



## **Presentation College**

### **Bray**

### **County Wicklow**

## **POLICY STATEMENT**

## **SAFETY HEALTH AND WELFARE AT WORK**

This document contains the policies, rules and procedures relating to Safety, Health and Welfare within this location.

In addition to all Safety and Health legislation the Committee will take heed of all Codes of Practice on Safety Health and Welfare that exist or may be introduced from time to time.

This policy was reviewed in September 2020

## STATEMENT OF POLICY

The Safety, Health and Welfare at Work Act 1989 imposes a statutory duty on employers to ensure the health and safety of their employees whilst at work. This duty and duties outlined in preceding and subsequent legislation are understood as part of this duty. This duty extends to others who may be affected by that work. Employees also have a statutory duty to take care of themselves and others who may be affected by their acts or omissions.

In addition to the legislative duties in safety, health and welfare, the normal duty of care is always a natural overriding duty.

To execute these duties, all responsibilities for health and safety matters are effectively assigned and fulfilled at all levels of the management and employees.

In its administration, the management will ensure adequate resources, both financial and otherwise are made available to provide for safety, health and welfare.

Through this statement, the undersigned will, themselves and with associates and others as outlined, ensure that:

- (a) Continuing risk assessments are carried out and reviewed.
- (b) Systems of work are provided and maintained that are without risks to health.
- (c) Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risks to health.
- (d) Employees are provided with appropriate information, instruction, training and supervision as necessary to ensure their safety and safety of others who may be affected by their actions.
- (e) In circumstances where it is not practicable to control or eliminate hazards, such protective clothing and equipment that is appropriate will be provided.
- (f) The provision of maintenance of all plant, machinery and equipment is safe and without risk to health.
- (g) The working environment of all employees is safe and without risk to health.
- (h) The place of work is safe and without risk to health and that there is safe access to and egress from the work place.
- (i) Monitoring activities are undertaken to maintain standards.

## IMPLEMENTATION

This policy statement will be implemented by **Martin Locke, Principal** with the assistance of the pertinent staff as detailed in the statement.



Signed: \_\_\_\_\_

Date: 24<sup>th</sup> September 2020

Martin Locke  
Principal

I, the undersigned, endorse and take responsibility on behalf of Presentation College Board of Management, for the implementation of this policy statement



Signed: \_\_\_\_\_

Date: 24<sup>th</sup> September 2020

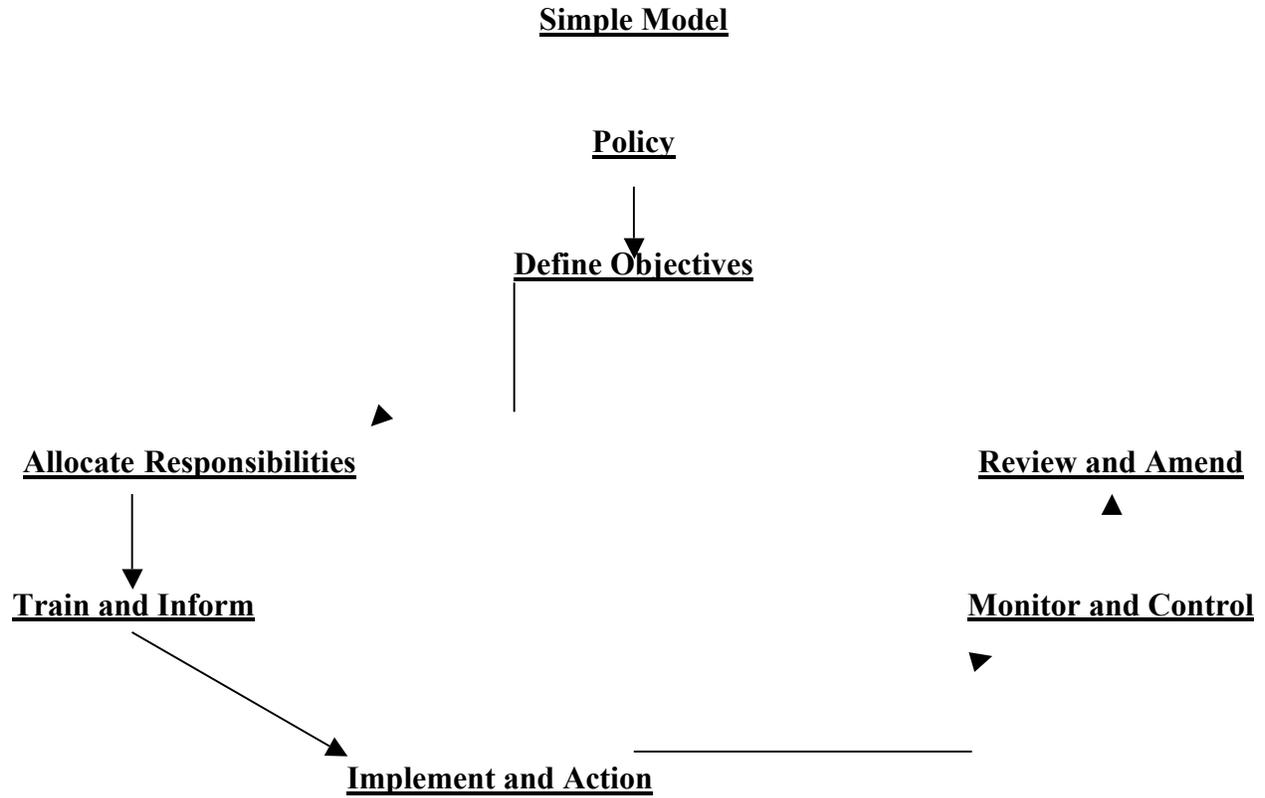
Tony Bellew, Chairperson

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## CONTROL SYSTEM

**Object:** To satisfy our legal responsibilities and to exercise a greater control of health and safety within our organization, to protect people and control the center.



Having agreed the policy, this enables us to use the framework to control health and safety issues, to provide the structure and information to provide safe systems at work and to measure, monitor, review and amend performance.

**SAFETY STAFF STRUCTURES**

**Martin Locke, Principal  
Ger Fleming Deputy Principal**

**P.W.T. Staff**

**T.W.T. Staff**

**R.P.T. Staff**

**P.T. Equivalent**

**Secretarial Staff**

**Caretakers**

**Attendants**

**Special Needs Assistants**

## **RESPONSIBILITIES OF EMPLOYEES**

All employees are reminded that the Safety, Health and Welfare at Work Act 1989 imposes a duty upon them while at work to:

1. Take responsibility for the safety, health and welfare of him/herself and of all other parties who may be affected by their acts or omissions at work.
2. To co-operate with management and any other person to such an extent as will enable management to comply with all relevant statutory provisions.
3. To use in such a manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or object provided (whether for their own use or for the use by them in common with others) for securing their safety, health and welfare while at work.
4. To report to management or immediate superior, without unreasonable delay any defects in plant, equipment, and place of work or system of work, which might endanger safety, health or welfare, of which they become aware.

Remember it is an offence under the Legislation to fail to discharge the above duties or intentionally or recklessly to interfere with or misuse anything provided in the interests of safety, health and welfare under the current statutory provisions.

Staff will encourage Students to report to them any items or situation, which in the pupils opinion are hazards or potential hazards.

## **RESPONSIBILITIES TOWARDS THIRD PARTIES**

The Management's representatives charged with the responsibility for the application of the legislation in accordance with this policy statement must ensure that:

- (1) All third party visitors including contractors, visitors and other members of the general public are made aware of all known hazards of the Management's concerns and also means of escape by means of notices.
- (2) Where contractors and sub-contractors are on the premises, the management must advise employees, customers, visitors and other third parties likely to be affected, of the potential hazards arising from the work being undertaken.
- (3) There is no interference with contractors' staff in the performance of their duties, but where it appears that unsafe practices are being followed, they should contact the main contractor and the party engaging the main contractor where appropriate.
- (4) That the contractor or sub-contractors equipment is in good repair and in a safe condition.
- (5) All the contractors and sub-contractors have a Safety Policy Statement.

NOTE: The Management, in determining the regulations and activities governing the use for community purposes of the school buildings or grounds at times which do not affect school work, shall include the appropriate legislative requirements in Safety and Health matters.

## CONSULTATION PROCESS

Management at all times wish to encourage co-operation in safety, health and welfare matters with all parties who may be affected by their work practices.

- (1) The law requires that staff must report defects of which they become aware without delay so that remedial action can be taken.
- (2) The person to whom these defects are reported will record the information and if within their power rectify the defects. Should this not be practicable it should be reported to the next line of authority who will arrange to have the defect rectified.
- (3) Suggestions for improvements in safety and health matters should be conveyed to the management.

In the event of the staff appointing a Safety Representative, the normal rights afforded under the legislation are honoured by the Management.

These rights are as follows:

- (a) To make representations on safety, health and welfare at the place of work.
- (b) To investigate accidents and dangerous occurrences provided s/he does not interfere or obstruct statutory performances.
- (c) To make oral or written representations to inspectors and to receive advice and information from an inspector of the National Authority.
- (d) To carry out inspections with prior agreement and notice to the School Principal or Deputy Principal.
- (e) To investigate potential hazards (again with prior notice and approval) and complaints made by staff that s/he represents.
- (f) To accompany an inspector from the National Authority on an inspection tour other than one which is a result of an accident.

## **TRAINING AND INFORMATION**

### **POLICY:**

It is our policy to ensure that all our employees are adequately trained in our policies and procedures. Training includes the identification of the risks associated with hazardous situations or substances they may come in contact with.

Training is given in the risks associated with fire fighting, the use of fire fighting equipment and areas of evacuation of the premises.

Certain employees are trained for action in an accident situation and in first aid treatment.

### **INFORMATION:**

It is also our policy to ensure that all relevant information is made available on aspects of health and safety to employees, visitors and contractors.

This will include:

- (a) Contents of the Safety, Health and Welfare Policy
- (b) Safe Working Procedures
- (c) Safe Working Guidance Notes
- (d) Information on Training

### **RESPONSIBILITY OF EMPLOYEES:**

All employees have a legal responsibility to co-operate with the company's training and information requirements. They must attend any training session requested and put into practice any new instruction or guidelines provided.

Employees must also follow any revised working procedure drawn up in the interest of safety, once they have received the appropriate information, instruction and training.

### **INDUCTION TRAINING**

A short period of induction will take place for new employees joining staff.

This programme will include: -

1. A tour of the premises for familiarization purposes.
2. Fire emergency procedures, location of exits, assembly points and training on fire fighting apparatus.
3. A discussion of the hazards in the work place and the preventive measures in force.
4. An explanation of the consultative processes in force.
5. A detail of the new employees safety responsibilities.
6. Details of any further training required.

## HEALTH AND SAFETY RULES

Because of the constantly changing environment in the workplace it is not possible to write rules for all aspects of safety, health and welfare at work, but by reading and understanding those listed here you will be helping to comply with your legal duty and contributing to the safe running of our operation.

If you do not understand what is expected of you or if you are not sure of our safety rules, consult the management.

### **A) WORKPLACE**

- a) Ensure that a clear means of access to and egress from the place of work remains free from obstruction at all times and from slipping and tripping hazards.
- b) Do not leave cables or hoses trailing across the floor unless absolutely necessary and then only if the appropriate warning is used.
- c) It is important that your work area is kept clear and tidy and that you pay attention to the general housekeeping of the workplace by regularly removing rubbish and waste materials
- d) All spillage must be cleaned up as soon as possible.

### **B) MACHINERY AND EQUIPMENT**

- a) Do not operate any machinery or use equipment unless you have been authorized to do so.
- b) You must not clean any moving machinery or carry out repairs or maintenance work unless a risk assessment has been carried out and a safe system of work is in operation.
- c) Do not use machinery without effective guards and safety devices in place and ensure that proper use is made of them.
- d) Report any fault or defect in machinery, equipment guards or safety devices immediately.
- e) Never interfere or willfully damage any guard or safety device.

### **C) PROTECTIVE CLOTHING AND EQUIPMENT**

- a) You must use all protective clothing and equipment provided for your personal protection properly. Any unsuitable, defective or lost items must be reported as soon as possible.
- b) It is strongly recommended that all students adopt the wearing of reflective pieces/strips on their clothing and school bags and bicycles particularly in the winter months for their own safety while travelling to and from school. These measures are supported by and are considered to be best practice by the RSA.

### **D) NOTICES**

- a) You must read and comply with all notices, instructions, hazard and warning signs provided for your information.

### **E) FIRE**

- a) Make sure you are familiar with the fire procedures for your workplace.
- b) For your own safety do not tamper with fire fighting equipment. Any damage to such equipment should be reported immediately.
- c) Be aware of the procedure if you discover an unplanned fire or a fire out of control. Raise the alarm immediately.
- d) Be aware of the position of the nearest fire-fighting appliance and how to use it, provided you do not put yourself in danger.

### **F) HAZARDOUS SUBSTANCES**

- a) Make sure you have sufficient information on any hazardous substances before you use it – if not ask.
- b) Always read the instructions. Only use substances in accordance with the instructions.
- c) With substances in containers, only use substances in the original containers and do not transfer substances from one to another if it does not have the correct labelling on it.
- d) Make sure you return the substances to its designated safe storage area when finished.
- e) Only dispose of waste substances as instructed.

## **EMPLOYER HAZARD REPORTING AND RECORDING**

### **A) REPORTING**

The following circumstances must be reported verbally immediately

- a) On discovery of a fire.
- b) If you have an accident, injury or illness which affects your ability to carry out your work.
- c) If you see an accident or injury sustained by a non-employee.
- d) If you see any potential accident, incident or dangerous occurrence
- e) If any guards or safety devices are ineffective, defective or have been removed.
- f) If your protective clothing or equipment is inadequate, ineffective, damaged or missing.
- g) If a fault occurs to any machinery, plant or equipment which will affect its safe operation.
- h) If you have not been provided with suitable information with regard to the safe operation of machinery, plant or equipment.
- i) If you are not provided with suitable hazard information for a substance.
- j) If you are not aware of the correct way of using and handling a substance.
- k) If there is a spillage of a hazardous substance.

### **B) RECORDING**

**As stated above all hazards will be reported verbally to the management without delay and the action and the priority it will receive will be decided. Management will investigate the reported hazard and enter in the hazard book the remedial action taken or explain why no action has been taken.**

## **ACTION BY ENFORCING AUTHORITY**

Should a serious incident occur at work, an inspector from the Enforcing Authority will carry out his/her own investigation.

It should also be noted that enforcement officers may visit our premises for routine inspections and will not necessarily visit just because of an accident or complaint.

Following an investigation, they can take action against our organization or an individual, either management or employee. This can lead to prosecution in the courts, which level of court depends on the seriousness of the offence.

The courts have the power to impose fines or custodial sentences in cases referred to higher courts.

## **ACCIDENT REPORTING**

- (1) All accidents will be reported regardless of their severity. The term accident in this context refers to all accidents including “near misses” and property damage.
- (2) All accidents will be reported to the person in charge.
- (3) The injured person will complete an accident report form. If this is not feasible the person in charge must complete it.
- (4) In the event of a serious injury the site must be left undisturbed, after treatment to the injured party, until such time as clearance has been given.

Details of all accidents will be recorded and copies retained.

Whenever any of the items listed below occur, the event will be reported in writing to the Health and Safety Authority and a record of the report will be retained.

- (a) The death of a person, irrespective of whether or not they are at work, as a result of an accident arising out of or in connection with work.
- (b) The death of an employee which occurs sometime after a reportable injury which leads to that employee's death, but not more than one year afterwards.
- (c) A person at work (including a self employed person) being disabled from performing his normal work for more than 3 days.
- (d) A person who is not at work but who as a result of a work activity sustains injury requiring medical treatment.
- (e) One of a list of specific dangerous occurrences arising out of or in connection with work.

In the event of the death of any employee or the death of a person who is not at work as a result of a work activity or of a dangerous occurrence, the responsible person must notify the Health and Safety Authority about it by the quickest practicable means e.g. by telephone or fax.

## **GENERAL RISK ASSESSMENTS**

Health and Safety can be successfully managed by first identifying the hazards, measuring and evaluating the risks associated with the hazards, removing or controlling the risks, followed by educating all exposed to the risk, implementing an action programme, monitoring and reviewing the performance and the control of risks.

Hazard is taken to mean any substance, material or practice which has the potential to cause harm to the safety, health or welfare of employees at work and others affected by that work.

Risk is taken to mean the potential to cause harm in the actual circumstances of use and the likelihood of that potential being realized.

### **Policy**

We will carry out suitable assessments of the risks to the health and safety of our employees and others affected by our work activities in compliance with the legislation as follows by: -

- 1) Identifying all hazards with a potential to cause harm to our employees and others affected by our work.
- 2) Evaluating the probability and severity of injury or damage.
- 3) Where we identify a risk or imminent danger-
  - (a) Establishing appropriate procedures, including the stopping and resumption of work, for controlling exposure to this special risk.
  - (b) By nominating sufficient competent persons to implement the procedure for evacuation of the premises.
  - (c) By restricting access to the danger area for all who have not received adequate instruction.
- 4) Analysing the options for eliminating, reducing or controlling the risks and then take the appropriate action.
- 5) Reviewing the assessments periodically and particularly where they may no longer be valid or where there has been a significant change in work activities or processes.
- 6) Keeping records in writing or electronic form of the significant findings of risk assessments and identifying employees who may be especially at risk.
- 7) Providing appropriate health surveillance and identifying employees who may be especially at risk.
- 8) Appointing competent persons to assist us in complying with our statutory duties for safety, health and welfare.
- 9) Providing our employees and contractors on our premises with comprehensive and relevant information on risks, preventative and protective measures, emergency procedures and competent persons.



**COVID 19 - Risk Assessment – PRESENTATION COLLEGE, BRAY**

| Hazards  | Is the hazard present?<br>Y/N | What is the risk    | Risk rating<br>H = High<br>M = Medium<br>L = Low | Controls<br><br>(When all controls are in place risk will be reduced)  | Is this control in place? | Action/to do list/outstanding controls<br><br>*Risk rating applies to outstanding controls outlined in this column   | Person responsible                           | Signature and date when action completed    |
|----------|-------------------------------|---------------------|--|--|---------------------------|--|--|---|
| COVID-19 | N                             | Illness & Infection | H  | School Covid-19 Response Plan in place in line with DES guidance and the Return to Work Safety Protocol and public health advice | Yes                       | Follow public health guidance from HSE re hygiene and respiratory etiquette.<br><br>Complete COVID-19 Policy Statement<br><br>Return to Work Forms received and reviewed | SM/BOM<br><br>Principal/BOM<br><br>Principal | Ongoing<br><br>19-08-2020<br><br>04-09-2020 |
|          |                               |                     |  |  | Yes                       | Undertake Induction Training   | Principal/Admin Office/LWR's                 | 25-08-2020                                  |
|          |                               |                     |  |  | Yes                       | Maintain log of staff, student and visitors  |  | - ongoing                                   |
|          |                               |                     |  |  | Yes                       | Complete checklists as required  | LWR's  | Ongoing                                     |
|          |                               |                     |  |  | Yes                       | How to deal with a suspected case  | SM/LWR/Whole staff                           | 26-08-2020                                  |
|          |                               |                     |  |  | Yes                       | Physical distancing  | Whole staff                                  | Ongoing                                     |

If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.

Risk Assessment carried about by: \_\_\_\_\_  
Martin Locke  
Principle

Date: 24/09/2020

## MAIN HAZARDS ASSOCIATED WITH SCHOOLS

The Management carries out surveys of its premises and activities and submits a report on this survey. The management retains a full report of these findings. From the report it is evident that the following general hazards are those where the risk to employees and third parties are most applicable.

### **Fire Hazards**

### **Electrical**

### **Equipment**

### **Handling**

### **Disciplines Slips**

### **and Falls**

### **Cuts and Bruises**

### **Health and**

### **Hygiene**

To reduce the risks the following hazards are highlighted together with the suggested means of eliminating or mitigating the risk and in all cases the resources required have already been made available as outlined in this safety policy statement.

## **SPECIFIC HAZARDS**

### **Violence and Harassment**

Incidents where any employee is abused, threatened or assaulted by a fellow employee pupil or other third party in circumstances arising out of the course of the employee's employment are treated as major hazards by the management. Employees looking after premises, working alone, home visiting, dealing with pupils with behavioural difficulties, looking after money or valuables, disciplining pupils, dealing with angry parents or relatives are recognized as being at risk. The management takes into account the guidelines M18/99 issued by the Department of Education & Science and will fully investigate by means of an incident report form, any violence or threat of aggression against staff.

The College also works to the policies in regard to

- (1) **Anti-bullying**
- (2) **Dignity in the workplace**

## **FIRE HAZARDS**

Formal evacuation procedures will be carried out twice yearly and evidence of this will be logged. Portable fire fighting equipment will be checked on a regular basis and evidence of these checks will be recorded.

All fire points will be kept clear at all times and will be highlighted.

Exits and entrances will be kept un-locked during normal operating hours. They will be kept clear at all times and will be adequately signposted.

### **Electrical Equipment**

The management have a healthy respect for electricity and its inherent hazards as applied to their particular plant and consequently make provisions for the safety of all employees from any association with the

generation, transformation, conversion, switching, controlling, regulation, storage, transmission, distribution and use of electrical energy in their workplace in compliance with Electricity Acts 1927 – 1988.

The following precautions will apply:

All electrical equipment will be suitably identified and live parts will be adequately covered. Precautions will be taken by earthing or automatic disconnection, to prevent danger from any exposed conductive part that may become live.

Due practices will be complied with in choosing and using electrical portable tools.

Over-current protective devices will be fitted.

Note: Only appropriately qualified trained personnel will work on electrical equipment.

### **Guarding of moving parts on Plant and Equipment**

Unguarded drives, couplings, etc. may occur due to human factors. Strict attention will be given by means of communication, supervision and notices that all moving machine parts will have safety guards in place and that they will only be removed in authorized situations. Attention will be drawn to the dangers associated with loose pendant type jewellery, long hair, neckties, scarves, loose clothing and flowing robes.

A programme of fitting tripping mechanisms to prevent equipment operating on the removal of guards will be an ongoing programme with the Management.

### **Manual Handling**

The Management lay special emphasis on the manual handling of loads as follows:

Appropriate organisational measure(s) will be taken or the appropriate mechanical means to avoid the need for manual handling of loads.

### **Service Isolation**

Particular emphasis is placed on the dangers associated with services provided to particular locations. Where gas and electricity are supplied to a particular location, clear and understandable means of safe isolation and start up will be maintained. Where automatic systems are not provided clear notices and instructions will be provided. These will be continually checked by responsible personnel for safe operation.

### **Floors**

Floors will not be made slippery by polishing or otherwise. If necessary, a non-slip polish will be specified.

Washing of floors, as far as is possible, will be conducted outside office hours. Warning signs of work in progress on floors will be displayed. Trailing leads will be avoided where possible or be highlighted by notice.

## **HAZARDS ASSOCIATED WITH SPECIFIC DISCIPLINES**

It is the policy of the management to draw attention to intrinsic hazards in their specific areas. This enables constant attention to be paid to them not alone by teachers, pupils and other staff but also by third party visitors. These areas and some of the associated points of importance are listed hereunder. The comments listed hereunder are intended as guidance for safe operation in the particular areas, but may not be assumed to cover all eventualities.

Please note that:

- (1) On going risk assessment will highlight new, unforeseen problems. These assessments are part of the offices safety policy.
- (2) The supplier's safety instructions for all plant and equipment will be full heeded by all people operating or supervising the operation of that equipment. Safe Work Practice Sheets will be consulted regularly.
- (3) Potentially harmful substances used in all areas of the school will receive the due emphasis. In the event that they may be poisonous, corrosive, irritant, harmful, flammable or explosive the label should also be consulted. If there is no label or if the container is not properly labeled the suppliers Material Safety Data Sheet should be consulted.

### **(A) WOODWORKING**

**Circular Saw:** Use a push stick for the last 300mm of feed. Make sure the top guard is correctly positioned. Do not sweep off cuts or dust by hand and do not attempt to clear these while the blade is running.

**Planing Machine:** Always withdraw hand before passing over cutters. Use bridge guard for all work. Ensure bridge guard is always in place.

**Band Saw:** Always enclose blade with guard except for operating position. Keep hands on either side of blade.

**Sanding Machine:** Always wear dust mask when operating.

**Drilling Machine:** Use spindle guards.

**Hand Tools:** Discard hammers with chipped heads or cracked shafts. Discard files without handles. Do not use vices with worn jaws. Do not use spanners with worn jaws. Ensure that dust extraction is operational and used as is appropriate.

### **(B) SCIENCE LABS AND MATHS/PHYSICS ROOM**

**Gas Supply:** This must be totally isolated when not in use.

**All substances will be labeled with**

- (i) Its chemical name (the formula is not sufficient)
- (ii) Nature of risk (e.g. explosive, oxidizing, toxic, flammable, corrosive or irritant) or additional risks such as harmful if in contact with skin, do not eat, do not drink, wear eye protection etc.
- (iii) Name of supplier
- (iv) Date of receipt and shelf life. A general list of substances and their potential risks could be drawn up. Quantities of chemicals kept in the school should be the bare minimum.

The preparation room and chemical store should always be kept locked.

When volatile, toxic, harmful, corrosive or irritant chemicals are involved the fume cupboard is used. This fume cupboard should be of sturdy construction and the material should be hard wearing, impervious and the worktop should be of heat and chemical resistant material. The installation should be in accordance with B.S. 7258 parts 1 to 4.

All fittings, piping, joints, cabling must conform to the appropriate standards and will be examined by a competent person on an ongoing basis.

**The air extraction system**, which will be fireproof material, will be regularly tested (recommended range 0.45 to 0.65 metres/second).

**The gas and electric cut offs** will be key controlled and one key only will be retained by the responsible person. It is also recommended that the fume cupboard be lockable, again with only one key. In the event of there being any unforeseen faults with the system the normal wafting of the hands and cautious sniffing will always be carried out to check for volatile fumes or vapors.

**Disposal of chemicals and biological waste** together with the disposal of sharps will be safely attended to at all times.

The nearby fire extinguishing equipment will be checked prior to operating fume cupboard. The area surrounding the fume cupboard will be kept out of bounds to anyone not involved in an active or supervisory capacity.

**The manual "Safety in School Science" issued by the Department of Education & Skills to all schools will be consulted regularly and all directions in the DES Circular C14/2011 in relation to discontinued use of and safe disposal of certain chemicals will be followed.**

### **(C) ART ROOM**

Guillotine will have guards fitted.

The pottery kiln will have a safety cut out and safety cage.

All materials will be labeled clearly as to any hazards.

Potting wheels will be inspected prior to use.

### **(D) PHYSICAL EDUCATION**

The Physical Education locations both internally and externally will be supervised during activities.

All pupils participating must have the appropriate gear.

Prior to each activity all equipment will be examined.

The operation area will be checked for any impediments.

### **(E) WORKING WITH VISUAL DISPLAY UNITS**

All VDU's and associated work stations will generally comply with Directive 90/270/EEC of 1993 with regard to the equipment and environmental conditions. Associated furniture such as chairs and backrests will be used and furniture will be laid out so as to avoid collisions and leave safe access and egress. Work benches will be arranged to suit and posture changes will be encouraged.

### **(F) GROUNDS CARE AND MAINTENANCE**

Proper care and maintenance will at all times be given to tools and equipment used in this area. Faulty goods will not be used and will immediately be taken out of commission.

There are certain physical hazards that may possibly be associated with specific equipment and should be given particular attention:

**1. Tractors**

No passengers will be carried.

No young persons will operate them.

All moving parts, in particular the Power Take Off will be adequately guarded.

The tractor will not be operated with restrictive view without assistance.

The tractor will never be driven without a safety bar.

Ear defenders will be worn by the operator.

No speeding allowed.

No overloading allowed.

Tractor must be fully maintained.

**2. Field Machinery (driven by Tractors)**

No passengers carried.

No young persons will operate them.

Proper guarding of moving parts must be maintained.

Must be fully maintained.

No bystanders in close proximity.

**3. Fixed Equipment**

Fully repaired and maintained.

Fully guarded and fenced.

No close bystanders.

**4. Hand operated grass mowers**

- Make sure area is clear of stones and other loose debris.
- Do not mow with people in close proximity.
- Do not leave mower unattended with power on.
- Do not mow with light footwear.
- Do not lift mower while powered.
- Always keep mower flat on the grass.
- Do not pull mower towards your feet.
- Switch off mower before mowing it across roads and pathways.
- Mow across slopes, never up and down.

**5. Hedge cutting and strimming**

- Check safety switch off mechanism regularly.
- Wear eye and face protection.
- Check guarding systems.
- Do not use in proximity of bystanders.

## **(G) SERVICES**

Plant areas such as boiler house, oil tanks, gas tanks, workshops will always be kept in a tidy safe manner. No goods of any sort will be stored in a boiler house. Hazardous plant areas will be locked at all times. These areas, particularly electrical switchgear areas will have appropriate hazard signs posted.

Further information on intrinsic hazards such as safe work practice sheets, hazard identification sheets, safety checklists and other safety rules are available from the management on request

## **GENERAL INSPECTION GUIDE CHECKLIST**

### **STEPS.**

Check all banisters and rails are secure.  
Is lighting adequate? Are all lights working? Are steps worn or broken? Are they slippery?

### **PASSAGES**

All floor surfaces even and not slippery? Are all lights in working order?  
Is all litter removed?  
Are mats flat and not creating a tripping hazard? Are there damaged walls?

### **DOORS AND WINDOWS.**

- Are all doors unobstructed?
- Have doors loose or broken hinges?
- Have they damaged or sticking catches?
- Are there viewing panels in all the doors?
- Are they kept uncovered?
- Is all glass complete and uncracked?
- Can windows open easily without undue force?
- Do windows jut out dangerously when open?
- Are windows clean?
- Have the windows broken fastenings or cords?
- Where necessary, is a window pole available?

### **LIGHTING**

- Visually check all light fittings are working and in a clean condition
- Check light switches are not broken.

### **PLUGS/SOCKETS/LEADS**

- Visually check that plugs and sockets have no cracks or pieces missing
- Check that socket screws and mountings are secure
- Check that indication lights are functioning

- Check that insulation on leads is not cracked or frayed
- Check that leads are without knots, joins and that they are free of 'kinks' Check that there are no trailing leads
- Try and obviate the need for multi-adaptors

### **GENERAL PURPOSE CLASSROOMS**

- Check that there are no hazards arising from overcrowding
- Check that all cupboards, fixed blackboards, display units etc. are stable and secure and undamaged Try and obviate sharp edges and corners on furniture
- Check all furniture is positioned safely

### **RESPONSIBILITIES OF PRINCIPAL**

- (1) To initiate the Safety Policies of the Centre.
- (2) To administer these policies and delegate to staff as appropriate.
- (3) To arrange, through the Management, that adequate funds and facilities to implement these policies are made available.
- (4) To maintain the safe upkeep of the premises.
- (5) To implement and initiate evacuation procedures
- (6) To ensure that First Aid facilities and controls are implemented
- (7) To periodically arrange to have this policy statement revised
- (8) To maintain relevant records and documents pertaining to statutory requirements
- (9) To provide full executive support for all staff who have been given responsibility under this statement of policy
- (10) To ensure that the centers annual report is received and that it contains, in addition to the normal information, and evaluation of the extent to which this policy has been put into effect.
- (1) To reprimand any member of staff failing in their responsibilities
- (11) To set a personal example
- (12) To release staff for training where necessary.

**RESPONSIBILITIES OF DEPUTY PRINCIPAL AND ASSISTANT PRINCIPAL(S)**

- (1) To know the statute requirements and ensure that they are observed.
- (2) To insist that sound and safe working practices are observed at all times.
- (3) To ensure that safety precautions are accounted for when employing outside contractors.
- (4) To institute proper reporting, recording, investigation and costing procedures.
- (5) To insist that the protective clothing and equipment is provided and is used.
- (6) To ensure that high standards of hygiene throughout the school are observed.
- (7) To be familiar with fire drills and evacuation procedures.
- (8) To arrange a suitable rota for staff to carry out routine inspections of the internal premises every day.
- (9) To arrange for supervision of external grounds and arrange random patrols of all grounds within the site perimeter.
- (10) To assume the responsibilities of the Principal in Safety and Health matter in the absence, for any reason, of the Principal.

## **RESPONSIBILITIES OF TEACHERS**

- 1) To ensure that pupils carry out all their routines in a safe manner and do not create danger for themselves or for others.
- 2) To be familiar with and that their changes are familiar with evacuation procedures.
- 3) To be familiar with the fire fighting equipment and its uses.
- 4) To notify the management of any accidents or incidents that could result in accidents, that occur and keep records of them.
- 5) To insist that all wear protective clothing and use protective equipment where necessary.
- 6) To identify hazards intrinsic to their own disciplines and to ensure that they eliminate or take protective action against them and that all do likewise.
- 7) Use notices liberally to highlight problem areas.
- 8) To set an example for all.
- 9) To keep abreast of all Safety and Health legislation.
- 10) To encourage safe working practices in their own area

## **RESPONSIBILITIES OF SCHOOL SECRETARIAT**

- 1) To be familiar with fire drills and evacuation procedures.
- 2) To maintain a list of emergency telephone numbers and addresses.
- 3) To report any defects in office equipment as soon as possible.
- 4) To work in a manner that is safe to yourself and to others.
- 5) To avoid enacting hazards in the office e.g. leaving filing cabinet drawers open, trailing cables, build up of papers etc.
- 6) To be familiar with the use of fire fighting equipment.

## RESPONSIBILITIES OF CARETAKER

- 1) To work in a manner which is safe to themselves and others.
- 2) To use the proper tools and equipment for each task.
- 3) To report any hazard that is encouraged.
- 4) To use proper protective clothing and equipment where necessary.
- 5) To ensure that no people have access to areas which are hazardous or whilst work is in progress.
- 6) To supervise and control the entry of students to and from their exit from the college and to prevent loitering in the vestibule and corridors, classrooms, toilets and social areas and outside the building.
- 7) To be available for attendance when the college is open outside normal hours.
- 8) To be familiar with fire drills and evacuation procedures.
- 9) To be familiar with the use of fire fighting equipment.
- 10) To prevent the build up of rubbish and especially of combustible material.
- 11) To maintain heating and ventilation plant in proper working order.
- 12) To repair light fittings as soon as they become faulty.
- 13) To repair broken windows and doors at all times.
- 14) To remove broken furniture from use and to have these repaired.
- 15) To ensure that all exits, entrances, fire fighting equipment and fire alarm points are not obstructed.
- 16) To monitor continuously that services such as gas and electricity are safely isolated when not in use in particular locations. This will entail on going patrols of all these locations.

**RESPONSIBILITIES OF ATTENDANT**

- 1) To work in a manner which is safe to herself and to others
- 2) To be familiar with fire drills and evacuation procedures.
- 3) To be able to identify and use the correct fire extinguishers
- 4) To wear the proper protective clothing
- 5) To report immediately any injury, no matter how minor.
- 6) To assist other staff in the supervision and control of students to and from their exit from the college and to prevent loitering in the vestibule, corridors, classrooms, toilets and social area outside and inside the building.
- 7) To attend to spillages immediately.
- 8) To barricade area of spillages until they are completely dry.
- 9) To dispose of rubbish as soon as possible to avoid build up.
- 10) To report any defect in machinery or equipment.
- 11) To avoid leaving trailing cables. If this is necessary use notice stating that cleaning is in progress.
- 12) To observe high standards of cleanliness and hygiene.
- 13) To ensure that all mats and carpets are properly laid and uncrumpled.