



# **Health & Safety Policy**

**Policy written: December 2019**

**Policy ratified by BoG: December 2019**

**Policy due for review: December 2022**

# **Health & Safety Policy**

## **Policy Statement**

- Crumlin Integrated College has taken into consideration all relevant legislation
- This policy has been created using all discoverable guidance issued by Health & Safety regulators and EA

## **Summary**

- This policy outlines the procedures to be followed within the school with regards to Health & Safety

## **History**

First drafted in December 2019

To be reviewed September 2020

**Pauline Aitken**

**Health & Safety Coordinator**

**December 2021**

## General Statement

The school's Governors and Senior Leadership Team, with the health and safety officer recognize and accept their responsibilities both under civil and criminal law. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all pupils and employees is acknowledged.

The school is committed to ensuring that risk assessments are undertaken, control measures implemented and systems are constantly monitored and reviewed.

In compliance with the Health and Safety at Work Act (1974), the schools Governors Body will ensure so far as is reasonably practicable that:

- 1.1 The premises are maintained in a safe condition.
  - 1.2 Safe access to and from the premises is maintained.
  - 1.3 All articles of equipment are safe to use.
  - 1.4 Appropriate safe systems of work exist and are maintained.
  - 1.5 Sufficient information, instruction, training and supervision are available and provided to all.
  - 1.6 Arrangements exist for the safe use, handling and storage of articles and substances at work, including chemicals and equipment in science & technology departments.
  - 1.7 A healthy working environment is maintained including adequate welfare facilities.
2. In addition to the above commitment, the Governors also recognizes its obligations to non-pupils and non-employees. Where it is reasonably foreseeable that trainees, members of the public, contractors, etc., are or may be, affected by the school activities being carried on within the school boundary or otherwise, the Governors will make the necessary information, instruction, training and supervision available

to ensure the safety of those affected. As an education provider which must set standards by example for its pupils, this commitment is seen as especially important.

3. Within financial restraints, the Governors will ensure through the Senior Leadership Team with the health and safety officer that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.
4. The Governors are committed to this policy and all staff are required to comply as a condition of employment with the pupils with their school contract. They are encouraged to assist in the Governors commitment to the continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees, pupils and others who use the premises. Employees are reminded of their own duties:
  - To take care of their own safety and that of others and;
  - To co-operate with the Governing Body and Leadership Team so that they may carry out their own responsibilities successfully.
5. All relevant Regulations, Codes of Practice and Standards will be complied with as necessary.
6. Consultation with staff representatives will be held as and when appropriate on all matters affecting the health and/or safety of staff and pupils concerned.
7. A copy of this statement has been provided to every member of staff. Copies are also posted on staff notice-boards. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary.
8. This policy statement together with the organisational structure and the following arrangements and procedures has been approved by the schools Governors.

## **Responsibilities of Staff**

### **2.1 *Responsibilities of the Board of Governors***

The Governors are responsible for:

- Regularly reviewing health and safety arrangements regularly (at least once annually) and implementing new arrangements where necessary;
- Ensuring that the site and premises is maintained in a safe condition and that appropriate funding is allocated to this end from the school's delegated budget;
- Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of staff, pupils or other persons;
- Ensuring that the statement and other relevant health and safety documentation from appropriate health and safety providers is drawn to the attention of all employees;
- Prioritising action on health and safety matters where resources are required from the school's budget, seeking further advice where necessary and ensuring that action is taken;
- Reporting to the appropriate authorities any hazards which the school is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the school may not feel competent to deal with;
- Promoting high standards of health and safety within the establishment;
- Active and reactive monitoring health and safety matters within the school including health and safety inspection reports and accident reports;

## **2.2 Responsibilities of the Principal**

The Principal is responsible for:

- Ensuring the requirements of the Occupier's Liability 1957/1984 are complied with
- The day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice in liaison with the health and safety officer;
- Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that health and safety issues are reported to the Governors and to the Health and Safety Officer;
- Ensuring that remedial action is taken following health and safety inspections;
- Ensuring that information received on health and safety matters is passed to the appropriate people;
- Identifying staff health and safety training needs and arranging for them to be provided;
- Attending regular meetings with the health and safety officer
- Co-operating with and providing necessary facilities for trades union safety representative;
- Participating in the school's health and safety auditing arrangements and ensuring audit action plans are implemented;
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards;
- Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site;
- Seeking specialist advice on health and safety matters where appropriate;

## **2.3 Responsibilities of the Health and Safety Co-ordinator**

Responsible to the Principal for:

- Attending appropriate Health and Safety Training Courses including IOSH Managing Safely to enable him/her to discharge his/her duties effectively;
- Promoting health and safety matters throughout the school and assisting the Principal in the implementation of the School's Health and Safety Procedures;
- Ensuring that Health and Safety Handbooks are kept up to date;
- Ensuring that the Health and Safety Notice Board is kept up to date;
- Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated;
- Arranging termly health and safety inspections and ensuring follow up action is completed and that completed reports are sent to the Health and Safety Team;
- Ensuring appropriate procedures for authorisation of school visits is followed;
- Participating in any Health and Safety Audits arranged by the appropriate bodies
- Providing health and safety induction training for all staff;
- Keeping staff health and safety training records up to date;
- Ensuring that all statutory inspections are completed and records kept;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness-1 fire drill per term is required;
- Monitoring contractors on site and ensuring they consult the asbestos log.

## **2.4 Heads of Subject Departments**

Heads of Department are responsible for:

- The day to day management of health and safety within their department in accordance with the health and safety policy;
- Drawing up and reviewing departmental policies, procedures and risk assessments regularly (at least once annually);
- Carrying out regular health and safety monitoring inspections of the department and making reports to the Principal where appropriate;
- Ensuring follow up and remedial action is taken following health and safety inspections
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the department;
- Passing on health and safety information received to the appropriate people;
- Acting on health and safety reports from above and below in the hierarchy



## **2.5 Responsibilities of all staff**

All staff employed at the establishment have a responsibility to:

- Take reasonable care for the health and safety of themselves and others when undertaking their work;
- checking classrooms/work areas are safe;
- checking equipment is safe before use;
- ensuring safe working procedures are followed;
- co-operating with the school Governors and Principal on all matters relating to health and safety by complying with the health and safety policy;
- not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare;
- reporting immediately to their Principal any serious or immediate danger;
- reporting to their Principal any shortcomings in the arrangements for health and safety;
- ensure that they only use equipment or machinery which they are competent to use or have been trained to use;
- Participating in health and safety inspections and the health and safety committee where appropriate.

## **2.6 Responsibilities of staff in mobile classrooms**

On discovering a fire, staff working in mobile classrooms have a duty to trigger the alarm at the nearest call point.

If a fire occurs in a mobile classroom you are working in, escort the class to the assembly point, notifying any staff member in adjoining and adjacent mobile classrooms en route.

Once the member of staff and any children are safely assembled, a member of staff should trigger the fire alarm.

**It is not** the responsibility of individual staff members to raise the alarm verbally to other mobile classrooms – other staff members will be notified by the alarm sounding and follow the agreed procedure for evacuation.

## Appendices

### *i) Safety Audit*

#### Room Safety Audit

Staff Name: \_\_\_\_\_ Room No. \_\_\_\_\_

Please answer this short questionnaire, so that we can accommodate any requests for safety equipment you may need, or address any hazards you may think need to be observed.

Many Thanks

P. Aitken

	Yes	No
Do you have a fire extinguisher?		
Do you have a fire blanket?		
Have you posted in plain view an evacuation map, with instructions?		
Are you aware of the evacuation procedure for yourself and those you teach?		
Are you aware of where first aid is, and who the first responder is?		

Please list below any hazards that you feel need to be addressed in relation to the room you teach in, or any hazards that you have observed throughout the school.

## **ii) Fire & Fire Drill Procedure**

The college must by law have a fire drill once every term. It would also be a good idea to do this as soon as possible.

The fire drill is for everyone, and the building should be fully evacuated within 2 minutes of hearing the bell.

The children should not be pre-warned of the drill.

### **Evacuation Procedure**

#### **1. Fire Bell Sounds**

Continuous ringing

#### **2. Inform Class of the Evacuation route**

Refer to Evacuation Map

#### **3. Exit classroom immediately, closing door behind you.**

Do not stop to lock it. Do not bring school bags, coats; or turn appliances off; or close windows.

#### **4. Follow evacuation route to the all-weather pitch**

Line up at the grass area facing the school.

Line up in year order starting with Year 8 closest to the driveway.

Ensure that pupils move quickly but orderly at all times.

#### **5. Switch over to Form Class. Call Roll.**

Collect Roll from Office Staff.

#### **6. Complete calling the Roll & the Evacuation Roll sheet**

Record the names of pupils not responding.

#### **7. Return Roll Book to Office Staff**

Inform office staff of any absent pupils

#### **8. Wait with Form Class.**

Until "All Clear has been given

#### **9. Return to school**

With your original class once the 'all clear' has been given.

**In the unlikely event that the school site has to be cleared, proceed to St. John's Hall and carry out steps 3 – 6 as above**

#### **Office staff procedure:**

- 1) Once the bells have been ringing continuously form roll books, visitors' book etc. should be lifted.
- 2) Leave immediately through the nearest fire exit and meet at the all-weather pitch
- 3) Form rolls will be collected by form teachers, registers called and form rolls returned informing you of any absentees.
- 4) Record should be taken of all staff and visitors.
- 5) If any other non-teaching member is missing the Principal should be informed immediately.

#### **Principal's procedures:**

- 1) The principal, member of SLT and building supervisor will check that the building has been evacuated.
- 2) Office staff must report to you a list of absentees. These must be recorded for fire personnel who might arrive on the scene.
- 3) The principal will ensure that the fire brigade has been phoned or need to be phoned.
- 4) If the fire occurs during lunch children must be taken to the all-weather pitches

*It is everyone's responsibility to be on the lookout for fire risks and hazards. It is sometimes more prudent to evacuate a building rather than try to fight the fire yourself.*

*If you are leaving the building it is imperative that someone is informed, so that fire rescues are not taken in vain.*

### ***iii) Staff Memo***

We are hoping to have a fire drill this week.

Just a quick reminder that you must escort the class which you're teaching through the safest, fastest exit, to the All-weather pitch. Collect the register from the secretary on duty; mark it and return it, informing the office staff of any absentees

Many Thanks

Pauline Aitken

**iv) Fire Drill Completion Register**

Crumlin Integrated College

Fire drill completed at (Time) \_\_\_\_\_ on (Date) \_\_\_\_\_

All pupils and staff were evacuated within \_\_\_\_\_ (mins) \_\_\_\_\_ (seconds).

Pauline Aitken

Health and Safety Coordinator

**v) What to do when the fire bell sounds**

Pupil Procedures:

- 1) All pupils should stand up at their desks, leaving EVERYTHING behind.
- 2) Pupils are then escorted by the class teacher to the all-weather pitch through the nearest safest fire exit and should line up in their form classes.
- 3) The Form Teacher will then carry out a roll call.
- 4) Do not enter the school once you have been evacuated.
- 5) Tell your teacher if you notice someone is missing.

**If you discover a fire, press the fire alarm right away, do not attempt to fight the fire yourself.**

**It is everyone's responsibility to be on the lookout for fire risks and hazards.**

**If you notice that fire equipment is faulty please tell a teacher right away.**



## ***vi) GCSE/KS3 Formal examination procedures***

It is necessary to maintain pupils completing formal examinations in isolation from the rest of the school. As such, in the event of hearing the fire alarm during a formal examination, those pupils entered into the examination should be evacuated via the rear emergency exit in the examination hall and assemble on the grass area at the all-weather pitch. It should also be remembered that some pupils may be completing their examination in an alternative room; they should still assemble to this point.

**N.B** Fire drills will not be organised during examination times. However, the potential for false alarms must be considered. If the fire alarm is sounded, the Examination Officer will wait outside the hall and the Health & Safety Officer will communicate as soon as possible regarding the need to evacuate. If possible, the pupils doing examinations should not be disturbed and kept within the examination hall.

## **Asbestos Management Plan**

### ***Asbestos Management***

Health and Safety Executive guidelines state that remaining asbestos in public premises must be left in place unless it poses a significant risk or danger; in this event asbestos must be removed. See HSE guidelines for further information.

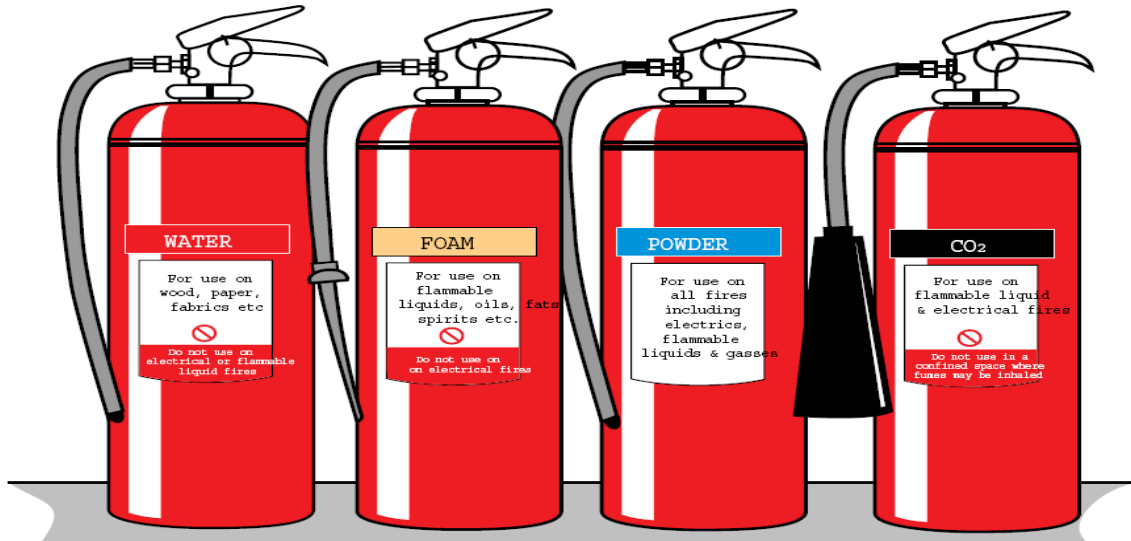
<http://www.hseni.gov.uk/guidance/guidance/topics/asbestos-3-column.htm>

### ***Affected staff***

Any staff who may meet visitors, members of the public, contractors etc must be made aware of areas of asbestos as detailed below. Those most at risk are contractors, and as such, a copy of this asbestos management plan is held by the Building Supervisor and the Receptionist

### viii) Types of Fire Extinguisher

Below is a list of fire extinguishers and what they are used for:



Below is a list of fires and the type of fire extinguisher you should use.

Please note: there is a fire hose (high capacity and high pressure) outside certain rooms.

<u>Type of Fire</u>	<u>Type of fire extinguisher</u>
Computer emitting smoke	Black
Oil Spillage	Bucket of Sand
Chip pan fire	Fire Blanket
Fire in a car engine	Blue
Paper rubbish on fire	Red