



HEALTH AND SAFETY POLICY

BALLYMACWARD PRIMARY SCHOOL

It is the policy of Ballymacward Primary School to provide and maintain safe and healthy working conditions, so far as is reasonably practicable, for all staff, pupils and visitors and to encourage a safety culture within the school.

Where reasonably practicable this policy will seek to provide and encourage:

- A safe place of work, safe access to it and safe egress from it;
- Plant, equipment and systems of work that are safe;
- Safe arrangements for the use, handling, storage and transport of articles or substances likely to cause harm;
- Sufficient information, instructions, training and supervision to enable all employees to avoid hazards and contribute positively to their safety and health at work;
- A healthy working environment;
- Adequate welfare facilities.

A no smoking policy operates within the school and its grounds.

Whilst the school accepts that Health and Safety issues are the responsibility of the Board of Governors and Principal, these responsibilities can only be discharged with the full co-operation, advice and support of the CCMS/EA

RESPONSIBILITIES

The ultimate responsibility for Health and Safety issues rests with the Board of Governors and the Principal. The day to day responsibility for Health and Safety issues will be delegated to the Principal.

BOARD OF GOVERNORS

In the discharge of their responsibilities the Governors will ensure:

- That all staff appointed by them hold appropriate qualifications for their roles.
- That both teaching and non-teaching staff avail themselves of any training which will assist them to work safely.
- The maintenance of procedures for the safety of teaching staff, non-teaching staff and pupils who come under their control.
- The maintenance of procedures for the safety of all persons using the premises under their control.
- That an inspection of the school premises and equipment is carried out by them at least once per year.
- The prompt and efficient maintenance of all equipment and all non-structural repairs..
- That contractors who are carrying out work in school, 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 intended use.
- That both teaching and non-teaching staff are aware of and have access to a copy of this Health and Safety Policy.

PRINCIPAL

The Principal (and Buildings Supervisor where appropriate) will ensure:

- That risk assessments have been carried out to assess all significant risks within the school,
- That all staff appointed hold appropriate qualifications for their roles.
- That both teaching and non-teaching staff avail of any training which will assist them to work safely.
- The maintenance of procedures for the safety of teaching staff, non-teaching staff and pupils.
- The maintenance of procedures for the safety of all persons using the premises.
- That all staff are aware of any instructions or safety advice issued by the EA, Department of Education or other relevant statutory body
- That all safety reports pertaining to the school are understood and that the detailed work has been completed.

- That adequate arrangements exist for carrying out regular fire drills and that all staff participate in and are aware of such arrangements.
- That reports are given to the principal re: all defects and hazards which are his responsibility and that other defects and hazards are reported to the appropriate officers in the EA.
- That contractors who are carrying out work in school, carry out their undertakings in a safe manner so as to ensure the health and safety of all personnel on the premises.
- That all accidents to teaching staff and pupils are reported promptly to the EA.
- That all staff, both teaching and non teaching, operate safe working practices in the execution of their duties.

In the absence of the Principal, the Senior Teacher will assume responsibility for the day to day administration of the Health and Safety Policy.

TEACHERS and CLASSROOM ASSISTANTS

Each member of staff has a responsibility to exercise care and attention regarding their own safety and the pupils under their control.

In the discharge of this responsibility, each teacher or classroom assistant shall:

- Ensure they take reasonable care during their work activities to avoid accidents or injuries to themselves, pupils and any other personnel in school.
- Observe all safety instructions and advice issued by the EA, Department of Education or any other relevant statutory body.
- Observe all safety rules relating to specific machinery or processes.
- Report all potential hazards effecting Health and Safety to the Principal
- Co-operate with the Principal on all other matters relating to Health and Safety.
- Report all accidents to themselves or pupils to the Principal.

BUILDINGS SUPERVISOR

In the discharge of his/her responsibility the Buildings Supervisor shall:

- Regularly inspect the buildings, grounds and plant machinery/equipment and report any defects or hazards to the Principal.
- Encourage staff under his/her control (e.g cleaners) to employ safe working practises.
- Assist the EA to develop safe working practises and arrange for their adoption.
- Instruct new employees in appropriate safety measures and procedures.
- Ensure that all defects in equipment or protective clothing are corrected and reported to the Principal.
- Report all accidents involving himself or the cleaning staff to the Principal.
- Furnish information as required in the investigation of injuries and accidents.

ALL EMPLOYEES

In the discharge of their responsibilities all employees shall:

- Perform their duties in a safe manner.
- Report all accidents and injuries to the Principal as soon as possible
- Obtain adequate treatment as soon as practicable if injured.
- Report all defects in equipment or protective clothing and potential hazards to The Principal.
- Assist in the investigation of injuries and accidents