

# Bunscoil an Iúir

Ní neart go cur le chéile.



## Polasaí Sláinte agus Slandála na Foirne Staff

## Health and Safety Policy

Reviewed: November 2016

Ratified: 22/02/17

# GENERAL STATEMENT

## POLICY OBJECTIVE:

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 Education Authority's undertaking.

1 The Education Authority recognises and accepts its responsibility for Health & Safety as an employer, and in particular the duties laid down in Article 4 (Employers Duties) of the Health & Safety at Work (Northern Ireland) Order 1978 and all subsequent legislation made under that Order. It also recognises and accepts its duties laid down in Articles 5 and 6 of that Order to persons other than its employees.

2. The Education Authority will take all reasonably practicable steps to meet This responsibility for its employees including those employed by it at maintained schools under the terms of Article 88 of the Education and Libraries (Northern Ireland) Order 1986.

3. Where reasonably practicable, it will pay particular attention to the provision and maintenance of:-

- (i) a safe place of work, safe access to it 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 to avoid hazards and contribute positively to their safety and health at work;
- (v) a healthy working environment;
- (vi) adequate welfare facilities.

4. The Education Authority will so far as is reasonably practicable provide and maintain up to date information for all staff on the potential hazards of substances and equipment used at work.

5. Without detracting from the primary responsibility of Boards of Governors, principals and supervisors for ensuring safe conditions of work, the Education Authority, where reasonably practicable, will provide competent technical advice on safety and health matters where this is necessary to assist its management in its task.

6. The Education Authority will co-operate fully in the appointment of safety

representatives for its staff by recognised trade unions and will provide them where appropriate with sufficient facilities and training to carry out this task.

The Education Authority will co-operate fully where requested in the setting up of a safety committee(s).

7. The Education Authority reminds its employees of their duties 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 Education Authority so as to enable it to carry out its responsibilities successfully.

8. A copy of this statement will be issued to all employees. It will be reviewed, added to or modified from time to time and may be supplemented in appropriate cases by further statements relating to the work of particular groups of workers.

#### **REVIEW DATE**

The Health and Safety at Work (Northern Ireland) Order 1978 states that a safety policy should be revised "as often as may be appropriate". This Education Authority's safety policy will be reviewed in:-

**February 2017**

and revised as necessary.

## **BOARDS OF GOVERNORS - ROLES AND RESPONSIBILITIES**

Governors have a statutory responsibility under the Health and Safety at Work (Northern Ireland) Order 1978 for ensuring that the Education Authority'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 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 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 non-teaching staff are issued with a copy of the Safety Policy.

## **PRINCIPAL - ROLES AND RESPONSIBILITIES**

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 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 emergency 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 Education Authority 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 Education Authority;
- ensure that all staff operate safe working practices in the execution of their duties.

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

## **TEACHING STAFF - ROLES AND RESPONSIBILITIES**

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 principal;
- 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 area and ensure they are applied;
- give clear instruction and warnings as often as is necessary;
- follow safe working procedures personally;
- make recommendations to the principal on the provision of safety equipment and on improvements to plant, tools or equipment which is dangerous, or potentially dangerous.

## **SUPERVISORS - ROLES AND RESPONSIBILITIES**

Those staff who have supervisory responsibilities are responsible for the practical application of the Safety Policy and Safe Working Procedures.

In the discharge of this responsibility supervisors shall:-

- encourage staff under their control to employ safe working practices and pay particular attention to the sectional Safety Policy;
- assist the Education Authority 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;
- ensure that all defects in equipment or protective clothing are corrected and reported accordingly to the caretaker;
- report all accidents involving injury to the principal;
- furnish information as required in the investigation of injuries and accidents.

## **ALL EMPLOYEES - ROLES AND RESPONSIBILITIES**

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 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.