



Health & Safety Statement

Presentation Secondary School
Cloonbeg,
Tralee,
Co. Kerry,

T: (066) 712 2737

E: office@prestralee.ie

Health & Safety Statement

Document Title

Health & Safety Statement

Revisions

No.	Status	Author(s)	Approved By	Office	Issue Date
Rev 00	Release	David McCarthy	Ark Services	Cork	Sept 2019

Circulation

Position	Office	Issue Date	Method
Principal	Presentation Secondary School	September 2019	Email

1.0 Health & Safety Policy	6
2.0 Organisation of the School.....	8
3.0 Responsibilities	10
3.1 The Board of Management.....	10
3.2 The Principal	11
3.3 Deputy Principal.....	12
3.4 Safety Committee.....	12
3.5 Teachers.....	13
3.6 Special Needs Assistants.....	14
3.7 Supervisors	14
3.8 Administrative Staff.....	15
3.9 Caretaker	15
3.10 Cleaning Staff.....	16
3.11 Temporary Employees.....	16
3.12 Safety Representatives.....	17
3.13 First Aiders	17
3.14 Contractors and Subcontractors	17
4.0 Policies and Procedures.....	20
4.1 Introduction.....	20
4.2 Advice and Assistance	20
4.3 Accident Investigation and Reporting Policy and Procedure	20
4.4 Duties of the Principal	22
4.5 Reporting to the Health and Safety Authority.....	22
4.6 Reporting of Accidents/Incidents to the State Claims Agency.....	23
4.7 Auditing and Inspections.....	24
4.8 Cash Handling.....	24
4.9 Communication and Consultation	24
4.10 Contractors.....	25
4.11 Dignity and Diversity at Work.....	25
4.12 Drugs and Alcohol	25
4.13 Electrical Safety.....	28
4.14 Emergency and Fire Arrangements	28
4.15 Fire Prevention.....	28
4.16 Staff Training.....	29
4.17 Fire and Evacuation Drills	29
4.18 Informing the Public.....	30
4.19 Escape Routes	30
4.20 Inspection and Maintenance of Fire Protection Equipment.....	30
4.21 Fire Extinguishers	30
4.22 Fire Hydrants	31
4.23 Emergency Lighting.....	31
4.24 Fire Detection and Alarm System	31
4.25 Assisting the Fire Brigade	31
4.26 Record Keeping.....	31
4.27 Emergency Escape of Gas.....	32
4.28 Employee Assistance Service.....	32
4.29 Expectant and Nursing Mothers	32
4.30 External Locations	32
4.31 First Aid.....	33

4.32 Hazardous Substances.....	34
4.33 Lone Working	34
4.34 Manual Handling.....	34
4.35 Noise.....	34
4.36 Occupational Health and Safety Action Plan	34
4.37 Personal Protective Equipment.....	35
4.38 Record Keeping	35
4.39 Risk Control.....	35
4.40 Safety Statement	35
4.41 School Bags	36
4.43 Smoking.....	36
4.44 Specialised Classrooms.....	36
4.45 Statutory Inspections of Machinery and Equipment.....	36
4.46 Stress	37
4.47 Training	39
4.48 Induction Training Policy.....	40
4.49 Violence	40
4.50 Visitors.....	41
4.51 Waste Management.....	41
4.52 Welfare Facilities	41
4.53 Work Experience	42
Health & Safety Management System Acknowledgement.....	43



1.0 HEALTH & SAFETY POLICY

1.0 Health & Safety Policy

This Safety Statement, in accordance with Section 20, Safety, Health and Welfare at Work Act 2005, outlines the policy of Presentation Secondary School which has been developed in consultation with the School Board of Management and school staff. It will be revised on a yearly basis or as required by changes in legislation and communicated to all staff through regular staff meetings and training programs. Teachers shall communicate health and safety rules and procedures to their students as part of the students' classroom studies in each subject.

We are committed to managing and conducting work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of their employees and others who may be affected by our activities. This will be achieved by the following (so far as is reasonably practicable):

1. The provision of a safe place of work, including safe access and egress;
2. The provision of safe plant and equipment, articles and substances;
3. The provision of safe systems of work;
4. The provision of welfare facilities;
5. The provision of appropriate information, instruction, training and supervision;
6. Determining and implementing appropriate preventative and protective measures;
7. Having regard to the general principles of prevention;
8. The provision of emergency plans and procedures;
9. Reporting prescribed accidents and dangerous occurrences to the Health & Safety Authority;
10. Obtaining, where necessary, the services of a competent person to advise on health and safety;

The detailed arrangements for achieving these objectives are set out in the main body of the Safety Statement. The Principal together with the Board of Management has overall responsibility for health and safety at the school. Day to day management of health and safety is the responsibility of management and staff. Employees share a responsibility with management in ensuring their own safety while at work. This Safety Statement requires the co-operation of all staff, visitors, contractors and others to enable Presentation Secondary School to discharge its responsibilities under the law.

Presentation Secondary School is committed to upholding the standards outlined in this Safety Statement. Sufficient authority and resources, both financial and otherwise, will be made available to enable staff to carry out their responsibilities in a reasonable and efficient manner. All employees will be made aware of and have access to this Safety Statement. The Safety Statement will also be available to third parties where appropriate. The Safety Statement will be reviewed annually in light of experience and future developments within the organisation.

Signed: _____

Chairperson

Signed: _____

Principal

Date: _____

Date: _____

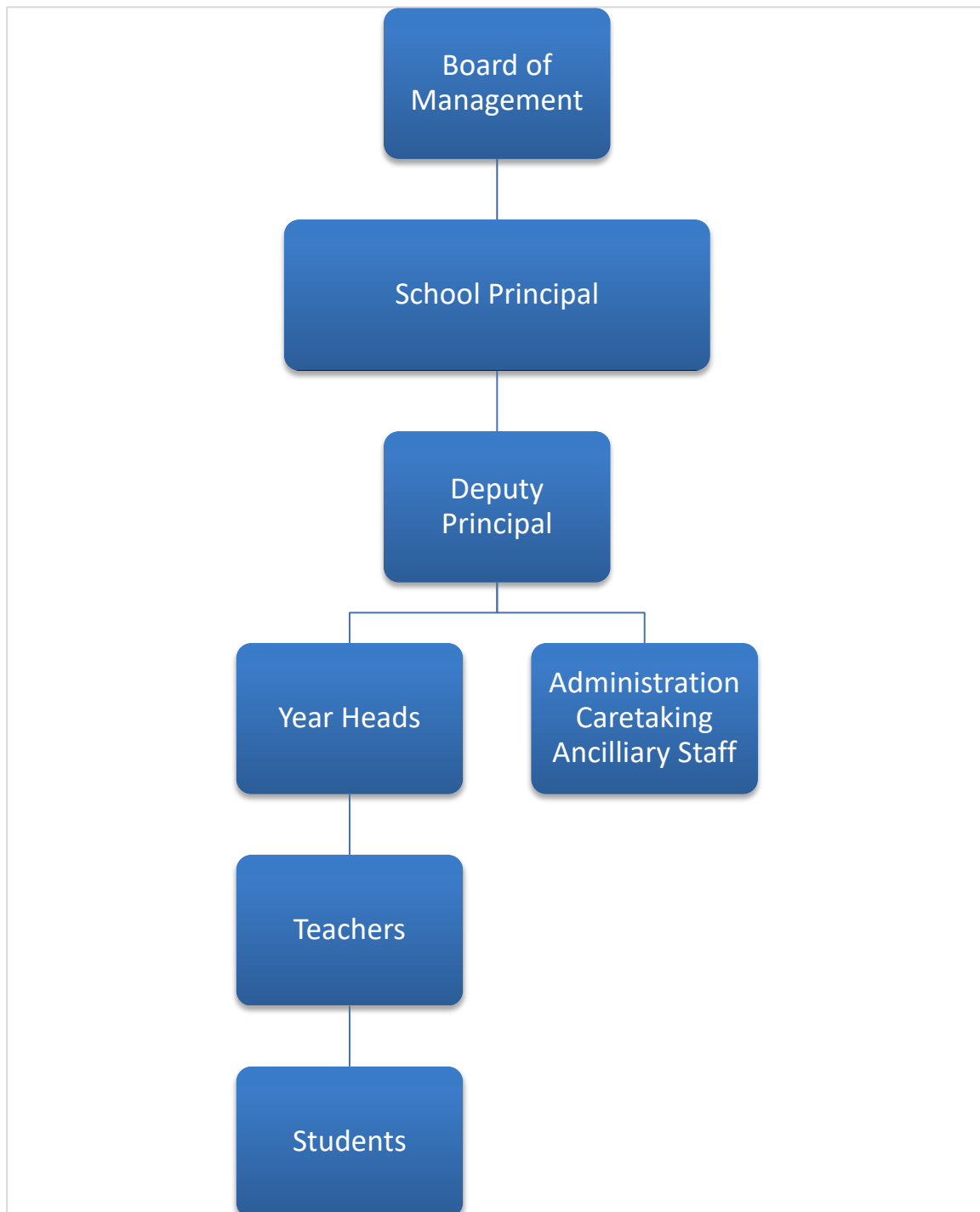


2.0 ORGANISATION

2.0 Organisation of the School

The school is governed by a board of management. The Principal manages the school including all aspects of Health and Safety with teachers and staff.

Health and Safety Organisational Chart





3.0 RESPONSIBILITIES

3.0 Responsibilities

Introduction

Management of health and safety is integrated into the school's existing management structure. Employees at all levels have responsibility for health and safety, commensurate with the level of their general responsibility.

3.1 The Board of Management

The Board of Management is ultimately responsible for occupational health and safety management and performance in the school. The Board is aware of the duties imposed on themselves, the school and its employees by health and safety legislation.

The Board of Management will at each of its meetings include occupational health and safety on its agenda, reviewing performance for the previous period and dealing with any key issues that have been brought to its attention.

The Board will on an annual basis, review occupational health and safety policies and performance in the school.

This will include a review of:

- the achievement of objectives set for the previous year;
- the approval of objectives set for the coming year;
- formulating the Health and Safety Plan, designating responsibilities achieving each objective;
- any major issues that arose during the previous period or are likely to arise during the coming period.

This review will be based on a report from the Principal of the school. The board will be responsible for ensuring that adequate financial and physical resources are provided to deal adequately with occupational health and safety issues as they arise.

The board may be requested or request to review specific issues during the year as the need arises.

3.2 The Principal

The Principal has executive responsibility for the day-to-day management and co-ordination of all occupational health and safety matters in the school in accordance with the health and safety policy agreed by the Board of Management. The Principal is responsible for the following:

- liaising with the Board of Management on policy issues and any problems in implementing the health and safety policy;
- providing an annual report to the Board of Management in respect of occupational health and safety. The report will set out the achievement of objectives for the previous year, set out objectives for approval for the coming year and make a general comment on the performance of the health and safety management, policies and procedures within the school;
- ensuring that suitable and sufficient arrangements exist to identify all foreseeable significant risks and the measures necessary to eliminate or reduce them to an acceptable level;
- ensuring that routine inspections are carried out to ensure the workplace is adequate as regards health, safety and welfare;
- ensuring that all services to buildings including all firefighting and fire prevention equipment are well maintained;
- ensuring that all statutory examinations and inspections of facilities and equipment are carried out and that records are maintained;
- carrying out statutory reporting of accidents i.e. to the Health & Safety Authority;
- ensuring that teachers and any person given specific duties, are aware of their responsibilities; are given sufficient information, training and time to perform their duties, and their activities are co-ordinated and monitored;
- ensuring that there are adequate arrangements for communication and consultation between staff, management and others who may visit the workplace;
- devising and adequately resourcing a timely programme of training to cover induction of staff, emergency preparation, representatives of employee safety and any other health and safety training needs identified;
- where required, ensuring specific risk assessments are carried out and maintained, and bringing the significant findings to the attention of those who may be adversely affected;
- ensuring that comments from staff on potential hazards are acted upon to remove or reduce the hazard to an acceptable level;
- keeping abreast of the duties imposed on themselves, the school and its employees by health and safety legislation;
- ensuring an interest in and enthusiasm for health and safety matters is promoted throughout the school and a good personal example is set.

3.3 Deputy Principal

The Deputy Principal assumes the responsibilities of the Principal in safety and health matters in the absence, for any reason, of the Principal. In the day-to-day running of the school the Deputy Principal has the following responsibilities:

- keeping abreast of the duties imposed on the school and its employees by health and safety legislation;
- insisting that sound and safe working practices are observed at all times;
- ensuring that safety precautions are accounted for when employing outside contractors;
- being familiar with fire drills and evacuation procedures;
- arranging a suitable rota for teachers to attend safety training courses;
- arranging for supervision of external playing grounds and arrange random patrols of grounds within the site perimeter in conjunction with the Principal.

3.4 Safety Committee

The Safety Committee is made up of staff. They have responsibility for the following:

- monitor all aspects of safety and health in the workplace;
 - coordinate periodic inspections to ensure that the safety programme is being carried out;
 - collate inspection forms;
 - co-operate and advise teachers and other employees on aspects of safety in the school;
 - consult with the Health and Safety Authority (HSA) when required;
 - meet HSA inspectors on visits to the school when required;
 - ensure that emergency procedures and contingency plans have been formulated in the event of a fire and instruct teachers and students on emergency procedures;
 - ensure that all fire equipment is regularly inspected and fire drills are carried out;
 - provide information for the safety of new employees, bring to their attention the safety statement and their own responsibilities to their employer;
 - Co-ordinate the organisations health and safety management system;
 -
 - Ensure that the Safety Statement including risk assessments is periodically evaluated and revised;
 - Ensure that all staff members have access to the Safety Statement and have read and understood it;
 - Ensure regular inspections of the premises are carried out and remedial action taken where necessary;
 - Ensure that induction and safety training of all staff members is carried out;
 - Ensure that sufficient numbers of staff are trained and hold the positions of first aider and fire officer;
 - Ensure that an accident report form is completed for all accidents and that all accidents are investigated;
 - Monitor the systems for ensuring that fire precautions are adequate;
-

- Ensure that a minimum of two emergency evacuation drills is carried out on an annual basis;
- Act as a conduit for the two-way exchange of information between management and staff in relation to matters of safety, health and welfare;
- Consider and make recommendations on matters of general health, safety and welfare;
- Make recommendations on amendments to the Safety Statement;
- Consider methods of promoting health and safety within the organisation.

3.5 Teachers

Teachers are responsible for the day-to-day management of health and safety in their classroom and other areas affected by their teaching. Part 2, Chapter 2, Section 13 of the *Safety, Health and Welfare at Work Act 2005* outlines the general duties of employees. The responsibilities of the teachers of Presentation Secondary School include the following:

- ensuring an interest in and enthusiasm for health, safety and environmental matters is promoted and a good personal example is set;
- taking reasonable care for his/her own safety, health and welfare and that of any other person who may be affected by his/her acts or omissions while at work;
- carrying out routine inspections (each term) to ensure the classroom/work area is adequate as regards health, safety and welfare and passing on this information to the Safety Committee;
- ensuring that equipment, furniture and the work environment, are suitable for the tasks undertaken and the needs of the individual, and they are adequately maintained;
- to report to the Principal without unreasonable delay, any defects in equipment, place of work or system of work, which might endanger safety, health or welfare, of which he/she becomes aware;
- ensuring that any measures identified as necessary by the risk assessments are fully implemented as soon as is reasonably practicable;
- investigating, recording and reporting incidents/accidents that occur in their domain, as detailed in the school incident reporting procedure;
- adequately supervising, instructing, informing and training students to enable them to participate in school activities safely;
- wearing and insisting that all students wear personal protective clothing/equipment and apparel when needed;
- bringing any problem that is outside the remit or authority of the teacher to the Principal's attention;
- taking a full and active part in all training programs for safety that the school organises;
- actively participating in fire safety including drills and firefighting training, being familiar with firefighting equipment and its uses and ensuring that students are aware of evacuation procedures.

3.6 Special Needs Assistants

Special Needs Assistants have responsibilities for the students in their care. Chapter 2, Section 13 of the *Safety, Health and Welfare at Work Act 2005* outlines the general duties of employees. The responsibilities of the Special Needs Assistants of Presentation Secondary School include the following:

- ensuring an interest in and enthusiasm for health, safety and environmental matters is promoted and a good personal example is set;
- taking reasonable care for his/her own safety, health and welfare and that of any other person who may be affected by his/her acts or omissions while at work;
- ensuring that equipment, furniture and the work environment, are suitable for the tasks undertaken and the needs of the individual;
- to report to the teacher without unreasonable delay, any defects in equipment, place of work or system of work, which might endanger safety, health or welfare, of which he/she becomes aware;
- following manual handling procedures if lifting students;
- taking a full and active part in all training programs for safety that the school organises;
- actively participating in fire safety including drills and firefighting training, being familiar with firefighting equipment and its uses and ensuring that the students in their care are aware of evacuation procedures.

3.7 Supervisors

Teachers and other staff who supervise, have responsibilities for the students prior to school starting and during breaks. Chapter 2 Section 13 of the *Safety, Health and Welfare at Work Act 2005* outlines the general duties of employees. The responsibilities of those supervising in Presentation Secondary School include the following:

- ensuring an interest in and enthusiasm for health, safety and environmental matters is promoted and a good personal example is set;
- ensuring the level of supervision is suitable with the activity's students are involved in and the age and the maturity of the students;
- enforce rules of conduct that are outlined in the school's Code of Behaviour;
- ensure students do not enter areas that are out of bounds during the break times;
- investigating, recording and reporting incidents/accidents that occur in their domain, as detailed in the school incident reporting procedure;
- ensuring students involved in accidents receive first aid or medical attention as required;
- keeping order in the premises, car park and outside area;

3.8 Administrative Staff

Part 2 Chapter 2 Section 13 of the *Safety, Health and Welfare at Work Act 2005* outlines the general duties of employees. The responsibilities of the clerical staff are outlined below:

- actively participating in fire safety including drills and firefighting training and being familiar with firefighting equipment and its uses;
- carrying out routine inspections (each term) to ensure the office is adequate as regards health, safety and welfare and passing on this information to the Safety Officer;
- maintaining a list of emergency numbers;
- reporting any defects in office equipment to the Principal as soon as possible;
- taking reasonable care for their own safety, health and welfare and that of any other person who may be affected by their acts or omissions while at work.

3.9 Caretaker

Caretaker have responsibility for the general care and maintenance of the school. As such in respect of occupational health and safety they have specific responsibilities to:

- take reasonable care for their own safety, health and welfare and that of any other person who may be affected by his acts or omissions while at work;
- co-operate with the Principal and any other person to such extent as will enable the Principal or the other person to comply with any of the relevant statutory provisions;
- carrying out routine inspections to ensure the internal and external general areas are adequate as regards health, safety and welfare and passing on this information to the Safety Officer;
- School Management shall ensure that relevant safety information, training and supervision is provided to all staff and students to enable them to carry out their school activities in a safe manner.
- report to the Principal, without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare of students and staff, of which they become aware;
- use in such a manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for use by him alone or for use by him in common with others) for securing his safety, health or welfare while at work; and not to interfere with or misuse any such appliance or item;
- make correct use of machinery, apparatus, tools, dangerous substances and any other equipment;
- be thoroughly familiar with machinery and power equipment before attempting to use it;
- ensure that no people have access to areas which are hazardous or whilst work is in progress;
- prevent the build-up of rubbish and especially of combustible material;
- maintain furniture, equipment or the work environment that are within their capabilities;
- remove broken furniture or faulty equipment that is beyond their capabilities to repair. These should be put in a secure place and labelled 'do not use' until attended to by a competent person or disposed of.

- not carry out any tasks that they are not competent or permitted to carry out or which involves unreasonably high risks;
- get help if there is any doubt whether an object to be moved is too heavy for one. Use any devices provided for assistance. Do not attempt to lift heavy loads single-handed. Ensure they know the important rules for lifting;
- turn off all equipment not in use overnight and check that all equipment for use overnight is safe;
- take a full and active part in all training programs for safety that the school organises;
- ensure that all exits, entrances, firefighting equipment and fire alarm points are not obstructed;
- inspect firefighting protection equipment;
- know what to do in case of fire, familiarise themselves with the best escape route from their workstations so that in the event of an emergency they are able to lead themselves to safety.

3.10 Cleaning Staff

Cleaning staff have responsibility for the general cleanliness and hygiene of the school. Part 2, Chapter 2 Section 13 of the *Safety, Health and Welfare at Work Act 2005* outlines the general duties of employees. As such in respect of occupational health and safety they have specific responsibilities to:

- take reasonable care for their own safety, health and welfare and that of any other person who may be affected by their acts or omissions while at work;
- co-operate with the Principal and any other person to such extent as will enable the Principal or the other person to comply with any of the relevant statutory provisions;
- report to the Principal, without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare, of which she becomes aware;
- know what to do in case of fire, familiarise themselves with the best escape route from their workstation so that in the event of an emergency they are able to lead themselves to safety;
- attend to spillages immediately and to barricade the area until completely dry;
- dispose of rubbish as soon as possible to avoid build up;
- avoid leaving trailing cables. If this is necessary use a notice to the effect that cleaning is in progress;

3.11 Temporary Employees

Temporary workers directly employed by Presentation Secondary School whether on a fixed term contract or not, will as regards health and safety be generally considered as employees. They will assume the duties and responsibilities commensurate with their role, as given in the preceding sections.

3.12 Safety Representative / Post Holder

The Safety Representative may consult with and make representations to the Board of Management on safety, health and welfare matters relating to the employees in the place of work. The Board of Management must consider these representations, and act on them if necessary. The intention of these consultations is to prevent accidents and ill health, to highlight problems, and identify means of over-coming them. Consultations are particularly important when changes are taking place, for example when drawing up a safety plan, or introducing new technology or work processes, including new substances. They also have a part to play in long established work practices and hazards.

The functions of the safety representatives also include:

- accompanying an HSA inspector carrying out an inspection under Section 64 of the 2005 Act other than the investigation of an accident or a dangerous occurrence (although this may be allowed at the discretion of the inspector);
- at the discretion of the HSA inspector, and where the employee concerned so requests, be present when an employee is being interviewed by an inspector about an accident or dangerous occurrence at a place of work;
- make representations to the Board of Management on safety, health and welfare at the place of work;
- make verbal or written representations to HSA inspectors including on the investigation of accidents or dangerous occurrences;
- receive advice and information from HSA inspectors in relation to safety, health and welfare at the place of work;
- consult and liaise with other safety representatives appointed in the same undertaking.

3.13 First Aiders

The responsibilities of occupational first aiders are to:

- participate in certificate and refresher training;
- where required, promptly administer first aid to any employee, student, contractor or visitor in accordance with knowledge and training;
- conduct periodic inspection and co-ordinate replenishment of first aid supplies and equipment.

3.14 Contractors and Subcontractors

It is the responsibility of all contractors to:

- ensure that all their employees comply with Presentation Secondary School's safety rules and procedures;
- not to put at risk any of the employees or students of Presentation Secondary School;
- promptly report all accident / incidents to the Principal;
- produce their safety statement, method statement and any other safety documentation to Presentation Secondary School on request;
- carry appropriate insurance cover;
- take all safety precautions with systems of work, equipment, personal protection etc.;
- ensure all equipment and tools brought onto the school's premises be of sound construction and meet the statutory requirements applicable to these tools or equipment;

- cordon off the boundaries of the contractor's operation, where possible, and mark them with warning signs;
- provide emergency safety equipment, which may be required for their operation;
- follow strictly the permit to work system in force at the time of contract;
- comply with all relevant legal obligations in particular the provisions of the *Safety, Health and Welfare at Work Act, 2005*, the *Safety Health and Welfare (General Application) Regulations 2007* and the *Safety Health and Welfare (Construction Regulations) 2013*.



4.0 POLICIES & PROCEDURES

4.0 Policies and Procedures

4.1 Introduction

This part of the policy provides details of Presentation Secondary School's general arrangements for health and safety.

It is the school's policy to bring arrangements to the attention of all employees and other relevant parties.

Typical issues included are:

- emergency arrangements for fire evacuations including alarm types, escape routes, assembly points and general instructions;
- arrangements for first aid, including location of first aid facilities;
- arrangements for reporting accidents and other incidents;
- arrangements for reporting defects and hazards;
- the names of any persons given special duties or responsibilities;
- information about any special risks and the arrangements for their control.

4.2 Advice and Assistance

Staff can obtain advice and assistance on health and safety matters from the Principal and Safety Representatives.

4.3 Accident Investigation and Reporting Policy and Procedure

It is the policy of Presentation Secondary School to comply with all statutory requirements regarding the reporting of incidents, accidents and dangerous occurrences. All accidents, whether they result in injury or not, and ill health that may be associated with work, must be reported, recorded and where appropriate, investigated.

Reporting Requirements	Incident/Accident Type	By Whom	To Whom
1 Internal	All	Teacher/Staff/ Designated Person	Principal
2 Health and Safety Authority (H.S.A.)	Any accident that occurs at a place of work causing death or injury to an employee resulting in the employee being prevented from performing normal duties for more than 3 consecutive days; Any Person who is not at work e.g. pupil, visitor etc. but who as a result of an accident related to a place of work or work activities dies or suffers an injury requiring treatment from a registered medical practitioner or treatment in hospital	Principal	H.S.A
3 H.S.A.	Dangerous Occurrences	Principal	H.S.A
4 State Claims Agency (S.C.A)	All incidents where injury occurred	Principals of Community & Comprehensive Schools	S.C.A.

Table 1 Internal and External Reporting Requirement

- Internal Reporting of Accidents/Incidents and Accident Investigation
- All accidents must be reported by the teacher or other employee to the Principal / Safety Committee using the School Accident Report Form (See Appendix) within the time frames set out in Table 2 below.

Form Title	Response Time
Preliminary Notification	Within 24 hours on Accident Report Form
Accident Investigation Report	As soon as possible but not later than one week
Witness Report Form	As soon as possible but not later than one week
Injured Party Report Form	As soon as possible but not later than one week

The Accident Investigation Report, Witness Report Form and the Injured Party Report Form must be completed by the teacher or other employee and given to the Principal as soon as possible but not later than one week after the accident.

- The detail required when carrying out an accident report is directly related to the severity of the accident.
- The teacher or other employee should carry out an investigation as soon as possible after the incident.
- Written reports from witnesses and the injured party should be obtained even if first aid or medical assistance is not required. Witnesses should be interviewed and statements taken as soon as possible after the incident.
- The scene should be preserved until the investigation is complete.
- Materials and equipment associated with the accident should be collected and retained, where practical. It may be vital to establish the condition of the equipment later.

- Photographs and drawings should be used as necessary.
- In the case of road traffic accidents, where the accident results in damage to the vehicle only, accident details must be provided on an accident report form.
- Where road traffic accidents result in injury to an employee, student or member of the public the details of the accident must be reported.
- Our obligation to report extends not only to employees and students but also to non-employees such as visitors, contractors, service engineers, recreational users, or trespassers etc. who are injured on the premises.

4.4 Duties of the Principal

When an incident or accident is reported, the Principal will then:

- contact the specific teacher or employee in order to establish the level of investigation conducted and decide whether further investigation is necessary;
- notify the Health and Safety Authority and/or the State Claims Agency using the correct forms and procedures outlined below;
- monitor the process of investigation, reporting and action in order to ensure that the necessary response times are met;
- ensure the appropriate corrective action is implemented.

4.5 Reporting to the Health and Safety Authority

Completed forms, which are now web-based <http://www.hsa.ie> should be returned to the Health and Safety Authority in compliance with the legislation. Copies of the form should be retained in the school for inspection by the Health and Safety Authority Inspectors.

The legal requirement to report accidents is an external requirement and does not affect or change in any way the other internal accident reporting procedures.

Notification is required when:

- A work accident causes the death of an employee – immediate notification.
- A work accident prevents an employee from performing his or her normal work for more than three consecutive days. (This does not include the day of the accident).
- An accident arising from a work activity causes death or injury to a non-employee e.g. student, passers – by, visitors etc. which results in the person requiring treatment from a registered medical practitioner or treatment in a hospital as an inpatient or out patient.

In the above cases, Form IR1 (See Appendix) must be used to notify the Health and Safety Authority of the accident. Where an accident has resulted in death, the scene of the accident must remain undisturbed until an Inspector from the Health and Safety Authority has inspected it. The scene should be disturbed only if necessary to ensure the safety or health of persons remaining at the scene.

Dangerous Occurrences

A list of dangerous occurrences is set out on Form IR3 (See Appendix). In the event of a dangerous occurrence, the Principal must inform the Health and Safety Authority using Form IR3 as soon as possible.

Dangerous occurrences should be notified by post after the event, provided a death has not occurred. In the event of death, the procedure outlined above for the reporting of accidents to the Health and Safety Authority should be followed.

Maintenance Accidents Records

The Principal must keep a record of accidents or dangerous occurrence reported, for a period of ten years after their occurrence. A copy of the approved form sent to the Health and Safety Authority and any other relevant documentation will suffice.

4.6 Reporting of Accidents/Incidents to the State Claims Agency

Under the *National Treasury Management Agency (Amendment) Act, 2000*, State authorities are obliged to report adverse incidents promptly to the State Claims Agency and to facilitate any subsequent investigation. In particular, Section 11 of the Act provides that a State authority is obliged to:

- report any adverse incident to the Agency as soon as may be;
- furnish to the Agency relevant information in relation to the incident;
- preserve relevant evidence;
- permit the Agency to investigate the incident in such manner as it considers appropriate.

The State Claims Agency should be notified immediately in the event of a fatality or a serious injury. Otherwise, the following are guidelines as to the type of incidents, which should be reported:

- Injuries requiring medical attention by a doctor or attendance at a hospital, this includes students, employees, visitors, members of the public, contractors etc.;
- Where a school employee is absent from work or a student is absent from school for any period of time and the absence is directly attributable to a work-related activity (this includes circumstances where the absence occurs sometime after the incident);
- No Days Lost, however injury was sustained;
- Where the State authority becomes aware of an incident (involving personal injury) on its premises involving a visitor, recreational user or trespasser;
- Where a state vehicle is involved in a road traffic accident;
- Where the property of a third party has been damaged as a result of the activities of an employee of a State authority.

When an accident has occurred the teacher or other employee should notify the Principal (or in his absence the Deputy Principal) who will notify the State Claims Agency. The State Claims Agency may be contacted during business hours at 01 6640900.

4.7 Auditing and Inspections

The Board of Management recognises its obligation to put in place an annual programme of hazard auditing, which encompass all of the school's premises, procedures and organisation. In carrying out this duty the Board may employ the services of professionals, to advise on, or carry out risk assessments and hazard audits where it is recognised that they do not have the necessary in-house competence.

From these annual hazard audits, where hazards have been identified and assessments of the associated risks have been completed, control measures will be implemented. This is done in a structured, formal and scheduled manner referred to as an Annual Occupational Health and Safety Plan.

In conjunction with the annual hazard audits, teachers who have responsibility for specific classrooms and Caretaker in the general-purpose areas are responsible for carrying out daily, weekly and once a term inspections (See Appendices).

4.8 Cash Handling

If cash is to be stored on the premises it should be stored in the safe in the office. Employees responsible for lodging cash should vary their routine for lodgement. Employees should not resist if theft is the obvious motive for an attack.

4.9 Communication and Consultation

The Board of Management is committed to meeting its obligations under Chapter 3 part 4 of the *Safety, Health and Welfare at Work Act, 2005*, on consultation with and participation of our employees. The Board recognises that employee involvement is an important cornerstone of a successful school safety program.

Various channels exist for employee contact. The school recognises the employees' right to appoint a Safety Representative to represent them in consultations with management on safety issues. The school will co-operate with the Safety Representative in:

- providing information necessary for safety;
- advising the representative when a HSA inspector is touring the place of work;
- facilitating the representative in the discharge of his/her functions;
- allowing time off for training.

4.10 Contractors

The school has responsibilities in regard to the safe management of contracts providing building, engineering and other services. The activities of contractors working for Presentation Secondary School are strictly controlled at all times using the following:

- Pre-qualification of contractors is conducted based on previous work experience, safety record, evidence of training and provision of safety documentation etc.
- The following information to be received annually (or before commencing work on the premises) from all contractors carrying out work in the school including:
 - Up to Date Health & Safety Statement.
 - Method Statement & Risk Assessment for works carried out on the premises.
 - Copies of Training Certificates (incl. Safe Pass etc.)
 - Copies of Certificates for Equipment & Machinery brought on the premises.
 - Up to date Insurance details to be submitted prior to commencement on site.
 - Proof of Garda Vetting.

4.11 Dignity and Diversity at Work

The school strives to create an environment that is inclusive of all persons, where its employees and students are free to perform their work without sexual harassment and bullying from other school members. In accordance with the ACCS, ASTI, IMPACT and the TUI Code of Practice for Dealing with Complaints of Bullying and Harassment of Staff, The school has a Dignity at Work Policy in Place and has adopted a Dignity at Work Charter. A separate policy in the Code of Discipline deals with bullying and harassment of students – please refer to this when appropriate.

4.12 Drugs and Alcohol

Scope of Policy

The following outlines Presentation Secondary School's policy on drugs and alcohol in the workplace for employees. A separate Substance Abuse Policy deals with students. For the purpose of this policy the term drugs will be defined as all mood-altering substances, either legal or illegal. This includes alcohol, prescribed and other medications, in addition to illegal and illicit substances. This policy does not refer to tobacco use, which is dealt with separately.

Introduction

Alcohol and other drugs affect concentration, co-ordination and performance. It is recognised that the effects of alcohol and other drugs may spill over from one's private life into the workplace resulting in inefficiency, accidents and absenteeism. Presentation Secondary School recognises its employees as its most valuable resource and is committed to providing a working environment, which is a healthy and safe one for the entire school population. This policy should be seen in the context of the promotion of health, safety and welfare of all employees of Presentation Secondary School.

Principles

The Board of Management of Presentation Secondary School recognises the desirability of promoting the health and well-being of employees by:

- (a) encouraging a healthy lifestyle through preventing the development of alcohol and other drug related problems;
- (b) offering assistance to employees who need it to overcome problems caused by alcohol or drug misuse.

Aims

This policy aims to:

- raise awareness of the risks of alcohol and other drug related problems;
- promote the health and wellbeing of employees;
- minimise problems at work arising from the effects of alcohol and other drugs;
- identify employees with possible alcohol / drug related problems at an early stage;
- encouraging employees with alcohol and other drug related problems to seek help from an appropriate source for intervention and treatment if necessary.

Policy Statement

- This policy applies equally to all staff.
- Presentation Secondary School is an alcohol-free area.
- Employees shall be alcohol and drug free while on duty.
- After work functions and other social events are outside the remit of this policy.

Intervention

Employees are encouraged to seek assistance on a voluntary basis. However, a problem may become apparent due to the observances of a colleague or the Principal/Deputy Principal. No one characteristic identifies someone with an alcohol or drug related problem but the following are indicators, especially if occurring in combination or over a period of time:

- | | |
|--|-------------------------------|
| • Absenteeism | • Unkempt appearance |
| • Accidents and unusual incidents | • Frequent borrowing of money |
| • Fluctuating work performance | • Hand Tremor |
| • Fluctuations in concentration and energy | • Smelling of alcohol |
| • Late returns to work | • Excessive sweating |
| • Unpredictable mood changes | • Unreliability |
| • Poor co-operation with colleagues | • Aggression or irritability |
| • Confusion or drowsiness | |

Procedure

- Observation of behaviour may lead you to believe that there is a problem. Signs, as those mentioned above, may be evident but do not automatically assume that the problem is drink/drug related but if the problem persists, it should be further looked into.
- The Principal/Deputy Principal should only deal with work-related issues and not try to diagnose the personal problem.
- Where the Principal/Deputy Principal identifies a work performance or behaviour as an indication of a possible alcohol or drug related problem then, the Principal/Deputy Principal should raise this with the employee and make them aware of the availability of local support services and of the Employee Assistance Service for teachers.
- The decision to seek help will be the responsibility of the individual staff member and refusal to do so will not influence any present or future promotion or disciplinary procedures.
- Presentation Secondary School will endeavour to ensure that any employee who seeks help will be treated with discretion and in confidence.
- Employees will be given the same sick leave and the same protection and employment rights as other employees with ill-health problems. Time off will be given for the treatment or other specialist help or aftercare provided appropriate certification is submitted.
- If work-related problems persist, the normal disciplinary procedures will be activated specifically in relation to these issues. The employee will be entitled to representation and due process.

Alcohol and Drug Awareness

Presentation Secondary School encourages a healthy and sensible approach to alcohol and drugs for the whole school population. Through subjects such as Social Personal and Health Education the school aims to provide education/training opportunities to the whole school population:

- to increase awareness of responsible drinking;
- to increase knowledge of the risks associated with alcohol and drug misuse;
- to increase awareness of early signs of alcohol and drug dependency.

This will be done through:

- A. Specific school projects e.g. Alcohol Awareness Week etc.;
- B. Provision of appropriate information;
- C. Staff development courses;

Co-ordination of Policy

The successful implementation and establishment of this policy is the responsibility of all employees of Presentation Secondary School. However overall co-ordination and responsibility lies with the Principal.

For further information on drug and alcohol misuse, please contact your local doctor or:

- Alcoholics Anonymous 01 8420700
- Drugs Helpline (Mon – Fri 9.00am - 5.00pm) 1800 459 459
- Narcotics Anonymous 01 6728000
- Employee Assistance Service (24hr) 1800 411 057

4.13 Electrical Safety

Presentation Secondary School will provide regular periodic testing of portable appliances and fixed installations. Work on electrical equipment is restricted to the supplier or authorised competent contractors. Staff are prohibited from using their own electrical equipment on school premises other than under exceptional circumstances and then only with the prior approval of management.

4.14 Emergency and Fire Arrangements

Presentation Secondary School recognises the need for constant vigilance with regard to the risks posed by fire in the workplace. A fire safety programme is in place to (a) guard against the outbreak of fire, and (b) ensure as far as reasonably practicable the safety of persons on the premises in the event of an outbreak of fire. The Fire Safety Programme incorporates arrangements for:

- the prevention of an outbreak of fire through the establishment of day to day fire prevention practices;
- the instruction and training of staff;
- the holding of fire and evacuation drills;
- informing the school community of the procedures to be used in the event of a fire or other emergency;
- the maintenance of escape routes;
- the provision of adequate fire protection equipment and systems and their inspection and maintenance;
- the provision of assistance to the fire brigade;
- a fire safety register;
- Health & Safety Post Holder.

4.15 Fire Prevention

- Rubbish and waste materials are not allowed to accumulate; such materials are removed from the premises at regular intervals, and stored in suitable designated areas, pending disposal.
- Flammable liquids, gases and other potentially dangerous substances are limited to small quantities, handled with extreme care, and stored in labelled suitable containers in designated suitable storage areas.
- Smoking is strictly prohibited in the building.
- Electrical and gas appliances and associated fittings are checked on a regular basis and defects remedied as soon as possible. Defective items are rendered unsafe until repairs are carried out.
- Cookers, extractor fans, filters, air ducts and machinery are regularly cleared of oil, grease and dust. A competent person carries out servicing regularly.
- Service contractors and outsiders engaged to work on the premises are informed of the relevant requirements.
- Care is taken to ensure that students are not permitted to enter areas other than those to which they are intended to have access, except where an emergency situation requires them to do so to escape from the building.
- Fire resisting doors and smoke stop doors are not to be propped open.
- Care is taken when using candles, that they are not left burning unsupervised.
- The premises are inspected each evening after students have vacated it to remove any potential fire hazard.

4.16 Staff Training

- All staff are given training and instruction in relation to the following:
 - the fire prevention measures;
 - the emergency procedures, and fire and evacuation drills devised for the premises;
 - the evacuation of students, paying special attention to those that are disabled;
 - the arrangements for the provision of assistance of the fire brigade;
 - fire control techniques including:
 - the use of fire extinguishers, fire blankets and hose reels;
 - closing doors (including those fitted with self-closers) and windows to inhibit fire spread;
 - shutting off electricity, fuel supplies and ventilation systems where applicable;
 - The layout of the building/site including:
 - escape routes;
 - location of alarm call points;
 - location of firefighting equipment;
 - location of assembly points.
- Particulars of training should be entered in the Fire Safety Register.

4.17 Fire and Evacuation Drills

Fire and evacuation drills are carried out each term in compliance with safety regulations. These drills are announced beforehand only to senior staff. The Safety Committee formally evaluates each drill and reports to the Principal / Board of Management on:

- date and time of the drill;
- time it took to fully evacuate the building;
- issues identified, actions required to rectify issues and individuals responsible.
- It is the responsibility of each student and teacher to comply with the fire drill.

In the event of a fire/explosion, a teacher should:

- Raise the alarm. This is most important action to take as people who attempt and fail to control a fire by themselves often lose valuable seconds;
- Stay calm and don't panic;
- Tell staff and students and anyone in your path what to do and where to assemble;
- Switch off equipment if possible and safe to do so;
- Do not run;
- Evacuate the classroom by the nearest safe exit and go to the designated assembly point;
- Close doors as you leave to reduce the spread of fire;
- Note: In making a path to the assembly points lifts should not be used as people may be trapped if the electrical system fails;
- In the case that the fire is small and the risk of injury is low and you are trained to do so, tackle the fire;
- Where possible, shut doors and windows and turn off electricity and gas;

When the alarm bell sounds, (continuous ringing of the fire alarm bell), students:

- Beside windows, close windows;
- Walk quickly, in silence, towards exit;
- Do not take any belongings;
- Last to leave the room should close the door;
- Assemble in silence, with the teacher and form class, in the area designated for their class;

At the Assembly Point, Students:

- Look around for students who were with them in class;
- Should inform a teacher, immediately, if someone is missing;
- Remain in silence;

If in the toilet/cloakroom, students:

- Should move with the traffic flow to the assembly point and join their form class;

Primary Fire Exits

Teachers are instructed to evacuate their students using the fire evacuation plan displayed at the door to each room. If these routes are blocked, teachers should lead students through the nearest exit.

All staff and students, on leaving the building, should assemble at their Assembly Point.

4.18 Informing the Public

When functions, musicals, evening classes or supervised study etc. are held on the school premises, participants are made aware of the safety procedures that apply in the event of a fire or other emergency. This takes the form of the fire notices (posted in each room) and announcements.

4.19 Escape Routes

- Escape routes outside as well as inside the premises are kept unobstructed and immediately available for use.
- Escape routes are clearly indicated and adequately lit.
- Fire resisting doors; smoke stop doors and exit doors are maintained in a useable and fault free condition.
- Exit doors are capable of being readily opened at all times while people are on the premises.
- Floor coverings and mats are fixed or laid so that people will not slip or trip on them during an evacuation.
- External areas at or near exits are to be kept free of vehicles and other obstructions to allow unimpeded escape to a place of safety.

4.20 Inspection and Maintenance of Fire Protection Equipment

Adequate fire protection systems and equipment are provided on the premises. All equipment is to be inspected and maintained as outlined below and all data relating to the inspection, testing and maintenance of fire protection systems and equipment is to be recorded in the Fire Safety Register.

4.21 Fire Extinguishers

- All fire extinguishers are to be inspected on a per term basis. Caretaker in the general areas and teachers who have fire extinguishers in their rooms are responsible for carrying out a monthly visual inspection of fire extinguishers to ensure; all pins and seals are in place, the gauge shows full charge i.e. is in the green 'full zone', and the equipment is mounted, serviced, accessible and undamaged.
- Any extinguisher that fails the inspection should be reported to the Principal and immediate arrangements made with the contractor to replace it.
- Each year a service engineer should carry out a more thorough examination of extinguishers (In accordance with I.S. 291: 2015- Use, Siting and Maintenance of Portable Fire Extinguishers and B.S. 5306 Part 3: 1985- Fire Extinguishing Installations and Equipment on Premises). The date of inspection is to be noted on a durable adhesive label fixed to the extinguisher.

4.22 Fire Hydrants

- The Caretaker are to inspect fire hydrants on a monthly basis to ensure that there are no obstructions impeding access and that hydrant indicator plates are in position.
- Maintenance of fire hydrants should be carried out at least once per year in accordance with BS 5306: Part 1: 1976 (1988).

4.23 Emergency Lighting

- A weekly inspection by the Caretaker is to be made to ascertain that every lamp in the system is lighting and the main control panel is indicating normal operation.
- A service engineer is to inspect and test procedures quarterly as described in I.S. 3217:2013.

4.24 Fire Detection and Alarm System

- The Caretaker are to check every day to ascertain that the panel indicates normal operation.
- Once a week, outside normal school hours, at least one trigger device should be operated to test the ability of the control and indicating equipment to receive a signal and to sound the alarm.
- A service engineer is to inspect and test procedures quarterly as described in I.S. 3218:2013.

Any fault found is to be reported to the Principal, recorded in the Fire Safety Register and action should be taken to correct it.

4.25 Assisting the Fire Brigade

The following measures should be taken by the Principal to assist the fire brigade in its response to a fire or other emergency:

- Access routes should be kept clear for use by fire appliances.
- The Principal should meet the officer-in-charge of the fire brigade and provide information on:
 - The number and location of persons still on the premises;
 - The location of the fire;
 - Any special hazards, e.g. chemicals, gas tank and cylinders etc.
 - Entry points to the building;
 - Available water supplies;
- The Principal should make a copy of the plan of the premises available to the officer-in-charge of the fire brigade. This plan clearly indicates the location of escape routes, firefighting equipment, gas, electricity shut off devices, the control panel for fire detection and alarm system, installations such as fuel tanks, boiler house and areas of high risk such as the science labs, woodwork rooms etc.
- Gas mains should be shut off when the alarm is raised. Electricity should be shut off if requested by the officer-in-charge of the fire brigade.

4.26 Record Keeping

The Principal keeps a Fire Safety Register to record all fire safety matters. The register is kept on the premises at all times and is made available for inspection by any authorised officer of the fire authority. The following data is recorded in the register:

- The name of the Fire Safety Officer (and those nominated to deputise for him/her).
- The details of specific duties that have been assigned to staff.
- The details of instruction and training given to staff, and by whom.
- The date of each fire and evacuation drill, the names of staff taking part and the type of exercise held.
- The type, number and location of fire protection equipment and systems, along with brief comments on the results of the checks and the actions taken (and by whom) to remedy defects.
- The details of all fire incidents and false alarms that occur and the action taken.

4.27 Emergency Escape of Gas

When not in use the gas isolating valves should be closed at all times. In the event of a gas leak the following actions should be taken:

- The first person becoming aware of it shall raise the alarm and ensure the building is evacuated as per evacuation arrangements outlined above.
- Do not switch on or off any electric device in or near the area affected as both actions can generate a spark.
- Turn off the gas supply by closing the isolating valve.
- Open windows and external doors to ventilate the area.
- Alert the secretary to inform the emergency services. Emergency services can be contacted by dialling '999' or '112'; incident details and full address should be provided. Fire brigade may require telephone number to ensure it is not a hoax.

4.28 Employee Assistance Service

Through the Employee Assistance Service EAS, confidential counselling services are available to teachers whose positions are funded by the Department of Education and Science, their spouses or partners, their dependents above the age of 16 and mother/father where appropriate. The purpose of the EAS is to provide teachers and their immediate family members with easy access to confidential counselling and to assist in coping with the effect of personal and work related issues.

The EAS can help with issues in any of these areas:

- Work related issues;
- Family issues;
- Emotional concerns;
- Relationship difficulties;

The following counselling services are available from a range of professional counsellors and psychotherapists:

- Face to Face counselling – based upon a short term model of up to six counselling sessions;
- Single session or short term structured telephone counselling;

Access to the service is through the Freephone number – 1800 411 057 (24 hours a day / 365 days a year).

4.29 Expectant and Nursing Mothers

Management acknowledges their statutory responsibility to provide a safe environment to employees and students who are pregnant, or have recently given birth. In accordance with the *Safety, Health & Welfare (Pregnant Employees) Regulations, 2000* (Regulation 3) a pregnant employee of Presentation Secondary School must notify management of her condition '*as soon as is practicable after it occurs and, at the time of the notification, given to her employer or produce for her employer's inspection a medical or other appropriate certificate confirming her condition*'. In fulfilling legal obligations, there may be a need for temporary adjustment of duties, rest facilities etc. to ensure that employees are not exposed to ill health in any way. Pregnant students are also encouraged to inform the school of their condition such that an appropriate risk assessment may be carried out.

4.30 External Locations

Presentation Secondary School is responsible for some external areas such as courts and car park. Where applicable, arrangements for clearing snow, safe access and egress, response to spillages etc. form part of the duties of the Board of Management.

4.31 First Aid

From time to time it may be necessary to administer First Aid to students or staff due to accidents or sickness. If a fellow member of staff or student is ill he/she should not be left alone. If a teacher considers that a student be sent home, the office should be informed and arrangements made to contact parents and arrange transport home.

Under no circumstances should medicines be administered to students without expressed permission from the students guardian / parent witnessed by a member of staff.

In the event of an accident the teacher in charge should arrange to bring the injured party to the office area and make arrangements for the First Aider to be contacted. If the injured party cannot be moved the teacher in charge should notify the school management immediately.

It is the policy of Presentation Secondary School to provide equipment and facilities, which are adequate and appropriate for First Aid. First Aid boxes are located throughout the building.

Staff are instructed to record all accidents, including injuries requiring first aid only, in the accident book provided for this purpose in the office. Teachers with first aid boxes in their room are responsible for the safe keeping and maintenance of first aid boxes, equipment and their contents. Teachers should report deficiencies to school management for action.

4.32 Hazardous Substances

The Safety Committee is responsible for coordinating risk assessments of hazardous substances brought onto the premises and taking any necessary action required by the *Safety Health and Welfare at Work (Chemical Agents), 2001*.

- Risk assessments must be carried out on all chemical substances presently in use in Presentation Secondary School and their Safety Data Sheets (SDS) made available.
- If a new chemical substance is being considered for a specific purpose or project, prior to ordering, an SDS must be requested from the supplier. From the information on the SDS an informed decision can be made as to the suitability of the chemical for use.
- On the arrival of a new chemical a risk assessment must be performed and recorded and procedures put in place for the safe use of the new substance.
- All involved employees must be given access to the risk assessment.
- If training, information, supervision and instruction in the use of the control measures are needed, these must be undertaken prior to work with the substance.

Management must insure that third party contractors provide assessments for hazardous materials they bring on site and satisfy good environmental practice, including consideration of the ultimate disposal of the materials.

4.33 Lone Working

It is the policy of the school that staff (with the exception of the Principal, Deputy Principal, Cleaners, Administrative Staff & Caretaker) are not permitted to be on the premises unaccompanied. At no stage will staff be permitted to be on the premises unaccompanied out of school hours i.e. at night or weekends regardless of the activity to be carried out.

4.34 Manual Handling

Risks to staff from manual handling activities are eliminated or reduced through the provision of good task and workplace design, the provision of mechanical aids where appropriate, and the provision of information and training to those staff whose work involves significant manual handling.

4.35 Noise

Presentation Secondary School considers potential noise levels in the selection of equipment and the design of work environments. The technologies rooms and other possible significantly noisy environments are identified and assessed and appropriate precautions advised.

4.36 Occupational Health and Safety Action Plan

From the annual health and safety audit and in collaboration with the Safety Committee, the Board of Management will draw up an Occupational Health and Safety Plan. The plan should include the designated responsibilities, method and timescales for achieving each objective. The Board of Management will take the appropriate action to provide the necessary supports (including appropriate resources) to allow these objectives to be fulfilled. The Board may prioritise the resources available to ensure that they are addressing issues of prime concern (breaches of statutory duties, high risk hazards, issues likely to give rise to claims etc.) The plan will be reviewed at regular intervals throughout the academic year and where necessary be amended to reflect changes in the school e.g. change in staff members.

4.37 Personal Protective Equipment

Presentation Secondary School recognises that where there is a risk to the health, safety and welfare of their employees and students that cannot be controlled by technical or organisational measures, Personal Protective Equipment (PPE) e.g. goggles, ear muffs, gloves are provided and maintained.

The type of PPE provided for specific activities will be decided only after suitable and sufficient risk assessment has been conducted. Management are responsible for ensuring that employees and students are trained in the use, care and maintenance of PPE.

4.38 Record Keeping

Maintaining records of things done for reasons of health and safety is essential and in some instances a legal requirement. The Principal is responsible for keeping these records.

4.39 Risk Control

In selecting controls the following hierarchy should be adopted.

1. Elimination
2. Substitution
3. Enclosure
4. Guarding
5. Safe systems of work
6. Supervision
7. Training/Information
8. Personal protective equipment (PPE)

All final decisions on risk control must take into account the relevant legal requirements and industry codes of practice. Risk assessments are particularly important in the practical subjects. Activities including the use of hazardous chemicals or machinery, field trips, science based practical's/ demonstrations /research projects, hazardous physical manipulations, maintenance of hazardous machinery, etc, require rigorous risk assessments with carefully documented and implemented controls. Where possible, controls and other safety measures identified in the risk assessment process must be put in place immediately.

In other cases where the scale or cost prohibits immediate action, a programme of action must be planned by the relevant teacher with the Principal/ Board of Management and put into effect and the relevant deadline listed in the Occupational Health and Safety Plan. Depending on the risks involved, appropriate interim action must be taken i.e. if high, discontinuing the operation in the interim must be considered. The implementation of these arrangements must be reviewed at regular intervals. Where the risk cannot be reduced to acceptable levels and finance is not available to implement appropriate controls, it is the policy of Presentation Secondary School to require that the activity cease or the area close.

4.40 Safety Statement

In accordance with the obligations placed on employers by the *Safety Health and Welfare at Work Act, 2005*, Presentation Secondary School have prepared a safety statement based on an identification of hazards at the workplace. Risk assessments are routinely carried out and control arrangements and resources are detailed in the statement. The safety statement is brought to the attention of all employees and third parties as necessary. Employees will be asked to sign a form stating they have read the statement and fully understand all the details therein. Presentation Secondary School plan to review the safety statement at least once annually in order to consider new legislation, code of practices etc. If new working equipment, procedures, work practices, chemicals, materials or renovations etc. are introduced then the safety statement needs to be reviewed to take these into account.

4.41 School Bags

The use of school bags creates risks for students, as they may do damage to their backs due to their weight, and for other school personnel, as the storage of school bags can block passageways and become a tripping hazard. Storage locations are provided for the safe storage of some school bags however school bags left around can become a trip hazard and a focus on safe storage should be maintained.

There are three common school bag designs, namely the rucksack, shoulder strap bag and the sports bag. The rucksack design is the most efficient when it is worn correctly on the back and not over one shoulder. It is important that the straps are a good fit. When carrying a schoolbag students should remember to:

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

Students should also be reminded that it is not necessary to bring all books for all subjects every day and they should be encouraged to plan their requirements for each day.

Presentation Secondary School is committed to making efforts to alleviate the problem of heavy school bags and school bag storage issues. It recognises that the provision of marked storage areas is essential to alleviate the hazard.

4.42 Smoking

In compliance with the *Public Health (Tobacco) (Amendment) Act 2004* regarding smoking in workplaces, smoking is strictly forbidden in the premises and on the grounds of Presentation Secondary School. Employees and students failing to comply with directive will be subject to disciplinary action.

4.43 Specialised Classrooms

Specialised classrooms each have specific hazards, which are unique to these rooms. These rooms should be locked when the room is not in use. Where possible, classes in other subjects should not be taught in these rooms unless by the specialised teacher. If a specialised teacher is absent, the substitute teacher must be fully aware of the hazards in the room as well as the controls in place to deal with these hazards. If the substitute teacher is not trained in the specialised area then where possible classes should be supervised elsewhere.

- Home Economics Room
- Science Labs
- Sports Hall
- Computer Room
- Art Room

4.44 Statutory Inspections of Machinery and Equipment

Statutory inspections of machinery and equipment are arranged and monitored by management.

4.45 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. 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;
- educate staff in techniques for coping with pressure and stress;
- provide systems of support and make sure they are well publicised;
- encourage staff to get help at an early stage;
- make sure there is confidentiality for those who want help.

Procedures

- Unruly students have been recognised as one of the major sources of stress for teachers. Presentation Secondary School recognises this and teachers should avail of the assistance that is provided to them by the Class Tutors, Year Heads, Guidance Team, the Deputy Principal and the Principal etc.
- Clear policies on behaviour exist in the school and these should be referred to. These policies are continually reviewed and staff are consulted in policy development.
- The Board of Management ensures that each employee's role and responsibilities are clearly defined.
- 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 and will consider requests for financial support from teachers, special needs assistants and ancillary staff to undertake and complete relevant courses of study.
- The Board of Management recognises that communication and consultation with staff, which promotes openness and discussion, is essential.
- The Principal brings the concerns of the staff to the attention of the rest of the Board.
- The Board of Management and the Principal ensure, as far as is reasonably practicable, that the physical work environments for staff are safe and do not expose them to risks that may give rise to stress at work.
- It is school practice to make sure that staff take time to review and celebrate positive achievements.
- Social occasions for staff are 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 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 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 Work Load

- 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

4.46 Training

Presentation Secondary School recognises that training is one of the most effective ways of making sure that employees are competent and effective in maintaining a safe working environment. Therefore, we aim to provide ongoing safety training programs to meet the needs of employees at all levels of the organisation. Training initiatives include:

- formal classroom training (using presenters from within and external to the organisation);
- on the job instruction and safety meetings.

The Principal and the Safety Committee mainly identify training requirements. All employees are required to co-operate with the training programs provided. Training provided should include:

- safety induction for all new staff
- as appropriate, manual handling, first aid, fire safety, and
- basic health and safety training to ensure those responsible for health and safety are equipped to undertake their duties and responsibilities.

Subject of Training	Who requires training
Induction training for all new employees including: <ul style="list-style-type: none"> • Agreed means for consultation to identify hazards and assess and eliminate or control risks. Identify to whom hazards are reported. • Systems of work, safe work procedures, communication methods, emergency and first aid responsibilities and procedures. Effective use and maintenance of personal protective equipment • Where to find the emergency plan, risk assessments and other information relating to health and safety. • Understanding the health and safety framework and responsibilities of individuals within it. • Incident and accident reporting. • Premises layout, amenities. 	All new employees
First Aid: <ul style="list-style-type: none"> • Certified first aid training 	Representatives from those involved in coaching, those who frequently go on school trips.
Training to oversee arrangements for evacuation & emergency procedures: <ul style="list-style-type: none"> • Evacuation concepts and principles • Fire prevention procedures • Use of fire extinguishers, fire blankets etc. • Evacuation procedures and roles 	All employees
Training For Safety Committee: <ul style="list-style-type: none"> • Systematic managing health and safety • Consultation requirements under the Safety Health and Welfare at Work Act, 2005 • Effective communication techniques • Requirements for the health and safety management system • Practical application of risk management • Continuous improvement of health and safety system 	Safety Committee
Manual Handling: <ul style="list-style-type: none"> • Training in manual handling techniques 	All employees

4.47 Induction Training Policy

The objective of this policy is to ensure that new employees starting with the school are introduced to the premises, safety/evacuation procedures, rules, regulations, their immediate work environment and colleagues in compliance with all legal and contractual obligations. This induction training applies to all permanent, temporary and contracted employees of Presentation Secondary School. New employees include college students on temporary work experience. Members from subject departments continually monitor their progress to ensure they follow safe work practices and procedures. Employees are also encouraged to be attentive to new employees and ensure their compliance with all safety procedures. All employees will be retrained periodically on safety rules, policies and procedures, and when changes are made to the workplace safety statement.

4.48 Violence

Scope of Policy

The Board of Management of Presentation Secondary School is committed to the continuance of a school characterised by mutual respect, free from threat or intimidation. To this end dangerous, threatening, aggressive or violent behaviour (hereafter called violent behaviour), whether verbal or physical, is not permitted in the school or among the school community. A separate policy on Discipline in School deals with students.

Introduction

During the course of their work school staff may be at risk in the form of verbal abuse, threats, assaults or other forms of intimidation. This behaviour may come from pupils, parents, guardians, other staff members or visitors. Violent behaviour is categorised as acts against people or property.

Principles

The Board of Management of Presentation Secondary School recognises its duties to:

- provide a safe environment for employees and other persons present in the school;
- minimise the risk of assaults on teachers / Principal / Deputy Principals or other staff employed in the school;
- support staff that have been assaulted or threatened with assault; and ensuring that appropriate action is taken to safeguard against a recurrence.

Preventative Measures

- Policies on violence go hand in hand with policies in relation to bullying, harassment, discipline etc. These policies need to be reviewed frequently to identify and resolve weaknesses to lessen the threat of violence.
- Communication between home and school should be frequent, open and positive. In this context policies and procedures in relation to visits to the school, meeting with teachers, school discipline, complaint procedures etc. should be in place and parents/ guardians encouraged to communicate with the school as appropriate.
- Parents /visitors who wish to have a consultation with a class teacher should make a prior appointment with the relevant teacher. In urgent cases where a prearranged appointment is not appropriate, parents should, in the first instance, report to the school secretary.
- All visitors are required to report to the school secretary's office. Signs displayed within the school grounds and premises outline this.
- The school has an alarm system that is monitored.
- The key holders should be aware that if called upon at night intruders may be present and should seek appropriate assistance.
- Video surveillance equipment has been installed to help deter violent acts.

Steps to be followed in the Event of an Assault

- In the event of an assault, a staff member should not try to resist if cash or goods are the obvious motive for the attack. Depending on the circumstances and the level of training, the member should endeavour to calm down the assailant and seek assistance as quickly as possible.
- The incident should be immediately reported to the Principal/Deputy Principal.
- Where necessary, immediate medical assistance should be sought. Debriefing is essential as soon as possible after the event. Employees are entitled to time off work and counselling if needed.
- The matter should be reported to the Gardaí, where appropriate. The staff member who was assaulted would normally make this report.
- The details of the incident should be recorded. The information recorded should include personal details (name, age, occupation) of the victim and assailant where available, description of what happened, why did it happen, when and where it happened, description of any injuries sustained and weapons used, what procedure failed. Situations in which staff members have been intimidated or threatened with physical violence should also be recorded. Reports should be made to the Health and Safety Authority and the States Claims Agency as required.
- The Board of Management should be notified of the incident and where necessary an emergency meeting of the Board of Management should take place. The Board should consider notifying its legal advisors and insurance company of the incident as appropriate.
- Where an assault is by a pupil the matter should be dealt with in accordance with the school's Policy on Discipline in School.
- Repeatedly aggressive pupils should be referred, with the consent of parents/guardians, for psychological assessment in order to assess the pupils' social and emotional needs and to determine how these can be best met.
- Where a parent/guardian or visitor commits the assault, the Board of Management should immediately instruct the person in writing not to make direct contact with the staff member/school pending full consideration of the matter. Subsequently the Board of Management should correspond with the parent/guardian or visitor stating:
 - that it considers the assault unacceptable;
 - what action the Board of Management intends to take;
 - outlining what pre-conditions should be met before access to the school is restored.
- Where a staff member commits the alleged assault, the Board of Management should immediately instruct the member in writing not to make direct contact with the victim pending full consideration and investigation of the matter. The question of suspension may also need to be considered prior to further action/disciplinary measures being taken.

4.49 Visitors

For evacuation reasons it is advisable to request visitors to sign in on entering the premises and sign out on exiting. Host employees are responsible for the safety and conduct of visitors and for informing them of local welfare facilities, emergency procedures and any specific risks.

4.50 Waste Management

All waste is segregated at source and recycled where possible. Local Authority approved waste contractors are engaged for waste removal and recycling. In cases where employees cannot safely dispose of waste chemicals, specialist hazardous waste disposal firms must be consulted with.

4.51 Welfare Facilities

Presentation Secondary School shall ensure that adequate welfare facilities are provided on the premises for all staff and students. Adequate toilet facilities are provided and maintained in a good clean hygienic condition. Adequate washing facilities (including hot water where necessary) and washing and drying materials/equipment are provided and maintained.

4.52 Work Experience

Work experience is an integral part of our school. It usually involves students working in a place of employment under the supervision and guidance of a mentor. Prior to any placement being made, the course organisers should discuss the safety policy of the workplace with the employer and students should be made aware of the potential hazards in the workplace. Students who wish to gain work experience on construction are obliged to have a 'Safe Pass' certificate.

