

DROMARA PRIMARY SCHOOL

Health and Safety Policy

OBJECTIVES

The objective of this policy is to make sure, as far as possible, that no person in Dromara Primary School is in a position where ill health or injury is caused as a result of the school's undertaking.

1. Where reasonably practicable it will pay particular attention to the provision and maintenance of:
 - a) a safe place of work with safe entrance and exit to it
 - b) equipment and systems in work
 - c) safe arrangements for use of, handling and movement of articles and substances
 - d) sufficient information, training and supervision allowing employees to avoid hazards and contribute positively to their safety and health at work
 - e) a healthy working environment for both employees and others who use the premises e.g. pupils, students, contractors etc.
2. The school should, alongside EA, provide and maintain up to date information for all the staff on potential hazards of substances used at work.
3. A Health & Safety Committee of the Board of Governors should be appointed to oversee health and safety matters within the school.
4. Every reasonable step will be taken to reduce hazards to a minimum, but staff must appreciate that their own safety and that of others depends also on their own conduct and vigilance. Provision can be made by the EA but they cannot prevent accidents!
5. The school will establish monitoring procedures to increase the effectiveness of the school's Health and Safety Policy.
6. The school must be committed to establishing a positive safety culture throughout the organisation.

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	STAFF TYPE	FUNCTIONS IN HEALTH AND MANAGEMENT
Employers	EA	Monitoring Resource management Performance reviews Commitment
Persons in control	Board of <i>Governors</i>	
Senior Managers	Senior Board Officers Principal	Day to day management Arranging inspections Communicating Resource management Commitment
Other Senior Managers	Vice-principal Key-stage co-ordinators [Subject co-ordinators] First Aid Administrator	Communication Day to day management.
Other Employees	Class Teacher Classroom Assistants Supervisory Assistants Dining Centre Staff Cleaners	Reporting defects Day to day management Inspection participation
External Advisors	Safety Advisors Education Officers Property Advisers Maintenance Advisers	Providing technical advice on standards and legal compliance. Auditing.

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ROLES AND RESPONSIBILITIES

1. Board of Governors

The Governors have a statutory responsibility under the Health and Safety at Work (NI) Order 1978 for ensuring the Board's Safety Policy is both understood and implemented in schools under their control.

In the discharge of their statutory responsibilities the Board of 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
- the maintenance of procedures for the safety of all persons using the premises under their control
- that an inspection of the school/college premises and equipment is carried out by them at least once per year and that a report is submitted to the Chief Executive of the Board
- The prompt and efficient maintenance of
 - (i) all equipment
 - (ii) all non-structural repairs
- that contractors who are carrying out work on behalf of the Board of Governors/Governing Bodies 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
- that both teaching and non-teaching staff are issued with a copy of the Safety Policy

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2. The Principal

Principals of schools/colleges are responsible for the day-to-day application of this Health & 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
- 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 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/Governing Bodies all defects and hazards which are their responsibility
- ensure that safe systems of work are used by contractors or persons carrying out inspection or non-structural repairs which are the Governors' responsibility as set out in the Board's Scheme for the Local Management of Schools/Colleges
- report all defects and hazards which cannot be dealt with under the Scheme for Local Management of Schools/Colleges to the responsible officers in the Board
- ensure that all accidents to teaching staff and non-teaching staff are reported promptly to the Board
- ensure that all staff operate safe working practices in the execution of their duties
- report all crimes to the police
- inform parents of relevant aspects of health and safety
- liaise with the police and obtain advice on security issues

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

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3. 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 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 issued by the Boards or the Department of Education
- 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 Key Stage/Vice-Principal/Principal
- report all accidents to the Head of Key Stage/Vice-Principal/Principal and ensure that Accident Forms are completed
- co-operate fully with the Head of Key Stage and the Principal/Vice-Principal on all matters pertaining to Health and Safety

4. All Employees

All employees have a responsibility to exercise personal care and attention for the safety of themselves and others and 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 pay particular attention to the Sectional Safety Procedures
- report all accidents and injuries to their supervisor as soon as possible
- obtain adequate treatment as soon as practicable if injured
- report all defects in equipment and protective clothing and potential hazards to their supervisor
- assist in the investigation of injuries and accidents
- not be expected to carry out duties, for which they have not received training, if there is a potential risk to self or others.

6. Health and Safety of SEN Children

Children with EAL and children with Dyslexia learning difficulties are catered for in the policy.

This policy will be reviewed and updated as necessary.