

Health & Safety Policy

2018

Ashgrove Primary School



Learning, Caring, Growing Stronger Together



A HEALTH & SAFETY POLICY

Agree Date	Review Date	Person Responsible
2018	2020	Principal

OVERVIEW

Ashgrove Primary School's Health and Safety Policy is to provide and maintain safe and healthy working conditions for all our staff and pupils and to encourage a safety culture within the school.

The Education Authority's Health and Safety Policy is adopted and complemented by the school's Policy. We provide information to identify need in respect of training and provide supervision as necessary for the health and safety of staff and pupils. The Governing body accepts responsibility for the health and safety of others who may be affected by school activities.

Within the school curriculum, we teach children about health and safety, to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives.

This policy is underpinned by the UNCRC, in particular the following articles:

- ❖ *Schools should work towards what is best for the child. Article 3*
- ❖ *All children have a right to good health and good quality health care. Article 24*
- ❖ *All children should be protected from violence, abuse and neglect. Article 19*

Governors have a statutory responsibility under the Health and Safety at Work (Northern Ireland) Order 1978 for ensuring that the Education Authority's Health and Safety Policy is both understood and implemented in schools under their control and that risk assessments are carried out to address significant risks.

The Scheme of Management and the Common Funding Scheme for the Local Management of Schools also places responsibility on the Board of Governors for a number of functions and duties in respect of health and safety.

RESPONSIBILITIES OF THE BOARD OF GOVERNORS

- 1) Ensuring that the Principal and school management develop a safety management system throughout the school which should include an appropriate health and safety policy;
- 2) Monitoring the effectiveness of the school's health and safety arrangements;
- 3) Ensuring that arrangements are developed for the annual inspection of the school premises and the preparation of a report for the Chief Executive of the Education Authority;
- 4) Ensuring that the Principal and school management have procedures for the safety of all persons using the premises under their control;
- 5) Ensuring that the Principal and school management have arrangements in place for
 - a. the prompt and efficient maintenance of all non-structural repairs and equipment;

- b. Having appropriate delegated arrangements in place with the Principal to ensure that contractors who are carrying out work on behalf of the Board of Governors undertake the work in a safe manner.

TO FACILITATE THEIR RESPONSIBILITIES THE BOARD OF GOVERNORS HAVE TAKEN THE FOLLOWING STEPS:

- 1) They have created a Health and Safety Governor to champion the application of regulations and the promotion of a healthy workplace. For the period of 2014 to 2018 **Mr. Noel Douglas is the Health and Safety Governor**. His name and contact details will be displayed in the staff room. Employees are encouraged to contact him if they feel the school leadership are failing to maintain good pupils, employees and others safe. It must be noted that staff would be asked to approach the Principal or/and the Building Manager in the first instance;
- 2) They delegated to the **Principal, Mr. Robert Smith the role of overseeing the application of the Health and Safety Policy at both a strategic and day-to-day management**. This involves working closely with the Building Manager. This includes regular meetings, providing a schedule of maintenance tasks and providing the required training/support;
- 3) The Governors have nominated the **Building Manager, Mr. Noel Douglas, as the school's Health and Safety Officer**. He will operate under the leadership of the Principal and take day-to-day responsibility for keeping the school safe and completing daily, weekly, monthly and annual tasks to keep the school's practice inline with good practice;
- 4) The Governors have established a **Health and Safety Committee**. To support the school's application of the Health and Safety Policy. They meet every September/October to do an annual health and safety audit. This report is submitted to the Education Authority and requests for minors made if required.

ROLE OF THE PRINCIPAL

The Principal is responsible for the day-to-day application of this Health and Safety Policy for both teaching and non-teaching staff.

The Principal is responsible for:

- 1) Developing and implementing an effective safety management system for the school, which should include an appropriate health and safety policy;
- 2) Ensuring that health and safety forms an integral part of subject planning within the school; (Risk assessments for areas of particular risk e.g. farm visits and swimming);
- 3) Ensuring the availability of resources to maintain and improve the safety management arrangements;
- 4) Ensuring that all employees have appropriate experience and training to safely undertake their work and to continually develop and improve their competencies in order to carry out their work or activity in a safe and efficient manner;
- 5) Monitoring the safety performance throughout the school during Governors' meetings;

- 6) Ensuring that equipment and materials purchased by the school are safe and suitable for their intended use;
- 7) Developing arrangements for ensuring effective maintenance of a safe working environment;
- 8) Developing and implementing arrangements to ensure that prompt and efficient maintenance is carried out on all non-structural repairs and all equipment;
- 9) Initiating a risk assessment process where there is a significant risk to health and safety, and communicating the results of those assessments to employees and other persons likely to be affected by the activity or process;
- 10) Maintenance of procedures for the safety of all persons using the premises under their control;
- 11) Ensuring that both teaching and non-teaching staff are issued with a copy of the employer's Health and Safety Policy.

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

BUILDING MANAGER'S ROLE

The Building Manager, under the supervision of the Principal, is responsible for the following key duties:

- 1) Maintaining a clean and tidy building and grounds;
- 2) When the school is open in the mornings that all gates are properly secured and any obvious dangers addressed (e.g. gritting the grounds when there is a slip danger);
- 3) Our playground areas are open areas that parents and members of the public walk through before and after school. Every morning it would be important that a sight inspection would be carried out to remove any dangerous items from the playgrounds and other open areas. After holiday closures a thorough inspection would be required;
- 4) Ensuring that all door catches and locks are working secured when pupils are working in during the school day;
- 5) To make sure that the school building and grounds are securely locked up in the afternoon/evening and the alarms properly set to keep the school safe (with the Principal's permission other members of staff on occasions can be delegated this responsibility);
- 6) To ensure that trip or/and slip risks are being monitored daily and toilets are inspected periodically after peak times of usage and water/litter cleaned up;
- 7) Ensuring the security system and fire alarms are in working order on and arranging regular servicing and repairs when required. This will include a weekly fire alarm check;
- 8) Checking regularly that all fire extinguishers and other related equipment are in place, unobstructed, serviced annually and replaced/repaired when required;

- 9) The Building Manager is a trained Fire Marshall. He must update his training as required, complete half-termly fire drill evacuations (these must be recorded, evaluated and if required issues addressed with staff urgently) and check emergency exit lights every month;
- 10) Monitoring water safety is a key responsibility. This will include running off water after every holiday closures to prevent water stagnation. Rooms that are not used regularly, however, should have the water run off every Monday e.g. hygiene room and the library.
- 11) To make sure all required health and safety signage, including evacuation notices, are in place and updated as required;
- 12) Any minor repairs are completed by the Building Manager or through the use of authorised contractors. This will include having a process for logging complaints from staff and making sure they are dealt with promptly;
- 13) Ensure that annual electrical checks are carried out and any dangerous machinery if repaired or replaced in a speedy fashion;
- 14) The Building Manager must work with the Principal to create an emergency evacuation plan to evacuate the campus safely in an emergency situation;
- 15) Making sure that all the cleaning team are well briefed on health and safety regulations. They should also be made aware of relevant risk assessments relating to their role;
- 16) To help the Principal to develop and update a health and safety management system for the school. This will include the development and redrafting of the Health and Safety Policy, a Health and Safety Schedule of Tasks, attending regularly Campus Meetings with the Principal and assisting the Governors in the completion of the annual Health and Safety Audit;
- 17) Any other health and safety duties that the Principal deems necessary.

CURRICULAR LEADER'S ROLE

Each curricular leader will ensure that the Safety Policy and Procedures are followed in practical terms in areas under their control.

Each curricular leader is responsible for:

- 1) Implementing a risk assessment process where there is a significant risk to health and safety, and communicating the results of those assessments to employees;
- 2) Ensuring the availability of resources to maintain and improve the safety management arrangements;
- 3) Ensuring that all employees have access to regular training within their discipline to undertake their work safely and to continually develop and improve their competencies in order to carry out their work or activity in a safe and efficient manner;
- 4) Ensuring that health and safety procedures are an integral part of the subject planning and teaching of all subjects and activities.

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.

Each teacher is responsible for:

- 1) Carrying out risk assessments where there is a significant risk to health and safety and integrating the results into teaching practice;
- 2) Ensuring that health and safety forms an integral part of subject planning within their teaching practice;
- 3) Implementing and teaching safe working during class lessons;
- 4) Insuring that all protective equipment (e.g. gum shields for sport) as required is both available and used by themselves and pupils;
- 5) Reporting all accidents to the Principal and ensuring that accident forms are fully completed;
- 6) Co-operating fully with the Principal on all matters pertaining to Health and Safety.

OTHER EMPLOYEES

Each employee is responsible for:

- 1) Taking reasonable care not to endanger their own health and safety and that of other persons likely to be affected by their acts or omissions;
- 2) Undertaking their tasks as instructed and in line with training received;
- 3) Reporting to their manager any health and safety concerns;
- 4) Not interfering with or misusing any equipment provided to ensure safe working practice in the workplace;
- 5) Reporting any accident involving injury, damage to plant and equipment, or potential injury, damage or loss;
- 6) Co-operating with and assisting other management colleagues in implementing the

HEALTH AND SAFETY - PROCEDURES

The Education Authority has provided a safety management system that includes policies, procedures and safe systems of work. Ashgrove Primary School has drawn from this resource and strives to implement the very useful guidance as part of our day-to-day work.

Risk Assessments

To comply with the Management of Health and Safety Regulations (Northern Ireland) 2000, the Governors are required to make a suitable and sufficient assessment of the risks to the health and safety of its employees to which they are exposed whilst they are at work and the risks to the health and safety of persons not in its employment arising out of or in connection with the conduct of its undertakings.

Risk assessments are undertaken in consultation those impacted. Where the risk is considered significant, this is recorded and appropriate controls put in place. Controls are monitored regularly by managers and reviewed as necessary. A risk assessment should be undertaken where a new activity or

new equipment is introduced. Employees should be informed by their manager of any risks involved in their daily work activities and of the safe system of work in place to mitigate, so far as is reasonably practicable, the risk of injury.

School Security

The external doors on the school are fitted with magnetic locks, which can be operated from the school office. These locks are "on" during the school day and anyone entering the building at this time is required to identify him/herself, and report to the secretary's office or the Principal. This in no way detracts from the open-door policy of the school. All adults working in the school, including parents working as volunteers, must undergo a police check.

Fire and Safety and Emergency Evacuations

In meeting the duties contained in the Fire Precautions (Workplace) Regulations (Northern Ireland) 2001, the Governors will ensure that a fire risk assessment for all its premises is carried out (by a suitably qualified person) recorded and takes account of the requirements of The Fire and Rescue Services (Northern Ireland) Order 2006 introduced and supported by: The Fire Safety Regulations (Northern Ireland) 2010.

Recommendations arising from the fire risk assessment will be implemented by the Education Authority or school management as appropriate. Fire Marshalls/Wardens will be appointed at each location to ensure that all employees are aware of the fire evacuation policy and procedure and that all occupants are evacuated from the building in an emergency. Suitable means of raising the alarm in the event of a fire shall be provided and the alarm system shall be inspected and maintained at suitable intervals by qualified persons.

In Ashgrove Primary School Mr. Douglas, Building Manager, is our nominated Fire Marshall. Mr. Smith, Principal, is the second Fire Marshall.

FIRE & EMERGENCY EVACUATION – REFER TO EVACUATION MAP

- ❖ Fire drills are carried out according to the Education Authority's policy;
- ❖ All staff and pupils participate in and are familiar with the procedures;
- ❖ Each classroom has a specific exit route which is known to pupils;
- ❖ Classes muster, with the class teacher, in a particular area of the playground;
- ❖ Classes only return to the building when told to do so by the Fire Marshall;
- ❖ The Fire alarm will be tested once per week;
- ❖ The emergency exit lights will be checked once per month;
- ❖ Once per month fire-fighting equipment will be audited;
- ❖ A Fire Drill will be conducted once per half-term;
- ❖ All fire equipment will be serviced once per year;
- ❖ In the event of a real emergency, the Principal or the Vice Principal will be responsible for contacting the emergency services.

HEALTH AND SAFETY INSPECTIONS (PROACTIVE MONITORING)

To improve health and safety performance and to assist in promoting a positive health and safety culture, managers will ensure that health and safety inspections are carried out on a regular basis. It is the responsibility of the relevant manager to eliminate unsafe acts, and unsafe conditions and take immediate corrective action to prevent recurrence. Health and safety inspections, associated actions, recommendations, responsibilities and timescales should be recorded.

ACCIDENTS AND INCIDENTS

Ashgrove Primary School aims, so far as is reasonably practicable, to prevent or reduce the number of accidents and incidents. It will monitor all accidents and incidents and implement the necessary control measures to prevent any recurrence.

All accidents and incidents must be recorded in line with the Education Authority's accident reporting policy. Initial investigation will be undertaken by the local manager/supervisor. Where required, in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997 (RIDDOR), accidents and/or incidents will be reported to the appropriate enforcing authority in accordance with the accident reporting procedures.

FIRST AID

The Governors will ensure, through the risk assessment process that adequate provisions are made to administer first aid for any injuries sustained by employees whilst at work. Where it is assessed as being necessary, competent persons will be appropriately trained and supported to carry out their roles in accordance with the duties in the Health and Safety (First Aid) Regulations (Northern Ireland) 1982. Names and locations of specific first aiders will be prominently displayed in the workplace.

The Governors have provided the following Area/Activity First Aiders Training Provided Training Renewal Breakfast Club D. Johnston

The Governors have put in place a comprehensive First Aid Policy that is regularly reviewed.

INSTRUCTION AND TRAINING

The Governors are committed to providing instruction and training for all employees on safe working practices and procedures. The Principal will ensure, through its internal and external training programmes that all employees have the appropriate level of competence to be able to safely carry out their roles. Managers must ensure that all new employees receive induction training and that all employees are competently trained in the safe use of any equipment that they may use during the course of their employment. They must also ensure that all employees receive refresher training and any further training necessary as a result of changes in the workplace arising from the introduction of new procedures or new equipment.

WORKING ENVIRONMENT

All managers will monitor the general working environment as required. This will include the monitoring of noise, lighting, ventilation, fumes and dust levels. Any problems in these areas will be reported to the appropriate section for measurement and the implementation of remedial measures if necessary.

HOUSEKEEPING

The Governors are committed to ensuring that a good standard of housekeeping is maintained on its premises. This includes arrangements to ensure:

- 1) The safe condition of floors, passageways and stairs;
- 2) The provision of unobstructed corridors and passageways;
- 3) The proper storage and stacking of materials;

- 4) The proper disposal of waste materials;
- 5) Adequate access and egress to stored materials, packing, passageways and emergency exits;
- 6) The safe condition and positioning of furniture and equipment;
- 7) The identification and rectification of potential hazards;
- 8) The general cleanliness/tidiness of work areas, toilets and washrooms.

This is maintained on a daily basis by all managers in collaboration with the Building Manager, but is the responsibility of all employees.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (SUBSTANCE MANAGEMENT)

It is the aim of the Governors to replace substances hazardous to health with safer alternatives. The Control of Substances Hazardous to Health Regulations (2003 and 2005 amendment) require an employer to undertake an assessment of health risks within work areas where substances deemed to be hazardous to health are in use and to take any necessary actions required to control and monitor employees' exposure to those substances. Managers will undertake an assessment and implement controls to eliminate risk, so far as is reasonably practicable. It is the responsibility of the relevant manager to ensure an assessment is carried out and that information related to the hazards, associated risk and required safety measures are communicated to their employees who use the substance.

DISPLAY SCREEN EQUIPMENT

In compliance with the Health and Safety (Display Screen Equipment) Regulations (Northern Ireland) 1992, the Governors will ensure that users of display screen equipment are identified and workstation assessments conducted where required. Eye tests will be made available to users on request and in line with Education Authority's display screen equipment policy.

PROVISION AND USE OF WORK EQUIPMENT

In line with the Provision and Use of Work Equipment Regulations (Northern Ireland) 1999, the Governors are committed to ensuring that all machinery and equipment used on its premises is suitable and fit for purpose. All employees will be provided with adequate information and training to enable them to operate the equipment safely. All managers will be responsible for ensuring that equipment is maintained in good order and repair. Managers are required to ensure all equipment is regularly inspected and all defective equipment withdrawn from use until faults are rectified or the equipment is replaced.

PERSONAL PROTECTIVE EQUIPMENT & CLOTHING

The Governors are committed to ensuring that the duties enshrined in the Personal Protective Equipment at Work Regulations (Northern Ireland) 1993 (PPE) are met. Suitable and sufficient PPE will be made available to employees carrying out operations and activities where the risk assessment has identified a need for this. All users of PPE will be provided with information and instruction as to the correct use of the equipment. PPE must comply with current regulations and meet European standards. All instances of damage or loss to PPE should be notified to the relevant manager who will arrange for repair or replacement.

TRANSPORTATION & MANUAL HANDLING OF MATERIALS

The Governors are committed to the safe transportation, manual handling and storage of materials used in its work processes in line with the Manual Handling Operations Regulations (Northern Ireland) 1992. The Governors are committed to the elimination of the requirement for manual handling where

possible and managers will undertake a risk assessment of all manual handling activities which cannot be eliminated. Managers are responsible for ensuring that the correct procedures for handling and transportation are used and for identifying any additional training requirements. Control measures will be implemented to reduce the risk of injury. Suitable and sufficient training on manual handling techniques will be provided to all relevant employees.

SAFETY SIGNS

Ashgrove Primary School will comply with the Health and Safety (Safety Signs and Signals) Regulations (Northern Ireland) 1996 and ensure that safety signs are displayed throughout all of its premises. All managers will be responsible for ensuring that the instructions outlined in the signage are being adhered to.

CONTROL OF CONTRACTORS, SERVICE ENGINEERS & OTHER VISITORS

All Contractors & Visitors to school must sign-in at reception wear a visitor's badge - this is inline with our Safeguarding precautions. Contractors must comply with the school's Health and Safety Policy and will be required to carry out and provide details of risk assessments where required. Contractors, service engineers and visitors, etc. who enter the school's premises to conduct business are the responsibility of the officer to whom they are reporting.

ELECTRICITY AT WORK

The Governors will ensure compliance with the Electricity at Work Regulations (Northern Ireland) 1991. The inspection of portable electrical appliances should be undertaken as required and fixed wiring tests every five years. Only suitably qualified electrical contractors will be employed for all electrical work which includes wiring, installing and repairing electrical equipment.

SCHOOL EQUIPMENT

The Governors are committed to ensuring the safety of its employees and visitors whilst on their premises and will take steps to ensure that suitable and sufficient security measures based on risk assessments are implemented. The Education Authority will undertake to provide competent security advice to ensure that its employees, other persons who may be affected by its activities and its properties are not put at risk, so far as is reasonably practicable.

HEALTH AND SAFETY POLICY - AUDIT AND REVIEW

The Governors are committed to the continuous improvement of its health and safety management system and will carry out a review of the Health and Safety Policy every two years.

LINKS TO OTHER POLICIES

- ❖ Safeguarding Policy
- ❖ Critical Incident Policy
- ❖ Severe Weather Policy