



Safety Statement



Presentation Secondary School

**Mitchlestown
Co Cork**



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Part 1

General Information and Responsibilities

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1 General Policy Statement

This document sets out the Health and Safety Policy of Presentation Secondary School and specifies the means provided to achieve this policy. The objective is to provide a safe and healthy work environment for all employees and to meet our duties to students, parents, contractors and members of the public who may be affected by our operations. The success of this policy depends on the co-operation of all those who make up the school community. It is important therefore that this document is read carefully and that the role of each employee is understood to ensure the success of school policies. It is the intention that this document will be amended regularly in the light of experiences and will take into account any changes in legislation which may be relevant. Employees and others will be encouraged to put forward suggestions for the improvement of this Safety Statement.



The policy of the Board of Management is:

- ◆ To comply with the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007 and all relevant safety legislation in the Republic of Ireland
- ◆ To ensure the safety, health and welfare at work of all employees in so far as is reasonably practicable
- ◆ To ensure that people, including students, not in our employment who may be affected by our work activities, are not exposed to health and safety risks
- ◆ To consult with all employees and sub-contractors on issues of safety, health and welfare at work, take account of their representations, as far as is reasonably practicable and notify them of their specific duties under the 2005 Act
- ◆ To make available information, instruction, training and supervision on safe working practices, as detailed in the Safety Statement, to the entire workforce
- ◆ To ensure that all necessary resources, structures and procedures are in place to allow effective implementation and maintenance of the Safety Statement and make any changes deemed necessary.

Implementation

This policy statement will be implemented by **Lorraine O' Keeffe** with the assistance of the pertinent staff, as detailed in the statement.

Signed: _____ Date: _____
Principal

I, the undersigned, endorse and take responsibility on behalf of the Board of Management of Presentation Secondary School CBS for the implementation of this policy statement.

Signed: _____ Date: _____
Chairperson



2 Brief description of the School

Presentation Secondary School, Mitchelstown, is a Christian Community of students, staff, parents and management, with a strong tradition of family loyalty. The school believes in a positive approach to discipline where students are guided and encouraged to accept responsibility for their behaviour.

Our school recognises that each student is unique and has different gifts as well as different needs. We endeavour to work in partnership with parents to develop these gifts and to meet the needs of all.

As well as being an educational establishment, our school is a truly Christian Community where the total curriculum aims to promote a balanced growth and development within each student. While emphasising the transmission of knowledge, we also stress the fostering of attitudes which enable integration, growth and wholeness.

We encourage student involvement in decision-making and in projects directed towards student welfare so that all share more fully in promoting the school's basic philosophy.

Within the curriculum, activities are designed to assist in the development of inter-personal and communication skills. The education offered includes the development of confidence and a healthy self-image. Therefore, skills and competencies necessary for life are promoted and actively encouraged as are sports, cultural and leisure activities. As a Catholic School and in Presentation tradition, religious education has a central place in the life of our school.

The School caters for approximately 300 girls, providing a very extensive curriculum, enhanced at senior cycle by a co-operation policy with the neighbouring C.B.S. Though the first lay Principal was appointed in 1996, the School is ever cognoscente of the Presentation ethos and the legacy of Nano Nagle. Caring and full development education are the key elements of the school and each student is nurtured in accordance with her individual needs. The dedication of the Principal and the staff ensure the continuance of a tradition of excellence.



Subjects Taught

<u>Junior Cycle</u> 3 years	<u>Senior Cycle</u> 2 years
Religion	Religion
Irish	Irish
English	English
Maths	Maths
History	History
Geography	Geography
Science	Physics (CBS)
Business Studies (option)	Chemistry
French (option)	Biology
German (option)	Agricultural Science
Home Economics (option)	Applied Maths (CBS)
Music (option)	Business
SPHE incl RSE	Accounting
CSPE	French
PE	German
	Home Economics
Art	Music
	Art

3 Board of Management

Board of Management:	
Ms Ethel Reynolds	Trustee rep, Chairperson
Ms Brid Dunne	Trustee rep
Ms Margaret Anne Fitzgerald	Trustee rep
Mr Liam O'Doherty	Trustee rep
Mr Pat Finn	Parent rep
Ms Anne Fogarty	Parent rep
Ms Eddrina White	Teacher rep
Ms Marie Ryan	Teacher rep
Ms Lorraine O'Keeffe	School Principal, Secretary

4 Duties of the Board of Management

Section 8 of the Safety Health and Welfare at Work Act 2005 requires every employer to ensure, so far as reasonably practicable, the safety, health and welfare at work of all his employees. The Board of Management is responsible for ensuring that personnel, planning and financial investment are adequate to meet the commitments of the general policy statement and the detailed commitments on control of hazards which are made later in this statement.

The Board of Management has the responsibility to constantly review the performance and standards achieved in relation to the health and safety of all



operations in the school and to consider all of the risks to which employees, students, contractors and visitors are exposed. The Board of Management accepts the following specific responsibilities:

- ◆ Ensure that an effective statement on Safety, Health and Welfare is available within the school and direct its implementation.
- ◆ Apply the school's policies on health, safety and welfare.
- ◆ Ensure Covid-19 Protocol procedures are in place.
- ◆ Co-ordinate and prioritise for action any health and safety issues raised by checks and audits or by individual employees.
- ◆ Ensure that all systems of work are regularly reviewed for health and safety reasons.
- ◆ Ensure that plant, equipment, buildings and facilities are maintained to a high standard and are as safe as reasonably practicable.
- ◆ Ensure that new systems and equipment being introduced are as safe as practicable.
- ◆ Consult with individual employees on health and safety issues which affect them and take appropriate action arising out of consultations and matters raised at the staff and subject department meetings.
- ◆ Ensure that all statutory and recommended safety inspections and certifications are recorded for equipment such as fire equipment.
- ◆ Prevent improper conduct or behaviour (for example, violence, bullying or horseplay at work)
- ◆ Ensure the design, provision and maintenance of:
 1. safe work places
 2. safe means of access to and egress from the workplace
 3. safe plant and machinery
- ◆ Ensure that adequate resources of personnel and finance are available to enable compliance with the Safety Statement.
- ◆ Ensure safety and prevention of risk from the use of any substance or article, from noise, vibration or ionizing or other radiations or any other physical agents at the place of work.
- ◆ Ensure that all personnel at management level enforce the safety standards as set out in the Safety Statement and that adequate instruction, training, supervision and any necessary information is provided for all employees.



- ◆ Ensure that safe systems of work are in place.
- ◆ Ensure the preparation of adequate plans and procedures to be followed in the case of an emergency or the presence of serious or imminent danger.
- ◆ Direct and support the work of the School Principal.
- ◆ Review the effectiveness of the Safety Statement annually and ensure that it is modified as necessary.
- ◆ Arrange for insurance cover for all risks especially in relation to injuries to employees, students, and parents, members of the public and loss or damage to school property.
- ◆ Report accidents and dangerous occurrences to the Health and Safety Authority (HSA) as required
- ◆ Review insurance and claims records periodically and make any changes deemed necessary.
- ◆ Provide a financial review on safety, health and welfare to be included in the annual accounts.

5 Duties of Principal

- ◆ Take responsibility for safety, health and welfare in school facilities
- ◆ Acquire a full and accurate knowledge and understanding of the Safety Statement and ensure that all personnel under her supervision appreciate their responsibilities
- ◆ Understand and implement all school safety policies and statutory requirements
- ◆ Ensure all school activities are planned and organised to minimise risk and to create a safe working environment
- ◆ Ensure that employees adhere to safe systems of work and ensure that the equipment they are using is kept in safe condition
- ◆ Ensure that all necessary suitable Personal Protective Equipment (PPE) is provided and maintained where risks cannot be eliminated and all personnel (including students) are wearing the appropriate protective equipment and following the correct safety procedures for the tasks they are involved in.
- ◆ Ensure Covid -19 protocol is adhered to.
- ◆ Ensure adequate welfare facilities are provided and maintained



- ◆ Provide adequate supervision at all times, to ensure that all safety rules are observed and adhered to
- ◆ Ensure that all accidents and dangerous occurrences are reported and are entered in the Incident File.
- ◆ Review absences due to accidents, injury or illness at work and ensure that occurrences are notified to the Insurance Company (when likely to lead to a claim) and to the Health and Safety Authority (Form IR1) when an employee is off work for more than three days
- ◆ Co-operate with the Board of Management in implementing the school safety policy
- ◆ To arrange, in consultation with the Board of Management, that adequate funds and facilities are made available to implement the safety policy
- ◆ To arrange for the maintenance of all fire equipment and ensure that all relevant certificates (as required under Health and Safety legislation) are available for inspection
- ◆ To make provision for appropriate safety training and instruction
- ◆ To maintain the safe upkeep of the premises
- ◆ To provide full executive support for all staff who have been given responsibility under this statement of policy
- ◆ To provide feedback and evaluation to the Board of Management of the extent to which this policy has been put into effect
- ◆ To review with staff, the safety standards in their areas
- ◆ To set a personal example
- ◆ To release staff for training where necessary
- ◆ To assist in compiling the Annual Health and Safety Report of the school

6 Responsibilities of Health and Safety Coordinator

- ◆ To implement and update the school Safety Statement in line with the role and responsibilities agreed as part of their Leadership and Management in the school.
- ◆ Ensure School is adhering to all Covid-19 government guidelines.



- ◆ To assess the health and safety needs of the school on an annual basis (following consultation with staff) and provide a written report to the Board of Management for consideration
- ◆ To make all staff and students aware of the Safety Statement. This includes outlining evaluation and emergency procedures to staff/students and providing induction training for all new employees (tour of premises, evacuation, procedures and hazards in the work place etc)
- ◆ To carry out and monitor fire drills (at least one per term) and make appropriate recommendations for improvement, where necessary
- ◆ To establish a system whereby regular checks of all fire equipment (hoses, extinguishers, alarms etc) and emergency exits are carried out
- ◆ To update the Board of Management and staff about Health and Safety legislation
- ◆ To ensure that the First-Aid boxes are checked regularly and stocks replenished as required
- ◆ Ensure there adequate supplies of hand sanitiser and wipes.
- ◆ To keep detailed records of accidents or dangerous occurrences (records to be kept on school premises) and will follow up on accidents, dangerous occurrences (cause, time, details of injuries etc) and seek to eliminate the hazard (where possible)
- ◆ To retain all relevant information that will assist in the compilation of the annual Health and Safety Report
- ◆ To organise special activities to make staff and students more aware of Health and Safety issues (European Safety Week, Road Safety Week, Health and Safety Authority Schools interactive risk assessments, etc).

7 Responsibilities of the Deputy Principal

- ◆ To assume the responsibilities of the Principal (see section 4 above) in safety and health matters in the absence, for any reason, of the Principal.
- ◆ To assist (following consultation with the Health and Safety co-ordinator) in the assessment of the health and safety needs of the school on an annual basis.
- ◆ To make provision, in consultation with the Principal, for appropriate safety training and instruction.



- ◆ To retain all relevant information that will assist in the compilation of the annual Health and Safety Report
- ◆ To know the statute requirements and ensure that they are observed
- ◆ To insist that sound and safe working practices are observed at all times.
- ◆ To ensure that safety precautions are accounted for when employing outside contractors.
- ◆ Meet regularly with Health and Safety Coordinator to ensure that proper reporting, recording, investigation and costing procedures are in place
- ◆ To insist that the protective clothing and equipment provided is used
- ◆ To ensure that high standards of hygiene throughout the school are observed.
- ◆ To be familiar with fire drills and evacuation procedures within the buildings and the school grounds.
- ◆ Consult with Health & Safety Coordinator on first aid supplier.

8 Responsibilities of Teachers

- ◆ To ensure that students carry out all their routines in a safe manner and do not create danger for themselves or for others
- ◆ To supervise and control the entry of students to and from the school and to prevent loitering in the corridors, classrooms, toilets and social areas and outside the buildings especial during the Covid-19 epidemic.
- ◆ Supervise their students at all times and not to leave their class unattended.
- ◆ To be familiar with and that their charges are familiar with evacuation procedures
- ◆ To be familiar with the location of fire-fighting equipment
- ◆ To notify the Principal, Deputy Principal or Health and Safety Coordinator of any accidents or incidents that occur and to record them as per the reporting system
- ◆ To insist that all staff and students wear protective clothing and use protective equipment where necessary
- ◆ To identify hazards intrinsic to their own disciplines and to ensure that they eliminate or take protective action against them
- ◆ Use notices liberally to highlight problem areas
- ◆ To set an example for all.



- ◆ To comply with all developing Safety and Health legislation as circulated by the Principal and Health and Safety Coordinator
- ◆ To encourage safe practise in their own working area
- ◆ Report any Health & Safety issue that needs action

9 Responsibilities of SNA's

- ◆ To work in a manner that is safe to themselves and to others
- ◆ To be familiar with fire drills and evacuation procedures
- ◆ To be able to identify and use the correct fire extinguishers
- ◆ To wear the proper protective clothing
- ◆ To report immediately any injury, no matter how minor
- ◆ To assist the teaching staff in the supervision and control of students and to prevent loitering in the corridors, classrooms, toilets and social area outside and inside the buildings
- ◆ To attend to spillages immediately
- ◆ To barricade area of spillages until they are completely dry
- ◆ To dispose of rubbish as soon as possible to avoid build up
- ◆ To report any defect in machinery or equipment
- ◆ To avoid leaving trailing cables. If this is necessary use notice to the effect that cleaning is in progress
- ◆ To observe high standards of cleanliness and hygiene
- ◆ To ensure that all mats and carpets are properly laid and uncrumpled.
- ◆ To Follow all Covid -19 Guidelines

10 Responsibility of the Caretaker(s)

- ◆ To work in a manner that is safe to themselves and others
- ◆ To follow Covid – 19 guidelines
- ◆ To use the proper tools and equipment for each task they undertake
- ◆ To report any hazard that is encountered
- ◆ To use proper protective clothing and equipment where necessary
- ◆ To prevent loitering in the corridors, classrooms, toilets and social area outside and inside the buildings



- ◆ To ensure that no people have access to areas which are hazardous or whilst work is in progress
- ◆ To be available for attendance when the school is open outside normal hours
- ◆ To be familiar with fire drills and evacuation procedures
- ◆ To be familiar with the use of fire-fighting equipment
- ◆ To carry out checks with the catering company on the fire-fighting apparatus and keep records
- ◆ To dispose of appropriately any items that are damaged
- ◆ To prevent the build-up of rubbish and especially of combustible material
- ◆ To maintain heating and ventilation plant in proper working order
- ◆ To repair light fittings as soon as they become faulty
- ◆ To repair broken windows and doors at all times
- ◆ To remove broken furniture from use and to have these repaired / replaced
- ◆ To ensure that all exits, entrances, fire-fighting equipment and fire alarm points are not obstructed
- ◆ To monitor continuously that services such as gas and electricity are safely isolated when not in use in particular locations. This will entail on going patrols of all these locations.
- ◆ Ensure all areas which pose a risk are kept locked

11 Responsibilities of All Employees

Employees are reminded that Section 13 of the Safety, Health and Welfare at Work Act 2005 imposes a duty upon them while at work to:

- ◆ Comply with the various statutory provisions
- ◆ Comply with current guidelines concerning Covid-19
- ◆ Take reasonable care to protect his or her own safety, health and welfare and that of any other person who may be affected by his or her acts or omissions at work
- ◆ Co-operate with the Principal or any other person, as necessary, to assist them in complying with statutory obligations
- ◆ Correctly use any appliance, convenience, Personal Protective Equipment (PPE) or means provided for use at work or for his or her protection

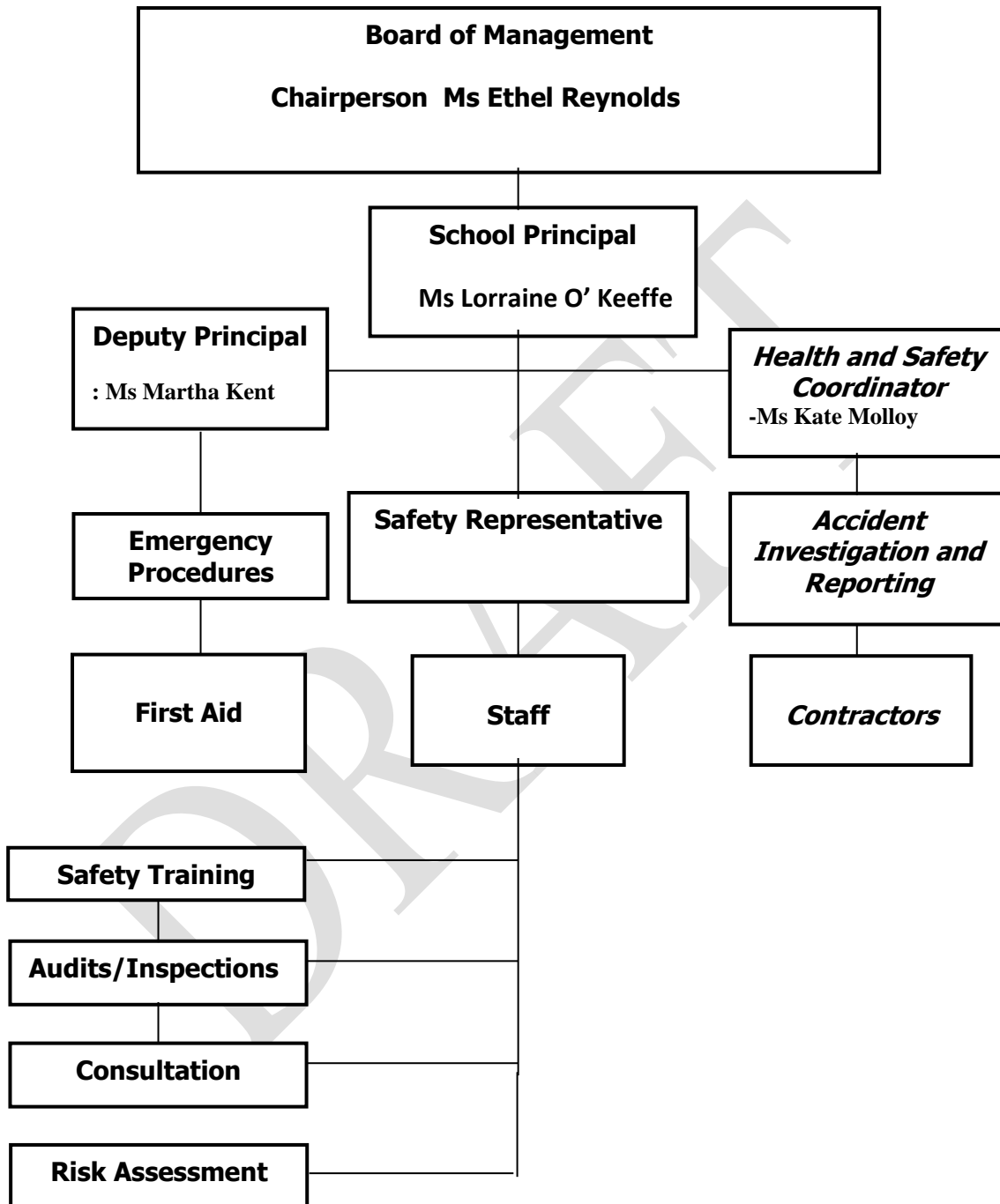


- ◆ Attend appropriate training and instruction (where it is relevant to a particular task) arranged by the Principal
- ◆ Not be under the influence of alcohol or drugs or a combination of alcohol or drugs to the extent that he or she is likely to endanger their own safety, health or welfare at work or that of any other person
- ◆ Report to the Principal without unreasonable delay:
 1. any work which is being carried out or likely to be carried out in a manner which may endanger the safety of personnel
 2. defects in plant, equipment, place of work or systems of work, which might endanger safety, health or welfare
 3. breaches of statutory provisions likely to endanger themselves or another person
- ◆ Not engage in improper conduct or behaviour which could endanger their safety, health and welfare or that of another person
- ◆ Not misrepresent themselves as regards the level of health and safety training they have received.

Section 14 also prohibits any person from intentionally or recklessly interfering with or misusing anything provided under law for securing health and safety or place at risk the safety of people in connection with work activities.

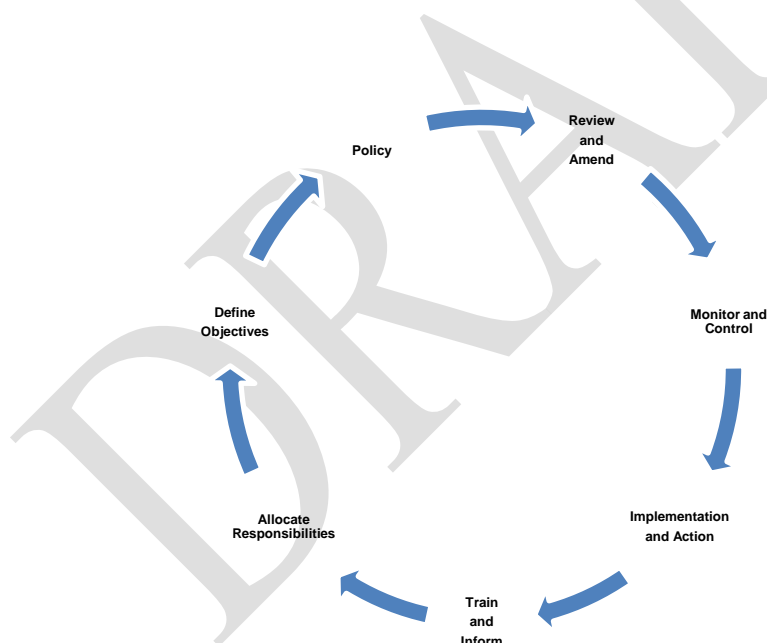


12 Safety Management Structure



Purpose of the Safety Management Structure:

- ◆ Provides a structure to manage Occupational Health and Safety issues within the school
- ◆ Establishes and maintains commitment to safety by all
- ◆ Puts in place organisational structures to address health and safety at all levels
- ◆ Provides for consultation
- ◆ Ensures that adequate resources are made available
- ◆ Through training will develop employee skills in recognising hazards, risks and control measures
- ◆ Through monitoring and review systems, feedback will be provided on the effectiveness of safety structures within Presentation Secondary School thereby allowing amendment where necessary
- ◆ Provides the staff with direction, skills, confidence, motivation, techniques and equipment to perform their work in a safe way.



13 Responsibilities towards Third Parties

The Board of Management has responsibility for the application of the legislation in accordance with this policy statement and must ensure that:



- ◆ All third party visitors including parents, contractors, visitors and other members of the general public are made aware of all known hazards and means of escape by means of notices
- ◆ Visitors are reminded to follow Covid – 19 protocol
- ◆ Where contractors and sub-contractors are on the premises, the Board of Management must designate a pertinent member of staff to advise employees, students, parents, visitors and other third parties likely to be affected, of the potential hazards arising from the work being undertaken
- ◆ There is no interference with contractors' staff in the performance of their duties, but where it appears that unsafe practices are being followed, they should contact the contractor's supervisor
- ◆ That the contractor or sub-contractors' equipment is in good repair and in a safe condition
- ◆ All the contractors and sub-contractors have submitted a written site-specific Safety Statement.

Note: The Board of Management, in determining the regulations and activities governing the use for community purposes of the school buildings or grounds at times which do not affect school work, shall include the appropriate legislative requirements in Safety and Health matters.

Part 2

First Aid

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14 General

The Safety, Health & Welfare at Work (General Applications) Regulations, 2007 Part 7, Chapter 2 states "It shall be the duty of every employer to designate at each place of work under his or her control such number of occupational First Aiders as is necessary to render first-aid at the place of work concerned and to ensure that the number of first aiders, their training and the equipment available to them is adequate, taking account of the size or hazards (or both) of the undertaking or establishment".

It is the policy of Presentation Secondary School to comply with this requirement.

Location of First Aid Boxes

First Aid boxes are placed in the following locations:

- ◆ Staff Room
- ◆ Science Lab

Location of defibrillator:

PE Equipment Store

Responsibility for Checking/ Stocking First Aid Boxes

Regular checks will be carried out on each first aid box and stocks replenished as required by the Deputy Principal / First Responders / H & S Coordinator



Staff trained in First Aid

Selected members of staff are trained in first aid and the use of the defibrillator.

*A first aid kit and a defibrillator are brought to away events accompanied by two members of staff.

Part 3

Fire and Emergency Procedures

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15 Aim

The aim of this section is to outline evacuation and emergency procedures and to establish a system whereby regular checks of all fire-fighting equipment and emergency exits are carried out.

Evacuation and Emergency Procedures, Staff and Students

There is a designated space for every class group in the school.

Located in **School Pitch**

Students and staff are aware of these positions. These designations are indicated by signs on the fence.

On hearing the fire alarm

- Subject teachers should stand at the door to ensure that the proper evacuation sequence is observed.
- The class should leave in an orderly and quiet manner.
- All books and bags to be left in the classroom
- Classroom doors are to be closed - not locked.
- Any student not in the classroom at the time of the alarm should go immediately to the assembly area.

All students should assemble based on their subject class. Each subject teacher should report any student missing to the school Fire Officer. Teachers who are free will seek to ensure that exit routes are unimpaired and that there is free movement through the exit doors to ensure safe and timely evacuation.



16 Fire Extinguishers

Know Your Code

Colour	Type	Type of Fire	Not to be Used on
Red 	Water Extinguisher	For wood, paper, textile, fabric and similar material (anything that turns to ashes)	Burning electrical or inflammable metal fires
Yellow 	Foam Extinguisher	For use on burning liquid fires	Electrical or inflammable metal fires
Blue 	Dry Powder Extinguisher	For use on burning liquid and electrical fires	Inflammable metal fires
Black 	Carbon Dioxide Extinguisher	For use on burning liquid and electrical fires	Inflammable metal fires
Green 	B.C.F. Liquid Extinguisher	For use on burning liquid and electrical fires, suitable for burning vehicles, communication equipment, computers etc.	Inflammable metal fires These are banned
Red 	Fire Blanket	For use in Kitchens	

Note: Recent fire extinguishers have the identifying colour as a label or tab rather than the extinguisher itself.

17 Fire Prevention / Safety

The following procedures will apply:

- ◆ No refuse or wrappings to be left anywhere in the school campus but at the points intended for this purpose.
- ◆ Rubbish will be removed regularly by caretakers. If allowed to accumulate it becomes a fire hazard.
- ◆ Corridors, stairs and other escape routes to be kept free from obstacles (e.g. school bags, baggage, wrappings, cleaning and maintenance



materials) which obstruct the escape path and / or render alarm equipment, extinguishers, arrows or signs indicating fire exits invisible.

- ◆ In places where lighting is required at night, it should be turned on early and any faults in the lighting equipment reported to the caretakers or principal at once.
- ◆ Faults in electrical equipment, fire alarm and extinguishing equipment and door gear should always be reported to the Principal
- ◆ No smoking or naked lights are allowed within any school buildings
- ◆ Ensure adequate ventilation to all electrical equipment to prevent overheating
- ◆ The designated exits and entrances will remain locked during normal school hours to prevent unauthorised access to the building but should automatically go into free access in the event of an alarm activation. They will be kept clear at all times and will be adequately signposted
- ◆ In accordance with standard practice 20% of extinguishers will be discharged each year and employees instructed in the safe and effective use of this equipment
- ◆ It is imperative that immediately following this 20% discharge, that the stock of extinguishers on the school premises is replenished by the contracted supplier.

18 Fire Assembly Points

- ◆ Fire Assembly Points Area: In the School Pitch
- ◆ The locations of all fire-fighting equipment in the school complex are designated as "**Fire Points**" and marked as such
- ◆ There must be clear access to all fire points at all times
- ◆ Teachers whose permanent classrooms are located close to the fire exits in the various parts of the school building are the school's fire marshals and have responsibility for fire prevention. The caretaker will carry out regular checks of all fire-fighting apparatus on the premises and keep a record of such checks
- ◆ The statutory annual checks of all fire-fighting apparatus by a competent person must be recorded. Records will be retained by the Principal



19 Evacuation Exits

Are clearly marked throughout the building.

20 Evacuation Drills

- ◆ Formal evacuation procedures will be carried out at least twice per school year and a record maintained by the Health and Safety Coordinator.
- ◆ Time taken to evacuate and any deficiencies encountered are noted by the fire marshals and the Principal. These matters are discussed at staff safety meetings and suggestions to improve evacuation procedures are recorded.
- ◆ Each classroom has a clearly visible notice designating the assembly point outside the building and how to get there.
- ◆ The attention of students should be brought to these notices on a regular basis by teachers
- ◆ Students should be encouraged to ensure that school bags do not present unnecessary obstacles in the event of an emergency evacuation.



21 Emergency Telephone Numbers

Name	Location	Telephone number
EMERGENCY	ALL SERVICES	112
Presentation Secondary School	Secretary Principal Deputy Principal	025 24394
Local Ambulance Service		999 / 112
Local Fire Brigade		999 /112
Local Garda Station	Mitchlestown	025 84833
Gas Supplier	Oil/Gas Supplier: Airtricity 01	01 5133385
Oil Supplier		
Electricity Supplier	: Electric Ireland	1800848416
Health and Safety Authority		1890 289389
Principal	Lorraine O'Keefe	025 24394
Deputy Principal	Ms Martha Kent	025 24394
Health and Safety Coordinator	Ms Kate Molloy	
Fire Marshalls	Ms Kate Molloy	
First Aiders	Kathleen Martin Sean Cremin Dearbhaile O'Sullivan Helen Cahill Sharon Hinchy Geraldine Redoutey	
Local Hospital	Cork University Hospital	021 4922000
Local Doctor	. Living Health Clinic, Mitchelstown, Co Cork	025 52000
EIRCODE	P67 RC65	



Part 4

Accident Reporting and Investigating

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22 General

An **Accident** is "any unexpected, unforeseen or unplanned occurrence that interrupts or interferes with orderly progression of an activity."

A **Dangerous Occurrence** is "an occurrence which occurs at the place of work as specified in the Safety, Health and Welfare at Work (General Application) Regulations 2007."

Accident Reporting Procedures

All accidents must be reported immediately or without unreasonable delay to the Principal, Deputy Principal or Health and Safety Coordinator

All injuries received at Presentation Secondary School are recorded in the Incident File located in the Deputy Principal's Office, however minor.

Notification of Accidents and Dangerous Occurrences

All accidents and dangerous occurrences will be notifiable to the Health and Safety Authority by the Principal on the Accident Report **Form IR1** and Dangerous Occurrences **Form IR3** respectively (see appendices). As a summary of the General Application Regulations, the following accidents or incidents are reportable as above:

- ◆ If due to any injury received at work a person dies or is prevented from performing his normal work for more than three days (excluding the day of the accident but including any holiday or weekend).
- ◆ Any person who is not at work but as a result of an accident related to a place of work or work activity dies or receives an injury resulting in that person requiring medical treatment (i.e. injury to a member of the public, student, contractor or sub-contractor).



23 Procedures in the event of an accident

Minor accidents:

Appropriate first aid should be administered by a staff member and professional advice sought when in doubt. Parents/guardians should be contacted if the injured party needs reassurance or if external medical assistance is being sought.

Serious Accidents:

When a serious accident occurs the most senior staff member present takes charge of the proceedings and the following procedures are followed:

- ◆ Administer first aid if appropriate while waiting for external medical assistance or the emergency services
- ◆ If there is a risk of further injury move the injured person to safety, otherwise do not move them
- ◆ If emergency services are summoned ensure they are given the exact location so they can access the injured person
- ◆ and establish location of hospital
- ◆ Notify family/guardian and appoint a suitable person to travel with the injured person to hospital
- ◆ Ensure that the scene of the accident is not disturbed and if the Health and Safety Authority is to inspect the scene do not move anything unless further serious risks have to be avoided
- ◆ Gather all information immediately about the accident. Obtain statements from and take photographs or draw sketches of the scene
- ◆ Enter the accident in the Accident Book located in the Principal's Office
- ◆ Complete the school **Accident Report Form** (see appendices) and give assistance to Principal, Health and Safety Coordinator and Health and Safety Authority Inspector if/when they carry out an investigation
- ◆ Get clearance from the Principal before resuming the particular task on which the injured person was involved



24 Procedures in the event of other emergencies

Accidents and dangerous occurrences to be investigated will also include substantial damage to property, or near misses.

Once the cause has been established the Board of Management will initiate procedures to have the cause eliminated either by removing the particular hazard or having it guarded in such a manner so as to prevent any further accidents and if this is not possible have the "hazard" included in the Safety Statement and outline appropriate risk reduction measures. All preventative measures recommended will be issued to all staff.

25 'At risk' Students

Students who have diabetic or other controlled conditions may need medical interventions during the school day. For instance; students with diabetes have an emergency supply bag which is kept in the school. It is school policy that pertinent Staff will be informed and trained on how to deal with an emergency situation of 'at risk' students in their class rooms when the need arises. Administer Medicines Policies signed in the case of any student who needs medicine administered due to a medical condition, Parents are responsible for ensuring that that the medication is in date.



Part 5

Consultation

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26 Introduction

Part 4 of the Safety, Health and Welfare at Work Act 2005 provides for consultation between employers and employees with regard to safety, health and welfare at work to help ensure co-operation in the prevention of accidents and ill health in the workplace. As part of the consultation process employees have the right to select and appoint a safety representative or by agreement with their employer more than one safety representative to represent them in consultations with the employer on matters of safety, health and welfare at the workplace. The employer must also provide information on safety health and welfare at the workplace to employees or their safety representative.

Safety Representative

Ms Kate Molloy is the safety representative for the school. The school principal and the Board of Management support the appointment. This appointment will be reviewed annually. Should an objection be made to an appointment or further nominations are received for the position, the Board of Management will support the election of the Safety representative by the staff employed at the time.

Duties

As an employer the Board of Management with the school principal will:

- ◆ Consult with all employees and / or their safety representative on any proposed measures likely to substantially affect their safety, health or welfare at work
- ◆ Provide employees and / or their safety representative with the results of all risk assessments and consult with them on the preparation of the safety statement
- ◆ Provide employees or their safety representative with other relevant information, including details of any reportable accident, illnesses or dangerous occurrences, the names of any competent persons appointed to advise on safety and health matters and the preventative and protective measures to be taken to avoid risks (i.e. a copy of the Safety



Statement) This information will be in a form manner and language likely to be understood by the employees

- ◆ Refrain from penalising any employee for acting in accordance with safety and health laws or for reporting complaints regarding safety and health matters at work
- ◆ Recognise that the safety representative has various rights including the right to:
 - a) Inspect the place of work
 - b) Investigate accidents and dangerous occurrences (as long as this does not interfere with an investigation being carried out by an Inspector)
 - c) Investigate complaints made by employees (after giving reasonable notice to the employer)
 - d) Be given time off work, without loss of remuneration, to receive appropriate training
 - e) Accompany an Inspector carrying out an inspection at the workplace
 - f) Make representations to the employer on safety, health and welfare
 - g) Make representations to and receive information from an Inspector
 - h) Consult and liaise with other appointed safety representatives.

27 Staff Meetings

The Principal, Deputy Principal, the Health and Safety Coordinator and the Safety Representative are available at all reasonable times to discuss and examine all health and safety issues of concern to employees, students or contractors/visitors.

Safety is the responsibility of every person on the school premises and the more people educated, interested and encouraged to participate in health and safety at Presentation Secondary School the better. Meetings are a valuable tool in successfully implementing and improving key elements of the safety programme within the school. There are about 5 staff meetings per year and health and safety is included on the agenda when required. The safety agenda will include the following:



- Progress report on the implementation of the policies as set out in the Safety Statement
- The accident record will be examined and compared to that at the last meeting
- Preventative recommendations of any recent serious accidents or dangerous occurrences will be analysed
- Consideration of inspection reports
- Reports and feedback on safety training courses attended
- Other safety matters will be attended to.

It is essential for the success of the safety management system within the school for the reduction / elimination of hazards and risks that:

- The Board of Management commits the necessary resources of personnel, time and money to the process
- Sensible recommendations from the staff meetings are taken into account and acted upon by the Board Committee and Principal
- In line with current practice Health and Safety remains on the agenda of all staff and Board Committee meetings.

28 Induction Training

A short period of induction will be given by the Principal, Deputy Principal or a designated post holder for new employees joining the staff. This will include:

- ◆ A tour of the premises for familiarisation purposes
- ◆ Fire emergency procedures, location of exits, assembly points and training on fire-fighting apparatus
- ◆ Details of accident reporting and investigation procedures
- ◆ A discussion on the hazards in the workplace, preventative measures in force and the Safety Statement.
- ◆ An explanation of the consultative process, safety representative and staff meetings
- ◆ A detail of the new employee's safety responsibilities
- ◆ Details of further training required



- ◆ The Safety Statement will be emailed to new members of staff and is shared with every member of staff on Office 365.

DRAFT



Training

It is the policy of the Presentation Secondary School to ensure that all employees are adequately trained in the policies and procedures that apply in the school. Training includes the identification of the risks associated with hazardous situations or substances they may come in contact with during their working day.

Training on various issues to do with the professional development of staff including health and safety is arranged by the School Authorities.

The most recent training in Health & Safety for all staff took place in March 2016

29 Welfare Facilities

The staff room is located on the ground floor. It is equipped with modern facilities including 'always -on' water heater, water heater, microwave cookers, kettles, fridges, sandwich toasters a coffee machine and dishwasher, tables and chairs to cater for staff. It has a fire blanket and a fire extinguisher.

All facilities are maintained in a clean and hygienic condition at all times and access to all facilities shall be kept clear.

Student Dining Hall. All food is prepared off site in a professional kitchen and maintained at the correct temperature which is inspected regularly by the Health and Safety Executive who certify it fit for purpose.

Separate staff toilets are provided throughout the school for staff use.

Students have their own toilets and changing facilities.



Part 6

School Policies and Procedures

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30 Sexual Harassment Policy

Purpose:

The purpose of this policy is to create and maintain a workplace where all employees are treated with dignity and respect. This policy openly acknowledges that appropriate relationships within the workplace (sexual or not), which are mutually desired and freely entered into, do not fall under this policy.

Definition:

The definition of Sexual Harassment outlined in the Employment Equality Act 1998 has been accepted by the Board of Management and is as follows:

Any act of physical intimacy by B towards A, any request by B for sexual favours from A, any other act of conduct of B (including spoken words, gestures or the production, display or circulation of written words, pictures or other material) shall constitute sexual harassment of A by B, if the act, request or conduct is **unwelcome** to A and could reasonably be regarded as sexually, or otherwise on the gender ground, offensive, humiliating or intimidating to A.

Harassment could typically be:

- Verbal
 - requests or demands for sexual favours
 - suggestive remarks
 - degrading abuse or insults
 - jokes or tricks of a sexual nature.
- Physical
 - gesturing of a sexual nature
 - unnecessary touching
 - indecent exposure
 - actual assault up to and including rape.
- Visual
 - displaying pornographic material at the workplace.

Sexual Harassment is sexual behaviour that is neither solicited nor accepted by the recipient. It is unwelcome and/or imposed. Sexual harassment can be by a fellow employee, employer, student, parent, client or other business contact of the employer.

Sexual Harassment can occur in a variety of forms and can be based on sexual preferences, as well as gender.



Management Statement:

Where sexual harassment is alleged to have taken place, it will be fully investigated by the School Authorities and if proven will be dealt with as misconduct under existing disciplinary procedures.

Reporting Procedure:

If any employee feels they are being sexually harassed they should do the following:

- ◆ in the first instance make the person aware that he/she is engaging in behaviour that it is unwanted and unacceptable and request that it stop immediately. An informal discussion is often enough to alert the person to the effects of his/her behaviour and can lead to greater understanding and an agreement that the behaviour will stop
- ◆ if the behaviour fails to stop then they should note the incidences of sexual harassment – what was said, done or gestured, dates, times, locations, witnesses (if there are any) and report it officially in writing to the Principal. If the person engaging in sexual harassment is the Principal or they feel uncomfortable in reporting it this way then they should report it to the Chairperson of the Board of Management or a professional appropriate third party outside the school
- ◆ a complaint of sexual harassment must be brought under this policy within 6 months from the date of the most recent occurrence of the behaviour to which the complaint relates. However, if reasonable cause can be shown for the failure to make the complaint in time for example illness or absence from work the time may be extended to a period not exceeding 12 months.

Investigation Procedure:

If and when a report of alleged Sexual Harassment is received by the Principal or the Chairperson of the Board of Management, they are committed to dealing with it seriously and confidentially and should do the following:

- ◆ listen to the complaint privately, sympathetically taking note of all details available
- ◆ an investigation will be instigated which will involve detailed interviews of both the employee making the complaint and the person alleged to have carried out the harassment. Interviews of any witnesses will also take place to determine what happened



- ◆ in the interests of natural justice, the person accused of the alleged harassment must be made aware of the nature of the complaint, be given a copy of the complainant's written statement and be given every opportunity to respond and to rebut the detailed allegations made
- ◆ if, following a thorough investigation, there is a reasonable belief that there has been sexual harassment, then, depending on the seriousness of the harassment, appropriate disciplinary action will be taken. This may be anything from a verbal warning to dismissal
- ◆ The Principal or Chairperson, on receipt of a complaint of sexual harassment that may constitute a criminal offence (indecent assault or assault) should consider whether the complaint is a matter that should be referred to the Garda Síochána. In addition, the Principal or Chairperson should ascertain whether the matter is, or is likely to be investigated by a Garda Síochána. If the matter is to be investigated by the Gardaí then advice should be sought from them as to whether or not to proceed with the in-school investigation.

Review procedure:

If the complainant is not satisfied with the conduct or outcome of the investigation, she/he may request a review by the Board. An application for a review must be made in writing to the Board of Management no later than 42 days from the date of the letter informing parties of the outcome of the investigation. A review will not be undertaken unless the grounds for a review are clearly stated in the application. A review will be undertaken by an independent person nominated by the Board of Management. The reviewer will submit a written report to the Board who will in turn inform both parties of the decision as soon as possible after receiving the reviewer's report.

Protection against Intimidation:

The Board of Management will endeavour to protect employees against intimidation, victimisation or discrimination if they file a complaint or assist in a sexual harassment investigation. Employees found retaliating against an employee for complaining about sexual harassment will be subject to disciplinary procedures.



False or Malicious Complaints:

If the Board of Management becomes aware that a complaint about sexual harassment is false or malicious in nature, again disciplinary procedures will be used on the employee making the false complaint.

Communications, Training and Monitoring

This policy will be communicated to all staff, students, parents and other persons dealing with the school to ensure that they understand the school's commitment to dealing effectively with sexual harassment.

School Management have a duty to create a harassment-free workplace and to deal speedily with complaints.

The policy will be monitored and reviewed in light of experiences.

31 Smoke-Free Workplace Policy

Rationale:

Exposure to second-hand smoke / Environmental Tobacco Smoke (ETS) also known as passive smoking is a cause of disease, including lung cancer and heart disease, in third parties. Neither the simple separation of smokers and non-smokers within the same airspace nor the provision of ventilation can eliminate exposure to ETS and the consequent health effects of such exposure. This policy has been developed to protect all employees, service users, customers and visitors from exposure to ETS, to ensure compliance with legal obligations and to ensure a safe environment.

Policy:

It is the policy of Presentation Secondary School that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment. ***Smoking is prohibited within the school buildings and grounds with no exceptions.*** This policy applies to all employees, consultants, contractors, customers and visitors. In the school context this also applies to students and parents on or during any school event, trip outing etc.



Implementation:

Overall responsibility for policy implementation rests with the Board of Management. All staff have an obligation to adhere to and facilitate the implementation of this policy. The Principal as the person in charge of the school shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. All new and prospective employees have access to the policy on recruitment / induction by the teacher responsible for staff induction. All new contractors and consultants will be given a copy of the policy by the Principal. Students and parents will be informed of this policy – accessed on school website

Infringements

Infringements by students and staff will be dealt with under local disciplinary procedures. Section 47(3) of the Public Health (Tobacco) Act 2002 states that “any person” (including an employee) found to be in contravention of the new regulations will be “guilty of an offence” Infringements by pertinent persons etc., will be dealt with in accordance with the procedure set out below. Employees, consultants, contractors, customers and visitors who contravene legislation prohibiting smoking in the workplace are also liable to criminal prosecution with an associated fine (up to €3000).

Procedure if a person smokes in contravention of Section 47 of the Public Health (Tobacco) Acts that prohibits smoking in the workplace

1. Draw the person's attention to the "No Smoking" signs and advise that they are committing an offence by smoking on the premises
2. Advise the person that it is also an offence for the school to permit anyone to smoke in contravention of the law
3. Advise the person that the school has a smoke-free policy to ensure a safe working environment for employees and students
4. If a person continues to smoke advise them that they are in breach of school rules and that disciplinary sanctions will have to be implemented



5. Violation of the smoke free policy will invoke disciplinary procedures. Action will be in line with the procedures used for violation of any other health and safety procedure in the school.

32 Working Alone Policy

Ideally, staff should not work alone on the school premises as there are risks involved such as assault, accident or sudden illness. Any staff member wishing to work outside of normal school hours should try to ensure that at least one other colleague is also on the premises – ideally within 'hailing distance', or with both parties having mobile phones programmed with each other's numbers.

In addition, if you choose to work alone in the school you are requested to take the following precautions:

- ◆ Prior to working alone; inform the school Principal detailing, time you will be on the school premises and type of activity being undertaken.
- ◆ If you arrive at school outside of normal school hours and find another colleague is already in the building, let them know you are on site.
- ◆ If you are about to leave the building, and just one or two other colleagues are remaining on site, let them know you are going
- ◆ In fading light; park your car close to the main entrance where there is an external light. Move it there whilst there are still others on site if you are planning to work late
- ◆ Ensure you carry your mobile phone with you (battery charged and switched on)
- ◆ Lock the doors and close the windows to prevent intruders
- ◆ Avoid working outside of the activity in which you informed the Principal
- ◆ Do not work at heights on a ladder or steps
- ◆ Know the location of your nearest fire exit and how to open it in an emergency
- ◆ Know the location of the nearest first aid kit
- ◆ Do not go into attics or any other space in which you might become trapped
- ◆ Do not do any tasks involving hazardous tools/machinery or materials
- ◆ When leaving, limit the amount you are carrying to have one hand free



- ◆ Ensure a family member / friend knows where you are and your estimated time of arrival home
- ◆ If you arrive at school and find any sign of intruders, do not enter the building. Instead, call the Gardaí
- ◆ If you become aware of intruders or vandals, do not challenge them. Instead, call the Gardaí.

You should not work alone if you know you have a medical condition that might cause you to become incapacitated or unconscious. Also, when working alone, do not attempt any tasks which have been identified as medium or high risk, or which common sense tells you are potentially hazardous given your own level of expertise and the nature of the task.

33 Stress

What is Work-related Stress?

Stress can be broadly defined as the negative reactions people have to aspects of their environment. Work-related stress simply refers to those reactions due to pressure within the working environment.

"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).

Each individual employee member 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. However, some workplace factors inevitably lead to stress, such as poor communications, role ambiguity, career stagnation, low participation in decision-making, conflict, etc.

Effects of Stress

The effects of stress differ from individual to individual. The experience of stress can change the way a person feels, thinks and behaves and can also produce physical changes. A person will often experience stress in a number of ways. 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.

Introduction

Presentation Secondary School is committed to a healthy workforce by placing value on both physical and mental health. The Board of Management acknowledges that stress problems have many causes, including in the workplace and the outside world. The Board of Management recognises that factors, which may lead to increased work-related stress for teachers, special needs assistants, ancillary staff, the Deputy Principal and the Principal, include unruly students, exam time, whole school inspections, subject inspections and work over load etc. It is also recognised that domestic factors (housing, family problems and bereavement) may also add to levels of stress experienced by our employees. The Board 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. Matters pertaining to health including mental and work-related stress will be dealt with in line with the Dept. of Education & Skills' procedures and Occupational Health Service MEDMARK. This policy applies to all employees in Presentation Secondary School.

Aims

Our policy aims to:

- encourage staff well-being within Presentation Secondary 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 within the confines of a school environment the sources of stress;
- enhance the factors within Presentation Secondary School that reduce the risk of stress; making staff aware of courses in techniques for coping with pressure and stress;



- provide information on systems of support and make sure they are well publicised; encourage staff to get help at an early stage;
- make sure there is confidentiality for those who seeks help.

Procedures

1. Unruly students have been recognised as one of the major sources of stress for teachers. Presentation Secondary School recognises this and will assist in dealing with the behavioural problems of some students. Teachers should avail of the assistance that is provided to them by the support systems of Year head, the Deputy Principal and the Principal etc.
2. Clear policies on behaviour exist in the school and these should be referred to. These policies are continually reviewed and staff are consulted and involved in policy development and review.
3. The Board of Management ensures that each employee's role and responsibilities are clearly defined. The Board also provide each member of staff with a copy of school policies.
4. High priority is given to staff training and the Board of Management supports and encourages participation in relevant in-service courses in so far as is reasonably practicable. The Board is also committed to promoting the professional development of its employees. In some cases, Croke Park hours will be granted if relevant in-service takes place outside school hours.
5. The Board of Management recognises that communication and consultation with staff, which promotes openness and discussion, is essential. Two members of staff are members of the Board of Management.
6. 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.
7. It is school practice to make sure that staff take time to review and celebrate positive achievements.

Social occasions for staff should be organised throughout the school term to give staff a chance to relax and socialise with each other outside of the workplace.



- The Department of Education, through VHI Corporate Solutions, has provided a confidential counselling service for teachers, where counselling sessions can be availed to deal with work-related stress. (1800 411 057).
- 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 and the BoM will deal with the issues concerned.

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

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

- Manage your workload. Set priorities
- Manage time effectively.
- Set limits to work and draw boundaries
- Define problems precisely
- Break work up into manageable units
- Recognise your own worth

Develop Skills

- Improve communication
- Be more assertive
- Make decisions
- Plan your time including your free time
- Decide your career goals
- Avail of training opportunities

Maintain Physical Fitness

- Eat a sensible diet
- Have sufficient rest
- Decide on some agreeable form of exercise and make it a habit Develop interests outside work

Support Services:



- Medmark4teachers 01 676 1493
- Employee assistance scheme (Inspire) 1800 411 057
- Alcoholics Anonymous 01 842 0700
- Gamblers Anonymous 01 872 1133
- Narcotics Anonymous 01 672 8000
- Pieta House Dublin 01 623 5606
- Samaritans 16 123
- AWARE 1800 804848
- Mental Health Ireland 01 284 1166

34 General Safety Rules for the:

Science Rooms, Home Economics, Art Rooms, Music Room

EACH TEACHER SHALL ADD ADDITIONAL SAFETY RULES
THAT PERTAIN TO THEIR SPECIFIC SUBJECT/CLASSROOM AREA

- ◆ Classroom equipment or machinery must not be used / operated without prior instruction and permission from the teacher.
- ◆ Safety guards must be in their proper position when operating any machine or piece of equipment.
- ◆ Damaged or malfunctioning equipment must be reported to the teacher immediately and this information must be acted upon to ensure safe equipment is used.
- ◆ Protective clothing must be worn (where appropriate). Special protective gear such as safety glasses, gloves, etc. will be provided as required.
- ◆ All injuries must be reported to the teacher (no matter how small) and an incident report complete as necessary
- ◆ Students must not operate power machinery or equipment while wearing loose clothing.
- ◆ Do not distract other students from the job they are performing.
- ◆ Fooling or horseplay in the class room is prohibited.
- ◆ Throwing of any objects is strictly forbidden.
- ◆ Good housekeeping procedures must be practised in all areas of the class to ensure the safety of all students.



- ◆ Unsafe or hazardous conditions within the class room must be reported to the teacher immediately.
- ◆ Students must never take unsafe shortcuts.
- ◆ All apparatus / equipment should be returned to its own place after use, clean and ready for next user
- ◆ All appliances are to be turned off after each class
- ◆ Students shall adhere to all additional safety rules that will be identified from time to time.

35 Risk Assessment for Pregnant Employees

Name	Date of assessment
Date of birth	Due date
Assessors name	Reassessment date

The following is a list of hazards that may affect new and expectant mothers. The assessor completing this form will discuss each item with the expectant mother and indicate if any of these hazards are present in the work environment, providing details and documenting what corrective measures must be taken. If you have a specific problem with your work or environment, it should be indicated during the assessment. You will be asked to read the document and sign that you agree with the contents.

Please note that circumstances may change during your pregnancy that will alter this risk assessment. If this occurs, please contact the Principal and request a further risk assessment.

Section 1: The Working Environment	Hazard		Actions/Comments
	Yes	No	
Are there space constraints preventing good posture?			
Is it necessary to reach over or around obstacles?			
Are there: Steps			
Slopes			
Uneven surfaces			
Spillages			
Rubbish or Clutter			
Trip hazards			
Machine hazards			
Is the working environment:			
Too hot			
Too cold			
Too humid			
Poorly lit			



Poor visibility			
Poor hygiene			
Odorous			
Is protective clothing provided?			
Are rest facilities available?			
Section 2: Biological hazards	Hazard		Actions/Comments
Is there likely exposure to Biological hazards?	Yes	No	
If No, proceed to Section 3			
Is this in the form of Virus?			
Is this in the form of Bacteria?			
Is this agent included in risk groups 2, 3,4 of the Biological Agents Regulations?			
Is PPE required/provided?			
Is there possible exposure to: Toxoplasma?			
Is there possible exposure to Rubella virus?			
Is the pregnant employee immunised against these?			
Section 3: Chemical Agents	Hazard		Actions/Comments
Does the task involve regular exposure to chemicals?	Yes	No	
If No, proceed to section 4			
Is there exposure to:			
Lead or lead derivatives?			
Carcinogens?			
Mercury/mercury derivatives?			
Antimiotic drugs?			
Carbon monoxide?			
Are any chemicals listed in the Chemical Agent Regulations?			
Is the MSDS available for each chemical?			
Are there substances labelled:			
R40: possible risk of irreversible effects			
R45: may cause cancer			
R46: may cause heritable genetic damage			
R61: may cause harm to the unborn child			
R63: possible risk of harm to the unborn child			
R64: may cause harm to breastfed babies			
Is PPE required/provided?			
Section 4: Physical Agents			
Shock/Vibration or Movement			
Does the task involve regular			



exposure to shock/vibration?			
If No proceed to Ionising Radiation			
Sudden blows?			
Section 4: Physical Agents (Cont'd)	Hazard		Actions/Comments
Movement and postures	Yes	No	
Does the task involve periods in excess of 1 hour at a time standing or sitting?			
Are chairs provided?			
Movement and postures			
Are anti-fatigue mats available?			
Are work areas restrictive/confined?			
Is there work at heights?			
Excessive movement?			
Hammer or vibrating			
Ionising Radiation			
Is there exposure to potential source of Ionising radiation?			
If No , proceed to Non-ionising Radiation			
Is this in liquid/solid/dust state?			
Are dose limits monitored?			
Are they below statutory limits?			
Is there a possibility of radioactive contamination?			
Non-Ionising Radiation			
Is there exposure to potential source of Non-ionising radiation?			
If No, proceed to Noise			
Is there exposure to electromagnetic fields and waves?			
Is there exposure to optical radiation?			
Is there exposure to an excessively noisy environment?			
If No, proceed to Section 5			
Does the noise level exceed 85dB (A)?			
Is noise monitoring carried out?			
Is PPE required/provided?			
Is PPE worn as required?			
Does the PPE meet with EU standards?			



Does the task involve use of a VDU			
If No, proceed to Shift Work			
Has an ergonomic assessment been completed?			
Has the operator been educated in the safe use of VDU's?			
Visual Display Units (VDU)			
Shift Work			
Are you involved with Night classes?			
Are these classes at regular times?			
Manual Handling			
Does the task involve:			
Repetitive handling?			
Holding the load away from the trunk?			
Twisting/stooping or upward reaching?			
Is there slipping potential?			
If pushing or pulling, are hands above the shoulder or below the waist?			
Is the distance excessive?			
Does the load have to be handled up steps or slopes?			
Are mechanical aids used?			
Are there time restraints?			
Is the weight of the object?			
>5kgs in the seated position?			
>16kgs and handled in a working posture other than seated?			
Is the load:			
Bulky and awkward to grip?			
Slippery?			
Unevenly distributed?			
Difficult to grasp?			
Sharp with abrasive edges?			
Hot or cold?			
Likely to shift during handling?			
Section 5: Employees	Yes	No	Comments
Comments			
Are you satisfied with:			
Lighting levels?			
Working temperatures?			
Noise levels?			
Break/Rest periods?			
Rest Facilities?			
Timetabling arrangements?			
Have you received information and training in your job?			



36 Dignity in the Workplace Policy

Purpose:

The purpose of this policy is to create and maintain a workplace where all employees are treated with dignity and respect and where bullying behaviour, once proven, does not enhance an employee's chance of promotion or favourable treatment.

Definition:

The definition of bullying adopted by the School Authorities is as follows:

"Workplace bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work.

An isolated incident of the behaviour described in this definition may be an affront to dignity at work but as a once off incident is not considered to be bullying".

It can be classified into 5 major categories:

- ◆ manipulation of a person's reputation by rumour, gossip and ridicule
- ◆ preventing a person from speaking by making loud voiced criticisms or obscenities
- ◆ social exclusion or isolation
- ◆ manipulating the nature of the work or the ability of the victim to perform the work e.g. by overloading, withholding information or setting meaningless tasks
- ◆ physical abuse or threats of abuse



Bullying can transcend organisational and reporting structures. It can occur within peer groups (e.g. within subject departments), from management to staff and staff to management.

Examples of bullying behaviour can include:

- shouting or swearing at fellow employees both publicly and in private
- aggression, usually over quite unimportant matters
- insulting someone's appearance or name-calling
- spreading malicious rumours, which have no basis in fact
- verbal or written harassment through jokes, offensive language or gossip
- freezing out, isolation, ignoring or excluding
- constantly cutting in on or across people in conversation
- physical contact ranging from unwanted touching to serious assault
- staring, leering, aggressive gestures etc

Less obvious forms of bullying may not be readily identified include:

- persistent negative attacks on personal or professional performance without good reason or legitimate authority
- unreasonable and unfounded refusal of annual leave, training or promotion opportunities
- abusing a position of power by unnecessarily undermining a colleague's work and/or placing unreasonable demands on a particular individual
- unreasonable or inappropriate monitoring of a colleague's performance
- persistently setting objectives with unreasonable or impossible deadlines or unachievable tasks
- removing areas of responsibility and imposing menial tasks on subordinates
- withholding work-related information
- over-monitoring an employee with malicious intent
- Unreasonable requests

Effects of bullying on the Individual:



Effects can include: isolation, rejection, lack of support from colleagues. Bullying can have a physiological, psychological and behavioural impact on an individual's character and their overt behaviour. It can change a happy, confident employee into a withdrawn, de-motivated individual. At its most extreme, prolonged periods of bullying can lead to nervous breakdown, depressive illness and ultimately suicide.

Physiological symptoms	Psychological symptoms	Behavioural symptoms
headaches	Depression	withdrawn personality
nausea/butterflies	mood swings	reliance on alcohol, drugs,
high blood pressure	acute anxiety	tobacco as stress relievers
loss of appetite	panic attacks	irritated & distracted behaviour
fatigue	Crying	tendency to be clumsy
shaking/sweating	Irritability	forgetfulness
sleeplessness	loss of self-esteem	lack of self-confidence and motivation

Effects of Bullying on the School:

Bullying can have a debilitating impact on an organisation and it can foster an environment of fear and resentment. Examples of direct negative effects of bullying include:

- increased levels of absenteeism
- low employee morale, motivation and job performance
- loss of job satisfaction
- reduced productivity
- high employee turnover
- high costs associated with legal proceedings.



Board of Management Statement:

The Board of Management wishes to make known that behaviour which constitutes bullying is not acceptable. Where bullying is alleged to have taken place it will be fully investigated by the Principal or designated person and if proven will be dealt with as misconduct under existing disciplinary procedure.

Reporting Procedure:

If any employee feels they are being bullied they should do the following:

- ◆ In the first instance raise the issue informally with the person who is creating the problem pointing out that their conduct is unwelcome, offensive or interfering with work and request that it stop immediately
- ◆ Alternatively, if the employee feels uncomfortable with a direct approach, they could raise the issue with the Principal who would deal with the matter in a sensitive manner. (Sometimes an informal approach can be particularly helpful).
- ◆ If the behaviour fails to stop then the person should note the incidences of bullying – what was said done or gestured, dates, times, locations, witnesses if there are any and report it officially to the Principal. (Again, if the person engaging in bullying is the Principal or they do not feel comfortable in reporting it this way then they should report it to the Chairperson of the Board of Management who can deal with the matter in a sensitive manner).

Investigation Procedure:

If and when a report of alleged Bullying behaviour is received by the Principal/Chairperson of the Board of Management, they are committed to dealing with it seriously and confidentially and should do the following:

- ◆ listen to the complaint privately, sympathetically taking note of all details available



- ◆ an investigation will be instigated which will involve detailed interviews of both the employee making the complaint and the alleged bully. Interviews of any witnesses will also take place to determine what happened.
- ◆ in the interests of natural justice, the person alleged to be involved in bullying behaviour must be made aware of the nature of the complaint and be given every opportunity to respond and to rebut the detailed allegations made and be allowed representation if requested.
- ◆ if, following a thorough investigation, there is a reasonable belief that there has been bullying, then, depending on the seriousness of it, appropriate disciplinary action will be taken. This may be anything from a verbal warning to dismissal
- ◆ if it is found that the person allegedly involved in bullying behaviour had been misinterpreted and that they were genuinely unaware of the effect of their behaviour and actions, further procedures may not be necessary and the outcome of the investigation will be that the bullying behaviour ends
- ◆ in cases where there are conflicts of evidence and perhaps no witnesses the investigating person(s) will have to weigh up the credibility of each party, whether the details are vague or specific etc. in order to reach a conclusion.

Protection against Intimidation:

The Board of Management will protect employees against intimidation, victimisation or discrimination if they file a complaint or assist in a bullying investigation. Employees found retaliating against an employee for complaining about bullying will be subject to disciplinary procedures.

False or Malicious Complaints:

If the school becomes aware that a complaint about bullying is false or malicious in nature, again disciplinary procedures will be used on the employee making the false complaint.

Communications, Training and Monitoring



This policy will be communicated to all staff to ensure that they understand the commitment to dealing effectively with bullying. School Management have a duty to create a harassment-free workplace and to deal speedily with complaints.

The policy will be monitored and reviewed as required and in light of experiences.

37 Bullying Policy (Students)

Our school community believes that each student has a right to an education free from fear, annoyance and intimidation. Bullying is not tolerated.

Anti-Bullying Charter:

- We want Presentation Secondary School to be free from bullying
- There should be no name calling
- There should be no physical abuse
- There should be no 'ganging up on' or 'isolating of' fellow students
- Everyone should be treated with respect
- We all share the responsibility that each student's property is respected
- Anti-social behaviour is not acceptable or condoned
- Problems should be shared
- We all share responsibility to ensure that bullying is not tolerated.

Bullying will not be tolerated in Presentation Secondary School . It is not acceptable under any circumstances.

Every student has the right to enjoy learning and leisure free from intimidation.

Students should support each other by reporting all instances of bullying.

Bullying is too important not to report.

Reports of bullying will be taken seriously and appropriate action will be taken.

Bullying occurs when a person is made unhappy by one or more people. It can take several forms:

- **verbal** as in name calling, personal comments, racial abuse
- **social** as in not being spoken to or being left out of activities



- **material** as when possessions are stolen or damaged or extortion takes place
- **mental** as when pressure to conform is applied
- **physical** as in physical assault.

Bullying is not the same thing as a disagreement between two people.

Bullying is:

- systematic and ongoing rather than once off
- done by the more powerful to the less rather than between equals
- distressing and hurtful to the victim as opposed to good natured fun
- always one way rather than an exchange.

Response to bullying:

All staff will try to ensure that is not tolerated in school. Staff will respond to bullying in the first instance by:

- listening to the victim
- reassuring the victim
- continuing to offer help, advice and support to the victim

In responding to incidents of bullying the Principal / Deputy Principal, Year Head will establish:

- the veracity
- the intent
- the seriousness
- the effect on the bullied student

When bullying is detected by or reported to staff, they will respond by:

- taking action as quickly as possible
- considering whether action should be public or private
- making it clear to the person involved in bullying or threatening behaviour that such behaviour is not acceptable
- establishing whether or not the incident is part of a pattern



- encouraging the person responsible for the bullying or threatening behaviour to see the victim's point of view
- explaining why a punishment (if any) is given
- sharing information with (relevant staff) other members of staff
- informing parents if appropriate

In cases of bullying, parents may be invited to meet the principal/ deputy principal and the student may be suspended. If the bullying re-occurs, the case may be referred to the Board of Management.

Students involved in bullying or threatening behaviour, either as a victim or as the person responsible for the bullying or threatening behaviour will be supported in order to overcome the impact of such behaviour.

It is made clear to all students that when they report incidents of bullying, they are behaving responsibly.

Covid-19

Presentation Secondary School shall ensure so far as is reasonably practicable to minimise the risk of employees, Students and visitors of contacting the Covid - 19 Virus.

Induction talks to everyone entering the school and regular Tool Box Talk warnings against the risks of not complying with guidelines.

A Covid- 19 enforcement officer will be appointed in the school. Presentation Secondary School is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed the following COVID19 Response Plan.

The BOM and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus.



We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- provide up to date information to our staff and pupils on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan in relation to summer provision
- inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education and Skills
- keep a contact log to help with contact tracing
- ensure staff and pupils engage with the induction / familiarisation briefing provided by the Department of Education and Skills
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school



Part 7

Hazard Identification and Risk Assessment

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38 Introduction to Risk Assessments

The school management is committed to the ongoing identification of hazards, the assessment of the appropriate risks and the introduction of controls to deal with them. In addition, all members of staff are encouraged to co-operate in securing freedom from accidents and are encouraged to identify and report any potential hazards that may exist so as to ensure that a risk assessment is carried out.



A **hazard** is anything with the potential to cause harm to the safety, health and welfare of employees, students, visitors etc. Hazards may be classified as physical, chemical, biological, environmental or human.

A **risk** is the likelihood that someone will be harmed by a hazard and the severity of that harm.

Control measures:

A control measure is an applied measure that reduces the level of risk. Good control measures can comprise physical measures, management/training, or combination of some or all of these.

Control measure principles:

Schedule 3 of the Safety, Health and Welfare at Work Act 2005 lists the Principles of Prevention and the school undertakes to apply these principles (where practicable) in dealing with all hazards identified.

- Avoidance of risks
- Evaluation of unavoidable risks
- Combating of risks at source
- Adaptation of work to the individual
- Adaptation of workplace to technical progress
- Replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work
- Priority to collective protective measures over individual protective measures
Development of an adequate prevention policy which takes account of technology, organisation of work, working conditions, social factors and the influence of factors relating to the working environment
- Appropriate training and instructions to employees.



39 Methodology used for hazard identification and control

In line with the requirements of Safety, Health and Welfare at Work Act 2005 (section 19) the school principal carried out the risk assessments in consultation with pertinent staff for each hazard identified. Following this process, and in line with section 26 of the Safety Health and Welfare at Work Act 2005, the results were related to the Board of Management for approval and amendment, where necessary.

It is envisaged that hazard inspections will be undertaken on a regular basis to ensure that all information remains accurate, that controls are adequate and where necessary risks are re-assessed. Risk assessments will be reviewed when there has been a significant change in the matter to which they relate or when they are no longer valid (i.e. change in legislation, new European Directives, new equipment, changes in work practices etc.). In line with best practice and the advice of the Health and Safety Authority (Guidelines on managing Health and Safety in Post-Primary schools) they will also be reviewed on an annual basis.

When hazards are identified it is necessary to evaluate and rank them so that they can be controlled in an orderly way. The risk of a hazard is a measure of the likelihood or probability of an accident coupled with the severity of the injury or loss. The risk potential of each hazard was assessed (by ranking) according to the following methodology. Numerical values of between 1 and 4 were applied to both the **severity** of the consequences and the **probability** of the event occurring (as per the **risk rating** charts in the next page). When the severity numerical factor and the probability numerical factor were multiplied together, they produced a numerical value.

Severity x Probability = Risk Rating

Severity Rating	Interpretation	Numerical Value
Catastrophic	Single or multiple fatalities, widespread illness, large scale property or equipment damage	4
Major	Serious injury or illness, significant property or equipment damage	3
Minor	Minor injury or illness, minor property or equipment damage	2
Insignificant	No significant injury or illness, no significant property or equipment damage	1



Probability Rating	Interpretation	Numerical Value
Probable	Likely to occur either immediately or in the short term	4
Possible	Could occur in time or if repeated enough	3
Unlikely	Though unlikely, may occur over time	2
Remote	Unlikely to occur at all	1

Risk Rating

Numerical Value Severity x Probability	Descriptive risk rating	Interpretation
12 – 16	High	Risks are unacceptable and immediate action required justifying special maintenance. Activity should be stopped until the hazard is eliminated or appropriate risk controls are put in place.
6 – 9	Medium	Activity can proceed but substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity or to apply interim control measures until this has been completed.
2 – 4	Low	Activity can proceed but consideration should be given as to whether the risks can be lowered. Control measures must be monitored and reviewed as required to ensure they remain suitable and sufficient.
1	Negligible	No additional controls are necessary as these risks are considered acceptable. Activity should be regularly reviewed to ensure there is no change to the risk rating and that controls are maintained.

***Note:** A **descriptive risk rating** (rather than a numerical rating) has been used in the risk assessment sheets whereby the risk potential for the hazard identified is described as **High (H), Medium (M), Low (L) and Negligible (N)**. A similar rating is used when describing the level of risk after the control measures have been put in place. This method has been used in an attempt to ensure that the levels of risk will be understood and clear to all members of staff.



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1. Detailed Hazard Identification and Risk Assessment

Risk Assessment Location: School Buildings		Assessor's Name: Padraig Ryan		Assessment Date: 1 st June 2021	
Hazard Identified	Persons at risk	Risk potential	Control measures to eliminate or reduce risk	Risk with controls	Person(s) Responsible
Fire Burns, asphyxiation, smoke inhalation, risk of multiple injuries/fatalities, collapse of structure.	Staff, students, and visitors	H	<ul style="list-style-type: none"> ▪The Board of Management is committed to the provision of an effective fire safety infrastructure (detection systems, fire alarm systems, adequate escape routes, fire suppressants, safety notices, etc.) within the school. ▪Rubbish will be removed daily. ▪Good housekeeping practices will be strictly adhered to, to minimize any build-up of materials in classrooms or along corridors. ▪In the event of alarm activation, fire procedures must be complied with immediately. Assembly points are identified for individual classes/areas and are listed in the Emergency Procedures. 	L	Safety Coordinator All staff
Review Date: June 2022		Irish Standard 3218:1989 Code of Practice for Fire Detection and Alarm Systems for Buildings applies			

1. Detailed Hazard Identification and Risk Assessment



Risk Assessment Location: School Buildings		Assessor's Name: Padraig Ryan		Assessment Date: 1 st June 2021	
Hazard Identified	Persons at risk	Risk potential	Control measures to eliminate or reduce risk	Risk with controls	Person(s) Responsible
Fire	Staff, students, and visitors	H	<ul style="list-style-type: none"> ▪ Staff must follow the manufacturer's instructions when using flammable liquids and ensure they are not used near naked flames or any source of ignition. ▪ All fire protection equipment and systems are serviced and maintained on a regular basis throughout the school. ▪ Emergency exit routes are clearly identified and must be kept clear at all times. ▪ No schoolbags allowed on corridors. ▪ Instruction and training will be provided to all staff and students. ▪ Fire drills will be held at least twice a year to ensure everyone is aware of and abide by emergency procedures. Records are kept of all drills. 	L	All staff
Review Date: June 2022					



2. Detailed Hazard Identification and Risk Assessment

Risk Assessment Location: Class rooms, Staff rooms, grounds, Storage areas			Assessor's Name: Pdraig Ryan	Assessment Date: 1 st June2021	
Hazard Identified	Persons at risk	Risk potential	Control measures to eliminate or reduce risk	Risk with controls	Person(s) Responsible
*Chemicals and hazardous substances Burns, spillages, poisons, fatalities, irritation of skin, fire and explosion.	Members of staff using chemical substances, Students	H	<ul style="list-style-type: none"> ▪ All chemicals and hazardous substances to be stored in accordance with manufacturer's instructions in designated secure areas in accordance with Safety Data Sheets (SDS) ▪ An SDS file will be compiled for all hazardous chemicals being used and be available for emergencies. The SDS file will be retained in the Principal's office and updated as required. ▪ Every exposed staff member will be familiarized with the risks attached to each chemical and the precautions required when handling them. ▪ All spillages to be cleaned up immediately. ▪ The necessary personal protective equipment and clothing, such as gloves, masks, aprons or eye protection will be provided and must be used by staff/students. 	L	Cleaning staff, Maintenance personnel and any member of staff using chemical substances
Review Date: June 2022		*For the purpose of this assessment a chemical is defined as a solid, liquid or gas used for the purpose of reacting with or effecting a change in another substance or material. It includes inert and non-reactive substances and embraces the broadest possible interpretation including printing inks, chemicals used in the science laboratories, glues, detergents, cleaning chemicals, etc.			



2. Detailed Hazard Identification and Risk Assessment

Risk Assessment Location: Class rooms, Staff rooms, grounds, Storage areas		Assessor's Name: Padraig Ryan		Assessment Date: 1 st June 2021	
Hazard Identified	Persons at risk	Risk potential	Control measures to eliminate or reduce risk	Risk with controls	Person(s) Responsible
Chemicals and hazardous substances	Members of staff using chemical substances, Students	H	<ul style="list-style-type: none"> ▪ Only approved staff may access storage areas and no students are allowed access to chemicals or solvents unless supervised by a qualified teacher. Staff will ensure, as far as is reasonably practicable, that no dangerous substances can be removed from class rooms or storage areas. ▪ The following principles must be followed in the safe use of chemicals: <ul style="list-style-type: none"> • Use the safest chemical possible for the job to be done. • Read the label and safety sheet. • Take special measures prescribed and know emergency measures in case of accident. • Avoid inhalation of vapours and dusts. • Prevent contact with eyes. • After contact with chemicals, clean yourself and your working clothes. <p>Do not dump chemicals, dispose of used chemicals as recommended by manufacturer.</p>	L	Cleaning staff, Maintenance personnel and any member of staff using chemical substances
Review Date: June 2022					



3.Detailed Hazard Identification and Risk Assessment

Risk Assessment Location: Office, reception area, staff room and classrooms.		Assessor's Name: Padraig Ryan		Assessment Date: 1 st June 2021	
Hazard Identified	Persons at risk	Risk potential	Control measures to eliminate or reduce risk	Risk with controls	Person(s) Responsible
Use of electrical equipment i.e. photocopiers, shredders, printers, laminators, binding machines, televisions, overhead projectors etc. <i>Electric shock, electric burn, fire and fatalities</i>	Teachers, Any person using electrical equipment	M	<ul style="list-style-type: none"> ▪ All electrical equipment must be used in accordance with the manufacturer's instructions and should be appropriate for the task for which it was intended. All equipment must include protection from moving parts. ▪ All equipment should be kept in good working condition, any defective, broken or faulty equipment should be reported immediately to the Principal and taken out of circulation and marked appropriately until repair or disposal. ▪ Electrical cables must be laid in a safe manner away from danger zones and should be inspected at regular intervals for damage or signs of overheating. ▪ Repairs must be carried out by appropriately qualified persons and records of all servicing and repairs retained. ▪ Adaptors must not be used and systems must not be overloaded. ▪ Multi plug extension leads must be disconnected when not in use They must be surge protected 	L	Principal and any person using electrical equipment
Review Date: June 2022					



4. Detailed Hazard Identification and Risk Assessment

Risk Assessment Location: Offices, Staffroom & Classrooms			Assessor's Name: Padraig Ryan	Assessment Date: 1 st June 2021	
Hazard Identified	Persons at risk	Risk potential	Control measures to eliminate or reduce risk	Risk with controls	Person(s) Responsible
Visual Display Units (VDUs) Repetitive strain, injuries/work related upper limb disorders (WRULDS), eye strain, back pain.	Teachers, office staff, principal and deputy principal	M	Ergonomic assessments will be carried out for each work station to ensure compliance with General Application Regulations 2007 taking account of: <ul style="list-style-type: none"> ▪ Position of the monitor with regards to lighting and distance ▪ Height of work desk ▪ Type of chairs provided for the task – adjustable and ergonomically designed with footstools where necessary ▪ Position of mouse pad to allow for adequate support for the hands and arms. ▪ Monitors with poor image quality or flickering screens will be repaired or replaced. ▪ Software used should be suitable for the requirements of the job. ▪ Staff who experience difficulties with strain or glare should report these. ▪ Eye screening/eye tests will be provided for all staff in line with the regulations at no cost to the individual and where protective glasses are required on the recommendation of an optometrist; these will be provided on the basis of the Presentation Secondary School paying a subvention towards the cost of the glasses. ▪ Staff will receive training, instruction and Presentation Secondary School VDU guidelines on ergonomic techniques. 	L	Safety coordinator
Review Date: June 2022					



5. Detailed Hazard Identification and Risk Assessment

Risk Assessment Location: Stores, offices, classrooms, gym and reception area		Assessor's Name: Padraig Ryan		Assessment Date: June 2021	
Hazard Identified	Persons at risk	Risk potential	Control measures to eliminate or reduce risk	Risk with controls	Person(s) Responsible
<p>Manual handling Person Handling</p> <p>Musculoskeletal injury, lacerations, crushing of hands or feet, bruised or broken bones.</p> <p>Use of Gym Equipment</p>	<p>All Personnel required to carry out manual handling tasks</p> <p>P.E. Teachers / Coaches / Gym Supervisors Students</p> <p>Caretaker Cleaner Administration Staff</p>	M	<ul style="list-style-type: none"> ▪ The school principal will eliminate as far as practicable the need for manual handling. ▪ Staff will be encouraged to use mechanical aids where it is reasonably practicable (e.g. using a trolley to move audio visual equipment). ▪ The Board of Management will adhere to the principles of prevention as described in the 1st schedule of the General Application Regulations 2007. ▪ Staff are encouraged to help work colleagues when manual tasks are being undertaken. ▪ Materials must be stored at a convenient height to prevent over stretching or stooping when moving them. ▪ Staff must inform the principal of any manual handling difficulties they encounter. ▪ Relevant Staff will be trained in correct lifting procedures. ▪ 	L	<p>Board of Management Safety coordinator All Personnel carrying out manual handling tasks</p> <p>P.E. Teachers / Coaches / Gym Supervisors SNAs</p>



6. Detailed Hazard Identification and Risk Assessment

Risk Assessment Location: Classrooms		Assessor's Name: Pdraig Ryan		Assessment Date: 1 st June 2021	
Hazard Identified	Persons at risk	Risk potential	Control measures to eliminate or reduce risk	Risk with controls	Person(s) Responsible
Tripping, slipping, falling, poor lighting, damaged/broken chairs or desks.	Staff, students and visitors	M	<ul style="list-style-type: none"> ▪All classrooms will be maintained in line with best design and improved as resources become available. ▪Lockers provided for school equipment. ▪Ceilings, floors, walls and the general décor will be maintained in line with best practice ▪Any damage to rooms or equipment must be reported immediately to the principal. ▪The principal will ensure that repairs to floors, desks, walls, and chairs are carried out as quickly as possible ▪Lighting will be maintained to achieve suitable lighting levels. ▪All spillages to be cleaned up immediately. 	L	Safety coordinator Caretakers
Review Date: June 2022					



7. Detailed Hazard Identification and Risk Assessment

Risk Assessment Location: Entrances and foyer areas			Assessor's Name: Padraig Ryan		Assessment Date: 1 st June 2021	
Hazard Identified	Persons at risk	Risk potential	Control measures to eliminate or reduce risk	Risk with Controls	Person(s) Responsible	
Access/Egress <i>Slips, falls, trips, obstructions and wet floors</i>	Staff, students and visitors	M	<ul style="list-style-type: none"> ▪ Pedestrian routes will be clearly marked, illuminated and inspected regularly ▪ All doors, access routes will be maintained in good condition and will be kept clear from obstruction. ▪ All floor surfaces are kept free from tripping or slipping hazards. ▪ In the event of a wet or dangerous floor a caretaker will immediately screen off the area until the floor can be cleaned, dried or the problem rectified. ▪ Appropriate non-slip mats are provided inside the main entrances. ▪ Lighting will be adequate to ensure that people are not at risk of tripping and falling. ▪ Schoolbags or school equipment may not be left in corridors or access/egress routes. 	L	Safety Coordinator Caretakers, Staff, Students and Visitors	
Review Date: June 2022						



8. Detailed Hazard Identification and Risk Assessment

Risk Assessment Location: Science Rooms			Assessor's Name: Padraig Ryan	Assessment Date: 1 st June2021	
Hazard Identified	Persons at risk	Risk potential	Control measures to eliminate or reduce risk	Risk with controls	Person(s) Responsible
Fire Explosion Exposed to hazardous substances <i>Burns,</i> <i>Skin irritation</i> <i>Asphyxiation</i> <i>Poisoning</i>	Teachers, Students	M	Science rooms will only be used when a teacher is present. The rooms will remain locked when not in use. <ul style="list-style-type: none"> ▪ All chemicals will be locked away in the designated storage area in each room, accessible to teachers only. ▪ Experiments using chemicals will be carried out only in the fume cupboards ▪ White laboratory coats must be worn by staff ▪ Appropriate PPE will be worn during experiments e.g. face and hand protection During experiments the following rules will apply: <ol style="list-style-type: none"> 1. List of safety instructions on display in the room 2. Chemical symbols on display in the room 3. Before use, students instructed in safe operation of equipment e.g. Bunsen burner 4. students work in small groups 5. students not allowed use dangerous chemicals 6. strict supervision during all experiments 7. no unnecessary movement around the room 8. fire extinguishers/blanket easily accessible in the room 9. fully stocked first aid kit available in the room 	L	Science Teachers Safety coordinator
Review Date: June2022					



9. Detailed Hazard Identification and Risk Assessment

Risk Assessment Location: School and Activities		Assessor's Name: Padraig Ryan		Assessment Date: 1 st June 2021	
Hazard Identified	Persons at risk	Risk potential	Control measures to eliminate or reduce risk	Risk with controls	Person(s) Responsible
Pregnant employees Manual handling, chemical agents, working with VDUs, mental and physical fatigue	Pregnant Employees	M.	<ul style="list-style-type: none"> A detailed risk assessment checklist for pregnant employees has been devised (see school policies and procedures, Part 6, section 32). Suitable control measures and actions will be implemented on the basis of identified individual need following assessment. 	L	Principal and Board of Management
Bullying Effects can be physiological, psychological and behavioural	Employees	M.	<ul style="list-style-type: none"> All complaints of bullying will be dealt with in line with agreed policies and procedures (Part 6 section 33). Suitable control measures and actions will be implemented following assessment. 	L	Principal and Board of Management
Review Date: june2022		Part 6 Chapter 2 of SHWW (General Applications) Regulations SI 299 of 2007 applies			



10. Detailed Hazard Identification and Risk Assessment

Risk Assessment Location: Buildings		Assessor's Name: Padraig Ryan		Assessment Date: 1 st June 2021	
Hazard Identified	Persons at risk	Risk potential	Control measures to eliminate or reduce risk	Risk with controls	Person(s) Responsible
Working Alone Attack. Illness, injury, death	Teachers Caretakers	M	<ul style="list-style-type: none"> ▪ A safe operating system has been devised in part 6 section 30 and all staff should adhere to this policy particularly the communication and emergency procedures. ▪ Cleaning and maintenance staff must also adhere to the policy. ▪ Subcontractors are expected to adhere to their own safe systems of work in line with school policy 	L	Board of Management Principal Teacher
Stress Effects can be mental, physical, behavioural and cognitive	Staff	H	<ul style="list-style-type: none"> ▪ Provide reasonable systems of work; comply with legislation, regulations and guidelines in order to protect employee's well-being. ▪ Regularly consult with staff to identify problems and to develop support systems. ▪ Encourage staff to report stress at work. ▪ On-going training to recognize symptoms and causes of stress. 	L	Board of Management Principal Staff
Review Date: June 2022					



11. Detailed Hazard Identification and Risk Assessment

Risk Assessment Location: Art Rooms			Assessor's Name: Padraig Ryan	Assessment Date: 1 st june2021	
Hazard Identified	Persons at risk	Risk potential	Control measures to eliminate or reduce risk	Risk with controls	Person(s) Responsible
Fumes from paints, glues & solvents, flammable material Dust from dry paints. Respiratory and skin irritation. Asphyxiation, Explosion Fire	Teachers Students	H	Teachers and students are aware of the hazards and precautions that must be taken when using chemicals / materials i.e Appropriate PPE. Eye protection, gloves, dust masks. Access to MSDS (Material Safety Data Sheet) All materials are labelled and access to materials is controlled and supervised. Always wash hands after handling material / chemicals Never eat or drink while using materials / chemicals Make sure that the art room is well ventilated while occupied.	L	Teachers Students
Items stored at height Falls, strains back injury Damaged Electrical Equipment & Fittings Electrical Burns Electrocution Electric Shock	Teachers Students Teachers Students	H H	Avoid storing heavy items at height if at all possible Only infrequently used items should be stored at height. When removing / using items stored at height 2 competently trained person should be in attendance. If defective electrical equipment is discovered the following applies: Defective electrical equipment to be removed and stored separately to avoid accident use. Defective electrical equipment to be repaired replaced immediately		Teachers Students Teacher Caretaker
Review Date: June 2022					



11. Detailed Hazard Identification and Risk Assessment

Risk Assessment Location: Kitchens Home		Assessor's Name: Padraig Ryan		Assessment Date: 1 st june2021		
Hazard Identified		Persons at risk	Risk potential	Control measures to eliminate or reduce risk	Risk with controls	Person(s) Responsible
Manual Handling Carrying, lifting &, pushing. Slips, trips & falls Improper Storage Fire / Electrical / Gas Cookers Dangerous Machinery / Equipment Crowded Work Place Food hazards Skin irritation		Teachers Students	H	Trained personnel to carry out the handling, moving, lifting etc Or supervise others doing so. Keep all floor clean and dry. Remove all obstacles from circulation areas. Have fire blankets and extinguishers in close proximity Faulty equipment / machinery to be removed and stored separately. Appropriate numbers of people at each work station All food stuffs to be stored correctly and handled with care. Wash hands and equipment thoroughly and frequently. Signage to be place warning of the risk of skin irritation when using soaps and cleaning agents	L	Teachers Students
Hot surfaces, hot contents, steam Scalds & burns		Teachers Students		Signage to be place warning of the risk of burns on or near cookers microwave ovens, kettles pots etc.		BOM
Review Date: June 2022						



11. Detailed Hazard Identification and Risk Assessment

Risk Assessment Location: Music Room			Assessor's Name: Padraig Ryan		Assessment Date: 1 st june 2021	
Hazard Identified	Persons at risk	Risk potential	Control measures to eliminate or reduce risk	Risk with controls	Person(s) Responsible	
Slips, trips & falls Improper storage Electrical Burns Electrocution Electric Shock Loud Noise	Teachers Students	H	Trained personnel to carry out the handling, moving, lifting etc Or supervise others doing so. Keep all floor clean and dry. Remove all obstacles from circulation If defective electrical equipment is discovered the following applies: Defective electrical equipment to be removed and stored separately to avoid accident use. Defective electrical equipment to be repaired replaced immediately Amplification levels should be kept within the normal recommended levels			
Review Date: June 2022						



Risk Assessment Location: Music Room			Assessor's Name: Padraig Ryan		Assessment Date: 1 st June 2021	
Hazard Identified	Persons at risk	Risk potential	Control measures to eliminate or reduce risk	Risk with controls	Person(s) Responsible	
Covid-19 Exposure to the virus	Teachers Students	H	<ul style="list-style-type: none"> ➤ Stay at home if you have symptoms ➤ Sign the daily contract tracing sign in sheet provided. ➤ Ensure sanitising stations are provided ➤ Check your temperature. ➤ Wear face mask. ➤ Adhere to social distancing. ➤ Practice good sneeze etiquette. ➤ Avoid sharing equipment if possible. ➤ Sanitise all equipment before and after use. ➤ Wash /sanitise your hands regularly. ➤ Visitors to school by appointment only ➤ Ensure all visitors to the school adhere to covid-19 protocol. 	L		
Review Date: June 2022						



Part 8

Appendices

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41 Staff Members 2019 – 2020

Management Staff	Gerry Grealish (Principal)	(D/ Principal)
Teaching Staff	Aoife O’ Neill	Brian Brussels
Brendan McKeogh	Brian Lynch	Chris O’ Donoghue
Christina Murphy	Carol Halpin	Catherine Smyth
Christopher Connaughton	Flor O’ Brien	Jamie McCormack
Jim McManus	Jennifer Denny	Mark Carey
Marcelline Coady	Niamh O’ Rourke	Rosie Egan
Roger Quigley	Sarah Brislane	William Cullagh
Yvonne O’ Rourke		

DRAFT

42 Declaration of Sight



I have read and understand the contents of this document including my duties as an Employee as outlined under Section 13 of the Safety, Health and Welfare at Work Act 2005.

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

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Signed: _____

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Date:

42 Declaration of Sight

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Date:

**43 Annual Health and Safety Report
Presentation Secondary School CBS
for
2019 – 2020**

The following is a report of progress with our Health and Safety policy:

1. Safety Training

During the year, the following safety training courses were attended by staff:



2. New Safety Arrangements

The following new safety arrangements were put in place during the year:

3. Purchase of Safety Equipment

The following items of safety equipment were purchased during the school year:

4. Emergency Drills

(Number) emergency drills were practiced during the school year and the results were:



5. Safety Programme

Our Health and Safety Programme for 2018/19 includes:

6. Safety Consultation Group

(Number) meetings of the consultation group took place during the year and they reviewed the following issues:

7. List of Accidents on School Premises

a) Accidents resulting in absences in excess of three days:



b) Minor Accidents:

Lined area for recording minor accidents.

8. Safety Deficiencies

The following areas still need to be addressed:

Lined area for listing safety deficiencies.



44 Forms IR1 and IR3

The Health and safety Authority requests that Form IR1 should be completed online.

Submitting details of accidents online

- Is faster than filling in a paper IR1 form and sending it in
- Allows the School Authorities to view all accidents that were reported online over the last year
- The School Authorities will obtain a confirmation receipt (email) for each accident reported
- The Principal will be sent a letter containing an approval code. This approval code will enable him to view all the accidents reported online over the past year.

The e-mail address for the Health and Safety Authority (HSA) is www.hsa.ie

Alternatively, the HSA may be contacted at: 1890289389.



Form IR3

FORM OF NOTICE OF DANGEROUS OCCURRENCE

APPROVED UNDER THE SAFETY, HEALTH AND WELFARE AT WORK (GENERAL APPLICATION) REGULATIONS, 1993

(Before completing this form, please see INSTRUCTIONS overleaf)

S.I. No. 44 of 1993

EMPLOYER / SELF-EMPLOYED INFORMATION

Name of business or company name:	Phone No: (+ STD Code)
Address of Head Office:	Date of incident:
Address of establishment where incident took place if different from above:	Approximate no. employed at establishment:
	Approximate total no. employed by business:

TYPE OF WORK BEING UNDERTAKEN AND LOCATION OF DANGEROUS OCCURRENCE

What activity was being undertaken at the time of the incident (e.g. construction, road transport, chemical processing)
Where did the incident take place (e.g. inside buildings, underground, field, public road, shop etc.)

CIRCUMSTANCES OF THE INCIDENT

Description and cause:

DETAILS OF NOTIFIER

Notifier: <input type="checkbox"/> Employer/Self Employed <input type="checkbox"/> Person in control of workplace <input type="checkbox"/> Person Providing Training <input type="checkbox"/> Other	Date:
Address and telephone number for acknowledgement/clarification if different from above:	Signature:
	Position:

Return to Health & Safety Authority, 10 Hogan Place, Dublin 2.

Form No. IR3





INQUIRIES CONCERNING THIS FORM CAN BE MADE TO THE HEALTH AND SAFETY AUTHORITY (TEL. (01) 6147000) FROM WHICH DETAILED GUIDELINES ARE AVAILABLE

E-MAIL: web_info@hsa.ie

NOTE: THESE FORMS CAN BE PHOTOCOPIED



45 Recommended Content for First Aid Boxes and Travel Kits

MATERIALS 	First-Aid Travel Kit Contents 	First Aid Box Content	
		1-5 persons 	6-25 persons 
Adhesive Plasters	11	11	20
Sterile eye pads (Bandage attached)	-	-	2
Individually wrapped triangular bandages	2	2	6
Safety pins	2	2	6
Medium Individually wrapped sterile unmedicated wound dressings (~10 x 8cm)	-	-	6
Large Individually wrapped sterile unmedicated wound dressings (~13 x 9cm)	1	1	2
Extra Large Individually wrapped sterile unmedicated wound dressings (~28 x 17.5cm)	-	-	3
Individually wrapped wipes	8	8	8
Paramedic shears	1	1	1
Pairs of disposable gloves	1	1	2
Sterile eye wash (where there is no clear running water)	1	1	2






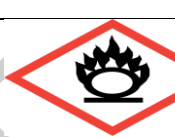



Other items might include creams to deal with caustic burns, suntan lotion, and hand cream.

46 Hazardous substances Warning symbols

Safety Data Sheets (SDS) must be obtained for each chemical being used in the school and filed, in the area where the chemical is stored.

A Safety Data Sheet is the EC term for a document which gives detailed health and safety information about a chemical. These sheets must be provided by the supplier of a chemical to those using the chemical.

All staff must be taught to recognize the standard warning signs on chemicals.

NEW Standard Warning Signs and Risk Phrases			
Acute Toxic Hazard		Hazard: Caution:	The substances are very hazardous to health when breathed, swallowed or in contact with the skin and may even lead to death. Avoid contact with human body and immediately consult a doctor in cases of malaise.
Health Hazard		Hazard: Caution:	This symbol designates substances which may have an irritant effect on skin, eyes and respiratory organs. When taken up by the body, these substances cause slight damage. Do not breathe vapours and avoid contact with skin and eyes.
Chronic Health Hazard		Hazard: Caution:	When taken up by the body, these substances can cause long term damage. Avoid contact with human body, including inhalation of the vapours and in cases of malaise consult a doctor.
Corrosive substances		Hazard: Caution:	Living tissues as well as equipment are destroyed on contact with these chemicals. Do not breathe vapours and avoid contact with skin, eyes and clothing.
Flammable, substances		Hazard: Caution:	Flammable substances/ liquids Liquids with a flash point below 21 C. Keep away from open fires, sources of heat and sparks.
Oxidizing substances		Hazard: Caution:	Oxidizing substances can ignite combustible material or worsen existing fires and thus make fire-fighting more difficult. Keep away from combustible material.
Explosive substances		Hazard: Caution:	This symbol designates substances which may explode under definite conditions. Avoid shock, friction, sparks and heat.
Dangerous for the environment		Hazard: Caution:	This symbol denotes an environmental hazard Dispose of using SDS information, environmental toxicity
Gas Cylinder		Hazard: Caution:	Fire and explosive hazard Gasses under pressure



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