

**etb**

Bord Oideachais agus  
Oiliúna Thiolbhaid Arann  
*Tipperary Education and  
Training Board*

## **SAFETY STATEMENT**

**COLÁISTE PHOBAL ROS CRÉ,  
CORVILLE ROAD,  
ROSCREA,  
CO. TIPPERARY.**

### **Document Control**

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## **General Policy Statement**

This document sets out the Health and Safety Policy of Coláiste Phobal Ros Cré and specifies the means provided to achieve this policy. The objective is to provide a safe and healthy work environment for all employees and to meet our duties to Students, Parents/Guardians, Contractors and members of the public who may be affected by our school activities. The success of this policy depends on the co-operation of all those who make up the school community. It is important therefore that this document is read carefully and that the role of each employee is understood to ensure the success of school safety policies. It is the intention that this document will be reviewed and amended regularly and will take into account any changes in legislation which may be relevant. Employees and all pertinent persons will be encouraged to put forward suggestions for the improvement of this Safety Statement.

## **Implementation**

This policy statement will be implemented by Mr. Michael O'Connor with the assistance of the staff of Coláiste Phobal Ros Cré.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Mr. Michael O'Connor  
School Principal

I, the undersigned, endorse and take responsibility on behalf of Tipperary Education and Training Board for the implementation of this policy statement.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Ms. Fionuala McGeever  
Chief Executive, TETB

## 1.0 MANAGEMENT OF HEALTH AND SAFETY

### 1.1 *Statement of Health and Safety*

Coláiste Phobal Ros Cré is a well-equipped, co-educational college, delivering a wide range of subjects and programmes to Post Primary and Further Education students. We currently have 686 students. We are committed to meeting student needs in a caring, learning environment.

Students' needs are met through a partnership approach. The views and ideas of our education partners, the Board of Management, Tipperary ETB, the Parents and Friends of Coláiste Phobal Ros Cré, the Student Council and staff contribute towards the development of curriculum programmes and school policies. Our dedicated teachers use a variety of methodologies – in class support, active learning, group work, projects, research, etc. Outside the classroom, they give generously of their time to students in a wide range of cultural and sporting activities.

Information on student progress is communicated via regular Parent Teacher Meetings and exam reports. Parents/Guardians are also encouraged to call and meet staff. Communication between school and home is further enhanced through the Student Journal and VS Ware, which has sections dealing with progress, attendance and behaviour.

The Code of Behaviour exists to facilitate the two most important activities in the school, teaching and learning. All students of Coláiste Phobal Ros Cré are required to read and sign the Code of Behaviour, available at [www.cpr.ie](http://www.cpr.ie)

It is the policy of Coláiste Phobal Ros Cré to comply with:

- *The Safety, Health and Welfare at Work Act 2005.*
- *The Safety, Health and Welfare at Work (General Application) Regulations 2007.*
- *Any other legislation, regulations or amendments that are applicable to our business.*

Coláiste Phobal Ros Cré will ensure so far as is reasonably practicable the safety, health and welfare of all employees, students, contractors and visitors to the school.

It is the policy of Coláiste Phobal Ros Cré to ensure that adequate consultation takes place between the Board of Management, Tipperary ETB and Employees on all health and safety related matters.

All employees have the responsibility to co-operate with the Principal, Tipperary ETB and the Board of Management, to achieve a healthy and safe workplace for themselves and for the pupils attending the school.



## **2.0 ORGANISATION AND RESPONSIBILITIES**

### **2.1 Duties of Management**

*Section 8 of the Safety Health and Welfare Act 2005* requires every organisation to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all its employees. Coláiste Phobal Ros Cré management in conjunction with Tipperary ETB have the responsibility to constantly review the performance and standards achieved, in relation to the health and safety, of all operations and to ensure the hazards identified later in this statement are controlled and regularly reviewed.

### **2.2 Responsibilities of TETB Senior Post Holders**

- Ms. Fionuala McGeever, Chief Executive
- Mr. Frank Bermingham, Director of Organisation, Support and Development
- Ms. Linda Tynan, Director of Schools

The senior post holders will:

- Take responsibility on behalf of management for safety, health and welfare.
- Appoint a competent person as Health and Safety Officer in accordance the *Safety, Health and Welfare at Work Act 2005*.
- Ensure a system is in place to ensure the safety policies and procedures are complied with and that each employee is aware of their responsibilities and the means by which they can carry them out safely.
- Ensure that staff are provided with safety information and instructions relevant to their work.
- Ensure that First Aid equipment is provided and regularly checked and restocked when necessary.
- Ensure the safety statement is available to all contractors and inspectors of the Health and Safety Authority for review.

While the responsibility for managing health and safety in the workplace rests mainly with the employer, it is important to note that both employers and employees have responsibilities.

**Principal:** Mr. Michael O'Connor **Deputy Principal:** Mr. Jack Flynn

### 2.3 Duties of the Employer:

As Principal, Mr. Michael O'Connor has overall responsibility for Safety, Health and Welfare within Coláiste Phobal Ros Cré. Mr. O'Connor is responsible for ensuring that staff under his control are made aware of and comply with the Safety Statement and arrangements for carrying it out.

**This includes:**

- a) Knowing the appropriate statutory requirements affecting the school's operations e.g.
  - 1) *Safety, Health and Welfare at Work Act 2005.*
  - 2) *General Application Regulations 2007.*
  - 3) *Any other relevant legislation, regulations and amendments.*

This will be achieved by regularly reviewing the legislation and also reviewing safe work procedures with employees, students and contractors.

- b) Liaise with the Tipperary ETB on any pertinent health and safety matters.
- c) Ensure that arrangements are in place for communicating the information included in the Safety Statement to employees, contractors.
- d) Identify safety training needs and ensuring that appropriate training is provided.
- e) Ensure all employees, contractors and visitors observe the requirements of the company policy.
- f) Ensuring the necessary inspections and maintenance are carried out on all equipment.
- g) Management will review and amend this document when significant changes occur, the risk assessment is no longer valid or changes of relevant names within the company.
- h) Ensuring the Safety Statement is available to all contractors and inspectors of the Health & Safety Authority for review.
- i) Ensuring adequate welfare, first aid and firefighting facilities and equipment are available on the premises.
- j) Ensure that employees under their immediate control are aware of actions to be taken in case of an emergency.
- k) Ensure that an Accident Report form is completed thoroughly and promptly for all reported accidents and, when necessary, ensure accident reports have been filed with the Health and Safety Authority (HSA).

## 2.4 Duties of the Employee

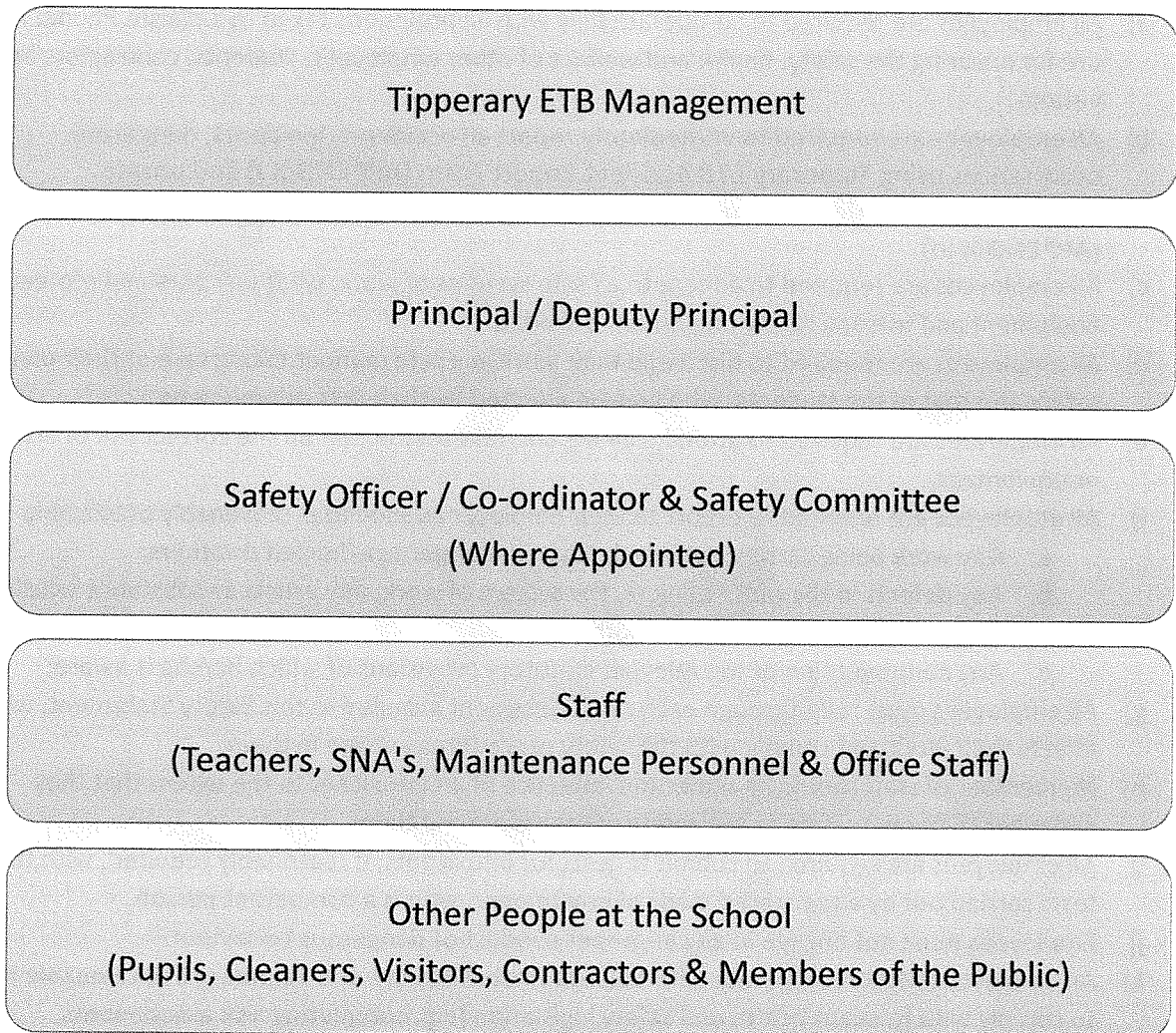
All employees of Coláiste Phobal Ros Cré **MUST** take responsibility for health and safety on campus.

In accordance with the requirements of *Section 13 of the Safety, Health and Welfare at Work Act 2005*, employees have the following responsibilities:

- a) All employees are required to co-operate fully with all provisions taken by Coláiste Phobal Ros Cré for ensuring the safety, health and welfare of other employees, students, contractors and visitors.
- b) All employees are required to immediately report all accidents, incidents, dangerous occurrences using Tipperary ETB Accident Report Form (**APPENDIX I**) and unsafe conditions and unsafe acts to management using Tipperary ETB Hazard Report Form (**APPENDIX III**)
- c) All employees are required to adhere to all safe systems of work, wear any personal protective equipment and use any safety equipment provided.
- d) All employees are required to discharge their work in a safe manner taking care of their own safety and that of the students, who may be affected by their acts or omissions.
- e) All employees are required to attend training and take instruction on the correct use of articles or equipment.
- f) All employees are required to report to their employer as soon as is reasonably practicable
  - a. Any work being carried out which might endanger him/herself or others;
  - b. Any defects in the place of work, the system of work, any article or substance which might endanger him/herself or others;
  - c. Any contravention of the relevant statutory provisions of which he/she is aware;
- g) All employees must read through each risk assessment included in this Safety Statement, which affects their work and comply with the safety procedures written in them.
- h) No member of staff should be under the influence of an intoxicant to the extent that they endanger their own safety or the safety of others around them.
- i) All employees are required to submit to tests for intoxicants, if reasonably required, with the tests carried out by a registered medical practitioner, who is a competent person.
- j) Employees must not engage in any improper conduct or dangerous behaviour.
- k) All employees **MUST** co-operate with Coláiste Phobal Ros Cré and Tipperary ETB to enable them to comply with relevant health and safety legislation (**e.g. completing risk assessments, attending relevant training etc.**)

## 2.5 ORGANISATION CHART

There is a duty on everyone at work to co-operate effectively in developing and promoting safety and health. This organisation chart illustrates the hierarchy of duties in the School.



### **3 SAFETY OF THE WORKPLACE**

#### **3.1 Means of Escape**

Coláiste Phobal Ros Cré will ensure escape routes are kept free from obstruction and that all staff and students are made aware of all exits.

#### **3.2 Cleanliness and Housekeeping**

The premises shall be kept clean and tidy. The building is cleaned regularly by a contract cleaning company. Any spillages e.g. liquid spills, chemical spill etc. are cleaned up immediately. It is the responsibility of all staff within the building to keep their workstation and work area/classroom clean and tidy and free from clutter and obstruction.

Items delivered and left on the floor (paper deliveries, sample catalogues etc.) must not obstruct passageways or escape routes. They should be placed in their final position without delay. In the event of the Caretaker not being available to move the items, they should be placed in a safe manner in the Reception area.

#### **3.3 Personal Protective Equipment**

Coláiste Phobal Ros Cré will ensure that all employees are adequately protected and where it is not reasonably practicable to reduce or eliminate the risk, then as a last resort will provide PPE appropriate to the task/work environment, in accordance with the *Safety, Health and Welfare at Work (General Application) Regulations 2007*.

**As required Coláiste Phobal Ros Cré will ensure:**

- To provide adequate and suitable PPE if and when required.
- That PPE is used, maintained and replaced in accordance with the manufacturer's instructions.
- To record information to include supply of and training in the use of PPE as appropriate.
- PPE is provided free of charge to employees.

**On receipt of appropriate PPE, Coláiste Phobal Ros Cré expect our employees to:**

- Use PPE correctly and whenever it is required.
- Report any defects in or damage to their PPE immediately.
- Participate in any training or instruction provided on the fitting, use and inspection of PPE.
- Inform Principal of any medical conditions they have that may affect the correct use of the PPE provided to them.
- Look after any PPE provided to them.

#### **3.4 Display Screen Workstations**

Some users may suffer from temporary eye fatigue, exhibiting symptoms such as failure to see clearly, red eyes, sore eyes or headaches. This can be caused by:

- Poor positioning and adjustment of the display screen.
- Poor legibility of screen or source documents.
- Poor lighting, glare or reflections.
- A drifting or flickering image on the display screen.

**Display screens should be set up as follows:**

- The image on the screen should be free from flickering and other forms of instability.
- The screen should have easily adjustable contrast and brightness.
- The screen should be easy to tilt or swivel.
- The screen should be free from reflective glare, which can cause discomfort.
- The height of the screen should be adjusted to minimise head and neck movement.
- The angle of the screen should be adjusted to suit the seating position.

***All staff made aware of and encouraged to refer to Tipperary ETB Visual Display Unit Procedure available from Tipperary ETB.***

### **3.5 Machinery & Equipment**

Computers, Photocopiers and Printers are in good condition and maintained regularly. Any maintenance or upgrading must be undertaken by specialists. Maintenance records and certificates are kept in a folder in the accounts office and are available for inspection.

### 3.6 Contractors are as follows:

<b>Photocopiers:</b>	<p>Copymoore Ltd.  234 Blanchardstown Corporate Park,  Blanchardstown, County Dublin  Phone: 0818-222918  Email: <a href="mailto:support@copymoore.com">support@copymoore.com</a>  Website: <a href="http://www.copymoore.com">www.copymoore.com</a></p>
<b>Computers and Server:</b>	<p>MCS Technology Centre.  1 – 2 Parnell Street,  Co. Limerick  Phone: 061 – 416755  Email: <a href="mailto:sales@mcs.ie">sales@mcs.ie</a>  Website: <a href="http://www.mcs.ie">www.mcs.ie</a></p>
<b>Fire Extinguishers</b> Checked Annually by:	<p>Antifyre Ireland Ltd.  New Road,  Thomondgate,  Co. Limerick.  Phone: 061 – 455288  Email: <a href="mailto:sales@antifyre.ie">sales@antifyre.ie</a>  Website: <a href="http://www.antifyre.com">www.antifyre.com</a></p>
<b>Security Alarm</b> Checked regularly by:	<p>Chubb Ltd.  2A Lock Quay,  Old Clare Street,  Co Limerick.  Phone: 061 – 319393  Email: <a href="mailto:info@chubb.ie">info@chubb.ie</a>  Website: <a href="http://www.chubb.ie">www.chubb.ie</a></p>
<b>Shredding</b>	<p>All Security Mobile Shredding Ltd.  Ballyartella, Ballycommon, Nenagh,  Co. Tipperary  Phone: 067-24848  Email: <a href="mailto:info@securityinshredding.com">info@securityinshredding.com</a>  Website: <a href="http://www.securityinshredding.com">www.securityinshredding.com</a></p>
<b>Contract Cleaning</b>	<p>Eco Group Services  Unit H10, Maynooth Business Campus,  Maynooth, Co. Kildare  Phone: 01-6016393  Website: <a href="http://www.ecogroup.ie">www.ecogroup.ie</a></p>
<b>Lift Maintenance</b>	<p>Kone Ireland  Unit 6, Abbey House,  Shannon Town Centre,  Shannon, Co. Clare  Phone: 065 – 6820226  Website: <a href="http://www.kone.ie">www.kone.ie</a></p>
<b>Boiler Maintenance</b>	<p>Christy Franks Plumbing  Roscrea  Co. Tipperary  Phone: 086 – 8047871</p>

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## 4 PUPILS, VISITORS & CONTRACTORS

### 4.1 Pupils

Coláiste Phobal Ros Cré will ensure, as far as is reasonably practicable, the safety of Students (day and night), while on the premises.

- a) All areas of the school and the grounds will be as safe as is reasonably practicable.
- b) All fire evacuation procedures signage will be in place and fire exits clearly marked.
- c) The teacher of each class will take a roll call, and bring it with them to the assembly point, in the event of an evacuation.

### 4.2 Visitors

Coláiste Phobal Ros Cré will ensure, as far as is reasonably practicable, the safety of visitors and contractors while on our premises.

While under the supervision of Coláiste Phobal Ros Cré, visitors and contractors are to obey the safety rules and emergency procedures at all times. All visitors are required to sign in on the Visitors Log Book which is located at Reception.

### 4.3 Contractors

All construction work will be carried out in accordance with the Safety Health and Welfare at Work (Construction) Regulations 2013. All contractors e.g. window cleaners etc. employed by Coláiste Phobal Ros Cré will comply with the following duties:

- a) Co-operate with the Coláiste Phobal Ros Cré, to ensure safety is maintained and relevant statutory provisions are met.
- b) Contractors will complete Health and Safety Induction Checklist before they are deemed qualified for the works.
- c) Contractors will be asked to provide their Safety Statement, or a Method Statement prior to the commencement of work, at the discretion of the management.
- d) Contractors must not commence with any work on the premises until relevant safety procedures are read, understood and accepted.
- e) Contractors are required to provide training as necessary, to ensure that employees under their control are competent to carry out work safely.
- f) All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of the staff, pupils and others on the premises.
- g) Contractors must maintain the work area in good order and in a satisfactory state of cleanliness.
- h) Contractors must provide an assessment of risk associated with any substance, process or work activity, which may be hazardous, to the Board of Management, before work commences. Any material, or substance brought onto the premises, which has health, or fire risks must be used and stored in accordance with the relevant legislation.
- i) All plant, or equipment brought onto the grounds of Coláiste Phobal Ros Cré must be safe and in good working condition, fitted with any necessary guards and safety devices, and with necessary certificates.



## **5 TRAINING**

### **5.1 Training for Safety**

It will be the duty of the Principal to identify the required training for employees within the school. They will then apply to Tipperary ETB for the necessary funding to carry out the required training. A copy of application will be held on file.

Coláiste Phobal Ros Cré will provide such training as required by Section 8 and 9 of the 2005 Act to safeguard the safety, health and welfare of employees. Employees will be given safety training in various aspects of safety where identified.

Specifically, employees will be given the following safety training:

- a) All employees will receive induction training to ensure that they fully understand the hazards to which they may be exposed while at their work and the safety precautions and emergency procedures required.
- b) Employees who are required to lift materials will be given training in correct manual handling techniques as appropriate for their position.
- c) The Safety Representative (where appointed) will receive the necessary training as required by the Health and Safety Authority to carry out his/her role effectively.
- d) A first aider will be appointed for every 25 persons employed. An approved body will carry out training. The first aider will attend a refresher course within a 3-year period.

### **5.2 Records of Training**

Training records will be maintained by the Principal (**APPENDIX II**) and filed in the Health and Safety folder provided by Tipperary ETB.

### **5.3 Induction Training**

All staff employed by Coláiste Phobal Ros Cré will receive induction training on commencement of employment. Tipperary ETB also hold induction training for all new staff.

Coláiste Phobal Induction Training will include the following:

- School Policies / Risk Assessments as outlined in the Safety Statement.
- A tour of the school pointing out the location of Fire Fighting Equipment and Emergency Evacuation Procedures
- Accident Reporting and Investigation Procedures
- First Aid Facilities and Arrangements
- Maintenance and Security Arrangements
- Disciplinary Procedures

A record of this training will be signed by new employees and maintained by the Principal.

## **6 ACCIDENT INVESTIGATION AND REPORTING**

### **6.1 Introduction**

All accidents should be reported to the Principal, appointed Safety Representative and Tipperary ETB, who will then in turn:

- a) Investigate the possible cause, or condition that triggered the accident.
- b) Determine any contributing circumstances, and then
- c) Take positive action to remove, or modify the cause to avoid similar accidents from occurring in the future.
- d) The Safety Representative will record all accidents and records kept on file.

### **6.2 The Accident Reporting Form (Please see APPENDIX I)**

It is important that all accidents and incidents with potential for injury are reported to the Principal using Tipperary ETB Accident Report Form (APPENDIX I).

In the event of a serious accident, staff must preserve the scene of the accident/incident and if possible, take photographs so that a proper investigation can be carried out. Staff are also required to refer to the accident checklist overleaf to ensure correct procedure is followed. A copy of this checklist must be attached to the relevant accident report form.

Coláiste Phobal Ros Cré will keep a record of accidents and incidents with potential for injury to staff. These accidents / incidents must be reported to Tipperary ETB immediately using Tipperary ETB Accident Report Form. A copy of this form must be kept on file and another copy submitted to Tipperary ETB.

Where a member of staff is absent from work for more than three days, as a result of an accident in work, the Accident Report form – IR1 Form available at [www.hsa.ie](http://www.hsa.ie) must be completed with the assistance of Tipperary ETB and sent to the Health and Safety Authority (HSA).

- a) It is important that all accidents, incidents and near misses are reported to the Principal and Tipperary ETB at once following the occurrence.
- b) It is the duty of all members of staff to contact the trained First Aider immediately following an accident.
- c) An Accident Report form must be completed as soon as possible following an accident and a copy sent to Tipperary ETB.

This report form must be completed in full giving as much specific information as possible.

Coláiste Phobal Ros Cré will follow the stated procedure in the event of an injury to a student. If parents / guardians cannot be contacted the Principal / Deputy Principal / Teacher, will act as would a reasonable parent/guardian and seek medical assistance.

### 6.3 ACCIDENT CHECKLIST

Immediately after an accident, have you:	Yes	No
Provided emergency medical assistance to anyone who is injured or ill?		
Taken any necessary emergency action to prevent further injury or property damage?		
Secured the scene to preserve the evidence for study?		
Taken photos or measurements, if necessary?		
Interviewed witnesses to determine what happened?		
Interviewed others with relevant information?		
Determined the cause(s) of the accident?		
Made recommendations and action plans?		
Filed other required reports?		
Does your record include the following information:	Yes	No
Name of injured employee(s)		
Accident date and time?		
Nature and extent of injury/illness?		
Location of accident?		
Witnesses and their activities at the time?		
Others with relevant knowledge?		
Description of accident?		
Description of events preceding accident?		
Task/activity engaged in at time of accident?		
Employees normally assigned task?		
Length of employment and assignment to current job?		
Relevant training received by employee and training dates?		
Equipment/materials involved in the accident?		
Physical surroundings of accident?		
Unsafe acts that could have led to accident?		
Description and dates of similar or related accidents?		
Cause(s) of accident?		
Actions taken to prevent similar accidents?		
Additional Recommendations?		

## 7 FIRST AID

Part 7 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 concerns first aid at work.

First Aid Kits must be available and fully stocked in accordance with guidelines issued by the Health and Safety Authority. These First Aid Kits must be checked regularly by trained first aiders and this should be recorded.

First Aid Kits must also be located in designated areas throughout the school. All employees will be made aware of the location of the first aid supplies and the trained first aider for their area. A notice must also be posted at Reception outlining the location of First Aid boxes.

## 7.1 First Aid Policy

The **First Aid procedure** at Coláiste Phobal Ros Cré is in operation to ensure that every student, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major.

It is the school's policy to provide first aid support to someone if they are injured or become unwell in school. It is our policy to have at least 1 trained first aider in the school who will provide first aid support as and when necessary. In total we have 9 trained first aiders in the school. Qualified First Aiders can recognise and manage any immediately life threatening conditions. If the First Aider feels that further medical assistance is required, they will arrange for an ambulance to be called.

It is emphasised that the **team** consists of **qualified first aiders** and not trained nurses or doctors.

In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

### **First Aiders will:**

- Ensure that their qualification is always up to date.
- Ensure that first aid cover is available throughout the working hours of the school week.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability and in the safest way possible. This includes wearing gloves where any loss of blood or bodily fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that first aid kits are adequately stocked and always to hand.
- Insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital, wither by sending them directly to hospital or by asking parents to pick up a child to take them to the hospital; ensure that parents are aware of **all** head injuries promptly.
- Ensure that a child who is sent to hospital by ambulance is either:
  - Accompanied in the ambulance at the request of paramedics.
  - Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
  - Met at hospital by a relative.
- The First Aider need not be the member of staff to accompany the casualty to hospital, however, and appropriate person should be sent.
- Liaison **must** occur with the teacher in charge of cover, to ensure that lessons are covered in the event of an absent teacher.
- Keep a record of each student attended to, the nature of the injury and any treatment given on the form available in staffroom and in office.
- Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a separate bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. Any bloodstains on the ground must be washed away thoroughly. No contaminated or used items should be left lying around.

The following person(s) are occupational first aiders and have received appropriate training and certification:

- |                                    |                     |                         |
|------------------------------------|---------------------|-------------------------|
| 1. Ingrid Condell (OFA Instructor) | 6. Michael Boyle    | 11. Ann Marie Mulrooney |
| 2. Orla Egan                       | 7. Denise McDonnell |                         |
| 3. Billy Newman                    | 8. Shane Fitzgerald |                         |
| 4. Margaret Hynes                  | 9. Anita Gothard    |                         |
| 5. Amanda Rice                     | 10. Tadhg Maher     |                         |

Suggested numbers of first-aid personnel to be available at all times people are at work		
1 From your risk assessment, what degree of hazard is associated with your work activities?	2 How many employees do you have?	3 What first-aid personnel do you need?
Low hazard eg offices, shops, libraries	Less than 25	At least one appointed person
	25-50	At least one first-aider trained in EFAW
	More than 50	At least one first-aider trained in FAW for every 100 employed (or part thereof)
Higher hazard eg light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture	Less than 5	At least one appointed person
	5-50	At least one first-aider trained in EFAW or FAW depending on the type of injuries that might occur
	More than 50	At least one first-aider trained in FAW for every 50 employed (or part thereof)

#### Senior Management will:

- Ensure all new staff are made aware of First Aid procedures in the school.
- Ensure that they always obtain the history relating to a student not feeling well, particularly in the case of headaches, to ensure that no injury has caused the student to feel unwell.
- Ensure that in the event that an injury has caused a problem, the student **must** be referred to a First Aider for examination.
- At the start of each academic year, provide the first aid team with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness.
- Have a file of up to date medical consent forms for every student in each year and ensure that these are readily available for staff responsible for school trips/outings.

The full First Aid Policy for Coláiste Phobal Ros Cré is available from your Principal, Mr. Michael O'Connor or school secretary Ms. Paula Hendrick.

## **8 OCCUPATIONAL HEALTH**

### **8.1 Violence and Aggression**

Coláiste Phobal Ros Cré will take all necessary measures to protect employees from acts of violence, or aggression during the course of their work. All students are required to sign and adhere to the schools Code of Behaviour and non-compliance will result in disciplinary action. The Board of Management will investigate any reports, or complaints made by employees, or other persons affected.

### **8.2 Welfare Arrangements**

The provision of welfare facilities i.e. staff toilets required by legislation is provided in accordance with Part 1 of the Safety, Health and Welfare at Work (General Applications) Regulations, 2007. Coláiste Phobal Ros Cré provides adequate toilets and means for taking meals or rest breaks for employees.

All welfare facilities are maintained in good condition and are cleaned on a daily basis. All classrooms are maintained and well ventilated at all times.

### **8.3 Manual Handling**

Tipperary ETB will comply with the requirements of Part II, Chapter 4 of the Safety, Health and Welfare at Work (General Application) Regulations, 2007.

If manual handling represents a significant part of an employees work, training will be provided for all personnel concerned. Manual Handling Risk Assessments and ongoing reviews would be conducted for each area where manual handling represents a significant part of the work performed.

In the normal course there is no requirement to lift or move heavy objects. Where possible a mechanical or other means will be used to avoid or reduce the need for the manual handling of loads by employees. It could arise with deliveries of paper or with transferring files or repositioning furniture. In this case the following technique should be followed:

- Plan how you are going to move the load before lifting.
- Position your feet close to your body.
- Keep load close to your body.
- Bend your knees, but avoid bending at the waist.
- Get a good grip of the load.
- Lift smoothly with no sudden movements.
- Turn using your feet to avoid twisting at the waist.
- Bend your knees again to position the item.

### **8.4 Pregnant Employees**

Coláiste Phobal Ros Cré in conjunction with Tipperary ETB will take all necessary steps to comply with the Safety, Health and Welfare at Work (General Applications) Regulations 2007.

- Employees should inform management if they are pregnant, as early as possible in the pregnancy.
- Management should identify those aspects of the work process that may place the mother, or child at risk.
- Steps should be taken to remove exposure to this risk.
- Every effort in terms of privacy, flexible work arrangements, and facilities should be made to facilitate nursing mothers.

### **8.5 Stress**

Coláiste Phobal Ros Cré will take all necessary steps, to ensure so far as reasonably practicable that employees are not exposed to excessive stress levels.

Employees must approach the Principal if suffering from excessive stress levels, measures may be taken internally to relieve their workload and to identify the origin of the stress

### **8.6 Harassment and Bullying**

Tipperary ETB and Coláiste Phobal Ros Cré are committed to providing a workplace free from harassment and bullying (working in conjunction with Code of Practice on the Prevention of Workplace Bullying and the Code of Practice on Sexual Harassment and Harassment at Work).

All complaints of bullying and/or harassment will be dealt with fairly, with discretion and as far as reasonably practicable confidentially maintained.

Tipperary ETB have the following policies in place and are available to all staff from their Principal/Manager and also on the TETB website [www.tipperaryetb.ie](http://www.tipperaryetb.ie) :

- Tipperary ETB Bullying Prevention Policy – Complaint Procedure for ETB Staff.
- Tipperary ETB Harassment/Sexual Harassment Prevention Policy – Complaint Procedure for ETB Staff.
- Grievance Procedure for Staff employed by Education and Training Boards (ETBs).

Coláiste Phobal Ros Cré will not condone any behaviour relating to the adverse, differential treatment of a person due to sex, marital status, family status, sexual orientation, religion, disability, race or membership of the travelling community.

### **8.7 Alcohol and Drugs Policy**

Coláiste Phobal Ros Cré will not tolerate the consumption of drugs, or alcohol before, or during the working period. Any employee found to be taking drugs, or alcohol will be subject to disciplinary proceedings.

Under *Section 13 (1) (c)(d)(e) of the Safety, Health and Welfare Act 2005* employees are required to:

- No member of staff should be under the influence of an intoxicant to the extent that they endanger their own safety or the safety of others around them.
- All employees are required to submit to tests for intoxicants, if reasonably required, with the tests carried out by a registered medical practitioner, who is a competent person.
- Employees must not engage in any improper conduct or dangerous behaviour.

Any member of staff that is taking prescription drugs that may interfere with their work should inform their Principal.

Any student found to be taking, or under the influence of drugs and/or alcohol will be subject to disciplinary action, as determined by Tipperary ETB.

### **8.8 Smoking / Vaping Policy**

Coláiste Phobal Ros Cré will comply with the *Tobacco Act 2004*. Smoking or Vaping is not permitted in any of the school buildings. Any student or staff member who is found to be smoking/vaping on school property will face disciplinary action.

### 8.9 Infectious Disease

Upon notification from a parent that a student has been diagnosed with meningitis, measles or chicken pox etc. the Principal will issue a warning notice to staff and to parents of all the students in the school of the outbreak and a possible risk of infection.

The sick child must not return to the school until a letter is forwarded to the Principal from their GP, stating that there is no risk of cross infection.

### General Safety and Controls

#### 8.10 Purchasing

It is the policy of the Tipperary ETB Procurement Section to take health and safety into consideration when purchasing equipment, goods or services for Coláiste Phobal Ros Cré and to ensure that the required standards are met prior to such purchases being made.

The Principal of Coláiste Phobal Ros Cré must be consulted on any purchasing decision made, which may have implications for health and safety.

#### 8.11 Electricity and Equipment

Tipperary ETB will act in accordance with the requirements of *Part III of the Safety, Health and Welfare at Work (General Application) Regulations, 2007*.

All electrical equipment on the premises will be of safe design and construction and properly maintained at all times and required PAT Testing carried out.

#### 8.12 Chemicals and Substances

Tipperary ETB will comply with the *Safety Health and Welfare at Work (Chemical Agents) Regulations 2001* when involved in the purchase, use, and storage of chemicals i.e. cleaning agents, toner etc.

#### Information

Material Safety Data Sheets (MSDS) should be provided by relevant teaching staff for all chemicals, or substances. These provide detailed information on each substance used.

#### Labelling

Containers of chemicals must be correctly labelled at all times. This label should contain information on the precautions necessary, as well as an orange label with the appropriate hazard symbol. Substances should **NOT** be transferred to an unlabelled container at any time.



## **9 FIRE SAFETY**

### **9.1 Fire Safety Policy**

Coláiste Phobal Ros Cré will comply with:

- The Fire Services Act 1981.
- The Safety, Health and Welfare at Work Act, 2005.
- The Building Control Act, 1990.
- The Building Regulations 1997 & Associated Regulations.

Suitable firefighting equipment is available in the school. Fire Drills are carried out twice yearly, results are recorded and held on file with management. Emergency evacuation procedures are posted in all classrooms.

### **9.2 Training of Staff in Emergency Procedures**

All staff in the school will work together to ensure all staff/students/contractors and night time students are fully aware of the procedure to be implemented in the occurrence of an emergency.

#### **Actions to take in the event of a fire:**

- Notify the emergency services.
- Notify the Principal of the emergency.
- Evacuate the building.
- Check specific areas such as toilets for occupancy.
- Insure all persons have left the buildings.
- Assist any disabled persons (if safe to do so) in exiting the building.
- Closing doors/windows and other openings (if safe to do so) prior to exiting the building.
- Liaise with the fire services with a view to providing relevant information.

#### **Fire Safety Register shall include:**

- Training of personnel, certificates etc.
- Evacuation drills, times, dates etc.
- Record of maintenance on fire alarms and fire equipment.

### **9.3 Fire Drills / Emergency Plans**

Fire drills must be carried every 6 months and results must be recorded and documented on the Fire Drill Record Book issued by Tipperary ETB. Fire evacuation procedures must be posted around the building, and highlight the designated assembly point.

## 9.4 FIRE PREVENTION

### FIRE PREVENTION

- Don't hang clothing or flammable material over or near heating equipment
- Do not let paper, oily rags or other rubbish accumulate.
- Do not smoke in prohibited areas.
- Use proper sealed containers for flammable liquids, no open tins or buckets.
- Do not overload electric sockets – “one socket one plug”
- Handle flammable liquids at a safe distance from possible source of ignition.
- Bitumen boilers, soldering irons and gas rings must be on non-combustible stands.
- Switch off at mains any electrical equipment not in use.

### FIRE PRECAUTIONS

- Make sure you know what to do in case of a fire.
- Make certain you know your escape route.
- Keep fire doors clear and unobstructed.
- Do not obstruct access to fire extinguishers.
- Ensure you know how to operate the fire extinguishers in your area.

### FIRE EXTINGUISHERS

- Water **(Red)** - Use on paper, wood and solid flammable.
- CO2 **(Black)** - Use on liquids, gases and electrical fires.
- Foam **(Cream)**- Use on flammable liquids.
- Powder **(Blue)** - Use on all types of fires but primarily fires involving metals, such as aluminium and magnesium.

### ACTIONS TO TAKE IN THE EVENT OF A FIRE

- Raise the alarm and then call the fire brigade.
- Close doors and windows to prevent the spread of fire.
- Evacuate the building or area you are working in.
- Fight the fire with extinguishers provided but don't put yourself at risk.
- Do not use water to put out electrical fires.

### EMERGENCY PROCEDURE

When you hear the alarm, please do not panic.

Switch off any equipment you may be using but do not put yourself at risk.

Walk to the nearest exit point and gather at the assembly point.

Wait at the assembly point until the roll call is carried out and the all clear has been given.

## **10 MONITORING AND REVIEW**

To ensure that continuous improvement takes place, risk identified will be continuously monitored and reviewed and all identified risks in the workplace that could cause harm to staff and others, are carefully examined and appropriately managed.

This Safety Statement and Risk Assessments will be reviewed on an annual basis by Tipperary ETB Health and Safety Officer, Ms. Shauna Nolan, in consultation with Mr. Michael O'Connor and will be modified as names of responsible persons change, as risk changes, or as changes in legislation occur.

*DRAFT*

## 11 EMPLOYEE SIGNAGE SHEETS

### SAFETY STATEMENT

EMPLOYER:

COLÁISTE PHOBAL ROS CRÉ

**I Confirm that:**

I have read and I understand the contents of the Safety Statement, and will fully comply with its requirements and take all reasonable precautions to safeguard the Health and Safety of others and myself.

NAME	SIGNATURE	DATE



[illegible]



[illegible]





















**APPENDIX I**
**ACCIDENT OR INCIDENT RECORD FORM**

 Accident: ☐ Incident: ☐
**INJURED PARTY DETAILS:**

First Name(s):

Surname:

Address (School/Centre/Office):

D.O.B:

Status (Please tick appropriate box)

 Staff: ☐ Student: ☐ Visitor: ☐ Contractor: ☐

If Contractor, what work was taking place:

Date of Accident/Incident:

Time and Location of Accident/Incident:

Date Accident/Incident reported to Tipperary ETB:

Where appropriate, more than one box in each section may be ticked.

TYPE OF ACCIDENT	✓	PART OF BODY INJURED	✓	Specify Side (Left/Right)
Injured/damaged by a person	<input type="checkbox"/>	Head	<input type="checkbox"/>	<input type="checkbox"/>
Struck by/contact with	<input type="checkbox"/>	Eyes	<input type="checkbox"/>	<input type="checkbox"/>
Caught in/under	<input type="checkbox"/>	Face	<input type="checkbox"/>	<input type="checkbox"/>
Slip/Trip/Fall	<input type="checkbox"/>	Neck, Back, Spine	<input type="checkbox"/>	<input type="checkbox"/>
Sharps	<input type="checkbox"/>	Chest, Abdomen	<input type="checkbox"/>	<input type="checkbox"/>
Road Traffic Accident/Crash	<input type="checkbox"/>	Shoulder	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to substances/environments	<input type="checkbox"/>	Upper Arm	<input type="checkbox"/>	<input type="checkbox"/>
Manual Handling	<input type="checkbox"/>	Lower Arm, Wrist	<input type="checkbox"/>	<input type="checkbox"/>
		Elbow	<input type="checkbox"/>	<input type="checkbox"/>
		Hand	<input type="checkbox"/>	<input type="checkbox"/>
		Finger	<input type="checkbox"/>	<input type="checkbox"/>
		Hip Joint, thigh, kneecap	<input type="checkbox"/>	<input type="checkbox"/>
		Knee Joint	<input type="checkbox"/>	<input type="checkbox"/>
		Lower Leg	<input type="checkbox"/>	<input type="checkbox"/>
		Ankle	<input type="checkbox"/>	<input type="checkbox"/>
		Foot	<input type="checkbox"/>	<input type="checkbox"/>
		Toe (one or more)	<input type="checkbox"/>	<input type="checkbox"/>
		Trauma, Shock	<input type="checkbox"/>	<input type="checkbox"/>
<b>TYPE OF INJURY</b>		<b>Other (please specify):</b> _____		
Fatality	<input type="checkbox"/>	_____		
Bruise	<input type="checkbox"/>			
Concussion	<input type="checkbox"/>			
Internal Injury	<input type="checkbox"/>			
Abrasion/Graze	<input type="checkbox"/>			
Fracture	<input type="checkbox"/>			
Sprain	<input type="checkbox"/>			
Torn Ligaments	<input type="checkbox"/>			
Burn/Scalds	<input type="checkbox"/>			
Frostbite	<input type="checkbox"/>			
Injury not Ascertained	<input type="checkbox"/>			
Trauma	<input type="checkbox"/>			
Occupational Disease	<input type="checkbox"/>			
Other (please specify)	<input type="checkbox"/>			

## DETAILED DESCRIPTION OF ACCIDENT/INCIDENT

Give a full description of:

- The work/activity being carried out when the accident occurred
- The part of body where injury occurred e.g. right arm, left leg, 3<sup>rd</sup> finger right hand etc
- Equipment being used if any
- Steps taken after accident happened e.g. first aider called, taken to doctor, bandage applied etc.
- Steps taken (if possible) to prevent accident reoccurring

CONSEQUENCES	RESULT	ANTICIPATED ABSENCE
<input type="checkbox"/> Fatal	<input type="checkbox"/> Medicine <input type="checkbox"/> Sent Home	<input type="checkbox"/> None <input type="checkbox"/> 1-3 Days
<input type="checkbox"/> Non-Fatal	<input type="checkbox"/> Light Duty <input type="checkbox"/> Sick Leave	<input type="checkbox"/> 4-7 Days <input type="checkbox"/> 7 Days +

**Declaration:** IPB Insurance is classified as a Data Controller under Irish Data Protection Legislation. The information you provide to us as part of your claim application will be processed by us to confirm your identity, process your application and to record and cross reference particulars of your claim in insurance industry databases for fraud prevention purposes. This may involve exchanging information with Insurance Link, the anti-fraud claims database run by the Irish Insurance Federation. In certain cases we may also share your information with other insurance providers and private investigators.

I/We hereby declare that the statements on this form and the information provided in addition are true and complete, to the best of my/our knowledge and belief

Signature of Teacher present: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Principal / Vice Principal: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX II – HEALTH AND SAFETY TRAINING RECORD

[illegible]



**etb**  
Engineering Technology Board  
Advancing the Standard of the  
Engineering Profession

## Hazard Report Form

All Identified Hazards MUST be reported to Management

### APPENDIX III

Identified Hazard	What is the Risk?	Risk Rating	Suggested Controls	Presented To Principal & ETB	Date	Signature	Actions Taken	Date	Signature

Principal/Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **APPENDIX IV**

### **RISK ASSESSMENTS**

Risk assessments have been carried out at Coláiste Phobal Ros Cré by Mr. Michael O'Connor with the assistance of his staff using template Risk Assessments provided by the Health and Safety Authority.

#### **Risk Assessments Attached**

