

BROOKFIELD SPECIAL SCHOOL

'Caring, Sharing and Learning Together'



Health and Safety Policy

Objective

The objective of this policy is to ensure, so far as is “reasonably practicable”, that no person is placed in a situation where injury or ill health may be caused because of the school and that all such risks are assessed and appropriately controlled.

Rationale

DENI set out framework of practical advice and guidance in relation to Health and Safety in school. This policy will reference their guidance throughout. Brookfield Special School will pay particular attention to the provision and maintenance of:

- 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 and substances;
- sufficient information, instruction, training and supervision to enable all employees to avoid risk and contribute positively to health and safety at work;
- a healthy working environment; and
- adequate welfare facilities.

The school will rely on EA to provide competent technical advice on safety and health matters and, where necessary, to assist in effecting improvements. The school will co-operate fully with queries from staff representatives and recognised trade unions. Staff are reminded of their duties under Article 8 of the Health and Safety at Work (Northern Ireland) Order, 1978: to take reasonable care for their own safety and that of others.

Roles and Responsibilities

The Board of Governors

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;

The Principal

The Principal has overall responsibility for the health, safety and welfare of all children and staff and for ensuring that members of the general public who may be affected by any activity undertaken by or on behalf of the school are not exposed to reasonably foreseeable risks to their health or safety.

The principal is responsible for the day-to-day application of the Health and Safety Policy. In discharging this responsibility, the principal will:

- ensure that all teaching staff use the necessary equipment to complete tasks
- ensure that both teaching and non-teaching staff are provided with training that will help them work safely e.g. Manual Handling training;
- ensure the provision and maintenance of procedures for the safety of all teaching and non-teaching staff;
- ensure that all staff are aware of any instructions or safety advice pertaining to their particular discipline issued by EA or DENI;
- 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 are aware of, and participate in, such arrangements;
- ensure that safe systems of working are used by contractors or persons carrying out inspections or non-structural repairs that are the governors' responsibility as set out in the Scheme for the Local Management of Schools;
- report all defects and hazards to the relevant officers in the EA (NER);
- ensure that Risk Assessments are kept up to date
- ensure that all accidents to children, teaching staff and non-teaching staff are reported promptly to the EA (NER); and
- ensure that all staff operate safe working practices in the execution of their duties.

In the absence of the principal the vice-principal, acting principal or nominated senior teacher will assume the role.

Building Supervisor

In the discharge of this responsibility the building supervisor will:

- ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken
- ensure that premises safety inspections are undertaken e.g. weekly, bi-termly, and keep records of any faults identified (if appropriate);
- attend to defect reports and recommendations from the principal and staff,
- ensure that all portable electrical equipment is tested on an annual basis;
- ensure all accidents within the area of responsibility are recorded in line with the school policy;
- ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.
- carry out or allocate the undertaking of risk assessments which include manual handling, COSHH, and to ensure details are documented and that appropriate action is carried out;
- liaising with contractors and maintenance contractors.

Teaching Staff

Each member of the teaching staff has a responsibility to exercise care and attention regarding the safety of themselves and pupils under their control. In the discharge of this responsibility all teachers shall:

- ensure that they take reasonable care during work activities to avoid accident or injury to themselves, other members of staff and pupils;
- observe all safety instructions and advice issued by EA or DENI and all safety rules relating to specific machinery or processes;
- ensure that all necessary protective clothing and equipment is both available and used by themselves and pupils;
- report all potential hazards affecting health and safety to the principal and make recommendations on the provision of safety equipment and on improvements to plant, tools or equipment which are dangerous, or potentially so;
- report all accidents to the principal and ensure that accident or incident report forms are fully completed;
- co-operate fully with the principal on all matters pertaining to health and safety;
- exercise effective supervision of pupils and know emergency procedures in respect of fire, first aid etc;
- know any special safety measures to be adopted in their own teaching area and ensure they are applied;
- give clear instruction and warnings to children as often as is necessary and follow safe working procedures personally.

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 all employees shall:

- co-operate with any health and safety training considered necessary and reasonably practicable;
- perform their duties in a safe manner;
- ensure that all toxic and flammable substances are correctly used, stored and labelled;
- ensure that they are aware of any safety precautions to be taken when undertaking potentially hazardous procedures;
- ensure that all necessary protective clothing and equipment are available;
- report all potential hazards and defects in equipment and protective clothing to the principal;
- Report all breakages of equipment to Principal or Vice Principal through form (see Appendix 1)
- include safe working methods in instruction to pupils;

- ensure that any equipment or machinery known to need repair is not used until the necessary work has been carried out;
- report all accidents and injuries to the principal as soon as possible;
- obtain adequate treatment as soon as practicable if injured;
- assist in the investigation of injuries and accidents as necessary; and
- observe the safety rules of EA and school

Procedures for Contractors and external maintenance personnel

- Only EA approved contractors and maintenance personnel are to be allowed on site.
- The Building Supervisor is responsible for the liaising with contractors and maintenance contractors.
- The building supervisor has a responsibility to take appropriate action if he/she observes the contractor or his employees using any working practice or item of equipment which he/she considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the Principal.
- The building supervisor must ensure that a contractor arriving at site reports to Reception and that he/she ensures that the contractors are informed of any hazards on the school site e.g. asbestos.
- Approval must be gained by the contractor to start work. Only those staff nominated by the principal to liaise with the contractors must undertake this activity due to the procedures put in place by the school to implement the EA's policy on Asbestos and the Management of Contractors.

Appendix 1: Damage and Breakages form



EDUCATION AUTHORITY (SER)

BROOKFIELD SCHOOL

Notification of Damage/Breakage

It is essential, due to the use of public money for the running of school, that all damages/breakages are accounted for. This also enables us to determine whether repairs or replacements are required.

If an item of electrical equipment/technology/furniture/general equipment gets damaged to an extent which makes the item less effective in its use/makes it less safe/requires a repair or shortens its lifespan, then the damage/breakage needs to be recorded and reported. This includes outdoor resources and specialist spaces such as soft play/sensory etc.

The form below needs to be completed by the person coming across the damage.

Forms to be left, as a priority, in Vice-Principal's/Principal's inbox in main office.

Date of damage/breakage	Damaged/broken item	Details of what the damage/breakage is	Details of how the damage/breakage occurred

Signed (by person reporting) _____

Role _____

Date _____

Received by _____ Vice-Principal / Principal Date _____

Comments:

Referred to:

	Reference no./call log.	Additional Comments (e.g. if repair is fixed/item disposed of)
Office staff		
ICT Co-ordinator		
Building Supervisor		
Other (name)		

Appendix 2: Request to Borrow Equipment



EDUCATION AUTHORITY (SER)

BROOKFIELD SCHOOL

Request to Borrow Equipment from School

All resources and equipment in school remain the property of school, if purchased with school money.

On occasions, staff may request to borrow a piece of equipment from school. A request for this needs to be formally made, as school is publicly funded and all purchases made through school money (including the main Article 60 funding from DE, School Fund from parents & friends, PSA money through public fundraising) belong solely to school and must not leave school premises without consent from the Vice-Principal or Principal.

Any items for which request is granted are at the liability of the borrower and if damaged/lost they must be replaced.

Requests may be made in writing on the form below to the Vice-Principal or Principal.

Item/s being requested	Reason for request	Date required	Date items would be returned

Signed (by person requesting) _____

Role _____

Date _____

Received by _____ Vice-Principal /Principal Date _____

Request response:

Yes / No	
If yes, date of return	

