



HEALTH & SAFETY POLICY

1. General statement of Health and Safety

- 1.1 The objectives of this Policy is to ensure, as far as is reasonably practicable, that no person is placed in a position where injury or ill health is caused as a result of the College's undertaking, and to ensure that all manageable risks are managed and considered in the day to day running of the College.
- 1.2 The Board of Governors recognises and accepts responsibility for Health and Safety as an employer according to the Health and Safety at Work (Northern Ireland) Order 1978.
- 1.3 The Board of Governors will take all reasonably practicable steps to meet this responsibility for those employed in the College, and will pay particular attention to the provision and maintenance of:
 - a safe and healthy environment throughout the College
 - a safe and healthy place of work and safe access and 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 hazards and contribute positively to their safety and health at work;
 - safe working procedures for staff and pupils;
 - clear emergency procedures;
 - adequate welfare facilities.
- 1.4 The arrangements outlined in this statement and the safety provisions made by the Board of Governors cannot in themselves prevent accidents or ensure safe and healthy working conditions. Only good working practice will ensure safety. Every reasonable step will be taken to reduce hazards to a minimum, but all staff must appreciate that their own safety and that of others depends on their individual conduct and vigilance.
- 1.5 A copy of this statement will be made available to all employees.

2. Responsibilities and duties in matters concerned with safety

2.1 Board of Governors

The Governors recognise their responsibility to ensure that the Safety Policy is both understood and implemented. They shall ensure that:

- all teaching staff recommended for appointment hold appropriate qualifications both to teach the subjects required of them and to use the necessary equipment and machinery;
- that all staff are provided with regular training to assist them in working safely;
- the maintenance of procedures for the safety of all staff;
- the maintenance of procedures for the safety of all persons using the premises under their control;
- an inspection of the premises and equipment is carried out once per year and a report submitted to Board of Governors;
- the prompt and efficient maintenance of all equipment and repairs;
- contractors carry out their undertakings in a safe manner to ensure the health and safety of all personnel on the premises;
- all equipment and materials purchased or acquired are suitable and safe for their intended use and where appropriate specialist advice and guidance be sought;
- all staff are issued with a copy of the Safety Policy
- a Safety co-ordinator is appointed.

2.2 Principal

The Principal is responsible for the day to day application of this Safety Policy for all staff.

The Principal shall ensure that:

- all teaching staff hold appropriate qualifications both to teach the subjects required of them and to use the necessary equipment and machinery;
- that all staff are provided with regular training to assist them in working safely;
- the provision and maintenance of procedures for the safety of all staff and all persons using the premises;
- all safety reports are understood and that detailed work has been completed;
- adequate arrangements exist for carrying out regular fire drills and that all staff participate and are aware of such arrangements;
- all defects and hazards are reported to the Board of Governors;
- all staff and pupils are instructed in safe and healthy working practices
- contractors carry out their undertakings in a safe manner to ensure the health and safety of all personnel on the premises;
- all accidents to personnel are reported promptly.

2.3 Employees

All employees have a responsibility to exercise personal care and attention for their own and others' safety, and to co-operate in the execution of this policy. They shall:

- know the safety measures and arrangements to be adopted in their own working areas and to ensure that they are applied;
- perform their duties in a safe manner;
- report all accidents to the Safety Co-ordinator as soon as possible;
- obtain adequate treatment for injuries as soon as practicable;
- report all defects in equipment and protective clothing and any potential hazards to their supervisor as soon as possible.

2.4 Heads of Department

The Heads of Department are responsible for ensuring that the content of the Safety Policy is followed in practical terms, in areas under their control. The Head of Department shall:

- prepare a departmental Safety Policy;
- all teaching staff hold appropriate qualifications both to teach the subjects required of them and to use the necessary equipment and machinery;
- that all staff are provided with regular training to assist them in working safely;
- all safety reports pertaining to their department are fully implemented;
- all staff in the department are aware of any safety precautions to be taken when undertaking potentially hazardous procedures;
- all toxic and highly flammable substances are correctly used; stored and labelled;
- all staff include safe working methods in their instruction to pupils and students;
- any equipment or machinery known to need repair is not used until the necessary work has been carried out;
- report all accidents and potential hazards to the President/appointed person;
- protective clothing and equipment as required are available in the Department.

2.5 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. The teacher shall ensure that:

- observe all safety instructions and advice issued by the College;
- observe all safety rules pertaining to specific machinery or processes;
- report all potential hazards to the Head of Department
- report all accidents to the Head of Department and ensure that Accident Report Forms are completed;
- co-operate fully with the Principal and Head of Department on all matters pertaining to Health & Safety;
- exercise effective supervision of pupils and know the emergency procedures in respect of Fire, First Aid etc. and how to carry them out;
- know the special safety procedures to be adopted in their own teaching areas and to ensure that they are applied;
- give clear instruction and warnings as often as necessary;
- follow safe working procedures personally;
- make recommendations to their Head of Department on safety additions or improvements to plant or equipment

3. Health & Safety procedures

3.1 Supervision of pupils

- ** arrangements at beginning and end of day
- break and lunch times
- consumption of drink (i.e. no bottles)
- supervision requirements on school buses and on hired transport
- movement between buildings
- action of pupils in labs and in gyms
- car parking
- presence of contractors on site

3.2 Provision of first aid

First aid boxes are provided at the following locations:
General Office, Physics, Chemistry and Biology Prep Rooms
Each box contains only first aid requisites and a list of contents.

3.3 Emergency procedures

(a) Illness or accident

If anyone should become ill or suffer injury as a result of an accident the following procedures should be followed:

- first aid should be rendered but only as far as knowledge and skill admit. The patient should if absolutely necessary be removed from danger.
- If circumstances necessitate, Matron should be summoned immediately to tend to the patient (by telephoning the Office or Matron's Room), The following person is the first point of contact for first aid. ** Mrs Paula Mooney
- If an ambulance is required, the emergency 999 service should be used. If the patient is transported without an ambulance, it should be done by a member of staff on a voluntary basis (if using his/her own car members of staff must ensure that their insurance policy provides specific cover). No casualty should be allowed to travel to hospital unaccompanied.
- Notification of parents/next of kin

Accident forms

Any injury or accident must be fully and accurately reported on the Accident Form (available in the General Office), and if necessary detailed statements should be taken from witness. Completed forms must be passed to the President and copied to the College's Insurance Company.

(b) Fire and emergency procedures

- ** It is the duty of all members of staff to carry out the procedures as follows: Operate nearest fire alarm; Evacuation procedures

4. Conclusion

Any member of staff noticing a failure to comply with this statement of policy should immediately report the circumstances to the Principal. The president should then initiate appropriate remedial action. Hazardous situations should be reported immediately and the same procedure followed.

Suggestions by any member of staff to improved standards of health and safety are welcomed by the Principal.

A review of the procedures should take place each year in time for the commencement of the new academic year.