

Boyne Community School

Revised Health and Safety Statement 2016

INTRODUCTION

The purpose of this statement is to safeguard the safety, health and welfare at work of the school's employees and students and also the safety and health of other people who might be at the workplace including visitors, contractors and members of the public. This statement was written according to the *Guidelines on Managing Safety and Health in Post Primary Schools Parts 1 and 2*.

SCOPE

This statement applies to the entire school community on the school's grounds and on any external school related activities including extracurricular and co-curricular programmes.

RELATION TO MISSION STATEMENT

Boyne Community School is committed to providing each student with a holistic education to enable him/her to achieve full potential. This must be done in a safe environment for the entire school community.

RATIONALE

It is a legal requirement under Section 20 of the Safety, Health and Welfare at Work Act, 2005, for every employer, in conjunction with employees, to prepare a Health and Safety Statement. It represents the Board of Management's commitment to safety and health, and specifies how the schools Safety and Health Management System (SMS) should be implemented. This statement includes five key elements; Policy and Commitment, Planning, Implementation, Measuring Performance, and Audit and Review. This statement should be read in conjunction with other relevant policies e.g. Code of Discipline, Critical Incident Policy and Substance Use Policy, Anti – Bullying. AUP etc.

POLICY AND COMMITMENT

The Board of Management and staff of the school are committed to the implementation of the Health and Safety Policy that is displayed prominently in the school.

Definition

A Safety Statement is a written programme of the school's commitment to safeguard the safety, health and welfare of staff while they work and the safety and health of other people who might be affected by work activities in the school including pupils, parents/guardians and visitors.

A Safety and Health Policy is a declaration that a workplace is as safe and healthy as reasonably practicable and that all statutory requirements will be complied with. (Guidelines on Managing Safety and Health in Post- Primary Schools)

SCHOOL PROFILE

Boyne Community School is a mixed co-educational non fee-paying day school . The school has been designated disadvantaged and is part of the Developing Equality of Opportunity in Education (DEIS) Programme. The socio-economic background of the students would range from working class to middle class families with the majority being working class.

Approximately 10% of the students would have special educational needs with a small number of these being students whose primary language is not English.

The present building consists of the original Model School, a two storey structure added in the 1960's and an extension added in 2000. An Autism/Special Needs suite was added in 2015. There are general purpose classrooms and specialist classrooms i.e.

Woodwork, MTW, DCG, Science, Information Technology, Art and Home Economics. The school also includes administration office, toilets and a staff room. The rest of the school consists of a canteen area, various locker areas, a Gym including storerooms and outdoor handball alley, basketball court and games field. The entire school area is covered by CCTV for student and staff security. There are two lifts to allow access to the first floor in two different locations. A designated walkway and adequate lighting is provided. There are also storage sheds and a boiler house.

RESOURCES FOR SAFETY AND HEALTH

The school has the following resources in the school;

- Defibrillator located in the main hall outside the front office and outside the Gym.
- First Aid boxes in all specialist classrooms, staffroom, front office and for sports activities,
- Various wall, floor signage and line marking
- Fire extinguishers located throughout school
- Fire alarm and emergency lighting
- Specific equipment pertaining to specialist classrooms e.g. Science Labs
- Trained personnel
- Intruder alarm and CCTV surveillance
- Effective supervision on the school campus and on school related trips
- A variety of related policies and procedures
- Good links with parents and members of the local community
- Support from external professional agencies such as HSE, NEPS and HSA etc.
- A Safety Committee and a Safety Co-ordinator
- Access to skilled service and maintenance personnel

Boyne Community School Safety Policy

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect pupils, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co- operation of all staff, contractors and pupils of the school

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff.

Boyne Community School Bom, undertakes in so far as is reasonably practicable to:

- a. promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
- b. provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- c. maintain a constant and continuing interest in safety and health matters pertinent to the activities of the school;
- d. continually improve the system in place for the management of occupational safety and health and review it periodically to ensure it remains relevant, appropriate and effective;
- e. consult with staff on matters related to safety, health and welfare at work
- f. provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, pupils, contractors and visitors.

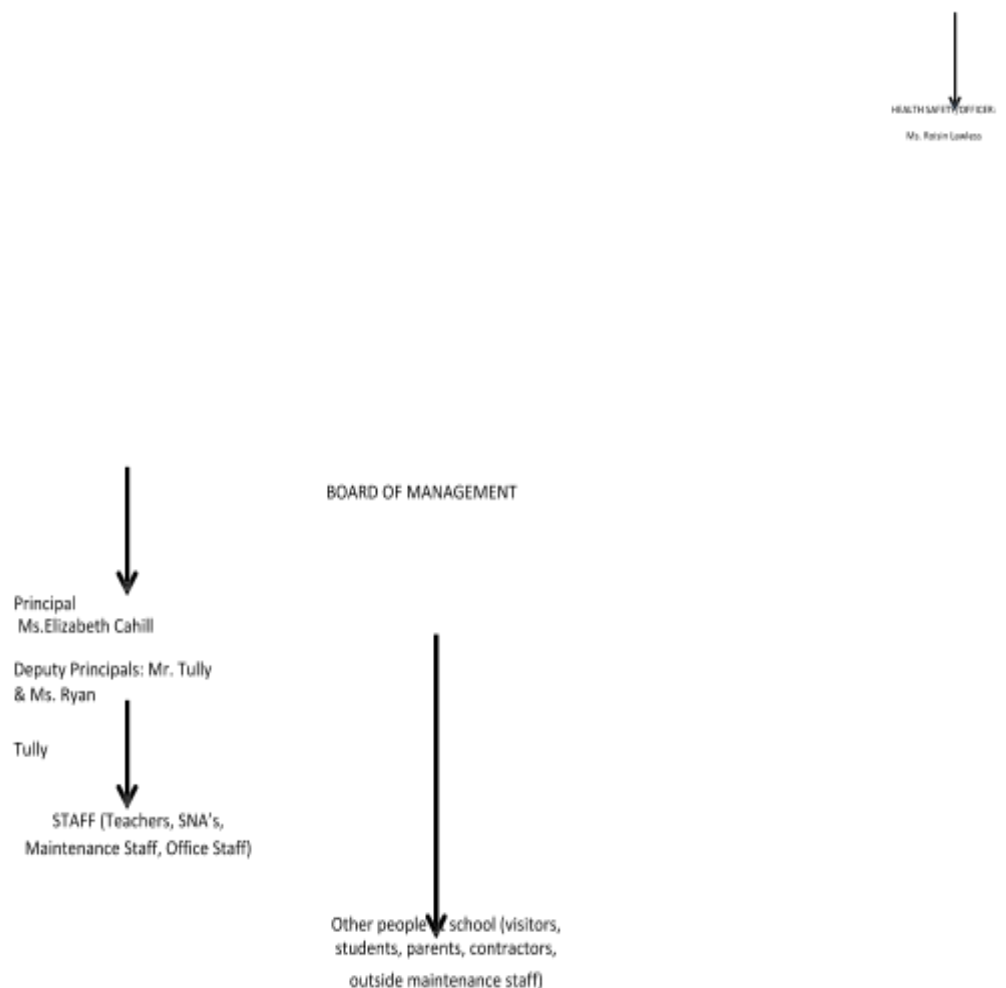
The Board of Management is committed to playing an active role in the implementation of this occupational safety and health policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Signed:

Secretary to BOM

Date:

ROLES AND RESPONSIBILITIES FOR SAFETY AND HEALTH Management Organisation Chart



Board of Management

- To comply with its legal obligations under the 2005 Act;
- To ensure that the school has a written risk assessments and an up to date safety statement;
- To review the implementation of the SMS and the safety statement;
- To set safety and health objectives;
- To review the safety statement at least annually and when changes that might affect workers' safety and health occur;
- To review the school's safety and health performance;
- To allocate adequate resources to deal with safety and health issues;

The Principal/Deputy Principal

- To comply with the requirements of the 2005 Act
- To maintain the safe upkeep of the premises
- To report to the Board of Management on safety and health performance;

- To manage safety and health in the school on a day-to-day basis;
- To communicate regularly with all members of the school community on safety and health matters;
- To ensure all accidents and incidents are investigated and all relevant statutory reports completed;
- To ensure fire drills are organised
- To contact emergency services in the event of an accident
- To ensure the fire alarm and fire extinguishers are regularly serviced
- To organise safety and health training for staff
- To ensure contractors and visitors comply with the school safety and health regulations
- To ensure the HSA are informed of accidents

Health and Safety Co-ordinator

- To assist the principal in managing safety and health in the school
- To check fire extinguishers and First Aid kits at the start of each half-term and replenish stock.
- Confer with the school management where supplies equipment and materials need to be purchased
- To be vigilant about safety and health issues and advise school management of any concerns
- To advise staff on safety and health issues and brief new staff on same
- To call Safety Committee meetings at least once per half term and to keep the minutes of such meetings
- To co-ordinate fire drills once per term and get feedback from staff and keep records of same
- To ensure all safety signage is in place around the school
- To ensure safety audits are undertaken by staff and to prioritise and address concerns in consultation with the principal.
- To survey staff on training needs and to record all training undertaken in the Safety and Health folder
- To ensure all accidents and near misses are recorded
- To ensure students, going on work experience, are briefed on safety and health in the workplace
- To monitor the HSA website and keep updated on H&S developments
- To keep the Safety and Health folder up-to-date

Teaching Staff

- To comply with all statutory obligations on employees as designated under the 2005 Act;
- Take reasonable care of personal safety, health and welfare.
- To ensure the safety and health of students and other members of the school community are safeguarded at all times

- To co-operate with school management in the implementation of the safety statement;
- To inform pupils of the safety procedures associated with individual subjects, e.g. Science, Technology subjects;
- To ensure that pupils follow safe procedures, e.g. use personal protective equipment (PPE) and adhere to laboratory rules;
- To conduct risk assessments of their immediate work environment;
- To formally check classroom/immediate work environment to ensure it is safe and free from fault or defect
- To ensure passage ways and exits are free from obstruction at all times
- To check that equipment is safe before use;
- To ensure that risk assessments are conducted for new hazards, e.g. new machine or chemical product;
- To advise students in relation to safety and evacuation procedures
- To report accidents, near misses, and dangerous occurrences to the safety co-ordinator and school management

Supervisors

Teachers who undertake supervision duties have responsibilities for the students prior to school starting and during breaks.

The responsibilities of those supervising at Boyne Community School include the following:

- ensuring the level of supervision is suitable with the activities students are involved in and the age and the maturity of the students;
- enforce rules of conduct that are outlined in the school's Code of Behaviour;
- ensure students do not enter areas that are out of bounds during the break times;
- investigating, recording and reporting incidents/accidents that occur as detailed in the school incident reporting procedure;
- ensuring students involved in accidents receive first aid or medical attention as required;
- keeping order in the canteen, the laptop storage area and yard area;
- actively participating in fire safety including drills and fire fighting training and being familiar with fire fighting equipment and its uses.

Ancillary Staff

- To comply with all statutory obligations on employees as designated under the 2005 Act;
- Take reasonable care of personal safety, health and welfare
- Get familiar with the school safety statement and undertake work in accordance with its requirements
- To ensure wet floors in common areas are mopped and any obstructions removed

- Check the safety of equipment before use and report defects to the principal
- Ensure that manufacturers/suppliers instructions are followed in relation to equipment, machinery and chemicals
- Be vigilant to possible hazards and report findings to the safety co-ordinator
- Wear personal protective equipment (PPE) as required
- Report any potential bullying or dangerous activities by students to school management
- Report accidents or near misses to the principal

Students

- Take reasonable care to protect his or her safety and health and the safety and health of other members of the school community
- Cooperate with the safety systems and signage in place in the school
- Observe any safety rules and procedures which may be defined for working in laboratories, workshops etc.
- Do not interfere with or misuse any safety equipment
- Study the school safety statement and be familiar with emergency procedures
- Report immediately to the **school management** any accident resulting in injury or any situation where a member of the school community may be in danger
- Report potential safety risks to the safety co-ordinator

Canteen Staff

The canteen staff has responsibility for food storage and hygiene in the canteen. Part 2 Chapter 2 Section 13 of the *Safety, Health and Welfare at Work Act 2005*

Duties include:

- take reasonable care for their own safety, health and welfare and that of any other person who may be affected by their acts or omissions while at work;
- co-operate with the Principal and any other person to such extent as will enable the Principal or the other person to comply with any of the relevant statutory provisions;
- report to the Principal, without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare, of which she becomes aware;
- know what to do in case of fire, familiarise themselves with the best escape route from their workstation so that in the event of an emergency they are able to lead themselves to safety;
- ensure the canteen is run by HACCP principles;
- ensure scrupulous cleanliness is maintained at all times.

Contractors:

Contractors must comply with statutory obligations as designated under the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General

Application) Regulations 2007 and any other relevant legislation such as the Safety, Health and Welfare at Work (Construction) Regulations 2006.

- Any contractor will require to be suitably qualified and experienced
- The contractor and the principal meet in advance to discuss any likely hazards and how these will be addressed
- Comply with the school safety statement and the company safety statement
- Ensure the work area is secured and doesn't endanger workers or school personnel
- Undertake work in accordance with site plan and relevant permit
- The school management is consulted about moving plant equipment and materials safely onto the school campus.
- Plant and equipment moved onto the school site is in good working order
- The contractor consults with the principal before using power tools or plant equipment
- Workers wear personal protective equipment on site
- Supply documentation and insurance details when required
(further details on Pages 24/25 of Guidelines on Managing Safety and Health)

Safety Committee

- Monitors and reviews the school safety statement
- Studies risk assessments and safety audits undertaken by staff
- Organise walk-through inspections
- Discuss safety training needs
- Discuss issues impacting on safety and health
- Assess fire drill evaluations
- Examine accident reports
- Draft action plans to address potential risks
- Manage safety resources and assess that resources are being used effectively to remedy risks and to improve the Safety and Health Management System in the school
- Provide on-going evaluation of safety and health practice in the school

The safety committee consists of the following personnel:

- The principal
- The deputy principal
- The safety co-ordinator
- The caretaker
- A teacher representative
- A student representative

The committee meets once per half-term and is chaired by the safety co-ordinator

HAZARDS

Section 19 of the Safety, Health and Welfare at Work Act 2005 specifies that, “Every employer shall identify the hazards in the place of work under his or her control, assess the risk presented by those hazards and be in possession of a written risk assessment of the risks.”

A hazard is anything that has the potential to cause harm to people, property or the environment

Physical Hazards

Some common causes of accidents are:

- Manual handling (heavy awkward or hard-to-reach loads,)
- Slipping/tripping hazards (poorly maintained or untidy floors, passage ways or stairs)
- Falling from a height (from mezzanine floors or scaffolding)
- Getting caught or cut by machinery especially moving parts of machinery blades or rollers, equipment (poorly maintained or whose guards have been disabled)
- Falling objects
- Introduction of new machinery or work systems
- Fire (from flammable or combustible materials)
- Electricity (poor wiring or not being protected by residual current devices)
- Special hazards of maintenance of equipment and the workplace itself (the roof, windows or gutters)
- Injury by another person
- Hot substances or surfaces
- Hand tools (noise, eye injury, electrocution)
- Poor housekeeping

Health Hazards

- Negative stress (e.g. from poor work organisation or control, repetitive strain, etc.)
- Noise (e.g. if people must raise their voices to be heard)
- Harmful dusts (e.g. from grinding)
- Unsuitable lighting levels
- Sources of radiation
- Extremes of temperature
- Injury through poor design of tasks or machinery
- School bags
- Stress
- Bullying/Harassment

Chemical Hazards

- Immediate problems,(e.g. acute toxic effects or catching fire)
- Long-term effects of exposure on health (e.g. cancer-causing)
- Likelihood of skin problems (e.g. skin irritation or sensitiser causing dermatitis)
- Likelihood of chest problems

Risk Assessment

Risk means the likelihood, great or small, that someone will be harmed by a hazard together with the severity of the harm suffered.

Risk also depends on the number of people who might be exposed to the hazard.

It is the employer's duty under section 19 of the 2005 Act, to ensure a risk assessment is carried out. Risk assessment is a key component of any safety statement and involves the following steps:

1. Identify the hazards
2. Evaluate the risk in proportion to the hazard
3. Put in place appropriate control measures to eliminate or minimise the risk

A major risk assessment will be undertaken by all staff and covering all areas of the school in September 2018. This task will be co-ordinated by Ms. Lawless, the safety co-ordinator. The templates in the "Guidelines on Managing Safety and Health in Post- Primary Schools" will be used to complete this task. The completed templates will be scrutinised by the safety co-ordinator and a list of possible hazards and risks drafted.

This list is to be discussed at safety committee meetings and at meetings between the principal and safety co-ordinator and risks are prioritised and addressed on an on-going basis. As far as is practicable protective and preventative measures are put in place to reduce and control risks.

Following the implementation of this safety statement an annual safety audit will form part of the school's SMS

EMERGENCY PROCEDURES, FIRE SAFETY, FIRST-AID, ACCIDENTS AND DANGEROUS OCCURRENCES/NEAR MISSES

Section 8 of the Safety, Health and Welfare at Work Act 2005 requires that every employer shall "prepare and revise as appropriate, adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious and imminent danger."

Emergency Procedures

The school has a formal procedure to deal with emergency situations e.g. fire, suicide. This is outlined in the school's **Critical Incident Policy**.

Fire Safety

The following controls are in place:

- There are fire extinguishers visibly located in each room and these are checked regularly and serviced annually. Twenty percent of this equipment is randomly replaced each year.
- There are fire blankets in the Home Economics room and in school canteens
- The school has a fire alarm with sounders strategically situated throughout the school campus. This is serviced regularly.
- There is a designated Fire Assembly Area with year group identification numbers clearly marked

- Evacuation routes have been designed for each classroom
- Fire exits are clearly marked
- Timed fire drills take place at least twice a year. There is an evaluation of each drill to identify where there is room for improvement
- All school personnel are made aware of emergency evacuation procedures and these are posted in all rooms
- There is a roll call at the beginning of each lesson and teachers carryout a roll call at the Assembly Point during a fire drill
- There is emergency lighting in the main corridors and
- There are smoke detectors in the main building and in the canteen areas
- Smoking on school grounds is prohibited for all school personnel, visitors, contractors and workers
- The caretaker ensures that all lights, data projectors and photocopiers are switched off each evening
- Teachers are requested to ensure all computers are powered off at the end of the day and there is a central shutdown of all network computers and laptops each evening
- There are gas detectors in the Home Economics and Science laboratory
- Teachers in specialist rooms are requested to check that appliances, power equipment and gas supplies are shut off each evening

EMERGENCY EVACUATION PROCEDURES

The school undertakes to have at least **two fire drill** procedures per year.

Teachers/Staff – Fire Drill Procedure.

In the event of hearing the fire alarm:

1. If you have a class group, inform the students that they should leave the room through the emergency exit in an orderly manner and to leave all belongings behind them
2. Inform them they should line up in the Assembly Area.
3. Guide the students to the Assembly Area using the evacuation route for your classroom. Bring your teacher's journal to call the roll.
4. At the Assembly Area, instruct the students to line up and call the roll to check all are present.
5. When this is done, wait for further instruction. If the all-clear is given then instruct students to return to their classroom through the main doors of the classroom.
6. If you do not have class you should proceed directly to the Assembly Area.

If the fire alarm sounds during **recreation time**, tutors should then call the roll in the assembly area and all other teachers should proceed to the Assembly Area.

Tutors will assist Ms.Darby in taking attendance if Fire Alarm sounds during recreation time.

Students – Fire Drill Procedure

In the event of hearing the fire alarm

1. Proceed to leave the classroom in an orderly manner
 - Do not run or push
 - Do not bring any belongings with you
2. Leave through the emergency exit and proceed to the Assembly Area using the evacuation route for the classroom you are in.
3. When at the Assembly Area, line up in your class group in the year group area.
4. Wait in the Assembly Area until your teacher has called the roll and gives you permission to return to class.

If the fire alarm sounds during **recreation time**, you should proceed immediately to the Assembly Area and line up in your tutor class. You should wait then until the roll is called and you are dismissed.

First-aid

Chapter 2 of Part 7 of the General Application Regulations 2007 sets out the first-aid requirements for workplaces. "Employers have a duty to provide first-aid equipment at all places of work where working conditions require it.

Precautionary measures include the following:

- The location of First Aid boxes are clearly signed in each room
- These boxes are checked once per term and restocked where necessary. This is co-ordinated by the safety officer.
- A First Aid kit is brought on all sport outings
- There are defibrillators located outside the main office and the Gym.
- The majority of staff has participated in Basic First Aid training and some have participated in defibrillator training
- A list of emergency telephone numbers is posted in the office
- Teachers are made aware of students with medical conditions at the start of the year

Procedures for managing ill students

A student who feels ill during the day reports to the office and contacts a parent or guardian on the school phone

Depending on the severity of the illness s/he either returns to class or sits outside the office until s/he is signed out by a parent/relative

A student feeling ill in class is escorted to the office by another student and contact is made with home.

If a student is too ill to move school management should be notified immediately.

In cases where contact cannot be made with a parent/guardian then school management will assess the situation. If the student is feeling extremely unwell then s/he will be brought to the doctor as quickly as possible by the principal/deputy principal or teacher in charge.

Medication is **not** to be administered to students by staff unless special permission has been given by parents/guardians.

Accidents and Dangerous

Occurrences Prevention

Students are supervised before schools begins each day and during recreational periods Teachers intervene where horseplay or where students are engaging in potentially dangerous behaviour.

Teachers are required to be punctual and not to leave classes unsupervised.

In classrooms bags should be safely stored and passage ways kept clear.

Teachers should ensure that cables and wires are not trailing as far as practicable. In specialist rooms students are not to use equipment/appliances unsupervised or without safety gear, where necessary.

It is the duty of class teachers to report broken furniture to the caretaker and to check equipment for visible faults before use.

Spills are to be cleaned up immediately.

Handrails are used in conjunction with steps throughout the campus.

Signage is used to draw attention to wet floors especially on the main corridor during rainy days.

There is a student movement plan in place in the school.

Students are not permitted to leave school grounds during the day unless they are collected or have a permit to go home.

Students are advised to participate in the personal accident insurance scheme which is compulsory for students taking part in sport.

Procedures for injuries and accidents Classroom

Accidents or injuries are assessed by the class teacher and First Aid Kits/Eye Wash Kits/ Burn kits /Ice Packs (fridge in HEC room) are used to administer initial treatment.

The class representative or another student is sent to report the incident to a member of school management.

The principal/deputy principal will assess the injured party and decide on the next course of action.

Depending on the seriousness of the injury the student will:

- Remain in school following first aid treatment
- Be sent home with a parent
- Brought to the doctor
- Ferried to hospital by ambulance

The teacher completes an incident report before the end of the day.

School management will investigate the incident to determine probable cause. If possible a strategy will be devised to minimise the risk of such an incident occurring in the future.

Parents to be advised of all injuries no matter how minor.

Out of class

Any incident occurring on school grounds is assessed by the staff member first on the scene.

The injured party is brought to the office area where initial first aid treatment is administered.

School management is informed and s/he determines the subsequent action to be taken. Procedures as outlined for in-class incidents are followed.

The teacher completes an incident report before the end of the day

Serious/Severe/Critical incidents

If the injured party cannot stand up or is complaining of neck, back or leg injury then the school management should be summoned immediately and no attempt should be made to move him/her.

The person should be covered and kept warm

All students should be moved away from the scene

The school management or teacher in charge determines the scale of the injury and what action is to be taken.

If the person is not breathing then CPR should begin without delay. One person should be asked to call 999 and another sent to alert school management and fetch the defibrillator. A parent or the next-of-kin is contacted.

The first member of staff on the scene completes an incident report before the end of the day

The incident is investigated internally by the school management and the findings communicated to all appropriate personnel. Corrective action will be taken where possible

If required the Garda Síochána will be contacted by school management

School trips and Games

These are classified as work-related activities so the school's Safety Statement applies in such situations.

Precautions

A list of students and adults going on the outing is compiled by the organiser and a copy is given to school management

The roll is called on the outward and return journey A First Aid kit is brought to sporting events

A reliable bus operator is used on all outings

The trip organiser travels with the students on the bus A copy of the trip details is given to school management **Accidents and injuries**

The teacher assesses the injuries and administers basic first aid

School management is to be contacted where an injury is serious and may require medical attention.

Accidents must always be reported to school management and an incident report completed

(Consult the Tours policy for more comprehensive instructions)

Recording and Reporting

All accidents or near misses are recorded in the **Incident Recording File** in the front office by the class teacher or the member of staff first on the scene.

Accidents or near-misses will be reported to the Board of Management by the principal The following are reportable to the **Health and Safety Authority (HSA)**:

A pupil is injured as a result of a **work-related** activity (tours and trips included) and requires medical treatment by a registered medical practitioner

An injury to an employee in the course of their employment which prevents him/her from performing the normal duties of work for 3 calendar days not including the day of the accident

The death of any employee which was caused by an accident during the course of their work

The Incident Report form (IR1) is used for reporting work-related accidents The Incident Report form (IR3) is used for reporting dangerous occurrences These are available on the HSA website:

www.hsa.ie

SPECIAL RISK PERSONNEL AND POTENTIAL RISK

FACTORS STUDENTS WITH SPECIAL EDUCATIONAL

NEEDS

The names of students with health issues are reported to staff at the start of the year as

well as any specific details on how to manage situations which may arise with these students. Every care is taken to ensure the safety of this higher risk group.

- Careful supervision
- Access and egress carefully considered
- Individual needs are assessed in relation to evacuation

PREGNANT PERSONNEL

The school will take all necessary steps to comply with **The Safety, Health and Welfare at Work Regulations 2007**. These regulations pertain to employees who are pregnant, just have had a baby or are breast-feeding

School management should be informed as early as possible when an employee or student becomes pregnant.

The school management will examine the school environment to identify any elevated risks to the health and safety of this female and her developing child

Risks including the following will be considered:

Physical shocks

Heavy load handling

Abrupt movement and

postures Exposure to

harmful chemicals Excessive

standing

Increase risk of

falling Excessive

heat exposure

(List of risks is not
exhaustive)

If a risk is identified then a strategy will be identified to minimise or eliminate the risk The findings will be communicated to pregnant staff member or student

LONE WORKERS

These would include ancillary staff and contractors who work on their own without close supervision

Risks

Accidents and emergencies arising out of their work Sudden illness

Injuries from equipment or

substances Falls from heights

Injuries from lifting heavy objects and goods

Risk Assessment

Does the workplace present a special risk to lone workers?

Can all equipment, substances and goods be handled by one person?

Are these workers aware of the risks and procedures for handling heavy loads? Is the person medically fit to work alone?

How will the person be supervised?

What training is required to ensure competency in safety matters?

Controls

All lone workers to ensure that they have their mobile phones with them at all times and that the principal's and at least one other worker's contact details are stored on it Take reasonable care to look after their safety and health

Check in to the office at the start of work and check out when leaving

Inform school management if attempting potentially dangerous tasks

The worker checks all equipment and appliances before use for visible faults

Manufacturer's instructions are obeyed when operating equipment and appliances
Check that all electric equipment is powered off and unplugged when not in use
Use personal protective equipment where necessary
Check that all climbing equipment is firmly secured before use
Be familiar with the content of the school's Safety Statement

Do not allow unauthorised personnel (students) near the immediate work area and use signage where temporary hazards present themselves

Listen for emergency alarm

Check workplace for risks and report identified risks to the safety

co-ordinator Report accidents or near misses to the school management

Complete an accident report on accidents or on near misses

WORK EXPERIENCE

Leaving Certificate Vocational Programme students spend one week on work experience during the first year of their programme. T.Y. and LCA 1 and 2 students are in work experience every Wednesday. For some it may be their first time in a work environment so students need to be familiar with the possible safety and health risks.

- ☐ Students are advised to seek experience with reputable companies and organisations
- ☐ Students are made aware of potential safety risks associated with the work environment. The **Choose Safety** teaching and learning resource pack may be used in preparing students for work experience
- ☐ Each student must furnish the programme coordinator with the name of the company/organisation as well as a contact name and telephone number
- ☐ The students are requested to enquire about safety and health procedures on site before they commence work experience
- ☐ Employers are requested in the cover letter from the school to provide induction training and to pay attention in particular to safety and health issues
- ☐ A copy of the school's insurance is given to the employer outlining what is/isn't covered while the student is on site
- ☐ Employers or supervisors are contacted during the placement by the programme coordinator. A random sample of sites will be visited by the coordinator
- ☐ All employers are required to complete an assessment report
- ☐ Students are required to complete an evaluation report which includes safety and health procedures
- ☐ Students are obliged to report any accidents or near misses to the programme coordinator and complete an incident report
- ☐ This will be examined by school management and the Safety Committee

Stress

"Stress occurs when an individual perceives an imbalance between the demands placed on them on the one hand, and their ability to cope on the other" (Professor Tom Cox, Institute of Work, Health and Organisation).

Causes of short-term stress include:

- tough deadlines,
- having to carry out tasks we find very difficult,
- having to do many things at once,
- having to act in difficult circumstances or under external pressures

Stress generally comes from aspects of personal lives but aspects of the work environment may exacerbate the state from time to time. Each individual employee brings into the school his/her own particular personality, medical history, psychological make-up and coping skills. As a result, what may be stressful for one employee may not be for another.

Effects of Stress

The experience of stress can change the way a person feels, thinks and behaves and can also produce physical changes.

When you are stressed, you are less likely to eat well, get adequate sleep, take exercise and relax. You can also experience irritability reduced attention span and memory impairment. Irritability due to stress can create secondary problems such as the loss of social support. Being stressed over a prolonged period of time has been associated with increased blood pressure and cardiovascular problems.

Boyne Community School is committed to a healthy workforce by placing value on both physical and mental health. The school acknowledges that stress problems have many causes and is committed to promoting a working environment where staff feels they are at risk of suffering from the negative effects of stress can raise the issue in confidence, so that necessary support mechanisms can be put in place.

Aims

- encourage staff well-being within the school and discourage the stigma attached to stress;
- raise awareness of ill health associated with stress, its causes and associated factors;
- to reduce as far as is reasonably practicable within the confines of a school environment the sources of stress;
- enhance the factors within the school that reduce the risk of stress;
- educate staff in techniques for coping with pressure and stress;
- provide systems of support and make sure they are well publicised
- encourage staff to get help at an early stage;
- make sure there is confidentiality for those who want help.

Procedures

- Clear policies on behaviour exist in the school and these should be consistently applied.
- High priority is given to staff training and management supports and encourages participation in relevant in-service courses in so far as is reasonably practicable.
- The Board of Management and the Principal ensure, as far as is reasonably practicable, that the physical work environments for staff are safe and do not expose them to risks that may give rise to stress at work.
- It is school practice to ensure that staff takes time to review and celebrate positive achievements.
- Social occasions for staff are organised throughout the school year to give staff a chance to relax and socialise with each other outside of the workplace.
- If an employee feels that they are suffering from work-related stress it is important that they seek medical help. They should then discuss with the Principal the causes of their stress and as far as reasonably practicable the Principal will deal with the issue concerned.

As an employee how can I cope with stress at work?

Employees should try to channel their energy into solving the problem rather than just worrying about it, thinking about what may resolve any issues and offering solutions. Employees can use some of the following techniques for coping with stress at work: Manage Your Work Load

- ☐ Set priorities
- ☐ Manage time effectively
- ☐ Set limits to work and draw boundaries
- ☐ Define problems precisely
- ☐ Break work up into manageable units
- ☐ Recognise your own worth
- ☐ Improve communication
- ☐ Be more assertive
- ☐ Make decisions
- ☐ Plan your time – including your free time
- ☐ Decide your career goals
- ☐ Avail of training opportunities
- ☐ Maintain Physical Fitness
- ☐ Eat a sensible diet
- ☐ Have sufficient rest
- ☐ Decide on some agreeable form of exercise and make it a habit
- ☐ Develop interests outside work

HARASSMENT AND BULLYING

Boyne Community School is committed to providing all of its employees with an environment free from harassment.

Harassment can be defined as behaviour, which is persistent and results in the person subjected to the behaviour feeling upset, threatened, humiliated or vulnerable. An individual can be harassed on grounds of their:

- race
- age
- religious belief
- national/ethnic origin
- sexual orientation
- disability
- membership of the travelling community.

The harassment can include conduct offensive to a reasonable person, e.g. oral or written slurs, physical contact, gestures, jokes, displaying pictures, flags/emblems, graffiti or other material which state/imply prejudicial attitudes which are offensive to fellow employees.

Sexual harassment can be defined as conduct towards another person, which is sexual in nature, or has a sexual dimension, and is unwelcome to the recipient.

Examples of this type of harassment include:

- sexual gestures
- displaying sexually suggestive objects, pictures, calendars
- sending suggestive pornographic material
- unwelcome sexual comments and jokes
- unwelcome physical conduct such as pinching, unnecessary touching, etc

If you think that you are being harassed/ bullied at work you should seek advice from the principal.

Procedures

It is often preferable for all concerned that complaints of harassment or bullying are dealt with informally whenever possible. This is likely to produce solutions, which are speedy, effective and minimise embarrassment and the risk of breaching confidentiality.

- In the first instance a person who believes that they are the subject of harassment or bullying should ask the person responsible to stop the offensive behaviour.
- When this action does not result in a cessation of the harassment or bullying, or where a more serious incident has arisen the employee should use the formal procedure.

Where formal complaints have been made, then the employee should contact their School Principal as soon as possible. Submission of all claims will be governed by the time limitation as outlined under the relevant legislation.

The person making the complaint will be required to put their allegation in writing. In the interests of natural justice the alleged harasser will be made aware of the nature of the complaint, his or her right to representation and will be given every opportunity to rebut the detailed allegations made.

When the investigation has been completed both parties will be informed as to whether or not the complaint has been upheld.

All complaints received will be treated seriously, confidentially and dealt with as soon as is practicable.

Strict confidentiality and proper discretion will be maintained, as far as is possible, in any necessary consultation to safeguard both parties from innuendo and harmful gossip.

Management will maintain a record of all relevant discussions, which take place during the course of the investigation.

School Bags

School bags may give rise to two possible risks:

- The weight of schoolbags may cause back problems for students
- Careless storage of bags could cause trips and falls for school personnel

There are three common school bag designs, namely the rucksack, shoulder strap bag and the sports bag. The rucksack design is the most efficient when it is worn correctly on the back and not over one shoulder.

The following are possible ways of reducing the risk;

- Strap both handles of the bag on your shoulders if possible.
- Stand and walk with a straight back. If your back is arched you could be doing damage to it.
- Take care and be aware of others in the vicinity when removing your school bag from your back.
- Don't stand for long periods with your school bag on your back.
- Always store your bag safely.
- Use your locker efficiently and only carry the books you need for class

Cash Handling

Employees who have responsibilities for the shop, canteen and collecting cash should deposit cash in the safe in the office. Under no circumstances should cash be kept in rooms. Employees responsible for lodging cash should vary their routine for lodgement.

Noise

The daily personal noise exposure limit is 80 decibels. As a rough guide if a normal conversation cannot be heard 2M away from the speaker then it is likely that the noise levels are above this limit.

All personnel using machinery or electric tools should wear hearing protection. A noise audit should be undertaken at regular intervals to determine the levels of exposure.

LOGISTICAL ISSUES

Pedestrians

1. Pedestrians are requested to use the **Pedestrian Crossing** when crossing the street in front of the school.
2. Students are advised to be extremely careful when entering and exiting school grounds and to use the safe cross code
3. On school grounds pedestrians are advised to be extremely vigilant of vehicular traffic and walk carefully on the paths.
4. Students are not permitted to loiter in the town during lunch and are not allowed to leave school grounds during the day without permission. Pupils who break this regulation will receive a sanction from school management.
5. It is recommended that pupils wear an item of high visibility so that they are more readily visible in dark conditions
6. Students are recommended not to use personal electronic devices requiring the use of earphones whilst walking to or from school as this may compromise their awareness of other road users.

Vehicular traffic

1. Members of staff and visitors are to be extremely careful as they approach and drive onto the school grounds.
2. Motorists must drive slowly and park in designated parking areas
3. Parents are not permitted to drop off or pick up students on school grounds
4. Students are not allowed to park motor cycles or cars on school grounds
5. Drivers must ensure that they do not block any of the access or exit routes to and from the school
6. Staff or visitors should never bring an uninsured vehicle onto school grounds
7. Drivers must obey signs and traffic controls in place on the school campus
8. Cars are parked on school grounds at the owner's risk

Cyclists

1. Cyclists must alight from their bicycle before they encroach on school grounds
2. They walk carefully with their bicycle paying attention to traffic and pedestrians on the driveway
3. Bicycles must be parked carefully and locked.
4. The school is not responsible for bicycles parked on school grounds

SECURITY

1. The school is fitted with an intruder alarm and outdoor lighting
2. If the intruder alarm is sounding do not approach the school until instructed by school management or the care taker that it is safe to do so.
3. Money collected from students is never to be left in classrooms but put in the school safe and lodged as soon as possible in the bank.
4. The dates and times of bank lodgements are staggered.
5. Any visitors/parents must report immediately to the school office and are to remain in the foyer until contact is made with a member of staff.
6. Students are not allowed to leave the school premises during the day unless they are signed out by a family member or have a pass to go home for lunch.
7. There is a limited number of key holders for the school
8. The intruder alarm is monitored and serviced at regular intervals

Instruction, Training and Supervision

Sections 8 and 10 of the Safety, Health and Welfare at Work Act 2005 require that every employer provide instruction, training and supervision to his/her employees in relation to safety, health and welfare at work.

The steps involved are as follows:

1. The school assesses staff training needs using Tool 6 (B) of the Guidelines on Managing Safety and Health
2. A training plan is then developed detailing the course type, the staff involved and the training schedule
3. Staff are notified
4. The course is delivered and the training record is retained
5. A review is undertaken annually to identify refresher and further training

Preventative Measures

1. A Health and Safety officer and a Health and Safety committee have been appointed to oversee the provision for safety and health in the school.
2. All staff, workers, students and visitors are made aware of the Health and Safety Statement
3. A check on safety equipment is done every half-term and a record kept
4. Fire alarm, intruder alarm and fire extinguishers are serviced regularly
5. Machines and equipment throughout the school are checked regularly, maintained and serviced.
6. A risk assessment is undertaken across the board to identify hazards and potential risks which are subsequently minimised or eliminated

7. There is a system in place for reporting accidents
8. A variety of associated policies and procedures have been created to safeguard the health and safety of school personnel, visitors and workers.
9. Waste is appropriately managed in the school and is not allowed to accumulate as much as is practicable
10. There is careful supervision of students at all times.
11. Students are only allowed to use tools and equipment following adequate training
12. A training schedule is in place for staff in the use of Health and Safety equipment and procedures
13. Fire Drills with feedback are undertaken at least twice a year
14. A student management system is in place in the school.
15. Chemicals and cleaning products are locked in cupboards when not in use
16. Staff are requested to take all necessary precautions when using these products

Communication and Consultation

Staff, students, Board of Management members and the Parents' Association were consulted in the drafting of this statement

All staff, students, parents/guardians and visitors to the school have access to the safety statement.

The school personnel are encouraged to bring safety, health and welfare matters to the attention of management. Central to the communication framework within the school are the establishment of the safety committee and the selection and appointment of a safety co-ordinator.

The names of all persons with responsibilities for safety, such as, the safety co-ordinator and safety committee members are communicated to the staff.

Emergency procedures and specific hazards and control measures are also communicated to employees including substitute, temporary and new employees and those returning from leave of absence as well as contractors.

MEASURING PERFORMANCE

The school management and safety committee will undertake periodic review meetings to check if the risk assessments have been carried out and if and when measures have been taken to address issues arising from the assessments and when they have been signed off on. The safety committee may carry out walk through inspections and checks in all school areas particularly in areas such as fire detection installation and reviewing reported accidents and/or near misses.

- The inspection of equipment and furniture takes place at the start of each half term and this is undertaken by members of the Safety Committee

- The safety committee tracks the status of all hazards reported, indicate the control measures required and the action taken to date
- The safety committee conducts walk-through inspections to identify fire hazards or other safety and health hazards.
- The Principal will contain in his report to the Board of Management information relevant to the schools safety and health management system.

AUDIT AND REVIEW

Auditing and reviewing the SMS by the Board of Management are the final steps in the management cycle.

The school will evaluate the impact of the safety and health plan at the end of each school year taking into account feedback from the school community, significant incidents and/or accidents, dangerous occurrences, new regulatory and legislative requirements and other relevant developments.

An annual safety and health min- audit will be carried out a major review will take place **5 years** after the implementation of this plan. This is a comprehensive review and report on all aspects of safety and health management in the school. The safety statement will be revised as necessary, in light of the review and evaluation process. All members of the school community will be informed of the full contents of the revised safety statement.

Staff consulted: via e-mail throughout 2015/16

Students

consulted:

Parents

consulted: BOM

consulted:

Ratified by

BOM:

Implemented on:

Review date: