

ST JOSEPH'S BOYS' HIGH SCHOOL NEWRY

# Health & Safety Policy



## **HEALTH AND SAFETY POLICY DOCUMENT FOR SCHOOLS**

Please find attached a copy of a policy document relating to Health and Safety in schools. The document is in two parts and consists of:

- a) A General Statement of Health and Safety Policy that may be adopted by individual schools as an overarching policy statement from Council in relation to schools;
- b) A model Health and Safety Policy Document for Schools that can be adapted to meet the specific circumstances in different schools and adopted accordingly by individual Boards of Governors. It is recommended that this policy, once adopted, should be reviewed on an annual basis.

Should you require further assistance with these matters, please contact

Helen Leith

Policy Development Officer

Equality/Health and Safety/New TSN

# **COUNCIL FOR CATHOLIC MAINTAINED SCHOOLS**

## **GENERAL STATEMENT OF HEALTH AND SAFETY POLICY**

- 1 The Council for Catholic Maintained Schools recognises and accepts its responsibilities for health and safety at work, and in particular those duties created through Article 4 (Employers Duties) of The Health and Safety at Work Order (N.I.) 1978 and related legislation. Allied duties towards persons other than the Council's own employees, as laid down within Article 5 and 6 of the same statute, are also acknowledged and accepted by this statement.
- 2 The Council will also take all reasonably practicable steps to pro-actively meet its responsibilities both for those in its direct employ, as well as for those employed by Education and Library Boards at Catholic Maintained Schools under the terms of Article 88 of The Education and Libraries (N.I.) Order 1986.
- 3 In discharging these obligations, the Council will, as far as is reasonably practicable, through the promotion of the use of applied risk assessment in the workplace as required by the Management of Health and Safety at Work Regulations (N.I.) 1992, pay particular attention to the provision and maintenance of :-
  - (i) a safe place of work, safe access to, 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 be adequately protected from harm whilst also enabling them to contribute positively to their own safety and health in the workplace;
  - (v) a healthy working environment;
  - (vi) adequate welfare facilities.
- 4 Without detracting from the corresponding health and safety responsibilities of Trustees, Boards of Governors, Principals, Senior managers and Supervisors, for ensuring safe conditions of work, the Council, where reasonably practicable, will provide competent technical advice on health and safety matters, as required, to assist its management in addressing such related tasks.
- 5 The Council will, both corporately and through its local school management structure, co-operate fully with formally appointed employee health and safety representatives and will ensure that they are provided with sufficient facilities as are necessary to carry out their health and safety role. The Council will, where requested also co-operate in the setting up of health and safety

committee(s) and will liaise with Education and Library Boards with a view to agreeing the representation on such committee(s).

- 6 The Council recognises that its employees also hold personal health and safety responsibilities as individuals under Articles 8 & 9 of The Health and Safety at Work (N.I.) Order 1978, to take care of their own safety and that of other persons whilst at work, as well as to fully cooperate with it in carrying out its corporate responsibilities successfully.
- 7 The Council will continue to establish procedures to monitor and further increase the effectiveness of its Health and Safety Policy.
- 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.

# Health and Safety Policy Document for Schools

For **ST JOSEPH'S BOYS' HIGH School**

This School's policy is to provide and maintain safe and healthy working conditions, so far as reasonably practicable, for all our staff and pupils and to encourage a safe culture within the school. The Council for Catholic Maintained Schools' Health and Safety Policy Statements are adopted and complemented by the School's Policy Statement.

It is the School's policy to provide adequate information to identify needs in respect of training and provide supervision for the health and safety of staff and pupils.

The Board of Governors also accepts responsibility for the health and safety of other people who may be affected by School activities.

A complete Health and Safety inspection/audit will be carried out at least once per year and a copy of the report will be submitted to the Council and the relevant Education and Library Board.

The Council's Health and Safety Policy has been adopted, and this Policy and the way in which it is operated will be reviewed on: September 2013

Signed: \_\_\_\_\_

Principal

Signed: \_\_\_\_\_

Chair of Board of Governors

Date: \_\_\_\_\_

# **The Council for Catholic Maintained Schools**

## **Safety Organisation**

### **1 The Chief Executive**

The Chief Executive has overall responsibility for all matters relating to the health, safety and welfare of all persons employed by the Council, and for ensuring that members of the general public who may be affected by or on behalf of the Council are not thereby exposed to reasonably foreseeable risks to their health or safety.

In the discharge of these responsibilities the Chief Executive shall:

- require senior officers to initiate and control appropriate safety procedures within their areas of responsibility to give effect to the spirit and intention of the Safety Policy;
- regularly review the effectiveness of the Safety Policy with each of the senior officers taking into account reports of safety performance compiled by the Council's Safety Adviser or other designated officer, and where necessary require them to make any amendments or improvements to the Policy;
- require senior officers when making recommendations to the Council to take account of the safety implications associated with the activities, plans and deployment of resources with special regard for the safety needs of employees and the general public;
- ensure that any defects or hazards which are brought to the Council's attention by the Education and Library Boards and which are the Trustees' responsibility are rectified where reasonably practicable by the Trustees.

## 2 The Health and Safety Adviser

The Council's Health and Safety Adviser shall be the Policy Development Officer (Equality/New TSN/Health and Safety). This officer shall advise the Council of the development and application of the Council's Health and Safety Policy and its safety programme and assist in its revision and the development of associated safety procedures.

The Health and Safety Adviser will liaise with the Education and Library Boards' Health and Safety Officers or other designated officers with regard to:

- the interpretation of relevant health and safety legislation and regulations in order that all schools and sections may comply with relevant legislation and regulations within their scope;
- the interpretation of Codes of Practice issued under the Health and safety at Work (NI) Order 1978 so that all relevant Codes are adhered to and good safety practices are observed;
- the arrangements, in liaison with other specialist staff, for the inspection of buildings, plant and equipment in use in all school premises so as to ensure that (i) health and safety requirements are being met, and (ii) the identification of hazards to health and safety and the advice on the measures to be taken to rectify them are reported to the Council;
- the maintenance of accident statistics, advising on accident reporting procedures, processing applicable accident reports and liaising with the Council's insurers, the Education and Library Boards' legal departments and all sections on claims for compensation arising from accidents to teaching staff; on the processing of accident reports and consequent claims for compensation;
- the analysis of accident statistics and recommendations on health and safety measures to prevent their recurrence;
- assisting in the development of training programmes, in conjunction with the Council's and Education and Library Boards' other specialist staff;
- communicating on behalf of the Council with the Health and Safety Executive and other enforcement agencies on all matters regarding health and safety at work;

- liaising with recognised safety representatives, safety committees and trade unions.

### **3 Boards of Governors**

Governors have a statutory responsibility under the Health and Safety at Work (NI) Order 1978 for ensuring that the Council's 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 of maintained schools and the Scheme for the Local Management of Schools also assigns to Boards of Governors a number of functions, duties and responsibilities in respect of Health and Safety.

In discharge of their statutory responsibilities Governors must ensure:

- that all teaching staff appointed 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 who come 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 is submitted to both the CCMS Chief Executive and the Chief Executive of the relevant Education and Library Board;
- the prompt and efficient maintenance of
  - (i) all equipment,
  - (ii) all non-structural repairs,as defined in the relevant Annex of the education and Library Board's Scheme for the Local Management of Schools;
- that contractors 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 use;



- that both teaching and non-teaching staff are issued with a copy of the Council's and School's Safety Policies.

## **4 Principals**

Principals of schools are 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 risk assessments have been carried out to assess all significant risks within the school;
- 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 Council, the relevant Education and Library Board 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 their responsibility;
- 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 relevant Board's Scheme for the Local Management of Schools and that reference has been made to the Council's and Boards' 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 both in the Council and in the relevant Board;
- ensure that all accidents to teaching staff are reported promptly to the Council. In the case of non-teaching staff, all accidents must be reported to the relevant Board;
- ensure that all staff operate safe working practices in the execution of their duties.

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

## **5 Heads of Department in Schools**

Heads of Departments are responsible for ensuring that the content of the Safety Policy is followed in practical terms in areas under their control.

In the discharge of this responsibility each Head of Department shall:

- ascertain 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 that all Safety Reports pertaining to their department are fully implemented;
- ensure that all safety instructions and advice issued by the Council, the Boards or the Department of Education, are acted upon;
- ensure that all staff in the department are aware of any safety precautions to be taken when undertaking potentially hazardous procedures;
- ensure that all staff include safe working methods in their instruction to pupils and students;
- ensure that any equipment or machinery known to need repair is not used until the necessary work has been carried out;

- report all accidents and potential hazards to the Principal;
- ensure that all protective clothing and equipment as required are available in the department.

In the absence of the Head of Department, the Principal, or a senior teacher nominated by the Principal, will assume the responsibility.

## **6 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 care.

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;
- know the special safety measures to be adopted in their own special teaching areas and to ensure they are applied;
- exercise effective supervision of the pupils and know the emergency procedures in respect of fire, first aid, etc; and how to carry them out;
- observe all safety instructions and advice issued by the Council, Boards or the Department of Education, and observe all safety rules relating to specific machinery or processes;
- ensure that all protective clothing and equipment as required are both available and used by themselves and pupils/students;
- report all potential hazards affecting health and safety to the Head of Department and make recommendations on safety equipment and on additions or improvement to plant, tools and equipment which are dangerous or potentially so;
- report all accidents to the Head of Department and ensure that Accident Forms are completed;

- co-operate fully with the Head of Department and the Principal on all matters pertaining to Health and Safety;
- give clear instructions and warnings as often as necessary and follow safe working procedures personally.

## **7 Supervisors**

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 Council and the relevant Board 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 their respective Head of Section;
- report all actions to their senior officer;
- furnish information as required in the investigation of injuries and accidents.