

Coláiste Clavin

Revised Health and Safety Statement 2018

INTRODUCTION

The purpose of this statement is to safeguard the safety, health and welfare at work of the school's employees and students and also the safety and health of other people who might be at the workplace including visitors, contractors and members of the public. This statement was written according to the *Guidelines on Managing Safety and Health in Post Primary Schools Parts 1 and 2*.

SCOPE

This statement applies to the entire school community on the school's grounds and on any external school related activities including extracurricular and co-curricular programmes.

RELATION TO MISSION STATEMENT

Coláiste Clavin is committed to providing each student with a holistic education to enable him/her to achieve full potential. This must be done in a safe environment for the entire school community.

RATIONALE

It is a legal requirement under Section 20 of the Safety, Health and Welfare at Work Act, 2005, for every employer, in conjunction with employees, to prepare a Health and Safety Statement. It represents the Board of Management's commitment to safety and health, and specifies how the schools Safety and Health Management System (SMS) should be implemented. This statement includes five key elements; Policy and Commitment, Planning, Implementation, Measuring Performance, and Audit and Review. This statement should be read in conjunction with other relevant policies e.g. Code of Discipline, Crisis Response Policy and Substance Use Policy, Anti –Bullying. AUP etc.

POLICY AND COMMITMENT

The Board of Management and staff of the school under the auspices of Louth and Meath ETB are committed to the implementation of the Health and Safety Policy that is displayed prominently in the school.

Definition

A Safety Statement is a written programme of the school's commitment to safeguard the safety, health and welfare of staff while they work and the safety and health of other people who might be affected by work activities in the school including pupils, parents/guardians and visitors.

A Safety and Health Policy is a declaration that a workplace is as safe and healthy as reasonably practicable and that all statutory requirements will be complied with.

(Guidelines on Managing Safety and Health in Post- Primary Schools)

SCHOOL PROFILE

Coláiste Clavin is a mixed co-educational non fee-paying day school under the patronage of Louth and Meath Education and Training Board. The school has been designated disadvantaged and is part of the Developing Equality of Opportunity in Education (DEIS) Programme. The socio-economic background of the students would range from working class to middle class families with the majority being working class. Approximately 10% of the students would have special educational needs with a small number of these being students whose primary language is not English.

The new two floor building (completed for school year 2017-18) consists of 12 general classrooms, 3 science laboratories, 1 demonstration room, 1 Home Economics room, 1 Art room, 1 Engineering room, 1 Woodwork room, 1 DCG room, 1 Learning Support room, 1 Library, 1 Music room, 1 ASD Unit (2 classrooms and 2 withdrawal rooms), 1 IT room, 1 Business Studies room, 1 Guidance room, 1 Social Studies room, 1 Mathematics room, 1 Religion room, 1 Canteen, 1 PE Hall and changing rooms, 1 Fitness Suite, 1 First Aid Room, 1 Principal's Office, 1 Deputy Principal's Office, 1 administration office, 5 other offices, male and female toilets and various storage rooms throughout the school. Outside there is 1 courtyard area, 2 tarmac soccer pitches, 2 tarmac basketball courts, 1 football pitch, 1 boiler house, 1 storage sheds, an ESB room, 1 bicycle shed and 1 car park and set down areas for buses and cars. There is a one-way traffic system in place with 1 separate vehicular entrance and 1 separate vehicular exit. There is also a separate pedestrian entrance/exit.

School corridors and exterior area are covered by CCTV for student and staff security. There are ramps provided for students with special needs and also a lift. There are also 4 fire exits and stairs in addition to the front main entrance which can be used for emergency evacuations.

RESOURCES FOR SAFETY AND HEALTH

The school has the following resources in the school;

- Defibrillator located in First Aid room,
- First Aid boxes in First Aid room, Home Economics room, Science Labs, Art room, PE hall and the canteen
- Various wall, floor signage and line marking
- Fire extinguishers located throughout school
- Fire alarm and emergency lighting
- Specific equipment pertaining to specialist classrooms e.g. Science Labs
- Trained personnel
- Intruder alarm and CCTV surveillance
- Effective supervision on the school campus and on school related trips
- A variety of related policies and procedures
- Good links with parents and members of the local community
- Support from external professional agencies such as HSE, NEPS and HSA etc.
- A Safety Committee and a Safety Co-ordinator
- Access to skilled service and maintenance personnel

Coláiste Clavin
Safety Policy

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

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

LMETB, as employer, undertakes in so far as is reasonably practicable to:

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

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

Signed: _____ Date:

Secretary to BOM

ROLES AND RESPONSIBILITIES FOR SAFETY AND HEALTH

Management Organisation Chart

LMETB
BOARD OF MANAGEMENT
PRINCIPAL: Mr. Tom Stack
DEPUTY PRINCIPAL: Ms. Monica Clarke
HEALTH SAFETY/OFFICER: Mr. Eugene Gorry
STAFF (Teachers, SNA's, Maintenance Staff, Office Staff)
Other people at school (visitors, students, parents, contractors, outside maintenance staff,
canteen staff)

Board of Management

- To comply with its legal obligations under the 2005 Act;
- To ensure that the school has a written risk assessments and an up to date safety statement;
- To review the implementation of the SMS and the safety statement;
- To set safety and health objectives;
- To review the safety statement at least annually and when changes that might affect workers' safety and health occur;
- To review the school's safety and health performance;
- To allocate adequate resources to deal with safety and health issues;

The Principal/Deputy Principal

- To comply with the requirements of the 2005 Act
- To maintain the safe upkeep of the premises
- To report to the Board of Management on safety and health performance;

- To manage safety and health in the school on a day-to-day basis;
- To communicate regularly with all members of the school community on safety and health matters;
- To ensure all accidents and incidents are investigated and all relevant statutory reports completed;
- To ensure fire drills are organised
- To contact emergency services in the event of an accident
- To ensure the fire alarm and fire extinguishers are regularly serviced
- To organise safety and health training for staff
- To ensure contractors and visitors comply with the school safety and health regulations
- To ensure the HSA are informed of accidents

Health and Safety Co-ordinator

- To assist the principal in managing safety and health in the school
- To check fire extinguishers and First Aid kits at the start of each half-term and replenish stock.

- Confer with the school management where supplies equipment and materials need to be purchased
- To be vigilant about safety and health issues and advise school management of any concerns
- To advise staff on safety and health issues and brief new staff on same
- To call Safety Committee meetings at least once per half term and to keep the minutes of such meetings
- To co-ordinate fire drills once per term and get feedback from staff and keep records of same
- To ensure all safety signage is in place around the school
- To ensure safety audits are undertaken by staff and to prioritise and address concerns in consultation with the principal.
- To survey staff on training needs and to record all training undertaken in the Safety and Health folder
- To ensure all accidents and near misses are recorded
- To ensure students, going on work experience, are briefed on safety and health in the workplace
- To monitor the HSA website and keep updated on H&S developments
- To keep the Safety and Health folder up-to-date

Teaching Staff

- To comply with all statutory obligations on employees as designated under the 2005 Act;
- Take reasonable care of personal safety, health and welfare.
- To ensure the safety and health of students and other members of the school community are safeguarded at all times
- To co-operate with school management in the implementation of the safety statement;
- To inform pupils of the safety procedures associated with individual subjects, e.g. Science, Technology subjects;
- To ensure that pupils follow safe procedures, e.g. use personal protective equipment (PPE) and adhere to laboratory rules;
- To conduct risk assessments of their immediate work environment;
- To formally check classroom/immediate work environment to ensure it is safe and free from fault or defect
- To ensure passage ways and exits are free from obstruction at all times
- To check that equipment is safe before use;
- To ensure that risk assessments are conducted for new hazards, e.g. new machine or chemical product;
- To advise students in relation to safety and evacuation procedures
- To report accidents, near misses, and dangerous occurrences to the safety co-ordinator and school management

Supervisors

Teachers who undertake supervision duties have responsibilities for the students prior to school starting and during breaks.

The responsibilities of those supervising at Coláiste Clavin include the following:

- ensuring the level of supervision is suitable with the activities students are involved in and the age and the maturity of the students;
- enforce rules of conduct that are outlined in the school's Code of Behaviour;
- ensure students do not enter areas that are out of bounds during the break times;
- investigating, recording and reporting incidents/accidents that occur as detailed in the school incident reporting procedure;
- ensuring students involved in accidents receive first aid or medical attention as required;
- keeping order in the canteen, the laptop storage area and yard area;
- actively participating in fire safety including drills and fire fighting training and being familiar with fire fighting equipment and its uses.

Ancillary Staff

- To comply with all statutory obligations on employees as designated under the 2005 Act;
- Take reasonable care of personal safety, health and welfare
- Get familiar with the school safety statement and undertake work in accordance with its requirements
- To ensure wet floors in common areas are mopped and any obstructions removed
- Check the safety of equipment before use and report defects to the principal
- Ensure that manufacturers/suppliers instructions are followed in relation to equipment, machinery and chemicals
- Be vigilant to possible hazards and report findings to the safety co-ordinator
- Wear personal protective equipment (PPE) as required
- Report any potential bullying or dangerous activities by students to school management
- Report accidents or near misses to the principal

Students

- Take reasonable care to protect his or her safety and health and the safety and health of other members of the school community
- Cooperate with the safety systems and signage in place in the school
- Observe any safety rules and procedures which may be defined for working in laboratories, workshops etc.
- Do not interfere with or misuse any safety equipment
- Study the school safety statement and be familiar with emergency procedures
- Report immediately to the **school management** any accident resulting in injury or any situation where a member of the school community may be in danger
- Report potential safety risks to the safety co-ordinator

Canteen Staff

The canteen staff has responsibility for food storage and hygiene in the canteen. Part 2 Chapter 2 Section 13 of the *Safety, Health and Welfare at Work Act 2005*

Duties include:

- take reasonable care for their own safety, health and welfare and that of any other person who may be affected by their acts or omissions while at work;
- co-operate with the Principal and any other person to such extent as will enable the Principal or the other person to comply with any of the relevant statutory provisions;
- report to the Principal, without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare, of which she becomes aware;
- know what to do in case of fire, familiarise themselves with the best escape route from their workstation so that in the event of an emergency they are able to lead themselves to safety;
- ensure the canteen is run by HACCP principles;
- ensure scrupulous cleanliness is maintained at all times.

Contractors:

Contractors must comply with statutory obligations as designated under the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007 and any other relevant legislation such as the Safety, Health and Welfare at Work (Construction) Regulations 2006.

- Any contractor will require to be suitably qualified and experienced
- The contractor and the principal meet in advance to discuss any likely hazards and how these will be addressed
- Comply with the school safety statement and the company safety statement
- Ensure the work area is secured and doesn't endanger workers or school personnel
- Undertake work in accordance with site plan and relevant permit
- The school management is consulted about moving plant equipment and materials safely onto the school campus.
- Plant and equipment moved onto the school site is in good working order
- The contractor consults with the principal before using power tools or plant equipment
- Workers wear personal protective equipment on site
- Supply documentation and insurance details when required

(further details on Pages 24/25 of Guidelines on Managing Safety and Health)

Safety Committee

- Monitors and reviews the school safety statement
- Studies risk assessments and safety audits undertaken by staff
- Organise walk-through inspections
- Discuss safety training needs
- Discuss issues impacting on safety and health
- Assess fire drill evaluations
- Examine accident reports
- Draft action plans to address potential risks

- Manage safety resources and assess that resources are being used effectively to remedy risks and to improve the Safety and Health Management System in the school
- Provide on-going evaluation of safety and health practice in the school

The safety committee consists of the following personnel:

- The principal
- The deputy principal
- The safety co-ordinator
- The caretaker
- A teacher representative
- A student representative

The committee meets once per half-term and is chaired by the safety co-ordinator.

HAZARDS

Section 19 of the Safety, Health and Welfare at Work Act 2005 specifies that, "Every employer shall identify the hazards in the place of work under his or her control, assess the risk presented by those hazards and be in possession of a written risk assessment of the risks."

A hazard is anything that has the potential to cause harm to people, property or the environment

Physical Hazards

Some common causes of accidents are:

- Manual handling (heavy awkward or hard-to-reach loads,)
- Slipping/tripping hazards (poorly maintained or untidy floors, passage ways or stairs)
- Falling from a height (from mezzanine floors or scaffolding)
- Getting caught or cut by machinery especially moving parts of machinery blades or rollers, equipment (poorly maintained or whose guards have been disabled)
- Falling objects
- Introduction of new machinery or work systems
- Fire (from flammable or combustible materials)
- Electricity (poor wiring or not being protected by residual current devices)
- Special hazards of maintenance of equipment and the workplace itself (the roof, windows or gutters)
- Injury by another person
- Hot substances or surfaces
- Hand tools (noise, eye injury, electrocution)
- Poor housekeeping

Health Hazards

- Negative stress (e.g. from poor work organisation or control, repetitive strain, etc.)
- Noise (e.g. if people must raise their voices to be heard)
- Harmful dusts (e.g. from grinding)
- Unsuitable lighting levels
- Sources of radiation
- Extremes of temperature
- Injury through poor design of tasks or machinery
- School bags
- Stress
- Bullying/Harassment

Chemical Hazards

- Immediate problems,(e.g. acute toxic effects or catching fire)
- Long-term effects of exposure on health (e.g. cancer-causing)
- Likelihood of skin problems (e.g. skin irritation or sensitiser causing dermatitis)
- Likelihood of chest problems

Risk Assessment

Risk means the likelihood, great or small, that someone will be harmed by a hazard together with the severity of the harm suffered.

Risk also depends on the number of people who might be exposed to the hazard.

It is the employer's duty under section 19 of the 2005 Act, to ensure a risk assessment is carried out. Risk assessment is a key component of any safety statement and involves the following steps:

1. Identify the hazards
2. Evaluate the risk in proportion to the hazard
3. Put in place appropriate control measures to eliminate or minimise the risk

A major risk assessment was undertaken by all staff and covering all areas of the school in 2017. The task was co-ordinated by Mr Gorry, the safety co-ordinator. The templates in the "Guidelines on Managing Safety and Health in Post- Primary Schools" were used to complete this task. The completed templates were scrutinised by the safety co-ordinator and a list of possible hazards and risks was drafted. This list is discussed at safety committee meetings and at meetings between the principal and safety co-ordinator and risks are prioritised and addressed on an on-going basis. As far as is practicable protective and preventative measures are put in place to reduce and control risks.

Following the implementation of this safety statement an annual safety audit will form part of the school's SMS

EMERGENCY PROCEDURES, FIRE SAFETY, FIRST-AID, ACCIDENTS AND DANGEROUS OCCURRENCES/NEAR MISSES

Section 8 of the Safety, Health and Welfare at Work Act 2005 requires that every employer shall "prepare and revise as appropriate, adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious and imminent danger."

Emergency Procedures

The school has a formal procedure to deal with emergency situations e.g. fire, suicide. This is outlined in the school's **Crisis Response Policy**.

Fire Safety

The following controls are in place:

- There are fire extinguishers visibly located throughout the school and these are checked regularly and serviced annually. Twenty percent of this equipment is randomly replaced each year.
- There are fire blankets in the Home Economics room, in the school canteen and throughout the school.
- The school has a fire alarm with sounders strategically situated throughout the school campus. This is serviced regularly in line with regulations.
- There is a designated Fire Assembly Area clearly identified by Fire Assembly signs.

- Evacuation routes have been designed for each classroom
- Fire exits are clearly marked
- Timed fire drills take place at least twice a year. There is an evaluation of each drill to identify where there is room for improvement
- All school personnel are made aware of emergency evacuation procedures and these are posted in all rooms
- There is a roll call at the beginning of each lesson and teachers carry out a roll call at the Assembly Point during a fire drill
- There is emergency lighting throughout the school and there are smoke detectors in the main building and in ancillary buildings.
- There are automatic fire doors on both floors of the building.
- Smoking on school grounds is prohibited for all school personnel, visitors, contractors and workers
- The caretaker ensures that all lights, data projectors and photocopiers are switched off each evening
- Teachers are requested to ensure all computers are powered off at the end of the day and there is a central shutdown of all network computers and laptops each evening
- There are gas detectors in the Home Economics and Science laboratory
- Teachers in specialist rooms are requested to check that appliances, power equipment and gas supplies are shut off each evening

EMERGENCY EVACUATION PROCEDURES

The school undertakes to have at least **two fire drill** procedures per year.

Teachers/Staff – Fire Drill Procedure.

In the event of hearing the fire alarm:

1. If you have a class group, inform the students that they should leave the room through the appropriate emergency exit in an orderly manner and to leave all belongings behind them
2. Inform them they should line up in the Assembly Area on the basketball court beside the ASD Unit at the front of the school
3. Guide the students to the Assembly Area using the evacuation route for your classroom. Bring your teacher's journal to call the roll.
4. At the Assembly Area, instruct the students to line up and call the roll to check all are present.
5. When this is done, wait for further instruction. If the all-clear is given then instruct students to return to their classroom through the emergency doors you exited from.
6. If you do not have class you should proceed directly to the Assembly Area.

If the fire alarm sounds during **recreation time**, tutors should then call the roll in the assembly area and all other teachers should proceed to the Assembly Area. Tutors will find lists of their class groups on the staff room notice board which should be used for the roll call.

Students - Fire Drill Procedure

In the event of hearing the fire alarm

1. Proceed to leave the classroom in an orderly manner
 - Do not run or push
 - Do not bring any belongings with you
2. Leave through the appropriate emergency exit in accordance with the fire evacuation route displayed in the room from which you are exiting.
3. Proceed to the **Assembly Area** which is located on the **basketball courts** at the front of the school.
4. When at the Assembly Area, line up quietly in front of the teacher you have evacuated with.
5. Wait in the Assembly Area until your teacher has called the roll and gives you permission to return to class.
6. When it is confirmed that it is a drill, return to class back through the emergency doors you exited from.
7. If a student is not in the classroom temporarily, for example, at the toilet or on an errand etc., the student proceeds directly to assembly area and does not return to the classroom.

First-aid

Chapter 2 of Part 7 of the General Application Regulations 2007 sets out the first-aid requirements for workplaces. "Employers have a duty to provide first-aid equipment at all places of work where working conditions require it.

Precautionary measures include the following:

- The First Aid boxes are located in the First Aid room.
- These boxes are checked once per term and restocked where necessary. This is co-ordinated by the safety officer.
- A First Aid kit is brought on all sport outings
- There is a defibrillator located in the First Aid room and this is checked regularly by the safety officer.
- The majority of staff has participated in Basic First Aid training and defibrillator training
- A list of emergency telephone numbers is posted in the office
- Teachers are made aware of students with medical conditions at the start of the year

Procedures for managing ill students

A student who feels ill during the day reports to the office and contacts a parent or guardian on the school phone

Depending on the severity of the illness s/he either returns to class or sits outside the office until s/he is signed out by a parent/relative

A student feeling ill in class is escorted to the office by another student and contact is made with home.

If a student is too ill to move school management should be notified immediately

In cases where contact cannot be made with a parent/guardian then school management will assess the situation. If the student is feeling extremely unwell then s/he will be brought to the doctor as quickly as possible by the principal/deputy principal or teacher in charge.

Medication is **not** to be administered to students by staff

Accidents and Dangerous Occurrences

Prevention

Students are supervised before schools begins each day and during recreational periods

Teachers intervene where horseplay or where students are engaging in potentially dangerous behaviour

Teachers are required to be punctual and not to leave classes unsupervised

It is school policy not to place students outside classrooms unsupervised

In classrooms bags should be safely stored and passage ways kept clear

Teachers should ensure that cables and wires are not trailing as far as practicable

In specialist rooms students are not to use equipment/appliances unsupervised or without safety gear, where necessary

It is the duty of class teachers to report broken furniture to the caretaker and to check equipment for visible faults before use

Spills are to be cleaned up immediately

Handrails to be used when ascending and descending stairs.

Signage is used to draw attention to wet floors when spillages occur and also during rainy days

There is a student movement plan in place in the school whereby pedestrians are expected to walk on the left hand side on corridors and stairs.

Students are not allowed access concealed areas of the grounds during recreational periods

Students are not permitted to leave school grounds during the day unless they are collected or have a permit to go home

Specialised rooms are locked before school starts and during recreational periods

Students are advised to participate in the personal accident insurance scheme which is compulsory for students taking part in sport

Procedures for injuries and accidents

Classroom

Accidents or injuries are assessed by the class teacher and First Aid Kits/Eye Wash Kits/ Burn kits /Ice Packs are used to administer initial treatment.

The class representative or another student is sent to report the incident to a member of school management.

The principal/deputy principal will assess the injured party and decide on the next course of action.

Depending on the seriousness of the injury the student will:

- Remain in school following first aid treatment
- Be sent home with a parent
- Brought to the doctor
- Ferried to hospital by ambulance

The teacher completes the appropriate incident report form before the end of the day
School management will investigate the incident to determine probable cause. If possible a strategy will be devised to minimise the risk of such an incident occurring in the future.

Parents to be advised of all injuries no matter how minor

Out of class

Any incident occurring on school grounds is assessed by the staff member first on the scene. The injured party is brought to the office area where initial first aid treatment is administered.

School management is informed and s/he determines the subsequent action to be taken. Procedures as outlined for in-class incidents are followed.

The teacher completes the appropriate incident report form before the end of the day

Serious/Severe/Critical incidents

If the injured party cannot stand up or is complaining of neck, back or leg injury then the school management should be summoned immediately and no attempt should be made to move him/her.

The person should be covered and kept warm

All students should be moved away from the scene

The school management or teacher in charge determines the scale of the injury and what action is to be taken

If the person is not breathing, then CPR should begin without delay. One person should be asked to call 999 and another sent to alert school management and fetch the defibrillator from the First Aid room. A parent or the next-of-kin is contacted. If the person hasn't recovered by the time the defibrillator arrives then it should be switched on and the pads attached to the chest and side of the body. The instructions of the defibrillator are followed until medical personnel arrive.

The first member of staff on the scene completes an incident report before the end of the day

The incident is investigated internally by the school management and the findings communicated to all appropriate personnel. Corrective action will be taken where possible
If required, the Garda Síochána will be contacted by school management

School trips and Games

These are classified as work-related activities so the school's Safety Statement applies in such situations.

Precautions

A list of students and adults going on the outing is compiled by the organiser and a copy is given to school management

The roll is called on the outward and return journey

A First Aid kit is brought to sporting events

A reliable bus operator is used on all outings

The trip organiser travels with the students on the bus

A copy of the trip details is given to school management

Accidents and injuries

The teacher assesses the injuries and administers basic first aid

School management is to be contacted where an injury is serious and may require medical attention.

Accidents must always be reported to school management and an incident report completed

(Consult the Tours policy for more comprehensive instructions)

Recording and Reporting

All accidents or near misses are recorded in the **Incident Recording File** in the office by the class teacher or the member of staff first on the scene.

Accidents or near-misses will be reported to the Board of Management by the principal

The following are reportable to the **Health and Safety Authority (HSA)**:

A pupil or teacher is injured as a result of an organised activity (tours and trips included), that requires medical assistance, an IR1 form is used. Any incident that occurs outside a school organised activity and requires medical attention shall be reported on an LMETB form. The Principal should be informed when a form is filled out.

MET ÉIREANN WEATHER WARNINGS

In the event of a *Status Red – Severe Weather Warning* being issued by Met Éireann the school will follow the decision made by the Minister of Education in relation to the closing of schools. The instruction to shut the school for Health and Safety concerns associated with the Status Red warning may also come from the LMETB. The school will endeavour to communicate the message to the students and teaching staff as quickly as possible and without delay through text, email or both. In the event of a status yellow or orange weather alert that presents a health and safety concern to the students or staff, school management will be guided by instructions from the minister and consult with LMETB. Staff and parents will be notified of any decision to close the school as early and as quickly as possible.

PE HALL

Students in the PE Hall are supervised at all times by the PE teacher when engaging in PE activities. Students participating must wear appropriate PE gear and the correct footwear so as to minimise the risk of slipping or falling. Students are not allowed wear jewellery during PE.

Students are instructed how to warm up and stretch correctly so as to reduce the number of soft tissue injuries eg muscle strains.

All organised activities in PE class should have an appropriate number of students participating so that overcrowding does not result and thereby increasing the risk of injuries. Students are provided with instruction in the use of any equipment so as to reduce the risk of any injury to the student or another student standing in close proximity eg hockey.

All spillages that may occur on the floor of the PE Hall, eg spillages are dealt with straight away with appropriate sign displayed immediately until floor has been dried.

All goalposts are checked in risk assessments at least annually.

Drinking is not permitted in PE hall for safety reasons eg spillages.

FITNESS SUITE

All of the above rules for the PE HALL apply plus the following:

Any students using the fitness suite do so in a supervised environment usually by the PE teacher.

Students using any exercise machines or equipment are given instructions in how to use the equipment properly so as to reduce the risk of the student injuring themselves or another party.

Staff using the equipment must be trained in how to use the equipment so as not to incur any injury to themselves.

AUTISTIC SPECTRUM DISORDER (ASD) UNIT

There are a number of special precautions that must be followed in relation to this unit.

- “Restrictive Physical Intervention” may be applied in this unit. This is the term used to describe interventions where bodily contact using force is used to control or manage a child’s behaviour. Restrictive physical interventions will only be used when all other strategies have failed. It refers to any instance in which a teacher or other adult has to use “reasonable force” to control or restrain pupils in circumstances that meet the following criteria:
 - To prevent a child from injuring self or others.
 - To prevent a child from causing serious damage to property (including the child’s own property).
 - To prevent a child from engaging in any behaviour which is prejudicial to maintaining the good order and discipline at the school.
- Access and egress routes must be closed and checked regularly so as to ensure any ASD students do not leave the unit.
- Supervision of the ASD students must be strictly observed by the teachers and special needs assistants assigned to the unit and under no circumstances should students ever be left unsupervised.
- Information about any ASD students with special medical needs shall be stored in a folder in the unit. The ASD Co-ordinator shall have responsibility for the

communication to the relevant staff any medical information pertaining to the ASD students. The ASD Co-Ordinator shall be responsible for administering any prescribed medication in line with LMETB Policy in administering medication to the ASD students.

SPECIAL RISK PERSONNEL AND POTENTIAL RISK FACTORS
STUDENTS WITH SPECIAL EDUCATIONAL NEEDS

The names of students with health issues are reported to staff at the start of the year as well as any specific details on how to manage situations which may arise with these students. Every care is taken to ensure the safety of this higher risk group.

- Careful supervision
- Access and egress carefully considered
- Individual needs are assessed in relation to evacuation

PREGNANT PERSONNEL

The school will take all necessary steps to comply with **The Safety, Health and Welfare at Work Regulations 2007**. These regulations pertain to employees who are pregnant, just have had a baby or are breast-feeding.

School management should be informed as early as possible when an employee or student becomes pregnant.

The school management will examine the school environment to identify any elevated risks to the health and safety of this female and her developing child.

Risks including the following will be considered:

Physical shocks

Heavy load handling

Abrupt movement and postures

Exposure to harmful chemicals

Excessive standing

Increase risk of falling

Excessive heat exposure

(List of risks is not exhaustive)

If a risk is identified then a strategy will be identified to minimise or eliminate the risk.

The findings will be communicated to pregnant staff member or student.

LONE WORKERS

These would include ancillary staff and contractors who work on their own without close supervision

Risks

Accidents and emergencies arising out of their work

Sudden illness

Injuries from equipment or substances

Falls from heights

Injuries from lifting heavy objects and goods

Risk Assessment

Does the workplace present a special risk to lone workers?

Can all equipment, substances and goods be handled by one person?

Are these workers aware of the risks and procedures for handling heavy loads?

Is the person medically fit to work alone?

How will the person be supervised?

What training is required to ensure competency in safety matters?

Controls

All lone workers to ensure that they have their mobile phones with them at all times and that the principal's and at least one other worker's contact details are stored on it

Take reasonable care to look after their safety and health

Check in to the office at the start of work and check out when leaving

Inform school management if attempting potentially dangerous tasks

The worker checks all equipment and appliances before use for visible faults

Manufacturer's instructions are obeyed when operating equipment and appliances
Check that all electric equipment is powered off and unplugged when not in use
Use personal protective equipment where necessary
Check that all climbing equipment is firmly secured before use
Be familiar with the content of the school's Safety Statement
Do not allow unauthorised personnel (students) near the immediate work area and use signage where temporary hazards present themselves
Listen for emergency alarm
Check workplace for risks and report identified risks to the safety co-ordinator
Report accidents or near misses to the school management
Complete an accident report on accidents or on near misses.

WORK EXPERIENCE

Leaving Certificate Vocational Programme students spend one week on work experience during the first year of their programme. For some it may be their first time in a work environment so students need to be familiar with the possible safety and health risks.

- Students are advised to seek experience with reputable companies and organisations
- Students are made aware of potential safety risks associated with the work environment. The **Choose Safety** teaching and learning resource pack may be used in preparing students for work experience
- Each student must furnish the programme coordinator with the name of the company/organisation as well as a contact name and telephone number
- The students are requested to enquire about safety and health procedures on site before they commence work experience
- Employers are requested in the cover letter from the school to provide induction training and to pay attention in particular to safety and health issues
- A copy of the school's insurance is given to the employer outlining what is/isn't covered while the student is on site
- Employers or supervisors are contacted during the placement by the programme coordinator, LCVP teachers and teachers blocked against LCVP. A random sample of sites will be visited by the coordinator
- All employers are required to complete an assessment report
- Students are required to complete an evaluation report which includes safety and health procedures
- Students are obliged to report any accidents or near misses to the programme coordinator and complete an incident report
- This will be examined by school management and the Safety Committee

VOLUNTEER WORK EXPERIENCE

The LMETB Policy on Volunteer Work Experience applies to any person doing volunteer work experience in the Coláiste eg student teachers doing teaching practice.

STRESS

“Stress occurs when an individual perceives an imbalance between the demands placed on them on the one hand, and their ability to cope on the other” (Professor Tom Cox, Institute of Work, Health and Organisation).

Causes of short-term stress include:

- tough deadlines,
- having to carry out tasks we find very difficult,
- having to do many things at once,
- having to act in difficult circumstances or under external pressures

Stress generally comes from aspects of personal lives but aspects of the work environment may exacerbate the state from time to time. Each individual employee brings into the school his/her own particular personality, medical history, psychological make-up and coping skills. As a result, what may be stressful for one employee may not be for another.

Effects of Stress

The experience of stress can change the way a person feels, thinks and behaves and can also produce physical changes.

When you are stressed, you are less likely to eat well, get adequate sleep, take exercise and relax. You can also experience irritability reduced attention span and memory impairment. Irritability due to stress can create secondary problems such as the loss of social support. Being stressed over a prolonged period of time has been associated with increased blood pressure and cardiovascular problems.

Coláiste Clavin is committed to a healthy workforce by placing value on both physical and mental health. The school acknowledges that stress problems have many causes and is committed to promoting a working environment where staff who feel they are at risk of suffering from the negative effects of stress can raise the issue in confidence, so that necessary support mechanisms can be put in place.

Aims

- encourage staff well-being within the school and discourage the stigma attached to stress;
- raise awareness of ill health associated with stress, its causes and associated factors;
- to reduce as far as is reasonably practicable within the confines of a school environment the sources of stress;
- enhance the factors within the school that reduce the risk of stress;
- educate staff in techniques for coping with pressure and stress;
- provide systems of support and make sure they are well publicised;
- encourage staff to get help at an early stage;
- make sure there is confidentiality for those who want help.

Procedures

- Clear policies on behaviour exist in the school and these should be consistently applied.
- High priority is given to staff training and management supports and encourages participation in relevant in-service courses in so far as is reasonably practicable.
- The Board of Management and the Principal ensure, as far as is reasonably practicable, that the physical work environments for staff are safe and do not expose them to risks that may give rise to stress at work.
- It is school practice to ensure that staff takes time to review and celebrate positive achievements.
- Social occasions for staff are organised throughout the school year to give staff a chance to relax and socialise with each other outside of the workplace.
- If an employee feels that they are suffering from work-related stress it is important that they seek medical help. They should then discuss with the Principal the causes of their stress and as far as reasonably practicable the Principal will deal with the issue concerned.

As an employee how can I cope with stress at work?

Employees should try to channel their energy into solving the problem rather than just worrying about it, thinking about what may resolve any issues and offering solutions.

Employees can use some of the following techniques for coping with stress at work:

Manage Your Work Load

- Set priorities
- Manage time effectively
- Set limits to work and draw boundaries
- Define problems precisely
- Break work up into manageable units
- Recognise your own worth
- Improve communication
- Be more assertive
- Make decisions
- Plan your time – including your free time
- Decide your career goals
- Avail of training opportunities
- Maintain Physical Fitness
- Eat a sensible diet
- Have sufficient rest
- Decide on some agreeable form of exercise and make it a habit
- Develop interests outside work

Employee Assistance and Wellbeing Programme

This programme for teachers and SNA's offers:

- Telephone counselling
- Face to Face Counselling
- Family Life Advice
- Specialist Information Services
- Manager Support

The website is full of useful articles and information and support on issues of life and work. The Freephone Helpline is 1800411057. This service is available 24/7. The website is www.inspirewellbeing.org/workplaces

HARASSMENT AND BULLYING

Coláiste Clavin is committed to providing all of its employees with an environment free from harassment.

Harassment can be defined as behaviour, which is persistent and results in the person subjected to the behaviour feeling upset, threatened, humiliated or vulnerable. An individual can be harassed on grounds of their:

- race
- age
- religious belief
- national/ethnic origin
- sexual orientation
- disability
- membership of the travelling community.

The harassment can include conduct offensive to a reasonable person, e.g. oral or written slurs, physical contact, gestures, jokes, displaying pictures, flags/emblems, graffiti or other material which state/imply prejudicial attitudes which are offensive to fellow employees. Sexual harassment can be defined as conduct towards another person, which is sexual in nature, or has a sexual dimension, and is unwelcome to the recipient.

Examples of this type of harassment include:

- sexual gestures
- displaying sexually suggestive objects, pictures, calendars
- sending suggestive pornographic material
- unwelcome sexual comments and jokes
- unwelcome physical conduct such as pinching, unnecessary touching, etc

If you think that you are being harassed/ bullied at work you should seek advice from the principal.

Procedures

It is often preferable for all concerned that complaints of harassment or bullying are dealt with informally whenever possible. This is likely to produce solutions, which are speedy, effective and minimise embarrassment and the risk of breaching confidentiality.

- In the first instance a person who believes that they are the subject of harassment or bullying should ask the person responsible to stop the offensive behaviour.
- When this action does not result in a cessation of the harassment or bullying, or where a more serious incident has arisen the employee should use the formal procedure.

Where formal complaints have been made, then the employee should contact their School Principal as soon as possible. Submission of all claims will be governed by the time limitation as outlined under the relevant legislation.

The person making the complaint will be required to put their allegation in writing. In the interests of natural justice the alleged harasser will be made aware of the nature of the complaint, his or her right to representation and will be given every opportunity to rebut the detailed allegations made. When the investigation has been completed both parties will be informed as to whether or not the complaint has been upheld. All complaints received will be treated seriously, confidentially and dealt with as soon as is practicable. Strict confidentiality and proper discretion will be maintained, as far as is possible, in any necessary consultation to safeguard both parties from innuendo and harmful gossip. Management will maintain a record of all relevant discussions, which take place during the course of the investigation.

School Bags

School bags may give rise to two possible risks:

- The weight of schoolbags may cause back problems for students
- Careless storage of bags could cause trips and falls for school personnel

There are three common school bag designs, namely the rucksack, shoulder strap bag and the sports bag. The rucksack design is the most efficient when it is worn correctly on the back and not over one shoulder.

The following are possible ways of reducing the risk;

- Strap both handles of the bag on your shoulders if possible.
- Stand and walk with a straight back. If your back is arched you could be doing damage to it.
- Take care and be aware of others in the vicinity when removing your school bag from your back.
- Do not stand for long periods with your school bag on your back.
- Always store your bag safely.
- Use your locker efficiently and only carry the books you need for class
- Use your laptop

Cash Handling

Under no circumstances should cash be kept in rooms. Teachers should not collect cash from students. Any items that need to be paid for should be done through the online Wisepay system. Any fundraisers carried out need to be approved by the Principal and strict scrutiny of money collected and stored must be observed. Employees responsible for lodging cash should vary their routine for lodgement.

Noise

The daily personal noise exposure limit is 80 decibels. As a rough guide if a normal conversation cannot be heard 2M away from the speaker then it is likely that the noise levels are above this limit.

All personnel using machinery or electric tools should wear hearing protection. A noise audit should be undertaken at regular intervals to determine the levels of exposure.

LOGISTICAL ISSUES

Pedestrians

- Pedestrians are requested to use the **Pedestrian Crossing** when coming from the car park to cross the driveway.
- Students are advised to be extremely careful when entering and exiting school grounds and to use the safe cross code
- On school grounds pedestrians are advised to be extremely vigilant of vehicular traffic and to use the footpaths provided throughout the school
- Students are not permitted to loiter in the village before school and are not allowed to leave school grounds during the day without permission. Pupils who break this regulation will receive a sanction from school management.
- It is recommended that pupils wear an item of high visibility so that they are more readily visible in dark conditions
- Students are recommended not to use personal electronic devices requiring the use of earphones whilst walking to or from school as this may compromise their awareness of other road users.

Vehicular traffic

- Members of staff and visitors are to be extremely careful as they approach and drive onto the school grounds.
- Vehicles entering the school grounds must use the entrance on the Enfield side of the school and the exit on the Longwood side of the school thereby complying with the one way system in place.
- Cars entering the grounds must give way to traffic using the drop off area and to pedestrians using the pedestrian crossing.
- Motorists must drive slowly and park in designated parking areas
- Students are not allowed to park motor cycles or cars on school grounds
- Drivers must ensure that they do not block the access or exit routes to and from the school
- Staff or visitors should never bring an uninsured vehicle onto school grounds
- Drivers must obey signs and traffic controls in place on the school campus
- Cars are parked on school grounds at the owner's risk

Cyclists

- Cyclists must alight from their bicycle before they encroach on school grounds
- They walk carefully with their bicycle paying attention to traffic and pedestrians on the driveway
- Bicycles must be parked carefully and locked in the cycling bays provided.
- The school is not responsible for bicycles parked on school grounds

SECURITY

- The school is fitted with an intruder alarm, outdoor lighting and cctv.
- If the intruder alarm is sounding do not approach the school until instructed by school management or the care taker that it is safe to do so.
- Money collected from students is never to be left in classrooms but put in the school safe and lodged as soon as possible in the bank.
- The dates and times of bank lodgements are staggered.
- The school has an electronic system of payment “Wisepay” to cater for any payments to be made to the school.
- Any visitors/parents must report immediately to the school office and are to remain in the foyer until contact is made with a member of staff.
- Students are not allowed to leave the school premises during the day unless they are signed out by a family member or have a pass to go home for lunch.
- Students are not allowed to loiter on the streets before school starts each morning.
- There is a limited number of key holders for the school
- There is a fence around the premises and all gates are locked each evening
- The intruder alarm is monitored and serviced at regular intervals

Instruction, Training and Supervision

Sections 8 and 10 of the Safety, Health and Welfare at Work Act 2005 require that every employer provide instruction, training and supervision to his/her employees in relation to safety, health and welfare at work.

The steps involved are as follows:

1. The school assesses staff training needs using Tool 6 (B) of the Guidelines on Managing Safety and Health
2. A training plan is then developed detailing the course type, the staff involved and the training schedule
3. Staff are notified
4. The course is delivered and the training record is retained
5. A review is undertaken annually to identify refresher and further training

Preventative Measures

A Health and Safety officer and a Health and Safety committee have been appointed to oversee the provision for safety and health in the school.

All staff, workers, students and visitors are made aware of the Health and Safety Statement

A check on safety equipment is done every half-term and a record kept

Fire alarm, intruder alarm and fire extinguishers are serviced regularly

Machines and equipment throughout the school are checked regularly, maintained and serviced.

A risk assessment is undertaken across the board to identify hazards and potential risks which are subsequently minimised or eliminated

There is a system in place for reporting accidents

A variety of associated policies and procedures have been created to safeguard the health and safety of school personnel, visitors and workers.

Waste is appropriately managed in the school and is not allowed to accumulate as much as is practicable

There is careful supervision of students at all times.

Students are only allowed to use tools and equipment following adequate training

A training schedule is in place for staff in the use of Health and Safety equipment and procedures

Fire Drills with feedback are undertaken at least twice a year

A student management system is in place in the school

There is a non-smoking policy (including electronic cigarettes) for all school personnel, workers and visitors on school grounds

Chemicals and cleaning products are locked in cupboards when not in use

Staff are requested to take all necessary precautions when using these products

Communication and Consultation

Staff, students, Board of Management members and the Parents' Association were consulted in the drafting of this statement

All staff, students, parents/guardians and visitors to the school have access to the safety statement. The statement is available on the school website and a copy can also be requested from the school.

The school personnel are encouraged to bring safety, health and welfare matters to the attention of management. Central to the communication framework within the school are the establishment of the safety committee and the selection and appointment of a safety co-ordinator.

The names of all persons with responsibilities for safety, such as, the safety co-ordinator and safety committee members are communicated to the staff. Emergency procedures and specific hazards and control measures are also communicated to employees including substitute, temporary and new employees and those returning from leave of absence as well as contractors.

MEASURING PERFORMANCE

The school management and safety committee will undertake periodic review meetings to check if the risk assessments have been carried out and if and when measures have been taken to address issues arising from the assessments and when they have been signed off on. The safety committee may carry out walk through inspections and checks in all school areas particularly in areas such as fire detection installation and reviewing reported accidents and/or near misses.

- The inspection of equipment and furniture takes place at the start of each half term and this is undertaken by members of the Safety Committee

- The safety committee tracks the status of all hazards reported, indicate the control measures required and the action taken to date
- The safety committee conducts walk-through inspections to identify fire hazards or other safety and health hazards.
- The Principal will contain in his report to the Board of Management information relevant to the school's safety and health management system.

AUDIT AND REVIEW

Auditing and reviewing the SMS by the Board of Management are the final steps in the management cycle.

The school will evaluate the impact of the safety and health plan at the end of each school year taking into account feedback from the school community, significant incidents and/or accidents, dangerous occurrences, new regulatory and legislative requirements and other relevant developments.

An annual safety and health mini- audit will be carried out a major review will take place **5 years** after the implementation of this plan. This is a comprehensive review and report on all aspects of safety and health management in the school. The safety statement will be revised as necessary, in light of the review and evaluation process. All members of the school community will be informed of the full contents of the revised safety statement.

Staff consulted:

Students consulted:

Parents consulted:

BOM consulted:

Ratified by BOM:

Ratified by LMETB:

Implemented on:

Review date: