



Presentation College Bray Health and Safety policy

Last updated and ratified by the board of management on 23rd of June 2025

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1. Health and Safety Statement

Section 20 of the Safety, Health and Welfare at Work Act 2005 requires an employer to prepare a written statement to safeguard:

- The safety and health and welfare of employees while they work;
- The safety and health and welfare of other people who might be at the workplace; including students, visitors, contractors and members of the public.

This safety statement represents a commitment to the safety, health and welfare of all persons who may be affected by the work of the school. The areas that are to be covered by the safety statement are specific and set out in Section 20 of the Safety, Health and Welfare at Work Act 2005.

This Statement has been developed based on the identification of hazards and associated risk assessments carried out as per Section 19 of the 2005 Act. This Statement may be supplemented by additional safety documentation and records within each school to reflect the scope and range of services provided therein. There may also be instances where an alternative and/or additional operating procedure may be more suited to the environment of a centre. It is therefore essential that where the statement is supplemented with alternative or additional operating procedures that these are kept within the Safety Statement and form part of the School Safety Management System with clear reference as to which procedure applies.

This Statement:

- Specifies how the safety, health and welfare of all employees, students and visitors in and to this Centre will be secured and managed;
- Specifies the hazards identified and risks assessed by the Employer;
- Gives details of how the centre manages its safety and health responsibilities, including (a) a commitment to comply with legal obligations, (b) the protective and preventive measures taken (c) the resources provided for safety and health at the workplace and (d) the arrangements used to fulfil these responsibilities;
- Includes the plans and procedures to be used in the event of an emergency or serious danger;
- Specifies the duties of employees including the co-operation required from them on safety and health matters;
- Includes the names and job titles of people with their roles for safety and health or performing the tasks set out in the statement;
- Contains the arrangements made for appointing safety representatives, and for consulting with and the participation by employees on safety and health matters;
- Is in a written form, manner and language understood by all, and;
- Has due regard to the relevant safety and health legislation.

IMPLEMENTATION

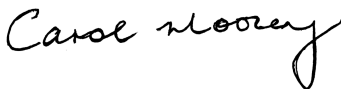
This policy statement will be implemented by Martin Locke, Principal with the assistance of the pertinent staff as detailed in the statement.



Signed: _____ Date: 23rd May 2025,

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: 23rd May 2025,

Carol Mooney Chairperson

2. Health and Safety Objectives

When setting objectives and targets, the centre will ensure that they are consistent with the Presentation College Bray Health and Safety policy and take into account financial, operational and business requirements, as well as technological capabilities. The aim of such objectives will be to promote and ensure implementation of standards of safety, health and welfare which comply fully with statutes, regulations and codes of practice in place at the time, and conform to best practice in delivering the services provided by the school.

In order to determine whether or not the objectives and targets are being met, they will be measured, where practical, to allow progress to be monitored. These goals will be set by the senior management, in consultation with the Safety Committee, taking account of available resources within the school, so far as is reasonably practicable.

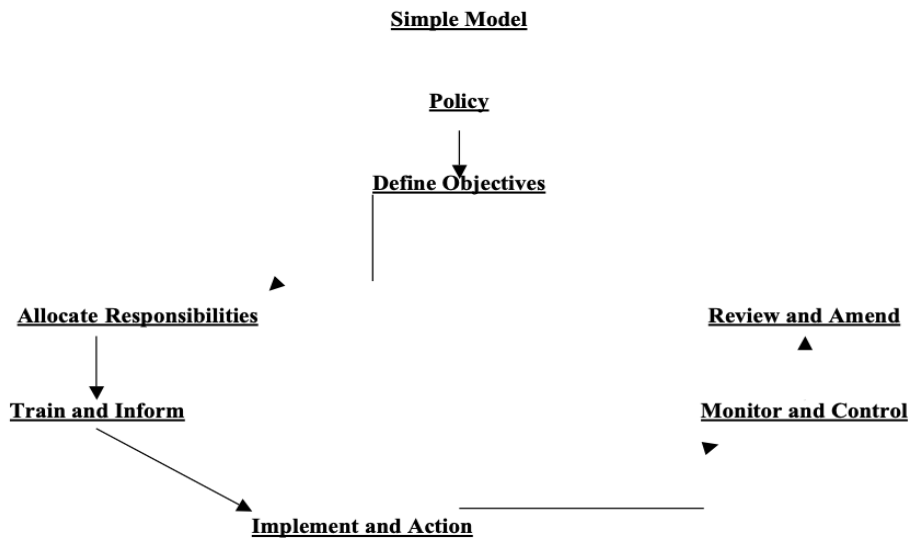
The objectives of this policy are as follows:

- To provide systems of work that are planned, organised, performed and maintained.

Structure

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.

3. Presentation College Bray Health and Safety Policy

In accordance with the Safety, Health and Welfare at Work Act 2005 it is the policy of the Board of the presentation college bray to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, visitors, contractors and other persons at the school from injury and ill-health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, contractors and students of the school. It is recognised that hazard identification, risk assessment and control measures are legislative requirements which an employer must ensure are carried out to secure the safety, health and welfare of all staff.

The presentation college bray, as employer, undertakes in so far as is reasonably practicable to:

- (a) Promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
- (b) Provide information, training, instruction and supervision where necessary to enable staff to perform their work safely and effectively;
- (c) Maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school;
- (d) Continually improve the system in place for the management of occupational safety, health and welfare and review it periodically to ensure it remains relevant, appropriate and effective;
- (e) Consult with staff on matters related to safety, health and welfare at work;
- (f) Provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, students, contractors and visitors.

The Presentation College, Bray is committed to playing an active role in the implementation of this Occupational Safety, Health And Welfare Policy and undertakes to review and revise it in light of changes in legislation, equipment, experience and other relevant developments.

Key school information

Name of school	Presentation College Bray
Address	Putland road, Bray, Co Wicklow. Eircode: A98 P270
Names of senior management	Martin Locke, Principal Ronan Coffey, Deputy Principal
Number of students	650
Number of buildings	4
Facilities detailing number of Classroom, Labs, Workshops, Gymnastics, Outside Pitches	28 classrooms, 5 learning support rooms, 4 rugby pitches, 3 science labs, 1 sports hall, 1 art room, 1 woodwork room, 1 pavilion.
Name of health and safety rep	David Ebbs
External fire assembly points	Senior pitch

4. Safety Representatives Structures and Responsibilities

SAFETY STAFF STRUCTURES

- Martin Locke, Principal
- Ronan Coffey, Deputy Principal
- P.W.T. Staff
- T.W.T. Staff
- R.P.T. Staff
- P.T. Equivalents
- Secretarial Staff
- Caretakers
- Attendants
- Special Needs Assistants

Responsibilities Of The Board Of Management

- (1) To comply with its legal obligations as employer under the 2005 Act.
- (2) To ensure that the school has written risk assessments and an up to date safety statement.
- (3) To review the implementation of the SMS and the safety statement.
- (4) To set safety and health objectives.
- (5) To receive regular reports on safety and health matters and to ensure that matters arising from same are discussed.
- (6) To review the safety statement at least annually and when changes that might affect workers' safety and health occur.
- (7) To review the school's safety and health performance.
- (8) To allocate adequate resources to deal with safety and health issues.
- (9) To appoint competent persons as necessary, to advise and assist the Board of Management on safety and health at the school.

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 firefighting 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.

RESPONSIBILITIES OF SCHOOL SECRETARY

- 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 firefighting 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 firefighting 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, firefighting 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) 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.

RESPONSIBILITY OF ALL STAFF

(1) Comply as far as reasonably practical with the requirements under the 2005 Act.

An employee shall, while at work—

a) comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions at work, list of relevant statutory provisions can be seen in (appendix 8)

(b) ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person,

(c) if reasonably required by his or her employer, submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed,

(d) co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provisions, as appropriate,

(e) not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person,

(f) attend such training and, as appropriate, undergo such assessment as may reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee,

(g) having regard to his or her training and the instructions given by his or her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare at work, including protective clothing or equipment,

(h) report to his or her employer or to any other appropriate person, as soon as practicable—

(i) any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health or welfare at work of the employee or that of any other person,

(ii) any defect in the place of work, the systems of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person, or

(iii) any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person, of which he or she is aware.

(2) An employee shall not, on entering into a contract of employment, misrepresent himself or herself to an employer with regard to the level of training as may be prescribed under subsection (1)(f) of the 2005 Act.

RESPONSIBILITY OF A SAFETY REPRESENTATIVE

A safety representative may—

- inspect the whole or any part of the place of work—

(i) subject to subsection (3) of the 2005 Act, after giving reasonable notice to the employer, or

(ii) immediately, in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person,

- investigate accidents and dangerous occurrences provided that he or she does not interfere with or obstruct the performance of any statutory obligation required to be performed by any person under any of the relevant statutory provisions,
- after the giving of reasonable notice to the employer, investigate complaints relating to safety, health and welfare at work made by any employee whom he or she represents,
- accompany an inspector who is carrying out an inspection of the place of work other than an inspection for the purpose of investigating an accident or dangerous occurrence,
- at the discretion of the inspector concerned, accompany an inspector who is carrying out an inspection for the purpose of investigating an accident or dangerous occurrence,
- at the discretion of the inspector concerned, where an employee is interviewed by an inspector with respect to an accident or dangerous occurrence at a place of work, attend the interview where the employee so requests,
- make representations to the employer on any matter relating to safety, health and welfare at the place of work,

- make oral or written representations to inspectors on matters relating to safety, health and welfare at the place of work, including the investigation of accidents or dangerous occurrences,
- receive advice and information from inspectors on matters relating to safety, health and welfare at the place of work, or
- consult and liaise on matters relating to safety, health and welfare at work with any other safety representatives who may be appointed in the undertaking concerned, whether or not those safety representatives work in the same place of work, in different places of work under the control of the employer or at different times at the place of work.

(3) The employer and the safety representative shall, having regard to the nature and extent of the hazards in the place of work, agree the frequency or schedule of inspections which may be carried out under subsection (2)(a)(i) of the 2005 Act, which agreement shall not be unreasonably withheld by the employer.

(4) Every employer shall consider any representations made to him or her by the safety representative in relation to the matters specified in this section or any other matter relating to the safety, health and welfare at work of his or her employees and, so far as is reasonably practicable, take any action that he or she considers necessary or appropriate with regard to those representations.

(5) An employer shall give to a safety representative such time off from his or her work as is reasonable having regard to all the circumstances, without loss of remuneration, to enable the safety representative—

- to acquire, on an ongoing basis, the knowledge and training necessary to discharge his or her functions as a safety representative, and

(6) Where an inspector attends at a place of work for the purpose of carrying out an inspection, the employer shall inform the safety representative that the inspection is taking place.

Safety representatives will not be placed at any disadvantage as a result of fulfilling their role.

Responsibility Of The Health & Safety Committee

A Health and Safety Committee (hereinafter Safety Committee) facilitates the consultation process on safety, health and welfare matters in a school.

Employees have the right to make representations to and consult their employer on matters relating to their safety, health and welfare at work.

Where, in a place of work by agreement of the employer, there is a group of persons (by whatever name known) representative of the employer and the employees that constitutes a safety committee in compliance with Schedule 4 of the 2005 Act and that exists for the purpose of consultation regarding the safety, health and welfare at work of the employees, consultation within that group of persons may, to such extent

as may be agreed between the employer and his or her employees, fulfil the requirements of subsections (1) and (2) of the Act.

Consideration shall be given to any representations made by employees in relation to matters relating to their safety, health or welfare at work and, so far as is reasonably practicable, take any action that he or she considers necessary or appropriate with regard to those representations.

Employees involved in arrangements for consultation will be given such time off from their duties as is reasonable having regard to all the circumstances, without loss of remuneration, to enable those employees—

- (a) to acquire the knowledge and training necessary to discharge their functions under this section, and
- (b) to discharge those functions.

Where a safety committee is established as a means of consulting with employees, it should ideally be comprised of a minimum of;

- Member of senior management
- Members of Staff (elected by staff);

Responsibility Of The First Aid Responder (FAR)

Part 7, Chapter 2 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 deals with the issue of first-aid within the workplace. The employer has a duty to provide first-aid equipment at all places of work where working conditions require it.

In accordance with Health and Safety Regulations, all First Aid Responders are required to complete the appropriate training courses in order to administer first aid in a workplace setting.

The school has provided suitable first aid kits which are located throughout the school (see appendix 5 for locations). It is the responsibility of the FAR (s) to maintain the first aid kits and appropriate records in accordance with their training.

Automated external defibrillators (AEDs) are provided as life-saving devices which can prevent death arising from sudden cardiac arrest (**see appendix 6 for locations**). Training is also provided to identified staff members. Staff trained in the use of defibrillators will be responsible to ensure the units are maintained to appropriate standards and where they are not maintained to bring it to the attention of the safety warden for rectification.

Responsibility Of The Fire Wardens

The duties and responsibilities of all employees acting as Fire Wardens are outlined as follows:

General duties of a school fire warden:

The general responsibilities of a fire warden are to reduce the risk of fire within the school and ensure that emergency routes and equipment are appropriately maintained. This includes:

- Identifying and removing fire hazards on school premises;
- Ensuring escape routes are kept clear of obstruction;
- Checking fire doors are clear, both inside and out and are never locked;
- Ensuring appropriate maintenance and servicing of firefighting equipment;
- Maintaining accurate information on fire hazards within their designated area to present to fire fighters in the event of a fire;
- Reporting any problems with the above to management and ensuring action is taken.

Duties of a school fire warden – during a fire:

In the event of an emergency, it is the responsibility of individual staff members to evacuate their classrooms/areas of work and place of work. The role of the school fire warden is to support this, providing a second level of protection. The fire warden should:

- Raise the alarm or make sure it has been raised by someone else;
- Check their designated section of the premises after the main evacuation to ensure no one has been left behind (including toilets and store rooms where learners/staff may have sought refuge);
- Shut down dangerous equipment, close windows and shut fire doors where it is safe to do so;
- Use firefighting equipment if it is safe to do so and they are confident in its operation;
- Liaise with fire fighters as to the location of the fire and the risks specific to that area of the school.

5. Hazards and Risk Assessment

Hazard

A hazard is anything that has the potential to cause harm to people, property or the environment. It can be a work material, work equipment, or a work method or practice.

Hazard Reporting

A) REPORTING

- The following circumstances must be reported verbally immediately
- On discovery of a fire.
- If you have an accident, injury or illness which affects your ability to carry out your work.
- If you see an accident or injury sustained by a non-employee.
- If you see any potential accident, incident or dangerous occurrence
- If any guards or safety devices are ineffective, defective or have been removed.
- If your protective clothing or equipment is inadequate, ineffective, damaged or missing.
- If a fault occurs to any machinery, plant or equipment which will affect its safe operation.
- If you have not been provided with suitable information with regard to the safe operation of
- machinery, plant or equipment.
- If you are not provided with suitable hazard information for a substance.
- If you are not aware of the correct way of using and handling a substance.
- 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. See hazard checklist (**appendix 10**)

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.

Presentation 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 labelled 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 labelled 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 vapours.
- 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 labelled 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) 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.

6. 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.

Risk assessments:

- A risk assessment may be a visual exercise that reflects a situation at a given point in time. It is a commonsense duty of care to identify risks and hazards to assist the Employer in making decisions in respect of deploying resources.
- It is recognised that where staff are engaged in the process of risk assessment that there is a requirement on the employer to ensure that appropriate time during the working day is identified for this work to be completed. Employees who participate in good faith in the risk assessment process will not be subject to any disciplinary sanction.
- The most appropriate person to carry out a risk assessment of any area / location is the individual staff member with the most experience and knowledge of the nature of the work to be undertaken in specific areas of the centre. This means that the person(s) most familiar with the workspace and activities to be carried out there may be asked to complete a risk assessment of their workspace as they will be more likely to be aware of and deal with hazards on a daily basis.
- A risk assessment exercise does not place responsibility on the employee to reduce or eliminate a risk. Once identified through a risk assessment process the risk/hazard becomes the responsibility of the management to reduce or eliminate in a planned and co-ordinated manner.
- This exercise does not negate the duty of an employee to notify management of any concerns that may arise at any other point in time. Consideration should be given locally within schools to allowing appropriate time to support people engaged in conducting risk assessments on an annual or bi-annual basis in their area of work.
- HSA Templates for risk assessments are included in the appendices of the safety statement (**appendix 4**).
- A signature on a risk assessment form is not mandatory however a record must be maintained of who undertook the assessment from the perspective of assuring accurate, responsible record keeping.

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 (**see appendix 7**)

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.

Physical safety

- Evacuation plan formulated;
- Regular fire drills occur;
- Fire exits and extinguishers are regularly checked.

Psychological safety

The management and staff of the centre aim to use available programmes and resources to enhance a sense of safety and security in the school and to provide opportunities for reflection and discussion.

- Staff have access to training for their role in First Aid, Health & Safety etc;
- Staff are familiar with the Child Protection Guidelines and Procedures and details of how to proceed with suspicions or disclosures;

- Information is provided on mental health in general and such specific areas as signs and symptoms of depression and anxiety;
- Staff are informed in the area of suicide awareness and some staff are trained in interventions for suicidal students;
- The school has developed links with a range of external agencies;
- Inputs to students by external providers are carefully considered in the light of criteria about student safety;
- The school has a clear policy on bullying and deals with bullying in accordance with this policy;
- Where provided for, there is a care system in place in the centre steered by the Career Guidance and Counselling Service, Disability and Support Service;
- Students who are identified as being at risk are referred to the designated staff member (e.g. guidance counsellor, support teacher or other support services), concerns are explored and the appropriate level of assistance and support is provided. Parents are informed where a student is under the age of 18 and, where appropriate, a referral is made to an appropriate agency;
- Staff are informed about how to access support for themselves.

Fire Safety

Evacuation plans are exhibited in each building and in each classroom, sample at

Appendix 1. If floor plans have been removed notify fire warden immediately in order to arrange for replacement notices.

Each centre will have in place equipment that will signal when a fire breaks out or an evacuation of the building(s) is required.

Management will be responsible to;

- Ensure that such equipment is serviced at least annually in accordance with manufacturers guidelines, relevant standards and are located appropriately;
 - Signs will be clearly displayed to enable all persons to follow a safe route to the nearest fire exit;
 - Warning notices will be placed on fire doors, fire exit points and external locations to ensure that exit routes are not restricted or blocked.
 - Ensure that at least 2 Fire Drills are carried out per year (ideally 1 per term)
- In addition, Management will also put in place Personal Emergency Egress Plan (PEEP) for staff and students. This is a bespoke “escape plan” for individuals who may not be able to reach an ultimate place of safety unaided or within a satisfactory period time in the event of any emergency. To ensure appropriate arrangements are put in place, where Centre Management is aware of a potential difficulty, staff member(s) or students may be asked to fill in the Personal Emergency Egress Questionnaire from the HSA which is contained in

Appendix 2.

Procedure in the event of a continuous alarm **In the event of continuous alarm:**

- A minimum of 2 people will report directly to the main fire alarm panel. [member of management + a member of the fire committee.
- Locaters will investigate activation, deal with incident and report back to the chief fire warden the nature of the incident;
- The chief fire warden will liaise with alarm monitoring company and the emergency services;
- A minimum of 3 people will report to the lift area at the end of each corridor on each floor.

[Floor sweepers]

- They will sweep the floor and report down through each of the stairwells, where they will take up positions at the main exits to make sure nobody re-enters the building;

Staff are responsible for evacuating their own individual classrooms / work areas, making sure that they are last to leave and closing the door behind them;

- Teachers and designated staff will act as assembly co-ordinators making sure everybody reports to the assembly points and stays at them;
- PEEP plans will be carried out as is necessary;
- Locaters and sweepers will liaise with the chief fire warden to confirm the building has been made safe;
- The chief fire warden will liaise with the emergency services on their arrival and give them all relevant details for the building and the situation.

Procedures to be followed in the event of a fire emergency.

- On discovering a fire, raise the alarm immediately by triggering a break glass unit;
- Tackle the fire if it is safe to do so and if you are trained to do so;
- Evacuate the building in accordance with the evacuation procedures;
- Leave the building via the nearest safe exit;
- Report to the designated fire assembly point;
- Follow instructions of the Fire Wardens;
- Do not re-enter the building until instructed that is safe to do so.

Assembly Point Locations

- School end of the senior pitch (lining up on the try line in class groups.

Fire Safety Management - Risk Assessment

The primary objective is to minimise the risk to life and to reduce injury by maintaining the physical fire safety of the school, in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety procedures and risk assessments at the school are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

The centre has identified emergency situations and incidents pertaining to its business operations and undertaken appropriate risk assessments. Where required,

they are regularly reviewed and tested. Where necessary documented procedures have been prepared, implemented and maintained to define the emergency response.

Emergency procedures will be compiled and reviewed on an ongoing basis. Regular Fire Drills will be carried out and firefighting and detection equipment will be serviced regularly.

- A system of carrying out fire drills a minimum of twice a year and ideally every academic term involving all personnel on the premises to ensure the safe and swift evacuation to a pre- designated point of safety;
- A system of reporting on and reviewing fire drills to ensure the detailed instructions in the school Fire Evacuation Procedure remain relevant and accurate. (**See Appendix 3**);
- A system of regular in-house testing of fire alarms to ensure that any faults that may develop are detected and rectified in a timely manner;
- A schedule of service and maintenance for the fire alarm system and all linked and ancillary equipment, such as emergency lights, smoke alarms, fire panels etc;
- A system of waste management minimises the amount of rubbish and waste materials allowed to build up in order to remove as much flammable materials from the premises waste receptacles are kept in a designated locked store to prevent arson to the building;
- The provision of appropriate storage cabinets in order to store those materials and substances that are known to be flammable. Flammable gas bottles are to be stored in the flammable gas cage. Inert gas bottles must be appropriately stored;

General Fire Precautions

An escape route plan and an extinguisher location plan shall be displayed in each room and in appropriate locations throughout the centre. The extinguisher location plan will also display the type of extinguisher available.

All staff members should familiarise themselves as soon as possible with:

1. The layout of the school;
2. The location and operation of emergency exits;
3. The location and operation of extinguishers, hose reels and break glass units where fitted; (listed in **Appendix 9**)
4. The correct action to be taken on discovering a fire or if the alarm is sounded by somebody

Accident Procedure and Incident Investigation

When a serious accident occurs or where there has been an incident where a serious accident could have occurred, the following procedures should be carried out:

Staff Member

On coming across an incident where either a colleague or student has sustained an injury the following procedure applies;

- Observe the accident location and the status of the injured person;
- If there is a risk of further injury and the area cannot be made safe, move the injured person to safety if possible;
- Call for immediate assistance by contacting a First Aid Responder and / or emergency services depending on severity of accident;
- If an ambulance has been called, make sure that the exact location has been given;
- Fully inform the First Aid Responder of all details and contact the Principal/Centre Manager if not already informed.

First Aid Responder

- The First Aid Responder will manage the accident scene and treat any injuries in accordance with their
- training and stay with the injured party until emergency services arrive and take over (where appropriate). **First aid locations appendix 5.**

APPENDIX 1:

Fire drill procedure

Fire Drill Procedure

Note: A roll call should be taken at the start of class so that if the fire alarm goes off, a comparable roll call can be taken when students reach their assembly point.

When the fire alarm goes off:

1. Students stand up quietly and push their chairs in.
2. The teacher instructs students to close all windows.
3. Students walk in a single file out their classroom door following the direction of the fire exit sign above the classroom door.
4. The teacher should close the classroom door after the last student has exited, and then walk behind their class group.
5. Students continue in a single file to their relevant exit.
6. Students remain completely silent so that any person calling for help can be heard.
7. Students proceed to their correct assembly point where a roll call will be taken by the teacher.
8. Teachers send word to the Deputy Principal that all students are accounted for, or not.
9. If deemed safe, because of it being a drill or a false alarm, students will return to their classrooms, again walking in single file, entering via the same route as they had exited.

APPENDIX 2:

Personal Emergency Evacuation Questionnaire

Why you should complete this form –

As your employer/education provider we have a responsibility to protect you from fire risks and ensure your health and safety at work. To do this properly, we need to know:

- a. If you require information about our emergency egress procedures
- b. If you need assistance during an emergency

It shouldn't take you more than a few minutes to complete the form.

What happens when you have completed the form?

We will be able to provide you with information you need about the emergency egress procedures in the building(s) in which you work.

If you need assistance, we will be able to work out a “Personal Emergency Egress Plan” for you. To do this, we will discuss the best ways of getting you out quickly and comfortably. We will involve you, your manager and the person(s) in charge of the building(s) in which you work. **But don't worry – we do not see you as the problem – you are not a safety risk. The problem belongs to us and the building(s) in which you work.** (Form on next page).

PERSONAL EMERGENCY EVACUATION QUESTIONNAIRE

Name: _____

Question	Response
Where are you based for most of your working day	Building: _____ Floor: _____ Room: _____
Will your job take you to more than one location in the building:	Yes [] No []
Will your job take you to different buildings?	Yes [] No []

Awareness of Emergency Egress Procedures

Question	Response
Are you aware of the emergency egress procedures in your building(s)?	Yes [] No []
Do you require written emergency egress procedures?	Yes [] No []
Do you require written emergency egress procedures to be supported by ISL interpretation?	Yes [] No []
Do you require emergency egress procedures in Braille?	Yes [] No []
Do you require emergency egress procedures on tape?	Yes [] No []
Do you require emergency egress procedures in large print?	Yes [] No []

Are the signs marking emergency exits and routes clear enough?	Yes [] No []
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Emergency Alarm

Question	Response
Can you hear the fire alarm in your work place?	Yes [] No []
If NO, could you raise the alarm if you discovered a fire?	Yes [] No [] Don't know []

Emergency Evacuation Assistance

Question	Response
Do you need assistance to evacuate in an emergency? If you answer NO, please skip to the Mobility Considerations section	Yes [] No [] Don't know []
Is anyone designated to assist you in an emergency?	Yes [] No [] Don't know []
If YES, provide name(s) and locations(s) →	
Is this arrangement formally written into their job description?	Yes [] No [] Don't know []
Are you always in easy contact with your designated assistants?	Yes [] No [] Don't know []
In an emergency, could you contact the evacuation coordinator to inform them of your location?	Yes [] No [] Don't know []

Mobility considerations

Question	Response
Can you move quickly in the event of a fire?	Yes [] No []
Do you find the stairs difficult to use?	Yes [] No []
Are you a wheelchair user?	Yes [] No []

Thank you for completing this questionnaire. The information you have given us will help us to meet any needs for information or assistance you may have.

Remember, we do not see you as the problem – you are not a safety risk. The problem belongs to us and the building in which you work.

Emergency Alarm

Name: →		
Location →		
Date →		
Time →		
Time taken to complete evacuation →		
Nature of Drill	Planned []. Emergency []	
Call Point/detector activated (location required) →	Location:	
Was everyone accounted for (check students, visitors and contractors)?	Yes [] No []	
Were there any problems? (If yes, explain in additional comments box)	Yes [] No []	
Did the Fire Wardens check all parts of the school?	Yes [] No []	
Additional Comments		

Corrective Action	Responsibility	Target Date

Appendix 4

Risk Assessment Form

Hazards	Is the Hazard present Y/N	What is the risk	Risk rating H = High M = Medium L = Low	Control Measures	Is this control in place	If no, what actions are required to implement the control?	Person responsible	Date action completed

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 possible

Risk Assessment carried out by: _____ Date: / /

Appendix 5

First Aid Kit Locations

1. First Aid Room (main building)	2. All Science Labs
3. P.E. office in Sports Hall	4. Woodwork Room
5. Staff Bathroom in Rice Building	6. Staff Room
7. Pavilion	8. Art Room

Appendix 6

Location of AED's (Defibrillators)

1. Pavillion – teacher entrance (left of door)	2. Sports Hall – Left of PE department office
3. Rice Building – Between RB1 and RB 2	4. Deputy Principals Office
5. Ground Floor – on wall between door to Secretary's/First Aid Rooms and Elevator	

Appendix 8

ACCIDENT REPORT FORM (Presentation College Bray)

Date & Time of Accident:
Brief Description of Incident:
Location (Site & address):
Name of injured person (if any):
Nature of Injury:
Medical Injury:
Class being carried out at the time of incident:
Person Supervising Area:
Witness(es) to Incident (Name & Class)

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.

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.

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 of defect in machinery, equipment guards or safety devices immediately.
- E. Never interfere or wilfully damage any guard or safety device.

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.

NOTICES

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

FIRE

- A. Make sure you are familiar with the fire procedures for your workplace.
- B. For your own safety do not tamper with firefighting 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.

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.

Appendix 9

Fire Extinguishers Location List

Building	Room/Location			
Rice Building	Outside RB8	Inside Science Lab	Outside RB7	Outside RB3
Sports Hall	Outside PE Office	Beside side entrance		
Pavilion	Inside Meeting room			
Main Building - Ground Floor	Outside 001	Outside 003 Inside 003	Outside 005 Inside 006	Outside 009 Inside 011
Main Building – First Floor	Outside 101	Outside 104	Outside 110	Outside 114 Inside 114
Main Building – Second Floor	Outside 201	Outside 205	Outside 211	Outside 215

Appendix 10

Hazard Check List

STAIRS

Are all banisters and rails secure?	Yes [] No []
Is lighting adequate and are all lights working?	Yes [] No []
Are steps worn, broken or slippery?	Yes [] No []

PASSAGES

Are all floor surfaces even and not slippery?	Yes [] No []
Are all lights in working order?	Yes [] No []
Is all litter removed?	Yes [] No []
Are mats flat and not creating a tripping hazard?	Yes [] No []
Are there any damaged walls?	Yes [] No []

DOORS AND WINDOWS

Are all doors unobstructed?	Yes [] No []
Do doors have loose or broken hinges?	Yes [] No []
Do doors have damaged or sticking catches?	Yes [] No []
Do all doors have viewing panels?	Yes [] No []

Are viewing panels kept uncovered?	Yes [] No []
Is all glass complete and uncracked?	Yes [] No []
Can windows open easily without undue force?	Yes [] No []
Do windows jut out dangerously when open?	Yes [] No []
Are windows clean?	Yes [] No []
Do windows have broken fastenings or cords?	Yes [] No []
Where necessary, is a window pole available?	Yes [] No []

LIGHTING

Are all light fittings working and in a clean condition?	Yes [] No []
Are light switches unbroken?	Yes [] No []

PLUGS/SOCKETS/LEADS

Are plugs and sockets free from cracks or missing pieces?	Yes [] No []
Are socket screws and mountings secure?	Yes [] No []
Are indicator lights functioning?	Yes [] No []
Is insulation on leads intact (not cracked or frayed)?	Yes [] No []
Are leads free from knots, joins or kinks?	Yes [] No []

Are there no trailing leads?	Yes [] No []
Is the use of multi-purpose adaptors avoided where possible?	Yes [] No []

GENERAL PURPOSE CLASSROOMS

Are there no hazards arising from overcrowding?	Yes [] No []
Are cupboards, fixed blackboards/whiteboards and display units stable, secure and undamaged?	Yes [] No []
Are sharp edges and corners on furniture avoided?	Yes [] No []
Is all furniture positioned safely?	Yes [] No []