



RAINEY ENDOWED SCHOOL

HEALTH AND SAFETY POLICY

Scope: All employees and pupils at Rainey Endowed and those engaged to carry out work on behalf of the school.

Implementation Date – June 2019. Review Date- March 2026

Next Review Date – March 2027

Signed _____ BoG

Part 1 - Statement of intent

This is the health and safety policy of Rainey Endowed School, Magherafelt.

The Board of Governors of Rainey Endowed seek to maintain the highest standards of health, safety and welfare provision for all persons involved directly in the life and work of the School, and those affected by work activities therein.

Our health and safety policy exists to:

- Provide a safe and healthy working and learning environment for staff, pupils and visitors.
- Prevent accidents and cases of work related ill-health, including stress.
- Manage health and safety risks within the school.
- Provide clear instructions information, and adequate training, to ensure that employees, students and visitors to school are safe and able to carry out the required activities.
- Provide personal protective equipment for necessary roles.
- Consult with staff on matters affecting Health and Safety.
- Provide and maintain safe plant and equipment.
- Ensure safe handling and use of substances.
- Ensure that students are safeguarded and protected whilst in school and on school led trips/ activities.
- Monitor accidents within the school, review and take action, where necessary.
- Implement emergency procedures, including evacuation, in case of fire or other significant incident.
- Review and revise the health and safety policy regularly.

Responsibilities for health and safety are in part 2.

Arrangements for health and safety are covered in part 3.

This policy operates in conjunction with Education Authority (EA) Health and Safety advice and guidance. Both the School and Board policies are informed by the imperatives of the Health and Safety at Work (NI) Order of 1978. The Board of Governors will take all reasonable and practicable steps to meet this responsibility on behalf of its employees, and others entitled to protection under the Order and subordinate legislation.

The arrangements outlined in this statement and the various other safety provisions made by the Board of Governors cannot alone prevent accidents or ensure perfectly safe and healthy working conditions. The Board of Governors believes that only the adoption of safe methods of work and good practice by every individual can ensure, within reason, everyone's personal health and safety. The Board of Governors will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or whilst taking part in school-sponsored activities.

Signed: _____ Date: _____

Chairperson of the Board of Governors

Part 2 - Responsibilities for health and safety

Figure 1, below, summarises the key health and safety management functions within Rainey Endowed School.



Figure 1: Key health and safety management functions of Rainey Endowed School

	Voluntary Grammar School	Key functions in health and safety management
Employers	Rainey Endowed, Board of Governors	Commitment, monitoring, resource management, performance reviews
Persons in control		
Senior managers	Principal	Commitment, monitoring, resource management, performance reviews
Other senior managers	Vice Principal, Bursar	Commitment, monitoring, resource management, performance reviews
Other managers	Assistant Principal, Estates Manager, Subject Leads	Inspections, action, communication, day-to-day management
Other employees	School staff All other staff, including Teachers, technicians, maintenance staff, cleaners, welfare staff,	Day-to-day participation in inspections, reporting defects
External advisors	Safety advisers, consultants, education officers, property advisers, maintenance advisers	Auditing, providing technical advice on standards and legal compliance
School Pupils	All school pupils	Observance of all school procedures, reporting defects.

Roles and Areas of Responsibility

Board of Governors

Overall and final responsibility for health and safety rests with the employers, the Board of Governors of Rainey Endowed School. Health and Safety is a standing item on the agenda of each Property Committee. Property meetings take place at least once per term.

Principal (member of the Health & Safety Committee):

The Principal assumes day to day responsibility for ensuring that this policy is put into practice. To ensure that the Health and Safety policy has been put into action, a Health and Safety committee meets within the school at least once per term. The Principal, in consultation with the Board of Governors, directs the remit of the Health and Safety Committee to ensure that the requirements of the Health and Safety at Work (NI) Order 1978 and the management of Health and Safety at Work Regulations (NI) 2000 are met as well as all other statutory and legislative requirements. The Health and Safety policy is an open document and is updated as and when required.

To ensure that health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Vice-Principal (member of the Health & Safety Committee):

The Vice-Principal will ensure that relevant training is delivered on time and that records of training are kept e.g. First Aid, Fire Warden Training.
Communication with Heads of Department to initiate and control appropriate safety procedures within their area of responsibility e.g. risk assessments.

The Bursar (member of the Health & Safety Committee):

The Bursar is responsible for all matters relating to the Health and Safety of employees and pupils in the administration areas of the school.
The Bursar ensures that relevant risk assessments are completed and that safe methods are adopted in the administration area. The Bursar also line manages the work of the Estates Manager.
Reviews accident report forms on a quarterly basis and reports to the Health and Safety Committee.

Assistant-Principal (member of the Health & Safety Committee):

The Assistant-Principal will ensure that Emergency procedures, fire and evacuation are kept up to date and that evacuation drills are undertaken in line with guidance from the Education Authority.
The collation of Risk Assessments- co-curricular activities, curricular, day trip / residential activities and extra-curricular activities.

Estates Manager (member of the Health & Safety Committee):

The Estates Manager is responsible for matters relating to the health and safety of employees, pupils and the general public and contractors when visiting the school. Ensures that Risk assessments (non-curricular) and safety are up to date and are reviewed annually.
Ensures that there is safe equipment and systems of work, maintaining a schedule of work that includes, but is not limited to, monthly inspections of firefighting equipment, defibrillators, annual PATS and servicing of equipment including lifts, alarm systems.
Safe arrangements for the handling, storage, transport and use of articles and substances for the grounds maintenance and cleaning of the school (COSHH).
Training and instruction of safe work practices for the Estates Team and the Grounds Maintenance staff.
Ensuring relevant safe methods of working are adopted by contractors. The Estates Manager ensure that the jobs that Rainey instruct are clearly defined, the job is walked with the contractor and any relevant hazards are pointed out to the Contractor. The Estates Manager ensures that contractors have relevant insurances, risk assessments and safe methods of working. The school Risk Assessment is also given to contractors.
Risk assessments of out of hours' school activities e.g. Carol Service, Spring Concert, third parties using premises.

The Catering Supervisor

The Catering Supervisor is responsible for all matters relating to the Health and Safety of employees, pupils and the general public in the kitchen and dining area of the school. The Catering Supervisor reports to the Bursar on matters of Health and Safety.

The Canteen Supervisor ensures that there relevant risk assessments are completed and reviewed within the canteen and that safe methods of working are adopted.

The canteen supervisor ensures that there are safe arrangements for the handling, storage, transport and use of articles and substances within the canteen e.g. cleaning substances (COSHH).

Heads of Department

HODs are responsible for ensuring that the intent of the Board of Governors' Health and Safety Policy is followed in practical terms in areas under their control. Some Heads of Department will periodically attend the Health and Safety Committee, as the Principal directs.

In the discharge of this responsibility each HOD will:

Ensure relevant risk assessments have been completed and that members of department and pupils are aware of these and how to work safely.

Ensure that all staff include safe working methods in their instruction to pupils to create a healthy learning environment.

Ensure that any equipment or machinery known to need repair is not used until the necessary repair work has been carried out.

Ensure that all protective clothing and equipment as required is available.

Sufficient information, instruction, supervision and training to enable all employees to avoid hazards and contribute positively to their own safety and health at work.

Teaching Staff

Teachers are responsible for carrying out Risk Assessments where a significant risk has been identified.

All Teaching Staff have a responsibility to exercise care and attention regarding safety of themselves and pupils under their control.

Ensure that he/she takes reasonable care in his/her work activities to avoid accident or injury to himself/herself, other members of staff or pupils;

Observe all safety instructions issued by the Board of Governors or the Education Authority or other recognised authority;

Ensure that all safety information or advice relating to matters under his/her responsibility is understood and acted upon where appropriate;

Observe all safety rules relating to specific machinery or processes;

Ensure that all protective clothing and equipment is available as required;

Foster a healthy and safe learning environment for students;

Report all accidents and potential hazards to the relevant HOD and ensure that Accident Report Forms are completed and submitted;

Co-operate fully with the relevant HOD and the Principal on all matters pertaining to health and safety within the School.

All employees

All employees have a responsibility to exercise personal care and attention to the safety of themselves and others, and to co-operate with the Board of Governors in the execution of this policy. In the discharge of this responsibility each employee will:

Take reasonable care of their own health and safety;

Co-operate with supervisors and managers on health and safety matters;

Perform his/her duties in a safe manner and pay particular attention to safety procedures;
Obtain adequate treatment as soon as practicable if injured, and report all accidents as soon as possible to the appropriate person;
Report all health and safety concerns to an appropriate person (as detailed on page 3 and 4).

All Pupils

All pupils have a responsibility to exercise personal care and attention to themselves and to the safety of others. They are expected to co-operate with the principles of this policy. They will be advised, in an age appropriate way, of the need to comply with all school rules, including those that specifically relate to their health and safety, emotional well-being and that of others. Policies are provided to pupils on induction at the school and information is also disseminated through briefings at registration, assemblies and through parental communication.

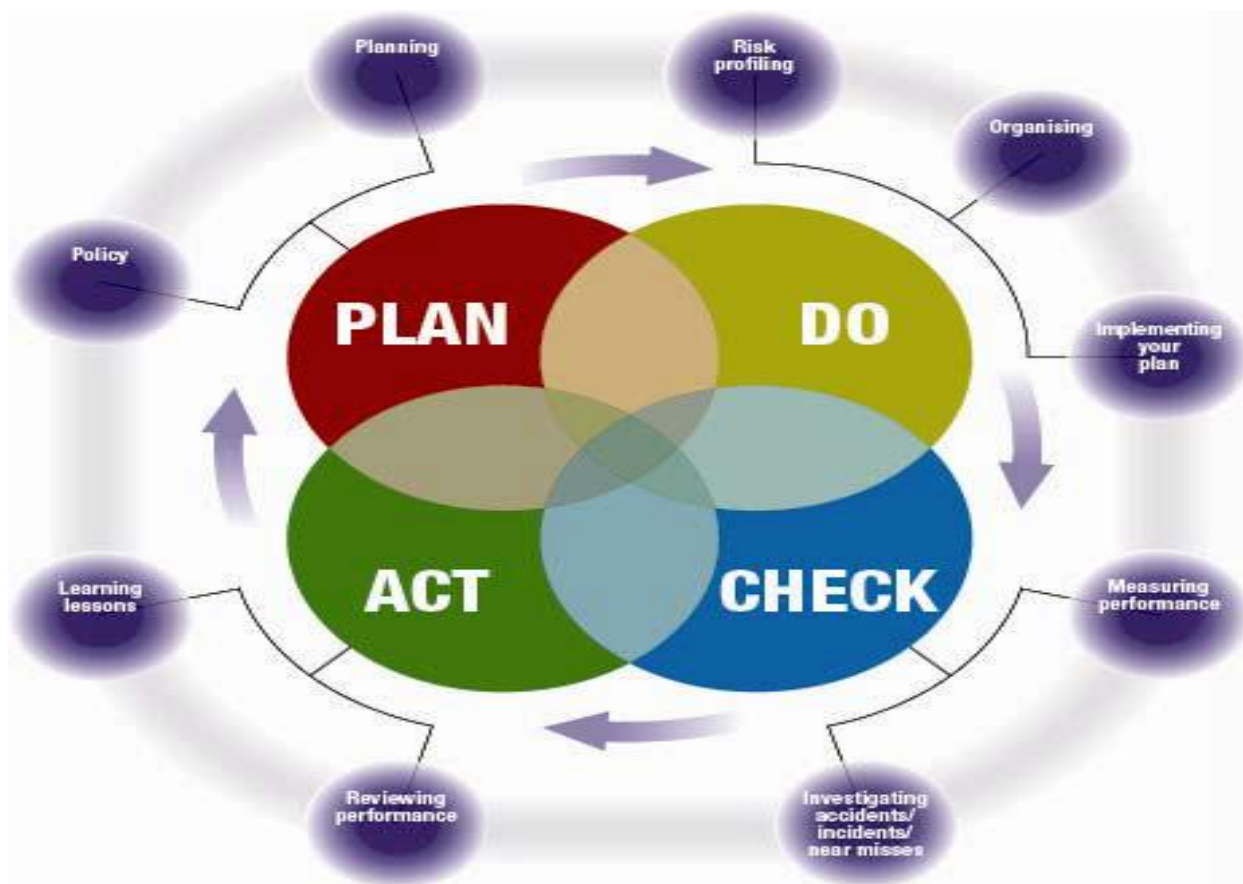
PLAN

Part 1 and 2 set out the responsibilities and framework for the approach to health and safety management in Rainey Endowed School. The policy is intended to set a clear direction for Rainey Endowed and will be shared with the workforce to ensure that everyone understands how health and safety will be managed.

Rainey Endowed School adopts a “Plan, Do, Check, Act” approach to managing health and safety within the organisation (see Figure 2)

Figure 2: The Plan, Do, Check, Act Cycle (HSG65)

Plan, Do, Check, Act should not be seen as a once-and-for-all-action.



DO

Risk Assessment

Risk assessments are central to the management of health and safety within Rainey Endowed School. Risk assessments will be carried out for all work/ school activities that pose a significant risk. Trivial risks can be ignored. For clarity, risk assessments in Rainey Endowed have been divided into three areas:

Curricular Areas and activities- classroom and learning activities, including Physical Education and Games.

Day trips and residential activities and events outside school hours e.g. Carol Service, Speech Day.

Non curricular areas (including pitches, grounds, offices, contractors, suppliers to site).

A dedicated area on the school server will hold all pending and approved Risk Assessments. This area will act as a register of Risk Assessments and will allow for review and monitoring of these. These will be scheduled for review at Health and Safety committee meetings, as directed by the Principal.

Relevant risk assessments will be reviewed annually or when working habits or conditions change. Risk Assessments will be carried out across the three areas identified above by the Principal.

Training

Staff and contractors will receive an appropriate health and safety induction, with appropriate training to be provided for each job e.g. COSHH, CLEAPS, Manual handling, Food Hygiene, Analphalaysis, Diabetes Management. A number of individuals will be trained as First Aiders and will have refresher training as necessary.

Personal protective equipment will be provided, where required.

Lone working will be discouraged, but suitable arrangements will be put in place for employees when they do.

Staff and pupils are signposted to agencies that can assist with well being e.g. school counsellor, Inspire.

A dedicated area on the school server will hold all Training Records. This will act as a record of Training received and will allow for review, planning and refreshment of training. These will be reviewed at Health and Safety committee meetings, as directed by the Principal.

Contractors

Contractors will not be allowed to commence work on site unless relevant safe working methods and relevant documents e.g. PL insurance, risk assessments have been supplied to the Estates manager. Joint risk assessments will be completed, where necessary. When contractors arrive to site, the job will be clearly defined to them, the job will be walked and hazards that could potentially harm the contractor will be pointed out to them.

The main risks will be considered:

- safeguarding and pupil welfare,
- asbestos,
- working at height,
- lone working.

Consultation

Staff will be consulted in health and safety matters as they arise.

Evacuation

Rainey Endowed will make sure that escape routes are well signed and kept clear at all times.

Evacuation procedures are tested once a year and are updated, if necessary.

All staff, students, contractors, guests will be made aware of what to do when the school needs to be evacuated.

Monitoring

A schedule of annual planned maintenance is followed to ensure that plant and equipment is regularly inspected, maintained, safe for use. Inspections are scheduled to ensure that all statutory obligations are met e.g. legionella monitoring, lift servicing, fire risk assessments, inspection of fire equipment. This will be reported at the Health and Safety Committee.

In line with individual Pupil Healthcare Plans, medication is kept in secure areas, is labelled with the name of the pupils, dose, frequency of administration and expiry date. A record is kept of all medication administered and relevant staff have been trained and know where medication is stored. Annual checks are made to ensure that medication is not out of date.

Short term prescribed medication cannot be administered without prior written approval from a parent/guardian. Pain relief medication is not stored at Rainey Endowed School.

CHECK

Rainey Endowed School is committed to the highest standards of health, safety and welfare provision for all persons involved directly in the life and work of the School, and those affected by work activities therein. In order to effectively manage health and safety, the following describes how health and safety management will be monitored.

- Accident forms to be reviewed by the Health and Safety Committee and reported to the Executive Committee of the Board of Governors;
- Where lessons can be learned from accident reports, these will be put into new policies and relevant staff informed;
- Routine inspections of school premises, equipment and plant by staff/ specialised contractors, whichever is appropriate;
- Planned health surveillance e.g. legionella monitoring, environmental health and hygiene inspections;
- Investigating accidents/incidents as they happen;
- Monitoring ill health and sick absence to be reported to the Board of Governors via the HR committee. Occupational Health exists to ensure that the health of staff is paramount.
- Ensure that there is relevant and age appropriate signage for wellbeing and services/ clubs that can be accessed.

ACT

The Board of Governors will review performance on health and safety in the workplace in order to ensure that health and safety guidelines and policies are understood and followed.

The Board of Governors will review this policy regularly and will update and amend as necessary in the light of new guidance or changes in working conditions.

Legislation and Compliance Register

Health and Safety Monitoring Manual for Principals and Governors

The Management for Health and Safety at Work Regulation (N.I.) 2000

The Health and Safety at Work (N.I.) Order 1978

The Safety Representatives and Safety Committees Regulations (N.I.) 1979

The Health and Safety Consultation with Employees Regulations (N.I.) 1996

The Pressure Systems Safety Regulations (N.I.) 2004

The Control of Asbestos Regulations (N.I.) 2012

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulation (N.I.) 1997

The Control of Substances Hazardous to Health Regulations (N.I.) 2003

The Display Screen Equipment Regulations (N.I.) 1992

The Manual Handling Operations Regulations (N.I.) 1992

The Electricity at Work Regulations (N.I.) 1991

The Provision and Use of Work Equipment Regulations (N.I.) 1999

The Personal Protective Equipment at Work Regulations (N.I.) 1993

The Control of Noise at Work Regulations (N.I.) 2006

The Regulatory Reform (Fire Safety) Order (NI) 2006

Health and Safety Monitoring Manual for Principals and Governors (EA)

CLEAPSS

Fire Risk Assessment and firefighting equipment checks

Defibrillator and First Aid Box Checks

Legionella Monitoring

Lift Servicing

Environmental Health Inspections and Catering Hygiene Certificates

PATS Testing

Servicing of Oil/ Gas Boilers/ Plant & Equipment

Supporting pupils with medication needs (DENI)

Complementary Policies:

First Aid Policy

Educational Visits Policy

Child Protection and Safeguarding Policy

Lone Working Policy

Key Holder Policy

Emergency Evacuation Plans

Personal Evacuation Plan

Administering Medication Policy (including cognisance that some pupils may have agreed individual Pupil Healthcare Plans)

Asbestos Policy

Menopause Policy

Drugs Policy

E-Safety Policy

Staff / Pupil Acceptable Use Policy.