



LUCAN EDUCATE TOGETHER

HEALTH & SAFETY POLICY

Content

Amendments	4
<u>Section 1: Management Safety Policy</u>	5
<u>Section 2: Safety Management Structure and Responsibilities</u>	7
2.1 Safety Management Structure	7
2.2 Responsibilities	
Board of Management	11
Executive Committee	11
Principal	12
Safety Post Holder	13
Employees	16
Teachers	18
<u>Section 3: Safety Policies & Arrangements for Safe Working</u>	18
3.1 Resources	18
3.2 Representation	19
3.3 Consultation	19
3.4 Safety Information, Instruction, Training and Supervision	20
3.5 Safe Systems of Work	21
3.6 Purchasing	22
3.7 Personal Protective Equipment and Clothing	23
3.8 Health and Safety Inspections/Audits	23
3.9 Emergency Procedures	23
3.10 First Aid	24

3.11 Accident/Incident Reporting and Investigation.	25
3.12 Pregnant Employees	26
3.13 Occupational Health	27
3.14 Smoking	27
3.15 Workplace Harassment/Bullying	27
3.16 Stress at Work	27
3.17 Organisation of Working Time	28
3.18 Disciplinary Action	28
3.19 Child Protection.	29
3.20 Review	29
<u>Section 4: Risk Assessments</u>	29

Amendments

Issue No.	Date	Description of Amendment
1	2007	
2	June 2016	

Section 1: Statement of Safety Policy

This Safety Statement, as required by the Safety, Health and Welfare at Work Act 2005, outlines the policy developed by Lucan Educate Together National School (LETNS) to manage the health and safety of their employees, students and others who may be affected by the schools activities.

LETNS is committed to managing and conducting school activities with the highest regard for health and safety. To achieve this, LETNS will ensure:

- that so far as reasonably practicable adequate resources are assigned to ensure the proper provision for health and safety;
- risk assessments are carried out and annually reviewed, or in the event of a change in work practice;
- systems of work that are safe and without risk to health are established and followed so far as reasonably practicable;
- employees are provided with such information, instruction, training and supervision as is necessary to secure their health and safety, the safety of students and the safety of others who may be affected by their actions, so far as reasonably practicable;
- work equipment is provided and maintained in a safe condition and without risk to health, so far as reasonably practicable;
- the working environments is safe and without risks to health and adequate arrangements are made for employee and student welfare whilst at school.
- so far as reasonably practicable, the school is safe and provided with adequate means of access and egress.
- all accidents / incidents occurring at work are investigated and recorded and that reasonable action is taken to prevent a reoccurrence.

Detailed arrangements for achieving these objectives are set out in this Health & Safety Policy. LETNS is committed to achieving, as far as is reasonably practicable, the highest possible standard of health and safety. Authority and resources, both physical and financial, will be made available to achieve this commitment.

LETNS is also committed to managing and conducting school activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour (including bullying/harassment) likely to put their employees or students at risk.

The Board of Management has overall responsibility for health and safety in the school. Day to day management of health and safety is the responsibility of the Principal and Health & Safety Office, Mary Tuohy and will be coordinated by the safety post holder, Therese Hesse. Employees share a responsibility with management in ensuring their own safety while at work. This Safety Statement requires the co-operation of all staff to enable LETNS to meet its health and safety obligations.

All employees will be made aware of and have access to this Safety Statement. This Safety Statement will also be available to third parties where appropriate. Employees are encouraged to put forward suggestions for improvement to this document. The Safety

Statement will be reviewed in light of experience and future developments within the organisation.

Signed

Chairperson

Board of Management

Date

Section 2: Safety Management Structure, System and Responsibilities

2.1 Safety Management Structure:

Safety, Health and Welfare at Work legislation imposes duties of both a general and specific nature, aimed at ensuring and improving Health and Safety at Work. The Board wishes, through the preparation and issues of this procedure, to convey the importance it places on measures, which promote Health and Safety at Work.

The following is an overview of the responsibilities of the individuals and groups who contribute to the safety and health performance of the School.

Board of Management

The School's Board of Management has overall responsibilities for the Health and Safety Policy. The day-to-day implementation and administration of the School's safety policies and procedures will be carried out by Principal and the Safety Post Holder. The school's safety policies are enforced and adhered to with the co-operation of all staff members. The Board's role requires a commitment towards developing the School's health and safety policies and procedures and keeping these policies under regular review. The Board will demonstrate this commitment to Safety and Health at work by ensuring that the safety team is adequately resources to fulfill their function and by setting a personal example by adhering to the School's safety policies and procedures. By liaising with the Principal and the Safety Post Holder periodically they will ensure that they have the information and the training aids to communicate the School's health and safety policy to staff. In recognition of the need for full participation and cooperation by all staff they will support all consultation processes and will respect the rights of any safety representative(s) appointed for this purpose.

Executive

The Executive is responsible for the maintenance of the school premises and grounds. The day-to-day upkeep is managed by the Principal, the Safety Post Holder and the school caretaker. The role of the executive is to ensure that adequate procedures are in place to keep safety systems (e.g. fire extinguishers, emergency lights) in good working order at all times.

The Executive will also manage major projects and summer works associated with the school building and grounds and will ensure that all contractors employed to carry out these works are competent and that they used safe systems of work.

Principal

The Principal has overall responsibility for the day-to-day implementation of the School's safety policies and procedures. She is responsible for all aspects of safety and health

including housekeeping, communication of and adherence to School policies and the development and use of safe systems of work.

The Principal will ensure that tasks delegated to groups or individuals in the School are carried out and will take a lead role in developing corrective actions where repeated non-compliance occurs. Working with the Safety Post Holder, she will manage a number of areas including updating the safety statement, training, contractor approval and accident investigation / reporting. She will ensure that consultation with employees is active and that the rights of safety representatives are respected.

The Principal will demonstrate her commitment to Safety and Health at work by setting a personal example by adhering to the School's safety policies and procedures.

Safety Post Holder

The Safety Post Holder is responsible for monitoring the day-to-day implementation and administration of the School's safety policies and procedures. This responsibility extends to all activities in the School. She will report all non-compliance to the group or individual responsible for the task and will ensure that corrective action is taken. Where necessary she will assist the group or individual in developing solutions and implementing the corrective action. Where repeated non-compliance occurs she will inform the Principal.

The Safety Post Holder will be responsible for managing a number of areas relating to Health & Safety. These will include managing the planning and execution of tasks associated with risk assessments, training, statutory inspections and hazardous substance data sheets. The output from these tasks (e.g. reports, certificates, etc...) will be retained to ensure that records are available for inspection when required. The Safety Post Holder will also manage all Health and Safety communications with employees / teachers and external parties where required. The Safety Post Holder may avail of competence external expertise to assist her in completing her tasks.

The Safety Post Holder will demonstrate her commitment to Safety and Health at work by setting a personal example by adhering to the School's safety policies and procedures. A safety meeting is convened once termly. A representative from the Board of Management, the Executive, the health and safety postholder and the caretaker meet to discuss and plan for the term ahead. Focus is on good maintenance and elimination of any risks inside and outside the school building.

Employees

Employees have a responsibility to ensure that their own Health & Safety and that of others is not affected by their acts and / or omissions. This will be achieved in two ways. The first way is to carry out their tasks in accordance with their training, safe systems of work and by using safety equipment and personal protection equipment (PPE) required for the task. The second way is to avoid any situation that would place themselves or others at risk.

Examples of this would include, tasks for which they are not trained, using defective or incorrect tools / equipment and horseplay of any kind.

Employees also have a responsibility not to intentionally interfere with or misuse safety equipment, PPE or other things provided for the purpose of Health & Safety.

Employees will contribute to maintaining a tidy workplace by ensuring that all waste and debris generated through their activities is cleared as work proceeds. Hazards or situations that may cause someone to be injured should not be ignored. If the situation can be easily rectified an employee should take appropriate corrective action. If this is not the case they should inform the Principal or the safety Post Holder.

Employees can contribute to the ongoing development of safety within the School. This will be achieved by participating in safety training courses or consultative processes (including risk assessments) and by informing the Principal or the Safety Post Holder of any hazards or concern they have identified.

Teachers

In addition to their responsibilities as employees each Teacher has responsibilities associated with the pupils in their class.

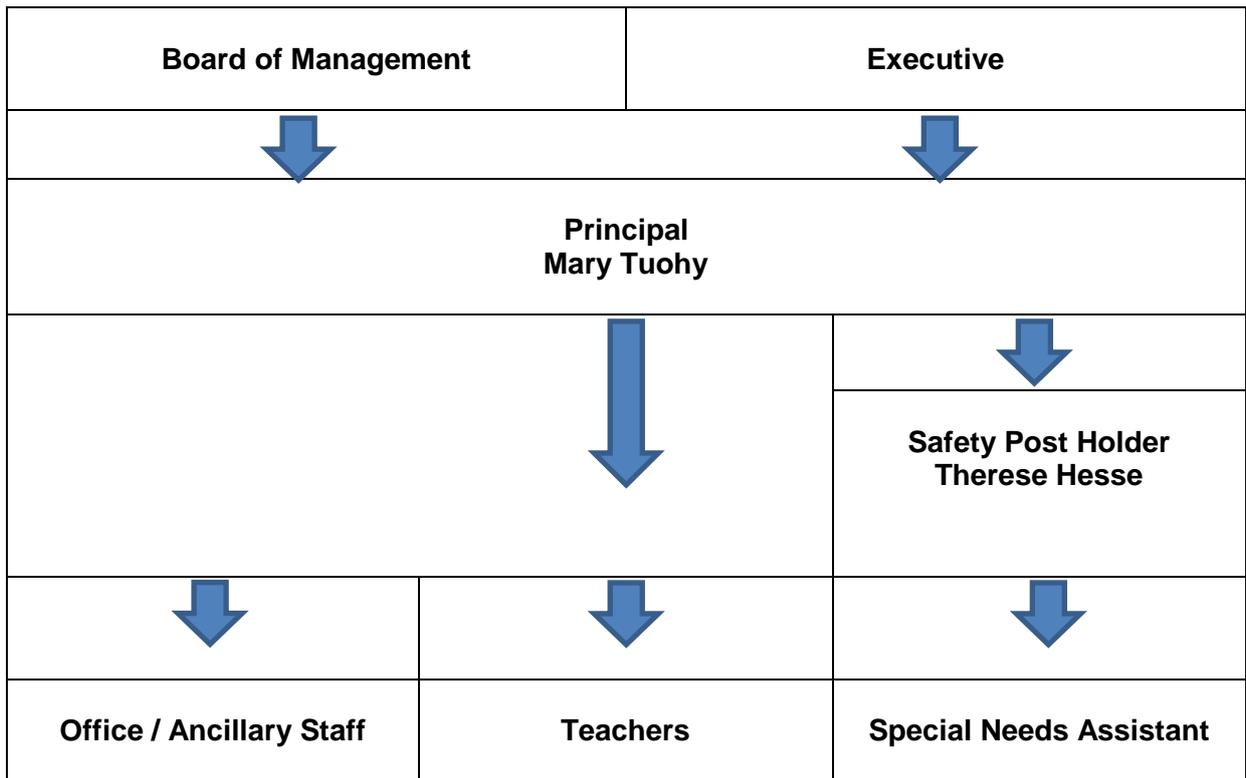
They must ensure that the environment in which they guide and teach their pupils is as safe as possible. Teachers will contribute to pupil safety through supervision and reporting any concerns to the Principal or Safety Post Holder.

They are also responsible for managing their pupils in the event of an emergency.

Safety Representatives

Under current legislation the Safety Representative has rights and the Board has committed to respecting those rights. However these rights come with responsibilities and the Safety Representative must accept these responsibilities. The Safety Representative must focus on safety and cannot allow other influences affect them in carrying out their role. Where an employee chooses to use the Safety Representative to inform the Board of a safety related issue, the Safety Representative will be responsible for ensuring that the issue is addressed and will communicate any developments or decisions back to the employee.

Organisational Chart (Safety):



2.2 Responsibilities

The Board of Management:

Resources

- Ensure that adequate resources (financial, manpower, equipment, training and supervision) are made available to activities related to safety, health and welfare at work.

Safety Statement

- Ensure that an effective management system is in place, with personnel designated with responsibilities within the operation of the Health and Safety procedures and that those people have the means to carry out their responsibilities.
- Designate once or more competent employees to carry out activities related to the prevention of occupational injury / illness in the workplace.
- Seek competent advice related to the prevention of occupation injury / illness in the workplace where there is a lack on in-house expertise.

Accident Investigation / Reporting

- Ensure that staff are aware of and follow our accident reporting strategy.
- Ensure that arrangements for the investigation and the implementation of remedial action relating to accidents or incidents are followed.
- Ensure that arrangements relating to report procedures are followed in the event of a reportable accident or incident.

Behaviour

- Set a personal example by adhering to safety procedures.

Executive:

Premises / Equipment

- Ensure that adequate protection is provided on the premises to protect the staff and members of the public, during normal operation, maintenance or restricting work.
- Ensure that Health and Safety requirements are taken into account when purchasing equipment for the premises.
- Ensure that inspection and maintenance schedules are in place as required for all plant and equipment.

Contractors:

- Ensure that all contractors are aware of the school's safety policies and have confirmed their willingness to comply with these policies.
- Ensure that contractors Safety Statements are reviewed (if applicable) and that updated Safety Statements are requested where necessary.
- Ensure that all contractors employed by the school are monitored to ensure their compliance with the school's safety policy.

Behaviour:

- Set a personal example by adhering to safety procedures.

Principal:

Safety Statement

- Ensure that the School Safety Statement is reviewed periodically and advise the Board on the implementation of the School's policies and on any revisions or additional policies required.
- Ensure that this School Safety Statement is updated when necessary, in cases of statutory change or changes in work systems or procedures. Ensure that the Board of Management is advised of all legislative changes that may have an effect on the school's activities.
- Ensure that Health and Safety regulations and the school safety policies are followed by all and insist that the prescribed standards are observed.

Safety Management

- Ensure that safety meetings are held regularly and when required.

Safety Planning and Review

- Ensure that safe systems of work are in place for all School activities and that they are followed.
- Ensure that there is an up-to-date emergency plan for the premises and that staff become familiar with this plan through regular emergency evacuation drills.
- Ensure that records are maintained on the management of health and safety, accidents and improvements in housekeeping in the premises.
- Periodically review the School Health and Safety training needs and provide, organise or request training courses to meet such needs. This review should include specialist

Health and Safety training needs (e.g. occupational first aid, safety representative) as well as the training needs to undertake the School activities.

- Review safety procedures on a regular basis and where necessary, recommend suitable changes.
- Review all safety rules on a regular basis and, where necessary, recommend suitable changes.

Accident / Investigation Reporting

- Make the necessary arrangements to ensure that a thorough investigation is conducted for all accidents involving employees, students or visitors to the school premises in accordance with the relevant accident procedures.
- Ensure that remedial action is agreed and implemented where necessary.
- Ensure that the Board of Management is kept up-to-date on the developments vis-à-vis the injured party, potential claims and insurance or HSA implications.
- Arrange for external assistance (if applicable) where Improvement Notices, Prohibition Notices or Prohibition Orders have been served on the School.
- Ensure that a competent person is appointed to consult with the HSA when required.

Behaviour

- Setting a personal example by adhering to the Safety procedures.

Safety Postholder:

Safety Statement

- Ensure that a copy of the School's Safety Statement is available to all staff and that they are aware of its location on the School server.

Safety Management

- Co-ordinate the School's health and safety management system.
- Ensure that Safety Committee meetings are held as agreed, currently once per school term.

Training

- Advise the Principal on all aspects of training in relation to safety.
- Ensure that safety induction and safety training of new employees is being carried out.

- Ensure that sufficient numbers of staff are trained in proportion to the number of employees working within the school and hold the positions of first aider and fire warden.
- Co-ordinate and / or carry out pregnant employee assessments as required.

Premises (Inspection / Maintenance)

Inspect the premises and grounds regularly for potential hazards and ensure that these hazards are eliminated or appropriate controls are adopted and followed.

- *Manage the inspection of fire-fighting equipment to ensure that the quantity and placement complies with the current Irish Standard and that all equipment is regularly checked, maintained, re-filled or replaced when necessary.*
- *Manage the inspection of emergency systems within the premises (Fire alarm, emergency lights) to ensure that they comply with current Irish Standards and that they are maintained in accordance with these Standards.*
- *Update the fire register to show compliances with current legislation. The register should include all relevant test certificates and it should be available for inspection if required.*
- *Ensure that all access and egress points throughout the premises are maintained free from obstructions.*
- *Ensure that first aid boxes on the premises are maintained properly, and restocked as necessary.*
- *Make sure that the proper safety signs are posted where necessary.*
- *Ensure that the purchasing policy regarding equipment takes into account Health and Safety needs and the purchases are monitored to ensure that the policy is being adhered to.*
- *Ensure that all equipment and machinery are serviced and repaired when necessary or in accordance with the Manufacturer's Manual to ensure compliance with legal requirements and good practice.*
- *Ensure the repair or replacement of any equipment reported as defective and where the defect could affect safety ensure that it is not used until the repairs are carried out and that the information is appropriately communicated to employees.*

These points in italics, are carried out in conjunction with the Board of Management and the Executive.

Safety Planning and Review

- Arrange and manage Emergency Evacuation Drills to that staff and pupils become familiar with the emergency plan.
- Contribute to the review all safety policies and procedures and recommend suitable changes.

Accident / Incidents

- Ensure that an accident report form is completed for all accidents and that all accidents are investigated. (See accident reporting strategy).
- Report all relevant accidents and dangerous occurrences to the HSA (Health & Safety Authority).
- Maintain accident records and regularly inspect first aid records and other health and safety records as required (fire records etc.).

Behaviour

- Setting a personal example by adhering to the Safety procedures.

Safety Representative (duties to be undertaken by the Safety Post Holder):

General

- Accept their rights as a Safety Representative and use them in a responsible manner.
- Attend training that will assist them to carry out the function of a Safety Representative.

Safety Management

- Ensure that staff are familiar with the School's Safety Statement, safety policies and procedures.
- Ensure that staff attend and sign off on an annual review of health and safety in our school.
- Ensure that staff are aware of procedures for using the playground and teach these procedures to their class.
- Encourage all employees to report / highlight any unsafe conditions or unsafe practices to the Safety Post Holder.
- Report / highlight any unsafe conditions or unsafe practices brought to their attention to the Safety Post Holder.
- Ensure that any reported issues raised are on the agenda of the next Safety Meeting or if it is a serious matter, is addressed as soon as possible.
- Attend Safety Meetings.
- Assist in the efficient running of the Safety Meetings by preparing for the meeting based on the agenda provided by the Safety Post Holder.
- Ensure that an employee who has raised a concern is kept informed of developments / decisions relating to that issue.

Behaviour

- Set a personal example, by adhering to the safety procedures and policies.

Each Employee:

General

- Take care when carrying out their job to ensure that their own Health and Safety and that of others are not affected by their act and / or omissions.
- Cooperate with the school management to enable them comply with all health and safety obligations. If asked to do something, or stop doing something, employees must comply with the request.
- Follow all safety instructions from the school management and any safety instructions that come with machinery, tools, substances or chemicals even if you do not agree with them. They are there for everyone's safety and must be followed.
- Inform the Principal if they feel that they cannot perform their duties safely, due to position of work area, lack of space around work area, lighting or other possible workplace hazards.
- Comply with the safety policies, as set out in this Safety Statement and safety procedures set out in method statements.
- Report to the Principal or Safety Post Holder any hazards identified, all accidents, dangerous events or near misses.
- Ensure that he / she attends and signs off on an annual review of health and safety in our school.
- Ensure that he / she is aware of procedures for using the playground and to teach these procedures to their class.

Fitness for Work

- Report to the Principal any changes in medical fitness (physical or mental) which may affect their ability to perform tasks safely and without risk.
- Ensure that they are not under the influence of any intoxicant (drink / drugs) and / or prescribed medication which may affect their ability to perform tasks safely and without risk.
- Attend any medical assessment when required to do so, particularly those identified in a risk assessment.

Training

- Not provide incorrect information with regard to competency and training.
- Not carry out any task for which they have not got the relevant experience, training or instruction.

- Attend all training when required to do so, particularly those identified in a risk assessment.
- Carry out or put into action all safety procedures and systems which they have been trained in.

Equipment / Work Area

- Keep tools / equipment in good condition, replace them as necessary and only use the correct tools / equipment for the job.
- Carry out regular inspections of equipment.
- Not use any equipment that are known to be, or can be seen to be damaged.
- Report to the Principal or the Safety Post Holder without delay, any defects / damage to equipment.
- Wear Personal Protective Equipment require for the task.
- Keep all work areas clean and tidy and not leave equipment in places where they may be a trip hazard or cause an accident.

Behaviour

- Avoid any action or situation that would place themselves or others at risk of injury.
- Follow all safety procedures and carry out your work in accordance with their safety training.
- Not intentionally interfere with or misuse.
 - Safety appliances
 - Personal Protection Equipment
 - Conveniences (Toilets, Washrooms, Canteens)
 - Other things / means provided for the purpose of Health & Safety
- Conduct themselves appropriately and not participate in horseplay.
- Do something about any hazard or situation they come across that may cause somebody to be injured. For example:
 - If someone else has left equipment in a place where it is likely to cause an accident move it or get the person responsible to move it.
 - Mop up the spill
 - Turn off or disconnect the machine.
 - Where immediate action cannot be taken, warn anybody who may be in danger and inform someone from the management or safety teams.
- Assist in the development of a safety culture for the work area and encourage others to do the same.

Note: All employees are encouraged to read the School Safety Statement, to make suggestions and raise any concerns, which will enhance the safety of all staff.

Teachers:

General

- Have a sound knowledge of Health and Safety issues in their area.

Classroom & Equipment

- Ensure that the classroom is kept tidy and that pupils do not leave items in place where they may be a trip hazard or cause an accident.
- Report to the Principal or the Safety Post Holder without delay, any defects / damage to flooring or furniture.
- Report to the Principal or the Safety Post Holder without delay, any defects / damage to equipment.

Fire Safety

- Be familiar with the fire safety plan and ensure that pupil know that to do in the event of an emergency evacuation.
- In the event of an emergency manage the evacuation of their pupils and ensure that their pupils are accounted for at their assembly point.
- Assist the Principal and the Safety Post Holder to manage the emergency where required.

Behaviour

Set a personal example for pupils by adhering to safety procedures.

Section 3: Safety Policies & Arrangements for Safe Working

3.1 Resources

The Board recognises that for the effective implementation of the safety procedures and policies laid down in this Safety Statement, adequate resources and funding must be made available. The Board is committed to providing these resources and this commitment applies to all activities in the School. The Board can only allocate resources when they become aware of the requirement. They will be made aware of resource and funding requirements as they arise. These will be brought to the attention of Principal by the Safety Post Holder. Where necessary the Principal will advise the Board of the fund requirement.

The resource / funding objectives for the School include the following:

- Ensure that adequate numbers of suitably trained staff are available to undertake all work activities carried out by the school.
- Include health and safety considerations into all annual estimates for the running of the School.
- That in so far as is reasonably practicable resources are made available for any upgrading, maintenance, replacement and repair of facilities and equipment.
- Provide resources for the ongoing monitoring of health and safety in the organisation and for the provision of information and training of all staff in health and safety.

3.2 Representation

Employees have the right to make representations to and consult their employer on matters of safety, health and welfare in their place of work. Employees may, from time to time, select and appoint from amongst their number at their place of work a Safety Representative to represent them in consultations with their employer. The Safety Post Holder fulfils this role.

The rights of the Safety Representative include:

- Information from the employer as necessary and particularly from the Safety Statement, to ensure the safety, health and welfare of employees.
- To be informed by the employer of a visit by H.S.A. Inspector.
- Investigate accidents and dangerous occurrences provided it does not interfere with the performance of any statutory obligation required to be performed by any person.
- Make representations to and receive advice from the H.S.A.
- Carry out inspections and investigate hazards and complaints subject to agreement
- Accompany a H.S.A. Inspector on any visit except when this is for accident investigation.
- Time off as may be reasonable to act as Safety Representative or to acquire the knowledge and / or training to carry out that function.

The Board intends to facilitate the Safety Post Holder in carrying out their functions as outlined above. Within the role as Safety Representative the representative should actively encourage all employees to report and highlight unsafe conditions or unsafe practices within the school.

Where employees highlight unsafe conditions or unsafe practices to the Safety Post Holder, this should be brought to the attention of the Principal. The Safety Post Holder should as a matter of courtesy refer back to the employee on the actions taken.

3.3 Representation

Current legislation provides for consultation between employers and employees. The main objective of this consultation is to foster co-operation between Management and staff, to keep health and safety considerations active and to promote the development of ideas for the betterment of health and safety at work. Management will consult with and take account

of any representations made by the employees for the purpose of giving effect to its statutory duties.

All employees are encouraged to raise concerns and make suggestions which will enhance the safety of all staff. Employees can raise concerns with or make suggestions to the Principal or the Safety Post Holder. The Safety Post Holder will ensure that any matter raised will be included on the agenda of the next Safety Meeting or if it is a serious matter, will ensure that it is addressed as soon as possible by the Principal / Board.

Safety Meetings will be a forum for consultation. Safety meetings will be convened once in every school term. The Safety Post Holder will draw up the agenda in advance of the meeting and will ensure that only topics related to safety are included. The summary minutes and actions arising from the Safety Meeting will be posted on the intranet.

3.4 Safety Information, Instruction and Training

A period of induction will take place for all new employees including temporary staff on joining the School to ensure all employees have information on the hazards associated with their place of work and what safety measures are required of them. The programme will include:

- Awareness of this Safety Statement
- A tour of the work area for familiarisation
- A talk on the consultation process for safety health and welfare
- A detailed list of the new employees responsibilities in relation to health and safety
- Fire and Emergency procedures, location of exits, assembly point and the use of firefighting equipment, where applicable
- First-aid cover and accident reporting procedure
- An instruction on the hazards in the workplace and the preventative measures in force
- Bullying / Harassment and stress policies
- Details of any further training required
- Any other relevant health and safety information

The new employee safety induction programme will be managed by the Safety Post Holder on the first planning day of the new school term. When an employee commences work during term time a mutually convenient time will be arranged.

A pre-term induction programme will take place for all teachers in August / September each year. Teachers have a responsibility for their pupils' safety and this pre-term induction is designed to re-introduce them to the safety policies and procedures in the school.

Employees sign off on the statement and this is then inserted into their planning folder.

The Board recognises that no one can be expected to perform their tasks and duties safely and efficiently unless that person is experienced and / or trained to carry out those tasks. This training will include specialist Health and Safety training needs (e.g. occupational first aid) as well as the training needs to under take the school's activities. It is essential that no person attempt a potentially hazardous activity without proper training and / or supervision.

The Board is committed to providing appropriate health and safety information, instruction, training and supervision for all employees in line with health and safety legislative requirements. Safety training may include:

- Emergency procedures
- Manual Handling
- First Aid
- Safe operating procedure for any equipment which they will be required to operate
- Fire Warden
- Fire Extinguisher

Employees are expected to co-operate in any health and safety training provided in line with their duties under the Safety Health & Welfare at Work Act 2005 and any other applicable health and safety legislation.

Safety training will be managed by the Safety Post Holder and records for all training will be retained.

Safety training needs will be reviewed annually by the Safety Post Holder and the outcome will be provided to the Board for review. The following will be used to assist in the identification of training needs:

- New legislative requirements that, are applicable to the School's operations.
- Review of accident, incident and near miss data.
- Refresher training (e.g. Occupational First Aid).

The Board recognises the need for ongoing safety training, is committed to identifying training needs and to carry out that training that instruction to the highest possible standard. The training provided shall meet the requirements of the appropriate legislation or standards and will be delivered by competent instructors to ensure that the information is provided in such a form, manner and language that is likely to be understood. Only reputable training providers will be used.

3.5 Safe Systems of Work

A safe system of work can be defined as *"the integration of personnel, articles and substances in a suitable environment and workplace to produce and maintain an acceptable standard of safety"*. Due consideration must also be given for foreseeable emergencies and the provision of adequate rescue facilities.

It is the policy of the Board to ensure that tasks are within the competence and capacity of the employee and the systems of work are designed with that purpose in mind. Safe systems of work require the design, provision and maintenance of equipment and work methods that are, so far as is reasonably practicable, safe and without risks to the health of employees and include all installation and maintenance work performed by employees or external contractors.

3.6 Purchasing

It is the policy of the Board when purchasing material or equipment for all activities to study such proposed purchases to ensure, so far as is practicable, that they are without significant hazard. Where the item to be purchased has an identified hazard it is the responsibility of purchaser to ensure that sufficient information regarding the hazard and the associated control measures is provided by the supplier. The measures that will be used to check and control the safety aspects of supplied goods will include:

- Suppliers to the School will be reputable

Materials

- Hazardous chemicals are not used in the school.

Equipment

- Detailed specification sheets for equipment options will be sought and assessed. Safety related criteria such as noise, vibration, etc. will be taken into account when making the purchasing decision.
- Equipment must have the CE Mark affixed (on the rating plate) and where appropriate, EC declarations of conformity will be supplied with the equipment.
- Instructions manual must be supplied and the Safety Post Holder will ensure their availability when required. The instruction manual must provide information for all stages of the equipment use including installation, use, and maintenance and decommissioning. The information provided must identify residual risks and the associated safety precautions, how the product can be put to safe use, identify and discourage hazardous applications and set out minimum qualifications to perform certain tasks.
- Where installation and / or commissioning is required this will be arranged at the time of purchase and an installation / commissioning cert will be sought.
- Where training / demonstration is required this will be arranged at the time of purchase.

Contractors / Professional Services

- Providers of services will be required to provide proof of their training and qualifications.
- References may be sought for any provider of services that has not worked for the School in the past.
- The scope of work for a provider of services that has not worked for the School in the past will be control / limited.

3.7 Personal Protective Equipment and Clothing

Where PPE is required to complete a task associated with the activities of the School, the policy is to provide appropriate PPE and clothing and to replace it as required. PPE may also be required for non-standard tasks and it is the responsibility of the Safety Post Holder to identify and procure the appropriate safety equipment.

Where PPE is required, it is the policy of the Board to provide appropriate PPE and clothing and to replace it as required. The Safety Post Holder will ensure that PPE selected for use conforms to a BS / EN standard, carried the CE mark and that there is adequate stock of PPE available to allow re-issuing when required. She will ensure that all employees are properly instructed in the maintenance and use of safety equipment and protective clothing.

3.8 Health and Safety Inspections

The School has a Safety Inspection Programme in place to ensure that issues that arise can be identified and fixed as quickly as possible. The programme includes the following inspections:

- Safety Post holder inspections
- Caretaker inspections

An annual inspection of the premises will be undertaken before the start of the new academic year in September each year. Weekly “walk arounds” to identify hazards are held. Hazards are logged in the caretaker’s folder and rectified. External professional support is sourced if the caretaker cannot rectify the problem. A more detailed inspection of the school and its environs takes place at the beginning of each term.

3.9 Emergency Procedures

Procedures are in place for emergencies and are set out in the Fire Safety Plan. These procedures will be reviewed periodically and amended where necessary.

Evacuation drills will take place at least twice per school year or more often if required. Employees are required to familiarize themselves with the procedures of that a fast and effective evacuation of the premises can be completed in the event of an emergency. After each evacuation, a review will be carried out to evaluate procedures and carry out any remedial action deemed necessary. Visitors and contractors will be informed of evacuation procedures.

Teachers will coordinate the emergency evacuations of their class.

New employees will receive basic guidance in fire safety. This will include the following:

- How to raise the alarm
- Actions to be taken on discovering a fire
- Calling the fire brigade

- The evacuation procedure
- Assisting disabled people, visitors and others during evacuation

In the event of a situation arising in the course of work that necessitates an emergency evacuation, employees should stop work and immediately leave the place of work and proceed to the designated assembly point.

3.10 First Aid

The School is committed to having an adequate number of first-aid kits and trained first-aiders at their premises. First-aiders will receive appropriate training, including refresher training every 2 years. The Safety Post Holder will ensure that all first aid training is carried out by competent trainers. A copy of training certificates will be held by the Safety Post Holder and the names of first aiders will be available on the School server.

A first-aid kit is located in the office, Junior Infants adjacent to the junior yard, Outreach classroom and the staffroom. The names of trained first-aiders will be displayed on or near the first-aid kit so that staff will know whom to contact. The Health and Safety postholder is responsible for checking the first-aid kits on a regular basis and ensuring that they are adequately stocked.

It should be noted that the First-Aider will not be allowed to dispense analgesics, tablets or medications. Under no circumstances is a supply of aspirin or any other forms of medications to be kept in the first aid boxes. Individual employees who believe that they have a need of these items must be responsible for their own supplies. Pupils who may need medication during the course of the school day have an individual care plan.

In addition to the above, first-aiders must ensure the following:

- Disposable gloves to be worn, particularly when treating an open cut or wound.
- Following an accident requiring first-aid treatment, an accident report form must be completed.

Procedure in case of an Accident:

If you are first on the scene of an accident involving a colleague or a pupil you should:

- Take charge of the situation. Call for assistance from others in the area and ensure that a First-Aider and the Principal is notified. The First-Aider or Principal will take over charge of the situation as soon as they arrive at the scene.
- Make the area around the scene of the accident safe.
- Switch off any equipment involved by operating the emergency button or by unplugging at the socket.

- If the person is in contact with electricity and it cannot be disconnected immediately, do not touch them directly. Try to separate them from the object by using a non-conductor such as a dry broom handle.
- Do not move the person, unless their life is endangered by the environment they are in, to prevent spinal injuries or making their condition worse.
- Do not move the person if they are unconscious.
- Do not attempt treatment unless you are qualified to do so.
- If medical assistance is required and the injured person is mobile, they should be brought to the nearest emergency hospital. For the Dublin Depot this will be Tallaght Hospital – via the Ring Road.
- If necessary, call the emergency services on 999. You may not be sure that the emergency services are required. If in doubt always take the safe option and call the emergency services. Take note – some pupils in our school, with specific care plans may need to go to a designated hospital – which is suitable to treat their condition – see health care plans and pupil medical information sheets.
- When calling the emergency services speak in a calm and clear voice providing the following information:
 - The nature of the injury
 - The location of the building
 - The telephone number

Follow any instructions given by the operator. The telephone set should not be replaced until the address has been repeated by the operator taking the emergency call.

- Comply with the requirements of emergency services personnel on their arrival.
- The injured person will accompanied to hospital by the First-Aider, their parents or a work colleague designated by the Principal.
- Cordon off the scene of the accident once the emergency services have left so that an accident investigation can be undertaken.
- If it is a serious accident the Principal will manage communications with the next-of-kin.

3.11 Accident / Incident Investigation and Reporting

All accidents or incidents (near misses), whether serious or not, must be reported immediately to the Safety Post Holder. Minor bumps and grazes are recorded in the yard book. More serious accidents are recorded in the “Accident Record Folder” held in the office. Any injury that involves the head, neck or back warrant a phone call home to the parents of the pupil. All accidents that require further medical help are recorded in the accident folder and parents are informed immediately.

Accident / incident investigations will be carried out by the Safety Post Holder. The purpose of the investigation is to determine the root cause of the accident / incident and to prevent recurrence. All employees are required to co-operate with investigations and to provide any information, which may be useful in establishing the circumstances surrounding the accident /

incident. The conclusions of the investigation and any corrective actions will be recorded and will be retained by the Safety Post Holder.

Where appropriate, the Safety Statement (including risk assessments) will be reviewed in light of any accident / incident that has occurred.

Current legislation requires that certain accidents and dangerous occurrences are reported to the Health and Safety Authority. If an accident either at the place of work or related to a place of work or work activity, causes loss of life to a person or disables a person for more than three days from performing his / her normal duties of employment, then written notice must be given to the Health and Safety Authority. The Safety Post Holder and Principal will manage all communications with the HSA.

Note: - Weekends and other normal days off are included when calculating the period of absence. For example, an Employee who normally has Saturday and Sunday off is injured on Wednesday and returns to work the following Monday, the incident is reportable.

In addition, certain dangerous occurrences, which have the potential to cause serious injury, whether or not they did cause serious injury must be reported to the HSA.

The forms to be used in reporting of accidents and dangerous occurrences are:-

Form No. IR1 – Form of Notice of Accident

Form No: IR3 – Form of Notice of Dangerous Occurrence

These forms will be completed online by the Safety Coordinator on www.hsa.ie within twenty-one days of the accident at:

In the event of a fatal accident the scene of the accident will be left undisturbed, access should be restricted and items should not be removed other than for rescue purposes until:-

- It has been inspected by a HSA Inspector
- Three clear days have expired after notification has been given to the HSA.

Where the responsible person believes that steps are required to make the site of the accident safe, he can in consultation with the Gardai take the necessary steps.

All records of accidents or dangerous occurrences reported to the HAS will be kept on file for a period of ten years from the date of the accident or dangerous occurrences. Copies of all records and correspondence forwarded to the HSA will be controlled and held by the Safety Post Holder.

3.12 Pregnant Employees

Current regulations apply to employees that are pregnant, have just had a baby or are breast-feeding (within the first 26 weeks after birth). If the Board is notified of any of the above, an assessment of any hazardous activities relating to the employee will be carried out.

If any such risks are identified and it is not practicable to ensure the safety or health of the employee or unborn child through protective or preventative measures, then the employer must adjust temporarily the working conditions or the working hours (or both) of the employee concerned so that exposure to such risk is avoided or the employee must be transferred to other work. If these safeguards are not possible then the employee must be granted Health and Safety Leave.

Persons requiring more information as to their entitlements under this legislation should contact the Principal.

3.13 Occupational Health

There are no tasks or substances associated with the School's activities that will necessitate occupational health monitoring.

Any employee 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 could hinder their work performance and which may be a danger to either themselves or their fellow workers.

In accordance with the current legislation any employee who uses a computer for a significant part of the day (usually for an hour or more at a time) and is classed as a VDU "user" can avail of an eyesight test to be paid for by the school.

3.14 Smoking

In compliance with legislation, the school operates a strict no smoking policy, which applies to all staff, visitors and contractors.

3.15 Workplace Harassment / Bullying (Employees)

The school is committed to providing a work environment free of any kind of bullying or harassment. Management will not tolerate bullying or harassment and will take appropriate steps to resolve any problems that may occur. It is the responsibility of all employees to ensure the day-to-day practical application of the policy.

The School's policy on harassment and bullying in the workplace is entitled "Prevention and Resolution of Bullying at Work" and is documented separately.

3.16 Stress at Work

The School is committed to identifying and safeguard against all risks to health and safety in the workplace, including stress.

The School adheres to all aspects of the *Safety, Health and Welfare at Work Act 2005*, 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:

- Excessive workload
- Poor work organisation
- Poor working relationships
- Poor communication at work
- Poorly organised shift work
- Ill-defined work roles
- Lack of support to staff
- Dull repetitive work
- Highly demanding tasks
- Dealing directly with the public
- The threat of violence

Management will utilise the following methods of managing stress where appropriate:

- Ensure that staff are instructed to raise any issues of stress with the Safety Post Holder as soon as possible.
- Ensure that the Safety Post Holder is aware of the potential causes of stress and the nearly warning signs.
- Ensure that all complaints that may be related to stress are listened to and appropriate measures taken.

3.17 Organisation of Working Time

The School recognises their obligations imposed by the *Organisation of Working Time Act 1997* in relation to rest periods and maximum weekly working times and will adhere to the requirement set out in the Act.

3.18 Disciplinary Action

Both the employer and the employees have a responsibility to ensure that the working environment is a safe one. Where advice and persuasion fail to achieve compliance with legislative regulations in relation to safety and health and / or School rules it is the policy of the School is to take disciplinary action on the matter.

The disciplinary procedure is detailed separately.

3.19 Child Protection

The Board recognises that there is a requirement to have policies in place to manage the health and safety of our pupils. The following policies / procedures will be applied in the school:

- Acceptable use of the Internet Policy
- Accident Reporting Strategy
- Assembly and Dismissal of Children Policy
- Administration of Medicines Policy
- Anti-Bullying (Pupils) Policy
- Assembly and Dismissal Policy
- Assessment Policy
- Attendance Strategy Statement
- Career Breaks & Job Sharing
- CCTV Policy
- Child Safeguarding Statement
- Clear Desk Policy
- Code of Behaviour
- Critical Incident Policy
- Data Breach Policy
- Data Protection Policy
- English as an Additional Language Policy
- Enrolment Policy
- Hall Hire Policy
- Health Eating Policy
- Health & Safety Policy
- Homework Policy
- Inclusion Policy
- Intimate Care Policy
- Learning Support Policy
- Leave for Teaching Staff Policy
- Leave for Ancillary Staff Policy
- Leave for SNA's Policy
- Mobile Phone Policy
- Parental Volunteer Policy
- Prevention / Resolutions of Bullying at Work Policy
- Relationships, Sexuality Education Policy
- Safe Use of Interactive Whiteboards Policy
- School Outings / Tours Policy
- Specific Education Needs Policy
- Special Needs Assistant Policy
- Substance Abuse Policy
- Supervision Policy

- Work Experience Policy

These policies are documented separately. The timeframe for the review of these policies is set out in each policy.

3.20 Review

The policies detailed within the Safety Management System will be reviewed periodically and as is necessary due to changes in the legislation / regulations which may affect the workplace, equipment or other related matters.

Section 4: Risk Assessment

The School recognises that its premise and activities may present a Health and Safety risk and, where practicable, the hazards identified will be eliminated. Where the hazard cannot be eliminated the process of hazard identification and risk assessment will identify the areas where control measures are required and all practicable control measures to reduce the risks to its employees and others will be implemented. Control measures are intended to reduce the risk to an acceptable level.

Risk Assessments have been carried out and the results are detailed in the health and safety file. The control measures detailed to control the hazards identified have been implemented.

Ongoing inspections for the identification of hazards will be undertaken at regular intervals. A full health and safety risk assessment on the premises will be carried out annually. This will be submitted to the Management Team who will address any problems identified. The School will also analyse reports or incidents and take remedial action to ensure that similar occurrences are avoided in the future. The hierarchy of controls that will be used when recommending actions or additional control measures will be:

1. Elimination: Eliminating the hazard entirely from the workplace is the best way to control it. Examples of this would be providing a lifting device, which eliminates the need to carry out manual handling or disposing of unwanted chemicals.
2. Substitution: If not possible to eliminate the hazard, replace it with something less hazardous, which will perform the same task in a satisfactory manner. Examples are substituting a hazardous chemical with a less toxic one or substituting a smaller package or container to reduce the risk of manual handling injuries.
3. Engineering Solution: If the hazard cannot be eliminated or a safer substitute implemented, then reduce the chance of hazardous contact. Examples of engineering controls are:
 - a. Enclosure (enclose in a way that eliminates or controls the risk)
 - b. Guarding / segregation of people
 - c. Interlocks and cut-off switches

d. Exhaust fans

4. Administrative Solution: These are the management strategies, which can be introduced, training, job rotation, limitation of exposure time, provision of written work procedures,. For example:
- a. Safe systems of work that reduce the risk to an acceptable level
 - b. Written procedures that are known and understood by the those affected
 - c. Adequate supervision
 - d. Identification of training needs and provision of appropriate training
 - e. Information / instruction (signs, handouts)
5. Personal Protection Equipment: Personal Protective Equipment and Clothing should always be considered as a last resort. PPE can also be used as an interim measure to reduce exposure to a hazard. Some examples of PPE include: masks, ear plugs, respirators, helmets, boots, safety shoes, overalls, etc.

Where practical measures can eliminate or reduce the risk associated with an identified hazard and does not require capital expenditure above what is budgeted as available these will be undertaken at the earliest time available.

Where the risk cannot be immediately eliminate or reduced due to the need to re-engineer the area, purchase equipment / plant or establish a budget to meet the cost of the work to be carried out, a plan will be established to implement the necessary control measures at the earliest possible date.

Copies of the completed risk assessments are available to all employees. Employees are encouraged to become familiar with the hazards and the associated control measures.

Activity:	Date:
Reviewed:	
Ratified by Board of Management:	
Effective from:	
Next Review Date: *	

*** Unless reviewed at an earlier date if deemed necessary by a change in law, Department policy, or to reflect changing school circumstances.**

Signed: _____

Chairperson:

Signed: _____

Principal:

Risk Assessment Tool

Priority Table

The risk rating before and after controls will be assessed based on the following matrix:

Probability	5. Almost Certain	5	10	15	20	25
	4. Very Likely	4	8	12	16	20
	3. Likely	3	6	9	12	15
	2. Unlikely	2	4	6	8	10
	1. Improbable	1	2	3	4	5
		1. Negligible	2. Slight	3. Moderate	4. High	5. Very High
	High Risk					
	Medium Risk					
	Low Risk					
Severity						

Severity	Examples
Negligible	Minor cuts & bruises, superficial injuries, temporary discomfort
Slight	Lacerations, dermatitis, minor burns
Moderate	Minor fractures, serious sprains, concussion, burns, asthma
High	Amputation, major fractures, head injuries, eye injuries, deafness
Very High	Fatal injuries, fatal disease, occupational cancer, life shortening disease

Risk Assessment Recommended Actions

Assessment	Priority	Action
Trivial Risk 1	Non-urgent	No action needed
Acceptable Risk 2-3	Non-urgent	No additional controls
Moderate Risk 4-6	Action needed	No additional controls Adherence to controls required
Substantial Risk 8-12	Action needed	Assessment required Controls required as soon as practical Adherence to controls required
Intolerable Risk 15-25	Urgent action needed	Work prohibited / ceased Assessment require / recorded Controls required immediately Controls documented Work stoppage documented