

Health & Safety Policy
Killean P. S.

Statement of Intent

The Board of Governors and the Principal of St. Michael's P.S. Killean, consider that the health, safety and welfare of all staff, pupils and visitors to the school is of paramount importance. The undertake to comply with the provisions of the Health and Safety at Work (Northern Ireland) Order 1978 and all other Acts, Regulations and Codes of Practice.

It is the policy of the Board of Governors and the Principal that the school be conducted in such a manner as to ensure, as far as is reasonably practicable, that no member of staff, pupil or visitor is put at risk. No employee of the school will be required to work in conditions which present an unacceptable level of risk or which put him / her in imminent danger to his / her health and safety.

The Board of Governors and the Principal will provide such information, instruction and supervision as is reasonably practicable.

The Principal has appointed a Health and Safety Co-ordinator who will endeavour to communicate to staff relevant information on safety in the school and encourage the implementation of approved safety procedures.

Employees of the school will be consulted and involved in the formulation of health and safety measures.

The policy will be reviewed at regular intervals.

So far as is reasonably practicable, resources to implement the policy will be made available.

Management Responsibility

The ultimate responsibility for overall implementation of the policy rests with the Principal and the Senior Management Team. Implementation of the policy is the responsibility of all teachers and employees of the school.

Fires and Other Emergencies

General

- Be aware of fire risk at all times.
- Do not touch faulty electrical equipment and do not misuse heaters.
- Empty waste containers regularly.
- Do not stack goods where they could come into contact with light fittings or other electrical equipment.
- Report all incidents or circumstances which could result in fire.
- Enforce the 'No Smoking' ban rigorously.
- Ensure that Fire Exits are unobstructed at all times.
- Ensure Fire Doors are kept closed.
- Do **not**, under **any** circumstances, remove the Fire Evacuation Procedure.
- Fire alarm points, fire hoses and extinguishers should not be obscured for **any** reason.
- Make sure you know the nearest Fire Exit to your place of work.
- Be aware of the location of the nearest fire-fighting equipment but do **not** tackle a fire unless it is safe to do so.
- **You** are responsible for knowing the evacuation procedure and for leaving the school building IMMEDIATELY. Make sure you know the fire warning signal and assemble point.

Monitoring Safety

- The safety of the school will be constantly monitored by the Principal and the Senior Management Team by:
 - Regular inspections of all areas
 - Spot checks

The Principal, Senior Management and Board of Governors are responsible for seeing that all reasonable steps are taken to remedy health and safety problems and defects discovered by this monitoring.

In the interests of safety for all, every employee is asked to comply with these safety procedures and to take an active part in raising awareness.

Responsibility of Teachers

Each teacher is responsible for:

- The implementation of the health and safety policy in his / her working area and with his / her classes;
- Providing and maintaining a safe place of work, safe equipment and safe working practices;
- Taking care of his / her own safety and the safety of others by carrying out the safety procedures laid down;
- Familiarising him / herself with the fire drill procedure and ensuring that each of his / her classes knows how to evacuate;
- Ensuring that every pupil in his / her class vacate the building immediately in silence;
- Ensure that the fire exit in his / her classroom is kept clear;
- Ensuring, as far as possible, that the basic rules of hygiene are observed in the classroom;
- Ensuring that litter is not thrown in the classroom (respect for others) or the school grounds (attracting rodents) and check that no litter is deposited behind radiators;
- Reporting to Health & Safety Co-ordinator anything that he / she considers dangerous to the health and safety of either staff or pupils;
- Ensuring that his / her class is not left unsupervised;
- Ensure protective clothing and equipment adequate for the working conditions are being used correctly and when necessary;
- Investigating and reporting on the circumstances of each and every incident or accident, whether or not the occurrence has involved injury to persons.

Every teacher is also responsible for carrying out the duties listed under Employees' Responsibilities.

Responsibilities of Every Employee

“It shall be the duty of every employee while at work, as regards any duty of requirement imposed on his employer or any other person by or under the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed of complied with.”

(Section 7B:Health and Safety at Work Act).

All employees have the duty to take care of their own health and safety and that of all others in the school premises and to co-operate with the safety provisions laid down by the school Authorities. Failure to do so may be an offence under the order and may lead to disciplinary action, which may include dismissal.

Taking care of health and safety involves:

- Working safely and abiding by safety rules and procedures;
- Reporting all accidents or incidents in writing to the Health and Safety Officer, whether or not they have led to persons being injured or damaged to property and co-operating in the investigation of all such occurrences;
- Maintaining a high regard for one's own actions at work in order to prevent accidents or injuries to others;
- Ensuring that after working with a Visual Display Unit for a period of two or more hours, one takes a ten minute break away from the screen.

Co-operation including abiding by safety rules and procedures good house keeping such as the following:

- Floors, steps, stairs, passages and fire exits to be kept in good condition and clear of obstruction at all times;
- Using appropriate safety devices on machinery and equipment;
- Wires, telephones, electrical equipment etc. not to be placed where people can trip or put their chairs on them;
- Safe handling of filing cabinets;
- Safe storage of hazardous materials;
- Careful use of electrical equipment and regular checks;
- No overloading of power points;
- Wearing protective clothing or equipment when necessary;
- Buying safe equipment – be aware of safety implications when ordering materials.

All employees are encouraged to discuss freely any practical suggestions they may have for the improvement of safety in their area of work and to notify such views and ideas, preferably in writing, to the Principal or Health and Safety Co-ordinator.

Any employee who has a grievance concerning a health and safety issue should raise it with the Principal who will determine the appropriate action within 10 days (or more urgently if necessary)

School Approach to Hazards: General

While there are different solutions to various hazards, the schools approaches each issue by a common method set out below:

- Identify the hazard and assess the degree of risk which it contains.
- Where the risk is at an unacceptable level, investigate whether the hazard can be totally removed e.g. by replacing it with a safe alternative procedure.
- If total elimination is not possible, investigate means of minimising the problem.
- If the hazard itself cannot be significantly reduced, investigate the provision of protective equipment or clothing for employees to be personally protected.
- Written records will be maintained of all assessments made and remedial action taken.
- Risk assessment will be carried out at regular intervals by the Principal and the Health and Safety Co-ordinator.
- Fire Drills will be carried out once per term.
- The Fire Alarm bell will be tested and fire fighting equipment checked by competent people at frequent intervals.
- Reviews will take place at appropriate intervals

Accident Reporting

All accidents that happen in the execution of duties must be reported to the Principal or Health and Safety Co-ordinator.

The teacher at the scene of the accident must complete and Official Accident Report Form which should be agreed and signed by the Principal. Copies of these forms are available in the office.

Accidents must be recorded for the following reasons:

1. It is a legal requirement – and failure to report accidents may result in the prosecution of the people concerned;

2. Knowledge of the circumstances of an accident may be used to prevent further accidents;
3. Information obtained about an accident may be required at a later date to assess in the settlement of an industrial injury claim.

Where accidents result in serious injuries or in an absence of employees from work for more than three days, the school is obliged to report it to the Health and Safety Executive, under the provisions of the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (Northern Ireland) 1986.

Any accident involving injury must be reported in writing to the Principal who will maintain records. The entry and report may be made by any employee other than the injured person. It is important to ensure that all witnesses of the event agree with the account of how, where and when it happened and that it is entered in the Accident Book.

Accident Prevention

How YOU can help to prevent accidents

- Always maintain good standards of house keeping – clean floors, disposal of rubbish, regular checks behind radiators.
- Never stack material in an unsafe manner
- Never allow goods to obstruct doors, passages, fire doors, etc.
- Maintain clear access to fire extinguishers, fire alarms and evacuation procedures.
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- Obey safety instructions on all items, particularly items of equipment.
- Report to Principal or Health and Safety Co-ordinator anything which you believe to be unsafe.

First Aid

First Aid boxes are located in the office. None of the First Aid kits contain painkillers as the school is not permitted by law to issue drugs of any kind. The First Aid officer in Killean P.S. is Mrs. Anne McAllister, who takes care of minor injuries. Mrs McAllister is supported by Mrs Burns & Mrs Doherty.

