

Scoil Mhuire Allenwood

Health & Safety Statement

Contents

1. Statement of Safety, Health and Welfare at Work Policy
2. Health and Safety Management Structures and Responsibilities
3. Health and Safety Resources
4. Health and Safety Training
5. Fire and Emergency Management
6. Hazard Identification, Risk Assessment and Control
7. Management of Visitors and Contractors
8. Bullying and Harassment
9. Stress at Work
10. Pregnant Employees
11. School Visits, Tours etc.
12. School Dramas and Plays
13. Arrangements for Work Experience
14. Use of VDUs
15. Manual Handling
16. Access to school
16. Injury /Incident Reporting and Investigating
17. Communication of Safety Statement
18. Revision of Safety Statement
19. Appendices

GENERAL POLICY STATEMENT

It is the policy of Scoil Mhuire Allenwood to do all that is reasonably practicable to prevent injury to people and damage to property and to protect everyone (including staff, pupils, public, contractors and visitors) from foreseeable hazards.

The safety and health of all employees, pupils and visitors is an important objective and we will ensure this as far as is reasonably practicable.

It is the Board of Management's responsibility to:

- Provide and maintain safe and healthy working conditions, taking account of statutory requirements.
- Provide training and instruction, where necessary, to enable employees to perform their work safely and effectively.
- Make available where possible all necessary safety devices and protective equipment and supervise their use.
- Maintain a constant and continuing interest in health and safety matters pertinent to the school's activities.
- Ensure the safety and health of all pupils in this school.
- Keep this Safety Statement and other safety documents under review.

The detailed arrangements for achieving these objectives are set out in the main body of the Safety Statement.

There is also a specific duty to report to your safety representative any equipment or defects which might endanger safety, health and welfare of employees, pupils, contractors and the public.

This requirement facilitates the protection of all employees and pupils by constantly improving systems of work, in line with events and incidents that occur from time to time.

2. Health and Safety Management Structures and Responsibilities

Persons responsible directly or by formal delegation for:

- The effective implementation of the policy ensuring that their areas of responsibility are run in accordance with the policy.
- Ensuring that subordinates are trained to manage the implementation of the policy.

Board of Management

Principal – Mrs C. Fenton

Safety Officer/Representative/Deputy Principal – Mrs. Bell.

Post Holders

Other Teachers

Community Employees

Secretarial/Care taking/Ancillary Staff

Pupils

ALLOCATION OF RESPONSIBILITIES FOR SAFETY/HEALTH

(Safety, Health and Welfare at Work Act 2005)

It was decided that because we are a small school that one person would take on the role of the safety representative and safety officer.

Principal

Safety begins at management level and so the overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare at Work rests with the Principal in conjunction with the School Board.

She shall:

- Demonstrate her commitment by taking active steps to be aware of the safety record of the premises and shall issue any necessary reasonable directives in the interest of the health, safety and welfare of all employees and pupils, contractors and the public.
- Endeavour to ensure that there are available, sufficient funds and facilities to enable the safety policy to be reasonably implemented.
- Periodically appraise the effectiveness of the statement.
- Ensure that the responsibilities are properly assigned, understood and accepted at all levels.
- Procure advice and assistance whenever necessary and take heed, together with remedial action, on any matters brought to her attention.
- Ensure that reasonable safety considerations are observed by any contractors working within the school and that they are aware that any work carried out must be in accordance with current Health & Safety Regulations and any relevant Codes of Practice.
- Ensure that this Safety Statement is available to and read by all staff and appropriate third parties.

Safety Officer.

The Safety Officer shall demonstrate her commitment by being fully familiar with the School's Safety Statement and any subsequent revisions and ensuring that the Safety Statement and other equipment safety guidance is effectively communicated at all levels and is observed.

The Safety Officer:

- Must ensure that employees / persons under their control, including temporary and trainee teachers and also pupils are made aware of and comply with the school's Health and Safety Statement and the organisation and arrangements for carrying it out.
- Should procure advice and assistance whenever necessary and take heed, together with remedial action, on any matters brought to their attention.
- Shall ensure that full records are kept of all safety training, accidents and any remedial action taken in relation to same.

Safety Representative

Section 25(1) of the Safety, Health and Welfare at Work Act states that employees may select a Safety Representative who has the following rights under the legislation:

- To make representations on any aspects of safety, health and welfare at the place of work.
- To investigate accidents and dangerous occurrences. He/she shall not interfere with or obstruct the performance of any statutory obligation required to be performed by any persons under any of the relevant statutory provisions.
- To make oral or written representations to inspectors on matters of safety, health and welfare at work.
- To receive advice and information from inspectors on matters of safety, health and welfare at work
- To accompany an inspector on any tour of inspection other than a tour of inspection made by an inspector for the purpose of investigating an accident.
- Subject to prior notice to the employer, to carry out inspections of the premises to determine any potential hazards on the premises.
- Subject to prior notice to the employer, to investigate potential hazards and complaints made by any employee whom he/she represents relating to that employee's safety, health and welfare at the place of work.

Teachers

Will ensure that reasonable account of health and safety is taken in all departmental procedures and will:

- At all times demonstrate an exemplary approach to safety and health in order to engender in their students a total commitment to safety and health.
- Be accountable to the Principal for any breach or omission regarding safety and health matters.
- Be aware of statutory regulations and the best available working practices and methods of training, which they should apply.
- Take in to account the safety of contractors and visitors on the premises.
- Ensure that all injuries and dangerous occurrences are reported and shall investigate the full circumstances causing any injuries, even minor ones, in order to prevent recurrences.

Pupils

All pupils shall:

- Have a responsibility for their own safety and that of others.
- Be encouraged by staff to report any hazards on the school premises
- Have an understanding of all the main safety issues relevant to them including:
 - Orderly behaviour on the school premises.
 - Non obstruction of doors/corridors
 - Under no circumstances bully.

All Employees

Employees have general statutory obligations under the Safety, Health and Welfare at Work Act 2005, Chapter 2 Section 13 which includes the following:

They must:

- Take reasonable care of their own safety, health and welfare and that of any other person who may be affected by their actions or omissions while at work.
- Ensure that he or she is not under the influence of any intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person.
- Co-operate with the School Board of Management, Principal and any other person, in order to comply with any of the relevant statutory provisions.
- Use the safety equipment provided, or other items provided for their safety, health and welfare at work.
- Report to the Principal, without delay, any defects in equipment, place of work or systems of work which might create a danger to the safety, health and welfare to themselves and others.

They must not:

- Intentionally or recklessly interfere with or misuse any appliance, or safety equipment provided to secure the safety health or welfare of persons arising out of work activities.

In addition, employees are reminded to:

- Only carry out duties they are trained to perform.
- Keep work areas clean.
- Be careful when moving items.
- Not to run on floors and steps.
- Note that any form of dangerous prank or unauthorised hazardous activities is totally prohibited on school premises.

Sub-Contractor/Self-Employed Person

Sub-contractors and self employed persons shall provide their safety statement when requested to do so and shall:

- Conform generally with the duties and responsibilities as for employees.
- Provide evidence when requested, showing that appropriate employer's liability and public liability insurance is in place.
- Bring to the attention of the School Board and anyone else who may be affected by any process or use of materials, which may endanger health and safety while at work.
- Comply with the requirements of this safety statement, and co-operate with the School Board in providing a safe place of work, a safe system of operation and wearing of protective clothing.
- Ensure all their employees and others under their care are provided with and wear safety helmets.
- Attend any safety courses prepared for workers on projects managed by this School Board.

- Report any defect in the plant and equipment, place of work, or system of work without unreasonable delay.
- Only use competent and suitable persons on site.
- Obtain the consent of the School Board to engage persons other than their direct employees on site.
- Ensure that their managers, supervisors and employees are aware of the obligations placed upon them with regard to health and safety.

3. Health and Safety Resources

3.1 Each Class Room has a smoke alarm. Fire extinguishers are also situated on corridors.

3.2 The First Aid Equipment is located in the accessible changing room.

4. Health and Safety Training

Arrangements for implementing Policy

4.1 Provision of Safety Training and Instruction

The School Board of Management undertake that all necessary training, instruction and information will be supplied to the Safety Officer, to each employee and to pupils to secure their safety and health in the work place. The primary responsibility for this rests with management in co-operation with specialists as appropriate.

The School Board of Management recognises that even with the best work arrangements people may still need clearly defined safety procedures and instructions. For that reason, there is a commitment by the School Board of Management to identify safety-training needs, to carry out that training and to assess the competence of employees, in relation to health and safety.

Additional training courses are provided to meet specific needs as they arise from time to time. Such courses may be carried out in-house or at an appropriate outside agency.

It is recognised that maintaining a safe working environment needs constant vigilance and it is accepted that training of employees will continue to have an important role to play in this regards. Safety campaigns and other methods aimed at maintaining a high level of safety awareness will be instituted from time to time.

4.2 Consultation

The School Board of Management is committed to meeting its obligations under Section 26 of the Safety, Health and Welfare at Work Act 2005 on consultation. The following consultation arrangements have been agreed:

A consultation group will meet on an annual basis to discuss and review health and safety aspects of our activities. This group will include the Safety Officer/ Safety Representative who will be responsible for making representations to the School Board on behalf of the employees on matters concerning the safety, health and welfare in the place of work. The effectiveness of the consultation arrangements will be reviewed at regular intervals.

This Group will include:

- School Principal
- School Safety Representative/School Safety Officer

The School Board recognizes the statutory rights of a Safety Representative as set out in Section 25 of the Act and is committed to co-operating with the person appointed.

In accordance with the regulations, the Safety Representative will be given access to any information in the possession of management that pertains to the safety, health and welfare of employees and pupils. The Safety Representative will be given the opportunity to receive appropriate training.

The Safety Representative will be informed when an Inspector of the Health and Safety Authority (HSA) visits the premises and will be facilitated in order to discharge his/her functions under *Section 25 of the Safety, Health and Welfare at Work Act, 2005*.

The Safety Representative's role is:

- To investigate any accidents and dangerous occurrences and to prepare a report relating to them.
- Investigate complaints from employees and pupils.
- Carry out inspections in the workplace if notification is given to the employer in advance.

The Safety Representative will not suffer any disadvantage through discharging these functions.

4.4 First Aid

The School Board of Management is committed to having an adequate number of persons who are qualified to administer first aid.

First Aid Box is located at:

The accessible changing room in the front building and the school office in the back building.

The following persons are responsible for the control of First Aid equipment.

- Mrs A. Bell
- Mrs. C. Swords
- Mrs. F. Higgins
- Mrs. M. Fitzgibbons

A check will be carried out weekly to identify any replacement stocks needed.

Following this check, a list of stocks required will be purchased. The restocking of the first aid boxes will be the responsibility of Mrs. Carol Swords, Mrs. Fionuala Higgins and Mrs. Mary Fitzgibbons.

4.5 Administration of medicine to pupils

As a general rule teachers will not administer medicine to pupils. However there may be exceptional circumstances where a teacher might agree to become involved in the administration of medicine with the authorisation of the Board of Management. In

these circumstances the conditions set out in Administration of Medication Policy will be observed.

5. Fire and Emergency Management

Fire and Emergency Plans

Plans for fire and other emergencies have been prepared and are included in the school plan.

Evacuation drills must take place at least twice a year or more often if required.

Employees are reminded to familiarise themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency.

Evacuation procedures must be prepared for each classroom and other specific areas in the school and must be displayed on the back of the door in each of the classrooms. Assembly points must be identified for all areas and these must be clearly marked.

All emergency exits are clearly marked and unobstructed at all times.

5.1 Fire and Emergency Programme

Introduction

It is the objective of Allenwood Boys National School to achieve and maintain high standards of fire safety. This means, at a minimum, to conform to the requirements of current legislation, including the *Safety, Health and Welfare at Work Act, 2005* and the *Fire Services Act, 1981*.

The objectives of a fire safety programme are as follows:

- to guard against an outbreak of fire
- to ensure so far as is reasonably practicable the safety of persons on the premises in the event of outbreak of fire or other emergencies, e.g. bomb threat.

The hazards associated with external visits include

- accident or injury to the children on road or play areas
- accident or injury due to unsafe venue
- accident or injury due to defective transport

5.2 Fire and Emergency Plan / Bomb Threat Procedures

Emergency Telephone Numbers

The following emergency telephone numbers are posted at the first aid station.

FIRE BRIGADE 999

AMBULANCE 999

HOSPITAL 045 897221

GARDA

DOCTOR

A Critical Incident Plan has been formalised by management.

This plan includes procedures relating to fire prevention and instructions in the event of a fire or other emergency e.g. death, major illness, major accidents It specifies the individual responsibilities as appropriate.

5.3 Emergency Evacuation

Emergency evacuation drills will be carried out at intervals of not more than six months. Responsibility for ensuring that drills are carried out and appraisals rests with the principal.

5.4 Monitoring of Fire Protection Installations

Regular testing and inspection of:

- emergency lighting
- extinguishers/hose reels
- fire exits.

Responsibility for ensuring that these inspections are carried out rests with the Principal.

5.5 Smoking

- The school is a no smoking area.

6. Hazard Identification, Risk Assessment and Control

6.0 General Workplace hazards

The following hazards are relevant to all aspects of the workplace. The precautions/control specified is minimum requirements.

6.1 Poor housekeeping and untidiness

Poor housekeeping and untidiness can create hazards and cause injuries due to slips, trips, falls, knocking against and bumping into items of equipment, furniture, etc.

Arrangements and Controls

- Good housekeeping practices must be insisted upon.
- Spills of liquid or other materials must be cleaned and tidied up as soon as is practical and all employees are obliged to notify immediate supervisor of any such spillage including water. Cleaning equipment is provided where needed.
- Care and attention must be given to the layout of extension cables. Optimum positioning of sockets and telephone outlets must be provided to minimise this risk. Cables and extension leads must be strategically routed where possible to minimise trailing. Floor mats must be provided to cover trailing cables where necessary.
- Running and any form of horse-play is not permitted on the School premises.

- Employees are advised to keep cabinet and other office furniture drawers and doors closed when not in use.
- Employees are advised of the danger of opening more than one cabinet drawer at a time, thereby making the unit unstable and liable to fall forward causing injury.
- Storage of heavy or awkward loads on top of cabinets, desks or other Office furniture is not permitted.
- Waste paper and other unnecessary and potentially flammable and combustible material must be removed on a regular basis.
- Every person is responsible for his/her own work area and should maintain it in a clean and tidy manner.
- Damage to floors and floor coverings must be reported immediately to management.
- Leads from portable tools or equipment should not be left trailing across aisles/walkways. Hoses must not be left uncoiled after use.
- Processes which render the floor liable to become wet shall have adequate drainage installed in the area to prevent the build up of water.
- Suitable and sufficient lighting must be provided and any defects or faults must be immediately reported.
- Fire-fighting equipment and Fire Exits must be kept clear at all times.
- Goods and materials must be stacked carefully and tidily in their Designated areas without causing obstructions or protrusions.

6.2 Access/Egres

Access and egress which is obstructed and/or damaged may create a hazard.

These areas are as follows:

- Reception areas
- Corridors
- Doorways

Arrangements and Controls

- All reception areas, corridors and doorways must allow safe access and egress and must be kept free from obstructions at all times.
- All designated fire escape routes must be kept clear of materials at all times other than whilst materials are in transit.
- Carpets, tiles and floors must be maintained in good condition and free from damage, which could cause employees and visitors to trip, slip or fall.
- Steps must be maintained in good and sound condition to afford Protection from slips, trips and falls, which could cause injury.

6.3 Stairway/Walkway

Unsafe methods of access/egress can lead to slips/trips and falls.

Unsafe equipment can lead to serious accidents, especially when working at a height.

All means of access, escape in case of fire, and work areas, must be kept free from obstruction and substances likely to cause people to slip.

Arrangements and Controls

- All openings must be fenced and handrails must be provided around all open sides of walkways.
- Any unusual changes in floor level should be clearly identified - if necessary with hazard warning tape.
- All staff must report hazards noted in relation to means of access.
- Lighting in all areas of access and egress must be sufficient to highlight Any defects of hazards.

6.4 Heating/Lighting/Ventilation

Inadequate or poor heating, lighting and ventilation can create a hazard.

Arrangements and Controls

- Care must be taken to ensure that lighting and heating is of a standard to allow employees carry out their duties without risk to their health and well being.
- Employees must report any damaged or faulty equipment/fittings for lighting, heating and/or ventilation to their supervisor who must arrange replacement or repair as soon as is practicable.

6.5 Electricity

Electricity poses significant hazards to the user and misuse can result in fire, explosion, personal injury and even death.

The main associated hazards are:

- Fire.
- Electric shock.
- Burns from electrical flashes or arcing.
- Mechanical injuries if machinery starts/stops unexpectedly.

Arrangements and Controls

Risks can be minimized by:

- Conforming to electrical safety standards and proper use of equipment.
- Using only trained competent electricians to install and maintain all electrical equipment.
- Carrying out routine inspections and planned maintenance throughout the premises.
- All suspect equipment must be switched off, unplugged and reported to the appropriate supervisor immediately.
- A sufficient number of electrical outlets must be provided to avoid overloading and to reduce the use of extension leads and gang adapters.

- All electrical outlets must be provided with switches to allow the power to be shut off without having to unplug the appliance.
- All electrical equipment should be switched off and unplugged when not in use.
- If anyone is suspected to be suffering from electrical shock the appliance should be switched off if possible and the nearest first aider contacted.
- The initial layout of the electrical installation on the premises must meet the appropriate standards.

Any changes in the layout of the work area should be referred to a competent person and the following factors should be considered:

- Positioning and protection of cables, wiring, sockets, earthing etc.
- Choice, position and protection of plant and equipment.
- Space heating, process heating and ventilation (local and general).

6.6 Yard

The yard areas around the school buildings are used for limited storage, provision of parking facilities, pedestrian walkways and entry/exit routes for vehicles. The hazards associated with the individual areas range from slips, trips and falls to being struck by moving objects such as vehicles to fire/explosion risks resulting in lacerations, fractures to severe head injuries and possibly fatalities.

Arrangements and Controls

- Housekeeping must be of the highest standard with all waste material swept up and removed.
- It is the responsibility of all employees working in an area to tidy up as required and it is the responsibility of the Teacher to see that this is carried out.
- Pupils must be supervised by Teachers at all times, particularly during class breaks and whilst using the sports facilities.
- Storage must be neat and tidy and within the clearly defined storage areas. Storage should never be permitted to encroach on the designated pedestrian or vehicular routes.
- Yard surfaces. Inspections will be undertaken on a regular basis to ensure that potholes are filled in or repaired and foreign objects are removed.
- During ice/snowy conditions procedures are in place for salting those areas where employees and others are required to walk.

6.7 Building

The main hazards associated with the buildings are:

- Defective structures
- Inadequate lighting

Resulting in injury to the person or damage to own/third party property.

Regular inspections of the building must be undertaken with maintenance carried out as required.

Particular attention will be given to:

- Walls

- Roofs
- Gutters and down pipes
- Drainage Channels
- External and internal fixtures and fittings
- Glazing

6.8 Chemical Bleach/Cleaning Agent

Chemicals and solvents are used in some areas of the School by employees. Some substances used which employees do not generally regard as a chemical may have hazardous properties if not used in accordance with the manufacturer's guidelines.

The hazards associated with the use of these materials are:

- Eye injuries from splashes.
- Hand, feet or body burns from corrosives.
- Inhalation may cause drowsiness or pulmonary problems.
- Inhalation or ingestion may cause longer term problems to body organs.
- Large spills may cause pollution.
- Small spills can cause slippery surfaces.
- Mixing chemicals may sometimes cause reaction, involving heat, fumes or even explosion.

Arrangements and Controls

- Never use a substance/chemical without first reading the Material Safety Data Sheet. Seek advice from your immediate supervisor if in doubt.
- Wear all the protective clothing and equipment recommended.
- Know what action to be taken in the event of small and/or large spills.
- Dispose of used containers safely and in accordance with guidelines where given.
- Do not mix chemicals together, even for disposal unless you know the result of the mixture beforehand.
- Use the material only as recommended.

6.9 Filing Cabinets

Hazards

- Trapped beneath a falling cabinet
- Fingers trapped between a drawer and the cabinet.

Arrangements and Controls

- Where filing cabinets are being purchased, they shall meet the requirements of IS 277.
- Heavy items should be stored in the bottom drawer.
- Start with the bottom drawer when setting up files or after moving a cabinet.
- Use drawer handles when opening and closing the cabinet.
- Always close file drawers after use.

6.10 Slips, Trips and Falls

Arrangements and Controls

- The following are in place to reduce risks to a minimum in the office:
- Passageways to be kept free from obstruction.
- Running in the building is prohibited.

- “Horseplay” or foolish pranks are prohibited.
- Power cables and phone leads must be routed or secured by rubber sheathing or taped down, i.e. it is not acceptable to have unsecured cables trailing across walkways.
- Tripping hazards associated with loose, upturned or damaged carpet must be reported and rectified immediately.
- If a spill occurs then this must be cleaned up immediately to minimise the risk of someone else slipping on it.
- Safe means must be used when accessing heights. Suitable steps must be provided for. Under no circumstances may employees and pupils use files, boxes or swivel chairs as a means of access.
- Items are not to be stored on windowsills.

6.11 Office Machinery

Hazards

- Electrocutation
- Burns
- Entanglement.

Arrangements and Controls

Risks are minimized by observation of the arrangements and controls set out below and are to be communicated to all employees and pupils.

6.12 Installation of Machines

Machines should be positioned in a well-ventilated area away from doorways. The main isolating switch should be accessible at all times.

6.13 Minor Repairs

Minor repairs, such as removing blockages from the photocopier may be carried out by office staff, where clear instructions exist and the action presents no hazard.

While machines are fitted with interlocking systems to prevent electrocution they should still be switched off before gaining access to the interior. Care is needed to avoid any hot surfaces. Under no circumstances should office staff use screwdrivers or any other article to tamper with the inside of machines.

6.14 Major Faults

Major faults including any electrical faults, frayed wires etc. must be reported to the Principal or Caretaker. No attempt should be made by office staff to repair electrical faults. In such cases the machine should be isolated until repaired by a qualified electrician.

6.15 Maintenance

Authorised staff must carry out basic maintenance of machines. This includes replenishment of toner. Where replacement of toner involves more than one cartridge replacement, rubber gloves must be worn. The first aider should be called in the event of accidental inhalation, swallowing or entry to eyes.

6.16 Light Intensity

Photocopying and laser printers are provided with strong light sources. Employers must ensure that covers are in place when copies are made.

6.17 Car Park

Hazards

Trips, slips

Collision with a vehicle

Arrangements and Controls

- Maintain condition of pathways and kerbs to an excellent standard at all times.
- Car park surface condition (e.g. drain) free from damage and repaired immediately when damage is discovered
- Adequate lighting supplied to the car park at all times
A one way system is in operation for the cars in the car park.

7. Management of Visitors and Contractors

Visitors and Contractors

7.1 Visitors

Scoil Mhuire Allenwood has a responsibility to ensure, as far as is reasonably possible, the safety of visitors and contractors while on the site. To this end the following policies will apply:

- All visitors are to check in at the reception.
- Visitors will be accompanied by an employee of Scoil Mhuire Allenwood School at all times while on the property.
- Visitors are to obey the school safety rules and emergency procedures at all times.
- It is the duty of all employees to ensure to the best of their ability visitors comply with safety rules.

7.2 Contractors

- Contractors will not be allowed on the premises to carry out work until the School Board has checked and is satisfied with their insurances.
- If an architect or engineer is involved they shall take responsibility for ensuring that the contractor is reputable and competent.
- The contractor must liaise with a School Board-appointed official and discuss and agree the safety precautions deemed necessary by either party.
- Contractors must take all due care of their own safety, the safety of their employees and all others affected by their work.
- Contractors must not use any equipment or the service of personnel belonging to or engaged by the School Board without prior approval being granted by the School Board-appointed official.
- Scaffolding and other access equipment used by contractors/sub-contractors must be erected and maintained in accordance with current standards and regulations.
- Every contractor working on School premises must comply with all applicable statutory requirements, best industry practices and any special safety rules or conditions imposed by the occupier.

In this regard, it is the responsibility of the contractor to:

- Provide all necessary instruction, training and information on health and

safety matters to their employees

- Provide competent and adequate supervision of their employees and activities.
- Provide all necessary safety equipment and clothing for their employees
- Ensure that plant and equipment brought onto the School site is safe and in good working order fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
- Ensure that all accidents and dangerous occurrences are reported to the School official in charge
- Ensure that all School safety notices and alarms are followed at all times.
- Ensure that hazardous substances are not brought on to the premises without prior notice and permission.
- Ensure that 'approved' hazardous substances are stored and used safely whilst on the premises.
- Ensure, on completion of work, that all hazardous substances are removed from the premises.
- Monitor and assess the safety performance of their employees.
- Ensure that all subcontractors are advised accordingly and, in particular, are not brought onto School premises without prior notice or permission.

Prior to the commencement of any work on the premises the following should be observed: An assessment of the likely safety hazards and risks involved in or associated with the proposed work must be undertaken by both parties.

The extent of each party's involvement will be determined by the separate sets of safety responsibilities as agreed.

- The degree of risk assessment that must be carried out before work begins will depend on the nature and extent of activities associated with each individual contract.
- No work, not matter how minor, should commence without some form of prior consultation, hazard identification and risk assessment.

For major contracts, the provisions of the Safety, Health and Welfare at Work (Construction) Regulations, 1995 must be adhered to.

7.3 Collecting Children

- All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- Cars are advised to drive slowly on entering school grounds when collecting children.
- Those parking outside the school grounds are advised to accompany children to and from the school premises.

8. Bullying and Harassment

Dealing with violence and aggression

Scoil Mhuire Allenwood is committed to providing a working environment free from harassment of any kind and to protecting the dignity of each individual at work. Scoil

Mhuire Allenwood recognises that conflict may occur between staff and between staff and pupils or contractors which can include behaviour that is offensive to the recipients such as:

- Physical threats and assault
- Non violent threats or implied threats
- Verbal harassment of a person
- Unfair selection of tasks
- Sexist comments or other unwarranted conduct of a sexual nature
- Racism

Scoil Mhuire Allenwood will ensure that any complaints are properly and fairly investigated, that any harassment is dealt with in an appropriate and measured way under the disciplinary procedures and that the person bringing the allegation can resume work without fear of recurrence or threat to their career.

8.1 Principles of Controlling Harassment

- As far as Scoil Mhuire Allenwood is concerned any source of harassment, whether it be physical, verbal, non-verbal, racist, or sexist, is unacceptable either between staff, between staff and contractors or between staff and trainees / school children.
- Staff are encouraged to bring such unwanted practices and behaviour to the attention of the Principal, other post holders, or any other person to whom they have confidence in and who will act responsibly on their behalf to have the matter resolved.
- All complaints are made in confidence and progress with regard to specific complaints can only be made with the approval of the victim.
- All staff have a duty and a responsibility to each other to eliminate or to report such behaviour to their own management or to have it dealt with.
- All harassment complaints will be investigated in a fair and objective manner.
- No victimisation of any individual should take place as a result of reporting such instances if they are found to be unsubstantiated. Retaliation against someone who complains about harassment is a serious disciplinary offence.
- If, however, it is found that a complaint was brought maliciously, disciplinary proceedings against the complainant will be considered.

8.2 Bullying/Intimidation

Bullying is defined as behaviour where a person uses strength or power to coerce others by fear either consciously or unconsciously. It is repeated aggression –verbal, psychological or physical – conducted by an individual or group against others. Bullying is not always characterised by overt aggression but rather more frequently is typified by subtle and manipulative behaviour patterns, which work to undermine a person's confidence by means of minor and often invisible actions.

Examples of bullying:

- Personal insults and name calling
- Persistent criticism and sarcasm
- Public or private humiliation
- Shouting at staff in public and/or private
- Instantaneous rage, often over “trivial” matters
- Sneering

- Unfair delegation of duties and responsibilities
- Impossible deadlines being set
- Making it difficult for staff to have access to information
- Aggression
- Continually refusing reasonable requests without good reason
- Ignoring or isolating someone on purpose and excluding them for discussions
- Intimidation and threats in general

8.3 Sectarian Harassment

Sectarian harassment is defined as unwanted conduct of a sectarian nature, or other conduct based on religious belief or political opinion affecting the rights of people at work. It constitutes unlawful discrimination under Fair Employment legislation.

Examples of sectarian harassment:-

- Physical harassment ranging from gestures to serious assaults;
- Verbal harassment through deliberate articulation of sectarian jokes, banter, offensive language, gossip and slander, sectarian songs, threats, etc.
- Written harassment through circulation of sectarian notes, letters or other written material containing offensive language.
- Visual display of offensive materials, posters, graffiti, flags, bunting and emblems;
- Offensive behaviour, isolation or non co-operation at work, exclusion from social activities;
- Coercion through pressure to participate in political/religious groups;
- Pressure to participate in or contribute to party political or religious collections;
- Intrusion by pestering, spying, stalking, etc.

8.4 Responsibilities

Employees

Employees have a responsibility to:

- Help to create a working environment in which the dignity of all employees and pupils is respected, and where harassment is totally unacceptable;
- Be aware of the serious problems that all forms of harassment can cause, and ensure that their behaviour is beyond reproach;
- Alert management to any incidents of harassment;
- Provide support to colleagues who are being harassed.

Principal and Teachers

Principal and Teachers have a responsibility to:

- Maintain a working environment that is free from all forms of harassment.
- Communicate the school policy and procedure and take steps to positively promote it.
- Take immediate action on complaints and incidents of possible harassment in a sensitive and confidential manner.

- Ensure that an employee bringing a claim of harassment is protected against victimisation or retaliation.
- Deal with all complaints and incidents of possible harassment in a sensitive and confidential manner.

Dealing with harassment

Allegations of harassment must be dealt with seriously, expeditiously and confidentially. Staff bringing a claim of harassment must be protected against victimisation or retaliation.

Complaints Procedure:

Investigations into allegations of harassment must be handled with sensitivity and with due respect for the rights of both the complainant and the alleged harasser. Every effort must be made to resolve complaints speedily. In any investigation both the complainant and alleged harasser have the right to be accompanied and/or represented by a colleague or trade union representative of their choice.

Where an employee believes that they are being harassed they should:

If possible, confront the person engaging in the unwanted conduct and tell them that their behaviour is not wanted and it offends them.

Where it is too difficult or embarrassing for an individual to do this on his or her own behalf or, where having done so the unwanted conduct continues, the employee should advise one of the following:

- School Principal
- Another member of Board of Management
- Staff/Union Representative.

The person contacted will bring the matter to the attention of the Board of Management, who in turn will commence an investigation.

Allegations of harassment should be made in writing. However where a verbal complaint is received it must not be precluded from the investigation process.

Where required, witnesses will be consulted during the course of the investigation..

This procedure does not replace or prejudice the rights of employees to pursue a complaint under fair/equality employment legislation.

Monitoring and Review:

Scoil Mhuire Allenwood will monitor the incidence of harassment through issues raised as complaints, exit interviews and any other incidents of which management is aware. The effectiveness of our policy and procedures for dealing with harassment will be reviewed on a regular basis.

8.5 Violence to staff

- The main hazards are
- assault (verbal or physical)
- physical injury (with short or long term effects)
- increased stress

Arrangements and Controls

- Sufficient lighting to assist staff in raising help if necessary so that suspicious individuals may be more easily identified must cover the

interior and the exterior of the premises.

- All visitors must report to the Reception Desk.
- Parents who wish to have a consultation with a class teacher are encouraged to make a prior appointment with the relevant teacher. Parents are discouraged from approaching classrooms directly.
- A Code of Discipline has been developed in consultation with the School Board and all other relevant parties and has been circulated to all parents. The Code details the sanctions and procedures in relation to pupil discipline.
- The School Board follows a procedure for the processing of complaints as negotiated between Department of Education and the INTO and has advised parents of same.

9. Stress at Work

9.1 Stress

The main hazards include:

- Anxiety
- Depression
- Increased absenteeism
- Low or reduced motivation

Arrangements and Controls

Management

- Ensure good communication between management and staff particularly when there are organisational or procedural changes.
- Ensure staff are provided with meaningful developmental opportunities
- Monitor workloads to ensure people are not overloaded
- Ensure that staff are fully trained to perform their duties
- Ensure that bullying and harassment is not tolerated
- Be vigilant and offer additional support to any member of staff who is experiencing stress outside work e.g. bereavement or separation

Employees

- Staff must raise issues of concern with the Principal or staff representative
- Accept offer of counselling when appropriate

10. Pregnant Employees

Health and safety at work while pregnant

10.1 Introduction

During pregnancy and immediately afterwards, a pregnant employee and the developing child may be particularly at risk from certain working conditions. The Safety, Health and Welfare at Work (Pregnant Employees etc.) Regulations, 1994

requires that all appropriate safeguards are taken during this potentially vulnerable time.

10.2 Employees

These regulations apply to any employee who;

- is pregnant;
- has just had a baby (within the first fourteen weeks)
- is breast feeding (within the first fourteen weeks)

10.3 Management of Risk

Once a medical certificate from an employee indicating she is pregnant or has just given birth or is breastfeeding, has been received, the risks must immediately be reassessed for that employee.

The following hazards must be considered:

- Physical shocks, including direct blows to the abdomen.
- Handling a load.
- Movement and postures, which are abrupt or severe, or give rise to excessive fatigue.
- Chemicals: In particular any chemical which is harmful by inhalation or when absorbed through the skin, i.e. organic solvents.

A pregnant employee must not be exposed to these hazards unless they are adequately controlled.

Adequate control means:

- The hazard is reduced to a level, which will not harm the pregnant woman or the developing child or breast-fed child.
- If any of these risks are present they must either be eliminated or safeguards put in place to protect the employee's health and safety.

These safeguards include:

- Changing the type of work, working hours, etc.
- Moving the employee to other safe work.
- Staff who are pregnant will not be asked to supervise the senior pupils on yard, they will supervise the junior yard instead.

If these safeguards are not possible then the employee must be granted safety and health leave. This is paid leave, which continues until either the conditions change or else the pregnant employee becomes eligible for paid maternity leave.

11. School Visits, Tours etc.

School Tours will be arranged by the school to present the children with a new environment in which they can observe, investigate and relate their findings to their own environment.

The hazards associated with external visits include

- accident or injury to the children on road or play areas
- accident or injury due to unsafe venue
- accident or injury due to defective transport

Arrangements and controls

- A form of approved transport, appropriate to the distance and the numbers travelling will be chosen.
- Teachers will take with them a tour kit and a mobile phone.
- Teachers will be extra vigilant when taking children out of the school
- Pupil's behaviour on tours will comply with the standard set down in the School's Code of Discipline.

12. School Dramas and Plays

The main hazards associated with school dramas and plays

- Accident or injury to the children
- Inappropriate stage height
- Faulty stage props
- Unstable benches or chairs
- Trailing electrical cables
- Inadequate supervision

Arrangements and controls

Teachers will ensure proper supervision at all times.

13. Arrangements for Work Experience

Scoil Mhuire Allenwood is happy to consider students for work experience. We believe it to be mutually beneficial to the student and to our school when the programme is successful.

A certificate of insurance must be forwarded by successful candidates prior to commencement of work experience.

Performance of duties must be under the direction of the class teacher and/or school Principal.

14. Use of VDUs

14.1 VDUs

Hazards

- Muscular strain
- Visual discomfort and stress.
- Headaches, neck and backache

Arrangements and Controls

- Document holders to be provided if required. These should be arranged to minimise head, neck and eye movement.
- All operators to be provided with chairs which are adjustable in seat height, backrest height and angle.
- Operators to be provided with footrests if required.
- Where possible desks and screens must be arranged so that any bright lights are not reflected in the screen. To this end VDU's should be positioned between, rather

than under, a row of lighting so that the line of sight is parallel to light fittings and away from windows.

-Anti-glare filter screens must be provided as required.

-All glare and unwanted light from windows can be avoided by the use of blinds provided on all windows.

-All VDU operators must receive proper instruction in the correct operation of the VDU and the associated legal requirements.

15. Manual Handling

15.1 Lifting/Handling

We recognise the risk of injury which may arise from handling relatively light items, handling awkward loads or handling loads, which are too heavy, or if poor handling techniques are used.

Amongst the problems identified are poor posture, overreaching when stacking, bending rather than squatting for loads at low level and trying to step over and around objects on the floor when carrying loads. Also individuals should request assistance when the load is excessive or difficult to handle.

Risk of injuries:

-Abdominal hernias.

-Aggregation circulatory and respiratory diseases.

-Fatigue leading to accidents.

-Injuries from sudden exertion and back injuries.

Arrangements and Controls

Employees are advised:

-Not to move or lift any load which could cause injury. Assistance should be sought where necessary.

-Not to obstruct their vision when carrying large items.

-Not to rush, and to exercise care when going around corners.

-Use mechanical aids - levers, hoists, wheels etc.

-Organise the work area in relation to the configuration of the loads, distance over which loads are to be moved etc.

-Gangways and other working areas shall be big enough to allow ease of movement by staff and mechanical aids.

-Floors and walking surfaces shall be kept in good condition and free from obstructions.

16. Injury /Incident Reporting and Investigating

16.1 Accident/Incident Reporting

All incidents, no matter how trivial, and whether to employees, pupils or visitors must be reported immediately to the Principal or in their absence their deputy on the appropriate form.

This is necessary to monitor the progress of safety standards and to ensure that proper medical attention is given where required and as an aid in the identification of hazards so that the appropriate measures can be taken to prevent the accident from reoccurring.

Where an accident investigation is necessary, all employees are obliged to cooperate fully with such an investigation and to provide any information, which may be useful in establishing the circumstances leading up to the accident.

17. Communication of Safety Statement.

17.1 The Documented System

This Safety Statement refers to the processes and activities of Scoil Mhuire Allenwood, in so far as they affect the Health and Safety of employees and pupils and of others.

The identification and recommendation for provision of specific arrangements and controls to eliminate or minimise the risks to health and safety will be co-ordinated by a Safety Officer, elected by the Board of Management.

17.2 Implementing the Safety System

The Principal holds the master copy of the Safety Statement.

Controlled copies of the Safety Statement shall be issued to personnel as specified on the circulation list.

It is school policy that all employees and pupils have access to those sections of the manual that are relevant to them.

17.3 Circulation List

- Principal- Mrs Carole Fenton
- Deputy Principal- Officer/Rep- Mrs. Bell
- Staff Room
- Chairperson BOM

18. Revision of this Safety Statement

This statement shall be regularly revised by the Board Of Management of Scoil Mhuire Allenwood in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Signed on behalf of the Board of Management:

Chairman: _____ Date: _____

Principal: _____ Date: _____

Safety Officer: _____ Date: _____

Prepared by representatives of the Board of Management, in consultation with parents and teachers in accordance with the safety, Health and Welfare Act at Work Act 2005.

19. Appendices

List of Policies/Procedures

- Administration of Medication
- Anti-Bullying
- Work Experience Students
- Yard Supervision
- Fire Drill Procedures
- Accident/Illness Policy
- Substance Misuse Policy