



# Ashfield Girls' High School



**“Each different. Each talented. All valued.”**

## Health and Safety Policy

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## **Executive Summary**

The Health and Safety Policy has been written to provide a point of reference regarding the policy and procedures for managing both health and safety. Due to the critical importance of Health and Safety the policy itself cannot cover all aspects within one document. A number of specific areas of Health and Safety require a specific policy to ensure that Ashfield Girls' High School is compliant with the Health and Safety at Work (NI) Order 1978.

The aim of Ashfield Girls' High School Health and Safety Policy is to promote health and comply with all safety guidance and regulations.

The Board of Governors has strategic responsibility for the Health and Safety Policy. The Principal has operational responsibility for ensuring that the Health and Safety Policy is reviewed and is congruent with changes to legislation. AMEY FM have responsibility for maintenance and building integrity. All persons who use the building have the responsibility to familiarise themselves with the Health and Safety Policy and abide by all health and safety procedures.

Any persons using the building also has the responsibility to report any issue or potential issue to the Principal, to prevent potential incidents or as part of the review process, in order to make improvements to procedures.



## **Section A - Aim of the Policy**

The aim of the Health and Safety Policy is to promote health and comply with safety guidance and regulations.

### Objectives of the Policy

- The Health and Safety Policy is written to take account of all persons who use the facilities in the school; this includes pupils, staff, parents and visitors (to include community use).
- The Health and Safety Policy identifies lines of responsibility for the promotion of health and the compliance with safety regulations.
- The Health and Safety Policy provides guidance regarding issues of health and safety.
- The Health and Safety Policy outlines the commitment to training.
- The Health and Safety Policy outlines the review process and the commitment to consult with all stakeholders.

## **Section B - Legislative Context, Guidance and Linked Policies**

Article 4 (3) of the Health and Safety at Work (NI) Order 1978 contains the legal requirement to have a written Health and Safety Policy for any employer of five or more persons. The Education Authority has the legal obligation to ensure that schools are healthy and safe places to work. In order for the Education Authority to fully discharge its legal obligations it is necessary for each school to have its own Health and Safety Policy.

## **Section C – Policy and Procedures**

Procedures and Arrangements for:-

- **Safeguarding** - Detailed procedures are outlined in the Safeguarding and Child Protection Policy.
- **Security** – Personal security is a priority. Facilities Management are responsible for building and grounds security. The Principal is responsible for the security of all persons who use the building and grounds. Staff should wear security lanyards to confirm identity. All visitors must sign into reception and must wear visitor lanyards. All external doors are locked throughout the school day (with the exception of the Main Entrance that opens with a pass or can be opened by the receptionist). The Pupil Entrance is closed throughout the day (with the exception of morning arrival, lunch time and afternoon egress). This door is supervised accordingly and monitored by CCTV. The front gate at the Hollywood Road is closed throughout the day, only opening in the morning (8.00am) and afternoon (3.10pm). There is clear signage to direct all visitors to the front reception. There is CCTV installed in both the school grounds and within the school building. The Facilities Management Supervisor acts as data manager and only the Principal, or as delegated by the Principal, the Vice -Principal is able to view retrospective CCTV accompanied by the Facilities Management Supervisor. A security breach will be managed as a critical incident, in line with the critical incident policy.



- **Attendance at School and in Class** – the procedures for managing attendance in school and in class are identified in the Attendance Policy.
- **Behaviour to / from school and while in school** – the procedures for managing behaviour is outlined in the Positive Behaviour Policy.
- **Break and Lunch Supervision** – The Vice Principal for Pastoral Care produces a break time duty rota at the beginning of each academic year. Teaching staff will have included in their duties, one break time duty per week. If a member of staff is unable to undertake their break duty they should report this to the Vice Principal. Lunch time supervision is mainly completed by Lunchtime Supervisors employed within their own contract. Teaching and Non-Teaching staff can nominate to undertake lunchtime duty. This duty is a separate employment contract and will be paid at the rate of a Lunchtime Supervisor. Members of the Senior Leadership Team (SLT) will be included in the lunch supervision rota. Any incident that occurs at break or lunchtime should be reported to the appropriate member of staff in line with the Positive Behaviour Policy.
- **Accident Reporting** – All accidents in the school building or in the surrounding grounds should be reported to the Pupil Welfare Auxiliary (Welfare). The Pupil Welfare Auxiliary (Welfare) will provide initial first aid care, if necessary and follow up with the completion of the Accident Form. This form is then forwarded to the Pupil Welfare Auxiliary (Safeguarding). The Pupil Welfare Auxiliary (Safeguarding) communicates the nature of the accident to AMEY FM, for health and safety action as necessary and monitoring purposes. Any member of staff who witnesses an accident should complete the accident report form. Paper copies of the form are located in classrooms, the staff room and the main office. The Pupil Welfare Auxiliary (Safeguarding) completes the Education Authority online accident reporting form.
- **Slips, Trips and Falls** – It is the responsibility for all staff to report any floor surface that poses a potential slip, trip or fall risk to front reception (which is then forwarded to Facilities Management). Wet surfaces, for example, recent cleaning, leakage or spillage of liquids should be reported for immediate action and marked with warning signs. Special areas of concern are PE changing rooms, practical classrooms which used water e.g. Art, stairwells, high traffic corridors and stages. The procedures for accident reporting should be followed.
- **Providing First Aid** – There are a number of staff (teaching and non-teaching) who are trained first aiders. The primary first aider is Mrs White the school Pupil Welfare Auxiliary. Mrs Cripps (Pastoral Vice Principal) is responsible for the team of first aiders and the renewal of their first aid training. All accidents requiring first aid will be recorded on the Education Authority online accident recording portal and communicated to AMEY FM staff.



- **Traffic Management** – The side car park is for staff only. The only exception to this is when parents have a car park pass for their daughter's specific medical conditions. The car park at the back of the school grounds is for staff only. Deliveries are not permitted along the back road during the lunch period. Staff should exercise extreme caution when operating a vehicle on the school premises. Parents / carers and buses will be able to pick up / drop off along the Holywood Road. Parents/carers are not permitted to drop pupils off in the staff car park (the only exception is when a parent/carers is given a car park pass if their daughter has a mobile disability that requires a close proximity to the main entrance).
- **Educational Visits** – Detailed procedures are outlined in the Educational Visits Policy
- **Medication Needs Policy** – Detailed procedures are outlined in the Medical Needs Policy
- **Intimate Care Policy** – Detailed procedures are outlined in the Intimate Care Policy
- **Infection Control** – The Pupil Welfare Auxiliary (Welfare) receives information from a wide range of sources regarding general infection control and specific procedures regarding current or emerging infections. The Principal, Vice Principal, Pupil Services Senior Clerical Officer and Pupil Welfare Auxiliary (Welfare) will co-ordinate responses to seasonal or emerging infections. Epidemics or pandemics will be managed through the Critical Incident Policy.
- **Substance Abuse Incident** - Detailed procedures are outlined in the Substance Misuse Policy.
- **Emergency Evacuations** – Detailed procedures are outlined in the Emergency Evacuation Policy.
- **Adverse Weather** - Detailed procedures are outlined in the Exceptional Closure (Adverse Weather) Policy.
- **Utilities - Water– (Failure of Supply)** Failure of water supply e.g. burst mains pipe, can pose a significant health and safety risk in terms of the lack of access to clean drinking water, clean water for hygiene or for flushing waste. The rain water harvester system supplies the toilets (although during dry weather spells this supply is switched to mains supply). The cold water storage tanks can then provide additional supply to toilets and hand basins (however they do not have capacity to provide water for an extended period). There will be no available mains supplied drinking water. The sprinkler system is supplied by a sprinkler storage tank that would have capacity to operate fully in the event of a failure of supply. The Principal will assess the extent of the disruption, the health and safety risk and the expected time frame to make right the damage. A dynamic risk assessment will be completed and a decision will be made by the Principal; which may range from restricting the access of non-essential / essential water use water use, a partial closing of the school (senior school pupils would return home) to a full closure for all pupils and staff. The Principal will keep communication open between Facilities Management, staff, pupils and parents.

- **Utilities – Water (Water Damage / Internal Flood)** Water damage can range from a small isolated flood e.g. sink left running, to a significant flooding incident e.g. burst internal water pipe. If this occurs Facilities Management will consult with the Principal to assess the extent of disruption, the health and safety risk and the expected time frame to make right the damage. A dynamic risk assessment will be completed and a decision will be made by the Principal; which may range from restricting access to an isolated area, partial closure of the school building (senior pupils would return home) to a full closure of the building as a whole. The Principal will keep communication open between Facilities Management, staff, pupils and parents.
- **Utilities – Gas – (Failure of Supply)** The Gas mains supplies the heating of the school, the school kitchen (EA Catering). A failure of supply would result in significant disruption to the general running of the school. In the event of a failure of supply the provision of food would be significantly reduced. The heating system would not be operational. A dynamic risk assessment would be completed by the Principal; which depending on the time of day, time of the year and individual weather conditions could result in a partial closure or full closure for pupils and staff.
- **Utilities – Gas – (Gas Leak)** A gas leak poses a significant risk to health and safety. If a gas leak is identified through the plant room sniffers, the gas guards in the science labs or the CO2 monitors then a full evacuation of the building will occur until the leak can be identified and assessed. A dynamic risk assessment will be completed by the Principal, however in the event of a gas leak it is highly likely that following the evacuation the school will be closed to both pupils and staff until Facilities Management can guarantee, through their certified sub-contractors that the gas leak has been fixed and that no remaining gas remains in the building. The Principal will keep communication open between Facilities Management, staff, pupils and parents.
- **Utilities – Electricity – (Failure of Supply)** The electricity mains supply is responsible for the operation of security monitoring systems, the operation of all electrical components of plant machinery, catering equipment, heating, lighting and all plugged electrical items. There are numerous battery powered system in place that will still operate to full capacity in the event of a failure of supply, including emergency lighting, the sprinkler system and the fire alarm system. The Principal will complete a dynamic risk assessment which dependant on the time of day and time of the year, may lead to a partial or full closure of the school. The Principal will keep communication open between Facilities Management, staff, pupils and parents.
- **Critical Incident** - Details are outlined in the Critical Incident Policy.
- **Lifting and Carrying** - before undertaking any lifting and / or carrying activity a dynamic (completed live) risk assessment needs to be carried out to identify ways to reduce potential risk to health and safety. Facilities Management staff have been trained in lifting and carrying large, awkward or heavy loads with the support of mechanical aids. Any activity requiring lifting and carrying of large, awkward or heavy loads should be completed by Facilities Management staff. When lifting or carrying other loads (e.g. textbooks) consideration needs to be given to its shape, size and manageability. Consideration needs to be given to the surface over which the load is to be carried, the chances of obstacles, other that may be injured e.g. crowded corridors. Pupils should never be asked to carry large, awkward or heavy loads.





## **Risk Assessments for Practical Departments and General Classrooms**

### **Practical Classrooms**

The Head of (practical) Departments are responsible for having a Departmental Health and Safety Policy Statement. These policies are to include a risk assessment. It is the Head of Department who is responsible for the implementation and review of the Departmental Health and Safety Policy Statement. Practical departments include;-

- Technology and Design
- Science
- Home Economics
- Physical Education
- Art

### **General Classrooms**

The Vice Principal for Curriculum is responsible for consultation, completing the review of the General Classroom Risk Assessment and ensuring that all staff are aware of and have access to the General Classroom Risk Assessment.

### **Risk Assessments based on Individual Circumstances**

Risk Assessments are required for individual scenarios e.g. event in school, where there has been an identified risk that is not covered in any other risk assessment.

### **Risk Assessments for Educational visits**

Risk Assessments are required for each individual educational visit. The Educational Visits Policy will provide further detail regarding procedures and documentation to be completed.



## **Training regarding the Health and Safety Policy**

Health and Safety training issues that are identified will be prioritised. An annual Health and Safety training session will take place annually in the August staff development days. Individual training will be provided or outsourced as appropriate e.g. First Aid Training, Evacuation -Chair Training. A Health and Safety Induction for new members of staff will take place on an annual basis. Student teachers will undertake a Health and Safety training module as part of their induction programme; this will be delivered by the Teacher Tutor.

## **Section D - Roles and Responsibilities**

The Education Authority discharges its responsibility for health and safety through the delegated requirement for each individual school to have its own Health and Safety Policy. At a school level, overall responsibility for health and safety rests with the Board of Governors and the Principal. The Principal attends the termly Health and Safety Team meetings, which is Chaired by the Vice Principal (Pastoral). The Health and Safety Designated Governor is also invited to attend the Health and Safety Team meetings.

As the school building is owned and managed as a Public Private Partnership (PPP) building; Facilities Management have a significant role regarding building security, building safety, maintenance and the management of health and safety.

Facilities Management is led by the Facilities Supervisor. Scheduled meetings take place monthly for all key stakeholders including the Principal, the Education Authority representative, the Facilities Supervisor and the AMEY / ALBANY representative. Health and Safety is a standing item on the agenda for these meetings.

## **Facilities Management**

It is the responsibility of Facilities Management to ensure the health and safety of all persons who use the school building and grounds. As a Public Private Partnership school the Facilities Manager communicates regularly with the Principal regarding any health and safety issues. The Facilities Manager has the responsibility to ensure that:-

- The building is safe to be opened and operated as required
- The buildings are maintained and operated safely and in line with current legislation and best practice, including plant machinery and safety mechanisms
- The school is advised of health and safety issues immediately and are provided with suggestions and plans for resolution
- School staff are trained in the use of fixtures and fittings related to Health and Safety, e.g. Evac-Chairs.

## **Board of Governors**

The Board of Governors discharge their responsibilities regarding health and safety to the Principal and receive updates in all areas regarding health and safety. The nominated Health and Safety Governor attends Health and Safety meeting in School and provides updates to the Board of Governors.



## **Principal**

It is the Principal's responsibility to be aware of the Department of Education and the Education Authority guidance and circulars regarding Health and Safety. The Principal ensures that the school ethos promotes health and complies with safety regulations and guidance. The Principal is responsible for prioritising health and safety issues on a day by day basis and the Health and Safety Policy. The Principal is also responsible for managing any critical incident through the Critical Incident Policy.

## **Vice Principal**

It is the responsibility of the Vice Principals to support the Principal and the Facilities Manager in promoting health and safety. They are responsible for the creation, implementation and the review process of the below policies.

- Safeguarding Policy
- Attendance Policy
- Positive Behaviour Policy
- Educational Visits Policy
- Medical Needs Policy
- Intimate Care Policy
- Substance Misuse Policy
- Exceptional Closure (Adverse Weather) Policy

## **Staff**

Health and Safety is the responsibility of all staff. All staff have the responsibility to be aware of the content of all policies related to Health and Safety. Staff have a responsibility to comply with all procedures relating to health and safety and to conduct themselves in a way that promotes health and safety to other staff members, pupils, parents and visitors. Where staff members are concerned about a specific health and safety issue they have the responsibility to report their concerns immediately to the Principal. Staff are encouraged to engage with any review process related the health and safety.

## **Pupils**

Pupils are expected, by the age of 11, to act in a way that promotes both health and safety within the school community. Bullying (physical, social, emotional and cyber) can be a health and safety issue. Poor behaviour choices could be seen as a health and safety issue, but will be managed through the Anti-Bullying Policy and the Positive Behaviour Policy.

## **Parents / Carers**

Parents have a responsibility to support the school in the implementation of all health and safety related policies.

## **Visitors**

Visitors have a responsibility to adhere to the school's health and safety related policies.



## **Section E – Consultation, Communication, Monitoring and Evaluation**

### Consultation of the Health and Safety Policy

All stakeholders have been involved in the consultation process of the Health and Safety Policy.

### Communication of the Health and Safety Policy

The Health and Safety Policy is available on the school website. A hard copy can be requested from reception.

### Monitoring and Evaluation of the Health and Safety Policy

The Principal is responsible for the annual review process of the Health and Safety Policy.







# ***Challenging girls today; creating women of value in the future***



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