



Iontasobhas Scoileanna Éamainn Rís
Edmund Rice Schools Trust

Safety Statement

St Joseph's Secondary School,
Drogheda,
Co. Louth

Ratified by the Board of Management
6th June 2012

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SECTION 1: SAFETY POLICY

SAFETY POLICY

It is the policy of St Joseph's Secondary School to promote standards of health and safety within the workforce which will lead to the avoidance or reduction in risks to health and safety, to continually improve our safety performance and to ensure that the best practicable methods of compliance with the Safety, Health and Welfare at Work Act 2005, and associated legislation are achieved.

This Safety Statement, in accordance with Section 20 of the Safety, Health and Welfare at Work Act 2005, outlines the policy of St Joseph's Secondary School in relation to the management of health and safety. The School is committed to managing and conducting activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and strives for continual improvement of safety management systems to protect pupils, visitors, contractors and other persons at the school from injury and ill health arising from any work activity.

This will be achieved by the following (so far as is reasonably practicable):

- the provision of a safe place of work, including safe access and egress;
- the provision of safe plant and equipment, articles and substances;
- the provision of safe systems of work;
- the provision of welfare facilities;
- the provision of appropriate information, instruction, training and supervision;
- determining and implementing appropriate preventative and protective measures;
- having regard to the general principles of prevention;
- the provision of emergency plans and procedures;
- reporting prescribed accidents and dangerous occurrences to the Health & Safety Authority; and
- obtaining, when necessary, the services of a competent person to advise on health and safety.

The detailed arrangements for achieving these objectives are set out in the main body of the Safety Statement. St Joseph's secondary School is also committed to managing and conducting work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour (including bullying/harassment) likely to put the safety, health or welfare at work of their employees, students or members of the public at risk.

The Principal has overall responsibility for health and safety within the School. Staff share a responsibility with management in ensuring their own safety while at work. This Safety Statement requires the co-operation of all staff, visitors, contractors and others to enable the School to discharge its responsibilities under law.

St Joseph's Secondary School is committed to upholding the standards outlined in this Safety Statement. Sufficient authority and resources, both financial and otherwise, will be made available to enable staff to carry out their responsibilities in a reasonable and efficient manner. All staff will be made aware of and have access to this Safety Statement. The Safety Statement will also be available to third parties where appropriate. Staff are encouraged to put forward suggestions for improvement to this document. The Safety Statement will be reviewed in light of experience and future developments within the organisation.

Signed **David Madden**

Date: **1st June 2012**

School Principal

SECTION 2: ORGANISATIONAL STRUCTURE

2.1 School Profile

St. Joseph's Secondary School is a Catholic Secondary School under the Edmund Rice Trusteeship (ERST). ERST has taken over from the Christian Brothers who have served the town of Drogheda since 1858. Our present enrolment of 620 boys is one of the largest in the history of the school. Subjects offered by St Josephs Secondary School include:

JUNIOR CERTIFICATE

Irish, English, Maths, History, Geography, Science, German, French, Spanish, Technical Graphics, Art, Classical Studies, Business Studies, Technology, Materials Technology (Wood), Computer Studies, Religious Education, Physical Education, CSPE, Personal & Social Education. Social, Personal & Health Education.

LEAVING CERTIFICATE

Irish, English, Maths, History, Geography, Physics, Biology, Chemistry, Agricultural Science, Art, Business, Accounting, Economics, Classical Studies, French, German, Design & Communication Graphics, Religious Education, Guidance and Counselling.

SENIOR CYCLE OPTIONS:

1. Leaving Certificate

2. Transition Year - The Transition Year offers students a broad educational experience with a view to the attainment of increased maturity before proceeding to study for the Leaving Certificate.

3. Leaving Certificate Applied.

PASTORAL CARE

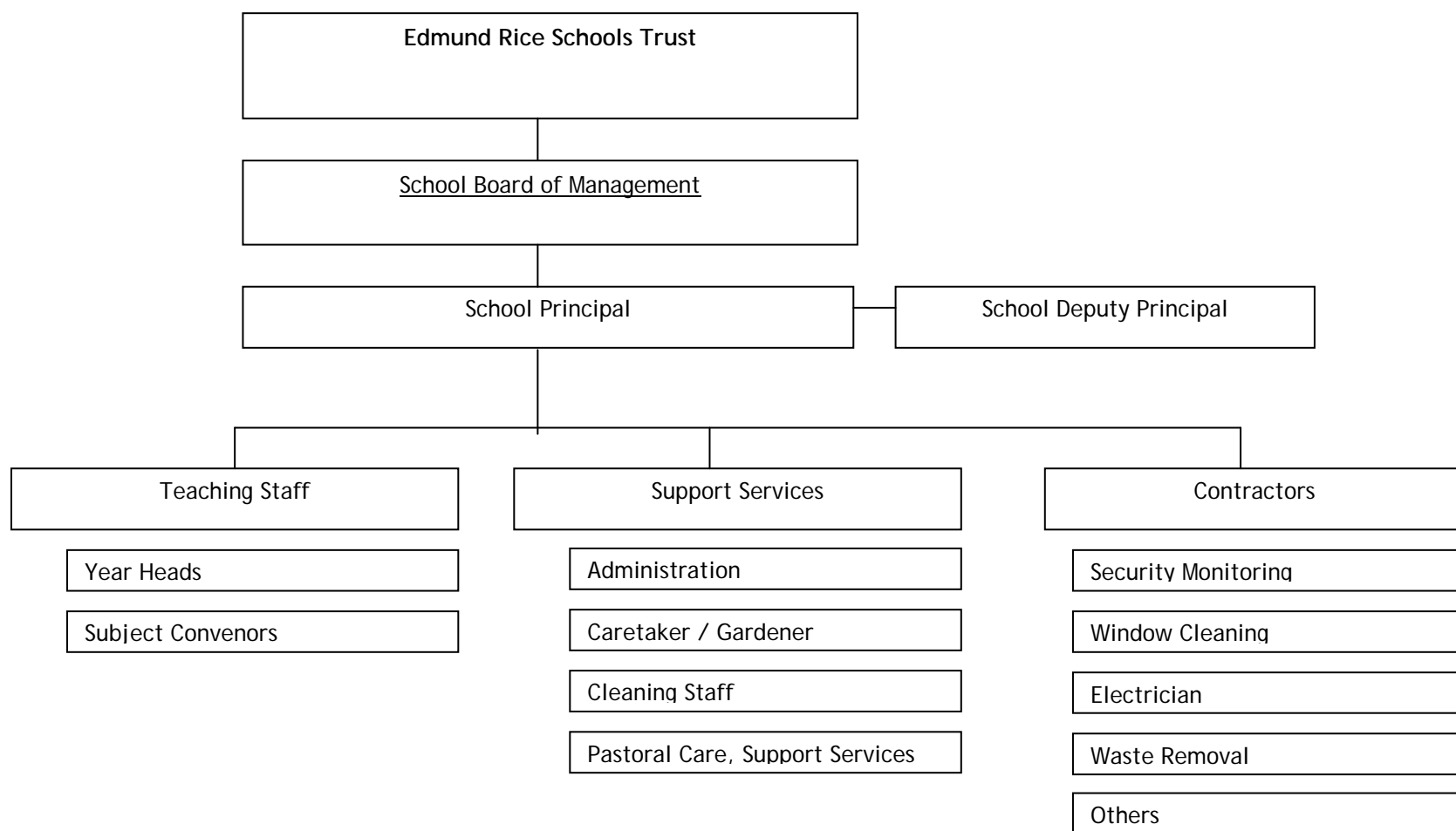
Guidance & Counselling - offering students and their families help and support with social, personal and vocational services. School Chaplain - supporting the school community in their journey and spiritual development. Rainbows - A peer support programme for young people grieving a change in family circumstance. LET&KEY - Enterprise education and personal development. Senior Prefects - 1st Year mentoring system. Students Council.

EXTRA CURRICULAR ACTIVITIES:

St. Joseph's has a long and distinguished record in Gaelic Games. In recent years, the school has also earned for itself a reputation for producing top class athletes. Our policy is to try to cater for the needs of all our students. The following list of extra curricular activities available in the school must surely have something for everyone, Guitar Tuition, Hurling, Golf, Soccer, Rugby Chess Club, Indoor Football, Badminton, Athletics, Photography, Basketball, Computer Club, St. Vincent de Paul Society (Junior Conference), Debating, School Quizzes, Evening Study.

2.2 School Structure

The management structure of St Joseph's Secondary School is shown in the diagram below:



2.3 Personnel

The following health and safety responsibilities have been allocated to those shown in the table below:

Title	Name
Board of Management	Cyril Gillen; Peter Higgins; David Madden (Principal); Pauline Plunkett (Chairperson); Paul Savage; John McEneaney; Anne Marie Murray; Catherine Costello.
Principal	David Madden
Deputy School Principal	John Mansfield
Person with responsibility for Safety	David Madden
Facilities Maintenance	Niall Leonard
Health & Safety Representative:	Jim Mathews, Woodwork teacher
Fire Wardens	All Teachers have responsibility for their own classes
First Aiders	Declan Smyth
Automated External Defibrillator (AED) Trained Personnel	David Madden, Mark Stephenson, Tom Ryan, Declan Smyth, Patrice Brennan, Robert Quaille, Anthony Mc Creery, Rowan Webb, Seanie Vaughan, Niall Heeney.

SECTION 3: DUTIES & RESPONSIBILITIES SCHOOL PRINCIPAL

The School Principal is responsible for the planned implementation of effective health and safety standards within the school according to agreed objectives and for ensuring that these are taken into account in planning, administration and maintenance activities and in organising work generally. He has ultimate responsibility for the co-ordination of health and safety management in the organisation.

The School Principal is responsible for ensuring that staff are given sufficient information and training to do their job effectively and that work targets are realistic and do not compromise health and safety requirements. He is also responsible for ensuring that staff are given adequate support to make the correct decisions on health and safety issues and that the standards described in this Safety Statement are met in a practical manner.

He will ensure that:

- an up-to-date signed Safety Statement is in place and Safety Policy is on display;
- the Safety Statement is brought to the attention of, and is understood by all employees;
- the Safety Statement is regularly reviewed and amended as necessary and any changes are brought to the attention of all employees;
- safety is a prime consideration in all planning;
- adequate funds, materials, equipment and human resources are budgeted to meet safety requirements;
- proper corrective action is taken and recorded when required;
- as far as is reasonably practicable, the representations made by employees via the staff meetings or otherwise on matters of safety, health and welfare are taken into account;
- all accidents and ill health, property damage or near miss situations arising out of work activities are reported immediately and thoroughly investigated, recorded and reported as detailed in the Accident Reporting Procedure;
- the safety of visitors and contractors is adequately protected;
- appropriate inductions are given to all new and temporary staff and contractors;
- adequate fire and emergency precautions are taken including the provision of equipment, equipment servicing and training in the use of the equipment and training in the evacuation procedure;
- all statutory registers, notices and documents are maintained and available for inspection;
- contractors are engaged in accordance with the company policy and that the contractors approval form is completed in all cases;
- any new or unusual work activities are assessed for potential hazards and a risk assessment carried out where necessary;
- he responds to all queries from staff in relation to health and safety;
- he co-ordinates pregnant employee risk assessments as required
- accident records are maintained;
- a minimum of two emergency evacuations are carried out each year;
- manual handling assessments are carried out for all relevant employees at the earliest opportunity and manual handling training is carried out where necessary;
- VDU assessments are carried out and training provided for all new staff, as appropriate, within one month of joining.

3.1 Deputy School Principal

The Deputy School Principal is responsible for health and safety performance and standards in respect of those activities under his control.

The Deputy School Principal will assist the Principal in co-ordinating the management of health and safety in the school. He will ensure that:

- the Safety Statement is brought to the attention of, and is understood by all employees;
- safety is a prime consideration in all planning;
- as far as is reasonably practicable, the representations made by employees via the staff meetings or otherwise on matters of safety, health and welfare are taken into account;
- all accidents and ill health, property damage or near miss situations arising out of work activities are reported immediately and thoroughly investigated, recorded and reported as detailed in the Accident Reporting Procedure;
- the safety of visitors and contractors is adequately protected;
- appropriate inductions are given to all new and temporary staff and contractors;
- all statutory registers, notices and documents are maintained and available for inspection;
- any new or unusual work activities are assessed for potential hazards and a risk assessment carried out where necessary;
- a minimum of two emergency evacuations are carried out each year;
- manual handling assessments are carried out for all relevant employees at the earliest opportunity and manual handling training is carried out where necessary;
- VDU assessments are carried out and training provided for all new staff, as appropriate, within one month of joining.

3.2 Teaching Staff

Teaching Staff are responsible for health and safety performance and standards in respect of those activities, which are within his control.

In addition to the responsibilities outlined in section 3.5 for all employees, teaching Staff will ensure that:

- they read and understand the Safety Statement and carry out their work in accordance with its requirements
- they follow the manufacturers / suppliers instructions in the use of any materials / equipment he / she is required to use in the course of his / her teaching.
- He/she keeps his/her classrooms in a neat and tidy fashion, in order to minimise the risk of accidents. Specific attention must be paid to trailing cables, wet spots on the floor, spillages, and the storage of student bags and belongings
- Student work is displayed / stored in such a manner that it does not constitute a fire risk;
- They are aware of the location of all emergency exits and fire exits and fire points; to be able to recognise the fire alarm sounded and to be familiar with the evacuation procedures to be followed in the case of an emergency.
- They co-operate with the Principal and Person with responsibility for Safety in matters relating to health and safety.
- They ensure that all school protocols are followed for school trips / excursions.
- They comply with all school policies (e.g. dignity at work, bully & harassment etc).
- They do not use wood work equipment or other school equipment that they are not trained or authorised to use.

3.3 Caretaker / Gardener /Cleaners

The responsibilities of the Caretaker/Gardener/Cleaners are:

- To read and understand the Safety Statement and carry out their work in accordance with its requirements
- To carry out routine inspection of the building and grounds ensuring that all floor areas are free from spillage and any obstructions that might lead to accidents;
- To make every effort to maintain the security of the building and grounds;
- To carry out regular inspections of all fire escape routes, fire points and alarms etc and report any defects immediately to the Principal;
- To ensure that the manufacturers / suppliers instructions are followed when using chemicals and equipment on floor/wall cleaning, gardening etc;
- Store gardening equipment etc. safely and out of reach of students, teachers etc.;
- Store a minimum amount of petrol on site for the strimmer / mower (petrol should only be stored in approved containers out of reach of students, teachers etc.)
- Not to allow “horseplay” or practical jokes and reprimand those who consistently fail to consider their own safety or that of others around them.
- To report immediately any defects of plant or equipment.
- To report any accident, however minor, to supervision immediately.
- To set a personal example by wearing protective clothing and by carrying out their own work in a safe manner
- To look for and suggest ways of eliminating hazards and to bring to the attention of supervision any improvements or additions to the safety statement which they feel should be made.

3.4 All employees

Employees have the following legal duties under Section 13 and 14 of the Safety, Health and Welfare at Work Act 2005:

- Take reasonable care of their own safety, health and welfare and that of others.
- Ensure they are not under the influence of an intoxicant to the extent that they may endanger themselves or others.
- Co-operate with their employer or any other person as appropriate.
- They must not engage in improper conduct or behaviour (including bullying/harassment).
- Attend all necessary training.
- Use safety equipment or clothing provided, or other items provided for their safety, health and welfare at work.
- Report to the Principal as soon as practicable:
 - (i) Any work which may endanger the health and safety of themselves or others.
 - (ii) Any defect in the place of work, systems of work, articles or substances.
 - (iii) Any breach of health and safety legislation of which he or she is aware.
- Employees must not:
 - (i) Interfere with, misuse or damage anything provided for securing the health, safety and welfare of those at work.
 - (ii) Place anyone at risk in connection with work activities.
 - (iii) Intentionally or recklessly interfere with or misuse any appliance, or safety equipment provided to secure the safety health or welfare of persons at work.

Additionally members of staff must:

- read and understand the school’s Safety Statement;
- report any accident or damage, however minor, to management as soon as possible;
- co-operate in the investigation of accidents;

- not try to use, repair or maintain any office equipment or machinery for which they have not received full instructions or training;
- know the procedure in the event of a fire;
- clean up their area or assist in the tidying up of their area and also to maintain clear work areas and maintain high standards of housekeeping and hygiene;
- ensure that their work does not compromise safety regulations or impede emergency exit routes;
- not attempt to lift or move articles or materials so heavy as likely to cause injury;
- not attempt to reach articles on high shelves unless using steps or a properly designated hop-up: do not improvise or climb;
- suggest ways of eliminating hazards and improving working methods;
- inform management if pregnant;
- heed all caution and warning signage on site;
- take care of their own safety and not indulge in horseplay, wilful unsafe acts or carry out or play practical jokes on other employees (It is also advised that employees do not run in the workplace);
- bring any problems regarding health and safety to the notice of the Principal; and
- Adhere to all school safety rules and requirements.

3.5 Health and Safety Co-ordinator

The main responsibility of the Health and Safety Co-ordinator is to advise and assist management and staff on health and safety matters.

He/She shall:

- Co-ordinate the organisations health and safety management system.
- Ensure that the Safety Statement including risk assessments is periodically evaluated and revised.
- Ensure that all employees have access to the Safety Statement and have read and understood it.
- Ensure regular inspections of the premises are carried out and remedial action taken where necessary.
- Ensure that induction and safety training of all employees is carried out.
- Ensure that sufficient numbers of staff are trained and hold the positions of first aider, and fire warden.
- Ensure that an accident report form is completed for all accidents and that all accidents are investigated.
- Ensure that all relevant accidents and dangerous occurrences are reported to the H.S.A. (Health & Safety Authority).
- Monitor the systems for ensuring that fire precautions are adequate.

3.6 Visitors

It is the responsibility of visitors to the school to:

- Co-operate with the School with respect to all matters relating to health and safety;
- Obey all safety instructions given by the School staff;
- Co-operate with management in the wearing of the correct safety equipment, using safety devices where appropriate and following proper safe systems of work as outlined in Section 4 of this Safety Statement;
- Take care of their own health and safety by not indulging in “horseplay”, wilful unsafe acts or playing practical jokes. It is also advised that visitors do not run on the premises;
- Take note of, and obey all safety signage, where necessary.

3.7 Contractors

Control of Contractors to St Joseph's Secondary School is the responsibility of the Health and Safety Co-ordinator and School Principal.

Contractors must ensure that:

- they comply with the provisions of the schools Safety Statement and that their own company's Safety Statement, Site Specific Safety Statement and Method Statements (where appropriate) are made available;
- all work is carried out in accordance with relevant statutory provisions and taking into account the safety of others on the site;
- they comply with any Permit to Work system in place within the school;
- they wear any personal protective equipment as required;
- scaffolding and other access equipment used by their employees is be erected and maintained in accordance with current regulations and codes of practice;
- all plant and equipment brought onto the premises is safe and in good working order, fitted with any necessary guards and safety devices, and with any necessary certificates available for checking;
- no power tools or electrical equipment of greater than 110 volts is brought onto the premises and that such equipment is suitable for industrial use and in good condition;
- any injury sustained by a contractor's employee is reported immediately to site management;
- they comply with any safety instructions given by site management;
- site management is notified of any material or substance brought onto the premises which has health, fire or explosive risks. Such materials must be stored and used in accordance with the school recommendations and management approval;
- they respect the School's right to see documentary clarification of contractors' insurance arrangements.

SECTION 4: SAFE WORKING ARRANGEMENTS

4.1 Resources

Management recognises that adequate funding must be made available to implement effectively the safety procedures and policies laid down in this Safety Statement. They undertake to ensure that adequate numbers of suitably trained staff are available for all work activities carried out. Health and Safety considerations are incorporated in annual estimates for running of the school. Management will provide resources for the ongoing monitoring of Health and Safety in the organisation and for the provision of health and safety information and training to all staff.

4.2 Training & Induction

4.2.1 Records

Any safety training provided will be recorded by the Safety Co-ordinator. The school will keep health & safety training records (see appendices) detailing the following:

- name of the employee being trained;
- date of training and amount of time taken;
- training details and methods used; and
- signatures of the trainer and employee(s) to ensure that the training has been carried out, documented and understood.

4.2.2 Training

The school shall provide the following training as appropriate:

- safety induction training for all new staff;
- as appropriate, VDU Assessor, manual handling and fire safety; and
- management training to ensure that senior staff are equipped to undertake their health and safety duties and responsibilities.

4.2.3 Safety Induction

It is the policy of the St Joseph's Secondary School that all new personnel receive induction training. Employees will be provided with an induction briefing covering the following:

- showing the new employee where the Safety Statement is kept, explaining its purpose and ensuring that the employee is aware of his/her responsibilities;
- warning new employees of any prohibited actions in the work place;
- explaining the procedure in the event of an accident, in particular the necessity to record accidents, however trivial they may appear at the time;
- explaining the fire and evacuation procedure and the location of assembly points;
- training the new employee in any relevant risk assessments and obtaining a signature for such training; and
- completing a VDU workstation assessment on new employees as required.

4.3 Safety Consultation

Regular team meetings are held. Although health and safety issues are not an agenda item, these meetings can be used by staff members to raise any issues of concern. The regular meetings should be used to facilitate communication and foster co-operation between management and staff on all issues including health and safety. By including health and safety on the agenda, it will keep health and safety relevant and current as well as stimulate new ideas for making the workplace safer.

Issues for consideration should include:

- reviewing accidents and dangerous incident statistics;
- identifying any unsafe conditions and practices;
- dealing with issues raised by employees
- reviewing safety audit reports;
- discussing and circulating external health and safety information;
- monitoring staff training; and
- establishing and maintaining good communications networks relating to health and safety.

4.4 Safety Representative

The School will respect the rights of the Safety Representative.

4.5 First Aid

First Aid Kits are provided for use throughout the school. The School will provide training in First Aid to all nominated first aiders. This training will be reviewed and updated every two years or earlier when necessary. A sufficient number of first aiders will be appointed to ensure that where possible a trained first aider will be on site at all times.

The names of all site First Aiders are available on the staff noticeboard. Contents of the first aid boxes are checked regularly. Where necessary the Principal is notified of the need to reorder stocks. The contents of first aid boxes as recommended by the Health and Safety Authority is given below.

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

Supplies of analgesics, pills or medications must not be kept in First Aid Boxes. Individual employees who believe they might have a need of these items must be responsible for their own supplies.

Automated External Defibrillators (AEDs)

St Joseph's Secondary School Drogheda provides automated external defibrillators (AEDs) in the school to prevent sudden cardiac death. Early defibrillation using an AED is one of the vital links in the "Chain of Survival". An up to date list of AED trained personnel is available in the cabinet located in the AED cabinet in the general purpose area.

4.6 Reporting of Accidents & Dangerous Occurrences

All accidents to persons, whether or not in the employment of St Joseph's Secondary School resulting in injury, however slight, must be reported immediately to the School Principal.

If an accident either at the place of work or related to a place of work or work activity, causes loss of life to a person or disables any person for more than three calendar days not including the day of the incident from performing his/her normal duties of employment, then written notice must be given to the Health and Safety Authority on forms IR1 and IR3.

The School Principal will ensure that the IR1 and IR3 are completed as required and sent to the Health and Safety Authority.

If the accident is fatal, then the scene of the accident must be left undisturbed for three days after notice has been given, other than for rescue purposes.

4.7 Welfare Facilities

Adequate welfare facilities are provided for all personnel and maintained in good order. Toilet, washing and kitchen facilities are provided in this regard. All facilities are maintained and cleaned regularly.

4.8 Control of Contractors

During maintenance work, conditions are very different from these normally encountered and new hazards may be introduced. It is essential that everyone concerned is aware of the hazards and the correct precautions are adopted. All contractors must supply a copy of their Safety Statement. Method statements should be obtained from all contractors carrying out high-risk activities.

4.9 Pregnant Employees

It is the policy of the Edmund Rice Schools Trust to take all the necessary steps to comply with the Safety, Health and Welfare at Work (General Application) Regulations 2007.

It is the duty of the employee to inform the School Principal if they are pregnant as early as possible in the pregnancy.

On receiving notification that an employee is pregnant the school will assess the specific risk to that employee and take action to ensure that she is not exposed to any situation which could damage either her health or that of her developing child. If the assessment reveals that there is a risk, the employee will be informed and every effort will be made to eliminate exposure to this risk (see appendices for relevant risk assessment form).

Every effort will also be made to provide, where practicable, suitable working conditions and flexible working arrangements. St Joseph's Secondary School fully subscribes to the provisions of the Maternity Protection Acts.

4.10 Monitoring & Revision

St Joseph's Secondary School will ensure that safety performance is monitored and systems revised where necessary. This will be achieved in the following manner:

- All employees are expected to bring to the notice of the School Principal any areas where the policy on health, safety and welfare appears to be inadequate and request an amendment to be made to the Safety Statement;
- Such information will be communicated directly to management or through the Safety Representative and this will ensure that the Safety Statement is monitored on a continuous basis;

- The School Principal will ensure that the Safety Statement is regularly updated (to reflect changes in legislation, staff or work practices etc.) and employees will be informed of the changes; and
- The school will undertake on a regular basis to carry out safety inspections and ascribe a risk assessment of High, Medium or Low and time scale to address same together with the person assigned to implement the necessary corrective measures.

4.11 Others Affected by School Activities

Third parties affected by school activities include:

- visitors; and
- contractors.

The school will give at least the same level of attention to contractors and visitors as it gives to employees in the area of health, safety and welfare.

Visitors shall be directed to take notice of emergency exit routes from all levels of premises and be aware of alarm signals. All contractors working on the premises should be aware of the fire safety provisions (e.g. emergency exit routes, alarm signals, etc.). In the event of an emergency, all contractors and visitors will be instructed to evacuate and/or follow staff members to a safe exit route.

4.12 Fire

There is always a danger of fire or other emergencies occurring which will necessitate the prompt evacuation of the building. Fire extinguishers are provided on the premises and are regularly checked.

The following precautions are in place:

- instruction and training of staff in fire and emergency evacuation procedures, the location of fire points and the use of fire fighting equipment;
- holding fire and evacuation drills every 6 months;
- providing and maintaining escape routes and exits which are unlocked, operational and free from obstruction;
- providing adequate fire protection equipment and systems;
- inspecting and maintaining fire protection equipment and systems;
- maintaining good housekeeping practice to ensure the removal of all combustible rubbish; and
- testing and maintaining electrical installations and ensuring that all electrical equipment is switched off and unplugged when not in use (where practicable).

4.12.1 Action in the Event of a Fire

1. Clear everyone from the immediate vicinity of the fire except those actually authorised to engage in fire fighting.
2. Sound the fire alarm.
3. Alert other staff in the immediate area of the fire and contact the Fire Brigade, giving them the address clearly and any other directions necessary.
4. If there is no danger by doing so, try to put out the fire with the apparatus provided, but remember that equipment will only be effective on a small fire.
5. Make sure that the premises are cleared of employees and visitors. Close doors. See that no unauthorised person enters the building.
6. Employees should not delay their departure to collect personal belongings from another part of the building and should assemble on the front lawn ensuring that they do not obstruct emergency services.

4.12.2 Emergency Lighting and Directional Lighting

Emergency lighting is provided in the office area and on the stairs to facilitate escape from the building during any interruption of the general lighting system. Illuminated exit signs are provided above protected doorways leading from the escape route.

4.12.3 Fire Drill

A fire drill shall be undertaken at least twice per year and recorded in the fire register.

4.13 Gas

The main hazards associated with gas are:

- a) Fire and possible explosion when accumulations of unburnt gas is ignited; and
- b) Carbon monoxide poisoning from gas, which is not burned properly. Carbon monoxide is odourless and tasteless and therefore hard to detect. It can be given off by installations, which are faulty or inadequately maintained. It is highly poisonous and breathing it can quickly lead to death.

4.13.1 Action in the Event of a Fire

- If you smell gas:
- Do not use any naked flames.
- Do not use your mobile phone in the vicinity of the gas leak.
- Do not switch the lights or other electrical equipment on or off (switches produce sparks that could ignite escaping gas).
- Check whether gas is coming from a pilot or burner
 - a) If so, turn the burner off
 - b) If not turn the supply off where it enters the room or at the meter
- Open doors and windows to get rid of the gas and leave them open until the leak has been stopped and any build up of gas has dispersed.
- Report the leak immediately to the Principal.
- Do not turn the gas back on where it enters the room or at the meter until the fault has been traced and repaired by a competent gas service engineer.
- If the gas continues to escape after the supply has been turned off at the meter, contact Bord Gais immediately.

4.14 Smoking

Smoking is prohibited on the school grounds and in the school building.

4.15 Places of Public Assembly

St Joseph's Secondary School regularly holds events such as fashion shows, seminars etc. For such events additional care is advocated, bearing in mind the public would not be familiar with the grounds and building. Hazards include fire, crowd access / egress, general tripping, falling.

In order to minimise the hazards outlined above the following measures shall be adopted for all such events carried out by the school:

1. all places used for such events shall have adequate means of escape, fire fighting equipment and fire detection systems;
2. the trainer/person in charge shall communicate the location of fire exits to participants;
3. a plan of the premises shall be displayed prominently inside the main entrance. The location of escape routes and fire fighting equipment shall be indicated;

4. the number of persons allowed on the premises shall be determined for events or be communicated by the establishment hosting the event;
5. all rubbish shall be removed regularly from the premises and good housekeeping practices shall be employed at all times;
6. the premises shall be inspected by the trainers on each occasion that the public has vacated them to remove any potential fire or safety hazard;
7. all flammable liquids, gases and other potentially dangerous substances shall be limited to small quantities, suitably labelled and stored in designated suitable storage areas;
8. portable gas or liquid fuel heaters shall not be used on the premises;
9. any fire/smoke resisting doors shall be kept in the closed position;
10. members of the public shall not be admitted to areas other than those to which they are intended to have access except in a fire or emergency situation for the purposes of escape;
11. all areas where the public shall be gathered shall be laid out and maintained in a safe condition to reduce risk;
12. adequate means of access/egress shall be provided in premises where crowds may gather for entry/exit;

4.16 High Risk Activities

High risk activities by staff such as accessing roofs, attics or any work at height is strictly forbidden by St Joseph's Secondary School. Only competent authorised contractors will be permitted to carry out such activities (once a method statement has been agreed).

SECTION 5: HAZARD IDENTIFICATION AND CONTROL MEASURES

5.1 Hazard Identification

It is the policy of the St Joseph's Secondary School to identify hazards in the place of work, to assess the risk to Safety and Health and to control risks as far as is practicable so that they are reduced to an acceptable level.

Hazard refers to any substance, article, material or practice, which has the potential to cause harm to the Safety, Health or Welfare of employees at work.

Risk refers to the potential of the hazard to cause harm in the actual circumstances of use. The risk assessment methodology employed in this Safety Statement is described below.

Risk Control measures are intended to reduce the risk to an acceptable level. St Joseph's is committed to implementing the risk control hierarchy so that, in the first instance and where practicable, hazards are eliminated.

This approach takes into account normal good practice within this sector of industry and any standards and guidelines available.

5.2 Risk Assessment Methodology

In preparing the assessment on "Risk Level Factor" the following system has been used. This numerical representation is based upon the following empirical formula:

$$\text{Risk} = \text{LO} \times \text{FE} \times \text{DPH} \times \text{NP}$$

Where:

LO = Likelihood of occurrence, with:

- 0.033 - almost impossible
- 1 - highly unlikely
- 2 - possible
- 5 - even chance/could happen
- 8 - probable
- 10 - likely
- 15 - certain

FE = Frequency of Exposure, with:

- 0.5 - annually
- 1 - monthly
- 1.5 - weekly
- 2.4 - daily
- 4 - hourly
- 5 - constantly

DPH = Degree of Possible Harm, with

- 0.1 - scratch/bruise
- 0.5 - laceration/minor ill effect
- 2 - break minor bone/minor illness
- 4 - break major bone/major illness
- 6 - loss of one limb or eye/loss of hearing
- 10 - loss of two limbs or eyes
- 15 - fatality

NP = Number of people Exposed, with

- 1 - 1-2 persons
- 2 - 3-7 persons
- 4 - 8-15 persons
- 8 - 16-50 persons
- 12 - 50+ persons

The risk level is assessed using the scale indicated in Figure 2.



Figure 2: Risk level scale indicating risk category thresholds.

APPENDIX 1 ACCIDENT INVESTIGATION FORM

NAME OF PERSON WHO HAD ACCIDENT:	CLASS:
DATE AND TIME OF ACCIDENT:	
ACCIDENT LOCATION:	
TYPE OF INJURY:	
DESCRIBE CAUSE OF ACCIDENT (CAUSE 1)	
DESCRIBE CAUSE OF ACCIDENT (CAUSE 2)	
COMMENTS:	
CORRECTIVE ACTION REQUIRED (NO 1)	
CORRECTIVE ACTION REQUIRED (NO 2)	
SIGNATURE:	DATE:

APPENDIX 2 NEAR MISS FORM

NEAR MISS FORM

This is to help the Company correct any potentially hazardous actions/conditions, which might exist in the workplace – today's near miss could be tomorrow's accident.

Site name and exact location of incident

Date of incident

Time

Describe how the event occurred

What caused the incident?

What should be done to prevent a recurrence?

Name (of person completing report)

Date

PERMIT TO WORK FORM

Date of permit	Start time
----------------	------------

Permission granted to

Nature of work

Type of equipment to be used

Exact location

Special conditions attaching to permit
--

Please tick appropriate box - all boxes must read 'yes' before permit is issued		
	Yes	No
The above location has been examined	<input type="checkbox"/>	<input type="checkbox"/>
All combustible liquids, vapours, gases or dust have been removed	<input type="checkbox"/>	<input type="checkbox"/>
All combustible material has been removed or protected	<input type="checkbox"/>	<input type="checkbox"/>
A fire extinguisher/hose reel and fire blanket is available	<input type="checkbox"/>	<input type="checkbox"/>
Emergency exits have been checked and are in operation	<input type="checkbox"/>	<input type="checkbox"/>
Permit holder has been shown nearest alarm	<input type="checkbox"/>	<input type="checkbox"/>
Permit holder has been inducted on emergency procedures	<input type="checkbox"/>	<input type="checkbox"/>

Signed (by person granting permit)	Print name	Date and time
------------------------------------	------------	---------------

Signed (by person carrying out work)	Print name	Date and time
--------------------------------------	------------	---------------

Cancellation of permit: the work area and all affected areas were thoroughly inspected upon completion and thirty minutes later. No evidence of fire was observed, the area was clean and made safe.

Signed (by person cancelling permit)	Print name	Date and time
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APPENDIX 3 PREGNANT EMPLOYEE RISK ASSESSMENT FORM

PREGNANT EMPLOYEE RISK ASSESSMENT FORM

Separate forms to be filled out for each hazard identified.

Area or Activity

Possible Hazard

Current Controls in Operation

Risk Assessment (see guidance note)	Low <input type="checkbox"/>	Medium <input type="checkbox"/>	High <input type="checkbox"/>
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Additional Control Measures Required

Risk reassessment (see guidance note)

Action by	Date of Implementation
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APPENDIX 4 Manual Handling Guidelines

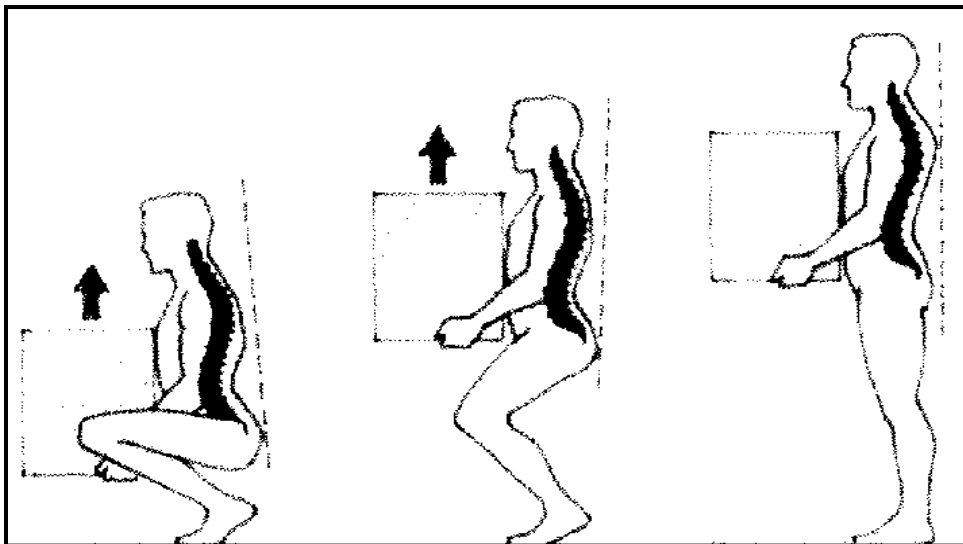
Manual Handling Guidance

All workers should be trained in Manual Handling and this training should be signed off. In addition Manual Handling Assessments should be carried out on relevant tasks and equipment in the workplace.

Lifting weights that are too heavy or just lifting weights the wrong way, can result in permanent back damage. This damage can be immediate more likely; the back pain will show up over time. It is very easy to avoid this back damage. It just takes good practice and common sense.

Remember....

- Get a good grip; keep the load close to your body.
- Keep your back straight.
- Bend your knee; lift with your leg muscles not your back.
- If it is too heavy don't struggle, get help.
- If there is a lot of manual handling involved in your job obtain mechanical aids to reduce the risk of back injury.



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

APPENDIX 5: MANUAL HANDLING ASSESSMENT FORM

MANUAL HANDLING ASSESSMENT FORM

To be completed by the manual handling assessor.

Section A - General

Describe operations covered by this assessment

Describe locations of operations

Personnel involved

Q1: Do the operations involve a significant risk of injury?

yes ☐ no ☐

Note: If 'Yes' go to Q2. If 'No' the assessment need go no further. If in doubt answer 'Yes'

Q2: Can the operations be avoided/mechanised/automated at a reasonable cost?

yes ☐ no ☐

Note: If 'No' go to Q3. If 'Yes' proceed and then check that the result is satisfactory.

Q3: Are the operations clearly within the guidelines?

yes ☐ no ☐

Note: If 'No' go to Section B. If 'Yes' you may go straight to Section C if you wish.

Section B - Detailed Assessment (see overleaf)

Section C – Overall Assessment of Risk

What is your overall assessment of the risk injury?

high ☐ medium ☐ low ☐ insignificant ☐

If 'Insignificant' the assessment need go no further. Otherwise go to Section D.

Section D – Remedial Action

What remedial steps should be taken in order of priority using another sheet if necessary?

1

2

3

4

Section E - Summary

Overall priority for remedial action

high ☐ medium ☐ low ☐ nil ☐

Describe remedial action to be taken

Deadline for action (date)

Assessor's name (print)

Signature

Date of assessment

Date of reassessment

Section B – Detailed Assessment

Do tasks involve:	Yes	No	Risk			Possible Remedial Action:
			high	medi	low	
Holding loads away from trunks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Twisting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stooping?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reaching upwards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Large vertical movement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Long carrying distances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Strenuous pushing or pulling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Unpredictable movement of loads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Repetitive handling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Insufficient rest or recovery?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A workrate imposed by a process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the loads:						
Heavy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bulky / unwieldy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Difficult to grasp?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Unstable / unpredictable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Intrinsically harmful (eg sharp/hot)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The working environment—are there:						
Constraints on posture?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Poor floors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Variations in levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hot/cold/humid conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Strong air movements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Poor lighting conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Individual capability—does the job:						
Require unusual capability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hazard to those with a health problem?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hazard to those who are pregnant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Call for special information/training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other factors:						
Is movement or posture hindered by clothing or personal protective equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

APPENDIX 6: VDU WORKSTATION ASSESSMENT FORM

WORKSTATION USER ASSESSMENT CHECKLIST

	Yes	No	Action Required
Chair			
- Does the chair have a five star base with castors			
- Is the weight capacity of the chair suitable			
- Is the backrest height adjustable			
- Is the backrest angle adjustable			
- Is the chair height adjustable			
- Is the back supported by the chair backrest			
- When using the keyboard, are lower arms at a 90° angle to upper arms.			
- With feet flat on the floor, are the upper legs parallel to the floor			
- If a footrest is required, has it been provided			
- Where chair arms are fitted, is there sufficient clearance under the desk			
- Can a front facing position be maintained while using VDU			
Screen/Monitor			
- Is the top of the screen in line with eyes			
- Is the screen positioned at arms length			
- Does the screen swivel and tilt			
- Is the screen free from glare and reflection			
- Is the screen free from flicker			
- Is the brightness and contrast adjustable			
- Is the text clear and readable			
- Is the screen cleaned weekly			
- If a document holder is required, has it been provided			
Keyboard			
- Is the keyboard separate from the screen			
- Does the keyboard tilt			
- Are the characters easily readable			
- Is there sufficient space to rest hands/wrists when keyboard not in use			
- Does the keyboard have a non-reflective matt surface			
Mouse			
- Is the mouse located adjacent to the keyboard			
- Is the forearm supported when using the mouse			
- Does the device work smoothly			
- Is a mouse mat supplied			
Workstation/Desk			
- Is the work surface large enough for equipment, papers etc			
- Can user comfortably reach all equipment, papers, telephone etc			
- Are surfaces free from glare and reflection			
- Is there sufficient leg room under desk			
- Are headsets required for the telephone			
Environment			
- Is there enough room to change position and vary movement			
- Is the lighting suitable i.e. not too bright or dim			
- Does the air feel comfortable i.e. not too dry			
- Are heat levels comfortable			

- Are noise levels comfortable			
- Is cable management satisfactory			
Final Questions			
Has the checklist covered all the problems when working with the VDU?			
Is there any discomfort or other symptoms, which can be attributed to working with the VDU?			
Has availability of eye and eyesight testing been advised?			
- Are regular breaks/changes of activity undertaken i.e. looking away from the screen every 20 minutes and taking a break/change of activity every hour.			
Record any problems experienced:			
Any further comments:			
Workstation Location:			
User Name:			
Assessor Name:			
Date of Assessment:			
Any further action required:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Date follow-up action completed:			
<p>"Yes" answers require no further action</p> <p>"No" answers will require investigation and/or remedial action. Assessor's decision should be recorded in the "Action Required" column. Assessors should check later that action has been taken and issues have been resolved.</p>			