

HEALTH AND SAFETY POLICY

ORGANISATION

BOARD OF GOVERNORS

Governors have a statutory responsibility under the Health and Safety at Work (Northern Ireland) Order 1978 for ensuring that the School's Health and Safety Policy is both understood and implemented 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.

The Board of Governors is responsible for:

- ensuring that the school Principal and management develop a safety management system throughout the school which should include an appropriate health and safety policy;
- monitoring the effectiveness of the school's health and safety arrangements;
- developing and implementing arrangements to ensure that:
 - Equipment and materials purchased by the school are safe and suitable for their intended use;
 - contractors carry out their work in a safe manner;
 - prompt and efficient maintenance is carried out on:
 - all non-structural repairs;
 - all equipment;
- ensuring that an annual inspection of the school premises is carried out;
- ensuring that both teaching and non-teaching staff are issued with a copy of the employer's Health and Safety Policy;
- maintenance of procedures for the safety of all persons using the school premises.

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:

- developing and implementing an effective safety management system for the school;
- ensuring that health and safety forms an integral part of subject planning within the school;
- ensuring the availability of resources to maintain and improve the safety management arrangements;
- 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;
- monitoring the safety performance throughout the school during senior leadership team meetings;
- developing arrangements for ensuring effective maintenance of a safe working environment;
- 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.

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

HEAD OF SUPPORT SERVICES

The Head of Support Services is responsible for:

- the interpretation of relevant health and safety legislation, regulations and Codes of Practice in order that the school may comply with relevant legislation and regulations;
- providing competent professional support and advice to the Principal on the development of an effective Health and Safety policy supported by an effective Safety Management System
- participating as necessary in the consultative committees to be used as a forum for health and safety discussions with employees;
- the development of suitable and effective arrangements for the inspection of buildings, plant and equipment in use throughout the school and grounds so as to ensure health and safety requirements are met;
- monitoring, and reviewing the safety management system and reporting performance through to the Senior Leadership team;
- the development of an accident reporting system. The investigating, recording and analysing of accidents and incidents to prevent recurrence and the liaising with external agents such as HSE NI, Insurance broker, etc. as required;
- advising on training programmes for employees and liaising with training providers as required;
- communicating, on behalf of the school, with the Health and Safety Executive for Northern Ireland and other statutory bodies on all matters regarding health and safety at work;
- establishing a close working relationship with appointed safety co-ordinators offering advice and guidance as and when required.
- Liaising with other staff to ensure that all school and external risk assessments are completed

VICE PRINCIPAL

Vice Principals are responsible for ensuring that the Safety Policy and Procedures are followed in practical terms in areas under their control.

Each Vice Principal is responsible for:

- participating as necessary in the consultative committees to be used as a forum for health and safety discussions with employees;
- liaising with Heads of Department/Subject coordinators to ensure that they are developing and implementing safe working procedures for all activities and practices within their subject area;
- liaising with Heads of Department/Subject coordinators to ensure that all school and external risk assessments are completed

HEAD OF DEPARTMENT/SUBJECT CO-ORDINATOR

Heads of Department/Subject Co-ordinators are responsible for ensuring that the Safety Policy and Procedures are followed in practical terms in areas under their control.

Each Head of Department/Subject Co-ordinator is responsible for:

- developing and implementing safe working procedures for all activities and practices within their subject area;
- implementing a risk assessment process where there is a significant risk to health and safety, and communicating the results of those assessments to staff and pupils;
- ensuring the availability of resources to maintain and improve the safety management arrangements. If there are any issues re resources they should be discussed with the Head of Support Services;
- 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;
- ensuring that health and safety procedures are an integral part of the subject planning and teaching of all subjects and activities;
- ensuring that regular inspections of the workplace and procedures are undertaken to identify hazards and that steps are taken to eliminate or minimise associated risks.

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

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:

- carrying out risk assessments where there is a risk to health and safety and integrating the results into teaching practice;
- ensuring that health and safety forms an integral part of subject planning within their teaching practice;
- practicing and teaching safe working during class lessons;
- ensuring that all protective clothing and equipment as required is both available and used by themselves and pupils;
- reporting all accidents to the Head of Support Services and ensuring that Accident Forms are fully completed;
- co-operating fully with the Head of Department/Subject Coordinator, Head of Support Services and the Principal on all matters pertaining to Health and Safety.

EMPLOYEES

Each employee is responsible for:

- 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;
- undertaking their tasks as instructed and in line with training received;
- reporting to their manager any health and safety concerns;
- not interfering with or misusing any equipment provided to ensure safe working practice in the workplace;
- reporting any accident involving injury, damage to plant and equipment, or potential injury, damage or loss;
- co-operating with and assisting other management colleagues in implementing the Health and Safety Policy.

HEALTH AND SAFETY POLICY - ARRANGEMENTS

INTRODUCTION

The School has developed a safety management system that includes policies, procedures and safe systems of work. Below is an outline of significant parts of the system. Further specific details are available from the Head of Support Services. Guidance for schools is available in the Health and Safety Manual for Principals and Governors and can be accessed from; <http://www.belb.org.uk/healthandsafety> (Username: belb ; Password:belb). BELB also have resources such as generic risk assessments and guidance notes, if anyone requires access to these resources contact the Head of Support Services.

RISK ASSESSMENT

To comply with the Management of Health and Safety Regulations (Northern Ireland) 2000, the School is 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 by managers in consultation with their affected employees. 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.

FIRE SAFETY AND EMERGENCY EVACUATION

In meeting the duties contained in the Fire Precautions (Workplace) Regulations (Northern Ireland) 2001, the School management will ensure that a fire risk assessment 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 Board or school management as appropriate.

Fire Marshalls/Wardens will be appointed at each location to assist in the event of an evacuation being required and to ensure that all occupants are evacuated from the building in an emergency. The Head of Support Services/Senior Leadership Team will ensure that all employees are aware of the fire evacuation policy and procedure. 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.

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

The 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 School's accident reporting policy. Initial investigation will be undertaken by the Head of Support Services. 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 School 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. There are also 2 AEDs in the school building (located in the main office and the PE office), staff who are trained on their use prominently displayed in the workplace.

INSTRUCTION AND TRAINING

The School is committed to providing instruction and training for all employees on safe working practices and procedures. The School 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 Head of Support Services for measurement and the implementation of remedial measures if necessary.

HOUSEKEEPING

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

- the safe condition of floors, passageways and stairs;
- the provision of unobstructed corridors and passageways;
- the proper storage and stacking of materials;
- the proper disposal of waste materials;
- adequate access and egress to stored materials, packing, passageways and emergency exits;
- the safe condition and positioning of furniture and equipment;
- the identification and rectification of potential hazards; and
- the general cleanliness/tidiness of work areas, toilets and washrooms.

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

COSHH MANAGEMENT

It is the aim of the School to replace substances hazardous to health with safer alternatives.

The Control of Substances Hazardous to Health Regulations (2003 and 2005 amendment) (COSHH) 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 School 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 School'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 School is 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/Heads of Department will be responsible for ensuring that equipment is maintained in good order and repair.

Managers/Heads of Department 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 AND CLOTHING

The School is 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 Head of Support Services who will arrange for repair or replacement.

TRANSPORTATION AND MANUAL HANDLING OF MATERIALS

The School is 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 School is 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

The 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.

WORKING/VISITING ON OTHER PEOPLE'S PREMISES

Dominican College employees or persons acting or working on the school's behalf on other people's premises must ensure that they are made aware of and comply with that company or organisation's health and safety policy and practices.

CONTROL OF CONTRACTORS, SERVICE ENGINEERS AND OTHER VISITORS

Contractors must comply with the school's Health and Safety Policy and will be required to carry out and provide details of risk assessments and method statements where required.

Contractors, service engineers and visitors, etc who enter the school to conduct business are the responsibility of the officer to whom they are reporting.

ELECTRICITY AT WORK

Dominican College 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.

SECURITY OF THE SCHOOL BUILDING

Dominican College is 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 school 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

Dominican College is 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 or as required to verify that its contents are still valid.