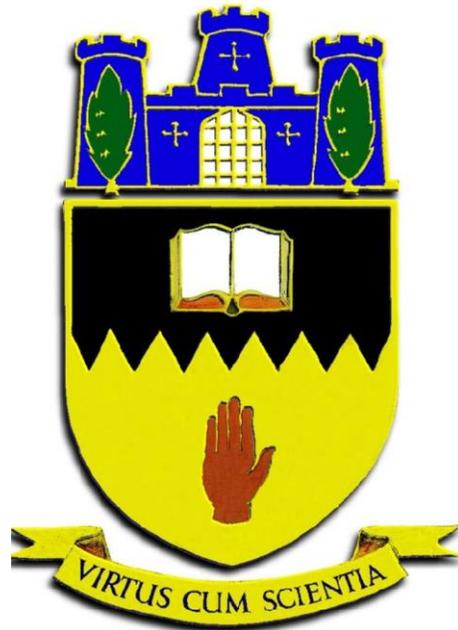


COOKSTOWN HIGH SCHOOL



HEALTH AND SAFETY POLICY

September 2018

Ethos and Rationale

The ethos of Cookstown High School cherishes the uniqueness of each individual and promotes mutual respect to that end the Health & Safety of pupils, employees and all other persons who use the school premises is a major concern for the school.

The Board of Governors recognises that achieving and maintaining high standards of safety requires that the school's management, staff, pupils, visitors and contractors are aware of and discharge their respective responsibilities. The Health and Safety at Work (Northern Ireland) Order 1978 requires all staff including supply staff and contractors working on the school premises, to conduct themselves in a manner in which they pose no risk to their own or any other person's Health and Safety. 'Other persons' includes staff, pupils and visitors to the school.

Cookstown High School's Health and Safety Policy is intended to compliment that of the Education Authority. These policies should be read and implemented in a manner consistent with the school ethos.

The school will:

- Endeavour to provide a safe and healthy working, teaching and learning environment in compliance with, or improving upon statutory requirements;
- Maintain the cleanliness and state of repair of the building;
- Provide safe systems of working to ensure, so far as is reasonably practicable, the health and safety at work of all staff and pupils;
- Provide safe plant and equipment, where relevant;
- Manage and maintain the use of personal protective equipment, where appropriate;
- Provide adequate information and training on Health and Safety at work and fire prevention and evacuation procedures at work to ensure that all employees, pupils, contractors, visitors and others follow the school safety procedures;
- Provide for the safe storage for dangerous materials and substances (as per COSHH regulations) upon the advice of the appropriate line manager eg. Buildings Supervisor, Curriculum Leader;
- Provide adequate statutory first aid facilities, ensure an appropriate number of staff have basic first aid training and that the first aid log is maintained;

- Maintain, in good order, a number of defibrillators and display signs throughout the building indicating their location;
- Maintain an asbestos register;
- Establish, practice and maintain effective emergency evacuation procedures;
- Provide consultative measures to monitor and review the effectiveness of Health and Safety measures;
- Carry out detailed reporting and investigation of all accidents and dangerous occurrences to persons and/or property to prevent a recurrence;
- Ensure that an Accident Report Form is completed after each accident;
- Liaise with the EA and other relevant bodies with the aim of improving all aspects of health and safety at work.

RESPONSIBILITIES:

- The **Board of Governors** is responsible for ensuring that information is disseminated and for monitoring and reviewing the School's Health and Safety Policy. The Board of Governors acknowledges its legal duty to notify all relevant bodies in the event of a major accident or dangerous occurrence.
- The **Principal** is responsible for instigating an investigation and where appropriate, authorising remedial work or action and reporting regularly to the Board of Governors. The Principal has overall responsibility for the implementation of the School's Health and Safety Policy.
- The **Vice Principal Pastoral** is responsible for the day to day co-ordination of the School's Health and Safety Policy to include:
 - regular inspections and risk assessments;
 - liaising with contractors;
 - initiating action on reported hazards and accidents;
 - fire and emergency evacuation procedures;
 - maintaining an accurate record of completed training on Health and Safety issues for current staff. Temporary part-time and supply staff must be informed of their responsibilities and the school's agreed policy prior to the commencement of their duties.

- The School's First Aid Cover is provided by a team of qualified first aiders. Currently the following staff are First Aid at Work trained:

Mr Paul Carson
Mr Thompson
Mr Matthews
Mr Haycock
Mr Kerr
Mrs Hagan
Mrs McCausland
Mrs White
Mrs Blackwood
Mr Graham
Mr Hastings
Mrs Morrison

Up to date records of staff with relevant First Aid training will be held in the main office and staffroom and circulated as appropriate to staff.

- **Curriculum Leaders** will ordinarily have responsibility for Health & Safety within their department on a day to day basis. They will:
 - Ensure that appropriate Risk Assessments are in place and monitored;
 - Ensure that procedures are in place to provide for the safe conduct of learning and teaching;
 - Report any Health & Safety concerns as soon as possible to the Buildings Supervisor and the Vice Principal Pastoral;
 - Arrange for staff in their department to receive appropriate information and training.
 - Ensure the safe storage of dangerous materials and substances (as per COSHH regulations);
 - Encourage pupils and visitors to comply with the Health & Safety Policy.
- **All staff** have a responsibility to:
 - Check that areas and equipment are safe before commencing activity;
 - Ensure safe procedures are followed and use protective equipment as required;
 - Report hazards to the Vice Principal Pastoral;
 - Encourage pupils and visitors to comply with Health and Safety Policy;
 - Wear their identification lanyard and access fob;
 - Report the loss or suspected theft of a fob to the General Office as soon as the loss or suspected theft is discovered;

- Report the loss or suspected theft of school keys to the Buildings Supervisor as soon as the loss or suspected theft is discovered;
- Ensure that magnetic locks on doors are working properly and report any which are not as soon as possible to the Buildings Supervisor;

2. RISK ASSESSMENT

There are several aspects to risk assessment:

- Annual Health and Safety Audit to be undertaken by Principal and Vice Principal Pastoral with the assistance of the Buildings Supervisor;
- Regular Health and Safety inspection of School premises to be undertaken by Building Supervisor reporting to the Vice Principal Pastoral;
- Continuous identification of hazards and risks on a daily basis;
- Assessment of any substance or material introduced into the School and school site to ensure compliance with COSHH regulations;
- Assessment of any new activity or procedure introduced into the School. Testing of electrical equipment will take place annually or as appropriate.

3. PUPIL SUPERVISION:

a. *Duty Supervision:*

- Members of staff will be on duty in the corridors from 09:05 each morning and at break, lunchtime and at the bus stop at the end of the school day;
- Parents are advised that no supervision is available before 09:05;
- At break-time one of the four break duty teams will be on duty;
- Lunch-time supervision is managed by the Vice Principal Curriculum;
- Staff will be assigned to undertake bus duty at the end of the school day;
- A ICT room and (as advertised) the library will be open and supervised before school.

b. *Pupils taking medicines:*

- Medication may be administered or taken in School upon presentation of written parental permission. This will be agreed with the VP Pastoral and managed by a member of the Support Staff.

c. *Areas of Special Risk:*

- The school will follow any guidance issued by the Education Authority in relation to the use of equipment or substances or the performance of activities recognised as being of special risk. The need for training in the use of equipment perceived to constitute a risk and the need for regular servicing and

maintenance is acknowledged. The following areas/ activities are recognised as potentially requiring additional attention in relation to management of health and safety and should all have their own safety codes:

- Science
- Technology and Design
- Home Economics
- Art
- P.E.
- Drama

d. Illness:

- In the case of pupils, parents will be asked to provide emergency contact information and to alert the School of any known health problems e.g. diabetes, asthma etc. Spare medication, presented directly by parents, can be stored securely in the Sick Bay as part of a Pupil Care Package. This record will be kept centrally in the office and sick bay. Staff will be informed of any pupils they teach who has additional health needs. In the event of serious illness or concern an ambulance will be called, parents contacted and asked to accompany their child to the hospital.

e. School visits and 'off site' activities:

- The Board of Governors will comply with the guidance as issued by Education Authority on such matters as:
 - conduct of outdoor pursuits;
 - the use of mini-buses and coaches
 - residentials and trips abroad.
- Any member of staff wishing to conduct 'off site' activities will submit a request and plan to the Principal using the prescribed pro forma. The Principal will, circumstances permitting, raise it as an item of business at SLT. If approved, it will be passed to the Board of Governors. The Board of Governors will have regard to issues relating to the management of Health and Safety, welfare of pupils and types of activities taking place.

4. Reporting, Monitoring and Reviewing Safety.

- Any person on these premises has a duty to report, in the agreed manner, to the Vice Principal Pastoral any item of concern relating to Health and Safety. The Board of Governors will review this Policy Statement on a regular basis or more

frequently should the need arise e.g. on the publication of new regulations or on the receipt of new documentation from Education Authority

5. Environmental Protection Act:

Schools must comply ***with the Environmental Act 1990 and the associated Code of Practice.***

Linked documents:

- Departmental Risk Assessments
- Duty lists (issued by or on behalf of VP Curriculum)
- Emergency Evacuation Procedure
- Medication Policy
- Pastoral Care Policy
- School Trips Policy
- Staff handbook