



Safety Statement

**ST. PAUL'S SCHOOL
BEECH HILL, MONTENOTTE, CO. CORK, T23 P529.**

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FEBRUARY 2024



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REVISION OF SAFETY STATEMENT

| Rev. No | Date | Change | Reviewed by |
|---------|-------------------------------|--|----------------|
| 1 | 1 st February 2024 | New Document after site visit and meeting with the Principal | Brendan Cronin |
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This document has been prepared by a staff member of Ayrton Group. Any changes made by a non-staff member or person not appointed by Ayrton Group will nullify all responsibility which Ayrton Group may have for this, as well as any associated documentation. Such reviews, revisions & changes to this, as well as any associated documentation, must only be made by an officially appointed person, who is competent to make such changes, carry out such reviews & deliver such revisions.

1. GENERAL HEALTH AND SAFETY POLICY

This Safety Statement sets out the general policy of **St Paul’s School, Beech Hill, Montenotte, Co. Cork T23 P529**. The Board of Management of St Paul’s School brings to the attention of its staff the following arrangements for safeguarding the Safety, Health and Welfare of the pupils, those employed and working in the school and visitors to St. Paul’s School.

This Policy requires the co-operation of all staffs. It shall be reviewed annually or more frequently, if necessary, in the light of experience, changes in legal requirements and operational changes. A safety audit will be completed annually by the Board of Management Safety Officer. A report shall be made to staff and the board of management. All records of accidents, incidents, and ill-health. These records are reviewed annually or more frequently, if necessary, by the School Safety Officer and Board of Management Safety Officer in conjunction with the School Nurse and Principal.

This policy aims to ensure St Paul School, will do all that is reasonably practicable to secure the Safety, Health, and Welfare of our staff and pupils whilst at work and all others affected by our work.

St. Paul’s School will endeavour to comply with all legal enactments relating to Safety, Health and Welfare in the workplace.

This Safety Statement is prepared in accordance with *Section 20 of the Safety, Health and Welfare at Work Act 2005*.

We will also endeavour to take account of the *Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2023*.

Safety is everybody’s responsibility, and it is the duty of all personnel to take all reasonable precautions to avoid injury to themselves and those who may be affected by their actions.

St. Paul’s School recognises that the primary responsibility for providing and maintaining safe working conditions bears on Management and will endeavour to do everything that is reasonably practicable to comply with this responsibility. The achievement of a safe and healthy working environment requires the commitment and co-operation of all staff and others affected by our work.

SIGNED:

DATE: ___/___/___

JERRY CORKERY
CHAIRPERSON
BOARD OF MANAGEMENT

2. SAFETY MANAGEMENT & CONTROL

INTRODUCTION

St. Paul's School is located in Montenotte in County Cork. It caters for 97 pupils aged 4 to 18 years of age. There are 7 classes for pupils with a moderate intellectual disability and 8 classes for pupils with a severe or profound intellectual disability. The Board of Management guides the management of the school and maintains links with all stakeholders. School policies are developed collaboratively, and all school policies are available to parents and guardians.

St. Paul's School currently has, along with the Principal; 1 Administrative Deputy Principal, 15 fulltime teachers, 2 part time teachers for Art and Physical Education, 44 special needs assistants. There is also 1 full time secretary, and a part time caretaker. 3 nurses employed by Cope Foundation are based in St. Paul's School.

St. Paul's School is a school which strives to provide a caring, learning environment, which facilitates the nurturing of each pupil's full educational potential. We strive to provide a well-ordered, happy and secure atmosphere where the intellectual, spiritual, physical, moral and cultural needs of all pupils are identified and addressed.

This Safety Statement covers Staff subcontracted to St Paul Special School

WHAT IS THE SAFETY STATEMENT?

The Safety Statement is the written policy of St. Paul's School detailing how Safety, Health and Welfare at Work, along with all related matters, are being managed.

WHO SHOULD READ IT?

Each staff member has a duty to familiarise themselves with the Safety Statement and its contents. The Safety Statement is freely available to staff. It will be read to any staff, who has difficulty in reading it, in a language that he or she can understand.

This Safety Statement must be brought to the attention of all staff at least annually, as per the requirements of the Safety, Health & Welfare at Work Act, 2005.

VISITORS, CONTRACTORS AND OTHERS WHO VISIT OR ARE INVITED TO THE PREMISES

Any person visiting, working or attending our workplace for any reason, or for whom we carry out work, is invited to read the Safety Statement.

UPDATES AND AMENDMENTS

Changes will inevitably occur from time to time. These will be recorded and updated in this Safety Statement.

NEW LEGISLATION AND STANDARDS

St. Paul's School will do all that is reasonably practicable to keep abreast of and to comply with new legislation and standards, as these become statutory.

REVIEW OF SAFETY STATEMENT

St. Paul's School must review this Safety Statement at regular intervals, at least every year or where major changes in equipment or work practices occur. Appropriate changes must be made where deemed necessary.

These changes are to be discussed with the staff concerned by Management. This Safety Statement must be brought to the attention of all staff at least annually.

ANNUAL REPORT

Reference shall be made to the Safety Statement in the annual Directors Report (*as per various requirements of Sections 325, 326 & 327 of the Companies Act 2014*), in accordance with *Section 20 of the Safety Health and Welfare at Work Act, 2005*. This should cover areas such as resources, in terms of time, effort and finance given or proposed for Safety, Health and Welfare issues. It should also report on progress made and accident/incident data for the period covered.

3. RESPONSIBILITIES

It is the duty of staff at all levels within St. Paul's School to comply with the Safety Statement and to carry out their responsibilities as detailed in it. It may be appropriate for a person to delegate some of their function, but ultimate responsibility still lies with St. Paul's School management.

There is a duty on EVERY one of us to ensure not just our own health and safety but also that of each one of our colleagues and others affected by our work.

3.1 Board of Management/Chairperson

As the persons responsible, has the ultimate responsibility in taking control, establishing and maintaining a policy on Health and Safety. This policy shall be represented as this Safety Statement.

All staff must follow this guidance with our work method statements and risk assessments.

In accordance with the general duties placed upon us by *Sections 8 to 11 of the 2005 Act*, St. Paul's School shall, in so far as is reasonably practicable, ensure compliance with the Safety Statement by:

1. Taking a first-hand interest in the Safety Policy and to support those whose function it is to implement it.
2. Providing the resources necessary, in terms of the time, effort and finance required to promote Health and Safety in this workplace.
3. Taking an active part in reviewing any relevant reports and audits, identify any relevant changes and improvements (and prioritising their implementation), and ensuring that Health and Safety is considered at the planning stage of all new work.
4. Ensuring that all staff are held accountable for their performance in relation to Safety, Health and Welfare in the workplace, with regard to themselves, their fellow Staff and others, who may be affected by their work.
5. Ensuring that all staff are competent in their own individual tasks.
6. Ensuring that all materials and equipment supplied comply with the requirements of safety legislation and standards and that no items purchased shall interfere with existing standards of safety in the company.
7. Ensuring that the 'Safety Policy' is understood, by all Staff by allowing each staff access to the Safety Statement. If any Staff have a difficulty in reading or understanding the Safety Statement it will be read to them in a language that they can understand.
8. Ensuring that when changes or amendments are made to safety documents or procedures that these are circulated to all Staff.
9. Ensuring that all Staff receive adequate training to carry out their tasks safely.
10. Ensuring that all Staff accept training or literature given in relation to Safety and Health and accept any advice given by a competent person.
11. Ensuring that all Staff understand that Health and Safety information about their work is available to them as a right.
12. Ensuring that the Safety Statement is brought to the attention of the Staff at least annually.

3.2 Other Responsibilities of Management

(e.g. Principal where appointed by St Paul's School).

St. Paul's School may from time to time appoint a Principal/Deputy Principal to particular jobs, as the need arises. The following is an outline of the associated responsibilities:

1. Ensuring that activities are planned so that they may be carried out safely.
2. Ensure that all equipment and safety devices are properly maintained and are safe to use.
3. Ensuring that only competent personnel adjust, operate and maintain equipment.
4. Ensuring the safety of lesser-experienced staff and students on placement are never in jeopardy, from the work they are doing.
5. Ensuring that where personal protective equipment (P.P.E.) is required, it is worn, used and maintained.
6. Ensuring that adequate safety training is provided as necessary and that it is availed of by staff.
7. Ensuring that staff are aware of the actions to be taken in case of an emergency and that properly maintained firefighting equipment is available.
8. Ensuring that good housekeeping standards are maintained and access/exit routes as well as fire exits, and fire points are never obstructed.
9. Ensuring that all accidents and dangerous occurrences are thoroughly investigated, and remedial actions are taken. St. Paul's School management must be informed of all accidents and near misses as soon as is reasonably practicable.
10. Ensuring that any changes in processes, procedures or equipment by way of new purchases, modification or the addition of new components or work tasks are risk assessed taking full account of health and safety issues and do not endanger the safety and health of staff or pupils who may be affected by our work.
11. Considering and supporting any representation about Health and Safety from staff.
12. Providing effective supervision of all working practices in St Paul's School.
13. Taking a direct interest in the Health and Safety of the staff and pupils.
14. Ensure that all contractors have appropriate experience, have insurance and training in place, and have prepared adequate risk assessments and method statements for their intended tasks.
15. Review contractor training and safety documentation on site and ensure that the controls set out in Risk Assessments and Method statements provided are being adhered to.

3.3 Staff

All staff are expected to co-operate fully with all provisions taken by St. Paul's School for ensuring the Safety, Health and Welfare of staff and pupils.

All staff are expected to:

- Immediately report all accidents, dangerous occurrences, unsafe conditions and unsafe acts to the person in charge.
- Adhere to all safe systems of work, comply with and beware of hazard warning signs and safety signs, which indicate dangerous machinery, substances or procedures.

All staff have specific statutory responsibilities under the *Safety, Health and Welfare at Work Act, 2005, Sections 13 and 14*. This legislation is outlined as follows:

It shall be the duty of every staff while at work:

- To take reasonable care of his/her own safety, health and welfare and that of any other person, particularly pupils who may be affected by his/her acts or omissions while at work.
- To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.

- To use in such a manner 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 while at work)
- To report to his/her employer or his/her immediate supervisor, without unreasonable delay, any defects in equipment, place of work or system of work, which might endanger safety, health or welfare of which s/he becomes aware.
- Not to be under the influence of alcohol or drugs to the extent that would pose a danger to themselves or to others.
- If reasonably required by the employer, to submit to any appropriate, reasonable and appropriate tests as may be required by Statutory Regulations or as set out under the *Safety, Health and Welfare at Work, 2005 Act*.
- Not to engage in improper behaviour such as bullying or horseplay which could endanger any other person, in the workplace.
- Where safety and health training related to a particular task is required by the employer or by safety and health legislation, attend and undergo, as appropriate, any reasonable assessment required.
- 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.

Other statutory staff responsibilities are as laid down in the *Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2023*. These state that every staff has a duty to consider training and instruction given by their employer in relation to:

1. Making correct use of machinery, apparatus, tools, dangerous substances, transport equipment and other means of production.
2. Where personal protective equipment is provided that the staff:
 - a) Should make full and proper use of this.
 - b) Uses it in accordance with the information, instruction and training provided by the employer.
 - c) Take all reasonable steps to ensure that the staff returns this equipment to storage after its use.

3.4 Visitors

All visitors to St. Paul's School including persons from the general public, sales people, consultants, inspectors, etc, have a responsibility to assist the school in fulfilling its statutory duties. In order to achieve this visitors must adhere to the following general rules:

- Visitors must be supervised at all times by a member of staff .
- Visitors must observe the company's Safety Rules and any instructions given by staff.
- Visitors must not enter unauthorised areas unless given permission by staff.

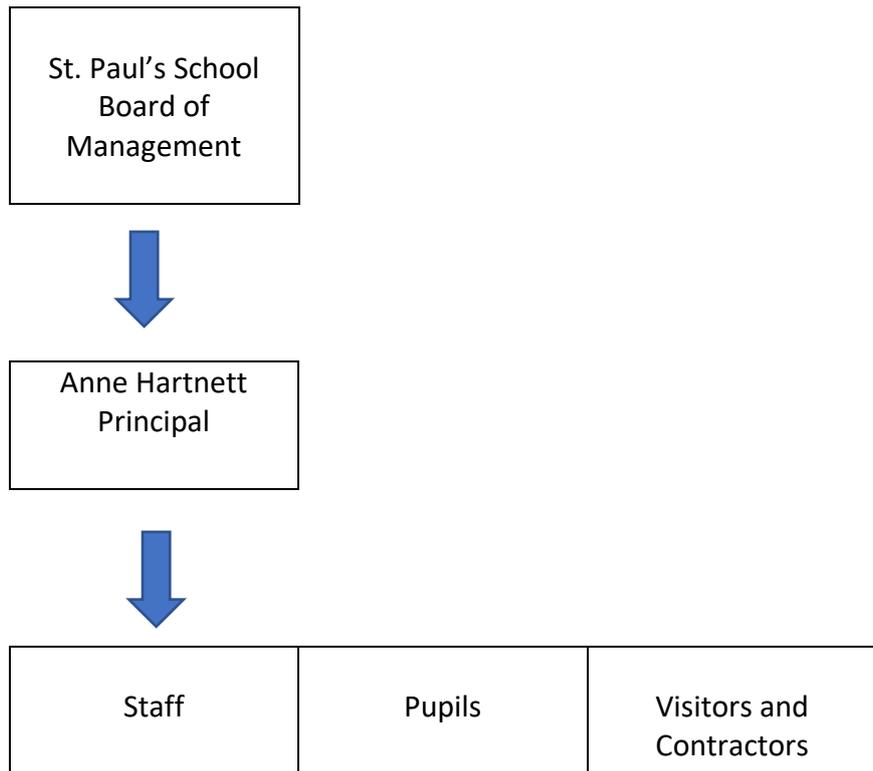
3.5 Organisational Chart

There is a duty on EVERY one of us to ensure not just our own health and safety but also that of each one of our colleagues and all pupils affected by our work.

It is the duty of staff at all levels to comply with the Safety Statement and to carry out their responsibilities as detailed in it. Please refer to the relevant page for your responsibilities and seek advice or guidance on any area of doubt. All staff will be briefed of its content and will sign a form stating that they will comply with its content.

To ensure successful implementation of the Safety Statement, members of this organisation will have specific responsibilities. It is of the utmost importance that these functions are properly delegated in their absence and the name of the other person is notified to all concerned.

The functional responsibilities are set out below.



3.6 Table of Responsibilities

| OPERATION | TITLE | NAMES |
|----------------------------------|------------------|--|
| Overall responsibility. | | Board of Management |
| Accident Investigation | Principal | Anne Hartnett |
| Risk Assessments | | All Staff |
| PPE Identification | | All Staff |
| First Aid Supplies | | School Nurses |
| Trained First Aider | | School Nurses |
| Safety Representative | Deputy Principal | Margaret Meade |
| Safety Officer | SNA | Mary Mannix |
| Identification Of Training Needs | | Board of Management & Staff |
| Delivery Of Training | | Outside Source In School Management (ISM) Team School Speech and Language Therapists (SLTs) School Nurses |
| Safe Work Procedures | | Board of Management |
| Emergency Drill / Plan | | Anne Hartnett |
| Preventative Maintenance | | All Staff |
| Statutory Inspections | | All Staff |
| Design / New Product | | All Staff |
| Purchasing | | Board of Management |
| Supervision To Ensure Safety | | All Staff |

| | | |
|-------------------------------------|--|---------------------|
| Remedial / Corrective Action | | Board of Management |
| Health Surveillance | | All Staff |
| Consultation | | Board of Management |
| Staff Co-operation | | Board of Management |
| Review Process / Auditing | | Board of Management |

4. RESOURCES

St. Paul's School shall dedicate resources necessary to ensure in so far as is reasonably practicable, the Safety, Health and Welfare of staff and pupils.

The following resources will be dedicated:

1. St. Paul's School Management and if necessary, Consultants or Competent Persons will provide appropriate safety consultancy, auditing and training input.
2. The Time required for consultations, reports, investigations, audits and meetings where Safety, Health and Welfare are concerned.
3. The Effort required for instigating the proposed policy and supporting those, in so far as is reasonably practicable, who have responsibility for staff and pupil Safety, Health and Welfare to carry out their functions.
4. The Finances required to ensure, in so far as is reasonably practicable, the Safety, Health and Welfare of staff and pupils. The aim shall be to provide adequate staff training and for the improvement or upgrading of present provisions, or starting of new provisions for securing the Safety, Health and Welfare of staff and pupils.
5. The resources required to ensure that Safety, Health and Welfare in the workplace is considered at the planning stage of all new work, where this new work may have effects on staff and pupil Safety, Health and Welfare.

4.1 Consultation

Where possible, projects involving or affecting Safety, Health and Welfare at Work will be discussed in advance in this method and all opinions will be taken into consideration before management decisions are taken, as is required in *Section 26 of the Safety, Health and Welfare at Work Act, 2005 Act*.

Each staff member will be given the opportunity to make representations to management as applicable.

Section 25 of the Safety, Health and Welfare at Work Act 2005 makes provision for the election from amongst the staff of a Safety Representative. Management will assist staff in this regard and will recognise the role of the Safety Representative.

Staff will be given access to any information in the possession of Management that pertains to the Safety, Health and Welfare of staff, subject to the exclusion of:

- Information relating to an individual.
- Information pertaining to St. Paul's School taking or defending a legal action.
- Information, which may not be disclosed without contravening a legal prohibition.

As per the Construction Regulations of 2013 to 2023, should St. Paul's School have more than 20 persons on any site we shall put in place the necessary arrangements for the provision by the staff of a SAFETY REPRESENTATIVE.

Should St. Paul's School ever have more than 20 persons under our direct control on a site at any one time, or 30 persons engaged in construction work, we shall appoint a Safety Officer in writing, as per Regulation 26.

We will ensure that a full time Safety Advisor is appointed where more than 100 persons on any of our construction sites at any one time (Regulation 18).

5. TRAINING

In relation to the training of staff, we intend to comply with the duties placed upon us by the *Safety, Health and Welfare at Work Act, 2005, Section 10*.

It is recognised that ongoing Safety Training is required in order to assist in the maintenance of a high standard of service. Safety Training and Safe Work Procedures, such as Manual Handling training, will be built into every training package. However specific training will be provided for matters such as Fire Safety, Emergency Procedures and First Aid.

All staff will receive induction training upon commencing employment, this will include good housekeeping practices and hygiene. St. Paul's School will ensure that the staff are made aware of the hazards present and the safety precautions necessary. The primary purpose of instruction and training is to create a tendency always to think and act in terms of doing the work safely.

All training will be recorded.

Where it is deemed to be necessary, staff will be given further training or retraining as required and this will also be recorded, and progress monitored.

Areas of training, provided, are:

- CPD – Dept. of Education
- Child Protection
- Emergency Procedures – Fire Extinguisher Training
- Manual Handling and Patient Handling
- Diabetes training
- Paradehyde
- Buccal Midazolam
- Pupil Equipment
- New Technology

6. DISCIPLINARY PROCEDURE

Breaches of Health and Safety regulations at St. Paul's School may be treated as a matter of discipline and depending on the seriousness of the breach, may be dealt with by suspension without pay or dismissal without notice.

For breaches of the Health and Safety regulations, which do not warrant such action, the staff member will be warned and given a reasonable opportunity to put them right. All such records will be kept in the Staff's personnel files.

In the event of a breach of St. Paul's School rules or failure to work to an appropriate standard, the following procedure will be followed.

| | | |
|---|-------------------------------------|---|
| 1. | Verbal Warning / Counselling | Record. Copy of form to personnel file. |
| The staff will initially be given a verbal warning and counselling by his or her immediate supervisor which will be recorded on the staff's personnel record. | | |
| 2. | Written Warning / Formal | Record. Copies to person concerned, supervisor/manager and personnel file. |

| | | |
|--|-------------------------------|---|
| In the event of a <u>further</u> breach of conduct, poor attendance or lapse of performance, the staff will be issued with a formal written warning. This warning will remain on the staff's personnel file. | | |
| 3. | Final Written Warning | Record. Copies to person concerned, supervisor/manager, shop steward and personnel file. |
| In the continuing event of further breaches of conduct or performance, the staff will be issued with a Final Written Warning. At this stage, ST. PAUL'S SCHOOL may also impose a period of suspension without pay. | | |
| 4. | Suspension / Dismissal | Record. Inform the person of the right to appeal. Note to personnel file. |

If, following a period of suspension without pay and/or a final written warning, and the staff member is guilty of further breaches; the staff will be dismissed. All warnings will remain on file one year from the date of issue, subject to the attainment of the necessary sustained improvement.

In cases of misconduct warranting summary dismissal - the following procedure applies. For incidences as listed above, St. Paul's School may summarily dismiss staff without recourse to the procedure outlined in clauses 1-4 above.

In cases where St. Paul's School considers that the summary dismissal is warranted, it may suspend staff with pay to facilitate investigation of the case. Following the investigation of any matter under this clause, St. Paul's School may decide either to impose another form of discipline i.e. dismissal, suspension without pay and/or final written warning, without recourse to the procedure outlined in stages 1 to 4.

If behaviour alters or becomes satisfactory, the staff needs to know that Warnings are not held over them. In brief St. Paul's School disciplinary procedure consists of:

1. A verbal warning.
2. A written warning for repeat, or more serious first offences.
3. Final warning, suspension or probationary period.
4. The right to immediately dismiss staff is retained for more serious offences.

6.1 Examples of Gross Misconduct

The following is a list of examples of gross misconduct: -

1. Negligence resulting in injury or possible injury to pupils and/or staff and/or others, destruction / damage to St. Paul's School property or goods.
2. Drunkenness while at work.
3. Possession, use of, or being under the influence of drugs while at work.
4. Wilful neglect or destruction of St. Paul's School property.
5. Falsification of returns or other official documentation.
6. Working while on sick leave.
7. Fighting or threats of acts of physical violence.
8. Possession, on St. Paul's School premises, of firearms or arms defined by law.
9. Theft of St. Paul's School or other staff/pupil's property.
10. Interference with or theft of First Aid or other safety equipment.
11. Sabotage, attempted sabotage or threatened sabotage of St. Paul's School or any staff/pupil's property.
12. Deliberately restricting output or quality of work.
13. Violation of other staff/pupil's rights/freedom by threats of violence or other action.
14. Serious misconduct affecting the interests of the staff/pupil and/or St Paul's School.
15. Refusal to carry out a lawful instruction given by a level of authority.
16. Unauthorised use, possession or disclosure of St. Paul's School private information.
17. Disregard of St. Paul's School Rules and Regulations, policies and procedures and the contents of this Safety Statement or specific instructions given.

18. Disregard the fire precautions, particularly those relating to smoking in prohibited areas.
19. Driving St. Paul's School bus in a reckless manner or under the influence of drink / illegal substances.

7. ACCIDENTS AND DANGEROUS OCCURRENCES

Always keep a mobile phone available in the school and check it is functioning properly.

7.1 Recording, Reporting & Investigation

St. Paul's School is aware that **there is a legal onus upon us to record and investigate all accidents, incidents and dangerous occurrences** in line with the Safety, Health and Welfare at Work (General Application) Regulations (Amendment No.3) 2016 (S.I. No. 370 of 2016) part of the Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2023 (S.I. No. 610). Our motivation to do this properly is the knowledge that if we put the information that we collect to good use, we can reduce or maybe even eliminate the risk of such occurrences happening again.

Fatalities, Reportable Injuries and Dangerous Occurrences should be reported using the online reporting system on the HSA website (<https://webapps.hsa.ie/Account/Login?ReturnUrl=%2f>) or the paper-based **Accident Report Form I.R.1.** or the Form of **Notice of Dangerous Occurrences, Form I.R.3** and a copy sent to the Health and Safety Authority.

Non-fatal accidents:

The injury of any staff because of an accident while at work must be reported, where the injury results in the staff being unable to carry out **their normal work** for more than three consecutive days, excluding the day of the accident. (This includes staff who, following an accident at work, are either not at work or who are at work but assigned to 'light duties' until such time as they recover fit to work).

In calculating the days, weekends and other non-working days should be included.

The injury of a person who is not a staff of St. Paul's School and who is not at work (such as a visitor or member of the public) but whose injury resulted from work activities, must be reported if the injured person has had to be taken from the location of the accident to receive treatment in respect of that injury in a hospital or medical facility.

Non-fatal accidents should be formally reported within 10 working days of the event.

Fatal accidents:

Fatal accidents in a workplace should be reported immediately to the Health and Safety Authority (HSA) or the Gardaí so that the necessary action, including any investigation by the Authority, can take place.

The formal accident report form should be submitted to the Authority within 5 working days of the death.

The death of a person who is not a staff of St. Paul's School and who is not at work (such as a visitor or member of the public), but who dies from an accident caused by a work activity at the place of work, must also be reported.

Dangerous Occurrences:

Dangerous occurrences listed in Appendix 1 of the Safety Health and Welfare at Work (General Application) Regulations 2007 to 2023 are also required to be formally reported within 10 working days of the event. All recording should be carried out on the Health and Safety Authority online reporting system.

Those who are required to report accidents and dangerous occurrences under the Regulations are also required to keep records for a period of **10 years** from the date of the incident. The records can be kept in the same format as the report made – that is, a copy of the report submitted to the Authority will suffice to meet the obligation.

Ultimate responsibility for this recording and investigating process is that of St. Paul's School who will organise such reporting and recording.

- All accidents and dangerous occurrences shall be recorded on the Accident Report Sheet.
- Accidents must be recorded and investigated by management as soon as possible after the accident.
- Preserve the area of the incident immediately until the investigation is completed.
- All accidents must be reported to St. Paul's School Principal/Deputy Principal immediately, who must investigate them.
- Reporting accidents and dangerous occurrences is a duty of every staff.

7.2 Procedure in case of Accidents, Dangerous Occurrences or Near Miss Incidents

1. Clear the area of the occurrence immediately. If necessary, cordon off that area.
2. Preserve the area of the incident immediately until the investigation is completed.
3. St. Paul's School management must be informed immediately.
4. An investigation must take place into the cause of the occurrence to identify the factors involved.
5. In this way, the problems may be identified and remedied before any further risk is taken.
6. No work should proceed until St Pauls Special School, or your supervisor is satisfied that it is safe to return to work.

Where damage to property has occurred, no staff should enter the area until this has been rectified, investigations have been completed and the property or equipment have been repaired or replaced.

7.3 For serious injury or collapse

When calling the ambulance, use a mobile phone if possible. This allows you to speak to the operator when you are with the injured person and they can give you advice, ask questions and help you as much as possible until the ambulance arrives. The information you pass on to the operator will be passed onto the ambulance crew and may assist them when they arrive at the scene. Where damage to property has occurred, no staff should enter the area until this has been rectified, investigations have been completed and the property or equipment has been repaired or replaced.

When an accident occurs, you must ensure that the place is made safe before touching the injured person or the machinery involved. Always isolate electricity when electrical shock is suspected. Do not move the casualty unless they are in immediate danger of further injury, or they can move themselves. If any personnel on site cannot treat the injury, a doctor or the Ambulance Services must be called.

If the injured person can be transported, then he/she may be taken to a doctor or the local Hospital. If a chemical agent is involved in the injury, always take the relevant or container and label, with the injured person, as this can be very helpful in treating the injury. When the Emergency Services arrive or when you arrive at a hospital, you must give a clear and exact account of what has happened to the medical personnel receiving the injured person.

The golden rule to adopt is - ***Never place yourself in danger whilst trying to help someone else, especially if you are unsure of what you are doing.*** You do not want to become the second casualty.

7.4 Accident Report

The site of the accident or incident must be preserved until the Accident Report has been written. This should be carried out as soon as possible after the accident, the priority being of course the injured person. This is the responsibility of St Pauls School Management. Its purpose is to help identify the cause with the aim of preventing a recurrence as well as keeping St Paul's School records. Take photographs of the accident scene as soon as possible. These will provide vital information later when the area has been disturbed.

7.5 Sharps Injury Prevention Policy

Sharps injuries, where the skin has been punctured by a sharp, which has been used on a pupil or has been in contact with the pupil's blood or body fluid, can be very serious. Splashes of blood or body fluid onto broken skin, into eyes or mucous membranes can be regarded as sharps injuries. A human bite that breaks the skin is also a sharps injury.

The prevention of sharps injuries can be achieved by using:

- Needle-less connections
- Safe intravenous catheters
- Plastic micro bane capillary tubes
- Plastic vacuum collection tubes
- Blunt suture needles
- Automatic retracting finger/heel stick devices
- Blood drawing devices with integrated safety features
- Injection equipment with safety features

8. FIRE / EXPLOSION / EVACUATION

FIRE

CALLING THE FIRE BRIGADE

- 1. DIAL 999 or 112.**
- 2. ASK THE OPERATOR FOR THE FIRE BRIGADE.**
- 3. WHEN THE FIRE BRIGADE ANSWERS, STATE DISTINCTLY:**
 - a. FIRE AT:**

St Pauls School, Beech Hill, Montenotte

- b. NEAREST MAIN ROAD OR LANDMARK:**

T23 P529

- c. YOUR PHONE NUMBER IS:**

Give Mobile

- 2. DO NOT ASSUME** that the call has been received until the above information has been acknowledged by the Fire Brigade.
- 3. Assign a staff member with a mobile phone to the entrance on the main road to direct the Fire Brigade to the correct entrance**
- 4. Bring your phone with you and keep it switched on in case the Fire Brigade should ring back to confirm details.**
- 5. IF Evacuation is necessary, proceed to the ASSEMBLY POINT at the designated ASSEMBLY POINTS**

6. **Bring the daily attendance sheet to conduct a roll call.**
7. **DO NOT RE-ENTER THE PREMISES, remain at assembly point until otherwise advised.**

USEFUL PHONE NUMBERS:

| | |
|---------------------------|--------------|
| Emergency | 999 / 112 |
| Hospital | 021 492 2000 |
| Garda Station | 021 455 8510 |
| Health & Safety Authority | 0818 289 389 |

FIRE EVACUATION PROCEDURES

In the event of discovering a fire, activate the nearest fire alarm.
If it is safe to do so, extinguish the fire.

When the alarm sounds

Ensure **all staff and pupils, class visitors, are accounted for** as you leave the room. If it is safe to do so;
Bring the pupils' emergency medication.
Do not delay evacuation (leave your belongings behind you)

As you are exiting, **check in with your partner class;** to offer/ ask for help.
If they are not there, is there a sign on the door? Note where they are.

Close doors behind you as you leave.

Evacuate through the **nearest exit** (marked on the adjoining map)

Once outside, proceed to the nearest **Assembly point**.
(For Fire Drills, wheelchairs do not need to go up the hill to the assembly point)
Do not re-enter the building.

Each class and team **must stay together** at the assembly point.

Check that your **partner class** is also at the Assembly point. If you don't know where they are, phone them or alert the fire assembly coordinator.

If you know the **cause of the fire/** alarm immediately notify the fire assembly coordinator.

The fire assembly coordinator will have the evacuation list (hanging on exit door) and **check who is present** from the list.

Wait at the assembly point until the Fire assembly Coordinator gives further instructions.

8.1 Notes on Fire Safety

There are **2 fire assembly points** in St Paul's school. One outside the main door at the front of the school. The second is at the top of the Hill outside the Home Economics room.

The safest exit is your nearest exit. Go to your nearest exit and assemble at the nearest assembly point (regardless of what assembly point you are assigned to)

Ensure that you **know where your nearest exit is** and what your secondary exit strategy is should the fire be in your path. (E.g. If it is in the Home Ec Room, the laundry room, the Boiler house.

Once you are outside your safety has greatly increased

Ensure you have **contact details of your partner class**. If they are not at the assembly point and nobody knows where they are, they need to be contacted.

If your **exit door has a key**, it should be on a chain next to the door - always available - if not please arrange with Margaret/ Patrick to have this put in place.

Familiarize yourself with where the fire alarms and emergency exits are located so that in the event of discovering a fire you can activate the alarm. (They are marked on the fire maps in the corridors around the school)

Please keep equipment storage in the corridor to a minimum - store it in your shared area or in your classroom if possible. Ensure any **equipment** in the corridor is **not blocking access to the fire exit** or preventing a fire door from closing. The equipment should be lined up on the same side of the corridor so there is a **straight and safe path to the exit**. Ensure unused equipment is put into storage by Patrick.

If there is something obstructing a direct path to an exit, anywhere in the school, please move it out of the way.

During a Fire Drill, **wheelchairs do not** have to go up the hill at the back of the school. The teacher should go to the assembly point with the rest of the class and ensure that all staff and pupils in their class are accounted for, between the two locations.

Assign one staff member, ahead of time, to be responsible for bringing pupils' emergency medication. - If in the event of a real fire, you have forgotten the medication, parents/guardians can be contacted to come to the school with the medication.

Discuss the **class evacuation plan** as a team - Who is doing what; If you are assigned to help another class - know who is going. Know who is responsible for bringing the emergency medication. What is your secondary evacuation route?

Draw the attention of any new staff/ Volunteers and students to the fire evacuation procedures.

A Fire Drill will take place once a term - Please report any issues that arise to the Fire assembly coordinator. The two fire assembly coordinators will meet to debrief following each drill and write a brief report and action any possible improvements.

Fire Hazard in the school

Extension Cords - avoid using them. If using, ensure they are in good condition, with no exposed wires. Do not overload. If using it long term, inform Margaret as a safer solution should be found.

Candles - use with care, never leave unattended or unsupervised. Keep away from any fabric/ upholstery. Light for only a short duration. Candle smoke is prone to set off the fire alarm.

Dehumidifiers/ Air purifiers - Use with care and unplug when not in use. Check regularly ensuring filters are clean and dust free.

Tumble Dryers - high fire risk - ensure most of the lint is removed before and after use. **Doors to the laundry room need to be kept closed** at all times. Ensure dryer is off before you leave at the end of the day.

Kiln; Doors from the staff room to the Kiln should be kept closed.

8.2 Fire Assembly Point

Assembly point 1

In front of the main school door

Fire Assembly Coordinators; 1) Anne Hartnett 2) Julia Whelan 3) Elaine Sheehan

People to Assemble Here

(Listed in Fire evacuation Partners)

- 1) Green S - 2) Yellow S**
- 3) Red S - Orange S**
- 5) Purple S - 6) Gold S - 7) White S**
- 8) Green M**

Principal Anne Hartnett, **Secretary** Mandy O'Leary Hegarty **Caretaker** Patrick O' Riordan **P.E. Teacher** Ger Hurley **SLT** Aoife and Abby Nurses; Fiona and Jennifer

Ensure side gates are unlocked (Padlock codes **1969**)

Assembly point 2

At the top of the Hill outside the Home Ec room

Fire Assembly Coordinator; 1) Margaret Meade 2) Aisling Scully 3) Sinead Croker

People to Assemble Here

(Listed in Fire evacuation Partners)

- 1) Red M - 2) Orange M**
- 3) Purple M - 4) Gold M**
- 5) White M 6) Yellow M**

Deputy Margaret Meade **Nurse; Eve Art Teacher** Sabina.

The fire assembly coordinator at assembly point 2 **phones** the coordinator at fire assembly point 1. If this fails, they walk around to meet them at Assembly point 1. Together they.

- 1) Ensure that all persons are accounted for between both assembly points.
- 2) Ascertain the cause of the fire alarm.
- 3) Decide the next course of action and communicate that to the staff at both assembly points.

Assigned Help around the school in the event of a Fire

| | Help needed | Assigned Help | Notes |
|---|--------------------------|-------------------------|--------------|
| Downstairs | Gold S | 1 x Gold M | |
| Anne goes to White S first to offer help. If Patrick is in, he will be helping them. Then go to the other classes in lower corridor | White S | Patrick | |
| | Purple S | 1 x Purple M | |
| | Orange S | Aoife (nurse) | |
| | Red S | Jennifer (Nurse) | |
| | Green S/ Yellow S | Mandy | |
| | | | |
| Upstairs | Orange M | White M | |
| | | Eve | |
| Margaret checks if people need help in the upstairs corridors | | | |

8.3 Fire Fighting Equipment

Fire Fighting Equipment may be selected as per the table below:

| FIRE RISK | FIRE EXTINGUISHER COLOUR CODES | | | |
|--------------------------------|--------------------------------|------------|----------------|-------------|
| | WATER | FOAM | CARBON DIOXIDE | DRY POWDER |
| LABEL COLOUR | Signal RED | Pale CREAM | BLACK | French BLUE |
| Paper, Wood, Textile & Fabric. | ✓ | ✓ | | ✓ |
| Flammable Liquids. | | ✓ | ✓ | ✓ |
| Flammable Gases. | | | ✓ | ✓ |
| Electrical Hazards. | | | ✓ | ✓ |
| Vehicle Protection. | | | | ✓ |

Note – Fire doors may only be held open if they are designed to release and close automatically when the alarm is activated.

9. ENVIRONMENTAL POLICY

St. Paul’s School is committed to seeking ways to reduce our own impact on the natural environment. In addition to our own policies, processes, and controls as a school we frequently update this policy as the company adapts to changing environmental issues.

Our objective in the environmental health and safety area is to assume a responsible position.

In accomplishing this we will:

1. Comply with all local, and national legislation.
2. Ensure that our operations and products used do not create unacceptable risks to human health or the environment.
3. Ensure that on site management of waste and the careful handling of material is a major priority to protect materials and the environment.
4. Assess the discharges and waste generated from our premises and their effects, if any, on the environment and community.
5. Segregate unavoidable waste and recycle wherever possible in all areas of the school.
6. Always try to source products that are recyclable.
7. We will endeavour to keep the school and grounds as tidy and clean as possible for the local communities.
8. Nothing hazardous will even be discarded in a stream, drain or river.

Our goal of a cleaner environment can be achieved by a conscientious effort and commitment to excellence from all pupils, staff and visitors.

10. WELFARE

St. Paul's School endeavours to protect the Health and Welfare of pupils and staff and others affected by our work such as sub-contractors and visitors. We intend to comply with current legislation covering this subject; *The 2005 Act and the 2007 to 2023 Regulations*. Issues of welfare will always be treated in the strictest confidence.

10.1 Hygiene Facilities

Staff are encouraged to wash hands regularly, particularly before and after participating with intimate care of the pupils. Pupils are also encouraged to wash hands regularly. Handwash basins, paper towels, hand sanitisers, toilet facilities, ~~showers~~ and running water are provided at various locations throughout the school. All staff and pupils are encouraged to ensure that good hygiene is maintained.

Note - Hand sanitisers must contain a minimum of 70% alcohol. As hand sanitisers are biocides, they must be registered with the Department of Agriculture, Food and the Marine (DAFM). The register of Hand Sanitizers can be reviewed at <https://www.pcs.agriculture.gov.ie/registers/biocidalproductregisters/>. Alcohol-based hand sanitisers are highly flammable and must not be stored or used near heat or a naked flame.

10.2 Canteen Facilities

Canteen facilities are available for staff in Heatherlee Canteen.
All staff have access to the facilities in the onsite staff room.

10.3 Smoking

No smoking is allowed in any indoor work area under The Public Health (Tobacco) (Amendment) Act 2004 (No. 6 of 2004) and where flammable substances are in use or stored. Staff found smoking in these areas will face disciplinary procedure.

The Public Health (Tobacco) (Amendment) Act 2004 (No. 6 of 2004) will be strictly implemented by this company.

It is the objective of St. Paul's School to take as far as is reasonably practical, all reasonable steps to safeguard the health, safety and welfare of all staff and to meet or exceed all relevant safety regulations and legislative requirements. In accordance with this objective, St. Paul's School will protect all pupils, staff, contractors and visitors from the discomfort and health risks associated with passive smoking. Smoking shall not be permitted in any enclosed area of the workplace as defined by *The Public Health (Tobacco) Acts, 2002 & 2004 – Section 47, Smoking Prohibitions*.

- All **NO SMOKING** signs are to be observed at all times. It is an offence to smoke in non-designated smoking areas or at or near exits and fire exit points.
- Any staff found to be smoking and in breach of this regulation will face disciplinary measures and may be liable to instant dismissal.
- Smoking is not permitted at or near areas where waste, paper, cardboard, oils or any other flammable materials are stored as this presents a fire hazard.

10.4 Pregnant Staff

The health status of pregnant staff must not be affected in any way by our work,

As per Chapter 2 of Part 6 and the related schedule 8 of the *Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2023*, we shall endeavour to:

- Inform her that she must inform Management of her condition as soon as it is practicable after it occurs, and at the time of notification, give to her employer or produce for her employer’s inspection a medical or other appropriate certificate confirming her condition.
- Carry out a specific risk assessment of her work.
- Provide suitable work for this staff, should her situation require a change from her present activities.
- Provide suitable rest facilities for her.
- Provide paid Safety & Health leave should we not have alternative, safe work for her, as is required under these regulations.

10.6 Young Persons

A young person is defined as anyone under the age of 18. Young persons are at a higher risk of accident and injury because their lack of experience often leads to poor perception of danger. This can leave young persons less able to effectively assess risks posed to themselves. In some cases a lack of maturity can lead young persons to behave in an unsafe manner and put themselves and others at risk. To ensure that no harm comes to young persons while working on placement at St Paul’s School, management will ensure that young persons are supervised at all times.

They must be 16 years of age at the time of placement.

- They must be garda vetted
- The layout of their workplace or workstation and any hazards found within.
- The nature of their work activities.
- The level of the supervision.

All young persons will be forbidden from partaking in lone working or using any equipment which represents a serious hazard or requires specialised training for use. Young persons will not exceed the maximum working hours and shift times as deemed appropriate for their age in the *Safety Health and Welfare at Work (General Application) Regulations 2007 to 2023* and the *Protection of Young Persons (Employment) Act 1996*.

10.7 First Aid – CHECK WITH NURSES

Adequate First Aid kits are provided by St. Paul’s School. Please report to St. Paul’s School if any item needs to be replaced.

The table below is the minimum recommended by the Health and Safety Authority.

| MATERIALS | TRAVEL KIT CONTENTS | 26 – 50 | 50 - 100 |
|---|---------------------|---------|----------|
| | | Persons | |
| Adhesive Plasters | 20 | 40 | 80 |
| Sterile Eye Pads, bandage attached. | 2 | 4 | 8 |
| Individually wrapped Triangular Bandages. | 2 | 6 | 12 |
| Safety Pins. | 6 | 6 | 12 |
| Medium individually wrapped Sterile un-medicated Wound Dressing (approx. 10 x 8 cms.) | 1 | 4 | 8 |

| | | | |
|---|----------|----------|----------|
| Large individually wrapped Sterile un-medicated Wound Dressing (approx. 13 x 9 cms.) | 1 | 8 | 16 |
| Extra Large individually wrapped Sterile un-medicated Wound Dressing (approx. 28 x 17.5 cms.) | 1 | 4 | 8 |
| Individually wrapped Wipes. | 10 | 40 | 80 |
| Paramedic Shears. | 1 | 1 | 1 |
| Pairs of Latex Gloves. | 3 | 10 | 20 |
| Additionally, where there is no clear running water, Sterile Eye wash.** | 2 x 20ml | 2 x 50ml | 6 x 50ml |
| Pocket Face Mask | 1 | 1 | 1 |
| Water Burns Dressing small 10cm x 10cm *** | 1 | 2 | 2 |
| Water Burns Dressing large*** | 1 | 2 | 2 |
| Crepe Bandage 7cm | 1 | 3 | 3 |

10.8 Contractors

Every contractor or subcontractor to St. Paul’s School is bound to the rules as laid down under the Safety Statement of the Company. The *Safety, Health and Welfare at Work Act 2005, sections 17 (3) and 21* govern all contractors to the company and they are requested to make themselves familiar with these sections.

The contractor shall be responsible for the area s/he is working in. Trailing leads and cables shall be brought from overhead whenever possible. A contractor should erect barriers around his/her work area where personal injury is possible.

A contractor’s work method must be carried out according to the terms of the contract if and where applicable, safe working conditions agreed upon prior to commencement of work or explained during the work. All work must be to standards as governed by legislation. The contractor is obliged to hand over a copy of their Safety Statement, job Hazard /Risk assessment and job Method Statement for review by the company before work commences. They may be asked to make changes to any element were considered necessary by St. Paul’s School.

Contractors are requested to familiarise themselves with the School Safety Procedures prior to commencement of work. This should include reading and understanding our Safety Statement and or explanations from our staff. An outline of the plan of work and intended safe working practices will be requested.

Contractors appointed to design, build or carry out any form of maintenance work on behalf of St. Paul’s School must abide by all legal requirements, including their roles and responsibilities as per the Construction Regulations of 2013 to 2021.

10.9 Safety Signs

Safety Signboards put in place after November 1st 2007 should not contain text, they are intended to be understood, independently of the language ability of the worker viewing them. Employers must instruct staff on the meaning of signs.

10.10 Right to Disconnect

The Right to Disconnect gives staff the right to switch off from work outside of normal working hours, including the right to not respond immediately to emails, telephone calls or other messages. There are three rights enshrined in the Code which came into effect on the 1st of April 2021:

- The right of any staff to not have to routinely perform work outside their normal working hours.

- The right not to be penalised for refusing to attend to work matters outside of normal working hours.
- The duty to respect another person's right to disconnect (for example: by not routinely emailing or calling outside normal working hours)

The Code of Practice for both Employers and Staff published by the Work Relations Commission can be found at the following link:

https://www.workplacerelations.ie/en/what_you_should_know/codes_practice/code-of-practice-for-employers-and-staff-on-the-right-to-disconnect.pdf

11. ST. PAUL'S SCHOOL POLICY LIST

St Paul's School has developed numerous policies for the protection of staff and pupils - see the list below. They can be reviewed on request of the Principal: FULL POLICY LIST TO BE ADDED

- Anti-Bullying Policy
- Child Safeguarding Statement
- Child Safeguarding Risk Assessment
- Dignity at Work Policy
- Equality of Access and Participation
- Grievance Procedure for Staffs
- Intimate Care

12. ST PAULS SCHOOL HAZARDS

Hazards

Hazards shall be divided into two categories, those which can be rectified shall be dealt with as a matter of urgency. Those that cannot will clearly indicated and are appropriated procedures listed below beside them. All hazards shall be eliminated in so far as resources and circumstances allow.

Fire

It is the policy of the Board of Management of St. Paul's School that:

- I. The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly serviced but authorised and qualified persons. Each fire extinguisher shall have instruction for its use.
- II. The Principal shall ensure that fire drills shall take place at least once a term.
- III. Fire alarms shall be clearly marked.
- IV. Signs shall be clearly viable to ensure that visitors are aware of exit doors and routes.
- V. All doors, corridors and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building. Each teacher who has an exit in his/her classroom must ensure it is kept clear Staff using shared facilities, e.g. Library, Assembly Hall, Sensory Studio, Multi-Sensory Room, Home Economics Room will see they are free of obstruction.
- VI. A plan of the school shows both assembly points outside the school.
- VII. Assembly areas are designated outside the school building and the locations specific.
- VIII. Exit signs shall be clearly marked.
- IX. All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Class teams are responsible for their own classroom and take joint responsibility for the Shared Area with the class team opposite. The Principal/Deputy Principal/secretary, as appropriate, is responsible for their offices. The caretaker is responsible for his areas of work. Electrical equipment in the staff rooms is

the responsibility of each staff member as they are used by same. Cleaners are responsible for electrical equipment they use.

- X. Principal shall be responsible for fire drills and evacuation procedures.
- XI. All recommendation made by a Fire Officer in addition to those provisions shall be implemented.

The following hazards are considered by the Board of Management to be a source of potential danger and are brought to the attention of all concerned.

1. Wet Corridors
2. Climbing frames
3. Trailing leads
4. Laptops, interactive white boards, computers
5. Projectors
6. Fuse Boards
7. Kettles
8. Boiler House
9. Ladders
10. Protruding units and fittings
11. Flat roof of Hillcrest and flat roof of school
12. Entrances around perimeter of school
13. Mats in Assembly Hall and elsewhere in school
14. Windows opening in and out
15. Electrical heaters

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

Any staff member who notices a deficit shall bring it to the attention of the Principal/Deputy Principal and will enter it into the Maintenance Requisition Folder for the attention of the caretaker and/or relevant contractor. If it is an urgent Health and Safety issue the Principal/Deputy Principal or secretary shall contact the Facilities Manager (COPE Foundation) who oversees urgent maintenance for St. Paul's School.

Access to and operation of equipment is restricted to qualified member of staff, whose job function is that of running, maintaining, cleaning and monitoring items of equipment in the course of their normal duties. Copies of this Safety Statement shall be sent to all contractors prior to contract by the Principal/Board of Management. Any other contractors entering the school must be shown a copy of the school Safety Statement and shall adhere to its provisions.

- a) In addition, all such plant and machinery is to be used in strict accordance with the manufacturer's instructions and recommendations.
- b) Where application Board of Management will ensure that members of the staff will have been instructed in the correct use of equipment.
- c) All hoists, plinths and electrical equipment are fitted with adequate safeguards.
- d) Precautionary notices, in respect of safety matters are displayed at relevant points.
- e) Avoid use of glass bottles where possible by pupils and staff. Remove broken glass safely immediately on discovery.
- f) Staff Safety Officer(s)/Caretaker/PE Teacher shall check the following necessary.
 - a. Floors are clean, even, non-slip and splinter- proof.
 - b. PE equipment is stacked securely and positioned so as not to cause a hazard.
 - c. PE and other mats are in good condition.
 - d. Wooden beams, benches etc, are free from splinter generally sound.
 - e. Beams and benches are stable and do not wobble when in use.
 - f. All play areas, especially sand pits, are kept clean and free from glass before use.
 - g. Refuse is removed from building each day and is carefully stored outside.

- h. No uneven/broken/cracked paving slabs.
 - i. Roofs, guttering, drainpipes etc as far as can be seen are sound and well maintained.
 - j. Manholes are safe.
 - k. Outside lighting works and is sufficient
 - l. Builders' materials, maintenance equipment, external stored etc are stored securely.)
- g) An annual routine for inspecting furniture, floors, apparatus, equipment and fitting shall be undertaken by the Board of Management Safety Officer and Staff Safety Representative.

Constant Hazards

Machinery, Kitchen Equipment, electrical appliances.

It is the policy of the Board of Management of St. Paul's School that machinery, kitchen equipment and electrical appliances are to used only by competent and authorised persons. Such appliances and equipment shall be subject to regular maintenance checks.

Electrical Appliances

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

- All safety guards which are normal part of the appliance are in working order.
- Power supply cables/leads are intact and free of cuts or abrasions.
- Unplug leads of appliances when not in use.
- Suitable undamaged fused plug tops are used and fitted with correct fuse.
- Follow official guidelines issued by the Health and Safety Authority.

Chemicals

It is the policy of the Board of Management of St. Paul's School that all chemicals, photocopier toner, detergents etc to be stored in a clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area.

Drugs and Medication

It is the policy of the Board of Management of St. Paul's School that all drugs and medications, be kept in a secure cabinet, locked at all times and the key in a separate and secure place and used only by a trained or authorised person.

Polished Floors

It is the policy of the Board of Management of St. Paul's school that every attempt will be made to avoid the creation of slippery surface. The washing of floors shall be conducted, as far as is possible, after school hours eliminate as far as possible, the danger of slipping. Where floors are wet, warning signs regarding wet floors shall be used. Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather and staff and pupils shall be told to use handrails when going up or down stairs. Step edges shall be fitted with clearly marked edges of non-slip nature wherever practical.

Smoking/Vaping

It is the policy of the Board of Management of St. Paul's School shall be a non-smoking area to avoid hazard to staff and pupils of passive smoking. A smoking/vaping area is provided for staff outside of the school building.

Welfare

To ensure the continued welfare of the staff and pupils, toilet and cloakroom areas are provided. A staff room separate from work area is provided, where tea and lunch breaks may be taken. Staff must co-operate in maintaining a high standard of hygiene in these areas. Staff are NOT permitted to bring hot liquids outside of the staffroom provided.

A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal are available. An adequate supply of hot and cold water, paper towels and soap and sanitary disposal facilities are available.

Members of staff and pupils are reminded:

- a) A 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 effect or temporary physical disabilities which could hinder their work performance, and which may be a danger to either themselves, the pupils or their fellow workers. The Principal will arrange or assign appropriate tasks for the person to carry out in the interim, if possible. If not possible, the Board of Management will be informed, and its decision shall be communicated with the staff member.
- b) Staff and students on placement 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 shall be liable to disciplinary action.

Broken Glass

The Board of Management shall minimise the danger arising from broken glass. Staff are asked to report broken glass to the caretaker, Deputy Principal or Principal so that it may be immediately and safely removed.

Visual Display Unit

It is policy of the Board of Management of St. Paul's School that the advice contained in guidelines on the safe operation of visual display units, issued by the Health and Safety Authority be carefully followed. Any up-to-date information regarding hazards relating to the use of VDU's will be studied and recommendations and directives implemented.

Infectious Diseases

It is policy of the Board of Management of St. Paul's School that all infectious diseases shall be notified, and steps taken to ensure the safety of the staff and pupils against all such diseases. The Board of Management shall endeavour to minimise the risk by adherence to sound principles and cleanliness, hygiene and disinfection. Toilets and washrooms are provided at all times with an adequate supply of water, soap, paper towels and a facility for the safe disposal of waste.

First Aid

It is policy of the Board of Management of St. Paul's School that the school nurse(s) will provide First Aid to staff and pupils.

1. Notices are posted in the Nurses, Principal and secretary's office detailing:
 - Emergency Protocols for specific pupils
 - Telephone numbers of local Doctor, Gardaí and Hospital
2. All incidents must be reported immediately to the person responsible for hazard identified in the statement. If the accident/incident occurs in any other place to which a paragraph dealing with hazards does not relate, then it must be reported to the Safety Officer. This is necessary to monitor the progress of safety standard and to ensure that the proper medical attention is given where required. An accident report file is to be maintained for the recording of all accidents and incidents by the Safety Officer.

The school nurses will see that a properly maintained and equipped First Aid Box will be available to staff at all times containing.

- Sticking Plasters
- Antihistamine for stings
- Tape
- Disinfectant
- Eye location
- Antiseptic cream
- Cotton Bandage
- Cream for First Aid treatment of burns
- Antiseptic Wipes
- Scissors

- First Aid Chart
- Disposable Gloves must be used at all times when administering First Aid.

Access to School

In as much as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary as relevant before gaining admittance to the school. Any contractor must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions.

While work is in progress, any noise shall be avoided wherever possible during school hours and shall at all times be reduced to a minimum as necessary. The contractor and his workmen shall not create a hazard, permanent or temporary, without informing the principal or his nominated agent and shall mark such a hazard with warning signs or other suitable protections.

Collecting Children

- All parents/guardians/guardians/carers/bus drivers and bus escorts in the interest of safety must obey all signs upon entering the school grounds.
- Buses/taxis/cars are advised to drive slowly on entering school grounds when collecting children.
- Pupils must leave the school building with a parent/guardian or bus escort.

Signed on behalf of Board of Management:

Chairperson: _____ Date: _____

Principal: _____ Date: _____

Safety Officer: _____ Date: _____

Safety Officer: _____ Date: _____

13. HARASSMENT AND BULLYING POLICY STATEMENT

As part of its overall commitment to equality of opportunity, St. Paul's School is fully committed to promoting a good and harmonious working environment where every staff is treated with respect and dignity and in which no staff feels threatened or intimidated because of his or her religious beliefs, political opinion, gender, marital status, disability or race. This aim of the policy is to prevent harassment, provide guidance to resolve any problems should they occur and prevent re-occurrence.

Harassment detracts from a productive working environment and can affect the health, confidence, morale and performance of those affected by it, including anyone who witnesses or knows about the unwanted behaviour. This can have a direct impact on the profitability and economic efficiency of the organization.

Harassment at work in any form is unacceptable behaviour and will not be permitted or condoned. Sexual, sectarian and racial harassment, as well as harassing a disabled person constitutes discrimination and is unlawful under the sexual discrimination, fair employment, race relations and disability legislation.

Harassment is inappropriate behaviour at work and will be treated by St. Paul's School as misconduct, which may include gross misconduct warranting dismissal.

All staff must comply with this policy.

13.1 Definition

Harassment is unwanted conduct that affects the dignity of men and woman at work. This can include unwelcome physical, verbal or non-verbal conduct. It should be noted that it is the impact of the behaviour which is relevant and not the motive or intent behind it. Such behaviour is unacceptable:

- A. Where it is unwanted and offensive to the recipient
- B. Where it is used as the basis for an employment decision
- C. Where it creates a hostile working environment

Non-Verbal

- Offensive gestures
- Staring / Leering
- Offensive publications / literature
- Offensive letter / memos / use of technology
- Unsolicited and unwanted gifts
- Intrusion by following
- Isolation or non-co-operation at work

Verbal

- Suggestive or explicit language
- Unwelcome propositions
- Continued unwelcome suggestions for social activity
- Use of affectionate or over familiar names
- Questions or comments of a personal nature

Physical

- Deliberate body contact, touching
- Groping / fondling
- Assault

13.2 Sectarian Harassment

This is behaviour, which makes an individual feel threatened, humiliated or unwelcome because of their religion / community affiliation. It can range from physical threats to more subtle forms.

13.3 Racial Harassment

This is racist behaviour which is directed at an individual or group from a different ethnic background and which results in the individual feeling threatened or compromised.

Some examples of sectarian and racial harassment include:

Non-verbal

- Offensive gestures
- Facial expression
- Offensive publications
- Display of posters, flags, emblems, bunting
- Sectarian or racist graffiti
- Offensive letters / memos / use of technology
- Threatening behaviour
- Isolation or non-co-operation at work
- Exclusion from social activities
- Unfair allocation of work.

Verbal

- Sectarian or racist comments / abuse / jokes / songs / ridicule
- Derogatory “nicknames”
- Verbal threats
- Pressure to participate in religious / political group
- Offensive language, gossip or slander

Physical

- Jostling
- Assault

13.4 Victimization

Victimization occurs where a person is treated less favourable than another because she / he has brought proceedings, given evidence or complained about the behaviour of someone who has been harassing or discriminating against them or has not acceded to their demands.

13.5 Bullying

Bullying in the workplace is an aggressive behaviour or repeated aggression, verbal, psychological or physical conducted by an individual or group against another person or persons. Bullying is aggressive behaviour which is systematic and on ongoing.

Some examples of victimisation and bullying are:

- Abusive behaviour, language, implied threats
- Isolation and non-co-operation at work
- Exclusion from social activities
- Over criticism of work
- Expectation of more output than is possible
- Giving unfair performance appraisal
- Lack of support for / exclusion from career development opportunities

SCOPE

Any staff who believes that he / she suffered any form of harassment is entitled to raise the matter with Management.

RESPONSIBILITY

All staff have the right to work in an environment that is free from any form of harassment. St. Paul's School fully recognizes the right of staff to complain about harassment should it occur. All complaints will be dealt with seriously, promptly and confidentially (in so far as statutory requirements permit).

STAFF RESPONSIBILITY

All staff have a responsibility to help ensure a working environment in which the dignity of staff is respected. Everyone must comply with this policy and staff should ensure that their behaviour to colleagues and service-users does not cause offence and could not in any way be considered as harassment.

Staff should discourage harassment by making it clear that they find such behaviour unacceptable and by supporting colleagues who suffer such treatment and are considering making a complaint / have made a complaint. They should alert St. Paul's School Management to any incident of harassment to enable St. Paul's School Management to deal with the matter appropriately and rapidly.

MANAGEMENT RESPONSIBILITIES

Management has a duty to implement this policy and to make every effort to ensure that harassment does not occur, Management have responsibility for any incidents or harassment, which they are aware or ought to be aware. If harassment does occur, they must effectively deal with the situation.

- A. Explain the School's policy to their staff and take steps to promote awareness of the procedure for dealing with complaints.
- B. Be responsive and supportive to any staff who makes an allegation of harassment, provide clear advice on the procedure to be adopted, maintain confidentiality, and seek to ensure that there is no further problem of harassment or victimisation after a complaint has been resolved.
- C. Set a good example by treating all staff and others with dignity and respect.
- D. Be alert to unacceptable behaviour and take appropriate action.
- E. Ensure that staff know how to raise harassment problems.

THE SCHOOL'S RESPONSIBILITIES

St. Paul's School will ensure that adequate resources are made available to promote respect and dignity in the workplace and to deal effectively with complaints of harassment. This policy and procedure will be communicated effectively to all staff and St. Paul's School will ensure that all staff and all Management are aware of their responsibilities.

REVIEW

St. Paul's School will monitor all incidents of harassment and will review the effectiveness of this policy and procedure annually.

14. MANAGING STRESS IN THE WORKPLACE

The effects of stress depend on the person, some people find a small amount of stress to be beneficial, finding that it provides them with energy and motivation; this type of stress is known as eustress. Others cope poorly with stress of any kind; stress which has a negative effect on a person is known as distress. When the demands placed upon a person by their job or working environment exceeds their capacity to cope, they can suffer from distress. This type of stress can have varied effects depending on the person's individual coping methods. These can include depression, aggravation, nervous breakdown, muscle tension, substance abuse, sleep deprivation, and high blood pressure leading to heart attack. The outcomes of stress in the workplace not only affect the staff it can impact their colleagues and persons involved in their life outside work.

Causes of stress in the workplace include:

- Poorly organised shift work
- Poorly organisation or inefficient work processes
- Poor working relationships
- Poor communication at work
- Ill-defined work roles
- Highly demanding tasks
- Unrealistic targets or deadlines
- Bullying or the threat of violence

Safeguarding safety and health from the effects of stress is based on the same approach as that of any other hazard.

- Identification of potential problems
- Assessment of risks
- Implementation of safeguards
- Monitoring the effectiveness of safeguards.

St. Paul's School will utilise the following methods to deal with issues of stress:

- Ensure that all staff and particularly Management are aware of the potential causes of stress and the early warning signs.
- Ensure that all complaints that may be related to stress are listened to and appropriate measures taken.
- Management are aware that a workload or conditions of work are particularly stressful, measures should be taken to reduce the workload or improve conditions.

Vigilance is a key component to stress management; many people suffering from stress choose to suffer in silence fearing that coming forward to ask for help will be seen as a sign of weakness which may put their jobs at risk. It is imperative that Management take appropriate action when they notice signs of stress

15. SUBSTANCE ABUSE

The Safety, Health & Welfare at Work Act, 2005: Requires all employers to provide safe places of work and safe systems of work. This covers the management of staff to ensure that staff are not in a condition where they are unable to carry out their work without risk to themselves or others due to consumption of drugs or alcohol, this law also places a duty upon staff to not attend work while intoxicated.

St. Paul's School requires that all staff should report for work in a fit and healthy manner and prohibits the unlawful use, possession, distribution, or manufacture of any controlled substance on company property. A controlled substance is any drug not legally obtainable. Legally prescribed and over-the-counter drugs become controlled

substances when they have not been prescribed for medical treatment by an accredited physician, or they are not used for the purpose for which they were intended, or when excessive doses are taken.

Where a staff member has taken prescribed drugs for a medical reason they must, before attending to work, seek advice from their own medical practitioner so as to ensure their fitness to work. Any staff who is taking prescribed medication must ensure that he/she is aware of any possible side effects that medication will have on their ability to carry out their role. If there is a reason why it may affect their ability to carry out their work safely, they must make the Principal aware of the situation so that they can be assessed on their fitness to work.

Arriving at work under the influence of alcohol or any controlled substance is strictly prohibited. Any staff who in the opinion of Management shows apparent signs of the effects of intoxicating liquor or drugs, may be required to leave the premises immediately and may be asked to attend a nominated medical doctor for a drug and alcohol test.

16. MANUAL HANDLING

Injury can occur from lifting even relatively light loads if proper precautions are not taken. We will comply with the requirements of the *2005 Safety, Health and Welfare at Work Act, and 2007 to 2023 Chapter 4 Part 2, Regulations 68 and 69 and Schedule 3 as far as reasonably practicable.*

16.1 Factors to be considered as lifting hazards

1. Weight of load.
2. Size of load.
3. Bulky load.
4. No proper grip.
5. How often is the load lifted?
6. Is there enough space to lift safely?
7. Is lifting done outside the best lifting range (above chest / below the hip).
8. Is the best lifting technique employed?
9. Health and ability of person lifting.
10. How far is the item to be carried?
11. Are platforms provided?
12. Is training given?
13. Is the area kept free of obstruction - trip hazards?

Consideration must be given to reduce the incidence of injury in manual handling situations.

16.2 Principles of Lifting

1. Assess the Risk
2. Bend the Knees
3. Broad Stable Base
4. Back Straight
5. Palmar Grip
6. Arms Close to the Trunk
7. Weight Close to Centre of Gravity
8. Feet Point in Direction of Movement

16.3 Guidelines for Lifting and Lowering

Generally, a person should only lift what they feel capable of lifting without strain. The guideline figures take into account the vertical and horizontal position of the hands as they move the load during the handling operation, as well as the height and reach of the individual handler. The capability to lift or lower is reduced significantly if the load is held at arm's length or the hands pass above shoulder height.

16.4 Pupil Lifting

Staff members are not allowed to lift any pupil where a hoist has been provided

Carry out a risk assessment on each Pupil re: Manual Handling which should include such details as the weight of the Pupil and physical capabilities to determine what lifting equipment if any should be used for the many moving activities which are routinely performed e.g. Wheelchair to plinth/activity chair/standing frame/water bed and vice versa.

A 6-month statutory test is carried out on all Hoists.

All staffs involved in providing care must attend Patient Lifting and Manual Handling Course on a two-yearly basis. No staff member should lift or hold a pupil at a distance from his/her body in which he/she is obliged to lean or stretch forward to hold a pupil at arm's length.

16.5 Pupil Handling Policy

There is an inherent risk of lower back injury in the care profession due to the moving and sometimes lifting of pupil. Before a pupil is moved the situation is risk assessed by an experienced member of staff. There are mechanical aids in place for all lifts and movement of pupils. Preventative measures are in place and staff regularly receive education updating on the correct procedures in relation to patient (pupil) and manual handling techniques.

- Lifting and movement of pupils are skills that need to be learned and practiced under expert supervision and instruction.
- Have special equipment for identified pupils and keep it close by
- Training and refresher courses in patient handling are given to staff members
- Provide training and refresher course to all members of staff involved in moving and handling of static materials and loads.
- Do not lift a pupil on your own
- Do not lift or handle at arm's length
- Do not fail to ask for help while carry out this activity
- Position of your feet is vital in order to maintain a stable base and not impede safe movement
- The physical lifting and movement of pupils is not encouraged as lifting equipment is available and must be used.

Foresight and preparation are essential before moving the pupil. The lifting space, the lifting aids and hoists, posture, use of body weight and teamwork must first be considered.

- Never lift the pupil on your own or use a mechanical lifting aid on your own
- Use the appropriate moving and handling techniques and aids
- Prepare the pupil, yourself and the handling environment.
- Know your own lifting capacity.
- Position of your feet is vital to maintain and stable base and not impede safe movement
- Make sure all training techniques are put into practice
- Ensure the pupils safe environment is maintained at all times, before, during and after the activity has taken place.

17. COMPANY MECHANICAL EQUIPMENT

In accordance with the *Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2023*, Regulation 28. An employer must ensure that:

- a) Any work equipment provided for the use of staff complies with the provisions of any relevant enactment.
- b) Specific working conditions are considered when selecting work equipment.
- c) Work equipment is installed correctly and located appropriately and is suitable for the work carried out.
- d) Appropriate measures are taken to minimise any risks where it is not possible to fully ensure that staff without risk can use work equipment.
- e) Sufficient space to reduce risk is provided between moving parts and fixed or moving parts in its environment.
- f) Where work equipment involves a specific risk –
 1. The use of such equipment is restricted to those required to use it.
 2. Repairs/Modifications/Servicing/Maintenance of such equipment is carried out by persons competent for such work.
- g) The working posture and position of staff while using work equipment is considered.
- h) The areas and points for working on, or carrying out maintenance of work equipment are suitably lit.
- i) Work equipment bears warning signs and markings essential to ensure the safety and health of staff.
- j) Work equipment is used only for operations and under conditions for which it is appropriate.
- k) Work equipment that may be struck by lightning is protected by devices or appropriate means against the effects of lightning.
- l) All forms of energy, substances and articles used or produced with work equipment are supplied or removed in a safe manner.

18. VISUAL DISPLAY UNITS (VDU'S)

St. Paul's School is committed to implementing the VDU regulations contained within the *Safety Health and Welfare at Work (General Application) Regulations (2007 to 2023)*. VDU work can lead to fatigue, eye strain and muscular problems. Although the risk of serious injury is low, the level of discomfort can be quite high and as a result all control measures must be adhered to.

Provision of Safe Equipment and Working Procedures

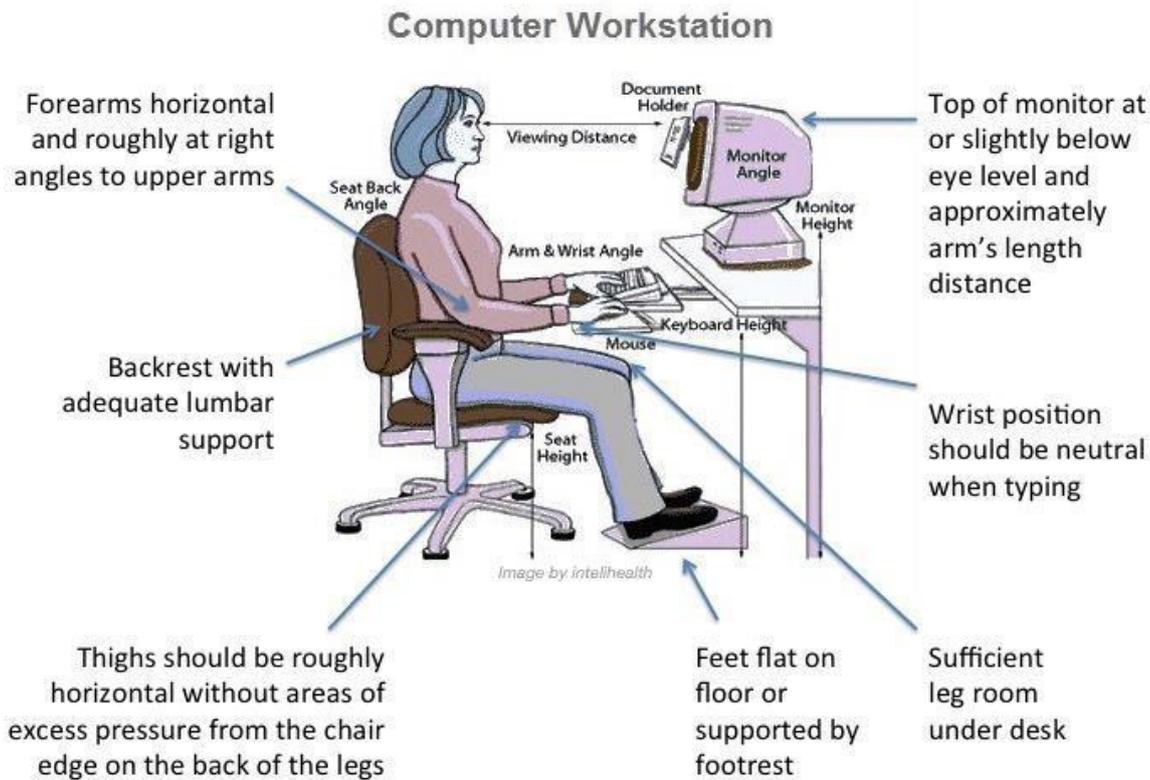
A high standard of classroom and office furniture is provided to minimise posture problems this includes adjustable chairs and desks with large surface areas. It is the policy of St. Paul's School to provide VDU equipment with good screen definition and a range of adjustments which ensure user comfort. All staff who are required to make use of VDUs for periods greater than one hour are provided with instruction on correct arrangement of their equipment provided.

Every effort has been made to ensure that VDU users are adequately trained in the software systems thus minimising stress in using the system. All reasonable efforts are made to ensure that lighting at VDU stations is adequate, suitably placed and generally comfortable for the user. Daylight is controlled using adjustable blinds where necessary. This helps to eliminate reflections and excessive contrast between background light and screens. (A diagram depicting the correct positioning of equipment is provided on the following page)

Provision of Eye Tests

In accordance with regulation 73 located in Section 5 Part 2 of the *Safety Health and Welfare at Work (General Application) Regulations (2007 to 2023)*. Eye tests are available to all staff for whom working at VDUs forms a major part of their work activities. These are provided to staff for free and the *basic* cost of required glasses is also covered; should an staff wish to get designer glasses etc. they must cover the cost additional cost of the product themselves. St. Paul's School is exempt from covering both of these charges where the staff is entitled to both eye tests and glasses through social welfare schemes. The company is also exempt from having to provide work glasses where an staff already requires glasses and eye tests show that their existing glasses are sufficient for their work.

Correct Set Up of VDU



19. APPENDIX

- Hazard Identification & Risk Assessment
- Safety Statement Acknowledgement Record
- Accident Report form – IR1.
- PPE Record

20. ACKNOWLEDGEMENT OF SAFETY STATEMENT & RISK ASSESSMENT

I wish to acknowledge receipt of the Safety Statement & Risk Assessment

I confirm that I have read, understand and accept its contents and will abide by all the rules and procedures contained in it.

Safe working is a condition of employment.

