

HEADS OF DEPARTMENT:

HEADS OF DEPARTMENT ARE RESPONSIBLE FOR ENSURING THAT THE CONTENT OF THE SAFETY POLICY IS FOLLOWED IN PRACTICAL TERMS IN AREAS UNDER THEIR CONTROL.

IN DISCHARGE OF THIS RESPONSIBILITY EACH HEAD OF DEPARTMENT SHALL:

ENSURE THAT ALL SIGNIFICANT RISKS WITHIN THEIR AREA OF RESPONSIBILITY ARE ASSESSED AS REQUIRED BY REGULATION 3 OF THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS (NI) 1992.

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 TEACHER NOMINATED BY THE PRINCIPAL WILL ASSUME RESPONSIBILITY.

COMMUNICATE ALL SAFETY REPORTS PERTAINING TO THEIR DEPARTMENT.

ACT UPON ALL SAFETY INSTRUCTIONS AND ADVICE ISSUED BY THE EDUCATION AUTHORITY AND/OR THE DEPARTMENT OF EDUCATION.

ENSURE 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 INSTRUCTIONS TO 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.

NON-TEACHING STAFF:

ALL EMPLOYEES HAVE A RESPONSIBILITY TO EXERCISE PERSONAL CARE AND ATTENTION FOR THE SAFETY OF THEMSELVES AND OTHERS AND 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.

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.

ORGANISATION OF HEALTH AND SAFETY

SHIMNA INTEGRATED COLLEGE

TEACHING STAFF:

EACH MEMBER OF THE TEACHING STAFF HAS A RESPONSIBILITY TO EXERCISE CARE AND ATTENTION REGARDING THE SAFETY OF THEMSELVES AND 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 ACCIDENTS OR INJURIES TO THEMSELVES, OTHER MEMBERS OF STAFF AND STUDENTS:

OBSERVE ALL SAFETY INSTRUCTIONS AND ADVICE ISSUED BY THE S.E.E.L.B. THE EDUCATION AUTHORITY AND OR THE DEPARTMENT OF EDUCATION:

OBSERVE ALL SAFETY RULES RELATING TO SPECIFIC MACHINERY AND PROCESSES.

ENSURE THAT ALL PROTECTIVE CLOTHING AND EQUIPMENT AS REQUIRED ARE BOTH AVAILABLE AND USED BY THEMSELVES AND THE 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 THE ACCIDENT FORMS ARE COMPLETED.

CO-OPERATE FULLY WITH THE HEAD OF DEPARTMENT AND THE PRINCIPAL ON ALL MATTERS PERTAINING TO HEALTH AND SAFETY.

THE BOARD OF GOVERNORS:

IN THE DISCHARGE OF THEIR STATUTORY RESPONSIBILITIES UNDER THE HEALTH AND SAFETY AT WORK (NI) ORDER 1978 THE BOARD OF GOVERNORS UNDERTAKE TO ENSURE:

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.

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 TEACHING STAFF, NON-TEACHING STAFF AND STUDENTS WHO COME UNDER THEIR CONTROL.

THE MAINTENANCE OF PROCEDURES FOR THE SAFETY OF ALL PERSONS USING THE PREMISES UNDER THEIR CONTROL.

THAT INSPECTIONS OF THE COLLEGE PREMISES AND EQUIPMENT ARE CARRIED OUT EACH YEAR.

THE PROMPT AND EFFICIENT MAINTENANCE OF ALL EQUIPMENT AND ALL NON-STRUCTURAL REPAIRS.

THAT CONTRACTORS WHO CARRY 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 OF ACQUIRED BY THEM ARE SUITABLE AND SAFE FOR THEIR INTENDED USE.

THE PRINCIPAL:

THE PRINCIPAL OF THE COLLEGE IS RESPONSIBLE FOR THE DAY TO DAY APPLICATION OF THE HEALTH AND SAFETY POLICY BOTH FOR TEACHING AND NON-TEACHING STAFF.

IN THE DISCHARGE OF THE RESPONSIBILITY THE PRINCIPAL SHALL:

ENSURE THAT RISK ASSESSMENTS HAVE BEEN CARRIED OUT TO ASSESS ALL SIGNIFICANT RISKS WITHIN THE COLLEGE.

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 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 TEACHING STAFF, NON-TEACHING STAFF AND STUDENTS WHO COME UNDER THEIR CONTROL.

ENSURE THAT STAFF ARE AWARE OF ANY INSTRUCTIONS OR SAFETY ADVICE PERTAINING TO THEIR PARTICULAR DISCIPLINE ISSUED BY EITHER THE EDUCATION AUTHORITY OR THE DEPARTMENT OF EDUCATION.

ENSURE THAT ALL SAFETY REPORTS PERTAINING TO THE 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 WORK ARE USED BY CONTRACTORS OR OTHER PERSONS CARRYING OUT WORK.

ORGANISATION OF HEALTH AND SAFETY SHIMNA INTEGRATED COLLEGE:

EMERGENCY ACTION PLAN

IN THE EVENT OF AN EMERGENCY

OR

**IF YOU DISCOVER A FIRE YOU SHOULD RAISE THE ALARM
THIS IS A CONTINUOUS RINGING OF THE BELL**

**EVERYONE MUST LEAVE THE BUILDING AND GO TO THE ASSEMBLY
POINT. (THE FOOTBALL PITCH)**

LEAVE BY THE NEAREST ESCAPE ROUTE

TEACHERS ACCOMPANY THEIR CLASS TO THE ASSEMBLY POINT

**TEACHING ASSISTANTS ACCOMPANY THEIR INDIVIDUAL STUDENTS,
SEEKING ASSISTANCE IF REQUIRED FROM OTHER STAFF**

**TECHNICAL STAFF WILL ENSURE THAT POWER AND/OR MACHINES
ARE TURNED OFF AND/OR ISOLATED**

**KITCHEN STAFF WILL ENSURE THAT ACTIVITIES INVOLVING
NAKED FLAMES/HEAT CEASE (ASSEMBLY POINT OUTSIDE NETBALL
ENCLOSURE FOR KITCHEN STAFF ONLY)**

**OFFICE STAFF WILL TAKE VISITORS BOOK AND CLASS REGISTERS
TO THE ASSEMBLY POINT**

**THE FIRE ALARM PANEL BOARD WILL BE CHECKED BY THE OFFICE
MANAGER OR FIRE SAFETY WARDENS TO DETERMINE THE ZONE
THAT HAS ACTIVATED THE AUTOMATED SYSTEM**

**A FIRE SAFETY WARDEN WILL MEET EMERGENCY SERVICES IF
THEY ARE IN ATTENDANCE UPON THEIR ARRIVAL**

**EVERYONE MUST REMAIN OUTSIDE UNTIL THE PRINCIPAL ACTING
UPON THE ADVICE OF A SENIOR FIRE AND RESCUE OFFICER GIVES
THE ALL CLEAR**

**IN THE CASE OF A FALSE ALARM (WHERE FIRE AND RESCUE IS NOT
IN ATTENDANCE) EVERYONE WILL REMAIN OUTSIDE UNTIL THE
PRINCIPAL ACTING UPON THE ADVICE OF THE FIRE WARDEN OR
OFFICE MANAGER GIVES THE ALL CLEAR**

EMERGENCY PROCEDURES:

IN THE EVENT OF FIRE OR A MAJOR INCIDENT / ACCIDENT OR DANGEROUS OCCURRENCE WE MUST FOLLOW OUR

EMERGENCY ACTION PLAN:

COPIES OF THE PLAN ARE ON THE STAFF ROOM NOTICE BOARD

COPIES ARE ON THE REPROGRAPHICS ROOM NOTICE BOARD

A COPY WILL BE PUT IN THE STAFF PIGEON HOLES AT THE START OF THE COLLEGE YEAR.

FIRE EVACUATION NOTICE:

A FIRE EVACUATION NOTICE SHOULD BE ON DISPLAY WITHIN EACH CLASSROOM/ PREP ROOM OR ANY ROOM USED BY STAFF AND STUDENTS.

ARRANGEMENTS SECTION

HEALTH & SAFETY POLICY

SHIMNA INTEGRATED COLLEGE: