



HEALTH & SAFETY POLICY and PROCEDURES

Mitchell House School

Reviewed January 2022

General Policy Statement

Objectives

The principal and governors of Mitchell House School believe that the health and safety of persons within the school is of paramount importance.

The objective this policy is to ensure, so far as is reasonably practicable, that no person is placed in a position where injury or ill health is caused as a result of Mitchell House School.

1. Mitchell House School recognises and accepts responsibility for safety and health as an employer and school, and it accepts the duties laid down in Article 4 (Employers Duties) of the Health and Safety at Work (Northern Ireland) Order 1978.

2. Where reasonably practicable, Mitchell House School will pay particular attention to the provision and maintenance of:

- a. A safe place of work and study, safe access and safe egress from it.
- b. Plant, equipment and systems of work that are safe.
- c. Safe arrangements for the use, handling, storage and transport of articles and substances.
- d. Sufficient information, instruction, training and supervision to enable all employees and pupils to avoid hazards and contribute positively to their safety and health at work.
- e. A healthy working environment
- f. Adequate welfare facilities.

3. Mitchell House School will, so far as is reasonably practicable, provide and maintain up-to-date information for all staff on the potential hazards of substances used at work.

4. Mitchell House School will set up and maintain a health and safety committee.

5. Only good working practice will ensure safety. Every reasonable step will be taken to reduce hazards to a minimum but all staff must appreciate that their own safety and that of others depends also on their individual conduct and vigilance.

6. Mitchell House School will establish monitoring procedures to increase the effectiveness of this health and safety policy.

7. A copy of this policy will be available to all employees. It will be reviewed and revised as appropriate.

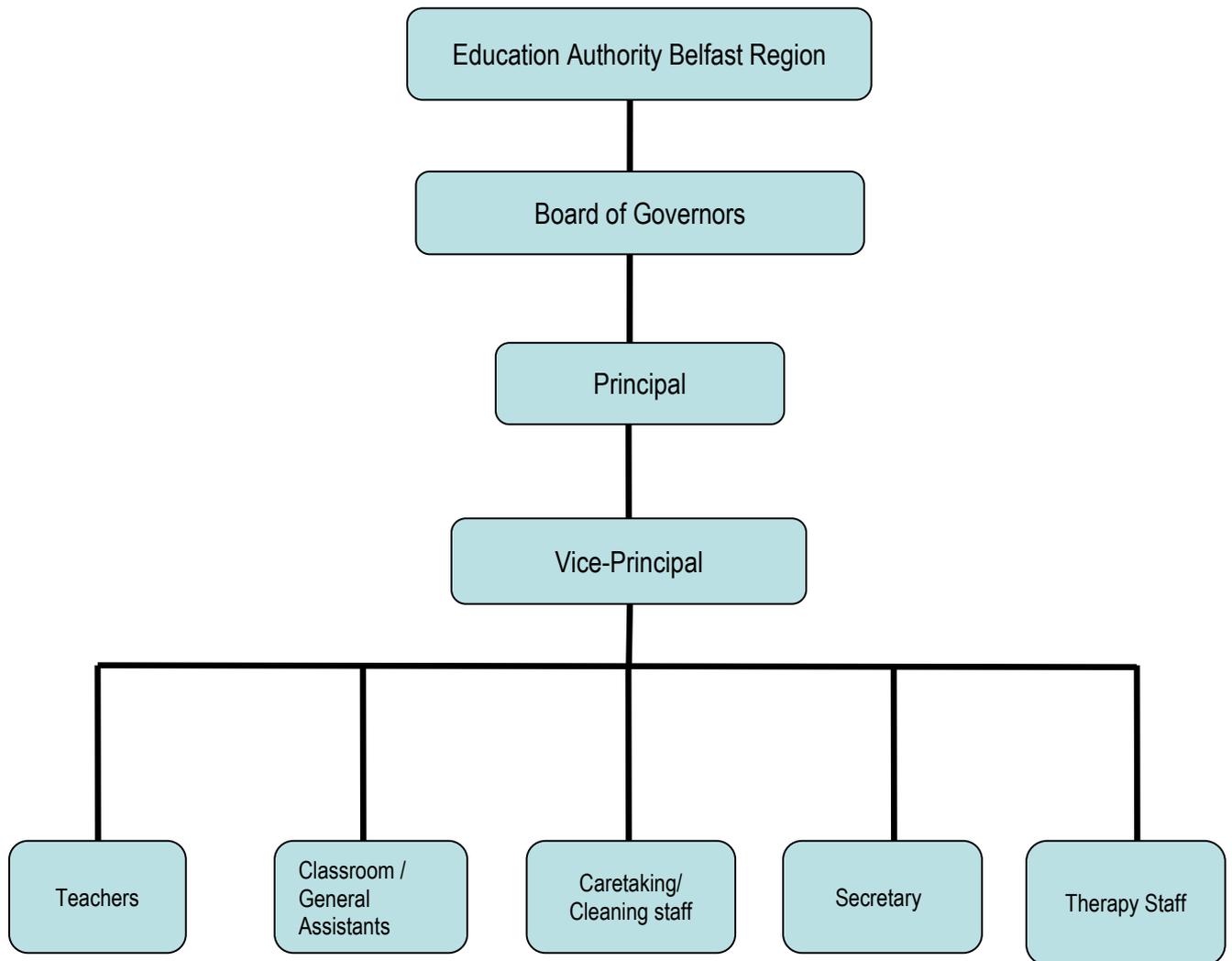
Signed Principal Date

This policy was endorsed by the Board of Governors at their meeting on

Signed Chair of Governors Date

1. Organisation within the School to meet the requirements itemised under the General Policy Statement.

Ultimately the responsibility for all School organisation and activity rests by definition, with the principal. However all staff have a responsibility towards safety with the specific lines of delegation being set out as shown below.



Health and Safety Organisation

1. The Board of Governors

The Board of Governors have a responsibility under the Health and Safety at Work (Northern Ireland) Order 1978 for ensuring that the Education Authority's Safety Policy is both understood and implemented.

In the discharge of their responsibilities Governors will ensure:

- That both teaching and non-teaching staff are provided with regular training that will assist them to work safely.
- The maintenance of procedures for safety of all persons using the premises under their control.
- That an inspection of the school premises and equipment is carried out at least once a year.
- The prompt and efficient maintenance of all equipment and all structural repairs.
- That contractor's work in a safe manner.
- that both teaching and non-teaching staff are issued with a copy of the policy.
- That a Health and Safety Co-ordinator is appointed.

2. Principal

The principal is responsible for the day-to-day application of this safety policy for both teaching and non-teaching staff.

In the discharge of this responsibility, the Principal will:

- Assist the Board of Governors in ensuring 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 that 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 of 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.
- Ensure that all staff and pupils under their jurisdiction are instructed in safe and healthy working practices.
- Report all defects and hazards to the responsible officers in the E.A.
- Ensure that safe systems of works are used by contractors or persons carrying out inspections or non-structural repairs and that reference has been made to the Education Authority's Health and Safety Manual.
- Ensure that all accidents to teaching / non-teaching staff, pupils and members of the public are promptly reported to the board.
- Ensure that all staff operate safe working practices in the execution of their duties.
- Ensure that a Health and Safety Co-coordinator is appointed.

In the absence of the Principal or the Vice Principal a nominated senior teacher will assume the role.

3. Head of Key Stage Leaders

Key Stage Leaders are responsible for ensuring that the content of the policy is

followed within their departments.

4. Subject Teachers

In the discharge of this responsibility, the subject teacher will:

- update colleagues within the school in any change in practice;
- issue safety guidance for their curriculum area;
- carry out risk assessments for their specialist areas.
- undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- report defects and make recommendations to their Head of Key Stage where necessary;
- ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.

5. 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 will

- 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 by the board or the Department of Education.
- Observe all safety rules relating to specific machinery or processes and that any substances hazardous to health are stored in a safe place;
- Ensure that all protective clothing and equipment as required is both available and used by themselves and pupils,
- Report all potential hazards to the Head of Key Stage.
- Report all accidents to the principal and ensure that Accident Forms are fully completed.
- Co-operate with the Head of Key Stage and principal on all matters pertaining to health and safety
- Exercise effective supervision of the pupils and know the emergency procedures in respect of Fire, First Aid etc and how to carry them out.
- Know the special safety measure to be adopted in their own special teaching areas and ensure they are applied.
- Give clear instruction and warnings as necessary.
- Follow safe working procedures personally.
- Make recommendations to their Head of Key Stage e.g. on safety equipment etc.
- Ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;

6. Classroom Assistants / General Assistants

The classroom assistant is immediately responsible to the teacher whilst the class is in session; otherwise his/her line manager is the principal.

In the discharge of this responsibility each classroom assistant / general assistant will:

- follow safe working procedures personally;
- be familiar with the general and particular safety rules that apply to his/her area of work;
- ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;

- undertake a visual inspection of equipment prior to use
- report defects to his/her line manager;
- ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.

7. Building Supervisor

The building supervisor's line manager is the health and safety coordinator

In the discharge of this responsibility the building supervisor will:

- ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken
- ensure that premises safety inspections are undertaken e.g. weekly, bi-termly, and keep records of any faults identified (if appropriate);
- attend to defect reports and recommendations from the principal, staff, and health and safety coordinator
- ensure that all portable electrical equipment is tested on an annual basis;
- ensure all accidents within the area of responsibility are recorded in line with the school policy;
- ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.
- carry out or allocate the undertaking of risk assessments which include manual handling, COSHH, and to ensure details are documented and that appropriate action is carried out;

8. All Employees

All employees have a responsibility to exercise personal care and attention for the safety of themselves and others, and to co-operate with tier employer in the execution of this policy.

In the discharge of this responsibility employees will:

- Perform their duties in a safe manner and pay particular attention to the safety procedures for their department / area.
- Report all accidents and injuries to the principal
- Obtain adequate treatment for injuries as soon as practicable
- Report all defects in equipment and protective clothing and any hazards to their supervisor as soon as possible
- Observe all the safety rules of the E.A.

Health and Safety Coordinator

Responsibilities

- To keep under review all matters relating to the health and safety of pupils, staff, support staff and visitors to school.
- To review the fire and emergency arrangements in the school, in particular, the evacuation arrangements.
- To ensure that all fire fighting equipment is serviceable and appropriate to the task.
- To ensure that the EA and Department of Education regulations regarding health and safety are understood and fully complied with.
- assist with inspections and safety audits;

- To liaise with the principal to ensure he/she is fully appraised of all issues relating to health and safety.
- To review safety procedures where activities engaged in by the pupils and staff can be potentially hazardous.
- liaise with outside bodies concerned with safety and health;
- To ensure that all relevant information is accessible to staff and pupils and, where appropriate, training is given so that staff are fully up-to-date on health and safety matters and are safety conscious.

Procedures for Contractors and external maintenance personnel

- Only EA approved contractors and maintenance personnel are to be allowed on site.
- The Building Supervisor is responsible for the liaising with contractors and maintenance contractors.
- The building supervisor has a responsibility to take appropriate action if he/she observes the contractor or his employees using any working practice or item of equipment which he/she considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the Health and Safety Coordinator or principal.
- The building supervisor must ensure that a contractor arriving at site reports to Reception and that he/she ensures that the contractors are informed of any hazards on the school site e.g. asbestos.
- Approval must be gained by the contractor to start work. Only those staff nominated by the principal to liaise with the contractors must undertake this activity due to the procedures put in place by the school to implement the EA's policy on Asbestos and the Management of Contractors.

First Aid

- The school nurse is the appointed person as regards First Aid arrangements and in the event of any injuries to pupils or staff, she is to be contacted immediately.
- First Aid update training has been provided for a number of classroom assistants (October 2015)

Reporting an accident

- All accidents / injuries involving pupils or staff must be recorded on the appropriate E.A. pupil or staff accident form. These are available from the secretary.
- The completed form must be returned to the principal as soon as possible.

Fire Precautions

- The health and safety coordinator has responsibility for the coordination of fire prevention activities.
- All alarm systems are to be regularly tested.
- Regular fire drills and relevant evacuation procedures are to be held and evaluated.
- All relevant signage is to be installed and maintained.
- A fire risk assessment is to be carried out on a regular basis.
- Fire Safety audits will be carried out by the health and safety coordinator.
- All fire fighting equipment will be checked regularly.