



Health & Safety Statement



059 9142127



Knockbeg, Carlow.



info@knockbegcollege.ie

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The following Health & Safety Statement has been developed in line with the Return to Work Safely Covid-19 Guidelines from the Health and Safety Authority (HSA), the Health Services Executive (HSE) and the Department of Health.

COVID-19/01/2020



APPROVED BY
Board of Management

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Health & Safety Statement

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Health & Safety Statement

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1.0 HEALTH & SAFETY POLICY

1.0 Health & Safety Policy

This Safety Statement, in accordance with Section 20, Safety, Health and Welfare at Work Act 2005, outlines the policy of Knockbeg College which has been developed in consultation with the School Board of Management and school staff. It will be revised on a yearly basis or as required by changes in legislation and communicated to all staff through regular staff meetings and training programs.

We are committed to meeting all relevant statutory requirements that relate to occupational safety, health and welfare. We are committed to managing and conducting work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of their staff and others who may be affected by our activities. This will be achieved by the following (so far as is reasonably practicable):

1. The provision of a safe place of work, including safe access and egress;
2. The provision of safe plant and equipment;
3. The provision of safe systems of work;
4. The provision of welfare facilities;
5. The provision of appropriate information, instruction, training and supervision;
6. Determining and implementing appropriate preventative and protective measures;
7. Having regard to the general principles of prevention;
8. The provision of emergency plans and procedures;
9. Reporting prescribed accidents and dangerous occurrences to the Health & Safety Authority;
10. Obtaining, where necessary, the services of a competent person to advise on health and safety;

The detailed arrangements for achieving these objectives are set out in the main body of the Safety Statement. The Principal together with the Board of Management has overall responsibility for health and safety at the school. Staff share a responsibility with management in ensuring their own safety while at work. This Safety Statement requires the co-operation of all staff, visitors, contractors and others to enable Knockbeg College to discharge its responsibilities under the law.

Knockbeg College is committed to upholding the standards outlined in this Safety Statement. Sufficient authority and resources, both financial and otherwise, will be made available to enable staff to carry out their responsibilities in a reasonable and efficient manner. All staff will be made aware of and have access to this Safety Statement. The Safety Statement will also be available to third parties where appropriate. The Safety Statement will be reviewed annually in light of experience and future developments within the organisation.

Signed: _____

Chairperson Board of Management

Signed: _____

Principal

Date: _____

Date: _____





2.0 ABOUT US

2.0 About Us

Knockbeg College is an all boys, non fee-paying, voluntary Catholic secondary school owned by the Diocese of Kildare and Leighlin and approved by the Dept. of Education and Science. Located in a spacious, open, rural setting, all our students remain on campus during the school day with options for hot food service during the day and evening study until 8.00pm Monday to Thursday and 5.30 on Friday.





3.0 BOARD OF MANAGEMENT

3.0 Board of Management

Knockbeg College is managed by a Board of Management. Boards of Management have been exceptionally successful in the school. This success is due to the generosity, talent and dedication of the various members of the Boards and to the leadership of the Chairperson.

There are eight members on a Board of Management: Four nominees of the Trustees (including the chair), two nominees of teachers and two nominees of parents. The Principal is the Secretary to the Board but does not have a vote.

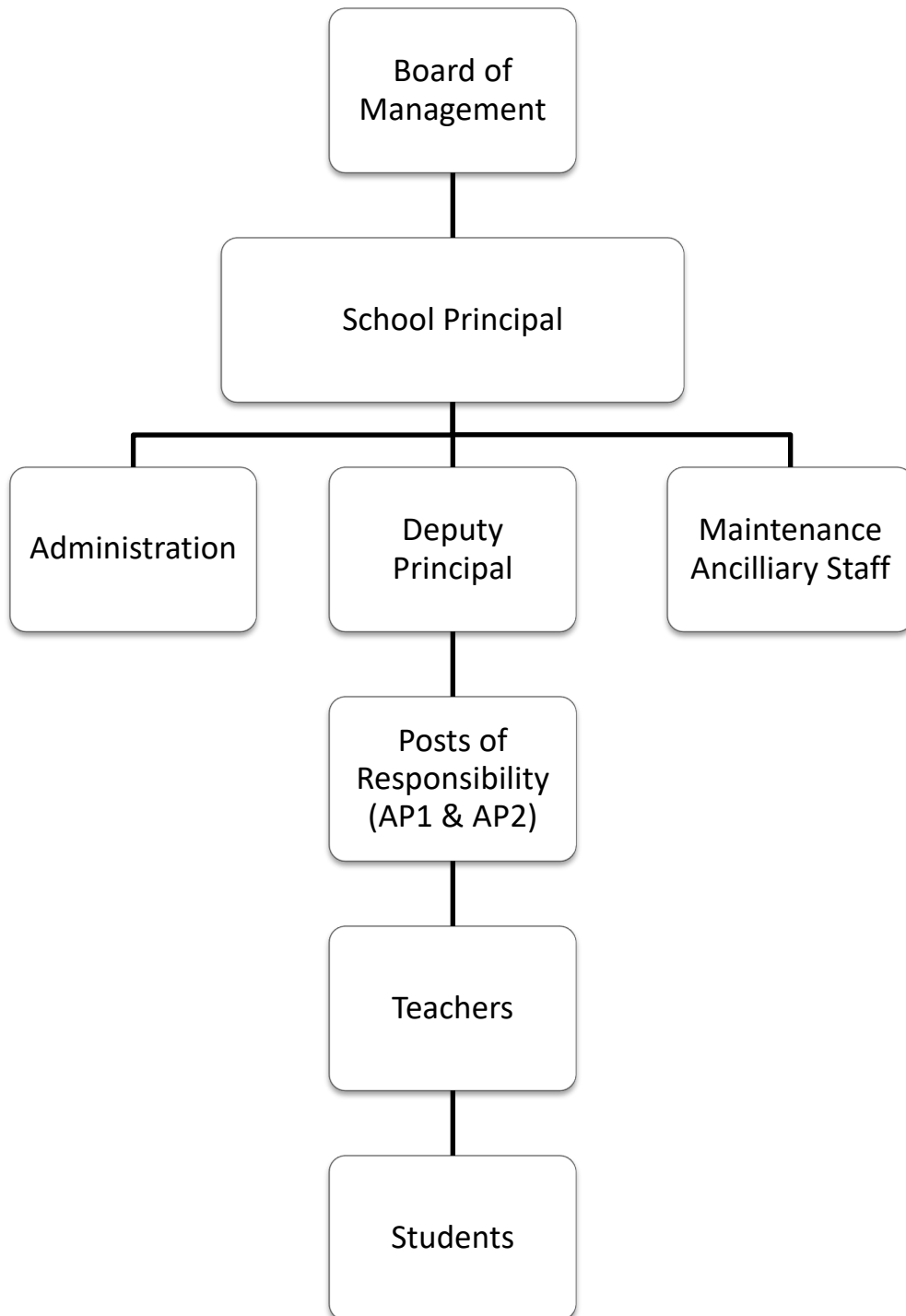




4.0 ORGANISATION CHART

4.0 Organisational Chart

The school is governed by a board of management. The Principal manages the school including all aspects of Health and Safety with the teachers and staff.





5.0 HEALTH & SAFETY RESOURCES

5.0 Physical Health & Safety Resources

Some of the measures taken by the school to ensure the physical safety of the students include:

- Evacuation Plan formulated and clearly visible in each room and regular fire drills;
- Fully functional and regularly serviced Fire Alarm System in high risk areas;
- Fire exits and extinguishers are regularly checked;
- Doors are locked during school hours;
- First Aid Kits located throughout the school;
- Defibrillator located on site;
- Supervision in the school before and after school and during all breaks;
- Established Code of Behaviour (with behavioural expectations for the creation of a safe environment);
- Induction for all new students;
- Security doors & Security perimeter fencing;
- Covid-19 control measures in place including the use of sanitisers, signage etc. (Please refer to the School's Covid-19 Response Plan).

5.1 Psychological Health & Safety Resources

The management and staff of Knockbeg College aim to use available programmes and resources to address the personal and social development of students, to enhance a sense of safety and security in the school and to provide opportunities for reflection and discussion. Some of the measures taken by the school to ensure the psychological wellbeing of the students include:

- Establishment of Year Heads Teams, Pastoral Care Team, Special Educational Needs Team.
- Availability of Guidance Counsellors & SEN Coordinator.
- Senior Student Mentors.
- Comprehensive External Talks Program.
- Social, personal and health education (SPHE) is integrated into the work of the school. It is addressed in the curriculum by addressing issues such as grief and loss; communication skills; stress and anger management; resilience; conflict management; problem solving; help-seeking; bullying; decision making and alcohol and drug prevention. Promotion of mental health is included in this provision. Staff have access to training for their role in SPHE.
- Staff are familiar with the Child Protection Procedures and the Principal is the Designated Liaison Person.
- Information is provided to students on mental health in general and such specific areas as signs and symptoms of depression and anxiety.
- The school has developed links with a range of external agencies including:
 - NEPS;
 - CAMHS;
 - Social Services;
 - NCSE;
 - NEWB;
 - Túsia;
 - SENO;
 - SPHE National Coordinator;
 - Jigsaw;
 - Garda;
 - Neighbouring schools;
 - PDST;
- Inputs to students by external providers are carefully considered in the light of criteria about student safety, the appropriateness of the content, and the expertise of the providers.
- There is a care system in place in the school comprised of the Principal, the Deputy Principal, the Guidance Counsellor, the SEN Coordinator, and the relevant Year Heads to meet regularly to review provision of care and to address specific cases.
- Students who are identified as being at risk are referred to this team, concerns are explored and the appropriate level of assistance and support is provided. Where appropriate, parents are informed and a referral is made to an appropriate agency.





6.0 RESPONSIBILITIES



6.0 Responsibilities

Introduction

Management of health and safety is integrated into the school's existing management structure. Staff at all levels have responsibility for health and safety, commensurate with the level of their general responsibility.

6.1 The Board of Management

The Board of Management is responsible for occupational health and safety management and performance in the school. The Board is aware of the duties imposed on themselves, the school and its staff by health and safety legislation.

The Board of Management will at each of its meetings include health and safety on its agenda, reviewing performance for the previous period and dealing with any key issues that have been brought to its attention.

The Board will on an annual basis, review occupational health and safety policies and performance in the school.

The Board are responsible for ensuring that adequate financial and physical resources are provided to deal adequately with occupational health and safety issues as they arise.

The Board may be requested or request to review specific issues during the year as the need arises.

6.2 The Principal

The Principal has executive responsibility for the day-to-day management and co-ordination of occupational health and safety matters in the school in accordance with the health and safety policy agreed by the Board of Management. The Principal is responsible for the following:

- Implementing the health and safety policy;
- Adhere to the Covid-19 Response Plan and the measures set out in that document.
- Ensuring that suitable and sufficient arrangements exist to identify all foreseeable significant risks and the measures necessary to eliminate or reduce them to an acceptable level i.e. coordinate the risk assessment process through teachers responsible for individual rooms;
- Ensuring that routine inspections are carried out to ensure the workplace is adequate as regards health, safety and welfare;
- Ensuring that all services to buildings including all firefighting and fire prevention equipment are well maintained;
- Ensuring that all statutory examinations and inspections of facilities and equipment are carried out and that records are maintained;
- Carrying out statutory reporting of accidents i.e. to the Health & Safety Authority;
- Ensuring that teachers and any person given specific duties, are aware of their responsibilities; are given sufficient information, training and time to perform their duties, and their activities are co-ordinated and monitored;
- Ensuring that there are adequate arrangements for communication and consultation between staff, management and others who may visit the workplace i.e. the establishment of the H&S Post, Safety Committee & and Safety Representative.
- Ensuring that reports from staff on potential hazards are acted upon;
- Keeping abreast of health and safety legislation;
- Ensuring an interest in and enthusiasm for health and safety matters is promoted throughout the school and a good personal example is set.
- Ensure that a minimum of two emergency evacuation drills is carried out on an annual basis;



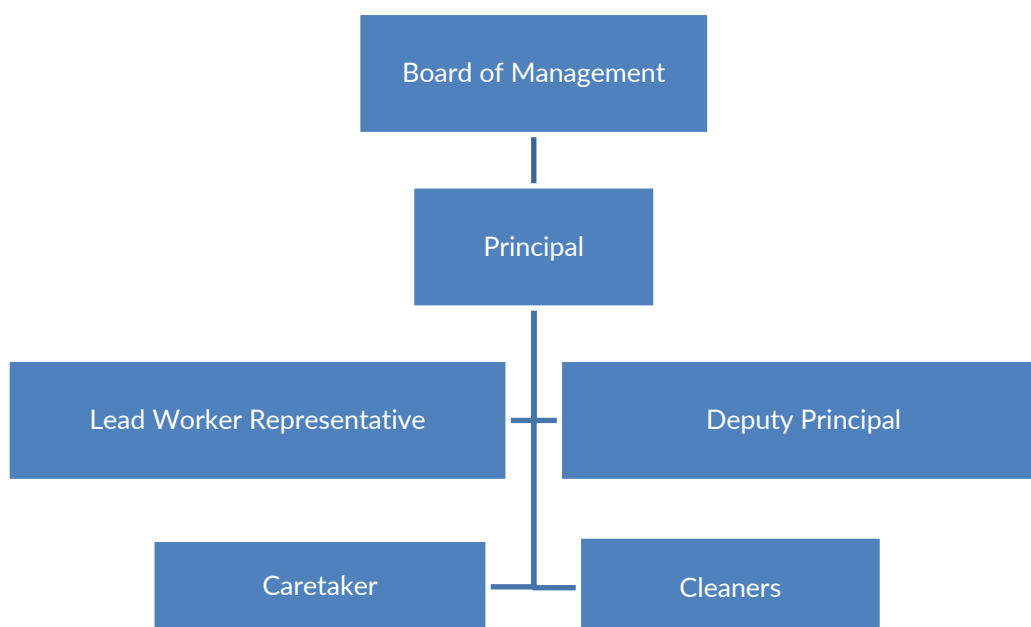
6.3 Deputy Principal

Deputy Principal assume the responsibilities of the Principal in health & safety matters in the absence, for any reason, of the Principal. In the day-to-day running of the school, Deputy Principal have the following responsibilities:

- Adhere to the Covid-19 Response Plan and the measures set out in that document.
- assist in implementing the health and safety policy;
- keeping abreast of the duties of the school and its staff by health and safety policy;
- insisting that sound and safe working practices are observed at all times;
- being familiar with fire drills and evacuation procedures;
- arranging a suitable rota for teachers to attend safety training courses;
- arranging for supervision of external areas and arrange random patrols of grounds within the site perimeter in conjunction with the Principal.

6.4 Role of the Covid-19 Response Team

For the purposes of the document, anyone with supervisory responsibilities is classified as a member of the Covid-19 Response Team. These include:



Covid-19 Response Team will collectively implement the Covid-19 Plan. Note: This team must stay agile as new information comes available that may change approach in procedures, processes or PPE.



Responsibilities include:

- Managing and instructing all our staff on various control measures and compliance.
- Ensuring that all personnel on school premises, including staff, students and visitors have been made aware of the specific requirements of the Covid-19 Response Plan.
- Ensure that a Lead Worker Representative is appointed.
- Ensure the Return to School Safety Induction has been undertaken by all staff prior to reopening the school.
- Ensure that sufficient arrangements are in place to allow for social distancing and hygiene requirements of this plan and to take appropriate immediate action where they are not.

6.5 Teachers

Teachers are responsible for the day-to-day management of health and safety in their classroom and other areas affected by their teaching. Part 2, Chapter 2, Section 13 of the *Safety, Health and Welfare at Work Act 2005* outlines the general duties of staff. The responsibilities of the teachers of Knockbeg College include the following:

- Adhere to the Covid-19 Response Plan and the measures set out in that document.
- ensuring an interest in and enthusiasm for health, safety and environmental matters is promoted and a good personal example is set;
- taking reasonable care for his/her own safety, health and welfare and that of any other person who may be affected by his/her acts or omissions while at work;
- carrying out routine inspections (each term) to ensure the classroom/work area is adequate as regards health, safety and welfare and passing on this information to the Safety Committee;
- ensuring that equipment, furniture and the work environment, are suitable for the tasks undertaken and the needs of the individual, and they are adequately maintained;
- to report to the Principal without unreasonable delay, any defects in equipment, place of work or system of work, which might endanger safety, health or welfare, of which he/she becomes aware;
- carry out room specific risk assessments annually and submit these to the Principal;
- carry out risk assessments relating to students with Special Education Needs in their classroom to ensure they do not endanger themselves or others. Liaise with the SEN Coordinator / SNA as needed to implement appropriate control measures and safeguards.
- ensuring that any measures identified as necessary by the risk assessments are fully implemented as soon as is reasonably practicable;
- investigating, recording and reporting incidents/accidents that occur in their domain, as detailed in the school incident reporting procedure;
- adequately supervising, instructing, informing and training students to enable them to participate in school activities safely;
- wearing and insisting that all students wear personal protective clothing/equipment and apparel when needed;
- bringing any problem that is outside the remit or authority of the teacher to the Principal's attention;
- taking a full and active part in all training programs for safety that the school organises;
- actively participating in fire safety including drills and firefighting training, being familiar with firefighting equipment and its uses and ensuring that students are aware of evacuation procedures.



6.6 SEN Department incl. Special Needs Assistants

SEN Department incl. Special Needs Assistants have responsibilities for the students in their care. Chapter 2, Section 13 of the *Safety, Health and Welfare at Work Act 2005* outlines the general duties of staff. The responsibilities of the SEN Department incl. Special Needs Assistants of Knockbeg College include the following:

- Adhere to the Covid-19 Response Plan and the measures set out in that document.
- ensuring an interest in and enthusiasm for health, safety and environmental matters is promoted and a good personal example is set;
- taking reasonable care for his/her own safety, health and welfare and that of any other person who may be affected by his/her acts or omissions while at work;
- participate in risk assessments relating to students with Special Education Needs in classrooms to ensure they do not endanger themselves or others. Liaise with the relevant teacher / SEN Coordinator / External Agency as needed to implement appropriate control measures and safeguards.
- to report to the Principal without unreasonable delay, any defects in equipment, place of work or system of work, which might endanger safety, health or welfare, of which he/she becomes aware;
- following manual handling procedures if lifting students;
- taking a full and active part in all training programs for safety that the school organises;
- actively participating in fire safety including drills and firefighting training, being familiar with firefighting equipment and its uses and ensuring that the students in their care are aware of evacuation procedures.

6.7 Safety Committee

The Safety Committee is made up of staff. They have responsibility for the following:

- Adhere to the Covid-19 Response Plan and the measures set out in that document.
- Co-ordinate the school's health and safety management system;
- Act as a conduit for the two-way exchange of information between management and staff in relation to matters of safety, health and welfare;
- Make recommendations on amendments to the Safety Statement;
- Consider methods of promoting health and safety within the school.
- coordinate periodic inspections to ensure that the safety programme is being carried out;
- collate inspection forms;
- ensure that emergency procedures and contingency plans have been formulated in the event of a fire and instruct teachers and students on emergency procedures;
- Ensure that the Safety Statement including risk assessments is periodically revised;
- Ensure that all staff members have access to the Safety Statement and have read and understood it;
- Ensure regular inspections of the premises are carried out and remedial action taken where necessary;
- Ensure that an accident report form is completed for all accidents and that all accidents are investigated;
- Monitor the systems for ensuring that fire precautions are adequate;



6.8 Safety Representative

The Safety Representatives may consult with and make representations to the Board of Management on safety, health and welfare matters relating to the staff in the place of work. The Board of Management must consider these representations, and act on them if necessary. The intention of these consultations is to prevent accidents and ill health, to highlight problems, and identify means of over-coming them. Consultations are particularly important when changes are taking place, for example when drawing up a safety plan, or introducing new technology or work processes, including new substances. They also have a part to play in long established work practices and hazards.

The functions of the safety representatives also include:

- Adhere to the Covid-19 Response Plan and the measures set out in that document.
- accompanying an HSA inspector carrying out an inspection under Section 64 of the 2005 Act other than the investigation of an accident or a dangerous occurrence (although this may be allowed at the discretion of the inspector);
- at the discretion of the HSA inspector, and where the employee concerned so requests, be present when an employee is being interviewed by an inspector about an accident or dangerous occurrence at a place of work;
- make representations to the Board of Management on safety, health and welfare at the place of work;
- make verbal or written representations to HSA inspectors including on the investigation of accidents or dangerous occurrences;
- receive advice and information from HSA inspectors in relation to safety, health and welfare at the place of work;
- consult and liaise with other safety representatives appointed in the same undertaking.

6.9 Administrative Staff

Part 2 Chapter 2 Section 13 of the *Safety, Health and Welfare at Work Act 2005* outlines the general duties of staff. The responsibilities of the clerical staff are outlined below:

- Adhere to the Covid-19 Response Plan and the measures set out in that document.
- actively participating in fire safety including drills and firefighting training and being familiar with firefighting equipment and its uses;
- carrying out routine inspections (each term) to ensure the office is adequate as regards health, safety and welfare and passing on this information to the Safety Officer;
- maintaining a list of emergency numbers;
- reporting any defects in office equipment to the Principal as soon as possible;
- taking reasonable care for their own safety, health and welfare and that of any other person who may be affected by their acts or omissions while at work.



6.10 Maintenance Staff

Maintenance Staff have responsibility for the general care and maintenance of the school. As such in respect of occupational health and safety they have specific responsibilities to:

- Adhere to the Covid-19 Response Plan and the measures set out in that document.
- take reasonable care for their own safety, health and welfare and that of any other person who may be affected by his acts or omissions while at work;
- co-operate with the Principal on matters relating to Health & Safety;
- carrying out routine inspections to ensure all areas are adequate as regards health, safety and welfare;
- report to the Principal, without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare of students and staff, of which they become aware;
- make correct use of personal protective equipment, machinery, apparatus, tools, dangerous substances and any other equipment;
- be thoroughly familiar with machinery and power equipment before attempting to use it;
- ensure that no people have access to areas whilst work is in progress;
- prevent the build-up of rubbish and especially of combustible material;
- maintain furniture, equipment or the work environment that are within their capabilities;
- not carry out any tasks that they are not competent or permitted to carry out or which involves unreasonably high risks;
- get help if there is any doubt whether an object to be moved is too heavy for one. Use any devices provided for assistance. Do not attempt to lift heavy loads single-handed;
- take a full and active part in all training programs for safety that the school organises;

6.11 Cleaning Staff

Cleaning staff have responsibility for the general cleanliness and hygiene of the school. Part 2, Chapter 2 Section 13 of the *Safety, Health and Welfare at Work Act 2005* outlines the general duties of employees. As such in respect of occupational health and safety they have specific responsibilities to:

- Adhere to the Covid-19 Response Plan and the measures set out in that document.
- take reasonable care for their own safety, health and welfare and that of any other person who may be affected by their acts or omissions while at work;
- co-operate with the Principal and any other person to such extent as will enable the Principal or the other person to comply with any of the relevant statutory provisions;
- report to the Principal, without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare, of which she becomes aware;
- know what to do in case of fire, familiarise themselves with the best escape route from their workstation so that in the event of an emergency they are able to lead themselves to safety;
- attend to spillages immediately and to barricade the area until completely dry;
- dispose of rubbish as soon as possible to avoid build up;
- avoid leaving trailing cables. If this is necessary use a notice to the effect that cleaning is in progress;
- ensure all mats and carpets are properly laid and uncrumpled.



6.12 Contractors and Subcontractors

It is the responsibility of all contractors to:

- Adhere to the Covid-19 Response Plan and the measures set out in that document.
- Ensure that all their employees comply with the school safety rules and procedures;
- not to put at risk any of the employees or students of the school;
- promptly report all accident / incidents to the Principal;
- produce their safety statement, method statement and any other safety documentation to Knockbeg College's on request;
- carry appropriate insurance cover;
- take all safety precautions with systems of work, equipment, personal protection etc.;
- ensure all equipment and tools brought onto the school's premises be of sound construction and meet the statutory requirements applicable to these tools or equipment;
- cordon off the boundaries of the contractor's operation, where possible, and mark them with warning signs;
- provide emergency safety equipment, which may be required for their operation;
- follow strictly the permit to work system in force at the time of contract;
- comply with all relevant legal obligations in particular the provisions of the Safety, Health and Welfare at Work Act, 2005, the Safety Health and Welfare (General Application) Regulations 2007 - 2016 and the Safety Health and Welfare (Construction Regulations) 2013.





7.0 POLICIES & PROCEDURES



7.0 Policies and Procedures

7.1 Introduction

This part of the policy provides details of Knockbeg College's general arrangements for health and safety.

It is the school's policy to bring arrangements to the attention of all staff and other relevant parties.

Typical issues included are:

- emergency arrangements for fire evacuations including alarm types, escape routes, assembly points and general instructions;
- arrangements for first aid, including location of first aid facilities;
- arrangements for reporting accidents and other incidents;
- arrangements for reporting defects and hazards;
- the names of any persons given special duties or responsibilities;
- information about any special risks and the arrangements for their control.

7.2 Advice and Assistance

Staff can obtain advice and assistance on health and safety matters from the Principal and Safety Representative.

7.3 Accident Investigation and Reporting Policy and Procedure

It is the policy of Knockbeg College to comply with all statutory requirements regarding the reporting of incidents, accidents and dangerous occurrences. All accidents, whether they result in injury or not, and ill health that may be associated with work, must be reported, recorded and where appropriate, investigated.

Reporting Requirements	Incident/Accident Type	By Whom	To Whom
1 Internal	All	Anyone	Principal
2 Health and Safety Authority (H.S.A.)	Any accident that occurs at a place of work causing death or injury to an employee resulting in the employee being prevented from performing normal duties for more than 3 consecutive days; Any Person who is not at work e.g. pupil, visitor etc. but who as a result of an accident related to a place of work or work activities dies or suffers an injury requiring treatment from a registered medical practitioner or treatment in hospital	Principal	H.S.A
3 H.S.A.	Dangerous Occurrences	Principal	H.S.A

Table 1 Internal and External Reporting Requirement

- Internal Reporting of Accidents/Incidents and Accident Investigation
- All accidents must be reported by the teacher or other employee to the Principal / Safety Committee using the School Accident Report Form within the time frames set out in the table below.



Form Title	Response Time
Preliminary Notification	Within 24 hours on Accident Report Form
Accident Investigation Report	As soon as possible but not later than one week
Witness Report Form	As soon as possible but not later than one week
Injured Party Report Form	As soon as possible but not later than one week

- The Accident Report Form must be completed by the teacher or other staff member and given to the Principal as soon as possible but not later than one week after the accident.
- The detail required when carrying out an accident report is directly related to the severity of the accident.
- The teacher or other employee should carry out an investigation as soon as possible after the incident.
- Written reports from witnesses and the injured party should be obtained even if first aid or medical assistance is not required. Witnesses should be interviewed, and statements taken as soon as possible after the incident.
- The scene should be preserved until the investigation is complete.
- Materials and equipment associated with the accident should be collected and retained, where practical. It may be vital to establish the condition of the equipment later.
- Photographs and drawings should be used as necessary.
- In the case of road traffic accidents, where the accident results in damage to the vehicle only, accident details must be provided on an accident report form.
- Where road traffic accidents result in injury to an employee, student or member of the public the details of the accident must be reported.
- Our obligation to report extends not only to staff and students but also to non-staff such as visitors, contractors, service engineers, recreational users, or trespassers etc. who are injured on the premises.

7.4 Duties of the Principal

When an incident or accident is reported, the Principal will then:

- contact the specific teacher or employee in order to establish the level of investigation conducted and decide whether further investigation is necessary;
- notify the Health and Safety Authority and/or the State Claims Agency using the correct forms and procedures outlined below;
- monitor the process of investigation, reporting and action in order to ensure that the necessary response times are met;
- ensure the appropriate corrective action is implemented.



7.5 Reporting to the Health and Safety Authority

Completed forms, which are now web-based <http://www.hsa.ie> should be returned to the Health and Safety Authority in compliance with the legislation. Copies of the form should be retained in the school for inspection by the Health and Safety Authority Inspectors.

The legal requirement to report accidents is an external requirement and does not affect or change in any way the other internal accident reporting procedures.

Notification is required when:

- A work accident causes the death of an employee – immediate notification.
- A work accident prevents an employee from performing his or her normal work for more than three consecutive days. (This does not include the day of the accident).
- An accident arising from a work activity causes death or injury to a non-employee e.g. student, passers – by, visitors etc. which results in the person requiring treatment from a registered medical practitioner or treatment in a hospital as an inpatient or outpatient.

Covid-19

There is no requirement for Knockbeg College to notify the Health and Safety Authority if a member of staff contracts COVID-19. Diseases are not reportable under the Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016 (S.I. No. 370 of 2016).

Covid-19 is however reportable under [the Infectious Diseases \(Amendment\) Regulations 2020](#) by a medical practitioner who becomes aware of or suspects an instance of such disease. Such a report shall be sent to the Health Protection Surveillance Centre (HPSC) in the HSE.

In the above cases, we will notify the Health and Safety Authority of the accident. Where an accident has resulted in death, the scene of the accident must remain undisturbed until an Inspector from the Health and Safety Authority has inspected it. The scene should be disturbed only if necessary to ensure the safety or health of persons remaining at the scene.

Dangerous Occurrences

In the event of a dangerous occurrence, the Principal will inform the Health and Safety Authority using Form IR3 as soon as possible.

Dangerous occurrences should be notified by post after the event, provided a death has not occurred. In the event of death, the procedure outlined above for the reporting of accidents to the Health and Safety Authority should be followed.

Maintaining Accidents Records

The Principal must keep a record of accidents or dangerous occurrence reported, for a period of ten years after their occurrence. A copy of the approved form sent to the Health and Safety Authority and any other relevant documentation will suffice.

7.6 Auditing and Inspections

The Board of Management recognises its obligation to put in place an annual programme of auditing, which encompasses all of the school's premises, procedures and organisation. In carrying out this duty the Board may employ the services of professionals, to advise on, or carry out risk assessments and audits where it is recognised that they do not have the necessary in-house competence.

7.7 Cash Handling

During the Covid-19 Pandemic cash handling will be kept to a minimum. Where cash is paid to the school it will be stored in a quarantine box for 72 hours before being handled by staff. Cash Handling will be kept to minimum Staff who have responsibilities for collecting cash should deposit cash in the bank as soon as possible after collection. If cash is to be stored on the premises it should be stored in the safe in the office. Staff responsible for lodging cash should vary their routine for lodgement. Staff should not resist if theft is the obvious motive for an attack.



7.8 Communication and Consultation

The Board of Management is committed to meeting its obligations under Chapter 3 part 4 of the *Safety, Health and Welfare at Work Act, 2005*, on consultation with and participation of our staff. The Board recognises that staff involvement is an important cornerstone of a successful school safety program. Various channels exist for staff contact. The school recognises the staff' right to appoint a Safety Representative to represent them in consultations with management on safety issues. The school will co-operate with the Safety Representative in:

- providing information necessary for safety;
- advising the representative when a HSA inspector is touring the place of work;
- facilitating the representative in the discharge of his/her functions;
- allowing time off for training.

7.9 Covid-19 & the Covid-19 Response Plan

Knockbeg College undertakes to protect the Safety, Health & Welfare of all its staff & students affected by our works. We intend to comply with current public health guidelines. The procedures adapted by the school are to protect the health and safety of our staff & students while making every effort to restrict the risk of the virus spreading within our community and the wider public.

In response to the Covid-19 Pandemic, the "Covid-19 Response Plan" has been developed in line with the Return to Work Safely Covid-19 Response Plan from the Health and Safety Authority (HSA), the Health Services Executive (HSE) and the Department of Health. This document lays out the measures the school will put in place to prevent the spread of COVID-19 in our workplace.

The Covid-19 Response Plan incorporates current advice about measures to reduce the spread of COVID-19 in the community issued by the National Public Health Emergency Team (NPHET). As the advice issued by NPHET continues to evolve, this document may also change.

All existing Occupational Health and Safety provisions will continue to apply to our school during this time and we will continue to adhere to our existing Health & Safety Management System.

We will periodically review the advice available on the Health and Safety Authority website www.hsa.ie including additional occupational health and safety information on the specific COVID-19 webpages: https://www.hsa.ie/eng/topics/covid-19/covid-19_coronavirus.html.

As Knockbeg College implement the measures in the school to reduce the risk of exposure to COVID-19 for staff, students and wider school community specific occupational health and safety measures may also need to be considered and implemented.

Knockbeg College shall first take into account the most up-to-date official public health advice and guidance from the Department of Health and the Health Protection Surveillance Centre on how to mitigate the health risk.

Where a risk of exposure to COVID-19 is identified in the COVID-19 Response plan, an occupational health and safety risk assessment shall also be completed. All of the public health and occupational health and safety measures shall be developed in consultation with staff and ultimately communicated to staff and others in the school.

Knockbeg College shall also communicate with safety representatives selected or appointed under the Occupational Health and Safety legislation and consult with staff on safety measures to be implemented in the school.



7.10 Contractors

The school has responsibilities in regard to the safe management of contracts providing building, engineering and other services. The activities of contractors working for Knockbeg College are strictly controlled at all times using the following:

- The following information to be received annually (or before commencing work on the premises) from all contractors carrying out work in the school including:
 - Covid-19 Response Plan.
 - Up to Date Health & Safety Statement.
 - Method Statement & Risk Assessment for works carried out on the premises.
 - Copies of Training Certificates (incl. Safe Pass etc.)
 - Copies of Certificates for Equipment & Machinery brought on the premises.
 - Up to date Insurance details to be submitted prior to commencement on site.
 - Proof of Garda Vetting.

7.11 Critical Incident Management

A Critical Incident Management Plan (separate from this document) has been prepared for the school and should be referred to and used should the need arise.

7.12 Dignity and Diversity at Work

Knockbeg College strives to create an environment that is inclusive of all persons, where its staff and students are free to perform their work without sexual harassment and bullying from other school members. In accordance with the ACCS, ASTI, IMPACT and the TUI Code of Practice for Dealing with Complaints of Bullying and Harassment of Staff, Knockbeg College has a Dignity at Work Policy in place and has adopted a Dignity at Work Policy. A separate policy in the Code of Discipline deals with bullying and harassment of students – please refer to this when appropriate.

7.13 Defibrillator

Defibrillator will be maintained by a designated teacher and will be checked regularly to ensure that it is functioning correctly and is stocked with the required items.

7.14 Drugs and Alcohol

Scope of Policy

The following outlines Knockbeg College's policy on drugs and alcohol in the workplace for staff. A separate Substance Abuse Policy deals with students. For the purpose of this policy the term drugs will be defined as all mood-altering substances, either legal or illegal. This includes alcohol, prescribed and other medications, in addition to illegal and illicit substances. This policy does not refer to tobacco use, which is dealt with separately.

Introduction

Alcohol and other drugs affect concentration, co-ordination and performance. It is recognised that the effects of alcohol and other drugs may spill over from one's private life into the workplace resulting in inefficiency, accidents and absenteeism. Knockbeg College recognises its staff as its most valuable resource and is committed to providing a working environment, which is a healthy and safe one for the entire school population. This policy should be seen in the context of the promotion of health, safety and welfare of all staff of Knockbeg College.

Principles

The Board of Management of Knockbeg College recognises the desirability of promoting the health and well-being of staff by:

- (a) encouraging a healthy lifestyle through preventing the development of alcohol and other drug related problems;
- (b) offering assistance to staff who need it to overcome problems caused by alcohol or drug misuse.



Aims

This policy aims to:

- raise awareness of the risks of alcohol and other drug related problems;
- promote the health and wellbeing of staff;
- minimise problems at work arising from the effects of alcohol and other drugs;
- identify staff with possible alcohol / drug related problems at an early stage;
- encouraging staff with alcohol and other drug related problems to seek help from an appropriate source for intervention and treatment if necessary.

Policy Statement

- This policy applies equally to all staff.
- Knockbeg College is an alcohol-free area.
- Staff shall be alcohol and drug free while on duty.

Intervention

Staff are encouraged to seek assistance on a voluntary basis. However, a problem may become apparent due to the observances of a colleague or the Principal/Deputy Principal. No one characteristic identifies someone with an alcohol or drug related problem but the following are indicators, especially if occurring in combination or over a period of time:

- | | |
|--|-------------------------------|
| • Absenteeism | • Unkempt appearance |
| • Accidents and unusual incidents | • Frequent borrowing of money |
| • Fluctuating work performance | • Hand Tremor |
| • Fluctuations in concentration and energy | • Smelling of alcohol |
| • Late returns to work | • Excessive sweating |
| • Unpredictable mood changes | • Unreliability |
| • Poor co-operation with colleagues | • Aggression or irritability |
| • Confusion or drowsiness | |

Procedure

- Observation of behaviour may lead you to believe that there is a problem. Signs, as those mentioned above, may be evident but do not automatically assume that the problem is drink/drug related but if the problem persists, it should be further looked into.
- The Principal/Deputy Principal should only deal with work-related issues and not try to diagnose the personal problem.
- Where the Principal/Deputy Principal identifies a work performance or behaviour as an indication of a possible alcohol or drug related problem then, the Principal/Deputy Principal should raise this with the employee and make them aware of the availability of local support services and of the Employee Assistance Service for teachers.
- The decision to seek help will be the responsibility of the individual staff member and refusal to do so will not influence any present or future promotion or disciplinary procedures.
- Knockbeg College will endeavour to ensure that any employee who seeks help will be treated with discretion and in confidence.
- Staff will be given the same sick leave and the same protection and employment rights as other staff with ill-health problems. Time off will be given for the treatment or other specialist help or aftercare provided appropriate certification is submitted.
- If work-related problems persist, the normal disciplinary procedures will be activated specifically in relation to these issues. The employee will be entitled to representation and due process.

Alcohol and Drug Awareness

Knockbeg College encourages a healthy and sensible approach to alcohol and drugs for the whole school population. Through subjects such as Social Personal and Health Education the school aims to provide education/training opportunities to the whole school population:

- to increase awareness of responsible drinking;
- to increase knowledge of the risks associated with alcohol and drug misuse;
- to increase awareness of early signs of alcohol and drug dependency.



Co-ordination of Policy

The successful implementation and establishment of this policy is the responsibility of all staff of Knockbeg College. However overall co-ordination and responsibility lies with the Principal.

For further information on drug and alcohol misuse, please contact your local doctor or:

- Alcoholics Anonymous 01 8420700
- Drugs Helpline (Mon – Fri 9.00am - 5.00pm) 1800 459 459
- Narcotics Anonymous 01 6728000

7.15 Electrical Safety

Work on electrical equipment is restricted to the supplier or authorised competent contractors. Staff are required to use only equipment, plant, machinery, tools provided by the school.

All electrical installations will be thoroughly inspected every 5 years.

7.16 Emergency and Fire Arrangements

Knockbeg College recognises the need for constant vigilance with regard to the risks posed by fire in the workplace. A fire safety programme is in place to (a) guard against the outbreak of fire, and (b) ensure as far as reasonably practicable the safety of persons on the premises in the event of an outbreak of fire. The Fire Safety Programme incorporates arrangements for:

- the prevention of an outbreak of fire through the establishment of day to day fire prevention practices;
- the instruction and training of staff;
- the holding of fire and evacuation drills;
- informing the school community of the procedures to be used in the event of a fire or other emergency;
- the maintenance of escape routes;
- the provision of adequate fire protection equipment and systems and their inspection and maintenance;
- the provision of assistance to the fire brigade;
- a fire safety register;

Specific Arrangements are in place to meet the school's obligations:

- The Principal & Deputy Principal are responsible for conducting the fire drills.
- Fire Drills will take place once per term.
- Fire assembly points have been established in the Basketball Courts as indicated below. Signage has been posted each location.
- Directional fire evacuation signage is located throughout the school building.
- Site Layout plans and evacuation drawings will be posted in each classroom.



7.17 Fire Assembly Points

Fire assembly points have been established in the Basketball Courts as indicated below. Signage has been posted each location. Signage will be spaced appropriately to prevent the congregation of hundreds of staff / students in the event of a drill.



Figure: Approximate Location of Fire Assembly Points

7.18 Fire and Evacuation Drills

Fire and evacuation drills are carried out each term in compliance with safety regulations. These drills are announced beforehand only to senior staff. The Principal will formally evaluate each drill and reports to the Board of Management on:

- date and time of the drill;
- time it took to fully evacuate the building;
- issues identified, actions required to rectify issues and individuals responsible.
- It is the responsibility of each student and teacher to comply with the fire drill.

7.19 Fire Prevention

- Rubbish and waste materials are not allowed to accumulate; such materials are removed from the premises at regular intervals, and stored in suitable designated areas, pending disposal.
- Flammable liquids, gases and other potentially dangerous substances are limited to small quantities, handled with extreme care, and stored in labelled suitable containers in designated suitable storage areas.
- Smoking is strictly prohibited inside the school building.
- Electrical and gas appliances and associated fittings are checked on a regular basis and defects remedied as soon as possible. Defective items are rendered unsafe until repairs are carried out.
- Cookers, extractor fans, filters, air ducts and machinery are regularly cleared of oil, grease and dust. A competent person carries out servicing regularly.
- Service contractors and outsiders engaged to work on the premises are informed of the relevant requirements.
- Care is taken to ensure that students are not permitted to enter areas other than those to which they are intended to have access, except where an emergency situation requires them to do so to escape from the building.
- Fire resisting doors and smoke stop doors are not to be propped open.
- Care is taken when using candles, that they are not left burning unsupervised.
- The premises are inspected each evening after students have vacated it to remove any potential fire hazard.

7.20 Staff Training

- All staff are given training and instruction in relation to the following:
 - the fire prevention measures;
 - the emergency procedures, and fire and evacuation drills devised for the premises;
 - the evacuation of students, paying special attention to those that are disabled;
- the arrangements for the provision of assistance of the fire brigade;
- fire control techniques including:
 - the use of fire extinguishers, fire blankets and hose reels;
 - closing doors (including those fitted with self-closers) and windows to inhibit fire spread;
 - shutting off electricity, fuel supplies and ventilation systems where applicable;
- The layout of the building/site including:
 - escape routes;
 - location of alarm call points;
 - location of firefighting equipment;
 - location of assembly points.



7.21 Evacuation Procedures

In the event of a fire/explosion, a teacher should:

- Raise the alarm. This is most important action to take as people who attempt and fail to control a fire by themselves often lose valuable seconds;
- Stay calm and don't panic;
- Tell staff and students and anyone in your path what to do and where to assemble;
- Switch of equipment if possible and safe to do so;
- Do not run;
- Evacuate the classroom by the nearest safe exit and go to the designated assembly point;
- Close doors as you leave to reduce the spread of fire;
- Note: In making a path to the assembly points, lifts should not be used as people may be trapped if the electrical system fails;
- In the case that the fire is small and the risk of injury is low and you are trained to do so, tackle the fire;
- Where possible, shut doors and windows and turn off electricity and gas;

When the alarm bell sounds, (continuous ringing of the fire alarm bell), students should:

- Beside windows, close windows;
- Walk quickly, in silence, towards exit;
- Do not take any belongings;
- Last to leave the room should close the door;
- Assemble in silence, with the teacher and form class, in the area designated for their form class, in the outside basketball area;

At the Assembly Point, Students:

- Look around for students who were with them in class;
- Should inform a teacher, immediately, if someone is missing;
- Remain in silence;

If in the toilet/cloakroom, students:

- Should move with the traffic flow to the assembly point and join their class;



7.22 Room Clear Door Hangers

Door hangers have been prepared so that teachers can indicate to the Principal / Deputy Principal that rooms have been cleared. This will save considerable time for the Principal / Deputy Principal by ensuring that only the corridors and toilets need to be checked.

Room Cleared Door hangers will be made available in each classroom and Teachers are instructed to hang the sign on the corridor side of the door when evacuating the room.



7.23 Informing the Public

When functions, musicals, evening classes or supervised study etc. are held on the school premises, participants are made aware of the safety procedures that apply in the event of a fire or other emergency. This takes the form of the fire notices (posted in each room) and announcements.

7.24 Escape Routes

- Escape routes outside as well as inside the premises are kept unobstructed and immediately available for use.
- Escape routes are clearly indicated and adequately lit.
- Fire resisting doors are maintained in a useable and fault free condition.
- Exit doors are capable of being readily opened at all times while people are on the premises.
- Floor coverings and mats are fixed or laid so that people will not slip or trip on them during an evacuation.
- External areas at or near exits are to be kept free of vehicles and other obstructions to allow unimpeded escape to a place of safety.

7.25 Inspection and Maintenance of Fire Protection Equipment

Adequate fire protection systems and equipment are provided on the premises. All equipment is to be inspected and maintained as outlined below and all data relating to the inspection, testing and maintenance of fire protection systems and equipment is to be recorded in the Fire Safety Register.

7.26 Fire Extinguishers

- All fire extinguishers are to be inspected on a per term basis. The maintenance team are responsible for carrying out a monthly visual inspection of fire extinguishers to ensure; all pins and seals are in place, the gauge shows full charge i.e. is in the green 'full zone', and the equipment is mounted, serviced, accessible and undamaged.
- Any extinguisher that fails the inspection should be reported to the maintenance team and immediate arrangements made with the contractor to replace it.
- Each year a service engineer should carry out a more thorough examination of extinguishers (In accordance with I.S. 291: 2015- Use, Siting and Maintenance of Portable Fire Extinguishers and B.S. 5306 Part 3: 1985- Fire Extinguishing Installations and Equipment on Premises). The date of inspection is to be noted on a durable adhesive label fixed to the extinguisher.

7.27 Emergency Lighting

- A service engineer will inspect, and test procedures quarterly as described in I.S. 3217:2013.

7.28 Fire Detection and Alarm System

- A service engineer will inspect, and test procedures quarterly as described in I.S. 3218:2013.

7.29 Assisting the Fire Brigade

The following measures should be taken by the Principal to assist the fire brigade in its response to a fire or other emergency:

- Access routes should be kept clear for use by fire appliances.
- The Principal should meet the officer-in-charge of the fire brigade and provide information on:
 - The number and location of persons still on the premises;
 - The location of the fire;
 - Any special hazards, e.g. chemicals, gas tank and cylinders etc.
 - Entry points to the building;
 - Available water supplies;
- Gas should be shut off when the alarm is raised. Electricity should be shut off if requested by the officer-in-charge of the fire brigade.



7.30 Record Keeping

Fire Safety Register is kept on the premises at all times and is made available for inspection by any authorised officer of the fire authority.

- The details of specific duties that have been assigned to staff.
- The details of instruction and training given to staff, and by whom.
- The date of each fire and evacuation drill, the names of staff taking part and the type of exercise held.
- The type, number and location of fire protection equipment and systems, along with brief comments on the results of the checks and the actions taken (and by whom) to remedy defects.
- The details of all fire incidents and false alarms that occur, and the action taken.

7.31 Emergency Escape of Gas

When not in use the gas isolating valves should be closed at all times. In the event of a gas leak the following actions should be taken:

- The first person becoming aware of it shall raise the alarm and ensure the building is evacuated as per evacuation arrangements outlined above.
- Do not switch on or off any electric device in or near the area affected as both actions can generate a spark.
- Turn off the gas supply by closing the isolating valve.
- Open windows and external doors to ventilate the area.

7.32 Employee Assistance Service

Through the Employee Assistance Service EAS, confidential counselling services are available to teachers whose positions are funded by the Department of Education and Science, their spouses or partners, their dependents above the age of 16 and mother/father where appropriate. The purpose of the EAS is to provide teachers and their immediate family members with easy access to confidential counselling and to assist in coping with the effect of personal and work related issues.

The EAS can help with issues in any of these areas:

- Work related issues;
- Family issues;
- Emotional concerns;
- Relationship difficulties;

7.33 Expectant Mothers

Management acknowledges their statutory responsibility to provide a safe environment to staff and students who are pregnant or have recently given birth. In accordance with the *Safety, Health & Welfare (Pregnant Staff) Regulations, 2000* (Regulation 3) a pregnant employee of Knockbeg College must notify management of her condition '*as soon as is practicable after it occurs and, at the time of the notification, given to her employer or produce for her employer's inspection a medical or other appropriate certificate confirming her condition*'. In fulfilling legal obligations, there may be a need for temporary adjustment of duties, rest facilities etc. to ensure that staff are not exposed to ill health in any way. Pregnant students are also encouraged to inform the school of their condition such that an appropriate risk assessment may be carried out.



7.34 Expectant Breastfeeding Staff

The Board of Management of Knockbeg College is conscious of its obligations under the Safety, Health and Welfare at Work (General Application) Regulations 2007, Part 6, Chapter 2 'Protection of Pregnant, Post Natal and Breastfeeding Employees.'

It is the policy of Knockbeg College to ensure, as far as is reasonably practicable, that the normal safety precautions will adequately protect pregnant, post-natal and breastfeeding employees.

A pregnant employee who feels she may be at risk should inform the Principal without delay to ensure appropriate precautions can be taken. A detailed risk assessment for pregnant employees will be carried out and will inform the decisions of the school.

Facilities and supports include:

- The provision of breastfeeding breaks agreed in advance with the Principal giving due consideration to the unique working environment of schools i.e. timetabled classes and the availability of cover.
- The timing of these breaks must be negotiated between the breastfeeding mother and Principal in conjunction with the Board of Management.
- For the purposes of breastfeeding or breast milk expression, access will be provided to a clean, private room with power points, lockable door, comfortable chairs, a table, hand washing facilities and a secure breast pump storage area if required.

7.35 External Locations – Car Park

Where applicable, arrangements for clearing snow, safe access and egress, response to spillages etc. form part of the duties of the Board of Management.

In addition, the school has adopted a policy of reversing into car parking spaces. By doing so, staff will have more visibility and will avoid backing out blindly into oncoming traffic or into the path of pedestrians. Suitable signage will be posted to reinforce this policy.

7.36 First Aid

From time to time it may be necessary to administer First Aid to students or staff due to accidents or sickness. If a fellow member of staff or student is ill he/she should not be left alone. If a teacher considers that a student be sent home, the office should be informed, and arrangements made to contact parents and arrange transport home.

Under no circumstances should medicines be administered to students without expressed permission from the students guardian / parent witnessed by a member of staff.

In the event of an accident, the teacher in charge should arrange to bring the injured party to the office area and make arrangements for the First Aider to be contacted. If the injured party cannot be moved the teacher in charge should notify the school management immediately. It is the policy of Knockbeg College to provide equipment and facilities, which are adequate and appropriate for First Aid. First Aid boxes are located throughout the building. Staff are instructed to record all accidents, including injuries requiring first aid only, in the accident book provided for this purpose in the office.

Designated Teachers are responsible for the safe keeping and maintenance of first aid boxes, equipment and their contents. Teachers should report deficiencies to school management for action. The minimum first aid kit contents are listed below:

First Aid Kit Locations

- | | |
|---------------|-----------------------|
| • Main Office | • Science Labs |
| • Art Room | • Home Economics Room |
| • Sports Hall | • Technology Rooms |



First Aid Box Minimum Contents

	Travel Kit	1-10 persons	11-25 persons	26-50 persons*
Adhesive Plasters	20	20	20	40
Sterile Eye Pads (No. 16) (bandage attached)	2	2	2	4
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	6	6	6	6
Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10 x 8cm's)	1	2	2	4
Individually Wrapped Sterile Unmedicated Wound Dressings Large (No. 9) (13 x 9cm's)	1	2	6	8
Individually Wrapped Sterile Unmedicated Wound Dressings Extra Large (No. 3) (28 x 17.5cm's)	1	2	3	4
Individually Wrapped Disinfectant Wipes	10	10	20	40
Paramedic Shears	1	1	1	1
Examination Gloves Pairs	3	5	10	10
Sterile water	2 x 20mls	1 x 500mls	2 x 500mls	2 x 500mls
Pocket Face Mask	1	1	1	1
Water Based Burns Dressing Small (10x10cms)	1	1	1	1
Water Based Burns Dressing Large	1	1	1	1
Crepe Bandage (7cm)	1	1	2	3

Key Control Measures when administering first aid (Covid-19)

- Standard infection control precautions to be applied when responding to any first aid incident in the workplace. Hand washing with warm water and soap or an alcohol-based hand gel must be performed before and after providing any first aid treatment.
- Any person presenting with symptoms consistent with covid-19 shall be treated as a suspected case.
- In such cases, move individual to a first aid room / isolated room / their vehicle to minimise risk of infection to others.
- Only one first aid responder to provide support/treatment, where practical.
- Additional PPE (enclosed eye protection and ffp3 mask if available) shall be worn by first aid responders when responding to all first aid incidents where close contact cannot be avoided.
- Please also have a mask available to give to a person if they are displaying symptoms consistent with covid-19 to limit droplet dispersion.
- If you suspect a person has experienced a cardiac arrest, do not listen or feel for breathing by placing your ear and cheek close to the person's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions only until help arrives. To iterate the point, a person in cardiac arrest shall have compression only CPR applied.
- Persons with minor injuries (cuts, abrasions, minor burns) - where practical, a first aid responder shall avoid close contact and advise the injured party what steps to take in treating their injury.
- No reusable equipment shall be returned to service without being cleaned/disinfected appropriately.



7.37 Hazardous Substances

The Safety Committee is responsible for coordinating risk assessments of hazardous substances brought onto the premises and taking any necessary action required by the *Safety Health and Welfare at Work (Chemical Agents), 2013*.

- Safety Data Sheets (SDS) made available for all chemicals in use on the premises.
- If a new chemical substance is being considered for a specific purpose or project, prior to ordering, an SDS must be requested from the supplier. From the information on the SDS an informed decision can be made as to the suitability of the chemical for use.
- All involved staff must be given access to the risk assessment.
- If training, information, supervision and instruction in the use of the control measures are needed, these must be undertaken prior to work with the substance.

Management must insure that third party contractors provide assessments for hazardous materials they bring on site and satisfy good environmental practice, including consideration of the ultimate disposal of the materials.

7.38 Legionella

Competent contractor will be contracted to test water on the school premises and treat it accordingly. Water storage tanks will be checked and cleaned as required including any build-up of sludge/slime is cleaned.

There are arrangements in place to address little used outlets, to either:

- flush through showers/taps/water fountains and all other sources arising on at least a weekly basis, or
- carry out a safe purge of the water system before use e.g. prior to reopening after summer holidays;

7.39 Lone Working

It is the policy of the school that staff (with the exception of the Principal, Deputy Principal, Administrative Staff, Maintenance Staff) are not permitted to be on the premises unaccompanied. At no stage will teaching staff be permitted to be on the premises unaccompanied out of school hours i.e. at night or weekends regardless of the activity to be carried out.

If working alone, Maintenance Staff are required to 'report in' to the Principal or designated person to inform that they are safely leaving the premises.

7.40 Manual Handling

Risks to staff from manual handling activities are eliminated or reduced through the provision of good task and workplace design, the provision of mechanical aids where appropriate, and the provision of information and training to those staff whose work involves significant manual handling.

7.41 Noise

Knockbeg College considers potential noise levels in the selection of equipment and the design of work environments. The technologies rooms and other possible significantly noisy environments are identified and assessed, and appropriate precautions advised.

7.42 Personal Protective Equipment

Knockbeg College recognises that where there is a risk to the health, safety and welfare of their staff and students that cannot be controlled by technical or organisational measures, Personal Protective Equipment (PPE) e.g. goggles, earmuffs, gloves are provided and maintained.

The type of PPE provided for specific activities will be decided only after suitable and sufficient risk assessment has been conducted. Management are responsible for ensuring that staff and students are trained in the use, care and maintenance of PPE.



7.43 Record Keeping

Maintaining records of things done for reasons of health and safety is essential and in some instances a legal requirement. The school is responsible for keeping records relating to the building, the facilities, machinery and equipment in the school. The Principal will maintain records relating to the operation of the school i.e. policies, training etc.

7.44 Risk Assessments

In selecting controls the following hierarchy should be adopted.

- Elimination
- Substitution
- Enclosure
- Guarding
- Safe systems of work
- Supervision
- Training/Information
- Personal protective equipment (PPE)

All final decisions on risk control must take into account the relevant legal requirements and industry codes of practice. Risk assessments are particularly important in the practical subjects. Activities including the use of hazardous chemicals or machinery, field trips, science based practical's/ demonstrations /research projects, hazardous physical manipulations, maintenance of hazardous machinery, etc, require rigorous risk assessments with carefully documented and implemented controls. Where possible, controls and other safety measures identified in the risk assessment process must be put in place immediately. In other cases where the scale or cost prohibits immediate action, a programme of action must be planned by the relevant teacher with the Principal/ Board of Management and put into effect. Depending on the risks involved, appropriate interim action must be taken i.e. if high, discontinuing the operation in the interim must be considered. The implementation of these arrangements must be reviewed at regular intervals. Where the risk cannot be reduced to acceptable levels and finance is not available to implement appropriate controls, it is the policy of Knockbeg College to require that the activity cease or the area close.

7.45 Safety Statement

In accordance with the obligations placed on employers by the *Safety Health and Welfare at Work Act, 2005*, Knockbeg College have prepared a safety statement based on an identification of hazards at the workplace. Risk assessments are routinely carried out and control arrangements and resources are detailed in the statement. The safety statement is brought to the attention of all staff and third parties as necessary. Staff will be asked to sign a form stating they have read the statement and fully understand all the details therein. Knockbeg College plan to review the safety statement at least once annually in order to consider new legislation, code of practices etc. If new working equipment, procedures, work practices, chemicals, materials or renovations etc. are introduced then the safety statement needs to be reviewed to take these into account.

7.46 School Bags

Knockbeg College is committed to making efforts to alleviate the problem of heavy school bags and school bag storage issues. It recognises that the provision of marked storage areas is essential to alleviate the hazard.

7.47 School Trips / Tours

Each trip is communicated and approved by the Board of Management. Parent/guardian's permission is obtained for each student before any excursions take place. Emergency preparedness is addressed (phone numbers, medical arrangements, first-aid) and an adequate number of supervisory adults are present on the trip. A head count is carried out before departure, routinely throughout the trip and in the event of an emergency, and before return journey by trip supervisor. Safety instructions are provided to students including information on correct clothing and equipment required, code of behaviour, etc.

In light of Covid-19, school tours and trips will not take place in the first term of the year.



7.48 Smoking

In compliance with the *Public Health (Tobacco) (Amendment) Act 2004* regarding smoking in workplaces, smoking is strictly forbidden in the premises and on the grounds of Knockbeg College.

7.49 Specialised Classrooms

Specialised classrooms each have specific hazards, which are unique to these rooms. These rooms should be locked when the room is not in use. Where possible, classes in other subjects should not be taught in these rooms unless by the specialised teacher. If a specialised teacher is absent, the substitute teacher must be fully aware of the hazards in the room as well as the controls in place to deal with these hazards. If the substitute teacher is not trained in the specialised area then where possible classes should be supervised elsewhere.

- Home Economics Room
- Information Technology
- Science Labs
- Technology Room
- Art Room

7.50 Students with Physical / Special Education Needs

Students who have ongoing medical problems e.g. diabetic or other controlled conditions may need medical interventions during the school day. Staff will be informed and trained on how to deal with an emergency situation of 'at risk' students in their classrooms when the need arises.

Parents of children with known allergies are responsible for informing the Principal/Deputy Principal of any assistance that may be needed for a student with food allergies. Those students with significant medical needs will be identified in the staffroom to ensure that all staff are aware of any underlying conditions that may present during corridor supervision, break time supervision etc.

Students with special education needs will be supported through the SEN Department in the school in accordance with the guidance from the National Council for Special Education. Where necessary i.e. on a case by case basis, risk assessments may need to be carried out to ensure that the safety of the students, his/her peers as well as teachers and other staff is maintained. Where teachers feel that there is a risk to the student, a risk assessment must take place in conjunction with SEN Coordinator / Team.

In the event of an evacuation these students will be evacuated from the building by their SNA or teacher (in the case of mainstream student).



7.51 Statutory Inspections

Statutory inspections of machinery, equipment, training etc. will be conducted in accordance with below:

Description	Frequency										
	As Required	Daily before use	Weekly Visual	Fortnightly	Monthly	Quarterly	6 Months	Annually	14 Months	18 months	60 Months
Air Compressors	•										
Boilers								•			
Contractor Documentation	•							•			
Defibrillator			•								
Emergency Lighting						•					
Fire Detection Systems						•					
Fire Extinguishers			•					•			
First Aid Kits			•								
Fixed Wired Electrical											•
Fume Cupboards								•			
Gas Proving Systems								•			
Health and Safety Audit								•			
Ladders	•	•									
Mobile Scaffolding	•	•	•								
Portable Appliance Testing								•			
Practical Room Machinery & Equipment		•						•			
Review Policy & Risk Assessments								•			
Review Training Requirements								•			

7.52 Stress

What is Work-related Stress?

Stress can be broadly defined as the negative reactions people have to aspects of their environment. Work-related stress simply refers to those reactions due to pressure within the working environment.

“Stress occurs when an individual perceives an imbalance between the demands placed on them on the one hand, and their ability to cope on the other” (Professor Tom Cox, Institute of Work, Health and Organisation).

Each individual employee member brings into the school their own particular personality, medical history, psychological make-up and coping skills. As a result, what may be stressful for one employee may not be for another. However, some workplace factors inevitably lead to stress, such as poor communications, role ambiguity, career stagnation, low participation in decision-making, conflict, etc.

Effects of Stress

The effects of stress differ from individual to individual. The experience of stress can change the way a person feels, thinks and behaves and can also produce physical changes. A person will often experience stress in a number of ways. When you are stressed, you are less likely to eat well, get adequate sleep, take exercise and relax. You can also experience irritability, reduced attention span and memory impairment. Irritability due to stress can create secondary problems such as the loss of social support. Being stressed over a prolonged period of time has been associated with increased blood pressure and cardiovascular problems.



Introduction

Knockbeg College is committed to a healthy workforce by placing value on both physical and mental health. The Board of Management acknowledges that stress problems have many causes, including in the workplace and the outside world. The Board of Management recognises that factors, which may lead to increased work-related stress for teachers, special needs assistants, ancillary staff, the Deputy Principal and the Principal, include unruly students, exam time, whole school inspections, subject inspections and work overload etc. It is also recognised that domestic factors (housing, family problems and bereavement) may also add to levels of stress experienced by our staff. The Board is committed to promoting a working environment where staff who feel they are at risk of suffering from the negative effects of stress can raise the issue in confidence, so that necessary support mechanisms can be put in place. This policy applies to all staff in Knockbeg College.

Aims

Our policy aims to:

- encourage staff well-being within Knockbeg College and discourage the stigma attached to stress;
- raise awareness of ill health associated with stress, its causes and associated factors;
- to reduce as far as is reasonably practicable within the confines of a school environment, the sources of stress;
- enhance the factors within Knockbeg College that reduce the risk of stress;
- educate staff in techniques for coping with pressure and stress;
- provide systems of support and make sure they are well publicised;
- encourage staff to get help at an early stage;
- make sure there is confidentiality for those who want help.

Procedures

- Unruly students have been recognised as one of the major sources of stress for teachers. Knockbeg College recognises this, and teachers should avail of the assistance that is provided to them by the Class Tutors, Year Heads, Guidance Team, the Deputy Principal and the Principal etc.
- Clear policies on behaviour exist in the school and these should be referred to. These policies are continually reviewed, and staff are consulted in policy development.
- The Board of Management ensures that each employee's role and responsibilities are clearly defined.
- High priority is given to staff training and the Board of Management supports and encourages participation in relevant in-service courses in so far as is reasonably practicable. The Board is also committed to promoting the professional development of its staff and will consider requests for financial support from teachers, special needs assistants and ancillary staff to undertake and complete relevant courses of study.
- The Board of Management recognises that communication and consultation with staff, which promotes openness and discussion, is essential.
- The Principal brings the concerns of the staff to the attention of the rest of the Board.
- The Board of Management and the Principal ensure, as far as is reasonably practicable, that the physical work environments for staff are safe and do not expose them to risks that may give rise to stress at work.
- It is school practice to make sure that staff take time to review and celebrate positive achievements.
- Social occasions for staff are organised throughout the school term to give staff a chance to relax and socialise with each other outside of the workplace.
- The Department of Education has provided a confidential counselling service for teachers, where counselling sessions can be availed to deal with work-related stress. (1800 411 057).
- If an employee feels that they are suffering from work-related stress it is important that they seek medical help. They should then discuss with the Principal the causes of their stress and as far as reasonably practicable, the Principal will deal with the issues concerned.



As staff how can I cope with stress at work?**Manage Your Workload**

- Set priorities & Manage time effectively;
- Set limits to work and draw boundaries;
- Define problems precisely;
- Break work up into manageable units;
- Recognise your own worth;

Develop Skills

- Improve communication;
- Be more assertive;
- Make decisions;
- Plan your time – including your free time;
- Decide your career goals;
- Avail of training opportunities;

Maintain Physical Fitness

- Eat a sensible diet;
- Have sufficient rest;
- Decide on some agreeable form of exercise and make it a habit;
- Develop interests outside work;

7.53 Training

Knockbeg College recognises that training is one of the most effective ways of making sure that staff are competent and effective in maintaining a safe working environment. Therefore, we aim to provide ongoing safety training programs to meet the needs of staff at all levels of the organisation. Training initiatives include:

- formal classroom training (using presenters from within and external to the organisation);
- on the job instruction and safety meetings.

The Principal and the Safety Committee mainly identify training requirements. All staff are required to co-operate with the training programs provided. Training provided should include:

- safety induction for all new staff
- as appropriate, manual handling, first aid, fire safety, and
- basic health and safety training to ensure those responsible for health and safety are equipped to undertake their duties and responsibilities.



Subject of Training	Who requires training
Induction training for all new staff (see policy).	All new staff
First Aid: <ul style="list-style-type: none"> • Certified first aid training 	As designated by the Principal.
Emergency procedures: <ul style="list-style-type: none"> • Evacuation concepts and principles • Fire prevention procedures • Use of fire extinguishers, fire blankets etc. • Evacuation procedures and roles 	All staff
Manual Handling: <ul style="list-style-type: none"> • Training in manual handling techniques 	Those staff involved in regular lifting, lowering, pushing and pulling of loads.

7.54 Induction Training Policy

The objective of this policy is to ensure that new staff starting with the school are introduced to the premises, safety/evacuation procedures, rules, regulations, their immediate work environment and colleagues in compliance with all legal and contractual obligations. This induction training applies to all permanent, temporary and contracted staff of Knockbeg College. New staff include college students on temporary work experience. A short period of induction will be given by the Principal or a designated staff member for new employees joining the staff. This will include:

- Receiving a copy of the staff handbook/diary;
- A tour of the premises for familiarisation purposes;
- Fire emergency procedures, location of exits, assembly points and training on firefighting apparatus;
- Details of accident reporting and investigation procedures;
- A discussion on the hazards in the workplace (particularly those relating to their own area of work), preventative measures in force and the Safety Statement.
- An explanation of the consultative process, name of Safety Representative and staff meetings;
- A detail of the new employee's safety responsibilities;
- Details of further training (if required or identified);
- Receiving a copy of the School Safety Statement;

Staff are also encouraged to be attentive to new staff and ensure their compliance with all safety procedures. All staff will be retrained periodically on safety rules, policies and procedures, and when changes are made to the workplace safety statement.



7.55 Violence

Scope of Policy

The Board of Management of Knockbeg College is committed to the continuance of a school characterised by mutual respect, free from threat or intimidation. To this end dangerous, threatening, aggressive or violent behaviour (hereafter called violent behaviour), whether verbal or physical, is not permitted in the school or among the school community. A separate policy on Discipline in School deals with students.

Introduction

During the course of their work school staff may be at risk in the form of verbal abuse, threats, assaults or other forms of intimidation. This behaviour may come from pupils, parents, guardians, other staff members or visitors. Violent behaviour is categorised as acts against people or property.

Principles

The Board of Management of Knockbeg College recognises its duties to:

- provide a safe environment for staff and other persons present in the school;
- minimise the risk of assaults on teachers / Principal / Deputy Principal or other staff employed in the school;
- support staff that have been assaulted or threatened with assault; and ensuring that appropriate action is taken to safeguard against a recurrence.

Preventative Measures

- Policies on violence go hand in hand with policies in relation to bullying, harassment, discipline etc. These policies need to be reviewed frequently to identify and resolve weaknesses to lessen the threat of violence.
- Communication between home and school should be frequent, open and positive. In this context policies and procedures in relation to visits to the school, meeting with teachers, school discipline, complaint procedures etc. should be in place and parents/ guardians encouraged to communicate with the school as appropriate.
- Parents /visitors who wish to have a consultation with a class teacher should make a prior appointment with the relevant teacher. In urgent cases where a prearranged appointment is not appropriate, parents should, in the first instance, report to the school secretary.
- All visitors are required to report to the school secretary's office. Signs displayed within the school grounds and premises outline this.
- Video surveillance equipment has been installed to help deter violent acts.

Steps to be followed in the Event of an Assault

- In the event of an assault, a staff member should not try to resist if cash or goods are the obvious motive for the attack. Depending on the circumstances and the level of training, the member should endeavour to calm down the assailant and seek assistance as quickly as possible.
- The incident should be immediately reported to the Principal/Deputy Principal.
- Where necessary, immediate medical assistance should be sought. Debriefing is essential as soon as possible after the event. Staff are entitled to time off work and counselling if needed.
- The matter should be reported to the Gardaí, where appropriate. The staff member who was assaulted would normally make this report.
- The details of the incident should be recorded. The information recorded should include personal details (name, age, occupation) of the victim and assailant where available, description of what happened, why did it happen, when and where it happened, description of any injuries sustained and weapons used, what procedure failed. Situations in which staff members have been intimidated or threatened with physical violence should also be recorded. Reports should be made to the Health and Safety Authority and the States Claims Agency as required.
- The Board of Management should be notified of the incident and where necessary an emergency meeting of the Board of Management should take place. The Board should consider notifying its legal advisors and insurance company of the incident as appropriate.



- Where an assault is by a pupil the matter should be dealt with in accordance with the school's Policy on Discipline in School.
- Repeatedly aggressive pupils should be referred, with the consent of parents/guardians, for psychological assessment in order to assess the pupils' social and emotional needs and to determine how these can be best met.
- Where a parent/guardian or visitor commits the assault, the Board of Management should immediately instruct the person in writing not to make direct contact with the staff member/school pending full consideration of the matter. Subsequently the Board of Management should correspond with the parent/guardian or visitor stating:
 - that it considers the assault unacceptable and what action the Board of Management intends to take;
 - outlining what pre-conditions should be met before access to the school is restored.
- Where a staff member commits the alleged assault, the Board of Management should immediately instruct the member in writing not to make direct contact with the victim pending full consideration and investigation of the matter. The question of suspension may also need to be considered prior to further action/disciplinary measures being taken.

7.56 Visitors

For the remainder of the Covid-19 Pandemic, Visitors are only permitted on the premise by appointment. Those attending the school will have to sign a Visitor Self Declaration Form as well as observing all school protocols regarding Covid-19.

For evacuation reasons, visitors are asked to sign in on entering the premises and sign out on exiting. Host staff are responsible for the safety and conduct of visitors and for informing them of local welfare facilities, emergency procedures and any specific risks.

7.57 Waste Management

All waste is segregated at source and recycled where possible. Approved waste contractors are engaged for waste removal and recycling. In cases where staff cannot safely dispose of waste chemicals, specialist hazardous waste disposal firms must be consulted with.

7.58 Welfare Facilities

Knockbeg College shall ensure that adequate welfare facilities are provided on the premises for all staff and students. Adequate toilet facilities are provided and maintained in a good clean hygienic condition. Adequate washing facilities (including hot water where necessary) and washing and drying materials/equipment are provided and maintained.

7.59 Weather

Due to unforeseen weather conditions that as such constitute an issued Orange / Red Weather warning staff and students may have difficulties getting to work for the standard start time. If this is the case, the Principal will monitor these weather reports and advise the school community accordingly as to whether the school will be opened or closed as the case may be. The Principal reserves the right to decide to finish/close early on days where the school deems the weather to be adverse to ensure students and staff can travel home safely.

7.60 Work Experience

For the remainder of the Covid-19 Pandemic, Work Experience will be temporarily suspended. Work experience is an integral part of our school and should this policy change midyear then employers will be requested to ensure that they have adequate Covid-19 Response Plans in place to safeguard our students.

It usually involves students working in a place of employment under the supervision and guidance of a mentor. Prior to any placement being made, the course organisers should discuss the safety policy of the workplace with the employer and students should be made aware of the potential hazards in the workplace. Students who wish to gain work experience on construction are obliged to have a 'Safe Pass' certificate. The teacher organising the work experience shall contact each employer to ensure suitable arrangements are in place before student takes up work placement, e.g. safety induction, supervision arrangements, provision of appropriate PPE and insurance arrangements.



