

HEALTH AND SAFETY

St. Peter's College Health and Safety Statement

Introduction: -

The Education Sector was included in safety legislation for the first time with the introduction of the Safety, Health and Welfare at Work Act, 1989 (hereinafter referred to as the 1989 Act). The scope of the following document covers teachers, ancillary staff, service staff (e.g. cleaning, maintenance), and administrative/clerical staff. It also includes the effects that the educational activities at the above workplaces have on the pupils attending at, and visitors to, those workplaces. Under the Safety, Health and Welfare at Work (general application) Regulations, 1993 (hereinafter referred to as the 1993 General Application Regulations) all employers are required to report accidents, which result in an employee being absent from work for more than three days to the Health & Safety Authority.

The first objective is to ensure the primacy of the preventive approach highlighted in the 1989 Act and the 1993 General Application Regulations and manifested through the safety statement and safety consultation requirements. Many accidents such as slips/trips, handling and lifting, striking against objects and falling objects are preventable under a properly developed Safety Statement incorporating appropriate preventive measure, coupled with adequate safety training and information. Many stress related illnesses can also be avoided by placing emphasis on prevention and preparing rather than coping – a pro-active rather than a re-active approach.

Safety Statement: -

While the Safety Statement is of paramount importance there is also need for the B.O.M. to address safety management and control issues. The B.O.M. should be informed on the requirements of health and safety legislation especially with regard to manual handling regulations, accident reporting procedures, pregnant workers requirements etc. The B.O.M. should put in place an appropriate safety management system including safety consultation and the preparation of a Safety Statement.

Establishment of Safe Systems of Work: -

Procedures need to be drawn up for the following: -

- a) Maintenance and cleaning activities. – Contract Cleaners
- b) Supervision of Pupils – system in place
- c) First Aid – Deputy Principal: 1st Aid Boxes/office etc.
- d) Safe lifting of pupils including disabled. N/A.
- e) Work environment: noise/dust
- f) Pregnant employees risk assessment (of 1994 Pregnant Employees Regulations)
- g) School related activities inside and outside the classroom. Code of Behaviour
- h) Isolation, violence – backup facilities. Code of Behaviour, Anti-Bullying Policy.
- i) Practical classes. Specific rules – drawn up by teachers.

Development of Strategies for dealing with Stress at Work: -

Recognising that pressure of work can trigger stress related illness, and that this does not indicate weakness or incompetence.

- Recognising potential stressors.
- Establishing specific action plans in the school to take account of the individual personalities and school culture.
- Increasing awareness of stress problems (Seminars)
- Establishing good communication channels.
- Developing a supportive culture. – (Staff get together)
- Improving the physical work environment. New building – new facilities.
- Providing in-service and information.

Availability and Suitability of Employee Welfare Facilities: -

- Provision of staff room, toilet accommodation & washing facilities.
- First Aid provision.
- Personal protective equipment – e.g. science room.
- Appropriate training of staff in health and safety – Seminars/Talks; some inherent in in-service.
- Monitoring and review of health and safety performance.
- Allocation of resources to ensure health and safety issues are addressed and rectified where necessary.

Section 12 of the 1989 Act requires all employers to prepare a Safety Statement in writing for their work places. A Safety Statement is basically an action programme setting out how the health & safety of all employees is managed in the work place. The Safety Statement, as required under the 1989 Act, applies to employees only and there is no requirement for the inclusion of provisions relating to third parties (i.e. pupils/visitors in this case). However, given that employees and pupils generally share the same environment during the School day, the implementation of the terms of the Safety Statement will of course have a beneficial influence on the health and safety of pupils and visitors.

The Safety Statement must include the following: -

- a) Identify hazards in the workplace.
- b) Assess the risks arising from these hazards.
- c) Give details of arrangements made and resources provided for security safety, health and welfare.
- d) Specify the measures taken to eliminate or control hazards: specify the co-operation required from employees in safety and health matters.
- e) Contain the arrangements for consultation with employees on safety and health matters.

Three steps to follow in drawing up a Safety Statement: -

Step 1. Identify the Hazards. A hazard is anything, which has a potential to cause personal injury or ill health.

Step 2. State the Risk of Injury to Employees.

Step 3. Steps taken to avoid injury.

Safety Representatives and Safety Officers: -

Under the 1989 Safety, Health and Welfare at Work Act, Section 13 “**The employees** at a place of work **are entitled to select** and appoint one of their number to act as a **Safety Representative**”

Regulation 8 (a) of the 1993 General Application Regulations states that it shall be the **duty of every employer** to designate one or more employees to carry out activities specified by him which are related to the protection from and the prevention of occupations risk at the place of work – in practice the **designated Safety Officer**.

Thus the **Safety Representative may be selected by the employees**, while the **Safety Officer, must be appointed by management**.

Role of the Safety Representative: -

The Safety Representative may consult with, and make representations to, the employer on safety health and welfare matters relating to employees in the place of work. He/She may investigate accidents and dangerous occurrences to find out the causes and help to identify any remedial or preventive measures necessary. Subject to prior notification to management, the Safety representative may also carry out inspections in the place of work to identify hazards and risks to safety and health. The Safety Representative has an important role to play in the promotion of health and safety

Role of Designated Safety Officer: -

The designated Safety Officer is appointed by management and is responsible for co-ordinating safety management within the school. The Safety Representative will normally liaise with the Safety Officer. Management per se retain responsibility for effecting urgent repairs or taking corrective action on a daily basis. More complex concerns should be referred to the B.O.M. for resolution. The B.O.M. has ultimate responsibility for the resolution and resourcing of health and safety issues, which arise in the college. The Dept.of Ed. & Sc. must also take responsibility for larger amounts of funding required to rectify more serious hazards.

Safety Statement

**Prepared in accordance with the Safety, Health and Welfare
at Work Act 1989.**

1. Introduction

This document has been prepared in compliance with Section 39 of the Safety in Industry Act 1980 and Safety, Health and Welfare at Work Act 1989.

2. Board of Management Philosophy

The Board of Management recognises and accepts not only its statutory responsibilities but also its obligations as an employer to direct, manage and achieve the Safety, Health and Welfare at Work of every employee and guest alike. The Board of Management believes that each employee accepts his or her legal and moral responsibilities for improving and maintaining Safety, Health and Welfare in the workplace and for behaviour which does not jeopardise the individual's personal Safety, Health and Welfare or that of others.

3. Safety Organisations

Safety is a line management responsibility. Teachers are responsible for safety in their own areas and for the implementation of relevant safety procedures. The Safety Officer shall monitor safety generally and the operation of safety procedures. The Principal shall ensure that each employee shall obtain a copy of the Safety Statement and shall be familiar with its contents.

4. Safety Officer

_____ shall be responsible for overseeing the safety provisions on behalf of the school and _____ is the Safety Representative elected under the provision of the Safety, Health and Welfare at Work Act 1989. They should be consulted if any of the employees have queries regarding any of the safety provisions mentioned in this statement. Their main duties and responsibilities are as follows:-

- a) To guide and advise on all health, safety and welfare matters.
- b) To ensure that the School fulfils all statutory requirements in respect of the Factories Act 1955, Safety in Industry Act 1980 and Safety, Health and Welfare at Work Act 1989.
- c) To ensure that the appropriate safety education and training are co-ordinated and carried out using both in-house and external resources.
- d) To undertake regular and appropriate revision and auditing of the School safety procedures and methods of operation, to ensure that they are kept up to date.
- e) To ensure that adequate fire protection and prevention measures are provided.
- f) The Safety Officer shall investigate all accidents and dangerous occurrences and shall ensure that appropriate statutory notifications are properly completed. Causes of accidents shall be determined as far as practical and where appropriate, remedial action shall be specified.

5. Hazards

The following hazards (in as much as can be identified) are considered by the school to be a source of potential danger and are brought to the attention of all concerned:-

1. Main Fuse Board Room
2. Power Distribution Board
3. Boiler House
4. Kitchen/Canteen
5. Science Room
6. Photocopiers
7. Gym
8. Paper Shredders and Guillotines
9. V.D.U.'s
10. Trailing leads

Risks: include electrocution/falls, burns, chemical burns, cuts, etc..

To minimise these dangers the following safety/protective measures must be Adhered to:-

- a) Access to and operation of plant/equipment is strictly restricted to qualified members of staff whose job function is that of running, maintaining, cleaning or monitoring particular items of plant in the course of their normal duties.
- b) In addition all such plant and machinery is to be used in strict accordance with the manufacturer's instructions and recommendations.
- c) Where applicable members of staff have been instructed in the correct use of plant, machinery and equipment, e.g. woodwork room.
- d) All machinery and electrical equipment are fitted with adequate safeguards.
- e) Precautionary notices, in respect of safety matters are displayed at relevant points.

6. Safety Awareness

All employees will be

- a) Instructed in lifting and handling methods.
- b) Advised of the protective clothing and safety equipment available and the areas where they must be worn.
- c) Advised of the nature and location of fire equipment and how it is safely operated.
- d) Notified of any changes in safety procedures.

7. Electrical Appliances

Arrangements will be made for all electrical appliances to be checked on a regular basis by a competent person, i.e., maintenance person, the supplier or his agent. Before using any appliance the user should check that:-

- All safety guards which are a normal part of the appliance are fitted and in working order.

- Power supply cables/leads are intact and free of cuts or abrasions.
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.

8. Chemicals, Solvents, Detergents, Copier Toner, Etc.

Safety data sheets are supplied with all such materials. Members of staff using these materials should familiarise themselves with the hazards associated with the materials and precautions to be taken in event of spillage, splashes, etc.

9. Welfare

To ensure the continued welfare of employees, toilet and cloakroom areas are provided. Staff must co-operate in maintaining a high standard of hygiene in these areas. Members of staff and trainee teachers are reminded that:-

- a) Any person who is under medical supervision or on prescribed Medication and who has been certified fit for work, should notify the Principal of any known side effects or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers or pupils. The Principal will arrange or assign appropriate tasks for that person to carry out in the interim.
- b) Illicit drugs and alcohol. Staff are not allowed to attend the premises Or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to instant dismissal.

10. First Aid

Some staff are qualified in First Aid. In addition there is/are a comprehensive First Aid box(es) available in office to deal with minor injuries.

11. Fire Protection

- a) Fire extinguishers (and hose reels) are provided and correctly sited to meet statutory and insurance requirements.
- b) All fire fighting equipment is regularly tested and serviced by specialised contractors. In accordance with the recommendation of the appropriate Irish Standard for fire equipment, 20% of extinguishers will be discharged each year and relevant employees trained in the safe use of the equipment.
- c) All fire exits and emergency paths of egress are marked using the standard symbols.

12. Fire Prevention

- a) Fire safety inspections and analysis of potential fire hazards are Regularly carried out.
- b) Liaison with relevant authorities takes place as is necessary.

13. Evacuation

An evacuation procedure has been prepared and is provided to each employee. Evacuation drills will take place at least twice per year or more often if required. Employees are reminded to familiarise themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency.

14. Smoking

Smoking is forbidden by law.

15. Duties of Employees

The attention of employees/trainees is drawn to the following duties of persons employed as laid down in Section 9 of the Safety, Health and Welfare at Work Act 1989.

1. It shall be the duty of every employee while at work –
 - a) to take reasonable care for his/her own safety, health and welfare and that of any person who may be affected by his/her acts or omissions while at work;
 - b) to co-operate with his/her employer and any other person to such an extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions;
 - c) to use in such manner and so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health or welfare of which he/she becomes aware.
2. No person shall intentionally or recklessly interfere with or misuse any Appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise for securing the safety, health or welfare of persons arising out of work activities.

16. Accident/Incident Reporting

All incidents, (no matter how trivial, and) whether to employees, pupils or members of the public must be reported immediately to the Principal. This is necessary to monitor the progress of safety standards and to ensure that proper medical attention is given where required. An Accident Report Book should be retained for recording all accidents.

17. General Safety

The aim of the Board of Management/Manager is to provide a healthy and safe working environment. This can be achieved with the help and assistance of all employees and pupils by

- a) Observing the general rules of safety.
- b) Using all plant, machinery and equipment in a safe and proper manner.

- c) Employing the proper procedures when carrying out tasks and ensuring that no practices are used which may act as a source of danger to themselves and/or others.
- d) Keeping work areas clean and tidy at all times.
- e) Making sure all corridors and passageways, particularly those leading to escape routes, are kept free of obstructions at all times.
- f) Taking care that fire points are not blocked or covered up in any way and that they are ready for use if the need arises.

18. Concluding Comment

This Safety Statement has been prepared based on conditions existing in the premises of the School at the time of writing. It may be altered, revised or updated at a future date so as to comply with any changes in conditions.

Signed: (Chairperson/Manager) _____

Date:

HAZARDS IDENTIFIED - REMEDIAL STEPS

**PHYSICAL HAZARDS /
HOUSEKEEPING / PREMISES**

e.g. mishandling goods or equipment, heavy weights, faulty equipment, wet floors, slipping, tripping, falls, Fire, gas, electricity, poor housekeeping, transport (vehicles, gates), ladders, stacking, safe access and egress, building

NAMES HAZARD	WHAT IS THE RISK TO EMPLOYEES	STEPS TAKEN TO AVOID INJURY	DATE ACTION TAKEN
<p>Tiled steps at main entrance are slippery in wet weather</p> <p>Employees' and parents' cars entering the school grounds</p>	<p>Slipping & falling</p> <p>Collision with pedestrians</p>	<p>Provide non-slip mats</p> <p>Employees and pupils have been instructed to comply with the markings.</p> <p>Need to have permanent signs explicitly forbidding cars to enter Staff Parking area. Hurling not allowed at wall while cars are being parked morning and evening. Drive carefully 10mph</p>	
<p>Windows on 1st & 2nd Floor of Ibar's</p>	<p>Falling from a height</p>	<p>Timber Slips to make windows safe</p>	
<p>Sports Complex</p>	<p>Slipping and falling</p>	<p>Dry floor, use mats, follow instructions of Teachers</p>	
<p>Handball Alleys</p>	<p>Hit with Balls or Hurleys</p>	<p>Abide by the written signs</p>	

HAZARDS IDENTIFIED - REMEDIAL STEPS

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CHEMICAL / BIOLOGICAL / OTHER HEALTH HAZARDS		e.g. flammable, cancer-causing, toxic or harmful substances, skin irritants, solvents, dyes, acids, glues, corrosives, Handling/storage of dangerous substances, compressed gases, Gases or water, poor lighting, radiation, Extremes of temperature, repetitive muscular work	
NAMED HAZARD	WHAT IS THE RISK TO EMPLOYEES	STEPS TAKEN TO AVOID INJURY	DATE ACTION TAKEN
Chemistry Laboratory: Gas supply to Bunsen Burners Acids Outside: Gas Bottles Outside: Gas Tanks	Fire/Explosion/Suffocation Acid burns / Eye injury Fire / Explosion Fire / Explosion	The Science laboratory is locked when not in use. After each class the class teacher checks that each gas outlet has been switched off, and that the main gas supply valve to the laboratory has been switched off. Pupils are only allowed to use gas appliances under supervision. Sufficient Fire Extinguishers and Fire Blankets are provided in the Laboratory and Science Teachers have been trained in their use. All chemicals are used under supervision. The safety measures listed on the Material Safety Data Sheet (included in Appendix 2) are strictly adhered to. A copy of the MSDS is available in the Lab., in flammable press storage for Acids/alkalis/toxic/corrosive/inflammable. Safety Screen used in demo's + goggles used by pupils during practical class. Eye Wash available (2). If chemical - a skin irritant then disposable plastic gloves are used. Surrounding Cage Surrounding Cage	N/A MSDA 21/

HAZARDS IDENTIFIED - REMEDIAL STEPS

HUMAN FACTOR HAZARDS work systems, disabilities, new or young employees, employees, risk of violence.		e.g. sustained stress from poor Physical or mental Older employees, pregnant		
NAMES	WHAT IS	STEPS TAKEN	DATE	RESPONSIBLE

HAZARD	THE RISK TO EMPLOYEES	TO AVOID INJURY	ACTION TAKEN	PERSON
<p>Anti Social/aggressive behaviour of employees /pupils</p> <p>Stress (Work related)</p> <p>New Teachers / Subs / Part-time Teachers not familiar with School Discipline (Behaviour Structures)</p> <p>Pregnant Employees</p>	<p>Bodily harm or ill-health</p> <p>Ill Health – Absenteeism</p> <p>Bodily harm – Ill health</p> <p>Prone to harassment</p> <p>Conflict with pupils</p> <p>Bodily harm – Ill Health</p>	<p>Implementation of the School’s Code of Discipline and Behaviour</p> <p>Designated Professional Development courses provided by Management (Preferably out of school environment).</p> <p>Make them aware of Code of Behaviour (Designated duty of Principal/D. Principal etc.)</p> <p>Suggest they each receive a copy.</p> <p>Pregnant Employees should report to Management. Suitable working conditions agreed ie., away from Chemicals/Hazardous areas where possible, possibly areas which are dangerous to supervise.</p>		<p>Principal</p>

Hazards

Science rooms

Dangerous chemicals are stored in these rooms and are used during experiments

Procedure for dealing with hazard

1. The science rooms are to be locked except when in use – each teacher is responsible for locking the room at the end of each class
2. Pupils are not allowed to remain in science rooms unless a teacher is present
3. Chemicals must be properly labelled and stored and disposed of when out of date
4. Safety equipment provided (e.g. gloves, eye protectors etc) must be used by teachers and pupils.
5. Instructions on safe use of laboratory are included in the teaching programme
6. The gas tank is turned off after each class