[](https://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwig8Pi4s7XUAhUJRhQKHSCJDfAQjRwIBw&url=https%3A%2F%2Fwww.pinterest.com%2Fpin%2F60024607506459646%2F&psig=AFQjCNGbJyPficTYF485k6chAZ5Anj2XPQ&ust=1497257067824501) **1. INTRODUCTION**

Created : 01/25

Ratified By Governors: 02/25 Review Date: 02/27

**HEALTH AND SAFETY POLICY**

* 1. Carhill Integrated Primary School aims to provide and maintain safe and healthy working conditions, so far as reasonably practicable, for all our staff and children and to encourage a safe culture within the school. The Education Authority’s Health and Safety Policy Statements are adopted and complemented by the School’s Policy Statement.
  2. It is the school’s policy to provide adequate information to identify needs in respect of training and provide supervision for the health and safety of staff and children.
  3. The Board of Governors also accepts responsibility for the health and safety of other people who may be affected by school activities.
  4. A complete Health and Safety inspection/audit will be carried out at least once per year and a copy of the report will be submitted to the Education Authority.
  5. The EA’s Health and Safety Policy is the school’s guiding policy

**2. BOARD OF GOVERNORS**

2.1 Governors have a statutory responsibility under the Health and Safety at Work (NI) Order 1978 for ensuring that the EA’s Health & Safety Policy is both understood and implemented in schools under their control.

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

2.3 In 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

• 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 staff who come under their control

• that an inspection of the school premises and equipment is carried out by them at least once per year and that a report is submitted to both the Principal and Education Authority

• the prompt and efficient maintenance of all equipment

• all non-structural repairs as defined in the relevant Annex of the Education Authority’s Scheme of Management

* 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 use
* that staff are issued with a copy of the EA’s Health & Safety Policy.

**3. PRINCIPAL**

3.1 The Principal is responsible for the day-to-day application of this Health & Safety Policy for all staff.

3.2 In the discharge of this responsibility the principal shall ensure that:

• Risk assessments have been carried out to assess all significant risks within the school

• Staff are provided with regular training that will assist them to work safely

• The provision and maintenance of procedures for the safety of staff who come under their control

• All staff are aware of any instructions or safety advice pertaining to their particular discipline issued by the EA.

• All safety reports pertaining to the school are understood and that the detailed work has been completed

• Adequate arrangements exist for carrying out regular fire drills and that all staff participate in, and are aware of, such arrangements

• A report is communicated to the Board of Governors all defects and hazards which are their responsibility

• Safe systems of works are used by contractors or persons carrying out inspections or non-structural repairs which are the Governors’ responsibility as set out in the Controlled Schools’ Scheme of Management and that reference has been made to the EA’s Health and Safety Manual

• All defects and hazards which cannot be dealt with under the scheme for Local Management of Schools are reported to the responsible officers at EA.

• All accidents to staff are recorded and reports as appropriate to the EA.

• All staff operate safe working practices in the execution of their duties In the absence of the Principal, the Senior Teacher will assume the role.

**4. STAFF**

4.1 Each member of the teaching staff has a responsibility to exercise care and attention regarding the safety of themselves and children under their care.

4.2 In the discharge of this responsibility each member of staff shall ensure that:

• They take reasonable care during their work activities to avoid accident or injury to themselves, other members of staff and children

•They know the special safety measures to be adopted in their own special teaching areas and to ensure they are applied

• They exercise effective supervision of the children and know the emergency procedures in respect of fire, first aid, etc; and how to carry them out

• They observe all safety instructions and advice issued by the Education Authority and observe all safety rules relating to specific equipment or processes

• All protective clothing and equipment as required are both available and used by themselves and children

• They report all potential hazards affecting health and safety to the principal and make recommendations on safety equipment and on additions or improvement to plant, tools and equipment which are dangerous or potentially so

• They report all accidents to the principal and ensure that Accident Forms are completed • co-operate fully with the Principal on all matters pertaining to Health and Safety

• They give clear instructions and warnings as often as necessary and follow safe working procedures personally.

**5. INDIVIDUAL RESPONSIBILITY**

5.1 All staff, children and other persons entering onto the school’s premises, or who are involved in school activities, are responsible for co-operating in the exercise of care in relation to themselves and others who may be affected by their actions.

5.2 Staff have a particular responsibility to ensure they carry out their duties safely, without risk to themselves or others. They should be familiar with The Education Authority’s agreed local practice and safe systems for work, and adopted procedures such as for emergency, fire and evacuation.

**6. ORGANISATION OF THE HEALTH AND SAFETY SYSTEMS IN THE SCHOOL:**

Reporting, recording, monitoring of risks & incidents Whole staff

Staff welfare Principal

Pupil welfare All staff

Cleaning/Building Supervision Building Supervisor(BS)

Principal

Fire procedures Principal / Building Supervisor

First Aid Mrs Collins / Mrs Magee

Principal

It is the responsibility of all staff to report any concerns about a possible hazard or health and safety issue directly to the principal.

**7. COMMUNICATIONS**

In all matters of consultation and co-ordination with employees and The Education Authority, NICIE and the Board of Governors will rely on the principal to either decide or act on their behalf.

**8. RISK ASSESSMENTS**

Risk assessments will be completed for any known area of potential hazard. These will usually be completed by the principal (or appropriate staff member) and are kept inside Principal’s office. Wherever new risks are identified, they should be referred to the principal who will ensure a risk assessment is carried out.

**HEALTH AND SAFETY POLICY DOCUMENT FOR CARHILL INTEGRATED PRIMARY SCHOOL**

This school’s board of governors recognise their statutory duty to ensure health and safety on premises under their control. They also acknowledge their responsibility to ensure that the Education Authority’s (EA) health and safety policy is both understood and implemented in their school, that risk assessments are carried out to address significant risks, and that they operate within the procedures and guidelines set out in the employing authority’s scheme of management.

In fulfilling these duties and responsibilities the board of governors will:

* ensure that the school principal and management team develop a safety management system throughout the school;
* monitor the effectiveness of the school’s health and safety arrangements;
* develop and implement arrangements to ensure that:
* all school risk assessments are completed and are implemented;
* equipment and materials purchased by the school are safe and suitable for their intended use;
* contractors carry out their work in a safe manner;
* prompt and efficient maintenance is carried out on:
* all non-structural repairs;
* all equipment;
* ensure that arrangements are developed for the annual inspection of the school premises and the preparation of a report for the Chief Executive of Education Authority; and
* ensure that both teaching and non-teaching staff are issued with a copy of the employer’s health and safety policy.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chair of board of governors

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_