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# **STRATHEARN SCHOOL, BELFAST**

## **Health And Safety Policy**

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*(Approved March 2007)*

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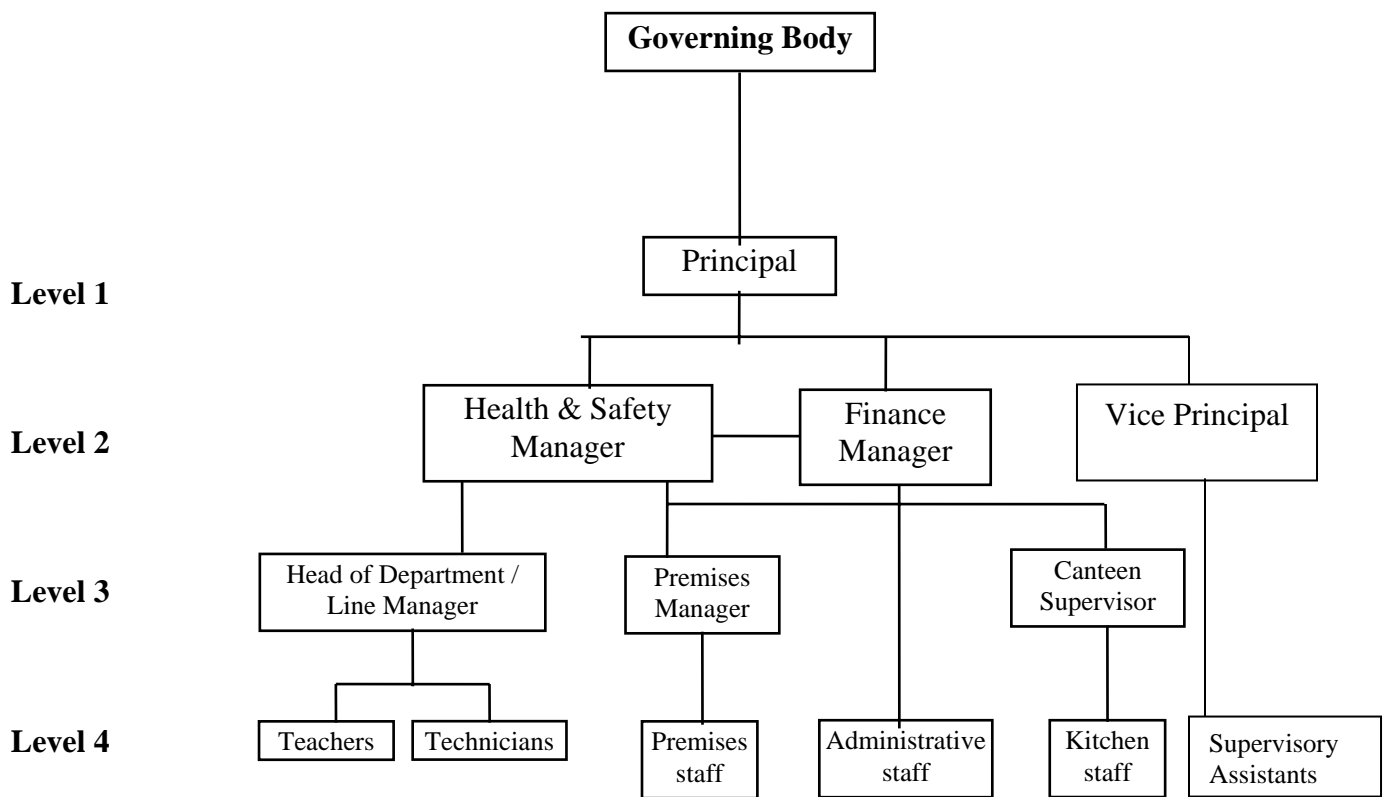
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# MANAGEMENT CHAIN

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This Statement of Safety Policy is produced in respect of Strathearn School, in particular the secondary department, and its preparatory department (Penrhyn) and forms the basis of future planning and implementation of health and safety matters within the School.

## **1 STATEMENT OF GENERAL POLICY**

- 1.1 The Board of Governors working in conjunction with information, procedures and codes of practice as identified in the School's Health and Safety Manual is responsible for setting out the overall policy insofar as the School is concerned.
- 1.2 The planning and implementation of the policy is the direct responsibility of the Principal, ensuring that Managers, Teachers and Supervisors at all levels and all staff fulfil their duties to co-operate with it. Arrangements will also be made to bring it to the notice of all staff, including new staff and supply teachers.
- 1.3 The Governors recognise the need to consult staff on health and safety matters; this will be achieved by staff representation on the Governors' Health and Safety Committee.
- 1.4 It is the Governors' policy to take all steps within their power to prevent personal injury and health hazards. It is also the Governors' policy to extend this protection from foreseeable risks to staff, pupils, contractors and members of the general public who visit the School.
- 1.5 The Governors recognise their responsibility under the Health and Safety at Work (Northern Ireland) Order 1978, all regulations thereunder and all related Statutory Provisions, as far as is reasonably practicable:
  - (a) provide plant, equipment and systems of work which are safe and without risks to health
  - (b) make arrangements for ensuring that articles and substances are handled, stored and transported without risks to health
  - (c) provide adequate training, information, instruction and supervision to enable all staff employed in the School and pupils to perform their work safely and efficiently
  - (d) promote the development and maintenance of sound safety, health and welfare practices
  - (e) maintain the premises in a safe condition and without risk to health
  - (f) provide and maintain a working environment and facilities that are safe and without risks to health
  - (g) ensure sufficient funds are available to provide as necessary protective clothing/equipment to all staff employed in the School, for the safe use of machinery, equipment and substances
  - (h) maintain a close interest in all health and safety matters insofar as they affect activities in the premises under the control of the School.

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## **ORGANISATION**

2.1 The Governors recognise the need to identify organisational arrangements in the School for implementing, monitoring and controlling health and safety matters. The Governors will also ensure that the School budget reflects the finance necessary to implement health and safety matters, so far as is reasonably practicable. The individual duties including reporting arrangements and accountability are as follows:

### **2.2 All Staff**

- 2.2.1 All staff are responsible and accountable to their Head of Department or Line Manager for the implementation of the School's Health and Safety Policy and Health and Safety Manual in the performance of their duties.
- 2.2.2 All staff will be familiar with the School's Health and Safety Policy and Health and Safety Manual.
- 2.2.3 All staff will ensure that pupils or persons under their control receive instruction and are provided with on-the-job training to enable them to operate in a safe and efficient manner.
- 2.2.4 All staff will report problems, defects and hazards that are brought to their notice to the Premises Manager, using the agreed procedure
- 2.2.5 All staff will report accidents involving themselves, pupils, parents or members of the public to the Principal, using the agreed procedure.
- 2.2.6 All staff will plan and organise journeys and visits in accordance with the school's agreed procedures. Only those visits which have the prior approval of the Principal shall take place.
- 2.2.7 The Vice Principal (staff), in conjunction with the Head of Department, will make supply teachers, student teachers, technicians, extra-curricular staff and persons on work experience etc aware of the School's Health and Safety Policy and of any special arrangements and procedures relating to their work area, before commencing work.

### **2.3 Heads of Department**

- 2.3.1 Heads of Department are responsible and accountable to the Health & Safety Manager for all matters relating to health, safety and welfare within their departments.
- 2.3.2 In the exercise of this responsibility Heads of Department will ensure that:
  - (i) all staff under their control receive instruction in their duties, regarding health and safety matters
  - (ii) all staff under their control are adequately trained to carry out their duties efficiently and effectively

- (iii) all staff are aware of regulations, codes of practice and guidance notes appropriate to their specialist areas
  - (iv) all statutory notices, regulations, Emergency Evacuation and safety signs are displayed as appropriate to their workplace. This will include arrangements for facilities such as first aid equipment, protective clothing/equipment, registers, log books etc.
- 2.3.3 Heads of Department are responsible for producing their own Departmental Safety Procedures, defining safe working arrangements, and bringing them to the attention of members of staff including new entrants, supply teachers and extra curricular staff etc. These procedures will be incorporated into the School's Health and Safety Manual.
- 2.3.4 Under 1978 Order and other relevant legislation, Heads of Department are responsible for ensuring that all items received from suppliers - machinery, equipment, substances etc - are accompanied by adequate information and instruction prior to use.
- 2.3.5 Heads of Department will report to the Health and Safety Manager and/or Premises Manager all problems, defects and hazards.
- 2.3.6 Heads of Department will carry out regular safety inspections of their departments. Priorities must be given to plant, machinery, equipment, electrical appliances and risk assessments to include use of substances.

## 2.4 **Canteen Supervisor**

- 2.4.1 The Canteen Supervisor is responsible and accountable to the Finance Manger for the day to day management of health and safety matters relating to the canteen
- 2.4.2 In the exercise of this responsibility the Canteen Supervisor will ensure that:
- (i) all staff under his/her control receive instruction in their duties, regarding health and safety matters
  - (ii) all staff under his/her control are adequately trained to carry out their duties efficiently and effectively
  - (iii) all staff are aware of regulations, codes of practice and guidance notes appropriate to their specialist areas
  - (iv) all statutory notices, regulations, Emergency Evacuation and safety signs are displayed as appropriate to their workplace. This will include arrangements for facilities such as first aid equipment, protective clothing/equipment, registers, log books etc.
- 2.4.3 The Canteen Supervisor will be familiar with the Food Safety Legislation and the implications as far as the School is concerned.
- 2.4.4 The Canteen Supervisor will inform the Premises Manager and / or the Finance Manager of the School of any potential hazards or defects.
- 2.4.5 The Canteen Supervisor will ensure that new staff or part-time assistants are made aware of health and safety practices and procedures in the canteen.

## 2.5 **Premises Manager**

- 2.5.1 The Premises Manager is responsible and accountable to the Finance Manager and Health and Safety Manager for all matters relating to health, safety and welfare within the sphere of his/her activities.
- 2.5.2 In the exercise of this responsibility the Premises Manager will ensure that:
- (i) all staff under his/her control receive instruction in their duties, regarding health and safety matters
  - (ii) all staff under his/her control are adequately trained to carry out their duties efficiently and effectively
  - (iii) all staff are aware of regulations, codes of practice and guidance notes appropriate to their specialist areas
  - (iv) all statutory notices, regulations, Emergency Evacuation and safety signs are displayed as appropriate to their workplace. This will include arrangements for facilities such as first aid equipment, protective clothing/equipment, registers, log books etc.
- 2.5.3 Under the 1978 Order and relevant legislation the Premises Manager is responsible for ensuring that everything received from suppliers (for direct School use), machinery, equipment, substances etc is accompanied by adequate information and instruction prior to use. (NB Use of Manufacturers Data Sheets).
- 2.5.4 The Premises Manager is responsible for compiling a School "Buildings Register" identifying known hazardous substances and materials (eg asbestos, lead, flammables etc).
- 2.5.5 The Premises Manager is responsible for co-ordinating all contractual work and maintenance carried out on School premises.
- 2.5.6 The Premises Manager will inform the Health and Safety Manager/Head of Penrhyn whenever contractors are due to enter the School to undertake maintenance, service or works contracts.

## 2.6 **Finance Manager**

- 2.6.1 The Finance Manager is responsible and accountable to the Principal for the management of health and safety matters relating to administrative, premises and canteen staff.
- 2.6.2 In the exercise of this responsibility the Finance manager will:
- (i) develop an overview of the requirements of relevant legislation
  - (ii) receive documentation and act appropriately
  - (iii) receive and act appropriately on concerns expressed by staff
  - (iv) keep under review Health and safety matters relating to canteen and administrative staff and the equipment they use.
- 2.6.3 The Finance Manager is responsible for the day to day management of health and safety matters relating to the administrative staff.
- 2.6.4 In the exercise of this responsibility the Finance Manager will ensure that:
- (i) all staff under his/her control receive instruction in their duties, regarding health and safety matters
  - (ii) all staff under his/her control are adequately trained to carry out their duties efficiently and effectively
  - (iii) all staff are aware of regulations, codes of practice and guidance notes appropriate to their specialist areas
  - (iv) all statutory notices, regulations, Emergency Evacuation and safety signs are displayed as appropriate to their workplace. This will include arrangements for facilities such as first aid equipment, protective clothing/equipment, registers, log books etc.
- 2.6.5 When building or plant maintenance work is carried out by contractors, it is the Governors' responsibility to employ a contractor to carry out the planning and safe execution of the work. It is a requirement that all contractors have signed up to the School's 'Code of Practice for Contractors' before beginning any work. These duties will be delegated to the Finance Manager.

## 2.7 **Health and Safety Manager**

- 2.7.1 The Health and Safety manager is responsible and accountable to the Principal for the day to day management of health and safety matters.
- 2.7.2 In the exercise of this responsibility the Health and Safety manager will:
- i) develop an overview of the requirements of relevant legislation
  - ii) develop and maintain an overview of the School's Health and Safety policy and the arrangements within Strathearn
  - iii) receive documentation and act appropriately
  - iv) receive and act appropriately on concerns expressed by staff, pupils, parents and members of the public
  - v) maintain and review a register of staff training on Health and Safety matters and co-ordinate whole school Health and Safety training. A copy of this register is to be forwarded to the Finance Manager
  - vi) organise and manage practice emergency evacuations in the secondary department
  - vii) keep under review whole school Health and Safety issues and make recommendations and changes in procedures as appropriate
- 2.7.3 The Health and Safety manager will keep under review the School's Health and Safety Manual and update it as appropriate, ensuring that all staff have access to the Manual and are notified of any changes.
- 2.7.4 The Health and Safety manager will advise with regard to any risk assessments carried out in school and provide training where appropriate.
- 2.7.5 The Health and Safety manager will initiate and prepare an annual safety inspection report for the Governor's Health and Safety committee.
- 2.7.6 The Health and Safety manager will keep the accident statistics under review and report to the Governor's Health and Safety committee as required.
- 2.7.7 The Health and Safety manager will liaise with the Finance manager and Premises manager with regard to contractors on the secondary department site and implement procedures to keep pupils and staff safe.
- 2.7.8 The Health and Safety manager will advise pupils in the secondary department on procedures to ensure their safety within the school grounds and as they travel to and from school.

## 2.8 **Principal**

- 2.8.1 The Principal is responsible and accountable to the Governors for implementing the School's Health and Safety policy and for all matters relating to health, safety and welfare.
- 2.8.2 The day-to-day management of health and safety matters (NB duties not responsibility) will be delegated to the Health and Safety Manager and to the Head of the Preparatory Department for the secondary and preparatory departments respectively.
- 2.8.3 The Principal will be aware of all contractors and/or third parties entering the School to undertake maintenance, service, or works contracts. This duty will be delegated to the Finance Manager.
- 2.8.4 The Governors will require the Principal to ensure the School's Health and Safety policy is effectively implemented and understood at all levels. The policy will be regularly monitored, effectively controlled and revised as necessary.
- 2.8.5 The Principal is responsible for ensuring that all new, amended or updated material regarding health and safety matters is brought to the attention of the relevant personnel immediately upon receipt.
- 2.8.6 The Principal will ensure that the agreed procedure for reporting all accidents, defects, hazards and problems regarding health and safety matters functions efficiently and effectively.
- 2.8.7 The Principal will seek advice, when appropriate, from outside agencies who are able to offer expert opinions.
- 2.8.8 The Principal shall have the right to stop what is considered unsafe practices, or the use of any plant tools equipment, machinery etc, which equally he/she considers to be unsafe.
- 2.8.9 The Principal shall make arrangements for improvement to premises and (with appropriate members of staff) to plant, tools and equipment which are the establishment's responsibility.
- 2.8.10 The Principal will ensure that all journeys and visits are planned and organised in accordance with the School's agreed procedures. Only those visits which have the prior approval of the Principal shall take place.
- 2.8.11 The Principal will ensure that in all schemes of work for pupils including work-experience, arrangements are in place regarding the adequate information, instruction, training and supervision for health and safety matters.
- 2.8.12 The Principal will consult with approved trade union representatives, where nominated, on all health, safety and welfare matters and co-operate with them in the execution of their duties.

## 2.9 **Safety Representative(s)**

Where a Safety Representative is nominated they will be a co-opted member of the Governors' Health and Safety committee.

- 2.9.1 The Safety Representative will be encouraged by the Principal to fulfil his/her duties as well as being released for any appropriate training. The Principal will also consult regularly with the Safety Representative on health and safety matters.
- 2.9.2 The Safety Representative will be entitled to inspect the School in accordance with the agreed Trade Union procedures/agreement. The timescales for such inspection, monitoring and auditing procedures will be defined and arranged through the Governors' Health and Safety Committee.
- 2.9.3 The Safety Representative has the right to receive any subsequent reports regarding accidents, injuries and any inspections carried out by the HSE or other authoritative bodies.

### 3 ARRANGEMENTS

#### 3.1 Governors' Health and Safety Committee

The main functions of the Governors' Health and Safety Committee are to:-

- a) establish policy
- b) monitor the application of the School's Health and Safety Policy and Health and Safety Manual
- c) prioritise actions and ensuring that they are undertaken
- d) receive and review accident statistics and the annual safety report
- e) ensure open communication and training for all staff on Health and Safety matters
- f) monitor school security

#### 3.2 Health and Safety Manual

The procedures laid down in the School's Health and Safety Manual form an integral part of the School's Health and Safety Policy and should be read in conjunction with it. The Manual includes, for example, procedures for Accident Reporting, Emergency Evacuation, First Aid, Educational Visits, and Departmental Health and Safety policies.

Copies of the School's Health and Safety Policy and Health and Safety Manual will be available at all times in staffroom 1, staffroom 2, Reception and Penrhyn staffroom. The Health and Safety Manager also has a copy of the Health and Safety Manual. Copies of Departmental procedures will be available from Heads of Department.

#### 3.3 Training Arrangements

The Governors recognise the importance of Health and Safety training for all members of staff, at the appropriate level, to enable them to undertake their duties effectively and safely.

#### 3.4 Risk Assessment

The Governors recognise the importance of undertaking risk assessment in all required areas of school activity, including the Control of Substances Hazardous to Health.

**Date:**

**Signed: Chair of Governors**

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**Principal**

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### **APPENDIX: KEY PERSONNEL**

Principal	Mr David Manning
Head of Penrhyn	Mrs Norma McNeill
Finance Manager	Mrs Ann Flannigan
Health & Safety Manager	Mrs Margaret Miller
Premises Manager	
Canteen Supervisor	Mrs Anne Blaney
Health & Safety Representative	
Health & Safety Committee	Mr H Perrin (Chair)
	Mr D Canavan
	Mr W Forde
	Miss J Gibson
	Mr D Manning
	Mrs N McNeill
	Mrs M Miller
	Mr I Noad
	Mr P White