



## **St. Mac Dara's C.C.**

# **Health, Safety and Welfare Statement**

Health Safety and Welfare Policy

### **Mission Statement**

"We, the community of this College, through a caring and collective approach, aspire to provide a broad-based education for all, to foster respect and dignity and to promote a safe and just environment by positively encouraging all to realise their potential".

This policy was adopted by the Board of Management on 5 Oct 2021  
[date].

This policy has been made available to school personnel, published on the school website and provided to the Parents' Association. A copy of this policy will be made available to the Department and the Patron if requested.

This policy and its implementation will be reviewed by the Board of Management once in every school year. Written notification that the review has been completed will be made available to school personnel, published on the school website and provided to the Parents' Association. A record of the review and its outcome will be made available, if requested, to the patron and the Department.

This document contains the policies, rules and procedures relating to Safety, Health and Welfare within St. Mac Dara's Community College. Any queries on any aspect of this document, or with regard to any matter relating to employees and their employment, contractors or any third parties should be raised with the Management.

### **Health and safety**

St. Mac Dara's Community College operates under the patronage of Dublin and Dún Laoghaire Education and Training Board and works closely with DDLETB to ensure that Health and Safety standards are maintained.

### **General Duties of Employers**

- Provision of a safe workplace
- Safe access and egress routes
- Safe handling and use of laboratory chemicals.
- Safe equipment, including maintenance and use of appropriate guards
- Provision of personal protection equipment and or clothing
- Provision of information, instruction, training and supervision.
- Provision of adequate plans to be followed in emergencies e.g. Evacuation procedure.
- Welfare facilities and arrangements – washing, toilets, etc.

### **General Duties of Employees**

- To take reasonable care for their own safety, health, welfare and that of others.
- To make proper use of all machinery, tools, substances, etc.
- To co-operate with their employer.
- To report defects to Safety Representative, Safety Officer, Principal or Employer.
- To inform the Principal if they are on any medication which could have any possible side effects which could hinder their work performance and which might be a danger either to themselves or fellow workers or pupils although they may have been certified fit for work. Staff are not allowed to attend the premises or carry out duties under the influence of illicit drugs or alcohol.

### **Fire Protection**

- Fire extinguishers (and hose reels) are provided and correctly sited to meet statutory and insurance requirements.
- Fire doors are in place on the corridors at entrance to base areas and assembly areas.
- All firefighting equipment is regularly tested and serviced by specialised contractors. Any defective equipment is replaced immediately.
- All fire exits and emergency and paths of egress are marked using the standard symbols.

## **First Aid Arrangements**

Location(s) of First Aid Boxes: Staff Room, Principal's Office, Deputy Principal's Offices, Science Laboratories, Home Economics Rooms, Art rooms, Woodwork, Metal work & Technology Rooms, Main Office, Gym, P.E. Hall. A1, D1, H1, G1, M4, Library.

It shall be usual practice to refer injuries to the doctor /call the ambulance in the event of emergencies.

## **Evacuation**

An evacuation procedure has been prepared and is provided to each employee. 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.

Evacuation notices posted on doors throughout the school, with both written and visible instructions.

## **Smoking**

Smoking is prohibited by order of (Health Promotion and Protection Regulations 1990) in any part of the school or in any part of the school grounds. This applies to all people at all times, including visitors and at evening events.

## **Accident/Incident Reporting**

- All incidents, no matter how trivial, and whether to employees, pupils or members of the public must be reported immediately to the Principal. This is necessary to monitor the progress of safety standards and to ensure that proper medical attention is given where required.
- An accident report file is retained for recording all accidents, sent to head office DDLETB and is accessible and kept up to date.
- Where an accident results in an employee being absent for more than three days this accident will be reported to the Health and Safety Authority.
- The ETB should be informed of any accident which requires the completion of an accident report form.

## **Main Policy Statement**

The Safety, Health and Welfare at Work Act 1989 imposes a statutory duty on Employers to ensure, in so far as is reasonably practicable the health and safety of their employees whilst at work. This duty extends to others who may be affected by that work.

Employees also have a statutory duty to take care of themselves and others who may be affected by their acts or omissions.

To execute these duties, we intend to ensure that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels of the school.

### **1) We will ensure, as far as is reasonably practicable, that:**

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

## **2) It is the duties of all employees at work:**

- a) To take reasonable care for the safety, health and welfare of themselves and of other persons who may be affected by their acts or omissions at work and co-operate with us in fulfilling our statutory duties.
- b) Not to interfere with or misuse anything provided in the interest of health and safety.

## **3) General:**

- a) This Safety, Health and Welfare Policy will be reviewed at least annually, amended and updated when necessary. Communication of any such changes will be made to employees.
- b) Where the foregoing cannot be complied with for lack of suitable personnel, the services of a competent person as per section 6.2j of the Safety, Health and Welfare at Work Act 1989 will be attained.

## **Implementation**

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

# Control System

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

Simple Model

Policy

Define Objective

Allocate Responsibilities

Review and Amend

Train and Inform

Monitor and Control

Implement and Action.

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

## **Responsibilities of Employees**

All employees are reminded that the Safety, Health and Welfare at Work Act 1989 imposes a duty upon them at work to:

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

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

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

## **Responsibility To Third Parties**

The Management's representatives charged with the responsibility for the application of the legislation in accordance with this policy statement must ensure that:

1. All third-party visitors including contractors, visitors and other members of the general public are made aware of means of escape by means of notices.
2. Where contractors and sub-contractors are on the premises, the Management must advise employees, customers, visitors and other third parties likely to be affected, of the potential hazards arising from the work being undertaken.
3. There is no interference with contractors' staff in the performance of their duties, but where it appears that unsafe practices are being followed, they should contact the main contractor and the party engaging the main contractors where appropriate.
4. That the contractor or sub-contractor's equipment is in good repair and in a safe condition.
5. All the contractors and sub-contractors have a Safety Policy Statement.

**Note:** The Management, in determining the regulations and activities governing the use for community purposes of the school buildings or grounds at times which do not affect school work, shall include the appropriate legislative requirements in Safety and Health matters.



## Consultation Process

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

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

In the event of the staff appointing a Safety Representative, the normal rights afforded under the legislation will be honoured by the school.

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

# **Training and Information**

## **Policy:**

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

Training is given in the risks associated with firefighting, the use of firefighting equipment and areas of evacuation of the premises. Certain employees are trained for action in an accident situation and in first aid treatment.

A large cohort of staff are trained on a rotation basis in first aid.

## **Information:**

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

### **This will include:**

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

## **Responsibility of Employees:**

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

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

## **Records of Training**

Training Records will be maintained by the Principal and will contain the following information:

- a) Date of Instruction or Exercise.
- b) Duration.
- c) Name of Instructor.
- d) Name of Person receiving instruction.
- e) Nature and content of instruction.

## **Induction Training**

A short period of induction will take place for new employees joining the staff. This programme will include:

- a) A tour of the premises for familiarisation purposes.
- b) Location of Firefighting Equipment and Emergency Evacuation Procedures.
- c) A discussion of the hazards in the work-place and the preventative measures in force.
- d) An explanation of the consultative processes in force.
- e) A detail of the new employee's safety responsibilities, discipline procedures etc.

# **Health and Safety Rules**

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

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

## **1. Workplace**

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

## **2. Machinery and Equipment**

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

A non-practical teacher should not carry out practical work or allow the use of equipment if the class teacher is absent.

## **3. Protective Clothing and Equipment**

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

#### **4. Notices**

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

#### **5. Fire**

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

#### **6. Hazardous Substances**

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

# **Employee Hazard Reporting and Recording**

## **1. Reporting**

**The following circumstances must be reported verbally immediately:**

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

## **2. Recording**

- 3. As stated above all hazards will be reported verbally to the Management without delay and the action and the priority it will receive will be decided. Management will investigate the reported hazard and enter in the hazard report book the remedial action taken or explain why no action has been taken. Hazard report sheet. In fire book.
- 4. St. Mac Dara's Community College will keep accident report forms in two separate files. One file will contain accident report forms, which will record any accidents or incidents the pupils are involved in. The second file will contain accident report forms recording accidents and incidents with potential for injury to staff. An Accident Report must be completed by the Principal as soon as possible following an incident/accident.

Details which should be included are:

- a) The date.
- b) Time.
- c) Specific location.
- d) Description of any equipment involved.
- e) Accounts from other witnesses.

- f) Name of teacher(s) of duty.
- g) Name and position of person completing report.
- h) Corrective action taken or proposed.
- i) Signature of person completing report.

### **Action by Enforcing Authority**

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

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

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

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

## **Accident Reporting**

6. All accidents will be reported regardless of severity. The term accident in this context refers to all accidents including “near misses” and property damage.
7. All accidents will be reported to the person in charge.
8. The injured person will complete an accident report form. If this is not feasible it must be completed by the person in charge.
9. In the event of a serious injury the site must be left undisturbed, after treatment to the injured party, until such time as clearance has been given. Details of all accidents will be recorded and copies retained.
10. Whenever any of the items listed below occur, the event will be reported in writing to the Health and Safety Authority and a record of the report will be retained.
11. The death of a person, irrespective of whether or not they are at work, as a result of the accident arising out of or in connection with work.
12. The death of an employee which occurs sometime after a reportable injury which leads to that employee’s death, but not more than one year afterwards.
13. A person at work (including a self-employed person) being disabled from performing his normal work for more than 3 days.
14. A person who is not at work but who as result of a work activity sustains injury requiring medical treatment.
15. One of a list of specific dangerous occurrences arising out of or in conjunction with work.

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



## **General Risk Assessments**

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

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

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

### **Policy**

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

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

9. Providing our employees and contractors on our premises with comprehensive and relevant information on risks, preventative and protective measures, emergency procedures and competent persons.

## **Main Hazards Associated with Centre**

We believe that the following major hazards are those where the risk to employees and third parties are most applicable.

- Fire Hazards.
- Electrical Equipment.
- Handling Disciplines.
- Slips and Falls.
- Cuts and Bruises.
- Health and Hygiene.

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

## **Specific Hazards**

### **Fire Hazards**

1. Formal evacuation procedures will be carried out twice yearly and evidence of this will be logged.
2. Portable firefighting equipment will be checked on a regular basis and evidence of these checks will be recorded.
3. All Fire points will be kept clear at all times and will be highlighted.
4. Exits and entrances will be kept un-locked during normal operating hours. They will be kept clear at all times and will be adequately signposted.

## **Electrical Equipment**

The Management has a healthy respect for electricity and its inherent hazards as applied to their particular plant and consequently make provisions for the safety of all employees from any association with the generation, transformation, conversion, switching, controlling, regulation, storage, transmission, distribution and use of electrical energy in their workplace in compliance with Electricity Acts 1927-1988.

The following procedures will apply:

1. All electrical equipment will be suitably identified.
2. Precautions will be taken by earthing or automatic disconnection, to prevent danger from any exposed conductive part that may become live.
3. Due practices will be complied with in choosing and using electrical portable tools.
4. Over-current protective devices will be fitted.

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

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

1. Unguarded drives, couplings etc., may occur due to human factors.
2. Strict attention will be given by means of communication, supervision and notices that all moving parts will have safety guards in place and that they will only be removed in authorised situations.
3. College Code of Behaviour explains the procedures around wearing of loose pendant type jewellery, long hair, necklaces, scarves, loose clothing and flowing robes.
4. A programme of fitting tripping mechanisms to prevent equipment operating on the removal of guards will be an ongoing programme with Management.

## **Manual Handling**

The Management lay special emphasis on the manual handling of loads as follows:

1. Appropriate organisational measure(s) will be taken or the appropriate mechanical means to avoid the need for manual handling of tools.

## **General Ongoing Hazards**

In addition to the foregoing the following policies will be maintained at all times:

1. Adequate lighting both internally and externally will be provided at all times.
2. Pertinent notices on safety disciplines will be liberally displayed. **One-way system.**
3. No flammable material will be left near sources of heat.
4. Continuous care will be given to un-level walking surfaces. Sudden changes in floor level or headroom height will be highlighted by means of warning notices.
5. Broken panes of glass will be attended to immediately.
6. Broken or chipped Delph, pottery or glassware will be disposed of immediately. Care will be taken to dispose of these separately from the normal waste.
7. Emergency stopping procedures for all power equipment will be tested on a regular basis.
8. Spillages of all liquids, in particular all kinds of hazardous chemicals, will be cleared up immediately. Hazardous chemicals will be neutralised prior to disposal.
9. Canteen/Kitchen areas, washrooms and toilets will be maintained in a safe and hygienic conditions at all times.
10. Broken furniture will be taken out of commission immediately for repair or replacement. Table-tops and work tops will be constantly monitored for any signs of splitting or fraying.
11. Full first aid facilities will be provided at all times.
12. The operation and use of Visual Display Units will be in accordance with regulations.
13. Only designated smoking areas will be used to protect non-smokers from the associated hazards attributed to cigarette, cigar or pipe smoking.
14. Overcrowding in all areas will be monitored.
15. Strict attention will be paid to traffic control and parking on the site and safe speeds will be adhered to at all times.
16. Floor surfaces will be constantly inspected and tripping hazards such as crumpled mats and carpets, missing floor tiles etc. will be corrected.
17. Strict control on the indiscriminate dumping of school bags will be implemented.
18. Containers of chemicals, flammable liquids or other dangerous liquid will be labelled as to contents, hazards and information on action to take in the event of contact with the hazardous liquid.
19. Equipment in all rooms will be isolated when not in use as will all services to these rooms.
20. All sharp edged instruments or tools when not in use will be locked away or properly sheathed.
21. The external grounds will be constantly monitored and supervision over pupils will be provided during leisure breaks. All fencing will be repaired as necessary.
22. Notices will be posted in classrooms indicating equipment where pupils are not allowed to work unsupervised.
23. Dangerous behaviours, horseplay or other similar activity which could result in injury will not be practised.
24. Metal dross, wood chipping and saw dust will be removed on an on-going basis from the work rooms.
25. Any-one deemed to be under the influence of alcohol or harmful drugs will not be allowed to commence work.
26. Drain covers must be in position at all times and must be properly fitted.

## **Violence**

Where any employee is abused, threatened or assaulted by a fellow employee, pupil or other third party in circumstances arising out of the course of the employee's employment are treated as hazards by the Management:

1. Employees looking after premises.
2. Working alone.
3. Home visiting.
4. Dealing with pupils with behavioural difficulties.
5. Looking after money or valuables.
6. Disciplining pupils.
7. Dealing with angry parents or relatives.

Are recognised as being at risk.

The Management takes into account the guidelines M18/99 issued by the Department of Education and Science and will fully investigate by means of an Incident Report Form, any violence or threat of aggression against staff.

### **Service Isolation**

Particular emphasis is placed on the dangers associated with services provided to particular locations.

1. Where gas and electricity are supplied to a particular location, clear and understandable means of safe isolation and start-up will be maintained.
2. Where automatic systems are not provided clear notices and instructions will be provided. These will be continually checked by responsible personnel for safe operation.

## **Responsibilities of Principal**

The Principal is responsible for ensuring that staff under his control are made aware of and comply with the Safety Statement and arrangements for carrying it out.

The Principal must:

1. Communicate all relevant information included in the Safety Statement to employees and contractors.
2. Identify safety training needs and ensure that appropriate training is provided to employees.
3. Ensure that the necessary inspections and maintenance is carried out.
4. Be aware of all identified hazards throughout the school and ensure specific measures are taken to reduce the risks associated with these hazards.
5. Arrange that adequate funds and facilities to implement these policies are available.
6. Endure that all employees are aware of actions to be taken in case of emergency and that properly maintained firefighting equipment is available.
7. To endure that Accident Report Forms are completed thoroughly and promptly for all incidents/accidents involving employees and students.
8. Periodically arrange to have this policy statement revised.
9. Maintain relevant records and documents pertaining to statutory requirements.
10. Reprimand any member of staff failing in their responsibilities.
11. Monitor the activities of visitors and contractors on the premises to ensure their safety.

## **Responsibilities of Deputy Principal and Assistant Principals**

1. To know the statute requirements and ensure that they are observed.
2. To insist that sound and safe working practices are observed at all times.
3. To ensure that safety precautions are accounted for when employing outside contractors.
4. To institute proper reporting, recording, investigation and costing procedures.
5. To insist that the protective clothing and equipment is provided and is used.
6. To ensure that high standards of hygiene throughout the school are observed.
7. To be familiar with fire drills and evacuation procedures.
8. To arrange a suitable rota for staff to carry out routine inspections of the internal premises periodically.
9. To arrange for supervision of external grounds and arrange random patrols of all grounds within the site perimeter.
10. To assume the responsibilities of the Principal in Safety and Health matters in the absence, for any reason of the Principal.

## **Responsibilities of Teachers**

In accordance with the requirements of Section 9 of the Safety, Health and Welfare at Work Act 1989, employees have the following responsibilities:

1. Ensure that pupils carry out all their routines in a safe manner and do not create danger for themselves or for others.
2. Be familiar with and ensure that their charges are familiar with evacuation procedures.
3. Be familiar with the firefighting equipment and its uses.
4. Notify the Management of any accidents or incidents that could result in accidents and keep records of them.
5. Insist that all wear protective clothing and use protective equipment where necessary.
6. Identify hazards intrinsic to their own disciplines and ensure that they eliminate or take protective action against them and that all do likewise.
7. Use notices liberally to highlight problem areas.
8. Set an example for all.
9. Keep abreast of all Safety and Health legislation.
10. Encourage safe working practices in their own area.

## **Responsibilities of Caretakers**

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



## Responsibilities of School Office Staff

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

### Covid- 19 Infection Control: Risk Assessment and Actions

Under the Safety Health and Welfare at Work Act 2005, the board of management/ETB of ST Mac Dara's Community College is required to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all employees of the school. The board is further required to manage and conduct the school in such a way as to ensure, so far as is reasonably practicable, that individuals at the place of work who are not employees, such as students, parents/guardians, visitors to the school, are not exposed to risks to their safety, health or welfare.

1. **This policy** is influenced by the need to minimise the risk of introduction of COVID-19 into the school community and to prevent its spread. Although it is acknowledged that no single action or set of actions will completely eliminate the risk of COVID-19 transmission, adherence to this policy will contribute to the reduction of that risk of transmission.

In accordance with this policy students are expected to comply with the standards of behaviour set out in this policy or as directed by the school to prevent the introduction and spread of COVID-19. The COVID-19 control measures are consistent with current advice from the HSE, the Health and Safety Authority, the Department of Education and Skills and the Department of Foreign Affairs and, as such, may be subject to change. Students and parents/guardians will be notified of any changes to the control measures.

Students are expected to comply with all directions from school staff in relation to the school's COVID-19 control measures. Any failure or refusal to comply with this policy or to follow instructions of school staff should be dealt with in accordance with the school's Code of Behaviour.

Parents/guardians are required to supply the school with a phone number/s of available person/s who can be contacted at all times and who will be available to collect a student from the school should the need arise.

**2. Symptoms of COVID-19** Symptoms of COVID-19 are similar to symptoms of cold or flu. The most common symptoms are:

- fever
- cough
- shortness of breath



- loss of sense of smell or taste

More information regarding the most up-to-date signs and symptoms of COVID-19 is available on the HSE website, <https://www2.hse.ie/coronavirus/>.

### **3. Standards of Behaviour** expected of students to help prevent the introduction or spread of COVID - 19 in the school

Standards of Behaviour expected of students Students are expected to comply with any control measures directed by the school to prevent the introduction and spread of COVID-19, including, but not limited to:

- maintaining a social-distance of at least 1 metre and where possible, 2 metres, from other students and staff;
- wearing a face covering (applicable at post-primary level). All students at post-primary level, are required to wear a face covering subject to a limited number of exceptions set out in relevant Department of Education guidance. Face coverings must not contain any 3 Page | 3 slogans/logos/images that may cause upset or be deemed offensive to any member of the school community.
- performing hand hygiene with a hand sanitiser on entering the school.
- repeating hand-hygiene at regular intervals throughout the school day and when directed by school staff;
- maintaining good respiratory-hygiene. In this regard students should:
  - *cover nose/mouth with a tissue when coughing/sneezing and dispose of used tissue in waste bin and perform hand hygiene*
  - *cough or sneeze into the inner elbow (upper sleeve) rather than into the hand, if no tissues are available.*
  - *keep contaminated hands away from the eyes and nose o carry out hand hygiene after contact with respiratory secretions and contaminated objects/materials o not spit or deliberately cough or sneeze at or towards any other person in the school*
- *not sharing materials or stationery, such as pens, calculators, rulers, etc. with other students;*
- *not attending school for 14 days after returning from travel out of the country in line with Government guidelines for travel;*
- *not attending school if displaying COVID-19 like symptoms and remaining out of school for such period as is required in accordance with HSE/GP advice*
- *not attending school where tested positive for COVID-19 and remaining out of school for such period as is required in accordance with HSE/GP advice*
- *not attending school if identified by the HSE as a person who has been in contact with another person who has contracted COVID-19 and remaining out of school for such period as is required in accordance with HSE/GP advice;*

*• not attending school if a member of the student's household is displaying COVID-19 symptoms and remaining out of school for such period as is required in accordance with HSE/GP advice*

*• telling a teacher or other member of staff where a student feels unwell at school. In that regard the student will require to be collected from the school as soon as possible by a parent/guardian or a person designated by the parent/guardian for such purpose. o parents must ensure that the school has up-to-date contact details so that they can be contacted by the school if required.*

*• complying with any other such directions as advised by the DES and/or HSE and communicated to the school community. Note – schools should review the above list and adjust or add items where necessary having regard to its own particular circumstances Students should be aware that the above is a non-exhaustive list. Students are expected to follow all instructions from staff which aim to prevent the introduction COVID-19 into the school and minimise its spread.*

#### **4. Failure to comply with the standards of behaviour**

Failure by a student to comply with the standards of behaviour expected to help prevent the introduction and spread of COVID-19 will constitute a breach of the Code of Behaviour of St Mac Dara's Community College and s/he may be subject to sanction up to and including suspension or permanent exclusion. Any actions or sanctions taken in respect of alleged breaches of the code of behaviour will be carried out in accordance with the provisions of the school's code of behaviour, the requirements of the EWS Guidelines on Developing a Code of Behaviour and relevant requirements of the Education and Welfare Act 2000. Sanctions will be proportionate to the nature, seriousness and context of the behaviour.

A student engaging in aggressive, threatening or unacceptable behaviour that creates or increases the risk of COVID-19 infection for staff, other students or visitors to the school may be removed from class and, if necessary, from the school premises with immediate effect, pending any further action to be taken in accordance with the school's code of behaviour

#### **5. Checklist for dealing with a suspected case of COVID-19**

Each teacher/staff member will be required to manage a suspected case in line with the protocol and training.

**A nominated member of the school management team will be responsible for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.**

#### **Isolation Area (see notes as above)**

1. Have you identified a place that can be used as an isolation area, preferably with a door that can close? **Yes, Room A5.**
2. The isolation area does not have to be a separate room but if it is not a room it should be 2m away from others in the room. **Understood Yes**
3. Is the isolation area accessible, including to staff and students with disabilities? **Yes**
4. Is the route to the isolation area accessible? **Yes**

5. Have you a contingency plan for dealing with more than one suspected case of COVID-19? **Yes, Boardroom, Office of DP, Office of PO.**

6. Are the following available in the isolation area(s)?

- Tissues
- Hand sanitiser
- Disinfectant/wipes
- Gloves/Masks
- Waste Bags
- Bins

**Yes to all of the above.**

### **ISOLATING A PERSON**

Are procedures in place to accompany the infected person to the isolation area, along the isolation route with physical distancing from them?

**Yes, a member of the middle management team operating from room A5 will be discreetly called for to accompany an individual with suspected covid-19 to the isolation area.**

**The manager will wear a visor and face covering and stay 2 metres apart. On arrival at the isolation area, in the case of a student, parent/guardian will be contacted to come and collect their son/daughter. A request to contact their GP will be made, and arrangements for follow up information to be relayed to the Principal.**

**In the case of staff: a member of staff who is feeling unwell, will present to the Principal or a member of the Senior Management Team observing distancing and the wearing of a face covering. If well enough to drive, they will exit the building by the main door and drive home, advised to contact their GP and to update the Principal on the situation. Where a member of staff is unable to drive home for whatever reason, they will be directed to the isolation room, where arrangements will be made to contact a relative/friend to collect and bring them home. In the case of both students and staff before they return to school, they must be certified as covid-19 free from their doctor. Neither staff/students may use public transport to make their way home.**

7. Are staff familiar with this procedure? **Yes**

8. Have others been advised to maintain a distance of at least 2m from the affected person at all times? (it is intended that this will be dealt with as part of DES online training) **Yes**

9. Is there a disposable mask to wear for the affected person while in the common area and when exiting the building? **Yes**

### **ARRANGING FOR THE AFFECTED PERSON TO LEAVE THE SCHOOL**

10. Staff – have you established by asking them if the staff members feel well enough to travel home? **This will be our practice.**
11. Student – have you immediately contacted their parents/guardians and arranged for them to collect their student? Under no circumstances can a student use public or school transport to travel home if they are a suspected case of COVID-19. **This will be our practice.**
12. The affected person should be advised to avoid touching other people, surfaces and objects. **This will be our practice.**
13. The affected person should be advised to cover their mouth and nose with disposable tissue(s) when they cough or sneeze, and to put the tissue in the bin. A pedal bin will be on site in the isolation area, and it will be our practice to so advise.
14. Has transport home or to an assessment centre been arranged if the affected person has been directed to go there by their GP? **Transport will be the responsibility of a parent/guardian on the case of a student and in the case of a member of staff, it will be the responsibility, if well enough, for the member of staff to drive home or if so advised to an assessment centre. In the event of a member of staff being unwell and unable to drive themselves, a person nominated by them will be contacted to collect and transport.**
15. Has the affected person been advised not to go to their GP's surgery or any pharmacy or hospital? **This will be our practice.**
16. Has the affected person been advised they must not use public transport? **This will be our practice.**
17. Has the affected person been advised to continue wearing the face mask until they reach home? **This will be our practice.**

#### **FOLLOW UP**

18. Have you carried out an assessment of the incident to identify any follow-up actions needed? **This will be our practice.**
19. Have you advised the LWR of the incident in accordance with the agreed protocol? **This will be our practice.**
20. Are you available to provide advice and assistance if contacted by the HSE? **Yes**

#### **CLEANING**

21. Have you taken the isolation area out-of-use until cleaned and disinfected? **This will be our practice.**
22. Have you made arrangements to clean and disinfect any classroom space where the staff or students were located? **This will be our practice and to do so discreetly, safeguarding the privacy of an individual with suspected symptoms of Covid-19.**
23. Have you arranged for cleaning and disinfection of the isolation area and any other areas involved, as soon as practical after the affected person has left the building? **This will be our practice.**
24. Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE? We currently have contract cleaners on site who are trained in deep

cleaning. *(It is intended to provide online training for college cleaning staff. Appropriate PPE is already available to our college through the national procurement process which schools can access in line with the guidance which will be provided shortly)*

**The above checklist is taken from the Department of Education and Skills COVID-19 response plan for post primary schools, detailing our response to each Item on the checklist.**

#### 6. Working arrangements for Very High Risk Teachers and SNAs

COVID-19: Working Arrangements for Very High Risk Teachers and Special Needs Assistants and Pregnant Teachers and Special Needs Assistants employed in recognised Primary and Post Primary Schools - 2021/22 School Year. Please see:

the Department's website at <https://www.education.ie/en/Education-Staff/Services/Breaks-Leave/coronaviruscovid19/>

This has been circulated to all staff in St Mac Dara's Community College.

In advance of the 2021/22 school year, an employee who considers he/she is at very high risk of serious illness from contracting COVID-19 has been advised by the Department to submit a completed OHS COVID-19 Risk Assessment Questionnaire (available on the OHS website).

The OHS assessment process is detailed at paragraph 4.1 of Circular A pregnant employee who has any of the medical conditions as listed on the HSE website under 'Very high risk groups (extremely vulnerable)' should follow the process as detailed at paragraph 4.1 of Circular 0021/2021, with regard to a COVID-19 Health Risk Categorisation assessment. 0021/2021.

Where a teacher or SNA has a COVID-19 vaccination appointment during school hours, the absence will be treated in the same manner as other medical appointments. 8.2 In this regard, paragraph 1.3 of the Sick Leave Scheme as contained in Circular 0054/2019 for teachers and Circular 0060/2019 for SNAs refers. 'Sick Leave may be granted to a teacher or SNA who is unable to perform his/her duties - because of illness, injury or - when absent for the purpose of



obtaining medical related services (e.g. Doctor/Dentist) provided such appointments could not have been arranged outside of regular working hours or working days.’ 8.3 Similar to the Sick Leave Scheme, the employee should provide confirmation of the vaccination appointment. 8.4 Where an employee has side effects following the COVID-19 vaccination, resulting in absence from duty, the terms and conditions of the Sick Leave Scheme will apply.

The Employee Assistance Service, which is currently provided by Spectrum Life, is available as a supportive resource for employees. The free phone confidential helpline is 1800 411 057 and is available 24 hours a day, 365 days a year.


## 7. Ventilation and CO2 Monitors for Aug 2021

Ventilation and CO2 monitors: Managing ventilation is just one of a suite of public health measures in place to keep our schools safe. Updated guidance for schools on Practical Steps for the Deployment of Good Ventilation Practices in Schools was provided at the end of May following the work of an expert group that carefully considered the role of ventilation in managing COVID-19. A copy of the guidance is published at <https://www.gov.ie/en/publication/ad236-guidanceon-ventilation-in-schools/> The overarching approach in the guidance is for schools to have windows open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times and also at the end of each school day) and partially open when classrooms are in use. The guidance outlines that Carbon Dioxide (CO2) monitors can play a part in providing a useful general indication that areas/rooms may not be adequately ventilated. They can enable occupants to become familiar with the impacts of activities, outdoor weather and window openings on levels of good ventilation. In this regard, the Department is procuring a number of portable monitors that will be distributed to schools in August and September – between 2 and 20 at primary level and between 20 and 35 at post-primary level depending on school size at an estimated overall cost

of €4 million. This will ensure that a CO2 monitor will be available for use in every classroom in Ireland. The monitors are portable, simple to use, and will give a digital reading. The provision of portable CO2 monitors provides schools with the flexibility to focus their use to those rooms where most beneficial to inform strategies for optimising ventilation in the school.

This policy was adopted by the Board of Management on 5 October 2021.

Signed  Date 5 Oct 2021  
**Derek Ward,**  
**Principal.**

Signed  Date 5 Oct 2021  
**Pamela Kearns,**  
**Chairperson Board of Management.**

