



DE LA SALLE HIGH SCHOOL  
DOWNPATRICK

# **HEALTH & SAFETY POLICY**

It is the policy of De La Salle High 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 will operate within the school and its' grounds.

A pupil is not allowed to leave the school without permission. This is given after receiving a note from the parent, or a medical appointment card or talking to the parent. The permission will be recorded and the reason for leaving put on the lesson register.

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 SEELB.

## **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 Health and Safety Officer for the school (*Mr K Murray*) with assistance from HoD Technology, HoD Science and the building supervisor.

## BOARD OF GOVERNORS

In the discharge of their responsibilities the Governors will ensure:

- That all teaching staff appointed by them hold appropriate qualifications to teach the subjects required of them and to use the necessary equipment and machinery.<sup>1</sup>
- That both teaching and non-teaching staff avail themselves of any training which will assist them to work safely.<sup>2</sup>
- 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 and that a report, utilising the checklist contained within Section 17 of the Health and Safety Manual for Schools<sup>3</sup>, is submitted to the Chief Executive of the SEELB.
- The prompt and efficient maintenance of all equipment and all non-structural repairs as defined in the relevant Annex of the SEELB's Scheme for the Local Management of Schools.
- 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 (**Equipment and Materials purchased from SEELB tenders will remain the responsibility of the SEELB.**)
- That both teaching and non-teaching staff are issued with a copy of this Health and Safety Policy.

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<sup>1</sup> Shared responsibilities with the SEELB and/or employing authority.

<sup>2</sup> Shared responsibilities with the SEELB and/or employing authority.

<sup>3</sup> Available from the SEELB H & S Unit or at  
[http://www.seelb.org.uk/school\\_man\\_new/H&S.htm](http://www.seelb.org.uk/school_man_new/H&S.htm)

## **HEALTH AND SAFETY OFFICER**

The day to day application of the Health and Safety policy will be a shared responsibility

The Principal, Health and Safety Officer and Buildings Supervisor will ensure:

- That risk assessments have been carried out to assess all significant risks within the school, ( P and / or HSO)
- That all teaching staff appointed by them hold appropriate qualifications to teach the subjects required of them and to use the necessary equipment and machinery.<sup>4</sup> (P)
- That both teaching and non-teaching staff avail themselves of any training which will assist them to work safely.<sup>5</sup> **(P)**
- The maintenance of procedures for the safety of teaching staff, non-teaching staff and pupils who come under their control. (P + HSO + BS)
- The maintenance of procedures for the safety of all persons using the premises under their control. (P + HSO + BS)
- That all staff are aware of any instructions or safety advice pertaining to their particular discipline issued by the SEELB, Department of Education or other relevant statutory body.<sup>6</sup> (P)
- That all safety reports pertaining to the school are understood and that the detailed work has been completed.<sup>7</sup> (P + HSO + BS)
- That adequate arrangements exists for carrying out regular fire drills and that all staff participate in and are aware of such arrangements (HSO)
- 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 SEELB (HSO + BS)

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<sup>4</sup> Shared responsibilities with the SEELB and/or employing authority.

<sup>5</sup> Shared responsibilities with the SEELB and/or employing authority.

<sup>6</sup> Shared responsibilities with the SEELB and/or employing authority.

<sup>7</sup> Shared responsibilities with the SEELB and/or employing authority.

- 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. (BS)
- That all accidents to teaching staff are reported promptly to the SEELB.(P)
- That all staff, both teaching and non teaching, operate safe working practices in the execution of their duties. (P + HSO + BS)

In the absence of (*Vice Principal* ) will assume responsibility for the day to day administration of the Health and Safety Policy.

### **TEACHING STAFF**

Each member of the teaching 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 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 SEELB,
- 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 Health and Safety Officer.
- Co-operate with the Principal and Health and Safety Officer on all other matters relating to Health and Safety.
- Report all accidents to themselves 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 control (e.g. cleaners) to employ safe working practises.
- Assist the SEELB 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 Health and Safety Officer.
- 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 their supervisor 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 their supervisor.
- Assist in the investigation of injuries and accidents
- Report any incidents of violence or abusive behaviour against them

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chair of Board of Governors