

# Strathearn School

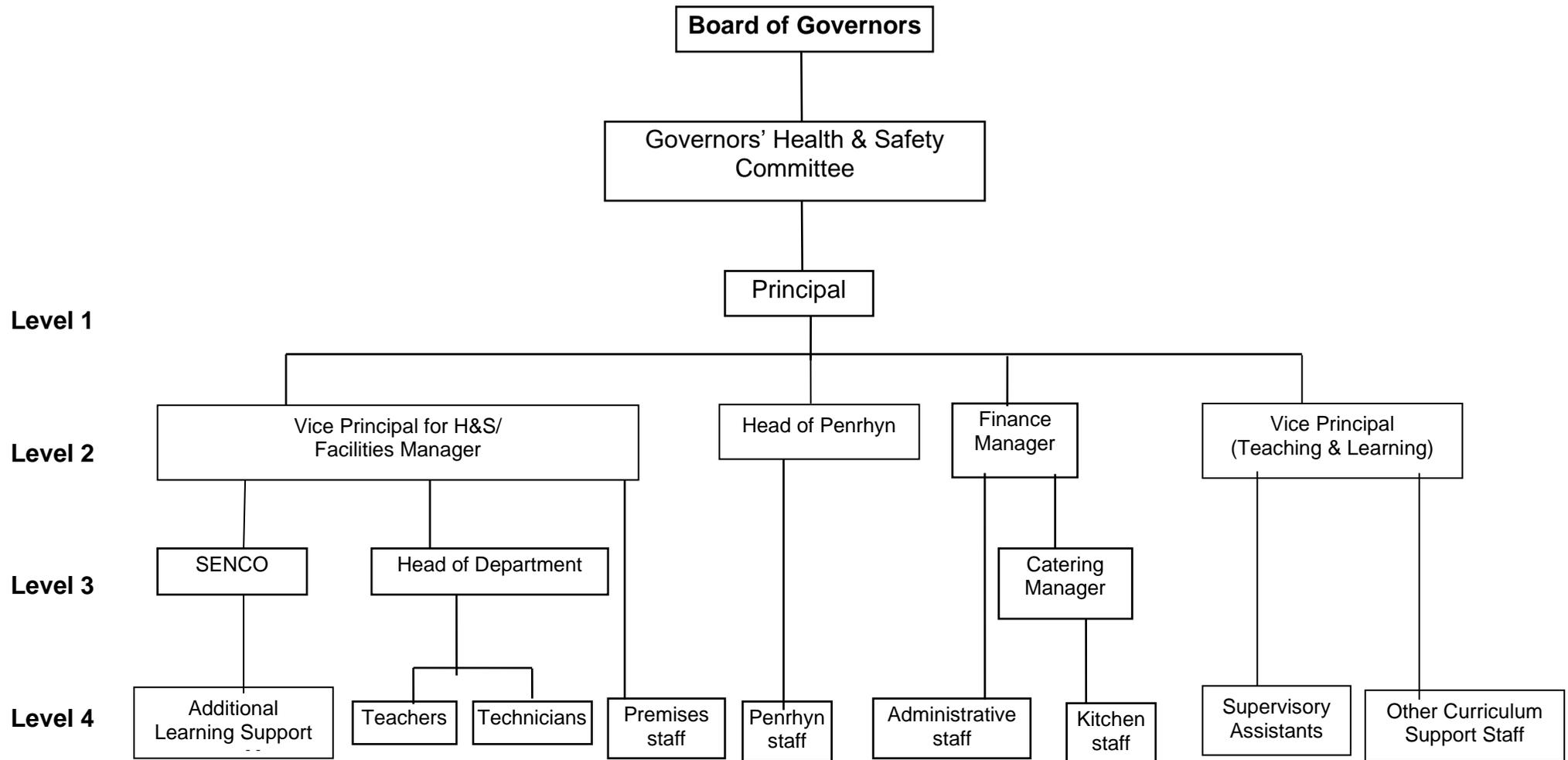
## Health & Safety Policy



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# MANAGEMENT CHAIN



The Board of Governors of Strathearn School recognises its legal responsibilities for Health & Safety as an employer and in particular the duties laid down in the Health & Safety at Work (NI) Order 1978 and the Management of Health & Safety at Work (NI) Regulations 2000.

## **Statement of General Policy**

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.

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.

The Board of Governors will take all reasonable steps to ensure a safe and secure environment for pupils and staff in order to prevent personal injury and health hazards to pupils, staff, contractors and members of the general public who visit the School.

To ensure the above, it is the policy of the Board of Governors to:

- a) Provide and maintain a working environment for staff & pupils that is, so far as is reasonably practicable, safe, without risks to health. This includes providing adequate welfare facilities.
- b) Provide and maintain plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health.
- c) Ensure, as far as is reasonably practicable, the safety and absence of risk to health in connection with the use, handling, storage and transportation of articles and substances.
- d) Provide such information, instruction, training and adequate supervision, as is necessary, to ensure, so far as is reasonably practicable, the health, safety and welfare of staff & pupils.
- e) Ensure, so far as is reasonably practicable, the provision of a safe place of work, with safe access and egress.
- f) Carry out, where applicable, suitable and sufficient assessments of the risks to the health and safety of staff & pupils, and any others who may be affected by School undertakings.
- g) Keep employees/volunteers and pupils safe on educational activities not on the School premises.
- h) 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.
- i) Maintain a close interest in all health and safety matters insofar as they affect activities in the premises under the control of the School.

It should be noted that the Order places, upon employees, the duty to take reasonable care for the Health and Safety at Work of themselves, as well as of others, who may be affected by their acts or omissions, and to co-operate with their employer, so far as is necessary, to enable any duty or requirement imposed on the employer by any relevant statutory provisions to be performed or complied with. They must not interfere recklessly with or misuse anything that is required by law to be provided for Health and Safety.

The allocation of duties, with regard to Health and Safety, and the particular Arrangements laid down by the School, as employer, to implement the policy, are set out in the following parts of the policy.

The policy will be kept up-to-date. To ensure this, the policy and the way in which it has operated will be reviewed regularly to keep abreast of changing legislation and the Schools requirements.

# Organisation

The Board of Governors recognise the need to identify organisational arrangements in the School for implementing, monitoring and controlling health and safety matters. The Board of 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:

## All Staff

- 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) All staff will be familiar with the School's Health and Safety Policy and Health and Safety Manual.
- 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.
- 4) All staff will report problems, defects and hazards that are brought to their notice to the Facilities Manager, using the agreed procedure.
- 5) All staff will report accidents involving themselves, pupils, parents or members of the public to the Principal, using the agreed procedure.
- 6) All staff will exercise effective supervision of pupils and know emergency procedures in the respect of fire or whole School evacuation.
- 7) All staff will plan and organise journeys and visits in accordance with the School's agreed procedures, including providing appropriate risk assessments. Only those visits which have the prior approval of the Principal shall take place.
- 8) The Vice Principal (Teaching & Learning), 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.

## Health & Safety Representative

- 1) Where a Health & Safety Representative is nominated he/she will be a co-opted member of the Governors' Health and Safety committee.
- 2) The Health & 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, through the health and safety meetings, with the Health & Safety Representative on health and safety matters.
- 3) The Health & 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.

- 4) The Health & 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.

### Heads of Department

- 1) Heads of Department are responsible and accountable to the Principal for all matters relating to health, safety and welfare within their departments.
- 2) In the exercise of this responsibility Heads of Department will ensure that:
  - a) All staff under their control receive instruction in their duties, regarding health and safety matters
  - b) All staff under their control are adequately trained to carry out their duties efficiently and effectively
  - c) All staff are aware of regulations, codes of practice and guidance notes appropriate to their specialist areas
  - d) 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 and log books
  - e) All safety instructions and advice issued by the EA or other statutory bodies are acted upon.
- 3) Heads of Department are responsible for producing and reviewing 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.
- 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.
- 5) Heads of Department will report to the Facilities Manager all problems, defects and hazards.
- 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.

### Catering Manager

- 1) The Catering Manager is responsible and accountable to the Finance Manager for the day to day management of health and safety matters relating to the canteen.
- 2) In the exercise of this responsibility the Catering Manager will ensure that:
  - a) All staff under his/her control receive instruction in their duties, regarding health and safety matters

- b) All staff under his/her control are adequately trained to carry out their duties efficiently and effectively
  - c) All staff are aware of regulations, codes of practice and guidance notes appropriate to their specialist areas
  - d) 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.
- 3) The Catering Manager will be familiar with the Food Safety Legislation and the implications as far as the School is concerned.
  - 4) The Catering Manager will inform the Facilities Manager of any potential hazards or defects.
  - 5) The Catering Manager will ensure that new staff or part-time assistants are made aware of health and safety practices and procedures in the canteen.

### Head of Penrhyn

In common with all Heads of Department, the following responsibilities apply:

- 1) The Head of Penrhyn is responsible and accountable to the Principal for all matters relating to health, safety and welfare within Penrhyn.
- 2) In the exercise of this responsibility Head of Penrhyn will ensure that:
  - a) All staff under his/her control receive instruction in their duties, regarding health and safety matters
  - b) All staff under his/her control are adequately trained to carry out their duties efficiently and effectively
  - c) All staff are aware of regulations, codes of practice and guidance notes appropriate to their specialist areas
  - d) 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.
  - e) All safety instructions and advice issued by the EA or other statutory bodies are acted upon.
- 3) The Head of Penrhyn is responsible for producing & reviewing his/her 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.
- 4) Under the 1978 Order and other relevant legislation, the Head of Penrhyn is responsible for ensuring that all items received from suppliers - machinery, equipment, substances etc - are accompanied by adequate information and instruction prior to use.
- 5) The Head of Penrhyn will report to the Facilities Manager all problems, defects and hazards.

- 6) The Head of Penrhyn will carry out regular safety inspections of his/her departments. Priorities must be given to plant, machinery, equipment, electrical appliances and risk assessments to include use of substances.

In addition the Head of Penrhyn will:

- 7)
  - a) Organise and manage practice emergency evacuations in the prep department.
  - b) Advise with regard to any risk assessments carried out in the department and provide training where appropriate
  - c) Advise pupils in the prep department on procedures to ensure their safety within the School grounds and as they travel to and from School.
  - d) Prepare procedures for School Trips including all related transport.
  - e) Be the Senior Staff contact for the duration of any such trips.
  - f) Be responsible for matters that arise around the school with regard to the safety of people.

### Vice Principal for Health and Safety/Facilities Manager

- 1) The Vice Principal for Health and Safety and the Facilities Manager are responsible and accountable to the Principal for the day to day management of health and safety matters.
- 2) In the exercise of this responsibility the Vice Principal for Health and Safety and the Facilities Manager will:
  - a) Develop an overview of the requirements of relevant legislation
  - b) Develop and maintain an overview of the School's Health and Safety policy and the arrangements within Strathearn
  - c) Receive documentation and act appropriately
  - d) Receive and act appropriately on concerns expressed by staff, pupils, parents and members of the public
  - e) Keep under review whole School Health and Safety issues and make recommendations and changes in procedures as appropriate
  - f) Ensure that all staff under his/her control receive instruction in their duties, regarding health and safety matters
  - g) Ensure all staff under his/her control are adequately trained to carry out their duties efficiently and effectively
  - h) Ensure all staff are aware of regulations, codes of practice and guidance notes appropriate to their specialist areas
  - i) Receive and act appropriately on concerns expressed by staff, pupils, parents and members of the public
  - j) Keep under review the School's Health & Safety Manual and update it as appropriate, ensuring that all staff have access to the Manual and are notified of any changes.
- 3) The Vice Principal for Health and Safety will:
  - a) Advise with regard to any risk assessments carried out in School and provide training where appropriate.
  - b) Organise and manage practice emergency evacuations in the secondary department
  - c) Ensure that Emergency Evacuation and safety signs are displayed as appropriate to their workplace.
  - d) Advise pupils in the secondary department on procedures to ensure their safety within the School grounds and as they travel to and from School.
  - e) Will prepare procedures for School Trips including all related transport. They will also be the Senior Staff contact for the duration of any such trips.

- f) Will be responsible for matters that arise around the School with regard to the safety of people.
- 4) The Facilities Manager will:
- a) Maintain and review a register of certified staff training on Health and Safety matters and co-ordinate whole School Health and Safety training.
  - b) Initiate and prepare an annual safety inspection report for the Governor's Health and Safety committee.
  - c) Keep the accident statistics under review and report to the Governor's Health and Safety committee as required. Recommendations should be made of Health/Safety measures to prevent their recurrence.
  - d) Ensure that all Portable Appliance Testing (PAT) is kept up to date.
  - e) Liaise with the Finance Manager with regard to contractors on the secondary department site and implement procedures to keep pupils and staff safe.
  - f) Be required under the 1978 Order and relevant legislation to be 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.
  - g) Be fully conversant with the Health and Safety files and ensure they are brought to the attention of staff as appropriate.
  - h) Be responsible for co-ordinating all contractual work and maintenance carried out on School premises.
  - i) Ensure that all contractors have signed up to the 'Code of Practice for Contractors' before beginning any work.
  - j) Ensure that all statutory notices & regulations are displayed as appropriate to the workplace. This will include arrangements for facilities such as first aid equipment, protective clothing/equipment, registers and log books.
  - k) Inform the Finance Manager/Head of Penrhyn whenever contractors are due to enter the School to undertake maintenance, service or works contracts.

## Finance Manager

- 1) The Finance Manager is responsible and accountable to the Principal for the day to day management of health and safety matters relating to the administrative staff.
- 2) In the exercise of this responsibility the Finance manager will:
  - a) Develop an overview of the requirements of relevant legislation
  - b) Receive documentation and act appropriately
  - c) Receive and act appropriately on concerns expressed by staff
  - d) Keep under review Health and safety matters relating to canteen and administrative staff and the equipment they use.
  - e) Ensure all staff under his/her control receive instruction in their duties, regarding health and safety matters
  - f) Ensure all staff under his/her control are adequately trained to carry out their duties efficiently and effectively
  - g) Ensure all staff are aware of regulations, codes of practices, and guidance notes appropriate to their specialist area
  - h) Ensure 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 and log books.

- i) Ensure that all safety instructions and advice issued by the EA or other statutory bodies are acted upon.

## Principal

- 1) The Principal is responsible and accountable to the Board of Governors for implementing the School's Health and Safety policy and for all matters relating to health, safety and welfare. In the discharge of this responsibility the Principal will:
  - a) 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.
  - b) Ensure that all staff hold the appropriate qualifications to use necessary equipment and machinery.
  - c) Ensure that all staff are aware of any instructions or safety advice pertaining to their particular discipline issued by either the EA or other relevant statutory body.
  - d) Ensure that both all staff are provided with regular training that will assist them to work safely.
  - e) Shall make arrangements for improvement to premises and (with appropriate members of staff) to plant, tools and equipment which are the School's responsibility
  - f) 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.
  - g) Ensure that in all schemes of work for pupils, including work-experience arrangements, adequate information, instruction, training and supervision for health and safety matters are in place.
  - h) Ensure that adequate arrangements exist for carrying out regular emergency evacuations and that all staff participate in and are aware of such arrangements.
  - i) Ensure that the agreed procedure for reporting all accidents, defects, hazards and problems regarding health and safety matters functions effectively.
  - j) 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 Facilities Manager.
  - k) Ensure that all new, amended or updated material regarding health and safety matters is brought to the attention of the relevant personnel as soon as practicable.
  - l) Ensure that all Departments have their own Safety Procedures & undertake risk assessments, as appropriate.
  - m) Stop what is considered unsafe practices, or the use of any plant tools equipment, machinery etc, which equally he/she considers to be unsafe.
  - n) Consult with approved trade union representatives, where nominated, on all Health and Safety matters and co-operate with them in the execution of their duties.

## 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.

## **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 the staffroom, Reception and Penrhyn staffroom. The Facilities Manager also has a copy of the Health and Safety Manual. Copies of Departmental procedures will be available from Heads of Department.