

WELLINGTON COLLEGE BELFAST

Co-educational Grammar School



HEALTH AND SAFETY POLICY

The Board of Governors accepts its responsibility and will implement the Health and Safety Policy of the Education Authority (NI) and laid down in the Health and Safety at Work (Northern Ireland) Order 1978.

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1. Statement of General Policy

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 and members of the public.

To this end, it is the intention of the Board of Governors, so far as reasonably practicable, to provide:

- a) suitable information and training to employees on health and safety issues;
- b) expert advice to determine the risks which exist and precautions to deal with them;
- c) procedures through which appropriate staff are consulted on health and safety matters;
- d) funds to ensure plant, equipment and systems of work are safe and without risk to health.

As laid down in the Health and Safety at Work (Northern Ireland) Order 1978 and the EANI Health & Safety Policy, the Board of Governors endorses that all employees have a responsibility to exercise personal care and attention for the safety of themselves and others, and to co-operate with their employer in the execution of this policy.

2. Organisation for Implementing the Policy

The Board of Governors recognise the need to identify organisational arrangements in the College for implementing, monitoring and controlling health and safety matters. A summary of the individual duties and accountability are as follows:

The **Principal** is responsible and accountable to the Board of Governors for implementing the school policy and all matters relating to health, safety and welfare within the establishment. In discharge of this responsibility they will:

- a) ensure that all teaching staff hold appropriate qualifications both to teach the subjects required of them and to use the necessary equipment and machinery;
- b) ensure that all staff are aware of any instructions or safety advice pertaining to their particular discipline issued by either the EANI or the Department of Education;
- c) ensure that both the teaching and non-teaching staff are provided with regular training that will assist them to work safely;
- d) report all defects and hazards to Graham FM to be dealt with and, where necessary, to the responsible officer in the EA;
- e) ensure that all accidents to teaching/non-teaching staff, pupils and members of the public are reported promptly to the EA (as laid out in the Accident Reporting Policy & Procedures);
- f) ensure that all Departments have a Health & Safety Policy and undertake regular Risk Assessments.

The **Senior Teacher (H&S)** is responsible and accountable to the Principal for the day to day management of all Health and Safety matters within the College. As such they are responsible for:

- a) monitoring the reporting of all accidents, and if appropriate making recommendations, to the Principal;
- b) reporting, and if appropriate making recommendations, to the Principal on any practices, premises, equipment etc, which give rise to risks to health and safety;
- c) liaising with the Graham FM link to ensure that all defects and hazards which can be dealt with are considered and corrected;
- d) ensuring that there are emergency evacuation practices once per term;
- e) ensuring that Departments undertake Risk Assessments regularly once per year and, in addition, when processes, systems, etc, alter;
- f) liaising with the Principal to ensure that suitable training is provided for Staff;
- g) ensuring, together with GFM and Heads of Department, that all statutory notices, regulation and safety signs are displayed as appropriate;
- h) ensuring, together with Heads of Department, that the arrangements for facilities such as First Aid equipment, protective clothing equipment, registers, log books, etc. are adhered to;
- i) ensuring that all staff are aware of their responsibility to exercise personal care and attention for the safety of themselves and others, and to co-operate with the Board of Governors in the execution of this policy;
- j) regularly reviewing the Health and Safety Policy.

Heads of Department are responsible and accountable to the Principal for all matters relating to health and safety within their departments. As such he or she is responsible for:

- a) reporting all accidents, and if appropriate making recommendations, to the Senior Teacher (H&S) through the completion of an Accident Report Form;
- b) reporting, and if appropriate making recommendations, to the Senior Teacher (H&S) on any practices, premises, equipment, etc, which give rise to risks to health and safety;
- c) ensuring that all staff in their department are aware of any instructions or safety advice pertaining to their particular discipline issued by either the EANI, the Department of Education or the Government (eg. COSHH);
- d) liaising with the Senior Teacher (Health and Safety) to ensure that suitable training is provided for the Staff in their department;
- e) ensuring that all statutory notices, regulation and safety signs pertaining to their discipline are displayed as appropriate;
- f) ensuring that their Department has a Health & Safety Policy and undertakes regular Risk Assessments;
- g) ensuring that staff in their department are aware of their responsibility to exercise personal care and attention for the safety of themselves and others, and to co-operate with the Board of Governors in the execution of this policy.

As laid down in the Health and Safety at Work (Northern Ireland) Order 1978, **Subject Teachers and Technicians** have a responsibility to exercise personal care and attention for the safety of themselves and others, and to co-operate with their employer in the execution of the College Health & Safety Policy. They are responsible and accountable to their Head of Department for the implementation of the College and Departmental Health & Safety Policies. As such he or she is responsible for:

- a) reporting all accidents, and if appropriate making recommendations, to their Head of Department;
- b) reporting, and if appropriate making recommendations, to their Head of Department on any practices, premises, equipment etc, which give rise to risks to health and safety;
- c) conforming to the responsibilities as laid down in their own department's policy;
- d) ensuring that where conditions apply, all pupils or persons under their control receive instruction and are provided with on-the-job training to enable them to operate in a safe manner.
- e) ensuring that all pupils are regularly reminded of their responsibility to exercise personal care and attention for the safety of themselves and others

As laid down in the Health and Safety at Work (Northern Ireland) Order 1978, **members of staff other than those above** have a responsibility to exercise personal care and attention for the safety of themselves and others, and to co-operate with their employer in the execution of the College Health & Safety Policy. They are responsible and accountable to the Principal and/or Senior Teacher (H&S) As such he or she is responsible for:

- a) reporting, and if appropriate making recommendations, to the Senior Teacher (H&S), all accidents.
- b) reporting, and if appropriate making recommendations, to the Senior Teacher (H&S) on any practices, premises, equipment etc, which give rise to risks to health and safety.
- c) conforming to the responsibilities as laid down in the College Health & Safety Policy.
- d) ensuring that where conditions apply, persons under their control receive instruction and are provided with on-the-job training to enable them to operate in a safe manne

3. Arrangements for Implementing the Policy

The Board of Governors recognises the need to identify organisational arrangements in the College for implementing and controlling health and safety matters. A summary of the arrangements are as follows:

Accidents

See Annex A

All accidents to pupils, staff or members of the public should be reported to the Office and the Pupil Welfare Auxiliary (PWA)

In addition, an EA Accident Record Form should be completed and passed to the Principal's PA. A copy will be kept on file of the relevant member of staff/pupil and a further copy sent to the EA. Members of Staff should also inform the Senior Teacher (H&S).

Administering medication

Pupils should be kept home if acutely unwell/infectious.

Parents must make sure that the school is made aware, in writing using the Pupil Information Form of any medical conditions affecting their child(ren) and of the medication being taken. This information will be provided at the time of enrolment but may need to be updated in subsequent years.

All parents must provide up to date emergency contact numbers.

If a parent requests that the school stores/administers medication then this must be done in writing to the PWA. The PWA holds a First Aid certificate but is not a qualified nurse. Medication must be provided in a secure and labelled container as originally dispensed. Medication must be delivered by the parent/guardian, clearly labelled showing pupil's name, name of medication, dosage, frequency of dosage and any other relevant information.

Contractors on-site

The responsibility for hiring, monitoring and informing contractors on site of Health and Safety arrangements lies with Graham FM and the Facilities Manager. Contractors should not be on-site during the College day unless it is absolutely necessary. In this event they should report to the GFM Office in the Reception area to liaise with the Caretakers.

Curriculum Safety

Each teaching member of staff will undertake a risk assessment of each classroom they teach in at the start of the academic year. In addition, technicians will undertake risk assessments for each classroom that comes under their charge. The relevant Head of Department will oversee this exercise and keep the Risk Assessment pro formas (copies should be kept by staff to remind them of particular hazards).

Each departments Schemes of Work (where appropriate) should include risk assessments for the different types of pupil activity that may arise in class.

Electrical safety

Any faults in electrical equipment must be reported immediately to the Senior Teacher (H&S) who shall then inform GFM through the Helpdesk.

GFM are responsible for inspecting and maintaining all electrical equipment and infrastructure within the school.

Portable Appliance Testing (PAT) takes place each year; only portable equipment which has been tested should be used on school premises. Staff are informed each year that they should not bring into school or use any appliances from home.

Only competent persons/contractors will be employed to carry out inspections or servicing of plant and equipment.

GFM carry out all necessary tests of equipment on a monthly/termly/annual basis as required. All inspections/tests are recorded by GFM and inspection certificates retained.

Fire Precautions and Procedures

GFM are responsible for conducting an annual Fire Risk assessment of the premises. The Principal and Senior Teacher (H&S) are informed of the outcome of this assessment as well as any areas which fall under the College's purview and require action.

GFM are responsible for ensuring all fire-fighting equipment, fire alarm systems, fire exits, emergency lighting and fire notices are provided and maintained as part of the Planned Preventative Maintenance schedule, for testing the alarm system weekly and maintaining records in the Fire Log Book (GFM Office).

The location of explosive or hazardous substances is recorded in the Fire Log Book and should be made known to the Senior Fire Officer upon arrival in the event of an evacuation for fire or other emergency.

Emergency evacuation drills will be carried out once per term with a record kept in the Evacuation Log (see Evacuation Policy and Procedures). Appropriate staff will be nominated and trained as Fire Wardens. Each room will display a notice showing designated evacuation route from that room to the Assembly Point as well as a notice detailing evacuation procedures in the event of an emergency.

During an evacuation:

- Tutors are responsible for reporting missing pupils to the relevant Year Head;
- Year Heads are responsible for crosschecking with the Office and informing a designated member of the SLT of any unaccounted pupils;
- The Principal's PA will register all teaching and non-teaching staff
- Graham FM will be responsible for registering their own catering and care taking staff

The Senior Manager (H&S) will oversee all of this and report to the Principal.

Personal emergency evacuation plans (PEEPs) are carried out for any staff or pupils requiring one due to disability or ill health.

All staff receive an annual fire safety briefing; new staff must be briefed as part of their induction process. Pupils will be briefed on the evacuation procedure at the start of the school year. Contractors will be given information on what to do in case of fire and staff will assist visitors to exit our premises should an emergency arise.

Fire Risk Assessment

GFM are responsible for conducting an annual Fire Risk assessment of the premises. The Principal and Senior Teacher (H&S) are informed of the outcome of this assessment as well as any areas which fall under the College's purview and require action.

First Aid

The PWA holds a First Aid certificate but is not a qualified nurse. In addition a number of staff have current First Aid at Work training.

First Aid boxes are located in the medical room and in practical high risk subject areas Art, Home Economics, PE, Science and Technology. These boxes are restocked at the beginning of each academic year by the PWA.

Members of staff, especially in practical subjects, should regularly inform pupils that in case of any injury in class they should inform the teacher. If a pupil requires medical attention then the member of staff should follow one of the guidelines below:

- If the injury is less serious then the pupil should be accompanied by another pupil or classroom assistant to the Office to be tended by the PWA
- If the injury is more serious or it is not safe or practical to move the pupil then the PWA should be contacted by telephone/sent for to tend to the pupil in the room. No attempt should be made to move an injured person until a proper examination and assessment has been completed.

Gas safety

Any faults in gas supply or equipment must be reported immediately to the Senior Teacher (H&S) who shall then inform GFM through the Helpdesk.

GFM are responsible for inspecting and maintaining all gas supply, equipment and infrastructure within the school.

Only competent persons/contractors (eg Gas Safe registered) will be employed to carry out inspections or servicing of plant and equipment.

GFM carry out all necessary tests of equipment on a monthly/termly/annual basis as required. All inspections/tests are recorded by GFM and inspection certificates retained.

Grounds safety and security

GFM are responsible for the safety of the College grounds and for the security of the site both during the College day and out of hours. They have appointed an independent security company to deal with any breaches in security that may occur out of school hours.

The College perimeter is secured with fencing and CCTV situated externally in selected areas of the site to deter trespassers and unwanted visitors. All external doors are code, key or electronically controlled.

All visitors and contractors arriving at the College must sign in at Reception/GFM Office and are issued with a visitors' badge.

Hazardous Substances (COSHH)

Wherever possible, we will use non-hazardous products in school.

All hazardous substances used in the school will have a COSHH assessment undertaken before they are brought into use.

An audit will be carried out and an inventory kept to ensure that all hazardous substances used in the school have appropriate assessments that are reviewed regularly.

All hazardous substances will be stored appropriately and securely when not in use. Staff will be informed how to use products safely and will receive training if appropriate.

Appropriate personal protective equipment (PPE) will be provided and if the assessment indicates PPE is required, staff must use it.

Handling and Lifting

College staff should not undertake any unnecessary manual handling or lifting of heavy items. The caretaking staff through GFM portage services can arrange for the movement of any heavy or difficult to move items using appropriate equipment eg. trolleys.

Lone Working

It is recommended that staff avoid lone working especially in isolated areas of the College building particularly outside normal working hours (in order to protect staff from attack or in the event of an accident or sudden illness).

Staff who wish to work in the building outside normal working hours should ensure that another member of staff (eg. caretaker) is aware of their location and should inform them when they are vacating the premises (see Lone Working Risk assessment).

Personal Protective Equipment (PPE)

In certain subject areas it may be necessary for staff and/or pupils to wear PPE as part of normal safety precautions due to curriculum requirements eg. Science experiments may require the wearing of safety goggles; Technology may require the wearing of face visors or ear protectors when working with noisy machinery. The requirement for this equipment should be written into Schemes of Work and departmental Health and Safety policies.

Appropriate personal protective equipment (PPE) will be provided and if the assessment indicates PPE is required, staff/pupils must use it.

Premises, Plant and Equipment – Maintenance, Servicing and Inspection

GFM are responsible for the inspection and testing of all plant and equipment based on the Planned Preventative Maintenance (PPM) schedule. GFM carry out all necessary tests of equipment on a monthly/termly/annual basis using only competent persons/contractors as required. All inspections/tests are recorded by GFM and inspection certificates retained.

Reporting of damage/defects to premises

All damage and defects to the premises which pose a risk to the Health and Safety of staff/pupils should be reported to the Senior Teacher (H&S) who shall then report to Graham FM using the Helpdesk. The damage/defects are the responsibility of GFM to rectify as soon as practicably possible.

Risk Assessments

Risk assessments will be carried out to identify hazards in the workplace, evaluate the risks arising from those hazards and ensure that adequate precautions are in place to minimise the risk (these are available on the staff Shared area).

In addition risk assessments for a range of trips and visits have also been prepared (available in the Staff Shared area). These should be used as a basis for staff when planning trips or visits but need to be tailored to the specific trip/visit.

Each department should have in place any relevant risk assessments dependent on the task/activity being carried out.

School Trips and Visits

Procedures for the organisation of trips and visits are outlined in the separate Education Visits Policy and Procedures document. Risk assessments are available (on the Staff Shared area) for a range of activities which staff may adapt as appropriate and use for their trip/visit.

Slips and trips

GFM are responsible for the maintenance of the fabric of the building and grounds. Any defects which pose a slip or trip hazard should be reported to the Senior Teacher (H&S) who will inform GFM through the Helpdesk. The hazard should be fixed as soon as practically possible. In the meantime, the hazard should be clearly marked to make staff/pupils aware of the problem eg. wet Floor signage, or cordoned off to prevent staff/pupils from accessing the area.

The GFM Winter Maintenance Plan outlines their responsibilities for the salting/gritting of the paths and pavements within the grounds when snow/ice have been forecast.

Smoking

The College operates a No Smoking policy. This includes the College buildings including the Pavilion and garage and anywhere within the school grounds and applies to cigarettes and E-cigarettes.

Training

The Senior Teacher (H&S) will liaise with the relevant Head of Departments so that suitable training is provided. In particular, the following areas will be considered.

- a) New employees and supply staff will require either a level of awareness to their risk or a more in-depth training programme.
- b) New technology, legislation, regulations and standards are all factors which determine a fresh approach to training requirements and indeed a re-training programme of staff. (HoDs have the responsibility to make recommendations to the Senior Manager (H&S) of any practices, premises, equipment, etc. which give rise to risks to health & safety.)
- c) The various categories of training required by schools can be classified in the following manner:
 - i) *Induction Training*
This will apply to new staff or transfer of staff to another department. They will need to be shown over the department, made aware of policies and procedures, fire precautions and first aid arrangements.
 - ii) *Informative/Awareness Training*
A more in-depth approach, in-house training, showing staff what they must and must not do. Providing supervision until they gain an understanding of what is required. Making them aware of their tasks, providing written procedures and arrangements.
 - iii) *Specific Training*
This will apply to particular staff who require an accepted level of competence to perform their tasks. For example, science staff will be required to be trained in biological hazards and also in accordance with COSHH regulations 1990.

Use of premises outside of school hours (TPU)

The responsibility for monitoring and informing Third Party Users of Health and Safety lies with Graham FM and the Facilities Manager.

Vehicles on site

GFM are responsible for traffic management of the site (Note: Forge IPS also uses the College gates to access their site). A Traffic Management survey of the site has been Undertaken.

A 5mph speed limit is indicated on signage at the turning circle. A number of Zebra crossings allow for pedestrians to safely cross roads.

Staff/parents are advised to use the Carolan Road entrance and to exit through the Rosetta Avenue gates at peak times. Parents are advised to avoid parking in the turning circle at the front of the building to ensure Translink buses can access this for parking at the end of the College day.

There is sufficient parking bays on site for staff cars. Senior pupils are only permitted to park their vehicles in spaces adjacent to Forge IPS College grounds.

Double yellow lines/cones indicate to visitors areas which cannot be used for parking.

During College events when there is an increase in traffic to the site eg. Open evenings, a member of staff along with senior pupils act as parking attendants to guide parking. High visibility jackets and tabards are provided for safety. On these occasions other areas within the College grounds may be utilised for additional parking eg. junior playground, shale pitch.

Welfare (temperature, lighting, ventilation, water quality and temperature, toilets)

GFM are responsible for the supply and maintenance of the various services within the building including heating systems, lighting, water and toilets. Any issues in relation to these services should be reported to the Senior Teacher (H&S) who will inform GFM through the Helpdesk.

The temperature within normal classrooms should be a minimum of 16C and ideally no more than 24C. In situations where the temperature falls outside these limits the College will aim to rectify the situation in collaboration with GFM. This might include providing temporary heaters, fans/air conditioning units.

The lighting within classrooms and corridors is motion activated and will go off after a short period of time if no movement is detected.

Water quality within the building is regularly tested by GFM to ensure there are no risks to health eg. legionella. GFM carry out regular flushing regimes and disinfection to ensure safety of water supply. Outlets that are infrequently used have been cut off and where relevant outlets labelled to indicate unsuitability as drinking water.

Water temperature after 1 minute of running water should be less than 20C for cold taps and 50C+ for hot taps. Water temperature is regulated by GFM.

GFM are responsible for the upkeep and maintenance of toilet facilities throughout the building. This includes working flushing mechanisms on all toilets and the supply of liquid soap and paper towels for hand washing. Any issues in relation to the supply of these items should be reported to the Senior Teacher (H&S) who will inform GFM through the Helpdesk.

Working at height

College staff are not trained to work at heights and should therefore refrain from undertaking any such activity. Where any such requirement exists eg. movement of stage lighting, the Senior Teacher (H&S) should be informed who will liaise with GFM to arrange for suitably trained GFM staff to complete the task.

Work experience

The College will endeavour to ensure that no pupil undertakes a work experience placement in which their health and safety is at risk. To this end the College will inform both parents and pupils of the importance of health and safety issues before the pupils start. In addition, employers will complete a pro forma [in addition to the 'Employer's Consent Form'] in which they state both their acceptance of their health and safety responsibilities and their agreement to inform the pupils of health and safety issues at the first possible opportunity.

ANNEX A

ACCIDENT REPORTING

- 1 Most accidents are preventable, or their effects minimised by the taking of reasonable precautions. However, it is necessary to know the cause of an accident if appropriate and relevant measures to be devised and applied.
- 2 All accidents, therefore should be reported to the Principal/Senior Teacher (H&S), using the attached form, who should satisfy themselves that the cause of the accident was not attributable in some way to supervision or organisation (i.e. by a teacher), to plant, to a substance or to the condition of the premises.
- 3 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 require that:
 - Fatal or major injuries must be reported immediately to the Health and Safety Executive Office by telephone followed by written submission within seven days.
 - Dangerous occurrences must also be reported immediately.
 - Injuries to an employee resulting in absence from work of three or more days should be reported.
- 4 In the event of a fatal or major injury or a reportable dangerous occurrence, nothing must be moved at the site of the incident except for the purpose of helping the injured, until an investigation can be carried out.
- 5 At the end of each year the Principal will examine all accident/injury reports to assess if there are any problem areas and to suggest measures to resolve them.
- 6 Medical attention must be obtained immediately as the first priority by the summoning of the PWA or other appointed Emergency Aid persons.
- 7 Parents/Guardians of pupils or, in the case of serious injuries to adults, the next of kin, must be contacted as soon as possible. If necessary the Emergency Services should be called to attend to and transport those requiring medical attention to hospital. All staff will be informed regarding Emergency procedures and responsibilities for calling the Emergency services. A pupil taken to hospital by ambulance will be accompanied by a member of staff who should remain until the Parent/Guardian arrives.
- 8 The responsibility for preventative actions lies with the school. Appropriate action must be taken to avoid similar incidents or to reduce the risk of similar accidents happening.