



## GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

- 1 The Board of Governors of the Wallace High School recognises and accepts its responsibility for Health and Safety as an employer, and in particular the duties laid down in Article 4 (Employers' Duties) of the Health and Safety at Work (NI) Order 1978. It also recognises and accepts its duties laid down in Article 5 and 6 of that Order to persons other than their employees eg pupils, visitors and contractors.
- 2 The Board of Governors will take all reasonably practicable steps to meet this responsibility for those in its direct employment. It will pay particular attention to the provision and maintenance of:
  - i) A safe place of work, safe access to it and safe egress from it.
  - ii) Plant, equipment and systems of work that are safe.
  - iii) Safe arrangements for the use, handling, storage and transport of articles and substances.
  - iv) Sufficient information, instruction, training and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own safety and health at work.
  - v) A healthy working environment.
  - vi) Adequate welfare facilities.
- 3 The Board of Governors reminds its employees of their own duties under Article 8 of the Health and Safety at Work (NI) Order 1978 to take reasonable care of their own safety and that of other persons and to co-operate with the Board so as to enable it to carry out its own responsibilities successfully.
- 4 A copy of this statement will be issued to all employees. It will be reviewed, added to or modified from time to time and may be supplemented in appropriate cases by further statements relating to the work of particular groups of employees.

## **SAFETY ORGANISATION**

### **THE BOARD OF GOVERNORS**

Governors have a statutory responsibility under the Health and Safety at Work (NI) Order 1978 for ensuring that the School's Safety Policy is both understood and implemented in the School.

In the discharge of their statutory responsibilities the Board of Governors will 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 both teaching and non-teaching staff who come under their control.
- 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 by them at least once per year.
- the prompt and efficient maintenance of
  - all equipment
  - all non-structural repairs
- that contractors who are carrying out work on behalf of the Board of Governors 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 Safety Policy.

## **THE PRINCIPAL**

The Principal is responsible for the day-to-day application of this Safety Policy both for teaching and non-teaching staff.

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 equipment and machinery.
- 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 instructions or safety advice pertaining to their particular discipline issued by either the School, the SEELB 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 their responsibility.
- ensure that safe systems of work are used by contractors or persons carrying out inspections or non-structural repairs which are the Governors' responsibility.
- ensure serious accidents to teaching staff and non-teaching staff, pupils and others are reported promptly to the School Insurance Company.
- ensure that all staff operate safe working practices in the execution of their duties.

In the absence of the Principal, a Vice-Principal or nominated Senior Teacher will assume the role.

## **HEADS OF DEPARTMENT**

Heads of Department are responsible for ensuring that the content of the 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 safety policy
- ensure that all teaching staff 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.
- ensure that all safety reports pertaining to their department are fully implemented.
- ensure that all safety instructions and advice issued by the School, the SEELB or the Department of Education are acted upon.
- 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 and students
- 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.
- ensure that all protective clothing and equipment as required are available in the Department.

In the absence of the Head of Department, the Principal or a teacher nominated by the Principal will assume the responsibility.

## **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 shall

- ensure that they take reasonable care during their work activities to avoid accident or injury to themselves, other members of staff and pupils.
- know the special safety measures to be adopted in their own special teaching areas and to ensure that 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 School, the SEELB or the Department of Education.
- 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.
- report all potential hazards affecting Health and 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.
- 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.

## **SUPERVISORS**

Those staff who have supervisory responsibilities are responsible for the practical application of the Safety Policy and Safe Working Procedures.

In the discharge of this responsibility supervisors shall

- encourage staff under their control to employ safe working practices
- assist the School to develop safe working practices and arrange for their adoption.
- instruct new employees in appropriate safety measures.
- ensure that all defects in equipment or protective clothing are corrected and reported accordingly to the respective Line Manager.
- report all accidents to the Principal.
- furnish information as required in the investigation of injuries and accidents and dangerous occurrences

**ALL EMPLOYEES**

All employees have a responsibility to exercise personal care and attention for the safety of themselves and others and 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
- report all accidents and injuries to their Line Manager, as soon as possible, and ensure that Accident Forms are completed.
- obtain adequate treatment as soon as practicable if injured.
- report all defects in equipment and protective clothing and potential hazards to their Line Manager.
- assist in the investigation of injuries and accidents and dangerous occurrences
- observe all of the School's safety rules.