

Safety Statement



Patrician Academy
Fair Street,
Mallow,
Co. Cork



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Part 1

General Information and Responsibilities

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1 General Policy Statement

This document sets out the Health and Safety Policy of Patrician Academy. and specifies the means provided to achieve this policy. The objective is to provide a safe and healthy work environment for all employees and to meet our duties to students, parents, contractors and members of the public who may be affected by our operations. The success of this policy depends on the co-operation of all those who make up the school community. It is important therefore that this document is read carefully and that the role of each employee is understood to ensure the success of school policies. It is the intention that this document will be amended regularly in the light of experiences and will take into account any changes in legislation which may be relevant. Employees and others will be encouraged to put forward suggestions for the improvement of this Safety Statement

The policy of the Board of Management is:

- ◆ To comply with the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007 and all relevant safety legislation in the Republic of Ireland
- ♦ To ensure the safety, health and welfare at work of all employees in so far as is reasonably practicable
- ♦ To ensure that people, including students, not in our employment who may be affected by our work activities, are not exposed to health and safety risks
- To consult with all employees and sub-contractors on issues of safety, health and welfare at work, take account of their representations, as far as is reasonably practicable and notify them of their specific duties under the 2005 Act
- ◆ To make available information, instruction, training and supervision on safe working practices, as detailed in the Safety Statement, to the entire workforce
- To ensure that all necessary resources, structures and procedures are in place to allow effective implementation and maintenance of the Safety Statement and make any changes deemed necessary.

Implementation

This policy statement will be implemented by **Elaine O' Regan** with the assistance of the pertinent staff, as detailed in the statement.

Signed: Elaine O' Regan Principal Date: May 2020

I, the undersigned, endorse and take responsibility on behalf of the Board of Management of Patrician Academy for the implementation of this policy statement.

Signed: Reena O Sullivan, Chairperson Date: May 2020



2 Brief description of the School

SCHOOL MISSION STATEMENT/ETHOS

The Patrician Academy is a Catholic School and we encourage our students to examine contemporary culture and values in the light of Christian Beliefs. We are a centre of education where all stakeholders, i.e. management, teachers, pupils and parents co-operate to help each student reach his full potential. We are committed to the development of the students' moral, social and cultural values. We encourage their creativity and seek to develop fully their academic, intellectual and physical potential. We provide an education where what is excellent in traditional educational theory is strengthened by what is best in modern educational developments. We stress the importance of enhancing each student's sense of dignity and self-worth in order to enrich their quality of life. We encourage each pupil to be an influence for good in the society in which he lives.

Patrician Academy offers a broad based educational programme to boys. This is provided by a multi-disciplinary team who teach a wide range of subjects for both Junior and Leaving Certificate examinations.

Subjects taught: English Irish Maths French Geography History Business Art Music MTW TG Wellbeing SPHE IT Religion Science Physics Biology Chemistry Ag Science PE Accounting Economics Construction LCVP DCG Applied Maths (outside school time)

Students who have completed the Junior Certificate also have the option of doing a Transition Year before proceeding to Fifth Year.

LCA is offered to 5^{th} and 6^{th} year There are 4 special units including 2 autism units 1 mild & 1 moderate general

learning units.

The Academy caters to 589 boys

The Academy also has a compulsory Transition Year.

Access to the school is through gated entrance on Fair Street. Staff car parking currently is to the front of premises.



3 Board of Management

The Board of Management is made up of the following members.

Ms Reena O'Sullivan (Chairman) Canon Anthony O' Brien Mr. Tommy Carroll Mr. Ray O' Mullane

Ms. Elaine O' Regan (Secretary to the Board)

Elected Teacher Representatives

Ms. Edel O'Donoghue Mr. Eoin O Carroll

Elected Parent Representatives

Mr. John O' Sullivan Mrs. Claire O' Mahony



Duties of the Board of Management

Section 8 of the Safety Health and Welfare at Work Act 2005 requires every employer to ensure, so far as reasonably practicable, the safety, health and welfare at work of all his employees. The Board of Management is responsible for ensuring that personnel, planning and financial investment are adequate to meet the commitments of the general policy statement and the detailed commitments on control of hazards which are made later in this statement.

The Board of Management has the responsibility to constantly review the performance and standards achieved in relation to the health and safety of all operations in the school and to consider all of the risks to which employees, students, contractors and visitors are exposed. The Board of Management accepts the following specific responsibilities:

- Ensure that an effective statement on Safety, Health and Welfare is available within the school and direct its implementation.
- ♦ Apply the schools policies on health, safety and welfare.
- ♦ Co-ordinate and prioritise for action any health and safety issues raised by checks and audits or by individual employees.
- Ensure that all systems of work are regularly reviewed for health and safety reasons.
- ♦ Ensure that plant, equipment, buildings and facilities are maintained to a high standard and are as safe as reasonably practicable.
- Ensure that new systems and equipment being introduced are as safe as practicable.
- Consult with individual employees on health and safety issues which affect them and take appropriate action arising out of consultations and matters raised at the staff and subject department meetings.
- ♦ Ensure that all statutory and recommended safety inspections and certifications are recorded for equipment such as fire equipment.
- Prevent improper conduct or behaviour (for example, violence, bullying or horseplay at work)
- Ensure the design, provision and maintenance of:



- 1. safe work places
- 2. safe means of access to and egress from the workplace
- 3. safe plant and machinery
- Ensure that adequate resources of personnel and finance are available to enable compliance with the Safety Statement.
- ♦ Ensure safety and prevention of risk from the use of any substance or article, from noise, vibration or ionizing or other radiations or any other physical agents at the place of work.
- Ensure that all personnel at management level enforce the safety standards as set out in the Safety Statement and that adequate instruction, training, supervision and any necessary information is provided for all employees.
- Ensure that safe systems of work are in place.
- ♦ Ensure the preparation of adequate plans and procedures to be followed in the case of an emergency or the presence of serious or imminent danger.
- Direct and support the work of the School Principal.
- ♦ Review the effectiveness of the Safety Statement annually and ensure that it is modified as necessary.
- Arrange for insurance cover for all risks especially in relation to injuries to employees, students, and parents, members of the public and loss or damage to school property.
- ◆ Report accidents and dangerous occurrences to the Health and Safety Authority
 (HSA) as required
- Review insurance and claims records periodically and make any changes deemed necessary.
- Provide a financial review on safety, health and welfare to be included in the annual accounts.



4 Duties of Principal

- ♦ Take responsibility for safety, health and welfare in school facilities
- Acquire a full and accurate knowledge and understanding of the Safety Statement and ensure that all personnel under her supervision appreciate their responsibilities
- ♦ Understand and implement all school safety policies and statutory requirements
- Ensure all school activities are planned and organised to minimise risk and to create a safe working environment
- ♦ Ensure that employees adhere to safe systems of work and ensure that the equipment they are using is kept in safe condition
- ♦ Ensure that all necessary suitable Personal Protective Equipment (PPE) is provided and maintained where risks cannot be eliminated and all personnel (including students) are wearing the appropriate protective equipment and following the correct safety procedures for the tasks they are involved in
- Ensure adequate welfare facilities are provided and maintained
- ◆ Provide adequate supervision at all times, to ensure that all safety rules are observed and adhered to
- ♦ Ensure that all accidents and dangerous occurrences are reported and are entered in the Accident Book
- ♦ Review absences due to accidents, injury or illness at work and ensure that occurrences are notified to the Insurance Company (when likely to lead to a claim) and to the Health and Safety Authority (Form IR1) when an employee is off work for more than three days
- ◆ Co-operate with the Board of Management in implementing the school safety policy
- ◆ To arrange, in consultation with the Board of Management, that adequate funds and facilities are made available to implement the safety policy
- ◆ To arrange for the maintenance of all fire equipment and ensure that all relevant certificates (as required under Health and Safety legislation) are available for inspection



- ♦ To make provision for appropriate safety training and instruction
- ♦ To maintain the safe upkeep of the premises
- ◆ To provide full executive support for all staff who have been given responsibility under this statement of policy
- ◆ To provide feedback and evaluation to the Board of Management of the extent to which this policy has been put into effect
- To review with staff, the safety standards in their areas
- ♦ To set a personal example
- ♦ To release staff for training where necessary
- ♦ To assist in compiling the Annual Health and Safety Report of the school

5 Responsibilities of Health and Safety Coordinator

- ◆ To implement and update the school Safety Statement in line with the terms of their Post of Responsibility
- ◆ To assess the health and safety needs of the school on an annual basis (following consultation with staff) and provide a written report to the Board of Management for consideration
- ♦ To make all staff and students aware of the Safety Statement. This includes outlining evaluation and emergency procedures to staff/students and providing induction training for all new employees (tour of premises, evacuation, procedures and hazards in the work place etc)
- ◆ To carry out and monitor fire drills (at least one per term) and make appropriate recommendations for improvement, where necessary
- ◆ To establish a system whereby regular checks of all fire equipment (hoses, extinguishers, alarms etc) and emergency exits are carried out
- ◆ To update the Board of Management and staff about Health and Safety legislation
- ◆ To ensure that the First-Aid boxes are checked regularly and stocks replenished as required
- ◆ To keep detailed records of accidents or dangerous occurrences (records to be kept on school premises) and will follow up on accidents, dangerous



- occurrences (cause, time, details of injuries etc) and seek to eliminate the hazard (where possible)
- ◆ To retain all relevant information that will assist in the compilation of the annual Health and Safety Report
- ◆ To organise special activities to make staff and students more aware of Health and Safety issues (European Safety Week, Road Safety Week, Health and Safety Authority Schools interactive risk assessments, etc).

6 Responsibilities of the Deputy Principal

- ◆ To assume the responsibilities of the Principal (see section 4 above) in safety and health matters in the absence, for any reason, of the Principal.
- ◆ To assist (following consultation with the Health and Safety co-ordinator) in the assessment of the health and safety needs of the school on an annual basis.
- ◆ To make provision, in consultation with the Principal, for appropriate safety training and instruction.
- ◆ To retain all relevant information that will assist in the compilation of the annual Health and Safety Report
- ♦ To know the statute requirements and ensure that they are observed
- To insist that sound and safe working practices are observed at all times.
- ◆ To ensure that safety precautions are accounted for when employing outside contractors.
- ♦ Meet regularly with Health and Safety Coordinator to ensure that proper reporting, recording, investigation and costing procedures are in place
- ♦ To insist that the protective clothing and equipment provided is used
- ◆ To ensure that high standards of hygiene throughout the school are observed.
- ◆ To be familiar with fire drills and evacuation procedures within the buildings and the school grounds.



7 Responsibilities of Teachers

- ◆ To ensure that students carry out all their routines in a safe manner and do not create danger for themselves or for others
- ◆ To supervise and control the entry of students to and from the school and to prevent loitering in the corridors, classrooms, toilets and social areas and outside the buildings
- ◆ To be familiar with and that their charges are familiar with evacuation procedures
- ◆ To be familiar with the location of fire-fighting equipment
- ◆ To notify the Principal, Deputy Principal or Health and Safety Coordinator of any accidents or incidents that occur and to record them as per the reporting system
- ◆ To insist that all staff and students wear protective clothing and use protective equipment where necessary
- ◆ To identify hazards intrinsic to their own disciplines and to ensure that they eliminate or take protective action against them
- Use notices liberally to highlight problem areas
- ♦ To set an example for all.
- ◆ To comply with all developing Safety and Health legislation as circulated by the Principal and Health and Safety Coordinator
- ♦ To encourage safe practise in their own working area

8 Responsibility of the Caretaker(s)

- ♦ To work in a manner that is safe to themselves and others
- ♦ To use the proper tools and equipment for each task they undertake
- ♦ To report any hazard that is encountered
- ♦ To use proper protective clothing and equipment where necessary
- ◆ To assist the teaching staff in the supervision and control of students and to prevent loitering in the corridors, classrooms, toilets and social area outside and inside the buildings



- ◆ To ensure that no people have access to areas which are hazardous or whilst work is in progress
- ♦ To be available for attendance when the school is open outside normal hours
- ♦ To be familiar with fire drills and evacuation procedures
- ♦ To be familiar with the use of fire-fighting equipment
- ◆ To prevent the build-up of rubbish and especially of combustible material
- ◆ To maintain heating and ventilation plant in proper working order
- ♦ To repair light fittings as soon as they become faulty
- ♦ To repair broken windows and doors immediately
- ♦ To remove broken furniture from use and to have these repaired / replaced
- ◆ To ensure that all exits, entrances, fire-fighting equipment and fire alarm points are not obstructed
- ♦ To monitor continuously that services such as gas and electricity are safely isolated when not in use in particular locations. This will entail on going patrols of all these locations.

9 Responsibilities of All Employees

Employees are reminded that Section 13 of the Safety, Health and Welfare at Work Act 2005 imposes a duty upon them while at work to:

- ♦ Comply with the various statutory provisions
- ◆ Take reasonable care to protect his or her own safety, health and welfare and that of any other person who may be affected by his or her acts or omissions at work
- ♦ Co-operate with the Principal or any other person, as necessary, to assist them in complying with statutory obligations
- ♦ Correctly use any appliance, convenience, PPE, equipment or means provided for use at work or for his or her protection
- ◆ Attend appropriate training and instruction (where it is relevant to a particular task) arranged by the Principal



- Not be under the influence of alcohol or drugs or a combination of alcohol or drugs to the extent that he or she is likely to endanger their own safety, health or welfare at work or that of any other person
- Report to the Principal without unreasonable delay:
 - 1. any work which is being carried out or likely to be carried out in a manner which may endanger the safety of personnel
 - 2. defects in plant, equipment, place of work or systems of work, which might endanger safety, health or welfare
 - 3. breaches of statutory provisions likely to endanger themselves or another person
- ◆ Not engage in improper conduct or behaviour which could endanger their safety, health and welfare or that of another person
- Not misrepresent themselves as regards the level of health and safety training they have received.

Section 14 also prohibits any person from intentionally or recklessly interfering with or misusing anything provided under law for securing health and safety or place at risk the safety of people in connection with work activities.

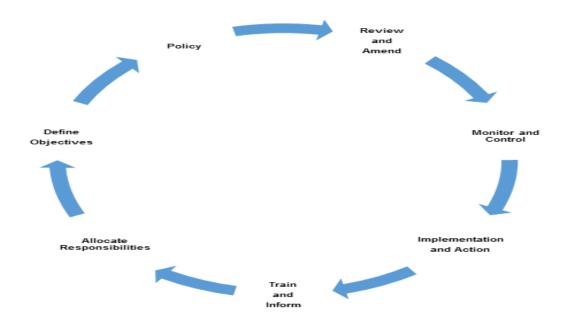


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Purpose of the Safety Management Structure:

- ◆ Provides a structure to manage Occupational Health and Safety issues within the school
- Establishes and maintains commitment to safety by all
- Puts in place organisational structures to address health and safety at all levels
- Provides for consultation
- Ensures that adequate resources are made available
- ♦ Through training will develop employee skills in recognising hazards, risks and control measures
- ♦ Through monitoring and review systems, feedback will be provided on the effectiveness of safety structures within Patrician Academy thereby allowing amendment where necessary
- ◆ Provides the staff with direction, skills, confidence, motivation, techniques and equipment to perform their work in a safe way.





11 Responsibilities towards Third Parties

The Board of Management has responsibility for the application of the legislation in accordance with this policy statement and must ensure that:

- All third party visitors including parents, contractors, visitors and other members of the general public are made aware of all known hazards and means of escape by means of notices
- Where contractors and sub-contractors are on the premises, the Board of Management must designate a pertinent member of staff to advise employees, students, parents, visitors and other third parties likely to be affected, of the potential hazards arising from the work being undertaken
- ♦ There is no interference with contractors' staff in the performance of their duties, but where it appears that unsafe practices are being followed, they should contact the contractor's supervisor
- That the contractor or sub-contractors equipment is in good repair and in a safe condition
- ◆ All the contractors and sub-contractors have submitted a written site specific
 Safety Statement.

Note: The Board of Management, in determining the regulations and activities governing the use for community purposes of the school buildings or grounds at times which do not affect school work, shall include the appropriate legislative requirements in Safety and Health matters.



Part 2

First Aid

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12 General

The Safety, Health & Welfare at Work (General Applications) Regulations, 2007 Part 7, Chapter 2 states "It shall be the duty of every employer to designate at each place of work under his or her control such number of occupational First Aiders as is necessary to render first-aid at the place of work concerned and to ensure that the number of first aiders, their training and the equipment available to them is adequate, taking account of the size or hazards (or both) of the undertaking or establishment".

It is the policy of Patrician Academy to comply with this requirement.

Location of First Aid Boxes

First Aid boxes are placed in the following locations:

- ♦ Secretary's Office
- **♦** Staff room
- **♦** The Deputy Principal's Office
- **♦** Science Rooms
- **♦** The Gym

All employees are made aware of the location of such First Aid Boxes.

Location of defibrillator: Staffroom

Responsibility for Checking/ Stocking First Aid Boxes

Regular checks will be carried out on each first aid box and stocks replenished as required by the Principal/Deputy Principal/ Safety committee

Staff trained in First Aid

Selected members of staff (if not all) are trained in first aid and the use of the defibrillator.

*A first aid kit and a defibrillator are brought to away events accompanied by two members of staff.



Part 3

Fire and Emergency Procedures

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13 Aim

The aim of this section is to outline evacuation and emergency procedures and to establish a system whereby regular checks of all fire-fighting equipment and emergency exits are carried out.

Evacuation and Emergency Procedures, Staff and Students

There is a designated space for every class group in the school located in the car park to the front of the school. Students and staff are aware of these positions. These designations are indicated by painted signs on the wall.

On hearing the fire alarm

- Subject teachers should stand at the door to ensure that the proper evacuation sequence is observed.
- The class should leave in an orderly and quiet manner.
- All books and bags to be left in the classroom
- Classroom doors are to be closed not locked.
- Any student not in the classroom at the time of the alarm should go immediately to the assembly area.

All students should assemble based on their subject class. Each subject teacher should report any student missing to the school Fire Officer.

Teachers who are free will seek to ensure that exit routes are unimpaired and that there is free movement through the exit doors to ensure safe and timely evacuation.



14 Fire Extinguishers

Know Your Code

Colour	Туре	Type of Fire	Not to be Used on
Red	Water Extinguisher	For wood, paper, textile, fabric and similar material (anything that turns to ashes)	Burning Liquid electrical or inflammable metal fires
Yellow	Foam Extinguisher	For use on burning liquid fires	Electrical or inflammable metal fires
Blue	Dry Powder Extinguisher	For use on burning liquid and electrical fires	Inflammable metal fires
Black	Carbon Dioxide Extinguisher	For use on burning liquid and electrical fires	Inflammable metal fires
Green	B.C.F. Liquid Extinguisher	For use on burning liquid and electrical fires, suitable for burning vehicles, communication equipment, computers etc.	Inflammable metal fires Now banned
Red	Fire Blanket	For use in Kitchens	

Note: Recent fire extinguishers have the identifying colour as a label or tab rather than the extinguisher itself.



15 Fire Prevention / Safety

The following procedures will apply:

- ♦ No refuse or wrappings to be left anywhere in the school campus but at the points intended for this purpose.
- ♦ Rubbish will be removed regularly by caretakers. If allowed to accumulate it becomes a fire hazard.
- ♦ Corridors, stairs and other escape routes to be kept free from obstacles (e.g. school bags, baggage, wrappings, cleaning and maintenance materials) which obstruct the escape path and / or render alarm equipment, extinguishers, arrows or signs indicating fire exits invisible.
- ♦ In places where lighting is required at night, it should be turned on early and any faults in the lighting equipment reported to the caretakers or principal at once.
- ◆ Faults in electrical equipment, fire alarm and extinguishing equipment and door gear should always be reported to the Principal
- ♦ No smoking or naked lights are allowed within any school buildings
- ◆ Ensure adequate ventilation to all electrical equipment to prevent overheating
- ♦ The designated exits and entrances will remain locked during normal school hours to prevent unauthorised access to the building but should automatically go into free access in the event of an alarm activation. They will be kept clear at all times and will be adequately signposted
- ♦ In accordance with standard practice 20% of extinguishers will be discharged each year and employees instructed in the safe and effective use of this equipment
- ♦ It is imperative that immediately following this 20% discharge, that the stock of extinguishers on the school premises is replenished by the contracted supplier.



16 Fire Assembly Points

- ♦ Fire Assembly Points Area: are located in the car park at the front of the school.
- ◆ The locations of all fire-fighting equipment in the school complex are designated as "Fire Points" and marked as such
- There must be clear access to all fire points at all times
- ◆ The Health and Safety Officer and Senior Management are the school's fire marshals and have responsibility for fire prevention and will carry out regular checks of all fire-fighting apparatus on the premises and keep a record of such checks
- ♦ The statutory annual checks of all fire-fighting apparatus by a competent person must be recorded. Records will be retained by the Principal

17 Evacuation Exits

Monastery Building

Ground Floor: Main Front Door, Monastery Door, Red Corridor Door, Lean-To Door and 2 side doors off the staffroom

Science Block

Main Front Door and Emergency door at the end of Corridor

Art Room

Main Art Room Door

Sports Hall

Main front door, side door and 2 exits in hall.

Portocabins

Main Portocabin Doors

Canteen

Main front canteen door

Woodwork room

Main WW front door and exit off saw room



18 Evacuation Drills

- ◆ Formal evacuation procedures will be carried out at least twice per school year and a record maintained by the Health and Safety Coordinator
- ◆ Time taken to evacuate and any deficiencies encountered are noted by the fire marshals and the post holder with responsibility for Fire drills. These matters are discussed at staff safety meetings and suggestions to improve evacuation procedures are recorded.
- ◆ Each classroom should have a clearly visible notice designating the assembly point outside the building.
- ◆ The attention of students should be brought to these notices on a regular basis by teachers
- ♦ Students should be encouraged to ensure that school bags do not present unnecessary obstacles in the event of an emergency evacuation.



19

Emergency Phone Numbers

Name	Location	Telephone number
EMERGENCY	ALL SERVICES	112
Patrician Academy	Secretary Principal Guidance Counsellor Deputy Principal	022 21884
Local Ambulance Service		999 / 911
Local Fire Brigade		999 / 911
Local Garda Station		022 31450
Bord Gáis		1850 205050
Airtricity		1850 372999
Health and Safety Authority		1890 289389
Principal	Ms. Elaine O' Regan	
Deputy Principal	Mr. Jer Holland	
Health and Safety Coordinator	Mr. Martin O' Gorman	
First Aider	Mr. Michael Murphy Ms. Lisa Barrow	
Defibrillator Operators	Ms. Majella Philpott Mr. Pat Heffernan Mr. Vincent Foley Mr. Michael Murphy Mr. Eamon O' Connor	
Local Doctors	Cork Road Clinic The Red House The Medical Centre The Town Centre Chapel Lane Newtwopothouse	022-21579 022-21478 022-21551 022-51992 022-42413 022-43406



Part 4

Accident Reporting and Investigating

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20 General

An **Accident** is "any unexpected, unforeseen or unplanned occurrence that interrupts or interferes with orderly progression of an activity."

A **Dangerous Occurrence** is "an occurrence which occurs at the place of work as specified in the Safety, Health and Welfare at Work (General Application) Regulations 2007."

Accident Reporting Procedures

All accidents must be reported immediately or without unreasonable delay to the Principal, Deputy Principal or Health and Safety Coordinator

All injuries received at Patrician Academy are recorded in the Accident Record Book located in the Principal's Office, however minor.

Notification of Accidents and Dangerous Occurrences

All accidents and dangerous occurrences will be notifiable to the Health and Safety Authority by the Principal on the Accident Report **Form IR1** and Dangerous Occurrences **Form IR3** respectively (see appendices). As a summary of the General Application Regulations, the following accidents or incidents are reportable as above:

- ♦ If due to any injury received at work a person dies or is prevented from performing his normal work for more than three days (excluding the day of the accident but including any holiday or weekend).
- Any another person who is not at work but as a result of an accident related to a place of work or work activity dies or receives an injury resulting in that person requiring medical treatment (i.e. injury to a member of the public or other contractor or sub-contractor).



21 Procedures in the event of an accident

Minor accidents:

Appropriate first aid should be administered by a staff member and professional advice sought when in doubt. Parents/guardians should be contacted if the injured party needs reassurance or if external medical assistance is being sought.

Serious Accidents:

When a serious accident occurs the most senior staff member present takes charge of the proceedings and the following procedures are followed:

- ♦ Administer first aid if appropriate while waiting for external medical assistance or the emergency services
- ◆ If there is a risk of further injury move the injured person to safety, otherwise do not move them
- ◆ If emergency services are summoned ensure they are given the exact location so they can access the injured person
- ♦ and establish location of hospital
- Notify family/guardian and appoint a suitable person to travel with the injured person to hospital
- ◆ Ensure that the scene of the accident is not disturbed and if the Health and Safety Authority is to inspect the scene do not move anything unless further serious risks have to be avoided
- ♦ Gather all information immediately about the accident. Obtain statements from and take photographs or draw sketches of the scene
- Enter the accident in the Accident Book located in the Principal's Office
- ◆ Complete the school **Accident Report Form** (see appendices) and give assistance to Principal, Health and Safety Coordinator and Health and Safety Authority Inspector if/when they carry out an investigation
- ♦ Get clearance from the Principal before resuming the particular task on which the injured person was involved



22 Procedures in the event of other emergencies

Accidents and dangerous occurrences to be investigated will also include substantial damage to property, or near misses.

Once the cause has been established the Board of Management will initiate procedures to have the cause eliminated either by removing the particular hazard or having it guarded in such a manner so as to prevent any further accidents and if this is not possible have the "hazard" included in the Safety Statement and outline appropriate risk reduction measures. All preventative measures recommended will be issued to all staff.

23 'At risk' Students

Students who have diabetic or other controlled conditions may need medical interventions during the school day. For instance; students with diabetes have an emergency supply bag which is kept in the school. It is school policy that pertinent Staff will be informed and trained on how to deal with an emergency situation of 'at risk' students in their class rooms when the need arises.



Part 5

Consultation

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24 Introduction

Part 4 of the Safety, Health and Welfare at Work Act 2005 provides for consultation between employers and employees with regard to safety, health and welfare at work to help ensure co-operation in the prevention of accidents and ill health in the workplace. As part of the consultation process employees have the right to select and appoint a safety representative or by agreement with their employer more than one safety representative to represent them in consultations with the employer on matters of safety, health and welfare at the workplace. The employer must also provide information on safety health and welfare at the workplace to employees or their safety representative.

Safety Representative

Mr Martin O Gorman is the safety representative for the school. The school principal and the Board of Management support the appointment. This appointment will be reviewed annually. Should an objection be made to an appointment or further nominations are received for the position, the Board of Management will support the election of the Safety representative by the staff employed at the time.

Duties

As an employer the Board of Management with the school principal will:

- ◆ Consult with all employees and / or their safety representative on any proposed measures likely to substantially affect their safety, health or welfare at work
- Provide employees and / or their safety representative with the results of all risk assessments and consult with them on the preparation of the safety statement
- ♦ Provide employees or their safety representative with other relevant information, including details of any reportable accident, illnesses or dangerous occurrences, the names of any competent persons appointed to advise on safety and health matters and the preventative and protective



measures to be taken to avoid risks (i.e. a copy of the Safety Statement) This information will be in a form manner and language likely to be understood by the employees

- Refrain from penalising any employee for acting in accordance with safety and health laws or for reporting complaints regarding safety and health matters at work
- ◆ Recognise that the safety representative has various rights including the right to:
 - a) Inspect the place of work
 - b) Investigate accidents and dangerous occurrences (as long as this does not interfere with an investigation being carried out by an Inspector)
 - c) Investigate complaints made by employees (after giving reasonable notice to the employer)
 - d) Be given time off work, without loss of remuneration, to receive appropriate training
 - e) Accompany an Inspector carrying out an inspection at the workplace
 - f) Make representations to the employer on safety, health and welfare
 - g) Make representations to and receive information from an Inspector
 - h) Consult and liaise with other appointed safety representatives.

25 Staff Meetings

The Principal, Deputy Principal, the Health and Safety Coordinator/the Safety Representative are available at all reasonable times to discuss and examine all health and safety issues of concern to employees, students or contractors/visitors.

Safety is the responsibility of every person on the school premises and the more people educated, interested and encouraged to participate in health and safety at Patrician Academy the better. Meetings are a valuable tool in successfully implementing and improving key elements of the safety programme within the school. There are about



four staff meetings per year and health and safety is included on the agenda. The safety agenda will include the following:

- Progress report on the implementation of the policies as set out in the Safety Statement
- The accident record will be examined and compared to that at the last meeting
- Preventative recommendations of any recent serious accidents or dangerous occurrences will be analysed
- Consideration of inspection reports
- Reports and feedback on safety training courses attended
- Other safety matters will be attended to.

It is essential for the success of the safety management system within the school for the reduction / elimination of hazards and risks that:

- The Board of Management commits the necessary resources of personnel, time and money to the process
- Sensible recommendations from the staff meetings are taken into account and acted upon by the Board Committee and Principal
- In line with current practice Health and Safety remains on the agenda of all staff and Board Committee meetings.

26 Induction Training

A short period of induction will be given by the Principal, Deputy Principal or a designated senior post holder for new employees joining the staff. This will include:

- A tour of the premises for familiarisation purposes
- ◆ Fire emergency procedures, location of exits, assembly points and training on fire-fighting apparatus
- Details of accident reporting and investigation procedures
- ◆ A discussion on the hazards in the workplace, preventative measures in force and the Safety Statement.
- ♦ An explanation of the consultative process, safety representative and staff meetings



- A detail of the new employee's safety responsibilities
- ♦ Details of further training required
- ♦ The Safety Statement will be included in the STAFF HANDBOOK, which is issued to every member of staff each year.

Training

It is the policy of the Patrician Academy to ensure that all employees are adequately trained in the policies and procedures that apply in the school. Training includes the identification of the risks associated with hazardous situations or substances they may come in contact with during their working day.

Training on various issues to do with the professional development of staff including health and safety is arranged by the School Authorities.

The most recent training in Health & Safety for all staff took place on February 25th 2019 – the use of fire extinguishers.

27 Welfare Facilities

The staff room is located on the first floor. It is equipped with modern facilities including: Dishwasher, Burco Boiler, Microwave Oven and Copying machine. Tables and chairs to cater for staff. It has a fire blanket and a fire extinguisher.

All facilities will be maintained in a clean and hygienic condition at all times and access to all facilities shall be kept clear.

Student Dining Hall. All food is prepared in a professional kitchen by Lucey's Butchers Mallow and maintained at the correct temperature which is inspected regularly by the Health and Safety Executive who certify it fit for purpose.

Separate staff toilets are provided throughout the school for staff use.

Students have their own toilets and changing facilities.



Part 6

School Policies and Procedures

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28 Sexual Harassment Policy

Purpose:

The purpose of this policy is to create and maintain a workplace where all employees are treated with dignity and respect. This policy openly acknowledges that appropriate relationships within the workplace (sexual or not), which are mutually desired and freely entered into, do not fall under this policy.

Definition:

The definition of Sexual Harassment outlined in the Employment Equality Act 1998 has been accepted by the Board of Management and is as follows:

Any act of physical intimacy by B towards A, any request by B for sexual favours from A, any other act of conduct of B (including spoken words, gestures or the production, display or circulation of written words, pictures or other material) shall constitute sexual harassment of A by B, if the act, request or conduct is **unwelcome** to A and could reasonably be regarded as sexually, or otherwise on the gender ground, offensive, humiliating or intimidating to A.

Harassment could typically be:

Verbal - requests or demands for sexual favours

- suggestive remarks

- degrading abuse or insults

jokes or tricks of a sexual nature.

Physical - gesturing of a sexual nature

- unnecessary touching

indecent exposure

- actual assault up to and including rape.

Visual - displaying pornographic material at the workplace.



Sexual Harassment is sexual behaviour that is neither solicited nor accepted by the recipient. It is unwelcome and/or imposed. Sexual harassment can be by a fellow employee, employer, student, parent, client or other business contact of the employer. Sexual Harassment can occur in a variety of forms and can be based on sexual preferences, as well as gender.

Management Statement:

Where sexual harassment is alleged to have taken place, it will be fully investigated by the School Authorities and if proven will be dealt with as misconduct under existing disciplinary procedures.

Reporting Procedure:

If any employee feels they are being sexually harassed they should do the following:

- in the first instance make the person aware that he/she is engaging in behaviour that it is unwanted and unacceptable and request that it stop immediately. An informal discussion is often enough to alert the person to the effects of his/her behaviour and can lead to greater understanding and an agreement that the behaviour will stop
- ♦ if the behaviour fails to stop then they should note the incidences of sexual harassment – what was said, done or gestured, dates, times, locations, witnesses (if there are any) and report it officially in writing to the Principal. If the person engaging in sexual harassment is the Principal or they feel uncomfortable in reporting it this way then they should report it to the Chairperson of the Board of Management or a professional appropriate third party outside the school
- ♦ a complaint of sexual harassment must be brought under this policy within 6 months from the date of the most recent occurrence of the behaviour to which the complaint relates. However, if reasonable cause can be shown for the failure to make the complaint in time for example illness or absence from work the time may be extended to a period not exceeding 12 months.



Investigation Procedure:

If and when a report of alleged Sexual Harassment is received by the Principal or the Chairperson of the Board of Management they are committed to dealing with it seriously and confidentially and should do the following:

- listen to the complaint privately, sympathetically taking note of all details available
- an investigation will be instigated which will involve detailed interviews of both the employee making the complaint and the person alleged to have carried out the harassment. Interviews of any witnesses will also take place to determine what happened
- in the interests of natural justice the person accused of the alleged harassment must be made aware of the nature of the complaint, be given a copy of the complainant's written statement and be given every opportunity to respond and to rebut the detailed allegations made
- if, following a thorough investigation, there is a reasonable belief that there has been sexual harassment, then, depending on the seriousness of the harassment, appropriate disciplinary action will be taken. This may be anything from a verbal warning to dismissal
- ◆ The Principal or Chairperson, on receipt of a complaint of sexual harassment that may constitute a criminal offence (indecent assault or assault) should consider whether the complaint is a matter that should be referred to the Garda Síochána. In addition, the Principal or Chairperson should ascertain whether the matter is, or is likely to be investigated by an Garda Síochána. If the matter is to be investigated by the Gardaí then advice should be sought from them as to whether or not to proceed with the in school investigation.

Review procedure:

If the complainant is not satisfied with the conduct or outcome of the investigation, she/he may request a review by the Board. An application for a review must be made in writing to the Board of Management no later than 42 days from the date of the letter informing parties of the outcome of the investigation. A review will not be undertaken unless the grounds for a review are clearly stated in the application.



A review will be undertaken by an independent person nominated by the Board of Management. The reviewer will submit a written report to the Board who will in turn inform both parties of the decision as soon as possible after receiving the reviewer's report.

Protection against Intimidation:

The Board of Management will endeavour to protect employees against intimidation, victimisation or discrimination if they file a complaint or assist in a sexual harassment investigation. Employees found retaliating against an employee for complaining about sexual harassment will be subject to disciplinary procedures.

False or Malicious Complaints:

If the Board of Management becomes aware that a complaint about sexual harassment is false or malicious in nature, again disciplinary procedures will be used on the employee making the false complaint.

Communications, Training and Monitoring

This policy will be communicated to all staff, students, parents and other persons dealing with the school to ensure that they understand the school's commitment to dealing effectively with sexual harassment.

School Management have a duty to create a harassment-free workplace and to deal speedily with complaints.

The policy will be monitored and reviewed in light of experiences.



29 Smoke-Free Workplace Policy

Rationale:

Exposure to second-hand smoke / Environmental Tobacco Smoke (ETS) also known as passive smoking is a cause of disease, including lung cancer and heart disease, in third parties. Neither the simple separation of smokers and non-smokers within the same airspace nor the provision of ventilation can eliminate exposure to ETS and the consequent health effects of such exposure. This policy has been developed to protect all employees, service users, customers and visitors from exposure to ETS, to ensure compliance with legal obligations and to ensure a safe environment.

Policy:

It is the policy of Patrician Academy that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment. *Smoking is prohibited within the school buildings and grounds with no exceptions.* This policy applies to all employees, consultants, contractors, customers and visitors. In the school context this also applies to students and parents.

Implementation:

Overall responsibility for policy implementation rests with the Board of Management. All staff have an obligation to adhere to facilitate the implementation of this policy. The Principal as the person in charge of the school shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. All new and prospective employees shall be given a copy of the policy on recruitment / induction by the teacher responsible for staff induction. All new contractors and consultants will be given a copy of the policy by the Principal. Students and parents will be informed of this policy.



Infringements

Infringements by students and staff will be dealt with under local disciplinary procedures. Section 47(3) of the Public Health (Tobacco) Act 2002 states that "any person" (including an employee) found to be in contravention of the new regulations will be "guilty of an offence" Infringements by pertinent persons etc., will be dealt with in accordance with the procedure set out below. Employees, consultants, contractors, customers and visitors who contravene legislation prohibiting smoking in the workplace are also liable to criminal prosecution with an associated fine (up to €3000).

Procedure: If a person smokes in contravention of Section 47 of the Public Health (Tobacco) Acts that prohibits smoking in the workplace

- 1. Draw the person's attention to the "No Smoking" signs and advise that they are committing an offence by smoking on the premises
- 2. Advise the person that it is also an offence for the school to permit anyone to smoke in contravention of the law
- 3. Advise the person that the school has a smoke-free policy to ensure a safe working environment for employees and students
- 4. If a person continues to smoke advise them that they are in breach of school rules and that disciplinary sanctions will have to be implemented
- 5. Violation of the smoke free policy will invoke disciplinary procedures. Action will be in line with the procedures used for violation of any other health and safety procedure in the school.



30 Working Alone Policy

Ideally, staff should not work alone on the school premises as there are risks involved such as assault, accident or sudden illness. Any staff member wishing to work outside of normal school hours should try to ensure that at least one other colleague is also on the premises – ideally within 'hailing distance', or with both parties having mobile phones programmed with each other's numbers.

In addition, if you choose to work alone in the school you are requested to take the following precautions:

- Prior to working alone; inform the school Principal detailing, time you will be on the school premises and type of activity being undertaken.
- ♦ If you arrive at school outside of normal school hours and find another colleague is already in the building, let them know you are on site.
- ♦ If you are about to leave the building, and just one or two other colleagues are remaining on site, let them know you are going
- ◆ In fading light; park your car close to the main entrance where there is an external light. Move it there whilst there are still others on site if you are planning to work late
- ◆ Ensure you carry your mobile phone with you (battery charged and switched on)
- ♦ Lock the doors and close the windows to prevent intruders
- Avoid working outside of the activity in which you informed the Principal
- ♦ Do not work at heights on a ladder or steps
- Know the location of your nearest fire exit and how to open it in an emergency
- ♦ Know the location of the nearest first aid kit
- Do not go into attics or any other space in which you might become trapped
- Do not do any tasks involving hazardous tools/machinery or materials
- ♦ When leaving, limit the amount you are carrying to have one hand free
- ◆ Ensure a family member / friend knows where you are and your estimated time of arrival home



- ◆ If you arrive at school and find any sign of intruders, do not enter the building. Instead, call the Gardaí
- ♦ If you become aware of intruders or vandals, do not challenge them. Instead, call the Gardaí.

You should not work alone if you know you have a medical condition that might cause you to become incapacitated or unconscious. Also when working alone, do not attempt any tasks which have been identified as medium or high risk, or which common sense tells you are potentially hazardous given your own level of expertise and the nature of the task.

31 Stress

What is Work-related Stress?

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

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

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

Effects of Stress

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



Introduction

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

Aims

Our policy aims to:

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

Procedures

1. Unruly students have been recognised of one of the major sources of stress for teachers, Patrician Academy recognises this and will assist



in dealing with the behavioural problems of some students. Teachers should avail of the assistance that is provided to them by the Chaplain, the Deputy Principal and the Principal etc.

- 2. Clear policies on behaviour exist in the school and these should be referred to. These policies are continually reviewed and staff are consulted and involved in policy development and review.
- 3. The Board of Management ensures that each employee's role and responsibilities are clearly defined. The Board also provide each member of staff with a copy of school policies.
- 4. High priority is given to staff training and the Board of Management supports and encourages participation in relevant in-service courses in so far as is reasonably practicable. The Board is also committed to promoting the professional development of its employees. In some cases Croke Park hours will be granted if relevant in-service takes place outside school hours.
- 5. The Board of Management recognises that communication and consultation with staff, which promotes openness and discussion, is essential. One member of staff is part of the Board of Management. She brings the concerns of the staff to the attention of the rest of the Board.
- 6. The Board of Management and the Principal ensure, as far as is reasonably practicable, that the physical work environments for staff are safe and do not expose them to risks that may give rise to stress at work.
- 7. It is school practice to make sure that staff take time to review and celebrate positive achievements.

Social occasions for staff should be organised throughout the school-term to give staff a chance to relax and socialise with each other outside of the workplace.

- The Department of Education, through VHI Corporate Solutions, has provided a confidential counselling service for teachers, where counselling sessions can be availed to deal with work-related stress. (1800 411 057).
- If an employee feels that they are suffering from work-related stress it is important that they seek medical help. They should then discuss with the Principal the causes of their stress and as far as reasonably practicable the Principal and the Board of Management will deal with the issues concerned.



As an employee how can I cope with stress at work?

Employees should try to channel their energy into solving the problem rather than just worrying about it, thinking about what may resolve any issues and offering solutions. Employees can use some of the following techniques for coping with stress at work:

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

Develop Skills

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

Maintain Physical Fitness

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



Support Services:

•	Medmark4teachers	01 676 1493
•	Employee assistance scheme (Inspire)	1800 411 057.
•	Alcoholics Anonymous	01 842 0700
•	Gamblers Anonymous	01 872 1133
•	Narcotics Anonymous	01 672 8000
•	Pieta House Dublin	01 623 5606
•	Samaritans	16 123
•	AWARE	1800 804848
•	Mental Health Ireland	01 284 1166



31 General Safety Rules for the:

Science Rooms/ Woodwork - Construction/ Engineering if appropriate

EACH TEACHER SHALL ADD ADDITIONAL SAFETY RULES THAT PERTAIN TO THEIR SPECIFIC SUBJECT/CLASSROOM AREA

- ♦ Classroom equipment or machinery must not be used / operated without prior instruction and permission from the teacher.
- Safety guards must be in their proper position when operating any machine or piece of equipment.
- Damaged or malfunctioning equipment must be reported to the teacher immediately.
- ♦ Protective clothing must be worn (where appropriate). Special protective gear such as safety glasses, gloves, etc. will be provided as required.
- ♦ All injuries must be reported to the teacher (no matter how small).
- ♦ Students must not operate power machinery or equipment while wearing loose clothing.
- Do not distract other students from the job they are performing.
- Fooling or horseplay in the class room is prohibited.
- Throwing of any objects is strictly forbidden.
- Good housekeeping procedures must be practised in all areas of the class to ensure the safety of all students.
- Unsafe or hazardous conditions within the class room must be reported to the teacher immediately.
- Students must never take unsafe shortcuts.
- ♦ All apparatus / equipment should be returned to its own place after use, clean and ready for next user
- All appliances are to be turned off after each class
- ◆ Students shall adhere to all additional safety rules that will be identified from time to time.

THE ABOVE GENERAL SAFETY RULES ARE ESTABLISHED FOR THE PROTECTION AND SAFETY OF ALL STUDENTS.

IF THERE IS ANYTHING YOU DO NOT UNDERSTAND, AFTER HAVING THE ABOVE SAFETY RULES EXPLAINED TO YOU, ASK YOUR TEACHER FOR AN EXPLANATION.



32 Risk Assessment for Pregnant Employees

Name	Date of assessment
Date of birth	Due date
Assessors name	Reassessment date

The following is a list of hazards that may affect new and expectant mothers. The assessor completing this form will discuss each item with the expectant mother and indicate if any of these hazards are present in the work environment, providing details and documenting what corrective measures must be taken. If you have a specific problem with your work or environment, it should be indicated during the assessment. You will be asked to read the document and sign that you agree with the contents.

Please note that circumstances may change during your pregnancy that will alter this risk assessment. If this occurs, please contact the Principal and request a further risk assessment.

Section 1: The Working Environment	Hazard		Actions/Comments
Are there space constraints preventing	Yes	No	Trettons, comments
good posture?		1	
Is it necessary to reach over or around			
obstacles?			
Are there: Steps			
Slopes			
Uneven surfaces			
Spillages			
Rubbish or Clutter			
Trip hazards			
Machine hazards			
Is the working environment:			
Too hot			
Too cold			
Too humid			
Poorly lit			
Poor visibility			
Poor hygiene			
Odorous			
Is protective clothing provided?			
Are rest facilities available?			
Section 2: Biological hazards	Hazar		Actions/Comments
Is there likely exposure to Biological	Yes	No	
hazards?			
If No, proceed to Section 3			
Is this in the form of Virus?			
Is this in the form of Bacteria?			
Is this agent included in risk groups			
2, 3,4 of the Biological Agents Regulations?			
Is PPE required/provided?			
<u>Is there possible exposure to:</u> Toxoplasma?			
Is there possible exposure to Rubella virus? Is the pregnant employee immunised against			
these?			
Section 3: Chemical Agents	Hozor	·d	Actions/Comments
Does the task involve regular exposure to	Hazard O Yes No		Actions/Comments
chemicals?	168	110	
If No, proceed to section 4	I		
Is there exposure to:			
Lead or lead derivatives?			
Carcinogens?			
Mercury/mercury derivatives?			
Antimiotic drugs?			
Carbon monoxide?			
caron monomice.	1		I .



Are any chemicals listed in the Chemical Agent			
Regulations?			
Is the MSDS available for each chemical?			
Are there substances labelled:			
R40: possible risk of irreversible effects R45: may cause cancer			
R45: may cause cancer R46: may cause heritable genetic damage			
R61: may cause heritable genetic damage			
R63: possible risk of harm to the unborn child			
R64: may cause harm to breastfed babies			
Is PPE required/provided?			
Section 4: Physical Agents		•	
Shock/Vibration or Movement			
Does the task involve regular exposure to			
shock/vibration?			
If No proceed to Ionising Radiation	1	1	T
Sudden blows?			
Excessive movement?			
Hammer or vibrating			
	Hazard	1	Actions/Comments
Section 4: Physical Agents (Cont'd)	Hazaru	L .	Actions/ Comments
beeton in I hybreal rigenes (cont a)			
Movement and postures	Yes	No	
Does the task involve periods in excess of 1 hour			
at a time standing or sitting?			
Are chairs provided?			
Movement and postures		T	
Are anti-fatigue mats available?			
Are work areas restrictive/confined? Is there work at heights?			
Is there work at neights? Ionising Radiation			
Is there exposure to potential source of Ionising			
radiation?			
If No , proceed to Non-ionising Radiation			
Is this in liquid/solid/dust state?			
Are dose limits monitored?			
Are they below statutory limits?			
Is there a possibility of radioactive			
contamination?			
Non-Ionising Radiation	I	1	T
Is there exposure to potential source of Non- ionising radiation?			
If No, proceed to Noise		I	
Is there exposure to electromagnetic fields and			
waves?			
Is there exposure to optical radiation?			
Is there exposure to an excessively noisy			
environment?			
If No, proceed to Section 5			
Does the noise level exceed 85dB (A)?			
Is noise monitoring carried out? Is PPE required/provided?			
Is PPE worn as required?		+	
Does the PPE meet with EU standards?			
2000 MOTTE MOOT WILL DO SUMMARIOS.	1	_1	
Does the task involve use of a VDU			
If No, proceed to Shift Work			
Has an ergonomic assessment been completed?			
Has the operator been educated in the safe use of			
VDII'e9	1	1	



Visual Display Units (VDU) Shift Work

Simit Work			T
Are you involved with Night classes?			
Are these classes at regular times?			
Manual Handling			
Does the task involve:			
Repetitive handling?			
Holding the load away from the trunk?			
Twisting/stooping or upward reaching?			
Is there slipping potential?			
If pushing or pulling, are hands above the			
shoulder or below the waist?			
Is the distance excessive?			
Does the load have to be handled up steps or			
slopes?			
Are mechanical aids used?			
Are there time restraints?			
Is the weight of the object:			
>5kgs in the seated position?			
>16kgs and handled in a working posture other			
than seated?			
Is the load:	1		
Bulky and awkward to grip?			
Slippery?			
Unevenly distributed?			
Difficult to grasp?			
Sharp with abrasive edges?			
Hot or cold?			
Likely to shift during handling?			
Section 5: Employees Comments	Yes	No	Comments
Are you satisfied with:	•		
Lighting levels?			
Working temperatures?			
Noise levels?			
Break/Rest periods?			
Rest Facilities?			
Timetabling arrangements?			
Have you received information and training in			
your job?			



Workplace Anti-Bullying Policy

Purpose:

The purpose of this policy is to create and maintain a workplace where all employees are treated with dignity and respect and where bullying behaviour, once proven, does not enhance an employee's chance of promotion or favourable treatment.

Definition:

The definition of bullying adopted by the School Authorities is as follows:

"Workplace bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work.

An isolated incident of the behaviour described in this definition may be an affront to dignity at work but as a once off incident is not considered to be bullying".

It can be classified into 5 major categories:

- manipulation of a person's reputation by rumour, gossip and ridicule
- preventing a person from speaking by making loud voiced criticisms or obscenities
- ♦ social exclusion or isolation
- manipulating the nature of the work or the ability of the victim to perform the work e.g. by overloading, withholding information or setting meaningless tasks
- physical abuse or threats of abuse

Bullying can transcend organisational and reporting structures. It can occur within peer groups (e.g. within subject departments), from management to staff and staff to management.

Examples of bullying behaviour can include:

- shouting or swearing at fellow employees both publicly and in private
- aggression, usually over quite unimportant matters
- insulting someone' appearance or name-calling
- spreading malicious rumours, which have no basis in fact
- verbal or written harassment through jokes, offensive language or gossip
- freezing out, isolation, ignoring or excluding
- constantly cutting in on or across people in conversation
- physical contact ranging from unwanted toughing to serious assault
- staring, leering, aggressive gestures etc

Less obvious forms of bullying may not be readily identified include:



- persistent negative attacks on personal or professional performance without good reason or legitimate authority
- unreasonable and unfounded refusal of annual leave, training or promotion opportunities
- abusing a position of power by unnecessarily undermining a colleague's work and/or placing unreasonable demands on a particular individual
- unreasonable or inappropriate monitoring of a colleague's performance
- persistently setting objectives with unreasonable or impossible deadlines or unachievable tasks
- removing areas of responsibility and imposing menial tasks on subordinates
- withholding work-related information
- over-monitoring an employee with malicious intent

Effects of bullying on the Individual:

Effects can include: isolation, rejection, lack of support from colleagues. Bullying can have a physiological, psychological and behavioural impact on an individual's character and their overt behaviour. It can change a happy, confident employee into a withdrawn, de-motivated individual. At its most extreme, prolonged periods of bullying can lead to nervous breakdown, depressive illness and ultimately suicide.

Physiological symptoms		Psy	chological symptoms	Behavioural symptoms	
>	headaches nausea/butterflies high blood pressure> loss of appetite fatigue	>	depression mood swings anxiety > panic attacks crying	> withdrawn personality > reliance on alcohol, drugs, tobacco as stress relievers > irritated & distracted behaviour > tendency to be clumsy	
> >	shaking/sweating sleeplessness	> >	irritability loss of self-esteem >	> forgetfulness lack of self-confidence and	
				motivation	

Effects of Bullying on the School:

Bullying can have a debilitating impact on an organisation and it can foster an environment of fear and resentment. Examples of direct negative effects of bullying include:

- increased levels of absenteeism
- low employee morale, motivation and job performance
- loss of job satisfaction
- reduced productivity
- high employees turnover
- high costs associated with legal proceedings.

Board of Management Statement:

The Board of Management wishes to make known that behaviour which constitutes bullying is not acceptable. Where bullying is alleged to have taken place it will be fully



investigated by the Principal or designated person and if proven will be dealt with as misconduct under existing disciplinary procedure.

Reporting Procedure:

If any employee feels they are being bullied they should do the following:

- in the first instance raise the issue informally with the person who is creating the problem pointing out that their conduct is unwelcome, offensive or interfering with work and request that it stop immediately
- ♦ alternatively, if the employee feels uncomfortable with a direct approach, they could raise the issue with the Principal who would deal with the matter in a sensitive manner. (Sometimes an informal approach can be particularly helpful).
- ♦ If the behaviour fails to stop then the person should note the incidences of bullying what was said done or gestured, dates, times, locations, witnesses if there are any and report it officially to the Principal. (Again if the person engaging in bullying is the Principal or they do not feel comfortable in reporting it this way then they should report it to the Chairperson of the Board of Management who can deal with the matter in a sensitive manner).

Investigation Procedure:

If and when a report of alleged Bullying behaviour is received by the Principal/Chairperson of the Board of Management, they are committed to dealing with it seriously and confidentially and should do the following:

- listen to the complaint privately, sympathetically taking note of all details available
- an investigation will be instigated which will involve detailed interviews of both the employee making the complaint and the alleged bully. Interviews of any witnesses will also take place to determine what happened.
- in the interests of natural justice the person alleged to be involved in bullying behaviour must be made aware of the nature of the complaint and be given every opportunity to respond and to rebut the detailed allegations made and be allowed representation if requested.
- if, following a thorough investigation, there is a reasonable belief that there has been bullying, then, depending on the seriousness of it, appropriate disciplinary action will be taken. This may be anything from a verbal warning to dismissal
- if it is found that the person allegedly involved in bullying behaviour had been misinterpreted and that they were genuinely unaware of the effect of their behaviour and actions, further procedures may not be necessary and the outcome of the investigation will be that the bullying behaviour ends
- in cases where there are conflicts of evidence and perhaps no witnesses the investigating person(s) will have to weigh up the credibility of each party, whether the details are vague or specific etc. in order to reach a conclusion.



Protection against Intimidation:

The Board of Management will protect employees against intimidation, victimisation or discrimination if they file a complaint or assist in a bullying investigation. Employees found retaliating against an employee for complaining about bullying will be subject to disciplinary procedures.

False or Malicious Complaints:

If the school becomes aware that a complaint about bullying is false or malicious in nature, again disciplinary procedures will be used on the employee making the false complaint.

Communications, Training and Monitoring

This policy will be communicated to all staff to ensure that they understand the commitment to dealing effectively with bullying. School Management have a duty to create a harassment-free workplace and to deal speedily with complaints. The policy will be monitored and reviewed as required and in light of experiences.

34 Bullying Policy (Students)

Our school community believes that each student has a right to an education free from fear, annoyance and intimidation. Bullying is not tolerated.

Anti-Bullying Charter:

- We want Patrician Academy to be free from bullying
- There should be no name calling
- There should be no physical abuse
- There should be no 'ganging up on' or 'isolating of' fellow students
- Everyone should be treated with respect
- We all share the responsibility that each student's property is respected
- Anti-social behaviour is not acceptable or condoned
- Problems should be shared
- We all share responsibility to ensure that bullying is not tolerated.

Bullying will not be tolerated in Patrician Academy. It is not acceptable under any circumstances.



Every student has the right to enjoy learning and leisure free from intimidation.

Students should support each other by reporting all instances of bullying.

Bullying is too important not to report.

Reports of bullying will be taken seriously and appropriate action will be taken.

Bullying occurs when a person is made unhappy by one or more people. It can take several forms:

- verbal as in name calling, personal comments, racial abuse
- social as in not being spoken to or being left out of activities
- material as when possessions are stolen or damaged or extortion takes place
- **mental** as when pressure to conform is applied
- physical as in physical assault.

Bullying is not the same thing as a disagreement between two people.

Bullying is:

- systematic and ongoing rather than once off
- done by the more powerful to the less rather than between equals
- distressing and hurtful to the victim as opposed to good natured fun
- always one way rather than an exchange.



Response to bullying:

All staff will try to ensure that is not tolerated in school. Staff will respond to bullying in the first instance by:

- listening to the victim
- reassuring the victim
- continuing to offer help, advice and support to the victim

In responding to incidents of bullying the Principal/Deputy Principal, Year Head, class teacher will establish:

- the veracity
- the intent
- the seriousness
- the effect on the bullied student

When bullying is detected by or reported to staff they will respond by:

- taking action as quickly as possible
- considering whether action should be public or private
- making it clear to the person involved in bullying or threatening behaviour that such behaviour is not acceptable
- establishing whether or not the incident is part of a pattern
- encouraging the person responsible for the bullying or threatening behaviour to see the victims point of view
- explaining why a punishment (if any) is given
- sharing information with (relevant staff) other members of staff
- informing parents if appropriate

In cases of bullying, parents may be invited to meet the principal/ deputy principal and the student may be suspended. If the bullying re-occurs, the case may be referred to the Board of Management.



Students involved in bullying or threatening behaviour, either as a victim or as the person responsible for the bullying or threatening behaviour will be supported in order to overcome the impact of such behaviour.

It is made clear to all students that when they report incidents of bullying, they are behaving responsibly.



PART 7

Hazard Identification and Risk Assessment

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28 Introduction to Risk Assessments

The school management is committed to the ongoing identification of hazards, the assessment of the appropriate risks and the introduction of controls to deal with them. In addition, all members of staff are encouraged to co-operate in securing freedom from accidents and are encouraged to identify and report any potential hazards that may exist so as to ensure that a risk assessment is carried out.

A **hazard** is anything with the potential to cause harm to the safety, health and welfare of employees, students, visitors etc. Hazards may be classified as physical, chemical, biological, environmental or human.

A **risk** is the likelihood that someone will be harmed by a hazard and the severity of that harm.

Control measures:

A control measure is an applied measure that reduces the level of risk. Good control measures can comprise physical measures, management/training, or combination of some or all of these.

Control measure principles:

Schedule 3 of the Safety, Health and Welfare at Work Act 2005 lists the Principles of Prevention and the school undertakes to apply these principles (where practicable) in dealing with all hazards identified.

- Avoidance of risks
- Evaluation of unavoidable risks
- Combating of risks at source
- Adaptation of work to the individual
- Adaptation of workplace to technical progress
- Replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work
- Priority to collective protective measures over individual protective measures
- Development of an adequate prevention policy which takes account of technology, organisation of work, working conditions, social factors and the influence of factors relating to the working environment
- Appropriate training and instructions to employees.



29 Methodology used for hazard identification and control

In line with the requirements of Safety, Health and Welfare at Work Act 2005 (section 19) the school principal carried out the risk assessments in consultation with pertinent staff for each hazard identified. Following this process, and in line with section 26 of the Safety Health and Welfare at Work Act 2005, the results were related to the Board of Management for approval and amendment, where necessary.

It is envisaged that hazard inspections will be undertaken on a regular basis to ensure that all information remains accurate, that controls are adequate and where necessary risks are re-assessed. Risk assessments will be reviewed when there has been a significant change in the matter to which they relate or when they are no longer valid (i.e. change in legislation, new European Directives, new equipment, changes in work practices etc.). In line with best practice and the advice of the Health and Safety Authority (Guidelines on managing Health and Safety in Post-Primary schools) they will also be reviewed on an annual basis.

When hazards are identified it is necessary to evaluate and rank them so that they can be controlled in an orderly way. The risk of a hazard is a measure of the likelihood or probability of an accident coupled with the severity of the injury or loss. The risk potential of each hazard was assessed (by ranking) according to the following methodology. Numerical values of between 1 and 4 were applied to both the **severity** of the consequences and the **probability** of the event occurring (as per the **risk rating** charts in the next page). When the severity numerical factor and the probability numerical factor were multiplied together they produced a numerical value.



Severity x Probability = Risk Rating

Severity Rating	Interpretation	Numerical Value
Catastrophic	Single or multiple fatalities, widespread illness, large scale property or equipment damage	4
Major	Serious injury or illness, significant property or equipment damage	3
Minor	Minor injury or illness, minor property or equipment damage	2
Insignificant	No significant injury or illness, no significant property or equipment damage	1
Probability Rating	Interpretation	Numerical Value
Probable	Likely to occur either immediately or in the short term	4
Possible	Could occur in time or if repeated enough	3
Unlikely	Though unlikely, may occur over time	2
Remote	Unlikely to occur at all	1

Risk Rating

Numerical Value	Descriptive risk	Interpretation
Severity x	rating	-
Probability		
12 – 16	High	Risks are unacceptable and immediate action required justifying special maintenance. Activity should be stopped until the hazard is eliminated or appropriate risk controls are put in place.
6 – 9	Medium	Activity can proceed but substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity or to apply interim control measures until this has been completed.
2 – 4	Low	Activity can proceed but consideration should be given as to whether the risks can be lowered. Control measures must be monitored and reviewed as required to ensure they remain suitable and sufficient.
1	Negligible	No additional controls are necessary as these risks are considered acceptable. Activity should be regularly reviewed to ensure there is no change to the risk rating and that controls are maintained.

*Note: A descriptive risk rating (rather than a numerical rating) has been used in the risk assessment sheets whereby the risk potential for the hazard identified is described as **High (H)**, **Medium (M)**, **Low (L) and Negligible (N)**. A similar rating is used when describing the level of risk after the control measures have been put in place. This method has been used in an attempt to ensure that the levels of risk will be understood and clear to all members of staff.



30 <u>Risk Assessments Index</u>

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Risk Assessment Location: Buildings		School	Assessor's Name: Antoin Browne	Assessment I November 20	
Hazard Identified	Persons at risk	Risk potential	Control measures to eliminate or reduce risk	Risk with Controls	Person(s) Responsible
Fire	Staff,	Н	■ The Board of Manageme	nt L	Safety
Burns, asphyxiation, smoke inhalation, risk of multiple injuries/ fatalities, collapse of structure.	students, and visitors	п	is committed to the provision of an effective fire safety infrastructure (detection systems, fire alarm systems, adequate escape routes, fire suppressants, safe notices, etc.) within the school. Rubbish will be removed daily. Good housekeeping practices will be strict adhered to, to minimize an build-up of materials classrooms or along corridors. In the event of alart activation, fire procedure must be complied with immediately. Assembly points are identified for individual classes/are and are listed in the	ne ve re re re tte re tty he ed ly ny in ng m es th ly or as	Coordinator All staff
Review Date: November 201	9		Emergency Procedures. dard 3218:1989 Code of Pra n Systems for Buildings appl		Detection



Risk Assessment Location: School Assessor's Name: Antoin Assessment Date: 28					
KISK ASSESSM		School	Assessor's Name: Antoin		
	Buildings			November 20 November 20	
Hazard	Persons at	Risk	Control measures to	Risk	Person(s)
Identified	risk	potential	eliminate or reduce risk	with	Responsible
lucitificu	IISK	potentiai	chimiate of Teduce 11sk	Controls	Responsible
Fire	Staff,	Н	■Staff must follow th		All staff
	students,		manufacturer's instruction	S	
	and visitors		when using flammabl	e	
			liquids and ensure they ar	re	
			not used near naked flame	es	
			or any source of ignition.		
			• All fire protectio	n	
			equipment and systems ar		
			serviced and maintained o		
			a regular basis throughou	ıt	
			the school.		
			Emergency exit routes ar		
			clearly identified and mus	st	
			be kept clear at all times.		
			No schoolbags allowed o	n	
			corridors.		
			■ Instruction and trainin		
			will be provided to all state and students.	I	
			• Fire drills will be held a	nt	
			least twice a year to ensur		
			everyone is aware of an		
			abide by emergenc		
			procedures. Records ar		
			kept of all drills.		
Review Date:					<u> </u>
November 20	19				



Risk Assessment Location: Class rooms, Staff rooms, grounds,		Assessor's Name: Antoin Browne	Assessment Date: 28 November 2018		
Storage areas Hazard Identified	Persons at risk	Risk potential	Control measures to eliminate or reduce risk	Risk with controls	Person(s) Responsible
*Chemicals	Members	Н	■ All chemicals an		Cleaning
and	of staff		hazardous substances to b	e	staff,
hazardous	using		stored in accordance wit	h	Maintenance
substances	chemical		manufacturer's instruction	ıs	personnel
	substances,		in designated secure area	ıs	and any
Burns,	Students		in accordance with Safet	y	member of
spillages,			Data Sheets (SDS)		staff using
poisons,			An SDS file will b	e	chemical
fatalities,			compiled for all hazardou	ıs	substances
irritation of			chemicals being used an	d	
skin, fire and			be available fo	or	
explosion.			emergencies. The SDS fil	e	
			will be retained in th	e	
			Principal's office an	d	
			updated as required.		
			■Every exposed star	ff	
			member will b	e	
			familiarized with the risk	as .	
			attached to each chemica	al	
			and the precaution	ıs	
			required when handlin	g	
			them.		
			All spillages to be cleane	d	
			up immediately.		
			■The necessary persona	al	
			protective equipment an	d	
			clothing, such as glove	s,	
			masks, aprons or ey	re	



	protection will be provided			
	and must be used by			
	staff/students.			
Review Date: November	*For the purpose of this assessment a chemical is defined as a			
2019	solid, liquid or gas used for the purpose of reacting with or effecting a change in another substance or material. It includes			
	inert and non-reactive substances and embraces the broadest			
	possible interpretation including printing inks, chemicals used in			
	the science laboratories, glues, detergents, cleaning chemicals, etc			

Risk Assessment Location: Class rooms, Staff rooms, grounds, Storage		Assessor's Name: Antoin Browne	Assessment Date: 28 November 2018		
areas		D. I		D: 1	D ()
Hazard Identified	Persons at risk	Risk potential	Control measures to eliminate or reduce risk	Risk with controls	Person(s) Responsible



Chemicals	Members	Н	Only approved staff may	L	Cleaning
		11	• • • •	L	
and	of staff		access storage areas and no		staff,
hazardous	using		students are allowed access		Maintenance
substances	chemical		to chemicals or solvents		personnel
	substances,		unless supervised by a		and any
	Students		qualified teacher. Staff will		member of
			ensure, as far as is		staff using
			reasonably practicable, that		chemical
			no dangerous substances		substances
			can be removed from class		
			rooms or storage areas.		
			■The following principles		
			must be followed in the safe		
			use of chemicals:		
			• Use the safest		
			chemical possible for		
			the job to be done.		
			• Read the label and		
			safety sheet.		
			• Take special		
			measures prescribed		
			and know emergency		
			measures in case of		
			accident.		
			• Avoid inhalation of		
			vapours and dusts.		
			• Prevent contact with		
			eyes.		
			• After contact with		
			chemicals, clean		
			yourself and your		
			working clothes.		
			Do not dump chemicals,		
			dispose of used chemicals as		



		recommended	by	
			,	
		manufacturer.		
Review Date:				
November 2019	9			



recontion area	Risk Assessment Location: Office,			Assessment Date: 28	
reception area, staff room and		Antoin Browne	Novemb	November 2018	
classrooms.	i and				
	Risk	Control measures to eliminate or reduce risk	Risk with	Person(s)	
identified at risk pot	tential	eliminate or reduce risk	controls	Responsible	
Use of Teachers,	M	All electrical equipment	L	Principal	
electrical Any		must be used in accordance	e	and any	
equipment person		with the manufacturer's		person using	
i.e. using		instructions and should be		electrical	
photocopiers, electrical		appropriate for the task for		equipment	
shredders, equipment		which it was intended. All			
printers,		equipment must include			
laminators,		protection from moving			
binding		parts.			
machines,		All equipment should be			
televisions,		kept in good working			
overhead		condition, any defective,			
projectors		broken or faulty equipment	t		
etc.		should be reported			
		immediately to the Principa	al		
Electric		and taken out of circulation	ı		
shock,		and marked appropriately			
electric burn,		until repair or disposal.			
fire and		Electrical cables must be la	nid		
fatalities		in a safe manner away from	n		
		danger zones and should be	e		
		inspected at regular interva	ıls		
		for damage or signs of			
		overheating.			
		• Repairs must be carried ou	ıt		
		by appropriately qualified			
		persons and records of all			
		servicing and repairs			
		retained.			



	Adaptors must not be used and systems must not be overloaded. Multi plug extension leads must be disconnected when not in use	
Review Date: November 2019		



Risk Assessm					: 28	
computer	room, and		Antoin Browne		nber 2018	
Hazard Identified	Persons at risk	Risk potential	Control measures to eliminate or reduce risk		Risk with controls	Person(s) Responsible
Visual	Teachers,	M	Ergonomic assessments wil	ll be	L	Safety
Display	office		carried out for each work st	tation		coordinator
Units	staff,		to ensure compliance with			
(VDUs)	principal		General Application Regula	ations		
	and		2007 taking account of:			
Repetitive strain, injuries/work	deputy principal		 Position of the monitoregards to lighting distance Height of work desk 			
related upper limb disorders (WRULDS), eye strain, back pain.			difficulties with strain of should report these. Eye screening/eye tests provided for all staff with the regulations at it to the individual and protective glasses are reson the recommendation optometrist; these with provided on the basis Patrician Academy passibvention towards the the glasses. Staff will receive trainstruction and Loreto	e and d with o allow for the image screens aced. Id be ements erience or glare will be in line no cost where equired a of an ill be of the ying a cost of aining,		



Review Date: November 2019

Risk Assessr offices, classro	nent Location ooms, gym and area		Assessor's Name: Antoin Browne	Assessment November 2	
Hazard Identified	Persons at risk	Risk potential	Control measures to eliminate or reduce risk	Risk with controls	Person(s) Responsible
Manual handling Person Handling Musculosketal injury, lacerations, crushing of hands or feet, bruised or broken bones. Use of Gym Equipment	All Personnel required to carry out manual handling tasks P.E. Teachers / Coaches / Gym Supervisors Students	M	practicable the need formanual handling. Staff will be encouraged use mechanical aids where it is reasonably practicable (e.g. using a trolley move audio visus equipment). The Board of Manageme will adhere to the principles of prevention	ill L as for to re de to tal nt he as 1st ral ns to en ng at to or	Board of Management Safety coordinator All Personnel carrying out manual handling tasks P.E. Teachers / Coaches / Gym Supervisors



	■ Staff must inform the	
	principal of any manual	
	handling difficulties they	
	encounter.	
	•Staff will be trained in	
	correct lifting procedures.	
	■The gym must be locked	
	when not supervised. Use	
	of equipment / training	
	must not commence	
	without the supervision of	
	a competent teacher or	
	coach. Suitable clothing	
	and footwear must be	
	worn. Only students 17	
	years old and older must be	
	taught how to use the	
	equipment safely	
	- Jurkment surer)	
Review Date: November 2019		



Risk Assessment Location: Classrooms		Assessor's Name: Assessment Date Antoin Browne November 20			
Hazard Identified	Persons at risk	Risk potential	Control measures to eliminate or reduce risk	e Risk with controls	Person(s) Responsible
Tripping,	Staff,	M	■ All classrooms will b	be L	Safety
slipping, falling,	students		maintained in line with bes	st	coordinator
poor lighting,	and visitors		design and improved a	as	Caretakers
damaged/broken			resources become available	e.	
chairs or desks.			 Lockers provided for school 	ol	
			equipment.		
			•Ceilings, floors, walls an	nd	
			the general décor will b	be	
			maintained in line with bes	st	
			practice		
			Any damage to rooms of	or	
			equipment must be reporte	ed	
			immediately to th	ne	
			principal.		
			■The principal will ensur	re	
			that repairs to floors, desks	s,	
			walls, and chairs are carrie	ed	
			out as quickly as possible		
			 Lighting will be maintaine 	ed	
			to achieve suitable lightin	ıg	
			levels.		
			• All spillages to be cleane	ed	
			up immediately.		
Review Date:	November				



Risk Assessment Entrances and		as	ribbebbor brianie.		Assessment Date: 28 November 2018	
Hazard Identified	Persons at risk	Risk potential	Control measures to eliminate or reduce risk		Risk with Controls	Person(s) Responsible
Access/Egress	Staff,	M	Pedestrian routes will be clea	ırly	L	Safety
	students		marked, illuminated and inspec	ted		coordinator
Slips, falls,	and		regularly			Caretakers
trips,	visitors		• All doors, access routes will	be		Staff,
obstructions			maintained in good condition a	and		students
and wet floors			will be kept clear from obstructi	on.		and
			All floor surfaces are kept f	ree		visitors
			from tripping or slipping hazard	ls.		
			■ In the event of a wet or dangero	ous		
			floor a caretaker will immediat	ely		
			screen off the area until the flo	oor		
			can be cleaned, dried or	the		
			problem rectified.			
			Appropriate non-slip mats	are		
			provided inside the main entranc	ces.		
			Lighting will be adequate to ens	ure		
			that people are not at risk	of		
			tripping and falling.			
			Schoolbags or school equipm	ent		
			may not be left in corridors	or		
			access/egress routes.			
Review D November						



Risk Assessmen Rooms	t Location: S	cience	Assessor's Name: Antoin Browne		essment Da ember 201	
Hazard Identified	Persons at risk	Risk potential	Control measures to elimi or reduce risk	nate	Risk with controls	Person(s) Responsible
Fire Explosion Exposed to hazardous substances Burns, Skin irritation Asphyxiation Poisoning	Teachers, Students	M	Science rooms will only be use when a teacher is present. The rooms will remain locked wher in use. All chemicals will be loo away in the designated sto area in each room, accessib teachers only. Experiments using chemical will be carried out only in fume cupboards White laboratory coats must worn by staff Appropriate PPE will be will during experiments e.g. and hand protection During experiments the follow rules will apply: 1. List of safety instruct on display in the room 2. Chemical symbols display in the room 3. before use , studinstructed in safe opera of equipment e.g. But burner 4. students work in signoups 5. students not allowed dangerous chemicals 6. strict supervision during experiments 7. no unnecessary mover around the room 8. fire extinguishers/blate easily accessible in room 9. fully stocked first aid available in the room	on not cked orage le to icals a the st be worn face wing tions on dents ation nsen mall use ag all ment anket the	L	Science Teachers Safety coordinator
Review I Novembe						



Risk Assessmen	t Location: d Activities	School	Assessor's Name: Antoin Browne		ent Date: 28 aber 2018
Hazard Identified	Persons at risk	Risk potential	Control measures to eliminate or reduce risk	e Risk with controls	Person(s) Responsible
Pregnant	Pregnant	M.	■ A detailed risk assessme		Principal
employees	Employees		checklist for pregna	nt	and
			employees has been devise	ed	Board of
Manual			(see school policies ar	nd	Managemen
handling,			procedures, Part 6, section	on	
chemical			32). Suitable contr	ol	
agents,			measures and actions will b	pe	
working with			implemented on the basis	of	
VDUs, mental			identified individual nee	ed	
and physical			following assessment.		
fatigue					
13. Bullying	Employees	M.	•All complaints of bullying	ng L	Principal
Effects can be			will be dealt with in line wi	th	and
physiological,			agreed policies ar	nd	Board of
psychological			procedures (Part 6 section	on	Managemen
and			33). Suitable contr	ol	
behavioural			measures and actions will b	be	
			implemented followir	ng	
			assessment.		
Review Date:	November	Part 6 Cl of 2007 a	napter 2 of SHWW (General App	lications)Reg	gulations SI 299



10. Detailed Hazar			i luenimicanon anu Ki	SK AS	<u> </u>	<u> </u>
	essment Locati	on:	Assessor's Name:	A	Assessment Date: 28	
	Buildings	T	Antoin Browne		Novembe	
Hazard Identified	Persons at risk	Risk potential	Control measures to eliminate or reduce risk		Risk with controls	Person(s) Responsible
Working	Teachers	M	•A safe operating system	n has	L	Board of
Alone	Caretakers		been devised in part 6 s	ection		Management
Attack.			30 and all staff should adh	nere to		Principal
Illness, injury, death			this policy particularly	y the		Teacher
			communication and emer	gency		
			procedures.			
			Cleaning and maintenanc	e staff		
			must also adhere to the po	olicy.		
			■ Subcontractors are expec	cted to		
			adhere to their own	safe		
			systems of work in line	e with		
			school policy		L	
15. Stress	Staff	Н	■ Provide reasonable syste	ems of		Board of
Effects can			work; comply with legis	lation,		Management
be mental,			regulations and guideling	nes in		Principal
physical, behavioural			order to protect emplo	oyee's		Staff
and			well-being.			
cognitive			Regularly consult with s	taff to		
			identify problems an	d to		
			develop support systems.			
			■ Encourage staff to report	stress		
			at work.			
			On-going training to reco	ognize		
			symptoms and causes of s	stress.		
Review						
Novemb	er 2019					

Part 8

Appendices

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31 Declaration of Sight I have read and understand the contents of this do outlined under Section 13 of the Safety, Health and		as
Signed:	Date:	
Signed:	_ Date:	
Signed:	Date:	
Signed:	Date:	
Signed:	_ Date:	
Signed:	Date:	
Signed:Signed:		

	Signed: Date:	
Signed:	Date:	

Annual Health and Safety Report Annual Report

Patrician Academy

For	
2019 - 2020	

The following is a report of progress with our Health and Safety policy:

1. Safety Training				
During the year, the following safety training courses were attended by staff:				

2. New Safety Arrangements

	The following new safety arrangements were put in
	place during the year:
3. Purchase of Safety Equipment	
The following items of safety equipment w	ere purchased during the school year:

4. Emergency Drills
(Number) emergency drills were practiced during the school year and the results were:
5 Cofety Droggeogram

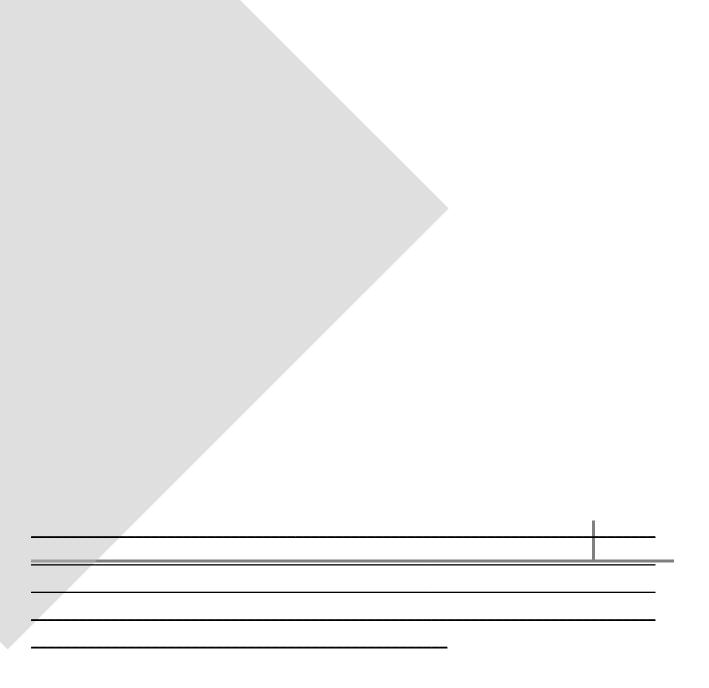
5. Safety Programme

Our Health and Safety Programme for 2019 /20 includes:

6. Safety Consultation Group
(Number) meetings of the consultation group took place during the year and they reviewed the
following issues:

<u></u>	
7. List of Accidents on School Premises	
a) Accidents resulting in absences in excess of three days:	
b) Minor Accidents:	

	_
8. Safety Deficiencies	
The following areas still need to be addressed:	
-	



Forms IR1 and IR3

The Health and safety Authority requests that **Form IR1** should be completed online

Submitting details of accidents online

- Is faster than filling in a paper IR1 form and sending it in
- Allows the School Authorities to view all accidents that were reported online over the last year
- The School Authorities will obtain a confirmation receipt (email) for each accident reported
- The Principal will be sent a letter containing an approval code. This approval code will enable him to view all the accidents reported online over the past year.

The e-mail address for the Health and Safety Authority (HSA) is www.hsa.ie

Alternatively the HSA may be contacted at: 1890289389.



Form IR3

FORM OF NOTICE OF DANGEROUS OCCURRENCE

APPROVED UNDER THE SAFETY, HEALTH AND WELFARE AT WORK (GENERAL APPLICATION) REGULATIONS, 1993

(Before completing this form, please see INSTRUCTIONS overleaf)

S.I. No. 44 of 1993

EMPLOYER/SELF-EMPLOYED INFORMATION

Name of business or company name:	Phone No: (+ STD Code)		
Address of Head Office:	Date of Incident:		
Address of establishment where incident took place if different from above:	employed at	Approximate total no. employed by business:	

TYPE OF WORK BEING UNDERTAKEN AND LOCATION OF DANGEROUS OCCURRENCE

What activity was being undertaken at the time of the incident (e.g. construction, road transport, chemical processing)

Where did the incident take place (e.g. inside buildings, underground, field, public road, shop etc.)

ARCUMSTANCES OF THE INCIDENT	
Description and cause:	
	CIRCUMSTANCES OF THE INCIDENT Description and cause:

34. RECOMMENDED CONTENT FOR FIRST AID BOXES AND TRAVEL KITS

MATERIALS	First-Aid Travel Kit Contents	First Aid Box Content	
	Kit Contents	1-5 persons	6-25 persons
			•
Adhesive Plasters	11	11	20

Sterile eye pads (Bandage attached)	-	-	2
Individually wrapped triangular bandages	2	2	6
Safety pins	2	2	6
Medium Individually wrapped sterile unmedicated wound dressings (~10 x 8cm)	-	-	6
Large Individually wrapped sterile unmedicated wound dressings (~13 x 9cm)	1	1	2
Extra Large Individually wrapped sterile unmedicated wound dressings (~28 x 17.5cm)	-	-	3
Individually wrapped wipes	8	8	8
Paramedic shears	1	1	1
Pairs of disposable gloves	1	1	2
Sterile eye wash (where there is no clear running water)	1	1	2

Other items might include creams to deal with caustic burns, suntan lotion, and hand cream.

35. Hazardous substances Warning symbols

Safety Data Sheets (SDS) must be obtained for each chemical being used in the school and filed, in the area where the chemical is stored.

A Safety Data Sheet is the EC term for a document which gives detailed health and safety information about a chemical. These sheets must be provided by the supplier of a chemical to those using the chemical.

All staff must be taught to recognize the standard warning signs on chemicals.

	NEW Standard Warning Signs and Risk Phrases				
Acute Toxic Hazard		Hazard: Caution:	The substances are very hazardous to health when breathed, swallowed or in contact with the skin and may even lead to death. Avoid contact with human body and immediately consult a doctor in cases of malaise.		
Health Hazard		Hazard: Caution:	This symbol designates substances which may have an irritant effect on skin, eyes and respiratory organs. When taken up by the body, these substances cause slight damage. Do not breathe vapours and avoid contact with skin and eyes.		

Chronic Health		Hazard:	When taken up by the body, these substances can cause long term damage.
Hazard		Caution:	Avoid contact with human body, including inhalation of the vapours and in cases of malaise consult a doctor.
Corrosive substances		Hazard: Caution:	Living tissues as well as equipment are destroyed on contact with these chemicals. Do not breathe vapours and avoid contact with skin, eyes and clothing.
Flammable, substances		Hazard: Caution:	Flammable substances/ liquids Liquids with a flash point below 21 C. Keep away from open fires, sources of heat and sparks.
Oxidizing substances		Hazard: Caution:	Oxidizing substances can ignite combustible material or worsen existing fires and thus make fire-fighting more difficult. Keep away from combustible material.
Explosive substances		Hazard: Caution:	This symbol designates substances which may explode under definite conditions. Avoid shock, friction, sparks and heat.
Dangerous for the environment	***	Hazard: Caution:	This symbol denotes an environmental hazard Dispose of using SDS information, environmental toxicity

Gas Cylinder	Hazard:	Fire and explosive hazard	
Cyllidel	C caution:	Gasses under pressure	

36 Bibliography:

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