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1. RATIONALE

The general provisions of the Health and Safety at Work (Northern Ireland) Order 1978 impose duty on all employers to ensure, as far as reasonably practicable, the safety of their employees at work by maintaining safe systems of work, safe premises and safe plant, and also by ensuring adequate instruction, training and supervision. Lurgan College is also bound by the Act to ensure the safety of all other persons, who (though not employees) may be affected by the school's undertakings (this implicitly includes volunteers, students and contractors). It is recognised that our most important asset is our workforce; therefore one of our primary objectives is to ensure their health and safety while they are at work, as well as those who might be affected by the work that we carry out. This document supplements the statements of health and safety policy written by the Southern Education and Library Board. (www.selb.org/healthsafety).

Concern for the health, safety and welfare of all employees, students and other persons on the school's site as a safe and concerned member of the community is not just a legal requirement but that of a concerned employer and good neighbour. To achieve this, it is vital that we identify the risks associated with the workplace and either remove them or ensure they are controlled so that injury or ill health is avoided or reduced to an acceptable level within the bounds of what is reasonably practicable. Therefore, we are committed totally to ensuring that all our activities are carried out in such a way that takes into account the health and safety needs of everyone.

It is the aim of the Board of Governors and Senior Leadership Team, so far as reasonably practicable, to adopt all reasonable measures:

- (a) to ensure the health, safety and welfare of all employees at places of work under the school's control and elsewhere when performing their duties;
- (b) to protect students and other persons who are on school premises against risk to their health or safety which might arise out of activities in those places;
- (c) to maintain safe plant, machinery and equipment and a safe and healthy place of work.

We aim to:

1. establish and maintain a safe and healthy environment throughout the school;

2. establish and maintain safe working procedures among staff and pupils;
3. make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
4. ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
5. make effective arrangements for ensuring that all employees are kept informed and consulted on matters affecting their health and safety;
6. maintain all areas under the control of the Governors and Headmaster in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
7. formulate effective procedures for use in case of fire and for evacuating the school premises;
8. lay down procedures to be followed in case of accident;
9. teach safety as part of pupils' duties where appropriate;
10. provide and maintain adequate welfare facilities and to make recommendations to the Education Authority (EA) where appropriate.

2. SAFETY ORGANISATION **ROLES AND RESPONSIBILITIES**

2.1 BOARD 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 the teaching and non-teaching staff are provided with regular training that will assist them to work safely;
- that the procedures for the safety of both teaching and non teaching staff under their control are maintained;
- that the maintenance of procedures for the safety of all persons using the premises under their control are maintained;
- that an inspection of the school premises and equipment is carried out by them at least once a year and that a report is tabled to a meeting of the Board of Governors;
- the prompt and efficient maintenance of all equipment and all non structural repairs is carried out 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 Health and Safety Policy.

2.2 HEADMASTER

The Headmaster 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 Headmaster shall:-

- ensure that all teaching staff hold appropriate qualifications both to teach the subject 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 his control;
- ensure that all staff are aware of any instructions or safety advice pertaining to their particular discipline issued by either the Education Authority (EA) 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 of 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;

- close the school in the event of severe weather, power failure or other conditions which might impact on the safety of pupils and staff;
- inform DE, EA and the Chairman of the Board of Governors of any unplanned exceptional closures due to severe weather, power failure or other conditions which might impact on the safety of pupils and staff.

In the absence of the Headmaster, the Vice Principal, Acting Principal or nominated Senior Leader will assume the role.

2.3 HEALTH AND SAFETY OFFICER

The Health and Safety Officer, Mr F. Lappin, shall:

- assist the Headmaster in the implementation, monitoring and development of the safety policy within the school;
- monitor general advice on safety matters given by the Education Authority (EA) and other relevant bodies and advice on its application to the school;
- co-ordinate arrangements for the design and implementation of safe working practices within the school;
- investigate any specific health and safety problems identified within the school and take or recommend (as appropriate) remedial action;
- order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Board of Governors and Headmaster;
- assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problem identified;
- ensure that staff with control of resources (both financial and other) give due regard to safety;
- co-ordinate arrangements for the dissemination of information and for the instruction of employees, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained;
- provide and maintain procedures for evacuation, Health and Safety fault reporting, risk assessment, etc. as appropriate;

- monitor application of Health and Safety policy and procedures, hold a Health and Safety meeting with the Headmaster on a regular basis.

2.4 HEADS OF DEPARTMENT/ SUBJECT CO-ORDINATORS

Heads of Department/Subject Co-ordinators 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/Subject Co-ordinator 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 departments are fully implemented;
- ensure that all safety instructions and advice issued by either the Education Authority 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 Headmaster;
- ensure that all protective clothing and equipment as required are available in the department.

In the absence of the Head of Department, the Headmaster or Vice-Principal or Senior Leader nominated by the Headmaster will assume the responsibility.

2.5 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 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 Education Authority 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/Subject Co-ordinator and ensure that Accident or Incident Report Forms are fully completed;
- co-operate fully with the Head of Department/Subject Co-ordinator and the Headmaster 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 Heads of Department/Subject Co-ordinator on the provision of safety equipment and on improvements to plant, tools or equipment which is dangerous, or potentially dangerous.

2.6 ALL EMPLOYEES (INCLUDING NON-TEACHING STAFF)

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 Education Authority.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS, HE/SHE MUST DRAW THESE TO THE ATTENTION OF THE HEALTH AND SAFETY OFFICER AND LOG IT IN THE HEALTH AND SAFETY REPORTING BOOK IN THE SCHOOL OFFICE.

Please note the following:-

1. It must be realised that the newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

2.7 PUPILS

All pupils are expected, within their expertise and ability, to:-

- exercise personal responsibility for the safety of themselves and their fellow pupils;
- observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
- observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
- use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

N.B. The Governors and Headmaster will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction and notices.

2.8 VISITORS

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possibly, to observe the safety rules of the school.

2.9 LETTINGS

The Governors and Headmaster must ensure that:-

- the means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Headmaster knows of any hazard associated with the above, he should take action to make hirers aware of it;
- fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, (particularly during the hours of darkness);
- hirers of the building are briefed about the location of the fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed;
- hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly;

- arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

3. ARRANGEMENTS AND PROCEDURES

3.1 ACCIDENT PREVENTION

- An annual inspection of the school environment to be carried out by the Board of Governors;
- Regular, recorded safety tours of the school and associated premises to be carried out;
- All of the school community, including pupils, to be encouraged to report anything likely to cause an accident, including any dangerous behaviour to the Health and Safety Officer, Mr F Lappin;
- All accidents should be reported to the Education Authority within the allotted timescale and in the appropriate manner.

Accident Prevention is something that must be worked at on a daily and weekly basis.

3.2 ACCIDENT REPORTING

Accident report forms are supplied in the school office and must be completed by a member of staff / Headmaster, and not by the injured party.

Fill in as much detail as possible on the report form and give a truthful and accurate account of the accident. Give the names of any witnesses to the incident and attach completed witness statements to the report form. This information may be used as evidence in any subsequent court cases.

All accidents should be recorded: if an accident form is not completed, then details should be noted in the Accident Report Book.

Acts of violence not involving a teacher should be reported on the accident report form. Violence is defined as “any incident in which an employee is abused, threatened or assaulted by a student, pupil or member of the public in circumstances arising out of the course of his/her employment”. Acts of violence involving a teacher should be reported using the Violent Incident Report Form at section 15, Violence in Schools. (EA website)

3.3 ADMINISTRATION OF MEDICATION

In most schools there are pupils who may need to take medication during school hours for long or short term medical needs, or in emergency situations.

Who is responsible for administering medication?

The prime responsibility for a pupil's health rests with the parent/guardian; however, to enable pupils requiring medication to participate as fully as possible in school activities the school may agree to assist a child with medical needs.

Short term medication

There are times when pupils request painkillers at school including aspirin and paracetamol. School staff should not give non prescribed medication without prior written approval from the parent/guardian as staff may not be aware of any previous doses taken or whether the medication will react with other medication.

No pupil under 16 should be given medication without the parent/guardian's written consent.

Prescribed medication – long term medical needs

Some pupils may have medical conditions which will require regular administration of medicine in order to maintain their access to education. These pupils are regarded as having medical needs.

In a few cases individual procedures may be needed. Pupil Medication Plan Forms will be completed in such cases.

Storage of medication

The medicine container is labelled with the name of the pupil, dose and frequency of administration and any expiry date.

Further detailed guidance is contained in the school's Administration of Medication in School Policy

3.4 DISPLAY SCREEN EQUIPMENT

The Health and Safety (Display Screen Equipment) Regulations (NI) 1992 came into effect in January 1993. Display screen equipment (DSE) includes visual display units or terminals and portable systems such as laptops that are in prolonged use.

Definition of a user

The regulations cover only those staff who are most at risk and would include employees:

- who use DSE more or less continuously on most days;
- who use DSE for spells of one hour or more at a time.

What does the assessment entail?

The main elements of the assessment are:

The desk

This should have ample space to carry out the work and be of sufficient height to allow for postural changes.

The chair

The chair should have height and back adjustment and also have lumbar support.

The computer

The screen should be adjustable and the characters should be easily read.

General environment

The equipment should not be located in an area where glare from windows or lights are likely. Window blinds or curtains are considered to be essential where display screen equipment is used.

3.5 EDUCATIONAL VISITS

Young people derive considerable benefit from taking part in educational visits, often participating in activities and experiences not available in the average classroom setting. It is widely acknowledged that such educational visits help young people to develop a wide range of valuable personal and social skills.

The manner in which such arrangements are developed is through the process of a risk assessment, the outcome of which acts as the basis for the organisation to establish what needs to be put in place to allow the activity to proceed in a way which sufficiently controls the risks to which those going on the visit may be exposed. This brief note is intended only as an introduction to educational visits and must be read in conjunction with the school's **Educational Visits Policy**.

3.6 FIRE PRECAUTIONS

Any person discovering a fire should:

- Activate the fire alarm;
- Evacuate the building;
- Ring 999.

Emergency doors should be indicated by signage and must not be locked or fastened in such a way that they could not be opened in the case of an emergency.

Teachers should check that all pupils are present at the assembly point and report to the Headmaster that all have been accounted for or that some are missing. The Headmaster can then provide this information to the Fire Brigade on their arrival.

3.7 GLAZING IN SCHOOLS

The Regulations require that where deemed necessary

- every window, or;
- other transparent or;
- semi-transparent surface in a wall, partition, door or gate should, “where necessary for reasons of health and safety”, be of a safety material or be protected against breakage; be appropriately marked or incorporate features to make it apparent.

The Regulations only expect action “***where necessary for reasons of health and safety***”. This means that there is no specific need to take action for all glazing within the school.

3.8 MANAGEMENT OF CONTRACTORS

The objective of this policy is to reduce the risk of accident and injury to staff and pupils within the school premises which could be caused by the activities of contractors. This will be achieved by school management controlling and managing the interface between school activities and contractors’ work in such a way that the risk is reduced significantly.

A partnership between the Board, school and contractor will ensure that risk associated with this type of work is managed and controlled.

3.9 FIRST AID

People at work can suffer injuries or fall ill. It does not matter whether the injury or illness is caused by the work they do or not. What is important is that they receive immediate attention and that an ambulance is called in serious cases.

- First Aid is available in the Medical Room and additional first aid boxes can be found in Home Economics/Science/Physical Education/School Office.
- First Aid boxes are re-stocked on a regular basis.
- Valid First Aid Qualifications are held by Mrs J Barbour, Mr W Buttery, Miss T Carberry, Mrs J Jenks, Mr D Patterson, Mrs L Rowlinson, Mrs R Turkington, Mr R Uprichard, Mrs A Buttery, Mr G Caldwell, Mr K McCallan, Mr T O'Donnell, Mrs C McTernaghan, Miss V Surgeoner, Mr F Lappin.
- The person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences is Mrs J Gough. The accident book and report forms and the arrangements to be followed if the person injured is unable to complete an accident report form (or who is not an employee) are to be found in the Office.
- The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.

3.10 RISK ASSESSMENT

The Management of Health and Safety at Work Regulations (Northern Ireland) 2000 require that suitable and sufficient assessments of the risk arising out of work are carried out.

Put simply, a risk assessment is finding out what could cause harm to people and deciding if you have done enough or need to do more to protect them

All risks to the health and safety of employees and those that may be affected shall be assessed by each department and the significant hazards and assessments shall be recorded in the School Risk Assessment Form.

3.11 PORTABLE ELECTRICAL EQUIPMENT

All fixed electrics and portable electrical equipment will be tested formally, visually inspected and user checked on an annual basis.

3.12 MANUAL HANDLING

Manual handling tasks shall be eliminated so far as is reasonably practicable and where it is not practicable then the tasks shall be assessed to reduce the likelihood of injury to the lowest level reasonable practicable. Procedures must ensure compliance with the Manual Handling Operations Regulations (Northern Ireland) 1992.

3.13 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

The Regulations place a duty on schools to carry out COSHH assessments on tasks which involve the use of any hazardous substances and to implement appropriate controls.

A substance hazardous to health can be in the form of a solid, liquid, gas, powder, fibre, vapour, fumes, aerosol, mist or dust.

3.14 ASBESTOS

Asbestos containing materials have been used extensively in buildings over the past 100 years. Due to its excellent fire and heat retardant qualities it was used in materials from the floor to the roof.

Asbestos containing materials in good condition and left undisturbed present no risk to users of the building. However, if someone does come into contact with materials containing asbestos, the materials must be placed inside plastic bags and sealed until removed from the premises.

The Maintenance Officer will carry out an initial inspection and contract an accredited surveyor if it is judged to be necessary.

3.15 SECURITY

In recent times the importance of security in schools has been tragically highlighted by the events at Sullivan Upper School in Holywood and Dunblane School in Scotland.

These incidents illustrated that in extreme cases individuals are prepared to attack locations which were previously regarded as havens.

Schools have now to balance the need for more security measures on one hand with an open and welcoming environment on the other.

There is a wide range of security measures available to enhance the security of schools.

Visitor Access Control

All Visitors should be directed to a reception area

At the reception area, visitors are required to sign in and sign out, and are also issued with a visitor's card

Door Security

Secure the main door when the school is in operation

A buzzer system operates to control access at the front door

Cash Handling

Cash should be kept in the safe is available.

Property Marking

All portable equipment should be marked with a unique identifier, i.e. school name and postcode.

Intruder Alarms

Every school should have a monitored Intruder Alarm System

Closed Circuit Television (CCTV)

A closed circuit television (CCTV) system operates across the main school site

3.16 VIOLENCE IN SCHOOLS

“Any incident in which an employee is abused, threatened or assaulted by a student, pupil, or member of the public in circumstances arising out of the course of his/her employment” (ESAC 1990).

As far as pupils are concerned, Lurgan College requires from them behaviour and conduct which conforms with the school's discipline policy.

In relation to visitors, including parents, it is the case that such persons are guests of the school and as such do not have any automatic legal right of entry thereto. In circumstances where their behaviour becomes violent, they should be requested to leave the school grounds, with the assistance of the Police, if this becomes necessary.

3.17 EMERGENCY PLANNING

The Headmaster will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- save life;
- prevent injury;
- minimise loss.

This sequence will determine the priorities of the emergency plan.

3.18 HEALTH AND SAFETY MONITORING

Ensuring health and safety in schools, is an essential part of any school manager's responsibility and to do this successfully, an effective health and safety management system needs to be in place.

One of the key elements of health and safety management is monitoring the effectiveness of the safety policy, which can be achieved by the use of a checklist.

The results from such a checklist will be vital in analysing strengths and weaknesses within the organisation and for future inspection and reporting to the Board of Governors.

The EA checklist pro-forma for the use of the College's Senior Leadership Team is held by the Health and Safety Officer.

3.19 EXCEPTIONAL CLOSURE PROCEDURES

In the event of severe weather, power failure or other conditions which might impact on the health and safety of pupils and staff, necessitating the unplanned closure of the school, the following procedures will be followed:

- if the closure takes place during the school day, parents will be informed by phone/text and, where possible, public transport will be organised for pupils;
- if the closure takes place before the school day begins, parents, pupils and staff will be informed through the website, the Parentmail system, local radio and teletext/ceefax.

4. MONITORING AND EVALUATION OF POLICY

The Health and Safety Policy will be reviewed annually.

5. APPENDICES

5.1 Health and Safety Checklist for the Board of Governors – Appendix 1

APPENDIX I

HEALTH & SAFETY CHECKLIST FOR THE BOARD OF GOVERNORS

- † all teaching staff recommended for appointment by governors hold appropriate qualifications both to teach the subjects required of them and to use the necessary equipment and machinery;
- † both the teaching staff and the non-teaching staff are provided with regular training that will assist them to work safely;
- † the procedures for the safety of both teaching and non-teaching staff under BOG control are maintained;

- † the maintenance of procedures for the safety of all persons using the premises under BOG control are maintained;

- † an inspection of the school premises and equipment is carried out by the BOG at least once a year and a report is tabled at a meeting of the Board of Governors;

- † 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, is carried out;

- † contractors who are carrying out work on Behalf of the BOG carry out their undertakings in a safe manner so as to ensure the health and safety of all personnel on the premises;

- † all equipment and materials either purchased or acquired by the BOG are suitable and safe for their intended use;

- † both teaching and non-teaching staff are issued with a copy of the Health and Safety Policy.