kcetb

Bord Oideachais agus Oiliúna
Chill Chainnigh agus Cheatharlach
Kilkenny and Carlow
Education and Training Board

SAFETY STATEMENT

Of

DUISKE COLLEGE

Duiske College

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Section 1: Health and Safety Policy

As Principal of Duiske College, I acknowledge that I am responsible for the day to day management of the school and its' adherence to and compliance with Health and Safety Legislation. Duiske College Senior Management is committed to ensuring, as far as is reasonably practicable, the workplace health and safety of our employees, students, contractors, visitors to the school and any other person that may be affected by the day to day work activities of the school. We believe that accidents are preventable and will take all reasonable steps to ensure accident prevention in our workplace.

To fulfil our health and safety obligations, Management shall:

a) in liaison with Kilkenny and Carlow ETB and Duiske College Board of Management, allocate the necessary human, time and financial resources to adequately and effectively implement the requirements of this safety statement;
b) ensure that a risk management approach is adopted in work activities within the school and that all work is carried out in compliance with the Safety, Health and Welfare at Work Act 2005, Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2020 and all associated Regulations, Codes and Standards that are applicable to our work activities.
c) provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
d) maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school;
e) continually improve the system in place for the management of occupational safety, health and welfare and review it periodically to ensure it remains relevant, appropriate and effective;
f) consult with staff in health and safety decision making processes and on matters related to their safety, health and welfare at work;
g) provide personal protective clothing/equipment and safety devices, as appropriate;
h) ensure that our plant and equipment is maintained in safe operational order;

The successful implementation of this policy requires the full support and active co-operation of all staff, contractors and students of Duiske College.

Senior Management is committed to playing an active role in the implementation of this health and safety policy and undertakes to review and revise it in light of changes in legislation, equipment, experience and other relevant developments.

Signed: _____ Signed: _____

Chairperson, Board of Management Principal, Duiske College

Section 2: Profile and Organisational Structure

2.1 School Profile

Mission Statement: As a community of learning, Duiske College promotes respect, fairness and honesty in a safe, caring, inclusive environment, which facilitates high quality teaching and learning where the personal development and dignity of each person is fostered. Students are challenged to aspire to excellence and to reach their potential in everything they do.

Profile

135 secondary school students

Curriculum

Junior Cycle
Transition Year
Leaving Certificate

Extra-Curricular Activities

Hurling, Camoige, Basketball, Soccer, Athletics, Rowing, Enterprise competitions, Games room.

Cultural Activities & Tours

International School Tour every second year. Additional tours and trips during school year.

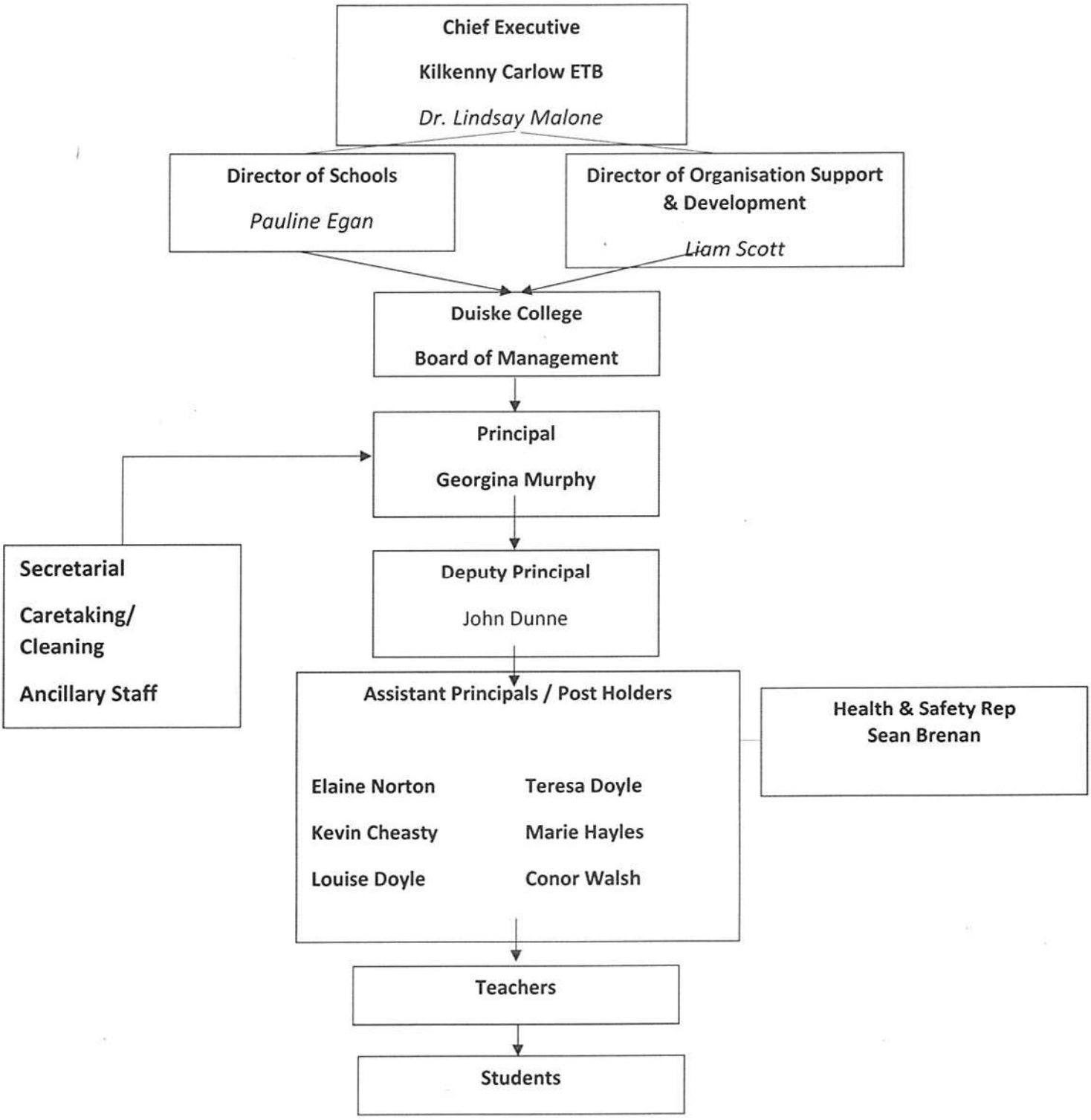
Covid-19 Response Plan:

Our Covid-19 Response Plan Phase 2 – Return to Education, is attached as Appendix 1 to this Safety Statement. All employees have been trained in and signed off on the Plan and must adhere to it at all times in the workplace. All students and their parents have been informed of the contents of the Plan and updates are provided in line with Government, DES and Public Health guidance.

2.2 School Structure

DUISKE COLLEGE MANAGEMENT STRUCTURE

Kilkenny Carlow ETB



2.3 EXPLANATION OF MANAGEMENT STRUCTURE

The following provides an overview of the management structure at KCETB and Duiske College.

2.3.1 Chief Executive, KCETB

Dr. Lindsay Malone in her role as Chief Executive of Kilkenny and Carlow Education and Training Board (KCETB) is responsible for allocating the funding provided by the Department of Education to each School and Centre within KCETB.

Dr. Lindsay Malone is ultimately accountable, as far as is reasonably practicable, for ensuring that Schools and Centres have the financial resources required to adequately implement their health and safety management systems. Lindsay is also responsible for ensuring that the School Principals, Centre Heads and Programme Coordinators effectively implement and maintain health and safety management systems in their area of responsibility.

2.3.2 Director of Schools

Pauline Egan in her role as Director of Schools of the Kilkenny and Carlow ETB is responsible for the overall governance and management of post primary schools within the KCETB. The Director reports to the Chief Executive.

Pauline Egan is ultimately responsible for overseeing the management of ETB capital, financial and human resources allocated to post primary schools. In turn, ensuring adequate resources are allocated to the Schools / Schools to effectively and adequate implement and manage their health and safety management systems, workforce planning and staff allocations.

2.3.3 Director of Organisation

Liam Scott in his role as Director of Organisation of the Kilkenny and Carlow ETB is responsible for leadership of the organizational administrative function; governance and management of ETB services and workforce planning and performance management. The Director reports to the Chief Executive.

Liam Scott is ultimately responsible for leading the risk management function of the ETB, overseeing the management of ETB resources and developing and implementing corporate governance policies and procedures within the ETB including health and safety.

2.3.4 Duiske College Board of Management

The purpose of the Board of Management reporting to the Kilkenny-Carlow ETB is to assist the School Principal in the effective administration of the School's policies, procedures and financial allocations. The Board is a sub-committee of Kilkenny-Carlow ETB. Members of the Board of Management are:

Ms. Georgina Murphy (Principal)
Mr. John Dunne (Deputy Principal)
Mr. William Watson – Teacher rep
Ms. Sharon Delahunty – Teacher rep
Mr. Jeremy Barron – Parent rep
Mrs. Niamh O'Driscoll – Parent rep
Ms. Brenda Foskin – Community rep
Ms. Maria Stafford – Community Rep
Mr. Tom Walsh – Community rep
Ms. Eileen Curtis – KCETB rep

The Chief Executive Officer, Lindsay Malone is also free to attend these meetings at any time.

2.3.5 Principal

Georgina Murphy in her role as Principal for Duiske College, is ultimately accountable for the effective implementation and administration of the Health and Safety Management System in order to ensure, as far as is reasonably practicable, the safety, health and welfare of all staff and students while at Duiske College.

Georgina Murphy is ultimately responsible for ensuring the School's compliance with the Safety, Health & Welfare at Work Act 2005 and all other associated Regulations, Codes and Standards that apply to the School's activities.

The Principal is ultimately accountable to the Chief Executive but also has a reporting role to the School's Board of Management and the Director of Schools.

2.3.6 Deputy Principal

The Deputy Principal is responsible for assisting the Principal in the day to day implementation and administration of the health and safety management system. In the absence of the Principal, the Deputy Principal assumes all the health and safety responsibilities of the Principal.

The Deputy Principal reports directly to the Principal.

2.3.7 Assistant Principals / Post Holders

Each Assistant Principal is responsible for the day to day implementation and monitoring of the School's health and safety policies, procedures and safety rules within their area of responsibility. Assistant Principals report to the Deputy Principal and / or Principal.

Section 3: Duties and Responsibilities

3.1 Principal

As Principal, Georgina has ultimate responsibility for the co-ordination of health and safety management in the School and is responsible for the planned implementation of effective health and safety standards in planning, administration and maintenance activities and in organising work generally.

The Principal shall:

- Allocate the necessary financial, time and human resources to ensure the effective implementation and administration of the School's Safety Statement.
- Ensure an up-to-date signed safety statement is in place, the safety policy is on display and that all staff are briefed on their responsibilities as required by the Safety Statement and that they receive the necessary information, training and supervision so that they may conduct their work in a safe manner.
- Ensure a safety induction is provided to all new employees on their commencement of work in the School.
- Ensure that a risk management approach to all School activities is adopted and that safe systems of work are established and maintained for particular equipment and tasks.
- Coordinate the maintenance of all School plant and equipment to ensure it is maintained in safe working order, regularly inspected and tested and records of the same maintained.
- Coordinate the establishment and maintenance of fire prevention and emergency response systems for the School; ensure that all staff are trained in fire prevention and emergency response measures.
- Be informed of any health and safety issues, accidents or dangerous occurrences that may occur in the School, coordinate accident investigations in conjunction with the relevant personnel and implement corrective actions where required.
- Maintain the accident report register for the School and report accidents and dangerous occurrences to the Health and Safety Authority (H.S.A.), Director of Schools and the Chief Executive of the KCETB as required.
- Carry out an annual training needs assessment to identify staff health and safety training requirements, coordinate training programs and ensure training records are maintained.
- Liaise with the Board of Management and the Director of Schools with regards to the implementation of health and safety policies for safety matters that may arise.
- Consider and review all health and safety issues raised by teachers, employees or students, approve the implementation of appropriate control measures as required.
- Ensure provision of information to and consultation with School staff on all matters that have the potential to affect their health and safety or that of students under their control.
- Only hire reputable contractors to the School who have provided their up to date insurances and safety documentation during the tendering process.
- Ensure the School's compliance with the Safety, Health and Welfare at Work Act 2005, Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2020 and associated Regulations and Codes of Practice.
- Lead by example in adhering to the health and safety rules and procedures in the School.

3.2 Deputy Principal

As Deputy Principal, Conor Walsh has the safety responsibilities as set out below. In addition, in the absence of the Principal at any time, the Deputy Principal shall also assume the health and safety responsibilities of the Principal as set out in this safety statement. The health and safety responsibilities of the Deputy Principal are:

- Assist the Principal in the day to day implementation and administration of the School's Safety Statement.
- Provide a safety induction to new employees on their commencement of work in the School.
- Assist the Principal in maintaining a risk management approach to all School activities; and ensure that safe systems of work are maintained for particular equipment and tasks.
- In liaison with the Post Holder for Health and Safety, ensure that a monthly documented health and safety inspection of the grounds and general common areas inside the School is carried out; liaise with the Principal to implement corrective action measures as required.
- Coordinate the annual review of the Safety Statement including risk assessments.
- Coordinate the maintenance of the fire register for the premises, have the fire register up to date and available for inspection by the Fire Services, Health and Safety Authority or, KCETBs health and safety consultants at any time.
- Ensure that sufficient numbers of staff are trained and hold the positions of first aider and fire warden.
- Ensure that an accident report form is completed for all accidents that may occur on the premises whether to employees or students, that they are brought to the attention of the Principal, liaise with the Principal in coordinating and conducting accident investigations where necessary.
- Consider and review all health and safety issues raised by teachers / employees, assist in the implementation of appropriate control measures as required.
- Provide support to the Assistant Principals / Post Holders in the day to day implementation of health and safety policies and procedures within their area of responsibility.
- Lead by example in adhering the to the health and safety rules and procedures in the School.

3.3 Teaching Staff

Teachers will ensure that a reasonable account of health and safety is taken in all School procedures and arrangements. In addition to their responsibilities as employees under the Safety, Health & Welfare at Work Act 2005, Teachers also have the following responsibilities specific to their classroom / area of work:

- Day-to-day management of health and safety in their classrooms and in School activities with their students in accordance with the Schools health and safety policies, procedures and safety rules.
- Relaying relevant health and safety information, safety rules and fire safety information to students particularly in relation to high risk class activities such as woodwork, metalwork, science, art, etc.
- Providing adequate instruction and supervision to students in classroom activities.
- Daily visual inspections of classrooms and work areas to ensure that good housekeeping practices are maintained, fire exits are unobstructed, the room is kept in a safe, clean and hygienic manner, take corrective action as required.
- Follow the manufacturers / suppliers instructions in the use of any materials and equipment required to be used in the course of teaching activities.

- Carry out documented monthly safety inspection of classrooms / work areas to ensure the area as well as any equipment and furniture in the area is safe and without risk to employees or students, liaise with the Deputy Principal to take corrective action as required.
- Visual inspections of equipment before use to ensure it is in safe operational order, take corrective action if required.
- Ensuring protective equipment is used when needed and that where such protective equipment is required to be worn by students, that those students are trained in its safe and correct use.
- Bringing health and safety matters that cannot be resolved locally to the attention of the Deputy Principal.
- Reporting accidents, incidents or dangerous occurrences that may occur in the classroom directly to the Principal / Deputy Principal.
- Lead by example in relation to the adherence to safety rules in the classroom.

3.4 Employees

The responsibility of all employees under the Safety, Health & Welfare at Work Act 2005, whether they be full-time, part-time, contract or temporary workers are as follows:

- Take reasonable care of their own safety and welfare and any other person who may be affected by their actions or omissions at work.
- Co-operate with Kilkenny Carlow ETB, School Board of Management, Principal and any other person, in order to comply with the relevant statutory provisions.
- Use the safety equipment provided, or other items provided for their safety, health and welfare at work.
- Report to the Principal / Deputy 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.
- Maintain good housekeeping practices in all work areas.
- Obey the School's written and verbal health and safety instructions, attend scheduled safety training and safety meetings coordinated by the School.
- Strictly follow safe operating procedures, method statements and safe systems of work for particular plant, equipment or tasks.
- Not to come to work or operate School equipment under the influence of drugs or alcohol.
- Be familiar with the emergency procedures and the location of the first aid treatment area, fire extinguishers and emergency assembly point.
- Seek appropriate first aid or medical treatment for injuries.
- Report accidents that may occur to employees or students directly to the Deputy Principal or Principal and follow the School's accident reporting procedure.

An employee shall not intentionally, recklessly or without reasonable cause:

- Interfere with, misuse or damage anything provided under the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons at work, or place at risk the safety, health or welfare of persons in connection with work activities.

3.5 Safety Representative

Under the Safety Health and Welfare at Work Act 2005, employees have the right to elect a Safety Representative in the workplace. The role of the employee safety representative is to represent employees at the place of work in consultation with their employer on matters related to safety, health and welfare at the place of work.

Duiske College has elected Sean Brenan as safety representative.

- Receive the appropriate training in health and safety to enable them to carry out their role as safety representatives at no personal cost.
- Make representations to School Management on behalf of the employees on any aspects of workplace health and safety.
- By prior arrangement with the Principal or Deputy Principal, conduct School safety inspections and review safety information.
- Inspect the whole or any part of the School in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person, including students, as long as this does not interfere with or obstruct the performance of any statutory obligation required to be performed by any person under any of the relevant statutory provisions.
- Carry out their duties in accordance with the Safety Health and Welfare at Work Act 2005 without prejudice from School Management.
- Promote safe working practices in the School and lead by personal example in relation to the adherence to safety rules.
- After giving reasonable notice to the Principal or Deputy Principals, investigate complaints relating to safety, health and welfare at work made by any employee whom they represent.
- Accompany a H.S.A. inspector who is carrying out an inspection of the School, other than an inspection for the purpose of investigating an accident or dangerous occurrence.

3.6 Contractors, Sub-Contractors, Self-Employed Persons

Contractors, sub-contractors or self-employed persons hired by the School to carry out maintenance, repair, renovation, upgrade or construction works have the following responsibilities while working for the School:

- Provide evidence of their employer's liability and public liability insurances as well as their safety statement for viewing, when requested to do so by the Principal.
- Prior to their commencement of work, provide the Principal with copies of relevant certificates of competency that may be required for the work they are about to carry out e.g.: safe pass & CSCS cards.
- Bring to the attention of the Principal and anyone else who may be affected by any process or use of materials, which may endanger health and safety while working in the School.
- Comply with the requirements of the Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (Construction) Regulations 2013 to 2020 as well as the requirements of this safety statement.
- Co-operate with the School in providing a safe place workplace for employees and safe School for students as well as a safe system of operation for staff and students during any repair, maintenance, upgrading or construction works being carried out. Adhere to work permit systems in place in the School.
- Ensure their employees and others under their care are qualified in their area of expertise, hold relevant certificates of competency as may be required for the tasks they are carrying out and are able to conduct their work in a safe and competent manner.

- Supervise their own employees at all times while working in the School to ensure all work is conducted in a safe manner and that appropriate behaviour and language is observed around staff and students at all times.
- Comply with requirements of Kilkenny Carlow ETB and Insert School Name's 'Safety Rules for Contractors'.
- Report any accident, incident, defect in the plant and equipment, place of work, or system of work without unreasonable delay to the Principal, or in the Principal's absence, to the Deputy Principal.

3.8 Visitors

It is the responsibility of visitors to the School to:

- Report to reception and sign-in on arrival to the School. Wear their visitors badge at all times while in the School.
- Co-operate with the School with respect to all matters relating to health and safety;
- Obey all safety instructions given by the School staff;
- Co-operate with management in the wearing of the correct safety equipment, using safety devices where appropriate and following proper safe systems of work;
- Take care of their own health and safety by not indulging in "horseplay", wilful unsafe acts or playing practical jokes.
- Take note of, and obey all safety signage, where necessary.

Section 4: Safe Working Arrangements

4.1 Health and Safety Inspection and Review

- Practical room teachers shall carry out a monthly documented inspection in their respective rooms. Any items noted as requiring action are reported to the Principal.
- Health and Safety post holder once appointed, shall conduct monthly inspection of the school grounds and common areas. Any corrective actions noted shall be documented for follow up with school management. In the interim, the inspection shall be carried out by the Deputy Principal.
- Deputy Principal shall coordinate the annual review of the Safety Statement and Risk Assessments.
- KCETB Health and Safety Consultant will conduct an annual Health and Safety Inspection at Duiske College.

4.2 Training

All employees shall receive the required health and safety training to enable them to carry out their work activities in a safe manner without risk to themselves, their co-workers and students.

The Principal shall review health and safety training requirements annually eg: first aid, manual handling, abrasive wheels, chemical safety etc. A safety training schedule for employees shall be put in place following the training assessment.

4.2.1 Records

A training register for all employees shall be maintained by the Principal. Original training records for each staff member shall be maintained in the training folder held by the Principal. Training records include:

- title of training,
- date of training,
- outline of training objectives,
- company name and signature of the trainer,
- printed names and signatures of trainees.

4.2.2 Safety Induction

It is the policy of Duiske College that all new personnel receive induction training on their commencement of work. The induction will be carried out by either the Principal, Deputy Principal or Safety Representative and shall include:

- guided tour of the School identifying emergency exit routes, first aid locations, staffroom and toilet facilities, emergency assembly points.
- showing the new staff where to access the Safety Statement, explaining its purpose and ensuring that the new staff member is aware of his/her responsibilities;
- explaining school rules;
- explaining the procedure in the event of an accident, in particular the necessity to record accidents, however trivial they may appear at the time;
- explaining the fire and evacuation procedure;
- for new teachers to the practical classes, explain the procedure for SOP's and the monthly classroom inspections
- training the new staff member in any risk assessments relevant to the area that they will be working in / class subject that they will be teacher and getting their signature on the risk assessment once trained in its contents.

On completion of the induction, both the person conducting the induction and the new employee shall sign and date the induction form.

4.3 Safety Consultation & Communication

Health and safety shall be an agenda item at Departmental meetings at least once per term. Minutes of meetings shall be maintained.

The Departmental meetings shall be used to facilitate communication and consultation between management and staff on all issues including health and safety. By including health and safety on the agenda, it will keep health and safety relevant and current as well as stimulate new ideas for making the workplace safer.

Issues for consideration should include:

- Reviewing accidents and dangerous incident statistics;
- Identifying any unsafe conditions and practices;
- Dealing with issues raised by staff;
- Reviewing safety audit reports;
- Discussing and circulating health and safety information;
- Monitoring staff training; and
- Establishing and maintaining good communications networks relating to health and safety.

Aside from the Departmental meetings, staff may approach the Principal, Deputy Principal or with any health and safety concerns they may have.

4.4 First Aid

Dial 112/999 Emergency service Carlow/Kilkenny Fire and Rescue service – (056) 779 4400 Defibrillator – Wall mounted in the staffroom

First Aid Kits are provided for use throughout the School, they are in:

- Each practical room
- Staffroom

The trained first aid officers are:

- *Conor Walsh*
- *Sean Brenan*

Refresher first aid training shall be provided as it falls due every 2 years. Expressions of interest shall also be sought from other staff members as the training need arises and additional first aid resources may be required.

The names of our first aid officers shall be posted at each of our first aid kits. Kits shall be inspected on a quarterly basis to ensure they are kept stocked up and that first aid stock is in date.

The required minimum contents for our first aid kits are set out below.

Materials	People on Premises 1 - 25	26 - 50
Adhesive Plasters	20	40
Sterile Eye Pads (Bandage attached)	2	4
Individually wrapped Triangular bandages	6	6
Safety Pins	6	6
Medium Individually Wrapped Sterile Unmedicated Wound Dressing (approx. 20 x 8 cms)	6	8
Large Individually wrapped sterile Unmedicated d Wound Dressing (approx. 13x9cms)	2	4
Extra Large Individually Wrapped Sterile Unmedicated Wound Dressings (Approx. 28 x17.5 cms)	3	4
Individually Wrapped Wipes	8	10
Paramedic Shears	1	1
Pairs of Latex Gloves	2	2

4.5 Defibrillators

Duiske College has their own defibrillator to assist in the event of a cardiac emergency. Early defibrillation using an AED is one of the vital links in the "Chain of Survival". The defibrillator is wall mounted in the staffroom.

4.6 Reporting of Accidents & Dangerous Occurrenees

All accidents to persons, whether or not in the employment of Duiske College resulting in injury, however slight, must be reported immediately to the Principal or, in her absence to the Deputy Principal. Our Accident / Incident report form must be completed by the relevant personnel.

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.

If an employee is absent from work for more than three consecutive days due to a workplace accident or illness, then the Principal in consultation with the Director of Schools will notify the Health and Safety Authority on the IR1 form via the H.S.A. website www.hsa.ie. A copy of the completed form will be printed off and kept in the Accident Register. Dangerous occurrences will be notified on the IR3 form in the same manner.

4.7 Welfare Facilities

Fully fitted staff kitchen is provided. Each employee using the staff canteen is response for tidying up after themselves. Cleaning products are kept available in the canteen.

Student canteen area is provided. – provide any detail if canteen provided

Separate staff and student toilet facilities are provided, including wheelchair accessible facilities.

4.8 Control of Contractors

During maintenance work, conditions are very different from these normally encountered and new hazards may be introduced. It is essential that everyone concerned is aware of the hazards and the correct precautions are adopted.

Contractors working direct for Duiske College must supply a copy of their public and employer liability insurance, current Safety Statement and risk assessments as well as, task specific method statements for review and approval by the Principal prior to commencement of works.

All contractors working on the premises shall be made aware of the fire safety provisions (e.g. emergency exit routes, alarm signals, etc.). In the event of an emergency, all contractors will be instructed to evacuate and/or follow staff members via a safe exit route to the emergency assembly point in the basketball courts.

4.9 Pregnant Staff

Duiske College are committed to complying with the Pregnant Employee Regulations 2007, which require us as employers to assess specific risks to an employee once that employee has notified us that she is pregnant and has provided a medical certificate. The purpose of the risk assessment is in order to ensure that the pregnant employee will not be exposed to anything that may damage her health or that of her developing child.

In order for us to fulfil the above duty and, as the earliest stages of pregnancy are the most critical, we urge pregnant employees to notify either the Principal or Deputy Principal of their pregnancy as soon as possible.

In order for us to facilitate pregnant employees, work place assessments for pregnant employees will be carried out in liaison with the pregnant employee. The assessments will be coordinated by the Deputy Principal.
Duiske College fully subscribes to the provisions of the Maternity Protection Acts.

4.10 Fire Safety Management

A Fire Safety Register is maintained for Duiske College by the Caretaker.

4.10.1 Fire Drills

- Fire drills are carried out at least every six months with all staff and students. Records of the drills are maintained in the Fire Register.

4.10.2 Fire Extinguishers, Fire Detection & Emergency Lighting

- Fire extinguishers are located throughout the School . All extinguishers are wall mounted with fire extinguisher type identification signage overhead.
- Annual service is carried out by the fire extinguisher contractor, record is held in the Fire Register as well as being noted on each extinguisher.
- Fire extinguishers in the practical rooms are inspected internally each month by the Teachers when they complete their monthly room inspection checklists.
- Fire extinguishers in common areas are inspected monthly by the Caretaker, records are kept in the Fire Register.
- An integrated smoke detection and fire alarm system, and an emergency lighting system is fitted throughout the building. Quarterly service of the systems is carried out by an external contractor. Records are held in the Fire Register.
- Weekly sound test of the fire alarm system shall be carried out at the same time and date each week, records shall be recorded in the Fire Register. Automatic fire doors shall be inspected as part of the weekly fire alarm sound tests.

4.11 Prohibition of Smoking, Drugs & Alcohol

- In line with smoking legislation, smoking is strictly prohibited in the School.
- Working or reporting to work while misusing prescribed medication or being at work while under the influence of an illegal drug, non-prescribed medication, alcohol, intoxicant, mood altering substance or being in an impaired or unfit condition is strictly prohibited.
- If an employee comes to work under the influence of any of the above or, is thought to have consumed them during the work day, the Principal shall take the necessary steps in line with KCETB Protocol

4.12 Prescribed Medication

- Under the requirements of the Safety, Health and Welfare at Work Act 2005, if an employee is required to take prescribed medication from a Doctor for any medical condition e.g.: diabetes, epilepsy, heart condition etc, they must advise the Principal or Deputy Principal of the medication they are taking.
    - A letter from the employee's doctor is also required stating the employee's medical condition and the prescribed drugs they are taking including the work limitations that they must follow while on the prescribed medication, if any, as well as the action to take in the event that the employee is involved in a medical emergency.
    - The information shall be kept strictly confidential and only used in the event of a medical emergency involving the person on the medication.

4.13 Places of Public Assembly

Duiske College holds events such as examinations, recitals, plays, talks etc. For such events additional safety measures shall be put in place to take into account that visitors to the School may not be familiar with the grounds and building. Hazards include fire, crowd access / egress, general tripping, falling.

Safety measures to be considered as part of a documented event risk assessment shall include but not be limited to:
Adequate means of access, egress and escape, fire-fighting equipment and fire detection systems.

- The designated person in charge for the event shall communicate the location of fire exits to attendees.
- A plan of the premises shall be displayed prominently inside the main entrance. The location of escape routes and fire-fighting equipment shall be indicated; the number of persons allowed on the premises shall be determined for events or be communicated by the establishment hosting the event.
- All rubbish shall be removed regularly from the premises and good housekeeping practices shall be employed at all times.
- Any fire/smoke resisting doors shall be kept in the closed position or else linked to the alarm system so that they automatically close in the event that the fire alarm goes off.
- Members of the public shall not be admitted to areas other than those to which they are intended to have access except in a fire or emergency situation for the purposes of escape.
- All areas where the public shall be gathered shall be laid out and maintained in a safe condition to reduce risk.

Section 5: General Health and Safety Procedures

5.1 EMERGENCY EVACUATION PROCEDURE

- On discovery of an emergency situation eg: fire, explosion, sound the emergency alarm by breaking the nearest 'break glass unit', as shown below.



- On hearing the emergency alarm, employees and students shall cease what they are doing immediately. Shut off equipment.

- Teachers to ensure that windows in the classroom they are teaching in are closed, that students exit the classroom in a calm and orderly manner, and that the teacher as the last person leaving the classroom shuts the door behind themselves.

- Calmly leave the premises through the nearest exit to the designated evacuation assembly points. For those not in class at the time of the emergency alarm, please proceed directly to the evacuation assembly point.

- Do not stop to collect personal belongings.

THE EVACUATION ASSEMBLY POINT IS:
(Marked points on Astroturf)

- At the assembly point, Class Fire Wardens to conduct a roll call of their students. If you think someone has been left behind inside the offices, class rooms, practical rooms etc inform your Area Fire Warden. Do not re-enter the School as you are only placing your own life at risk.

- No one may leave the emergency assembly point until the all clear has been given by the Emergency Services or the Chief Fire Warden.

5.2 EMERGENCY SERVICES INFORMATION

5.2.1 Contacting Emergency Services:

- Dial the emergency number 999 or 112, ask for the emergency services you require.
- Give your NAME and LOCATION to the telephone operator and state the nature of the emergency (eg: fire, explosion, accident). Do not hang up the phone until the operator tells you to.
- **The Insert School Name Eircode is :** **R95RR94**
- Our address is Insert school address
  Duiske College, Brandondale, Graignamangh, Co Kilkenny.

5.2.2 Emergency Contact Numbers:

ESB Emergency	1850 372 999
Gas Emergency	1850 205 050
Local A & E Hospital – St Luke's Kilkenny:	056 7785000 Eircode: R95 FY71
Health & Safety Authority:	1890 289 389

5.2.3 Defibrillator Location

- *Mounted on Staffroom wall*

5.2.4 Insert School Name First Aid Personnel:

NAME	MOBILE
Conor Walsh	0870698004
Sean Brenan	0852300540

5.3 ACCIDENT / INCIDENT / ILL HEALTH REPORTING PROCEDURE

All school staff have a responsibility to report accidents, incidents, near misses, defects in equipment or unsafe behaviour.

5.3.1 In the event of an accident, incident or near miss occurring to staff, the following steps shall be taken:

- All accidents, incidents, near misses or ill health that occur at the School or, as a result of School related activities must be reported to the Principal or in her absence, the Deputy Principal as soon as reasonably possible on the day of the occurrence. If an injury is not reported on the day of the occurrence, Insert School Name will not accept any responsibility for the alleged workplace occurrence.

- Deputy Principal is responsible for reporting accidents that that are notified to him to the Principal immediately.

- The Principal is responsible for notifying the Director of Schools of any reportable (where an employee is out of work / studies for more than 3 days following the day of the incident) accidents or incidents that may occur, in the absence of the Principal, the Deputy Principal to notify the Director of Schools.

- All accidents and incidents involving either staff or students to be recorded on the KCETB 'Accident / Incident / Hazard Report Form', these forms are maintained by the Principal, Deputy Principal, in the Administration Office as well as on the online sharing platform for all employees to access.

- If a member of staff is injured while at work, they must not leave the premises without first advising the Principal or Deputy Principal unless it is a medical emergency situation, otherwise they shall be in breach of the School's safety rules.

- If medical treatment is required as a result of an injury at work, in the first instance the Principal will arrange for the injured member of staff to be brought to the local doctor or hospital, whichever is appropriate.

5.3.2 In the event of an accident, incident or near miss occurring to a student, the following steps shall be taken:

- The teacher supervising the student at the time of the occurrence to send another student to the office to get first aid assistance immediately. If class is in progress, the teacher must not leave the class unsupervised.

- First aid officer to determine if further medical assistance is required for the student. Notify the Principal of the occurrence.

- If further medical treatment is required, parents of student to immediately be contacted by the Principal or Deputy Principal, informed of the situation and asked to come and collect their child to bring them for further medical attention.

- If urgent medical treatment is required, parents will be contacted but ambulance will also be called at the same time. Parents will be advised to meet their child at the hospital.

5.3.3 Accident / Incident Investigations

- The purpose of carrying out an accident or incident investigation is to determine the root cause of the occurrence and look at the safety measures that are required to be implemented in order to avoid similar occurrences in the future.

- The Principal in consultation with the Deputy Principal will determine if an accident or incident investigation is required. However, it should be noted that in all instances where a personal injury occurs, an accident investigation will be carried out.

- Accident or incident investigations may be carried out by the Principal, Deputy Principal, members of the School health & safety team, Director of Schools and where relevant, independent third parties external to the School that may have specific expertise to aid in the investigation eg: health and safety consultant, engineer etc.

- The findings of accident / investigations and resulting control measures to be implemented to prevent re-occurrence will be communicated to employees by the Principal.

5.3.4 Employee Return to Work following Accident / Incident

- When you return to work following work related accident, incident or ill health you must provide the Principal with a fit for duties / fit for suitable duties certificate from your doctor. The Principal in turn will maintain a copy on file and if required, forward a copy KCETB Head Office for record keeping purposes.

- Duiske College will endeavor at all times to aid employees in a return to work on suitable duties where possible, following any accident / incident / ill health until such time that the employee is ready to return to work with a fit for full duties certificate.

- Duiske College reserve the right to request an employee to attend the KCETB Doctor (at no expense to the employee) for a second opinion in the event of work related accidents / ill health and in an effort to aid an employee to return to work on suitable duties / full duties.

5.3.5 Collation of Accident / Incident / Ill Health Data

- Duiske College will collate all accident / incident / ill health / near miss occurrences that may occur in the School at the end of each school year. The annual report will then be brought to the Board of Management for discussion with a view to determining if there are any specific health and safety initiatives that may be beneficial to all employees, the purpose of which would be to raise health and safety awareness following accident / incident / ill health occurrences.

5.3.6 Statutory Reporting

- If an employee is absent from work for more than three consecutive days due to a workplace accident or illness, then the Principal in consultation with the Director of Schools will notify the Health and Safety Authority on the IR1 form via the H.S.A. website www.hsa.ie. A copy of the completed form will be printed off and kept in the Accident Register, a copy will also be emailed to Norma in KCETB Seville Lodge office. Dangerous occurrences will be notified on the IR3 form in the same manner.

5.4 MANUAL HANDLING PROCEDURE

Manual handling can be defined as 'the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any object'.

An example of some instances where manual handling take place in our work activities are:

- lifting and carrying files / classroom prep work etc
- moving around classroom furniture and equipment;
- lifting and moving pots and pans in the H.E. room;
- lifting and moving lengths of timber / pieces of steel in construction studies etc.

In line with our requirements under the General Application Regulations 2007 to 2020, Insert School Name will take appropriate organisational measures to avoid the need for manual handling, and where it cannot be avoided, provide such means to reduce the risk involved in manual handling. Schedule 3 of the Regulations lists the risk factors for Manual Handling of loads including:

1. Characteristics of the load – to heavy, too large, difficult to grasp, unstable and awkwardly shaped.

2. Physical effort required – too strenuous, likely to lead to sudden movement or twisting movement of the trunk.

3. Characteristics of the working environment – not enough room, even or unstable flooring, the temperature, humidity, ventilation is unsuitable.

4. Requirements of the activity – insufficient body rest or recovery period, excessive lifting, lowering or carrying distances.

5. Individual Risk Factors – if the employee may be at risk if they are unsuited to carry the load, wearing unsuitable clothing, does not have the appropriate knowledge or training.

When manual handling is required the following procedures are to be used:

- Establish if the weight to be lifted is beyond your capabilities, if assistance or lifting aids are required, do not attempt to lift the load on your own.

- Plan the job before you lift – ensure a route free from tripping and slipping hazards and know where the object will be unloaded.

- Follow the correct lifting/manual handling techniques at all times.

5.4.1 Manual Handling Aids:

In an effort to limit the amount of manual handling conducted in our work activities lifting aids such trolleys, hand trucks, passenger lift between floors are provided . Always use mechanical lifting aids where possible or alternatively use aids that can help you wheel the object to your destination instead of you physically having to carry it.

5.4.2 Manual Handling Training:

Employees shall be trained in correct manual handling techniques. In addition, employees have a duty of care towards themselves to ensure their own safety. Once trained in the safe and correct

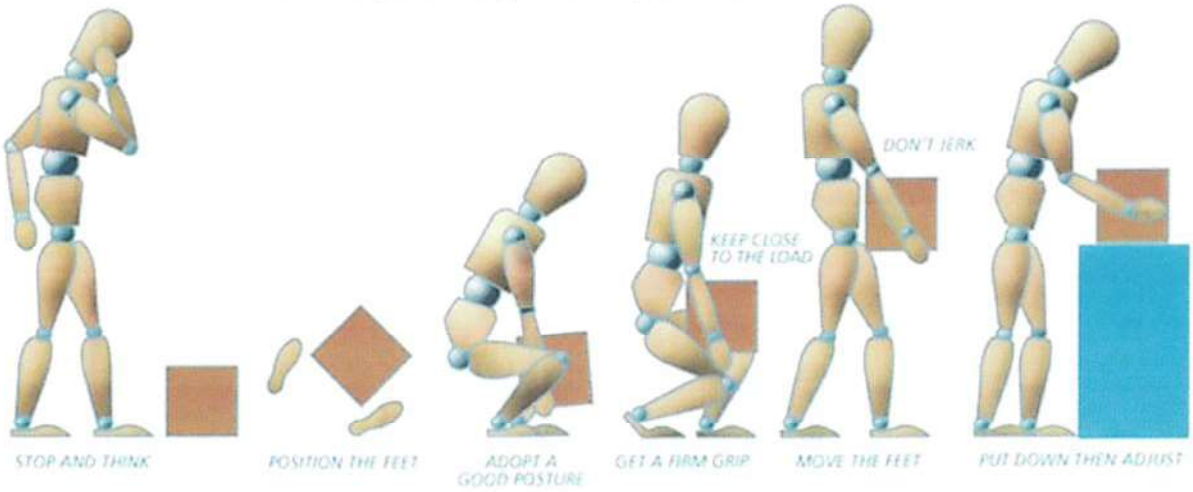
use of equipment and shown correct manual handling practices, employees are responsible for implementing these safe practices into their everyday work routines as far as is reasonably practical.

Basic manual handling good practice is set out below. In addition to the good lifting practice, ensure you are wearing the correct PPE prior to starting the lift eg: gloves if handling sharp or splintery objects etc and check the area you are moving the object to, in order to ensure there is enough room and it is safe to unload the object at its destination:

Picking Up and Carrying a Load:

- good wide stance to keep your balance
- bend your knees, keep your back as straight as possible
- get a good grip on the object, lift it up and keep the load close to your body
- avoid twisting your body, point your feet in the direction you are going
- don't block your vision with the load you are carrying.

The correct method of manual lifting is illustrated in the figure above. Use the strong leg- and thigh-muscles and maintain the natural shape of the spine throughout the lift.



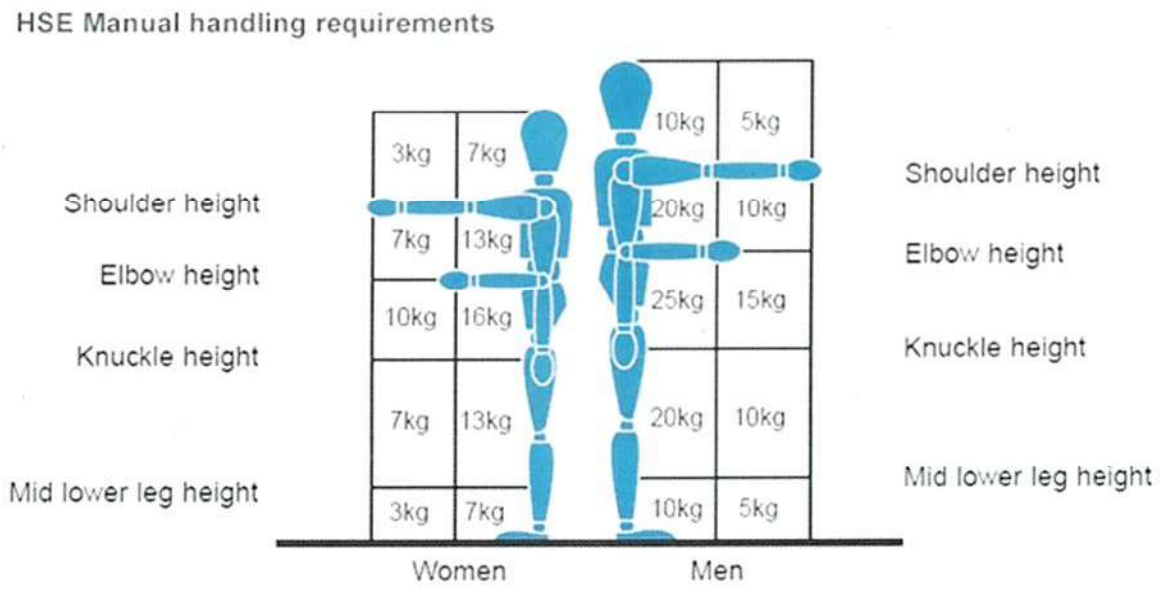
Unloading:

- bend your knees, keep your back as straight as possible
- be careful with your fingers
- slide or place the load initially on its edge then push it into place
- make sure the load is secure before you walk away.

Pushing:

- select a trolley or hand truck of the right height to suit the size of the load about to be placed on it
- check wheels to make sure they are working okay
- check the area in front of you for leads, cables, tools etc on the floor and clear the area
- ensure loads are placed securely on the trolley or hand truck
- always start pushing with one leg in front of the other, pushing forward with the front leg

Guide to Manual handling Weights:



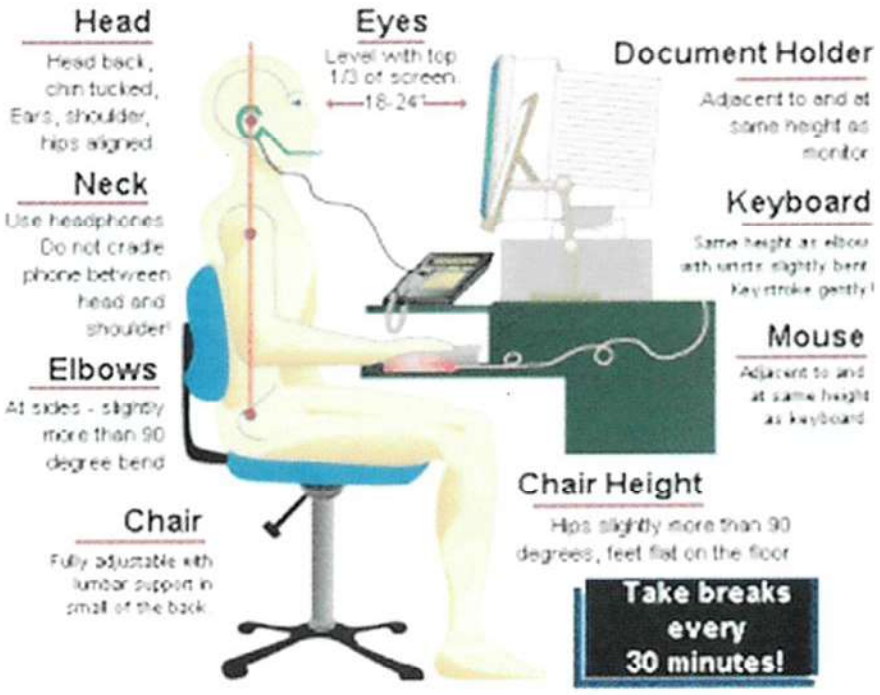
Remember, if you are unsure about whether or not a load is too heavy for you to lift or move alone, always take the safe option and ask someone nearby to help you and carry out a team lift.

5.5 ERGONOMIC WORK-STATION SET-UP

The following set up shall be used as a guide for the set-up and ongoing maintenance of work-stations in the offices or indeed if working from a home-office set-up.

Computer Monitor(s)

- If using more than one screen please ensure that the monitors are, where possible centered as well as similar distances and heights to each other, reducing need for turning, stooping etc when switching attention from one screen to another.
- The monitor shall be positioned at a suitable distance from the eyes (between 20" – 26").
- The monitor shall be positioned directly in front of the user so that they do not sit twisted.
- The screen should be free from glare and reflections with the image stable and flicker free.
- The top of the visible area should be at eye height when the user is sitting upright.



Keyboard

- The keyboard shall be positioned so as to prevent an angle through the wrist when typing.
- The keyboard shall be positioned directly in front of the user and in front of the monitor and allow sufficient resting for the hands / arms to be supported when not typing.

Desk

- Desk top shall be clutter-free at all times with enough space on the desk top for the flow of work.
- The desk shall be deep enough for the monitor to be 18-24" from the eyes.
- The desk shall allow adequate clearance for thighs, knees, lower legs and feet under the desk.
- The desk or workstation should be adequately sized to ensure adequate space for screen, phone, keyboards, mouse, work materials etc.

Chair

- The chair shall have a fully adjustable seat and backrest.
- The backrest should give adequate support to the lumbar spine when sitting upright.
- You should be able to get the chair close enough to the desk to type with elbows vertically under the shoulders.
- The chair to be at a height that allows the user to sit comfortably with their feet on the ground without compressing the underside of their thighs (provide footrest if necessary) and to allow correct elbow height for keyboard use i.e.: elbows should not be lower than the wrists.

Mouse

- Where possible, minimize mouse usage by using the quick keys on the keyboard.
- The mouse should be positioned close enough to the user to be used without extending the arm at the elbow.
- The mouse should run smoothly on its mat or work surface.

Lighting

- The background behind the computer screen should be slightly less bright than the screen.
- Lighting should be positioned so as to prevent glare and reflection.
- Adequate natural & artificial lighting is currently in place in each office and all fluorescent lights have glare guards in position over them.
- Windows shall have effective blinds to control daylight and prevent glare.

Temperature

- The temperature should be comfortable for the most of the users most of the time. As a general guide, the minimum temperature in an office environment should not be any lower than 17.5 degrees Celsius.
- The work area should be free from draughts and well ventilated.

If you need assistance with your workstation set-up please contact the Principal or Deputy Principal, who will arrange for assistance to be provided.

5.6 RISK MANAGEMENT PROCEDURE

A risk management approach shall be adopted for all our work activities. Risk management includes the identification, assessment, control and monitoring of hazards in our workplace. We will at all times, conduct our risk management process in line with the General Principles of Prevention:

9 Principles of Prevention:

1. Avoid Risks
2. Evaluate unavoidable risks
3. Combat risks at source
4. Adapt work to the individual, especially in the design of places of work
5. Adapt the place of work to technical progress
6. Replace dangerous articles, substances, or systems of work by non-dangerous or less dangerous articles, substances, or systems
7. Use collective protective measures over individual measures
8. Develop an adequate prevention policy
9. Give appropriate training and instruction to employees

The following explanation gives an example of how to identify, assess and control a risk.

What is a hazard?

It is the policy of the Insert School Name to identify hazards in the place of work, to access the risk to Safety and Health and to control risks as far as is practicable so that they are reduced to an acceptable level.

A hazard is anything or activity that has the potential to cause harm to personnel, equipment or property. It can include any substance, article, biological or chemical agent, human factor agents, material or practice, which has the potential to cause harm to the Safety, Health or Welfare of staff at work.

What is a risk?

The risk is the chance of something happening as a result of the hazardous activity. Risk is measured in terms of the likelihood that the risk will happen, and the consequences as a result of the risk happening.

How is a risk assessed?

You assess the risk by determining how likely it is the risk could actually occur (likelihood), and if so what are the potential consequences if the risk happened (severity).

Numeric Rating	Likelihood	Severity
1	Very Unlikely	Very minor injuries
2	Unlikely	First aid minor injury/illness
3	Likely	"3 Day" injury/illness
4	Very Likely	Major injury/illness
5	Almost Certain	Permanently disabling injury /illness or fatality

Severity						
	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		Likelihood				

Numerical Value (Severity x Likelihood)	Descriptive Risk Rating	Interpretation and/or action
13 - 25	**High**	Immediate action required. Activity should be stopped until control measures can be implemented to reduce risk to medium or low rating
6 - 12	**Medium**	Activity can proceed, but with caution, and ensuring control measures are maintained. Risk Assessment must be regularly rechecked and all reasonable efforts should be made to reduce risk rating to low.
1 - 5	**Low**	Activity can proceed. Control measures must be monitored and reviewed as required to ensure they remain suitable and sufficient.

How to control a risk?

Controlling a risk means putting in place precautions and procedures that either eliminate the risk or reduce the risk to an acceptable level. An acceptable level is both acceptable to us as a School and in accordance with health and safety legislation. When deciding on the most effective control measure we must also take into account financial resources, time factors and human resources.

Personal protective equipment is not an effective measure to controlling risk and should be used as a last resort or in conjunction with another control measure.

Preparing risk assessments

All employees are involved in our risk management process and we will keep our risk assessments as active documents and under regular review. It is up to each and every employee to ensure that they follow risk control measures once they have been implemented. We have prepared risk assessments for our practical and general classrooms, welfare facilities, common areas and general risks that we would come across in our day to day work activities, these are set out in Appendix 1 of this Safety Statement.