

THE SOUTHERN EDUCATION & LIBRARY BOARD

GENERAL STATEMENT OF SAFETY POLICY

POLICY OBJECTIVE:

The objective of this Policy is to ensure, so 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 Board's undertaking.

1. The Southern Education & Library Board recognises and accepts its responsibility for Health & Safety as an employer, and in particular the duties laid down in Article 4 (Employers Duties) of the Health & Safety at Work (Northern Ireland) Order 1978 and all subsequent legislation made under that Order. It also recognises and accepts its duties laid down in Articles 5 and 6 of that Order to persons other than its employees.
2. The Board will take all reasonably practicable steps to meet this responsibility for its employees including those employed by it at maintained schools under the terms of Article 88 of the Education and Libraries (Northern Ireland) Order 1986.
3. Where reasonably practicable, it will pay particular attention to the provision and maintenance of:-
 - (i) a safe place of work, safe access to it and safe egress from it;
 - (ii) plant, equipment and systems of work that are safe;
 - (iii) safe arrangements for the use, handling, storage and transport of articles and substances;
 - (iv) sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their safety and health at work;
 - (v) a healthy working environment;
 - (vi) adequate welfare facilities.
4. The Board will so far as is reasonably practicable provide and maintain up to date information for all staff on the potential hazards of substances and equipment used at work.
5. Without detracting from the primary responsibility of Boards of Governors, principals and supervisors for ensuring safe conditions of work, the Board,

where reasonably practicable, will provide competent technical advice on safety and health matters where this is necessary to assist its management in its task.

6. The Board will co-operate fully in the appointment of safety representatives for its staff by recognised trade unions and will provide them where appropriate with sufficient facilities and training to carry out this task.

The Board will co-operate fully where requested in the setting up of a safety committee(s).

7. The Board reminds its employees of their duties under Article 8 of the Health and Safety at Work (Northern Ireland) Order, 1978 to take reasonable care for their safety and that of other persons and to co-operate with the Board so as to enable it to carry out its responsibilities successfully.
8. A copy of this statement will be issued to all employees. It will be reviewed, added to or modified from time to time and may be supplemented in appropriate cases by further statements relating to the work of particular groups of workers.

REVIEW DATE

The Health and Safety at Work (Northern Ireland) Order 1978 states that a safety policy should be revised *"as often as may be appropriate"*. This Board's safety policy will be reviewed in:-

September 2013

and revised as necessary.

Tony Murphy

CHIEF EXECUTIVE

September 2012

THE SOUTHERN EDUCATION AND LIBRARY BOARD

SAFETY ORGANISATION

CHIEF EXECUTIVE

The Chief Executive has overall responsibility for all matters relating to the health, safety and welfare of all persons employed by the Board.

In the discharge of these responsibilities the Chief Executive shall:-

- require the Senior Management Team to initiate and control appropriate safety procedures within their areas of responsibility to give effect to the spirit and intention of the Board's Safety Policy;
- regularly review the effectiveness of the Safety Policy with each head of department taking into account reports of safety performance compiled by the Board's Safety Officer, and where necessary require them to make any amendments or improvements to the Policy;
- require heads of department when making recommendations to the Board to take account of the safety implications associated with the activities, plans and deployment of resources with special regard for the safety needs of employees and the general public;
- ensure that strategic health and safety issues are addressed at Senior Management Team meetings.

HEADS OF DEPARTMENT

Heads of Department are responsible for all matters relating to the health, safety and welfare of employees and the general public in their respective areas of control.

Officers through whom the policy will be implemented are:-

Chief Executive's Department	Internal Audit, Human Resources, Communications Officer, Corporate Support Officer and Chief Executive's Personal Assistant.
Head of CASS and Youth	Curriculum Advisory and Support Services, Music, Youth, Nursery Schools, Primary Schools, Post Primary Schools and Pupil & Parent & Post-Primary Administration.
Head of Children and Young People's Services	Special Education, Educational Psychology, Education Welfare, Pupil Personal Development Services, Social Inclusion, Education other than at school and Autism/Learning Difficulties/Peripatetic & Sensory Support
Head of Development, Planning and Support Services	Property Management - Building, Grounds & Services Maintenance, Project Management, Architectural Services, Planning and Development, Health & Safety, Security, Integrated Emergency Management, Energy & Environmental Management, Cleaning Services, Claims and Legal, Corporate Information Systems, Transport, Catering Services & Purchasing.
Head of Financial Support Services	Finance (General), Accounts, Financial Control, Salaries & Wages, Cashiers, LMS, Awards & Benefits

SENIOR MANAGEMENT TEAM

The Senior Management Team members are responsible for implementing the Board's policy on Health and Safety.

In the discharge of their responsibilities they will be responsible for:-

- ensuring that all significant risks within their areas of responsibility are assessed as required by regulation 3 of the Management of Health and Safety at Work Regulations (Northern Ireland) 2000;
- arranging for the full co-operation of their respective sections with the Board's Safety Officer in the identification of hazards, and investigation of injuries;
- initiating action to rectify, where reasonably practicable, all defects and hazards that are the Board's responsibility which have been brought to their attention by Boards of Governors;
- consulting with the Board's Safety Officer or other designated officer to identify Safety Training needs for all staff under their control;
- ensuring that Section Heads have prepared sectional Safety Policies, where appropriate.
- participating fully in the consultative machinery established by the Board for the purposes of Health and Safety;
- encouraging all staff to operate safe working procedures;
- reviewing the effectiveness of the sectional Safety Policies in consultation with the Board's Safety Officer or other designated officer.

SECTION HEADS

Section Heads are responsible for ensuring that the content of this Safety Policy is followed in practical terms.

In the discharge of their responsibility each Section Head shall:-

- devise written risk assessments and safety procedures for significant hazards likely to be encountered within the areas of responsibility and the corresponding safety measures to be adopted;
- arrange for adequate training to be given to all those within their section for the effective implementation of the sectional Safety Procedures;
- assess the extent to which the sectional Safety Procedures are being observed within their section by regular inspection and interview, and by participating fully in the investigation of injuries and incidents;
- take corrective action in cases of non-compliance with sectional Safety Procedures.

BOARDS OF GOVERNORS

Governors have a statutory responsibility under the Health and Safety at Work (Northern Ireland) Order 1978 for ensuring that the Board's Safety Policy is both understood and implemented in schools under their control and that risk assessments are carried out to address significant risks.

In the discharge of their statutory responsibilities Governors must ensure:-

- that all teaching staff recommended for appointment by them hold appropriate qualifications both to teach the subjects required of them and to use the necessary equipment and machinery;
- that both teaching and non-teaching staff are provided with regular training that will assist them to work safely;
- the maintenance of procedures for the safety of both teaching and non teaching staff 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 is submitted to the Chief Executive;
- the prompt and efficient maintenance of all equipment and all non structural repairs as defined in the relevant Annex to the Common Funding Scheme for the Local Management of Schools;
- that contractors who are carrying out work on behalf of the Board of Governors 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;
- that both teaching and non-teaching staff are issued with a copy of the Safety Policy.

PRINCIPALS

Principals of schools are responsible for the day to day application of this Safety Policy both for teaching and non-teaching staff.

In the discharge of this responsibility each 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;
- ensure that both teaching and non-teaching staff are provided with regular training that will assist them to work safely;
- ensure the provision and maintenance of procedures for the safety of both teaching and non-teaching staff who come under their control;
- ensure that all staff are aware of any instructions or safety advice pertaining to their particular discipline issued by either the Board or the Department of Education;
- 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 participate in and are aware of such arrangements;
- report to the Board of Governors all defects and hazards which are its responsibility;
- ensure that safe systems of work are used by contractors or persons carrying out inspections or non-structural repairs which are the Governors' responsibility as set out in the Scheme for the Local Management of Schools;
- report to the Board all defects and hazards which cannot be dealt with under the Scheme for the Local Management of Schools;
- ensure that all accidents to teaching staff and non-teaching staff are reported promptly to the Board;
- 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.

HEADS OF DEPARTMENTS (SCHOOLS)

Heads of Departments are responsible for ensuring that the content of the Safety Policy is followed in practical terms in areas under their control.

In the discharge of this responsibility each Head of Department 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;
- ensure that both teaching and non-teaching staff are provided with regular training that will assist them to work safely;
- ensure that all Safety Reports pertaining to their department are fully implemented;
- ensure that all safety instructions and advice issued by either the Board or the Department of Education are acted upon;
- ensure that all staff in the department are aware of any safety precautions to be taken when undertaking potentially hazardous procedures;
- ensure that all toxic and flammable substances are correctly used, stored and labelled;
- ensure that all staff include safe working methods in their instruction to pupils and students;
- 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 potential hazards to the Principal;
- ensure that all protective clothing and equipment as required are available in the department.

In the absence of the Head of Department, the Principal or a Vice-Principal or 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.

In the discharge of this responsibility all teachers shall:-

- ensure that they take reasonable care during their work activities to avoid accident or injury to themselves, other members of staff and pupils;
- observe all safety instructions and advice issued by either the Board or the Department of Education;
- observe all safety rules relating to specific machinery or processes;
- ensure that all protective clothing and equipment as required is both available and used by themselves and pupils;
- report all potential hazards affecting health and safety to the Head of Department;
- report all accidents to the Head of Department and ensure that Accident or Incident Report Forms are fully completed;
- co-operate fully with the Head of Department and 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 the special safety measures to be adopted in their own teaching area and ensure they are applied;
- give clear instruction and warnings as often as is necessary;
- follow safe working procedures personally;
- make recommendations to their Head of Department on the provision of safety equipment and on improvements to plant, tools or equipment which is dangerous, or potentially dangerous.

SUPERVISORS

Those staff who have supervisory responsibilities are responsible for the practical application of the Safety Policy and Safe Working Procedures.

In the discharge of this responsibility supervisors shall:-

- encourage staff under their control to employ safe working practices and pay particular attention to the sectional Safety Policy;
- assist the Board to develop safe working practices and arrange for their adoption;
- instruct new employees in appropriate safety measures and the procedures laid down in the sectional Safety Policy;
- ensure that all defects in equipment or protective clothing are corrected and reported accordingly to the respective Head of Section;
- report all accidents involving injury to their senior officer;
- furnish information as required in the investigation of injuries and accidents.

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 employees shall:-

- perform their duties in a safe manner and pay particular attention to the sectional Safety Procedures;
- 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 and protective clothing and potential hazards to their supervisor;
- assist in the investigation of injuries and accidents;
- observe all the safety rules of the Board.

THE SAFETY OFFICER

The Board Safety Officer's responsibilities include the following:-

- advising the Board through the Head of Support and Property Services of the development and application of the Board's Safety Policy and its Safety Programme;
- the interpretation of relevant Health and Safety legislation and Regulations in order that all schools and sections may comply with relevant legislation within their scope of work;
- the interpretation of Codes of Practice issued under the Health and Safety at Work (Northern Ireland) Order 1978 so that all relevant Codes are adhered to and good safety practices are observed;
- the establishment and servicing of appropriate consultative machinery to be used as a forum for health and safety discussions with employees and provide assistance with the training of representatives appointed to such committees;
- the arrangements, in liaison with other specialist staff, for the inspection of buildings, plant and equipment in use in all Board premises so as to ensure (i) that health and safety requirements are being met, and (ii) to identify hazards to health and safety and advise on measures to be taken to rectify them;
- the maintenance of accident statistics, advising on accident reporting procedures, processing accident reports and liaising with the Claims and Legal Section, the Board's Insurers and all sections on claims for compensation arising from accidents to staff;
- the analysis of accident statistics and recommendation of health and safety measures to prevent their recurrence;
- devising and delivering, in conjunction with the Board's other specialist officers, training programmes to educate staff in good safety practices.
- on behalf of the Board, communicating with the Health and Safety Executive on all matters regarding health and safety at work.

