



Parkhall Integrated College

Health and Safety Policy

Agreed by Board of Governors: September 2019

To be reviewed: November 2023

Parkhall Integrated College'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;
- ensure that arrangements are developed for the annual inspection of the school premises and the preparation of a report for the Chief Executive of Education Authority; and
- ensure that both teaching and non-teaching staff are issued with a copy of the employer's health and safety policy.
- ensure that EA guidance and risk assessments for ensuring a safe environment during the COVID 19

PRINCIPALS

The Principals of Parkhall Integrated College is responsible for the day-to-day application of this Health and Safety Policy for teaching staff, non-teaching staff and pupils.

Principals will be responsible for:

- developing and implementing an effective safety management system for the school;
- ensuring that health and safety forms an integral part of subject planning within the school;
- ensuring the availability of resources to maintain and improve the safety management arrangements;
- ensuring that all employees have appropriate qualifications, experience and training to safely undertake their work and to continually develop and improve their competencies in order to carry out their work or activity in a safe and efficient manner;
- monitoring the safety performance throughout the school as part of senior management team meetings;
- developing arrangements for ensuring effective maintenance of a safe working environment; and
- initiating a risk assessment process where there is a significant risk to health and safety, and communicating the results of those assessments to employees and other persons likely to be affected by the activity or process and ensuring implementation of the findings of the risk assessment.

In the absence of the Principal, the Vice-Principal or a nominated senior teacher will assume the role.

VICE PRINCIPAL/HEAD OF DEPARTMENT/SUBJECT CO-ORDINATOR

Vice Principals/Heads of Department/Subject Co-ordinators are responsible for ensuring that the Safety Policy and Procedures are followed in practical terms in areas under their control.

Each Vice Principal/Head of Department/Subject Co-ordinator is responsible for:

- developing and implementing safe working procedures for all activities and practices within their subject area;



- implementing a risk assessment process where there is a significant risk to health and safety, and communicating the results of those assessments to employees and ensuring implementation of the findings of the risk assessment;
- ensuring the availability of resources to maintain and improve the safety management arrangements;
- ensuring that all employees have access to regular training within their discipline to undertake their work safely and to continually develop and improve their competencies in order to carry out their work or activity in a safe and efficient manner;
- ensuring that health and safety procedures are an integral part of the subject planning and teaching of all subjects and activities; and
- ensuring that regular inspections of the workplace and procedures are undertaken to identify hazards and that steps are taken to eliminate or minimise associated risks.

In the absence of the Head of Department, the Principal or a senior teacher nominated by the Principal will assume the responsibility.

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.

Each teacher is responsible for:

- carrying out risk assessments where there is a significant risk to health and safety and integrating the results into teaching practice;
- ensuring that health and safety forms an integral part of subject planning within their teaching practice; • practicing and teaching safe working during class lessons;
- ensuring that all protective clothing and equipment as required is both available and used by themselves and pupils;
- reporting all accidents to the Head of Department and ensuring that Accident Forms are fully completed; and
- co-operating fully with the Head of Department and the Principal on all matters pertaining to Health and Safety. EMPLOYEES Each employee is responsible for:
- taking reasonable care not to endanger their own health and safety and that of other persons likely to be affected by their acts or omissions;
- undertaking their tasks as instructed and in line with training received;
- reporting to their manager any health and safety concerns;
- not interfering with or misusing any equipment provided to ensure safe working practice in the workplace;
- reporting any accident involving injury, damage to plant and equipment, or potential injury, damage or loss;
- co-operating with and assisting other management colleagues in implementing the Health and Safety Policy; and
- adhering to all appropriate risk assessments and method statements.

EA Guidance Documents should be used to inform all Health and Safety practices in the College

EA and PHA guidance will be used to carry out school risk assessments for COVID-19



Guidance documents

Index Subject area	Publisher	Title
Blind Cord Safety	DHSSPS	Chief Medical Officer letter 2015
Blind Cord Safety	Environmental Health	Environmental Health Officer letter to Omagh schools 2019
Blind Cord Safety	British Blind and Shutter Association	Leaflet for child care premises
Emergency management	EA	Exceptional closures due to adverse weather –Principal’s checklist
Emergency management	DENI	Managing critical incidents in schools
Fire safety	NIFRS	Fire Risk Assessment – Educational premises
Fire safety	DHSSPS	The evacuation of disabled people from buildings
Fire safety	NIFRS	Fire Safety Audit Process
Health and safety management	Resuscitation Council	AED guidelines
Health and safety management	EA	AED guidelines for schools
Health and safety management	DENI	Community use of schools guidance
Health and safety management	HSE	First Aid at Work –Guidance L74
Health and safety management	HSENI	First Aid At Work – Your questions answered
Health and safety management	CLEAPSS	L093 Managing Ionising Radiations
Health and safety management	DENI	Security and personal safety in schools
Health and safety management	HSENI	Your responsibilities for contractors
Health and safety management	HSE	Classroom checklist
Health issues	IOSH	A healthy return
Health issues	HSENI	Asbestos toolkit
Health issues	DENI	Asthma guidance
Health issues	DENI	Circular 2014/25 – E Cigarettes
Health issues	JNC	Circular No 33 (revised June 2014) Smoke Free Workplace
Health issues	HSENI	Guide on prevention and management of musculoskeletal disorders
Health issues	PHA	Infection control in schools
Health issues	HSENI	Managing asbestos in schools – checklist
Health issues	HSENI	Managing asbestos in schools – FAQ