

HEALTH AND SAFETY POLICY

GENERAL STATEMENT OF SAFETY POLICY

- 1 Holy Cross College 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 (NI) Order 1978. It also recognises and accepts its duties laid down in Articles 5 and 6 of that Order to persons other than their employees.
- 2 Holy Cross College will take all reasonably practicable steps to meet this responsibility for those in its direct employment and for those employed by it at Catholic Maintained Schools - under the terms of Article 88 of the Education and Libraries (NI) 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 own health and safety at work;
 - (v) a healthy working environment;
 - (vi) adequate welfare facilities.
- 4 Without detracting from the primary responsibility of Boards of Governors, principals and supervisors for ensuring safe conditions of work. Holy Cross College, where reasonably practicable, will provide competent technical advice on safety and health matters where this is necessary to assist its management in its task.
- 5 Holy Cross College will co-operate fully in the appointment of safety representatives for staff by recognised trade unions and will provide them, where appropriate, with sufficient facilities and training to carry out this task.

Holy Cross College will co-operate fully where requested in the setting up of a safety committee(s) and will liaise with Boards of Governors with a view to agreeing the representation on the committee(s).
- 6 Holy Cross College reminds its employees of their own duties under Article 8 of the Health and Safety at Work (NI) Order, 1978 to take reasonable care for their own safety and that of other persons and to co-operate with the Board so as to enable it to carry out its own responsibilities successfully.
- 7 Holy Cross College will establish procedures to monitor and increase the effectiveness of its Health and Safety Policy.
- 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 work of particular groups of workers.

Signed _____ Dated _____

ORGANISATION

BOARDS OF GOVERNORS.

Governors have a statutory responsibility under the Health and Safety at Work (NI) Order 1978 for ensuring that the Boards Safety Policy is both understood and implemented in schools/colleges under their control.

The Schedule to the Scheme for the Membership, Procedure and Functions of the Boards of Governors and the Scheme for the Local Management of Schools and the Local Management of Colleges also assigns to Boards of Governors a number of functions, duties and responsibilities in respect of Health and Safety.

In the discharge of their statutory responsibilities Governors shall ensure:

1. that all teaching staff appointed by them hold appropriate qualifications both to teach the subjects required of them and to use the necessary equipment and machinery;
2. That both teaching and non-teaching staff are provided with regular training that will assist them to work safely;
3. The maintenance of procedures for the safety of both teaching and non-teaching staff who come under their control;
4. The maintenance of procedures for the safety of both teaching and non-teaching staff who come under their control;
5. 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 of the Board;
6. The prompt and efficient maintenance of :
 - (i) all equipment,
 - (ii) all non structural repairs,

as defined in the relevant Annex of the Education and Library Board's Scheme for the Local Management of Schools and the Local Management of Schools and the Local Management of Colleges;

- That contractors 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 Board's and School's/College's Safety Policies.

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PRINCIPAL

The Principal is responsible for the day to day application of this Safety Policy both for teaching and non-teaching staff.

In the discharge of this responsibility 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;
- 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 their the Board or the Department of Education;
- Ensure that all safety reports pertaining to the school/college 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 their responsibility;
- Ensure that safe systems of works are used by Contractors or persons carrying out inspections or non – structural repairs which are the Governors’ responsibility as set out in the Board’s Scheme for the Local Management of Schools and the Local Management of Colleges and that reference has been made to the Board’s Health and Safety Manual;
- Report all defect and hazards which cannot be dealt with under the scheme for Local Management of School/Colleges to the responsible officers both in the Board;
- Ensure that all accidents to staff, pupils and members of the public are reported promptly to the Board;
- Ensure that all staff operates safe working practices in the execution of their duties.

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

To further the objective of achieving the aims of this policy, the Principal has appointed Mr Michael Meenagh who will endeavour to communicate to staff relevant information on safety in the School and to encourage the implementation of approved safety procedure.

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HEADS OF DEPARTMENTS

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:

- Prepare a departmental safety policy;
- Ascertain that all teaching staff hold appropriate qualifications both to teach the subjects required of them and to use the necessary equipment and machinery;
- Ensure (identify) 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 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 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 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/students under their control.

In the discharge of this responsibility each teacher shall;

- Ensure that they take reasonable care during their work activities to avoid accident or injury to themselves, other members of staff and pupils/students;
- Observe all safety instructions and advice issued by 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 are both available and used by themselves and pupils/students;
- 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 Forms are completed;
- Co-operate fully with the Head of Department and the Principal on all matters pertaining to Health and Safety.

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ALL EMPLOYEES

All employees have a responsibility to exercise personal care and attention for the safety of themselves and others, and to cooperate 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 Safety Procedures
- Report all accidents and injuries to their supervisor as soon as possible;
- Obtain adequate treatment for injuries as soon as practicable;
- Report all defects in equipment and protective clothing and potential hazards to their supervisor;
- Assist in the investigation of injuries and accidents.

ACCIDENT PREVENTION

An accident is defined as an unplanned event which may result in injury or ill health, damage to property or equipment. Research has shown that damage to property and equipment is the prelude to injury accidents.

In order to encourage accident prevention the school staff should:

- Implement the school's Health and Safety Policies.
- Promote a safety culture at all times.
- Ensure safe practices are included in lessons.
- Carry out risk assessments on the school's practices and activities.
- Investigate accidents and take action to prevent reoccurrences.

POLICY FOR DEALING WITH PUPIL ACCIDENT OR ILLNESS

- In the event of a pupil becoming ill or having an accident at school an ambulance will be called for immediately if, in the opinion of the Principal or teacher, urgent medical attention would be advisable. A member of staff will accompany the pupil in the ambulance and will remain with the pupil until her parent arrives. Having sent for the ambulance, the parents will be contacted immediately and informed of the situation. If parents cannot be contacted the emergency contact number will be tried.
- If it is deemed not necessary to call an ambulance the school may arrange to transport the pupil to the local health centre, accompanied by a member of staff. As before, the parents will be contacted and informed of the situation. If the parents cannot be contacted the emergency contact number will be tried.
- If a pupil is ill and needs to go home, parents will be contacted. The parent will be asked to pick up the pupil or to approve the pupil going home. If the parents cannot be contacted the emergency contact number will be tried.

POLICY ON MEDICAL CONDITIONS

- Parents and guardians have the primary responsibility for their child's health and should provide the school with the necessary details regarding their child's health. Asthma, diabetes, epilepsy and severe allergic reactions are the medical conditions which cause most concern in schools.
- A data capture form will be sent out to parents annually to obtain information on pupil medical conditions.
- Relevant information on pupils with medical conditions will be located in the main office.
- All staff will be provided with a brief list of students with medical conditions. This information will be updated during the school year if necessary.

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- Parents of pupils with particular medical conditions may be invited to meet the principal, school doctor, nurse or relevant staff if deemed necessary.
- Any medication required by a pupil will be stored in a medical cabinet in the main office. Only medicines provided by parents and left in the main office will be administered to students in school.

— FIRST AID —

Guidance Notes: General

The guidance given in this section can only be the simplest instruction in First Aid. If you have not learned basic First Aid measures, or have not been trained in First Aid, you must familiarise yourself with the name(s) and location(s) of your nearest qualified First Aider(s). It will be too late to try to find this information once an accident has happened. Staff members who are qualified in first aid are listed below:

- Mrs Catherine Conway
- Mrs Patricia McColgan
- Mrs Georgina McGonigle
- Mrs Helen Pollock

First Aid training of staff is presently under review as part of the school development plans.

Principles of First Aid

First Aid is the skilled provision of treatment for a casualty or any person suddenly taken ill, using the facilities and materials available at the time, to save life and to prevent any deterioration in the condition of that person while awaiting the arrival of qualified medical assistance (usually an ambulance). The extent to which First Aid assistance is available in each Department varies with the degree of risk present.

First Aid boxes are provided in the locations listed below and these boxes are in the care of an Appointed Person:

Location:	Appointed Person
Art Rooms	Head of Art & Design
Home Economics Rooms	Head of Home Economics
First aid room	Mrs Georgina McGonigle
PE Changing Rooms	Head of PE
Science labs and prep rooms	Head of Science
Technology Suite	Head of Design and Technology

Immediate Action

If an accident occurs, what would you do?

Check your own safety! You are of no use if you become a second casualty. Use protective clothing and equipment where necessary. Casualties should be seated or reclined when being treated, as appropriate.

KEEP CALM - ASSESS THE SITUATION - REASSURE THE CASUALTY

Speaking calmly to the casualty establishes consciousness and may provide useful information about the accident and assist in eliminating continuing danger. If immediate danger threatens, remove the casualty carefully to a safe place without endangering yourself. If the persons clothing is on fire, roll the casualty on the ground in a coat or fire blanket.

Get help at once if the injuries appear serious by summoning a qualified First Aider. Delegate a person nearby to tell the office to call an ambulance.

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First Priorities

Breathing

If the casualty is not breathing, start mouth-to-mouth respiration at once (see method below). The first minutes are vital.

Bleeding

- If bleeding is severe, apply firm direct pressure on the wound to stop the bleeding, using hands, pads, dressings, etc. Maintain pressure until professional help is available.
- If the bleeding is from a limb, elevate it 10" to 12" to reduce the blood flow.
- Do NOT use a tourniquet.

Shock

Trauma or Fluid loss

- Keep the casualty quiet, reassured and comfortable.
- Keep the casualty warm by a light covering but do not overheat.
- Do NOT give anything to eat or drink to the casualty as this may cause complications if medical attention is required.

Electric Shock

Do not touch the casualty until the current is switched off. If the current cannot be switched off, stand on some dry insulating material and use a wooden or plastic implement to free the casualty from the electrical source. If breathing has stopped, start mouth-to-mouth respiration and continue until the casualty starts to breathe or until medical help arrives.

Mouth-to-Mouth Respiration

- Lie the casualty flat if possible
- Ensure no obstructions are in the mouth (remove dentures, etc.).
- Ease constrictions at the neck, chest and waist.
- Place a rolled jacket or pad under the shoulders to arch the neck.
- Pinch the casualty's nostrils and draw the chin forward to open the mouth.
- Take a moderately deep breath and breathe steadily into the casualty's mouth (chest will rise).
- Lift your own head and allow the casualty to exhale (see chest deflate).
- Repeat this cycle at a rate of 6 to 8 per minute.
- Continue until the casualty resumes breathing unaided or until qualified medical services take over, however long this takes.
- If breathing resumes, place the casualty in the Open Airway (Recovery) Position and treat as an unconscious casualty.

Burns and Scalds

Burns and scalds, however large or small and from whatever cause (including chemicals) should be cooled by flushing with copious amounts of cold water for at least 10 - 15 minutes (longer if necessary). The affected area should then be covered with a dry sterile dressing or cling film (this does not stick to burns and prevents air and airborne contaminants coming into contact with the burn).

Never apply any lotions, ointments or anything similar to a burn or scald. **COLD WATER ONLY.**

Do not burst blisters or attempt to remove charred materials from a burn. Always obtain medical attention.

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Eyes

Foreign bodies (including chemicals) in the eye should be flushed out using clean cool water for at least 10 - 15 minutes. Sterile eye wash bottles of the sealed cap type may be used if tap water is not immediately available. Casualties with eye injuries should always be sent to the hospital with the eye covered by a pad.

First Aid and the Law

The Health and Safety (First Aid) Regulations, 1981, place a general duty on the school to make adequate First Aid provision for all employees should they be injured or become ill at work. Each Department and / or building is therefore required to provide:

- A number of properly stocked First Aid Boxes appropriate to the risks of accidents or injuries that could arise from departmental activities and to place these boxes in the care of an Appointed Person or qualified First Aider;
- Access to the services of one or more qualified First Aiders as appropriate to the work of the Department;
- Notices giving the names and locations of the qualified First Aiders, Appointed Persons and the locations of the First Aid Boxes.

First Aid Training

The school contracts training to an approved External Provider e.g. St John Ambulance. These First Aid Training Courses have been approved by the Health & Safety Executive under the 1981 Regulations. Successful participants on each course are awarded a First Aid Qualification Certificate. Each certificate is valid for a three year period. Thereafter, First Aiders may re-qualify by attending a retraining course. The School also provides, where necessary, one day non-certificated courses covering specialist First Aid topics. Applications for places on any of the First Aid Training Courses should be made to Mrs Georgina McGonigle

Signed _____ (Principal) _____ (Chair, Board of Governors) Date ____/____/20____