



**Ashfield Boys' High School**

# **Health and Safety Policy**

# MANAGEMENT CHAIN

Belfast Education and Library Board

Board of Governors

Principal

Deputy Principal / Vice Principal

Premises Manager

Assistant Premises Manager

Head of Department / Line Manager

Teachers   Technicians   Learning Support Assistants   Administrative Staff   Supervisory Assistants

## **1 STATEMENT OF GENERAL POLICY**

- 1.1 The Board of Governors working in conjunction with information, procedures and codes of practice as identified in the School's Health and Safety Manual is responsible for setting out the overall policy insofar as the School is concerned.
- 1.2 The planning and implementation of the policy is the direct responsibility of the Principal, ensuring that Managers, Teachers and Supervisors at all levels and all staff fulfil their duties to co-operate with it. Arrangements will also be made to bring it to the notice of all staff, including new staff and supply teachers.
- 1.3 The Governors recognise the need to consult staff on health and safety matters; this will be achieved by staff representation on the Governors' Health and Safety Committee.
- 1.4 It is the Governors' policy to take all steps within their power to prevent personal injury and health hazards. It is also the Governors' policy to extend this protection from foreseeable risks to staff, pupils, parents, contractors and members of the general public who visit the School.
- 1.5 The Governors recognise their responsibility under the Health and Safety at Work (Northern Ireland) Order 1978, all regulations thereunder and all related Statutory Provisions, as far as is reasonably practicable:
  - (a) provide plant, equipment and systems of work which are safe and without reasonable risks to health
  - (b) make arrangements for ensuring that articles and substances are handled, stored and transported without reasonable risks to health
  - (c) provide adequate training, information, instruction and supervision to enable all staff employed in the School and pupils to perform their work safely and efficiently
  - (d) promote the development and maintenance of sound safety, health and welfare practices
  - (e) maintain the premises in a safe condition and without risk to health
  - (f) provide and maintain a working environment and facilities that are safe and without reasonable risks to health
  - (g) ensure sufficient funds are available to provide as necessary protective clothing/equipment to all staff employed in the School, for the safe use of machinery, equipment and substances
  - (h) maintain a close interest in all health and safety matters insofar as they affect activities in the premises under the control of the School.
  - (i) review this policy annually

## **2.ORGANISATION**

2.1 The Governors recognise the need to identify organisational arrangements in the School for implementing, monitoring and controlling health and safety matters. The Governors will also ensure that the School budget reflects the finance necessary to implement health and safety matters, so far as is reasonably practicable and otherwise refer to the Belfast Education and Library Board. The individual duties including reporting arrangements and accountability are as follows:

### **2.2 All Staff**

- 2.2.1 All staff are responsible and accountable to their Head of Department or Line Manager for the implementation of the School's Health and Safety Policy and Health and Safety Manual in the performance of their duties.
- 2.2.2 All staff will be familiar with the School's Health and Safety Policy and Health and Safety Manual.
- 2.2.3 All staff will receive instruction and are provided with on-the-job training to enable them to operate in a safe and efficient manner.
- 2.2.4 All staff will report problems, defects and hazards that are brought to their notice to the Premises Manager, using the agreed procedure
- 2.2.5 All staff will report accidents involving themselves, pupils, parents or members of the public to the Principal, using the agreed procedure.
- 2.2.6 All staff will plan and organise journeys and visits in accordance with the school's agreed procedures. Only those visits which have the prior approval of the Principal shall take place.
- 2.2.7 The Associate Vice Principal, in conjunction with the Head of Department, will make supply teachers, student teachers, technicians, extra-curricular staff and persons on work experience etc aware of the School's Health and Safety Policy and of any special arrangements and procedures relating to their work area, before commencing work.

### **2.3 Heads of Department**

- 2.3.1 Heads of Department are responsible and accountable to the Health & Safety Manager for all matters relating to health, safety and welfare within their departments.
- 2.3.2 In the exercise of this responsibility Heads of Department will ensure that:
  - (i) all staff under their control receive instruction in their duties, regarding health and safety matters
  - (ii) all staff under their control are adequately trained to carry out their duties efficiently and effectively
  - (iii) all staff are aware of regulations, codes of practice and guidance notes appropriate to their specialist areas
  - (iv) all statutory notices, regulations, Emergency Evacuation and safety signs are displayed as appropriate to their workplace. This will include arrangements for facilities such as first aid equipment, protective clothing/equipment, registers, log books etc.
- 2.3.3 Heads of Department are responsible for producing their own Departmental Safety Procedures, defining safe working arrangements, and bringing them to the attention of members of staff including new entrants, supply teachers and extra curricular staff etc. These procedures will be incorporated into the School's Health and Safety Manual.
- 2.3.4 Under 1978 Order and other relevant legislation, Heads of Department are responsible for ensuring that all items received from suppliers - machinery,

equipment, substances etc - are accompanied by adequate information and instruction prior to use.

2.3.5 Heads of Department will report to the Principal and/or Premises Manager all problems, defects and hazards.

2.3.6 Heads of Department will carry out regular safety inspections of their departments. Priorities must be given to plant, machinery, equipment, electrical appliances and risk assessments to include use of substances.

#### **2.4 Premises Manager**

2.4.1 The Premises Manager is responsible and accountable to the Principal for all matters relating to health, safety and welfare within the sphere of his/her activities.

2.4.2 In the exercise of this responsibility the Premises Manager will ensure that:

(i) all staff under his/her control receive instruction in their duties, regarding health and safety matters

(ii) all staff under his/her control are adequately trained to carry out their duties efficiently and effectively

(iii) all staff are aware of regulations, codes of practice and guidance notes appropriate to their specialist areas

(iv) all statutory notices, regulations, Emergency Evacuation and safety signs are displayed as appropriate to their workplace. This will include arrangements for facilities such as first aid equipment, protective clothing/equipment, registers, log books etc.

2.4.3 Under the 1978 Order and relevant legislation the Premises Manager is responsible for ensuring that everything received from suppliers (for direct School use), machinery, equipment, substances etc is accompanied by adequate information and instruction prior to use. (NB Use of Manufacturers Data Sheets).

2.4.4 The Premises Manager is responsible for compiling a School "Buildings Register" identifying known hazardous substances and materials (eg asbestos, lead, flammables etc).

2.4.5 The Premises Manager is responsible for co-ordinating all contractual work and maintenance carried out on School premises.

2.4.6 The Premises Manager will inform the Principal whenever contractors are due to enter the School to undertake maintenance, service or works contracts.

#### **2.5 Principal**

2.5.1 The Principal is responsible and accountable to the Governors for implementing the School's Health and Safety policy and for all matters relating to health, safety and welfare.

2.5.2 The day-to-day management of health and safety matters (NB duties not responsibility) will be delegated to the Premises Manager.

2.5.3 The Principal will be aware of all contractors and/or third parties entering the School to undertake maintenance, service, or works contracts. This duty will be delegated to the Premises Manager.

2.5.4 The Governors will require the Principal to ensure the School's Health and Safety policy is effectively implemented and understood at all levels. The policy will be regularly monitored, effectively controlled and revised as necessary.

- 2.5.5 The Principal is responsible for ensuring that all new, amended or updated material regarding health and safety matters is brought to the attention of the relevant personnel immediately upon receipt.
- 2.5.6 The Principal will ensure that the agreed procedure for reporting all accidents, defects, hazards and problems regarding health and safety matters functions efficiently and effectively.
- 2.5.7 The Principal will seek advice, when appropriate, from outside agencies and /or BELB who are able to offer expert opinions.
- 2.5.8 The Principal shall have the right to stop what is considered unsafe practices, or the use of any plant tools equipment, machinery etc, which equally he/she considers to be unsafe.
- 2.5.9 The Principal shall make arrangements for improvement to premises and (with appropriate members of staff) to plant, tools and equipment which are the establishment's responsibility.
- 2.5.10 The Principal will ensure that all journeys and visits are planned and organised in accordance with the School's agreed procedures. Only those visits which have the prior approval of the Principal shall take place.
- 2.5.11 The Principal will ensure that in all schemes of work for pupils including work-experience, arrangements are in place regarding the adequate information, instruction, training and supervision for health and safety matters.
- 2.5.12 The Principal will consult with approved trade union representatives, where nominated, on all health, safety and welfare matters and co-operate with them in the execution of their duties.

## **2.6 Safety Representative(s)**

Where a Safety Representative is nominated they will be a co-opted member of the Governors' Health and Safety committee.

- 2.6.1 The Safety Representative will be encouraged by the Principal to fulfil his/her duties as well as being released for any appropriate training. The Principal will also consult regularly with the Safety Representative on health and safety matters.
- 2.6.2 The Safety Representative will be entitled to inspect the School in accordance with the agreed Trade Union procedures/agreement. The timescales for such inspection, monitoring and auditing procedures will be defined and arranged through the Governors' Health and Safety Committee.
- 2.6.3 The Safety Representative has the right to receive any subsequent reports regarding accidents, injuries and any inspections carried out by the HSE or other authoritative bodies.

### **3 ARRANGEMENTS**

#### **3.1 Governors' Health and Safety Committee**

The main functions of the Governors' Health and Safety Committee are to:-

- a) establish policy
- b) monitor the application of the School's Health and Safety Policy and Health and Safety Manual
- c) prioritise actions and ensuring that they are undertaken
- d) receive and review accident statistics and the annual safety report
- e) ensure open communication and training for all staff on Health and Safety matters
- f) monitor school security

#### **3.2 Health and Safety Manual**

The procedures laid down in the School's Health and Safety Manual form an integral part of the School's Health and Safety Policy and should be read in conjunction with it. The Manual includes, for example, procedures for Accident Reporting, Emergency Evacuation, First Aid, Educational Visits, and Departmental Health and Safety policies. Copies of the School's Health and Safety Policy and Health and Safety Manual will be available at all times in the Principal's office. Copies of Departmental procedures will be available from Heads of Department.

#### **3.3 Training Arrangements**

The Governors recognise the importance of Health and Safety training for all members of staff, at the appropriate level, to enable them to undertake their duties effectively and safely.

#### **3.4 Risk Assessment**

The Governors recognise the importance of undertaking risk assessment in all required areas of school activity, including the Control of Substances Hazardous to Health.

**Review date: January 2013**