Health & Safety Policy Statement

2023/2024

John the Baptist Community School

This safety statement contains the main safety actions for john the Baptist community school and it contains the main hazards identified in each work area of the school. However, they may not be exhaustive and other hazards may be identified at future times. This is a live, working document and therefore subject to ongoing amendments, as the need arises.

This safety statement was prepared with guidance from A.E.V. Health and Safety consultant Val O'Connor. The information was compiled as a result of initial call out visits to John the Baptist Community School and after consultation with management and staff in February 2015. A full review and update took place in the following years, including the academic year 2023/2024.

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- The school is fitted with an intruder alarm and outdoor lighting. 25
- If the intruder alarm is sounding do not approach the school until instructed by school management or a caretaker informs you that it is safe to do so. 25
- In so far as is possible, payments are to be made through the website on the Easy Payment system. Any money collected from students is never to be left in classrooms but put in the school safe and lodged as soon as possible in the bank. 25
- The dates and times of bank lodgements are staggered. 25
- Any visitors/parents/guardians must report immediately to the main school office, by use of buzzer at entrance to school building. 25

- Students are not allowed to leave the school premises during the day unless an email has been sent to info@johnthebaptistcs.ie in advance, a family member/Parent/Guardian must meet the student at the main school entrance and notify the office that their son/daughter is being signed out. Only a student with a pass to go home can leave the school premises during lunch. 25
- A Parent/Guardian with a student travelling by car, must provide written permission via email to their relevant Year head/member of Senior Management at the beginning of the school year. No student is permitted to transport another student. 25
- There is a limited number of key holders for the school. 25

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Hazard Identification and Risk Assessment attached for the following Departments:

Laboratories	**PE and Sport**
Art Rooms	**Computer room and general classrooms**
Home Economics	**TY Year**
Woodwork Rooms	**Engineering**
Grounds and Building Maintenance	**Secretariat**

Foreword by the Chairman

To all School Employees, Contractors and Visitors:

This Safety Statement sets out the Health and Safety policy of John the Baptist School C.S. in order to meet our obligations under the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 1993 and all other legislation and Codes of Practice relating to John the Baptist Community School as a place of work. The fundamental aim of this legislation is the prevention of accidents and ill health at the place of work, and the provisions apply to all employers, employees and visitors. This Statement specifies the means provided to achieve the policy.

Our overriding objective is to do all that is reasonably practicable to provide a safe and healthy working environment for all our employees and to meet our 'duty of care' to our students. We will also endeavour to meet our duties to visitors, contractors and members of the public who will be affected by our activities.

Responsibility for controlling matters of Health and Safety is primarily that of Management. All School employees, however, are expected to play an effective part in ensuring a safe place of work, and safe systems therein, by always acting thoughtfully and responsibly, and never carelessly or knowingly doing anything which could cause injury or ill-health to themselves or others or cause financial loss or damage to School property.

This Statement describes in some depth the organisation and arrangements which exist for the management of Health and Safety within the School. It is to be made widely available to all our employees, contractors and visitors, and the success of our policy will depend on your co-operation. Compliance with all aspects of the Safety Statement, whilst being mandatory, is also in the best interests of each one of us. You are always encouraged to put forward suggestions for improvements to Health and Safety team for incorporation in this Statement, which will be reviewed periodically.

I therefore recommend that you read this Statement carefully with a view to understanding the overall arrangements for Health and Safety at John the Baptist Community School, and the specific role you may have to play in ensuring and maintaining our high standards in this area.

Signed: _____ Dated: _____

Chairperson of the Board

Section 1 Safety Policy Statement

It is the policy of John the Baptist Community School to comply with the Safety, Health and Welfare at Work Act 2005 and all associated amendments, the Safety, Health and Welfare at Work (General Application) 1993, all other legislation and Codes of Practice relating to John the Baptist Community School as a place of work. It is also the policy of John the Baptist Community School to secure, so far as is reasonably practicable, the safety, health and welfare of all our employees and to provide such information, training and supervision as is necessary and practicable to achieve this purpose.

This safety statement sets out the management structure of the School and the duties and responsibilities of both management and staff in relation to Health and Safety. The overall responsibility for Health and Safety in John the Baptist Community School rests with The Board of Management. The Principal of John the Baptist C.S., Rachel Hayes, is the Safety Officer. The Deputy Principal, Elaine O' Donnell, is the "Designated Person", called the Safety Co-ordinator, in compliance with Section 18 of the Safety, Health and Welfare at Work Act 2005. Mary Sheehan, a member of staff holds a Post of Responsibility regarding Health and Safety. This staff member is the Safety Representative. The Safety Co-ordinator and the Safety representative work closely together to uphold the standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act, 2005 and other relevant legislation, standards and codes of practice. Ultimately, the responsibility for the Health and Safety of employees, students, and visitors within the area of the School lies with the Board of Management.

Development of the Safety Policy for John the Baptist Community School must be done through the Safety Co-ordinator so that all sections of John the Baptist Community School are working under the same framework and locally developed independent safety policies do not arise. Management of Health and Safety in this School will be guided by the 9 Principles of Prevention as listed in the 3rd Schedule to the Health, Safety and Welfare at Work Act 2005:

1. Avoid risks.
2. Evaluate unavoidable risks.
3. Combat risks at source.
4. Adapt the work to the individual.
5. Adapt the place of work to technical progress.
6. Replace dangerous articles and substances with non/less dangerous ones.
7. Develop an adequate prevention policy.
8. Give collective protective measures priority over individual protective measures.
9. Give appropriate instruction and training to employees.

This safety statement is available to all employees, contractors, visitors and inspectors from the Health and Safety Authority. It will be brought to the attention of all employees annually or when it is amended. This Safety Statement is written by John the Baptist Community School to meet its obligations under Sections 19 and 20, Safety, Health and Welfare at Work Act 2005 and has been prepared after consultation with both management and staff of the school. This safety statement will be reviewed and up-dated periodically or when major changes in work practices, equipment, materials or environment occur.

Signed: _____ Chairperson of the Board of Management

Date: _____

Section 2 Organisational Structure

Posts of Responsibility 2023-2024

Principal: Rachel Hayes (Health and Safety Officer)

Deputy Principals: Elaine O' Donnell (Health and Safety Co-ordinator)
Dearbhaile Maher
Ita Browne

Assistant Principals I : Mary Sheehan (Staff Health and Safety Representative)
Patrick Stack
Helen Clifford
Seamus Dollery
Anne Keane
Liz Leahy
Ivor McCaffery
Bree Anne Conheady

Programme Co-ordinator: Michael O'Donoghue

Assistant Principals II: Geraldine McNulty
Breda Leddin
David Balfry
Lisa Falvey
Joe O' Connor
Ger Carey
Tracie O Dwyer
Sean Ryan
Mark Deegan
Marie Kennedy
Richelle Hurley

Health and Safety Committee 2023-2024

- Rachel Hayes – Principal/Health & Safety Officer
- Elaine O Donnell– Deputy Principal/Health & Safety Coordinator
- Mary Sheehan – Staff Health and Safety Representative
- Danny Wade – First Aid/First Response Representative
- Willie Gleeson – First Aid/First Response/Liaison to Practical Subjects
- Gerry Ryan – Caretaker Representative

Critical Incident Team 2023/2024

- Ms. Rachel Hayes
- Ms. Ita Browne
- Ms. Dearbhaile Maher
- Ms. Elaine O Donnell
- Fr. Sean Fennelly
- Mr. Danny Wade
- Mr. Mark Deegan

First Response/First Aid Team 2023/2024

- Danny Wade
- Willie Gleeson
- Ita Browne
- Fr. Sean Fennelly
- Helen Clifford
- Sean Ryan
- Margaret Ryan
- Richelle Hurley

Occupational First Aid 2023/2024

- Danny Wade
- Willie Gleeson

Section 3: Duties and Responsibilities

Section 3.1 Duties of the Employer

John the Baptist Community School recognises that it has the responsibilities of an employer, as defined in the Act, to design, to provide and to maintain:

- Asafe place of work.

- Safe access and egress.
- Safe plant and equipment.
- Safe systems of work.
- Adequate information, training and supervision.
- Competent staff.
- Suitable personal protective equipment.
- Adequate emergency plans.
- Safe use of articles and substances.
- Adequate welfare facilities.
- Services of a competent person, where necessary.

Furthermore, John the Baptist Community School recognises that it has the duty to:

i. Manage and conduct work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of its employees.

and

ii. To prevent, so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health or welfare at work of its employees at risk. (Section 8 Safety, Health and Welfare at Work Act 2005)

The Board of Management, as employer, undertakes in so far as is reasonably practicable to:

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

Section 3.2 Responsibilities

Board of Management

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

- To comply with its legal obligations under the 2005 Act.

- To ensure that the school has written risk assessments and an up-to-date safety statement.
- To review the implementation of the safety management systems and the safety statement.
- To set Health and Safety objectives.
- The Safety Statement should be reviewed at least annually and when changes that might affect workers' Health and Safety occur.
- To allocate adequate resources to deal with Health and Safety issues.

The Principal/ Health and Safety Officer

The Principal shall:

- Take a direct interest in the Health and Safety policy and positively support any person whose function it is to coordinate and implement this policy.
- Comply with the requirements of the 2005 Act.
- Ensure that a current signed Safety Statement is in place and Safety Policy is on display.
- Ensure that the Safety Statement is brought to the attention of and is understood by all employees.
- Ensure that the Safety Statement is regularly reviewed and amended as necessary, and any changes are brought to the attention of all employees.
- Ensure that safety is a prime consideration in all planning.
- Maintain the safe upkeep of the premises.
- Report to the Board of Management on Health and Safety performance.
- Manage Health and Safety in the school on a day-to-day basis.
- Communicate regularly with all members of the school community on Health and Safety matters.
- Ensure all accidents and incidents are investigated and all relevant statutory reports completed e.g State Claims Agency & Nims.
- Ensure fire drills are organised.
- Contact emergency services in the event of an accident.
- Ensure the fire alarm and fire extinguishers are regularly serviced.
- Ensure contractors and visitors comply with the school Health and Safety regulations.
- Ensure the State Claims Agency, Tusla, the Gardai and/or HSA are informed of accidents, as necessary.

The Deputy Principal/Health and Safety Coordinator

The Deputy Principal typically shall:

- Take a direct interest in the Health and Safety policy and positively support any person whose function it is to coordinate and implement this policy.
- Be fully familiar with the school's Safety Statement and ensure it is brought to the attention of all staff members.
- Organise Health and Safety training for staff.
- Comply with the requirements of the 2005 Act.

- Ensure that a current signed Safety Statement is in place and Safety Policy is on display.
- Ensure that the Safety Statement is brought to the attention of and is understood by all employees.
- Ensure that the Safety Statement is regularly reviewed and amended as necessary, and any changes are brought to the attention of all employees.
- Ensure that safety is a prime consideration in all planning.
- Ensure that thorough and prompt investigations are carried out into all reported accidents and incidents and that an Accident Report Form is completed following any accident/incident and a report is made on the NIMs platform.
- Reviews all incident/accident reports in conjunction with the Principal/Health and Safety Officer.
- Ensures safety audits are undertaken by staff and to prioritise and address concerns in consultation with the principal, and remedial action taken where necessary.
- Liaises in regular meetings with the Safety Representative and members of the Health and Safety Committee.
- Consider representations about Health and Safety from staff members.
- Organise Safety Committee meetings.
- Ensure that appropriate inductions are given to all new and temporary staff and contractors.
- Ensures notices and documents are maintained and available for inspection.
- Co-ordinates fire drills at least once yearly and get feedback from staff and keep records of same.
- Ensures fire extinguishers are inspected and serviced regularly.
- Liaises with First Aid Coordinator/First Response Representative to ensure First Aid kits are audited and replenished twice yearly.
- Confers with the Principal where supplies, equipment and materials need to be purchased.
- Ensures all safety signage is in place around the school.
- Monitor the HSA website and keep updated on Health and Safety developments.
- Keep the Health and Safety folder up-to-date.
- Ensures safety audits are undertaken by staff and to prioritise and address concerns in consultation with the Principal.
- Shows through personal behaviour, that only the highest standards of safety are acceptable.

Health and Safety Representative

The Health and Safety Representative shall:

- Assist the Principal/Health and Safety Officer and Deputy Principal/Health and Safety Coordinator in managing Health and Safety in the school.
- Liaises with the Safety Officer and Health and Safety Coordinator to ensure fire extinguishers are inspected and serviced regularly.

- Liaises with the Safety Coordinator and the First Aid Coordinator/First Response Representative to ensure First Aid kits are audited and replenished twice yearly.
- Confer with the Deputy Principal/Health and Safety Coordinator where supplies, equipment and materials need to be purchased.
- Be vigilant about Health and Safety issues and advise school management of any concerns.
- Advise staff on Health and Safety issues.
- Communicate with Deputy Principal and Health and Safety Committee in regular meetings.
- Liaises with the Safety Officer to ensure to co-ordinate fire drills at least once yearly and get feedback from staff and keep records of same.
- Ensure all safety signage is in place around the school.
- Liaises with the Safety Coordinator to ensure safety audits are undertaken by staff and to prioritise and address concerns in consultation with the Principal.

Health and Safety Committee

A formal Health and Safety Committee was established in John the Baptist Community School in December 2017, building on existing roles and structures.
The safety committee consists of the following personnel:

1. The Principal
2. The Deputy Principal/ Safety Co-ordinator
3. Safety Representative
4. First Aid Coordinator/First Response Representative
5. A caretaker representative
6. A student representative

The committee meets regularly, once per week, and is chaired by the Safety Co-ordinator.
The committee:

- Monitors and reviews the school safety statement.
- Studies risk assessments and safety audits undertaken by staff.
- Organises walk-through inspections.
- Discusses safety training needs.
- Discusses issues impacting on safety and health.
- Assesses fire drill evaluations.
- Examines accident reports, incidents, dangerous occurrences and near misses.
- Drafts action plans to address potential risks.
- Manages safety resources and assesses those resources are being used effectively to remedy risks and to improve the Health and Safety Management System in the school.
- Provides on-going evaluation of Health and Safety practice in the school.

Assistant Principals and Special Duties Teachers

Their main functions are to:

- Assist with the day-to-day management of Health and Safety in accordance with this Safety Statement.
- Demonstrate an exemplary approach to Health and Safety to instil in their students a total commitment to safety and health.
- Assist in reviewing Departmental Health and Safety procedures.
- Convey Health and Safety information received to appropriate personnel.
- Be aware of their statutory obligations (staff duties) and the appropriate practices and methods they should enact.

Teachers (Including those Supervising PE and Sporting Activities)

Teachers have traditionally carried responsibility for the Health and Safety of students in their charge. If for any reason (such as condition or location of equipment), a teacher considers that this responsibility is unacceptable, it should be brought to the attention of the Safety Officer, Safety Coordinator or Safety representative before allowing further activity to continue. The programme will not succeed unless each staff member co-operates fully by observing the above requirements and by following safe work practice methods. Staff members are expected to read, understand, and work in accordance with the information and recommendations set forth in this Safety Statement. New and revised documentation may be produced after certain time periods, and these will be distributed to staff members. As deemed appropriate, this important information will be made available to staff by email or by posting on staff notice boards or the whole staff team. In such an event, all staff members will be required to comply with any new Health and Safety requirements as stated therein.

Each staff member is expected to read the Safety Statement and to refer to any health and safety updates on the whole staff team and to act accordingly. Failure to comply with the terms of this Safety Statement may result in disciplinary action in accordance with the Industrial Relations Act, 1990 (Code of Practice on Grievance and Disciplinary Procedures) (Declaration) Order, 2000.

Specific responsibilities are as follows:

- To comply with all statutory obligations on employees as designated under the 2005 Act.
- To read and understand the Safety Statement and carry out their work in accordance with its requirements.
- To take reasonable care of their own Health and Safety and that of other staff members who may be affected by their acts or omissions.
- To co-operate with school management in the implementation of the safety statement.
- To exercise effective supervision of, and always provide clear instructions to students in their charge.
- To be familiar with emergency procedures in respect of fire, injury or similar hazards. Know the location of all emergency exits and assembly points. Know the location of emergency equipment and first aid supplies.

- To be aware of special safety measures to be adopted in their own teaching areas and ensure that they are effectively applied.
- To use any suitable appliance, protective clothing, safety equipment or other means provided for securing safety, health and welfare.
- To ensure that students participating in school activities/trips/excursions are physically capable of doing so and are properly instructed in any techniques necessary to minimise the possibility of any accident or injury. Parents must inform the school of the neccessary care plan. Medical information is available from Mr.Wade and Staff should liaise with Mr. Wade prior to school activities, to ascertain if any students travelling has any health-related issues and the treatment protocols for these students.
- To ensure that protective clothing and/or equipment is available and used where necessary, and guards are correctly fitted. If replacements or equipment is required, please bring to the immediate attention of the health and safety team.
- They co-operate with the Principal, Deputy Principal, and persons with responsibility relating to Health and Safety.
- To make any recommendations to the Safety Co-ordinator (through nominated staff representative or Department Co-ordinator as appropriate) regarding improvements in Health and Safety measures.
- To immediately report to management or a member of the health and safety team, without delay any defects of which he/she becomes aware in work equipment, place of work, or system of work, which might endanger Health and Safety.
- To report accidents, incidents, dangerous occurrences or near misses, to the Safety Coordinator and/or school management.
- To ensure that they comply with all school policies.
- To ensure that any further steps deemed necessary are taken to protect the Health and Safety of themselves and the students in their charge.
- Not to be under the influence of an intoxicant while at work, including illegal drugs, controlled substances, prescribed drugs with known side effects, and alcohol, this list is not exhaustive.
- To be aware of the correct protocol for dealing with a student who falls ill in class or during the course of the day

Students

Students are expected to:

- Exercise personal responsibility for the Health and Safety of themselves, their fellow students and members of the school community.
- Observe standards of dress consistent with safety and/or hygiene. Please refer to section 1.3 of the Code of Behaviour, outlining the appropriate dress code for all students.
- Be familiar with the school's safety statement, which can be found on the school's website and relevant student hubs.
- Wear protective clothing and use protective equipment whenever recommended.

- Observe all the safety rules of the school and follow the instructions of any member of staff. In the company of a parent/guardian please read and sign the safety rules, which can be found on the blue pages in the school journal.
- Be familiar with the location of all emergency exits and assembly points.
- Cooperate with the safety systems and signage in place in the school.
- Respect and not wilfully misuse, damage or interfere with any item of fire or safety equipment, either provided for their use or which are part of the school infrastructure.
- Immediately bring any situation in which they see as a safety risk to themselves or others, or any potentials for improvement regarding Health and Safety standards to the attention of the Safety Co-ordinator (Ms O Donnell, Deputy Principal) or any member of staff.
- Report immediately to the school management any accident, incident, near miss or dangerous occurrence resulting in injury or any situation where a member of the school community may be in danger.

Section 3.3 Duties of Employees

The management requires the help and co-operation of all employees to minimise, or eliminate, all incidents and accidents in the workplace.
It is the responsibility of all employees in John the Baptist Community School to:

- Take reasonable care for your own safety, health and welfare and that of others that may be affected by your acts or omissions while at work.
- Co-operate with your employer to enable compliance with Safety and Health legislation.
- To comply with relevant Health and Safety laws.
- Use protective clothing and equipment or other items provided for their health, safety and welfare correctly, so that it provides the protection intended.
- Report to the Safety Officer/Principal as soon as practicable:
    - Any work which may endanger the Health and Safety of themselves or others.
    - Any defect in the place of work, systems of work, articles or substances.
    - Any breach of Health and Safety legislation of which he or she is aware.
- Attend training relating to safety, health and welfare at work or relating to work carried out by the employee.
- Refrain from intentionally or recklessly misusing any appliance, protective clothing, convenience, equipment, or anything provided for securing safety, health or welfare of people arising out of work activity.
- Not be under the influence of an intoxicant at work, including illegal drugs, controlled substances, prescribed drugs with known side effects, and alcohol, this list is not exhaustive. To the extent that they are in such a state as to endanger their own safety or that of others. Please see Substance Abuse Policy.
- To submit to any appropriate, reasonable or proportionate test for intoxicants by, or under the supervision of, a registered medical practitioner.
- Use the correct tools for the job.

- Be familiar with the safety statement which can be found on the school website and adhere to all protocols and procedures outlines within to ensure the safety of oneself and the school community.
- Make suggestions and raise concerns to the Health and Safety Coordinator, on safety, health or welfare matters.

It should be remembered that the management of John the Baptist Community School **does not condone the use of dangerous practices and the employees should not operate dangerous or defective machinery or equipment**, **in any circumstances, or do jobs in a manner likely to cause injury to themselves or other employees.**

General Health and Safety Principles for All Employees

The following general principles will help each employee with their responsibilities for protection of their own safety and the safety of other employees:

- Incorporate safety into every procedure. No job is done efficiently unless it is done safely.
- Know and obey all safety rules.
- Violation of safety procedures is cause for disciplinary action.
- Follow the instructions of your employer i.e. the Board of Management.
- Caution other staff members/students who violate safety procedures.
- Never take unnecessary chances.
- Ask your employer whenever you are not certain how to do a job safely.
- Do not work with equipment for which you are not qualified.
- Report all injuries to your employer immediately.
- Be sure of what to do in an emergency in your work area, e.g. know the procedure in the event of a fire or an evacuation.
- In an emergency, obey the instruction of your employer.
- Know the location of all emergency equipment in your area and know how to use it.
- Read and obey safety signs.
- They must not engage in improper conduct or behaviour (including bullying/ harassment).
- Specific protective equipment must be used as specified for the job and the area, know how to use it and how to care for it.
- Horseplay is dangerous and is prohibited.
- Always know the exits from the area in which you are working.
- Never stack things in front of, or block access to, fire alarms, fire-fighting equipment or exits.
- Keep aisles and passageways clear from obstruction.
- Never use defective equipment or equipment with defective or missing safety devices. Immediately notify your employer of defective or unsafe equipment.
- Watch for changing conditions in the workplace that could impede safety and report immediately unsafe acts or conditions to your employer.

- Never move an injured person unless absolutely necessary, as further injury could result. Ask the nearest member of management to contact reception and call for the First Responders 'First Responders to room ____' . Make the person comfortable until trained help arrives. If injured, monitor and act to minimise injury if safe to do so and deemed appropriate.
- Must not interfere with, misuse or damage anything provided for securing the health, safety and welfare of those at work.
- Must not intentionally or recklessly interfere with or misuse any appliance, or safety equipment provided to secure the safety health or welfare of persons at work.
- Must not try to use, repair or maintain any office equipment or machinery for which they have not received full instructions or training.
- Any employee failing to obey safety instructions or take reasonable action to protect their Health and Safety or the Health and Safety of other workers is subject to disciplinary action and possible termination of employment.

Caretakers

The responsibilities of the Caretakers are:

- To read and understand the Safety Statement and carry out their work in accordance with its requirements.
- To carry out routine inspection of the building and grounds ensuring that all floor areas are free from spillage and any obstructions that might lead to accidents.
- To make every effort to maintain the security of the building and grounds.
- To carry out regular inspections of all fire escape routes, fire points and alarms etc. and report any defects immediately to the Principal and/or Safety Coordinator.
- To ensure that the manufacturers/suppliers instructions are followed when using chemicals and equipment on floor/wall cleaning, gardening etc.
- Store gardening equipment etc. safely and out of reach of students, teachers, staff etc.
- Store a minimum amount of petrol on site for the strimmer/mower (petrol should only be stored in approved containers out of reach of students, teachers, staff etc.)
- Not to allow "horseplay" or practical jokes and report to Principal and/or Safety Coordinator those who consistently fail to consider their own safety or that of others around them.
- To report immediately any defects of plant machinery or equipment.
- To report any accident, incident, dangerous occurrence or near miss, however minor, immediately to senior management.
- To set a personal example by wearing protective clothing and by carrying out their own work in a safe manner.
- To look for and suggest ways of eliminating hazards and to bring to the attention of the Health and Safety Officer and/or Coordinator or any member of the health and safety Team. Also notify the health and safety team of any improvements or additions to the safety statement which they feel should be made.

Ancillary Staff (e.g. Cleaning Staff):

- To comply with all statutory obligations on employees as designated under the 2005 Act.
- To take reasonable care of personal safety, health and welfare.
- To ensure wet floors in common areas are mopped and any obstructions removed.
- To become familiar with the school safety statement and undertake work in accordance with its requirements.
- To check the safety of equipment before use and report defects to the Health and Safety Officer and/or Coordinator or caretaker.
- To ensure that manufacturers/suppliers instructions are followed in relation to equipment, machinery and chemicals.
- To be vigilant to possible hazards and report findings to the Principal or Safety Coordinator.
- To wear personal protective equipment (PPE) as required.
- To immediately report any potential bullying or dangerous activities by students to school management.
- To immediately report accidents, incidents, dangerous occurrences or near misses to the Health and Safety Officer(Principal).

Canteen Staff

Please note the canteen staff is employed by the catering company awarded the contract of the provision of food within the school. Thus, they are under the auspices of the Health and Safety procedures of that contractor. However, as the canteen staff has responsibility for food storage and hygiene in the canteen, they are governed by Part 2, Chapter 2, Section 13 of the Safety, Health and Welfare at Work Act 2005.

Duties should include:

- Take reasonable care for their own safety, health and welfare and that of any other person who may be affected by their acts or omissions while at work.
- Co-operate with the Principal and any other person to such extent as will enable the Principal or the other person to comply with any of the relevant statutory provisions.
- Report immediately to the Principal, without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare.
- Know what to do in case of fire or the need for evacuation, familiarise themselves with the best escape route from their workstation so that in the event of an emergency they can lead themselves to safety.
- Ensure scrupulous cleanliness is always maintained.

Visitors

It is the responsibility of visitors to the school to:

- Check in at the main reception on arrival at the school.
- Co-operate with the School with respect to all matters relating to Health and Safety.
- Obey all safety instructions given by the school staff.

- Co-operate with management in the wearing of the correct safety equipment, using safety devices where appropriate and following proper safe systems of work as outlined in this Safety Statement.
- Take care of their own Health and Safety by not indulging in "horseplay", wilful unsafe acts or playing practical jokes. It is also advised that visitors do not run on the premises.
- Take note of, and obey all safety signage, where necessary.

Section 4 Securing Health and Safety

Section 4.1 Safe place of Work

John the Baptist Community School will comply with the General Application Regulations 2007, the Workplace regulations, so far as is reasonably practicable. To secure the safety, health and welfare of those at work, John the Baptist Community School will provide the following:

Access/Egress

In providing a safe place of work, we will ensure that workers have got safe access and egress to and from all parts of the working areas.

Structure of buildings

- The regulations require that "buildings which house places of work shall have a structure and solidity appropriate to the nature of their use".
- The buildings in John the Baptist Community School will be maintained in a solid and stable condition.

Roof Access for Repair and Maintenance

Access to the roof of the School buildings will only be allowed using appropriate safety equipment.

Asbestos

John the Baptist Community School adheres to the Safety, Health and Welfare at Work (Exposure to Asbestos) (Amendment) Regulations 2010 and is guided by the Asbestos Guidelines (Asbestos-containing materials (ACMS) in workplaces), Practical Guidelines on ACM Management and Abatement HSA, 2013) See Appendices.

Noise

- Efforts will be maintained as far as reasonably practicable to keep employee exposure to noise at a minimum. Timing of activities and machinery used will be closely monitored to lessen potential risks.
- Noise will be monitored to comply with the Noise Regulations.

- Where noise exceeds 85dB(A), employees will be notified, noise levels will be reduced where it is reasonably practicable to do so and hearing defenders will be provided to reduce the noise to safe levels where the noise levels cannot be reduced at source to below 85dB(A).
- Staff working with loud machinery will be provided with noise defenders and Protective equipment to reduce the risk of damage or interefence.

Biological Agents

- Because the work at John the Baptist Community School involves contact with biological agents in Biology classes, as well as with waste and rubbish, management is conscious of the need to protect its workers from ill health due to contact with bacteria, viruses, parasites and fungi causing infections or zoonotic diseases, therefore gloves will be provided when required.
- This hazard will be continuously monitored, and a disease-free workplace maintained, so far as is reasonably practicable.
- Information and advice regarding zoonotic diseases and their control and prevention is available from the Health and Safety Committee and referenced on the committee's Team account.
- Hand washing procedures (see below) are in place and signage advising of correct procedures is present in bathrooms.
- Terms of the Biological Agents Regulations will be always adhered to.

Fire

- Suitable firefighting equipment is fitted and will be maintained in all sections of the school.
- Updated Fire procedures and an associated pack is currently available in all classrooms. The staff journal available digitally on the staff notebook of the whole staff team, presently contains a section on the school's Fire Plan.
- Staff training in the use of firefighting equipment will be provided as deemed necessary and practical.
- See Accident and Emergencies section.

Cleanliness and House keeping

- The workplace and workplace equipment shall be regularly cleaned and tidied.
- Frequently touched surfaces, bathrooms and communal areas will be regularly cleaned.
- Walkways will be monitored regularly, and tripping obstacles are removed when neccessary.
- The school environs will be monitored and maintained, and any faults detected will be rectified as quickly as possible.

Hand Washing Procedures

Hand washing is the single most effective way to prevent the spread of infection; its purpose is to remove or destroy germs that are picked up on the hands. Germs can be picked up in lots of ways including when we touch contaminated surfaces, food, body fluids and animals. These germs can then enter our body and make us ill or they can be passed to other people or to the things that we touch. Germs picked up on the hands can be effectively removed by thorough hand washing with soap and running water. Hand washing protects students and staff. Many infections are spread by the faecal-oral route due to inadequate hand washing after using the toilet or before preparing, handling or eating food. Students of all ages should be encouraged to wash their hands and school staff should avail of every opportunity to emphasise the importance of clean hands to students in the prevention of the spread of infection.

Good toilet and hand washing facilities are important for infection control:

- Hand washing facilities are provided to meet the needs of the school population.
- Wash hand basins, warm running water, liquid soap dispensers and hand drying facilities are provided in toilets, kitchens and other food preparation areas.
- Bins are located near wash basins for disposing of paper towels.
- Hand washing facilities are maintained in a good condition and supplies of paper towels and soap are topped up regularly to encourage students to use them. Cleaning staff should be reminded to check the soap dispensers at frequent intervals.
- Wash hand basins are at an appropriate height for staff and pupils of all ages.

When to wash hands

<u>Before</u>

- Handling or preparing food
- Lunch and meal breaks
- Providing first aid or medication

<u>After</u>

- Providing first aid or medication
- Touching blood or body fluids
- Using the toilet
- Coughing, sneezing or wiping one's nose
- Touching animals
- Removing protective gloves

Hand washing products

- Liquid soap and running water are provided. A mild unscented Antibacterial liquid soap is required for staff and students.

- Where the liquid soap container is refillable, the container and pump are emptied, cleaned, and dried completely before being refilled.
- Soap and water must be used if hands are visibly soiled. Where the plumbing system only supplies cold water, a soap that emulsifies easily in cold water is provided.

How to wash hands (See posters displayed in bathrooms)

- Wet hands under running water to wrist level.
- Apply liquid soap. Lather it evenly covering all areas of the hands for at least 20 seconds. Include the thumbs, fingertips, palms and in between the fingers, rubbing backwards and forwards at every stroke (see Posters on hand washing technique in the Appendices).
- Rinse hands off thoroughly under running water.
- Dry with paper towel using a patting motion to reduce friction, taking special care to dry between the fingers.
- Use the disposable paper towel that has been used to dry the hands to turn off taps.
- Dispose of the disposable paper towel in a waste bin.

Drying

1. Disposable paper towels are available at or near the wash hand basins for drying hands. Hot air hand dryers are an acceptable alternative in which they are regularly maintained by the caretaking staff.
2. Posters displaying hand washing technique and promoting hand-washing are visible on the wall in all bathrooms.

Hand rubs/gels, including alcohol based

- Hand gels/rubs are not a substitute for hand washing with soap and running water, but are a good alternative when not available. The gels/rubs are not effective when used on hands that are visibly dirty, so washing of hands is recommended.
- Apply the required volume of the product to the palm of one hand and rub the hands together. The amount of gel used should be enough to keep the hands wet for at least 20 seconds. Ensure all surfaces of the hands and fingers are covered with the gel and keep rubbing until the hands are dry. The alcohol content of the product generally evaporates in 20 seconds. Videos and posters outlining the correct procedure for both hand washing and application of hand gel/rub have been shown to students at regular intervals throughout the school term and are also available on the school website.
- As with any other household product or chemical, alcohol hand rubs can be hazardous if used inappropriately. Alcohol hand rubs are flammable and can be toxic if ingested. Care should be taken to ensure that children do not accidentally ingest hand washing products.

Storage of Chemicals

- All chemicals will be managed to meet the terms of the Chemical Agents Regulations and the approved Code of Practice.
- All chemicals will be stored in a purpose-built chemical store.
- Chemicals will be segregated according to type.
- Material Safety Data Sheets are provided with chemicals where it is advisable to do so.
- The chemical store will be identified with hazard warning signs.

Signage

- Signs are posted on walls or doors identifying exits and/or dangerous areas.
- Signage is in position stating that visitors must report to main office.
- Signage is in position for safe storage of bags.
- No Smoking Signage is displayed in all bathrooms.
- 'Please Use Handrails' is in position at the top and bottom of each stairway.
- 'No Unauthorised Entry' signage is placed in relevant locations throughout the school environs.
- Max two persons allowed in the lift is placed on entry to all lifts.
- These signs will be maintained, updated and replaced when necessary.
- The school reserves the right to add to signage as it deems necessary over the course of the year.

School Bags

School bags may give rise to two possible risks:

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

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

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

All students are required to place their school bag on the provided shelves when necessary and to ensure that all bags are stored safely and correctly throughout the school.
When in classrooms students are asked to stored their bag underneath their desk. In practical classrooms students may be asked to store their bags neatly outside the practical classroom.

Logistical Issues

- **Pedestrians**

1. Pedestrians are requested to use the Pedestrian Crossing when crossing at the school entrance roadway.
2. Students and all pedestrians are advised to be extremely careful when entering and exiting school grounds and to use the safe cross code.
3. On school grounds pedestrians are advised to be extremely vigilant of vehicular traffic and walk carefully on the right-hand side, inside the yellow lined walkway or utilise pathways provided.
4. Students are not permitted to leave school grounds during the day without permission. Students must present at the main reception and sign out. A Parent must be collected by a parent at the main reception. Students who break this regulation will receive a sanction from school management.
5. It is recommended that students wear an item of high visibility so that they are more readily visible in dark conditions. High-visibility vests were made available to students in September 2020.
6. Students are recommended not to use personal electronic devices requiring the use of earphones whilst walking to or from school or walking on the school grounds as this may compromise their awareness of other road users.

- **Vehicular traffic**

1. Members of staff and visitors are to be extremely careful as they approach and drive onto the school grounds.
2. Only staff vehicles are permitted beyond "Staff Only" road signage.
3. Cars entering the grounds must give way to traffic parking, pedestrian crossing and pedestrians on the driveway.
4. Motorists must drive slowly and park in designated parking areas.
5. Special care is needed when opening the car door onto the driveway.
6. Parents/guardians or members of the school community are not permitted to drop off or pick up students on school grounds passed the 'Staff Only' marking on the entrance roadway.
7. Students must park in designated parking spaces at the bottom of the front car park.
8. Drivers must ensure that they do not block any of the access or exit routes to and from the school.
9. Staff or visitors should never bring an uninsured vehicle onto school grounds.
10. Drivers must obey signs and traffic controls in place on the school campus.
11. Cars are parked on school grounds at the owner's risk.

- **Cyclists**

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

Security

- The school is fitted with an intruder alarm and outdoor lighting.
- If the intruder alarm is sounding do not approach the school until instructed by school management or a caretaker informs you that it is safe to do so.
- In so far as is possible, payments are to be made through the website on the Easy Payment system. Any money collected from students is never to be left in classrooms but put in the school safe and lodged as soon as possible in the bank.
- The dates and times of bank lodgements are staggered.
- Any visitors/parents/guardians must report immediately to the main school office, by use of buzzer at entrance to school building.
- Students are not allowed to leave the school premises during the day unless an email has been sent to info@johnthebaptistcs.ie in advance, a family member/Parent/Guardian must meet the student at the main school entrance and notify the office that their son/daughter is being signed out. Only a student with a pass to go home can leave the school premises during lunch.
- A Parent/Guardian with a student travelling by car, must provide written permission via email to their relevant Year head/member of Senior Management at the beginning of the school year. No student is permitted to transport another student.
- There is a limited number of key holders for the school.
- There is a fence surrounding the school premises.
- The intruder alarm is monitored and serviced at regular intervals.

Section 4.2 Safe Plant

John the Baptist Community School will comply so far as is reasonably practicable, with the General Application Regulations 2007, the Work Equipment Regulations and, the Electricity Regulations and the ETCI rules.

Electricity

John the Baptist Community School buildings have electrical installations that are constructed, installed, maintained, protected and used, in line with the ETCI Rules for electrical installations.

- Where repair or maintenance is required a trained competent person is available to carry out the work.
- Untrained persons must not carry out repair or maintenance.
- RCDs are fitted to protect all socket outlets.

Mobile machinery

- All operatives will be trained in the safe operation of the machinery and equipment.
- Where transport vehicles are concerned drivers will have a valid driving licence.

- Machinery will be guarded to prevent access to danger zones and damage or injury from rupture or disintegration in accordance with the 5th Schedule 1993 Regulations and Machinery Regulations 1994, the Factories Act 1955, BS5304 or EN292.

Fixed Equipment

- All fixed equipment will be maintained according to manufacturer instructions.
- Where necessary fixed equipment will be guarded in accordance with the 1993 Regulations and Factories Act of 1955 to meet the approved Code of practice BS5304 or EN292.

Office Equipment

- Electrical installations will be maintained in line with E.T.C.I. Rules.
- V.D.U. Regulations of 1993 will be adhered to at all times.
- Office staff receive training on the VDU regulations and Office safety.

Section 4.3 Safe Systems of Work

Manual Handling:

- Relevant Employees will attend a course on manual handling as part of the school's Long Term Health and Safety Plan. All caretakers have completed manual handling and a number of staff members completed training in August 2022.
- Manual handling requirements will be assessed and reduced as much as possible by use of mechanical means but when manual handling is necessary it will be performed in line with training and the Manual Handling Regulations 2007.
- Where loads have to be handled the following will be assessed:

The Task

Does it involve?

- turning or twisting,
- a long carry,
- push or pull,
- unpredictable movement,
- repetitive handling,
- vibration,
- insufficient rest and recovery time,
- can employees control the system?

The load

- what is its weight?
- is it difficult to grasp?
- is it unwieldy or unstable?

- is it hot or with sharp edges?
- can it be lightened, broken up to smaller lots or handled mechanically?

The environment

- has it to be carried up or down ramps?
- Steps?
- rough or uneven surfaces?
- does it put constraints on posture (bent or stooped)?
- does it require special Personal Protective Equipment etc.?

The individual (individuals) carrying out the task,

- are they capable of it and fit enough?
- Pregnant?
- Ill?
- Would it endanger those with a health problem?
- Has the employee received the necessary training and information etc.?

Visual Display Units

John the Baptist Community School will comply, so far as is reasonably practicable, with the General Application Regulations 2007, Work with Display Screen Equipment Regulations and the Electricity Regulations 2007 and the ETCI rules.

- The premises have electrical installations that are constructed, installed, certified, maintained, protected and used, in line with the ETCI Rules for electrical installations.
- VDU's have been analysed, and will be regularly reviewed, to evaluate the Health and Safety conditions for the employees, particularly with regard to possible risks to:
  - Eyesight
  - Physical problems
  - Problems of mental stress.
- Appropriate measures to remedy risks will be taken where risks are found.
- Changes in daily activities will be planned to interrupt display screen work or reduce workload at the display screen.
- Information and training will be provided if necessary to employees in relation to the measures which have been implemented.
- John the Baptist Community School will take into account all entitlements which an employee may have to tests and appliances provided by the State and relating to eyesight and appliances.

Handling of Chemicals.

- Every precaution will be taken to avoid contact with the body, when handling chemicals on the premises.
- Suitable gloves, respiratory protection, and overalls will be provided when needed.

- Employees are expected to wear the protective equipment provided as described under the duties of employees.
- All chemical handling will be in line with instructions on the MSD sheets and the Chemical Agents Regulations.
- Hazard statements and Precautionary Statements for chemicals will be included in the risk assessment for each chemical.

High Risk Activities

High risk activities such as accessing roofs, attics or any work at height, should be completed by a competent authorised contractors permitted to carry out such activities (once a method statement has been agreed).

Section 4.4 Safe Employees

Information

- **Availability of the Safety Statement.**

Each staff member has access to this Safety Statement on the whole Staff Team and is given the opportunity to practice safe working methods. The Safety Statement of John the Baptist Community School is available for inspection, by request, from the Safety Co-ordinator/Elaine O' Donnell. A staff copy is also available for examination by staff. As far as is reasonably practicable, all information relevant to work practices will be made available to employees through the whole staff team, including Material Safety Data Sheets, operator manuals for machinery or equipment and HSA Guidance notes on topics related to the work carried out in John the Baptist Community School.

- **Induction Training**

Induction training will be delivered to each new employee, including reference to the Health and Safety Policy, where the Safety Statement is kept, explaining its purpose and ensuring that the employee is aware of their responsibilities, Fire Safety and evacuation procedures and the location of assembly points and all school policies.

- **Updating Training**

When alterations take place to legislation, equipment or the place of work all employees will be trained in any different systems of work or procedures, within the training schedule of the long-term plan. Refresher courses on existing work practices will be delivered as required by certification time periods.

The Hierarchy of Controls

The selection and implementation of the most appropriate method of risk or hazard control is a crucial part of the risk assessment process in John the Baptist Community School. The following hierarchy should

be used when deciding on control measures, starting with the first in the list and working down to the last resort, which is the provision of personal protective equipment and clothing.

- **Elimination:**

Eliminating the hazard entirely from the workplace is the best way to control it. Examples of this would be providing a lifting device, which eliminates the need to carry out manual handling or disposing of unwanted chemicals.

- **Substitution:**

If not possible to eliminate the hazard, replace it with something less hazardous, which will perform the same task in a satisfactory manner. Examples are substituting a hazardous chemical with a less toxic one or substituting a smaller package or container to reduce the risk of manual handling injuries.

- **Engineering Solutions:**

If the hazard cannot be eliminated or a safer substitute implemented, then reduce the chance of hazardous contact. Examples of engineering controls are:

a. Enclosure (enclose in a way that eliminates or controls the risk)
b. Guarding/segregation of people
c. Interlocks and cut-off switches
d. Extraction ventilation

- **Administrative Solutions:**

These are the management strategies that can be introduced such as training, job rotation, limiting exposure time or provision of written work procedures. For example:

a. Safe systems of work that reduce the risk to an acceptable level
b. Written procedures that are known and understood by those affected
c. Adequate supervision
d. Identification of training needs and provision of appropriate training
e. Information/instruction (signs, handouts)

- **Personal Protective Equipment and Clothing:**

Personal Protective Equipment and Clothing should always be considered as a last resort. It can also be used as an interim measure to reduce exposure to a hazard.

- The management is aware that personal protective equipment is to be used only as a last line of defence.
- With this in mind every other way for reducing the risk from a hazard will be sought in accordance with 3rd Schedule to the Health, Safety and Welfare at Work Act 2005, as set out in Safety Policy Statement.
- Where personal protective equipment has to be worn John the Baptist Community School is responsible for the provision and maintenance of such equipment.

- All personal protective equipment supplied will meet EN standards as in the Personal Protection Equipment (Regulations) 2007.
- Management is responsible for selection of the correct personal protective equipment to suit the specific job.
- In keeping with the school's Health and Safety statement regarding employee responsibilities, all employees are advised and made aware of the correct use and storage of personal protective equipment and of their responsibility to uphold all aspects of such procedures.
- Employees will be trained in line with the training schedule of the school's long-term Health and Safety Plan, responding to the training needs and priorities of the employees.

Section 4.5 Communication and Consultation:

- The employees at John the Baptist Community School are advised of their right to safety representation.
- All staff, employees, students, parents/guardians and visitors to the school have access to the safety statement. The statement is available from the main office, whole staff team and a copy can also be requested from the safety coordinator (Elaine O Donnell).
- Each employee is actively encouraged to make representation to management or a member of the health and safety team, on any or all aspects of safety, health and welfare at the school.
- Regular meetings are held with the Deputy Principal (Health and Safety Co-ordinator), Ms. M Sheehan (Staff Health and Safety Representative), Mr. D. Wade and Mr. W. Gleeson.
- Any representation made regarding potential hazards, damage or wear to equipment or poor work practice as well as suggestions to improve any or all of these will be acted upon when and where it is reasonably practicable to do so.
- There is a Health and Safety notice board in the staff room (under Staff wellbeing), with the names of those persons with responsibilities for safety, such as, the safety co-ordinator and safety committee members, located on it.
- Management will include Health and Safety on the agenda at staff meetings. This will facilitate communication and foster co-operation between management and staff on all issues including Health and Safety. By including Health and Safety on the agenda, it will keep Health and Safety relevant and current as well as stimulate new ideas for making the workplace safer. Issues for consideration should include:
    - Discussing and circulating external Health and Safety information;
    - Establishing and maintaining good communications networks relating to Health and Safety.
    - Dealing with issues raised by employees;
    - Monitoring staff training; and
    - Identifying any unsafe conditions and practices;

- John the Baptist Community School gives a firm assurance to its employees that they will suffer "no disadvantage" in their job arising from the performance of their duty in making safety representation to the management.
- Health and Safety is placed on the agenda at Board of Management meetings.

Special Risk Personnel and Potential Risk Factors:

- **Pregnant Personnel:**

The school will take all necessary steps to comply with The Safety, Health and Welfare at Work Regulations 2007. These regulations pertain to employees who are pregnant, just have had a baby or are breast- feeding. School management should be informed as early as possible when an employee or student becomes pregnant. In accordance with the Safety, Health and Welfare at Work (Pregnant Employees etc.,) Regulations 2007, John the Baptist Community School will:

- Assess the risks to Health and Safety of pregnant employees and any possible effect on the pregnancy or breastfeeding by employees resulting from any activity at John the Baptist Community School.
- Risks including the following will be considered:
    - Physical shocks
    - Heavy load handling
    - Abrupt movement and postures
    - Exposure to harmful chemicals
    - Excessive standing
    - Increase risk of falling
    - Excessive heat exposure
    - (List of risks is not exhaustive)
- If a risk assessment is carried out and reveals a risk to the employee's safety or health, or any possible effect on the pregnancy or breastfeeding of the employee, the school will endeavour to adjust temporarily the working conditions or the working hours (or both) of the employee so that exposure to such risk is avoided.
- Meet all requirements of the Safety, Health and Welfare at Work (Pregnant Employees etc.,) Regulations 2007

- **Students with Special Medical Needs and Special Educational Needs:**

- The names of students with health issues are recorded on a secure protected register in Mr. D. Wade's Office (First Aid Coordinator/First Response Representative) for access by teachers/SNA's/staff/Health and Safety related personnel.
- All parents/guardians are informed at induction that it is their responsibility in relation to Health and Safety that they must inform the school of any medical conditions/needs, medications (administration and usage) and any changes to the aforementioned immediately. An MsForm

was created and distributed to all parents/guardians to complete, creating an updated data base on all students with medical needs within the school. It is envisaged that this will be updated on a yearly basis or as a parent/guardian notifies of any changes.

- All parents/guardians are informed that it is their responsibility in relation to Health and Safety that they must inform the school of any medical conditions, needs, medications (administration and usage) and any changes to the aforementioned immediately for work experience and school related trips, both in Ireland and abroad. Parents/guardians must sign the field trip permission slip in the student journal.
- The SEN Department maintain a register of student names and special educational needs, which staff have access to. These are reported to staff at the start of the year, as well as any specific details on how to manage situations which may arise with these students.
- Every care is taken to ensure the safety of the students who are registered in the Autism Unit:
    - Careful and sensitive supervision in place
    - Access and egress carefully considered
    - Close communication within home/parents/guardians is standard
- Individual needs are assessed in relation to evacuation and drills.
- The school endeavours to be proactive in terms of ensuring the Health and Safety of such students.

➢ **Lone Workers:**

A Lone Worker is defined as 'any staff member who works alone without close or direct supervision or contact with work colleagues'. Where employees have to work alone, personal safety is a priority consideration. John the Baptist Community School extends its duty to ensure that lone workers are made aware of all necessary steps to avoid putting themselves at risk, either from the work itself or the work environment.

People who work by themselves without close or direct supervision are found in a range of situations throughout the school. In the majority of instances where employees are required to undertake normal work activities alone, the job does not entail any significant risks to the lone worker. However, due to the difficulties, which may be experienced if a problem does occur, John the Baptist Community School, require lone working employees to be aware of the following safety precautions:

- Contact the Principal or designated contact person in the event of any incident, accident or other safety issue arising out of the course of normal work activities.
- Lone workers must be medically fit (certified by medical practitioner) to work alone, and should notify the designated contact person of any condition that may compromise their safety whilst working alone (e.g. diabetic, epileptic, etc.).
- Employees should be able to operate all firefighting devices in accordance with standard fire safety training procedures and know where the designated emergency assembly points are for the premises.
- Lone workers should be aware of where the First Aid facilities/AED are located on site, and have an awareness of how to contact, and the location of, the nearest medical centre, if required.

- Carry a mobile phone at all times as a primary source of communication.
- Be aware of CCTV coverage or alarm mechanisms installed on site. Furthermore, a list of local numbers for nearby Hospitals, Gardai, Fire Services, and Ambulance Service should be available.

Risk assessments for John the Baptist Community School have been completed and are contained within this Safety Statement. Lone workers must make themselves aware of any identified hazards in their working area that may pose a significant safety risk and thus, seek prior clearance from the designated contact person to work alone where necessary.

- **Those on Work Experience:**

Leaving Certificate Vocational Programme (LCVP), Leaving Certificate Applied Programme (LCA) and Transition Year Programme (TY) require students to spend a specified duration on work experience during their programme:

- LCVP – one week Fifth Year
- LCA 1 – two blocks of two weeks
- LCA 2 – one day a week
- TY – two to three weeks depending on the scheduling of their trip

For some it may be their first time in a work environment, so students need to be familiar with the possible Health and Safety risks:

- Students are advised to seek experience with reputable companies and organisations; a list of rules is discussed with the students prior to engaging in work experience (see Appendix)
- The company has to have a Safety Statement and public liability insurance. If these documents cannot be produced, the students are informed that they cannot choose this location for their work experience.
- Aware of potential safety risks associated with the work environment. The "Choose Safety" teaching and learning resource pack may be used in preparing students for work experience (available from the Safety Coordinator and on the onedrive);
- Each student must provide Mr. Dollery, Work Experience Coordinator with the name of the company/organisation as well as a contact name and telephone number;
- The students are instructed to enquire about Health and Safety procedures on site before they commence work experience
- Safe pass course – students are not permitted to any construction site/builders/certain work sites without Safe Pass Course. Students must be at least 16 years of age to complete this course. When deemed necessary a safe pass course is conducted in the school.
- Students are treated as new employees where possible, including the provision of a cover letter;

- A summary of the State Indemnity Scheme is given to the employer. A sample of high-risk activities to be avoided are included. The list is not exhaustive.
- Employers or supervisors are contacted and may be visited during the placement by a teacher.
- LCA students are required to complete an evaluation report which includes Health and Safety procedures.
- Students are obliged to report any accidents, incidents, dangerous occurrences or near misses while on work experience to the employer immediately and to the work experience coordinator and complete an incident report. This will be examined by school management and the Safety Committee.

Section 4.6 Welfare Facilities

Rest rooms and Sanitary Facilities

In accordance with the Workplace Regulations 2007, John the Baptist Community School has provided and maintained the following:

- A rest room with chairs, table and basic canteen equipment.
- Sanitary and washing facilities including shower and wash basin.
- Toilets.

Bullying, Discrimination and Harassment

John the Baptist Community School recognises its duties as an employer under the 2005 Safety, Health and Welfare at Work Act and the "Dignity in the workplace" Code of Procedures (S.I. No. 208/2012) which covers bullying and harassment (see Appendix) to identify and safeguard employees against all risks to Health and Safety; this includes the psychological, emotional and cognitive effect that may be manifested by bullying in the workplace.

Every member of staff has a responsibility to ensure that harassment and bullying do not occur at any level or in any department. This individual responsibility extends to an awareness of the impact of personal behaviour that could cause offence to another member of staff and make them feel uncomfortable or threatened. Management has a particular responsibility to ensure that the workplace is kept free from all forms of harassment and bullying so that staff may go about their work free from the threat of harassment or intimidation. As in all matters of discipline it is primarily the responsibility of management to establish and sustain proper standards in the workplace. Management will respond promptly to complaints of harassment or bullying and will deal with all complaints in an expeditious and supportive manner. It is also the responsibility of all staff to make themselves familiar with relevant policy and procedure and to treat their colleagues with respect and dignity.

The management of John the Baptist C.S. is committed to a policy to treat all its staff members equally in line with published Equal Opportunity Policies and the Code of Practice on Workplace Bullying 2007. John the Baptist Community School has policies in place dealing with Bullying, Discrimination and Harassment in the workplace (See Appendix).

Bullying and Harassment

Harassment and bullying is behaviour that is destructive to a positive working atmosphere and will not be endured. All staff members have the right to working in an environment free from any form of harassment, bullying or intimidating behaviour. If any staff member experiences unwanted or offensive behaviour toward them, and makes a complaint through the identified channels, the complaint will be investigated and the proper outcome identified. Breach of this policy will lead to disciplinary action in accordance with the Industrial Relations Act, 1990 (Code of Practice on Grievance and Disciplinary Procedures) (Declaration) Order, 2000. Definition of Harassment and Bullying:

Harassment occurs if any person feels intimidated, humiliated, patronised or embarrassed by the derogatory, offensive or discriminatory remarks or actions of others. Harassment may interfere with job performance, undermine job security or create a threatening or unpleasant work atmosphere.

Sexual harassment is unwanted behaviour of a sexual nature by one staff member towards another. Examples of sexual harassment include:

- Insensitive jokes and pranks
- Lewd comments about appearance
- Unnecessary body contact
- Display or circulation of sexually offensive material
- Request for sexual favours
- Threat of actual sexual violence
- Threat of dismissal, loss of promotion etc. for refusal of sexual behaviours

Bullying is defined as any form of repeated, unwelcome and unacceptable conduct that could be regarded as offensive, humiliating or intimidating. Examples of bullying include:

- Verbal abuse
- Shouting, making jokes, unfair and excessive criticism, ridicule in front of other individuals, spreading false truths about the individual around the workplace.
- Non-verbal abuse
- Looks, a gesture, displaying emblems on clothing, exclusion, whistling, isolation at work breaks, social events etc.
- Physical abuse
- Hitting, bodily contact that is abusive in nature, shaking fists in a threatening manner, sabotaging a colleague's personal belongings, etc.

Cyber Bullying and Privacy Requirements

Circulating, publishing or distributing (including on the internet) material associated with John the Baptist C.S. activities including, but not limited to, material in relation to staff, employees and students where such circulation undermines, humiliates or causes damage to another person is considered a serious breach of discipline and may result in disciplinary action. As part of such disciplinary action, John the Baptist C.S. reserves the right to suspend or expel a student or students where it considers the actions warrant such sanctions. Please note that all issues involving sexting must be reported to the Gardai. Further information is available in the school's updated Code of Behaviour. John the Baptist C.S. is committed to the safe and conscious collection, maintaining, storing, sharing and deleting of data, especially special categories data, also known as sensitive data (please see Data Protection Policy). In 2017/2018, Data protection procedures in the school went under review in the light of the introduction of the General Data Protection Regulation, a European wide legislation governing data use that came into law on May 25th, 2018. R. Hayes received in-service training on GDPR on the 19/04/2018.

Complaints Procedure:

Informal:

Any member of staff who feels they are being targeted or subjected to offensive harassing or bullying behaviour should first try to make it clear to the alleged bully that their behaviour is unwanted and unacceptable. A victim of harassment or bullying should keep a record of such a request and document the alleged harasser's response. If an alleged victim feels unable to confront the person or feels that these incidents are of a serious nature they should approach Management for support or advice. A victim of harassment is advised to seek support at the earliest opportunity and to keep a record of the behaviour or treatment complained of. Where an informal attempt to resolve the matter fails, the complainant is encouraged to raise the complaint through the formal complaints procedure.

Formal:

When an alleged victim has been unsuccessful at resolving a complaint informally with the alleged harasser, a formal complaint should be made in writing to Management. Once a formal complaint has been received an investigation will be undertaken which will include separate interviews with both the complainant and alleged harasser and anyone identified as a witness to the behaviour. All parties will be given an opportunity to state their case and are entitled to be represented at the investigation interviews. Every effort will be made to safeguard confidentiality during the investigation. The Interviewer and Management will weigh up the evidence as presented. If the complaint is substantiated the harasser will be subjected to appropriate discipline.

Stress Management

John the Baptist Community School adheres to all aspects of the Safety, Health and Welfare at Work Act, 2005, which obliges employers to identify and safeguard against all risks to Health and Safety, including stress.

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

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

➢ Stress

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

- Tough deadlines,
- Having to carry out tasks we find very difficult,
- Having to do many things at once,
- Having to act in difficult circumstances or under external pressures
- Poor working relationships,
- Poor communication at work.

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

➢ Effects of Stress

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

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

prolonged period of time has been associated with increased blood pressure and cardiovascular problems.

- **Procedures**

- Clear policies on behaviour exist in the school and these are consistently applied.
- High priority is given to staff training and management supports and encourages participation in relevant in-service courses in so far as is reasonably practicable.
- The Board of Management and the Principal ensure, as far as is reasonably practicable, that the physical work environments for staff are safe and do not expose them to risks that may give rise to stress at work.
- It is school practice to ensure that staff takes time to review and celebrate positive achievements.
- If an employee feels that they are suffering from work-related stress, it is important that they seek medical help. They should then discuss with the Principal the causes of their stress and as far as reasonably practicable the Principal will deal with the issue concerned.
- The school has the following policies and they are widely disseminated and regularly reviewed; Anti-bullying, Substance Abuse, Code of Behaviour, SEN etc. This list is not exhaustive.
- In cases of work-related stress illness and leave, the State Claims Agency will be informed by the school.

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

Other than the legal responsibilities of an employee described in the safety, health and Welfare Act, teachers can:

- Foster an atmosphere where staff welfare is promoted and stressors can be discussed,
- Help identify psycho-social hazards where they occur,
- Draw the employer's attention to breaches of good practice,
- Familiarise themselves with the safety statement and the annual audit procedures,
- Ensure their board of management representatives are familiar with the safety statement and all other policies which impact on staff welfare.

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

- Set limits to work and draw boundaries
- Manage Your Workload
- Set priorities
- Manage time effectively
- Define problems precisely
- Break work up into manageable units
- Recognise your own worth
- Improve communication
- Maintain Physical Fitness
- Eat a sensible diet

- Have sufficient rest
- Develop interests outside work
- Decide on some agreeable form of exercise and make it a habit
- Be more assertive
- Make decisions
- Plan your time – including your free time
- Decide on your career goals
- Avail of training opportunities

Section 4.7 Safety Inspections

To ensure that a high standard of Health and Safety protection is maintained in John the Baptist Community School, the Health and Safety Committee will carry out regular safety inspections of the workplace, the plant and equipment, personal protective equipment and systems of work:

- Any faults or problems found will be discussed with the employees and action taken to minimise the risks from hazards.
- The committee's inspections will be aided with the use of the hazard and risk assessment from the safety statement appropriate to their area of work.
- Any changes to the workplace, equipment, personal protective equipment or work systems will be recorded in the appropriate part of this Safety Statement.

➢ Services of a Competent Person

The 2005 Act and the 2007 Regulations require the employer to engage the services of a "competent person" to carry out the protective and preventive measures related to the Health and Safety risks involved in the organisation

- Where John the Baptist Community School cannot solve Health and Safety problems within its own resources and staff, competent outside help and/or advice will be sought when and where it is necessary to do so.

➢ New Equipment /New systems of Work

When new equipment or new systems of work are installed or when equipment or systems of work are altered the changes will be assessed for hazards and risks and recorded under the hazard identification/ risk assessment /control measures section of the Safety Statement so that the Safety Statement is always up to date.

➢ Contractors

Contractors will be engaged from time to time in John the Baptist Community School. Contractors must comply with statutory obligations as designated under the Safety, Health and Welfare at Work Act 2005. The following precautions will be observed when contractors are engaged:

- The contractor's insurance policy should be provided by the contractor and seen by John the Baptist Community School management in advance of any work commencing to ensure that

the contractor's policy covers John the Baptist Community School as an "away" from home site for the contractor.

- The contractor must provide a Safety Statement to detail the safety and health standards of his workers.
- The contract should state that if the contractor fails to comply with the agreed Health and Safety standards that the consequences will be loss of contract.
- So far as is reasonably practicable, the contractor's work area should be well defined area.
- Work equipment will not be made available to contractors, where it has to be provided it will be checked out to ensure that it is safe for use when used correctly.
- All plant and equipment brought onto the premises is safe and in good working order, fitted with any necessary guards and safety devices, and with any necessary certificates available for checking;
- Scaffolding and other access equipment used by their employees is be erected and maintained in accordance with current regulations and codes of practice;
- They wear any personal protective equipment as required;
- Any accidents involving contractors will be investigated in the normal way.
- Notifiable accidents involving contractors will be notified to the Health and Safety Authority.
- The school will be advised in advance of contractors coming to carry out work.
- John the Baptist Community School Safety statement will be brought to the attention of the contractor.

Measuring Performance

The school management and safety committee will undertake periodic review meetings to monitor that risk assessments have been completed, identify appropriate actions to be taken and review measures that have been taken to address issues arising. The safety committee may carry out regular walk-through inspections to identify fire hazards or other Health and Safety hazards and indicate the control measures required and the action taken.

The Principal will report to the Board of Management relevant information relating to the schools Health and Safety management system.

Audit and Review

Auditing and reviewing the Safety Management System by the Board of Management are the final steps in the management cycle. The school will evaluate the impact of the Health and Safety plan at the end of each school year taking into account feedback from the school community, significant incidents and/or accidents, dangerous occurrences, new regulatory and legislative requirements and other relevant developments.

An annual Health and Safety audit will be carried out. A major review will take place 5 years after the implementation of this plan. This is a comprehensive review and report on all aspects of Health and Safety management in the school. The safety statement will be revised as necessary, in light of the

review and evaluation process. All members of the school community will be informed of the full contents of the revised safety statement.

Section 4.8 Accidents and Emergencies

Prevention of Accidents and Dangerous Occurrences

- Students are supervised before school begins each day and during recreational periods; teachers intervene where horseplay or where students are engaging in potentially dangerous behaviour.
- Teachers are required to be punctual and not to leave classes unsupervised.
- It is school policy not to place students outside classrooms unsupervised.
- In classrooms bags should be safely stored and passageways kept clear.
- In specialist rooms students are not to use equipment/appliances unsupervised or without safety gear, where necessary.
- It is the duty of class teachers to report broken furniture to the caretaker and to check equipment for visible faults before use.
- Spills are to be cleaned up immediately.
- Handrails are available in conjunction with steps throughout the campus. Signage has been updated and displayed throughout the school environs.
- Signage is used to draw attention to wet floors especially on the main corridor during rainy days.
- Students are not allowed access to concealed areas of the grounds during recreational periods.
- Students are not permitted to leave school grounds during the day unless they are collected by or have a permit to go home. If a student is driving to/from school, a written note granting permission is required. This must be shown to their Year head and/or a member of Senior Management before leaving/signing out. Parents/guardians must include a contact number as the note will be verified. Please note that no student is allowed to give a lift or to transport another student. Student must present at main school reception and sign out. A parent must collect the student from the main school door.
- Specialised rooms must be locked when not in use.

<u>Procedures Dealing with Accidents and/or Dangerous Occurrences</u>

When any accident or dangerous occurrences happens:

- All accidents, dangerous occurrences and near misses will be investigated
- The date, time and location will be recorded as well as
- The Name (s) of injured persons/s,
- The Name(s) of witness/s
- The account of the event given by witnesses and the injured person(s) will be recorded and signed as soon as possible after the event.
- The scene will be preserved for further investigation, if necessary.

- All investigation details will be retained on file.
- The causes(s) of the accident or occurrence will be established.
- Any practical solutions possible will be put in place and any further training, if needed, will be provided.
- Any and all recommendations, that are reasonably practicable, as control measures, to prevent a re-occurrence of the accident/occurrence, will be put in place.

Accidents and Emergency Situations

The foreseeable accidents and emergency situations include the following:

- Fire.
- Chemical spill/Chemical contamination.
- First Aid required after an accident.
- Serious/Severe Critical Incidents (including cardiac response)
- General Illness
- Possible spinal injury or limb injury when lifting or carrying items.
- Electrocution.

This list is not exhaustive.

➢ Fire Plan - Emergency Procedures for Evacuation 2022-2023

There is always a danger of fire or other emergencies occurring which will necessitate the prompt evacuation of the building. Section 8 of the Safety, Health and Welfare at Work Act 2005 requires that every employer shall "prepare and revise as appropriate, adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious and imminent danger."

Fire Safety

The following controls are in place:

- There are fire extinguishers visibly located throughout the school and these are checked regularly and serviced annually. A Fire Plan & all relevant documents are located inside classroom door in each classroom.
- There are fire blankets in many rooms, including the science laboratories, the Home Economics rooms and in the school canteen.
- The school has a fire alarm with sounders strategically situated throughout the school campus. This is serviced regularly.
- There are designated Fire Assembly Areas (zones A to F) for each classroom.
- In the case of an alarm ringing during out-of-class times there are zones allocated for each year group.
- There is a fire safety team comprised of Zone Co-ordinators, each with clearly allocated roles (see Form E for specified duties and exact procedure). A pack has been provided to each detailing the evacuation procedure and the exact measures to be undertaken.
- Each room has a fire board containing all necessary documents (see attached appendices for Forms A to F).

- Evacuation routes have been designed for each classroom and are clearly indicated on fire plan and classroom plan.
- Fire exits are clearly marked and are unlocked, operational and free from obstruction.
- Good housekeeping practices are maintained to ensure the removal of combustible rubbish.
- Timed fire drills take place at least once a year. There is an evaluation of each drill to identify where there is room for improvement.
- All school personnel are made aware of emergency evacuation procedures and these are posted in all rooms.
- There is a roll call at the beginning of each lesson and teacher's carryout a roll call at the Assembly Point during a fire drill.
- There are smoke detectors in the main building, in the canteen areas and in the science and Home Economics laboratories.
- Smoking on school grounds is prohibited for all school personnel, visitors, contractors and workers.
- The caretakers and cleaners ensure that lights, data projectors, Audio Visual Screens and photocopiers are switched off each evening.
- Teachers are requested to power off all computers at the end of the day.
- Teachers in specialist rooms are requested to check that appliances, power equipment and gas supplies are shut off each evening.

Emergency Evacuation Procedures

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

Teachers/Staff – Fire Drill Procedure:

In the event of hearing the fire alarm:

If you have a class group, inform the students that they should leave the room through the emergency exit in an orderly manner and to leave all belongings behind them.

1. Inform them they should line up in the Assembly Area (relevant Zone according to fire plan).
2. Guide the students to the Assembly Area using the evacuation route for your classroom. Bring your fire clipboard to call and record the roll on Form A.
3. At the Assembly Area, instruct the students to line up and call the roll to check all are present. Each teacher brings their fire clipboard to call and record the roll on Form A.
4. Each zone co-ordinator will collect Form A from each teacher and complete Form B.
5. When this is done, wait for further instruction. If the all-clear is given then instruct students to return to their classroom through the main doors of the school.
6. If you do not have class you should proceed directly to the nearest Assembly area. Teachers evacuating from the staff room should bring the fire clipboard with them, assemble in Zone D and complete Form A. This will be collected from them by that Zone Co-ordinator.
7. If the fire alarm sounds during break time or lunch time, or out-of-class time such as formal house exams, each year group will assemble at specified Zones.
    - **First Years** - assemble in **Zone A** by class name (Ash, Elm etc.)

- **Second Years** - assemble in **Zone B** by base class (English class)
- **Third Years**, **LCA's** - assemble in **Zone C** by base class (English class)
- **Transition Years** - assemble in **Zone E** by base class name (A-E)
- **Fifth Years & LC.A.1** - assemble in **Zone D** by base class (English class)
- **Sixth Years** - assemble in **Zone F** by base class (English class)

8. The Zone Co-ordinators will take a roll call by class names. These rolls have been provided in their Fire Safety pack.
9. All Staff and students should not delay their departure to collect personal belongings from another part of the building and should assemble at the relevant Zones, ensuring that they do not obstruct emergency services.

Students – Fire Drill Procedure

In the event of hearing the fire alarm:

1. Proceed to leave the classroom in an orderly manner. Do not run or push. Do not bring any belongings with you.
2. Leave through the emergency exit and proceed to the Assembly Area (Zone A, B, C, D, E or F according to fire plan) using the evacuation route for the classroom you are in.
3. When at the Assembly Area line up and await your roll call.
4. Wait in the Assembly Area until your teacher has called the roll and gives you permission to return to class.
5. When returning to class, enter back through the indicated entrance door to the school.
6. If the fire alarm sounds during break time or lunch time or during our-of-class times such as during formal House exams or Wellbeing Week you should proceed immediately to the prescribed Assembly Area as indicated above. You should wait then until the roll is called and you are dismissed.

General fire safety precautions:

1. Be familiar with evacuation procedures.
2. Know the correct fire extinguisher to deal with particular fire types.
3. Do not allow an accumulation of flammable materials.
4. Do not use unfused multiple point adapters on socket outlets.
5. Check electrical equipment frequently for signs of wear.
7. Seal containers immediately after use.
8. Exercise extreme care when students are using Bunsen burners.
9. Keep flammable liquids away from open flames or hot surfaces
10. Ventilate room during experiments with flammable materials
11. Dangerous chemicals can fuel a small fire and lead to an inferno

Gas

The main hazards associated with gas are:

a) Fire and possible explosion when accumulations of unburnt gas is ignited; and

b) Carbon monoxide poisoning from gas, which is not burned properly. Carbon monoxide is odourless and tasteless and therefore hard to detect. It can be given off by installations, which are faulty or inadequately maintained. It is highly poisonous and breathing it can quickly lead to death. If you smell gas:

- Do not use any naked flames.
- Do not use your mobile phone in the vicinity of the gas leak.
- Do not switch the lights or other electrical equipment on or off (switches produce sparks that could ignite escaping gas).
- Check whether gas is coming from a pilot or burner a) If so, turn the burner off b) If not turn the supply off where it enters the room or at the meter
- Open doors and windows to get rid of the gas and leave them open until the leak has been stopped and any build-up of gas has dispersed.
- Report the leak immediately to the Principal.
- Do not turn the gas back on where it enters the room or at the meter until the fault has been traced and repaired by a competent gas service engineer.
- If the gas continues to escape after the supply has been turned off at the meter, contact Bord Gais immediately.

Places of Public Assembly – Fire Safety:

The school holds events such as open nights, registration nights etc. For such events additional care is advocated, bearing in mind the public would not be familiar with the grounds and building. Hazards include fire, crowd access / egress, general tripping, falling. In order to minimise the hazards outlined above the following measures shall be adopted for all such events carried out by the school:

1. All places used for such events shall have adequate means of escape, firefighting equipment and fire detection systems;
2. The trainer/person in charge shall communicate the location of fire exits to participants;
3. A plan of the premises shall be displayed prominently inside the main entrance. The location of escape routes and firefighting equipment shall be indicated;
4. The number of persons allowed on the premises shall be determined for events or be communicated by the establishment hosting the event;
5. All rubbish shall be removed regularly from the premises and good housekeeping practices shall be employed at all times;
6. All flammable liquids, gases and other potentially dangerous substances shall be limited to small quantities, suitably labelled and stored in designated suitable storage areas;
7. Portable gas or liquid fuel heaters shall not be used on the premises;
8. Any fire/smoke resisting doors shall be kept in the closed position;
9. Members of the public shall not be admitted to areas other than those to which they are intended to have access except in a fire or emergency situation for the purposes of escape;
10. All areas where the public shall be gathered shall be laid out and maintained in a safe condition to reduce risk;

11. Adequate means of access/egress shall be provided in premises where crowds may gather for entry/exit.

Staff members will be trained in the use of Carbon Dioxide, ABC Powder and Water fire extinguishers when practicable. Staff members are familiar with the location of the fire extinguishers (on updated fire plan). Cornhill Fire Protection services the fire extinguishers annually and the internal Fire Alarm system is serviced periodically throughout the year by Condon Alarms.

If a fire outbreak is more than a small, isolated incident the emergency services will be raised by ringing 999 or 112. If a small outbreak of fire occurs and is controllable by using a fire extinguisher, then the following will be used:

- Carbon Dioxide extinguisher for electrical fires.
- ABC Powder for liquid fuel fires.
- Water for fire in dry combustible organic material.

If a fire extinguisher is discharged, it must be reported to a member of the Health and Safety committee and it will be refilled by the company servicing the extinguishers. All fire incidents will be investigated to establish the cause(s) and to prevent reoccurrence. Please note documentation in regard to Fire Safety, including instruction information and instructional videos on correct use of fire extinguishers, are available on the school's shared server.

- **Chemical Contamination**

The main Hazardous Chemicals for each work area is in the Hazard Identification and Risk assessment section of the Safety Statement. Materials/Safety Data Sheets are available for the chemicals. Relevant staff members are familiar with the action necessary in the case of chemical spill or chemical contamination with any of the chemicals. All chemical spill accidents will be fully investigated to find the cause and develop improvements where reasonably practicable.

- **First Aid**

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

- In the event of a minor accident requiring First Aid attention there are First Aid kits kept and maintained at several work locations around the campus, including the staff room, Ms. Hayes' office and Mr. Wade's office and in each specialist room. All Health and Safety supplies are stored in the First Aid Room/Medical Bay located beside Room 10 on ground level. The room can can only be accessed through the use of a specialist master key and 4 digit code, available from Mr.Wade.
- A First Aid kit is brought on all sport outings and school trips.
- In the event of a more serious accident requiring medical attention, such attention will first be provided by the local doctor on duty and on their advice, attention will be sought, where necessary, from Limerick Regional Hospital Accident and Emergency Department.
- Management is to update training of Emergency First Aiders and Occupational First Aiders/First Aid Response on the campus as required.

- **Serious/Severe/Critical incidents**

- If the injured party cannot stand up or is complaining of neck, back or leg injury then the school management should be summoned immediately, and no attempt should be made to move him/her.
- The person should be covered and kept warm
- All students should be moved away from the scene
- The school management or teacher in charge determines the scale of the injury and what action is to be taken
- If the person is not breathing, then CPR should begin without delay. One person should be asked to call 999 and another sent to alert school management and fetch the defibrillator from the staffroom. A parent or the next-of –kin is contacted. If the person hasn't recovered by the time the defibrillator arrives then it should be switched on and the pads attached to the chest and side of the body. The instructions of the defibrillator are followed until medical personnel arrive.
- The first member of staff on the scene completes an incident report before the end of the day
- The incident is investigated internally by the school management and the findings communicated to all appropriate personnel. Corrective action will be taken where possible
- If required, the Garda Síochána will be contacted by school management

- **Automated External Defibrillators (AEDs)**

John the Baptist Community School provides automated external defibrillators (AEDs) in the school to prevent sudden cardiac death. Early defibrillation using an AED is one of the vital links in the "Chain of Survival".

List of AED trained personnel:

- Ita Browne
- Helen Clifford
- Fr. Sean Fennelly
- Richelle Hurley
- Sean Ryan
- Margaret Ryan
- Danny Wade
- Willie Gleeson

- **General Illness**

Procedures for managing ill students

A student who feels ill during the day reports to the Mr. D. Wade's office (First Aid Coordinator/First Response Coordinator on the Health and Safety Committee). He will then contact a parent or guardian on the school phone, if necessary. Depending on the severity of the illness, a student either returns to class or sits outside Mr. Wade's office until they are signed out by a parent/relative. A student feeling ill in class may be sent to Mr. Wade's office or a member of management and contact is made with home.

If a student is too ill to move school management should be notified immediately. In cases where contact cannot be made with a parent/guardian then school management will assess the situation. If the student is feeling extremely unwell then they will be brought to the doctor as quickly as possible by the principal/deputy principal or member of first response team.
Medication is **not** to be administered to students by staff.

- **Needle Stick Injuries**

Conditions such as diabetes can require needles for blood sampling as well as insulin injections. Much of this equipment is now either single use or designed with retractable needles, but care must still be exercised. In addition to the medical use of injections there is also a risk from maliciously discarded needles and syringes from drug abusers. These can be thrown into grounds or gardens or even hidden in toilets and become a risk to Cleaners and Caretaking staff. Needlestick injuries are wounds caused by needles and possibly other sharp equipment/items that accidently puncture the skin. This is a hazard for anyone who uses or assists in the use of syringes or other needle equipment. These injuries can occur when people use, assemble, disassemble or dispose of needles etc. There are occasions when needles are discarded maliciously or incorrectly these then become a serious hazard for employees who clean and service establishments and there have been injuries caused in this manner.

The Hazards of Needlestick Injuries
Accidental punctures of the skin by used needles can inject hazardous fluids into the body through the skin. There is the potential for the injection of hazardous drugs, but the introduction of infectious fluids; especially blood is of the greatest concern as these may be carrying blood borne viruses that might lead to AIDS (HIV virus), hepatitis B and hepatitis C.

Safe Working Practices
This can be divided into 3 stages; prior, during and after use.

1. <u>Prior to use:</u>
a) A full risk assessment must be undertaken to identify the risks, who might be harmed and the measures needed to control the risks during planned use and the unexpected discovery of incorrectly or maliciously discarded needles.
b) Any employee that is required to use or assist in the use of needles or sharps must be informed of the risk assessment and receive appropriate information, instruction and training.
c) Any employees that are required to collect and dispose of discarded needles or sharps must be informed of the risk assessment and receive appropriate information, instruction and training and be provided with suitable equipment for the task.
d) Except in extreme emergency situations where there is a risk to life e.g. where there is a risk to life without immediate intervention, before any activity where a member of staff may come into contact with blood, or other body fluids then protective gloves must be worn.
e) Wear facemasks and eye protection (goggles/safety glasses and mask or a full-face visor) where there is a risk of blood / body fluid splashes.

f) A sharps container must be available that complies with the British Standard (BS7320).
g) Ensure there are adequate sharps bins of appropriate sizes situated in suit
h) Place bins at the point of use on a hard even surface
i) Keep sharps bins out of the way of children and other vulnerable people
j) A sharps disposal pack should be available where there is the possibility of maliciously discarded needles. This should contain protective gloves, forceps/pick up device and portable sharps container.

2. <u>During use:</u>
a) Wear appropriate personal protective equipment
b) Never carry sharps in your hand
c) Carefully assemble the device to be used
d) Do not take the device apart unless unavoidable
e) If unavoidable use the device provided on the sharps bin to remove needles from syringes and blades from scalpel handles
f) Do not re-sheath needles
g) Use tray to carry sharps devices
h) Activate temporary closure mechanism on sharps bin between uses
i) Never move an open sharps bin j) Be especially careful of sharps risks during emergency procedures

3. <u>After Use</u>:
Safe disposal is the responsibility of the member of staff assisting or administering the treatment.
a) Dispose of sharps directly into a sharps bin at the point of use
b) Discard disposable needles and syringes as one unit immediately after use
c) Dispose of sharps bins when ¾ full
d) Dispose of sharps bin securely as clinical waste
e) Do not put sharps bins in clinical waste bags
f) Sharps, their associated syringes, tubes, bags etc. and drug vials which are not fully discharged and contain prescription only medicine must be treated as ”Special Waste” and must be disposed of in a sharps bin, which must be clearly marked “For Incineration”
g) Dispose of gloves into waste bag
h) Wash and dry hands thoroughly

Maliciously Discarded Needles/Sharps
Staff who may be at risk from discarded needles or sharps must follow the recommended good practice and be aware of “high risk” situations. Make sure that you know the sort of places where needles may be discarded these include:
a) Playgrounds and planted areas, grounds of premises, especially secluded areas, toilets and cisterns outside drains etc.
b) Needles may be deliberately concealed to cause injury

c) Do not pick up or touch a discarded needle unless you are wearing disposable or protective gloves
d) A sharps disposal pack should be available where there is the possibility of maliciously discarded needles. This should contain protective gloves, forceps/pick up device and portable sharps container.

On finding a discarded needle: -
a) When a discarded needle is found prevent any further persons from coming into contact with the needle by placing a substantial object over the needle
b) Where possible put the portable sharps container as close as possible to the needle/syringe etc
c) Use a forceps/pick up device to move the item into the container and securely close the lid.
d) Remove sharps container to a safe place to await collection.
e) Dispose of gloves into waste bag (disposable type only)
f) Wash and dry hands thoroughly

First aid treatment for needlestick injuries

Immediate first aid

Gently encourage free bleeding of puncture wounds, but do not suck the wound. Immediately wash the wound liberally with soap and water but without scrubbing. Dry the area and apply a waterproof dressing. Do not use antiseptics and skin washes - there is no evidence of their effectiveness and their effect on local body defences is unknown. In the event of contamination of skin, eyes or mucous membranes immediately irrigate the area copiously with water. In the case of eye contamination, irrigate with water. Contact lenses wearers should irrigate both before and after removing any lenses.

- **Electrocution:**

In the event of an electrocution accident the staff member should do the following:

- Assess the situation, do not get in contact with a source of electrical current.
- Switch off the source of electrical current.
- Remove the victim from contact.
- Check the victims vital signs.
- Contact the Occupational First Aider.
- Contact emergency services.
- Administer mouth to mouth resuscitation.
- Keep the victim warm and comfortable.
- Stay with the victim until medical assistance arrives.

Section 4.9 Notification of Accidents and Dangerous Occurrences

John the Baptist C.S. acknowledges the importance of reporting of events and fulfils its requirements under Part X of the General Applications Regulations of the Welfare at Work Act 2003:

- When any accident occurs at John the Baptist Community School the result of which any person carrying out work dies or is prevented from performing normal work for more than three days, excluding the day of the accident

Or

- When any person who is not at work but who as a result of an accident related to work or activity at John the Baptist Community School dies or suffers injury or a condition requiring treatment from a doctor or hospital

Or

- When there is a dangerous occurrence as defined in the Twelfth Schedule to the Safety, Health and Welfare At Work (General Application) Regulations 1993,

The school employs an Accident/Incident Report form that must be completed by the staff member involved as soon as possible after an accident, incident, dangerous occurrence or near miss and submitted to the Safety coordinator or Principal (See Appendix). A number of external agencies may need to be contacted after an accident, incident, dangerous occurrence or near miss:

- **Reporting to the State Claims Agency**

Under the National Treasury Management Agency (Amendment) Act, 2000, Community and Comprehensive Schools have a statutory duty to report all accidents relating to school activities to the SCA within a reasonable period of time. This includes all accidents involving staff, students, visitors and others. Accident details are recorded on an accident report form. All completed accident report forms and related correspondence (e.g. witness statements, photographs) are forwarded to the Enterprise Risk Management Section of the SCA at the details below or can be emailed to stateclaims@ntma.ie: Enterprise Risk Management Section, State Claims Agency, Treasury Building, Grand Canal Street, Dublin 2. The SCA record all accidents on the National Incident Management System (NIMS) for future reference. Please note that all incidents of bullying may also be submitted to the SCA.

- **Reporting to the Health and Safety Authority**

Schools also have a statutory duty to report the following types of accidents to the Health and Safety Authority (HSA):

- the death of any employed or self-employed person, which was caused by an accident during the course of their work.
- an injury sustained in the course of their employment, which prevents any employed or self-employed person from performing the normal duties of their work for more than three calendar days, not including the date of the accident. Calendar days include Saturdays and Sundays (e.g. if an employee, who is injured on Wednesday, and does not normally work on Saturdays, Sundays and bank holidays, returns to work the following Monday, the accident is reportable).
- a death or an injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work, (e.g. a student during class) but is related to either a work activity or their place of work. A road traffic accident that meets the criteria (a) and (b) above, excluding an accident that occurs while a person is commuting either to or from work.
- a road traffic accident that meets the criterion (c) above as a result of construction work on or adjacent to a public road.

If the student is injured as a result of a work-related activity and requires medical treatment by a registered medical practitioner, this is reported to the Health and Safety Authority. For example, if a student injures themself whilst working with a mallet and chisel during wood-working class and requires treatment by a registered medical practitioner, this is reportable. However, if a student trips in the school yard and is injured, this is not reportable. If a student trips during PE class and requires treatment by a registered medical practitioner, this is reportable to the Authority. School trips/tours are considered to be a work activity of the school. Please see attached Appendix for documentation.

- **Reporting to TUSLA**

In cases giving rise to concerns in regards to Child welfare and safety, a report may be made to TUSLA, the Family and Child Agency. Everyone must be alert to the possibility that children with whom they are in contact may be suffering from abuse or neglect. This responsibility is particularly relevant for professionals such as teachers, SNAs, childcare workers, health professionals and those working with adults with serious parenting difficulties. It is also an important responsibility for staff and people involved in sports clubs, community activities, youth clubs, religious/faith sector and other organisations catering for children.

All teachers are now defined as Mandated reporters, meaning they must report such concerns to the DLP/DDLP and/or Tusla. The Child and Family Agency has a primary responsibility to promote the safety and well-being of children. Such reporting and procedures are outlined in the school's Child Safety Statement 2018 and Tusla's "A Guide for the Reporting of Child Protection and Welfare Concerns". The Agency should always be informed when a person has reasonable grounds for concern that a child may have been, is being or is at risk of being abused or neglected.

- **Reporting to the Gardaí**

An Garda Síochána also have statutory responsibilities for the safety and welfare of children. In such cases, the Gardaí will be informed. This is in line with the school's wider policies such as the Code of Behaviour and Substance Abuse Policy etc.

Section 5 Emergency Contact

Emergency Contact Numbers

A list of emergency telephone numbers is posted in the office and on Staff and student wellbeing boards.

Emergency Services	999 or 112
Local Garda Siochana	061-383102
Doctor Lynch	061-383715
Doctor O' Callaghan	061-382577
Caretaker John Cleary	086-0819352

Caretaker Gerry Ryan	087-4192297
Limerick Regional Hospital	061-301111
Limerick Regional Hosp Admissions	061-482268
Bord Gais/Gas Networks Ireland	1850-205050
Health and Safety Authority (Dub) Health and Safety Authority (Limerick)	01-7164000 01-6620400 061-419900
Fire Protection Service, Cornhill	087-6394181
Directory Enquiries	11811

Procedure Contacting Emergency Personnel

In the event of a person coming into accidental contact with chemicals and you require information about administering first-aid on the treatment of poisons, contact The Poisons Information Centre at Beaumont Hospital, Dublin. Telephone: (01) 837 9966. Once you have contacted the information centre, have with you the container or suspected chemical name, MSDS and the type of work that person was doing at that time. All of that information at hand could save a life.

In The Event Of an Emergency, Dial 999 Or 112 For Immediate Assistance

If service is required for assistance to a fire, accident or incident:

1. Dial 999 or 112. Ask for appropriate emergency service.
2. Give relevant details about the scene of the accident or incident.
3. Speak clearly and give the exact location of the accident or incident.
4. Be prepared to go and meet the emergency services on the way if necessary to direct them to a remote location.
5. Give your name and contact telephone number.
6. Do not hang up until you are told to do so by the emergency services' operator.
7. Stand away from scene and give emergency services assistance only if asked to do so.

Section 6 Policy Development

Considerable time resources have been expended by the management of John the Baptist Community School in implementing the Health and Safety policy documented in this Safety Statement, including use of the hazard identification and risk assessment process, committee meetings and updating Health and Safety related documentation, e.g. HSA. Other resources include consultation with staff members, and provision of First Aid training, First Response (AED) training, Occupational First Aid training/Pre-Hospital First Aid Response, Epi-pen usage training, to relevant personnel, where appropriate.

- A number of staff members are trained in Emergency First Aid
- A number of staff members are trained in Cardiac First Response (AED).
- Two staff members are trained in Occupational First Aid/Pre-Hospital First Aid Response

Most of the efforts by way of maintenance in terms of time, materials and service are directed to improving work, equipment and facilities with consequent improvements in their safety. Considerable improvement has been made in Health and Safety in John the Baptist Community School over the years and it is planned to continue such progress into the future.

Training is being provided at John the Baptist Community School on an ongoing basis with fire and evacuation drills, and other areas related to safety, which consumes financial and direct resources (e.g. time, materials, equipment, etc.). Sections 8 and 10 of the Safety, Health and Welfare at Work Act 2005 require that every employer provide instruction, training and supervision to his/her employees in relation to safety, health and welfare at work.

The steps involved are as follows:

- The school assesses staff training needs
- A training plan is then developed detailing the course type, the staff involved and the training schedule
- Staff are notified
- The course is delivered and the training record is retained
- A review is undertaken annually to identify refresher and further training

This safety statement is a 'live' document. It changes if the work it relates to changes. The statement is reviewed regularly and is revised if and when conditions change. New legislation, policies and health and safety courses might be introduced, critical incidents may occur, new materials or equipment might be used, additional building and construction may occur, and these changes should be incorporated into the safety statement.
In keeping with this ethos, the school has formulated and continues to develop a long-term plan of action and improvement.

Part B: Hazards identification and Risk Assessments

Introduction to Part B

Hazards

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

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

- **Biological Agent:**

Bacteria, Viruses, Substances from plants or animals causing infection and other health problems

- **Health:**

Negative stress, Noise, Harmful dusts, Unsuitable lighting levels, some types of light, Vibration, Sources of radiation, Extremes of temperature, Injury through poor design of tasks, Radiation hazards including naturally occurring radon.

- **Chemical:**

Physical, chemical and toxic properties of a chemical, Acute toxic effects or catching fire, Cancer-causing, Likelihood of explosion, Skin irritation or sensitiser causing dermatitis, Respiratory irritation or sensitisation, Asthma

- **Physical:**

Manual handling, Slipping/tripping, falling from a height, being struck by material falling from above, Getting caught or cut by machinery, Equipment, Falling objects, Hot substances or surfaces, Ejection or material, Hand tools, Poor housekeeping, Electricity, Fire, Injury by another person

- **Human-Factor:**

Stress, Bullying, Violence

Risk Assessment

Risk *means the likelihood, great or* small, that someone will be harmed by a hazard together with the severity of the harm suffered. Risk also depends on the number of people who might be exposed to the hazard. It is the employer's duty under section 19 of the 2005 Act, to ensure a risk assessment is carried out. Risk assessment is a key component of any safety statement and involves the following steps:

1. Identify the hazards

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

A major risk assessment was undertaken by all staff and covering all areas of the school in May 2015. The completed templates and a list of possible hazards and risks was drafted. This list is discussed at safety committee meetings and at meetings between the principal and safety co-ordinator and safety representative and risks are prioritised and addressed on an on-going basis. As far as is practicable protective and preventative measures were put in place to reduce and control risks.