



Safety Statement

Safety and Health Policy

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management to ensure, so far as it reasonably practicable, the safety, health and welfare at work of all staff and to protect pupils, visitors, contactors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, contractors and pupils of the school.

It recognised that hazard identification, risk assessment and control measures are legislative requirements, which must be carried out by the employer to ensure the safety, health and welfare of all staff.

The Board of Management as employer, undertakes in so far as it reasonably practicable to:

- a. promote standards of safety, health and welfare that comply with the provision and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
- b. provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- c. maintain a constant and continuing interest in safety and health matters pertinent to the activities of the school;
- d. continually improve the system in place for the management of occupational safety and health and review it periodically to ensure it remains relevant, appropriate and effective;
- e. consult with staff on matters related to safety, health and welfare at work;
- f. provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, pupils, contractors and visitors.

The Board of Management is committed to playing an active role in the implementation of this occupational safety and health policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Signed:

Chairperson, Board of Management,

Moate Community School

Date: _____

Organisation

Address

Phone

Locations

St Joseph's, The New Building, St Kierans, St Malachys, Prefabs, The Technology Centre, Moate Business College, Tuar Ard.

Activity

Second Level Education.

The student body consists of about 1150 students from First Year to Sixth Year, Repeat Leaving Certificate and Post Leaving Certificate students.

Staff Numbers: Teachers 80; Secretarial 3; Kitchen 2;
SNA ;5 Caretakers 3; Cleaners 5.

The Board of Management of Moate Community School recognises the importance of the legislation enacted in the Safety, Health and Welfare at Work Act, 2005 and the Safety, Health and Welfare at Work (General Application) Regulations, 2007 in the prevention of accidents and ill-health at the place of work.

The *Code of Practice for Dealing with Complaints of **Bullying and Harassment of Staff** in the Community & Comprehensive Schools* and the *Code of Practice for Dealing with Complaints of **Sexual Harassment of Staff** in the Community & Comprehensive Schools* as agreed by ACCS, ASTI, IMPACT and TUI form part of this Safety Statement.

This Safety Statement is aimed at protecting our employees and students from workplace accidents and ill health at work. It is our programme in writing to manage health and safety. We provide protective equipment, guards etc., as well as information, training and supervision as necessary to protect our employees, students and members of the public. Hazards are identified and their associated risks assessed. The Safety Statement is available to our employees, parents, outside contractors and inspectors of the Health and Safety Authority. We will update it as necessary and it will be reviewed at least once a year.

Signed _____ Date _____

Tom Lowry – Principal BOM

Name of Deputy (in absence of above) Ms M Murray

Name of Deputy (in absence of above) Ms C McCormack

MBC Manager Ms Olive Costello

TERM 1 PLANNER

Board of Management

- Initiate safety and health audit
- Receive report on safety and health from the safety committee
- Review risk assessment
- Review/update safety statement in light of safety committee's report/ recommendations
- Agree actions required
- Allocate resources where necessary
- Identify short, medium and long term priorities
- Approve/ratify safety and health decisions
- Sign off on safety and health policy
- Sign off on safety statement

Designated person for Safety and Health acting on behalf of the Board of Management

- Convene meeting of safety committee decisions
- Ensure that required protocols for fire drills, accident reporting etc. are fulfilled. Respond to safety and health reports, events and issues. Brief staff on safety and health and report on issues as required

Safety Committee

- Review safety statement and risk assessments
- Agree program for year – actions/priorities/changes
- Assess training needs – established (fire, first aid, manual handling, new equipment, particular needs etc)
- Agree training program based on risk assessments
- Agree necessary corrective actions
- Decide on maintenance and servicing plan
- Report to the Board of Management

Staff Meetings

- Brief staff on key aspects of the safety statement –accident reporting, etc.
- Note relevant changes in risk, controls and procedures
- Routinely, and as the need arises, discuss safety and health-related issues

Staff

- Inspect work areas: (teaching staff) laboratories, workshops, kitchens, classrooms etc. (non-teaching staff) offices, toilets, corridors, grounds etc.
- Complete risk assessments as appropriate to one's own area of work as requested by the Board of Management
- Follow internal accident and incident reporting procedures
- Comply with safety and health decisions of the Board of Management

TERM 2 PLANNER

Board of Management

Receive progress report on safety and health planning decisions
Review significant safety and health issues as reported
Allocate appropriate resources

Designated person for Safety and Health acting on behalf of the Board of Management

Convene meeting of safety committee
Respond to safety and health reports, events and issues
Ensure training program is carried out
Carry out second fire drill according to protocols agreed
Review accident reports
Report to Board of Management

Safety Committee

Review progress on safety and health planning decisions•
Review implementation of training program•
Review safety and health events and responses•
Report to the Board of Management

Staff Meetings

Brief staff on key aspects of the safety statement -
accident reporting etc.
Note relevant changes in risk, controls and procedures
Routinely, and as the need arises, discuss safety and health-related
issues

Staff

Safety inspection of work areas and equipment
Report new hazards or increased risks
Report accidents, incidents and dangerous occurrences to
management
Participate in training as required
Carry out safety and health actions required by Board of
Management

TERM 3 PLANNER

Board of Management/VEC

Receive and review report on progress of safety plan
Review and prioritize needs as identified by risk assessments
Identify priorities for safety and health plan for following year
Review and amend safety statement in light of above•

Designated person for Safety and Health acting on behalf of the Board of Management.

Carry out a comprehensive risk assessment
Review risk assessments
Complete year-end report, including conclusions of risk assessment, noting actions to be carried forward to next year
Review training program
Report to Board of Management with recommendations for priority actions and planning program for coming year

Safety Committee

Review year-end report including conclusions of risk assessments
Review findings of the reviewed risk assessment/safety statement
Review of communication and training procedures
Make representations to Board of Management on any safety and health issues that have arisen during the school year with a view to development safe systems of work

Staff Meetings

Brief staff on key aspects of the safety statement - accident reporting etc.
Note relevant changes in risk, controls and procedures
Routinely, and as the need arises, discuss safety and health-related issues

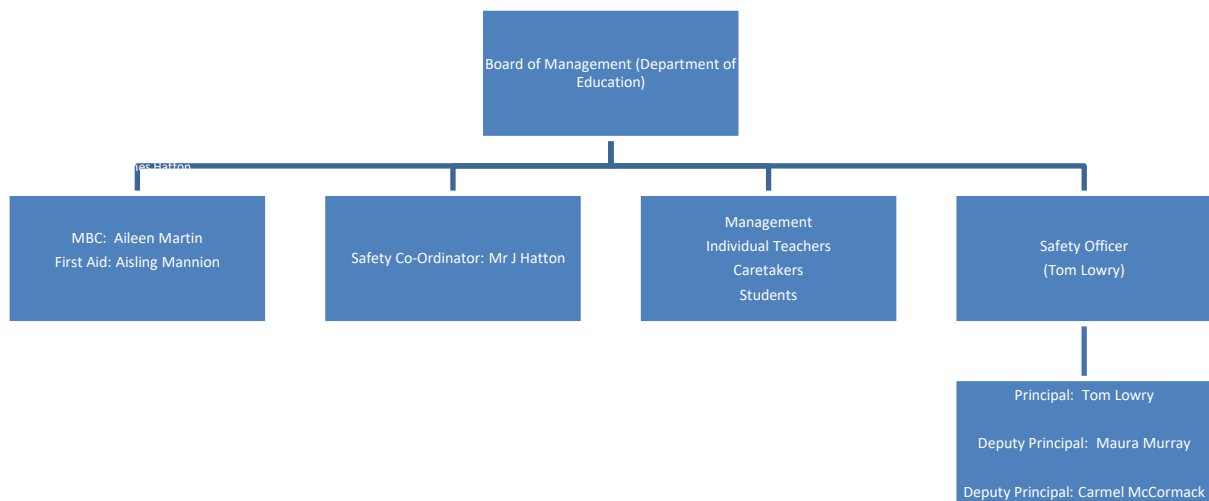
Staff

Report accidents, incidents and dangerous occurrences to senior management
Carry out new or outstanding necessary risk assessments appropriate to one's own area of work and competency

Roles and Responsibilities for Safety and Health

Organisational Chart

Safety and Health is everyone's responsibility. The following chart reflects a whole school approach to the promotion and development of safety and health in Schools



Emergency Services

Name	Address	Telephone
Hospital	Athlone	999 / 112
Fire Brigade	Moate	999 / 112
Garda Station Moate		999 / 112
HSA Local Office	Athlone	090 64 92608 / 1890 289389
Local Doctor	Moate	090 64 81444

Location of First Aid Kits

MBC

- Art Room No.15
- Computer Room 2
- Reception
- Room 6A – Social Care
- Room 7 - Childcare

MCS

5 Portable - Sports Outings

- | | |
|-----------------------|----------------|
| • Ag. Science | Mr. G Flanagan |
| • Home Economics Room | Ms. M Delaney |
| • Home Economics Room | Ms. F. Quinn |
| • Kitchen/ Catering | St. Joseph's |
| • P.E. Office | Mr. P. Tormey |
| • Principal | Mr. T. Lowry |
| • Metalwork Room | Mr. F. Walsh |
| • Reception (main) | |
| • Science | Ms. M. O'Hara |
| • Science | Ms. P. Hogan |
| • Woodwork Room | Mr. J. Hatton |
| • Woodwork Room | Mr. M. Walsh |

Defibrillator Location

- Main Reception MCS
- Staff Room MCS
- MBC

The Board of Management of Moate Community School will ensure that, in so far as is practicable, the highest standards of safety shall prevail and that, at a minimum, the provisions of the Safety, Health and Welfare at Work Act, 2005 are applied. Specifically, the Board of Management wishes to ensure so far as is **reasonably practicable**:

(1) Every employer shall ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.

(2) Without prejudice to the generality of *subsection (1)*, the employer's duty extends, in particular, to the following:

- (a) managing and conducting work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees;
- (b) managing and conducting work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behavior likely to put the safety, health or welfare at work of his or her employees at risk;
- (c) as regards the place of work concerned, ensuring, so far as is reasonably practicable—
 - (i) the design, provision and maintenance of it in a condition that is safe and without risk to health,
 - (ii) the design, provision and maintenance of safe means of access to and egress from it, and
 - (iii) the design, provision and maintenance of plant and machinery or any other articles that are safe and without risk to health;
- (d) ensuring, so far as it is reasonably practicable, the safety and the prevention of risk to health at work of his or her employees relating to the use of any article or substance or the exposure to noise, vibration or ionising or other radiations or any other physical agent;
- (e) providing systems of work that are planned, organised, performed, maintained and revised as appropriate so as to be, so far as is reasonably practicable, safe and without risk to health;
- (f) providing and maintaining facilities and arrangements for the welfare of his or her employees at work;
- (g) providing the information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of his or her employees;
- (h) determining and implementing the safety, health and welfare measures necessary for the protection of the safety, health and welfare of his or her employees when identifying hazards and carrying out a risk assessment under [section 19](#) or when preparing a safety statement under [section 20](#) and ensuring that the measures take account of changing circumstances and the general principles of prevention specified in *Schedule 3*;

- (i) having regard to the general principles of prevention in *Schedule 3*, where risks cannot be eliminated or adequately controlled or in such circumstances as may be prescribed, providing and maintaining such suitable protective clothing and equipment as is necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees;
- (j) preparing and revising, as appropriate, adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious and imminent danger;
- (k) reporting accidents and dangerous occurrences, as may be prescribed, to the Authority or to a person prescribed under [section 33](#) , as appropriate, and
- (l) obtaining, where necessary, the services of a competent person (whether under a contract of employment or otherwise) for the purpose of ensuring, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.

(3) Any duty imposed on an employer under the relevant statutory provisions in respect of any of his or her employees shall also apply in respect of the use by him or her of the services of a fixed-term employee or a temporary employee.

(4) For the duration of the assignment of any fixed-term employee or temporary employee working in his or her undertaking, it shall be the duty of every employer to ensure that working conditions are such as will protect the safety, health and welfare at work of such an employee.

(5) Every employer shall ensure that any measures taken by him or her relating to safety, health and welfare at work do not involve financial cost to his or her employees.

The Board of Management recognises that its statutory obligations under legislation extends to employees, students, any person legitimately conducting school business and the public. The Board of Management of Moate Community School will ensure that the provisions of the Safety Health and Welfare at Work Act, 2005 are adhered to.

DUTIES OF EMPLOYEES

1. It is a legal duty of every employee while at work:
 - (a) to take reasonable care for his/her own safety, health and welfare and that of any person who may be affected by his/her acts or omissions while at work;
 - (b) to co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions;
 - (c) to use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or anything provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health or welfare while at work;
 - (d) to report to the Board of Management without unreasonable delay, verbally and through the hazard report book and risk assessments any defects in plant, equipment, place of work, or system of work, which might endanger safety, health or welfare, of which s/he becomes aware;
2. No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, equipment or anything provided in pursuance of any of the relevant statutory provisions or otherwise, for securing safety, health or welfare of persons arising out of work activities;
3. Employees will, by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible;
4. To have in their possession (readily accessible) MSDS sheets for materials used in their subject.
5. Provide written confirmation that they have read and are familiar with the schools safety policy and safety statement.
6. Ensure that they read and are adhering to all the department of education and schools policies, codes and guidelines e.g. Code of behavior, dignity at work etc. (copies of these in the staffroom)
7. Employees will fill risk assessments for their rooms once a year.
8. Employees will fill risk assessments for all regular and irregular events for the school before organizing and participating in such events e.g. taster program, school show, tours.

LONE WORKERS

Any Employee who find themselves on the premises on their own (e.g. deactivate the alarm, or locking up) or finds themselves on the premises on their own for any reason, should inform another colleague, Principal or other by appropriate means of their entry to the school. Lone workers should communicate by appropriate means their estimated time of exit from the premises, delay of a task progress etc. On exiting the premises employees should communicate and confirm to the same person of their exit and completion of work.

INDUCTION TRAINING

A short period of induction will take place for new employees joining the staff.

This program will include:

1. A tour of the premises for familiarisation purposes;
2. Fire emergency procedures, location of exits, assembly points and training on fire fighting apparatus;
3. A discussion of the hazards in the work place and the preventative measures in force.
4. An explanation on the consultative processes in force.
5. Details of the new employees safety responsibilities.
6. Details of any further training required.

CONSULTATION & INFORMATION

It is the policy of the **Board of Management of Moate Community School**:

to consult with staff in the preparation and completion of the Health and Safety statement and of Hazard Identification and Risk Assessment forms;

to make available a copy of the Safety Statement to all present and future members of staff;

that any additional information or instructions regarding Health, Safety and Welfare at work not contained in the document will be conveyed to all staff as it becomes available;

that Health, Safety and Welfare will form an integral part of any future staff training and development plans;

that during any renovation or maintenance work safety regulations may be put temporarily in place so as to ensure the Health Safety and Welfare of all concerned.

The Safety Representative

The Safety Representative will be selected by ballot of all staff at the first staff meeting of each year.

Safety Committee

The Safety Committee will meet as often as necessary but at least once a term.

The Safety Coordinator and the Safety Officer will meet regularly.

The School Management will facilitate the Safety Coordinator and the Safety Committee in their work.

Staff Members with Designated Safety Duties

Safety Officer Mr T Lowry

Designated Person with Responsibility for Safety & Health in the Workplace: Mr J Hatton

Safety Representatives MS M Condron Ms A Martin

First Aiders Michelle Doyle, Patrice Smyth, Clare Bracken, Clodagh Kelly, Aisling Mannion, Aileen Martin, Des Dolan, Diarmuid Lenehan, David Duffy, Niall Daly.

Accident Reports Mr J Hatton Ms A Martin

Safety Committee Mr J Hatton Ms M Murray Ms A Martin

Mr T Lowry Ms Marian Condron, Mr B Malynn

First Aid Kits Mr P Tormey MCS, Ms A Mannion MBC.

(see chart pg 6)

School Entry and parking

Entrance to the school is via the front gate only. Entrance by the back gate is prohibited.

The car park is staff and deliveries only. The student car park is at Tuar Ard.

Garda Vetting

The school will comply with any department of Education guidelines on Garda vetting

EMERGENCY PROCEDURES

Procedure in Cases of Injury

The injury will, in the first case, be assessed by a First Aider.

The First Aider will decide on appropriate First Aid treatment.

The First Aider will decide whether it is necessary to call on the services of a doctor or to send the injured person to a doctor.

On no condition whatsoever will anyone issue medication of any kind to members of staff or to students.

No member of staff will transport a student to the doctor or to hospital in their own car.

Procedure in Cases of Accident in School

Definition of an accident - has causation and creates injury

All accidents shall be reported to the Designated Person as soon as possible once the welfare of any injured party is seen to.

An Accident Report Form is to be completed by the teacher present when the accident happens, give a copy to the office for the 'accident registrar' and another to the designated safety person.

The Designated Person will review Accident Report Forms and carry out an immediate investigation in the case of serious accidents. A Report will be sent to the HSA and the state claims agency where a student needs a medical practitioner or a teacher is absent from work for more than three days after an accident. The Report will contain a full description of the accident, eyewitness statements and recommendations as to how this type of accident may be avoided in the future.

Procedure in Cases of Evacuation

In cases of emergency evacuation, where the whole school and grounds need to be cleared, all students and staff shall be evacuated to the Community Hall where the students will stay until parents/guardians are informed and transport home is arranged. When Tuar Ard is not accessible due to an accident students will be evacuated to the pitches.

In MBC all staff and students should move to the Pitches.

Contingency Plan in Cases of School Bus Accident

1. A list of students and their contact numbers, both land line and mobile, on each bus shall be drawn up each year by the Designated Person.
2. When the extent of the accident is known parents / guardians / next of kin shall be informed by phone as to the condition and location of their children. All available staff may be used to perform this function.
3. The Counseling services of the Department of Education and Science and of the Midland Health Board may be availed of as needed.
4. The School will cooperate fully with the emergency plans of the Transport Section of Westmeath VEC and Bus Éireann.

RESPONSIBILITIES TOWARDS THIRD PARTIES

The Management's representatives charged with the responsibility for the application of the legislation in accordance with this policy statement must ensure that:

- (1) all third party visitors including contractors, visitors and other members of the general public are made aware by means of notices, of all known hazards, of the Management's concerns and of means of escape;
- (2) where contractors and subcontractors are on the premises, the management must advise employees, customers, visitors and other third parties likely to be affected, of the potential hazards arising from the work being undertaken;
- (3) there is no interference with contractors' staff in the performance of their duties, but where it appears that unsafe practices are being followed, they should contact the main contractor and the party engaging the main contractor where appropriate;
- (4) all the contractors and subcontractors provide a Safety Policy/ Statement or Method statement to the school.
- (5) all visitors and third parties e.g couriers, shall report to the office.

Hire of Facilities

- (1) Third parties must ensure they have their own public liability insurance
- (2) They organize fill and apply their own risk assessment.
- (3) Inform the school of the nature of the event.
- (4) Ensure Garda vetting has being arranged when necessary.

Note:

The Management, in determining the regulations and activities governing the use for community purposes of the school buildings or grounds at times which do not affect school work, shall include the appropriate legislative requirements in Safety and Health matters.

FIRE PREVENTION

It is the policy of the **Board of Management of Moate Community School** that:

1. there is an adequate supply of fire extinguishers to deal with any type of fire;
2. all fire equipment is identified and regularly serviced;
3. Fire drills take place at least twice a year;
4. instruction is given to staff in the use of Fire Extinguishers for specific materials and equipment;
5. fire alarms are clearly marked;
6. signs are clearly visible to ensure visitors are aware of exit doors;
7. all electrical equipment be unplugged or turned off outside school hours and when school are vacated for lengthy periods;
8. an assembly area is designated outside each building, (see fire policy);
9. those leaving buildings/classrooms should let someone know e.g. when a teacher has to leave class, s/he informs the teacher next door;
10. exit signs are clearly marked;
11. the Principal is responsible for fire drills and evacuation procedures;
12. the school and equipment have been checked by a Fire Officer;
13. disposal of waste is taken care of by the caretaker on a regular basis after pupils have left the school.

It is the duty of all staff members to be constantly alert to the dangers of FIRE.

Each Teacher is aware of the instructions as to their obligations in the event of the fire alarm sounding. After each fire drill the Designated Person consults with teachers concerning difficulties encountered and they are, if any, noted and acted upon during subsequent drills. Checking of toilets and taking out roll books is emphasised.

The extinguishers and fire hoses are serviced each year. They are also checked by the Designated Person at the beginning of each year.

Teachers are also advised to remind children periodically of the procedures and assembly points in the event of the fire alarm sounding.

A **Fire Journal** will be kept by the Principal in the main office.

FIRE INSTRUCTIONS

The Fire Alarm Signal is: Siren

The Places of Assembly are: On the Basketball/Soccer Court/Front Garden Areas

It is the duty of ANYONE discovering a fire to raise the alarm at once and sound the fire warning signal.

On hearing the Fire Alarm:

- **Secretarial staff / Management** will be responsible for ensuring the Fire Brigade is called;
- Persons in charge of classes will take up their registers and marshal the class in an orderly manner to the assembly point by an exit route away from the fire;
- Other members of the staff will immediately make their way to the assembly points;
- Anyone not with their class or group when the alarm sounds will make their way direct to the assembly points and join their appropriate class or group;
- There must be no rushing or overtaking on the way to the assembly point;
- As soon as classes and groups are assembled, each teacher or senior member of a group will take a roll call or count and report to the Principal Teacher or Deputy if anyone is missing;
- If any person is found to be missing, an immediate check must be made by the staff;
- No other person must leave the assembly point to recover clothing, books, etc., until permission has been given - in the case of a drill by the Principal Teacher - in the case of a fire by the Fire Officer in charge;
- These instructions are not intended to preclude an immediate attack on the fire with the available fire appliances, where this can be done **without personal risk**.
- The same procedure is followed in the case of BOMB ALERTS and GAS LEAKS.

Break time Fire Instructions

Tutor Responsibilities - Tutors will regularly remind students of their assembly point during registration or tutor class.

On hearing the Fire Alarm:

The following Assembly Points apply,

First, Second and Third year students to go to the Front garden. TY students Fifth and Sixth year students to go to the Junior Courts.

Staff in the staffroom should communicate to each other and assemble evenly between the 3 assembly locations. Take responsibility for calling the class rolls when they are delivered to the courts by the office staff. All Staff should ensure that all class groups are organised and ensure that all roll's have been called. Wait for further instruction.

Office staff will use the intercom to remind students of their assembly point. Deliver the rolls and distribute to the teachers at the assembly points. Remind the staff that they can call any roll and not necessarily the roll for their own class. Vacate the Office.

Ancillary staff and staff on supervision will move to the nearest assembly points. Keep students Calm. Ensure there is one staff member per class assembled. Help staff to organise the students and call the rolls.

Fire Instructions for Moate Business College

The Fire Alarm Signal is: Siren

The Places of Assembly are: Wall along the left hand side of the front Garden Areas

It is the duty of ANYONE discovering a fire to raise the alarm at once and sound the fire warning signal.

On hearing the Fire Alarm:

Secretarial staff / Management will be responsible for ensuring the Fire Brigade is called;

persons in charge of classes will take up their registers and marshal the class in an orderly manner to the assembly point by an exit route away from the fire;

other members of the staff will immediately make their way to the assembly points;

anyone not with their class or group when the alarm sounds will make their way direct to the assembly points and join their appropriate class or group;

there must be no rushing or overtaking on the way to the assembly point;

as soon as classes and groups are assembled, each teacher or senior member of a group will take a roll call or count and report to the Manager if anyone is missing;

if any person is found to be missing, an immediate check must be made by the staff;

no other person must leave the assembly point to recover clothing, books, etc., until permission has been given - in the case of a drill by the Manager - in the case of a fire by the Fire Officer in charge;

These instructions are not intended to preclude an immediate attack on the fire with the available fire appliances, where this can be done **without personal risk**.

POLICY ON SMOKING IN THE WORKPLACE

The following is the policy the BOM of Moate Community School on Smoking in the Workplace.

Purpose

Exposure to second-hand smoke/Environmental Tobacco Smoke (ETS) also known as passive smoking is a cause of disease, including lung cancer and heart disease, in third parties. Neither the simple separation of smokers and non-smokers within the same airspace nor the provision of ventilation can eliminate exposure to ETS and the consequent health effects of such exposure.

Policy

This policy has been developed to protect all employees, service users, students and visitors from exposure to ETS, to ensure compliance with legal obligations and to ensure a safe working environment.

Purpose

It is the policy of Moate Community School that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment. Smoking is prohibited throughout the entire workplace with no exceptions. This policy applies to all employees, consultants, contractors, students and visitors.

Implementation

Overall responsibility for policy implementation rests with the occupier, manager or other person for the time being in charge of the workplace. All staff have an obligation to adhere to, and facilitate the implementation of this policy. The Principal or his nominee shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. All new and prospective employees, consultants and contractors shall be given a copy of the policy on recruitment/induction by the Principal.

Policy Infringements

Infringements by staff will be dealt with by the BOM using local procedures. Infringements by customers, clients etc., will be dealt with in accordance with the procedure set out below: Employees, consultants, contractors, customers and visitors who contravene legislation prohibiting smoking in the workplace are liable to a criminal prosecution with an associated fine.

Smoking Cessation

Information on how to obtain help quitting smoking is available from The National Smokers Quitline (1850 201 203) or the Health Promotion Service of the local health board.

Procedure if a person smokes in contravention of the law prohibiting smoking in the workplace

1. Draw the person's attention to the "No Smoking" signs and advise that they are committing an offence by smoking on the premises.
2. Advise the person that it is also an offence for the occupier, manager and any other person for the time being in charge of the premises to permit anyone to smoke in contravention of the law.
3. Advise the person that the business has a smoke-free policy to ensure a safe working environment for staff and customers; and that under the policy staff are obliged to refuse service to those who persist in smoking.
4. If the person continues to smoke immediately request that they leave the premises.
5. If the person refuses, implement normal procedure for antisocial/illegal behaviour in the premises.
6. Maintain an appropriate record of all such incidents and notify all staff of action taken.
7. In all cases where physical violence is threatened or encountered, notify and/or seek the assistance of the Gardaí.

ACCIDENT REPORTING

An accident has causation and injury

- (1) All accidents will be reported regardless of their severity. The term accident in this context refers to all accidents including "near misses" and property damage.
- (2) All accidents will be reported to the Designated Safety Person.
- (3) The teacher present will complete an accident report form and give a copy to the office and a copy to the Designated Safety Person. If this is not feasible it must be completed by the first teacher to become aware of the accident.
- (4) In the event of a serious injury the site must be left undisturbed, after treatment to the injured party, until such time as clearance has been given.

Details of all accidents will be recorded on the Accident Report Form and a copy to be submitted to the Office, and to the designated safety person.

Whenever any of the items listed below occur, the event will be **reported** in writing to the Health and Safety Authority and State Claims Agency and a record of the report will be retained in the 'accident register' in the main office.

- (a) The death of a person, irrespective of whether or not they are at work, as a result of an accident arising out of or in connection with work.
- (b) The death of an employee which occurs sometime after a reportable injury which leads to that employees death, but not more than one year afterwards.
- (c) A person at work (including a self employed person) being disabled from performing his normal work for more than 3 days.
- (d) A person who is not at work but who as a result of a work activity sustains injury requiring medical treatment.
- (e) One of a list of specific dangerous occurrences arising out of or in connection with work.
- (f) A student needs attention from a medical Practitioner.

In the event of the death of any employee whether at work or not, as a result of a work activity or of a dangerous occurrence connected with work, the Principal must first of all notify the Health and Safety Authority about it by the quickest practicable means e.g. by telephone or fax.

SPECIFIC HAZARDS

Fire hazards.

Formal evacuation procedures will be carried out twice yearly; evidence of this will be logged.

Portable fire fighting equipment will be checked on a regular basis and evidence of these checks will be recorded.

All fire points will be kept clear at all times and will be highlighted.

Exits and entrances will be kept unlocked during normal operating hours.

Electrical Equipment.

The Board of Management is aware of the hazards associated with electricity. Consequently it makes provisions for the safety of all employees in compliance with the Electricity Acts 1927 - 1988 where these employees are involved in the transmission, distribution and use of electrical energy in their workplace.

Precautions

The following precautions will apply:

All electrical equipment will be suitably identified;

All live parts will be adequately covered;

Precautions will be taken by earthing or automatic disconnection, to prevent danger from any exposed conductive part that may become live;

Best practice will be complied with in choosing and using electrical portable tools;

Over-current protective devices will be fitted;

Note:

Only appropriately qualified and trained personnel will work on electrical equipment.

Guarding of Moving Parts on Plant and Equipment.

Because unguarded drives, couplings, etc. may occur due to human factors, strict attention will be given by means of communication, supervision and notices that all moving machine parts will have safety guards in place and that they will only be removed in authorised situations. Attention will be drawn to the dangers associated with loose pendant type jewellery, long hair, neckties, scarves, loose clothing and flowing robes.

A programme of fitting tripping mechanisms to prevent equipment operating on the removal of guards will be an ongoing programme with the Board of Management.

Manual Handling.

The Board of Management lay special emphasis on the manual handling of loads as follows; Appropriate organisational measure(s) will be taken or the appropriate mechanical means to avoid the need for manual handling of loads.

General ongoing hazards.

In addition to the foregoing the following policies will be maintained at all times.

1. Adequate lighting both internally and externally will be provided at all times.
2. Pertinent notices on safety disciplines will be liberally displayed.
3. No flammable material will be left near sources of heat.
4. Continuous care will be given to unlevel walking surfaces. Sudden changes in floor level or headroom height will be highlighted by means of warning notices.
5. Broken panes of glass will be attended to immediately.
6. Broken or chipped delph, pottery or glassware will be disposed of immediately. Care will be taken to dispose of these separately from the normal waste.
7. Emergency stopping procedures for all power equipment will be tested on a regular basis.
8. Spillages of all liquids, in particular all kinds of hazardous chemicals, will be cleared up immediately. Hazardous chemicals will be neutralised prior to disposal.
9. Canteen/Kitchen areas, washrooms and toilets will be maintained in a safe and hygienic condition at all times.
10. Broken furniture will be taken out of commission immediately for repair or replacement. Table tops and work tops will be constantly monitored for any signs of splitting or fraying.
11. Full first aid facilities will be provided at all times.
12. The operation and use of Visual Display Units will be in accordance with regulations.
13. The BOM has a policy of strict compliance with the Public Health (Tobacco) (Amendment) Act of 2004. (See Policy on Smoking in the Workplace below).
14. Overcrowding in all areas will be monitored.
15. Strict attention will be paid to traffic control and parking on the site and safe speeds will be adhered to at all times.
16. Floor surfaces will be constantly inspected and tripping hazards such as crumpled mats and carpets, missing floor tiles etc. will be corrected.
17. Strict control on the indiscriminate dumping of school satchels will be implemented.
18. Containers of chemicals, flammable liquids or other dangerous liquid will be labelled as to contents, hazard and information on action to take in the event of contact with the hazardous liquid.
19. Equipment in all rooms will be isolated when not in use as will all services to these rooms.

20. All sharp edged instruments or tools when not in use will be locked away or properly sheathed.
21. The external grounds will be constantly monitored and supervision over pupils will be provided during leisure breaks. All fencing will be repaired as necessary.
22. Notices will be posted in classrooms indicating equipment which pupils are not allowed to work unsupervised.
23. Dangerous behavior, horseplay or other similar activity which could result in injury will not be practiced.
24. Metal dross, wood chipping and saw dust will be removed on an ongoing basis from the work rooms.
25. Any one deemed to be under the influence of alcohol or harmful drugs will not be allowed to commence work.
26. Drain covers must be in position at all times and must be properly fitted.

Student Work Experience

Students will complete a health and safety course in their own time.

The school will give employers a copy of the cover note from its insurance company regarding this matter of indemnification of employers involved in work experience programs. The school will inform the employers of any safety training undertaken by the students to enable the employer to arrange appropriate and safe working environment and conditions for the students.

The work experience co-ordinator / Health and Safety co-ordinator will inform students at the start of the school year of the need to obtain a 'Safe Pass' certificate if they envisage themselves working on a building site.

The safety committee will arrange for a 'Safe Pass' course to be taught to the students by a certified and competent professional. This will be paid for by the students.

HAZARDS ASSOCIATED WITH SPECIFIC DISCIPLINES.

It is the policy of the management to draw attention to intrinsic hazards in their specific areas. This enables constant attention to be paid to them not alone by teachers, pupils and other staff but also by third party visitors. These areas and some of the associated points of importance are listed hereunder.

[A] WOODWORK/BUILDING CONSTRUCTION

Circular Saw Use a push stick for the last 300 mm of feed. Make sure the top guard is correctly positioned. Do not sweep off offcuts or dust by hand and do not attempt to clear these while the blade is running.

Planing Machine Always withdraw hand before passing over cutters. Use bridge guard for all work.

Band Saw Always enclose blade with guard except for operating position. Keep hands on citlan side of blade.

Sanding Machine Wear dust mask when required.

Drilling Machine Use spindle guards.

Hand Tools Discard hammers with chipped heads or cracked shafts. Discard files without handles. Do not use vices with worn jaws. Do not use spanners with worn jaws.

[B] METALWORK

Classroom rules These are displayed on the wall and must be observed.

Lathes Always check that cut-offs both kick-bar and hand buttons are operating. Check that chuck guards are in position. Wear all the personal protective equipment as directed.

Welding / Gas torch Wear welding gloves and or handshield and goggles. Use protecting screens or give goggles to anyone working nearby. Keep supply hoses and cables tidy. Keep weld splatter under reasonable control. Always keep fire extinguisher in readiness.

Drilling / Milling Wear goggles. Use spindle guards. Always securely clamp workpiece.

Grinding / Polisher Wear goggles. Make sure guards are properly positioned. Never use excessive pressure on workpiece.

Guillotine Make sure blade guards are properly fitted, and that the foot pedals are clean and dry before operation. Follow the instruction sheet.

Bandsaws Use push sticks. Observe safe working distances. Wear goggles.

Sander Wear glasses and gloves. Use the dust extractor.

Bench Shears and Knotcher Ensure the safety pin is inserted when not in use. Beware of others in the vicinity so they do not get struck with the handle.

Tools Do not use any tools in poor condition. Examine all hand tools for secure fixing and burned edges and eject as necessary. Store tools so they cannot fall.

MSDS sheets are in booklet form and accessible in each of the stores adjoining the laboratories. They are regularly reviewed and updated to reflect the resources and chemicals which are procured by the department.

[D] HOME ECONOMICS

1. Aprons shall be worn at all times during practical classes.
2. Oven mitts are used for hot dishes.
3. Proper lifting procedures are followed.
4. Care shall be taken with delayed ignition gas cookers, to close doors gently on cookers so as not to extinguish flame, and never to leave oven doors open.
5. The operation of thermostats shall be checked.
6. Hands and equipment shall be washed regularly between use of raw and cooked foods.
7. Hair shall be tied back.
8. Electrical equipment shall never be handled with wet hands.
9. Running is not allowed in the kitchen.
10. Spills shall be wiped up at once.
11. Handles shall be turned away from edge of cooker.
12. Walking about shall not be allowed when holding knives or hot saucepans.
13. Food held with fingers curled inwards to avoid cuts when using sharp knives, when using a chopping board food shall always be cut away from holding hand.
14. Instructions for the operation of gas and electrical cookers shall be followed.
15. Kitchen surfaces, equipment and floors should always be kept clean.
16. Floors shall be swept at the end of each cookery class.
17. Kitchen bins shall be kept covered and emptied daily.
18. All kitchen cloths are kept clean and separate cloths shall be used for each purpose.
19. The guidelines for the correct preparation, storage and cooking of various foods shall be followed.
20. Hair must be tied up and covered.

[E] Home Economics / Sewing Room

1. Only one student will operate sewing machines at any one time.
2. Great care shall be exercised when handling and lifting sewing machines.
3. Trailing flexes and overloaded sockets shall be avoided.
4. Scissors shall always be handled with great care.

[F] ART ROOMS

1. The guillotine shall have guards fitted.
2. The pottery kiln shall have a safety cut out.
3. All materials shall be labeled clearly as to any hazards.
4. Potting wheels shall be inspected prior to use.

Further information on intrinsic hazards such as safe work practice sheets, hazard identification sheets, safety checklists and other safety rules are available from the management on request.

Equipment such as the Paper Shredder, Art / Craft / Lino Knives, Wax Pot, Hot air gun, Hot melt Glue gun and Irons are used under the strict supervision of the teacher to reduce the risk of injury.

If an accident occurs students must report it immediately to the Teacher and there is a first aid kit available with all the necessary equipment.

The Art room rules are displayed clear to each student and are recalled regularly to ensure no horseplay in the Art room

ICT:

Teachers will always ensure that:

- ➔ There are no trailing cables.
- ➔ Sockets are not overloaded.
- ➔ Workstations are adequately laid out.
- ➔ School bags, Food or Drink are not allowed in the computer rooms.
- ➔ They are familiar with the **Acceptable Usage Policy** and should keep themselves informed in relation to all necessary policies and information.

If equipment is damaged or out of commission teachers should:

- Turn off/unplug the machine
- Place an 'Out of Order' sign on the machine
- Report the issue to olivecos@eircom.net immediately
- Each teacher is responsible for leaving the room clean/tidy. Any issues with equipment must be reported to olivecos@eircom.net

[G] GROUNDS CARE AND MAINTENANCE

Proper care and maintenance will at all times be given to tools and equipment used in this area. Faulty goods will not be used and will immediately be taken out of commission. There are certain physical hazards that may possibly be associated with specific equipment and should be given particular attention:

Tractors

- (a) No passengers will be carried
- (b) No young persons will operate them.
- (c) All moving parts and in particular the Power Take Off will be adequately guarded.
- (d) The tractor will not be operated with restrictive view without assistance.
- (e) The tractor will never be driven without a safety cab.
- (f) Ear defenders will be worn by the operator.
- (g) No speeding allowed
- (h) No overloading allowed
- (i) Tractor must be fully maintained.

Field Machinery (driven by Tractor P.T.O.)

- (a) No passengers carried
- (b) No young persons will operate them
- (c) Proper guarding of moving parts must be maintained
- (d) Must be fully maintained
- (e) No bystanders in close proximity.

Fixed Equipment

- (a) Fully repaired and maintained
- (b) Fully guarded and fenced.
- (c) No close bystanders.

Hand Operated Grass Mowers

- (a) Make sure area is clear of stones and other loose debris.
- (b) Do not mow with people in close proximity
- (c) Do not leave mower unattended with power on
- (d) Do use P.P.E.
- (e) Do not lift mower while powered.
- (f) Always keep mower flat on the grass.
- (g) Do not pull mower towards your feet.
- (h) Switch off mower before moving it across roads and pathways.
- (i) Mow across slopes, never up and down.

Hedge Cutting and strimming

- (a) Check safety switch off mechanism regularly
- (b) Wear eye and face protection
- (c) Check guarding systems
- (d) Do not use in proximity of bystanders.

Further information on intrinsic hazards such as safe work practice sheets, hazard identification sheets, safety checklists and other safety rules are available from the management on request.

RESPONSIBILITIES OF THE PRINCIPAL

- (1) To initiate the Safety Policies of the school.
- (2) To administer these policies and delegate to staff as appropriate.
- (3) To arrange, through the Board of Management, that adequate funds and facilities to implement these policies are made available.
- (4) To maintain the safe upkeep of the premises.
- (5) To implement and initiate evacuation procedures.
- (6) To ensure that First Aid facilities and Controls are implemented.
- (7) To periodically arrange to have this policy statement revised.
- (8) To maintain relevant records and documents pertaining to statutory requirements.
- (9) To provide full executive support for all staff who have been given responsibility under this statement of policy.
- (10) To ensure that the schools annual report contains, in addition to the normal information, an evaluation of the implementation of the School Safety Policy.
- (11) To advise any member of staff failing in their responsibilities.
- (12) To set a personal example.
- (13) To release staff for training where necessary.
- (14) Contact emergency services in the event of an accident.
- (15) Ensure that the Hsa and SCA have been informed of accidents.

RESPONSIBILITIES OF DEPUTY PRINCIPALS

- (1) To know the statute requirements and ensure that they are observed.
- (2) To insist that sound and safe working practices are observed at all times.
- (3) To ensure that safety precautions are accounted for when employing outside contractors.
- (4) To institute proper reporting, recording, investigation and costing procedures.
- (5) To insist that the protective clothing and equipment is provided and is used.
- (6) To ensure that high standards of hygiene throughout the school are observed.
- (7) To be familiar with fire drills and evacuation procedures.
- (8) To arrange for teachers to carry out routine inspections of the internal premises and classrooms after classes end every day.
- (9) To arrange for teacher supervision of external playing grounds and arrange random patrols of all grounds within the site perimeter in conjunction with the Principal.
- (10) To assume the responsibilities of the Principal in Safety and Health matters in the absence, for any reason, of the Principal.
- (11) Ensure emergency services have been contacted in the event of an accident.

HAZARD INDEX

The tables (1-12) on the following pages show the suggested templates that should be completed for each school area.

If a hazard that is recognized in the work environment is not in the relevant table, the employee will inform the designated safety person in writing so the list may be updated. If a suitable risk assessment is not already designed in the list for a specific situation or event then the employee should use a blank template and design one for the noted risk or event e.g tour, TY night.

1.

Art

Art room - General Considerations	No.1
Ceramics	No.2
Use of Knives and Cutters	No.3
School Excursions	(see 'Other Activities' - No.66)
Manual Handling	

2.

Canteen

Canteen - General Considerations	No.4
Working with Chemical Products	No.5
First-Aid No.19)	(See 'General School Risk Assessments'
Manual Handling No.13)	(See 'General School Risk Assessments'
Portable Electrical Appliances No.20)	(See 'General School Risk Assessments'
Slips, Trips and Falls No.12)	(See 'General School Risk Assessments'

3.

Cleaning

Cleaning - General Considerations	No.6
Hazardous Substances	No.7
Waste Compactor and/or Baler	No.42
Work at Height - Ladders	No.9
Toilets and Showers	No.10
Slips, Trips and Falls No.12)	(See 'General School Risk Assessments'

First-Aid No.19)	(See ‘General School Risk Assessments’
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4.

Computers

Computers	General Considerations - No.11
Portable Electrical Appliances No.20)	(See ‘General School Risk Assessments’
Fire - General Classrooms and Offices No.17)	(See ‘General School Risk Assessments’
Pupil Consideration Risk Assessment	No. 46

5.

Maintenance (caretaker, contractors, etc.)

Maintenance	General Considerations’ - No.35
Construction Contractors	No.36
Tractor Maintenance	No.37
Boiler House and Fuel Tanks	No.38
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Car Park and External Areas No.23)	(See ‘General School Risk Assessments’
Fire 18)	See ‘General School Risk Assessments’ N16-
First-Aid No.19)	(See ‘General School Risk Assessments’
Powered Hand Tools	(See ‘Technologies’ - No.50)
Hazardous Substances	No.56
Legionella No.30)	(See ‘General School Risk Assessments’
Manual Handling No.13)	(See ‘General School Risk Assessments’
Portable Electrical Appliances No.20)	(See ‘General School Risk Assessments’
Lone Workers (e.g. caretakers) No.31)	(See ‘General School Risk Assessments’

6.

Home Economics

Home Economics Room	General Considerations - No.32
Knives and Cutters	No.33
Portable Electrical Appliances	No.34
Fire (Specialist Rooms) No.16)	(See 'General School Risk Assessments'
Manual Handling No.13)	(See 'General School Risk Assessments'
Slips, Trips and Falls No.12)	(See 'General School Risk Assessments'
First-Aid No.19)	(See 'General School Risk Assessments'
Pupil Consideration Risk Assessment	No. 46

7.

Physical Education

Exercise Equipment/Gym Equipment	No.44
Goal posts	No.45
First-Aid No.19)	(See 'General School Risk Assessments'
Slips, Trips and Falls No.12)	(See 'General School Risk Assessments'
Manual Handling No.13)	(See 'General School Risk Assessments'
School Excursions	(See 'Other Activities' - No.66)
Outdoor Adventure Activity	(See 'Other Activities' - No.67)
Pupil Consideration Risk Assessment	No. 46

8.

Science

Bunsen Burners	No.47
Chemicals	No.48
Glassware	No.49
Fire (Specialist rooms) No.16)	(See 'General School Risk Assessments'
First-Aid No.19)	(See 'General School Risk Assessments'
Manual Handling No.13)	(See 'General School Risk Assessments'

Portable Electrical Appliances No.20)	(See 'General School Risk Assessments'
Slips, Trips and Falls No.12)	(See 'General School Risk Assessments'
Pregnant, Post-Natal and Breastfeeding	(General School Risk Assessments' - No.25)
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9.

Technologies

Powered Hand Tools	No.50
Hand Fed Table Band Saw	No.51
Electric Ovens	No.52
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Hazardous Substances - MW, WW, etc.	No.56
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Morticer	No.58
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10.

Transition Year

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Outdoor Adventure Activity	(See 'Other Activities' - No.67)
Work Placements	(See 'Other Activities' - No.68)
Pupil Consideration Risk assessment	No.46

11.

Principal

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Maintenance (caretakers, contractors, etc.)	(See' General Considerations' - No.36)
Fire	(See 'General School Risk Assess - No.16-18)
First-Aid No.19)	(See 'General School Risk Assessments'
Legionella No.30)	(See 'General School Risk Assessments'
Stress No.22)	(See 'General School Risk Assessments'

School Excursions No.66)	(See ‘General School Risk Assessments’
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Work Placements	(See ‘Other Activities - No.68)
Slips, Trips and Falls No.12)	(See ‘General School Risk Assessments’

12.
General Teachers

Slips, Trips and Falls No.12)	(See ‘General School Risk Assessments’
Manual Handling No.13)	(See ‘General School Risk Assessments’
General Access/Egress No.14)	(See ‘General School Risk Assessments’
Fire - (General Classrooms and Offices) No.17)	(See ‘General School Risk Assessments’
Bullying No.21)	(See ‘General School Risk Assessments’
Stress No.22)	(See ‘General School Risk Assessments’