



BALLYCASTLE HIGH SCHOOL

NIL SINE LABORE

Health and Safety Policy

- *Approval by the Board of Governors: JUNE 2022*
- *The implementation of this policy will be monitored by: Senior Leadership Team*
- *This policy will be reviewed every four years*

General Statement of Policy in Relation to Health, Safety and Welfare at School:

1. 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.

The Board of Governors of Ballycastle High School recognise and accept their responsibility towards employees and students as laid down in the Health and Safety at Work N.I. Order 1978. They also recognise and accept their duties laid down in that Order to persons other than their employees.

2. Where reasonably practicable, the Board of Governors will pay particular attention to the provision and maintenance of:
 - (a) a safe place of work and learning, safe access to it and safe egress from it;
 - (b) plant, equipment and systems of work that are safe;
 - (c) safe arrangements for the use, handling and transport of articles and substances;
 - (d) sufficient information, instruction, training and supervision to enable all employees and students to avoid hazards and contribute positively to their safety and health at school;
3. The Governors will co-operate fully in the appointment of safety representatives for staff by recognised Trade Unions;
4. The Governors remind their employees of their own duty under the Health and Safety at Work Order 1978 to take reasonable care for their own safety, the safety of their colleagues and students;

PRINCIPAL:

The day to day application of this Health and Safety Policy, both for teaching and nonteaching staff, will be a shared responsibility.

In the discharge of this responsibility the Principal will:

- ensure 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 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 risk assessments have been carried out to assess all significant risks within the school;
- ensure that all staff are aware of any 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 and students 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, as set out in the Scheme for the Local Management of Schools;
- ensure that all accidents to teaching staff, non-teaching staff and students are reported promptly to the Principal;
- ensure that all staff operate safe working practices in the execution of their duties.

HEADS OF DEPARTMENT:

Heads of Department 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:

- include in the Department Handbook safety rules and procedures which staff and students must follow to ensure safety and freedom from health and hazards;
- ensure that all significant risks within their area of responsibility are assessed;
- 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;
- ensure that all staff in the department are aware of any safety precautions to be taken when undertaking potentially hazardous procedures;

- ensure that all toxic and flammable substances are correctly used, stored and labelled;
- ensure that all staff include safe working methods in their instruction to 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 of a serious nature to the Principal having ensured that all procedures have been carried out;
- report all potential hazards to the school office;
- 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 the senior teacher nominated by the Principal will assume the responsibility.

TEACHING STAFF:

All members of the teaching staff have a responsibility to exercise care and attention regarding the safety of themselves and students under their control.

In the discharge of this responsibility every teacher shall:

- ensure that he/she takes reasonable care during their work activities to avoid accident or injury to themselves, other members of staff and students;
- observe all safety instructions and advice issued by the Education Authority 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 students;
- report all potential hazards affecting health and safety to the Head of Department;
- report all accidents to the Head of Department and to the school office and ensure that Accident Report Forms are fully completed;
- co-operate fully with the Head of Department and the Principal on all matters pertaining to Health and Safety.
- exercise effective supervision of students and know emergency procedures in respect of Fire, First Aid etc;
- know the special safety measures to be adopted in their own teaching areas and ensure they are applied;
- give clear instructions and warnings as often as is necessary;
- follow safe working procedures personally;

- make recommendations to their Head of Department on the provision of safety equipment and on improvements to plant, tools or equipment which is dangerous, or potentially so.

STUDENTS:

- (1) Before each class, students must wait outside the classroom, in an orderly fashion, until the teacher arrives.
- (2) Students must move quietly and quickly from one class to the next. If a student wishes to visit the toilet, he/she must ask permission from the teacher of the class.
- (3) Students must walk on corridors; running is dangerous and is forbidden.
- (4) Litter must be deposited in bins provided.
- (5) All school property must be respected; vandalism is considered a breach of discipline. Compensation must be paid for loss of books or wilful damage to property, equipment or books.
- (6) Fire extinguishers and the Fire Alarm Bell must not be interfered with by any student.
- (7) Smoking is forbidden, on school premises, on buses, or while wearing the school uniform.
- (8) Students are forbidden to leave the school without permission of their Year Head, Vice-Principal, or Principal. On return a student must indicate that he is on the school premises by signing the book at the school office.
- (9) Students shall take direction from Lunch Time Supervisors. Good table manners are expected from each student. Failure to observe this rule may lead to a student being barred from attending the canteen.
- (10) At 3.25pm students must walk in an orderly manner to the buses or parent's car. Students shall take direction from staff on duty and adhere to the bus queue arrangements. Students must take care when boarding buses; on no account may a student move towards their bus until that bus has stopped.
- (11) Students at all times shall treat adults and other students with respect and at no time engage in any conduct which could cause injury to themselves or others.
- (12) Students shall notify the nearest member of staff of an incident or accident which has occurred.

THE CARETAKER/BUILDING SUPERVISOR/ASSISTANT BUILDINGSUPERVISOR

The Caretaker shall:

- (a) regularly inspect the school, and note any defects in the building;
- (b) consult with the Principal and have defects remedied;
- (c) check that repairs have been carried out to the required standard;
- (d) make recommendations to the Principal on Safety and Health Provisions within the school;
- (e) Maintain the Accident log and promptly report accidents to the Health and Safety Executive;
- (f) undertake repairs or emergency repairs to the extent of which his/her staff are capable;
- (g) secure the school premises each evening by checking windows and external doors;

STAFF ON MORNING/LUNCH / BREAK DUTY:

Those staff who have responsibility for supervision of students shall:

- (a) exercise effective supervision of students;
- (b) know the special safety measures to be adopted in their area of supervision;
- (c) as far as possible take steps to prevent misconduct or accidents;
- (d) report an incident of misconduct or any accident to the relevant Head of Year.
- (e) report to the school office any defects in building, grounds or equipment which could be a potential hazard to Health and Safety.

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:

- observe all the safety rules of the school;
- perform their duties in a safe manner and pay particular attention to their Departmental Safety Procedures;
- consult a First Aider and obtain adequate treatment as soon as practicable if injured;
- notify the Principal of any accident involving staff;
- complete an Accident Report Form, in the case of every accident/incident which occurs while they are in charge/supervising;
- report all accidents and injuries to their line manager as soon as possible and inform the Principal of any incident involving health and safety;
- report all defects in equipment, protective clothing and potential hazards to their line manager;
- assist in the investigation of injuries and accidents;

INSTALLATIONS AND REPAIRS:

Installations and repairs to equipment and machinery shall be carried out by qualified and competent persons and training/instructions on use given to staff.

Building, electrical and plumbing maintenance work shall be carried out by appropriately qualified and competent persons.

EMERGENCY EVACUATION OF THE SCHOOL PREMISES:

FIRE DRILL - ASSEMBLY AREA: ALL-WEATHER PITCH

A fire drill will take place once each term.

Familiarise yourself with the Emergency Evacuation Procedure on the Blue Notice at the door in the classroom.

- (a) The fire bell will ring continuously.
- (b) Immediately line the class up inside the room, leaving all bags in the classroom.
- (c) Move the pupils out of the school by the nearest exit.
- (d) Close the door when the last pupil leaves the room.
- (e) The pupils must be lined up on the all-weather surface near the canteen.
- (f) Registration teachers will check those present against the roll.

****IF YOU TEACH A COLLABORATIVE CLASS PLEASE ENSURE THAT YOU BRING YOUR
TEACHER REGISTER****

After Roll Call when all students have been accounted for, classes will remain in place until Subject Teachers or Form Teachers join them. Then they will return in an orderly manner to their classrooms.

EDUCATIONAL VISITS AND OUTDOOR PURSUITS:

- (1) The Principal must be notified in advance of Educational Visits. (Prior permission must have been sought from Principal).
- (2) Transport and adequate teacher supervision must be arranged appropriate to the activity to be undertaken.
- (3) Teachers are responsible for the safety and conduct of all students at all times while under their care.
- (4) Students liable to misbehave and those who have under-performed in examinations may be excluded from Educational Visits that are not compulsory. (Year Head to be consulted).
- (5) Parental consent must be obtained.
- (6) A list of pupils, teachers and the itinerary must be left in the School Office. For overnight stays phone numbers of accommodation must also be left.

In the event of accident/serious incident the school must be contacted immediately.

The Principal or a Vice-Principal must be contacted if an incident occurs out of school time.

Signed Principal: _____ Date: _____

Signed Chairman: _____ Date: _____