

Health and Safety Report on School Visit	
School	St Joseph's Primary School, Strangford
Date of visit	24 th November 2022
Issue	██████████ from the Department of Education contacted EA H&S to ask for a health and safety visit to St Joseph's to assess the risks with the lack of a Principal's office and to support the works application (DE Ref. No. 4033005)
Present at site visit	██████████ (Principal) and ██████████ (EA H&S Manager – locality East)
Issues/ Recommendations	
Background St Joseph's Primary School is based in Strangford and in recent years, has reached it's full capacity with 91 children. All classrooms are in use and at maximum capacity, in particular the primary 4/5 classroom which holds 29 children, some of which are sitting at a right angle to the Teacher and screen. Currently there is no designated Principal's office with ██████████ using the staffroom table (see photo's 1,2 & 3) to work from or ██████████ also moves to the library (see photo 4), when the majority of staff are eating/ using the staffroom for their breaks. The library is a mobile type structure which has other maintenance issues – there is a strong, damp smell, the school report that the storage heaters do not work properly, there is no wi-fi signal and there is a hole in the floor at the entrance door. Aside from the maintenance issues in the library, ██████████ has to share this space with an external Outreach Teacher who uses this quieter space for 1-2-1's with SEN children. This can be unsettling for these children to have their Principal in the room during their 1-2-1 sessions. With no designated office, it presents issues with privacy for phone calls, privacy in terms of data protection of the files, no discreet area for parent meetings, no privacy to deal with child protection concerns or incidents of a sensitive nature, does not fulfil the 'Display Screen Equipment Regulations (DSE Regs)' in terms of an inadequate workspace to include desk, chair, heat, light, space, storage, desktop PC, separate keyboard and mouse, does not fulfil the 'Workplace Health, Safety and Welfare Regulations' in terms of providing suitable and separate welfare area, lighting, temperature, space and workstation set up. Finally, it does not fulfil the Primary Schools Handbook section 3a requirement that "every school should have a Principal's office".	

■■■■ has also provided a letter from her GP raising concerns with not having a designated suitable workspace which is causing stress, anxiety and could lead to musculoskeletal health issues.

Issues

- i) No designated Principal's office which goes against the Primary Schools Handbook, DSE Regulations and the Workplace Health, Safety and Welfare Regulations.

Recommendations OR To mitigate these concerns the following recommendations have been made:

- i) I would support the application to construct/ extend an area to provide a designated Principal's office as soon as practicably possible.
- ii) In the interim period, I would also support and suggest a scoping exercise to see if a small temporary office could be partitioned off within the current cloakroom to the left side of the entrance (see photo 5)

Photo 1 – current desk in staffroom

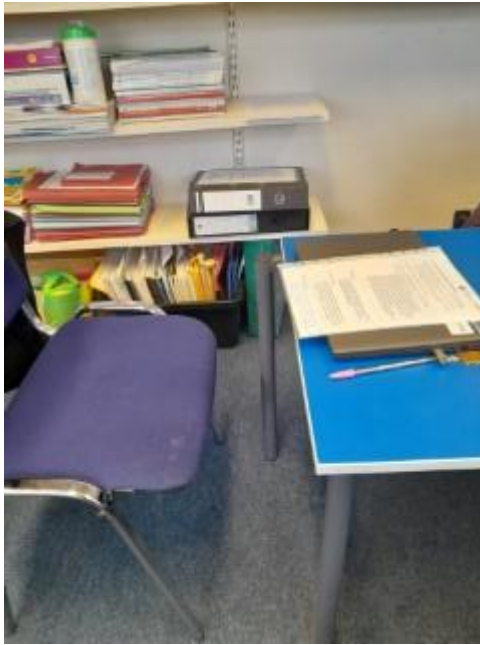


Photo 2 – insufficient desk height

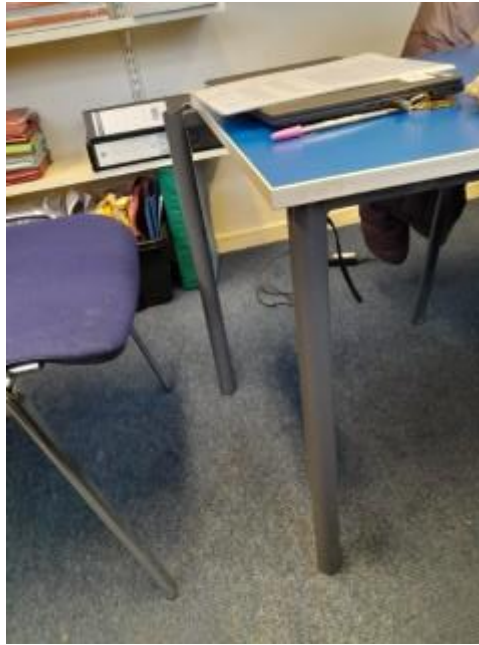


Photo 3 – current staffroom





Photo 4 – current library workstation

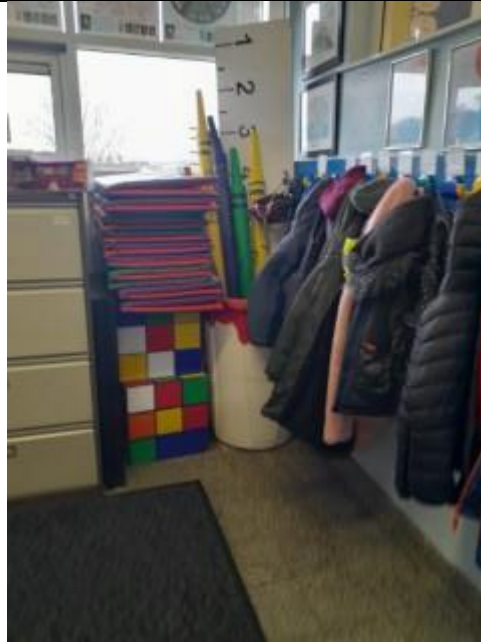


Photo 5 – current cloakroom