Integrated College Dungannon

Health & Safety Policy

Reviewed by: Health and Safety Officer- June 2026

Agreed By Governors: 26 June 2026

HEALTH AND SAFETY POLICY FOR THE INTEGRATED COLLEGE DUNGANNON

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 because of the College's undertaking.

BOARD OF GOVERNORS
The Board of Governors recognise and accept their responsibility for Health & Safety as an employer, and in particular the duties laid down under the Health and Safety at Work (Northern Ireland) Order 1978 for ensuring that the College's Health and Safety Policy is both understood and that risk assessments are carried out to address significant risks.

The Board of Governors are responsible for:

- ensuring that the Principal and Management Team develop a safety management system throughout the College.
- monitoring the effectiveness of the College's health and safety arrangements.

- developing and implementing arrangements to ensure that:
  - all College risk assessments are completed and are implemented.
  - equipment and materials purchased by the College 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.

- ensuring that arrangements are developed for the annual inspection of the College premises in accordance with the guidance set out in the Health and Safety Monitoring section of the Manual for Principals and Governors available at https://www.eani.org.uk/school-management/health-safety/manual-for-principals-and-governors
- ensuring that both teaching and non-teaching staff are issued with a copy of the College's Health and Safety Policy.

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

Principals will be responsible for:

- developing and implementing an effective safety management system for the College.
- ensuring that health and safety forms an integral part of subject planning within the College.
- ensuring the availability of resources to maintain and improve the safety management arrangements.
- ensuring that all staff 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 College as part of senior management team meetings.
- developing arrangements for ensuring effective maintenance of a safe working environment.
- initiating a risk assessment process where there is a significant risk to health and safety and communicating the results of those assessments to staff 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
Vice Principals/Heads of Department 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 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 other department members 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 department members 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 minimize 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 students 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 students 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.

STAFF
Each staff member 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.

ARRANGEMENTS FOR HEALTH AND SAFETY

Introduction
In line with HSG65, the Principal and Board of Governors refer to the safety management system that includes policies, procedures and safe systems of work. Below is an outline of significant parts of the system.

Risk Assessment
To comply with the Management of Health and Safety Regulations (Northern Ireland) 2000, the College is required to make a suitable and sufficient assessment of the risks to the health and safety of its staff to which they are exposed whilst they are at work and the risks to the health and safety of persons not in its employment arising out of or in connection with the conduct of its undertakings.

Risk assessments are undertaken by the Principal/Heads of Department in consultation with their affected staff. Where the risk is considered significant, this is recorded, and appropriate action taken. These actions are monitored regularly by Principal/Heads of Department and reviewed on a quarterly basis, or as necessary. A risk assessment should be undertaken where a new activity or new equipment is introduced. Staff should be informed by Principal/Heads of Department of any risks involved in their daily work activities.

Fire Safety and Emergency Evacuation
The Board of Governors/Principal will ensure that a fire risk assessment for the College is carried out by a suitably qualified person in compliance with the requirements of The Fire and Rescue Services (Northern Ireland) Order 2006 supported by the Fire Safety Regulations (Northern Ireland) 2010.

Recommendations arising from the fire risk assessment will be implemented by the College management as appropriate. Fire Wardens have been appointed at each location to ensure that all staff/students are aware of the fire evacuation policy and procedure.

Fire Marshalls/Wardens will be appointed at each location to ensure that all staff are aware of the fire evacuation policy and procedure and that all occupants are evacuated from the building in an emergency

In the event of a fire or gas evacuation, the fire alarm will ring until the College is completely evacuated. The alarm system is inspected and maintained at suitable intervals by qualified persons. All "Evacuation Drills" shall be carried out in accordance with the requirements of the Fire Risk Policy.

There are emergency exit signs visible throughout the College to provide clear instruction on the means of escape in a fire or gas evacuation. Fire exit doors are suitably maintained to ensure that they are not obstructed. The fire logbook is maintained for the College.

Health and Safety Inspections
To improve health and safety performance and to assist in promoting a positive health and safety culture, the College will ensure that health and safety inspections are carried out on a regular basis throughout the academic year. The involvement of the College's Health and Safety Representatives in this process will be encouraged. It is the responsibility of the relevant department to eliminate unsafe acts, and unsafe conditions and take immediate corrective action to prevent recurrence. Health and safety inspections, associated actions, recommendations, responsibilities and timescales should be recorded.

Accidents and Incidents
The College aims, so far as is reasonably practicable, to prevent or reduce the number of accidents and incidents. It will monitor all accidents and incidents and implement the necessary control measures to prevent any recurrence.

All accidents and incidents must be recorded in the Accident Book held in the front office. Initial investigation will be undertaken by the College's Board of Governors/Principal. Where required, in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997 (RIDDOR), accidents and/or incidents will be reported to the appropriate enforcing authority in accordance with the accident reporting procedures.

First Aid
The College will ensure, through the risk assessment process, that adequate provisions are made to administer first aid for any injuries sustained by students/staff/visitors whilst at the College. Where it is assessed as being necessary, competent persons will be appropriately trained and supported to carry out their roles in accordance with the duties in the Health and Safety (First Aid) Regulations (Northern Ireland) 1982. Names and locations of specific first aiders will be prominently displayed in the College.

Instruction and Training
The College will ensure, through its internal and external training programs that all staff have the appropriate level of competence to be able to safely carry out their roles. The Principal/Heads of Department must ensure that all new staff receive induction training and that all staff are competently trained in the safe use of any equipment that they may use during their employment. They must also ensure that all staff receive refresher training and any further training necessary because of changes in the workplace arising from the introduction of new procedures or new equipment. Health and safety

training records for all staff is held within the College.

Working Environment

All staff will monitor the general working environment as required. This will include the monitoring of noise, lighting, ventilation, fumes, dust levels and infestation. Any problems in these areas will be reported to the principal.

Housekeeping

The College is committed to ensuring that a good standard of housekeeping is maintained on the College premises. This includes arrangements to ensure:

- the safe condition of floors, passageways, and stairs.
- the provision of unobstructed corridors and passageways.
- the proper storage and stacking of materials.
- the proper disposal of waste materials.
- adequate access and egress to stored materials, packing, passageways, and emergency exits. the safe condition and positioning of furniture and equipment.
- the identification and rectification of potential hazards; and
- the general cleanliness/tidiness of work areas, toilets, and washrooms.

This is maintained daily by the caretaker/cleaners in collaboration with all staff to maintain safe College environment.

Control of Substances Hazardous to Health (COSHH)

It is the aim of the College to replace substances hazardous to health with safer alternatives.

The Control of Substances Hazardous to Health Regulations (Northern Ireland) 2003 (amended 2005) (COSHH) (NI) require a College to undertake an assessment of health risks within work areas where substances deemed to be hazardous to health are in use and to take any necessary actions required to control and monitor student/staff/visitors' exposure to those substances.

Staff within the departments will undertake an assessment and implement controls to eliminate risk, so far as is reasonably practicable. It is the responsibility of each department to ensure an assessment is carried out and that information relating to the hazards is communicated to other staff who use the substance.

Display Screen Equipment

In compliance with the Health and Safety (Display Screen Equipment) Regulations (Northern Ireland) 1992, the College will ensure that users of display screen equipment are identified, and workstation assessments conducted by a suitably qualified person (optician). Eye tests will be made available to staff on request and in line with the College's display screen equipment policy.

Provision and Use of Work Equipment

In line with the Provision and Use of Work Equipment Regulations (Northern Ireland) 1999, the College is committed to ensuring that all machinery and equipment used on the College premises is suitable and fit for purpose. All staff will be provided with adequate information and training to enable them to operate the equipment safely. All departments will be responsible for ensuring that equipment is maintained in good order and repair in accordance with risk assessment/PAT testing.

The College are required to ensure all equipment is regularly inspected and all defective equipment withdrawn from use until faults are rectified or the equipment is replaced.

Personal Protective Equipment and Clothing
The College is committed to ensuring that the duties enshrined in the Personal Protective Equipment at Work Regulations (Northern Ireland) 1993 (PPE) are met. Suitable and sufficient PPE will be made available to staff carrying out operations and activities where the risk assessment has identified a need for this. All students/staff of PPE will be provided with information and instruction as to the correct use of the equipment. PPE must comply with current regulations and meet European standards. All instances of damage or loss to PPE should be notified to the relevant Head of Department/Line Manager who will arrange for repair or replacement.

Transportation and Manual Handling of Materials
The College is committed to the safe transportation, manual handling and storage of materials used in its work processes in line with the Manual Handling Operations Regulations (Northern Ireland) 1992. The College is committed to the elimination of the requirement for manual handling where possible and will undertake a risk assessment of all manual handling activities which cannot be eliminated.
Trained staff are responsible for ensuring that the correct procedures for handling and transportation are used and for identifying any additional training requirements. Control measures will be implemented to reduce the risk of injury. Suitable and sufficient training on manual handling techniques will be provided to all relevant staff if it is necessary.

Use of Vehicles for College Business
Only authorised and properly licensed drivers may drive their own vehicles. All staff vehicles will comply with existing Northern Ireland road traffic regulations. For staff who use their own vehicles for College business, a mileage allowance will be paid. Staff must also ensure that:
they hold an appropriate license and insurance to drive their vehicle for business purposes;
the vehicle is taxed and has an in-date MOT certificate where appropriate; and
they do not use a mobile phone while driving, other than when using a hands-free kit.

The College retains the right to examine these documents periodically to ensure that they remain current.

Safety Signs
The College will comply with the Health and Safety (Safety Signs and Signals) Regulations (Northern Ireland) 1996 and ensure that safety signs are displayed throughout the College. All staff will be responsible for ensuring that the instructions outlined in the signage are being adhered to.

Control of Contractors, Service Engineers and Other Visitors
Contractors must comply with the College's Health and Safety Policy and will be required to carry out and provide details of risk assessments where required.
Contractors, service engineers and visitors, etc. who enter the College premises to conduct business are the responsibility of the College to whom they are reporting. Each visitor must report to front office to be signed in and given a visitor's lanyard.

Electricity at Work
The College will ensure compliance with the Electricity at Work Regulations (Northern Ireland) 1991. The inspection of portable electrical appliances should be undertaken on an annual basis and fixed wiring tests every five years. Only suitably qualified electrical contractors will be employed for all electrical work which includes wiring, installing, and repairing electrical equipment.

Smoking Policy
The College operates a no smoking policy in all College premises as required by the Smoking (Northern Ireland) Order 2006 and in accordance with JNC Circular 33 (Revised June 2014).

Occupational Health and Welfare
The College is committed to ensuring the health and wellbeing of all staff. An occupational health

and welfare service exists to meet the needs of the organisation.

Liaison with Enforcing Authorities
The College is committed to the establishment of good working partnerships with all statutory enforcing authorities.

Security of College Premises
The College is committed to ensuring the safety of its staff and visitors whilst on the College premises and will take steps to ensure that suitable and sufficient electronic, physical and procedural security measures, based on risk assessments, are implemented.

The College will undertake to provide competent security advice to ensure that its students, staff and other persons who may be affected by its activities, and its properties are not put at risk, so far as is reasonably practicable.

Health and Safety Policy - Audit and Review
The College is committed to the continuous improvement of its health and safety management system and will carry out a review of the Health and Safety Policy on an annual basis or more frequently as required to verify that its contents are still valid.