**BROWNLOW INTEGRATED COLLEGE**



**HEALTH AND SAFETY POLICY**

**2019 - 2020**

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**Health and Safety Policy**

**Introduction**

The health, safety & welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The Senior Leadership Team and Board of Governors, along with the Education Authority, takes responsibility for protecting the health and safety of all children and members of staff.

**Objective**

The objective of this policy is to ensure, so far as is ‘reasonably practicable’ that no person is placed in a situation where injury or ill health may be caused as a result of the school and that all such risks are assessed and appropriately controlled.

**Rationale**

The school recognises and accepts its responsibility for health and safety as an employer, and in particular the duties laid down in Article 4 (Employer’s Duties) of the Health & Safety at Work (Northern Ireland) Order 1978, Article 5 and 6 of that Order in respect to persons other than its employees and Article 88 of the Education and Libraries (Northern Ireland) Order 1986.

The school will maintain maximum possible provision in relation to the following:

* A safe place of work, safe access to it and safe egress from it;
* plant, equipment and systems of work that are safe;
* safe arrangements for the use, handling, storage and transport of articles & substances;
* sufficient information, instruction, training and supervision to enable all employees to avoid risk and contribute positively to health and safety at work;
* a healthy working environment; and,
* adequate welfare facilities.

So far as is reasonably practicable, we will provide and maintain up-to-date information for all staff on the hazards and risks of substances, equipment and systems used at work including the recommendations of relevant risk assessments. The school will rely on the Education Authority to provide competent technical advice on all health and safety matters and, where necessary, to assist in effecting improvements.

The school will co-operate fully with queries from staff representatives and recognised trade unions. Opinions and suggestions in relation to health and safety are welcomed from members of staff. Members of staff are reminded of their duties under Article 8 of the Health and Safety at Work (Northern Ireland) Order, 1978: to take reasonable care for their own safety and that of others.

The school will establish procedures to monitor and increase the effectiveness of its Health and Safety Policy.

**The Board of Governors**

Governors have a statutory responsibility under the Health & Safety at Work (Northern Ireland) Order, 1978 for ensuring that the Health & Safety Policy is understood and implemented and that assessments are carried out to address significant risks.

The Schedule to the Scheme for the Membership, Procedure and Functions of the Board of Governors and the Scheme for Local Management of Schools assign to Boards, duties and responsibilities in respect of Health & Safety, including the preparation of a policy on fire safety. In the discharge of their statutory responsibilities Governors must 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 kept up-to-date with whatever training is required for their safe working;
* the maintenance of procedures for the safety of both teaching and non-teaching staff 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 premises and equipment is carried out at least once a year;
* the prompt and efficient maintenance of all equipment and all non-structural repairs as defined in the relevant Annex to the Scheme for the Local Management of Schools;
* that contractors who are carrying 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 teaching and non-teaching staff are issued with a copy of the school’s health, safety & welfare policy

**The Principal**

The Principal has overall responsibility for the health, safety and welfare of all children and staff and for ensuring that members of the general public who may be affected by any activity undertaken by or on behalf of the school are not exposed to reasonably foreseeable risks to their health and safety. The Principal is responsible for the day-to-day application of the Health and Safety Policy. In discharging this responsibility, the Principal will:

* 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 kept up-to-date with whatever training is required for their safe working;
* ensure the provision and maintenance of procedures for the safety of all the teaching and non-teaching staff;
* ensure that all staff are aware of any instructions or safety advice pertaining to their particular discipline;
* ensure that all safety reports pertaining to the school are understood and that the detailed work has been has been completed;
* ensure that adequate arrangements exist for carrying out regular emergency evacuation (fire) drills and that all staff are aware of, and participate in, such arrangements;
* report to the Board of Governors all defects and hazards that are its responsibility;
* ensure that safe systems of working are used by contractors or persons carrying out inspections or non-structural repairs that are the Governors’ responsibility as set out in the Scheme for the Local Management of Schools;
* report to EA all defects and hazards which cannot be dealt with under the Scheme for the Local Management of Schools;
* ensure that all accidents to children, teaching staff and non-teaching staff are reported promptly to the EA; and,
* ensure that all staff operate safe working practices in the execution of their duties.

In the absence of the Principal the vice-Principal, acting Principal or 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 under their control.

In the discharge of this responsibility all teachers shall:

* ensure that they take responsible care during work activities to avoid accident or injury to themselves, other members of staff and pupils;
* observe all safety instructions and advice issued by Education Authority or DENI and all safety rules relating to specific machinery or processes;
* ensure that all necessary protective clothing and equipment is both available and used by themselves and pupils;
* report all potential hazards affecting health and safety to the Principal and make recommendations on the provision of safety equipment and on improvements to plant, tools and equipment which are dangerous, or potentially so;
* report all accidents to the Principal and ensure that accident or incident report forms are fully completed;
* co-operate fully with the Principal on all matters pertaining to health and safety;
* exercise effective supervision of pupils and know emergency procedures in respect of fire, first aid etc.;
* know any special safety measures to be adopted in their own teaching area and ensure they are applied; and,
* give clear instruction and warnings to children as often as is necessary and follow safe working procedures personally.

**Technicians are responsible for:**

* The safety of the preparation rooms, workshops and all other areas in which they work

**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 all employees shall:

* ensure that their workplace is free from hazards before commencing work;
* report all potential hazards and defects in equipment and protective clothing to the Principal;
* ensure that any equipment or machinery known to need repair is not used until the necessary work has been carried out;
* use only those electrical appliances owned by the school or EA;
* co-operate with any health and safety training considered necessary and reasonably practicable;
* perform their duties in a safe and tidy manner;
* ensure that all toxic and flammable substances are correctly used, stored and labelled;
* ensure that they are aware of any safety precautions to be taken when undertaking potentially hazardous procedures;
* ensure that all necessary protective clothing and equipment are available;
* include safe working methods in instruction to pupils;
* report all accidents and injuries to the Principal as soon as possible;
* obtain adequate treatment as soon as practicable if injured;
* assist in the investigation of injuries and accidents as necessary; and,
* observe the safety rules of the EA and school.

**Accidents**

* If an accident occurs, resulting in an injury to a child, the first aid procedure below should be followed. Please also refer to First Aid Policy.
* All records of incidents involving injury should be recorded in the Accident Book. Parents should be informed at the earliest opportunity about the nature of the accident the injury sustained and treatment provided.

**Provision of First Aid**

Please refer to Fist Aid Policy for updated information regarding first aid of pupils and staff, the administration of medicines and supporting pupils with illnesses.

The schools designated first aiders are:

* Linda Bowman
* Gosha Halfpenny
* Julian Weir
* Stephen Porter
* Paul Gosling
* Pauline Quinn

The designated persons responsible for checking and maintaining the contents of the first aid boxes. Once an item has been used by a first aider it is their responsibility to replenish this item.

**Note:** If necessary a trained first aider should be summoned immediately to tend to an accident and provide first aid in accordance with his/her training.

If after the primary first aider attending to the injured individual, initial consultation an ambulance is required the emergency 999 service should be used immediately. **This should not be questioned by any other member or staff or first aider.**

**Fire and emergency arrangements**

It is the duty of all members of staff to be aware of the fire and emergency procedures, for ensuring that all escape routes are kept clear and to report any defective equipment, damage to extinguishers and any other equipment.

The caretaker is responsible for carrying out a check of the premise’s fire equipment on a weekly basis. This will include fire doors, fire signage and alarm systems. He issues identified should be addressed immediately with the principal. During the annual health and safety check, the governing body will also show due regard to fire safety.

**Fire alarms**

The fire alarms should be tested weekly and recorded in the fire alarm logbook by the caretaker. Fire alarms should be serviced annually by a competent contractor and records kept of the tests.

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**Fire drills**

Fire drills will be arranged at least termly. The purpose of fire drills is to evacuate everyone to a place of safety as quickly as possible where they will be checked against the attendance registers. Suitable arrangements must be in place for evacuating those with disablement or with special educational needs.

**Risk Assessments**

The Management of Health and Safety at Work regulations 1999 require all employers to carry out risk assessments for the risks to their employees and others who can be affected by their activities.

Risk assessments are used to identify potential sources of harm so that they can be minimised or avoided to reduce the risks of injury and ill health.

Schools as employers have a duty to carry out risk assessments for all of their activities which affect their employees, students, visitors and contractors.

**Child Protection**

There is a named person responsible for Child Protection in the school. Currently the teacher responsible for Child Protection is Mr Callender. If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform the named person, (Mr Callender), about their concerns. The school’s named Child Protection Officer works closely with Social Services and the Area Child Protection Committee (ACPC) when investigating such incidents. All such cases are dealt with sensitivity and paramount importance is placed on the interests of the child.

All adults employed in school must be vetted through Access NI to ensure they do not have any convictions deeming them unsuitable to work with children.

**School Security**

While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all children and adults. Visitors should only enter the school via the front door. Office staff will admit persons to the school when they are satisfied as to their identity. All adult visitors are required to report to the office on arrival. A visitor’s pass will be issued once the visitor has signed the visitors’ book. Visitors should be accompanied at all times by a member of staff. The visitors’ book will be signed when the visitor is leaving the school building. Teachers will not allow any adult to enter their classroom unless sanctioned by the Principal or, in her absence, the VP or member of SLT deputising for her.

The back gate to the school will be locked every morning at 9:00 to prevent unauthorised access to the school site. This will remain locked until school finishes and pupils are leaving the building.

The front gate to the school will be locked at 3:00 to prevent parents entering the school car park. Pupils should be collected outside the school gates unless they have been issues with a car park pass.

**Safety of Children**

It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety they should draw them to the attention of the Principal before the activity takes place.

Pupils will not be taken off campus without the prior signed permission of the parent.

**Theft or other Criminal Acts**

The teacher or principal will investigate any incidents of theft involving children. If there is a serious incident of theft from the school site, the principal will inform the police and record the incident in the school Incident Book. Should any incident involve physical violence against a teacher this will be reported to the Health & Safety Executive and support provided to the teacher. The matter may be reported to the PSNI.

**Dogs**

For health and safety reasons dogs, with the exception of guide dogs or other service dogs, are not permitted on to any part of the school grounds or buildings.

**Conclusion**

It is the responsibility of everyone to make these arrangements work. Having collective responsibility has a greater likelihood of achieving a healthy and safe environment for all pupils and staff.