



# Health and Safety Policy

## Schedule for Developing, Monitoring and Review Policy

**Approval by the Board of Governors:**

January 2018

**The implementation of this  
Policy will be monitored by:**

SLT  
Building Supervisor

**Monitoring and Reviewing:**

Triennially, and as required following any  
change to provision.

Glengormley Integrated Primary School aims to provide and maintain safe and healthy working conditions, so far as reasonably practicable, for all our staff and children and to encourage a safe culture within the school. The Education Authority's Health and Safety Policy Statements are adopted and complemented by the School's Policy Statement.

It is the School's policy to provide adequate information to identify needs in respect of training and provide supervision for the health and safety of staff and children.

The Board of Governors also accepts responsibility for the health and safety of other people who may be affected by school activities.

A complete Health and Safety inspection/audit will be carried out at least once per year and a copy of the report will be submitted to the Education Authority.

The EA's Health and Safety Policy is the school's guiding policy.

### **Board of Governors**

Governors have a statutory responsibility under the Health and Safety at Work (NI) Order 1978 for ensuring that the EA's Health & Safety Policy is both understood and implemented in schools under their control.

The Scheme of Management for Controlled Schools also assigns the Boards of Governors a number of functions, duties and responsibilities in respect of Health and Safety.

In discharge of their statutory responsibilities Governors must 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
- 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 staff who come 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 both the Principal and Education Authority
- the prompt and efficient maintenance of all equipment
- all non-structural repairs as defined in the relevant Annex of the Education Authority's Scheme of Management

- 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 purchased or acquired by them are suitable and safe for their use
- that staff are issued with a copy of the EA's Health & Safety Policy.

### **Principal**

The Principal is responsible for the day to day application of this Health & Safety Policy for all staff.

In the discharge of this responsibility the Principal shall:

- ensure that risk assessments have been carried out to assess all significant risks within the school
- ensure that staff are provided with regular training that will assist them to work safely
- ensure the provision and maintenance of procedures for the safety of 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 the EA.
- 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 their responsibility
- ensure that safe systems of works are used by contractors or persons carrying out inspections or non-structural repairs which are the Governors' responsibility as set out in the Controlled Schools' Scheme of Management and that reference has been made to the EA's Health and Safety Manual
- report all defects and hazards which cannot be dealt with under the scheme for Local Management of Schools to the responsible officers at EA.
- ensure that all accidents to staff are recorded and reports as appropriate to the EA.
- ensure that all staff operate safe working practices in the execution of their duties

In the absence of the Principal, the Vice-Principal will assume the role.

## **Staff**

Each member of the teaching staff has a responsibility to exercise care and attention regarding the safety of themselves and children under their care.

In the discharge of this responsibility each member of staff shall:

- ensure that they take reasonable care during their work activities to avoid accident or injury to themselves, other members of staff and children
- know the special safety measures to be adopted in their own special teaching areas and to ensure they are applied
- exercise effective supervision of the children and know the emergency procedures in respect of fire, first aid, etc; and how to carry them out
- observe all safety instructions and advice issued by the Education Authority and observe all safety rules relating to specific equipment or processes
- ensure that all protective clothing and equipment as required are both available and used by themselves and children
- report all potential hazards affecting health and safety to the Principal and make recommendations on safety equipment and on additions or improvement to plant, tools and equipment which are dangerous or potentially so
- report all accidents to the Principal and ensure that Accident Forms are completed
- co-operate fully with the Principal on all matters pertaining to Health and Safety
- give clear instructions and warnings as often as necessary and follow safe working procedures personally

### **Individual responsibility**

All staff, children and other persons entering onto the school's premises, or who are involved in school activities, are responsible for co-operating in the exercise of care in relation to themselves and others who may be affected by their actions.

Staff have a particular responsibility to ensure they carry out their duties safely, without risk to themselves or others. They should be familiar with The Education Authority's agreed local practice and safe systems for work, and adopted procedures such as for emergency, fire and evacuation.

## **Organisation of the Health and Safety Systems in the School:**

|   |                            |
|---|----------------------------|
| Reporting, recording, monitoring of risks & incidents | Whole staff                |
| Staff welfare   | Principal                  |
| Pupil welfare   | All staff                  |
| Cleaning/Building Supervision                         | Building<br>Supervisor(BS) |
| Fire procedures                                       | Principal / BS             |
| First Aid   | Mr Denvir<br>Mrs Armstrong |

It is the responsibility of all staff to report any concerns about a possible hazard or health and safety issue either directly to the Principal.

### **Communications**

In all matters of consultation and co-ordination with employees and The Education Authority, NICIE and the Board of Governors will rely on the Principal to either make arrangements or act on their behalf.

### **Risk Assessments**

Risk assessments will be completed for any known area of potential hazard. These will usually be completed by the Principal (or appropriate staff member) and are kept just outside the Principal's office.

Wherever new risks are identified, they should be referred to the Principal who will ensure a risk assessment is carried out.

The School has a Health and Safety system for encouraging good communication as follows:

|         |   |
|---------|---|
| Level 1 | Principal   |
| Level 2 | Building Supervisor   |
| Level 3 | Teachers  |
| Level 4 | Teaching Assistants, Administrative staff,<br>Supervisors   |
| Level 1 | <ul style="list-style-type: none"> <li>• Responsible for development of school policy on Health and Safety</li> <li>• Responsible for implementation of policy and generally responsible for health and safety of all who use the premises</li> <li>• Liaise with Governors/ Education Authority on policy issues or implementation problems</li> <li>• Carry out risk assessments</li> </ul>       |
| Level 2 | <ul style="list-style-type: none"> <li>• Monitor and review all practices and procedures and ensure prompt action taken</li> <li>• Arrange for staff to be informed/trained</li> <li>• Carry out risk assessments</li> <li>• Submit annual reports (or as necessary) to the Board of Governors</li> <li>• Investigate and record all cases of ill health, accidents, hazardous incidents</li> </ul> |
| Level 3 | <ul style="list-style-type: none"> <li>• Monitor and review curriculum areas for safe practices</li> <li>• Check procedures are followed in classroom</li> <li>• Act on reports from level 3 with agreed timescale and report problems to level 2</li> </ul>  |
| Level 4 | <ul style="list-style-type: none"> <li>• Check classroom is safe</li> <li>• Check equipment used is safe before use</li> <li>• Ensure safe procedures are followed</li> <li>• Ensure protective equipment is used</li> <li>• Report defects to level 2a</li> <li>• Carry out special tasks (e.g. first aid, specific child care)</li> </ul>   |