

Health & Safety Policy

RATIONALE

Everyone in St Cecilia's, pupils, staff and visitors should feel safe and secure in a healthy working environment; therefore we endeavour to take all reasonable steps to ensure a safe environment for all users of the school.

AIMS

- To provide a healthy and safe environment for all pupils, staff and visitors to St Cecilia's College.
- To safeguard the health and safety of pupils, staff and visitors when on school premises and on authorised, school related visits or activities elsewhere.
- To comply with all Health & Safety legislation.

PROCEDURES

Board 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.

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 Support staff are provided with regular training that will assist them to work safely;
- the maintenance of procedures for the safety of both Teaching and Support 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;
- the prompt and efficient maintenance of all equipment and all non-structural repairs as defined in the relevant Annex to the Common Funding 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 Support staff are issued with a copy of the Health & Safety Policy.

Principal

The Principal is responsible for the day to day application of this Health & Safety Policy both for Teaching and Support staff.

In the discharge of this responsibility the 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 Support 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 Support 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 Education Authority 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 Board 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 Support staff are reported promptly to the Board;
- ensure that all staff operate safe working practices in the execution of their duties.

Health & Safety Co-ordinator

The Health & Safety Co-ordinator is responsible for:

- implementing Health and Safety procedures;
- the day to day management of Health and Safety and the accompanying budget;
- monitoring regular facilities inspections by Interserve Facilities Management, and risk assessments as necessary;
- ensuring all minor works carried out comply with EA guidelines/recommendations, using approved contractors;
- ensuring that an annual inspection of electrical equipment is carried out;
- monitoring Accident Records and reported problems to assess any action needed;
- responding to requests from staff and pupils for funding for safety-related equipment and/or training;
- encouraging the reporting of hazards and addressing Health and Safety issues according to their relative risk;
- organising emergency evacuation and fire drills.

Heads of Department

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

In the discharge of this responsibility the Head of Department 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 Support 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 either the Education Authority 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 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;
- ensure that all protective clothing and equipment as required are available in the department.

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 all teachers 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 either the Education Authority 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 or Incident Report 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 pupils and know emergency procedures in respect of Fire, First Aid etc;
- know the special safety measures to be adopted in their own teaching area and ensure they are applied;
- give clear instruction and warnings as often as is necessary;
- follow safe working procedures personally;
- make recommendations to their Head of Department on the provision of safety equipment and on improvements to plant, tools or equipment which is dangerous, or potentially dangerous.

Organisers of trips and visits have a responsibility to:

- be familiar with the DE policies and guidelines in Health and Safety of Pupils on Educational Visits;
- carry out risk assessments appropriately prior to the trip;
- obtain permission from parent/guardian prior to visit/trip;
- obtain appropriate medical information regarding pupils on trip/visit.

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 within their working area;
- exercise good standards of housekeeping and cleanliness;
- report all accidents and injuries to their supervisor 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 Education Authority.

Pupils

Pupils have a responsibility to:

- Take all reasonable care for their own safety and that of others;
- Observe school rules;
- Dress in a manner consistent with safety and hygiene, with particular attention to shoes, hair and jewellery;
- Follow instructions in an emergency;
- Use equipment properly as directed, and not wilfully misuse, neglect or interfere with it;
- Be aware of Health and Safety and be active in making recommendations to staff and the Student Council, to improve Health and Safety within the school;
- Report people acting in a dangerous manner;
- Refrain from trespassing on school premises;
- Refrain from bringing into school any dangerous items including weapons and illegal substances of any kind;
- Refrain from smoking on the school site.

Parents

Parents have a responsibility to:

- Encourage their children to be responsible for their own safety and that of others;
- Send their children to school dressed in a way that is consistent with their own and others' Health and Safety;
- Make sure that their child does not bring to school anything that may be used to harm themselves or any other member of the school community;
- Ensure the safety of their own and others' children when depositing and collecting pupils;
- Support the school's Health and Safety policy;
- No child may leave the school premises, during the school day, without permission and parents should collect pupils from the school office. It is against Child Protection regulations to send a pupil to any adult waiting outside the school premises.

This policy was last reviewed by the Leadership Team: January 2018

Due to be Reviewed: January 2019