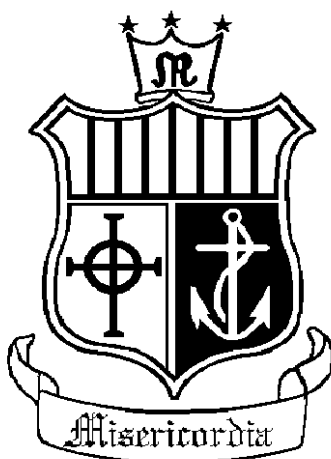


# St. Columba's College

## Stranorlar



## Health & Safety

## Policy

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**Section 1 : Safety Statement**

It is the policy of St. Columba’s College to promote standards of health and safety within the workforce which will lead to avoidance or reduction in risks to health and safety, to continually improve our safety performance and to ensure the best practicable methods of compliance with the Safety, Health and Welfare at Work Act 2005, and associated legislation are achieved. This Safety Statement, in accordance with Section 20 of the Safety, Health and Welfare at Work Act 2005, outlines the policy of the school in relation to the management of health and safety. The School is committed to managing and conducting activities in such a way as to ensure, so far as reasonably practicable, the safety, health and welfare of all staff and strives for continual improvement of safety management systems to protect pupils, visitors, contractors and other persons at the school from injury and ill health arising for any work activity.

This will be achieved by the following (so far as reasonably practicable):

- The provision of a safe place of work, including safe access and egress:
- The provision of safe plant and equipment:
- The provision of safe systems of work;
- The provision of welfare systems;
- The provision of appropriate information, instruction, training and supervision;
- The provision of emergency plans and procedures:
- Determining and implementing appropriate preventive and protective measures;
- Reporting prescribed accidents and dangerous occurrences to the Health & Safety Authority;
- Obtaining, where necessary, the services of a competent person to advise on health and safety.

The arrangements for achieving these objectives are set out in the main body of this Safety Statement. The School is also committed to managing and conducting work activities in such a way as to prevent, so far as reasonably practicable, any improper behaviour (including bullying/ harassment) likely to put the safety, health or welfare at work of their employees, students or members of the public at risk. The Principal has overall responsibility for health and safety within the school. Staff share a responsibility with management to ensuring their own safety while at work. This Safety Statement requires the co-operation of all staff, visitors, contractors and others to enable the college to discharge its responsibilities under law. St. Columba’s College is committed to upholding the standards outlined in this Safety Statement. Sufficient resources both financial and otherwise will be made available. All staff are made aware of and have access to this Safety Statement. The Statement will be made available to third parties where appropriate. Staff are encouraged to put forward suggestions for improvement of this document. The safety Statement will be reviewed annually.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Chairperson Board of Management

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Principal

## **Section 2: Organisational Structure.**

### **2.1 School Profile**

St Columba's College is located on Drumboe Avenue, Stranorlar, Co. Donegal. It currently has a teaching staff of 66 people, 4 PME student teachers, 10 Assistances (SNA's), 3 secretaries, 5 caretakers/cleaning staff and 4 canteen staff. At present there are 876 students enrolled in the school. The school will have also a number of adults involved in the School Completion Programme.

The safety statement has been written by Mr. Tom Rowan (Principal and Safety Officer), Ms. B Orr (Special Duties Post holder with responsibilities for Health and Safety) and Mr. Pat Brennan (School Planning Co-ordinator) in St. Columba's with the assistance of the staff as well as the Board of Management of the school. This revision has been written in compliance with the requirements of the Safety, Health and Welfare

Act, 2005, the General Application Regulations, 2007 and all other relevant safety legislation applicable to its operations. As such, the Health and Safety statement applies to the welfare and safety at work of employees under the management of the Board of Management.

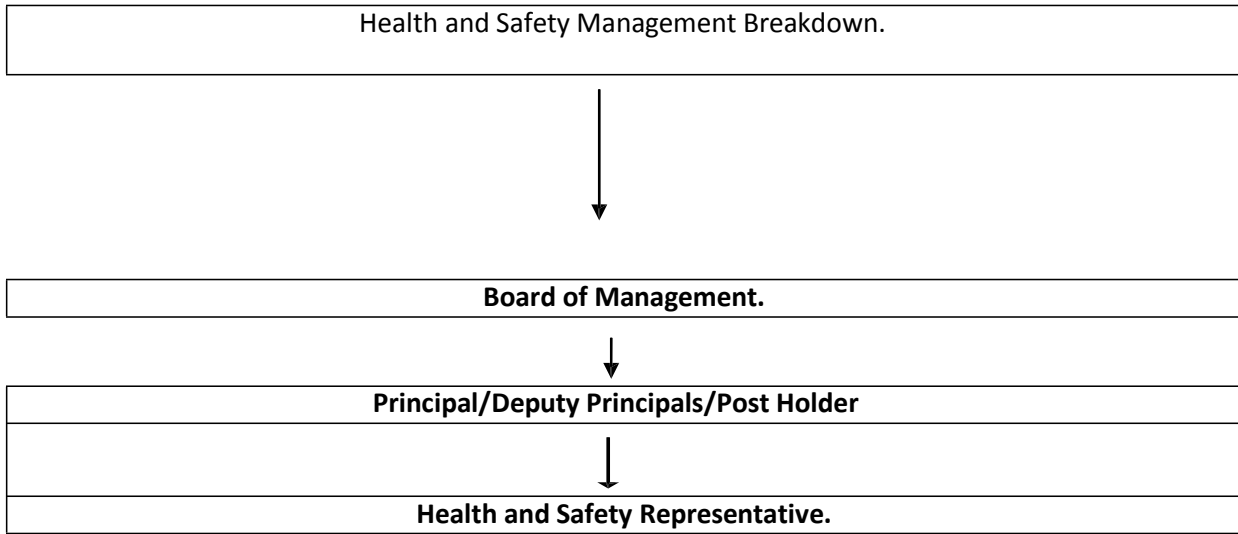
This safety statement is intended to assist in reducing the possibility of accidents and ill health by bringing to the attention of the management and staff identified hazards and associated risk levels.

The Board of Management of St. Columba's College aims to ensure a safe working environment at all times for both staff and students and to improve our safety standards, where possible. This can only be achieved by the persistent efforts of us all. **Responsibility for health and safety rests with all staff at all levels within the school.** This Safety Statement will be revised on an ongoing basis by the Health and Safety Representative in order to achieve our overall objective, improve safety awareness and reduce accidents and ill health within the school.

The St. Columba's College working copy of the Safety Statement will be located in the principal's office and on the school website at [www.stcolumbascollege.ie](http://www.stcolumbascollege.ie). It will be available for viewing by any employee. A copy of the Safety Statement will also be left in the staff room and emailed to all staff. The Safety Statement will be introduced to all new employees at their induction training.

The Safety, Health and Welfare at Work Act, 2005 requires employers, their representative management and employees alike to consider safety a joint responsibility. The safety and health of all St. Columba's College employees is an important objective of the school. Each of us at all levels of the school must cooperate to ensure that safe working becomes an instinctive habit. We will achieve and maintain the highest possible standard of occupational health and safety in compliance with the requirements of all Irish and European legislation as it pertains to our activities. If a safety concern is not properly addressed, you are asked to bring it to the attention of the Safety Representative. As well as periodic safety inspections, the Health and Safety Representative with the assistance of the members of staff will complete a thorough safety inspection of the school area on an annual basis. This will provide an ongoing upgrade of safety awareness in the school and will provide the information necessary to upgrade and maintain the Safety Statement. In order to increase safety awareness it is necessary for management and staff to have hands on involvement in support of the Safety Statement

**2.2**



<u>Teachers</u>	<u>Support Services</u>	<u>Contractors</u>
Year Heads	Administration	Security Monitoring
Tutors	Caretakers	Electrician
Subject Convenors	Cleaning staff	Waste removal
		Other

**2.3 Personnel**

The following health and safety responsibilities have been allocated to those shown on the table below.

Board of Management.	Sr. Mary Forde, Mr. Tony Carr, Ms. Anne Marie Mc Geehan, Mr. PJ Mc Gowan, Ms. Cora Harvey, Mr. Martin Harley, Mr. Jarlath Donnellan, Mr. Brendan O Donoghue
Principal.	Mr. Tom Rowan
Deputy Principals.	Mr. John Sweeney, Ms. Georgina White
Health and safety Representative.	Ms. Bernardine Orr
Fire Wardens	Ms. Bernardine Orr, Jim Quinn, Seamus Mc Bride
First Aiders.	Helen Mc Feely, Anne Mc Loone, Grainne Mc Gowan, Tara Gallagher, Lisa Culkin, Helen Maguire, Catherine Gillooley, Lauren Mc Gill.
Automated External Defibrillator Trained Personnel.	Ms. Julie Mc Mullin, James Atcheson, Mark Cannon, Cathal Dorrian, Martina Duignan, Tara Gallagher, Sarah Harkin Diver, Helen Mc Feely, Donna Mac Grory, Catherine Mc Nulty, Nicola Roache, James Rodgers, Nicola Harris, Eithne Sproule, John Sweeney

### **Section 3: Duties and Responsibilities.**

#### **3.1 Board of Management.**

Safety begins at management level and so the overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare at work rests with the Board of Management of the school. The members of the Board of Management will be supported by management and all other staff within the school. They will meet on a periodic basis to discuss health and safety issues within the school. Specifically they will:

- Arrange for the appointment of a Health and Safety Representative from within the staff.
- Support the principal in role as the ‘day to day manager’ of the school.
- Take a direct interest in health and safety to ensure compliance with all statutory requirements.
- Endeavour to ensure that there are sufficient funds and facilities available to enable this safety statement to be reasonably implemented.
- Ensure that safety rules and procedures are adequately communicated to staff.

### **3.2 Principal/Deputy Principals**

The School Principal is responsible for the planned implementation of effective health and safety standards within the school according to agreed objectives and for ensuring that these are taken into account in planning, administration and maintenance activities and in organising work generally.

He has the ultimate responsibility for the co-ordination of health and safety management in the school. The School Principal is responsible for ensuring that staff are given sufficient information and training to do their jobs effectively and that work targets are realistic and do not compromise health and safety requirements. He is also responsible in ensuring that staff are given adequate support to make the correct decisions on health and safety issues and that the standards described in this Safety Statement are met in a practical manner. He will ensure that:

- An up-to-date signed Safety Statement is in place and the Safety Policy is on display. The Safety Statement is brought to the attention of, and understood by all employees. That the statement is regularly reviewed and amended as necessary and any changes are brought to the attention of all employees.
- Safety is a prime consideration in all planning.
- Adequate funds, materials, equipment and human resources are budgeted to meet safety requirements.
- Proper corrective action is taken when required.
- The safety of visitors and contractors is adequately protected.
- Appropriate inductions are given to all new and temporary staff and contractors.
- Adequate fire and emergency precautions are taken including the provision of equipment, equipment servicing and training in the use of the equipment and training in the evacuation procedure.
- A minimum of at least two evacuations are carried out each year.
- Monitor the competence of all members of staff under the control of BOM to carry out their work safely and follow procedures. The principal shall ensure all staff are fully aware of the hazards in their job to themselves and others
- Responds to all queries from staff in relation to health and safety.
- Accident records are maintained.
- All statutory registers, notices and documents are maintained and available for inspection.
- Contractors are engaged in accordance with the company policy and that the contractors ' approval form is completed in all cases.
- Procure advice and assistance wherever necessary from the Health and Safety Authority. Take heed, together with remedial action, on any matters brought to the attention of the Board of Management.

### **3.3 Health and Safety Representative.**

Ms. B. Orr, Special Duties Post holder with responsibilities for Health and Safety, advises and assist management and staff on health and safety matters. Her duties are outlined as follows:

1. Examine Health & Safety Legislation as it applies to the school
2. Monitoring and up-dating the Health & Safety statement and plan
3. Developing schedule of implementation in conjunction with the Principal.
4. Monitoring health and safety on entrance and exit from School.
5. Fire drill and appropriate signage and evacuation Procedures.

The Health and Safety Representative works in collaboration with staff members in coordinating the Safety, Health and welfare issues within the Safety Statement.

The Health and Safety Representative:

- Be fully familiar with the School's Safety Statement.
  - Reviewing and updating School's Safety Statement.
  - Complete a safety inspection of the school on an annual basis.
  - Ensure that adequate First Aid provisions and arrangements are in place in cooperation the staff in the infirmary.
  - Providing advice to members of the school on matters of occupational health and safety and in particular advising the principal on the formulation and revision of the School's Safety Statement.
  - Ensuring that accidents and near misses are reported and investigated.
  - Disseminating health and safety information and reports to appropriate members of staff and students.
  - Identifying members of the school for appropriate health and safety training events.
- Monitoring in the school that:
- A high standard of housekeeping is maintained;
  - Adequate precautions are taken regarding any special existing or new hazard;  
Adequate precautions are taken regarding any changes to be made;
  - Plant and equipment are maintained as required by any relevant statutory provisions;
  - Staff and students are suitably informed, instructed and trained;
  - Adequate health and safety records are maintained where appropriate, i.e. as required by the relevant statutory provisions or by the school or safety statement;
  - Personal protective equipment needs are assessed and that sufficient suitable personal equipment is available and used:
  - Systems are set up and maintained to check the health and safety facilities such as firefighting equipment are provided and maintained in a readily usable condition.
  - Report without delay, any health and safety issues or concerns to the Board of Management.



### **3.4 Teaching Staff.**

All Teaching Staff are responsible for health and safety performance and standards in respect of those activities, which are within his/her control. All Teachers are responsible for creating a genuine safety culture within the School.

Teaching staff will ensure:

- Take a direct interest in health and safety
- They read and understand the Safety Statement and carry out their work in accordance with its requirements
- Regularly inspect their area in a walk through inspection to ensure the standards in both safety and hygiene are complied with
- He/she keeps their classrooms in a neat and tidy fashion, in order to minimise the risk of accidents. Special attention must be given to trailing cables, wet spots on the floor, spillages and the storage of students' bags and belongings
- They follow the manufacturers/suppliers instructions in the use of any material/equipment he/she is required to use in the course of his/her teaching.
- Student work is displayed/stored in such a manner that it does not constitute a fire risk
- They are aware of the location of all emergency exits and fire points; to be able to recognise the fire alarm sounded and to be familiar with the evacuation procedures to be followed in the case of an emergency
- They cooperate with the Principal and the Person with responsibility for Health and Safety matters.
- They ensure that all school protocols are followed for school trips/excursions
- They comply with all school policies e.g. bully and harassment etc.

### **3.5 Caretakers/Cleaners.**

The responsibilities of cleaners/caretakers are:

- To read and understand the Safety Statement and carry out their work in accordance with their requirements
- To carry out routine inspections of the building and the grounds ensuring that all floor area are free from spillage and any obstructions that might lead to accidents.
- To maintain the security of the buildings and grounds.
- To carry out regular inspections of all fire escape routes, fire points and alarms and report any defects immediately
- To ensure that all supplier/manufacture instructions are followed when using chemicals and equipment.
- To report immediately any defects of plant or machinery.
- To look for and suggest ways of eliminating hazards.
- To wear protective clothing and carry out their work in a safe manner
- To report any accident, however minor, to the Principal immediately

### **3.6 All Employees:**

Employees have the following legal duties under Section 13 and 14 of the Safety, Health and Welfare at Work Act 2005:

- Take reasonable care of their own safety, health and welfare and that of others.
- Ensure that they are not under the influence of an intoxicant to the extent that they may endanger themselves or others.
- Co-operate with their employer or any other person as appropriate
- They must not engage in improper conduct or behaviour (including bullying/harassment}.
- Attend all necessary training.
- Use safety equipment and clothing provided, or other items provided for their safety, health and welfare at work.

Report to the Principal as soon as practicable:

- (i) Any work which may endanger the health and safety of themselves or others.
- (ii) Any defect in the place of work, systems of work, articles or substances
- (iii) Any breach of health and safety legislation of which he/she is aware of.

Employees must not:

- (i) Interfere with, misuse or damage anything provided for securing the health, safety and welfare of those at work.
- (ii) Place anyone at risk in connection with work activities.
- (iii) Intentionally or recklessly interfere with or misuse any appliance, or safety equipment provided to secure the safety, health or welfare of persons at work.

Additionally members of Staff must:

- Read and understand the Schools Safety Statement.
- Report any accident or damage to management as soon as possible.
- Know the procedure in the event of a fire.
- Suggest any ways of eliminating hazards
- Inform management if pregnant.
- Heed all caution and warning signage on site.

**All Employees continued:**

- Clean up their area or assist in tidying up their area to maintain clear work area and maintain high standards of housekeeping and hygiene.
- Not attempt to move or lift heavy articles so heavy as likely to cause injury
- Adhere to all school safety rules and requirements.

**3.7 Visitors**

It is the responsibility of all visitors to the school to;

- Co-operate with the School in respect to all matters relating to health and safety
- Obey all safety instructions given by the School Staff.
- Take note and obey all safety signage, where necessary.

## **Section 4: Safe Working Arrangements.**

### **4.1 Resources.**

Management recognises that adequate funding must be made available to implement effectively the safety procedures and policies laid down in this Safety Statement. St. Columba's College will dedicate the appropriate resources and welfare facilities necessary, whether time, finances, equipment or personnel necessary to ensure in so far as is reasonably practicable the safety, health and welfare of its employees and pupils as well as others who may be affected by its operations and activities. Management will provide resources for its ongoing monitoring of health and safety in the school and for the provision of health and safety information and training to all staff. Health and safety considerations are incorporated in annual estimates for running of the school.

The following resources and welfare arrangements have been dedicated:

- The Board of Management with the assistance of the School Principal and the Health and Safety Representative will develop appropriate health and safety programmes, inspections, maintenance programmes and training activities.
- St. Columba's College will provide each new employee, on commencement of employment, with necessary information and guidelines on the basic safety knowledge they require before they begin work.
- A number of teachers /staff are trained in first aid.
- Fully stocked First Aid kits for use in any accidents are available on site.
- Fire-fighting equipment has been positioned throughout the School. This equipment has been chosen and sited applicable to the fire risk.
- Various signs are placed throughout the school and external areas to provide directional information, emergency exits, and fire-fighting equipment and identification of any hazards.
- Various welfare facilities are provided by the school:
  - The provision of staff room facilities and toilets.
  - The provision of First Aid boxes.
  - The liaison with insurance companies.
  - The notification of reportable accidents to the Health and Safety Authority.
  - The provision and testing of fire-fighting equipment/maintenance of fire register.
  - The provision of adequate and suitable personal protective equipment.
  - The investigation and management of any alleged incidents of harassment or bullying in the workplace.

#### **4.2 Records:**

The Safety Representative will record any safety training provided. The School will keep health and safety training records detailing the following:

- Names(s) of employees trained;
- Date of training and amount of time taken;
- Training details;
- Signature(s) of the trainer and employee(s) to ensure that the training has been carried out, documented and understood.

#### **4.3 Training:**

The school shall provide the following training as appropriate:

- Safety induction to all staff.
- As appropriate VDU Assessor, manual handling and fire safety; and
- Management training to ensure that senior staff are equipped to undertake their health and safety duties and responsibilities.

#### **4.4 Safety Induction:**

All new personnel receive induction training. Employees will be provided with an induction briefing covering the following:

- Showing the employee where the Safety Statement is kept, explaining its purpose and ensuring that the employee is aware of his/her responsibilities.
- Explaining the procedure in the event of an accident, in particular the necessity to record accidents, however trivial they appear at the time.
- Explaining the fire and evacuation procedure and the location of assembly points.
- Training the new employee in any relevant risk assessments.

#### **4.5 Safety Consultation:**

A general obligation is placed under every employee under Section 25 and 26 of the Safety, Health and Welfare at Work Act, 2005 to consult with his/her employees on matters of health and safety. It is the policy of St. Columba' College to consult with their employees on matters of health and safety to encourage a teamwork strategy for safety and to carry this out through regular communications with all staff. Each employee will be given the opportunity to discuss any topic of safety concern at staff meetings. As well as this, the Health and Safety Representative will be in regular contact with all employees. The Board of Management is responsible for consulting with, and providing appropriate information to the workforce on all pertaining to safety, health and welfare.

#### **4.6 First Aid Kits**

There are adequate first aid kits throughout the school that are clearly marked.

There are first aid kits in all of the specialist rooms (Infirmary, Home Economics, Art, Science, P.E, Woodwork, Metalwork, Principal/Deputy Principals' office, caretakers' store)

First aid kits are supplied with all necessary equipment and are checked regularly to ensure supplies are adequate.

#### **Contents of first aid kits**

40 adhesive plasters

4 sterile eye pads

6 safety pins

2 sterile eye wash

2 pairs of latex gloves

10 individually wrapped wipes

16 various size sterile un-medicated wound dressings.

Water based burns dressings – large and small.

#### **4.7 Report of Accidents and Dangerous Occurrences.**

All accidents, resulting in injury, however slight, must be reported immediately to the School Principal. An accident report form must be completed in relation to the incident giving details of the incident. If an accident at the place of work or related to a place of work or activity, causes loss of life to a person or disables any person any person for more than three calendar days not including the day of the incident from performing his/her duties of employment, then written notice must be given to the Health and Safety Authority on forms IR1 and IR3. The school principal will ensure that the IR1 and IR3 are completed as required and sent to the Health and Safety Authority. If the accident is fatal, then the scene of the accident must be left undisturbed for three days after notice has been given, other than for rescue purposes.

## **4.8 Fire**

The most dangerous hazard in the School is the risk of a fire and so all the necessary precautions are taken to ensure that this is prevented from ever happening. Fire Extinguishers, fire hoses and fire blankets are dispersed throughout the School and are checked on a regular basis for insurance purposes

- Fire Drills are held each term organised by the Health and Safety Representative, these are timed and a report made up and all information is recorded in a fire register, which is left on the premises and is available for inspection at any time.
- The fire bell is loud enough so that all students in all classrooms can hear it. Providing and maintaining escape routes and exits are unlocked, operational and free from obstruction.
- All staff are aware of the nearest exit to their classroom, all staff have received a map of all the fire points and exits in the school and procedures to follow in a fire drill so that they can familiarise themselves with it
- All new staff are informed on their first day of emergency exits on the school premises

### **Fire Extinguishers**

There are adequate fire extinguishers throughout the school and these are checked and serviced once a year by Apex. Training on how to use these fire extinguishers have been given to staff and this will occur on an ongoing basis.

### **Action in the event of a fire**

Clear everyone from the immediate vicinity of the fire except for those authorised to engage in fire fighting

1. Sound the alarm
2. Alert staff in the immediate area of the fire and contact the Fire Brigade, giving them the address clearly and any other directions necessary.
3. Make sure the premises are cleared of employees, students and visitors. Close doors. See that no unauthorised person enters the building.
4. Employees and students should not delay in their departure to collect belongings and should assemble at the assembly points for each year on the tarmac area/Basketball court.
5. Roll call should be taken for all classes.
6. No one returns to building until given all clear to do so.



#### **4.9 Gas.**

The main hazards associated with gas are:

- a) Fire and possible explosion
- b) Carbon monoxide poisoning from gas, which is not burnt properly.

If you smell gas:

- Do not use any naked flame
- Do not use your mobile phone in the vicinity of a gas leak.
- Do not switch the lights or other electrical equipment on or off.
- Check whether it is coming from a pilot or burner
  - If so, turn the burner off
  - If not turn the supply off where it enters the room or at the meter.
- Open doors and windows to get rid of the gas and leave open until the leak has stopped and any build-up of gas has been dispersed.
- Report leak immediately to the principal.
- Do not turn gas back on until the leak has been traced and repaired.

A Gas maintenance service agreement is in place for one annual inspection and preventive maintenance of the system.

#### **4.10 Places of Public Assembly:**

St. Columba's College holds events such as Parent Teacher meetings, Open Evenings, Craft Fairs, musicals, fashion shows etc. For such events, additional care is advocated, bearing in mind that the public may not be familiar with the grounds and building. Hazards include fire, crowd access/egress general tripping, falling.

In order to minimise hazards outlined above the following measures shall be adapted for such events:

- All places used for such events shall have adequate means of escape, fire-fighting equipment and fire detection systems.
- The person in charge shall communicate the location of these exits to all participants.
- A plan of the premises should be displayed; the location of escape routes and fire-fighting equipment should be indicated.
- Good housekeeping practices should be employed.
- Any fire/smoke doors shall be kept in the closed position

#### **4.11 Children wishing to leave School early**

- Students must have a note from a Parent/Guardian if they must leave School early
- No student can leave the School under any circumstances unless permission is granted from the Principal or Deputy Principal.
- Student should sign out when leaving early and sign in if in late at the Deputy Principal's office.

#### **4.12 Sick Children**

- Sick pupils stay in the Infirmary until they feel better; no medication is given to any student, and if a student needs to go home parents are contacted first so that they can collect the student.
- No student can leave the college under any circumstances unless permission is granted from the Principal or Deputy Principal

#### **4.13 School Trips/Tours**

- All students wishing to go on a school trip/tour need to get a parents signature on a tour permission form, this notifies parents of all arrangements of the tour.
- Refer to the Overseas Tours and School Trips policies.

#### **4.14 General Safety Precautions**

- All rooms that are not in use are locked.
- The main fuse board located in the main building (near Staff room and changing rooms) are to be locked at all times
- Access to and operation of plant equipment is restricted to qualified members of staff whose job function is that of running maintaining, cleaning and monitoring particular items of plant in the course of their normal duties
- In addition all such plant and machinery is to be used in strict accordance with the manufacturer's instructions and recommendations
- All machinery and electrical equipment are fitted with adequate safeguards
- Ladders must be used with due caution and with another person's assistance if possible
- All materials, maintenance equipment of caretaker is stored securely. Refuse is stored safely outside the school.
- Floors: The washing of floors shall be conducted as far as is possible after school hours to eliminate as far as possible the danger of slipping. When floors are wet warning signs regarding wet floors shall be used.
- Attention is drawn to the possibility of outside surfaces being affected by frost in cold weather

#### **4.15 Visual Display units:**

- It is the policy of the Board of Management that the advice contained in the guidelines on the safe operation of visual display units, issued by the Health and Safety Authority be carefully followed. Any up to date information regarding hazards relating to the use of V.D.U's will be studied and recommendations and directives implemented.

#### **4.16 Access to School**

- In as much as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary as relevant before gaining admittance to the School. Any contractor should make direct contact with the Principal before initiating any work on the premises and shall be shown the safety statement and shall agree to its provisions

#### **4.17 Work in progress**

- Any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary. The contractor and his workmen shall not create any hazard, permanent or temporary, without informing the principal or his nominated agent and shall mark such hazard with warning signs or suitable protection

#### **4.18 Collecting Children**

- All parents/ guardians/carers in the interest of safety must obey all signs on entering the school grounds. Cars are advised to drive slowly on entering the school ground when collecting children
- The school gates close at 3.25pm to prevent parents parking on the school grounds prior to the end of the school day.

#### **4.19 Pregnant Employees:**

Every necessary step is taken to comply with Pregnant Employees Regulations 2007, and related acts.

- Employees should inform management if they are pregnant as early as possible in the pregnancy.
- Management should identify those aspects of the work process that may place the mother or child at risk and steps should be taken to remove exposure to that risk.
- Every effort in terms of privacy, flexible work arrangements and facilities should be made to facilitate working mothers.

#### **4.20 Stress at work.**

St. Columba's College adheres to all aspects of the 2005 Safety, Health and Welfare at work Act that obliges employers to identify and safeguard against ALL risks to the health and safety of its staff, including workplace staff. Workplace stress arises from when the demands of the job and the working environment exceed their capacity to meet them. Causes of stress in the workplace include;

- Faulty work organisation
- Poor working relationships,
- Poor communication at work.
- Poorly identified/defined work roles.
- Highly demanding tasks.

The College will utilise the following methods for eliminating stress:

- Management will have regular consultation and communication with staff. They will ensure that complaints that may be related to stress are listened to in a confidential manner, documented and appropriate measures taken immediately.

#### **4.21 Anti – Bullying and Anti-Harassment Policy**

St. Columba's College is committed to providing a working environment free from harassment of any kind and to protecting the dignity of each individual at work. Behaviour that is offensive to the recipients includes;

- Physical threats and assault
- Non-violent threats or implied threats
- Verbal harassment/abuse of a person
- Unfair selection of tasks
- Sexist comments or unwanted conduct of a sexual nature

St. Columba's College will ensure that all complaints are properly and fairly investigated, that the harassment is dealt with in an appropriate and measured way under the disciplinary procedures and the person bringing the allegation can resume work without fear of recurrence of threat to their career. Staff members/parents are encouraged to bring such unwanted practices to the attention of the Principal/Deputy Principal or any other person to whom they have confidence in and who will act responsibly on their behalf to have the matter resolved. All complaints are made in confidence and progress about specific complaints can only be made with approval of the complainant. No victimisation of any individual shall take place as a result of reporting such instances if they are found to be unsubstantiated. Retaliation against someone who complains about harassment is a serious disciplinary offence. If, however, it is found that a complaint was brought about maliciously, disciplinary proceedings against the complainant will be considered.

## **Section 5: Hazard Identification and Control Measures.**

### **5.1 Hazard Identification:**

It is the policy of St. Columba's College to identify hazards in the place of work, to assess the risk to the safety and health and to control the risks as far as practicable so they are reduced to an appropriate level.

Hazards refer to any substance, article, material or practice, which has the potential to cause harm to the Safety, Health and Welfare of employees at work.

Risks refer to the potential of the hazard to cause harm in the actual circumstances of use.

Risk control measures are intended to reduce the risk to an acceptable level. St. Columba's College is committed to implementing control hierarchy so that, in the first instance and where practicable, hazards are eliminated. This approach takes into account normal good practice within this sector of industry and any standards and guidelines available.

### **5.2 Identifying Hazards**

#### **Fire.**

- The most dangerous hazard in the School is the risk of a fire and so all the necessary precautions are taken to ensure that this is prevented from ever happening. Fire Extinguishers, fire hoses and fire blankets are dispersed throughout the college and are checked on a regular basis for insurance purposes
- Fire Drills are held each term organised by the Health and Safety Representative, these are timed and a report made up and all information is recorded in a fire register, which is left on the premises and is available for inspection at any time.
- The fire bell is loud enough so that it can be heard by all students in all classrooms. All staff are aware of the nearest exit to their classroom, all staff have received a map of all the fire points and exits in the school and procedures to follow in a fire drill so that they can familiarise themselves with it
- All new staff are informed on their first day of emergency exits on the school premises.

#### **Fire Extinguishers**

- There are adequate fire extinguishers throughout the school and these are checked and serviced once a year by Apex. Training on how to use these fire extinguishers have been given to staff and this will occur on an ongoing basis.

### **5.3 Physical hazards** in the school and the Risks that are associated with them

All specialist rooms in the school (Science labs, Home Economics rooms, Art rooms, Woodwork rooms, Metalwork rooms, PE Hall) pose various physical hazards.

Falling books from the top of lockers/shelves that are overloaded (on corridors and in classrooms) could cause head injuries.

Trailing leads from radios/CD players/DVDs and data projectors could cause people to trip over and injure themselves.

Falling projector screens could cause head injuries and concussion.

Slipping /tripping hazards on stairways if stairs not maintained properly or carpet that is worn down is a hazard.

Untidy classrooms, school bags in the way of exits.

Untidy specialist rooms/ staff rooms/ and general classrooms where obstructions can hinder evacuation procedures

Protruding units and fittings could cause head injuries.

Obstructions left in the way of doorways, emergency exits, escape routes, corridors can hinder a prompt evacuation and also can cause students/staff to trip over and hurt themselves.

Overloading electrical sockets/poor wiring can cause electrical faults/ fires.

Slippery floors due to water/other spillages in student toilets/ canteen and staff kitchen area can be a hazard and must be cleaned up as soon as possible or else a sign warning staff/students about it.

Running in the corridors by students or staff

Burco and kettle in the staff kitchen

Car park: Parking, speed limits on the school grounds

Broken cups/ glassware in canteen/ specialist rooms

All rooms containing machinery and equipment

Main fuse board

Boiler house

Ladders

Icy surfaces on a cold day

Opening and closing of windows

### **5.4 Hazards in the Photocopying room**

Photocopier in the photocopying room, avoid looking directly at the light.

Paper shredder can cause severe injuries to staff if hair/clothes are caught in.

V.D.U's throughout the school need to be used sensibly to avoid repetitive strain/ glare, guidelines from the Health and Safety Authority are posted in the computer room.

### **5.5 Hazards in the Computer rooms**

Drinking/eating in the computer room can damage hardware and cause electrical faults if food or drinks are spilt on the desktops, students are instructed not to eat there and there are signs up (no food/drink)

All computers are shut down at the end of each day and the room is locked when not in use.

Students must not be allowed unsupervised access to any of the computer rooms.

### **5.6 Hazards in the Science Rooms**

The Science room has a separate safety statement, which includes all hazards, risks, and precautions taken; this is available for inspection in the Science room.

- Gas supply in the Science rooms has an emergency cut off point for safety.-
- Each Science room is supplied with First aid kits, Fire extinguishers, sand bucket, fire blanket, eyewash, and disposable gloves.
- All oxidising, explosive, flammable materials are kept in metal storage cabinets that can be locked
- There are safety data sheets on all the chemicals used in the laboratory, how they should be used, where they should be stored and how they should be disposed of. The Science Teachers are fully familiar with the precautions that need to be adhered to while using these chemicals themselves and warn the students accordingly.
- Laboratory rules are clearly displayed and each student is familiar with them. Laboratory coats and safety goggles are available for each student.
- All students are aware of the hazard symbols of chemicals.
- Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery and dispose of in the proper glass bin. Teachers only are allowed to clean up broken glass to avoid any student getting cut
- Safety Screens are used by Teachers where necessary
- Teachers are required to set a good example by observing the safety requirements when operating machines and to wear or use protective items when good practise requires and not to bypass safety devices
- Class sizes are kept to under 24 students for safety reasons

### **5.7 Hazards in the P.E Hall**

P.E equipment should be stacked securely so as not to cause a hazard

The football pitch is checked regularly by the P.E Teachers/caretaking staff to ensure that it is free from glass or other harmful materials.

Wooden beams etc. are checked to ensure they are free of splinters and safe for use

### **5.8 Hazards in the Art room**

Guillotine could cause serious cuts if not used properly.

Art/craft/lilo knives can cause cuts to skin.

Electric pencil parer can cause cuts to skin

Wax melter can cause burns to body

Iron can cause burns to skin

All of this equipment is only used under the strict supervision of the Art Teacher

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



### **5.9 Hazards in the Home Economics room**

During cookery classes, students are advised to report any burns/ accidents as soon as they occur.

Rules of the Home economics room are clearly displayed

Fire Extinguishers and a fire blanket are present

First aid kits are supplied with the necessary equipment, eyewash, burn spray (as before) Class sizes to not exceed the recommended amount of students (20)

### **5.10 Hazards in the Woodwork/Metalwork rooms**

During all practical classes, students are advised to report any accidents as soon as they occur.

Rules of the Woodwork/Metalwork rooms are clearly displayed.

Staff and students must wear personal protective clothing as required.

Safety signage relating to machinery will be clearly displayed.

Fire Extinguishers and a fire blanket are present

First aid kits are supplied with the necessary equipment.

Class sizes to not exceed the recommended amount of students (24).

### **5.11 Human Hazards**

Students left unsupervised in class or at lunchtime/ break time/morning time

Students that are allowed out at lunchtime should be made aware of all safety precautions and to cross the busy roads at the traffic lights to avoid an accident

Students crossing the road to get to school in the morning should cross at the traffic lights to avoid a road accident.

### **The Canteen**

All students have access to the canteen from 8.15 to 9 am, at the morning break and at lunchtime.

The students can purchase food from the canteen or bring in their own packed lunch. Students are never left unsupervised in this area.

### **5.12 Prefab Buildings**

The Prefabs are connected to the fire alarm system and each classroom has an emergency exit.

There are adequate fire extinguishers present in case of a fire.

### **5.13 Risk Assessment**

The following people are at risk to the above hazards:

Students

Staff

Visitors

Parents

People renting the facilities

Maintenance people

### **5.14 Precautions Taken**

An annual audit is carried out by the Health and Safety Representative of the School to identify and hazards that may arise and a report of recommendations is made to the Principal.

Fire Drills are held each term organised by the Health and Safety Representative, these are timed and a report made up and all information is recorded in a fire register, which is left on the premises and is available for inspection.

