

St Ailbe's School Policy

on

Health and Safety

Scope: Covers all Staff, Students and Visitors to St Ailbe's

Relationship to school mission statement:

Rationale:

Goals:

- To provide a reference for the policies and procedures used in the school to assess and audit the levels of health and safety being achieved.
- To provide evidence that the policies and procedures to ensure health and safety objectives are met and have been thought out and documented in order to help those who must execute them.
- To help identify training requirements that need to be fulfilled in order to generate suitably qualified personnel to carry out the policies and procedures contained within the statement.
- To provide assurance that compliance with legal requirements for health and safety are being met.

Policy

2.1 Board of Management

The Board of Management have overall responsibility for ensuring effective health and safety management. Its main responsibilities are:

- Monitoring of Health and Safety Performance Secondary School
- Inclusion of Health and Safety on the School Board's meeting agenda
- Prioritising actions on Health and Safety Issues where resources are required
- Ensuring actions are taken regarding Health and Safety obligations
- Ratifying the school's safety policy

2.2 Principal/Deputy 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. Obligations under the Safety, Health and Welfare at Work Act 1989 will rest in the main with the School Principal, these duties will fall to the Deputy Principal in the absence of the Principal.

- Try to ensure that there are available, sufficient funds and facilities to enable the safety policy to be implemented.

- Ensure the day-to-day management of all health and safety matters in the school are in accordance with the health and safety Statement.
- Ensure regular inspections are carried out and submitting inspection reports to the School Board as appropriate.
- Carry out accident investigations in conjunction with the relevant teacher as appropriate.
- Identifying staff Health and Safety training needs.
- Pass on information received on health and safety matters to appropriate people
- Liaise with School Board on policy and implementation issues.
- Co-operate with and providing necessary facilities for the safety representative.
- Check the effectiveness of the statement and ensure that responsibility is properly assigned
- Procure advice and assistance whenever necessary and take heed, together with remedial action, on any matters brought to his attention.
- Ensure that safety considerations are observed by any contractors working within the school
- Ensure that this Safety Statement is available to and read by all staff and appropriate third parties.

2.3 Assistant Principals and Year Head Teachers

Their main functions are;

- The day to day management of health and safety in accordance with the school's Health and Safety policy.
- Demonstrate at all times an exemplary approach to safety and health in order to engender in their students a total commitment to safety and health.
- Are accountable to the Principal for any breach or omission regarding safety and health matters.
- Drawing up and reviewing departmental Health and Safety procedures regularly

- Carrying out regular Health and Safety inspections of their appointed department/area, making reports to the Principal on any issues identified and ensuring that action is carried out.
- Passing on health and safety Information received to appropriate people
- Must be aware of statutory regulations and the best available working practices and methods of training which they should apply
- Ensure all injuries are recorded

2.4 All Employees

Employees have general statutory obligations under the Safety, Health and Welfare at Work Act 1989, Part II Section 9, which includes the following: They must:

- Take reasonable care of their own safety, health and welfare and any other person who may be affected by their actions or omissions at work.
- 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.
- Any form of dangerous pranks or unauthorised hazardous activities are totally prohibited on school premises.
- Keep work areas clean.
- Be careful when moving items.
- Do not run on floors and steps.

Policy Content:**First Aid****CONTROL MEASURES**

The first aid box should be suitably marked and easily accessible.

First Aid boxes to be situated in all practical rooms, office, canteen and in Secretarial room. Boxes to be audited on an ongoing basis by the teachers concerned or relevant staff and to be replenished by School safety Officer. First Aid stock stored in filing cabinet in Science room 2. Teachers and other staff are expected to offer only very basic first aid, otherwise patients to be referred to relevant medical authorities.

First aid kits to be supplied to all sports teams and to any tours leaving the school premises.

A stretcher to be made available on school premises.

The exact location of the first aid box must be known by all employees at each workplace and a specific notice, identifying its whereabouts must be posted to include names of qualified first aiders.

It should be noted that first aiders are not empowered to dispense analgesics, pills or medications. Supplies of such items will not be in the first aid boxes. Individual employees who believe they might have a need for these items must be responsible for their own supplies.

The following contents are required in a first aid box:

1. Card giving general first aid guidance - 1
2. Individually wrapped sterile adhesive dressings - 20
3. Sterile eye pads with attachment - 2
4. Individually wrapped triangular bandages(sterile) - 6
5. Safety pins - 6
6. A selection of un-medicated wound dressings which should include:

Medium size sterile un-medicated dressings (approx 10cm x 8cm, e.g. standard dressings Nos. 8 and 13 BPC) -6

Large size sterile unmedicated dressings (approx 13cm x 9cm, e.g. standard dressings Nos. 9 and 14 BPC and the ambulance Dressing no. 1) - 2

Extra large sterile un-medicated dressing (approx 28cm x 17.5cm, e.g. ambulance Dressing No 3).

It is also recommended that a pair of latex gloves be included in each first aid kit for use by the first aider.

The Defibrillator is located in the Photocopying Office and can only be operated by trained personnel. It will be serviced as recommended by the manufacturers.

Welfare Facilities

- Management shall ensure that adequate welfare facilities are provided on the premises for all personnel.
- Adequate toilet facilities shall be provided and maintained in a good clean hygienic condition.
- Adequate washing facilities and washing and drying materials/equipment shall be provided and maintained.
- Arrangements for eating foodstuffs shall be provided in the form of a canteen/tea room facility on the premises.
- An adequate supply of drinking water shall be provided on the premises.
- Adequate cloakroom facilities shall be provided for the storage and changing of clothes.

Hazard inspections

Identification of hazards shall be undertaken at regular intervals and management shall take all practicable control measures to reduce the risks to its staff and clientele.

Hazards will be identified, risk assessments made and categorised into high, medium or low.

Hazard Identification and Risk Assessment.

The policy of the School is to identify hazards in the place of work and to assess the risk to safety and health and to control risks as far as is practicable so that they are reduced to an acceptable level.

“Hazard” is taken to mean “any substance, article, material or practice which has the potential to cause harm to the safety, health or welfare of employees at work”.

Risk” is taken to mean “the potential of the hazard to cause harm in the actual circumstances of use”.

Risk assessment is based on the linking of the probability of occurrence with the severity of loss and/or injury. In this exercise, risks are graded “high”, “medium” or “low”. This is to help with the giving of priority to the employment of controls and the allocation of resources.

Grade of Risk	(Abbr.)	Characteristics.
High Risk	“H”	Possibility of fatality or serious injury or of minor injury to a number of people. Possibility of significant material loss.
Medium Risk	“M”	Possibility of minor injury to a small number of people. Risk of some material loss. The possibility of fatality or serious injury or significant material loss is unlikely although conceivable.
Low Risk.	“L”	The possibility of injury or material loss is unlikely although conceivable.

Risk control measures are intended to reduce the risk to an acceptable level.

Fire

Fire Hazards

In common with all other industrial and commercial undertakings, there is always a danger of fire occurring. Fire extinguishers are provided on the premises and are serviced on an annual basis.

Risk Assessment: High.

The Fire Safety Programme shall incorporate arrangements for:

1. The prevention of an outbreak of fire through the establishment of day -to-day fire prevention practices.
2. The instruction and training of staff to familiarise them with fire and emergency evacuation procedures, fire points and use of fire fighting equipment.
3. The holding of fire and evacuation drills.
4. The provision and maintenance of escape routes, free from obstruction and all exits unlocked and operational.
5. The provision of adequate fire protection equipment and systems.
6. The inspection and maintenance of the fire protection equipment and systems.
7. The provision of assistance to the fire authorities.
8. The maintenance of good housekeeping practice to ensure the removal of all combustible rubbish.
9. The testing and maintenance of electrical installations, prohibition of portable heating appliances, and ensuring that all electrical is switched off and unplugged when not in use. **Fire Fighting Equipment**

10. A poster up in every room indicating the location of all fire exits and the exit which is to be used from that particular room in the case of fire. A list of instructions on what to do in the case of a fire to be located beside the poster.

11. At present the fire assembly points are all located on the sports field , this location to be reviewed on a yearly basis. This allows for safe access of emergency vehicles. All access gates to fire assembly area should remain open in the course of a school day.
12. A full list of instructions to be provided to all staff as to what their responsibilities are in the case of the fire alarm being sounded. Full evacuation procedures to be always carried out when the fire alarm sounds. No staff or pupils are to remain on the premises except for those staff specifically assigned to check the building.

13. the fire exits in the building which must remain **unlocked** and **obstacle free** at all times when the building is occupied are as follows
- The main entrance to the school.
 - The student entrance.
 - The exit beside Science Room 3.
 - The exit beside room 5
 - The exit from Room 1A
 - Both exits in the extension.
 - The rear exits from Science room 1 & 2 and from the metalwork and woodwork rooms to be kept clear of all obstacles.

The purpose of portable fire fighting equipment is as follows:

1. Extinguish incipient fires.
2. Protect means of escape in case of fire.
3. Protect employees and visitors.
4. Protect property.

Hand held fire extinguishers will be manufactured in accordance with the requirements of either IS 290:1986 or BS 5423: 1987 – Specification for Portable Fire Extinguishers.

They shall be installed in accordance with the recommendations of IS291: 1986 or BS 5306, part 3: 1985 Code of Practice for the installation and maintenance of portable fire extinguishers.

Portable Fire Extinguishers.

Portable fire extinguishers are provided in sufficient numbers to give adequate all parts of the premises. The basic scale of provision of extinguishers where these are the only primary first aid means of fire defence is one unit for every 250sq.m or part thereof and that on each storey, there should be at least two extinguishers.

In deciding what will constitute appropriate means it is necessary to have regard to the nature of the materials likely to be involved in a fire in a given building and to this end it has been found convenient to classify the different types of fires accordingly.

Dry powder extinguishers although an excellent extinguishing agent is also a contaminant and will damage electronic equipment, even within a radius of 30/40 metres. Although such damage is covered by insurance as a result of the extinguisher discharged on a fire, it would not be covered if inadvertently or accidentally set off and consequently dry powder is not recommended.

Fire Drill.

A fire drill shall be undertaken at least once a term. Subject teachers bring their classes to the fire assembly points where class teachers call the register. Relevant staff members to be appointed to account for the various groups within the building, e.g. Caretakers, Office Staff, Special Needs Assistants etc..

Only Health and Safety Officer, caretaking staff and appointed management may enter the building until the all clear is given. Relevant training should be provided for these personnel.

In the case of a real fire situation NO staff may enter the building without the clearance of emergency personnel.

Hazardous Substances

Hazards.

Health hazards from substances can be divided into the following categories:

External contact – corrosive, skin absorption, dermatitis, e.g. caustic solutions, acids, etc.

Inhalation – gases, fumes, dusts, vapours.

Ingestion – swallowing.

General Precautions

Almost all chemical materials are potentially dangerous. The following general rules should always apply:

1. Chemical products must never be allowed to come into eye contact. Contact with skin and mucous membrane must likewise be avoided. Wear protective equipment and clothing supplied. Always observe good industrial hygiene practice.
2. Do not swallow materials or use in areas where food is being consumed.
3. Inhalation of chemical vapours must be avoided. Adequate ventilation must be provided.
4. Facilities for washing and cleansing of the skin must be made available with the necessary cleansers and barrier creams.
5. Store all products in ventilated areas away from extremes of temperatures and environment.

6. Clean all spillages instantly and dispose of waste and used containers properly.
7. If any person handling the materials shows the symptoms which may possibly have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay.
8. Read the data sheet, container labels and detailed health and safety information before using any products.

Offices

Hazards

While office work may not be considered as a high risk activity, unsafe work systems and layout may result in injury or illness.

Risk Assessment: Low.

Control Measures:

- Adequate office space is allocated for the working personnel.
- All furniture, fittings and equipment shall be arranged so that staff can move about without collision with sharp corners of desks, etc.
- Ensure that enough room is available for opening filing cabinets.
- Only one drawer of a filing cabinet shall be opened at any one time. All drawers should be closed after use.
- Sufficient lighting shall be provided.
- Sufficient ventilation shall be provided.
- Electric or telephone cables shall not trail unprotected across the floor. Cable covers shall be supplied and used.
- Chairs, desks or drawers should never be used to access higher areas. Step ladders shall be used.
- All items stored above head level shall be stored properly to prevent falling.
- The mains power supply shall be disconnected before attempting to move electrical appliances.
- All damaged floor coverings, furniture equipment or machinery shall be reported, replaced or repaired.

- Before using chemicals, (e.g. photocopier toners) read the instructions on the container and avoid contact with skin or clothing.
- Floor areas shall be kept clear of materials and litter.

VISUAL DISPLAY UNITS (VDU's)

HAZARDS

The main problems associated with VDU's are as follows:

Visual Discomfort.

This recognises a contribution from a number of ocular problems:

Long/short sight problems.

Glare.

Lighting.

Screen brightness.

Clarity of characters.

Posture.

Good adjustable seating is required and it is essential to consider ergonomic factors.

Radiation.

Radiation levels across virtually the whole of the electro magnetic spectrum are below internationally accepted exposure limits when tested under extreme conditions, i.e. close to the screen.

Stress.

The work at VDU can be repetitive and monotonous. This is not exclusive to VDU users as mental stress is associated with all types of work.

On the basis of available evidence, the 'health hazards' associated with VDU's are largely exaggerated in the sense that they are unlikely to cause irreversible long term damage as opposed to varying degrees of discomfort.

Risk Assessment: Low.

Control Measures:

- (a) Be sure that VDU screens meet the appropriate criteria for performance, brilliance, character design, etc.
- (b) The intensity of the beam, the brightness of the dots against the background and their time persistence are the most important determinants of operator 'safety'.
- (c) This underlines the importance of keeping VDU's in good condition.
- (d) It is important that chairs are correctly selected and used and their siting is at an optimum distance from the machine.
- (e) Lighting, ventilation and temperature must be carefully controlled to provide satisfactory environmental conditions.
- (f) There should be a restriction on continuous use: over 2 hours with pauses of between 5-10 minutes before further use. Short frequent intervals are more beneficial than infrequent long breaks. The total time of continuous work at a VDU should be restricted to 6 hours per day.
- (g) Vision be tested before operating a VDU and at yearly intervals, or earlier if symptoms are experienced. Spectacle wearers should consult their Optician.
- (h) Epileptics should see a medical advisor before starting work.
- (i) If there is any untoward incidence of VDU related problems medical advice must be sought.

GOVERNING LEGISLATION.

Safety Health and Welfare at Work (General Application) Regulations 1993, Part V11 – Work with Display Screen Equipment.

HOUSEKEEPING**HAZARDS.**

Poor housekeeping on the premises can pose a wide variety of risks to the employees. The risk of fire may arise from the inadequate and infrequent disposal of combustible rubbish. Untidy and unclear work areas present the risk of tripping and injury.

RISK ASSESSMENT: **Low.**

CONTROL MEASURES.

- (a) All areas shall be kept clean and tidy at all times.
- (b) All corridors and gangways shall be dry and free from obstruction at all times.
- (c) All spillages shall be cleaned up immediately.
- (d) All waste shall be properly cleared away daily.
- (e) All refuse bins shall be emptied frequently as necessary to prevent build up of rubbish.
- (f) When using any cleaning materials which may pose a hazard, protective clothing shall be supplied and used, e.g. gloves.

GOVERNING LEGISLATION.

The Safety Health and Welfare at Work Act 1989 requires that all employers shall ensure that a safe working place and safe accesses are provided for their employees so far as is reasonably practicable (section 6), employers have a duty to ensure that their work does not affect others so far as is reasonably practicable (section 7) and persons having control of premises have a duty to ensure that the premises are maintained in a safe condition and that all means of access are safe to far as is reasonably practicable for persons who are not their employees but are required to use the premises (section 8).

KITCHEN/CANTEEN.**HAZARDS.**

Kitchens hold a variety of health and safety hazards.

Hazardous materials (cleaning liquids)

Slippery floors

Fire.

RISK ASSESSMENT: Low.

CONTROL MEASURES.

- The kitchen/canteen area shall be adequately lit.
- Efficient and sufficient ventilation and heating shall be provided.
- All floors shall be kept in a clean and dry condition.
- No equipment which is not working properly shall be used.
- All rubbish shall be stored in suitable bins with well fitting lids and shall be emptied regularly.
- Fire fighting equipment shall be put in position, unobstructed and clearly identified.
- All working surfaces shall be undamaged, clean and free from grease.
- First Aid facilities shall be made available and maintained.

Practical Rooms

A specific code of practice to be devised for each of the Practical rooms. This will be put on permanent display in the room concerned. This will be also given to any visitors to that room eg substitute or trainee teachers.

All pupils to be informed of safe practices in the practical room in question and the safety rules for the room should be prominently displayed as should be the hazard symbols relevant to that room. These rules must be in accordance with accepted Department of Education standards.

No students are to be allowed to work in the Practical rooms without the presence of the qualified practical teacher.

Goggles and safety wear to be provided and worn by all pupils and teacher when a practical class is in operation.

Operational guidelines for all machines and equipment to be prominently displayed in close proximity.

First aid boxes to be placed in all practical rooms, it is the responsibility of the practical teacher to check the box regularly and to order new supplies from the School safety officer.

ACCESS AND EGRESS.

HAZARDS.

Inadequate access and egress facilities can result in trips and falls.

RISK ASSESSMENT: medium.

CONTROL MEASURES.

- All doors and access points shall be kept clean and maintained.
- All passageways shall be kept clear of obstructions.
- All floor covering and surfaces shall be kept clean and in good condition.
- Adequate lighting shall be provided at all entry, exit points and along corridors and passageways.
- Waste shall be removed regularly and systematically stored in a secure place until collected for disposal.
- It is vital that all fire escape doors are not obstructed at any time.

GOVERNING LEGISLATION.

Safety Health and Welfare at Work Act 1989.

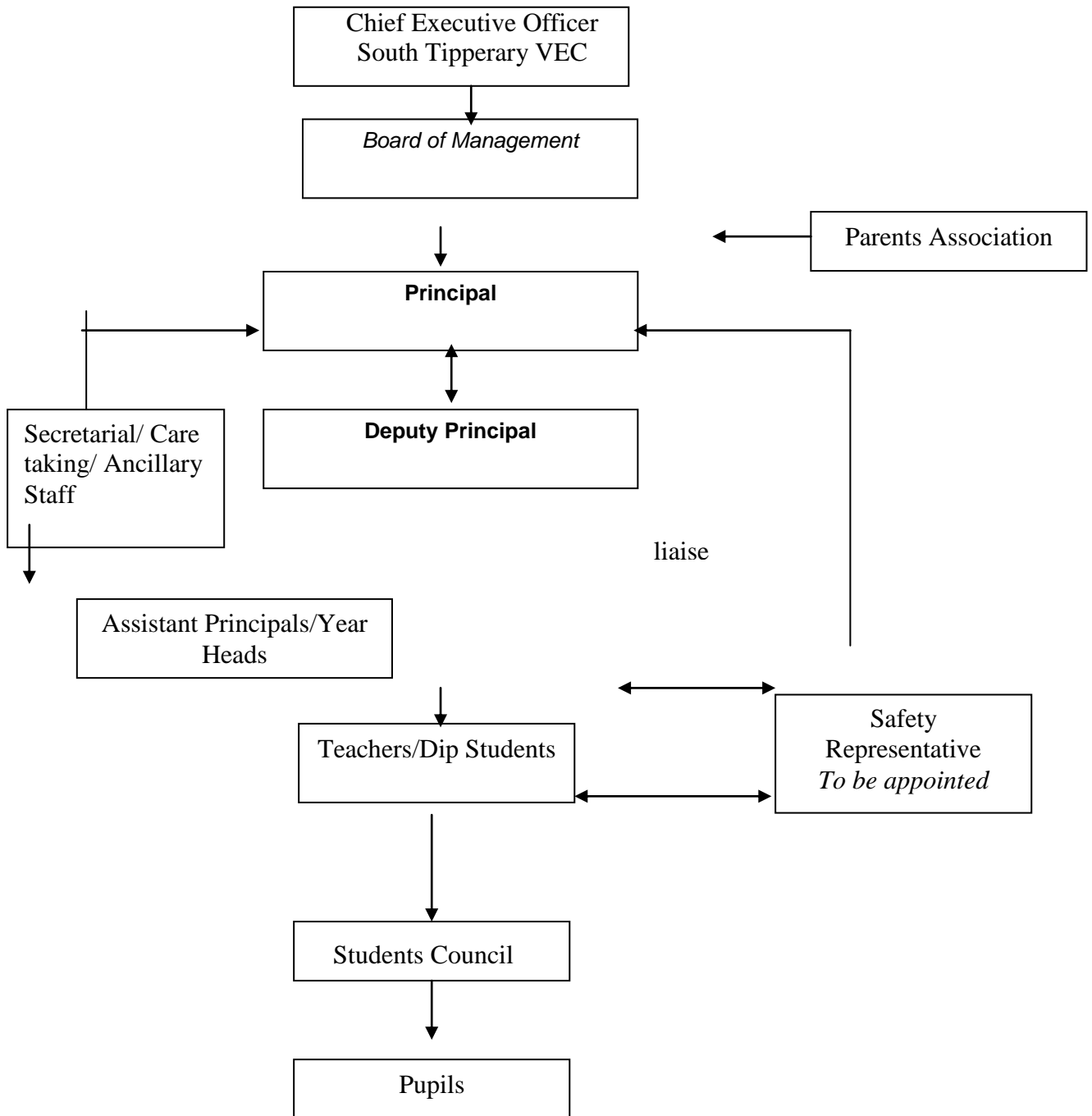
Safety Health and Welfare at Work (General Application) Regulations 1993: part 111 Workplace.

Roles and responsibilities in developing and implementing the policy:

Safety Management Structure

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.



Implementation procedures:

- Policy to be announced and explained to all staff at a general staff meeting

- Staff recommendations to be included in final draft
- Copy of policy to be presented to all staff members, Student Council, Parents Council, Board of Management and CEO
- Policy to be made available in entrance foyer of School for examination by visitors.
- Policy to be given to all trades-people or other visiting workers to the school.
- An Accident Report Book to be located in General Office reporting all Accidents and Actions taken.
- Health and Safety Officer, Practical Teachers, Sports Personnel should all be trained in First Aid.

Review procedures:

Annual Health and Safety meetings, between Health and Safety Officer, Management and relevant bodies.