

# URSULINE COLLEGE, SLIGO.

## Management Safety Policy

It is within the context of the school's philosophy and mission statement that the Health and Safety Policy has been formulated. It is the school's policy to do all that is reasonably practicable to prevent injury to people, damage to property and to protect everyone (i.e staff, pupils, public, contractors and visitors) from foreseeable hazards.

The Board of Management recognises its overall responsibility for Health and Safety in Ursuline College and meets this through

- Provision and maintenance of safe and healthy working conditions, taking account of statutory requirements
- Provision of training and instruction, where necessary, to enable employees to perform their work safely and effectively
- Making available, where possible all necessary safety devices and protective equipment and the supervision of their use
- Maintaining a constant and continuing interest in health and safety matters pertinent to the school's activities
- Ensuring the safety and health of all persons in the school
- Keeping this Safety Statement and other safety documents under review

The detailed arrangements for achieving these objectives are set out in the main body of the Safety Statement. Appropriate 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 members of staff will be made aware of their respective roles in and responsibilities to the Health and Safety Management Systems in Ursuline College and will have access to this in the Safety Statement. Arrangements for consultation with the staff representatives on health and safety matters will be an integral part of the School's safety policy.

The Safety Statement will be subject to review annually and will be revised and amended as necessary.

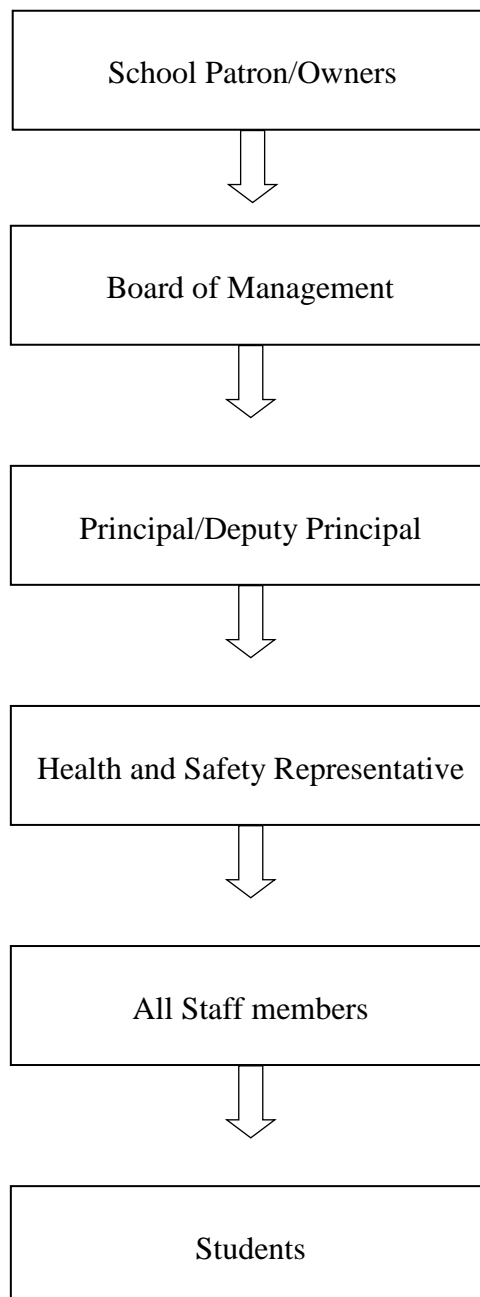
Signed

Date

Title

## Safety Management Structure

The Safety Management Structure outlines the persons responsible directly or by formal delegation for the effective implementation of the policy and ensures that their areas of responsibility are run in accordance with the policy. The structure also ensures that all staff members are trained to manage the implementation of the policy. The structure is as follows:



## **1. Board of Management**

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

- Monitoring Health and Safety Performance in the school
- Inclusion of Health and Safety on the agenda of Board of Management meetings
- Prioritising actions on Health and Safety Issues where resources are required
- Ensuring actions are taken regarding Health and Safety obligations
- Ratifying the school's Safety Policy

## **2. Principal/Deputy Principal**

Safety begins at management level. The overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare at Work rests with the school's Board of Management who delegates the day-to-day running of the school to the Principal. Obligations under the Safety, Health and Welfare at Work Act 2005 will rest in the main with the School Principal; these duties will fall to the Deputy Principal in the absence of the Principal. The Principal must

- Ensure that sufficient funds and facilities are available to enable the Safety Policy to be implemented
- Ensure that the day-to-day management of all health and safety matters in the school are in accordance with the Health and Safety Statement
- Ensure that regular inspections are carried out and that inspection reports are submitted to the School Board as appropriate
- Carry out accident investigations in conjunction with the relevant teacher as appropriate
- Identify staff Health and Safety training needs
- Pass on information received on health and safety matters to appropriate people - designated Safety Officer and staff members
- Liaise with Board of Management on policy and implementation issues
- Co-operate with and provide necessary facilities for the Safety Officer
- Check the effectiveness of the statement and ensure that responsibility is properly assigned
- Procure advice and assistance whenever necessary and take heed, together with remedial action, of any matters needing attention
- Ensure that safety considerations are observed by any contractors working within the school

- Ensure that the Safety Statement is available to and read by all staff and appropriate third parties

### **3. Designated Health and Safety Officer**

The designated Safety Officer is responsible for the co-ordination of safety policy. This is achieved by:

- Ensuring that the Safety and Health policy is understood at all levels within the school.
- Advising the Board of Management and the Principal on matters relating to the safety, health and welfare for employees.
- Monitoring accidents and dangerous occurrences within the school and ensuring the maintenance of comprehensive records.
- Ensuring all safety and health documentation is kept up to date.
- Assisting the Principal in reviewing the safety and health management system on an ongoing basis.
- Considering the security, safety and health of those who use the premises when discussing of, or modification to the school property.
- Co-ordinating the emergency procedures for the school.
- Conducting ad hoc safety audits and hazard spotting inspections throughout the premises, and reporting to relevant personnel on the results of such audits
- Providing safety information and advice to the Principal and teachers on request.
- Liaising with all contractors conducting work in the school.
- Liaising with all visiting safety inspectors.
- Setting example to others by observing good safety principles while at work.

### **4. Staff**

Staff have general statutory obligations under the Safety, Health and Welfare at Work Act 2005. They take responsibility for the day-to-day management of health and safety in accordance with the school's Health and Safety policy. They must

- Take reasonable care of their own safety, health and welfare and any other person who may be affected by their actions or omissions at work.
- Co-operate with the Board of Management, Principal/Deputy Principal and Safety Representative in order to comply with any of the relevant statutory provisions.
- Are accountable to the Principal/Board of Management for any breach or omission regarding safety and health matters.

- Use the safety equipment provided, or other items provided for their safety, health and welfare at work.
- Report to the Safety Representative or Principal, without delay, any defects in equipment which might create a danger to the safety, health and welfare to themselves and others.
- Take care not to interfere with or misuse and appliance, or safety equipment provided to secure the safety, health or welfare of persons arising out of work activities.

With regard to students, staff .

- Maintain an exemplary approach to safety and health at all times in order to engender in their students a total commitment to safety and health.
- Draw up and review departmental health and Safety procedures regularly.
- Carry out regular Health and Safety inspections of their appointed department/area, making reports to the Safety Officer/Principal on any issues identified and ensuring that action is carried out.
- Ensure all injuries are recorded.
- Check that classrooms/work areas are safe.
- Check that equipment is safe before use.
- Inform students that any form of dangerous pranks or unauthorised hazardous activities are totally prohibited on school premises.
- Ensure work areas are clean.
- Are careful moving items.
- Remind students regularly that they may not run on floors, corridors or steps.
- Ensure safe procedures are followed.
- Ensure protective equipment is used when needed.
- Participate in inspections and the health and safety committee meetings, if appropriate.
- Bring problems to the Principal's attention.

## **Documentation and Distribution of Safety Statement**

The Safety Statement is posted in the Staff-room and the General Office. The Principal holds the master copy of the Safety Statement. The Safety Officer, in consultation with the Principal, is responsible for the issue of new documentation and the retrieval and filing of obsolete documentation. Any amendments made to the Safety Statement will be communicated to all members of the school community.

## **Provision of Safety Training and Instruction**

The Board of Management undertakes to supply all necessary training, instruction and information to staff members to secure their safety and health in the work place. The

primary responsibility for this rests with the Principal in co-operation with specialists as appropriate.

The Board of Management recognises that even with the best work arrangements, people may still need clearly defined safety procedures and instructions. For that reason, there is a commitment by the School to identify safety-training needs and to provide such training.

The Board of Management expects all members of staff to co-operate in the training provided. Certain tasks require that strict safety procedures be followed. Where this arises, staff involved will receive special instructions by a competent person. It is essential that no person attempt a hazardous task without proper instruction and training. Both formal and on-the-job training programmes are designed so that employees become fully conscious of the need to work safely and have the necessary knowledge and skills to do so.

An induction training programme includes information on the school's approach to safety and the safety procedures and requirements on the premises. Training courses are provided on fire prevention and basic fire fighting as necessary. These matters are also included in the induction-training course for new employees. The designated teachers will be responsible for evacuation procedures.

Additional training courses are provided to meet specific needs as they arise from time to time. Such courses may be carried out in-house or at an appropriate outside agency.

## **Consultation**

Ursuline College is committed to meeting its obligations under Section 13 of the Safety, Health and Welfare at Work Act 2005 on consultation. The following consultation arrangements have been agreed;

- A Safety briefing Seminar is held on an annual basis to discuss and review health and safety arrangements and responsibilities in the school.
- In addition, regular, scheduled meetings are held between the Principal and the designated Safety Officer who will be responsible for making representations on behalf of the staff/students on matters concerning the safety, health and welfare in the place of work.
- The School recognises the statutory rights of a Safety Officer as set out in Section 13 of the Act. In accordance with the Regulations, the Safety Officer will be given access to any information that pertains to the safety, health and welfare of staff and pupils. The Safety Officer will be given the opportunity to receive appropriate training. The Safety Officer will not suffer any disadvantage through discharging these functions.

## **Safety Representative**

Section 13(3) of the Safety, Health & Welfare at Work act states that staff may select a Safety Representative who has the following rights under the legislation:

- He/she may make representations on any aspects of safety, health and welfare at the place of work.
- He/She may, in consultation with the Safety Officer/Principal, investigate accidents & dangerous occurrences.
- He/She shall not interfere with or obstruct the performance of any statutory obligation required to be performed by any persons under any of the relevant statutory provisions.
- He/She, in consultation with the Safety Officer/Principal, may make oral or written representations to inspectors on matters of safety, health and welfare at work.
- He/She may receive advice and information from inspectors on matters of safety, health and welfare at work.
- He/She, in consultation with the Safety Officer/Principal, may accompany an inspector on any tour of inspection other than a tour of inspection made by an inspector for the purpose of investigating an accident.

In consultaion with the Safety Officer/Principal, He/she may carry out inspections of the premises to determine any potential hazards on the premises.

## **Provision of Practical and Safe Working Systems**

When purchasing new equipment, altering existing equipment or changing a system of work, the Board of Management, in conjunction with the Principal and/or Safety Officer/relevant teachers, will study such proposed purchases or changes to ensure that they are without significant risk.

Systems of work include all routine work, electrical work, maintenance work and work by contractors on site. They will include consideration for the safety and health of visitors/customers.

## **Provision of Personal Protective Equipment**

It is the policy of Ursuline College to provide pupils and staff with appropriate personal protective equipment/clothing as necessary and to replace this as required.

The relevant Subject Teacher is responsible for identifying and procuring the appropriate protective equipment for tasks which cannot be made safe by any other practicable means.

Responsibility for ensuring that the equipment is used properly rests with the relevant Subject Teacher and the Principal who will ensure that all staff are properly instructed in the maintenance and use of protective clothing and safety equipment.

The policy will be regularly reviewed by the School and will be updated as required. The review takes account of experiences to date, changes in work arrangements and the use of new materials and processes.

## **Welfare**

Welfare facilities required by legislation will be provided in accordance with the Safety, Health and Welfare at Work (General Applications) Regulations, 1993 and the Safety, Health and Welfare at Work (Miscellaneous Welfare Provisions) Regulations, 1995. To ensure the continued welfare of employees, toilet and kitchen areas are provided. Staff and students must co-operate in maintaining the highest standards of hygiene in these areas.

Staff/students are reminded that:

‘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 may be a danger to themselves or colleagues.’

Staff/students are not allowed to attend the premises to carry out duties whilst under the influence of illicit drugs or alcohol.’

## **Non-harassment/Anti-Bullying Policy**

Ursuline College acknowledges its responsibilities in regard to the prevention of bullying and harassment as referred to in the general duties in Section 6 and 12 of the Safety, Health and Welfare at Work Act 2005 and the Employment and Equality Act 2005. To this effect, the School has developed an Anti-Bullying Policy Statement which in addition, takes account of the Department of Education’s Guidelines on Countering Bullying Behaviour in Primary and Post-Primary Schools.

The Policy statement is included in the school journal for communication to both pupils and employees.

## **Stress Policy**

Ursuline College adheres to all aspects of the 2005 Safety, Health and Welfare at Work Act, which obliges staff to identify and safeguard against all risks to health and safety, including stress. Workplace stress arises when the demands of the job and the working environment on a person exceed their capacity to meet them. Causes of stress in the workplace can include:

- ✚ Faulty work organisation
- ✚ Poor working relationships
- ✚ Poor communication at work
- ✚ Ill defined work roles
- ✚ Highly demanding tasks
- ✚ The threat of violence
- ✚ Safeguarding health and safety from the effects of stress is based on the same approach as any other hazard:
- ✚ Identification of potential problems
- ✚ Assessment of risks



- ✚ Implementation of safeguards
- ✚ Monitoring the effectiveness of safeguards

## **No Smoking Policy**

Smoking is not allowed anywhere on the school premises. This policy is in accordance with the Public Health (Tobacco) Acts 2002 & 2004-Section 47, Smoking Prohibitions. The school's no smoking policy forms part of the school's Code of Discipline.

## **Pregnancy Policy**

The School adheres to the provision of the Safety, Health and Welfare at Work (Pregnant Employees etc.) Regulations, 2000. (SI218/2000). These regulations apply to staff/students who are pregnant, have just had a baby or are breast-feeding (within the first 26 weeks after birth). If Management is notified of any of the above, an assessment of any hazardous activities relating to the employee will be carried out. The following hazards must be considered

- Handling a load
  - Movement and postures, which are abrupt or severe, or give rise to excessive fatigue
  - Non-ionising radiation
  - Physical shocks
  - Chemicals: in particular any chemical which is harmful by inhalation or when absorbed through the skin, i.e. organic solvents
- (Note: this is not an exhaustive list and all hazards should be considered).

A pregnant employee must not be exposed to these hazards unless they are adequately controlled. Adequate control means that the hazard is reduced to a level which will not harm the pregnant woman or the developing child or breast-fed child.

Such risks, if present, must either be eliminated or safeguards put in place to protect the employee's health and safety.

## **First Aid**

The provision of First Aid equipment is required by legislation in accordance with First Aid Regulations 1993, contained in Part IX of the General application Regulations 1993. First Aid Boxes are located in the :

- ✚ Matron's Surgery
- ✚ Staff Room
- ✚ Laboratories
- ✚ School Gym
- ✚ Secretary's Office
- ✚ Cookery Demonstration Rooms

- ✚ Art Rooms
- ✚ Technology Room

A check will be carried out regularly to identify any replacement stocks that may be needed. Following this check, a list of stocks will be purchased. The restocking of the first aid boxes will be the responsibility of relevant staff/administration.

## **First Aiders**

Ursuline College has a team of trained First Aid personnel, but also relies on the medical treatment at Sligo General Hospital where appropriate. A member of staff always accompanies students to hospital as necessary.

Following an accident requiring first aid treatment, an accident report form is completed. In the event of a serious injury, the ambulance service must be called, the Principal is notified parents/guardians contacted and a full accident investigation is carried out.

### **Names of certified First Aiders are:**

Fionnuala Burke  
Lorraine Keane  
Anne Mc Tiernan  
Deirdre Ryan

All first aiders are trained in occupational First Aid and refresher training is provided every three years.

### **CPR Training:**

CPR training has been offered to approximately 20 members of staff. This training enables staff to become proficient in the use of the school's defibrillator. Training will be made available to other staff members wishing to undergo such training in the future.

## **Emergency Fire Procedures**

All Teachers have been briefed on the School's evacuation procedures and are responsible for the safe evacuation of their respective class. Evacuation routes and assembly points have been identified for all areas. Maps detailing the escape routes have been prepared and are located on each floor.

Evacuation drills take place at least once a year or more often if required. Staff and students 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.

All emergency exits are clearly marked and unobstructed at all times. Emergencies identified include fire, gas leak, and bomb scare. Teachers have received instruction on using fire equipment.

New teachers and employees will receive basic fire training and will be instructed on the following:

- ✚ Policy on smoking, electrical equipment etc. and how to raise the alarm.
- ✚ Actions to be taken on discovering a fire.
- ✚ Location and use of escape routes.
- ✚ The evacuation procedure.
- ✚ Assisting disabled people, visitors and others during evacuation.
- ✚ Location and use of fire extinguishers.

A Fire register will be kept in the Principal's Office. The Fire Register will include School details, specific duties for members of staff, a log of fire procedure notices and fire drills, an inventory of fire fighting equipment, details of the fire alarm system, a record of staff instruction/training and a maintenance /test/inspection schedule.

List of Emergency phone numbers

- Ambulance: 071 9851888
- Nearest General Hospital: 071 9171111
- Gardaí: 071 9157000/071 9157042
- Fire: 071 9143244
- E.S.B.: 071 9145261
- Gas( leaks etc): 087 2601011 (Plumber)  
087 2532849 (Repairs)

## **Fire Equipment**

Fire Extinguishers are provided and correctly sited to meet safety requirements. These appliances are provided to deal with incipient fires. Trained personnel using these appliances will tackle small fires if they feel they can do so without endangering themselves.

All fire fighting equipment is tested and serviced annually 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 and efficient use of the equipment.

Fire extinguishing appliances are readily identified, can be easily accessed and will be unobstructed at all times. The appliances must not be interfered with in any way.

The location of fire extinguishers (fire points) is clearly visible throughout the premises.

## **Accident/Incident Reporting**

All incidents no matter how trivial, whether regarding staff, pupils or visitors must be reported immediately to the Designated Safety Officer, or in her absence, the Safety Representative. An Accident Report form is available for this purpose and must be completed by the person responsible for the area. In the case of school trips, the teacher in charge is responsible for recording the accident/incident on the appropriate form and for notifying the Designated Safety Officer on returning to school.

Where an accident investigation is necessary, all relevant persons are obliged to co-operate fully with such an investigation and to provide any information which may be useful in establishing the circumstances leading up to the accident.

## **Visitors**

Ursuline College has a responsibility to ensure the safety of visitors and contractors as far as is reasonably practicable while on site. To that end, the following policies will apply:

- All visitors to report to School Reception.
- Visitors will be issued with a visitor's badge, which must be worn whilst on the school premises at all times.
- Visitors are to obey the school safety rules and emergency procedures at all times.

## **Contractors:**

Contractors will not be allowed on the premises to carry out work until the Principal or designated representative has checked and is satisfied with their insurances. For major contracts, the provisions of the Safety, Health & Welfare at Work (Construction) Regulations, 2001 must be adhered to. The contractor must liaise with a school-appointed official to discuss and agree the safety precautions deemed necessary by either party. Contractors must take all due care of their own safety, the safety of their employees and all others affected by their work. Contractors must not use any equipment or the service of personnel belonging to or engaged by the Board of Management without prior approval being granted by the Principal. Every contractor working on School premises must comply with all applicable statutory requirements, best industry practices and any special safety rules or conditions imposed by the school. In this regard, it is the responsibility of the contractor to:

- Provide all necessary instruction, training and information on health and safety matters to their employees.
- Provide competent and adequate supervision of their employees and activities.
- Provide all necessary safety equipment & clothing for their employees.
- Ensure that all plant and equipment brought onto the School site is safe and in good working order and is accompanied by any necessary certificates.
- Ensure that all accidents and dangerous occurrences are reported to the Principal
- Ensure that all School safety notices and alarms are followed at all times.

- Ensure that hazardous substances are not brought on the premises without prior notice and permission
- Ensure that 'approved' hazardous substances are stored and used safely whilst on the premises
- Ensure that all hazardous substances are removed from the premises.
- Monitor and assess the safety performance of employees.
- The degree of risk assessment that must be carried out before work begins will depend on the nature and extent of activities associated with each individual contract.

## **Contractor/Self-Employed Person**

All contractors and self-employed persons shall provide their safety statement when requested to do so and shall:

- Conform generally with the duties and responsibilities as do all members of the school community
- Provide evidence when requested of appropriate employer's liability and Public Liability insurances.
- Comply with the requirements of the school's Safety Statement, and co-operate with the Board of Management in providing a safe place of work and a safe system of operation
- Ensure that all employees and others under their care are provided with and wear protective clothing

## **Expectations of Board of Management re Safety**

The Board of Management expects all members of the school community to respect & put into action the recommendations of the School's Safety Policy.

## **Review**

The Safety Statement will be reviewed on an annual basis. Should any changes occur in the area of Health and Safety legislation, the Safety Statement will be reviewed and amended as necessary.

