

KILLEN PRIMARY SCHOOL



HEALTH AND SAFETY POLICY

January 2022

Date: January 2022

Next Review Date: 2025

To create a happy, secure and stimulating learning environment in which all members of the school community can grow in confidence and develop to their full potential.

Introduction

Health and Safety legislation affects every worker and pupil in every school – all users of school premises are covered by the Health and Safety at Work (NI) Order 1978.

It is the policy of Killen Primary School to provide and maintain safe and healthy working conditions, so far as is reasonably practicable, for all staff, pupils and visitors to the school. A no smoking policy will operate throughout the school.

Whilst the school accepts that Health and Safety issues are the responsibility of the Board of Governors and Principal, these responsibilities can only be discharged with the full co-operation, advice and support of the EA.

Responsibilities

- The ultimate responsibility for Health and Safety issues rests with the Board of Governors and the Principal.
- The day to day responsibility for Health and Safety issues will be delegated to the Health and Safety Officer for the school, ***Mrs C. Goan***.

The Health and Safety Officer will:

- Investigate potential hazards and examine the cause of accidents
- Investigate complaints by colleagues
- Make representations to employers (EA) on matters of concern
- Carry out inspections of the premises
- Represent colleagues in consultations on Health and Safety issues

The Health and Safety Officer is not in any way legally responsible for hazards that are reported but not acted on or for unforeseen hazards.

The Health and Safety Officer will have the power to co-opt additional members to a Safety Committee if appropriate. They will meet as necessary. The Officer will report to the full Board of Governors at least once per year.

Board of Governors

In the discharge of their responsibilities the Governors will ensure:

- **that all teaching staff appointed by them hold appropriate qualifications to teach the subjects required of them (and to use the necessary equipment and machinery).**
- **that both teaching and non-teaching staff avail themselves of any training which will assist them to work safely.**
- the maintenance of procedures for the safety of teaching staff, non-teaching staff and pupils who come 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, utilising the checklist contained within Section 10 of the Health and Safety Manual for Schools, is submitted to the Chief Executive of the EA.
- The prompt and efficient maintenance of all equipment and all non-structural repairs as defined in the relevant EA document.
- That contractors who are carrying out work in school, 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. **(Equipment and Materials purchased from EA tenders will remain the responsibility of the EA.)**
- That both teaching and non-teaching staff are issued with a copy of the Health and Safety Policy.

Principal/Health and Safety Officer/ Health and Safety Committee

The day to day application of the Health and Safety policy will be a shared responsibility.

The Health and Safety Officer and Buildings Supervisor will ensure:

- The risk assessment has been carried out to assess all significant risks within the school (responsibility of the Principal or the Health and Safety Officer.
- That all teaching staff appointed hold appropriate qualifications to teach the subjects required of them and to use the necessary equipment and machinery. (Responsibility of the Principal.)
- That both teaching and non-teaching staff avail themselves of any training which will assist them to work safely. (Responsibility of the Principal.)
- The maintenance of procedures for the safety of teaching staff, non-teaching staff and pupils who come under their control. (Responsibility of the Principal, Health and Safety Officer and Building Supervisor.)
- The maintenance of procedures for the safety of all persons using the premises under their control. (Responsibility of the Principal, the Health and Safety Officer and the Building Supervisor.
- That all staff are aware of any instructions or safety advice pertaining to their particular discipline issued by the EA, Department of Education or other relevant body. (Responsibility of the Principal.)
- That all safety reports pertaining to the school are understood and that the detailed work has been completed. (Responsibility of the Principal, Health and Safety Officer and the Building Supervisor.)
- That adequate arrangements exist for carrying out regular fire drills and that all staff participate in and are aware of such arrangements. (Responsibility of the Health and Safety Officer.)
- That reports are given to the Principal regarding all defects and hazards which are his responsibility and that other defects and hazards are reported to the appropriate officers in the EA. (Responsibility of the Health and Safety Officer and the Building Supervisor.)
- That contractors who are carrying out work in school, carry out their undertakings in a safe manner so as to ensure the health and safety of all personnel on the premises. (Responsibility of the Building Supervisor.)
- That all accidents involving teaching staff are promptly reported to the EA. (Responsibility of the Principal.)

- That all staff, both teaching and non-teaching, operate safe working practices in the execution of their duties. (Responsibility of the principal, the Health and Safety Officer and the Building Supervisor.)

Areas/issues in bold print are shared responsibilities with the EA.

Teaching Staff

Each member of the teaching staff has a responsibility to exercise care and attention regarding their own safety and the safety of the pupils under their control.

In discharge of this responsibility, each teacher shall:

- Ensure they take reasonable care during their work activities to avoid accidents or injuries to themselves, pupils and to any other personnel in school.
- Observe all safety instructions and advice issued by the EA, Department of Education or any other relevant statutory body.
- Observe all safety rules relating to specific machinery or processes.
- Report all potential hazards effecting Health and Safety to the Health and Safety Officer.
- Co-operate with the Principal and Health and Safety Officer on all other matters relating to Health and Safety.
- Report all accidents involving themselves to the Principal.

Building Supervisor

In the discharge of his/her responsibility, the Building Supervisor shall:

- Regularly inspect the buildings, grounds and plant machinery/equipment and report any defects or hazards to the Principal.
- Encourage staff under his control (e.g. cleaners) to employ safe working practises.
- Assist the EA in developing safe working practices and arrange for their adoption.
- Instruct new employees in appropriate safety measures and procedures.
- Ensure that all defects in equipment or protective clothing are corrected and reported to the Health and Safety Officer.
- Report all accidents involving herself or the cleaning staff to the Principal.
- Furnish information as required in the investigation of injuries and accidents.

All Employees

In the discharge of their responsibilities all employees shall:

- Perform their duties in a safe manner.
- 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 or protective clothing and potential hazards to their supervisor.
- Assist in the investigation of injuries and accidents.

This Health and Safety policy works in conjunction with the Department of Education Covid 19 guidance.

Appendix

The Governors inspect the school in company of the H & S Officer once each year. They:

- Will be familiar with the overall responsibilities laid down for health and safety in the board's Health, and Safety Policy.
- Advise on the development of policies in relation to health and safety.
- Ensure that health and safety matters are taken into account when organisational decisions are made.
- Ensure that the necessary school management organisation is in place to implement the school health and safety policy.
- Ensure that all staff within the school are made aware of their responsibilities with regard to health and safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in health and safety management
- Ensure the development of management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
- Ensure that an annual inspection of the premises is carried out, and any action plans required from the results of the inspection is drawn up.
- Monitor the effectiveness of the schools health and safety arrangements.