



Health & Safety School Policy

St. John's Primary School, Coleraine

Principal: Mrs H. McDonnell

Chairman of the Board of Governors: Mr L. McQuillan

Work hard



Give everything a try

Enjoy the rewards



This policy is underpinned by the Education Authority’s reminder that employees have duties regarding health and safety at work under Article 8 of the Health and Safety at Work (Northern Ireland) Order, 1978 to take reasonable care for their safety and that of other persons and to co-operate with the E.A. so as to enable it to carry out its responsibilities successfully.



BOARDS OF GOVERNORS

Governors have a statutory responsibility under the Health and Safety at Work (Northern Ireland) Order 1978 for ensuring that the Board's Safety Policy is both understood and implemented in schools under their control and that risk assessments are carried out to address significant risks.

The Schedule to the Scheme for the Membership, Procedure and Functions of the Board of Governors and the Scheme for Local Management of Schools assign to Boards of Governors a number of functions, duties and responsibilities in respect of health and safety including the preparation of a Fire Safety Policy.

In the discharge of their statutory responsibilities Governors must ensure:-

- that all teaching staff recommended for appointment 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 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 by them at least once per year and that a report is submitted to the Chief Executive of the Board;
- the prompt and efficient maintenance of all equipment and all non structural repairs as defined in the relevant Annex to the Scheme for the Local Management of Schools;

- 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 are issued with a copy of the Safety Policy.

PRINCIPALS

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 each Principal shall:-

- 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 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 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 its 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 EA all defects and hazards which cannot be dealt with under the Scheme for the Local Management of Schools;
- ensure that all accidents to teaching staff and non-teaching staff are reported promptly to the EA;
- ensure that all staff operate safe working practices in the execution of their duties.
- In the absence of the Principal, the Acting Principal or nominated senior teacher will assume the role.



TEACHING STAFF

Each member of the teaching 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 EA or the Department of Education and 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 and make recommendations on the provision of safety equipment and on improvements to plant, tools or equipment which are dangerous, or potentially so;
- report all accidents to the Principal and ensure that Accident or Incident Report Forms are fully completed;
- co-operate fully with 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 areas and ensure they are applied;
- give clear instruction and warnings as often as is necessary and follow safe working procedures personally.

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
- report all accidents and injuries to the Principal 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 of the Board.

SUPERVISORS

Those staff who have supervisory responsibilities are responsible for the practical application of the Safety Policy and “safe working procedures”.

In the discharge of their responsibility supervisors shall:-

- encourage staff under their control to employ safe working practices;
- assist the Board to develop safe working practices and arrange for their adoption;
- instruct new employees in appropriate safety measures and the procedures laid down in the Sectional Safety Policy or Safety Manuals;
- ensure that all defects in equipment or protective clothing are corrected and reported accordingly to the respective Section Head;
- report all accidents, incidents and dangerous occurrences to the Principal

- participate as required in the investigation of accidents, incidents and dangerous occurrences.

This policy should be read in conjunction with the following documents:

- Accessibility Policy
- Adverse Weather Policy
- Asbestos Management policy
- Boiler House Storage Policy
- CCTV Policy
- Critical Incident Management Strategy
- Fire Safety Evacuation Policy
- Fire Safety Management
- Fire Safety Risk assessment
- Policy for Security and Workplace Safety
- Safety, Security and Access Control Policy

Policy Review:

St. John's Primary School will update this Policy in the light of any further guidance and legislation and review it annually.

On-going evaluation will ensure the effectiveness of the Policy.

Ratification: May 2019

Review Due: Term 3 2020