

Belfast Model School for Girls

Achievement for All



HEALTH AND SAFETY POLICY/PROCEDURES

Agreed by Board of Governors:

To be reviewed:

Health and Safety at work have always been a concern of the Board and of the school. In the Staff Information Handbook or School Policy Documents are included articles on Fire and Security Precautions, Guidelines on what to do When a Pupil is Sick, First Aid, Accident Procedures, Critical Incidents, the Reporting of Building Defects, and Requests for Repairs. Etc. All of these relate to safe and healthy working conditions. First-Aid material is also always available at strategic points.

The introduction of the Health and Safety at Work Order, however, has given the Belfast Education and Library Board, and us, certain legal duties and responsibilities we need. The Board has appointed a Health and Safety Officer and has published a Health and Safety Policy Statement which as well as general guidelines for all members of staff, contains sections outlining the responsibilities of the Principal, Board of Governors, Heads of Department etc. A copy of the relevant sections of the Statement is included in this handbook and a copy of the Statement is displayed on the Health and Safety section of the notice board in each staffroom.

Mr Thompson acts as a liaison teacher, working with Mr Hamilton to eliminate any hazard arising from a defect in the building or fixed equipment and consulting with Heads of Department about safety precautions in their specific areas.

HEALTH AND SAFETY COMMITTEE

The Standing Committee consists of:

- The Principal
- The Health & Safety Co-ordinator (Chairman)
- Teacher in charge of Building Maintenance (HT)
- A representative of Support Staff
- A representative from each of Science, Technology and Art/Home Economics/PE
- A member of staff who is not a member of a practical department
- The Caretaker
- Other staff including representatives of the Teachers' Unions may be co-opted from time to time for specific matters relating to Health & Safety, in particular departments and areas of responsibility. The committee meets at least once a term and any concerns you may have regarding Health & Safety should be given to the Co-ordinator in writing a few days prior to the meeting.

COMMITTEE BRIEF

- 1) To keep under review all matters relating to the health and safety of pupils, staff, support staff and visitors to the school.
- 2) To review the fire and emergency arrangements in the school, in particular, the evacuation arrangements.
- 3) To ensure that all fire fighting equipment is serviceable and appropriate to the task.
- 4) To review the fabric of the school where this can affect health and safety.
- 5) To ensure that Board and Department regulations regarding health and safety are understood and fully complied with.
- 6) To review safety procedures where activities engaged in by the pupils and staff can be potentially hazardous.

- 7) To ensure that all relevant information is accessible to staff and pupils and, where appropriate, training is given so that staff are fully up-to-date on health and safety matters and are safety conscious.

ENERGY SAVING POLICY

Since the introduction of the Local Management for Schools this school is responsible for the costs of Heat, Light and Power used in the school. BELB monitors our energy consumption and places us in the 'average' category. We should aim to be in the 'low' category by ensuring that:-

- No unnecessary lights are kept on.
- No unnecessary auxiliary heating is used.
- All staff emphasise to pupils that they should not waste energy. When a room is left empty lights should be turned off.
- There will be an active policy of prevention of waste through posters and where appropriate, classroom lessons.

It is the policy of the school that all who work in the school have a duty to conserve energy.

The hours between 4 pm and 7 pm are very high tariff times so the use of power should be kept to a minimum.

All energy usage must be viewed within the overall Health and Safety regulations.

There will be a proactive policy towards energy usage. Any good ideas for energy conservation or publicity should be brought to the attention of Mr Thompson or any member of the Health and Safety Committee.

REPORTING AN ACCIDENT

All accidents in school must be recorded, and, as necessary, details sent by the Principal to Belfast Education and Library Board. To enable us to do this more efficiently we have devised a school accident form.

The initial report is made by the teacher who deals with the accident. If the accident happens at Break or Lunchtime the teacher on supervisory duty should be told immediately. Vice-Principals should also be made aware of any incident in their respective buildings.

Completed form **should give as much detail as possible** about the accident and must be sent to Reception to be forwarded to Belfast Education and Library Board on **the same day**.

PLEASE NOTE: The BELB Health and Safety Officer emphasises the importance of completing the necessary documentation about any accident involving a pupil and keeping a record of it. This is because BELB has to deal with an increasing number of compensation claims by parents, some of them lodged years later! All teachers are requested to be meticulous in adhering to the procedures outlined above.

FIRST AID

We are fortunate to have a school nurse and if a pupil is injured Nurse Dennison should be contacted immediately. However, the following teachers have attended a First Aid Training course organised by the Health & Safety Committee and can also administer First Aid:-

Mr Adams	Mrs Ashe
Mr Cathcart	Mrs McBurney
Mrs Catherwood	Miss Mateer
Mrs Chambers	Mrs Muirhead
Mrs Clarke	Miss Strand
Mrs Crawford	Miss Willis
Mrs Dalzell	Mrs Wright
Miss Earley	Mrs Young
Dr C Johnston	Mrs L Johnston

Most teachers in the Science and PE Departments can also administer First Aid.

Mrs Doran (Home Econs), Mrs McAdam (Art) and Mrs Gaston (ESU) have also received training. Mr Hamilton is in contact with NI First Aid Services who provide First Aid training for any of our senior pupils who are interested; they are also prepared to provide training for interested teachers at a reduced rate (please see WT).

HEALTH AND SAFETY RESPONSIBILITIES WITHIN SCHOOL

HEADS OF DEPARTMENTS:

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 should:

- prepare a departmental Safety Policy;
- ensure that all teaching staff hold appropriate qualifications both to teach the subjects required of them to use the necessary equipment and machinery;
- ensure that both teaching and support staff are regularly trained in appropriate procedures;
- 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 toxic and highly flammable substances are correctly used, stored and labelled.
- 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 Principal/appointed person;
- ensure that all protective clothing and equipment as required are available in the department.

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

TEACHING STAFF:

Each teacher 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 should:

- ensure that they take reasonable care during their work activities to avoid accident or injury to themselves, other members of staff and pupils/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 is both available and used by themselves and pupils/students;
- 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 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 the pupils and know the emergency procedures in respect of Fire, First Aid, etc, and how to carry them out;
- know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied;
- give clear instruction and warnings as often as necessary;
- follow safe working procedures personally;

- make recommendations to their Head of Department e.g., on safety equipment and on additions or improvements to plant, tools equipment which are dangerous or potentially so.

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 staff shall:

- perform their duties in a safe manner and pay particular attention to the Sectional Safety procedures;
- report all accidents and injuries to their Supervisor/Safety Co-ordinator/Appointed person as soon as possible;
- obtain adequate treatment for injuries as soon as practicable;
- report all defects in equipment and protective clothing and any potential hazards to their supervisor as soon as possible;
- assist in the investigation of injuries and accidents;
- observe all the safety rules of the Board.

CRITICAL INCIDENTS

The School Procedures to be followed in the event of a critical incident arising has been produced by SMT and a copy has been given to each member of staff. Copies are available in the file of School Policies (contact Office or Library).

SECURITY

From 9.30 each morning there will be **ONLY ONE** gate open into school. This will be at the main entrance in Dunkeld Gardens. **ALL** other gates will be locked.

ALL visitors to the school will be vetted at the front security door and will wear a visitor pass.

Special arrangements will be made for Canteen Staff, Home Economics Technician and PE staff who need in and out more often.

The Kerr Building gates in Dunowen Gardens will be opened at the beginning of lunchtime for Senior Pupils and closed again at the end of lunchtime.

Sixth Formers going to and returning from the Boys' School will use the PE corridor entrance.

New reinforced padlocks have been purchased for all gates. **ALL** will have the same combination number which will be given to you by WT and available in the Main Office in case you forget. **UNDER NO CIRCUMSTANCES** must this number be given to anyone who is not a member of staff.

All gates will be opened for the end of school. They will be closed again at 4.30 on Fridays, at 5 pm on Monday, Wednesday and Thursday but will remain open on Tuesday due to evening classes.

A new reinforced security door will replace the present PE corridor door as soon as possible.

Related policies and procedures include:

First Aid Policy

Arrangements for Pupils who are Sick in School

Discipline Policy

Parental/Guardians' Visits to School