

HEALTH AND SAFETY POLICY (v2.0)

Policy objective:

The objective of this policy is to ensure as far as is reasonably practicable, that no person is placed in a situation where injury or ill health may occur as a result of the school's undertaking and that any such risks are assessed and appropriately controlled.

The Board of Governors of Bangor Grammar School recognises and accepts its responsibilities for Health and Safety as an employer and in particular the duties laid down in Article 4 (Employers' Duties) of the Health and Safety at Work (NI) Order 1978. It also recognises and accepts its duties laid down in Article 5 and 6 of that Order to persons other than their employees.

Where reasonably practicable, it will pay particular attention to the provision and maintenance of

- (i) A safe place of work, safe access to it 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 avoid hazards and contribute positively to their safety and health at work;
- (v) A healthy working environment;
- (vi) Adequate welfare facilities;

A no smoking policy will operate within the school and its bounds

The Board will, so far as is reasonably practicable, provide and maintain up to date information for all staff on the potential hazards of substances, equipment and/systems used at work.

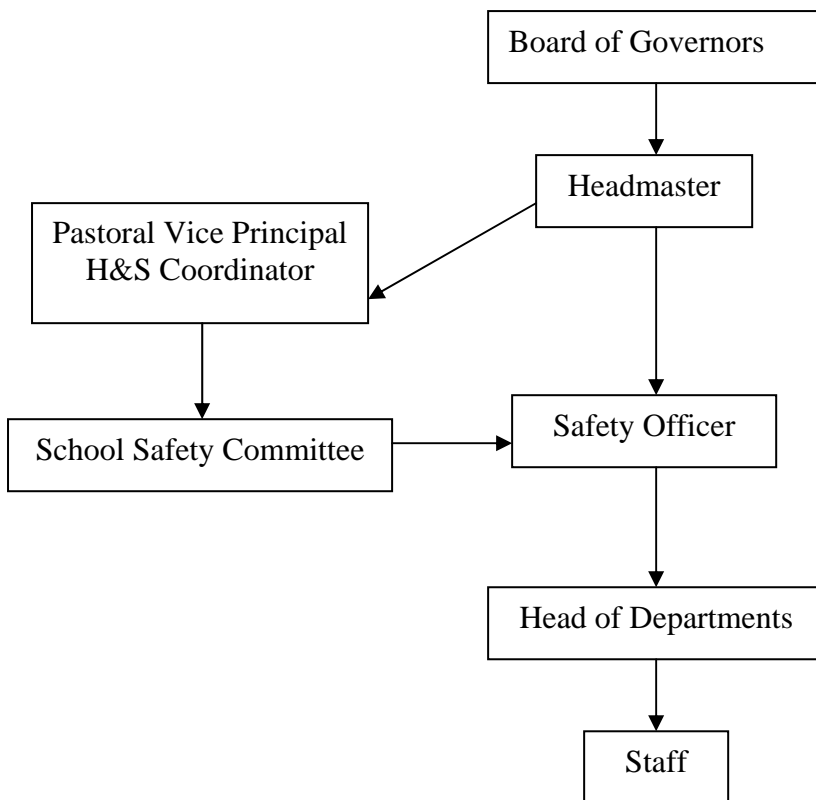
The Board will co-operate fully in the appointment of safety representatives for staff by recognised unions and will provide them, where appropriate, with sufficient facilities and training to carry out this task.

The Board will co-operate fully in the setting up of a Safety Committee.

The Board reminds its employees of their own duties under Article 8 of the Health and Safety at Work (NI) Order 1978 to take reasonable care for their own safety and that of other persons and to co-operate with the Board so as to enable it to carry out its own responsibilities successfully.

A copy of this document will be made available to all employees either electronically or in hard copy. 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 or individuals.

SAFETY ORGANISATION



BOARD OF GOVERNORS

In the discharge of their responsibilities the Governors will ensure:

- That all teaching staff appointed by them hold appropriate qualifications to teach the subjects required of them and to use the necessary equipment and machinery.
- That both teaching and non teaching staff avail themselves of any training which will assist them to work safely.
- The maintenance of procedures for the safety of teaching staff, non-teaching staff and pupils 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 premises and equipment is carried out by them at least once a year and that a report, utilising the checklist contained within Section 17 of the Health and Safety Manual for Schools as published by the SEELB, is distributed to all board members.
- The prompt and efficient maintenance of all equipment repairs.
- That contractors who are carrying out work in school, carry out their undertakings in safe manner so as to ensure the Health and Safety of all personnel and premises, including consultation of asbestos registers.

- 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 this Health and Safety Policy.

Headmaster

The Headmaster while having overall responsibility for the day to day application of this policy will share such duties with the PVP who will act as Health and Safety Co-ordinator, Bursar, Health and Safety officer and Buildings Supervisor.

In the discharge of this responsibility the Headmaster 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 risk assessments have been carried out to assess all significant risks within the school
- Assist the Board of Governors in ensuring that both teaching and non-teaching staff avail themselves of any 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 SEELB, Department of Education or other relevant statutory body.
- Ensure that all safety reports pertaining to the school are understood and that the detailed work has been completed
- 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
- Contractors who are carrying out work in school, carryout their undertakings in a safe manner so as to ensure the health and safety of all personnel on the premises.
- That all accidents are reported promptly in accordance with SECTION 2 of the Health and Safety Manual for Schools as published by the SEELB.
- Conduct not less that three fire practices per academic year
- Ensure that Health and Safety is a regular agenda item for SMT meetings

- Ensure all staff operate safe working practices in the execution of their duties.

The Headmaster will seek regular advice from a Safety Committee whose role is purely advisory consisting of the Pastoral Vice Principal, Bursar, Head of Connor House, a Senior Scientist, Head of P.E., Cafeteria Manageress, representatives of the teaching unions, Building Supervisor, School Nurse, School Safety Officer and a representative of the Board of Governors will attend if required.

School Safety Committee will be chaired by the PVP and will meet a minimum of once every term. Representations and recommendations to the committee are cordially invited from everyone on any aspect of Health and safety and should be made in writing to either the Headmaster or PVP

THE SAFETY OFFICER

The School Safety Officer's responsibilities include the following

- the interpretation of relevant Health and Safety legislation and regulations in order that the school may comply with relevant legislation and regulations within its scope of work
- 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 establishment and servicing of appropriate consultative machinery to be used as a forum for Health and Safety discussions with employees and provide assistance with the training of representatives appointed to such committees
- 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) To identify hazards to Health and Safety and advise on measures to be taken to rectify them
- the maintenance of accident statistics, advising on accident reporting procedures and the processing of accident reports
- the analysis of accident statistics and recommendation of Health/Safety measures to prevent their recurrence
- to act as Secretary of the Safety Committee, issuing notices of meetings, taking minutes, and monitoring implementation of decisions made on advice of the Committee
- to provide a yearly report to the Buildings sub-committee of the Board of Governors outlining (i) the school's plans for satisfying legal requirements in respect of health and safety and providing a safe environment and (ii) achievements in completing the previous year's objectives.

HEADS OF DEPARTMENTS AND SENIOR SUBJECT TEACHERS

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

In the discharge of this responsibility each Head of Department 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
- 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 SEELB, Department of Education or other statutory bodies are acted upon
- ensure that all staff in their 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 all equipment and machinery is regularly inspected, if required tested and any known to need repair is not used until the necessary work has been carried out
- report all accidents and potential hazards to the Safety Officer
- ensure that all protective clothing and equipment as required are available in the Department.
- or the teacher in charge at the time, or both jointly lodge with the Headmaster a full report of the circumstances of any accident within 24 hours using the appropriate accident forms are available in the Staff Room.

In the absence of the Head of Department, the principal or a Vice Principal or nominated senior teacher will assume these responsibilities.

TEACHING STAFF

All members of the teaching staff have 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 reasonable care during their work activities to avoid accident or injury to themselves, other members of staff and pupils
- observe all safety instructions and advice issued by the SEELB 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
- report all potential hazards affecting Health and Safety to the Head of Department or safety officer.
- report all accidents, including those to themselves, to the Head of Department and ensure that accident forms are completed
- exercise effective supervision of pupils and know emergency procedures in the respect of fire or whole school evacuation.
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- Give clear instructions and warning as often is necessary and follow safe working procedures personally.
- co-operate fully with the Head of Department and the Safety Officer on all matters pertaining to Health and Safety

CANTEEN, CLEANING AND BUILDING SUPERVISORS

Staff who have supervisory responsibilities are responsible for the practical application of the safety policy and safe working procedures.

In the discharge of their responsibilities the supervisors shall:

- Regularly inspect the buildings, grounds and plant machinery/equipment and report any defects or hazards to their line manager.
- Encourage staff under their control to employ safe working practices with particular attention to the sectional safety procedures.
- Instruct new employees in the appropriate safety measures and procedures.
- Ensure that all defects in equipment or protective clothing are corrected and reported
- Report all accidents involving themselves or staff under their supervision.
- Furnish information as required in the investigation of injuries and accidents.

ALL OTHER 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 their 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
- encourage staff under their control to employ safe working practices and pay particular attention to the safety practices relevant to their employment
- assist the school to develop safe working practices and arrange for their adoption
- instruct new employees in any appropriate safety procedures relating to their job.

This policy which has adopted the Employing Authority's Health and Safety Policy will be reviewed on:...1st June 2010

Signed-----Date-----
Headmaster

Signed-----Date-----
Chairman of the Board of Governors