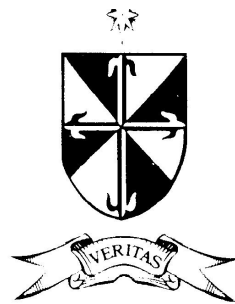


Dominican College Sion Hill



Health & Safety

The Safety, Health and Welfare at work Act 2005 sets out the main provisions for securing and improving the safety, health and welfare of people at work. The 2005 Act replaces the Safety, Health and Welfare at work Act 1989

The 2005 Act sets out:

- The requirements for the control of safety and Health at work
- The Management, organisation and the systems of work necessary to achieve those goals
- The responsibilities and roles of employers, employees and others
- The enforcement procedures needed to ensure that the goals are met

1. Health and Safety Policy

Duties

The Act sets out the duties of employers (section 8.1)

Employers are primarily responsible for creating and maintaining a safe and healthy workplace.

Employer's duties include:

- ü Managing and conducting all work activities so as to ensure the safety, health and welfare of people at work (including the prevention of improper conduct or behaviour likely to put employees at risk including Horseplay and bullying at work)
- ü Designing, providing and maintaining a safe place of work that has safe access and egress and uses plant and equipment that is safe and without risk to health
- ü Prevention of risks from the use of any article or substance or from exposure to physical agents, noise, vibration and ionising or other radiations.
- ü Planning, organising and revising systems of work that are safe and without risk to health
- ü Providing and maintaining welfare facilities for employees at the workplace
- ü Providing information, instruction, training and supervision regarding safety and health to employees which must be in a manner that they are likely to understand
- ü Providing appropriate protective equipment and clothing to the employees at no cost to the employees
- ü Appointing one or more competent persons to specifically advise the employer on compliance with the Health and Safety Laws
- ü Preventing risks to other people at the place of work
- ü Ensuring that reportable accidents and dangerous occurrences are reported to the Health and Safety Authority.

The Act sets out the Employees duties (section 13)

Employees (including full or part time, permanent or temporary regardless of any employment or contractual agreement they may have) also have duties

They must

- ü Comply with relevant laws and protect their own safety and health as well as the safety and health of anyone who may be affected by their acts at work
- ü Ensure that they are not under the influence of any intoxicant to the extent that they could be a danger to themselves or others while at work
- ü Cooperate with their employer with regard to safety, health and welfare at work
- ü Not engage in any improper conduct that could endanger their safety or health or that of anyone else
- ü Participate in safety and health training offered by their employer
- ü Make proper use of all machinery, tools, substances etc. which might endanger safety and health

Members of the Staff and Students are reminded:

- (a) A person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the school of any known side effect or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or to their fellow workers.
- (b) Staff and students are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary action

Consultation and Information

It is the policy of the Board of Management of Dominican College, Sion Hill to give a copy of the Safety Statement to all present and future staff and to convey any additional information or instructions regarding health, safety and welfare at work to all staff as it becomes available. Health and Safety and welfare at work will be considered in any future staff training and development plans and is included on the agenda of every staff meeting. This Health and Safety policy was drawn up after consultation with all staff.

2. Identifying Hazards

A. Fire

The most dangerous hazard in the School is the risk of a fire and so all the necessary precautions are taken to ensure that this is prevented from ever happening. Fire Extinguishers, fire hoses and fire blankets are dispersed throughout the School and are checked on a regular basis for insurance purposes

- ü Fire Drills are held each term organised by the Health and Safety Officer, these are timed and a report made up and all information is recorded in a

fire register which is left on the premises and is available for inspection at any time.

- ü The fire bell is loud enough so that it can be heard by all students in all classrooms
- ü All staff are aware of the nearest exit to their classroom, all staff have received a map of all the fire points and exits in the school and procedures to follow in a fire drill so that they can familiarise themselves with it
- ü All new staff are informed on their first day of emergency exits on the school premises

Fire Extinguishers

There are adequate fire extinguishers throughout the school and these are checked and serviced once a year by Apex. Training on how to use these fire extinguishers have been given to staff and this will occur on an ongoing basis.

Physical hazards in the school and the Risks that are associated with them

- ü All specialist rooms in the school (science labs, Home Ec, Art room) pose various physical hazards.
- ü Falling books from the top of lockers that are overloaded (classrooms and staff room could cause head injuries
- ü Trailing leads from radios/Cd players/DVDs and videos/televisions/ data projectors could cause people to trip over and injure themselves
- ü Falling projector screens could cause head injuries and concussion
- ü Slipping /tripping hazards on stairways if stairs not maintained properly or carpet that is worn down is a hazard
- ü Untidy classrooms, school bags in the way of exits
- ü Untidy specialist rooms/ staff rooms/ library, obstructions can hinder evacuation procedures
- ü Protruding units and fittings could cause head injuries
- ü Obstructions left in the way of doorways, emergency exits, escape routes, corridors can hinder a prompt evacuation and also can cause students/staff to trip over and hurt themselves
- ü Overloading electrical sockets (especially in staff kitchen) poor wiring can cause electrical faults/ fires
- ü Slippery floors due to water/other spillages in student toilets/ canteen and staff kitchen can be a hazard and must be cleaned up as soon as possible or else a sign warning staff/students about it.
- ü Running in the corridors by students or staff
- ü Burco and kettle in the staff kitchen
- ü Car park: Parking, speed limits on the school grounds
- ü Broken cups/ glassware in kitchen/ specialist rooms
- ü All rooms containing machinery and equipment
- ü Main fuse board
- ü Boiler house
- ü Ladders
- ü Icy surfaces on a cold day
- ü Opening and closing of windows

Hazards in the Print room

- ü Guillotine is a dangerous instrument and could cause a severe cut and bleeding if not used properly
- ü Photocopier in the print room, avoid looking directly at the light
- ü V.D.U s throughout the school need to be used sensibly to avoid repetitive strain/ glare, guidelines from the Health and Safety Authority are posted in the computer room.

Hazards in the Computer room

- ü Drinking/ eating in the computer room can damage hardware and cause electrical faults if food or drinks get spilt on the desktops, students are instructed not to eat there and there are signs up (no food/drink)
- ü All computers are shut down at the end of each day and the room is locked when not in use.

Hazards in the Science Rooms (Lab 1 and 2)

The Science room has a separate safety statement, which includes all hazards, risks, and precautions taken, this is available for inspection in the science room.

- ü Gas supply in the Science rooms has an emergency cut off point for safety.
- ü Each Science room is supplied with First aid kits, Fire extinguishers, sand bucket, fire blanket, eyewash, and disposable gloves.
- ü All oxidising, explosive, flammable materials are kept in metal storage cabinets that can be locked
- ü There are safety data sheets on all the chemicals used in the laboratory, how they should be used, where they should be stored and how they should be disposed of. The Science Teachers are fully familiar with the precautions that need to be adhered to while using these chemicals themselves and warn the students accordingly.
- ü Laboratory rules are clearly displayed and each student is familiar with them.
- ü Laboratory coats and safety goggles are available for each student
- ü All students are aware of the hazard symbols of chemicals.
- ü Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery and dispose of in the proper glass bin. Teachers only are allowed to clean up broken glass to avoid any student getting cut
- ü Safety Screens are used by Teachers where necessary
- ü Teachers are required to set a good example by observing the safety requirements when operating machines and to wear or use protective items when good practise requires and not to by pass safety devices
- ü Class sizes are kept to under 25 students for safety reasons

Hazards in the P.E Hall

- ü P.E equipment should be stacked securely so as not to cause a hazard
- ü The hockey pitch is checked regularly by the P.E Teacher to ensure that it is free from glass or other harmful materials.
- ü Wooden beams and benches etc are checked to ensure they are free of splinters and safe for use

Hazards in the Art room

- ü Guillotine could cause serious cuts if not used properly
- ü Paper shredder can cause severe injuries to students if hair got caught in it or clothes
- ü Art/craft/lilo knives can cause cuts to skin
- ü Electric pencil parer can cause cuts to skin
- ü Wax melter can cause burns to body
- ü Iron can cause burns to skin

All of this equipment is only used under the strict supervision of the Art Teacher
If an accident occurs students must report it immediately to the Teacher and there is a first aid kit available with all the necessary equipment.

The Art room rules are displayed clear to each student and are recalled regularly to ensure no horseplay in the Art room

Hazards in the Home Economics room

- ü During cookery classes students are advised to report any burns/ accidents as soon as they occur
- ü Rules of the Home economics room are clearly displayed
- ü Fire Extinguishers and a fire blanket are present
- ü First aid kits are supplied with the necessary equipment, eye wash, burn spray (as before)
- ü Class sizes to not exceed the recommended amount of students (20)

Human Hazards

- ü Students left unsupervised in class or at lunchtime/ break time/morning time
- ü 6th Year students that are allowed out at lunchtime should be made aware of all safety precautions and to cross the busy roads at the traffic lights only to avoid an accident
- ü Students crossing the road to get to school in the morning should cross at the traffic lights to avoid a road accident

St Thomas'

The Concert Hall

The Concert Hall has adequate fire extinguishers on stage and on the balcony.

6th year common room

The 6th years are allowed to use the Kitchen in St Thomas' at break time and lunch time and have the use of a microwave, kettle, fridge. The sixth year students are made aware of all the rules in the canteen and there are adequate fire extinguishers present in case of fire. Students are never left unsupervised in this area.

The Canteen

All other students have access to the canteen at lunchtime in which they can buy tea/coffee and snacks at lunchtime

The student's lockers are also in the canteen

Students are never left unsupervised in this area

Outside the entrance to the canteen there is a fire extinguisher

The Prefabs

The Prefabs have a separate fire alarm and each classroom has an emergency exit, there are adequate fire extinguishers present in case of a fire.

3. Risk Assessment

The following people are at risk to the above hazards:

- ü Students
- ü Staff
- ü Visitors
- ü Parents
- ü Supervisors
- ü Rental people
- ü Maintenance people
- ü Cleaners
- ü Caretakers

4. Precautions Taken

- ü An annual audit is carried out by the the Health and Safety officer of the School to identify and hazards that may arise and a report of recommendations is made to the Principal
- ü Fire Drills are held each term organised by the Health and Safety Officer, these are timed and a report made up and all information is recorded in a fire register which is left on the premises and is available for inspection at any time.

Accidents

- ü All accidents are dealt with as quickly as possible by the Teacher concerned.
- ü All accidents are reported using an accident report form.
- ü Any accidents involving blood are dealt with using surgical gloves, which are supplied in each first aid box.
- ü In the case of serious accidents students are brought to hospital and their parents are contacted as soon as possible.

First Aid Kits

There are adequate first aid kits throughout the school that are clearly marked

- ü There are first aid kits in all of the specialist rooms (Home Ec, Art, Science1/2, P.E, reception, staff kitchen, caretaker)
- ü The caretaker has a first aid kit and the cleaners have access to the first aid kit in the kitchen
- ü First aid kits are supplied with all necessary equipment and are checked regularly to ensure supplies are adequate.

Contents of first aid kits

40 adhesive plasters
4 sterile eye pads
6 safety pins
2 sterile eye wash
2 pairs of latex gloves
10 individually wrapped wipes
16 various size sterile unmedicated wound dressings

Sick Children

- ü Sick pupils stay at reception until they feel better, no medication is given to any student, and if a student needs to go home parents are contacted first so that they can collect the student.
- ü No student can leave the School under any circumstances unless permission is granted from the Principal or Vice Principal

School Tours

- ü All students wishing to go on a school tour need to get a parents signature on a tour permission form, this notifies parents of all arrangements of the tour.

Children wishing to leave School early

- ü Students must have a note from a Parent/Guardian if they must leave School early
- ü No student can leave the School under any circumstances unless permission is granted from the Principal or Vice Principal

General Safety Precautions

- ü All rooms that are not in use are locked.
- ü The main fuse board located in the small room directly in front of the staff room is to be locked at all times
- ü Access to and operation of plant equipment is restricted to qualified members of staff whose job function is that of running maintaining, cleaning and monitoring particular items of plant in the course of their normal duties
- ü In addition all such plant and machinery is to be used in strict accordance with the manufacturers instructions and recommendations
- ü All machinery and electrical equipment are fitted with adequate safeguards
- ü Ladders must be used with due caution and with another persons assistance if possible
- ü All materials, maintenance equipment of caretaker is stored securely.
- ü Refuse is stored safely outside the school.
- ü Floors: The washing of floors shall be conducted as far as is possible after school hours to eliminate as far as possible the danger of slipping. When floors are wet warning signs regarding wet floors shall be used. Attention is drawn to the possibility of outside surfaces being affected by frost in cold weather
- ü Attention is drawn to the possibility of outside surfaces being affected by frost in cold weather

Visual Display units:

It is the policy of the Board of Management that the advice contained in the guidelines on the safe operation of visual display units, issued by the Health and Safety Authority be carefully followed. Any up to date information regarding hazards relating to the use of V.D.U's will be studied and recommendations and directives implemented

Access to School

In as much as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary as relevant before gaining admittance to the School. Any contractor should make direct contact with the Principal before initiating any work on the premises and shall be shown the safety statement and shall agree to its provisions

Work in progress

Any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary. The contractor and his workmen shall not create any hazard, permanent or temporary, without informing the principal or his nominated agent and shall mark such hazard with warning signs or suitable protection

Collecting Children

All parents/ guardians/carers in the interest of safety must obey all signs on entering the school grounds. Cars are advised to drive slowly on entering the school ground when collecting children

Welfare of Staff

To ensure the continued welfare of the staff, a staff room separate from the work area (print room) is provided where tea and lunch breaks can be taken. Staff must co-operate in maintaining a high standard of hygiene in this area by disposing of food in the fridge when needs be.

A daily cleaning rota for the staff kitchen ensures that the kitchen area is well maintained

Teacher based classrooms this year will also ensure that the high Health and Safety standards are met as each Teacher will be responsible for his/her classroom

Stress Management

Staff have been made aware of the Employee Assistance Service for Teachers which provides Teachers and their immediate families to confidential counselling and to assist in coping with the effects of personal and work related issues. Face to face counselling is also available. This service is a part of V.H.I and the number to ring is a free phone number and available to ring 24 hours a day 365 days a year.

Ph 1800 411 057 or
E-Mail: eas@vhics.ie

Links to other policies.

- Critical incident policy
- School Outings
- Relationships and sexuality
- Dignity in the workplace
- Code of behaviour
- Child Protection Policy
- Internet policy

Whole School Awareness

During European Safety week posters are put up around the school to increase awareness of Health and Safety.

Revision of the Safety Statement

The Board of Management of Dominican College, Sion Hill in accordance with experience and the requirements of the Health and Safety Authority shall regularly revise this Statement.

Improvement Plan

Health and Safety section to be put into the new staff handbook.
Research is being done at the moment to buy a defibrillator for the school and training on how to use it.
Training of more members of staff in first aid
More staff training on Health and Safety issues
To heighten student awareness on Health and Safety issues and to possibly introduce a module on Health and Safety in Transition year before they go on work experience.

Signed on behalf of the Board of Management

Chairperson: _____ Date: _____

Principal: _____ Date: _____

Safety Officer: _____ Date: _____