

# **East Glendalough School, Station Road, Wicklow.**

## **POLICY STATEMENT SAFETY HEALTH AND WELFARE AT WORK**

This document contains the policies, rules and procedures relating to Safety, Health and Welfare within this location.

## STATEMENT OF POLICY

The Safety, Health and Welfare at Work Act 2005 imposes a statutory duty on employers to ensure the health and safety of their employees whilst at work, this duty and duties outlined in preceding and subsequent legislation are understood as part of this duty. This duty extends to others who may be affected by that work. Employees also have a statutory duty to take care of themselves and others who may be affected by their acts or omissions.

In addition to the legislative duties in safety, health and welfare, the normal duty of care is always a natural overriding duty.

To execute these duties, all responsibilities for health and safety matters are effectively assigned and fulfilled at all levels of the management and employees.

In its administration, the management will ensure adequate resources, both financial and otherwise are made available to provide for safety, health and welfare.

Through this statement, the undersigned will themselves and with associates and others as outlined, ensure that:

- a) Continuing risk assessments are carried out and reviewed.
- b) Systems of work are provided and maintained that are without risks to health.
- c) Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risks to health.
- d) Employees are provided with appropriate information, instructions, training and supervision as necessary to ensure their safety and safety of others who may be affected by their actions.
- e) In circumstances where it is not practicable to control or eliminate hazards, such protective clothing and equipment that is appropriate will be provided.
- f) The provision of maintenance of all plant, machinery and equipment is safe and without risk to health.
- g) The working environment of all employees is safe and without risk to health.
- h) The place of work is safe and without risk to health and that there is safe access to and egress from the work place.
- i) Monitoring activities are undertaken to maintain standards.

### Implementation

This policy statement will be implemented by **Mr. Craig Petrie, School Principal** with the assistance of the pertinent staff as detailed in the statement.

Signed \_\_\_\_\_

**Craig Petrie**

I, the undersigned, endorse and take responsibility on behalf of the Board of Management, for the implementation of this policy statement.

Signed \_\_\_\_\_

**Mr. Geoffrey Perrin  
Chairperson,  
Board of Management.**

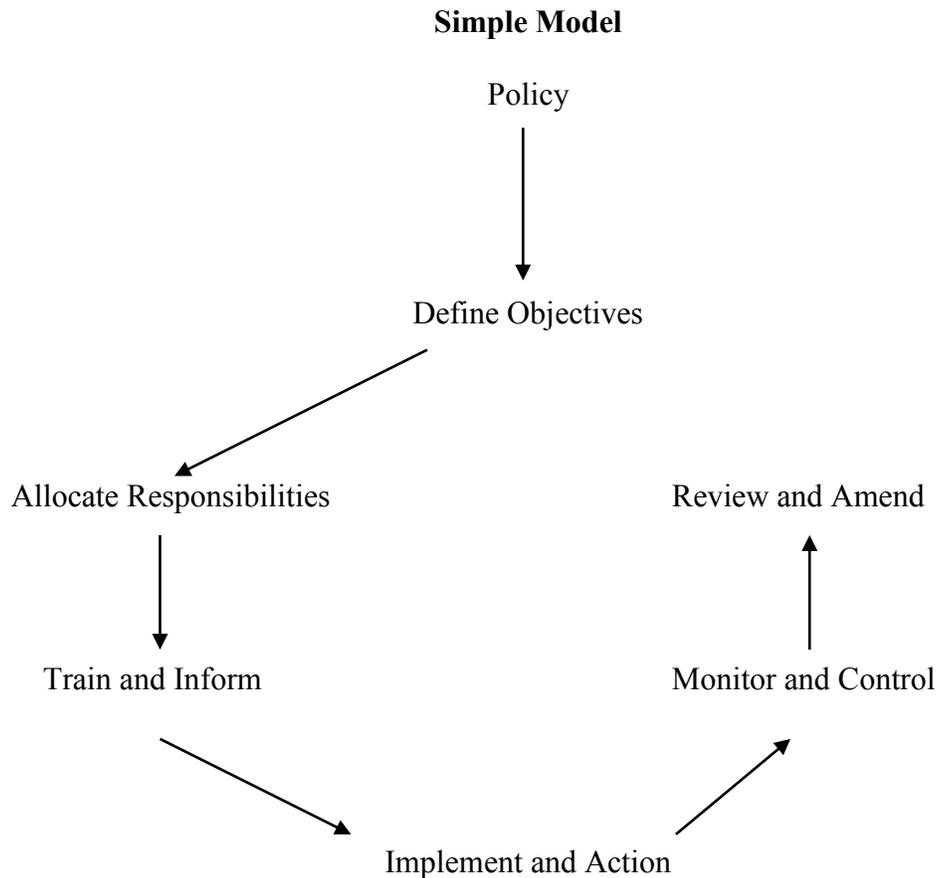
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## CONTROL SYSTEM

Object: To satisfy our legal responsibilities and to exercise a greater control of health and safety within our organisation, to protect people and control the centre.



Having agreed the policy, this enables us to use the framework to control health and safety issues, to provide the structure and information to provide safe systems at work and to measure, monitor, review and amend performance.

**SAFETY STAFF STRUCURES**

**BOARD OF MANAGEMENT**

**(Mr. Geoffrey Perrin, Chairperson)**

**STAFF**

**Mr. Craig Petrie**

**Principal, Safety Manager**

**Ms. Viv Weir – Deputy Principal and Safety Officer**

**Adrian O’Connor, Asst. Principal**

**Michael Galligan, Asst. Principal**

**Julie Ryan, Asst. Principal**

**Colette Coonan, Asst. Principal**

**Elisa Byrne**

**Eleanor Flood**

**Tadhg Martin**

**Jennifer Finnegan**

**Christina Evans**

**Shane Finn**

**Aurelia Grogan**

**Thomas Heaney**

**Carmel Marron**

**John McGettigan**

**Niamh Minogue-Jones**

**Ric Murawski**

**Cally Nolan**

**Anita O’Sullivan**

**Graham Richmond**

**Sheila Zietsman**

**Delwyn Geraghty**

**Mary Canning**

**Frances Cody**

**Una Murawski**

**Cathal O Fearghail**

**Jim Gargan**

**Mary Sheridan**

**Herbert Harper**

**Claire O’Callaghan**

**Deborah Wagner**

**Claire Minogue**

**Joyce Daly**

**Breda Nolan**

**Mary O’Callaghan**

**Brian Reid**

**Pamela Walsh**

**Deirdre O’Donovan**

**Special Needs Assistants****Jennie Hudson****Susie McDonnell****Nicola Valentine****Ciara Quinn****Siobhan Manahan****Ruth Roberts****Sandra Whyte****Sarah Stacey****Secretarial Staff****Annette Keenan****Sally Carton****Caretaker****Peter Canavan****Attendants****Dolores Dempsey****Edel McDonald****Avril McDonald****First Aid**

Available in Practical Rooms or administered from Secretary's Office.

**Safety Representative****Adrian O'Connor****Safety Committee****V. Weir, Chairperson/Secretary****F.Cody****J. McGettigan****J. Ryan****C. Marron****A. O'Connor****P. Canavan, Caretaker****Head Boy****Head Girl**

## RESPONSIBILITIES OF EMPLOYEES

All employees are reminded that the Safety, Health and Welfare at Work Act 2005 imposes a duty upon them while at work to:

1. Take responsibility for the Safety, Health and Welfare of him/herself and of all other parties who may be affected by their acts or omissions at work.
2. To co-operate with Management and any other person to such an extent as will enable management to comply with all relevant statutory provisions.
3. To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or object provided (whether for their own use or for use by them in common with others) for securing their safety, health and welfare while at work.
4. To report to management or immediate superior, without unreasonable delay any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare, of which they become aware.

Remember it is an offence under the Legislation to fail to discharge the above duties or intentionally or recklessly to interfere with or misuse anything provided in the interests of Safety, Health and Welfare under the current statutory provisions.

Staff will encourage students to report to them any items or situation which in the pupil's opinion are hazards or potential hazards.

## **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 of all known hazards of the Management's concerns and also means of escape by means of notices.
2. Where contractors and sub-contractors 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. That the contractor or sub-contractors' equipment is in good repair and in safe condition.
5. All the contractors and sub-contractors have access to a Safety Policy Statement.

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.

## CONSULTATION PROCESS

Management at all times wish to encourage co-operation in Safety, Health and Welfare matters with all parties who may be affected by their practices.

1. The law requires that staff must report defects of which they become aware without delay so that remedial action can be taken.
2. The person to whom these defects are reported will record the information and if, within their power, rectify the defects. Should this not be practicable, it should be reported to the next line of authority who will arrange to have the defect rectified.
3. Suggestions for improvements in Safety and Health matters should be conveyed to the management.

In the event of the staff having appointed a **Safety Representative**, the normal rights afforded under the legislation are honoured by the Management.

These rights are as follows:

- a) To make representations on Safety, Health and Welfare at the place of work.
- b) To investigate accidents and dangerous occurrences provided he/she does not interfere or obstruct statutory performances.
- c) To make oral or written representations to inspectors and to receive advice and information from an inspector of the National Authority.
- d) To carry out inspections with prior agreement and notice to the school principal or the deputy principal.
- e) To investigate potential hazards (again with prior notice and approval) and complaints made by staff that he/she represents.
- f) To accompany an Inspector from the National Authority on an inspection tour other than one which is a result of an accident.

We are aware of the needs of students and staff with disabilities and do our best to facilitate/provide what is required or to accommodate them as best we can.

## **TRAINING AND INFORMATION**

### **Policy:**

It is our policy to ensure that all our employees are adequately made aware of our policies and procedures. Training includes the identification of the risks associated with hazardous situations or substances they may come in contact with.

Training is given in the risks associated with fire fighting, the use of fire fighting equipment and areas of evacuation of the premises.

Basic First Aid may be administered.

### **Information:**

It is also our policy to ensure that all relevant information is made available on aspects of health and safety to employees. This information is available on request to visitors.

This will include:

- a) Contents of the Safety, Health and Welfare Policy.
- b) Safe Working Procedures.
- c) Safe Working Guidance Notes.
- d) Information on Training.

### **Responsibility of Employees:**

All employees have a legal responsibility to co-operate with the company's training and information requirements. They must attend any training session requested and put into practice any new instruction or guidelines provided.

Employees must also follow any revised working procedure drawn up in the interest of safety, once they have received the appropriate information, instruction and training.

## **INDUCTION TRAINING**

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

This programme 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. A detail of the new employees safety responsibilities.
6. Details of any further training required.

## **HEALTH AND SAFETY RULE**

Because of the constantly changing environment in the workplace, it is not possible to write rules for all aspects of safety, Health and Welfare at work. But by reading and understanding those listed here, you will be helping to comply with your legal duty and contributing to the safe running of our operation.

If you do not understand what is expected of you, or if you are not sure of our safety rules consult the management.

### **Workplace**

- a) Ensure that a clear means of access to and from the place of work remains free from obstruction at all times and from slipping and tripping hazards.
- b) Do not leave cables or hoses trailing across floor unless absolutely necessary and then only if the appropriate warning is used.
- c) It is important that your work area is kept clear and tidy and that you pay attention to the general housekeeping of the workplace by regularly removing rubbish and waste materials.
- d) All spillage must be cleaned up as soon as possible.

### **Machinery and Equipment**

- a) Do not operate any machinery or use equipment unless you have been authorised to do so.
- b) You must not clean any moving machinery or carry out repairs or maintenance work unless a risk assessment has been carried out and a safe system of work is in operation.
- c) Do not use machinery without effective guards and safety devices in place and ensure that proper use is made of them.
- d) Report any fault or defect in machinery, equipment guards or safety devices immediately.
- e) Never interfere or wilfully damage any guard or safety device.

### **Protective Clothing and Equipment**

- a) You must properly use all protective clothing and equipment provided for your personal protection. Any unsuitable, defective or lost items must be reported as soon as possible.

### **Notices**

- a) You must read and comply with all notices, instructions, hazard and warning signs provided for your information.

### **Fire**

- a) Make sure you are familiar with the fire procedures for your workplace.
- b) For your own safety, do not tamper with fire fighting equipment. Any damage to such equipment should be reported immediately.
- c) Be aware of the procedure if you discover an unplanned fire or a fire out of control. Raise the alarm immediately.
- d) Be aware of the position of the nearest fire fighting appliance and how to use it, provided you do not put yourself in danger.

### **Hazardous Substances**

- a) Make sure you have sufficient information on any hazardous substances before you use it – if not ask.
- b) Always read the instructions. Only use substances in accordance with their instructions.
- c) With substances in containers, only use substances in the original containers and do not transfer substances from one to another if it does not have the correct labelling on it.
- d) Make sure you return the substances to its designated safe storage area when finished.
- e) Only dispose of waste substances as instructed.

## **EMPLOYER HAZARD REPORTING AND RECORDING**

### **Reporting**

*The following circumstances must be reported verbally immediately.*

- a) On discovery of a fire.
- b) If you have an accident, injury or illness which affects your ability to carry out your work.
- c) If you see an accident or injury sustained by a non-employee.
- d) If you see a potential accident, incident or dangerous occurrence.
- e) If any guards or safety devices are ineffective, defective or have been removed.
- f) If your protective clothing or equipment is inadequate, ineffective, damaged or missing.
- g) If a fault occurs to any machinery, plant or equipment which will affect its safe operation.
- h) If you have not been provided with suitable information with regard to the safe operation of machinery, plant or equipment.
- i) If you are not provided with suitable hazard information for a substance.
- j) If you are not aware of the correct way of using and handling a substance.
- k) If there is a spillage of a hazardous substance.

### **Recording**

As stated above all hazards will be reported verbally to the management without delay and the action and the priority it will receive will be decided. Management will investigate the reported hazard and enter on the hazard report sheet the remedial action taken or explain why no action has been taken.

## **ACTION BY ENFORCING AUTHORITY**

Should a serious incident occur at work, an inspector from the Enforcing Authority will carry out his/her own investigation.

It should also be noted that enforcement officers may visit our premises for routine inspections and will not necessarily visit just because of an accident or complaint.

Following an investigation, they can take action against our organisation or an individual, either management or employee. This can lead to prosecution in the courts, which level of court depends on the seriousness of the offence.

The courts have the power to impose fines or custodial sentences in cases referred to higher courts.

## ACCIDENT REPORTING

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 person in charge.
3. The injured person or teacher in charge will complete an accident report form.  
(Appendix 1)
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 and copies retained.

Whenever any of the items listed below occur, the event will be reported in writing to the Health and Safety Authority and a record of the report will be retained.

- 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 employee's 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.

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

## GENERAL RISK ASSESSMENTS

Health and safety can be successfully managed by first identifying the hazards, measuring and evaluating the risks associated with the hazards, removing or controlling the risks, followed by educating all exposed to the risk, implementing an action programme, monitoring and reviewing the performance and the control of risks.

Hazard is taken to mean any substance, material or practice which has the potential to cause harm to the safety, health or welfare of employees at work and others affected by that work.

Risk is taken to mean the potential to cause harm in the actual circumstances of use and the likelihood of that potential being realised.

### Policy

We will carry out suitable assessments of the risks to the health and safety of our employees and others affected by our work activities in compliance with the legislation as follows by:-

1. Identifying all hazards with a potential to cause harm to our employees and others affected by our work.
2. Evaluating the probability and severity of injury or damage.
3. Where we identify a risk or imminent danger:
  - a) Establishing appropriate procedures, including the stopping and resumption of work, for controlling exposure to this special risk.
  - b) By nominating sufficient competent persons to implement the procedure for evacuation of the premises.
  - c) By restricting access to the danger area for all who have not received adequate instruction.
4. Analysing the options for eliminating, reducing or controlling the risks and then take the appropriate action.
5. Reviewing the assessments periodically and particularly where they may no longer be valid or where there has been a significant change in work activities or processes.
6. Keeping records in writing or electronic form of the significant findings of risk assessments and identifying employees who may be especially at risk.
7. Providing appropriate health surveillance and identifying employees who may be especially at risk.
8. Appointing competent persons to assist us in complying with our statutory duties for safety, health and welfare.
9. Providing our employees and contractors on our premises with comprehensive and relevant information on risks, preventative and protective measures, emergency procedures and competent persons.

## **MAIN HAZARDS ASSOCIATED WITH CENTRE**

The Management engaged McCarthy Safety to carry out a survey of its premises and activities and to submit a report on this survey. A full report of these findings is retained by the management. From the report it is evident that the following general hazards are those where risk to employees and third parties are most applicable.

### **Fire Hazards**

### **Electrical Equipment**

### **Handling Disciplines**

### **Slips and Falls**

### **Cuts and Bruises**

### **Health and Hygiene**

To reduce the risks the following hazards are highlighted together with the suggested means of eliminating or mitigating the risk and in all cases the resources required have already been made available as outlined in this safety policy statement.

## **SPECIFIC HAZARDS**

### **Violence**

Incidents where any employees is abused, threatened or assaulted by a fellow employee, pupil or other third party in circumstances arising out of the course of the employees employment are treated as hazards by the management. Employees looking after premises, working alone, home visiting, dealing with pupils with behavioural difficulties, looking after money or valuables, disciplining pupils, dealing with angry parents or relatives are recognised as being at risk. The management takes into account the guidelines **M18/99** issued by the Department of Education and Science and will fully investigate by means of an incident report form, any violence or threat of aggression against staff.

### **Fire Hazards**

Formal evacuation procedures will be carried out twice yearly and 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. They will be kept clear at all times and will be adequately sign-posted.

### **Electrical Equipment**

The management have a healthy respect for electricity and its inherent hazards as applied to their particular plant and consequently make provisions for the safety of all employees from any association with the generation, transformation, conversion, switching, controlling, regulation,

storage, transmission, distribution and use of electrical energy in their workplace in compliance with Electricity Acts 1927 – 1988.

The following precautions will apply:-

All electrical equipment will be suitably identified and 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.

Due practices will be complied with in choosing and using electrical portable tools. Over-current protective devices will be fitted.

Note: Only appropriately qualified trained personnel will work on electrical equipment.

### **Guarding of Moving Parts on Plant and Equipment**

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 Management.

### **Manual Handling**

The 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.

### **Service Isolation**

Particular emphasis is placed on the dangers associated with services provided to particular locations. Where gas and electricity are supplied to a particular location, clear and understandable means of safe isolation and start up will be maintained. Where automatic systems are not provided clear notices and instructions will be provided. These will be continually checked by responsible personnel for safe operation.

### **Floors**

Floors will not be made slippy by polishing or otherwise. If necessary, a non-slip polish will be specified. Washing of floors, as far as is possible, will be conducted outside school hours. Warning signs of work in progress on floors will be displayed. Trailing leads will be avoided if possible or be highlighted by notice.

## 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. The comments listed hereunder are intended as guidance for safe operation in the particular areas, but may not be assumed to cover all eventualities.

Please note that:

1. On going *risk assessment* will highlight new, unforeseen problems. These assessments are part of the schools safety policy.
2. The *suppliers safety instructions* for all plant and equipment will be fully heeded by all people operating or supervising the operation of that equipment. *Safe Work Practice Sheets* will be consulted regularly.
3. *Potentially harmful substances* used in all areas of the school will receive the due emphasis. In the event that they may be poisonous, corrosive, irritant, harmful, flammable or explosive the label should be consulted. If there is no label or if the container is not properly labelled the suppliers *Material Safety Data Sheet* should be consulted.

## METALWORK

**Gas supply:** this must be totally isolated when not in use.

**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:** Keep supply hoses and cable tidy. Keep weld splatter under reasonable control. Always keep fire extinguishers in readiness.

**Drilling:** Wear goggles. Use spindle guards. Always securely clamp work piece.

**Grinding:** Wear goggles. Make sure guards are properly positioned. Never use excessive pressure on work piece.

**Tools:** Do not use vices or spanners with worn jaws. Examine all hand tools for secure fixing and burned edges and dispose of as necessary. Store tools so they cannot fall.

**General:** Use proper lifting and handling techniques. Store unused and unusual stock safely both in the workroom and stores. Sprinkle sawdust on oil spills. Keep floor clean at all times.

### **All Equipment:**

Wear appropriate Personal Protective Equipment (PPE).

Use guards or screens as appropriate.

Ensure equipment is in good working order before use.

Students are not to use the Pedestal Grinder, Guillotine and Bandsaw.

### **The Room:**

Keep room and machines clean.

Store materials correctly.

Be aware of fire safety guidelines and equipment.  
Abide by safety guidelines as appropriate.

The emergency exit procedure is explained to students by the Teacher. There are safety notices around the room and on machines. PPE is supplied for staff and student use. Students sign a copy of the classroom Rules & Guidelines.

Students are instructed how to use equipment before they use it. The safety considerations are also covered as required. Initially, younger students, must work in pairs on some machines. There is a more detailed safety risk assessment which can be referred to if required.

## SCIENCE LABS

**Gas Supply:** This must be totally isolated when not in use.

All substances will be labelled with:

- i) Its chemical name (its formula is not sufficient).
- ii) Nature of risk (e.g. explosive, oxidising, toxic, flammable, corrosive or irritant).
- iii) Date of receipt and shelf life. A general list of substances and their potential risks could be drawn up. Quantities of chemicals kept in the school should be to a minimum. The preparation room and chemical store should always be kept locked. When volatile, toxic, harmful, corrosive or irritant chemicals are involved the fume cupboard is used. This fume cupboard should be of sturdy construction and the material should be hardwearing impervious and the worktop should be of heat and chemical resistant material. The installation should be in accordance with B.S. 7258 Parts 1 to 4.

All fitting, piping, joints and cabling must conform to the appropriate standards and will be examined by a competent person on an ongoing basis.

The air extraction system, which will be of fireproof material, will be regularly tested (recommended range 0.45 to 0.65 metres/second).

The gas and electric cut off will be key controlled. In the event of there being any unforeseen faults with the system the normal wafting of the hands and cautious sniffing will always be carried out to check for volatile fumes or vapours.

Disposal of chemicals and biological waste together with the disposal of sharps will be safely attended to at all times.

The fire extinguishing equipment will be checked regularly. The area surrounding the fume cupboard will be kept out of bounds to anyone not involved in an active or supervisory capacity.

The manual, 'Safety in School Science' issued by the Department of Education to all schools will be consulted regularly: appendix K, Laboratory Rules for Pupils in particular. <https://www.education.ie/en/Publications/Education-Reports/Safety-in-School-Science.pdf>

## **HOME ECONOMICS** (*also TY Bakeoff classes*)

**Gas supply** – this must be totally isolated when not in use.

### **Safety Rules for the HE Classroom\*:**

1. Before working, tie back long hair and roll up sleeves and wear an apron.
2. Never rush around the kitchen. Never walk around carrying hot pans.
3. Keep saucepan handles, kettle flexes etc. away from the edge of cookers and work surfaces.
4. Switch off all appliances after work.
5. Report all accidents should they occur.
6. Use thick oven gloves to remove hot dishes from the oven. *Never use a wet cloth on hot dishes.*
7. Wipe up spills straight away.
8. Never touch plugs or electrical equipment with wet hands.

### **Provision for health and safety requirements:**

- Aprons for students and teachers
- First Aid Kit
- General rules for behaviour in kitchen
- Fire extinguisher
- 2 fire blankets
- Safe disposal for all foodstuffs
- Necessary equipment for cleaning
- Proper storage facilities for food
- Accessibility to exits
- Fire drill carried out regularly
- All electrical appliances properly wired and connected
- Basic first aid covered as part of Junior Cert course
- Dangerous equipment only used under the supervision of the teacher
- Proper ventilation in place
- Incident report forms on any accident in class time
- HE teacher/subject teacher trained in First Aid
- Students well-versed in safety in the kitchen
- Recognised hazards: burns while cooking, fire (hot oil unattended), sharp knives, falls

*\*These guidelines also apply to the Life Skills room in the School's ASD Unit*

## **DRESS DESIGN**

Only one student will operate sewing machines at any one time. Use great care in lifting and moving sewing machines. Always allow irons to cool before transporting.

## **ART ROOMS**

Guillotines will have guards fitted. The pottery kiln will have a safety cutout. All materials will be labelled clearly as to any hazards. Potting wheels will be inspected prior to use.

## **ASD Unit**

Students will be attended to by staff at all times. Where a student engages in violent or threatening behaviour, the staff member should remove other students and any staff from the area and inform the Office/Management immediately. In the Life Skills room, HE Kitchen guidelines (above) apply. Students may be in relaxation or quiet rooms by themselves, but only by permission of staff.

## **PHYSICAL EDUCATION**

Refer to our Sports Policy.

## **ADVENTURE SPORTS / ARCHERY**

### **All Equipment / Activities**

All equipment to be regularly inspected for damage/wear kept well maintained, replacements to be sourced where appropriate. As per industry standards, all ropes and harnesses to be renewed on a five year rotating cycle regardless of wear/usage.

All equipment to be kept under lock and key in designated storage room at all times when not in use.

Bows to be unstrung upon completion of each use.

Any damage, fall, or failure at any level of any equipment to be recorded in incident log located in above mentioned storage room.

Students to be given comprehensive instruction before first use on all equipment, paying particular attention to safety considerations, fit and appropriateness of use.

Harnesses to be re checked by instructor prior to each ascent/descent.

Where available age and size appropriate equipment is to be utilised.

Students are made aware of appropriate safety protocols ahead of each activity and numerous signals and emergency procedures are discussed, practiced and implemented before each activity begins.

All instructors to have undertaken relevant qualifications.

All instructors to have completed minimum first aid requirements of “Rescue and emergency care” to level three or above.

**The activity area:**

Travel to and from activity sites to adhere to existing school protocols for bus travel and transfers.

All classes to operate to a strict ratio of 1 teacher/instructor to 12 students as per industry standards.

Be aware of fire safety guidelines and equipment at each activity base.

Abide by safety guidelines as appropriate.

The emergency exit procedure is explained to students by the Teacher. PPE is supplied for staff and student use.

Any extra/unique safety considerations are also covered as required.

## **WOOD WORK / SET MAKING**

**All Equipment:**

Wear appropriate Personal Protective Equipment (PPE). Ear protectors and safety glasses are available.

Each Student to receive detailed instruction prior to and during first use of all tools. The appropriate safety considerations are also covered as required.

Use guards or screens as appropriate: this is not optional.

Ensure equipment is in good working order before use.

Students are not to use the Circular Saw, Mitre Saw and Lathe.

(Lathe can be used under direct supervision in small groups)

**The Workshop/Stage:**

Keep room, tools, work areas clean and debris-free where possible. (During stage-work extra care to be taken storing lumber, props and partially completed stage materials.)

Store materials correctly: all tools to be returned to tool board.

Due to confined nature of workshop, extra care to be taken around open vices and whilst moving materials/projects.

Where possible/appropriate jigsaw and power tool use to be carried out outside on suitable stable surface (To minimise dust inhalation and skin irritation) and under teacher supervision.

All materials to be put away and a sweep of floor area in assembly hall to be done 5 mins prior to end of each class.

Be aware of fire safety guidelines and equipment.

Abide by safety guidelines as appropriate.

The emergency exit procedure is explained to students by the Teacher. PPE is supplied for staff and student use. Students sign a copy of the classroom Rules & Guidelines.

The safety considerations are also covered as required.

## ART ROOM

Art Room Hazards	Hazard present Y/N	What is the risk?	Risk rating H = high M = Medium L = Low	Controls to reduce risk	Is this control in place?				
SharpKnives/scissors	yes	Cuts/lacerations	H	Cutting Mats, safety signage (see attached)	yes				
				Sign sheet for knife and sign on return	yes				
				Knives used on bench in front of teachers desk	yes				
				Counted before and after class	yes				
				Stored in storeroom in clearly labeled box	yes				
				Safety demo before use	yes				
				Safety rulers for cutting	yes				
				supervision while using knife covers	yes yes				
Lino cutters	yes	Cuts/lacerations	H	Bench Hooks to help grip lino	yes				
				Safety signage	yes				
				Safety demo before use	yes				
				supervision while using	yes				
Kiln	yes	Burns Electrocution Exposure to fumes Explosion	H	Cage	yes				
				used after school hours where possible	yes				
				extractor fan	yes				
				Safety signage when in use	yes				
				caretaker informed when kiln is on	yes				
				area clear of flammable materials	immediate area yes				
				interlock to prevent opening while in use	no				
				kiln serviced regularly and in line with manufacturers instructions	no				
hazardous airborne dust in clay	yes	lung damage	M	electrical cut off switch	yes				
				Floor regularly hoovered	not regularly				
				Dry sweeping of clay dust not advisable	daily				
				Cleaners and caretakers informed of safety procedures for cleaning clay areas	?				
				safety data sheets for clays available in art room	no				
				Protective clothing aprons cleaned regularly to prevent dust build up	no				
				hepa filter on vacuum	no				
				surfaces wiped	yes				
				masks	no				
				Ventilation	yes				
Toxic Glazes	no	lung damage	H	differentiation for asthmatics/lung problems	yes				
				only use non toxic glazes	yes				
Paper Cutter	yes		L	safety data sheets for glazes available in art room	no				
				safety catch in place	yes				
				safety signage in place	no				
<b>Electrical equipment</b>	yes	electrocution/fire		supervision while using	yes				
				Computers	Checked before use	yes			
				photocopier	Checked before use / staff use only	yes			
				Microwave	Used for heating lino only no liquids	yes			
				Batik pot	safety demo before use/drip catch rim	yes			
				Iron	safety demo before use/safe storage/cool down before putting away	yes			
				Glue gun	safety demo before use/ safety signage/safe storage	yes			
				heat gun	safety demo before use/ safety signage/safe storage	yes			
				kettle	safe storage/ staff use only	yes			
				<b>solvents and flammable materials</b>	yes	fire/asphyxiation	M	safe storage/ safety demo/ use in ventilated area	yes
				spray paint		fire/asphyxiation	H	safety masks/ safety demo/ use in ventilated area	yes
				fixative		fire/asphyxiation	H		
				<b>Fire - Exit/Access</b>	yes	Death/injury	H	Fire door is marked Fire Door Keep Shut	yes
								Exit is kept clear	yes
								Fire drills regularly	yes
Fire Drill Signage	yes								
Fire Extinguisher	yes								

# School Bus Safety

## Joining the Bus:

- (i) Queue properly and orderly
- (ii) Wait for the bus to stop
- (iii) No pushing or shoving
- (iv) Stay well clear when the bus is reversing

## En Route:

- (i) Remain seated and wear a seat belt
- (ii) Do not interfere with doors or windows
- (iii) Do not distract the driver
- (iv) Take care not to damage the seating in the bus

## Getting off:

- (i) Wait until the bus has stopped and then alight in an orderly manner
- (ii) Stand well back until the bus has pulled away

## Crossing the Road:

- (i) Allow the bus to pull away so there is a clear view in both directions
- (ii) Cross over, only when the road is clear

**If followed, this advice could save you from injury or death and will benefit all students who travel on the school bus.**

## **WORKING WITH VISUAL DISPLAY UNITS**

All VDU's and associated work stations will generally comply with Directive 90/270/EEC of 1993 with regard to the equipment and environmental conditions. Associated furniture, such as chairs and backrests, will be used and furniture will be laid out so as to avoid collisions and leave safe access and egress. Workbenches will be arranged to suit and posture changes will be encouraged.

## **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.

### 1. **Tractors**

- a) No passengers will be carried.
- b) No young persons will operate them.
- c) All moving parts, 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) The operator will wear ear defenders.
- g) No speeding allowed.
- h) No overloading allowed.
- i) Tractor must be fully maintained.

### 2. **Field Machinery (driven by Tractor P.T.O.)**

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

### 3. **Fixed Equipment**

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

4. **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 not mow with light footwear.
- 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.

5. **Hedge Cutting and Strimming**

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

**SERVICES**

Plant areas such as boiler house, oil tanks, and workshops will always be kept in a tidy, safe manner. No goods of any sort will be stored in a boiler house.

Hazardous plant areas will be locked at all times. These areas, particularly electrical switchgear areas, will have appropriate hazard signs posted.

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.

## **GENERAL INSPECTION GUIDE CHECKLIST**

**Steps:** Check all banisters and rails are secure.

Is lighting adequate. Are all lights working.

Are steps worn or broken. Are they slippery.

**Passages:** Are floor surfaces even and not slippery.

Are all lights in working order.

Is all litter removed.

Are mats flat and not creating a tripping hazard.

Are there damaged walls.

**Doors and Windows:** Are all doors unobstructed.

Have doors loose or broken hinges.

Have they damaged or sticking catches.

Are there viewing panels in the doors. Are they kept uncovered.

Is all glass complete and uncracked.

Can windows open easily without undue force.

Do windows jut out dangerously when open.

Are windows clean.

Have the windows broken fastenings or cords.

Where necessary, is a window pole available.

### **Lighting.**

Visually check all light fittings are working and in a clean condition.

Check light switches are not broken.

### **Plugs/Sockets/Leads.**

Visually check that plugs and sockets have no cracks or pieces missing.

Check that socket screws and mountings are secure.

Check that indication lights are functioning.

Check that insulation on leads is not cracked or frayed.

Check that leads are without knots or joins and that they are free of 'kinks'.

Check that there are no trailing leads.

Try and obviate the need for multi-adaptors.

### **General Purpose Classrooms.**

Check that there are no hazards arising from overcrowding.

Check that all cupboards, fixed blackboards, display units etc. are stable and secure and undamaged.

Try and obviate sharp edges and corners on furniture.

Check all furniture is positioned safely.

## **RESPONSIBILITIES OF PRINCIPAL**

**Name: Mr. Craig Petrie**

1. To initiate the Safety Policies of the centre.
2. To administer these policies and delegate to staff as appropriate.
3. To arrange, through the 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 centres annual report is received and that it contains, in addition to the normal information, an evaluation of the extent to which this policy has been put into effect.
11. To reprimand any member of staff failing in their responsibilities.
12. To set a personal example.
13. To release staff for training where necessary.

**RESPONSIBILITIES OF DEPUTY PRINCIPAL AND ASST. PRINCIPAL(S)**

Name: See Pages 5-6

1. To know the statute requirements and ensure that they are observed.
2. To insist that sound and safe working practices be 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 supervision of external grounds and arrange random patrols of all grounds within the site perimeter.
9. To assume the responsibilities of the principal in Safety and Health matters in the absence, for any reason, of the principal.

## **RESPONSIBILITIES OF TEACHERS**

Name: See Pages 5-6

1. To ensure that pupils carry out all their routines in a safe manner and do not create danger for themselves or for others.
2. To be familiar with and that their charges are familiar with evacuation procedures.
3. To be familiar with the fire fighting equipment and its uses.
4. To notify the management of any accidents or incidents that could result in accidents, that occur and keep records of them.
5. To insist that all wear protective clothing and use protective equipment where necessary.
6. To identify hazards intrinsic to their own discipline and to ensure that they eliminate or take protective action against them and that all do likewise.
7. Use notices liberally to highlight problem areas.
8. To set an example for all.
9. To keep abreast of all Safety and Health legislation.
10. To encourage safe working practices in their own area.

**RESPONSIBILITIES OF SCHOOL SECRETARIAT**

Name: Mrs. Keenan, Mrs. Carton.

1. To be familiar with fire drills and evacuation procedures.
2. To maintain a list of emergency telephone numbers and addresses.
3. To report any defects in office equipment as soon as possible.
4. To work in a manner that is safe to yourself and to others.
5. To avoid enacting hazards in the office e.g. leaving filing cabinet drawers open, trailing cables, build up of papers etc.
6. To be familiar with the use of fire fighting equipment.

## **RESPONSIBILITIES OF CARETAKER**

Name: Mr. Peter Canavan.

1. To work in a manner which is safe to themselves and others.
2. To use the proper tools and equipment for each task.
3. To report any hazard that is encountered.
4. To use proper protective clothing and equipment where necessary.
5. To ensure that no people have access to areas which are hazardous or whilst work is in progress.
6. To supervise and control the entry of students to and their exit from the college and to prevent loitering in the vestibule and corridors, classrooms, toilets and social areas and outside the building.
7. To be available for attendance when the college is open outside normal hours.
8. To be familiar with fire drills and evacuation procedures.
9. To be familiar with the use of fire fighting equipment.
10. To prevent the build up of rubbish and especially of combustible material.
11. To maintain heating and ventilation plant in proper working order.
12. To repair light fittings as soon as they become faulty.
13. To repair broken windows and doors at all times.
14. To remove broken furniture from use and to have these repaired.
15. To ensure that all exits, entrances, fire fighting equipment and fire alarm points are not obstructed.
16. To monitor continuously that services such as gas and electricity are safely isolated when not in use in particular locations. This will entail ongoing patrols of all these locations.

## **RESPONSIBILITIES OF ATTENDANTS**

Name: Dolores Dempsey, Edel McDonald, Avril McDonald

1. To work in a manner which is safe to themselves and to others.
2. To be familiar with fire drills and evacuation procedures.
3. To be able to identify and use the correct fire extinguishers.
4. To wear the proper protective clothing.
5. To report immediately any injury, no matter how minor.
6. To assist other staff in the supervision and control of students to and from their exit from the college and to prevent loitering in the vestibule, corridors, classrooms, toilets and social area outside and inside the building.
7. To attend to spillages immediately.
8. To barricade area of spillages until they are completely dry.
9. To dispose of rubbish as soon as possible to avoid build up.
10. To report any defect in machinery or equipment.
11. To avoid leaving trailing cables. If this is necessary, use notice to the effect that cleaning is in progress.
12. To observe high standards of cleanliness and hygiene.
13. To ensure that all mats and carpets are properly laid and uncrumpled.

## **FIRE DRILL/DEALING WITH EMERGENCIES**

### **Fire Drill**

*When the alarm sounds, follow this procedure immediately:*

- Students should leave their seats in an orderly and calm way, leaving all property behind.
- Where possible, the teacher should close the doors when leaving the room and building.
- Everyone should leave by the nearest exit in an orderly way.
- Every form should assemble in two lines in roll order on the grass pitch. Form 1E to line up nearest the road and Form 6G nearest the astro pitch, all other forms in order in between.
- The form teacher or an assistant teacher should take the roll from the roll sheet, which will be given to him/her.
- The teacher should return details of the roll call to the Principal/Deputy Principal.
- The return to class will take place, only when instructed to do so. It should take place in an orderly way, led by the teachers who were taking the classes when the alarm went off.

### **Dealing with Emergencies**

- The Principal, Deputy Principal and School Office have emergency contact numbers for Gardaí, Fire Brigade, Ambulance and Doctors Clinic. A protocol is in place for such events.
- Emergencies are dealt with in consultation with Management and School Office – Parents are informed as a matter of policy.
- The School has a Critical Incident Management Policy.

Reviewed and approved by the

Safety Committee  
Board of Management:

Nov 2017

Nov 2017