	Maths	June 2026
Mrs T Ferran	Technology	June 2026
Miss L Barker	Science (upstairs)/Basketball	June 2026
Mr S Tiffney	Science (upstairs)/GAA	June 2026
Mrs Y McArdle	Science (downstairs)	June 2026
Miss D Nugent	English	June 2026

APPENDIX 2

ACCIDENT REPORT FORM

School: _____

INJURED OR AFFECTED PERSON

Teacher ❑ Pupil ❑ Visitor ❑

Name:	Class:
Address:	Age of Pupil:

DETAILS OF ACCIDENT

Nature:	Time:
Location:	Date:
Witness:	

DETAILS OF INJURY

Nature (if none write none)
Part of Body
Treatment given (including Name/Address of GP/Hospital if applicable)

DESCRIPTION OF EVENTS LEADING UP TO AND INCLUDING ACCIDENT

DESCRIPTION OF IMMEDIATE ACTIONS

DESCRIPTION OF POSSIBLE CAUSES

RECOMMENDATIONS TO PREVENT REOCCURRENCE

REPORT COMPLETED BY

Name:	Date:
Job Title:	

SIGNATURE:_____

DATE:_____

RIDDOR Form Completed: Yes ❑ No ❑

NB Certain accidents and cases of occupational ill health must be notified to the HSE/Environmental Health Department on the appropriate forms (See School Business Manager)

APPENDIX 3

RISK ASSESSMENT FORM

Department: _____
Completed by: _____
Date: _____

Activity	What are the hazards?	Who might be harmed?	Level of risk Low,medium,high	Existing controls	Additional controls	Action by whom?	Action by when?

APPENDIX 4

CURRENT LEGISLATION

In addition to the Health and Safety at Work Order the following regulations are applicable to schools:

- Management of Health & Safety at Work Regulations (NI) 1992
- Workplace (Health, Safety and Welfare) Regulations (NI) 1993
- Manual Handling Operations Regulations (NI) 1992
- Provision and Use of Work Equipment Regulations (NI) 1993
- Personal Protective Equipment at Work Regulations (NI) 1992
- Health and Safety (Display Screen Equipment) Regulations (NJ) 1992
- Electricity at Work Regulations (NI) 1991
- Health and Safety (First Aid) Regulations (NI) 1982
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (NI) 1986
- Control of Substances Hazardous to Health Regulations (COSHH) (NI) 199Construction (Design & Management) Regulations (NI) 1995 (CDM)

These regulations place a greater emphasis on sound health and safety management and broad duties to assess risk and provide appropriate protective measures.

APPENDIX 5

Staff Trained in the use of Fire Extinguishers

Evelyn Black
Lucia McGuigan
Joanne Corey
Tracey Ferran
Stephen Grew
Mervyn Stewart
Terrence O'Connor
Tony Kelly
Katharine Mullin

Training was given on-site on 19th March 2025.