



Policy Statement on Health and Safety

SECTION A

GENERAL STATEMENT OF SAFETY POLICY

The Board of Governors recognises and accepts its responsibility for Health and Safety and in particular the duties laid down in Article 4 (Employers Duties) of the Health and Safety at work NI Order 1978. It also recognises and accepts its duties laid down in Articles 5 & 6 of that order to persons other than their employees.

The school's policy is to provide and maintain safe and healthy working conditions so far as is reasonably practicable for all staff and students and to encourage a safety culture within the school **building and in all its associated activities**. The Board of Governors also accepts responsibility for the Health and Safety of other people who may be affected by the school's activities.

It is the school's policy to provide adequate information to identify needs in respect of training and provide supervision as necessary for the Health and Safety of staff and pupils.

The school will pay particular attention to the provision and maintenance of

1. a safe place of work, safe access to it and safe egress from it
2. plant equipment and systems of work that are safe
3. safe arrangements for the use, handling, storage and transport of articles and substances
4. sufficient information and instruction training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work
5. a healthy working environment
6. adequate welfare facilities
7. **protocols and procedures to ensure the health and safety and wellbeing of staff and pupils in all school activities including those conducted off site**

The Board of Governors reminds its employees of their own duties to take reasonable care for their own safety and that of other persons and to co-operate with the Board of Governors and the Principal so as to enable it to carry out its own responsibilities successfully.

A copy of this statement will be issued to all employees. It will be reviewed, added to or modified from time to time. This policy and its effectiveness will be monitored annually.

SECTION B

SAFETY ORGANISATION

BOARDS OF GOVERNORS

In the discharge of their statutory responsibilities Governors shall 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 the necessary training to assist them at 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 pupils who come under their control;
- the maintenance of procedures for the safety of all persons using the premises under their control;
- that an inspection of the school premises and equipment is carried out at least once per year and that necessary action is taken;
- the prompt and efficient maintenance and where necessary repair of all equipment;
- that contractors 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 purchases or acquired by them are suitable and safe for their intended use;
- that both teaching and non-teaching staff are issued with a copy of the Safety Policies;

Responsibility for the day to day application of this policy is delegated to the Principal.

PRINCIPAL

In the discharge of this responsibility the Principal shall:

- ensure that all staff are aware of any instructions or safety advice pertaining to their particular discipline issued by either the Board or the Department of Education;
- ensure that all staff are aware of any instructions or safety advice pertaining to their duty of care for pupils issued either by the Board or the Department of Education and that the appropriate protocols are implemented;
- ensure that all safety reports pertaining to the school/college 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;
- ensure that all accidents to staff, pupils and members of the public are reported promptly;
- ensure that all staff operate safe working practices in the execution of their duties.

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

HEADS OF DEPARTMENT

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

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

- prepare a departmental safety policy in line with school procedures and protocols;
- ensure that both teaching and non-teaching staff are provided with the necessary training to assist them to work safely;
- ensure that all Safety Reports pertaining to their department are fully implemented;
- ensure that all safety instructions and advice issued by the Board 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 staff include safe working methods in their instruction to pupils and students;
- ensure that any equipment or machinery known to need repair is not used until the necessary work has been carried out;

- report all accidents and potential hazards to the Bursar or Principal;
- ensure that all protective clothing and equipment as required are available in the department.

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

BURSAR

The Bursar is responsible for ensuring that the content of the Safety Policy is followed in practical terms in areas under her control.

In the discharge of this responsibility the Bursar shall:

- prepare safety policies as required;
- ensure (identify) that non-teaching staff are provided with regular training that will assist them to work safely;
- ensure that all Safety Reports pertaining to areas under her control are fully implemented;
- ensure that all safety instructions and advice are acted upon;
- ensure that all staff in within her areas are aware of any safety precautions to be taken when undertaking potentially hazardous procedures;
- ensure that all staff include safe working methods when carrying out their duties;
- ensure that any equipment or machinery known to need repair is not used until the necessary work has been carried out;
- report all accidents and potential hazards to the Principal.

In the absence of the Bursar, the Principal will act on her behalf.

TEACHING STAFF

Each member of the teaching staff has a responsibility to exercise care and attention regarding the safety of themselves and students 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 students;

- observe all safety instructions and advice issued by the Board 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 students;
- report all potential hazards affecting health and safety to the Head of Department or Leader of Learning;
- report all accidents to the Head of Department and ensure that Accident Forms are completed;
- co-operate fully with the Head of Department and the Principal on all matters pertaining to Health and Safety.

SUPERVISORS

This section would be aimed at non-teaching supervisors ie., caretaker, catering, grounds maintenance.

Those staff who have supervisory responsibilities are responsible for the practical application of the Safety Policy and Safe Working Procedures.

In the discharge of this responsibility supervisors shall:

- encourage staff under their control to employ safe working practices and pay particular attention to the Sectional Safety Policy;
- instruct new employees in appropriate safety measures;
- ensure that all defects in equipment or protective clothing are corrected and reported accordingly to the Administrator;
- report all accidents and dangerous occurrences to the Bursar;
- furnish information as required in the investigation of injuries, accidents and dangerous occurrences.

ALL EMPLOYEES

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 accident and injuries to their supervisor as soon as possible;
- obtain adequate treatment for injuries as soon as practicable;
- report all defects in equipment and protective clothing and potential hazards to their supervisor;
- assist in the investigation of injuries and accidents.