



etb

Bord Oideachais agus
Oiliúna Thiobraid Arann
*Tipperary Education and
Training Board*

SAFETY STATEMENT

ST. AILBE'S SCHOOL

ROSANNA ROAD

TIPPERARY TOWN

CO. TIPPERARY

Document Control

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COMPANY INFORMATION	
Company Name:	St. Ailbe's
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Deputy Principal	Mr. Kieran O'Dwyer
School Administration	Ms. Clodagh Goode
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Business Activity:	Education
Caretaker	Nicky Cummins
No. of Employees:	44
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ESB	1850 372 999
Bord Gais	1850 205 050
Health and Safety Authority	01 6620400

INDEX

SECTION	CONTENTS	PAGE
	Health and Safety Policy	5
	General Policy Statement	5
1.0	INTRODUCTION	6
2.0	ORGANISATION & RESPONSIBILITIES	7
2.1	Duties of Management	7
2.2	Responsibilities of TETB Senior Post Holders	7
2.3	Duties of the Employer	8
2.4	Duties of the Employee	9
2.5	Disciplinary Procedures	9
2.6	Organisation Chart	10
3.0	SAFETY OF THE WORKPLACE	11
3.1	Means of Escape	11
3.2	Cleanliness and Housekeeping	11
3.3	Display Screen Workstations	11
3.4	Machinery & Equipment	11
3.5	Contractors	12
4.0	PUPILS, VISITORS & CONTRACTORS	13
4.1	Pupils	13
4.2	Visitors	13
4.3	Contractors	13
5.0	TRAINING	14
5.1	Training for Safety	14
5.2	Records of Training	14
5.3	Induction Training	14
6.0	ACCIDENT INVESTIGATION & REPORTING	15
6.1	Introduction	15
6.2	Accident Report Form	15
6.3	Accident Checklist	16
7.0	FIRST AID	17
7.1	Emergency Procedures	17
7.2	Nominated First Aiders	17
7.3	Infectious Disease	17
8.0	CONSULTATION FOR EMPLOYEES	18
8.1	Safety Representative	18
8.2	Consultation & Communication	18

9.0	OCCUPATIONAL HEALTH	19
9.1	Violence and Aggression	19
9.2	Welfare Arrangements	19
9.3	Manual Handling	19
9.4	Pregnant Employees	19
9.5	Stress	20
9.6	Harassment and Bullying	20
9.7	Alcohol and Drugs Policy	22
9.8	Smoking / Vaping Policy	20
	General Safety and Controls	21
9.9	Purchasing	21
9.10	Electricity and Equipment	21
9.11	Chemicals and Substances	21
9.12	Adverse Weather	21-22
10.0	FIRE SAFETY	23
10.1	Fire Safety Policy	23
10.2	Training of Staff in Emergency Procedures	23
10.3	Fire Drills/Emergency Plans	23
10.4	Fire Prevention	24
11.0	MONITORING & REVIEW	25
12.0	EMPLOYEE SIGNAGE SHEETS	26-33
APPENDIX I	Accident Report Form	34-35
APPENDIX II	Health and Safety Training Record	36
APPENDIX III	Tipperary ETB Hazard Report Form	37
APPENDIX IV	RISK ASSESSMENTS	38

Health and Safety Policy

It is the policy of Tipperary Education and Training board to comply with the *Safety, Health and Welfare at Work Act, 2005*, and the *Safety, Health and Welfare at Work (General Application) Regulations, 2007* and any other relevant legislation or amendments, to ensure so far as reasonably practicable the safety, health and welfare of all employees, while at work, and to provide such information, training and supervision as is required for this purpose.

It is the policy of Tipperary Education and Training Board to ensure all employees protect, so far as is reasonably practicable, themselves or any person who may be affected by our activities.

It is the policy of Tipperary Education and Training Board to ensure that adequate consultation takes place between management and employees on all health and safety related matters. Employees are encouraged to notify management of identified hazards or concerns in the work place. All employees have the responsibility to co-operate with management to achieve a healthy and safe work place and to take reasonable care of themselves and others.

Details of safety arrangements applying specific to each Tipperary ETB Centre, School or Office, are contained in ancillary safety statements located in each premises. Each Safety Statement will be kept up to date and amended as necessary to meet changes in the nature and size of the organisation.

General Policy Statement

This document sets out the Health and Safety Policy of St. Ailbe's and specifies the means provided to achieve this policy. The objective is to provide a safe and healthy work environment for all employees and to meet our duties to Students, Parents/Guardians, Contractors and members of the public who may be affected by our school activities. The success of this policy depends on the co-operation of all those who make up the school community. It is important therefore that this document is read carefully and that the role of each employee is understood to ensure the success of school safety policies. It is the intention that this document will be reviewed and amended regularly and will take into account any changes in legislation which may be relevant. Employees and all pertinent persons will be encouraged to put forward suggestions for the improvement of this Safety Statement.

Implementation

This policy statement will be implemented by Mr. Ruaidhri Devitt with the assistance of the staff of St. Ailbe's.

Signed: _____ Date: _____

Mr. Ruaidhri Devitt
School Principal

I, the undersigned, endorse and take responsibility on behalf of Tipperary Education and Training Board for the implementation of this policy statement.

Signed: _____ Date: _____

Mr. Frank Bermingham
Chief Executive, TETB

1.0 INTRODUCTION

St. Ailbe's is a well-equipped, co-educational college, delivering a wide range of subjects and programmes to Honours Leaving Certificate level. We are committed to meeting student needs in a caring, learning environment.

Mission Statement

"To provide quality education that meets the actual needs of young people in the best quality learning environment, creating an atmosphere of trust and confidence between students, parents, and staff which enhances self-esteem and self-worth. To help all pupils reach their full potential in all areas of life, moral, Academic, social and vocational, recognising that there is no single standard that applies to all. To help pupils grow in confidence with a positive outlook on life and with the due consideration for others and for property."

Student needs are met through a partnership approach. The views and ideas of our education partners, the Board of Management, the Parents and Friends of St. Ailbe's, the Student Council and staff contribute towards the development of curriculum programmes and school policies. Our dedicated teachers use a variety of methodologies – team-teaching, active learning, group work, projects, research, etc. Outside the classroom, they give generously of their time to students in a wide range of cultural and sporting activities.

Information on student progress is communicated via regular Parent Teacher Meetings and exam reports. Parents/Guardians are also encouraged to call and meet staff. Communication between school and home is further enhanced through the Student Journal and VS Ware, which has sections dealing with progress, attendance and behaviour.

The Code of Behaviour exists to facilitate the two most important activities in the school, teaching and learning. All students of St. Ailbe's are required to read and sign the Code of Behaviour, available at www.st.ailbes.ie

It is the policy of St. Ailbe's to comply with:

- *The Safety, Health and Welfare at Work Act, 2005.*
- *The Safety, Health and Welfare at Work (General Application) Regulations, 2007.*
- *Any other regulations or amendments that are applicable to our business.*

The Board of Management liaising with school management and Tipperary ETB will ensure so far as is reasonably practicable the safety, health and welfare of employees and students during school hours and any contractors, or visitors to the school.

It is the policy of St. Ailbe's to ensure that adequate consultation takes place between the Board of Management and employees, on all health and safety related matters. Employees are encouraged to notify the Principal of identified hazards in the workplace.

All employees have the responsibility to co-operate with the Principal, the Board of Management and Tipperary ETB to achieve a healthy and safe workplace for themselves and for the pupils attending the school.

2.0 ORGANISATION AND RESPONSIBILITIES

2.1 Duties of Management

Section 8 of the Safety Health and Welfare Act 2005 requires every organisation to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all its employees. St. Ailbe's management in conjunction with Tipperary ETB have the responsibility to constantly review the performance and standards achieved, in relation to the health and safety, of all operations and to ensure the hazards identified later in this statement are controlled and regularly reviewed.

2.2 Responsibilities of TETB Senior Post Holders

- Mr. Frank Bermingham, Chief Executive
- Mr. Liam McGrath, Director of Organisation, Support and Development
- Ms. Linda Tynan, Director of Schools

The senior post holders will:

- Take responsibility on behalf of management for safety, health and welfare.
- Appoint a competent person as Health and Safety Officer in accordance the *Safety, Health and Welfare at Work Act 2005*.
- Ensure a system is in place to ensure the safety policies and procedures are complied with and that each employee is aware of their responsibilities and the means by which they can carry them out safely.
- Ensure that staff are provided with safety information and instructions relevant to their work.
- Ensure that First Aid equipment is provided and regularly checked and restocked when necessary.
- Ensure the safety statement is available to all contractors and inspectors of the Health and Safety Authority for review.

While the responsibility for managing health and safety in the workplace rests mainly with the employer, it is important to note that both employers and employees have responsibilities.

Principal: Mr. Ruaidhri Devitt **Deputy Principal:** Mr. Kieran O'Dwyer

2.3 Duties of the Employer:

As Principal, Mr. Ruaidhri has overall responsibility for Safety, Health and Welfare within St. Ailbe's. Mr. Devitt is responsible for ensuring that staff under his control are made aware of and comply with the Safety Statement and arrangements for carrying it out.

This includes:

- a) Knowing the appropriate statutory requirements affecting the school's operations e.g.
 - *Safety, Health and Welfare at Work Act 2005*
 - *General Application Regulations 2007*
 - *Any other relevant legislation, regulations and amendments.*

This will be achieved by regularly reviewing the legislation and also reviewing safe work procedures with employees, students and contractors.

- b) Liaise with the Tipperary ETB on any pertinent health and safety matters.
- c) Ensure that arrangements are in place for communicating the information included in the Safety Statement to employees, contractors.
- d) Identify safety training needs and ensuring that appropriate training is provided.
- e) Ensure all employees, contractors and visitors observe the requirements of the company policy.
- f) Ensuring the necessary inspections and maintenance are carried out on all equipment.
- g) Management will review and amend this document when significant changes occur, the risk assessment is no longer valid or changes of relevant names within the company.
- h) Ensuring the Safety Statement is available to all contractors and inspectors of the Health & Safety Authority for review.
- i) Ensuring adequate welfare, first aid and firefighting facilities and equipment are available on the premises.
- j) Ensure that employees under their immediate control are aware of actions to be taken in case of an emergency.
- k) Ensure that an Accident Report form is completed thoroughly and promptly for all reported accidents and, when necessary, ensure accident reports have been filed with the Health and Safety Authority (HSA).

2.4 Duties of the Employee

All employees of St. Ailbe's **MUST** take responsibility for health and safety on campus.

In accordance with the requirements of *Section 13 of the Safety, Health and Welfare at Work Act 2005*, employees have the following responsibilities:

- a) All employees are required to co-operate fully with all provisions taken by St. Ailbe's for ensuring the safety, health and welfare of other employees, students, contractors and visitors.
- b) All employees are required to immediately report all accidents, incidents, dangerous occurrences to management using Tipperary ETB Accident Report Form. **(APPENDIX I)** Any unsafe conditions or unsafe acts must be reported to management using Tipperary ETB Hazard Report Form **(APPENDIX III)**
- c) All employees are required to adhere to all safe systems of work, wear any personal protective equipment and use any safety equipment provided.
- d) All employees are required to discharge their work in a safe manner taking care of their own safety and that of the students, who may be affected by their acts or omissions.
- e) All employees must read through each risk assessment included in this Safety Statement, which affects their work and comply with the safety procedures written in them.
- f) No member of staff should be under the influence of an intoxicant to the extent that they endanger their own safety or the safety of others around them.
- g) All employees are required to submit to tests for intoxicants, if reasonably required, with the tests carried out by a registered medical practitioner, who is a competent person.
- h) All employees **MUST** co-operate with St. Ailbe's and Tipperary ETB to enable them to comply with relevant health and safety legislation **(e.g. completing risk assessments, attending relevant training etc.)**

2.5 Disciplinary Procedures

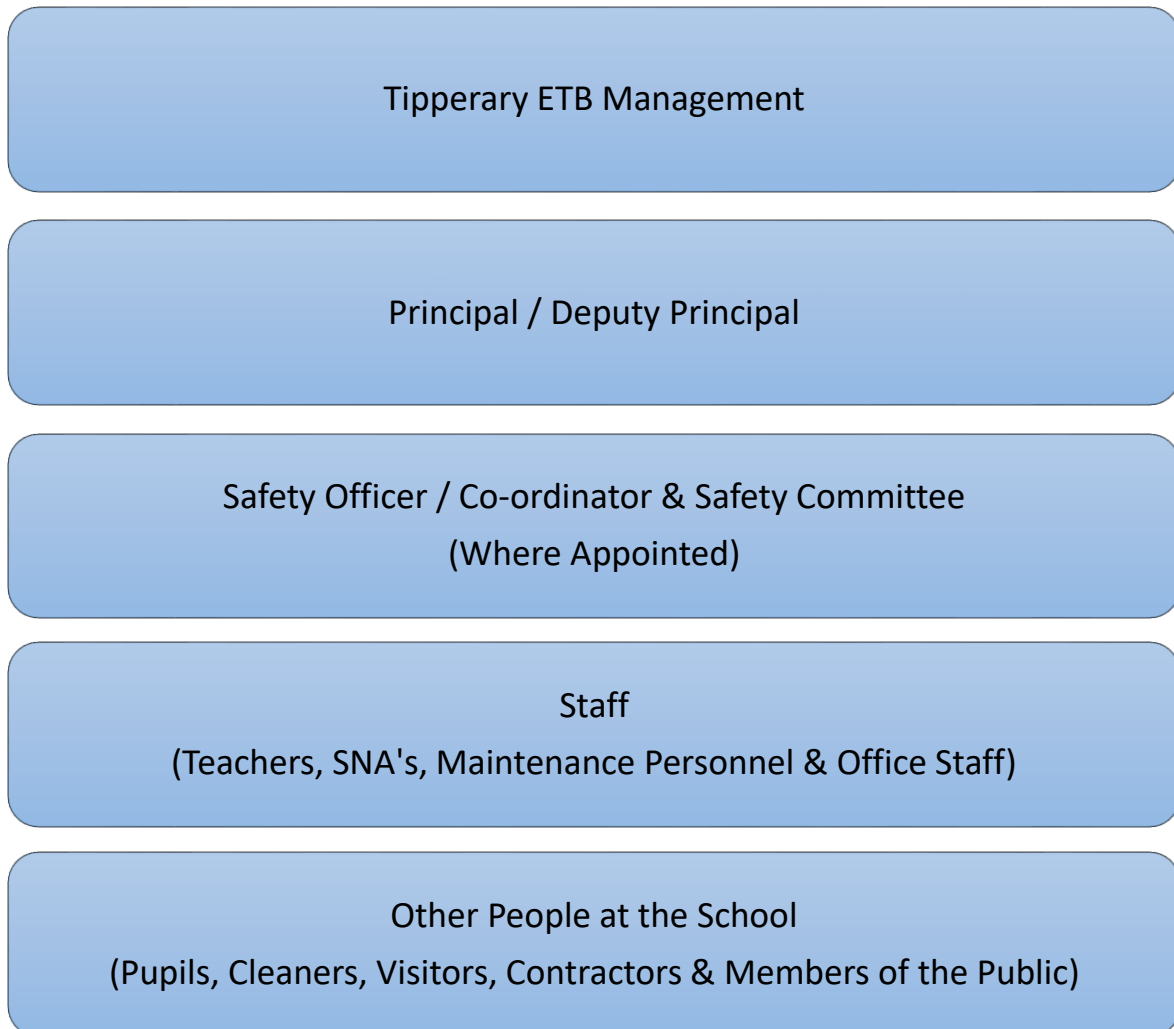
Breaches of Health and Safety regulations in Tipperary ETB may be treated as a matter for discipline depending on the seriousness of the breach, may be dealt with by suspension without pay or dismissal without notice.

For breaches of the Health and Safety regulations, which do not warrant such action, the employee will be warned and given a reasonable opportunity to put them right. All such records will be kept in the employee's personnel files. In the event of a breach of Tipperary ETB rules or failure to work to an appropriate standard, the organisation disciplinary procedure will be followed.

Policies and Procedures are available to view by all staff at www.tipperaryetb.ie

2.6 ORGANISATION CHART

There is a duty on everyone at work to co-operate effectively in developing and promoting safety and health. This organisation chart illustrates the hierarchy of duties in the School.



3.0 SAFETY OF THE WORKPLACE

3.1 Means of Escape

St. Ailbe's will ensure escape routes are kept free from obstruction and that all staff and students are made aware of all exits.

3.2 Cleanliness and Housekeeping

The premises shall be kept clean and tidy. The building is cleaned regularly by a contract cleaning company. It is the responsibility of all staff within the building to keep their workstation and work area/classroom clean and tidy and free from clutter and obstruction.

Items delivered and left on the floor (paper deliveries, sample catalogues etc.) must not obstruct passageways or escape routes. They should be placed in their final position without delay. In the event of the Caretaker not being available to move the items, they should be placed in a safe manner in the Reception area.

3.3 Display Screen Workstations

Some users may suffer from temporary eye fatigue, exhibiting symptoms such as failure to see clearly, red eyes, sore eyes or headaches. This can be caused by:

- Poor positioning and adjustment of the display screen.
- Poor legibility of screen or source documents.
- Poor lighting, glare or reflections.
- A drifting or flickering image on the display screen.

Display screens should be set up as follows:

- The image on the screen should be free from flickering and other forms of instability.
- The screen should have easily adjustable contrast and brightness.
- The screen should be easy to tilt or swivel.
- The screen should be free from reflective glare, which can cause discomfort.
- The height of the screen should be adjusted to minimise head and neck movement.
- The angle of the screen should be adjusted to suit the seating position.

3.4 Machinery & Equipment

Computers, Photocopiers and Printers are in good condition and maintained regularly. Any maintenance or upgrading must be undertaken by specialists. Maintenance records and certificates are kept in a folder and available for inspection.

(Please see list of contractors overleaf)

3.5 Contractors are as follows:

Photocopiers:	Copymoore Ltd. 234 Blanchardstown Corporate Park, Blanchardstown, County Dublin Phone: 0818-222918 Email: support@copymoore.com Website: www.copymoore.com
Computers and Server:	Solve IT Gurtnafleur Business Park, Clonmel, Co. Tipperary Phone: 052-619000 Email: info@solveit.ie Website: www.solveit.ie
Fire Extinguishers Checked Annually by:	Galtee Fire Prevention Clonpet, Tipperary Town, Co. Tipperary Phone: 062 – 82825
Security Alarm Checked regularly by:	Muintir Security Systems Clonmel, Co. Tipperary Phone: 086 – 8566494 – Maurice 086 – 1088451 – Martin Email: muintirsecurity@hotmail.com info@muintirsecurity.ie Website: www.muintirsecurity.ie
Shredding	All Security Mobile Shredding Ltd. Ballyartella, Ballycommon, Nenagh, Co. Tipperary Phone: 067-24848 Email: info@securityinshredding.com Website: www.securityinshredding.com

4.0 PUPILS, VISITORS & CONTRACTORS

4.1 Pupils

St. Ailbe's will ensure, so far as is reasonably practicable, the safety of Students (day and night), while on the premises.

- a) All areas of the school and the grounds will be as safe as is reasonably practicable.
- b) All fire evacuation procedures signage will be in place and fire exits clearly marked.
- c) The teacher of each class will take a roll call, and bring it with them to the assembly point, in the event of an evacuation.

4.2 Visitors

St. Ailbe's will ensure, as far as is reasonably practicable, the safety of visitors and contractors while on our premises.

While under the supervision of St. Ailbe's, visitors and contractors are to obey the safety rules and emergency procedures at all times. All visitors are required to sign in and out on the Visitors Log Book which is located at Reception.

4.3 Contractors

All contractors e.g. window cleaners etc. employed by St. Ailbe's will comply with the following duties:

- a) Co-operate with St. Ailbe's, to ensure safety is maintained and relevant statutory provisions are met.
- b) Contractors will be asked to provide their Safety Statement, or a Method Statement prior to the commencement of work, at the discretion of the management.
- c) Contractors must not commence with any work on the premises until relevant safety procedures are read, understood and accepted.
- d) Contractors are required to provide training as necessary, to ensure that employees under their control are competent to carry out work safely.
- e) All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of the staff, pupils and others on the premises.
- f) Contractors must maintain the work area in good order and in a satisfactory state of cleanliness.
- g) Contractors must provide an assessment of risk associated with any substance, process or work activity, which may be hazardous, to the Board of Management, before work commences. Any material, or substance brought onto the premises, which has health, or fire risks must be used and stored in accordance with the relevant legislation.
- h) All plant, or equipment brought onto the grounds of St. Ailbe's must be safe and in good working condition, fitted with any necessary guards and safety devices, and with necessary certificates.

5.0 TRAINING

5.1 Training for Safety

It will be the duty of the Principal, Mr. Ruaidhri Devitt, to identify the required training for employees within the school. They will then apply to Tipperary ETB for the necessary funding to carry out the required training. A copy of application will be held on file.

St. Ailbe's will provide such training as required by *Section 8 and 9 of the 2005 Act* to safeguard the safety, health and welfare of employees. Employees will be given safety training in various aspects of safety where identified.

Specifically, employees will be given the following safety training:

- a) All employees will receive induction training to ensure that they fully understand the hazards to which they may be exposed while at their work and the safety precautions and emergency procedures required.
- b) Employees who are required to lift materials will be given training in correct manual handling techniques as appropriate for their position.
- c) The Safety Representative will receive the necessary training as required by the Health and Safety Authority to carry out his/her role effectively.
- d) A first aider will be appointed for every 25 persons employed. An approved body will carry out training. The first aider will attend a refresher course within a 3-year period.

5.2 Records of Training

Training records will be maintained by the Principal (**APPENDIX II**) and filed in the Health and Safety folder provided by Tipperary ETB.

5.3 Induction Training

All staff employed by St. Ailbe's will receive induction training on commencement of employment. Tipperary ETB also hold induction training for all new staff.

St. Ailbe's Induction Training will include the following:

- School Policies / Risk Assessments as outlined in the Safety Statement.
- A tour of the school pointing out the location of Fire Fighting Equipment and Emergency Evacuation Procedures
- Accident Reporting and Investigation Procedures
- First Aid Facilities and Arrangements
- Maintenance and Security Arrangements
- Disciplinary Procedures

A record of this training will be signed by new employees and maintained by the Principal.

6.0 ACCIDENT INVESTIGATION AND REPORTING POLICY

6.1 Introduction

All accidents should be reported to the Principal, appointed Safety Representative/Co-ordinator and Tipperary ETB, who will then in turn:

- a) Investigate the possible cause, or condition that triggered the accident.
- b) Determine any contributing circumstances, and then
- c) Take positive action to remove, or modify the cause to avoid similar accidents from occurring in the future.
- d) The Safety Representative will record all accidents and records kept on file.

6.2 The Accident Reporting Form (Please see APPENDIX I)

It is important that all accidents and incidents with potential for injury are reported to the manager using Tipperary ETB Accident Report Form (APPENDIX I).

In the event of a serious accident, staff must preserve the scene of the accident/incident and if possible, take photographs so that a proper investigation can be carried out. Staff are also required to refer to the accident checklist overleaf to ensure correct procedure is followed. A copy of this checklist must be attached to the relevant accident report form.

Scoil Ruain will keep a record of accidents and incidents with potential for injury to staff. These accidents / incidents must be reported to Tipperary ETB immediately using Tipperary ETB Accident Report Form. A copy of this form must be kept on file and another copy submitted to Tipperary ETB.

Where a member of staff is absent from work for more than three days, the Accident Report form – IR1 Form available at www.hsa.ie will be completed with the assistance of Tipperary ETB and sent to the Health and Safety Authority (HSA).

- a) It is important that all accidents, incidents and near misses are reported to the Principal and Tipperary ETB at once following the occurrence.
- b) It is the duty of all members of staff to contact the trained First Aider immediately following an accident.
- c) An Accident Report form must be completed as soon as possible following an accident and a copy sent to Tipperary ETB.
This report form must be completed in full giving as much specific information as possible.

St. Ailbe's will follow the stated procedure in the event of an injury to a student. If parents / guardians cannot be contacted the Principal / Deputy Principal / Teacher, will act as would a reasonable parent/guardian and seek medical assistance.

6.3 Accident Checklist

Immediately after an accident, have you:	Yes	No
Provided emergency medical assistance to anyone who is injured or ill?		
Taken any necessary emergency action to prevent further injury or property damage?		
Secured the scene to preserve the evidence for study?		
Taken photos or measurements, if necessary?		
Interviewed witnesses to determine what happened?		
Interviewed others with relevant information?		
Determined the cause(s) of the accident?		
Made recommendations and action plans?		
Filed other required reports?		
Does your record include the following information:	Yes	No
Name of injured employee(s)		
Accident date and time?		
Nature and extent of injury/illness?		
Location of accident?		
Witnesses and their activities at the time?		
Others with relevant knowledge?		
Description of accident?		
Description of events preceding accident?		
Task/activity engaged in at time of accident?		
Employees normally assigned task?		
Length of employment and assignment to current job?		
Relevant training received by employee and training dates?		
Equipment/materials involved in the accident?		
Physical surroundings of accident?		
Unsafe acts that could have led to accident?		
Description and dates of similar or related accidents?		
Cause(s) of accident?		
Actions taken to prevent similar accidents?		
Additional Recommendations?		

7.0 FIRST AID

Part 7 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 concerns first aid at work.

The first aid box must be available and fully stocked in accordance with guidelines issued by the Health and Safety Authority. First Aid Kits must also be located in designated areas throughout the school. All employees will be made aware of the location of the first aid supplies and the trained first aider for their area.

7.1 Emergency Procedures

In an emergency situation either the teacher on duty or the teacher who the incident was reported to (or trained first aider) is to administer first aid and deal with the accident/injury.

If the school needs to bring the injured student for further medical advice, 2 other students must accompany the teacher and the injured student to and from the surgery/hospital.

7.2 Nominated First Aiders

The following person(s) are occupational first aiders and have received appropriate training and certification:

1. Mr. Ricky Ronayne
2. Mr. Denis Keating
3. Mr. Johnny Lonergan
4. Ms. Elaine Lawless
5. Mr. Pat Kennedy
6. Mr. Ray Roche
7. Ms. Marie McMahan
8. Ms. Noreen Ryan
9. Ms. Bridget McCormack
10. Ms. Nicole McLoughlin

Suggested numbers of first-aid personnel to be available at all times people are at work		
1 From your risk assessment, what degree of hazard is associated with your work activities?	2 How many employees do you have?	3 What first-aid personnel do you need?
Low hazard eg offices, shops, libraries	Less than 25	At least one appointed person
	25-50	At least one first-aider trained in EFAW
	More than 50	At least one first-aider trained in FAW for every 100 employed (or part thereof)
Higher hazard eg light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture	Less than 5	At least one appointed person
	5-50	At least one first-aider trained in EFAW or FAW depending on the type of injuries that might occur
	More than 50	At least one first-aider trained in FAW for every 50 employed (or part thereof)

An accident report must also be completed with the details of the injuries sustained and the treatment administered.

7.3 Infectious Disease

Upon notification from a parent that a student has been diagnosed with meningitis, measles or chicken pox etc. the Principal will issue a warning notice to staff and to parents of all the students in the school of the outbreak and a possible risk of infection.

The sick child must not return to the school until a letter is forwarded to the Principal from their GP, stating that there is no risk of cross infection.

8.0 CONSULTATION FOR EMPLOYEES

8.1 Safety Representative/Co-ordinator

The nominated Safety Representative/Co-ordinator is: **Mr. John Lonergan**

The Safety Representative may be selected in accordance with Section 25 of the Safety, Health and Welfare at Work Act 2005, which states:

- a) Employees have the right to make representations to and consult the Board of Management on matters of safety, health and welfare in their place of work.
- b) Employees may select and appoint a safety representative to represent them in consultations with regard to their safety to the Principal / Board of Management.
- c) A Safety representative shall have the right to information from the Principal as is necessary to ensure, so far as is reasonably practicable, the safety and health at the place of work.
- d) It shall be the duty of the Principal to take such steps as are practicable, to inform the safety representative when an inspector enters the school for the purpose of making a tour of inspection.

It will be the duty of the Safety Representative to:

- a) After the giving of reasonable notice to the employer, investigate complaints relating to safety, health and welfare at work made by any employee whom he or she represent.
- b) Make oral or written representations to the Board of Management/Principal on matters of safety, health and welfare at work, on behalf of the employees.
- c) Make representations to HSA inspectors.
- d) Investigate accidents and dangerous occurrences.

8.2 Consultation and Communication

St. Ailbe's will consult with employees in advance and in a timely manner so as to allow them time to consider, discuss and give an opinion on the matters before managerial decisions are implemented. Consultation is particularly important when changes are taking place, for example when a safety statement or safety health plan is being drawn up, or new technology or work processes are being introduced.

9.0 OCCUPATIONAL HEALTH

9.1 Violence and Aggression

St. Ailbe's will take all necessary measures to protect employees from acts of violence, or aggression during the course of their work. All students are required to sign and adhere to the schools Code of Behaviour and non-compliance will result in disciplinary action. The Board of Management will investigate any reports, or complaints made by employees, or other persons affected.

9.2 Welfare Arrangements

The provision of welfare facilities i.e. staff toilets required by legislation is provided in accordance with *Part 1 of the Safety, Health and Welfare at Work (General Applications) Regulations, 2007*. St. Ailbe's provides adequate toilets and means for taking meals or rest breaks for employees. All welfare facilities are maintained in good condition and are cleaned on a daily basis. All classrooms are maintained/dust free and well ventilated at all times.

9.3 Manual Handling

Tipperary ETB will comply with the requirements of *Part II, Chapter 4 of the Safety, Health and Welfare at Work (General Application) Regulations, 2007*.

If manual handling represents a significant part of an employees work, training will be provided for all personnel concerned. Manual Handling Risk Assessments and ongoing reviews would be conducted for each area where manual handling represents a significant part of the work performed.

In the normal course there is no requirement to lift or move heavy objects. It could arise with deliveries of paper or with transferring files or repositioning furniture. In this case the following technique should be followed:

- Plan how you are going to move the load before lifting.
- Position your feet close to your body.
- Keep load close to your body.
- Bend your knees, but avoid bending at the waist.
- Get a good grip of the load.
- Lift smoothly with no sudden movements.
- Turn using your feet to avoid twisting at the waist.
- Do not block your vision.
- Bend your knees again to position the item.

9.4 Pregnant Employees

St. Ailbe's will take all necessary steps to comply with the *Safety, Health and Welfare at Work (General Applications) Regulations 2007*.

- Employees should inform management if they are pregnant, as early as possible in the pregnancy.
- Pregnant employees should identify and report to management, those aspects of the work process that may place themselves or their unborn child at risk.
- Steps should be taken to remove exposure to this risk.
- Where practicable every effort in terms of privacy, flexible work arrangements, and facilities should be made to facilitate nursing mothers.

9.5 Stress

St. Ailbe's will take all necessary steps, to ensure so far as reasonably practicable that employees are not exposed to excessive stress levels.

Employees must approach the Principal if suffering from excessive stress levels, measures may be taken internally to relieve their workload and to identify the origin of the stress

9.6 Harassment and Bullying

Tipperary ETB and St. Ailbe's are committed to providing a workplace free from harassment and bullying (working in conjunction with Code of Practice on the Prevention of Workplace Bullying and the Code of Practice on Sexual Harassment and Harassment at Work).

All complaints of bullying and/or harassment will be dealt with fairly, with discretion and as far as reasonably practicable confidentially maintained.

Tipperary ETB have the following policies in place and are available to all staff from their Principal/Manager and also on the TETB website www.tipperaryetb.ie

- Tipperary ETB Bullying Prevention Policy – Complaint Procedure for ETB Staff.
- Tipperary ETB Harassment/Sexual Harassment Prevention Policy – Complaint Procedure for ETB Staff.
- Grievance Procedure for Staff employed by Education and Training Boards (ETBs).

St. Ailbe's will not condone any behaviour relating to the adverse, differential treatment of a person due to sex, marital status, family status, sexual orientation, religion, disability, race or membership of the travelling community.

9.7 Alcohol and Drugs Policy

St. Ailbe's will not tolerate the consumption of drugs, or alcohol before, or during the working period. Any employee found to be taking drugs, or alcohol will be subject to disciplinary proceedings.

Under *Section 13 (1) (c)(d)(e) of the Safety, Health and Welfare Act 2005* employees are required to:

- No member of staff should be under the influence of an intoxicant to the extent that they endanger their own safety or the safety of others around them.
- All employees are required to submit to tests for intoxicants, if reasonably required, with the tests carried out by a registered medical practitioner, who is a competent person.
- Employees must not engage in any improper conduct or dangerous behaviour.

Any member of staff that is taking prescription drugs that may interfere with their work should inform their Principal.

Any student found to be taking, or under the influence of drugs and/or alcohol will be subject to disciplinary action, as determined by Tipperary ETB.

9.8 Smoking / Vaping Policy

St. Ailbe's will comply with the *Tobacco Act 2004*. Smoking or Vaping is not permitted in any of the school buildings. Any student or staff member who is found to be smoking/vaping on school property will face disciplinary action.

General Safety and Controls

9.9 Purchasing

It is the policy of the Tipperary ETB Procurement Section to take health and safety into consideration when purchasing equipment, goods or services for St. Ailbe's School and to ensure that the required standards are met prior to such purchases being made.

The Principal of St. Ailbe's must be consulted on any purchasing decision made, which may have implications for health and safety.

9.10 Electricity and Equipment

Tipperary ETB will act in accordance with the requirements of *Part III of the Safety, Health and Welfare at Work (General Application) Regulations, 2007*.

All electrical equipment on the premises will be of safe design and construction and properly maintained at all times and required PAT Testing carried out.

9.11 Chemicals and Substances

Tipperary ETB will comply with the Safety Health and Welfare at Work (Chemical Agents) Regulations 2001 when involved in the purchase, use, and storage of chemicals i.e. cleaning agents, toner etc.

Information

Material Safety Data Sheets (MSDS) should be provided by relevant teaching staff for all chemicals, or substances. These provide detailed information on each substance used.

Labelling

Containers of chemicals must be correctly labelled at all times. This label should contain information on the precautions necessary, as well as an orange label with the appropriate hazard symbol. Substances should **NOT** be transferred to an unlabelled container at any time.

9.12 Adverse Weather

Tipperary ETB recognises the fact that inclement weather and other emergencies can affect both the organisations ability to open its premises for business and the employee's ability to get to work safely. The safety of Tipperary ETB's students and staff is paramount in any emergency situation.

In preparation for forecasted extreme weather, Schools, FET centres and Offices will observe the National Emergency Co-ordination Group / Department of Education and Skills advice and close schools or facilities on a red alert affecting their area. Where an amber alert is issued schools or training centres should conduct a risk assessment and consider the hazards posed to staff, students and public safety and whether they can adequately be controlled or managed.

In an emergency, managers will make every effort to notify students, parents and staff by phone or by email to inform them of any decision to close the premises. The closure will also be announced on all Tipperary ETB social media platforms. Employees are asked to use common sense and make their best assessment of the safety and practicality of the situation. No pressure is extended from Tipperary ETB, at any time, that would encourage employees to take unnecessary or unreasonable risks to attend work in such emergency situations.

Procedure to prevent Slips, Trips & Falls in the event of slippery conditions

The priority is safe access/egress to the building. Use the following guidelines to help control it:

- Have designated walkways and keep them clear of snow and ice.
- Where possible close off other walkways with tape to reduce the risk of slips, trips or falls.
- In particular, close off steps, ramps or sloped areas where possible.
- Provide mats outside and inside doorways.
- Keep the floors dry in the building with extra attention given to access / egress points.
- Ensure that employees are aware of their responsibility to keep all walking surfaces dry and clean. Advise them that they may need to stand at wet entrances to prevent a slip, trip or fall until the area has been appropriately cleaned and dried.
- Record any incident or near miss.

Procedure in the event of Burst Pipes

The other issue facing the organisation will most likely be burst pipes and the resulting damage. It is advisable to:

- Check that you have adequate fuel (oil/gas) in your tanks.
- In extreme cold do keep your heating on at a minimum temperature of at least 4 degrees.
- Drain down unnecessary plumbing system if the building is unheated (e.g. changing rooms, hoses.)
- Insulate outside or exposed internal pipes with foam based or specialist insulation. Even covering them with newspaper or blankets will help.
- Clear rain gutters and drains.
- Ensure stop cock is accessible and that key staff know how to access and close if required.
- If you suspect that your pipes are frozen you will need to turn off the water supply immediately at the stop cock. Also, turn off the water supply from your tank and turn off all your water heating systems and turn on your taps to drain the system.
- If pipes have burst carry out the above steps.

10.0 FIRE SAFETY

10.1 Fire Safety Policy

St. Ailbe's will comply with:

- *The Fire Services Act 1981.*
- *The Safety, Health and Welfare at Work Act, 2005.*
- *The Building Control Act, 1990.*
- *The Building Regulations 1997 & Associated Regulations.*

Suitable firefighting equipment is available in the school. Fire Drills are carried out twice yearly, results are recorded and held on file with management. Emergency evacuation procedures are posted in all classrooms.

10.2 Training of Staff in Emergency Procedures

All staff in the school will work together to ensure all staff/students/contractors and night time students are fully aware of the procedure to be implemented in the occurrence of an emergency.

Actions to take in the event of a fire:

- Notify the emergency services.
- Notify the Principal of the emergency.
- Evacuate the building.
- Check specific areas such as toilets for occupancy.
- Insure all persons have left the buildings.
- Assist any disabled persons (if safe to do so) in exiting the building.
- Closing doors/windows and other openings (if safe to do so) prior to exiting the building.
- Liaise with the fire services with a view to providing relevant information.

Fire Safety Register shall include:

- Training of personnel, certificates etc.
- Evacuation drills, times, dates etc.
- Record of maintenance on fire alarms and fire equipment.

10.3 Fire Drills / Emergency Plans

Fire drills must be carried every 6 months and results must be recorded and documented on TETB Fire Drill Record Book. Fire evacuation procedures must be posted around the premises, and highlight the designated assembly point.

10.4 FIRE PREVENTION

FIRE PREVENTION

- Don't hang clothing over or near heating equipment
- Do not let paper, oily rags or other rubbish accumulate.
- Do not smoke in prohibited areas.
- Use proper sealed containers for flammable liquids, no open tins or buckets.
- Do not overload electric sockets – “one socket one plug”
- Handle flammable liquids at a safe distance from possible source of ignition.
- Bitumen boilers, soldering irons and gas rings must be on non-combustible stands.
- Switch off at mains any electrical equipment not in use.

FIRE PRECAUTIONS

- Make sure you know what to do in case of a fire.
- Make certain you know your escape route.
- Keep fire doors clear and unobstructed.
- Do not obstruct access to fire extinguishers.
- Ensure you know how to operate the fire extinguishers in your area.

FIRE EXTINGUISHERS

- Water **(Red)** - Use on paper, wood and solid flammable.
- CO2 **(Black)** - Use on liquids, gases and electrical fires.
- Foam **(Cream)**- Use on flammable liquids.
- Powder **(Blue)** - Use on all types of fires but primarily fires involving metals, such as aluminium and magnesium.

ACTIONS TO TAKE IN THE EVENT OF A FIRE

- Raise the alarm and then call the fire brigade.
- Close doors and windows to prevent the spread of fire.
- Evacuate the building or area you are working in.
- Fight the fire with extinguishers provided but don't put yourself at risk.
- Do not use water to put out electrical fires.

EMERGENCY PROCEDURE

When you hear the alarm, please do not panic.

Switch off any equipment you may be using but do not put yourself at risk.

Walk to the nearest exit point and gather at the assembly point.

Wait at the assembly point until the roll call is carried out and the all clear has been given.

11.0 MONITORING AND REVIEW

To ensure that continuous improvement takes place, risks identified in the risk assessments attached will be continuously monitored and reviewed and all identified risks in the workplace that could cause harm to staff and others, are carefully examined and appropriately managed.

This Safety Statement and Risk Assessments will be reviewed on an annual basis by Tipperary ETB Health and Safety Officer, Ms. Shauna Nolan, in consultation with Mr. Ruaidhri Devitt and will be modified as names of responsible persons change, as risk changes, or as changes in legislation occur.

APPENDIX I

ACCIDENT OR INCIDENT RECORD FORM

Accident: Incident:

INJURED PARTY DETAILS:

First Name(s): _____ Surname: _____

Address (School/Centre/Office): _____

D.O.B: _____

Status (Please tick appropriate box)

Staff: Student: Visitor: Contractor:

If Contractor, what work was taking place:

Date of Accident/Incident: _____

Time and Location of Accident/Incident: _____

Date Accident/Incident reported to Tipperary ETB: _____

Where appropriate, more than one box in each section may be ticked.

TYPE OF ACCIDENT	v	PART OF BODY INJURED	v	Specify Side (Left/Right)
Injured/damaged by a person	<input type="checkbox"/>	Head	<input type="checkbox"/>	<input type="checkbox"/>
Struck by/contact with	<input type="checkbox"/>	Eyes	<input type="checkbox"/>	<input type="checkbox"/>
Caught in/under	<input type="checkbox"/>	Face	<input type="checkbox"/>	<input type="checkbox"/>
Slip/Trip/Fall	<input type="checkbox"/>	Neck, Back, Spine	<input type="checkbox"/>	<input type="checkbox"/>
Sharps	<input type="checkbox"/>	Chest, Abdomen	<input type="checkbox"/>	<input type="checkbox"/>
Road Traffic Accident/Crash	<input type="checkbox"/>	Shoulder	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to substances/environments	<input type="checkbox"/>	Upper Arm	<input type="checkbox"/>	<input type="checkbox"/>
Manual Handling	<input type="checkbox"/>	Lower Arm, Wrist	<input type="checkbox"/>	<input type="checkbox"/>
		Elbow	<input type="checkbox"/>	<input type="checkbox"/>
		Hand	<input type="checkbox"/>	<input type="checkbox"/>
		Finger	<input type="checkbox"/>	<input type="checkbox"/>
		Hip Joint, thigh, kneecap	<input type="checkbox"/>	<input type="checkbox"/>
		Knee Joint	<input type="checkbox"/>	<input type="checkbox"/>
		Lower Leg	<input type="checkbox"/>	<input type="checkbox"/>
		Ankle	<input type="checkbox"/>	<input type="checkbox"/>
		Foot	<input type="checkbox"/>	<input type="checkbox"/>
		Toe (one or more)	<input type="checkbox"/>	<input type="checkbox"/>
		Trauma, Shock	<input type="checkbox"/>	<input type="checkbox"/>
TYPE OF INJURY		Other (please specify): _____		
Fatality	<input type="checkbox"/>	_____		
Bruise	<input type="checkbox"/>			
Concussion	<input type="checkbox"/>			
Internal Injury	<input type="checkbox"/>			
Abrasion/Graze	<input type="checkbox"/>			
Fracture	<input type="checkbox"/>			
Sprain	<input type="checkbox"/>			
Torn Ligaments	<input type="checkbox"/>			
Burn/Scalds	<input type="checkbox"/>			
Frostbite	<input type="checkbox"/>			
Injury not Ascertained	<input type="checkbox"/>			
Trauma	<input type="checkbox"/>			
Occupational Disease	<input type="checkbox"/>			
Other (please specify)	<input type="checkbox"/>			

DETAILED DESCRIPTION OF ACCIDENT/INCIDENT

Give a full description of:

- The work/activity being carried out when the accident occurred
- The part of body where injury occurred **e.g. right arm, left leg, 3rd finger right hand etc**
- Equipment being used if any
- Steps taken after accident happened **e.g. first aider called, taken to doctor, bandage applied etc.**
- Steps taken (if possible) to prevent accident reoccurring

CONSEQUENCES	RESULT	ANTICIPATED ABSENCE
<input type="checkbox"/> Fatal	<input type="checkbox"/> Medicine <input type="checkbox"/> Sent Home	<input type="checkbox"/> None <input type="checkbox"/> 1-3 Days
<input type="checkbox"/> Non-Fatal	<input type="checkbox"/> Light Duty <input type="checkbox"/> Sick Leave	<input type="checkbox"/> 4-7 Days <input type="checkbox"/> 7 Days +

Declaration: IPB Insurance is classified as a Data Controller under Irish Data Protection Legislation. The information you provide to us as part of your claim application will be processed by us to confirm your identity, process your application and to record and cross reference particulars of your claim in insurance industry databases for fraud prevention purposes. This may involve exchanging information with Insurance Link, the anti-fraud claims database run by the Irish Insurance Federation. In certain cases we may also share your information with other insurance providers and private investigators.

I/We hereby declare that the statements on this form and the information provided in addition are true and complete, to the best of my/our knowledge and belief

Signature of Teacher present: _____ **Date:** _____

Signature of Principal / Vice Principal: _____ **Date:** _____

APPENDIX II – HEALTH AND SAFETY TRAINING RECORD

EMPLOYEE NAME	INDUCTION	FIRST AID	MANUAL HANDLING	Fire Warden	SAFETY REPRESENTATIVE
	DATE: EXP:				



Hazard Report Form

All Identified Hazards **MUST** be reported to Management

APPENDIX III

Identified Hazard	What is the Risk?	Risk Rating	Suggested Controls	Presented To Principal & ETB	Date	Signature	Actions Taken	Date	Signature

Principal/Manager Signature: _____

Date: _____

APPENDIX IV

RISK ASSESSMENTS

Risk assessments have been carried out at Coláiste Phobal Ros Cré by Mr. Ruaidhrí Devitt with the assistance of his staff using template Risk Assessments provided by the Health and Safety Authority.

Risk Assessments Attached