

St. Patrick's Cathedral Grammar School



Safety Statement

September 2022

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PART 1

POLICY STATEMENT

INTRODUCTION

1:1 Statement by the Chairperson of the Board of Management

To Each Employee, Pupil, Contractor, or Visitor:

St Patrick's Cathedral Grammar School was established by Edward VI in 1547. The school occupies a small site in the Liberties of Dublin bounded by St Patrick's Close, the Deanery grounds, Kevin Street, a 'Dutch Billy' at number 35 Kevin Street, the boundary wall at the rear of premises on Patrick St and the Choir school.

The buildings in use are; the main building constructed in 1988, the new Kevin Street building constructed in 2018, the Mews, the Pakenham Hall which dates from the 1800s and the Hewson Room, which is property of St. Patrick's Cathedral Choir School.

This document sets out the safety policy of the Board of Management of St. Patrick's Cathedral Grammar School and specifies the means provided to achieve that policy. Our objective is to endeavour to provide a safe and healthy work environment for all our employees, and to meet our duties to our pupils. We will also endeavour to meet our duties to visitors, contractors and members of the public who will be affected by our activities. The success of the policy depends upon your co-operation.

This document has been prepared in Accordance with the relevant statutory provisions of the Safety, Health and Welfare at Work Act 2005, The Safety, Health and Welfare at Work (General Application) Regulations 2007 and all other relevant legislation.

It applies to all persons working on the premises including the employees of sub-contractors.

It is essential that all staff read the document carefully and that they understand their role in the overall arrangements for health and safety in St. Patrick's Cathedral Grammar School. The Safety, Health and Welfare at Work Act 2005 places a legal obligation on both Management and Staff to ensure a safe place of work.

Signed: _____
(Chairperson of the Board of Management).

Dated: _____

1:2 Policy Objectives

St Patrick's Cathedral Grammar School is committed to providing:

- A safe, healthy and environmentally acceptable place of work for all persons employed on the premises.
- Such information, training and supervision as is needed for this purpose.

The School Principal, Mr Timothy Gill will have primary responsibility for safety. The designated Safety Officer, Ms Sinéad Corkery will assist the Principal.

Under the provision of the Safety Health and Welfare at Work Act 2005 all persons working on the premises are required to co-operate with Management.

St Patrick's Cathedral Grammar School also undertakes to:

- Identify the hazards and associated risks and establish procedures for eliminating or minimising such hazards/risks.
- Appoint a Safety Representative or Representatives to assist the Principal and Safety Officer.
- Review the safety statement annually and revise the Statement as found necessary in light of experience or changes in legislation.
- Review the safety statement in the event of any accident or incident occurring.
- Bring the Safety Statement to the attention of all staff by distribution, verbal discussion, Staff Handbook or training schemes.
- Have an internal safety audit carried out annually by the Safety Officer. Where necessary, the Board of Management will employ competent consultants and bodies with special skills and services to augment the internal hazard audits.

The Safety Officer will advise the Principal if, in their opinion, there is a need for outside assistance in the area of hazard identification or risk assessment.

Safety audits will cover areas of possible hazard, including:

- Access and egress problems including floors, steps, and ladders.
- Machinery safety including both utility and educational.
- Electrical safety standards including wiring and fuse boards.
- Lighting and ventilation both natural and artificial.
- Manual handling operations.
- Posture at place of work.
- Handling of storage of chemical substances.
- Use of personal protective equipment.
- Noise and vibration.
- Systems of work.
- Maintenance operations.
- First Aid.
- Heating.
- Substances hazardous to health.
- Fire Safety.

PART 2.

**DUTIES
AND
RESPONSIBILITIES**

(Detailed responsibilities of personnel carrying out functions of Part 3)

2:1 The Board of Management

The Board of Management has overall responsibility for the Safety, Health and Welfare of all Employees, Pupils and Visitors. The Board will endeavour to ensure that there are available sufficient funds and facilities to enable this Safety Policy to be reasonably implemented.

The primary responsibility for implementing the Policy of the Board has been delegated by the Board of Management to the Principal and Safety Officer.

All members of staff should bring to the attention of the Principal or Safety Officer situations or circumstances which could adversely affect the Health, Safety and Welfare at work of staff, pupils, contractors, visitors and the general public.

Below are listed locations where the prime responsibility rests with the person indicated:

- (A) Classrooms, Laboratory, Art Room, Music Rooms, School Hall, School Yard
The Teacher in Charge
- (B) Common parts of buildings e.g. Corridors, hallways, toilets, boiler house, stores etc.
Principal and Safety Officer
- (C) Buildings and Grounds' Maintenance Equipment.
Principal and Safety Officer
- (D) School Office and associated equipment and stores.
School Secretaries.

2:2 The Principal

Mr Timothy Gill, Principal, bears the ultimate responsibility for planned implementation of effective health and safety standards within the school.

The Principal also has responsibility for ensuring that staff are given correct information for them to do their job effectively and that their work targets are realistic and do not compromise health and safety requirements.

His main duties and responsibilities are as follows:

1. Ensuring that the policy is brought to the attention of all employees.
2. Ensuring that there are an adequate number of staff with adequate occupational first aid training.
3. To guide and advise on all health, safety and welfare matters.
4. To ensure that the School fulfils all statutory requirements in respect of the Safety in Industry Acts 1955 and 1980 and the Safety Health and Welfare at Work Act 1989 and 2005.
5. To have consultation/discussion with staff on matters relating to safety and ensure that all employees are aware of their specific responsibilities.

2:3 The School Safety Officer

Ms Sinéad Corkery, Deputy Principal, has been appointed by the Board of Management to fulfil the role of Safety Officer.

Ms Corkery shall be responsible for overseeing the safety provisions on behalf of the School. She should be consulted if any of the employees have queries or wish to make suggestions regarding any of the provisions mentioned in this statement.

Her main duties and responsibilities are as follows:

1. To guide and advise on all health, safety and welfare matters.
2. To ensure that the School fulfils all statutory requirements in respect of the Safety in Industry Acts 1955 and 1980 and the Safety Health and Welfare at Work Act 1989 and 2005.
3. To have consultation/discussion with staff on matters relating to safety and ensure that all employees are aware of their specific responsibilities.
4. Planning and co-ordinating safety training using both in-house and external resources and checking it is effective.
5. Investigating all accidents and dangerous occurrences, in conjunction with external safety consultants if necessary.

6. To undertake regular and detailed revision and auditing of the school safety procedures and methods of operation, to ensure that they are kept up to date.
7. To call meetings of the Safety Committee and report the findings of their meetings with the Board of Management. In consultation with the Principal, to make decisions on all matters relating to safety and bring them to the BOM for further discussion.
8. To ensure that adequate fire protection and prevention measures are provided and that Fire Drill is practised.

2:4 Safety Representative

Ms Sarah Cullen, Mr Colin Lynch Ms Rachel McCormack and Ms Chrissie Smyth have agreed to fulfil the role of Safety Representatives.

The role of the Safety Representatives is to represent staff on matters of health and safety in consultation with management.

The Safety Representatives have the right to such information from their employer as is necessary to ensure, in so far as is reasonably practicable, the safety and health of employees at the place of work.

For full details of the rights of Safety Representatives see the Safety Health and Welfare at Work Act 2005.

2:5 Safety Committee

In accordance with Part 4 Section 26 of the Safety Health and Welfare at Work Act 2005, a Safety Committee has been appointed to assist in consultations between staff and Management on all matters relating to safety, health and welfare:

Chairperson: Tim Gill

Safety Officer: Sinéad Corkery

Staff Safety Representative: Sarah Cullen, Colin Lynch, Rachel McCormack & Chrissie Smyth

The Safety Committee should meet every term and any matters for discussion should be given to the Chairperson in writing at least 24 hours beforehand.

An agenda will be supplied to each Member of the Committee before the meeting and after discussion, the findings will be conveyed by the School Safety Officer to Staff.

Matters requiring an immediate decision should be given directly to the School Safety Officer and not be delayed until the next meeting of the Safety Committee.

Staff are actively encouraged to make suggestions for the improvement of safety at the premises.

2:6 Employees Duties (all employees: Teaching, Administration and Maintenance)

In order to assist Management in the implementation of the Act, employees:

1. Must read and understand the Safety Statement and carry out their work in accordance with its requirements. Employees should pay particular attention to the policies and procedures which are there to help avoid any accidents.
2. Must use and keep properly maintained any protective clothing and equipment which has been provided to them
3. Should give regular clear instructions and warnings to pupils regarding safe practices and procedures.
4. Must co-operate with the Management in the application of the Safety in Industry Act 1955 and 1980 and the Safety, Health and Welfare at Work Act 2005.
5. Must not intentionally interfere with or misuse any means, appliance, convenience or equipment provided in compliance with the Acts or otherwise for securing the safety, health and welfare of themselves or other employees, or other persons occupying the same work area. This is essential for personal safety.
6. Must report to the Safety Officer, *by email*, any defects they notice in the place of work, provision of protective equipment and clothing or system of work, which might be dangerous to safety and health.
7. Must use any personal protective clothing, equipment or appliance supplied to secure their safety, health and welfare. Employees must also ensure that pupils use any personal protective equipment supplied by management to secure their safety.

8. Should know the location of the nearest First Aid Box.
9. Must ensure they know the procedure in the event of a fire.
10. Should not attempt to lift or move, on their own, articles or materials so awkward or heavy as likely to cause injury. Similarly, employees should not attempt to reach articles on high shelves unless using proper access equipment. Do not improvise or climb. Do not request pupils improvise or climb.
11. Should suggest ways of eliminating hazards and improving working methods.
12. Should not smoke *anywhere* on the school premises.

Please note:

Employees found in breach of their lawful duties may be liable to disciplinary actions / procedures.

Employees are advised that under the Safety, Health and Welfare at Work Act 2005 if they are found to be in breach of their legal obligations or duties they may be liable to fines or conviction.

Employees have the right and are encouraged to elect a Safety Representative who will liaise with the Safety Officer on matters relating to Health, Safety and Welfare of staff.

2:7 Teaching staff

Over and above those responsibilities detailed in section 2:5, teaching staff shall:

1. Exercise as far as possible, effective supervision of pupils.
2. Know the emergency procedures in respect of fire and carry them out when required.
3. Know any special safety measures to be adopted in the teachers' areas and ensure that they are applied.
4. Ensure, in so far as is reasonably practicable, that all pupils under their control are aware of the Safety Rules.

2:8 Pupils are expected:

1. To exercise personal responsibility for their own safety and that of their fellow students.
2. To observe standards of dress and behaviour consistent with safety and/or hygiene.
3. To observe all the safety rules of the school and, in particular, the instructions of teaching staff given in an emergency.
4. To use and not wilfully misuse, neglect or interfere with equipment and facilities provided for their safety.

2.9 Contractors

*Maintenance, repairs and development are an essential part of maintaining and progressing the school's high standards. At all times, maintenance and similar construction type work activities will be scheduled, in so far as is reasonably practicable, to holiday periods so as to minimise impact on pupils and staff. In all cases, the following procedures **must** be adhered to in order to safeguard contractors, employees and pupils against accidents on the premises.*

1. All Contractors must report to the Principal, the Deputy Principal, or the office when entering or leaving the Premises.
2. All Contractors and non-employees who engage in work must be issued with a copy of the School Safety Statement before commencement of work.
3. All work equipment and materials must be securely stored during breaks, at the start and at the end of the school day.
4. All Contractors and non-employees whose work included the use of hazardous equipment, materials or substances will provide written safety guidelines re the use of such equipment and materials. These guidelines must be adhered to while on the School premises.
5. Contractors will provide their own protective clothing and or any equipment which will be necessary for the safe completion of their work. The use of School equipment is not permitted.
6. The School Management reserve the right at all times to examine tools and equipment being used and contractor's insurance must be produced on request.

7. Any injury sustained by a contractor or his employees must be reported immediately to the School Principal or Safety Officer.
8. The contractor shall indemnify and keep indemnified the School, its employees and any other person who may be affected, for injuries, damage to property or equipment which be inflicted upon the School, its employees by the contractor by his fault or that of his employees.

PART 3.

**STAFF POLICIES
AND
ARRANGEMENTS
FOR
SAFE WORKING**

3:1 Supervision of Pupils

Existing arrangements for the supervision of pupils is continually updated and includes the following:

1. The 'school day' starts at 8.30am and ends at 4.10 p.m. except on Wednesday when the school day ends at 12.30 p.m. Pupils in Forms 2-6 may leave the school premises during lunch break. Pupils in Form 6 may also leave at break time (10.45 a.m. - 11.00 a.m.). Pupils in Form 1 must not leave the premises during the school day.

All Pupils should leave the School premises promptly at the end of the school day unless they are involved in an organised extra-curricular activity. Teachers in charge of these after-school activities have a responsibility to see the pupils safely off the school premises.

2. Arrangements for duties of staff involved in pupil supervision include:
 - i. Break and Lunchtime supervision (3-5 members of staff)
 - ii. Before school supervision (3 members of staff, Principal & Deputy Principal)
 - iii. After school supervision. (2 members of staff, Principal and Deputy Principal)

3:2 Fire Prevention and Protection

3:2:1 Fire Prevention

- a) Fire safety inspections and analysis of potential fire hazards are carried out annually.
- b) Liaison with relevant authorities takes place at intervals, as required, i.e. Fire Brigade Officers, Fire Authority, Health and Safety Authority, and Insurance Surveyors.

3:2:2 Fire Protection

Relevant Legislation "Fire Services Act 1981"

- (a) Fire extinguishers, fire buckets and hose reels are provided and correctly sited to meet statutory regulations (IS 290-1986 for Portable Extinguishers) and insurance requirements (appendix 1).
- (b) Fire alarm bells (break glass activation)
- (c) All fire equipment is regularly tested and serviced by specialised contractors.

- (d) All fire exits and emergency paths of egress are marked using the standard symbols. Employees must ensure that they are kept clear at all times.
- (e) The Assembly Point is the school yard.

3:2:3 General Fire Safety

A fire safety register is maintained and includes responsibility for checking:

Escape routes:	Annually
Fire Extinguishers:	Annually

3:2:4 Evacuation

(a) Fire Alarm Activation

A fire alarm is signalled by a bell or siren, of different tone to the class change signal. **All** fire alarms should be considered real, and responded to accordingly. In particular, it is extremely important that pupils take **all** fire alarms seriously, behave sensibly, and follow instructions promptly in a quiet and orderly fashion.

In the event of fire, the first priority is to evacuate the buildings. During class hours the teacher in each room is responsible for the evacuation of that room. At other times (e.g. lunch-break), any members of staff in the building should organise evacuation as quickly as possible. Any pupils not under the direct supervision of a teacher should go to the Assembly Point.

On evacuation all staff and pupils should proceed to the designated Assembly Point unless otherwise directed. Roll-call and/or other checks should take place at the Assembly Point.

When evacuation is complete, **and if it is safe to do so**, staff should attempt to extinguish the fire, using the equipment provided. The present fire-alarm system calls the fire-brigade automatically, but a manual call should be made as a back-up. When the fire-brigade arrives, the officer in charge should be informed of the exact situation.

(b) Evacuation Procedures

All employees, pupils and visitors must leave immediately in an orderly fashion. There must be no delay or return to collect belongings. All doors should be closed on leaving. All instructions must be obeyed.

Main building:

Ground floor: Use nearest available exit.
First floor: Leave by the main stairway if it is safe to do so. If this route is blocked, leave via the Science Laboratories prep room and external stairs.

Kevin Street building:

Ground floor: Use nearest available exit.
First floor: Leave by either of the two main stairways if it is safe to do so.
Second floor: Leave by either of the two main stairways if it is safe to do so.

Assembly Hall: Exits are marked.

Hewson Room: Use nearest available exit.

Mews: Use nearest available exit. Leave by main stairway if it is safe to do so or by fire exit into Deanery grounds if necessary.

- (a) If the alarm activates - switch off equipment where applicable using emergency buttons and report to the Assembly Point.
- (b) Teachers are responsible for the safe evacuation of pupils and any other persons in their vicinity.
- (c) After roll-call the Principal or Deputy Principal will instruct on what action to take, if any.

3:3 First Aid

First Aid boxes are situated in: The staffroom, the laboratories, the home economics room and the art room.

Contents: Dressings, bandages, cotton wool, antiseptic, antiseptic cream, etc.

Appointed persons responsible for boxes:

Ms C Smyth, Mr. C. Cinosi & Ms H. Tyrrell	- Staff Room
Ms C McCarthy	- Laboratory
Ms S Sweeney	- H.E. Room
Mr C Kirwan	- Art Room

General Procedures:

1. At least one member of staff will be trained in Occupational First Aid and hold an up-to-date-certificate. Other staff members shall be encouraged to undertake a general First Aid course.
2. A list of basic first aid procedures will be available in the staffroom, the laboratory, the home economics room and the art room. These will be placed on the wall for all to see.
3. All staff will be reminded of basic first aid measures at the start of each academic year and this information will be included in the First Aid folder provided for staff in the Staffroom First Aid Locker.
4. The First Aid Boxes will be checked regularly by the appointed staff member(s) and new supplies purchased.

Pupil Illness:

1. Pupils who become sick during the course of the school day must report to the appointed staff members, the Form Teacher, the Deputy Principal or any member of staff in the case of an emergency. All pupils will be informed of appointed staff members at the start of the school year.
2. As the School does not have a nurse/matron on the premises, medication will **not** be given to pupils unless express permission has been obtained from their parents on every occasion. However, pupils may keep a small supply of any medicine they might need in their locker.
3. Pupils may not use their mobile phones to make arrangements to go home without the express permission of a member of the teaching staff.

Staff Illness:

1. If staff members become ill and are unavailable for work they may ring the school in the morning. T. Gill or S. Corkery are on the premises by 8.00 a.m. Calls should arrive before 8.25 a.m. to allow time for class substitution to be arranged. Alternatively, staff may ring or text the Deputy Principal before then.
2. Staff members who become ill during the course of the school day should report this to the Principal or Deputy Principal so that alternative supervision arrangement can be made for their classes.

3:4 Reporting of Accidents, Diseases and Dangerous Occurrences

3:4:1 Accidents and illnesses

All accidents must be recorded and reported to a member of the First Aid team. This should be done by email and a file will be kept on Outlook. Parents must be informed of any injury which may require further medical attention.

In the case of a pupil or staff member being injured in any way a qualified 'first aider' should be called to the scene.

Minor injuries will be treated by the Safety Officer or other appointed staff member.

In the case of more serious accidents or illnesses, the school secretaries will ring the parents / guardians / other named person to come and bring the patient home. Pupils will not be allowed home without permission from the parent or guardian.

3:4:2 Diseases

If any pupil or staff member is obviously suffering from an infectious disease they will be brought to the isolation area and are requested to go home immediately. They must stay at home until they have recovered or at least until a doctor has certified they are no longer infectious. Their parent / guardian will be contacted by the school office first and requested to collect the patient.

The Local Health Board will be notified of any outbreak of infectious disease.

3:4:3 Dangerous Occurrences

All dangerous occurrences or 'near accidents' will be recorded by the staff member involved or the person who observed the incidents in the 'Accident & Incident Book' on Outlook.

If pupils are involved in a dangerous incident statements will be taken from them regarding the incident. These will also be kept in the 'Accident & Incident Book'.

Any Hazard on the school premises that led to the dangerous incident must be reported to the Safety Officer *by email*.

3:5 Personal Protective Equipment

Safety Glasses and aprons are provided for all pupils that undertake practical work in the Science Laboratory. All pupils must wear safety glasses when using any chemicals in the laboratory and wear white coats when engaging in practical work.

Protective gloves are provided for pupils and staff when they are using corrosive or oxidising chemicals or other materials that could cause injury or impairment to health in any way.

Students are required to wear aprons for practical work in home economics.

Cleaning staff are provided with gloves.

3:6 Stress

Staff feeling under undue stress should report this to the Principal or Deputy Principal. The management undertake to support teachers under stress and assist in whatever way they can.

The School Counsellor is available to staff who would like to speak with them.

Inspire Workplace Services operate a confidential counselling phone-in service that is available to all staff members.

Pupils should talk to any member of staff they feel comfortable talking to. Pupils may also make an appointment to see the school counsellor.

PART 4

**HAZARD IDENTIFICATION,
RISK ASSESSMENTS
AND
CONTROL MEASURES**

4:1 Hazards, Risks and Control Measures

The following pages identify the hazards to be encountered in day to day work in the School and the risk associated with each hazard. This list will be reviewed and updated regularly in consultation with the Safety Representative.

It will help the reader to understand these hazard statements if the following is noted:-

A HAZARD – *Is something which has a potential to cause injury. e.g. A sharp blade or an object falling from a height.*

A RISK – *Is the likelihood or an injury actually occurring. e.g. Will somebody be cut by the blade or hit by the falling object.*

Each hazard identified is given a risk category depending on how often people are exposed to the hazard and how serious an injury is likely to occur.

4:2 General Risk Assessment and Risk Prevention

General Principles of Prevention

These principles are a recognised hierarchy of effective risk management. This process of risk elimination, reduction and management must be applied to all recognised work place hazards.

- a. The avoidance of risks.
- b. The evaluation of unavoidable risks.
- c. The combating of risks at source.
- d. The adaptation of work to the individual, especially as regards the design of places of work, the choice of work equipment and the choice of systems of work, with a view, in particular, to alleviating monotonous work and work at a predetermined work rate and to reducing their effect on health.
- e. The adaptation of the place of work to technical progress.
- f. The replacement of dangerous articles, substances or systems of work by non-dangerous or less dangerous articles, substances or systems of work.
- g. The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment.
- h. The giving of priority to collective protective measures over individual protective measures.
- i. The giving of appropriate training and instructions to employees.

*** Safety, Health and Welfare at Work Act 2005 – Third Schedule

4:3 Risk Assessment in The School

Hazards are assessed annually by staff using the model outlined above for each room of the school building that is used. Written records are kept by the Safety Officer. Any new hazards reported to the Safety Officer are added to the Safety Statement as amendments.

Staff are requested to report any hazards they become aware of during the school year *by email* to the Safety Officer.

Hazards in the general school environment are recorded by the Safety Officer in this document.

4:4 General Hazards Identified and Elimination Procedures

Below are listed the major hazards identified and the practices and procedures in operation to reduce or where possible eliminate these hazards.

1. Weights

As part of their normal duties, staff are not required to lift heavy weights. It is a matter of personal judgement by each individual as to what they are capable of lifting unaided. Where it is found excessive weights have to be lifted, assistance must be sought.

All employees will be instructed in the correct method of lifting weights and this practice must be followed on all occasions. A copy of the General Application Regulations, Manual Handling of loads, is available during normal working hours from the school Principal.

2. Noise

The sound levels prevailing during normal working hours are obviously well below the statutory limits. There is no noise problem in the school. Should noise become an issue at any stage, the levels will be monitored and ear defenders will be provided to staff or required for contractors. (SI 157:1990). Exposure to Noise Regulations.

3. Display Screen Equipment

All staff involved in the use of this equipment have been requested to read a copy of the Safety Booklet issued by the Health and Safety Authority. The booklet is posted on the staff room notice board and is in the 'Policies' folder in the School Office. Management require all employees to comply with the recommendations contained in this booklet. The main hazards to be avoided are eye strain, back strain with incorrect posture and repetitive strain injury such as tenosynovitis and frozen finger.

4. Beverages

Where staff are involved in the preparation of beverages, either for themselves or others, or are transporting them around the premises, they should

- (a) take care to avoid spillages
- (b) ensure trays are properly loaded
- (c) refrain from partaking of beverages in close proximity to electrical equipment.

Any spillages which occur must be cleaned up immediately.

5. Detergents/Cleaning Agents

Staff involved in the use of these products should ensure they comply with the manufacturer's instructions. Any contamination of the skin should be washed in cool running water.

6. Trips and Falls.

Staff should ensure they do not leave anything in an area where it could cause trips and falls. This particularly applies to access aisles, walkways, passageways and corridors.

Where floor washing, polishing or cleaning is taking place yellow hazard signs must be displayed at all entry points to the area. Trailing leads should be run as close to the skirting as possible and parallel to it. It is sometimes necessary to have leads perpendicular to the wall on which sockets are placed (e.g. for the operation of lap top computers or audio equipment). In such cases the leads must only be so placed when in use and must be safely stowed when not in use.

7. Cleaning Products

Some products used for cleaning may contain an abrasive or a corrosive substance.

The main risks are

- (a) Irritation of the skin
- (b) Irritation of the eyes
- (c) Pulmonary irritation

Furthermore, these products may cause injury if taken internally.

In order to minimise these risks, the following precautions must be taken by all cleaning staff or other staff using cleaning products:

- All products must be used strictly in accordance with the manufacturers' instructions.
- They must only be used for the purposes intended.
- Products must not be decanted into unlabelled containers.
- Products must be stored in the presses provided. They must not be left in places where they could be confused with other products.

- Protective gloves must be worn as indicated by the manufacturers of the products or if the user has a natural sensitivity to them.
- Any contamination of the skin by any of these products must be washed under cool running water, or if necessary a shower should be taken.
- Contaminated clothing must be removed immediately and be not worn again until it has been adequately washed or dry cleaned.

8 Cleaning equipment

In order to avoid the risk of back strain care must be taken in the lifting and use of cleaning equipment. Also, a correct posture must be adopted. This particularly applies to the use of vacuum cleaners.

9 Electrical/Electronic Equipment

All flexes, leads and plug stops are inspected annually to ensure they have not deteriorated with use. If any defects are noticed between inspections, they should immediately be brought to the attention of the Safety Officer.

10 Ladders/Steps

Before using them, it should be ensured that:

- (1) They are in perfect condition
- (2) They are adequate in height for the purpose for which they are to be used.
- (3) They are on a level firm footing.

11 Shelves

Care must be taken to ensure goods are properly stacked on shelves, so that there is no danger of them falling on passers-by. Shelves must not be overloaded. Steps should be used to reach shelves above shoulder height. It is strictly prohibited to climb on shelves to reach upper levels.

12 Shredder

- (a) Fingers should not be inserted in the shredder. Loose clothing, especially neckties, and jewellery should be adequately secured.
- (b) Care must be taken when clearing blockages, removing full containers of shredded paper and fitting new containers.

- (c) The shredder must be disconnected from the power supply before any maintenance work is carried out.

13 Paper Guillotine

This apparatus must only be used by members of staff. Care should be exercised; fingers must not be inserted in the device.

14 Photocopier

- (a) Only trained staff are authorised to clear blockages and replace toner.
- (d) Old or used toner containers should be stored in the photocopier for disposal.
- (e) Adequate ventilation should be ensured if the photocopier is being run for long periods.

15 Filing Cabinets/Desk Drawers

Open doors of pupil lockers can cause head injury. Doors should be closed when lockers are not in use.

Care must be taken to ensure drawers are not overloaded. Drawers should be left in the closed position when not attended.

16 Damaged Furniture

Any school furniture which is damaged or broken must be removed from use and must be fully repaired before being put back into use or disposed of.

17 Electrical

All extensions, alterations and additions to the electrical installation must be carried out by the School Contractor. Temporary wiring is not allowed. Any loose sockets, plugs or faulty electrical equipment should be reported immediately to the Safety Officer by email.

18 Light

Faulty lighting should be reported to the Safety Officer *by email*. Worn out fluorescent tubes must be stored in a secure location while awaiting disposal.

19 Temperature

Adequate heat and ventilation must be provided.

20 Unruly or violent pupils

Discipline in the classroom is the responsibility of the class teacher in the first instance. Serious unruly or violent behaviour should be referred to the Form Teacher, Deputy Principal or Principal as thought appropriate by the class teacher, to be dealt with under the school's 'Code of Behaviour'.

Pupils are instructed that running inside the building is not allowed.

21 Stress

Staff feeling under undue stress should report this to the Principal or Deputy Principal. Pupils should talk to any member of staff they feel comfortable talking to.

22 Disposal of hazardous waste

Hazardous wastes are disposed of as indicated below:

Batteries:	Recycled
Photocopier toner cartridges:	Recycled
Printer cartridges:	Recycled
Laboratory hazardous chemicals:	As per DES Green Book

Other lab Hazardous materials will be held for professional disposal.

23 Laboratory

- (1) Only designated staff are allowed use or teach in the laboratory.
- (2) Protective coats supplied to staff, must be worn at all times.
Protective clothing will be worn by pupils during practical work.
Protective clothing must be removed before leaving the laboratory.
- (3) When carrying out experiments involving chemicals, protective eye wear must be worn.
- (4) Defective equipment must be removed from use immediately.
- (5) Work involving the application of heat must not be left unattended.
- (6) Adequate ventilation must be provided at all times.

- (7) Any contamination of skin must be washed under cool running water immediately.

Hands must be washed before vacating the laboratory

24 Sporting activities

Sporting activities create a special category in relation to risk of injuries that are inherent in any sport. The School recognises this inherent risk and is committed to implementing the latest advice on safety measures, equipment use, sporting rules and practice.

In sporting activities, the Teacher in charge is responsible, in consultation where necessary with the Safety Officer, for identifying appropriate protective equipment and the safest practice guidelines available at the time consistent with guidelines provided by sports governing bodies (IRFU, FAI etc.).

4:5 Measures to Protect the Safety and Welfare of pupils

1. Pupils are supervised at all breaks as outlined in Section 3:1 of this document.
2. Pupils are advised of the School Rules by their Form Teachers at the start of each Academic year. The school rules are also printed in their Student Journals.
3. Pupils are advised both verbally and in their Student Journals that bullying will not be tolerated. They are requested to report all cases of bullying to any member of staff they feel comfortable speaking to.
4. The school Counsellor is available weekly for pupils who have personal difficulties either in school or at home. They may make an appointment in the school office to see them in confidence.
5. If a staff member becomes concerned about any pupil, they will make contact with the Parents or Guardians to make them aware of their concerns. An up-to-date list of contacts is available on VSWare or upon request from the school office.
6. If pupils become ill during the school day they are looked after by the appointed member of staff who should have first aid training.
7. To ensure safe work practices during practical work, Safety Guidelines for pupils are displayed in:
 - i. The science laboratories
 - ii. The home economics room
 - iii. The art room.

Pupils are reminded of these guidelines on a regular basis.

8. Protective clothing is provided for as deemed necessary.
9. Emergency procedures are explained annually and evacuation notices are posted in every classroom and on the walls of the corridors. Fire Drill is practiced at least twice annually.
10. The use, supply or sale of alcohol, tobacco or drugs is banned on the School Premises.

4:6 Measures to Protect the Safety and Welfare of Staff

1. To ensure the continued welfare of staff toilets are provided and a staffroom where tea and lunch breaks may be taken is available. Staff must co-operate in maintaining a high standard of hygiene in these areas.
2. Hands must be washed before commencing work in areas where it is deemed necessary. When work ceases for lunch or at the end of the day, hands should again be washed.
3. Protective clothing is provided where necessary to protect staff and their clothing from contamination. So that it may fulfil its function, it must be fully secured. When leaving the work place or whilst partaking of refreshments, protective clothing must be removed.
4. All staff will receive training in the correct method of operating machines and any special hazards relating to them.
5. Precautionary notices in respect of safety matters are displayed at relevant points. Staff in the areas where these notices are displayed must comply with them for their own safety.
6. The correct method of using safety devices or apparatus will also be explained / demonstrated.
7. Emergency procedures will be explained.
8. Staff may not attend the premises whilst under the influence of drugs or alcohol. Staff taking medication should obtain confirmation from their Medical Practitioner that it is safe for them to attend work and attend/operate machines. All illnesses must be reported to the Management.
9. Codes of Practice will be readily available and should be read and understood.

10. Staff will be encouraged and facilitated to attend training and accident prevention courses necessary to complete their duties.

11. The following are available from the School Principal or Safety Officer:-

- (i) Safety in Industry Act 1980
- (ii) Safety, Health and Welfare at Work Act 1989 and 2005.
- (iii) Safety, health and Welfare at Work Act: general regulations 2007
- (iv) Factories Act (Manual Weights) Regulations.
- (v) Condition of Employment Act 1936 and 1944.

4:7 Access

In the interest of safety, access to the premises is restricted. Visitors must check in at the School Office.

Cyclists must dismount and must walk while on school grounds.

4:8 Monitoring the Effectiveness of the Safety Policy in the School

Health and Safety inspections are carried by members of the Safety Committee and /or the Safety Officer and deficiencies are brought to the attention of the Principal.

Records are kept by the Safety Officer and are examined at meetings of the Safety Committee, where any necessary measures to prevent accidents are recommended for action.

Consequent upon a review of the reports, the Board of Management will take any necessary policy decisions for the correction of undesirable hazardous developments.

School Principal

Appendix 1: Staff Acknowledgement

To Staff:

When you have read this Safety Statement and are satisfied to its contents and particularly as to its relevance to your working environment and conditions, please sign and print your name below.

I have read the Safety Statement of The School and understand that I have rights, duties and responsibilities as a staff member. Furthermore, I understand that should I require any further information, or if I am unsure of any work practice or procedure, I will contact the Principal.

Name (Printed)	Signature	Date

