



Ballyclare Secondary School

**HEALTH AND SAFETY
POLICY AND
PROCEDURES**

Health and Safety

Health and Safety encompasses a number of disparate issues within the school. If you have a concern about any issue relating to Health and Safety, in the first instance, report your concern to Mr Beggs.

Staff should be aware of the policies or procedures that are in place for the aspects of Health and Safety listed below:

Policies are in place for:

- Intimate Care / Administering Medication
- Critical Incidents
- Educational Visits

Procedures are in place for:

- **Accident Reporting**

(Accident Report forms are available from the office)
Control of Substances hazardous to health (COSHH)
(Science, Technology and Home Economics Departments)

- **Fire Precautions and Evacuation of the building:**

Staff should ensure that a fire evacuation notice is displayed in a prominent position close to the door of their classroom.

- **First Aid:**

(Trained first-aiders are Mr B Adams, Mrs F Campbell, Mr I Thompson, Miss L Dundas, Mrs Williams, Mrs Cunningham, Mrs McKinty, Mrs Clarke, Mrs Boyd, Mrs McKay)

- **Portable Appliance Testing:**

This is carried out each year. Staff should ensure that all portable electrical equipment should be left so that it is accessible during this testing.

The roles and responsibilities in relation to Health and Safety are outlined below:

Board of Governors

Governors have a statutory responsibility under the Health and Safety at Work (Northern Ireland) Order 1978 for ensuring that the Board's Safety Policy is both understood and implemented in schools under their control and that risk 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 of Governors a number of functions, duties and responsibilities in respect of health and safety including the preparation of a Fire Safety Policy.

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 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 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 per year and that a report is submitted to the Chief Executive of the Board;
- 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;
- that both teaching and non-teaching staff are issued with a copy of the Safety Policy

Principal

The Principal is responsible for the day to day application of this Safety Policy both for teaching and non-teaching staff.

In the discharge of this responsibility the 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;
- 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 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 its responsibility;
- ensure that safe systems of work are used by contractors or persons carrying out inspections or non-structural repairs which are the Governors' responsibility as set out in the Scheme for the Local Management of Schools;
- report to the Board all defects and hazards which cannot be dealt with under the Scheme for the Local Management of Schools;
- 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.
- In the absence of the Principal, the Vice Principal, or nominated senior teacher will assume the role.

Heads of Department

Heads of Department 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:

- prepare a departmental safety policy;
- 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 either the Board or the Department of Education are acted upon and to ensure that all staff in the department are aware of any safety precautions to be taken when undertaking potentially hazardous procedures;
- ensure that all toxic and flammable substances are correctly used, stored and labelled;
- 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 Vice-Principal or 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.

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;
- observe all safety instructions and advice issued by the Board or the Department of Education and all safety rules relating to specific machinery or processes;
- ensure that all protective clothing and equipment as required is both available and used by themselves and pupils;
- report all potential hazards affecting health and safety to the Head of Department and make recommendations on the provision of safety equipment and on improvements to plant, tools or equipment which are dangerous, or potentially so;
- report all accidents to the Head of Department and ensure that Accident or Incident Report Forms are fully completed;
- co-operate fully with the Head of Department and 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 the special safety measures to be adopted in their own teaching area and ensure they are applied;
- give clear instruction and warnings as often as is necessary and follow safe working procedures personally.

Ballyclare Secondary School

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