



Health, Safety and Welfare Statement

This policy was adopted by the Board of Management on 03/10/23.

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."

Declaration

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 regarding any matter relating to employees and their employment, contractors or any third parties should be raised with the Management.

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.

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

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Responsibilities of Employers

The Safety, Health and Welfare at Work Act 2005 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.

The Employer 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 that are safe and without risks to health are provided and maintained.
- d) Employees are provided with the appropriate information, instruction, training, and supervision as is 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, appropriate protective clothing and equipment will be provided.
- g) The provision of maintenance on 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 workplace.
- j) Monitoring activities are undertaken to maintain standards.
- k) Where the foregoing cannot be complied with for lack of suitable personnel, the services of a competent person as per the Safety, Health and Welfare at Work Act 2005 will be attained.

Responsibilities of Employees

The Safety, Health and Welfare at Work Act 2005 imposes a statutory duty on Employees to:

- a) Take reasonable care for the health, safety and welfare of themselves and others who may be affected by their acts or omissions.

- b) Not interfere with or misuse anything provided in the interest of health, safety, and welfare.
- c) Co-operate with management and any other person to such an extent as will enable management to comply with all relevant statutory provisions.
- d) Use in such manner 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.
- e) 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.
- f) Report immediately all incidents, accidents, dangerous occurrences, and near misses to the Principal.

It is an offence under the Safety, Health, and Welfare at Work Act 2005 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.

Employee Hazard Reporting

The following circumstances must be reported verbally immediately to management:

- 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 regarding 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.

Employee Hazard Recording

As stated above all hazards will be reported verbally to the Management without delay and the action and the priority it will receive will be decided. Management will investigate the reported hazard and enter the details on the Hazard Report Sheet in the Hazard Report Book (Fire Book) the remedial action taken or explain why no action has been taken.

St. Mac Dara's CC 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.

Responsibilities of The Principal

The Principal is responsible for ensuring that staff are made aware of and comply with the Health, Safety and Welfare Statement.

In addition to the responsibilities listed for Employers and Employees, and those listed in the Reporting section, the Principal must:

- a) Communicate all relevant information included in the Health, Safety and Welfare Statement to employees and contractors.
- b) Identify safety training needs and ensure that appropriate training is provided to employees.
- c) Ensure that the necessary inspections and maintenance are carried out.
- d) Be aware of all identified hazards throughout the school and ensure specific measures are taken to reduce the risks associated with these hazards.
- e) Arrange that adequate funds and facilities to implement these policies are available.
- f) Ensure that all employees are aware of actions to be taken in case of emergency and that properly maintained firefighting equipment is available.
- g) Ensure that Accident Report Forms are completed thoroughly and promptly for all incidents/accidents involving employees and students.
- h) Periodically arrange to have this policy statement revised.
- i) Maintain relevant records and documents pertaining to statutory requirements.
- j) Reprimand any member of staff failing in their responsibilities.
- k) Monitor the activities of visitors and contractors on the premises to ensure their safety.

Responsibilities of The Deputy Principals and Assistant Principals

In addition to the responsibilities listed for Employees, the Deputy and Assistant Principals must:

- a) Know the statute requirements and ensure that they are observed.
- b) Insist that sound and safe working practices are observed at all times.
- c) Ensure that safety precautions are accounted for when employing outside contractors.
- d) Institute proper reporting, recording, investigation, and costing procedures.
- e) Insist that the protective clothing and equipment is provided and is used.
- f) Ensure that high standards of hygiene throughout the school are observed.
- g) Be familiar with fire drills and evacuation procedures.

- h) Arrange a suitable rota for staff to carry out routine inspections of the internal premises periodically.
- i) Arrange for supervision of external grounds and arrange random patrols of all grounds within the site perimeter.
- j) Assume the responsibilities of the Principal in Health, Safety and Welfare matters in the absence of the Principal.

Responsibilities of Safety Representative/Health and Safety Officer

In addition to the responsibilities listed for Employees, the Safety Representative/Health and Safety Officer must:

- a) Carry overall responsibility for the development of processes in relation to health and safety.
- b) Organise and coordinate a whole school fire/evacuation drill each term.
- c) Communicate with all staff (particularly ancillary and management) of awareness of health and safety, infection control (covid-19), movement and classroom management throughout the school.
- d) Organise first aid training for staff.
- e) Coordinate first aid, defibrillators, and fire safety equipment.
- f) Organise lunch time clean up rota.
- g) Provide safety notices for the school grounds.
- h) Create policy and practice.
- i) Maintain records in compliance with GDPR.

Responsibilities of Teachers

In addition to the responsibilities listed in the section Responsibilities of Employees, teachers must:

- a) Co-operate with the school's training and information requirements.
- b) Attend any training session requested.
- c) Put into practice any new instructions or guidelines provided.
- d) Follow any revised working procedure drawn up in the interest of safety once they have received the appropriate information, instruction, and training.
- e) Encourage students to report to them any items or situation which in the pupil's opinion are hazards or potential hazards.
- f) Ensure that pupils carry out all their routines in a safe manner and do not create danger for themselves or for others.
- g) Be familiar with and ensure that their charges are familiar with evacuation procedures.
- h) Be familiar with the firefighting equipment and its uses.
- i) Notify the Management of any accidents or incidents that could result in accidents and keep records of them.
- j) Insist that all wear protective clothing and use protective equipment where necessary.
- k) Identify hazards intrinsic to their own disciplines and ensure that they eliminate or take protective action against them and that all do likewise.
- l) Use notices liberally to highlight problem areas.
- m) Set an example for all.

- n) Keep abreast of all Safety and Health legislation.
- o) Encourage safe working practices in their own area.

Responsibilities of Caretaking Staff

In addition to the responsibilities listed in the section Responsibilities of Employees, caretaking staff must:

- a) Work in a manner which is safe to themselves and others.
- b) Use the proper tools and equipment for each task,
- c) Report any hazard that is encountered.
- d) Use proper protective clothing and equipment where necessary.
- e) Ensure that no-one has access to areas which are hazardous or whilst work is in progress.
- f) Supervise and control the entry of students to and their exit from the college.
- g) Prevent loitering in the vestibule and corridors, classrooms, toilets, social areas and outside the building.
- h) Be available for attendance when the college is open outside normal hours.
- i) Be familiar with fire drills and evacuation procedures.
- j) Be familiar with the use of firefighting equipment.
- k) Prevent the build-up of rubbish and especially of combustible material.
- l) Maintain heating and ventilation plant in proper working order.
- m) Repair light fittings as soon as they become faulty.
- n) Repair broken windows and doors as soon as possible.
- o) Remove broken furniture from use and have it repaired or replaced.
- p) Ensure that all exits, entrances, firefighting equipment, and fire alarm points are not obstructed.
- q) 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 Office Staff

In addition to the responsibilities listed in the section Responsibilities of Employees, office staff must:

- a) Be familiar with fire drills and evacuation procedures.
- b) Maintain a list of emergency telephone numbers and addresses.
- c) Report any defects in office equipment as soon as possible.
- d) Work in a manner that is safe to yourself and others.
- e) Avoid creating hazards in the office, e.g., leaving filing cabinets open, trailing cables, build-up of paper etc.
- f) Be familiar with the use of firefighting equipment.

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:

- a) All third-party visitors including contractors, visitors and other members of the public are made aware of means of escape by means of notices.

- b) 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.
- c) 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.
- d) That the contractor or sub-contractor's equipment is in good repair and in a safe condition.
- e) 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 schoolwork, shall include the appropriate legislative requirements in Safety and Health matters.

Health and Safety General 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.

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.

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 effect in machinery, equipment guards or safety devices immediately.
- e) Never interfere or wilfully damage any guard or safety device.

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

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.

Notices

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

Fire

- a) Make sure you are familiar with the fire procedures for your workplace.
- b) For your own safety do not tamper with 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 equipment and how to use it, provided you do not put yourself in danger.
- e) Make yourself aware of the notices regarding the location of firefighting equipment.

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.

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.

- a) The law requires that staff must report defects of which they become aware without delay to management so that remedial action can be taken.
- b) 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.
- c) 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.

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

Training

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 encounter.

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. The first aid training is renewed every two years.

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 includes:

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

An induction session will take place for new employees and 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 workplace 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.

Risk Management

Health and Safety can be successfully managed by:

- a) Identifying the hazards.
- b) Measuring and evaluating the risks associated with the hazards.
- c) Removing or controlling the risks.
- d) Educating all exposed to the risk.
- e) Implementing an action programme.
- f) Monitoring and reviewing the performance and the control of risks.

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

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

Risk Assessments are carried out by the Safety Representative/Health and Safety Officer in collaboration with a subject expert if necessary. The Risk Assessment templates provided by the Health and Safety Authority are used, as recommended.

Specific Hazards Associated with Schools

Fire Hazards

- a) Formal evacuation procedures are communicated to all staff and pupils.
- b) Evacuation drills are carried out once per term and logged in the Fire Book.
- c) Portable firefighting equipment is checked on a regular basis and evidence of these checks is recorded.
- d) All fire points are signposted and kept clear.
- e) Exits and entrances are signposted and kept clear and un-locked during normal operating hours.

Electrical Equipment

- a) All electrical equipment is suitably identified.
- b) Precautions are taken, by earthing or automatic disconnection, to prevent danger from any exposed conductive part that may become live.
- c) Due practices are complied with in choosing and using portable electrical tools.
- d) Over-current protective devices are fitted.
- e) Only appropriately qualified and trained personnel are permitted to work on electrical equipment.
- f) Emergency stop and isolation systems are in place.

Moving Parts of Machinery

- a) Unguarded drives, couplings etc. may occur due to human factors.
- b) Strict attention is given by means of communication, supervision, and notices that all moving parts have safety guards in place and that the guards are removed in authorised situations only.
- c) The College Code of Behaviour provides details on the wearing of loose pendant type jewellery, long hair, necklaces, scarves, loose clothing, etc.
- d) A programme of fitting tripping mechanisms to prevent equipment operating on the removal of guards is ongoing.

Manual Handling

- a) Appropriate organisational measures are taken or the appropriate mechanical means to avoid the need for manual handling of tools.

Use of Chemicals

- a) Chemicals are logged, labelled, and stored appropriately, according to the system recommended by the Dept of Education.
- b) Chemicals are permitted to be used only by teachers trained in their handling.
- c) Students are instructed in how to use the chemicals safely and supervised closely while chemicals are in use.
- d) PPE is worn by all, as appropriate.
- e) Instruction on action to take in the event of chemical contact with skin or eyes, or of inhalation, is given to students by teachers.
- f) Chemicals are disposed of correctly.

Sharp Implements

- a) Cutting implements are kept sharp and are disposed of or repaired when dull or rusting.
- b) Sharp implements are counted out and counted back in to ensure none are missing.
- c) Broken glass is cleaned up by teachers only.

General Ongoing Hazards

- a) Adequate lighting, internal and external, is provided.
- b) No flammable material is left near sources of heat.
- c) Continuous care will be given to un-level walking surfaces.
- d) Sudden changes in floor level or headroom height are highlighted with warning notices.
- e) Broken panes of glass are attended to immediately.
- f) Emergency stopping procedures for all power equipment is tested on a regular basis.
- g) Spillages are cleaned up immediately.
- h) Canteen/kitchen areas, washrooms and toilets are maintained in a safe and hygienic condition.
- i) Broken furniture is taken out of commission immediately for repair or replacement.
- j) Table-tops and work tops are continuously monitored for any signs of splitting or fraying.
- k) Fully stocked first aid boxes are available throughout the school and a large cohort of staff are trained first aiders.
- l) The operation and use of Visual Display Units is in accordance with regulations.
- m) Smoking and vaping are forbidden on our school grounds.
- n) Areas where pupils gather are monitored for overcrowding, and there is a sign-posted one-way system in operation in our school.
- o) Traffic control measures are in place on the school grounds, and safe speeds are adhered to at all times.
- p) Floors are continuously inspected and tripping hazards such as crumpled mats and carpets, missing floor tiles etc. are rectified.
- q) School bags are stored under chairs or desks.

- r) Equipment and services in all rooms are isolated when not in use. Gas services in science labs have an emergency cut-off system that teachers and pupils are aware of.
- s) Sharp instruments are locked away or properly sheathed when not in use.
- t) The external grounds are monitored and supervision over pupils is provided during leisure breaks.
- u) Notices are posted in classrooms indicating equipment that pupils are not allowed to use unsupervised.
- v) Dangerous behaviours, horseplay or other similar activity which could result in injury are not permitted.
- w) Metal dross, wood chipping and saw dust is removed on an on-going basis from the work rooms.
- x) Any-one deemed to be under the influence of alcohol or harmful drugs will not be allowed to commence work.
- y) Properly fitted drain covers are in position.

Threatening Behaviours and Assault

The potential for an employee to be 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 is considered a hazard.

The Management considers the guidelines provided by Circular Letter M18/99 issued by the Department of Education and will fully investigate by means of an Incident Report Form any violence or threat of aggression against staff.

The following categories of employees are deemed to be at particular risk:

- a) Those looking after premises.
- b) Those working alone.
- c) Those working with pupils with behavioural difficulties.
- d) Those looking after money or valuables.
- e) Those disciplining pupils.
- f) Those dealing with angry parents or relatives.

Covid-19 Infection Control

The Board of Management and Management of the school recognise 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 eliminate the risk of Covid-19 transmission, adherence to this policy will contribute to the reduction of that risk of transmission.

Students are expected to comply with the standards of behaviour set out below 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.

Standards of behaviour expected:

- a) Perform hand-hygiene with hand sanitiser on entering the school.
- b) Repeat hand-hygiene at regular intervals throughout the school day.
- c) Maintain good respiratory-hygiene;
 - a. Cover nose and mouth with a tissue when coughing/sneezing, dispose of used tissue in waste bin and sanitise hands.
 - b. Cough or sneeze into the inner elbow (upper sleeve) rather than into the hand if no tissues are available.
 - c. Keep contaminated hands away from the eyes, nose, mouth, and surfaces.
 - d. Carry out hand-hygiene after contact with respiratory secretions and contaminated objects/materials.
 - e. Do not spit or deliberately cough or sneeze at or towards any other person in the school.
- d) Do not attend school if displaying Covid-19-like symptoms and remain out of school for such period as is required in accordance with HSE/GP advice.
- e) Do not attend school where tested positive for Covid-19 and remain out of school for such period as is required in accordance with HSE/GP advice.
- f) Comply 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.

Failure to comply with the expected standards of behaviour will result in actions or sanctions which 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 the 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 an 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.

Movement In and Around the Building

A one-way system in place inside the college building. Student movement is outside the building where possible following a one-way system when changing classes.

- a) Students from base areas D and G, who are moving to other base areas, practical classes and Science exit via the base area external exit and move around the outside of the building.
- b) Students moving from or to Base Area H exit/enter via J/K corridor.
- c) Students use base area, practical room, and science rooms external doors for entry and exit (where they exist).
- d) Students in Base Area A class may enter and exit via reception.
- e) Students for Art re-enter the building at external door for Art.
- f) Students for Science, Woodwork, and Engineering enter these rooms via their external entrances.
- g) Students leave for PE Hall/Spawell via base area where possible.

Toilet Protocols

- a) Three students maximum are allowed in toilet area at any one time.
- b) Students must wait outside the toilet area maintaining required social distancing if three students are already in the toilet area.
- c) Students must wash their hands with soap and water as per HSE guidelines displayed.
- d) Students get permission in the normal way to leave class.
- e) Students use their assigned year group toilets only.
- f) Students are expected to comply with hygiene protocols as outlined earlier in this policy.

Going Home Sick

- a) Green slips process continues as normal.

Action by an Enforcing Authority

Should a serious incident occur at work, an inspector from the Enforcing Authority will carry out their 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, the level of which 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

All accidents will be reported regardless of severity. The term accident in this context refers to all accidents including "near misses" and property damage.

All accidents will be reported to the person in charge or supervising.

The injured person will complete an accident report form. If this is not feasible it must be completed by the person in charge. This form will be submitted to DDLETB via the school office.

In the event of a serious injury the site must be left undisturbed, after treatment to the injured party, until such time as clearance has been given. Details of all accidents will be recorded, and copies retained.

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

The death of a person, irrespective of whether they are at work, as a result of the accident arising out of or in connection with work.

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.

A person at work (including a self-employed person) being disabled from performing his normal work for more than 3 days.

A person who is not at work but who as result of a work activity sustains injury requiring medical treatment.

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 Health and Safety Authority about it by the quickest practicable means e.g., by telephone or email.

Appendices

Safety Statement

1. Safety, Health, and Welfare Policy
 - a. Our school has a Safety, Health, and Welfare Policy.
 - b. The Board of Management and DDLETB are committed to ensuring the safety, health and welfare of all staff and non-workers who may be affected by a work activity in the school so far as is reasonably practicable.
 - c. The Board of Management and DDLETB are committed to complying with all relevant statutory requirements that relate to occupational safety, health, and welfare and to managing school activities in line with school policies and procedures.
 - d. The Board of Management and DDLETB are committed to consulting with staff on matters relating to safety, health, and welfare at work.
2. School Profile

- a. Our school has 868 pupils and 90 staff. We are mindful of the specific safety concerns that may arise with such a large community of people using a building.
 - b. Our school produces a School Development Plan each year.
 - c. We have pupils with Additional Educational Needs in our school.
 - d. Our school building is single-floored, with approximately 50 classrooms including 4 science labs, 4 workshops, 2 kitchens, 2 art rooms, and a sensory room. There is a staffroom with a kitchen. There are 3 sets of toilets for student use and 3 sets of toilets for staff use. There is 1 toilet for disabled persons. There is a PE Hall with a gym and two sets of toilets.
 - e. Regular visitors to the school include parents and guardians, inspectors, and contractors.
 - f. Our school provides Adult Education classes on Monday evenings.
3. Resources to be applied to Safety, Health, and Welfare in the School
- a. Fully stocked First Aid boxes (11)
 - b. AEDs (2)
 - c. Trained first responders and first aiders on the staff.
 - d. Fire blankets and extinguishers throughout the school building.
4. Roles and Responsibilities for Safety, Health, and Welfare

Position	Duties
Board of Management/DDLETB	Overall responsibility
Principal/Deputy Principal	Overall responsibility
Non-teaching staff/Teaching staff	Responsible for reporting any issues they become aware of and taking appropriate care for their safety and the safety of those in their care.
Other school users (pupils, parents, volunteers, visitors)	Responsible for reporting any issues they become aware of and taking appropriate care for their safety.
Contractors	Responsible for reporting any issues they become aware of and taking appropriate care for their safety.
Safety Representative	Responsible for reporting issues to the Principal, carrying out risk assessments, coordinating fire drills and filling out the Fire Register.
Safety Committee	N/A

5. Risk Assessment
- a. Our school uses the Risk Assessment templates provided by the Health and Safety Authority as recommended by the Dept of Education, DDLETB, and TUI.
 - b. Risk assessments in specialist areas are carried out in consultation with specialist teachers.

- c. Concerns are shared in a shared document on our school SharePoint. This is a working document and is updated when concerns arise and when they are resolved.
- d. Actions from Risk Assessments are a work in progress.
- e. Current Risk Assessments are stored in a shared folder on our school SharePoint (linked here in Appendix 2). All staff are made aware of this.

Area of Activity	Person Responsible for Risk Assessment
General classrooms, corridors, areas of general use	Safety Representative/Principal
Science labs	Safety Representative/Head of Dept.
Woodwork and Engineering rooms	Safety Representative/Head of Dept.
Home Economics rooms	Safety Representative/Head of Dept.
PE Hall and Gym	Safety Representative/Head of Dept.

6. Emergency Procedures

- a. Detailed in the Critical Incident Policy (Appendix 1).

7. Fire Safety

- a. The Health and Safety Officer in conjunction with the principal are responsible for the organisation and the conducting of fire drills. The head caretaker is responsible for setting off the alarm and notifying the security company and fire department.
- b. Our school conducts at least 3 emergency evacuation drills per academic year; one is known in advance by staff and students, one is known in advance by staff, and one is unannounced.
- c. People with disabilities and additional needs are evacuated with their SNAs.
- d. The Fire Assembly Points are on a large tarmac area about 20m from the school. Each classroom has a designated assembly area. There is a designated assembly area for non-teaching staff.
- e. Emergency lighting system is in place along all corridors and in classrooms.
- f. The Health and Safety Officer, in conjunction with the Principal, is responsible for maintaining a record of fire drills undertaken, outcomes reviewed, and actions taken as a result.
- g. Evacuation procedures are communicated to staff at staff meetings and in a document distributed via email.
- h. Evacuation procedures are communicated to students by means of a PowerPoint presentation given to each tutor group by their tutor.
- i. Emergency exits are communicated to visitors upon arrival.
- j. The Secretary and Health and Safety Officer keep a record of all staff training in fire safety.
- k. Firefighting equipment is tested and maintained once a year by a specialist company.
- l. A number of staff are trained in the use of firefighting equipment.
- m. Procedures for checking the school's electrical systems?
- n. The Fire Register is kept in the Principal's office and contains records of fire drills and the maintenance, inspection and testing of fire safety and emergency equipment.

- e. New risk assessments are conducted as necessary (for example, when new equipment is procured).
- f. Whole-system monitoring and reviewing is a work in progress.

Appendix 1

[Critical Incident Policy](#)


Appendix 2

[Risk Assessments](#)

Critical Incident Policy link

[Critical Incident Policy](#)

This policy was adopted by the Board of Management on 03/10/23.

Signed  03/10/23
Derek Ward,
Principal.

Signed  03/10/23
Pamela Kearns,
Chairperson, Board of Management.