

Belfast Model School for Girls

Achievement for All



Health and Safety Policy

Agreed by Board of Governors: Jan 2007

To be reviewed: Jan 2009

Objectives

The objective 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 Belfast Model School for Girls undertaking.

- 1) The Belfast Model School for Girls recognises and accepts responsibility for safety and health as an employer and school, and it accepts the duties laid down in Article 4 (Employers Duties) of the Health and Safety at work (Northern Ireland) order 1978. It also accepts the duties laid down in Articles 5 and 6 of that order, to persons other than their employees.
- 2) Where reasonably practicable the Belfast Model School for Girls will pay particular attention to the provision and maintenance of,
 - i) A safe place of work and study, safe access and safe egress from it.
 - ii) Plant, equipment and systems of work that are safe.
 - iii) Safe arrangements for the use, handling, storage and transport of articles and substances.
 - iv) Sufficient information, instruction, training and supervision to enable all employees and students to avoid hazards and contribute positively to their safety and health at work.
 - v) A healthy working environment
 - vi) Adequate welfare facilities
- 3) The Belfast Model School for Girls will so far as is reasonably practicable, provide and maintain up-to-date information for all staff on the potential hazards of substances used at work.
- 4) The Belfast Model School for Girls will cooperate fully in the appointment of safety representatives for teaching and non teaching staff by recognised trade unions and will provide them where appropriate with sufficient facilities to carry out this task. The Belfast Model School for Girls will set up and maintain a Health and Safety Committee.
- 5) Only good working practice will ensure safety. Every reasonable step will be taken to reduce hazards to a minimum but all staff must appreciate that their own safety and that of others depends also on their individual conduct and vigilance.
- 6) The Belfast Model School for Girls will establish monitoring procedures to increase the effectiveness of this safety and health policy.
- 7) A copy of this statement will be issued to all employees. It will be reviewed and modified as appropriate.

Health and Safety Organisation

1) Board of Governors

Governors have a responsibility under the Health and Safety at Work (Northern Ireland) order 1978 for ensuring that the Belfast Education & Library Board Safety policy is both understood and implemented.

In the discharge of their responsibilities Governors shall ensure:

- That all teaching staff hold appropriate qualifications both to teach the subjects required of them and to use 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 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 a report is submitted to the Belfast Education and Library Board.
- The prompt and efficient maintenance of all equipment and all non structural repairs.
- That contractor's work in a safe manner.
- That contractor's equipment and materials are suitable and safe for use.
- That both teaching and non teaching staff are issued with a copy of the Belfast Education and Library Board and School Safety policy.
- That a safety coordinator is appointed.

2. Principal

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

In the discharge of this responsibility the Principal shall:

- Ensure that all teaching staff holds appropriate qualifications both to teach the subjects required of them and to use the necessary equipment and machinery;
- Assist the Board of Governors in ensuring 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 that 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 board 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 within their responsibility;
- Ensure that all staff and pupils under their jurisdiction are instructed in safe and healthy working practices;
- Ensure that safe systems of works are used by contractors or persons carrying out inspections or non-structural repairs which is the Governors responsibility as set out in the Boards Schemes for the Local Management of Schools and that reference has been made to the boards Health and Safety Manual.
- Report all defects and hazards that cannot be dealt with under the scheme for Local Management of Schools to the responsible officers in the board;
- Ensure that all accidents to teaching/non-teaching staff, pupils, and members of the public are reported promptly to the board;
- Ensure that all staff operate safe working practices in the execution of their duties;
- Ensure that a safety Co-ordinator is appointed.

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

3. 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 shall:

- Prepare a departmental safety policy;
- Ensure that all teaching 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 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 Principal or a senior teacher nominated the Principal will assume the responsibility.

4. Teaching Staff

Each member of the teaching staff has a responsibility to exercise care and attention regarding the safety of themselves and pupils/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 pupils;
- Observe all safety instructions and advice 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;
- 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 measure 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.

5. 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 Sectional Safety procedures;
- Report all accidents and injuries to their Supervisor/Safety
- Coordinator 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 hazards to their supervisor as soon as possible.
- Assist in the investigation of injuries and accidents;
- Observe all the safety rules of the board.

Arrangements

1. Publication

A copy of the relevant sections of this policy is included in the staff handbook. A copy of the statement is displayed on the Health and Safety notice board in each staffroom.

2. The Health and Safety Committee/Health and Safety /Coordinator

a. Membership

It consists of the

- Health and Safety Coordinator
- Buildings supervisor
- A member of support/ancillary staff
- A member of each practical department
- A member of general staff

b. Meetings

The committee will meet at least at least once a term.

c. Responsibilities

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

3. Procedures RE

a. Contractors and external maintenance personnel.

- only BELB approved contractors and maintenance personnel are to be allowed on site.
- The Health and Safety coordinator and Buildings Supervisor are responsible for the liaising with contractors and maintenance personnel.

b. First Aid

- The school Nurse is a qualified First Aider and in the event of any injuries to students or staff she is to be contacted immediately.
- Other qualified first aiders include
 - Mrs Dawn Gaston
 - Miss Kate Irvine
 - Miss Cassandra Willis
 - Mr J Bennett
- It is the responsibility of the school nurse to maintain adequate provision and replenishment of First Aid boxes.

c. Reporting an accident

- All accidents (injuries involving staff or students must be recorded on the appropriate Belfast Education and Library Board pupil or staff accident form.
- This must be returned to the Principal as soon as possible.
- Such incidents must also be reported to the Health and Safety Coordinator

d. Educational Visits

- All staff are to be fully informed of the regulations and procedures relating to such visits.
- Details regarding Educational Visits are provided in the Staff Handbook and in the main office.

e. Fire Precautions

- The Health and Safety coordinator has responsibility for the coordination of fire prevention activities.
- All alarm systems are to be regularly tested.
- Regular fire drills and relevant evacuation procedures are to be held, rehearsed and evaluated.
- All relevant signage is to be installed and maintained.
- A fire risk assessment is to be carried out on a regular basis.
- Fire Safety audits will be carried out by the Health and Safety Coordinator.
- All Fire Fighting equipment will be checked regularly.

f. Emergency Procedures / Critical Incidents / Evacuation Procedures

- All such procedures are detailed in the school emergency management plan and the schools critical incidents policy
- The Emergency Management plan and the Critical Incidents policy are available in the school office.