

S P E R R I N
INTEGRATED COLLEGE

M A G H E R A F E L T

Outline of Policy
Health and Safety Policy

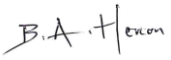
Reviewed Annually

It is Sperrin Integrated College's policy to provide and maintain safe and healthy working conditions, so far as is reasonably practicable, for all our staff and pupils and to encourage a safety culture within the school.

To effect and maintain to the highest levels consistent with reasonable practicability a safe and healthy environment and to extend this policy to students, staff and those members of the public who may come into contact with the College.

It is policy to monitor safety procedures, provide adequate information to identify needs in respect of training and provide supervision as necessary for the health and safety of staff and pupils. Responsibilities and arrangements for health and safety matters are clearly defined.

This policy and the way in which it is operated will be reviewed annually.

Signed:  (Principal)

Signed:  (Chairperson of Board of Governors)

Date: Sept 2017

BOARD OF GOVERNORS

Governors have a statutory responsibility as an employee, and in particular the duties as laid down in Article 4 (Employers Duties) of the Health and Safety at Work (NI) Order 1978 and all subsequent legislation made under that Order for ensuring that Sperrin Integrated College's Health and Safety Policy is both understood and implemented in the school.

The Scheme for the Local Management of the Schools also assigns to Boards of Governors a number of functions, duties and responsibilities in respect of Health and Safety.

In the discharge of their statutory responsibilities Governors must ensure:

- that all teaching staff appointed by them hold appropriate qualifications both to teach the subjects required of them and to use the necessary equipment and machinery;
- that both teaching and non-teaching staff are provided with regular training that will assist them to work safely;
- the maintenance of procedures for the 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 per year;
- the prompt and efficient maintenance of:
 - (i) all equipment
 - (ii) all non structural repairs,as defined in the relevant Annex of the Education Authority's Scheme for the Local Management of Schools;
- that contractors carry out their undertakings in a safe manner so as to ensure the health and safety of all personnel on the premises;
- that all equipment and materials either purchased or acquired by them are suitable and safe for their intended use;
- that both teaching and non-teaching staff are issued with a copy of the school's Health and Safety Policy.

PRINCIPAL

The College Principal, Mrs Heron, is responsible for the day to day application of this Health and Safety Policy both for teaching and non-teaching staff and is responsible to the Board of Governors for the management of health and safety matters within the College

In the discharge of this responsibility the Principal shall:

- ensure that all teaching staff hold appropriate qualifications both to teach the subjects required of them and to use the necessary machinery;
- ensure 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 who come under their control;
- ensure that all staff are aware of any Education Authority instructions or safety advice pertaining to their particular discipline issued by either the Education Authority or the 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;
- report to the Board of Governors all defects and hazards which are its responsibility;
- ensure that safe systems of works are used by contractors or persons carrying out inspections or non-structural repairs which are the Governors responsibility and that reference has been made to the School's Health and Safety Manual.
- report all defects and hazards which cannot be dealt with under the Scheme for Local Management of Schools to the responsible officer in the Education Authority;
- ensure that all accidents to teaching/ non-teaching staff are reported promptly to the Board of Governors;
- ensure that all staff operate safe working practices in the execution of their duties.

In the absence of the Principal, a Vice Principal or a nominated member of the Senior Leadership Team will assume the role.

The College Health & Safety and Fire Safety Manager Mrs B Heron, has been appointed by the Principal to take a special interest in the promotion of health and safety matters, to provide a first level of advice and to act on behalf of the Principal in respect of these matters. These duties will be carried out as part of his role as 'Estate Educational Development Manager'.

HEADS OF DEPARTMENTS

Heads of Departments are responsible for ensuring that the content of the Health and Safety Policy is followed in practical terms in areas under their control.

In the discharge of this responsibility each Head of Department shall:

- prepare a Departmental Health and Safety Policy;
- ascertain that all teaching staff hold appropriate qualifications both to teach the subjects required of them and to use the necessary equipment and machinery;
- ensure that both teaching and non-teaching staff are provided with regular training that will assist them to work safely;
- ensure that all Safety Reports pertaining to their department are fully implemented;
- ensure that all safety instructions and advice issued by the Education Authority or the Department of Education are acted upon;
- carry out risk assessments for hazards;
- ensure that all staff in the department are aware of any safety precautions to be taken when undertaking potentially hazardous procedures;
- ensure that all staff include safe working methods in their instruction to pupils;
- ensure that any equipment or machinery known to need repair is not used until the necessary work has been carried out;
- report all accidents and potential hazards to the Principal the Health and Safety Manager;
- ensure that all protective clothing and equipment as required are available in the department.

In the absence of the Head of Department, the Principal, will assume responsibility.

Teaching Staff

Each member of the teaching staff has a responsibility to exercise care, and attention regarding the safety of themselves and pupils/students under their control.

In the discharge of this responsibility each teacher shall;

- ensure that they take reasonable care during their work activities to avoid accident or injury to themselves, other members of staff and pupils/students;
- know the special safety measures to be adopted in their own special teaching areas and ensure they are applied;
- exercise effective supervision of the pupils and know the emergency procedures in respect of fire, first aid, etc; and how to carry them out;
- observe all safety instructions and advice issued by the Board or the Department of Education and observe all safety rules relating to specific machinery or processes;
- ensure that all protective clothing and equipment as required are both available and used by themselves and pupils/students;
- report all potential hazards affecting Health & Safety to the Head of Department and make recommendations on safety equipment and on additions or improvements to plant, tools, equipment which are dangerous or potentially so;
- report all accidents to the Head of Department and ensure that Accident Forms are completed and passed to the Bursar and where appropriate the person responsible for First Aid;
- co-operate fully with the Head of Department and the Principal on all matters pertaining to Health and Safety;
- give clear instructions and warnings as often as necessary and follow safe working procedures personally.

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 their employer in the execution of this policy.

In the discharge of this responsibility employees shall:

- perform their duties in a safe manner and pay particular attention to the Health and Safety Procedures;
- report all accidents and injuries to their supervisor and the Bursar as soon as possible;
- obtain adequate treatment as soon as practicable if injured;
- report all defects in equipment and protective clothing and potential hazards to their supervisor, the Bursar and ultimately the Health & Safety Manager;
- assist in the investigation of injuries and accidents and dangerous occurrences.

General Health and Safety Information

All staff and students are urged to read the relevant parts of the College Health and Safety Policy.

On discovering a fire

1. Operate the nearest fire alarm.
2. Leave the building.
3. Assemble at the Fire Assembly Point.
4. Ensure that the Fire Brigade has been informed, if you have not already done this.

Fire Precautions

All staff and students must familiarise themselves with the location of fire doors and fire exits, so that they know as many as possible of the means of escape from the building. All staff and students should know the location of their nearest fire extinguishers and fire alarm call points and instructions for their use.

Emergency exit routes must remain tidy and free from obstacles. Staff and students must not leave or store flammable materials on emergency exit routes or blocking immediate access to fire alarms, fire equipment or electrical switchgear.

The fire alarm is a constant siren.

Fire Prevention

The value of the nightly routine of switching off all unnecessary electrical equipment, checking that gas taps are turned off, and closing all doors to rooms cannot be overstressed. Staff and students are reminded that smoking is not permitted on College premises.

First Aid

The First Aid personnel and equipment are located in the Medical Room in the SEN Block. Contact details - extn no 856 and #203 for a direct line to the First Aider

In the event of any emergency requiring an ambulance, Fire Brigade or PSNI call the College office dial **100, 101 or 102** and state the precise location and nature of the emergency.

Risk Assessment

The majority of the activities carried out by the College are routine and generally low risk in nature and do not require to be formally risk assessed. However, for any activity involving a significant risk, a written risk assessment must be carried out.

Risk assessments must be brought to the attention of all relevant staff and students involved in the activity, and a copy sent to the College Principal. Risk assessments must be regularly reviewed (i.e., annually) to ensure the information contained within them remains valid.

Workstations

Computer users who are concerned about any aspect of display screen equipment use or would like specific advice on workstation set-up, should in the first instance read the Policy Information and complete a display screen equipment workstation assessment form available in Appendix 1.

Eye Tests

College employees who are regular users of display screen equipment (DSE/VDU) should be made aware that, upon request, they will be provided with a vision test and eye examination - a DSE/VDU Eye Test at an appointed optician.

Manual Handling

A risk assessment form must be completed for all manual handling tasks where it is considered that the task places an employee or student at risk of injury. If the load is considered small enough and light enough to be easily moved safely by one person repetitively without risk of sprain or strain, then it is not necessary to complete the form.

Monitoring of the School Health and Safety Policy

A self-inspection (safety audit) of the College will take place annually to monitor the effectiveness of the Health and Safety policy. The inspection will be made by the College Safety Manager, Mr D Davies.

Health and Safety queries or issues

All staff and students encountering any kind of health and safety hazard in this College should report these promptly to the College Principal or, in her absence, to any senior member of staff.

Health and Safety consultation

Health and safety will be a standing item on the agenda of the meetings of the Senior Leadership Team which meets throughout the term.

Any member of the College who wishes to raise a health and safety item at this meeting should inform the School Bursar, Ms H Love (105) as soon as possible.

Appendix 1

Display screen equipment workstation assessment form.

Introduction

The following checklist is designed for you to use in relation to the VDU that you operate. If you identify any problems in relation to your VDU, these should be discussed with your supervisor or College Safety Officer.

General

The maximum VDU working period of 2 hours without a break for operators' has been recommended. Is this applied?

Are the VDU breaks plentiful and adequate? (Minimum of 10 mins. between work periods is recommended).

Is work rotated with other general duties?

Is appropriate training provided?

Environment

Is the room temperature comfortable and adjustable?

Is the environment noisy?

Lighting

Is there adequate light for source documents?

Is the general lighting suitable?

Is the user free from reflection and glare?

Workstation

Have you a footrest?

Is your chair adjustable with a suitable backrest?

Is your chair stable?

Is the work surface large enough and will it allow variation of work positioning?

Is the keyboard separate?

Is there a document stand?

Is the user safe from electrical hazards?

Screen

Is there adjustable brightness?

Are screen colours comfortable to the eyes? (e.g. yellow/green on a dark green background).

Is the screen angle adjustable?

Is there any troublesome screen flicker?

Workstation Diagram

Diagram of workstation ideal set-up

