



Health and Safety

Ratified: September 2024

To be Reviewed: September 2026

General statement of health and safety policy

Objectives

The objective of this policy is to ensure, so far as is reasonably practicable, to:-

- establish and maintain a safe and healthy environment throughout the school;
- establish and maintain safe working procedures among staff and pupils;
- make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety. Also to ensure that they have access to health and safety training as appropriate or as and when provided;
- maintain all areas under the control of the Governors and Principal in a condition that is safe and without risk to health. To provide and maintain means of access to and egress from that place of work that are safe and without risk;
- formulate effective procedures for use in case of fire and for evacuating the school premises;
- lay down procedures to be followed in case of accident;
- teach safety as part of pupils' duties where appropriate;
- provide and maintain adequate welfare facilities and to make recommendations to EANI as appropriate.

Board of Governors

Governors have a responsibility under the Health and Safety at Work (Northern Ireland) Order 1978 for ensuring that the BELB safety policy is both understood and implemented in schools under their control.

The Schedule to the Scheme for the Membership, Procedure and Functions of the Board of Governors and the 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.

In the discharge of their responsibilities Governors shall 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 which will assist them to work safely.
- 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.
- The prompt and efficient maintenance of:
 - All equipment
 - All non-structural repairs.
- That contractors who carry 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 and that where appropriate specialist advice and guidance has been sought.
- That both teaching and non-teaching staff are issued with a copy of the school Safety Policy;
- That a Safety Co-ordinator is appointed..

Principals

Principals of schools are responsible for the day-to-day application of the 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.
- Assist the Board of Governors in ensuring that both teaching and non-teaching staff are provided with regular training which 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 EANI 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 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 within their responsibility.
- Ensure that all staff and pupils under their jurisdiction are instructed in safe and healthy working practices;
- 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 Boards Schemes for the Local Management of Schools and that reference has been made to the EANI 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 in the EANI
- Ensure that all accidents to teaching/non-teaching staff, pupils and members of the public are reported promptly to the EANI.
- Ensure that all staff operate safe working practices in the execution of their duties.
- Ensure that a safety co-ordinator is appointed.

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

Teaching staff

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

In the discharge of this responsibility each teacher shall:

- Ensure that they take reasonable care during their work activities to avoid accident or injury to themselves, other members of staff and pupils/students.
- Observe all safety instructions and advice from the EANI 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/students.
- Report all potential hazards affecting health and safety to the Principal.
- Report all accidents to the Principal and ensure that Accident Forms are fully completed.
- Co-operate fully with the Principal on all matters pertaining to Health and Safety.
- Exercise effective supervision of the pupils and know the emergency procedures in respect of Fire, First Aid, etc., and how to carry them out.
- Know the special safety measures to be adopted in their own special teaching areas and ensure that they are applied.
- Give clear instruction and warnings as often as necessary.
- Follow safe working procedures personally.
- Make recommendations to the Principal e.g., on safety equipment and on additions or improvements to plant, tools equipment, which are dangerous or potentially so.

All employees

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 take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work.
- Report all accidents and injuries to the Safety co-ordinator / Principal as soon as possible.
- Obtain adequate treatment for injuries as soon as practicable.
- Report all defects in equipment and protective clothing and any hazards to the Principal as soon as possible.
- Assist in the investigation of injuries and accidents.
- Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; when in doubt they must seek immediate clarification from the Principal.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE PRINCIPAL.

Please note the following:

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards as required of employees.

Responsibilities of Pupils

All pupils are expected within their expertise and ability to:

1. exercise personal responsibility for the safety of themselves and their fellow pupils
2. observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous)
3. observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency
4. use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

N.B. The Governors / Principal / Staff will make the pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and school notes.

Visitors

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.



Fire and Emergency Evacuation Procedures

1. The school's procedures for fire and emergency evacuation are available in school
2. These procedures will be updated as appropriate.

Fire Prevention Equipment

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system.

First Aid and Accident Reporting Procedures

1. First aid is available in the office and an additional first aid box is available in the Speech and Language Unit.
2. The name of the first aiders/appointed person are Mrs C GIBSON / MRS R LAVRYJSEN
3. The accident book and report forms and the arrangements to be followed are to be found in the office.
4. The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.

Flowchart for the Provision of Special Diets in Schools

