

Clintyclay P.S.



Health & Safety Policy

(Revised- October 2017)

Health & Safety Policy

Refs: A – Health and Safety at work (Northern Ireland Section 2)
B – Management of Health and Safety at Work Regulations Ireland 2000
C – Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 1997

INTRODUCTION

Clintyclay Primary School considers the Health and Safety of its pupils, staff, members of the public and visitors to be of paramount importance. Clintyclay Primary School will endeavour to take all reasonable precautions to prevent personal injury and damage to property and to protect its staff, pupils, members of the public and visitors from foreseeable work hazards in so far as they come into contact with the organisation and its working practices.

All Staff have a duty to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work.

Whilst Clintyclay Primary School accepts responsibility for the health and safety of its staff, members of the public and visitors, it is incumbent upon those people to take reasonable care of their own health and safety. It becomes even more important that those adults who have a duty of care are most vigilant in their undertakings.

SPECIFIC RESPONSIBILITIES

Clintyclay Primary School has a responsibility:-

- To appoint competent persons to maintain a healthy and safe working environment.
- To display an approved poster in compliance with the Health and Safety Information to Employees Regulations (NI) 1991 and an Employers Liability Insurance (Compulsory) within the premises
- To have the appropriate level of First Aid treatment available within its premises in compliance with H & S (First Aid) Regulations 1982
- To provide and maintain safe and healthy working conditions taking into account any statutory requirements (i.a.w. Ref B)
- To carry out suitable and sufficient assessments of risk, environmental, physical and psychological, to all staff whilst they are at work and to implement all risk control measures as necessary so far as is reasonably practicable.
- To provide training and instruction to enable staff to perform their tasks safely and efficiently.
- To make available and maintain all necessary safety equipment and personal protection equipment as necessary and supervise their use.
- To maintain a constant and continuing interest in Health & Safety matters applicable to all activities within Clintyclay Primary School, including consulting and involving all employees, as part of Clintyclay Primary School's plan for continuous improvement in Health and Safety standards.
- To comply with all child Protection Regulations as issued and amended.

Staff

All members of Staff have a duty to cooperate with Clintyclay Primary School in the execution of this policy by:-

- Working in a safe and efficient manner
- Using personal protective equipment provided in order to meet statutory requirements.
- Reporting incidents that have led or may lead to injury or damage.
- Adhering to health and safety procedures for achieving a safe workplace.
- Assisting in the investigation of incidents or accidents in order to help control measures that could prevent a recurrence.

Visitors / contractors

All individuals / companies who are contracted to carry out work, inside and outside Clintyclay Primary School premises will be required to sign a form acknowledging their responsibilities for their Health and Safety (i.a.w. Ref A). All vetting procedures will comply with current Child Protection Regulations. This includes temporary or short term visitors or staff.

CONCLUSION

Clintyclay Primary School believes that most accidents are avoidable by using sensible anticipation and taking precautions. The responsibility for preventing accidents and minimising workplace risks rests not only with persons nominated to oversee Health & Safety matters, but also with each individual. All staff should read this policy as part of induction and all visitors should be made aware of its content.

Signed on behalf

Principal

Name Printed

Date

Date of next review: -

Annexes

A – Organisations of Specific Accountability and Responsibility of Members of Staff

B – General Procedures

Annex A **Clintyclay Primary School**

Health & Safety Policy

21st October 2017

Board of Governors	Overall responsibility for Clintyclay Primary School Health & Safety
Principal	Day to day responsibility for Clintyclay Primary School Health & Safety Implementation of Health & Safety Policy and for Provision of statutory Health & Safety Training. Ensure that staff is kept up to date on Health & Safety matters
Building Supervisor	Organisation and conduct periodic fire drills. Compilation of accident reports i.a.w. Ref C Maintain Accident Log Provision and maintenance of all First Aid and Health and Safety and Fire Fighting Equipments.
Staff	Compile Workplace Risk Assessments and conduct H & S Audits in their respective working environments. (Copies to be lodged with Health & Safety Manager) Report accidents and dangerous occurrences within their respective working environments to the Health & Safety Manager Assist investigations of accidents and implementing remedial action where necessary. Log and report any relevant defects to the Principal/ Building Supervisor Take reasonable care of their own and others Health & Safety Requirements. Report all relevant defects to their Principal/ Building Supervisor. Use all mechanical aids and personal proactive equipment as provided by Clintyclay Primary School Adhere to Clintyclay Primary School's Health & Safety Policy.

Organisational Outline of Specific Accountability and Responsibility of Members of Staff

Annex B **Clintyclay Primary School**

Health & Safety Policy

21st October 2017

GENERAL PROCEDURES

3.1 Training

Clintyclay Primary School considers training as an essential to achieving a safe and healthy environment in which their staff can work. All new staff will receive a copy of Clintyclay Primary School Health & Safety Policy and Procedures. Appropriate training will be provided for:-

1. All staff to enable them to understand and adhere to Clintyclay Primary School's Policy and Procedures and to meet statutory Health & Safety training requirements
2. Health and Safety Representatives and First Aiders to enable them to effectively carry out their Duties.

Person with overall responsibility for identifying arranging and monitoring training	Principal
Person responsible for induction training	Principal – Teachers Caretaker – Non Teaching Staff
Person responsibility for job specific training	Caretaker – Non Teaching Staff
Person responsible for well-being of young people	Principal
Jobs requiring specific training are	1. First Aid – 2. First Aid – For those in charge of outings
Training records are to be kept by	Admin Staff/ File in Central Office

3.2 Risk Assessments

Risk Assessments are mandatory under Ref B. They must be suitable and sufficient depending upon the complexity of the process involved, the number of people involved, the legal requirements and current safety procedures. They must take into account the risks to the safety and health of employees whilst at work and of persons not in Clintyclay Primary School employ arising from them or in connection with Clintyclay Primary School business. All risk assessments are to be compiled by trained competent persons and be ratified by the Principal/ Delegate.

Risk Assessments should be reviewed: -

- After changes in processes
- After new methods of work
- When there has been a significant change in personnel
- After an accident or near miss
- Periodically as ordained by Principal and Health & Safety Representative

Persons conducting risk assessments will be:-	Competent persons as directed by the Principal
Completed risk assessments to be reported to:-	Principal- Filed in Office
Control measure addition / removal to be approved by:-	Principal
Implementation of changes to control measures will be by:-	Competent persons as directed by the Principal
Implementation actions to be checked by:-	Principal

3.3 First Aid

Each workplace shall have First Aid boxes provided and, where appropriate, an appointed First Aider who is to be summoned in the event of an accident. Unless the danger is still active (e.g. the person is in contact with live electrical equipment) no attempt to be made to move them until a competent person has examined them.

Appointed Persons / First Aiders Mrs C. Donnelly Mrs A McGeown	To be displayed: On the main noticeboard In the Staffroom At the Main Office
Location of First Aid Boxes In the Office	To be displayed: On the main noticeboard In the Staffroom At the Main Office (First Aid Room- Adjacent to LSC

3.4 Accident Reporting

An accident log is to be held at Clintyclay Primary School in the Office and must be completed whenever an accident occurs to a member of staff, a member of the public or visitor. A report must be completed in each case and copies sent to the Health & Safety Representative. Certain Accidents / incidents must be reported to the local Health and Safety Executive Representatives using F2508 series.

In addition, incidents such as death, receipt of a major injury or being seriously affected (e.g. electric shock) or dangerous occurrences must be reported immediately to HSE by phone followed by a written report (Form 2508) within 10 days.

Locations of Accident Books In the Office	To be displayed: On the main noticeboard In the Staffroom At Office
Persons with responsibility for reporting accidents, diseases and dangerous occurrences	Principal

3.5 Fire Safety

Fire is the greatest danger to Management, Staff the public and visitors alike. It is vital to have a robust Fire and Emergency Plan with all personnel well aware of their responsibilities in the event of an emergency. Health & Safety Advisors, in conjunction with the Health & Safety Manager, will conduct fire evacuation drills once a quarter and record outcomes.

Person with responsibility for compiling Fire and Emergency Plan	Principal/ Building Supervisor
Person responsible for approving Fire and Emergency Plan	Board of Governors Health & Safety Consultant (retained)
Person responsible for ensuring that risk assessments are conducted and control measures implemented	1. Principal 2. Board of Governors- Health & Safety Officer
Person responsible for ensuring that fire extinguishers are kept serviceable and in their allocated positions.	Building Supervisors
Person responsible for ensuring that fire extinguishers, fire alarms and emergency lights are checked weekly	Building Supervisors
Person responsible for ensuring that safety notices are posted.	Building Supervisor

3.6 Electrical Safety

All Clintyclay Primary School supplied electrical equipment should be entered in a log. All electrical equipment must be regularly maintained and be checked annually by a competent person. Results of tests (earth continuity and insulation figures etc.) to be entered in an Electrical Equipment Log for fixed appliances and Portable Equipment Log for portable equipments. All private electrical equipment (radios, toasters etc. must be approved by management and entered in a separate section of the Portable Electrical Equipment Log. All such equipments must be subjected to the same tests as Clintyclay Primary School supplied equipment.

Person responsible for arranging periodic testing of electrical equipment	Principal & Building Supervisor
Person responsible for compilation of Electrical Equipment Logs	Building Supervisor
Person to whom electrical faults should be reported	Building Supervisor

All employees should conduct pre-use inspections of equipment. Look for:-

- Loose wires
- Cracked equipment casing
- Signs of blackening / burns around plugs, sockets and equipment generally
- If the equipment is in date for test
- Blocked vents
- Any unauthorised modifications to equipment

3.7 Manual Handling

All employees shall receive manual handling training as part of induction training. All mechanical lifting aids, provided by Clintyclay Primary School, and are to be used as required.

Movement of items that have been stored at height present specific problems and should be undertaken by trained personnel only.

Person responsible for arranging Manual Handling training	Principal & Building Supervisor
Person responsible for provision and maintenance of mechanical aids	Building Supervisor

3.8 Visual Display

Work with VDE is not considered generally high risk but can lead to muscular and other physical ailments. Most of these can be avoided by good design of equipment but more importantly by giving due consideration of furniture, the working environment and the tasks performed. VDE risk assessments should be conducted for all personnel who use VDE as a major part of their work.

Personnel are also entitled to eye and eyesight tests by qualified persons and to spectacles if they are required to allow personnel to conduct their tasks safely.

Person responsible for arranging VDE risk assessments	Principal
Person to whom results of risk assessments should be reported	Principal
Person responsible for implementing control measures required	Building Supervisor
Person responsible for checking the implementation of control measures	Principal
Person responsible for arranging eye tests and spectacle supply	Principal

3.9 Control of Hazardous To Health (COSHH)

COSHH Regulations (NI) 2000 has been put in place to protect employees and others who may be exposed to a hazardous substance in the workplace which could cause any kind of illness.

These substances include:-

Substances used directly in work activities (e.g. cleaning products, paint etc.)

Substances generated during work activities (e.g. fumes from fire sawdust etc.)

Naturally occurring substances (dust, pollen, bodily fluids etc.)

The most common illnesses through exposure are skin conditions or poisoning

Basic Guidelines: -

1. Always read the label or Hazard Data sheet
2. Follow the manufacture instructions
3. Never decant into unmarked containers
4. Keep well out of reach of children
5. Store items of COSHH in a separate, locked and well-marked storage
6. Learn what to do in the event of exposure before it happens
7. Never mix chemicals unless you KNOW it is safe to do so
8. Report any exposure to First Aider / Health & Safety Representative for action
9. All containers, including empty ones to be treated as special waste and treated accordingly

COSHH Risk assessments must be conducted for each process that requires the use of any substance that may be hazardous to health. Hazard data sheets should be obtained and logged COSHH Log. All staff should read risk assessment prior to commencing process and for using any PPE required by the risk assessment. Monitoring should be arranged if prolonged exposure is expected.

In addition, all staff must have COSHH awareness training as part of the Basic Health & Safety training course.

Person responsible for completing COSHH Risk Assessments	Building Supervisor
Person responsible for approval of application / removal of control measures	Principal
Person responsible for obtaining Hazard Data Sheets	Building Supervisor
Person responsible for supply and maintenance of PPE	Building Supervisor
Person responsible for health monitoring if necessary	Occupational Health Nurse
Person responsible for special waste disposal	Building Supervisor

3.10 Workplace Transport

Pupils, management and staff, the public and visitors are all at risk because of their close proximity to moving vehicles whilst within the confined of Clintyclay Primary School areas of operation. A vehicle safety supervisor should be appointed who is responsible for layout of vehicle areas on premises including parking, loading / unloading, access & egress and pedestrian / vehicle segregation. It is essential to separate pedestrians and vehicles.

Blind bends and reversing should be eliminated if possible. One Way systems and clearly defined pedestrian walkways should be introduced along with speed limit signs. Reversing vehicles should have a trained banksman in support. Doors should not open on to vehicle areas and vehicle loading and unloading should not occur in the vicinity of the public.

Person appointed as vehicle safety supervisor	Principal
Person responsible for approval of layout	Principal
Person responsible for appointing and training banksmen	Building Supervisor

3.11 Safe Plant and equipment

Clintyclay Primary School strives to provide safe plant and equipment for the use of employees. It is essential that these are provided, maintained and used correctly. It is also very important that personnel are trained to use all equipment correctly. It should not be assumed that staff has been trained to use the simplest of equipment and hence training and supervision should be provided.

In addition, young persons may need closer supervision than those of an older age under the Management of Health & Safety Work Regulations 1999 Reg 19.

Person responsible for provision of plant and equipment	Building Supervisor
Person responsible for maintenance of plant and equipment	Caretaker
Person responsible for staff equipment training	SELB
Person to whom defects should be reported	Building Supervisor

3.13 Good housekeeping

Good Housekeeping is essential to maintain an effective safety and health programme and every member of staff has a responsibility to keep workplaces and rest areas clean and tidy. Accesses, egresses and corridors must be kept clear at all times. Escape routes must be clearly marked and must not be obstructed in any way. No materials waste or otherwise, are to be burnt and all such items should be disposed of in the approved manner.

Person responsible for creation and implementation of cleaning routines	Building Supervisor
Person responsible for waste disposal	Building Supervisor
Person responsible for checking that accesses, egresses and corridors are kept clear	Building Supervisor

3.13 Smoking Policy

Under Section 4 of the Health & Safety at Work Order 1978, the employer has a responsibility to provide a working environment that is, so far as reasonably practicable, without risk to health and safety and adequate as regards to facilities for welfare at work.

Also under the above order, employees have a duty to take reasonable care for the health and safety of themselves and others and to cooperate as far as is necessary to allow the employer to comply with the requirements of the order.

This smoking policy seeks to guarantee all employees the right to work in air free of tobacco smoke. All premises have been designated smoke free from 1st September 2006 with adequate signage to inform employees and visitors of the smoke free status of the building.

Smoke is not permitted in the following areas:-

- Corridors
- Stairways
- Rest rooms
- Meeting rooms
- Toilets
- Reception areas
- Entrances
- Car Park
- Stores
- Loading / unloading areas

In addition, smoking is not permitted in all offices and work areas whether occupied by one person or shared by two or more.

Whether smoking is permitted on land owned by the school board, receptacles will be provided for the disposal of cigarette ends and other waste smoking materials.

Smoking is not permitted in Clintyclay Primary School vehicles.

Visitors and temporary staff will be expected to abide by the terms of this policy. Reception staff or those greeting visitors or temporary staff will inform them of the policy. This can be reinforced on invitation letters or email if required.

Job advertisements, job descriptions and interviews will include reference to this policy and on appointment all staff members will be issued with a copy of policy.

Person responsible for displaying and implementing Smoking Policy	Principal
Person responsible for ensuring compliance with Smoking Policy	Principal
Person responsible for providing adequate signage	Building Supervisor
Person responsible for ensuring cleanliness of permitted smoking areas	Those who smoke must clean up area

3.14 Lone Worker Policy

Clintyclay Primary School recognises the problems faced by lone workers and will make every reasonably practicable effort to eliminate or minimise the effects of lone working on its staff. Clintyclay Primary School recognises that lone workers can feel isolated and suffer depression as a result of not feeling that they are much part of the team as personnel who work in offices or in the refuge. Clintyclay Primary School will make every reasonable effort to discuss with lone workers how to involve them socially with other personnel both in office and home visits.

Lone workers, working from home and using Clintyclay Primary School computers etc. shall have the same VDE risk assessment and remedial actions taken as office staff, provided that working with computers takes up a considerable amount of their daily work.

Lone Workers, driving vehicles on Clintyclay Primary School business phone RAC in the event of a breakdown. Mobile phones will be provided by Clintyclay Primary School for this purpose.

Lone workers are to contact office staff routinely to report movement.

Lone teachers having conversations with parents or guardians of children may become the target of abuse or even violence. In order to minimise this risk, such meetings should be conducted with another member of staff (e.g. teaching aid) in accompaniment. Mobile phones with 1 key dialling should also be considered.

Person responsible for including lone workers in routines to overcome feelings of isolation and depression	Principal
Person responsible for VDE risk assessment of lone workers home arrangements	Caretaker
Person responsible for ensuring that remedial has been taken	Caretaker
Person responsible for provision and issue of mobile phones	Principal
Person who is to maintain contact with lone workers	Principal

3.15 Drugs Policy

Clintyclay Primary School has a zero tolerance policy to the use of drug abuse. Any resident, visitor or work-person indulging in such activities will be asked to leave the premises. Disciplinary action will be taken against staff members indulging in these activities.

3.16 Alcohol Policy

Clintyclay Primary School has a zero tolerance policy to the use of alcohol abuse. Any resident, visitor or work-person indulging in such activities will be asked to leave the premises. Disciplinary action will be taken against staff members indulging in these activities.

3.17 Workplace Stress

Clintyclay Primary School recognise that stress is part of modern working life but want to ensure that the school is in a position to help if this stress becomes a problem and is liable to impact on the working practices of individuals and the School as a whole. It will make people available who can recognise the symptoms of stress determine if it is workplace stress or domestic stress introduced into the workplace and be able to counsel individuals as to the best way to minimise the effects of stress in the workplace.

Persons capable to recognise signs of stress in the workplace	Principal
Person competent to consult with individuals to ascertain if it is workplace stress or if it is domestic stress brought into the workplace	Principal
Persons capable of deciding a course of action that will eliminate workplace or minimise the effects of domestic stress in the workplace	Principal