

**Tullow Community School**

**Safety, Health and Welfare Policy**

**Revised 2019**

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management to ensure, the safety, health and welfare at work of all staff and to protect pupils, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The Board of Managements successful implementation of this policy requires the full support and active co-operation of all staff, contractors and pupils of the school.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff.

The Board of Management, as employer, is committed in so far as is reasonably practicable to:

1. Manage and conduct activities so as to ensure the safety, health and welfare of staff.
2. Prevent improper conduct or behaviour likely to put staff and others’ safety at risk.
3. Prepare, review and revise emergency plans.
4. Promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
5. Provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
6. Maintain a constant and continuing interest in safety and health matters pertinent to the activities of the school;
7. Continually improve the system in place for the management of occupational safety and health and review it periodically to ensure it remains relevant, appropriate and effective;
8. Consult with staff on matters related to safety, health and welfare at work, and designate staff for emergency duties.
9. Provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, pupils, contractors and visitors.
10. Appoint a competent person to advise and assist in securing the safety, health and welfare of staff.

**2. School Profile**

Tullow Community School was established in 1978 from the amalgamation of the Brigidine Convent Secondary School, the Patrician Brothers’ Secondary School and Tullow Vocational School. It aims to provide a comprehensive system of post-primary education, open to all the children of the community. The school is co-educational and multi-denominational.

Tullow and its surrounding area have a unique tradition of schools. This tradition stretches from the time of St. Patrick to the present day. It has benefited generations of local people and students from outside the locality. The educational seeds sown in Tullow have spread to many parts of the world. The story of our local schools is one of pride, service and interdependence.

The school has undergone a large extension in recent years including new practical rooms, science laboratories, computer rooms and several other new classrooms. We have excellent facilities in the school for sport including a state of the art Astro Turf pitch with floodlighting. Currently the school has just over 700 pupils who come from a broad catchment area which covers schools in the areas of east Carlow and across into Wicklow.

Website: www.tullowcommunityschool.ie Email: info@tullowcs.ie

The Mullawn, Tel: (059) 9151473
Tullow, Fax: (059) 9151472
Co. Carlow

**Emergency Contact Details**

**Hospital**: St. Luke’s Hospital, Kilkenny. (056) 7785000

**Fire Brigade:** Carlow Fire Station, Green Lane, Carlow. (059) 9131144

**3. Resources for Health and Safety**

The school has the following resources in the school;

* Two defibrillators located at the main office and the school gym,
* First Aid boxes in all practical classrooms, science labs, staffroom, canteen and first aid bags for sports activities, checked and replenished throughout the year.
* Fire extinguishers are located throughout the school. Checked by Diskin Fire every year.
* Intruder alarm and CCTV surveillance is operated in the school.
* Fire alarm and emergency lighting.
* Various wall, floor signage and line marking.
* Specific safety equipment pertaining to specialist classrooms e.g. Woodwork, Metalwork and Science Labs.
* Trained personnel in health and safety. Trained in using the defibrillators.
* Staff training sessions in first aid.
* Effective supervision on the school campus and on school related trips.
* A variety of related policies and procedures.
* Good links with parents and members of the local community.
* Support from external professional agencies such as HSE, NEPS and HSA etc.
* A Safety Committee and a Safety Co-ordinator.
* Access to skilled service and maintenance personnel.

**Roles and responsibilities for Health and Safety**

**Management Organisation Chart**

Board of Management

Principal

Deputy Principal

Staff

Visitors, Parents, Contractors

Students

**Board of Management Responsibility**

The Board of Management responsibilities are as follows:

* complies with its legal obligations as employer under the 2005 Act;
* provides a safe place of work and safe system of work.
* ensures that the school has written risk assessments and an up to date safety statement;
* reviews the implementation of the SMS and the safety statement especially when changes occur;
* sets health and safety objectives;
* receives regular reports on safety and health matters and matters arising from same are discussed;
* reviews the safety statement at least annually and implement changes that are required for workers’ safety;
* reviews the school’s health and safety performance;
* allocates adequate resources to deal with health and safety issues;
* appoint competent persons as necessary, to advise and assist the Board of Management/VEC on safety and health at the school.

**Principals Responsibility**

Ultimate responsibility for the implementation of the School’s Safety rests with the Principal.

The principal’s responsibilities are as follows:

* Complies with the requirements of the 2005 Act;
* Reports to the Board of Management on the schools performance in relation to safety, health and welfare;
* Manages safety and health in the school on a day-to-day basis;
* Communicates regularly with all members of the school community on safety and health matters;
* Ensures all accidents and incidents are investigated and all relevant statutory reports completed;
* Organises fire drills, health and safety training, location of defibrillator, etc.
* Carries out safety audits.
* Chairs the meetings of the safety committee.
* Ensure adequate protective equipment is available and is being used.
* Ensure that the services of external Consultants are used where special training or assistance is required.
* Ensure that Health and Safety Authority inspectors are provided with any information requested.
* Ensure that Control measures called for in the hazard audit sheets are implemented.
* Record all reportable accidents to staff and dangerous occurrence’s within the college buildings and grounds. This is done on the standard “Accident Report Form” as are enclosed in Appendix 1 of the Safety Statement.
* Report accidents involving staff which result in absence from work for 3 consecutive days to the health and safety authority.
* Keep minutes of safety meetings and details of staff training in health and safety matters.

**Deputy Principal Responsibility**

* Assume the responsibilities of the principal when the principal is absent.
* Ensure that the health and safety of all staff and students is paramount.

**Health and Safety Co-ordinator**

* To assist the principal in managing safety and health in the school.
* To check fire extinguishers and First Aid kits at the start of each half-term and replenish stock.
* Confer with the school management where supplies equipment and materials need to be purchased.
* To be vigilant about safety and health issues and advise school management of any concerns.
* To advise staff on safety and health issues and brief new staff on same.
* To call Safety Committee meetings at least once per half term and to keep the minutes of such meetings.
* To co-ordinate fire drills once per term and get feedback from staff and keep records of same.
* To ensure all safety signage is in place around the school.
* To ensure safety audits are undertaken by staff and to prioritise and address concerns in consultation with the principal.
* To survey staff on training needs and to record all training undertaken in the Safety and Health folder
* To ensure all accidents and near misses are recorded.
* To ensure students, going on work experience, are briefed on safety and health in the workplace
* To monitor the HSA website and keep updated on H&S developments
* To keep the Safety and Health folder up-to-date.

**Health and Safety Committee**

Meetings of the Safety Committee are chaired by the Principal. The Safety Committee is constituted by:

* The Principal
* The Deputy-Principal
* The Health and Safety Co-ordinator
* A member of the school’s First Aid team, an/or
* Any other interested staff members

The health and safety committee will help plan, monitor and evaluate health and safety throughout the year. Roles of the committee include:

* Monitor and review the school safety statement
* Studies risk assessments and safety audits undertaken by staff
* Organise walk-through inspections.
* Discuss safety training needs
* Discuss issues impacting on safety and health
* Assess fire drill evaluations
* Examine accident reports
* Draft action plans to address potential risks
* Manage safety resources and assess that resources are being used effectively to remedy risks and to improve the Safety and Health Management System in the school
* Provide on-going evaluation of safety and health practice in the school

**Teaching Staff**

* To comply with all statutory obligations on employees as designated under the 2005 Act;
* Take reasonable care of personal safety, health and welfare.
* To ensure the safety and health of students and other members of the school community are safeguarded at all times
* To co-operate with school management in the implementation of the safety statement;
* To inform pupils of the safety procedures associated with individual subjects, e.g. Science, Technology subjects;
* To ensure that pupils follow safe procedures, e.g. use personal protective equipment (PPE) and adhere to laboratory rules;
* To conduct risk assessments of their immediate work environment;
* To formally check classroom/immediate work environment to ensure it is safe and free from fault or defect
* To ensure passage ways and exits are free from obstruction at all times
* To check that equipment is safe before use;
* To ensure that risk assessments are conducted for new hazards, e.g. new machine or chemical product; all machines must have a CE mark.
* To advise students in relation to safety and evacuation procedures
* To report accidents, near misses, and dangerous occurrences to the safety co-ordinator and school management

**Ancillary Staff**

* To comply with all statutory obligations on employees as designated under the 2005 Act;
* Take reasonable care of personal safety, health and welfare
* Get familiar with the school safety statement and undertake work in accordance with its requirements
* To ensure wet floors in common areas are mopped and any obstructions removed
* Check the safety of equipment before use and report defects to the principal
* Ensure that manufacturers/suppliers instructions are followed in relation to equipment, machinery and chemicals
* Be vigilant to possible hazards and report findings to the safety co-ordinator
* Wear personal protective equipment (PPE) as required
* Report any potential bullying or dangerous activities by students to school management
* Report accidents or near misses to the principal

**Students**

* Take reasonable care to protect his or her safety and health and the safety and health of other members of the school community
* Co-operate with the safety systems and signage in place in the school
* Observe any safety rules and procedures which may be defined for working in laboratories, workshops etc.
* Do not interfere with or misuse any safety equipment
* Study the school safety statement and be familiar with emergency procedures
* Report immediately to the school managementany accident resulting in injury or any situation where a member of the school community may be in danger
* Report potential safety risks to the safety co-ordinator

**Canteen Staff**

The canteen staff has responsibility for food storage and hygiene in the canteen. Part 2

Chapter 2 Section 13 of the *Safety, Health and Welfare at Work Act* 2005.

Duties include:

* take reasonable care for their own safety, health and welfare and that of any other person who may be affected by their acts or omissions while at work;
* co-operate with the Principal and any other person to such extent as will enable the Principal or the other person to comply with any of the relevant statutory provisions;
* report to the Principal, without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare, of which she becomes aware;
* know what to do in case of fire, familiarise themselves with the best escape route from their workstation so that in the event of an emergency they are able to lead themselves to safety;
* ensure the canteen is run by HACCP principles;
* ensure scrupulous cleanliness is maintained at all times.

**Contractors**

Contractors must comply with statutory obligations as designated under the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General 8 Application) Regulations 2007 and any other relevant legislation such as the Safety, Health and Welfare at Work (Any contractor will require to be suitably qualified and experienced.

* The contractor and the principal meet in advance to discuss any likely hazards and how these will be addressed
* Comply with the school safety statement and the company safety statement
* Ensure the work area is secured and doesn’t endanger workers or school personnel
* Undertake work in accordance with site plan and relevant permit
* The school management is consulted about moving plant equipment and materials safely onto the school campus.
* Plant and equipment moved onto the school site is in good working order
* The contractor consults with the principal before using power tools or plant equipment
* Workers wear personal protective equipment on site
* Supply documentation and insurance details when required.

**5. Risk Assessment**

Risk assessment is at the heart of managing safety, health and welfare effectively in any workplace. All members of the school community should be familiar with these terms.

**Hazards**

Section 19 of the Safety, Health and Welfare at Work Act 2005 specifies that, “Every employer shall identify the hazards in the place of work under his or her control, assess the risk presented by those hazards and be in possession of a written risk assessment of the risks.”

A hazard is anything that has the potential to cause harm to people, property or the environment

**Physical Hazards**

Some common causes of accidents are:

* Manual handling (heavy awkward or hard-to-reach loads,)
* Slipping/tripping hazards (poorly maintained or untidy floors, passage ways or stairs)
* Falling from a height (from mezzanine floors or scaffolding)
* Getting caught or cut by machinery especially moving parts of machinery blades or rollers, equipment (poorly maintained or whose guards have been disabled)
* Falling objects
* Introduction of new machinery or work systems
* Fire (from flammable or combustible materials)
* Electricity (poor wiring or not being protected by residual current devices)
* Special hazards of maintenance of equipment and the workplace itself (the roof, windows or gutters)
* Injury by another person
* Hot substances or surfaces
* Hand tools (noise, eye injury, electrocution)
* Poor housekeeping

**Health Hazards**

* Negative stress (e.g. from poor work organisation or control, repetitive strain, etc.)
* Noise (e.g. if people must raise their voices to be heard)
* Harmful dusts.
* Unsuitable lighting levels and lack of ventilation.
* Sources of radiation
* Extremes of temperature
* Injury through poor design of tasks or machinery
* School bags
* Stress
* Bullying/Harassment

**Chemical Hazards**

* Immediate problems,(e.g. acute toxic effects or catching fire)
* Long-term effects of exposure on health (e.g. cancer-causing)
* Likelihood of skin problems (e.g. skin irritation or sensitiser causing dermatitis)
* Likelihood of chest problems

**Procedures**

It is the policy of this school to:

* Identify hazards in the workplace
* Assess the risk to health and safety
* Control risks as far as is practicable so that they are eliminated or reduced to an acceptable level

A **Hazard** is anything - substance, article, material or practice – which has the potential to cause harm to the safety, health and welfare of staff, students or others at work.

A **Risk** refers to the likelihood of the hazard to cause harm in the circumstance of use.

A **Risk Assessment** links the probability of occurrence i.e. the likelihood together with the severity of loss and or injury. In this case the categories of high/ medium/low are used to assist in prioritizing control measures and allocations of resources.

**Likelihood:** The likelihood of the hazard occurring is rated as follows:

* **High:** Where it is certain or near certain that harm will occur.
* **Medium:** Where harm will occur frequently.
* **Low:** Where harm will seldom occur.

**Risk Rating:** the risk is as follows:

* **Major:** Can cause death or major injury
* **Serious:** Injuries where staff may be off work for more than 3 days
* **Minor:** All other injuries, including those periods where people can be off work for up to 3 days.

**Risk Control**

* Measures intended to reduce the risk to an acceptable level

**Safety Audit**

The safety Health and Welfare at Work Act 1989 places the onus on the employer to identify hazards in the work area and to make an assessment of the risk involved.

Hazards that present in the working environment can vary in the passing of time. It is very important that there is a continued effort in the identification of hazards. Therefore a procedure to identify new hazards must be put in place,

* To implement a system of regularly reviewing
	+ Identification of hazards
	+ Assessment of risk
	+ Implementation of control measures
* To ensure that information gathered is assessed and dealt with speedily
* To provide a record to assist in assessing health and safety activities.

The safety representative is responsible for conducting safety inspections of the school premises and activities on a regular basis and ensure that hazards identified are recorded.

• The safety representative will be responsible for reporting hazards identified to the school principal following which control measures will be agreed.

• The school principal shall decide on the control measures to be put in place (taking into account advice from the safety representative.)

• The safety representative shall monitor the effectiveness of the agreed control measures in future safety inspections.

**Personal Protective Equipment (P.P.E.)**

To ensure that all staff use personal protective equipment (P.P.E.) where required. It is the policy of this school to use P.P.E. when further risk reduction is not feasible.

**Control Measures.**

* All safety equipment in this school should have a C.E Mark.
* All personal protective equipment and clothing shall be used in a safe and proper manner and maintained in a clean and serviceable condition.
* Protective measures are correctly selected, and users are instructed in their correct use. In this respect, training will be provided as found necessary.
* Whenever possible, appropriate manufacturer’s guidance will be needed. In cases where this is inadequate, additional information will be provided by the school.
* All equipment and clothing must only be used for the purpose they were intended.
* All faulty or damaged protective equipment and clothing must not be used and shall be reported and replaced as soon as possible.
* Staff shall not interfere with or alter any item of protective equipment or clothing.
* The school will ensure that adequate supplies of all the necessary protective clothing and equipment are available for issue as required.
* It is the school policy that all management staff, visitors and staff will wear prescribed safety equipment in parts of the premises where risk of injury is significant.
* All management and supervisory staff will set a good example in the wearing of eye protection, protective footwear, etc. as required.

**Note.**

The use of personal protective equipment is a last resort i.e. P.P.E. will be used only if it is not practicable to eliminate the hazard and risk in the first instance.

**Responsibility**

Persons responsible for implementation of this safety policy:

**Information and Guidance**

Safety Health and Welfare at Work Act 1989.

Safety Health and Welfare at Work (General Application) Regulations 1993



**Tullow Community School**

**Accident Report Form**

**General Details**

Date of Accident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of Accident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Accident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Particulars of injured person**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age: \_\_\_\_\_\_\_\_\_\_\_\_

Please give a **brief account** of the incident (indicating nature of activity, naming any witnesses (incl. staff), whether a teacher was present (if relevant) and comment on possible causes which may be removed (slippery floor, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Present condition of student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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If another party was contacted regarding the student, please include their details below:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation to student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of phone call: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Proposed action: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Person in charge**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6. Emergency Procedures**

* The school has a formal procedure to deal with emergency situations e.g. fire.

**Fire Safety**

* The following controls are in place:
* There are fire extinguishers visibly located in each room and these are checked regularly and serviced annually. Extinguishers are replaced as required.
* There are fire blankets in the Home Economics room and in school canteens
* The school has a fire alarm with sounders strategically situated throughout the school campus. This is serviced, checked regularly.
* There is a designated Fire Assembly Area on the field. Classes line up class by class.
* Evacuation routes are visible in each corridor.
* Fire exits are clearly marked
* Timed fire drills take place at least twice a year. Fire drills are evaluated to identify where there is room for improvement
* All school personnel are made aware of emergency evacuation procedures and these are posted in all rooms.
* There is a roll call at the beginning of each lesson and teachers carryout a roll call at the Assembly Point during a fire drill
* There is emergency lighting in the main corridor
* There are smoke detectors in the main building and in the canteen areas
* Smoking on school grounds is prohibited for all school personnel, visitors, contractors and workers
* The caretaker ensures that all lights, data projectors and photocopiers are switched off each evening
* Teachers are requested to ensure all computers are powered off at the end of the day and there is a central shutdown of all network computers and laptops each evening
* There are gas detectors in the Home Economics and Science laboratory
* New Construction studies room and new Science laboratories have Gas Pressure Proving systems

**Teachers/Staff – Fire Drill Procedure**.

In the event of hearing the fire alarm:

* If you have a class group, inform the students that they should leave the room through the emergency exit in an orderly manner and to leave all belongings behind them
* Inform them they should line up in the Assembly Area class by class 1st to 6th years.
* Guide the students to the Assembly Area using the evacuation route for your classroom. Bring your teacher’s journal to call the roll. Check the register on VSWARE
* At the Assembly Area, instruct the students to line up and call the roll to check all are present.
* When this is done, wait for further instruction. If the all-clear is given then instruct students to return to their classroom through the main doors of the classroom.
* If you do not have class you should proceed directly to the Assembly Area.

**First Aid**

* Medical assistance is available from school staff.
* In the case of minor injury, first aid is available.
* Parents/guardians shall be informed in the event of an accident.
* In the case of an emergency, a call will be made immediately to the emergency services, and the Principal or Deputy Principal will be notified immediately.
* If a student faints, the procedures posted on all classroom doors should be followed.
* Pupils will be brought to a doctor if necessary.
* No medicine will be administered to students without prior arrangements with parents/guardians.
* If any substance has been consumed, the staff member who accompanies the student to the doctor or hospital will bring the bottle, the name of the substance, or any relevant information about the substance that they have with them.
* Every staff member has a responsibility to understand the emergency procedures of the school.

**First Aid Box**

A fully stocked first aid kit is available in the reception area. A person shall be designated as the trained first aid person at specified locations and shall be trained appropriately. The exact location of all first aid boxes shall be known to all staff in each room.

The following contents will be provided in the first aid box:

* Sterilised unmediated dressings (small, medium and large)
* Rubber or pressure bandages.
* Adhesive wound dressings in assorted sizes.
* Adhesive plasters.
* Sterilised cotton wool
* Antiseptic cleaning solution.
* Antiseptic cream.
* Sterilised eye pads in sealed packets.
* Scissors (blunt nosed)
* Eye bath
* Latex disposable gloves

**First Aid Box should also include:**

* Names of staff with responsibility for first aid treatment.
* Telephone numbers of nearest doctor, casualty hospital and eye clinic.
* Summary of advice on first aid treatment.
* Ensure that first aid procedures are practised on an annual basis

First aid boxes in all rooms should be kept equipped with plasters, eye bath etc. The safety representative should visit all rooms and ask the relevant teachers to check the stock of the first aid boxes and create an order to replenish the first aid boxes.

**Record Keeping**

* Details of accidents must be entered in the Accident Book. The book will be kept in a suitable place, preferably alongside first aid equipment.



**Tullow Community School**

**Fire Drill Report**

Date of Fire Drill: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Risks noted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Measures to be taken to reduce risk: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff member(s) to take responsibility:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of next Fire Drill: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7. Instruction, Training and Supervision**

On-going instruction and awareness-raising in schools around safety, health and welfare, helps to foster a safety mind-set amongst members of the Board of management, staff, contractors, visitors and students. In addition to formal training, teachers will be informed about awareness raising short courses.

School assemblies, induction briefings and pre-class instruction and demonstrations in practical areas, are just some of the many on the ground instruction, training and supervision arrangements that are already being undertaken by the school staff, and do not require external involvement.

**Safety Training**

The safety Officer and the safety committee will oversee the implementation of the Safety Statement. Primary responsibility for implementation, however, remains with the school principal. Inadequately trained staff members are a hazard to themselves and their colleagues. Management shall identify the training needs of their staff and ensure they are fulfilled.

The Safety statement will be reviewed on an annual basis by the principal and safety officer.

Section 13 of the Safety, Health and Welfare at Work Act 1989, states that employers must consult with their employees in establishing arrangements for securing co – operation on safety, health and welfare. The safety committee is used as an appropriate mechanism for consultation on all health and safety issues.

Primary means of communication within this school include:

• Staff meetings

• Safety committee meetings (where a safety committee is in place)

• Consultation between members of staff and the safety officer.

• Consultation between individual members of staff, the College Principal and/ or Safety Officer

• Board of Management meetings

**Safety Induction Training**

The school principal should ensure that the following formal induction training is carried out for all new and temporary members of staff:

1. Show new staff members where the Safety Statement is kept, explain its purpose and ensure that the employee is aware of his / her responsibilities.

2. Ascertain if a new staff member has any disability or illness which could prevent him / her carrying out certain operations safely or require additional protective measures.

3. Advise the new staff member of any potentially dangerous areas in the work place.

4. The training and instruction required for each individual must be considered. Where required relevant, specialist training will be given to a member of staff.

5. Show the new members the location of the first aid box and explain the procedure in the event of an accident, in particular, the necessity to record accidents, however trivial they may appear at the time.

6. Outline to the new staff member the fire and evacuation procedures and identify assembly areas.



**Tullow Community School**

**Training Record**

**General Details (Reasons for training)**

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**Participants**

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**Facilitator of Training**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of training \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Renewal Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**8. Communication and Consultation**

The safety, health and welfare policy will be available on the school’s website.

* Staff will be invited to contribute to the risk assessment process and get involved in the review of the health and safety policy. This can be done at meetings of the safety committee composed of representatives of the school management, teaching and non-teaching staff.
* the procedure of this school is to make a presentation of the safety statement to the staff annually at a full staff meeting. All staff will be emailed a copy of the safety statement. An electronic copy of the safety statement will be given to new staff.
* the school’s procedures for facilitating the input of staff into improvements of health and safety will include
	+ the establishment of a safety committee
	+ the appointment of a post of responsibility for safety, health and welfare matters
	+ staff input will be offered by the means of joining the safety committee or communicating concerns to a member of the safety committee.
	+ a system agreed by staff for alerting management to safety, health and welfare matters
* the school will communicate information on safety, health and welfare to all members of the school community. This will be communicated thru
	+ locating posters/display notices on safety, health and welfare matters
	+ the location of notices on emergency procedures, fire exits, evacuation assembly points and first aid stations
	+ location of notices to visitors to the school.

**9. Monitoring, Review and Update**

The management of safety, health and welfare is an ongoing process. This school is committed to ensure that its safety management system is implemented.

* health and safety objectives have been agreed and targets set.
* health and safety objectives are monitored for their progress and improvement
* safety, health and welfare matters will be discussed as part of the agenda at board of management meetings.
* a review of fire drills and evacuation procedures and regular checking of safety features of potentially dangerous equipment in laboratories and workshops etc.
* annual inspections of fire safety equipment
* risk assessment of new hazards as the arise and record a new control measure
* regular meetings of the safety committee
* a review of accidents and dangerous occurrences for lessons learned, corrective actions and aftercare of those involved in the accident
* monitoring instruction, training and supervision arrangements in accordance with training needs identified.

This school policy is a live working document. This school policy will be reviewed periodically.