



Coláiste na Carráige

Safety Statement

Table of Contents

Safety Policy	4
Organisational Structure	5
Roles	
• VEC	6
• Principal/Deputy Principal	6
• Assistant Principals and Year Heads	7
• All Employees	7
• Teachers	8
• Safety Officer	9
• Safety Representative	9
Consultation	11
Welfare	12
Non-harassment/Anti-Bullying Policy	12
Stress	12
Smoking Policy	13
Pregnant Employees	13
First Aid	14
Emergency/Fire Drill Procedures	16
Fire Equipment – Fire Alarm	17
Fire Extinguishers	17
Fire Alarm Control Unit	17

List of Emergency Phone Numbers	17
Accident/Incident Reporting	18
Disciplinary Action	18
Visitors to School	19
Contractors	19
Appendices	21

Safety and Health Policy Coláiste na Carraige

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management /VEC 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.

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

Signed:

Chairperson, Board of Management/ETB _____

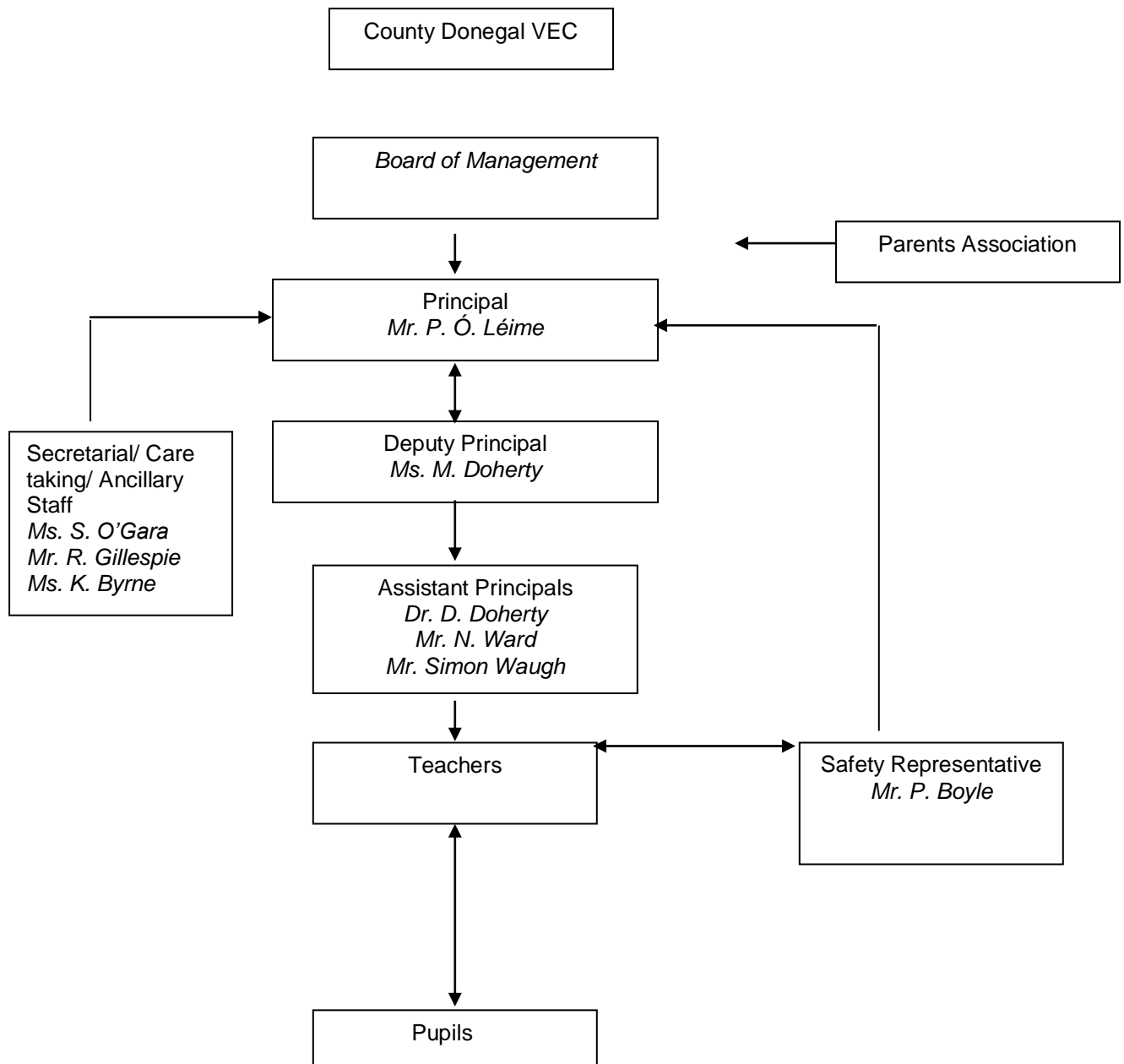
Principal of School/ETB: _____

Date:

2.0 Organisational Structure

Persons responsible directly or by formal delegation for:

- The effective implementation of the policy ensuring that their areas of responsibility are run in accordance with the policy.
- Ensuring that subordinates are trained to manage the implementation of the policy.



2.1 County Donegal VEC

County Donegal VEC has the overall responsibility for ensuring effective health and safety management. Its main responsibilities are:

- Monitoring of Health and Safety in Coláiste na Carraige.
- The inclusion of Health and Safety on the VEC's meeting agenda.
- Prioritising actions on Health and Safety Issues where resources are required.
- Ensuring actions are taken regarding Health and Safety obligations.
- Ratifying the school's safety policy.

2.2 Principal/Deputy Principal

Safety begins at management level and so the overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare at Work in the school rests with the Principal in conjunction with the Board of Management. The school Principal is the representative of the employer, County Donegal VEC. Under the Safety, Health & Welfare at Work Act 2005 the Principal has to carry out the following duties (these duties fall to the Deputy Principal in the absence of the Principal):

- Try to ensure that there are available, sufficient funds and facilities to enable the safety policy to be implemented.
- Ensure the day-to-day management of all health and safety matters in the school are in accordance with the Safety Statement and in accordance with the Safety, Health & Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (General Applications) Legislations 2007.
- Ensure regular inspections and audits are carried out and submit inspection reports and audits to the VEC as appropriate.
- Carry out accident investigations in conjunction with the relevant teacher as appropriate.
- Report accidents which involve an employee being off work for more than 3 working days to the HAS.
- Identifying staff Health and Safety training needs and implementing same.
- Pass on information received on health and safety matters to appropriate people.
- Liaise with the School Board of Management and VEC on policy and implementation issues.

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- Co-operate with and provide necessary facilities for the safety representative.
- Check the effectiveness of the statement and ensure that responsibility is properly assigned.
- Procure advice and assistance whenever necessary and take remedial action, on any matters brought to his/her attention.
- Ensure that safety considerations are observed by any contractors working within the school.
- Ensure that this Safety Statement is available to and read by all staff and appropriate third parties.

2.3 Assistant Principals and Year Head Teachers

Their main functions are;

- The day to day management of health and safety in accordance with the school's Health and Safety policy.
- Demonstrate at all times an exemplary approach to safety and health in order to engender in their students a total commitment to safety and health.
- Are accountable to the Principal for any breach or omission regarding safety and health matters.
- Drawing up and reviewing departmental health and safety procedures regularly.
- Carrying out regular health and safety inspections of their appointed department/area, making reports to the Principal on any issues identified and ensuring that action is carried out.
- Passing on health and safety information received to appropriate people.
- Being aware of statutory regulations and the best available working practices and methods of training which they should apply.
- Ensuring all injuries are recorded.

2.4 All Employees

Employees have general statutory obligations under the Safety, Health and Welfare at Work Act 2005, Part II, Chapter 2, Section 13. These include the following: They must:

- Take reasonable care of their own safety, health and welfare and any other person who may be affected by their actions or omissions at work.

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- Co-operate with the School Board of Management, Principal and any other person, in order to comply with any of the relevant statutory provisions.
- Complete and return appropriate and relevant Risk Assessments to the Safety Officer.
- Use the safety equipment provided, or other items provided for their safety, health and welfare at work.
- Report to the Principal, without delay, any defects in equipment, place of work or systems of work, which might create a danger to the safety, health and welfare to themselves and others.
- Not intentionally or recklessly interfere with or misuse any appliance, or safety equipment provided to secure the safety health or welfare of persons arising out of work activities.
- Not partake in any form of dangerous pranks or unauthorised hazardous activities as these are totally prohibited on the school premises.
- Keep work areas clean.
- Be careful when moving items – ensure to use manual handling techniques or aids when necessary.
- Comply with Statutory Provisions and protect his/her safety and the safety of others.

2.5 Teachers

Teachers will ensure that a reasonable account of health and safety is taken in all departmental procedures and arrangements. Their main functions are:

- Day-to-day management of health and safety in accordance with the health and safety policy.
- Checking classrooms/work areas are safe.
- Checking equipment is safe before use.
- Ensuring safe procedures are followed.
- Ensuring protective equipment is used when needed.
- Participating in inspections and the health and safety committee meetings, if appropriate.
- Bringing problems to the Principal's attention.
- Implementing procedures when a child gets sick while under their care.

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2.6 Safety Officer

The Designated Safety Officer is responsible for the co-ordination of safety policy.

This is achieved by:

- Ensuring that the safety and health policy is understood at all levels within the school.
- Advising the Board of Management and the Principal on matters relating to the safety, health and welfare for employees.
- Monitoring accidents and dangerous occurrences within the school and completeness of records maintained.
- Ensuring all safety and health documentation is kept up to date.
- Assisting the Principal in reviewing the safety and health management system on an ongoing basis.
- Considering the security, safety and health of those who use the premises when discussing any development of, or modification to the school property.
- Co-ordinating the emergency procedures for the school.
- Maintaining a high degree of competency.
Seeking advice as required.
- Conducting ad hoc safety audits and hazard spotting inspections throughout the premise, and report to relevant personnel.
- Providing safety information and advice to the principal and teachers on request
- Liaising with all contractors conducting work in the school.
- Liaising with all visiting safety inspectors.
- Setting example to others by ensuring that they observe good safety principles while conducting their business.

2.7 Safety Representative

The nominated Safety Representative is to be appointed. Section 13(3) of the Safety, Health and Welfare at Work Act states that employees may select a Safety Representative who has the following rights under the legislation:

- May make representations on any aspects of safety, health and welfare at the place of work.
- May investigate accidents and dangerous occurrences.
- He/she shall not interfere with or obstruct the performance of any statutory obligation required to be performed by any persons under any of the relevant statutory provisions.

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- May make oral or written representations to inspectors on matters of safety, health and welfare at work.
- May receive advice and information from inspectors on matters of safety, health and welfare at work.
- May accompany an inspector on any tour of inspection other than a tour of inspection made by an inspector for the purpose of investigating an accident.
- Subject to prior notice to the employer, he may carry out inspections of the premises to determine any potential hazards on the premises.

3.0 Documentation and Distribution of Safety Statement

The Principal holds the master copy of the Safety Statement. Controlled copies of the Safety Statement will be issued to personnel as specified on the circulation list. It is school policy that all employees have access to those sections of the manual that are relevant to them. The Principal is responsible for the issue of new documentation and the retrieval and filing of obsolete documentation.

4.0 Provision of Safety Training and Instruction

The VEC undertake that all necessary training, instruction and information will be supplied to each employee to secure their safety and health in the work place. The primary responsibility for this rests with management in co-operation with VEC.

The School Board expects that all employees will co-operate in the training provided. Certain tasks require that strict safety procedures be followed. Where this arises the employees involved will receive special instructions by a competent person. It is essential that no person attempt a hazardous task without proper instruction and training.

Induction training programme includes information on the school's approach to safety and the safety procedures and requirements throughout the premises.

Training courses are provided on fire prevention and basic fire fighting as necessary. Designated teachers will be responsible for evacuation procedures.

5.0 Provision of Practical and Safe Working Systems

It is the policy of the VEC and Board of Management, in conjunction the Principal and or relevant teachers, when purchasing new equipment, altering existing

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equipment or changing a system of work, to study such proposed purchases or changes to ensure so far as is reasonably practicable, that they are without significant risk.

Systems of work include all routine work, electrical work, maintenance work and work by contractors on site. They will include consideration for the safety and health of visitors/customers.

6.0 Provision of Personal Protective Equipment

It is the policy of VEC to provide pupils and employees appropriate personal protective equipment and clothing and to replace it as required.

The relevant subject teacher is responsible for identifying and procuring the appropriate protective equipment for tasks, which cannot be made safe by any other practicable means.

Responsibility for ensuring that the equipment is used properly rests with the Principal and or relevant subject teacher who will ensure that all pupils within his/her area of responsibility are properly instructed in the maintenance and use of protective clothing and safety equipment.

7.0 Consultation

Coláiste na Carraige is committed to meeting its obligations under Section 13 of the Safety, Health and Welfare at Work Act 2005 on consultation. The following consultation arrangements have been agreed:

- A Safety briefing meeting is held on an annual basis to discuss and review health and safety arrangements and responsibilities at Coláiste na Carraige.
- In addition regular, scheduled meetings are held between the Principal and the school's Safety Representative who will be responsible for making representations on behalf of the employees on matters concerning the safety, health and welfare in the place of work.
- Coláiste na Carraige recognises the statutory rights of a Safety Representative as set out in Section 13 of the Act and is committed to co-operating with the person appointed. In accordance with the Regulations, the Safety Representative will be given access to any information in the possession of management that pertains to the safety, health and welfare

SAMPLE Safety Statement

of employees and pupils. The Safety Representative will be given the opportunity to receive appropriate training. The Safety Representative will not suffer any disadvantage through discharging these functions.

8.0 Welfare

The provision of welfare facilities required by legislation will be provided in accordance with the Safety, Health and Welfare at Work (General Application) Regulations, 1993 and the Safety, Health and Welfare at Work (Miscellaneous Welfare Provisions) Regulations, 1995. To ensure the continued welfare of employees, toilet and kitchen areas are provided. Staff must co-operate in maintaining a high standard of hygiene in these areas. Employees are reminded that:

- Any person who is under medical supervision, or on prescribed medication and who has been certified fit for work, should notify the Principal of any known side effects or temporary physical disabilities which may be a danger to themselves or colleagues.
- Illicit drugs and alcohol - employees are not allowed to attend the premises to carry out duties whilst under the influence of illicit drugs or alcohol.

8.1 Non-harassment/Anti-Bullying policy

Coláiste na Carraige acknowledges its responsibilities in regard to bullying and harassment as referred to in the general duties in Section 6 and 12 of the Safety, Health and Welfare at Work Act 2005, Employment and Equality Act 1989. To this effect, the School has developed an 'Anti-Bullying Policy'. This policy takes account of the Department of Education's Guidelines on Countering Bullying Behaviour in Primary and Post-Primary Schools.

8.2 Stress

Coláiste na Carraige adheres to all aspects of the 2005 Safety, Health and Welfare at Work Act, which obliges employers to identify and safeguard against all risks to health and safety, including stress. Workplace stress arises when the demands of the job and the working environment on a person exceed their capacity to meet them. Causes of stress in the workplace can include:

- Faulty work organisation

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- Poor working relationships
- Poor communication at work
- Ill defined work roles
- Highly demanding tasks
- The threat of violence

Safeguarding health and safety from the effects of stress is based on the same approach as that of any other hazard:

- Identification of potential problems
- Assessment of risks
- Implementation of safeguards
- Monitoring the effectiveness of safeguards.

8.3 Smoking Policy

No smoking is allowed in any enclosed area of the workplace or on school grounds. This policy is in accordance with The Public Health (Tobacco) Acts, 2002 & 2004 – Section 47, Smoking Prohibitions. Any person found to be smoking and in breach of this regulation will face disciplinary measures and may be liable to instant dismissal.

8.4 Pregnant Employees

Coláiste na Carraige adheres to the provision of the Safety, Health and Welfare at Work (Pregnant Employees etc.) Regulations, 2000. (SI 218/2000). These regulations apply to employees that are pregnant, have just had a baby or are breast-feeding (within the first 26 weeks after birth). If management is notified of any of the above, an assessment of any hazardous activities relating to the employee will be carried out. The following hazards must be considered:

- Physical shocks, including direct blows to the abdomen.
- Handling a load.
- Movement and postures, which are abrupt or severe, or give, rise to excessive fatigue.
- Non-ionising radiation.
- Chemicals: In particular any chemical which is harmful by inhalation or when absorbed through the skin, i.e. organic solvents.

(Note: This is not an exhaustive list and all hazards should be considered).

A pregnant employee must not be exposed to these hazards unless they are adequately controlled. Adequate control means that the hazard is reduced to a

SAMPLE Safety Statement

level, which will not harm the pregnant woman or the developing child or breast-fed child.

If any of these risks are present they must either be eliminated or safeguards put in place to protect the employee's health and safety. These safeguards include:

- Changing the type of work, working hours, etc.
- Moving the employee to other safe work.

If these safeguards are not possible then the employee must be granted safety and health leave. This is paid leave, which continues until either the condition changes or else the pregnant employee becomes eligible for paid maternity leave. (Note: Maternity leave is usually taken four weeks before and eighteen weeks after birth).

Pregnant women and nursing mothers will have the facility to lie down in the staffroom in close proximity to staff toilets.

9.0 First Aid

The provision of first aid equipment required by legislation is provided in accordance with First Aid Regulations 1993, contained in Part IX of the General Application Regulations 1993. First Aid Boxes are located in the:

- Laboratories
- Secretary's Office
- Home Economics Room
- Gym

A check will be carried out regularly to identify any replacement stocks needed. Following this check, a list of stocks required will be purchased. The restocking of the first aid boxes will be the responsibility of administration.

The names of certified occupational First Aiders are:

Ms Stephanie O'Gara (renewed Sept 2011)

SAMPLE Safety Statement

9.1 Procedure in the Event of a Student getting sick in Class

If a student reports being ill or feeling sick to a teacher, the teacher will follow the following procedure.

- If the student is capable of walking, the teacher will send him/her along with a class leader or other appointed student to the office.
- On arriving at the office, the school administrator will immediately attend to the student and make an assessment of the situation.
- The administrator will contact one of the parents/guardians giving details of the students condition.
- If it is deemed appropriate, arrangements will be made to take the student to a doctor/medical centre/hospital.
- If it is considered appropriate the parents/guardians will be asked to collect the student from the school and bring them home.

If a student faints or has a seizure in class:

- The teacher will send another student to the office immediately seeking help.
- The teacher should attend to the student, removing any obstacles or other items that may cause injury.
- If appropriate the student will be put into the recovery position. The teacher will stay with the student until help arrives.
- If it is deemed that the student should not be moved then arrangements will be made to get medical help to the school. The student will be made comfortable.
- Parents/guardians will also be contacted.
- Arrangements will be made to remove the other students to another room.

A member of staff or a parent accompanies the injured child to the Health Centre, if it is required.

Following an accident requiring first aid treatment, an accident report form is completed. In the event of a serious injury the ambulance service must be called, the Principal is notified and a full accident investigation is carried out.

10.0 Emergency/Fire Procedures

All teachers have been briefed on the school's evacuation procedures and are responsible for the safe evacuation of their respective class. Evacuation routes and assembly points have been identified for all areas. Maps detailing the escape routes are located in each room.

10.1 Fire Drill

Evacuation drills take place at least once a year or more often if required. Each teacher partaking in a fire drill is considered to be a fire marshal. The role of the fire marshal is to evacuate his/her room, closing all doors and windows behind them and then leading their class group to the assembly point. It is also their duty to take a role at the assembly point. Employees are reminded to familiarise themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency. When a complete check is made it is the Principal, Deputy Principal or their representative who gives the all clear to return to class.

These plans will be reviewed periodically and amended where necessary. All emergency exits are clearly marked and unobstructed at all times. Teachers will receive instruction on using fire equipment.

New teachers and employees will receive basic fire training, this is detailed in the Staff Handbook. They will be instructed on the following:

- Policy on smoking, electrical equipment etc. and how to raise the alarm.
- Actions to be taken on discovering a fire.
- Location and use of escape routes.
- The evacuation procedure.
- Assisting disabled people, visitors and others during evacuation.
- Location and use of fire extinguishers.

A fire register will be kept in the Principal's Office. The fire register will include company details, specific duties for members of staff, a log of fire procedure notices and fire drills, an inventory of fire fighting equipment, details of the fire alarm system, a record of staff instruction/training and a maintenance/test/inspection schedule.

10.2 Fire Equipment/Fire Alarm

Fire Extinguishers

Fire extinguishers are provided and correctly sited to meet safety requirements. These appliances are provided to deal with incipient fires. Trained personnel using these appliances will tackle small fires if they feel they can do so without endangering themselves.

All fire fighting equipment is tested and serviced annually by specialised contractors. In accordance with the recommendation of the appropriate Irish Standard for fire equipment, 20% of extinguishers will be discharged each year and relevant employees trained in the safe and efficient use of the equipment.

Fire extinguishing appliances are readily identified, with easy access and will be unobstructed at all times. The appliances must not be interfered with in any way.

The location of fire extinguishers (fire points) should be clearly visible throughout the premises.

Fire Alarm Control Unit

The Fire Alarm Control Unit is located ten metres from the front door, on the left hand side, as you go towards the reception. The access code to the unit is 2222. All staff and organisations using the building will be instructed on the use of the fire alarm system.

List of Emergency phone numbers

- Health Centre
- Ambulance 999/112
- Letterkenny General Hospital
- Gardaí 999/112
- Fire 999/112
- ESB 1850-372-999
- Gas (Leaks etc) 1850-200-550

11.0 Accident/Incident Reporting

All incidents no matter how trivial, whether to employees, pupils or visitors must be reported immediately to the Principal or Deputy Principal. An Accident Report form is available for this purpose and must be completed by the person responsible for the area. In the case of school trips the teacher in charge is responsible for recording the accident on the appropriate form and for notifying the Principal.

This is necessary to monitor the progress of safety standards and to ensure that proper medical attention is given where required and as an aid in the identification of hazards so that the appropriate measures can be taken to prevent the accident from reoccurring.

Where an accident investigation is necessary, all employees are obliged to co-operate fully with such an investigation and to provide any information, which may be useful in establishing the circumstances leading up to the accident.

The Principal is responsible for completion of the IR.1 form where an employee is absent from work for more than three calendar days due to an industrial injury or illness. It is a statutory requirement (S1 No. 44. 1993) that formal notice is given to the Health & Safety Authority.

12.0 Disciplinary Action

Where advice and persuasion fail to achieve compliance with safety and health rules, it is the policy of Coláiste na Carraige to take disciplinary action on the matter. The following basic procedure will be followed:

- Apart from any case of gross negligence of the Safety Regulations, which may warrant instant dismissal, the employee should be warned of any shortcomings and given a reasonable opportunity to put them right.
- Should it be necessary to take formal action a number of verbal warnings will be given. This warning will indicate the Specific Regulation, which has been breached, how it is to be rectified and the time limit in which it is to be achieved.
- A further warning will be given in writing, should the required improvement not result within the stated period, the matter will be referred to the school Board of Management.
- In any instances of alleged wilful breaches of the Safety Regulation, the case will be investigated rapidly and fully. Depending on the results of the

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investigation, the employee will either be dismissed, be given a written warning or return to normal work.

- All warnings for breaches of Safety Regulations will be noted in the employee's file.

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13.0 Visitors

Coláiste na Carraige has a responsibility to ensure, as far as is reasonably practicable, the safety of visitors and contractors while on the site. To that end the following policies will apply:

- All visitors must report to the Reception.
- Visitors are to obey the school safety rules and emergency procedures at all times.

13.1 Parking at the School

The car park is to be used by the staff and official visitors to the school. Students are forbidden from driving their own vehicles into the school grounds. No vehicle should be parked within 5m either side of the front gates.

In the interests of Health and Safety students should be dropped off at the bus bay when being left at school each day. Dropping students off at the front gate and/or driving into the school is dangerous and is against our Health and Safety Policy.

14.0 Contractors

Contractors will not be allowed on the premises to carry out work until the VECL or designated representative has checked and is satisfied with their insurances. For major contracts, the provisions of the Safety, Health and Welfare at Work (Construction) Regulations, 2001 must be adhered to. The contractor must liaise with a school-appointed official to discuss and agree the safety precautions deemed necessary by either party. Contractors must take all due care of their own safety, the safety of their employees and all others affected by their work. Contractors must not use any equipment or the service of personnel belonging to or engaged by the School Board without prior approval being granted by the school-appointed official. Every contractor working on the school premises must comply with all applicable statutory requirements, best industry practices and any special safety rules or conditions imposed by the school. In this regard, it is the responsibility of the contractor to:

- Provide all necessary instruction, training and information on health and safety matters to their employees.
- Provide competent and adequate supervision of their employees and activities.

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- Provide all necessary safety equipment and clothing for their employees.
- All plant and equipment brought onto the school site must be safe and in good working order and with any necessary certificates available for checking.
- Ensure that all accidents and dangerous occurrences are reported to the Principal.
- Ensure that all school safety notices and alarms are followed at all times.
- Ensure that hazardous substances are not brought on to the premises without prior notice and permission.
- Ensure that 'approved' hazardous substances are stored and used safely whilst on the premises.
- Ensure that all hazardous substances are removed from the premises.
- Monitor and assess the safety performance of their employees.
- The degree of risk assessment that must be carried out before work begins will depend on the nature and extent of activities associated with each individual contract.

14.1 Contractor/Self-Employed Person

All contractors and self employed persons shall provide their safety statement when requested to do so and shall:

- Conform generally with the duties and responsibilities as for employees.
- Provide evidence when requested, showing that appropriate employer's liability and public liability insurances is in place.
- Bring to the attention of the Principal/Safety Officer and anyone else who may be affected by any process or use of materials, which may endanger health and safety while at work.
- Comply with the requirements of this safety statement, and co-operate with the Donegal ETB in providing a safe place of work and a safe system of operation.
- Ensure all their employees and others under their care are provided with and wear protective clothing and equipment appropriate to the task.
- Report any defect in the plant and equipment, place of work, or system of work without unreasonable delay.
- Only use competent and suitable persons on site.
- Obtain the consent of the Principal before engaging persons other than their direct employees on site.
- Ensure that their managers, supervisors and employees are aware of the obligations placed upon them with regard to health and safety.