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**Coláiste Éamann Rís**

**Health & Safety Policy**

### ***Statement on General Policy***

Coláiste Éamann Rís is managed for its trustees, Edmund Rice Schools Trust, by a Board of Management, which will be referred to hereafter as the Board.

It is the policy of the Board that it will take all reasonable and practicable steps to provide healthy and safe working conditions for our employees and our school pupils and to ensure the health and safety of all visitors to our school.

The Board recognises that while all employees are ultimately responsible for their own safety, teachers because of the ‘loco parentis’ nature of their position, have an additional responsibility to ensure the safety of the students under their supervision.

The Board has nominated the Principal of the school as its Safety Officer and has delegated to him/her and his/her school management team responsibility for implementing its safety requirements, within the school, on a day to day basis.

Provision is made within the safety structures for the nomination of a safety Representative by the staff and also for a Safety Committee (appendix 5) representing the entire school community.

The Board undertakes to carry out a safety audit annually and to have its results made available to staff.

The Safety Statement and procedures set out in the following pages are informed throughout by the Guidelines on Managing Safety and Health in Post Primary Schools.

The Board wishes to make clear that in our school the safeguarding of life takes precedence over all other matters.

Please read this document carefully with a view to understanding your part in its implementation in our school. The Safety Officer is available to help clarify any aspect that you may feel needs clarification.

***RESPONSIBILITIES***

**Safety Officer**

* Arrange for the regular inspection and repair of all equipment, tools and machinery in the school. (He/she may authorise a member of the staff to act on his behalf in this matter). The results are to be logged.
* Arrange comprehensive training for all staff in the safe handling, storage and lifting of goods and equipment, the safe movement of staff and pupils throughout the school and the correct evacuation procedures to be adopted in an emergency (see appendix 7).
* Arrange and supervise fire drill at least once each school year and log same.
* Arrange to have all fire prevention equipment tested once yearly by registered contractors and log the result.
* Display prominently, in the school, the phone numbers and contact points for Medical Assistance, Fire Brigade and Garda services.
* Put in place a recognised drill for dealing with accidents (see appendix 8). The drill will cover such items as First Aid, removal to Second Aid if required, notification to concerned persons – spouses, parents, guardian etc.,
* Ensure that an immediate and appropriate welfare/counselling service is delivered where major trauma may be expected, such as student suicide and other life threatening events.
* Arrange that all accidents are recorded in the Accident Log Book and are notified as soon as possible to the Safety Officer and to the Health & Safety authority if the accident results in three consecutive days of absence.
* Ensure the safety and health and welfare of all pregnant staff.
* Ensure that all waste is disposed of so as not to cause damage to the environment.
* Ensure that Hazard Risk Assessment is kept up to date in light of any changes to work place or work activities.

**Fire Officer**

It is the responsibility of the Fire Officer to;-

* Be fully aware of the physical layout of all the school premises.
* Note the location of all exits.
* Note the location of all fire alarms, fire fighting equipment and water hydrants.
* Note the agreed evacuation routes.
* Ensure that a School Floor Plan incorporating the above, together with location of the main electricity switch gear and boiler room is readily available for presentation to the Fire Brigade, in an emergency situation.
* Regularly check and record evacuation routes are free from obstruction, within and without the school building and are clearly marked.
* Fire alarm points are clear of obstruction.
* Assembly points are clear of obstruction.
* Fire extinguishers are all in place and ready for use.
* Appoint Fire Marshalls.
* Act as chief Fire Marshall.

**Safety Representative**

The Safety Representative may consult with, and make representations to, the employer on safety health and welfare matters relating to employees in the place of work. He/She may investigate accidents and dangerous occurrences to find out the causes and help to identify any remedial or preventive measures necessary. Subject to prior notification to management, the Safety representative may also carry out inspections in the place of work to identify hazards and risks to safety and health. The Safety Representative has an important role to play in the promotion of health and safety.

**All Employees**

It is the responsibility of each member of staff to;-

* Ensure their own safety and that of their colleagues and as far as possible the safety of the pupils under their supervision.
* Bring to the attention of the Safety Representative, as soon as possible, any defects noticed in equipment.
* Engage in training for the correct and safe handling, storage and lifting of goods and equipment and the safe movement of pupils throughout the school and to practice same.
* Familiarise themselves with the evacuation procedures in the event of an emergency. (appendix 7).
* Familiarise themselves with the Fire Drill (appendix 4).
* Participate in all the fire drills.
* Familiarise themselves with the Accident Drill (appendix 5).
* Wear, as appropriate, goggles, aprons and overalls and use them solely for the purpose for which that are needed with regard to relevant risk activities.
* Ensure that, where shields and guards are fitted to machinery, they are used. Breakages or defects should be notified at once, to the Safety Officer so that they may be replaced or repaired.
* Wear safety shoes where appropriate.
* Keep rooms safe and tidy and not let waste matter and rubbish accumulate.
* Observe all safety rules are not to intentionally or recklessly interfere with or misuse any appliance, equipment or any other item provided for securing the safety and health of staff and students in Deerpark Secondary School.

It is important to note that it is the responsibility of all teachers, SNAs and auxiliary staff to be aware of the contents of this policy, and to note that they are responsible for the safety in their own areas and the implementation of relevant safety procedures – see Appendix 1.

The Safety Officer (Principal) shall monitor safety generally and the operation of safety procedures. He shall ensure that each employee is given access to this policy through Google Drive.

He shall guide and advise on all safety, health and welfare matters, ensure that the school fulfils all statutory requirements in respect of the Safety, Health and Welfare at Work Act 1989, ensure that the appropriate safety education and training are co-ordinated and carried out using both in house and external resources, undertake regular and appropriate revision and auditing on the school safety procedures and methods of operation, ensure that adequate fire protection and prevention measures are provided, investigate all accidents and dangerous occurrences and ensure that appropriate statutory notifications are properly completed (incident report book in staffroom). The facts of all incidents shall be determined as fast as possible and where appropriate remedial action shall be specified. It may be appropriate to delegate some of these functions but ultimate responsibility still lies with the Safety Officer.

**Board**

It is the responsibility of the Board to;-

* Provide a safe and healthy working environment for all employees and students.
* Nominate a Safety Officer to operate on its behalf on a day to day basis of Safety and Welfare at work.
* Establish a School Safety Committee to determine that any items of the Safety, Health and Work Act 2005 are being implemented in the working of the school (appendix 5).
* Provide adequate training on matters of Safety, Health & Welfare to its staff to enable them to carry out their tasks in an efficient, effective and safe manner.
* Ensure that all electrical equipment is properly insulated, earth protected and regularly checked by a competent person.
* Ensure all staff are familiar with the appropriate contents of the School Safety Statement.
* Respond to the findings of the ongoing Hazard identification and Risk Assessment.

**Pupils**

Pupils should at all times behave in accordance with the rules of the school as set down in the Code of Behaviour, and as explained to them by the Principal, the Deputy Principal, Year Heads, Class Teachers and other members of staff. In addition they should;

* Take reasonable care of their own safety, health and welfare and that of any other person who may be affected by their actions or omissions.
* Report to the Principal any situations, which might create a danger to the health, safety or welfare of themselves or others.
* Must not recklessly or intentionally misuse any appliance or safety equipment supplied to protect the health and safety of themselves or others.
* Take part in any form of dangerous prank or unauthorised hazardous activity anywhere on the school premises.
* Take care when moving objects.
* Must not run on floors or steps.

**Staff Training**

The Safety Officer will arrange to have all staff trained within a reasonable period of time in all aspects of safety pertaining to their job and which will include;-

* Knowledge of the Guidelines on Managing Safety and Health in Post Primary Schools.
* Good Housekeeping’ practices and safe working procedures.
* Evacuation procedures in the event of fire.
* Familiarisation and use of existing fire fighting equipment.
* Accident Drill.
* Manual handling of equipment.
* Prevention and treatment of accidents and injuries.
* The schools policy of employees smoking.
* The school policy on bullying/stress.
* Hazard identification, risk assessment and control strategies.
* Consultation/safety representatives.
* Protection equipment.
* Welfare facilities.
* Hygiene.
* Bullying and stress.
* Policy on Health & Positive living.

**FIRE DRILL**

In the event of a fire being discovered the procedure for Total Evacuation will be immediately activated (appendix 7).

If the fire is small and localised it should be contained by the use of fire extinguishers, fire blankets or other fire fighting equipment as appropriate.

If the fire is not immediately contained the Fire Brigade is to be notified.

Fire containment measures should continue, providing that no lives are placed in hazard. Otherwise the scene is to be abandoned and left for the attention of the Fire Brigade.

Each Fire Marshall will ensure that the area for which they are responsible has been evacuated and all windows and doors are closed. They will then proceed to the designated Assembly Point, they will count the staff and pupils at their point, and report to the Chief Fire Marshall.

When the Safety/Fire Manager notifies the Fire Brigade they should also advise them of the entrance nearest the fire and then meet there with the School Floor Plan and a brief description of what is known about the recent status of the fire.

Other services to be notified in this type of emergency are;

* ESB
* MEDICAL
* SPIRITUAL
* GARDAI
* GAS

It would also be recommended to advise other users of the school campus of the emergency.

A fire Drill involving evacuation will be held at least once each school year. The results will be logged for subsequent discussion by the Safety Committee with the purpose of continually improving on efficiency and effectiveness on Fire Drill Evacuation.

In accordance with the Boards responsibility a safety committee as follows is established.

Safety Committee

Safety Officer - Principal

Fire Manager

First Aider

Board Member

Safety Representative

Employee School

The Committee shall meet at least once per school term and meetings will have a specific agenda, which will include the following;

1. Progress report on the implementation of the Safety Statement.
2. The examination of the accident log since the last meeting.
3. Special consideration of recent accidents or dangerous occurrences.
4. Practical safety and health suggestions received from individuals.
5. Safety and health suggestions received from individuals.
6. Safety and health training needs and plans for dealing with same.
7. Items of general interest on Health and Safety.

A meeting other than above may be held where warranted on the grounds of an immediate serious safety problem.

Once per school year the committee will review the entire Safety Statement to see if, in the light of experience and changing circumstances, it needs amendment.

Faulty electrical equipment can be lethal. Therefore great care must be taken by all those who use such equipment within our school.

It is the responsibility of the Board to ensure that all equipment provided is properly insulated and earth protected against indirect contact if insulation fails.

The following are basic electrical safety checks which should be carried out by employees prior to the use of equipment requiring electrical power;-

1. Check sockets for damage and security of mounting on wall.
2. Check plugs for damage. If found to be damaged, remove appliances from use and ensure that the damage is dealt with by a competent person.
3. Check that cable clips grips cable effectively.
4. Check that the fuse in the plug, which is the proper one for the appliance, is always replaced by one of a similar rating.
5. Burn or heat marks indicate danger in the plug. Have such a plug replaced by a competent person.
6. Examine the appliance cable for damage and check for signs of wear and tear on it.
7. Cable wrapped with insulating tape is dangerous and should be replaced.
8. Ensure that cable length is neither too short nor too long.
9. Cable must not become a physical or electrical hazard to people or equipment.
10. Extension leads should not be used in a coiled position, as the heat thereby generated constitutes a fire hazard.

All defects or damage should be repaired by a competent person and until then the appliance should not be used. The Safety Officer should be informed immediately.

In the event of shock do not make contact with the injured party until the electrical power is disconnected and the situation made safe.

**Evacuation Procedures**

In the event of an emergency the following evacuation procedures must be followed.

The staff person nearest to the cause of an emergency will immediately direct all in proximity to a safe area and if possible close door(s) to isolate area.

They will then notify the Safety Officer of the nature, cause and their estimate of its severity.

The Safety Officer will assess the action to be taken which will be one of the following;-

1. No further movement of staff/pupils. Emergency to be handled in-house.
2. Partial evacuation of school. Emergency to be handled in-house or by outside assistance.
3. Total evacuation of school. Emergency to be handled in-house or by outside assistance.

Partial evacuation will be initiated by the Safety Officer, who will instruct Staff to move pupils to the designated Assembly Point.

Total evacuation will be initiated by the Safety Officer ringing the Alarm Bell and broadcasting over the public address system.

In the event of a power failure a hand bell will be loudly rung throughout the school by the Principal or other nominated person.

All evacuation will be along the routes marked on the attached School Floor Plan, which shows the route (and alternatives) from each school location to the designated Assembly Point.

On reaching the designated Assembly Point the staff member should again count the class to ensure that all have arrived safely at the Assembly Point and report the result to the Fire Marshall.

**First Aid & Accident Drill**

The following staff are qualified in First Aid;- Michael O’Brien

The following staff are qualified in the use of the A.E.D.;- Kevin Barry, Aaron Wolfe, Michael O’Brien, Shirley Moloney

There is a comprehensive First Aid box available in the outer office to deal with minor injuries and the AED is situated in the Principal’s office.

1. Accidents to Property: Accidentswhich have safety implications, will be dealt with in line with general guidelines outlined in Appendix 6 (basic electrical supply) and Appendix 7 (Evacuation Procedures).
2. Accidents to persons; These accidents generally fall into one of three classifications

Class 1 - Minor cuts and abrasions which can be safely dealt with by referral to the First Aid Officer.

Actions

Refer immediately to first Aider

Class 2 - Where the victim is more seriously injured but is fully conscious and can give a description of the severity of their hurt.

Actions

* Send for the Safety Officer and the First Aider.
* Ensure, without risk to oneself that the area is made safe.
* Make the victim comfortable.
* Do not unnecessarily move the victim.
* The First Aider will appraise the Victim, administer appropriate First Aid, and determine whether it is necessary to remove victim to A&E Waterford Regional.
* Notify the victim’s family.

Class 3 - Where the victim is semi-conscious or is unconscious,

Actions

* Send for the Safety Officer and the First Aider.
* Safety Officer will immediately call Ambulance.
* Make the immediate area safe.
* Do not necessarily move the victim.
* Make the victim medically safe ie. ensure airways are open.
* Search for a pulse.
* First Aider will decide if Coronary Pulmonary Resuscitation is to be commenced.
* Delegate someone to meet the Ambulance and bring them to the scene of the accident.
* The Safety Officer and or another concerned staff member will accompany the victim and wait there until the victim’s family members arrive.

*Notifying the Victims Family*

It falls to the Safety Officer or nominated person to

* Ensure that the victim’s family is notified.
* Offer them transport to the Hospital.

*When calling for Emergency services (detailed in appendix 10)*

* Identify yourself and school.
* State known nature of accident.
* Indicate school entrance you wish them to use.

EMERGENCY TELEPHONE NUMBERS

Gardai 999/112

Fire Brigade 999/112

Ambulance 999/112

Hospital (051) 842 000

ESB Emergency (021) 238 6555

Bord Gais Emergency 1850 20 50 50

In the event of an emergency (as listed in the emergency procedures), there will always be a vehicle and driver available on the premises to transport injured persons to hospital, home etc.

**Access to the school site**

Access to the school site is via the main entrance, which is controlled by a barrier system. Only staff members and approved persons may drive beyond the barrier. Visitors to the school are directed to report immediately to Reception, where the following procedure is observed:

* Visitors will be issued with a ‘Visitor Pass’ which should be returned to Reception upon leaving.
* All meetings with staff are by appointment only. Appointments must be requested through School Reception. The school secretary is authorised to enquire what the appointment requested is in relation to. Parents are advised of this procedure in the school journal.
* The school reserves the right to request a meeting with any prospective students and his/her parents/guardians to assess any issues regarding suitability in general and any potential health & safety concerns regarding a students’ proposed enrolment.
* Threatening, intimidating or offensive behaviour, either verbal or physical, towards any member of the school community, will not be tolerated. Any individual who engages in such behaviour will be required to leave the school premises immediately.
* School Management reserves the right to contact the authorities should a visitor’s behaviour compromise the school community’s right to a safe working and learning environment.
* School Management takes the issue of staff and student safety extremely seriously. In order to best control access to the main school building, the following security procedures are followed:
* The inner doors beyond Main Entrance/Reception are to be kept closed at all times a
* All authorised visitors to the school clearly display a Visitor Badge.
* Meetings with authorised visitors/parents to occur in the Parent’s meeting room, Principal or Deputy Principal’s office or, if this cannot be arranged, in a clearly visible part of the main area. All of these locations are protected by CCTV coverage.
* Threatening/aggressive or intimidating behaviour from a visitor to the school which is deemed to pose a serious and immediate risk to the Health & Safety of the school community will result in school management or a nominated person dialling 999 and reporting the incident.
* Management reserves the right to ban any individual from entering the school site on the grounds of health and safety.
* Additionally, in order to best protect staff/students and manage the incident in a controlled manner, a member of staff will use the phrase ‘Would Edmund Rice please come to the main office’ over the intercom to advise staff to remain with their students, in a supervisory capacity and lock classroom doors until advised otherwise. Reception will close and lock their window.
* **Under no circumstance** should any member of staff approach or confront an individual in this instance.
* Should a meeting with a parent/visitor encounter difficulties, staff are advised to utilise the following procedure:
* Speak only of known facts – system of record keeping of utmost importance here.
* Focus on progress reports, written work, assessments etc.
* Conclude the meeting verbally and by standing up. Offer to escort individual to the Principal.

The following hazards are considered by the school to be a source of potential danger and are brought to the attention of all concerned:

* Home Economics Kitchen (Appendix 1A)
* Dress Design Room
* Canteen/Shop (Appendix 1B)
* Technology/Art Room (Appendix 1C)
* Science Labs (Appendix 1D)
* Gym and Sports grounds (Appendix 1E)
* Computer Labs
* Music Room
* Locker Areas
* Toilets
* Stairs
* Assembly Hall and Mall folding tables
* Entrance gate/Yard/Car Park
* Trailing leads – slips, trips, falls
* Cleaning equipment
* Photocopiers/projectors, TV’s
* Burco/kettles
* Manual Handling

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

* Access to and operation of equipment is strictly restricted to qualified members of staff whose job function is that of running, maintaining, cleaning or monitoring particular items of equipment in the course of their normal duties.
* In addition, all such plant and machinery is to be used in strict accordance with the manufacturer’s instructions and recommendations.
* Where applicable, all members of staff have been instructed in the correct use of equipment.
* All machinery and equipment are fitted with adequate safeguards.
* Precautionary notices, in respect of safety matters are displayed at relevant points.
* Kitchen, technology rooms, science labs and computer rooms are locked when not in use and classes are not left unsupervised in these areas.
* Coláiste Éamann Rís is aware of serious cases of reckless behaviour when the main toilet doors have been closed and have a duty of care to ensure that such incidents do not happen again - as a result the doors to student toilets are to remain open at all times. Modesty boards have been installed around urinals, and students wishing further privacy may use the toilet cubicles instead. Due to possible accidents at a time when the toilet will not be supervised, students will not be allowed to use the toilets during class time (except in exceptional circumstances).
* Parking facilities are available to staff and arranged visitors to the school. Parents may not enter the car park for drop off or collection at the end of the school day.
* Any staff member parking their car in a way that causes a disruption to the free flow of cars in the carpark, should leave their name on the dashboard
* Any visitor parking their car in a way that causes a disruption to the free flow of cars in the carpark, should leave their mobile number on the dashboard

# **Manual Handling**

Consideration must be given to reduce the incidence of injury in manual handling situations. Injury can occur from lifting even relatively lights loads if proper precautions are not taken. Factors which should be considered as lifting hazards are: weight of load, size of load, no proper grip, how often is load lifted? Is there enough space to lift safely? Is lifting done outside best lifting range (above chest/below hip), health and build of person lifting, is best lifting technique employed? What distance is it lifted? Are lifting aids provided? Is area kept free of obstruction trip hazards?

# **Principles of lifting**

Think before you lift.

Keep the load close to your waist.

Stable position.

Good grip.

Slight bending-knees squatting.

Don’t flex spine any further as you lift. Avoid twisting.

Move smoothly.

Don’t lift more than you can handle.

Generally a person should only lift what they feel capable of lifting without strain and not be persuaded by others to do otherwise against their own judgement.

Due care and consideration would be given by teachers before asking student to lift loads.

The capability to lift or lower is reduced significantly if the load is held at arms length of the hands pass above shoulder height.

# **Electrical appliances**

Arrangements will be made for electrical appliances to be inspected on a regular basis by a competent person. Before using any appliance the user should check that:

All safety guards, which are a normal part of the appliance, are fitted and are in working order.

Power supply cables/leads are intact and free of cuts and abrasions.

Suitable undamaged fused plug tops are used and fitted with the correct fuse.

# **Chemicals, Solvents, Detergents etc.**

Safety data sheets are supplied with all such materials. Members of staff using these materials should familiarise themselves with the hazards associated with the material and precautions to be taken in the event of spillage, splashes etc.

Teachers should always listen to any complaint of discomfort voiced by a student regarding contact with materials to which may be allergic. This would also apply to dust, plastic/latex etc. Teachers should consider that a situation of which they are unaware may have developed even for one student. Parents are required to inform the school in the student Green Folder in the Medical Information section of any such known allergies/conditions.

**Supervision**

Teachers and SNAs on supervision act in loco-parentis while supervising - they should (unless specifically instructed) move around their area of supervision, constantly monitoring student behaviour/activities. Teachers/SNAs must use their supervision time to supervise, it is not school policy to spend this time talking to other colleagues, who may or may not, also be on supervision at that time.

**Substitution**

Teachers contracted for substitution may be called to ‘cover’ classes that they are not qualified to teach e.g. a maths teacher covering PE. Under no circumstances should that teacher run a PE class. In this instance the covering teacher should send a student to find an empty/available classroom where to adequately supervise the class.

From time to time (when no other classroom is available), it may be necessary to supervise a class in a practical classroom e.g the woodwork room. In this case the teacher must ensure that all students are seated safely at their desks and to instruct the class that no student should touch or use any of the specialist equipment. The school does not accept responsibility for any student who disobeys this instruction during such a lesson. In this scenario, students will be removed from class and dealt with through the school’s code of behaviour

# **Fire Protection and Evacuation:**

Fire Drill and Evacuation Procedure in Appendix 2

# **Fire Protection**

Fire Extinguishers are provided at strategic locations throughout the school

# **FIRE EXTINGUISHER COLOUR CODES:**

|  |  |  |  |
| --- | --- | --- | --- |
| Fire risk:  See below | Water  **RED** | Carbon dioxide  **BLACK** | Dry powder  **BLUE** |
| Paper,wood, textiles,  Fabric | Yes |  | Yes |
| Flammable liquids |  | Yes | Yes |
| Flammable gases |  | Yes | Yes |
| Electrical hazards |  | Yes | Yes |
| Vehicle protection |  |  | Yes |

· **Never** direct water at any electrical installation, machinery or wiring.

· Fire extinguishers and fire alarm are checked regularly on a contract basis.

· All fire exits and emergency routes of exit are marked by appropriate symbols.

· Fire drills are carried out once every term for the whole school.

# **Smoking**

Smoking, including e-cigarettes, is not permitted on the school premises – the term premises includes buildings, yards, playing fields etc.

# **Welfare**

Coláiste Éamann Rís undertakes to protect the welfare of staff and students:

* Hygiene Facilities: toilet facilities, wash hand basins, hot and cold running water and electric dryers are provided for all staff and students who are encouraged to wash their hands regularly particularly after using the toilet and before eating. All are requested to co-operate with cleaning staff in maintaining a high standard of hygiene throughout the school.
* Canteen facilities: Hot nourishing food providing the healthy option is prepared twice daily for staff and students.
* Vermin: Possible intrusion of premises by vermin is prevented by regular control measures provided on contract.
* First Aid: Comprehensive first aid boxes in staff room, labs, kitchen and gym. Staff should report any items in need of replacement to post holder with responsibility for same.

# **Environment**

Coláiste Éamann Rís commits itself to work in a manner that conserves our environment and protects the safety, health and welfare to staff and students. With this in mind we are achieved a Green Flag award in 2018. We endeavour to:

* Comply with all local and national legislation
* Ensure that our operations and products used do not create unacceptable risks to human health
* Assess the discharges and waste generated from our premises and their effects, if any, on the Ensure that all of our waste matter is disposed of properly. This is collected regularly by contracted waster disposal companies
* Where possible, waste generated will be collected for recycling
* We will endeavour to keep our school as tidy and clean as possible

**Class sizes**

Coláiste Éamann Rís is the ‘school with small classes and a big heart’, in this respect we believe that class sizes should be kept as small as possible.

***class sizes in operation:***

*Home Economics 20 Pupils*

*Art 24 Pupils*

*Agricultural Science 24 pupils*

*Construction Studies 24 Pupils*

*Engineering 24 Pupils*

*Leaving Certificate Applied 24 Pupils*

*Leaving Certificate Vocational Programme 24 Pupils*

*Materials Technology (Wood) 24 Pupils*

Metalwork (materials and technology) 24 Pupils

Music 24 Pupils

*Science 24 Pupil*

Technical Drawing 24 Pupils

*Technical Graphics 24 Pupils*

*Technology 24 Pupils*

*Transition Year Programme 24 Pupils*

*Other Classes 30 Pupils*

The above is based on national maximums based on an ASTI directive, however, the size of each classroom and furniture available also dictate these numbers, which may in some cases be far lower than the national maximum, for example Technical Graphics is limited to 18, Music to 20 and LCA to 18 .

**Harassment and Bullying (see also our Code of Discipline and Policy on Dignity in the Workplace)**

Coláiste Éamann Rís is fully committed to promoting a good and harmonious working environment where all staff and students are treated with respect and dignity and in which nobody feels threatened or intimidated because of her/his religious beliefs, political opinion, gender orientation, martial status, physical/intellectual ability/ disability or racial/ cultural background. The aim of this policy is to prevent harassment, provide guidance to resolve any problems should they occur and prevent re-occurrence.

# **Harassment & Threatening Behaviour**

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

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

Harassment is inappropriate behaviour at work and it will be treated at Coláiste Éamann Rís as misconduct. All staff, students, parents and visitors to the school must comply with this policy.

Everybody should note that the CCTV cameras in Coláiste Éamann Rís may be used to help establish the exact nature of an incident. Everybody using the school is advised of the existence of these cameras by a notice prominently displayed at the main entrance.

# **Stress**

Occupational stress is brought about by a combination of personal, organisational and social factor including role, leadership and relationships. See also section on harassment above.

A teachers motivation and professional confidence can be negatively affected by students who show a lack of interest and low motivation. Poor behaviour and indiscipline can compound an already stressful situation, particularly in instances of bullying or harassment. Additionally, a perceived lack of support for staff affected by the above issues can have a deeply distressing impact on all involved in the school community.

The immediate effects of stress are anxiety and depression and prolonged occupational stress can lead to mental and physical ill health.

Management at Coláiste Éamann Rís is pro-active in prevention and management of occupational stress. Teachers who feel that their job is causing them unacceptable levels of stress are encouraged to talk to their colleagues and the Principal about the matter. The DES has set in place the service CareCall which is available 24/7 at 1800-411057.

Stress management is part of professional development courses provided by various bodies including the ASTI.

Management of stress among students is dealt with through out system of middle management Year Heads and Class Tutors as well as SPHE, Pastoral care team and counselling.

Since 2017 our school has operated a staff wellbeing committee - this group - elected by staff - may bring matters to management’s attention. The wellbeing committee usually meets in advance of staff meetings.

**Enrolment and Student behaviour**

School management will remain cognizant of this policy when addressing student enrolment and/or issues covered by the school’s code of behaviour.

# **Accident/Incident Reporting**

All accidents/incidents must be reported immediately to the Principal. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. An accident Report Book for recording all accidents is kept near the water cooler in the staffroom. This must be filled in by staff members who witnessed the accident as soon as possible after its occurrence.

**Duties of Employees**

The attention of employees/trainees is drawn to the following duties of persons employed as laid down in Article 9 of the Safety, Health and Welfare at Work Act 1989. It shall be the duty of every employee while at work:

* To take reasonable care for her/his own health and welfare and that of any person who may be affected by her/his acts or omission while at work
* To co-operate with her/his employer and any other person to such an extent as will enable her/his employer or any other person to comply with any of the relevant statutory provisions.
* To use in such a manner, so as to provide the protection intended,(e.g. suitable appliance, protective clothing)for securing her/his safety, health or welfare at work
* To 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 s/he becomes aware
* No person shall intentionally interfere with or misuse any appliance, protective clothing or equipment, for securing safety, health or welfare of persons arising out of work activities.
* It is the duty of all teaching staff to be familiar with the guidelines and also the general classroom Rules and Expectations attached to this document as Appendix 3.
* The Safety Statement has been prepared based on conditions existing in the premised of Coláiste Éamann Rís at the time of writing. It may be altered, revised or updated at a future date so as to comply with any changes in conditions and changed in legislation.

# **Success Criteria**

* Success criteria would include:
* All staff to be fully aware of health and safety procedures
* All incidents to be documented in incident book and reported to Principal
* First Aid boxes to never be lacking in equipment
* Students to be aware of health and safety regulations by having displays of safety rules in Science labs, gym, canteen, and having a fire drill during the year etc.

# **Responsibility for implementation of Policy**

The Health and Safety committee will have meeting during the year to monitor the progress of the policy and the Safety Representative will communicate with the Safety Officer about any updates, developments or health and safety issues that arise during the year.

# **Reporting to Senior Management and Board of Management**

As stated above it will be the Safety Representatives role to report to the Safety Officer who in return will inform the BOM.

# **Evaluation of policy**

The Health and Safety Committee along with the input of the Safety Officer will evaluate the policy and make adjustments where necessary at the end of the school year.

# **Timeframe**

This policy is updated annually. Health and Safety issues will be monitored and noted throughout the year and the policy will be reviewed before the end of every school year.

Signature of Chair Date 23-05-18

Signature of Principal Date 23-05-18

# 

# **Appendix 1A: Kitchen Safety Rules**

· Enter quietly with ingredients

· Leave school bags and coats outside

· Go into the unit assigned to you, put your apron and headscarf on. Take out your ingredients, cutler and tea towels

· Wash your hands

· Lay out ingredients and wait for your teacher quietly

· If using gas do not turn on the gas until the teacher is with you

· If in doubt about anything ask you teacher

· No messing or fooling in the kitchen

· Wash and dry all utensils thoroughly

· Return everything to its proper place

· Nothing is to be taken out of the kitchen eg enamel plates etc

· Report all breakages, damages or missing items to your teacher and replace

· Those who cook in this unit will be held responsible for the floor, cooker, press and general maintenance of this unit

· Do not leave your unit without permission, until your teacher inspects your unit

· Dry your sink with a tea towel

· Make sure to empty your rubbish into the bin

# **Appendix 1B: Canteen**

· Hands must be washed and hair nets worn on entering the food area

· Student lining up outside the canteen, waiting for service, need to form an orderly queue

· Food must be prepared using the proper boards, ie separate boards for meat and pastry foods etc

· Raw meats must be regularly checked during cooking

· The temperature of the fridges must be monitored on a continuous basis

· When finished, everything must be washed up and put away in its proper location. Surfaces need to be cleaned down using special wipes

· Unused food needs to be placed back into fridges. Temperature must again be gauged at this time

# **Appendix 1C: Woodwork/Art Room**

· In the case of a minor accident in the woodwork/art room eg cut, burn slip etc report to the teacher immediately who will administer first aid

· If the fire alarm should sound all pupils should vacate the room in accordance with the fire drill

· In the event of a major accident in the room involving machinery/electricity it may be necessary to press the many emergency alert buttons throughout the room,. This may be done by teacher or pupil. If necessary pupils leave the room by the nearest exit.

· If the teacher becomes injured a pupil may need to leave the room and seek help immediately from another teacher, Deputy Principal, Principal etc

· The first aid kit is clearly labelled and placed in a prominent position in the room

· All accidents will be recorded in the accident book in the staffroom

# **Woodwork/Art Room Safety Rules for Pupils**

The following rules are enforced to keep yourself and your classmates safe in a school woodwork/art room:

1. Do not enter the woodwork/art room without permission

2. Do not use any equipment unless permitted to do so by your teacher

3. Make sure you know exactly what you are supposed to do. If in double ask you teacher

4. Make sure you know the position of all safety equipment in the room eg fire extinguishers, first aid kit etc

5. Always wear eye protection or gloves when instructed to do so

6. Long hair must be tied back during practical classes

7. Place your bag and other personal items safely out of the way as indicated by your teacher

8. Nothing must be tasted, eaten or drunk in the woodwork/art room

9. Any cut, burn or any other accident must be reported immediately to the teacher

10. All equipment should be cleaned and put back in its correct place after use

11. Always wash you hands after practical work

12. Any spills on the furniture or floor should be reported to the teacher immediately

13. Listen carefully and implement any specific safety points given by your teacher for each lesson

14. Students should behave in a responsible manner at all times in the woodwork/art room

# **Appendix 1D: Laboratories**

· In the case of a minor accident eg cut, burn, skip etc report to the teacher immediately who will administer first aid

· If the fire alarm should sound all pupils should vacate the room in accordance with the fire drill

· In the event of a major accident in the room involving machinery/electricity it may be necessary to press the red emergency alert buttons at the top of the room. This is the responsibility of the teacher. If necessary pupils leave the room by the nearest exit

· If the teacher becomes injured a pupil may need to leave the room and seek help immediately from another teacher, Deputy Principal, Principal etc

· The first aid kit is clearly labelled and placed in a prominent position in the room

· All accidents will be recorded in the accident book in the staff room

· Fire extinguisher and blanket are placed in a prominent permanent position

· Chemical storage in the laboratory is adhered to

# **Laboratory Safety Rules for Pupils**

The following rules are enforced to keep yourself and your classmates safe while in a school laboratory:

1. Do not enter the laboratory without permission

2. Do not use any equipment unless permitted to do so by your teacher

3. Make sure you know exactly what you are supposed to do. If in doubt ask you teacher

4. Make sure you know the position of all safety equipment in the laboratory eg fire extinguishers, first aid equipment etc

5. Always wear eye protection and loves when instructed to do so

6. Long hair must be tied back during practical classes

7. Place your bag and other personal items safely out of the way as indicated by your teacher

8. Never handle any chemicals with bare hands

9. Regard all laboratory chemicals as poisonous

10. Use of Bunsen burners to be used under the supervision of your teacher. If anything unusual occurs report to your teacher

11. Nothing must be eaten, tasted or drunk in the laboratory

12. If glassware breaks do not attempt to pick it up, report the breakage to your teacher immediately

13. Do not smell anything directly, waft instead

14. Any cut, burn or any other accident must be reported to teacher immediately

15. Always check that the level on the bottle is exactly the same as the material you require. If in doubt, ask your teacher

16. Any chemical spill on your skin, clothing, furniture and floor must be reported to teacher immediately

17. Listen carefully and implement specific safety points for each experiment given by your teacher

18. All equipment should be cleaned and put back in its correct position

19. Always wash your hands after practical work

20. Pupils are not allowed to enter the storeroom

21. Pupils should behave in a responsible manner at all times in the laboratory

# **Appendix 1E: Gym Safety Rules for Pupils General rules**

· No entry to the gym without supervision of a teacher

· No chewing gum

· No eating or drinking in the gym

· Students must be respectful to the gym and equipment at all times

# **Uniform**

· Proper uniform must be worn at all times (runners, tracksuit and t-shirt)

· Runners must be tied properly

· Tracksuit bottoms must be tied properly at the bottom

· No jewellery is allowed

· Hair must be tied up at all times

# **Using equipment**

· Students must only use equipment whilst in the presence of a teacher

· No lifting of heavy equipment without teacher supervision

# **Changing rooms**

· No changing in the showers

· No eating in the changing rooms

· No valuables to be left in the changing rooms

· Football boots are to be taken off before entry to the gym

# **Appendix 2: Fire Drill Policy**

· Drill must be timed

· Fire drill must be clearly explained to all year groups by year head and class tutors

· Pupils must be silent during evacuation of school

· All teachers must know how many students are in their classroom for any particular class period and how many are absent

· All classes must exit classroom and building as indicated on map

· Pupils leave the classroom and walk in single file (silently) to the exit indicated on the map

· Pupils leave all property eg bags, coats in classroom

· Teacher is last person to leave the classroom and first student out leads the way to the fire assembly point on the basketball courts

· At the assembly area, pupils make there way to the designated area for year group and then class group. They line up in single file, in alphabetical order facing the school

· Tutors and year heads assemble with their respective group

· Teachers not acting in tutor or year head role assemble with group they’ve been teaching at the time of the evacuation

· Principal/ Deputy Principal brings absentee list for year group and secretary brings class lists and sign out book to the assembly area

· Class tutor calls the roll for the respective class group and checks with absence sheet and sign out sheet

· Year heads establish it everything is in order in each year group and reports to the Principal/Deputy Principal

· Pupils then return (per year group when directed) to class via the main entrance

# **Appendix 3: Rules and expectations for students**

Come to class on time. Stand outside the door in a manner as instructed by your teacher and wait until allowed enter by your teacher

Attend to personal needs before coming to class. Do not ask to leave the classroom unless you have a true emergency

· Remain in your assigned seat unless you have permission to get up

· Do not eat food in class

· Bring required materials for each less every day

· Be respectful towards everyone in the classroom

Follow the teachers directions immediately. A teacher may see a safety situation which needs to be addressed, do not ignore the directions

· Please follow all other school policies and rules as addressed in the student journal

Chairs, wastebaskets, electrical cords and other articles should not be left where they will become a tripping hazard

Desk drawers, cabinet doors and file drawers should not be left open while unattended. Pull only one drawer at a time. Heavier items should be loaded in the lower file drawers to prevent the file from tipping over

Approved ladders or other safe support should be used to reach materials on high shelves, bulletin boards or other high elevations

· Walk cautiously up and down the stairs and use handrail whenever possible

· Do not sit on edge of a chair. Do not sit in a straight chair tilted back toward or against a wall. Do not sit on students desk, stage and tables in canteen area

· Do not stand in front of closed doors, which may open suddenly

· All electrical equipment should be turned off when no in use

Broken glass and other similar material should be thoroughly wrapped before disposal into correct bin

· Promptly report all defective materials that need repair or replacement

· Only full uniform is allowed to be worn in the classroom

· Always be aware of the emergency route in the classroom

· Do not leave bags unattended

· Report spillages and use warning signs to alert of spillage until has it has been Cleaned

# **Appendix 4: Expectations for parents and visitors to the school**

* To note that meetings with staff occur by appointment only and must be arranged, as much as circumstances allow, in advance of the day of the desired meeting.
* To respect the working and learning environment of the school.
* To understand and accept that all interactions between staff and parents/visitors must be conducted in a mutually respectful and productive manner.
* To recognise that harassing, threatening or intimidating behaviour toward any member of the school community is not acceptable under any circumstance.