

St. Joseph's College — The Bish

HEALTH, SAFETY AND WELFARE STATEMENT

2020

Revision E

October 2020



Coronavirus
COVID-19



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Statement of Intent

Safety Statement of St Joseph's College (The Bish) August 2020

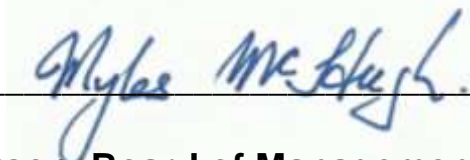
To each Employee, Contractor, Parent, Student and Visitor,

This document sets out the Safety Policy of The Bish and specifies the means provided to achieve that policy. Our objective is to endeavour to provide a safe and healthy work environment for all our staff and to meet our duties to contractors, parents and members of the public who may be affected by our operations. The success of our policy will depend on your co-operation. It is therefore important that you read this document and understand your role and overall arrangements for health and safety within The Bish.

As laid out in the Safety, Health and Welfare at Work Act, 2005, Section 20, it is our intention to review this statement at least annually, in the light of experience and on-going development at our school. Where substantial change/s to work practices occurs this statement shall be reviewed and revised sooner where necessary.

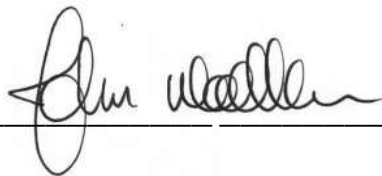
Staff and others are encouraged to put forward suggestions for improvement to this Safety Statement.

Signed: _____



(Chairperson, Board of Management)

Signed : _____



(Principal)



1.0 STATEMENT OF GENERAL POLICY

The safety of our workforce, students and parents is of primary importance to The Bish. We are committed to providing a safe and healthy working environment as a prerequisite to our activities. To this end we are committed to the protection of staff, students, contractors, visitors and property from accidental loss.

In fulfilling this commitment, we will meet our legal duties to staff, students, contractors and visitors alike and make our workplace conform to the highest identifiable safety standards as indicated by acceptable business practices. We will strive to eliminate any foreseeable hazards, which may result in fires, damage to property, and loss to the environment, theft/robbery and/or personal injuries/illnesses.

In particular, the following legislation has been consulted in the formation of this Safety Statement:

- • Safety, Health and Welfare at Work Act, 2005
- • Education (Misc. Provisions) Act 2007
- • Education (Welfare) Act, 2000
- • Education Act 1998
- • Education for Persons with Special Educational Needs Act 2004
- • Employment Equality Act, 1998
- • Environmental Protection Agency Act, 1992;
- • Fire Safety in Places of Assembly (Ease of Escape) Regulations, 1985
- • Fire Services Act, 1981/2003.
- • Maternity Protection (Amendment) Act, 2004
- • Noise Regulations, 2006
- • Non-Fatal Offences against the Person Act, 1997
- • Occupiers' Liability Act, 1995
- • Organisation of Working Time Act, 1997
- • Parental Leave Act, 1998
 - Protection of Young Persons (Employment) Act, 1996 and General Application Regulations (2007)
- • Safety, Health and Welfare at Work (Miscellaneous Welfare Provisions), 1995
- • Safety, Health and Welfare at Work (Biological Agents) Regulations, 1994
- • Safety, Health and Welfare at Work (Chemical Agents) Regulations, 2001.
- • Safety, Health and Welfare at Work (Construction) Regulations 2013 (SI 504/06) / 2013.
 - Safety, Health and Welfare at Work (General Application) Regulations 2007 (Sensitive Risk Groups, Chp 2),
- • Safety, Health and Welfare at Work, General Application Regulations, 1993 / 2007
- • Tobacco (Health and Protection) Regulations, 1995
- • Unfair Dismissals Act, 1997
- • European Union (Packaging) Regulations 2014 and Amendment Regulations 2015
- • Waste Management Act 1996

As legislation is updated, this will be incorporated in to the Safety Statement annually with each review.

Accidents can be controlled / avoided by good management in combination with active employee involvement. Prevention is the direct responsibility of all parents, staff, teachers and management alike. The Bish considers safety to be a **condition of employment** for all staff; this will be reinforced by the allocation of an annual budget with set measurable objectives. In the event of an accident occurring, the Health and Safety Representative / Officer / Officer will thoroughly investigate the causes and take appropriate action to reduce the likelihood of their reoccurrence.

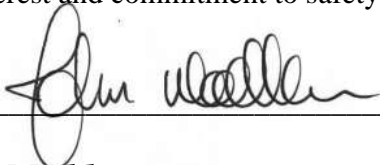
All management functions will comply with The Bish accident prevention requirements as they apply to the design, operation and maintenance of facilities and equipment.

To ensure that our operations are performed in a safe manner, the Health and Safety Representative / Officer; in conjunction with the Principal; is responsible for identifying all special risks associated with our activities and shall provide training for personnel in these hazards and in their containment. Identification of hazards will lead to their elimination or control; yielding a safer working environment.

Co-operation is essential to safety. We ask everybody to accept individual responsibility for their own safety; to perform their jobs properly in accordance with established safe working procedures and general safety and security rules; and to ensure they are aware of all special hazards associated with working in a secondary school environment. All staff will undergo health and safety inductions within a month of starting, in addition regular health and safety training will be carried out. Failure to comply with rules and policies may lead to disciplinary action.

I ask for personal commitment to ensure The Bish is a safe environment in which to work. Each person's vigilance and interest is required to meet this goal. I trust that all of you will join me in a personal interest and commitment to safety in our working environment.

Signed: _____



Mr. John Madden
Principal.

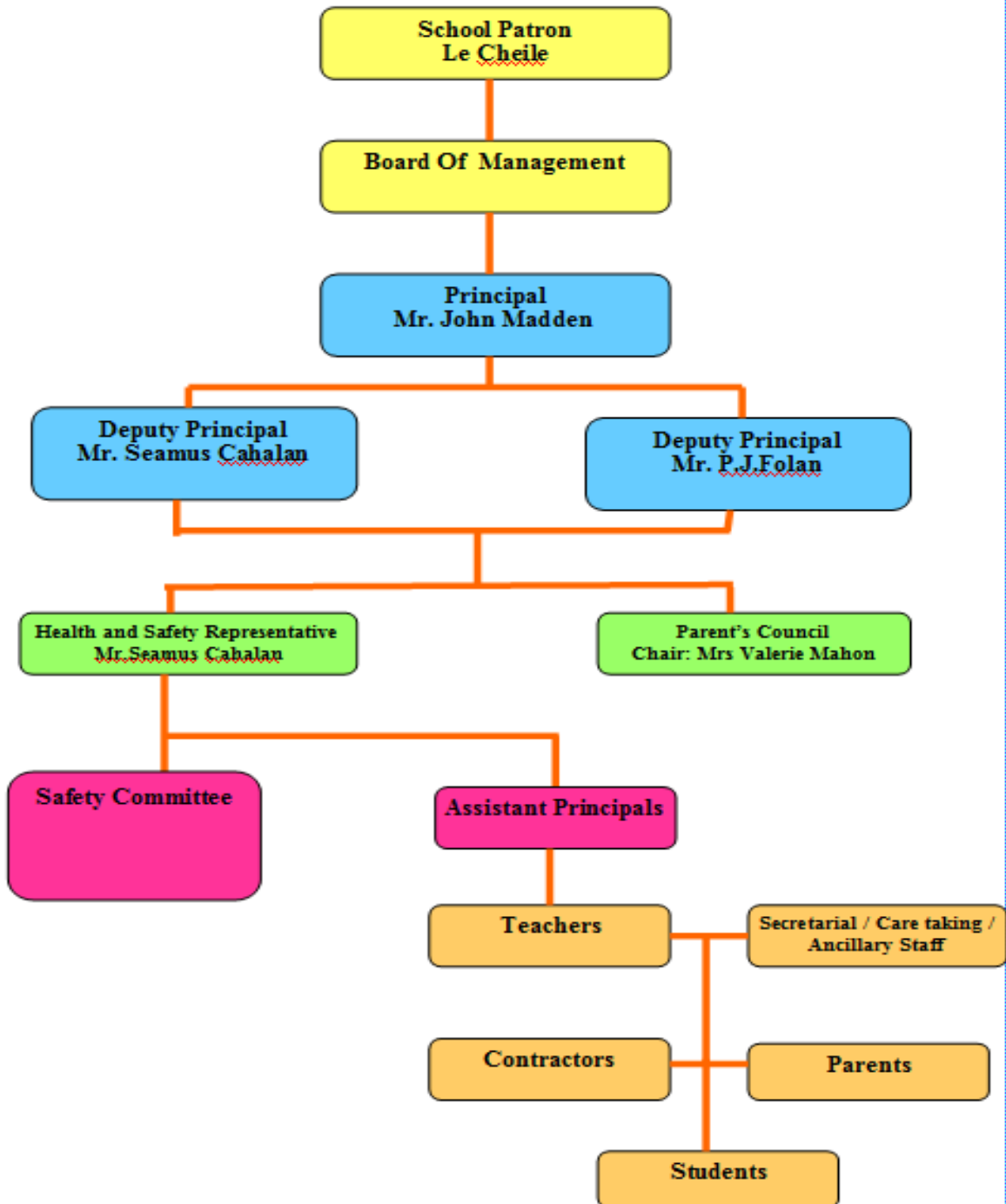
Date: 19th October 2020



2.0 Safety Management Structure

Persons responsible directly or by formal delegation for:

- a) The effective implementation of the policy ensuring that their areas of responsibility are run in accordance with the policy.



2.1 Board of Management

The Board of Management have overall responsibility for ensuring effective health and safety management. Its main responsibilities are:

- a) Monitoring of Health and Safety Performance By Inclusion of Health and Safety on the B.O.M.'s meeting agenda
- b) Prioritising actions on Health and Safety Issues where resources are required
- c) Ensuring actions are taken regarding Health and Safety obligations
- d) Ratifying this School's safety policy

2.2 Principal / Deputy Principals

Safety begins at management level and so the overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare at Work rests with the Principal in conjunction with the B.O.M. Obligations under the Safety, Health and Welfare at Work Act 2005 will rest in the main with the School Principal, these duties will fall to the Deputy Principal in the absence of the Principals.

- a) Assist in the implementation of the Covid-19 Response Plan and the measures set out in that document.
- b) Try to ensure that there are available, sufficient funds and facilities to enable the safety policy to be implemented.
- c) Ensure the day-today management of all health and safety matters in this School are in accordance with the health and safety Statement.
- d) Ensure regular inspections are carried out and submitting inspection reports to the B.O.M. as appropriate.
- e) Carry out accident investigations in conjunction with the relevant teacher as appropriate.
- f) Identifying staff Health and Safety training needs.
- g) Pass on information received on health and safety matters to appropriate people.
- h) Liaise with B.O.M. on policy and implementation issues.
- i) Co-operate with and providing necessary facilities for the safety representative.
- j) Check the effectiveness of the statement and ensure that responsibility is properly assigned.
- k) Procure advice and assistance whenever necessary and take heed, together with remedial action, on any matters brought to their attention
- l) Ensure that safety considerations are observed by any contractors working within this School.
- m) Ensure that this Safety Statement is available to and read by all staff and appropriate third parties.

2.3 Assistant Principals and Year Head Teachers

Their main functions are:

- a) Assist in the implementation of the Covid-19 Response Plan and the measures set out in that document.
- b) The day to day management of health and safety in accordance with this School's Health and Safety policy.
- c) Demonstrate at all times an exemplary approach to safety and health in order to engender in their students a total commitment to safety and health.
- d) Are accountable to the Principal for any breach or omission regarding safety and health matters.
- e) Drawing up and reviewing departmental Health and Safety procedures regularly.
- f) Carrying out regular Health and Safety inspections of their appointed department / area, making reports to the Principal on any issues identified and ensuring that action is carried out.
- g) Passing on health and safety information received to appropriate people.
- h) Must be aware of statutory regulations and the best available working practices and methods of training which they should apply.
- i) Ensure all injuries are recorded.

2.4 All Employees

Employees have general statutory obligations under the Safety, Health and Welfare at Work Act 2005, Part II Section 9, which includes the following: They must:

- a) Assist in the implementation of the Covid-19 Response Plan and the measures set out in that document.
- b) Take reasonable care of their own safety, health and welfare and any other person who may be affected by their actions or omissions at work.
- c) Co-operate with the B.O.M., Principal and any other person, in order to comply with any of the relevant statutory provisions.
- d) Use the safety equipment provided, or other items provided for their safety, health and welfare at work.
- e) Report to the Principal, without delay, any defects in equipment, place of work or systems of work, which might create a danger to the safety, health and welfare to themselves and others.
- f) They must not intentionally or recklessly interfere with or misuse any appliance, or safety equipment provided to secure the safety health or welfare of persons arising out of work activities.
- g) Any form of dangerous pranks or unauthorised hazardous activities are totally prohibited on school premises.
- h) Keep work areas clean.
- i) Be careful when moving items.
- j) Do not run on floors and steps.

2.5 Teachers

Teachers will ensure that a reasonable account of health and safety is taken in all departmental procedures and arrangements. Their main functions are:

- a) Assist in the implementation of the Covid-19 Response Plan and the measures set out in that document.
- b) Day-to-day management of health and safety in accordance with the health and safety policy.
- c) Checking classrooms / work areas are safe.
- d) Checking equipment is safe before use.
- e) Ensuring safe procedures are followed.
- f) Ensuring protective equipment is used when needed
- g) Participating in inspections and the health and safety committee meetings, if appropriate.
- h) Bringing problems to the Principal's attention

2.6 Designated Safety & Security Manager

The Designated Security & Safety Manager is responsible for the co-ordination of safety policy. This is achieved by:

- a) Assist in the implementation of the Covid-19 Response Plan and the measures set out in that document.
- b) Ensuring that the safety and health policy is understood at all levels within this School.
- c) Advising the Board of Management and the Principal on matters relating to the safety, health and welfare for employees.
- d) Monitoring accidents and dangerous occurrences within this School and completeness of records maintained.
- e) Ensuring all safety and health documentation is kept up to date.
- f) Co-ordinating the SHE team.
- g) Assist the Principal in reviewing the safety and health management system on an ongoing basis.
- h) Consider the security, safety and health of those who use the premises when discussing any development of, or modification to this School's property.
- i) Co-ordinate the emergency procedures for this School.
- j) Maintain a high degree of competency by observing current practice in other similar sectors.
- k) Conduct ad hoc safety audits and hazard spotting inspections throughout the premises and report to relevant personnel.
- l) Provide safety information and advice to the principal and teachers on request.
- m) Liaise with all contractors conducting work in this School
- n) Liaise with all visiting safety inspectors.
- o) Set example to others by ensuring that they observe good safety principles while conducting their business.

- p) Designated Safety Manager must have time built into the timetable to carry out such duties as role demands.

2.7 Covid-19 Response Team

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 Assist in the implementation of the Covid-19 Response Plan and the measures set out in that document.

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 Safely 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.

3.0 Documentation and distribution of Safety Statement

The Principal holds the master copy of the safety Statement. Controlled copies of the Safety Statement will be issued to personnel as specified on the circulation list. It is school policy that all employees and students have access to those sections of the manual that are relevant to them. The Principal is responsible for the issue of new documentation and the retrieval and filing of obsolete documentation. To ensure that each copy of the Safety Statement contains a record of all changes they will record changes or amendments on an amendment list, which will then be circulated to all on the circulation list.

4.0 Covid-19 & the Covid-19 Response Plan

St. Joseph's Patrician 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 St. Joseph's Patrician 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.

St. Joseph's Patrician 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.

St. Joseph's Patrician 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.

5.0 Provision of Safety Training and Instruction

The B.O.M. undertake that all necessary training, instruction and information will be supplied to each employee to secure their safety and health in the work place. The primary responsibility for this rests with management in co-operation with specialists as appropriate.

The B.O.M. recognises that even with the best work arrangements, people may still need clearly defined safety procedures and instructions. For that reason, there is a commitment by this School to identify safety-training needs, to carry out that training and to assess with competence of employees.

The B.O.M. expects that all employees will co-operate in the training provided. Certain tasks require that strict safety procedures be followed. Where this arises the employees involved will receive special instructions by a competent person. It is essential that no person attempt a hazardous task without proper instruction and training. Both formal and on-the-job training programmes are designed so that employees become fully conscious of the need to work safety and have the necessary knowledge and skills to do so.

Induction training programme includes information on this School's approach to safety and the safety procedures and requirements throughout the premises. On-the-job training focuses particularly on hazardous aspects of each job with a view to ensuring that employees are fully acquainted with the dangers arising from their day-to-day tasks.

Training courses are provided on fire prevention and basis fire fighting as necessary. These matters are also included in the induction-training course for new employees. The designated teachers will be responsible for evacuation procedures.

Additional training courses are provided to meet specific needs as they arise from time to time. Such courses may be carried out in-house or at an appropriate outside agency.

5.0 Provision of Practical and Safe Working Systems

It is the policy of the B.O.M., in conjunction with the Principal and/or relevant teachers, when purchasing new equipment, altering existing equipment or changing a system of work, to study such proposed purchases or changes to ensure so far as is reasonable practicable, that they are without significant risk.

Systems of work include all routine work, electrical work, maintenance work and work by contractors on site. They will include consideration for the safety and health of visitors / parents / staff / students etc.

6.0 Provision of Personal Protective Equipment

It is the policy of This School to provide students and employees appropriate personal protective equipment and clothing and to replace it as required.

The relevant Subject Teacher is responsible for identifying and procuring the appropriate protective equipment for tasks, which cannot be made safe by any other practicable means.

Responsibility for ensuring that the equipment is used properly rests with the Principal and or relevant Subject Teacher who will ensure that all employees within his/her area of responsibility are properly instructed in the maintenance and use of protective clothing and safety equipment.

The policy will be regularly reviewed by this School and will be updated as required. The review takes account of experiences to date, changes in work arrangements and the use of new materials and processes.

7.0 Consultation

This School is committed to meeting its obligations under Section 13 of the Safety, Health and Welfare at Work Act 2005 on consultation. The following consultation arrangements have been agreed:

- a) A Safety briefing Seminar is held on an annual basis to discuss and review health and safety arrangements and responsibilities at This School.
- b) In addition, regular, scheduled meetings are held between the Principal and this School's Safety Representative who will be responsible for making representations on behalf of the employees on matters concerning the safety, health and welfare in the place of work.
- c) This School recognises the statutory rights of a Safety Representative as set out in Section 13 of the Act and is committed to co-operating with the person appointed. In accordance with the Regulations, the Safety Representative will be give access to any information in the possession of management that pertains to the safety, health and welfare of employees and students. The Safety Representative will be given the opportunity to receive appropriate training. The Safety Representative will not suffer any disadvantage through discharging these functions.

7.1 Safety Representative

The nominated Safety Representative is to be appointed. Section 26 of the 2005 Safety, Health and Welfare at Work Act states that employees may select a Safety Representative who has the following rights under the legislation:

- a) May make representations on any aspects of safety, health and welfare at the place of work.
- b) May investigate accidents and dangerous occurrences.
- c) He/she shall not interfere with or obstruct the performance of any statutory obligation required to be performed by any persons under any of the relevant statutory provisions.
- d) May make oral or written representations to inspectors on matters of safety, health and welfare at work.
- e) May receive advice and information from inspectors on matters of safety, health and welfare at work.
- f) May accompany an inspector on any tour of inspection other than a tour of inspection made by an inspector for the purpose of investigating an accident.
- g) Subject to prior notice to the employer, he/she may carry out inspections of the premises to determine any potential hazards on the premises.

The Bish Safety Representative for 2020 is: Seamus Cahalan

8.0 Welfare

The provision of welfare facilities required by legislation will be provided in accordance with the Safety, Health and Welfare at Work (General Application) Regulations, 1993 and the Safety, Health and Welfare at Work (Miscellaneous Welfare Provisions) Regulations, 1995. To ensure the continued welfare of employees, toilet and kitchen areas are provided. Staff must co-operate in maintaining a high standard of hygiene in these areas. Employees are reminded that:

- a) Any person who is under medical supervision, or on prescribed medication and who has been certified fit for work, should notify the Principal of any known side effects or temporary physical disabilities which may be a danger to themselves or colleagues.
- b) Illicit drugs and alcohol - employees are not allowed to attend the premises to carry out duties whilst under the influence of illicit drugs or alcohol.

8.1 Non-harassment / Bullying policy

This School Acknowledges its responsibilities in regard to bullying and harassment as referred to in the general duties in Section 6 and 12 of the Safety, Health and Welfare at Work Act 2005, Employment and Equality Act 2005. To this effect, this School has developed an 'Anti-Bullying Policy Statement' which in addition takes account of the Department of Education's Guidelines on Countering Bullying Behaviour in Primary and Post-Primary Schools. The policy statement is included in this School journal for communication to both students and employees.

8.2 Stress Policy

This School adheres to all aspects of the 2005 Safety, Health and Welfare at Work Act, which obliges employers to identify and safeguard against all risks to health and safety, including stress. Workplace stress arises when the demands of the job and the working environment on a person exceed their capacity to meet them. Causes of stress in the workplace can include:

- a) Faulty work organisation
- b) Poor working relationships
- c) Poor communication at work
- d) Ill defined work roles
- e) Highly demanding tasks
- f) The threat of violence

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

- a) Identification of potential problems
- b) Assessment of risks
- c) Implementation of safeguards
- d) Monitoring the effectiveness of safe guards.

8.3 Smoking policy

No smoking is allowed in any enclosed area of the workplace. This policy is in accordance with The Public Health (Tobacco) Acts 2002 & 2004 - Section 47, Smoking Prohibitions. Any person to be smoking and in breach of this regulation will face disciplinary measures and may be liable to instant dismissal.

8.4 Pregnant Employees

This School adheres to the provision of the Safety, Health and Welfare at Work Act (Pregnant Employees etc.) Regulations, 2000, (SI 218/2000). These regulations apply to employees that are pregnant, have just had a baby or are breast-feeding (within the first 26 weeks after birth). If Management is notified of any of the above, an assessment of any hazardous activities relating to the employee will be carried out. The following hazards must be considered:

- a) Physical shocks, including direct blows to the abdomen.
- b) Handling a load.
- c) Movement and postures, which are abrupt or severe, or give rise to excessive fatigue.
- d) Non-ionising radiation.
- e) Chemicals: In particular any chemical which is harmful by inhalation or when absorbed through the skin, i.e. organic solvents.

(Note: This is not an exhaustive list and all hazards should be considered).

A pregnant employee must not be exposed to these hazards unless they are adequately controlled. Adequate control means that the hazard is reduced to a level, which will not harm the pregnant woman or the developing child or breast-fed child.

If any of these risks are present they must either be eliminated or safeguards put in place to protect the employee's health and safety. These safeguards include:

- a) Changing the type of work, working hours, etc.
- b) Moving the employee to other safe work.

If these safeguards are not possible then the employee must be granted safety and health leave. This is paid leave, which continues until either the condition changes or else the pregnant employee becomes eligible for paid maternity leave. (Note: Maternity leave is usually taken four weeks before and ten weeks after birth).

Pregnant women and nursing mothers will have the facility to lie down in the rest room as necessary.

9.0 First Aid

The provision of first aid equipment required by legislation is provided in accordance with First Aid Regulations 1993, contained in Part IX of the General Application Regulations 1993. First Aid Boxes are located in the:

- a) Staff Room
- b) Laboratories
- c) School Gym
- d) Secretary's Office
- e) Caretaker's Workshop
- f) Training / Weights Room
- g) Specialised Rooms

A check will be carried out regularly to identify any replacement stocks needed. Following this check, a list of stock required will be purchased. The restocking of the first aid boxes will be the responsibility of administration.

9.1 First Aiders

It is the policy of this School to have a team of trained First Aid personnel, but it also relies on the medical treatment at local hospitals where appropriate. If injury is judged to be serious, all students or staff will be brought to U.C.H.G. (University College Hospital Galway). A member of staff always accompanies students.

Following an accident requiring first aid treatment, an accident report form is completed. In the event of a serious injury the ambulance service must be called, the Principal is notified and a full accident investigation is carried out. Names of certified occupational First Aiders are:

- **SEAMUS CAHALAN**
- _____
- _____
- _____

All First Aiders are trained in occupational first aid and refresher training is provided every three years.

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.

10.0 Emergency / Fire Procedures

All teachers have been briefed on this School's Evacuation procedures and are responsible for the safe evacuation of their respective class. Evacuation routes and assembly points have been identified for all areas. Maps detailing the escape routes will be prepared and will be located on each floor.

Evacuation drills take place at least once a year or more often if required. Employees are reminded to familiarise themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency.

All emergency exits are clearly marked and unobstructed at all times. Emergencies identified include fire, gas leak, and bomb scare. Plans for other emergencies are being developed at present. These plans will be reviewed periodically and amended where necessary. All emergency exits are clearly marked and unobstructed at all times. Teachers will receive instruction on using fire equipment.

New teachers and employees will receive basic fire training and will be instructed on the following:

- a) Policy on smoking, electrical equipment etc., and how to raise the alarm.
- b) Actions to be taken on discovering a fire.
- c) Location and use of escape routes.
- d) The evacuation procedure.
- e) Assisting disable people, visitors and other during evacuation.
- f) Location and use of fire extinguishers.

A Fire Register will be kept in the Principal's Office. The fire register will include:

- a) School details.
- b) Specific duties for members of staff.
- c) A log of fire procedure notices and fire drills.
- d) Inventory of fire fighting equipment.
- e) Details of the fire alarm system.
- f) A record of staff instruction/training.
- g) A maintenance / test / inspection schedule.

List of Emergency phone numbers:

- | | |
|--------------------------------|---|
| a) Ambulance | 999/112 |
| b) Nearest Hospital - U.C.H.G. | 091 580580 |
| c) Gardaí | 999/112 - Mill St. 091 563161 |
| d) Fire | 999/112 |
| e) ESB | 1850 - 372-999 |
| f) Gas Service Provider | Calor Kosangas Emergency Calls 01 2694800 |

10.1 Fire Equipment

Fire extinguishers are provided and correctly sited to meet safety requirements. These appliances are provided to deal with incipient fires. Trained personnel using these appliances will tackle small fires if they feel they can do so without endangering themselves.

All fire fighting equipment is tested and serviced annually by specialised contractors. In accordance with the recommendation of the appropriate Irish Standard for fire equipment, 20% of extinguishers will be discharged each year and relevant employees trained in the safe and efficient use of the equipment.

Fire extinguishing appliances are readily identified, with easy access and will be unobstructed at all times. The appliances must not be interfered with in any way.

The location of fire extinguishers (Fire Points) should be clearly visible throughout the premises.

11.0 Accident / Incident Reporting

All incident no matter how trivial, whether to employees, students or visitors must be reported immediately to the Principal or in their absence their deputy. An Accident Report form is available for this purpose and must be completed by the person responsible for the area. In the case of school trips the teacher in charge is responsible for recording the accident on the appropriate form and for notifying the Principal.

This is necessary to monitor the progress of safety standards and to ensure that proper medical attention is given where required and as in aid in the identification of hazards so that the appropriate measure can be taken to prevent the accident from recurring.

Where an accident investigation is necessary, all employees are obliged to co-operate fully with such an investigation and to provide any information, which may be useful in establishing the circumstances leading up to the accident.

The Principal is responsible for completion, where necessary IR.1 form, where an employee is absent from work for more than three calendar days due to an industrial injury or illness, as it is a statutory requirement (S1 No. 44. 1993) that formal notice is given to the Health & Safety Authority.

Covid-19

There is no requirement for the school 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.

12.0 Disciplinary Action

Where advice and persuasion fail to achieve compliance with safety and health rules, it is the policy of this School, to take disciplinary action on the matter. The following basic procedure will be followed:

- a) Apart from any case of gross negligence of the Safety Regulations, which may warrant instant dismissal, the employee should be warned of any shortcomings and given a reasonable opportunity to put them right.
- b) Should it be necessary to take formal action a number of verbal warnings will be given. This warning will indicate the Specific Regulation, which has been breached, how it is to be rectified and the time limit in which it is to be achieved.
- c) A further warning will be given in writing, should the required improvement not result within the stated period, the matter will be referred to the B.O.M..
- d) In any instances of alleged willful breaches of the Safety Regulation, the case will be investigated rapidly and fully. Depending on the results of the investigation, the employee will either be dismissed, be given a written warning or return to normal work.
- e) All warning for breaches of Safety Regulations will be noted in the employee's file.

13.0 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.

This School has a responsibility to ensure, as far as is reasonably practicable, the safety of visitors and contractors while on the site. To that end the following policies will apply:

- a) All visitors to report to Reception Office.
- b) Visitors may on occasion be issued with a visitor's badge, which must be worn whilst on this School's premises.
- c) Visitors are to obey this School safety rules and emergency procedures at all times.

14.0 Contractors

Contractors will not be allowed on the premises to carry out work until the School Principal or designated representative has checked and is satisfied with their insurances. For major contracts, the provisions of the Safety, Health and Welfare at Work (Construction) Regulations, 2001 must be adhered to. The contractor must liaise with a School-appointed official and discuss and agree the safety precautions deemed necessary by either party. Contractors must take all due care of their own safety, the safety of their employees and all others affected by their work. Contractors must not use any equipment or the service of personnel belonging to or engaged by the B.O.M. without prior approval being granted by the School-appointed official. Every contractor working on this School premises must comply with all applicable statutory requirements, best industry practices and any special safety rules or conditions imposed by this School. In this regard, it is the responsibility of the contractor to:

- a) Provide the school with a copy of their Covid-19 Response Plan including their Risk Assessments to prevent the spread of infection in the school.
- b) Provide all necessary instruction, training and information on health and safety matters to their employees
- c) Provide competent and adequate supervision of their employees and activities.
- d) Provide all necessary safety equipment and clothing for their employees.
- e) All Plant and equipment brought onto this School site must be safe and in good working order and with any necessary certificates available for checking.
- f) Ensure that all accidents and dangerous occurrences are reported to the School Principal
- g) Ensure that all School safety notices and alarms are followed at all times.
- h) Ensure that hazardous substances are not brought on to the premises without prior notice and permission.
- i) Ensure that 'approved' hazardous substances are stored and used safely whilst on the premises.
- j) Ensure that all hazardous substances are removed from the premises.
- k) Monitor and assess the safety performance of their employees.
- l) The degree of risk assessment that must be carried out before work begins will depend on the nature and extent of activities associated with each individual contract.

14.1 Contractor / Self-Employed Person

All contractors and self-employed persons shall provide their safety statement when requested to do so and shall:

- a) Conform generally with the duties and responsibilities as for employees.
- b) Provide evidence when requested, showing that appropriate employer's liability and public liability insurances are in place.
- c) Bring to the attention of the Principal, DSO and anyone else who may be affected by any process or use of materials, which may endanger health and safety while at work.

- d) Comply with the requirement of this safety statement, and co-operate with the B.O.M. in providing a safe place of work and a safe system of operation.
- e) Ensure all their employees and others under their care are provided with, and wear, protective clothing and equipment appropriate to the task.
- f) Report any defect in the plant and equipment, place of work, or system of work without unreasonable delay.
- g) Only use competent and suitable persons on site.
- h) Obtain the consent of the Principal before engaging persons other than their direct employees on site.
- i) Ensure that their managers, supervisors and employees are aware of the obligations placed upon them with regard to health and safety.

14.2 Parents' Association

The Parents' Association for 2020 is compiled of the following people:

Chairperson: Valerie Davis Mahon.

Vice Chairperson: Sinead Mc Ginn

Secretary: Sharifa Kohya

Treasurer: Natasha Bambara

The Parent's Council acts as a medium between the students and the representatives of the school, with the aim of fostering a cooperative and safe atmosphere amongst all.

Members of the Parents' Association will convey any reasonable health and safety issues or topics presented to them by any parent to the representative(s) of the Board of Management.

Part (II): Risk Assessment

APPENDIX 1- SAMPLE FORMATS and TEMPLATES

1.1 SAMPLE SURVEY FORMAT BY AREA/DEPARTMENT/ACTIVITY

1.2 AREA SPECIFIC RISK ASSESSMENT FORM TEMPLATE

1.3 SAMPLE AREA CHECKLIST



School: St. Joseph's College	1.1 Sample Survey Format: Area / Department / Activity: SPORTS
Assessed by: Seamus Cahalan	Date: April 2005

HAZARD & RISK	People at risk	EXISTING CONTROLS	Person responsible	Current Risk
<p><u>Hazard:</u> Injuries during sports studies / competitions. Slips trips and falls. Manual handling. Collision against equipment</p> <p><u>Hazard Type:</u> Physical / Psychosocial</p> <p><u>Injury / Illness:</u> Broken bones, bruising, musculo-skeletal problems. Entrapment in equipment</p>	<p>Employees Visitors Contractors Students</p>	<ul style="list-style-type: none"> • All activities are supervised by the responsible teacher unless students are attending special activities such as: rowing, swimming etc. • All specialist activities are supervised by competent instructors employed by this School • Provision and maintenance of safety requirement is the responsibility of this School. • This School has provided insurance for sports, games and leisure centre activities. • This School's first aid policy is followed where a student is injured. • It is this School's policy to seek information on students with medial conditions when commencing in first year. • Parents provide a note to the teacher if for medial reasons they are unable to participate in PE classes. • This School block books period with the external Gym and Swimming Pool for students only to use these facilities. 		
<p><u>Hazard:</u> Lone working injuries during sports studies / competitions. Slips trips and falls.</p>	<p>Employees Visitors Contractors Students</p>	<ul style="list-style-type: none"> • Competent instructor with training in first aid are employed by this School • First Aid Kit provided in the Sports Hall • Overhead lighting and heating is provided 		

<p>Manual handling. Collision against equipment Fire.</p> <p>Hazard Type: Physical / Psychosocial</p> <p>Injury / Illness: Broken bones, bruising, musculo-skeletal problems. Entrapment in equipment</p>		<ul style="list-style-type: none"> • Storage room for holding sports equipment is kept locked. • This School has arrangement with a local GP doctor and local hospital who can provide medial assistance in the event of an emergency. • While Cleaning is in progress signage is erected. • Any defects in changing area furniture, floor covering or walls are immediately notified to the Principal for repair. • The lifting and assembly of any gym equipment is done by personnel competent to do so. This includes manual handling training where the equipment is being moved while it is intact. • Fire detection and alarm system provided in the Sports Hall is linked centrally to the main school. • Fire extinguishers are provided and are wall mounted. • The automatic fire detection and alarm systems are checked and maintained in accordance with legislative requirements. • All fire extinguishers will be checked annually and records are kept and maintained. All fire equipment is checked on an annual basis. • Emergency evacuation plans specific for the area exist and details are posted throughout the building. 		

1.2 AREA SPECIFIC RISK ASSESSMENT FORM TEMPLATE

Area [Area]	Location [eg Main Building]			Plan	
Date [Feb 05]	Assessment by: [A. N. Other]				
HAZARDS	RISK	PERS. AT RISK*	LOW MED HIGH	REQUIRED CONTROLS / INFO	Pers. Resp.*
a)	a)	a)	a)	a)	a)
<p>NOTES: *T = teacher S = Student BOM = Board of Management</p>					

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1.3 SAMPLE AREA CHECKLIST

MAIN BUILDING GROUND FLOOR	Checked	Entered
Room 101		
Room 102		
Room 103		
Room 104		
Room 105		
Room 106		
Room 107		
Room 108		
Disabled Toilet		
Toilets beside Room 103		
Wash Room -Laundry		
Changing Room and Showers		
Corridor		
Careers Room		
Boiler and Oil Tank		
Furnace (Gym)		
WEIGHTS ROOM		
Toilet –near Room 101		
Room 108		
Shop		
Secretary's Office		
Principal's Office		
Deputy Principal's Office		
Locker Room		
FIRST FLOOR		
Room 201 - Chemistry		
Room 202 - Physics		
Room 203 - Biology		
Room 204		
Room 205		
Room 206		
Room 207		
Room 208		
Room 209		
Room 210		
Gym and Backstairs		
Ladies Toilet		
Store		
Mens Toilet		
Photocopying Room		
Staff Room and Adjoining Rooms		
Corridor		
Geography Room		
SECOND FLOOR		
Room 301		
Room 302		
Room 303		
Room 304		
Room 305		
Room 306		
Room 307 – Dep Principal's Room		
Room 308		

Room 309		
Room 310		
Room 311		
Room 312		
Toilets		
Corridor		
OUTSIDE GROUNDS		
ROWING CLUB or Boat Club		
Outside		
Main Inside area		
Pedometer Room		
Toilets		
Changing / Dressing room		
Shower Area		
Pump & Boiler Room		
MONASTERY GROUND FLOOR		
M1		
M2		
M3		
M4		
Tool Store -Maintenance		
Toilets		
M5		
Kitchen		
M6		
M7		
LCVP Room		
Year Head Room		
Corridor & Locker Area		
Main Stairwell		
Boiler		
Sheds		
FIRST FLOOR		
M8		
M9		
Toilets		
Female WC		
M10		
M11		
Bursar's Office		
M12		
M13		
M14		
S.Gleeson's Office		
Sen Room		
Tank room		
Bag Room –Ground Floor		
Corridor & Fire Door		
OUT SIDE GROUNDS		

APPENDIX 2 - MANAGEMENT

2.1 General Safety Management System Audit

2.2 Sample protocol for Management of a Health and Safety Authority visit

2.3 Contractor Management Safety Audit Format



Appendix 2.1 ~ GENERAL SAFETY MANAGEMENT SYSTEM AUDIT

QUESTION	VERIFICATION	COMMENTS
1. Safety Management <ul style="list-style-type: none"> • What Safety Management Structure is in place? • Is there a full-time/part-time health and safety function? • Has management responsibility for health and safety been defined? • What previous assessments / audits have been undertaken? • Are adequate resources provided for health and safety? • How do Management keep up to date re: H&S? 	Review Organisation Chart Review any assessments/audits undertaken	
2. Safety Statement <ul style="list-style-type: none"> • Is there a Safety Statement? • How was it developed? • What does it cover? • Has it been communicated to managers/employees? • Are written records of risk assessments available? • How is the Safety Statement documentation controlled? • Is the Safety Statement subject to review/monitoring? 	Review Safety Statement Review written risk assessments	
3. Accident Reporting / Recording / Investigation <ul style="list-style-type: none"> • What procedures are established? • What records are maintained - any and by whom? • What procedure is in place for reporting of prescribed accidents and dangerous occurrences? • Are all accidents investigated? • What mechanism is in place for taking corrective action? • Are accident statistics produced? 	Review completed reports Confirm that corrective actions implemented	
4. Control of Contractors <ul style="list-style-type: none"> • What policy / procedures are in place for the control of contractors? • How is this communicated to contractors and subcontractors? • How do contractors demonstrate that safe systems of work will be adopted? • Is there regular communication between company management and contractors? • Is contractor safety performance monitored? 	Review policy / procedures for control of contractors	

Appendix 2.1 ~ GENERAL SAFETY MANAGEMENT SYSTEM AUDIT ...Cont/d.

QUESTION	VERIFICATION	COMMENTS
5. Training for Health and Safety <ul style="list-style-type: none"> • Have Health and Safety training needs been identified? • Is there a Safety induction for new employees? • Are new employees supervised where necessary? • Are records of training maintained? • Has health and safety training been provided for the following: <ul style="list-style-type: none"> • First Aiders • Persons engaged in working with hazardous substances 	Review any training needs analysis	
6. Safety Consultation <ul style="list-style-type: none"> • Are arrangements in place for consultation on health and safety? • Ha a Safety Representative been selected? • What is the role / function of the Safety Representative(s)? • Are they effective? 		
7. Emergency Planning <ul style="list-style-type: none"> • Is there an up to date emergency plan subject to regular review? • Is it clear who can initiate the plan / procedures outside of normal hours? • Does the plan cover the range of emergencies which may affect this School? • Is communication with and responsibility transfer to the emergency services covered? • Are pollution control measures and other off-site issues considered? • Is the plan rehearsed at regular intervals? • Has suitable training been provided to persons involved in executing the Plan? 		
8 Safety Inspections / Audits <ul style="list-style-type: none"> • What type of inspections / audits are undertaken? • What is the scope of these inspection / audits? • Who carries out inspection / audits? • How are recommendations actioned? • Are statutory inspections carried out and records maintained? 	Review any inspection / audits undertaken	

Appendix 2.2 ~ Sample protocol for Management of a Health and Safety Authority visit

Greet and welcome inspector and establish the motivation and rationale for the visit.

Notify Safety Representative and establish availability to meet with inspector.

Arrange for inspection of school facilities.

Notify and introduce teachers to inspector

Make safety file available to inspector including:

- Incident records
- Records of safety consultation
- Risk Assessments.
- Safety Statement

Review inspection and documentation audit findings.

Appendix 2.3 ~ Contractor Management Safety Audit Format

Listing of Contractors on site:

ST. JOSEPH'S COLLEGE

DATE:

CONTRACTOR SAFETY	YES; NO; PART; N/A	COMMENTS
Contractors have done site-specific risk assessments before commencing work.		
All Contractors have a Safety Statement and have submitted a copy to this School.		
Contractors have appropriate and documented evidence of current insurance.		
Contractors liaise on safety issues with the appointed contact person from this School.		
Contractors liaise on safety issues with the appointed contact person from this School		
Contractors ensure that equipment brought on site is in a safe condition and have valid statutory certifications where necessary.		
Contractors make contact with the School Principal when arriving on site each day.		
Contractors ensure that only trained and competent personnel undertake work on site.		
Contractors inform the company of any intention to bring outside personnel onto any site.		
Contractors provide and wear protective equipment appropriate to the area where they are working.		
Contractors maintain equipment in good, safe working order.		
Contractors heed and obey safety signs and the instructions of this School.		
Contractors report all accidents and dangerous occurrences to the company without delay.		
Contractors employees receive safety induction specific to the site.		

PART (III): Third Party Usage of School Facilities and Safety

Contents

- 1.0 Mission, Aims, Rationale and Scope**
- 2.0 Guidelines**
 - 2.1 Organising Principles**
 - 2.2 Placement Process**
 - 2.3 Additional Responsibilities**
 - 2.4 Special Provisions for the Use of School Equipment**
- 3.0 Success Criteria, Review & Evaluation**
- 4.0 Legality and Equality Proofing**
- 5.0 Sample Leasing Agreement**



APPENDIX 3 - Third Party Usage of School Facilities and Safety

3.0 Mission, Aims, Rationale, Scope

Schools are open organisations and are often home to many community-based activities. Access to these facilities whether on a fee-paying basis or not is provided in good faith and often on a non-formal basis.

As lifelong learning develops as a social paradigm the school has taken on a more central role as an educational environment for the community. Lifelong learning programmes are often delivered privately, by other state bodies or even by the school itself. This results in the use of the facility by people who are not necessarily part of the core staff or traditional student body. In addition, commercial pressures on boards of management have prompted them to look to generate income from the use of their facilities by third parties. Finally, community groups, a parent fundraising team and a variety of other organisations from the community and development sector may at some time look to use the facilities.

Most of this activity is not in the traditional remit of the school. As often as not is not under the control of school management. This increase in activity, use and people represents a major importation of risk for the school. This school safety guideline deals with the question of where the responsibility lies for carrying out of these 'non core' activities in a safe manner. It offers guidelines on what a school can be reasonably and practicably expected to do in order to protect its interests and prevent damage or injury.

The aim of this document is to offer school management and their third party 'clients' a framework within which the division of responsibility for managing risk while using school facilities can be clarified. It aims to reflect and support the ongoing development of a professional approach by third parties to safety in particular in the community and voluntary sector. The role of this school's safety guideline is to:

- a) Explain what steps a school can take to manage the safe use of school facilities by third parties
- b) Outline the safety responsibility of third parties when using the facilities
- c) Provide some standard formats that a school can use in working with third parties.

The rationale for putting together this guideline comes from a perception that during third party use of the school, management has less control over operations safety than during traditional teaching and learning activities organised and supervised by school staff. With the possibility of damage or injury and an increasingly litigious public, formal safety guidelines have become important. The implementation of these guidelines may help in preventing accidents or protecting the school should a damage or injury incident occur.

The objective of this guideline is the promotion of a consistent approach to the safe management of third-party usage of school facilities. Other reasons for promoting a consistent approach to work placement include;

- a) Facilitates best practice bench-marking between schools
- b) Clarification of the responsibilities of the school and its 'client'
- c) Supports an improvement in safe work practices in 'client' operations
- d) Clarification to 'clients' of their safety role and responsibilities

The School's safety guideline deals with the planned use of the school by third parties. This implies that after a period of preparation the use of the school facility will be under the direct supervision of the 'client'. This guideline will allow for the possibility of the school acting as an observer for these activities. The provisions in this guideline assume that in the vast majority of instances these will be some contact with the 'client' either during 'hand-over' or hand-back' of the facility. This guideline does not deal with the use of facilities by contractors who are taking on work on behalf of the school. This is dealt with in any school safety statement as part of the contractors policy section.

3.1 Organising Principles

- a) **Co-ordination** - There should be one person on the school staff with principal responsibility for organising third party usage of school facilities
- b) **Record Keeping** - In the records kept of all third-party usage of school facilities, provision is made for recording relevant safety issues
- c) **Explicit Consent** - Explicit consent for each specific proposed type of activity will be secured from the Board of Management prior to the activity taking place
- d) **Competence** - the school will make all reasonable enquiries as to the competence of a 'client' who is proposing to make use of school facilities
- e) **Risk Assessments** - For any events or activities where the 'client' is inviting members of the public into school premises a formal risk assessment will be carried out.
- f) **Compliance Assurance** - The school will seek an explicit assurance from the 'client' that all business relevant safety standard and legislation are being complied with
- g) **Insurance** - The school and third party must verify the extent to which they are protected by public liability and employers insurance policy at the planning / application stage
- h) **Indemnification** - The 'client' will in all, bar exceptional cases, indemnify the school against any loss or damage that might occur as a result of the use of school facilities
- i) **Security** - The impact of the proposed facility usage on all aspects of school facilities will be evaluated at the planning / application stage
- j) **Supervision** - The 'client' will have a designated person in a supervisory capacity in place for the activity being carried out on the school premises
- k) **Use of Equipment** - Permission to use school equipment will be given only where explicitly safety provisions are in place
- l) **Authority** - The school will hold the authority to require the 'client' to cease its operations at any time. The school will retain this authority without carrying any responsibility for the safety of the 'client's' operation
- m) **Incidents** - The school will be informed and maintain a record of any damage or injury incidents that occur while the 'client' is using school facilities
- n) **Hand-over / Hand-back** - The 'client' will formally take charge of and hand-back the component of the school facility they are using.

3.2 Client Use of School Facilities - Safe System of Work

Schools manage the use of facilities by third parties in different ways. Often a degree of goodwill has been built over the years and local community groups will be facilitated on an *ad hoc* basis. Access to the use of school facilities often come to be regarded as part of the school's ongoing contribution to the community. Sometimes a commercial or community sector group with a specific once off event in mind will contact the local Second Level School. In other situations, students themselves may take the initiative and request the use of the school facilities for an extracurricular activity not associated with school work, e.g. band practice.

For any of these situations the use of school facilities by third parties might be organised around the following steps:

- a) Application
- b) Planning
- c) Mobilisation
- d) Demobilisation
- e) Report / Debrief

For each of these steps in the process the following safety guidelines are relevant. For the purpose of clarity these guidelines have been categorised either as high or low priority. The different prioritisations accorded to the actions outlined below signal a difference in what could be regarded as 'must have' provisions in most situations and 'should have' in schools aspiring to 'best practice' standards. In addition, the responsibility for carrying through each guideline is specified.

Application

High Priority

- Board of Management (BOM) receives application from client for use of school facilities and seeks verification of competence, compliance, insurance, etc. prior to a decision on giving permission
- School Principal (SP) arranges for school / Third Party Coordinator (TPC) contact person for the duration of activity where necessary

Low Priority

- SP submits client insurance to broker for review

Planning

High Priority

- TPC Makes contact with client to clarify requirement for further planning, risk assessment, security provisions, school emergency response procedure, et. As necessary
- Client submits further information to supplement application

Low Priority

- TPC / Client pre-activity meeting
- Client briefs other member of group on school safety provisions

Mobilisation

High Priority

- TPC / Client hand-over use of facility for the duration of activity

Low Priority

- TPC remains on site as an observer for the duration of the client activity

Demobilisation

High Priority

- Client / TPC had-back use of facility after full inspection

Report / Debrief

Low Priority

-
- TPC report to SP on client use of the facility including incident record, equipment permission, security provisions, risk assessments, post use condition survey (e.g. before and after photos)

3.3 Additional Work Placement Roles and Responsibilities

Board of Management

- a) Seek legal advice where indemnification format other than school format is used

School Principal

- a) Appoint teacher to act in the role of Third-Party Coordinator
- b) Resource TPC with administrative support facilities to maintain adequate records
- c) Review incident with TPC and 'client' if necessary
- d) Provide report to the board where use of facilities has incurred cost to the school or has been otherwise unsatisfactory

Client

- a) Carry out risk assessment of operation taking account of probability of incidents and impact on 'their own people', any public they may be interacting with, any temporary alteration of structures erected, and interface with other school facilities they are not using
- b) Verify that insurance covers all their activities on the school site.

3.4 Special Provisions for the Use of School Equipment

It is not unusual that part of the rationale for usage of school facilities stems from the easy availability of specialised equipment. This can be as simple as having access a blackboard or overhead projector. The issue becomes a little more problematic when the client wants to use electrical equipment, height access equipment, sound amplification equipment, or rearrange the use and positioning of equipment already *in situ*. Even with explicit indemnification of the school by the client any incident that results from a failure in or improper use of school equipment may expose the school.

In order to protect the school and to prevent accident the following guideline should be kept in mind:

- a) As a general rule of thumb, clients should not use school equipment unless they have requested and received explicit permission to do so.
- b) The school will only allow the use of their equipment where it has been assessed and designated as 'fit for purpose' by the 'client'
- c) The school will only allow use of equipment where the 'client' has demonstrated that the individuals who will use the equipment are fully competent.
- d) Equipment usage will be subject to a formal Hand-over / Hand-back procedure.
- e) The 'client' will be responsible for evaluating and providing for the use of personal protection or specialist clothing that may be required when using school equipment.

4.0 Success Criteria, Review and Evaluation

Each use of school facilities by a third-party client can be reviewed on completion. While safety will not be core to this review exercise there are some safety criteria that can be applied to the use of school facilities by the third-party client. For example:

- a) The client has worked well with the TPC
- b) Client demonstrated an ability to complete written activity risk assessments
- c) All insurance policies, indemnification were in order
- d) Equipment was handed back in a safe condition
- e) Housekeeping during operations was maintained to a high standard
- f) The public were safely marshaled
- g) Incident were responded to efficiently, recorded and reported to The TPC
- h) Activities has no unsafe impact on the operation of other aspects of the school facilities
- i) The TPC was able to verify that the client complied with written safe systems of work
- j) The client coordinated with the school during an emergency response drill

The use of school facilities by a third-party client should not be considered as a failure if the activity involved a foreseeable incident resulting in injury or harm. However, if this incident is not reported to the school there may be implications for the school should an action be taken. A review or investigation of an incident is an opportunity to learn about accident causation and prevention both for the client and school.

Taking on and completing the task components outlined in section 2.2 and 2.3 above can be used to reflect the success of the exercise for the different stakeholder groups in the school. Finally, these guidelines should be reviewed in the light of ongoing developments in legislation, the experience and size of the school and the extent of third-party usage of the facility.

5.0 Legality and Equality Proofing

There is no reason to review a school Third Party Facility usage guideline from the point of view of equality unless the school was a single sex operation with minimal accommodation for toilet and welfare facilities for the opposite sex. Where this is the case and the client is planning to open their activity to large numbers of the public the provision of toilet facilities could form part of their planning procedure. The same might be the case with regard to the provision of toilet facilities for persons with mobility disabilities.

As indicated above where indemnification assurances use a format other than the sample that the school has given the potential client the legality of the wording should be verified by a legal advisor. It is not the role of the school or the school TPC to check, inspect or validate any documentation, safety statement or risk assessments provided by the client. If this documentation is submitted it is accepted by the school in good faith and only for the purpose of supporting the client's validation or assurance of an appropriate safety system.

6.0 Sample Leasing Agreement

St. Joseph's Patrician College

Nun's Island

GALWAY

PHONE 091 565909

AGREEMENT FOR THE USE OF ST. JOSEPH'S COLLEGE BY
CLUBS AND ORGANISATIONS ETC.

MEMORANDUM OF AGREEMENT made the xxth day of xxx, 20xx
BETWEEN Board of Management of St. Joseph's College (hereinafter call "the Trustees") of the One Part
and
Galway Club Association (Secretary: A. N. Other, Address)
(hereinafter call "the Licensees") of the Other Part.

WHEREBY IT IS AGREED AS FOLLOWS:

1. The Trustees hereby grant unto the Licensees the Licence and Authority to use All That and Those the premises consisting of

[Hall or other area]

with the Cloakroom and Lavatory accommodation adjoining during the period from [times and dates]

2. The Trustees agree with Licensees as follows:

- (a) To pay a Hiring Fee of **EXX and for any damage which may occur.**
- (b) Not to make any alterations in the said premises
- (c) To keep the premises clean and tidy and in good order throughout all periods of their use by the Licensees and to pay for any damage thereto or any expense of clearing the same caused by the Licensees their licensees servants or agents.
- (d) No to use the premises or permit the same to be used otherwise than for the purpose of use for meetings
- (e) Not to place or permit to be placed any bicycle, dustbin or other obstruction of any nature in or upon the hall, landings, stairways, paths or other approaches leading to the premises.
- (f) Not to permit the drinking of Alcohol or the smoking of tobacco in or on the premises.

3. In the event of the Licensee not have Public Liability Insurance, providing Indemnity to the Trustees, it is agreed that cover will be arranged on behalf of the Licensee solely in respect of the use of the Trustees property by the Licensee and subject to any and all restrictions and exclusions indicated by the Trustees Insurance Company. And a premium payable hereon to be due and payable by the Licensee.

4. The Trustees shall have the right to terminate this agreement forthwith upon the breach of any of its terms or otherwise forthwith.

SIGNED by the Trustees

in the presence of

Date

SIGNED by the Licensee

in the presence of

Date



APPENDIX 4 -**Safety Statement [1997] ST. JOSEPH'S PATRICIAN COLLEGE**

1. DRAW UP A HELTH AND SAFETY POLICY
2. IDENTIFY THE HAZARDS
3. CARRY OUT RISK ASSESSMENT AND DECIDE WHO MIGHT BE HARMED & HOW
4. DECIDE WHAT PRECAUTIONS ARE NEEDED
5. RECORD FINDING INCLUDING WHO IS RESPONSIBLE FOR ENSURING SAFETY
6. REVIEW YOUR PROGRAMME AND UPDATE AS NEEDED

1.0 General Policy Statement:

This document sets out the Safety Policy of ST. JOSEPH'S PATRICIAN COLLEGE and specifies the means provided to achieve that policy. Our objective is to endeavor to provide a safe and healthy work environment for all our employees, and to meet our duties, as far as is reasonably practicable, to contractor and members of the public who may be affected by our operations. Management will endeavor to achieve these objective by providing adequate training, proper emergency planning, full consultation, provision of personal protective equipment when necessary and reasonably safety conscious (competent) staff.

Safe working is a condition of employment. Every employee at ST. JOSEPH'S PATRICIAN COLLEGE will assume responsibility for working safely. The success of the policy will depend on your co-operation. It is therefore important that you read the document carefully and understand your role and the overall arrangements for health and safety at ST. JOSEPH'S PATRICIAN COLLEGE.

It is our intention to review this statement in the light of experience and developments at ST. JOSEPH'S PATRICIAN COLLEGE. Staff and others are encouraged to put forward suggestions for improvement to the statement.

Signed _____
Chairperson of the Board of Management

Date _____

1.0 General Policy Statement	1.0 General Policy Statement
2.0 Organisation	How / Systems
2.1 Responsibility	Responsibility
2.1(a) Employee responsibilities	Particular relevance
3.0 Co-operation	
3.1 Employees	
3.2 Contractors	
4.0 Consultation in Information	
4.1 Safety Representatives	
4.2 Information	
4.3 Availability of the Safety Statement	
5.0 Resources	
5.1 Personnel	
5.2 Maintenance	
5.3 Training	
5.4 Other resources	
6.0 Hazard Identification, Risk Assessment and Improvement Suggestions	Identify Hazards, Assess Risk, Decide Precautions, RECORD FINDINGS and Assign Responsibility. How it's Organised, Resources, co-operation, consultation
6.1 Specific Hazards	
6.2 General Hazards	
7.0 Revision of Safety Statement	Review, update, periodic evaluation, Director's report

8.0 Appendix

2.0 - Organisation

The organisation of work practice in ST. JOSEPH'S PATRICIAN COLLEGE will be such that optimum conditions are in place for the successful arrangements to be made for safeguarding safety, health and welfare at work. The following declarations made in relation to health and safety, are done so in accordance with the requirements and recommendations laid down by the Safety, Health and Welfare at Work Act, 2005. These declarations are also in accordance with the guidelines as specified by the Health and Safety Authority (HSA).

2.1 - Responsibility

The key personnel to whom responsibility attaches regarding workplace health and safety at ST. JOSEPH'S PATRICIAN COLLEGE, are the Safety Officer / Manager/ Owner,

_____ (please enter name)

and the Safety Representative from staff personnel,

_____ (please enter name)

There is also a responsibility on behalf of the employees to ensure health and safety at work. The level of responsibility for health and safety, of the above signed extends to all areas of the premises at . Specifically, the responsibilities include:

- Implementation of the Health and Safety policy programme in accordance with the Safety, Health and Welfare at Work Act, 2005, and in accordance with the recommendations laid down in the formulation of this Safety Statement.
- Co-ordination of the responsibilities with those of the appointed Safety Representative.
- Review the hazard identification / risk assessment section of this statement and act upon the recommendations stated therein.
- Delegate responsibility to the Safety Representative on matters of health and safety at ST. JOSEPH'S PATRICIAN COLLEGE
- Continuous vigilance in the area of hazard identification using, when appropriate, Hazard Identification & Control sheets.
- Establish a consultative process with the Safety Representative and other members of the workforce.
- Deal directly with the Safety Representative and act upon any representations where reasonably practicable.
- Review all Incident / Accident reports.
- Inform all staff of Safe Work Practice methods.
- Estimate resource requirements (spent and projected) for execution of the safety management programme in ST. JOSEPH'S PATRICIAN COLLEGE.
- Review the Safety Statement annually and revise accordingly.
- Implementation of specific training programmes where/when necessary.

2.1(a) Employee responsibilities

Statutory provision: Section 9 of The Safety, Health and Welfare at Work Act, 2005, places a number of obligations on employees while at work: -

- To take reasonable care of their own health and safety and that of other personnel who may be affected by his/her acts or omissions.
- To co-operate with his/her employer or any other person to enable his/her employer or other person to comply with statutory obligations.
- To use any suitable appliance, protective clothing, convenience, equipment or other means provided for securing safety, health and welfare.
- To report to their supervisor without delay any defects of which he/she becomes aware in equipment, place of work, or system of work, which might endanger safety, health and welfare.
- Not to intentionally or recklessly interfere with any safety measure provided. Such action will lead to disciplinary procedures.
- To be familiar with the full safety procedures and safe work methods.

ST. JOSEPH'S PATRICIAN COLLEGE additionally requires each employee to immediately report to the Manager or Safety Representative (whoever is the responsible person at the time) any incident resulting in loss or injury and any dangerous occurrence that could have resulted in loss or injury. (See Appendix for accident report form and dangerous occurrence report form.)

3.0 Co-operation

3.1 - Employees

In addition to the above obligations, employees are required to co-operate with the investigation of an accident either by the responsible person (general Manager), Safety Representative or an inspector from the Health and Safety Authority. ST. JOSEPH'S PATRICIAN COLLEGE has expended considerable time and resources in the preparation and implementation of a safety police programme designed to protect the interests of its employees.

The programme will not succeed unless **each** employee co-operates fully by observing the above requirements and by following safe work practice methods. Employees are expected to read, understand, and work in accordance with the information and recommendations set forth in this Safety Statement. New and revised statements may be produced after certain time periods and these will be distributed, made readily available or posted on notice boards as appropriate. In such an event, all employees will be required to comply with the above requirements as stated.

Each employee is expected to read the Safety Statement of ST. JOSEPH'S PATRICIAN COLLEGE and to act accordingly. Failure to comply with the terms of this Safety Statement may result in disciplinary action.

3.2 Contractors

Contractors will be provided at pre-contract stage with a copy of this Safety Statement. They will sign the documents to indicate that they have read and understood them. They will perform their work in accordance with the terms of this statement. It is implied in this condition that, in its work activities, the contractor will adhere to recognised standards and regulations relevant to their work practices. The contractor has permission to distribute this Safety Statement to its workforce. Contractors will also be required to submit their own Safety Statement at the pre-contract stage for examination. Those statements will be examined by the *responsible person* in ST. JOSEPH'S PATRICIAN COLLEGE (i.e.: The Safety Officer / Manager / Owner) and if such statements do not reflect safe work practices, as is applicable to the contract work intended, then the ST. JOSEPH'S PATRICIAN COLLEGE can direct the contractor to amend the statement before any contract work commences.

Contractors include the following - (state the range of contractors that are likely to be employed)

1. .
2. .
3. .
4. .

4.0 Consultation and Information

4.1 Safety Representatives

The safety representative for ST. JOSEPH'S PATRICIAN COLLEGE is _____ (block capitals).

The safety representative has the right to:

- Information from the Safety Statement.
- Be informed of impending Health and Safety Authority inspections.
- Accompany the HSA Inspector on visits (but not on investigations accidents).
- Consult with the HSA Inspector.
- Make representations to the *responsible person* (i.e.: Safety Officer / Manager / Owner).
- Investigate accidents and dangerous occurrences provided that it does not interfere with the performance of statutory obligations.
- Inspect the workplace subject to agreement.
- Time off as may be reasonable in order to acquire information on matters of safety, health and welfare.

4.2 Information

Information in the form of fire order, evacuation plans, warning signs, and posters are displayed at prominent locations throughout the establishment. Information relating to substances, materials, or equipment being used in the workplace is available through the Safety Officer.

4.3 Availability of the Safety Statement

Each employee must be shown the contents of this Safety Statement and be given the opportunity to practice safe working methods. The complete set of documents which together make up the **Safety Statement of ST. JOSEPH'S PATRICIAN COLLEGE** are available for inspection by request, from the Safety Officer / Manager / Owner.

5.1 Personnel

Considerable time resources have been expended by the management of ST. JOSEPH'S PATRICIAN COLLEGE in implementing the health and safety police intended by this statement. Use of the hazard identification and control sheet along with the notice of accident form and the notice of dangerous occurrence sheet are further resources towards successful implementation of the above policy. Other resources include extensive consultation with employees.

5.2 Maintenance

Most of the efforts by way of maintenance in terms of time, materials and service are directed to improving work, equipment and facilities with consequent improvements in their safety. Considerable improvement has been made in the fabric of ST. JOSEPH'S PATRICIAN COLLEGE over the years and it is planned to continue such progress into the future.

5.3 Training

Training is being provided at ST. JOSEPH'S PATRICIAN COLLEGE on an ongoing basis with fire and evacuation drills, and other areas related to safety which consumes financial and direct resources (e.g. Time, materials, equipment, etc.).

5.4 Other resources.

Other resources committed to controlling hazards are those required for: -

- Safety Audits
- Hazard controls
- Incident investigation
- Monitoring workplace practice
- Safety representative consultations
- Information
- Warning signs
- Personal protective equipment

6.0 Hazard Identification, Risk Assessment and Improvement Suggestions**6.1 Specific Hazards****6.2 General Hazards**

- (a) Physical 'housekeeping'
- (b) Physical 'equipment and furniture'
- (c) Physical 'manual handling'
- (d) Chemical
- (e) Biological
- (f) Health 'noise'
- (g) Health 'poor lighting'
- (h) Health 'dust, smoke and fumes'
- (i) Hygiene
- (j) Heating and Ventilation
- (k) Electrical
- (l) Fire

GENERAL HAZARD:	RISK:	CONTROL:
PHYSICAL 'HOUSEKEEPING'		
Occasional housekeeping lapses e.g. spillages	High risk of injury from trips, slips and falls	Each teacher is responsible for his/her own area & must therefore ensure areas remain free from spillages etc.
Untidy extension leads, phone wires and other wires	High risk of injury from trips, slips and falls	All electrical equipment including wires must be installed correctly and maintained in a safe condition. Wiring should be discrete and wires tacked against the surface.
Condensation causing slippery floors	High risk of injury from trips, slips and falls. And in the event of a fire high risk of death/serious injury due to unease of access.	Floors should be non-slip and good housekeeping practices should be followed

Greasy/wet floor surfaces	High risk of injury from trips, slips and falls	Floors should be cleaned every day or when required.
Equipment left lying around	High risk of injury from trips, slips and falls	All equipment should be stored away correctly after use.
Unorderly schoolbag storage	High risk of injury from trips, slips and falls	Encourage vigilance among students with regards to housekeeping
Damaged flooring: tiles, carpets and other floor surfaces	High risk of injury from trips, slips and falls	Floors must be sound and non-slip. There should be no uneven, broken or cracked paving slabs and no loose carpet material.
Broken paving slabs	High risk of injury from trips, slips and falls.	Replace all slabs with new level slabs
Inadequate cloakroom and storage facilities	Risk of collisions and falling objects causing bodily injury	Adequate facilities should be provided and all equipment and person belonging must be stored correctly.
Shelves, rack and storage areas must be free from rubbish	May lead to injury from falling objects	All shelving must be free from overcrowding, good housekeeping practices must occur.
Furniture not being well positioned	Risk of death/serious injury in the event of a fire, due to congestion.	Re-design the layout of areas, optimising space.
Mats poorly positioned	High risk of injury from trips, slips and falls	Mats positioned with due regard to purpose and safety.
Handles on machinery & workbenches sticking out	High risk of injury, cuts, bruising or laceration	A clear unobstructed space must be maintained in and around working area
Cupboards, fixed blackboards and display units being unstable	High risk of injury from falling.	All shelf mounting, blackboards etc. must be secure
Accumulation of rubbish or litter	High risk of injury from trips, slips and falls. And in the event of a fire high risk of death/serious injury due to unease of access or congestion.	All areas should be kept free of rubbish and other materials

RESOURCES:

Sufficient and suitable bins/skips must be available and must be emptied daily.

Time & manpower must be made available for clearing and tidying up.

GENERAL HAZARD:	RISK:	CONTROL:
PHYSICAL 'EQUIPMENT AND FURNITURE'		
Plaster falling from walls	Grazes, scratches or splinters from rough or sharp edges	Re-plaster damaged areas
Damaged surface on desks and other furniture damage	Grazes, scratches or splinters from rough or sharp edges	Replace the damaged desks or resurface. Replace or repair furniture as appropriate
Damaged equipment	Grazes, scratches or splinters from rough or sharp edges. Risk of injury	All damaged equipment should be replaced or repaired appropriately
Other equipment	Danger of accident occurring due to lack of knowledge of equipment	Copies of manufacturers instruction must be readily available

RESOURCES:

GENERAL HAZARD:	RISK:	CONTROL:
PHYSICAL 'MANUAL HANDLING', (MH)		
Manual handling of goods or equipment	Risk may arise from the mishandling of loads causing injury to backs, feet and hands. Due to poor posture when -lifting -carrying -over-reaching -stacking -stepping over/around object.	Training in MH techniques must be provided for all employees in the areas identified as carrying a significant risk of injury. All supervisors must be alert to poor practices in MH and have instruction to remind staff of the proper technique wherever necessary. Wherever possible and necessary,

		special trolleys, tools and machines [and instruction in their use] must be made available to minimise the amount of MH e.g. handcart.
--	--	--

RESOURCES

GENERAL HAZARD:	RISK:	CONTROL:
CHEMICAL (Chemical storage and handling, e.g. cleaning agents, bleaches etc.)		
Occasional housekeeping lapses	Risk of injury from trips, slips and falls	Appropriate information must be provided to all personnel involved in using chemicals (cleaning agents)
Inadequate storage facilities	Risk of inhaling fumes or irritating the skin through direct contact	In the case of hazardous chemicals, regulations requiring chemical to be labelled according to the hazards, must be followed
Incorrect handling practices	Health risks: Immediate problems. Risk of injury due to explosion or catching fire (flammability). Long-term effects of exposure on health, e.g. carcinogenic (cancer causing). Likelihood of skin problems, skin irritation or sensitising. Likelihood of chest problems, respiratory irritation of sensitisation, i.e. asthma.	Where appropriate, training on chemical handling must be provided Personal Protective Equipment (PPE) such as rubber gloves must be made available to all operators in area where chemical may be used. All cleaning material and other potentially hazardous substances must be stored correctly, clearly labelled and shelf life known and kept in check. All substance for use with photocopying machines must be stored correctly and the room where photocopying machines are operated must be adequately ventilated. Flammable substances e.g. cleaning fluids must be stored correctly and away from any sources of heat.

RESOURCES

Training must be made available to all staff, in the correct handling & storage of chemical/cleaning substances

Its is the employers duty to make available to personnel information regarding PPE's and their use.

GENERAL HAZARD:	RISK:	CONTROL:
BIOLOGICAL		
Biological agents, e.g. viruses and bacteria.	High risk of bacterial agents causing infection and other health problems as a result of employees contact with plants, animals meat and other foods	All waste should be disposed of regularly All surfaces should be cleaned regularly with adequate cleaning agents, clean cloths / equipment
	High risk of infection due to poor hygiene practices	Animals should not be permitted into public houses
		All bodily injuries such as cuts & grazes should be treated with first aid and open cuts or wounds should be covered appropriately. In the handling of food or drink the correct first aid material should be applied.

RESOURCES

GENERAL HAZARD:	RISK:	CONTROL:
HEALTH 'NOISE'		
Noise exceeding the recommended levels of	Damage to hearing	Before becoming a risk to employees average

exposure e.e. 85dBA		equivalent noise levels must exceed: -90dBA for 8 hours - 93dBA for 4 hours
Noise exceeding 90dBA for 8 hours		Adequate information must be provided to all employees with regard to the risks of exposure to noise. Noise at Work Regulations 2005 must be adhered to: -85dBA: employee must be provided with ear protection on request. -90dBA: hearing protection must be provided and worn. -regulation provided duty on employers to carry out noise assessments (Reg4), where there is a risk of hearing damage. If required noise levels must be tested according to BS3489 (1962) sound level meters. Amplified music must be kept within recommended levels.

RESOURCES

Noise regulations 1889 SI no. 157 of 1990

Where required sufficient material and expertise will be made available for the reduction of noise.

GENERAL HAZARD:	RISK:	CONTROL:
HEALTH 'POOR LIGHTING'		
Poor lighting	Eye strain	Lighting levels must be suitable and sufficient for the task at hand.
	Trips, falls and collisions due to poor visibility.	Lighting must be properly maintained: lamps changed and lighting fixtures cleaned regularly. (Dust and dirt will progressively reduce light output)
Ultra-violet light	Risk of damage to eyes through over exposure to certain types of light, e.g. ultra-violet rays are damaging.	Ensure adequate screens / blinds are provided where individuals may be at risk of over exposure to light source

RESOURCES

Information of lighting requirements for different tasks should be available.

Suitable lighting and equipment should be made available to maintain lighting levels.

GENERAL HAZARD:	RISK:	CONTROL:
HEALTH 'DUST, SMOKE AND FUMES'		
Floor dust and dirt resulting from an open fire.	May cause respiratory problems	All areas kept clean and free from dust Dust bags and bins must be emptied regularly All areas should be examined for dust
	Smoke and fumes are the major cause of: -asthma -lung cancer -chronic bronchitis and emphysema -coronary heart disease -respiratory illness -physiological effects. Carbon monoxide in the atmosphere combines with hemoglobin reducing the amount of oxygen available to the tissues	Ensure adequate ventilation systems and procedures exist.

RESOURCES

All necessary equipment for maintaining dust control must be made available.

Ventilation

GENERAL HAZARD:	RISK:	CONTROL:
HYGIENE		
Poor Hygiene practices	High risk of infection	All employees must be trained in correct hygiene practices
Inadequate hygiene and sanitary facilities	Risk of disease or infection	All areas especially where food and drink are being handled should be equipped with adequate hygiene facilities such as hot water, soap, nail brush and dryer. All areas must be cleaned regularly and inspected to ensure no risk of bacteria Provision must be made for safe, suitable, sufficient resources and be kept properly cleaned.

RESOURCES

GENERAL HAZARD:	RISK:	CONTROL:
HEATING AND VENTILATION		
Extremes of temperature	Risk of heat exhaustion	Ensure that the heating system is regularly serviced and maintained
	Risk to health due to cold stress	Where there are large areas of glass facing direct sunlight ensure that there is provision for shading etc.
Ventilation deficiencies	High risk of decrements in health with inadequate ventilation systems	Ensure that all areas are well ventilated and that windows can be opened for adequate ventilation

RESOURCES

GENERAL HAZARD:	RISK:	CONTROL:
ELECTRICAL		
Electrical equipment damaged wiring, sockets, switches and cables	High risk of electrocution if live parts of wires are exposed	All electrical equipment must be installed, used, worked and maintained in a safe condition. No damaged electrical equipment will be permitted to be used. All socket circuits are controlled by e,l,c,b,/r,c,c,b, devices Any damage to electrical equipment must be reported immediately Power cords etc. should never be left near water. Consult an electrician. Preventative maintenance programme and inspection must be in place. Check regularly that all equipment is correctly wired and earthed Check regularly the plugs are correctly wired Ensure that isolation switches are marked, well-sited, accessible and known to staff. Ensure residual current (earth leakage), circuit breakers are used where appropriate. Use ratings that are correct for the type of equipment being used, (fuse rating should be marked on the equipment and the plug). First aid training must be provided (instructions in resuscitation necessary). First aid equipment must be located at high risk areas

RESOURCES

Personnel, time and finance necessary to carry out this policy into effect must be made available.

Hardware required for maintenance should be identified and purchased by personnel responsible for maintenance.

ETCI rules for electrical installations should be adhered to.

GENERAL HAZARD:	RISK:	CONTROL:
FIRE		
Incorrect storage of flammable substances	Serious injury death due to explosion	Chemicals and cleaning fluids must be stored away from naked flame and other substances that may increase the likelihood of flammability
Build up of combustible material	Risk of fire if hear build up is excessive	Adequately discard all waste immediately
Fire evacuation procedures are not displayed in the building	Risk of serious injury / death due to the even of lack of organised evacuation procedures	Evacuation procedures should be publicly displayed and both students and staff should be familiar with these procedures
Fire extinguishers	Risk of death due to possible lack of correct functioning due to lack of regular maintenance	Extinguishers should be inspected and installed according to manufacturer's instructions and recommendations
Lack of qualified First Aider	Risk of serious injury death due to lack of knowledge in treating fire victims	A qualified First Aider must also be available on the premises
		Fire drills and practices must be held twice yearly
Obstructed fire exits and escape routes	Loss of life	Ensure all fire exits and escape routes are clear from obstruction
Non-marked fire exits	Loss of life	All designated fire exits must be clearly marked All employees must be familiar and adequately trained in the procedure to be followed when using fire fighting equipment.

RESOURCES

7.0 Revision of Safety Statement

ST. JOSEPH'S PATRICIAN COLLEGE Safety Statement will be reviewed annually by the responsible persons in consultation with the Safety Representative.

7.1 Representations made by employees through their Safety Representatives will be considered and if approved will be incorporated in the review.

7.2 The Safety Statements may require revision between annual reviews arising from changes in Legislation or at the requires of the Health and Safety Authority and such changes will be made by the appropriate responsible person or competent external personnel.

7.3 The responsible person will review **Hazard Control Sheets** to confirm that remedial action has been implemented.

7.4 The responsible person will audit each workplace annually prior to the review of the Statement.

7.5 The responsible person will review all relevant safety procedures following all accident / incidents or near accidents.

7.6 Specific training and person protective equipment needs will be reviewed by the responsible person in consultation with the Safety Representative & Management.

7.7 This Safety Statement is due for Annual renewal in June 2020

This Safety Statement has been formulated for ST. JOSEPH'S PATRICIAN COLLEGE by Seamus Cabalan under the provisions of the Health & Safety At Work Act, 2005.

The safety Statement is a documentation of ST. JOSEPH'S PATRICIAN COLLEGE commitment towards health & safety in the workplace. It lays down the safety policy of ST. JOSEPH'S PATRICIAN COLLEGE (including hazard identification, risk assessment, control measures).

The recommendations will not completely prevent accidents occurring but will significantly reduce the likelihood of a risk arising. To this nature, Seamus Cabalan accepts no responsibility for accidents which may occur due to unforeseeable events.

8.0 Appendix.

PART (IV):C

AREA SPECIFIC RISK

FORMS

ROWING

CLUB



PART (IV):B

AREA SPECIFIC RISK

FORMS

Monastery



PART (IV): A

AREA SPECIFIC RISK

FORMS

MAIN

SCHOOL

