



Edmund Rice College

Carrigaline

Health and Safety Policy

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INTRODUCTION TO OUR HEALTH AND SAFETY POLICY

Whilst the school is legally required to have a health and safety policy, the issue of safety is important for all those who use, work and study in the school. This policy identifies the duties and responsibilities in relation to safety, health and welfare.

Those involved in the management of Edmund Rice College have their duties and responsibilities clearly defined. This is to ensure the Safety Statement General Policy and Safety Statement of Intent are properly taken into account when designing and implementing systems and procedures.

As a school we also have a responsibility and duty to ensure that;

- You are aware and understand the Safety Statement General policy and Safety Statement of Intent;
- You are aware and understand the safety, health and welfare rules relating to your work at the school;
- You are adequately instructed, trained and supervised;
- You are aware of the hazards and risk associated with your teaching and work activities;
- You are provided with safe products and equipment, safe methods of work and an environment which is safe and healthy in which to work;
- You will be consulted on all matters relating to safety, health and welfare.

The above duties and responsibilities on us are implemented through the use of the documentation outlined within this policy and through management carrying out periodic monitoring of the areas within their control.

Health & Safety Statement

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

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

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

- a. Promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
- b. Provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- c. Maintain a constant and continuing interest in safety and health matters pertinent to the activities of the school;
- d. Continually improve the system in place for the management of occupational safety and health and review it periodically to ensure it remains relevant, appropriate and effective;
- e. Consult with staff on matters related to safety, health and welfare at work;
- f. Provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, pupils, contractors and visitors.

The Board of Management is committed to playing an active role in the implementation of this occupational safety and health policy and undertakes to review

and revise it in light of changes in legislation, experience and other relevant developments.

Chairperson, Board of Management

Edmund Rice College, Carrigaline Date: _____

STATEMENT OF INTENT

In compliance with the Safety, Health at Welfare at Work Act, 2005 and subsequent legislation it is our firm intention to enforce appropriate measures to control and monitor safety, health and welfare procedures as a vital part of running Edmund Rice College as an efficient and successful school.

Therefore, so as far as is reasonably practicable Edmund Rice College;

- Ensures that equipment and working practices are safe and offer no hazard and risk to safety, health and welfare;
- Ensures that all necessary precautions are taken in respect of the safe use, handling, storage and transport of materials and substances, as applicable;
- Provides such information, instruction, training and supervision as is necessary to ensure the safety, health and welfare at work of all employees and students;
- Maintains all places in the school, work equipment and transport under its control in a safe condition, free from risk to safety, health and welfare;
- Provides adequate facilities for the welfare of employees and students;
- Safeguards the safety, health and welfare of visitors, contractors and of any members of the general public who could be affected by our activities;
- Provides all necessary information relating to safety, health and welfare in respect of procedures and services and to consult with employees on all aspects of safety, health and welfare;
- Reviews and updates the policy as and when necessary particularly in respect of major changes within Edmund Rice College and/or changes in legislation and brings these changes to the attention of all employees and students;

- Ensures that all employees and students are mindful of their safety, health and welfare responsibilities and cooperate with Edmund Rice College in its efforts to fulfil the above policy;
- Ensures the policy is monitored in the school;
- Ensure that adequate evacuation plans are in hand in the event of an emergency;
- To communicate this statement and subsequent updates to all employees, students, contractors and visitors/ members of the public (as applicable).

Signed: _____

ADELE FLYNN

Position: Principal and Secretary to the Board of Management

Date:

Emergency Contact Details

Hospital:

Name:	Cork University Hospital	Mercy Hospital
Address:	Wilton Cork	Grenville Pl. Cork
Phone No:	021 4546400	021 4271971

Fire

Brigade:

Emergency Call : 999

Name:	Cork Fire Brigade
Address:	Anglesea Street Cork
Phone No:	021 4966333

Doctors:

Garda:

This document relates to the following Regulations as well as Codes of Practice, and should be read in association with additional safety data and policies periodically developed by the school.

- ❖ The Factories Act 1955 and associated Regulations.
- ❖ The Dangerous Substances Acts 1972 and 1979 and associated Regulations.
- ❖ The European Communities Act 1972 and associated Safety Regulations.
- ❖ The Safety Health and Welfare at Work (Carcinogens) Regulations S.I. 78/2001.
- ❖ The Safety Health and Welfare at Work (Chemical Agent) Regulations S.I. 619/2001.
- ❖ The Waste Management Act 1996 and associated Regulations.
- ❖ The Organisation of Working Time Act 1997 and associated Regulations.
- ❖ Radiological Protection Act 1991 (ionising Radiation) Order 2000 Si. 125 of 2000. '
- ❖ The Data Protection Act 2003.
- ❖ The Safety, Health and Welfare at Work Act 2005.
- ❖ Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations, 2006.
- ❖ Safety, Health and Welfare at Work (General Application) Regulations, 2007 SI 299 2007. -:— REACH 2007 (Registration, Evaluation and Authorisation of Chemicals).
- ❖ The Safety Health and Welfare at Work (Quarries) Regulations 2008.
- ❖ Chemicals Act 2008.
- ❖ CPL Regulations 2008 — (EC No. 1272 — 2008)
- ❖ Machinery Directive 2006/ 42/ EC 29th December, 2009.
- ❖ Safety, Health EI Welfare at Work (Exposure to Asbestos) (Amendment) Regulations 2010 (SJ. No. 589 of 2010)
- ❖ Chemicals (Asbestos Articles) Regulations 201 1 (SI 248/2011)
- ❖ Safety, Health and Welfare at Work (Construction) Regulations 2013 (S.I. No. 291 of 2013)
- ❖ European Communities (Machinery) (Amendment) Regulations 2015 S.I.621/2015.
- ❖ Safety Health SI Welfare at Work (Carcinogens) (Amendment) Regulations 2015 S.i.622/2015.
- ❖ Safety Health at Welfare at Work (Chemical Agents) (Amendment) Regulations 2015 S.I.623/2015.
- ❖ Safety, Health and Welfare at Work (General Application) Regulations 2007-2016.
- ❖ Safety Health and Welfare at Work (Electromagnetic Fields) Regulations 2016 (S.I. No. 337 of 2016).
- ❖ Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations, 2016 (SI. No. 370 of 2016).

SAFETY MANAGEMENT STRUCTURE AT EDMUND RICE COLLEGE

Adele Flynn

Principal

Peter Hyde

Safety Officer

Jerry Crowley

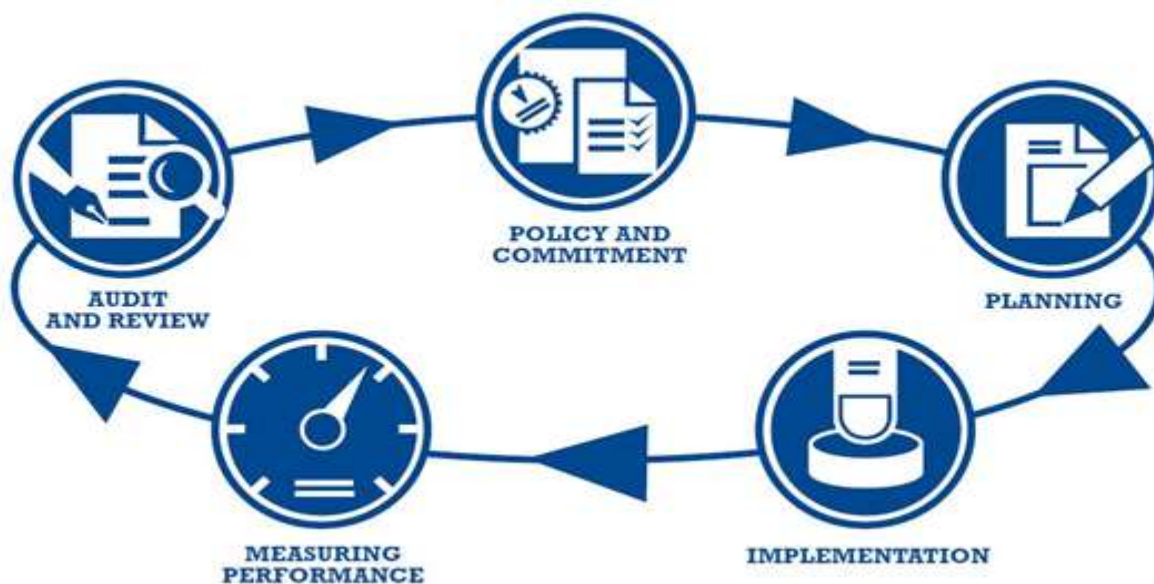
Safety Representative

External Health and safety Risk Management Consultants are;

Safe Place Systems Limited – Tel: 021-4323015

Safety Management Structure

The school's Safety Management Structure (SMS) involves an on-going process which aims to promote continuous improvement in the way the school manages safety. It fits into the overall management of the school and includes the school structure, planning activities, practices, procedures, and resources for developing, implementing, reviewing and maintaining safety, health and welfare. The SMS sets out the issues to be addressed and is a tool to develop improvement programmes and self-audits or assessments. This process is undertaken by the safety committee which currently consists of Adele Flynn (Principal), Peter Hyde (Deputy Principal and safety officer) and Jerry Crowley (safety representative).



Board of Management Responsibility

The Board of Management responsibilities are as follows:

- Complies with its legal obligations as employer under the 2005 Act;
- Ensures that the school has written risk assessments and an up to date safety statement;
- Reviews the implementation of the SMS and the safety statement;
- Sets health and safety objectives;
- Receives regular reports on safety and health matters and matters arising from same are discussed;
- Reviews the safety statement at least annually and implement changes that are required for workers' safety;
- Reviews the school's health and safety performance;
- allocates adequate resources to deal with health and safety issues;
- Appoints competent persons as necessary, to advise and assist the Board of Management on safety and health at the school.

Principal's Responsibility

Ultimate responsibility for the implementation of the school's safety rests with the principal.

The principal's responsibilities are as follows:

- Complies with the requirements of the 2005 Act;
- Reports to the Board of Management on safety and health performance;
- Manages safety and health in the school on a day-to-day basis;
- Communicates regularly with all members of the school community on safety and health matters;
- Ensures all accidents and incidents are investigated and all relevant statutory reports completed;
- Organises fire drills, training, etc.
- Carries out safety audits;
- Chairs the meetings of the SMS;
- Ensure adequate protective equipment is available;
- Ensure that the services of external consultants are used where special training or assistance is required;

- Ensure that Health and Safety Authority inspectors are provided with any information requested;
- Ensure that control measures called for in the hazard audit sheets are implemented;
- Record all reportable accidents to staff and dangerous occurrences within the school buildings and grounds. This is done on the standard "Accident Report Form";
- Report accidents involving staff which result in absence from work for more than 3 consecutive days directly to the Health and Safety Authority via the online system.

SAFETY OFFICER

- Appointed by management to carry out tasks on its behalf;
- Monitor and regularly review safety policies and arrangements;
- Bring to the attention of management any shortfalls, noncompliance relating to health and safety;
- Identify safety training needs within the school;
- Accident/incident investigation and reporting;
- Liaise with safety representative(s)/ contractors and service providers;
- Review safety documentation regularly;
- Ensure all activities are risk assessed and reviewed.

*External Consultants can be engaged to assist with the above.

SAFETY REPRESENTATIVE

(FULL LIST ON SECTION 25 OF THE S.H.W.W. ACT 2005)

- Chosen (normally) by staff to be their representative and spokesperson in matters of health and safety. He/she may make representations to management on behalf of staff;
- Periodically attend courses on health and safety issues;
- Be present during accident/incident investigations;
- Be present when a HSA Inspector undertakes a walkabout at the school;
- Undertake safety inspections at the school on behalf of the workforce.

DIGNITY AT WORK IN OUR SCHOOL

We at Edmund Rice College commit ourselves to working together to maintain an environment that encourages and supports the right to dignity at work. The school has a separate Dignity at Work Charter and staff should make themselves familiar with this.

All who work here are expected to respect the right of each individual to dignity in their working life.

All will be treated equally and respected for their individuality and diversity.

Bullying in any form is not accepted by us and will not be tolerated.

Our policies and procedures will underpin the principles and objectives of our charter.

All individuals, whether directly employed or contracted by us, have a duty and a responsibility to uphold the school's Dignity at Work Charter.

Teaching Staff have a specific responsibility to promote its provisions.

Alcohol, Drugs and Banned Substances

It is a strict school rule that alcohol, drugs or banned substances must not be brought into or consumed on school work areas. Anyone found under the influence of alcohol, drugs or banned substances during working hours will be subject to disciplinary procedure.

Employees who have an addiction to any of the above should speak to management. In all such cases confidentiality will be maintained. All steps will be taken to assist in these matters as far as is reasonable, taking into account the working environment, employee and child safety and health and safety legislation.

Any person taking medication that might affect their performance, attendance or cause a health at Safety risk to self or others at work should report this to management.

The employee's General Practitioner should be consulted as to the effect of prescribed medication in the school.

SMOKE FREE POLICY

(PUBLIC HEALTH (TOBACCO) AMENDMENT ACT 2004)

Edmund Rice College in line with legislation, is fully compliant with the above legislation, which was introduced on 29th March, 2004.

Adele Flynn, Principal has taken personal responsibility for the implementation of Smoke Free Zones throughout the school.

This policy was devised to reduce risk of exposure to the ill effects of tobacco smoke. It is a medical fact that second-hand smoke is harmful and contains cancer-causing substances, so not only are smokers at risk, but everyone in their smoke trail.

Our duty of care extends to our staff, visitors and indeed our family.

Because of the "Fire Load" at our school, we cannot provide designated smoking areas.

Smoking is therefore prohibited throughout the school and anyone found in breach of our Smoke Free Policy will incur disciplinary procedures. * This includes "e-cigarettes".

While we cannot provide direct support for smokers, we suggest you contact:

Quitline 1800 201 203 or www.quit.ie

Also see www.ntco.ie

THANK YOU FOR YOUR SUPPORT IN CREATING A SMOKE FREE ZONE

LADDERS — WHEN CAN THEY BE USED

(EXTRACT FROM HSA NEWSLETTER)

The Safety Health and Welfare (Work at Height) Regulations 2007 contain specific requirements on the use of ladders. The regulations do not ban ladders but require that careful consideration to be given to their use. Ladders should only be considered where the use of other more suitable work equipment such as mobile elevating platforms, towers scaffolds or temporary stairs is not appropriate. Ladders and stepladders should only be used for light work that is low risk and of short duration.

Unless staff have received specific training in the use of ladders, under no circumstances should they use one or instruct anybody else to use one.

If this training has been given, then the following should be noted;

YOU MUST SELECT THE MOST APPROPRIATE WORK EQUIPMENT FOR A PARTICULAR ACTIVITY AND TAKE ACCOUNT OF THE HIERARCHY OF CONTROLS:

- First, to avoid work at height where possible;
- Then to prevent falls from height and;
- Failing that to reduce the consequences of a fall.

Where work at height is necessary you need to justify, as part of a risk assessment whether a ladder or stepladder is the most suitable access equipment compared to other access equipment options.

ONLY USE A LADDER OR STEPLADDER:

- Where the work is of short duration — ladders are not suitable where they are in one position for 30 minutes or more;

- Where the risk is low, i.e. because the nature of the work makes a fall unlikely or where a fall would be unlikely to cause injury for 'light work' — ladders are not suitable for strenuous or heavy work
- For work that does not involve carrying heavy or awkward tools or equipment
- Where a handhold is available both for climbing the ladder and in the working position
- Where you can maintain three points of contact (hands and feet) at a working position
- AND WHERE IT COMPLIES WITH EN 131 AND IS MARKED ACCORDINGLY.

OCCUPATIONAL HEALTH

We recognise that the scope of occupational health monitoring is becoming steadily wider. At one time this was primarily concerned with medical examination and first aid. This expanding role now covers specific aspects within the miscellaneous welfare provisions that may cause or contribute to ill health at the school.

We have a legal responsibility for ensuring the well-being of anyone who may be affected by the possibility of ill health arising from school activities involving the use of materials, harmful micro-organisms, chemical agents, processes and products used, handled or stored. We take notice of the above requirements and will where identified, institute monitoring procedures for the health of any employee who is exposed to health risks whilst carrying out these school activities.

We recognise that, when we cannot control or remove the hazard and risk in the chemical agents used or the by-products generated, protective measures must be instituted such as the issue and use of personal protective equipment and the required information and instruction will be provided.

If you suffer from any of the following medical conditions you should inform the safety officer so that, in case of need, the appropriate action can be taken: **Bronchitis Heart Complaints Epilepsy Allergy**
to e.g. Penicillin Asthma High/ Low Blood Pressure
Pregnancy Diabetes Giddiness/Fainting

These are not exhaustive - any other ill health aspects noted should be reported to the safety officer.

BULLYING

Edmund Rice College has a clear unequivocal policy towards bullying in the workplace and staff should refer to the school's Dignity at Work Charter.

Violent behaviour towards another is the most obvious form of bullying. It can take the form of assaults or the deliberate pushing or jostling of an individual. Other physical forms of bullying can include damaging or tampering with the property of others.

SUCH BEHAVIOUR WHICH IS CRIMINAL WILL BE THE SUBJECT OF DISCIPLINARY PROCEDURES AND MAY LEAD TO A PROSECUTION.

Non-physical forms of bullying include:

- Aggressive behaviour by management or a colleague;
- Verbal abuse/harassment;
- The use of songs or laughter as a form of ridicule;
- Continued and deliberate staring;
- Intrusion by pestering, spying and stalking;
- Displaying hostility through sustained unfriendly contact or exclusion;
- Picking on a person as the butt of jokes, gossip, slander and horseplay;
- Posters, photocopied cartoons, graffiti, obscene gestures, flags, bunting and emblems;
- Coercion for sexual favours.

Edmund Rice College recognises that bullying can make victims fearful of going to work, cause them to leave their employment, resulting in physical or psychological illness and in extreme cases result in the victim taking their own life.

EDMUND RICE COLLEGE - POLICY IN RELATION TO BULLYING

Ms. Adele Flynn, Principal has responsibility in relation to handling any alleged incident.

In order to maintain confidentiality all reported incidents will be sensitively and speedily investigated.

The school may obtain the services of relevant professionals where applicable.

Edmund Rice College wishes to note the following:

- This policy applies at all levels of at the school;
- Anyone complaining of bullying will not be victimised;
- Constructive suggestions are welcome from individuals in order to ensure that this negative, ugly culture does not take hold in the school.

CONTROLLING STRESS

STRESS

Many of us are faced with it every day, but we might not know how to deal with it. It is important to learn how to handle stress because it can affect our performance and relationships in our work and home. At work, stress can lead to distraction and cause an unfortunate accident. At home, stress can put a strain on family relationships.

Stress usually occurs when there are changes in our lives and we feel that we don't have enough resources to deal with those changes and demands. Which of the following do you think causes stress: getting married, winning the lottery, or having an argument? It is all of them.

Stress can occur not only from negative life experiences, but also from positive ones. People react and deal with stress differently, but common stress symptoms include upset stomach, fatigue, tight neck muscles, irritability and headaches. Some people react to stress by eating or drinking too much, losing sleep or smoking cigarettes. Stress may also make you more susceptible to illnesses, including the common cold, ulcers and some cancers.

The first step to managing stress is to identify your "stressors"; those things that are making you react. Stressors may not only be events that cause you to feel sad, frightened, anxious or happy. You can cause stress through your thoughts, feelings and expectations. Look at the list below. Which cause you stress?

- Not enough time;
- Unexpected change;
- Family problems;
- Extra responsibility;

- Personality clashes;
- Money difficulties.

Everybody has to deal with life's problems. A key to dealing with the big and little everyday stressors is coping with stress in a positive way.

ACCEPTANCE:

Many of us worry about things we have no control over. For example, a family illness, a great deal of change at work or finding out that your team has lost. One way to manage stress is to accept when things are beyond your control. It may be helpful to think positive thoughts such as, "Someday I'll laugh about this", or "It's a learning experience".

ATTITUDE:

Try to focus on the positive side of situations. Ask yourself, "What good can come out of this?", "What can I learn from this situation?", and "How can I handle this better when it comes up again?".

When you focus on the positive and your stress level will be reduced.

PERSPECTIVE:

We often worry about things that never happen. Keep things in perspective by asking yourself, "How important is this situation?", "Can I do anything about it?", "In five years, will I even remember it happened?"

Think about the situations in your life that cause you stress. Are they important or unimportant? Are they controllable or uncontrollable? If they are controllable events, you can take action to change the situation; if they are uncontrollable, you can use your skills in acceptance, attitude and perspective to reduce the stress.

The school will provide help and assist any employee to cope with stress and all staff should note that the Department of Education and Skills provide an Employee Assistance and Wellbeing Programme.

From 01 October 2016, the Employee Assistance and Wellbeing Programme for Teachers and Special Needs Assistants is provided by EAP Consultants/Carecall. The service is accessible through the Freephone Helpline at 1800 411 057 and is available 24 hours a day, 365 days a year.

In addition to telephone counselling, other health and wellbeing services include:

- Face-to-face counselling where required;
- Family life advice;
- Specialist information services
- Manager support.

Staff should note that the EAP scheme also provides help for family members in certain circumstances.

SPECIAL PRECAUTIONS IN RESPECT OF PREGNANT EMPLOYEES

In accordance with the Safety Health and Welfare at Work Act 2005 and Pregnancy Regulations 2007, when an employee informs the school of her pregnancy, an assessment of any risk to the safety and health of that employee, and any possible effect on the pregnancy or breast-feeding by employees will be carried out.

This risk assessment will analyse a number of factors namely:

- (i) Physical Agents
- (ii) Chemical Agents
- (iii) Industrial Processes
- (iv) Working Conditions

The appropriate action will be taken to minimise or eliminate any risks, which may arise. In the event of an area, agent or work process revealing a risk to the employee's pregnancy or breastfeeding, and it is not practicable to ensure the safety and health of that employee through protective and preventative measures, then the school will temporarily adjust the working conditions of the employee concerned so that exposure to such risk is avoided.

FIRST AID

Our legal duty to provide first aid facilities is a general requirement within the scope of the regulations.

The legislation outlines the provisions that we have to provide:

- First Aiders, namely: Conor Bowen, Dee Cahill, Fiona Guiry, Joan Kehoe, Ger Ryan, Marie Terese Conere
- If you are unfortunate and sustain an injury during the course of your work at the school, you should seek treatment from a First Aider.
- Responsible for administering first aid treatment, maintaining first aid kits and facilities and summoning medical assistance is the safety officer.
- Suitable records of treatment will be maintained by the safety officer.

Details of all accidents should be recorded by staff on an Accident Report sheet and given to the safety officer.

First aid kits are located in the first aid room by the main office, in the staff room and in specialist rooms; Home Ec, WW, Art, Science Labs.

INTERNET and E-MAIL ACCEPTABLE USE POLICY

Use of the internet by employees of Edmund Rice College is permitted and encouraged where such use supports the goals and objectives of the school. Staff should reference the school's Acceptable Use Policy.

Edmund Rice College has a policy for the use of the Internet whereby employees must ensure that they:

- Comply with current legislation;
- Use the Internet in an acceptable way;
- Not create unnecessary risk to the school by their misuse of the Internet.

UNACCEPTABLE BEHAVIOUR

In particular the following is deemed unacceptable use or behaviour by employees:

- Visiting Internet sites that contain obscene, hateful, pornographic or other illegal material;
- Using the computer to perpetrate any form of fraud, or software, film or music piracy;
- Using the Internet to send offensive or harassing material to other users;
- Downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such licence;
- Hacking into unauthorised areas;
- Creating or transmitting defamatory material;
- Undertaking deliberate activities that waste staff effort or networked resources;
- Introducing any form of computer virus into the school network.

Edmund Rice College accepts that the use of the Internet is a valuable school tool. However, misuse of this facility can have a negative impact upon employee productivity and the reputation of the school.

In addition, all of the school's Internet-related resources are provided for educational purposes. Therefore, the school maintains the right to monitor the volume of Internet and network traffic, together with the Internet sites visited. The specific content of any transactions will not be monitored unless there is a suspicion of improper use.

E-MAIL USAGE AT EDMUND RICE COLLEGE

E-mail is also to be used for school business only. School confidential information must not be shared outside of the school, without authorisation, at any time. You are also not to conduct personal business using the school computers or email.

Please keep this in mind, also, as you consider forwarding non-school business emails to associates, family or friends. Non-school business related e-mails waste school time and attention.

Viewing pornography, or sending pornographic jokes or stories via e-mail, is considered sexual harassment and will be addressed according to our sexual harassment policy.

E-MAILS THAT DISCRIMINATE

Any e-mails that discriminate against employees by virtue of any protected classification including race, gender, nationality, religion, and so forth, will be dealt with according to the Dignity at Work Charter. These e-mails are prohibited at the school. Sending or forwarding non-school business emails may result in disciplinary action.

SCHOOL OWNS EMPLOYEE E-MAIL

Keep in mind that the school owns any communication sent via e-mail or that is stored on school equipment. Management and other authorised staff have the right to access any material in your e—mail or on your computer at any time. Please do not consider your electronic communication, storage or access to be private if it is created or stored at the school.

SANCTIONS

Failure to comply with these guidelines may result in sanctions ranging from disciplinary procedures such as verbal and written warnings, through to dismissal.

AGREEMENT

All school employees, contractors or temporary staff who have been granted the right to use the school's Internet access are expected to adhere to what is contained in this document.

JOINT CONSULTATION

Within the clearly defined function and responsibilities of Safety Management Structure there is a duty for us to communicate with you.

To enable the effective implementation of the Health and Safety Policy and Statement of Intent and procedures, communication and consultation has to take place between management, staff and where applicable your representatives.

Your nominated SAFETY REPRESENTATIVE is Jerry Crowley

Feel free to bring your health and safety issues to Jerry who will formally bring them to our attention.

**REMEMBER SAFETY CONCERNS US ALL SO PLEASE HIGHLIGHT
YOUR CONCERNS**

SAFETY TRAINING/ INFORMATION

The Safety, Health at Welfare at Work Act 2005 has a wide range of training implications from induction training covering the Safety, Health and Welfare general policy and the systems and procedures used, along with individual responsibilities to requirements outlined under specific regulations.

- The school has a duty to train, instruct and inform you as necessary to ensure your safety, health and welfare whilst at school on any hazards arising from your school work activities;
- In recognition of this duty, it is our policy to ensure that safety training will be reviewed on an ongoing basis;
- A review of our training requirements will be carried out at identified intervals. Should you be aware of any training that you feel is essential for your safety, health and welfare you have the responsibility to draw this to the attention of management.

EMPLOYEE RESPONSIBILITIES

YOU MUST:

- Read, understand and comply with the Health and Safety Policy and additional safety data as issued;
- Observe the safety rules as applicable;
- Not to consume or not to be under the influence of alcohol or banned substances;
- Report any safety hazard within your work area or defect in any machinery or equipment;
- Comply with all written or verbal instructions given to you to ensure your personal safety and the safety of others;

- Dress sensibly and safely for your particular school working environment;
- Conduct yourself in an orderly manner in the school;
- Use the safety equipment and/or protective clothing provided;
- Avoid improvisation in any form which may create a risk to your safety and to the safety of others;
- Maintain all equipment in good condition and report any defects.
- Report all accidents whether injury is sustained or not;
- Attend, as requested, any training course, meeting, etc. designed to further the interests of safety, health and welfare;
- Observe all laid down procedures concerning school work activities, plant, materials, chemical agents;
- Observe the Fire/ Emergency Evacuation Procedure and learn the position of all fire equipment and exit routes and if trained, attempt to control the fire until the fire service arrives;
- Not invite visitors onto the school without permission from management;
- Not consume food or drink in areas where there is a risk of contamination;
- Comply with the control measures identified in the assessments;
- Comply with the requirements outlined for first aid treatment;
- Never operate equipment when using a mobile phone.

INTRODUCTION TO RISK

The Safety, Health and Welfare at Work Act 2005 imposes a statutory duty upon us to make suitable and sufficient assessments of the degree of risk associated with your work at school.

External consultants may be obtained to assist with risk assessments. It is important you adhere to all the safety measures introduced to protect your safety, health and welfare and request information if in doubt.

Reviews are undertaken at regular intervals and you will be informed of the results of the assessments, which generally affect you and others.

All the required control measures identified within each of the assessments are for the protection of you and others whilst at our school.

SHOULD YOU AT ANY TIME IDENTIFY ANY ACTIVITY FOR WHICH YOU HAVE NOT RECEIVED INFORMATION ON THE SAFETY MEASURE YOU HAVE TO ADOPT YOU MUST REPORT IT IMMEDIATELY TO YOUR SAFETY OFFICER.

RISK DEFINED

A hazard is something with the potential to cause harm e.g. machines, chemical agents, fumes, plant and equipment or methods of work at school etc.

A risk is expressed as the likelihood that harm from a particular hazard is realised. Risk therefore is defined as the probability by the consequences.

Risk assessments help to identify hazards so the school can determine what measures we need to take for your safety, health and welfare and that of others who may be affected.

We also carry out risk assessments on an ongoing basis during the course of school working operations, to note changes in working practices, identifying faults and hazards and taking the necessary corrective action.

LEGIONNAIRES DISEASE

INTRODUCTION

Legionella is a common bacterium, which may be found in many environmental water sources including potable water supplies. It grows best where there are deposits of sludge, algae, slime, scale, organic matter, etc. such as can be found in water storage tanks, showerheads and similar water fittings.

Water temperature between 20-45 degrees C favour the growth of Legionella. The bacterium is resistant to the levels of chlorine usually used to treat drinking water and therefore chlorination of water does not eliminate Legionella.

The bacteria enter the lungs by breathing in fine water droplets (aerosols/mist) which contain the organisms. The inhalation of Legionella contaminated water can result in a condition known as Legionnaires disease. The infection is not contagious and cannot be caught from another person.

LEGIONNAIRES DISEASE

There are on average about 10 cases of Legionnaires disease reported each year in Ireland. It can affect all age groups but it is more common in those over 50 years of age, smokers, heavy drinkers and those with chronic illnesses whose immune systems are weakened are also at greater risk. Males are at higher risk than females.

WHAT ARE THE SIGNS AND SYMPTOMS?

The incubation period is 2-10 days. Symptoms usually appear 5-6 days after infection but may take longer. The illness usually starts with flu-like

symptoms including fever, tiredness, headache and muscle pains. This is followed by a dry cough and breathing difficulties that may progress to a severe pneumonia.

Some people also develop diarrhoea or may become confused. Death occurs in 10-15% of otherwise healthy people and may be higher in some groups of patients.

SOURCES OF LEGIONELLA

The following are potential sources of Legionella:

Hot and cold water distribution systems, air conditioning systems, condensers, humidifiers, water taps, showerheads, water fountains, water features, whirlpool baths, jacuzzis, spas, respiratory therapy equipment, fire sprinkler systems, misting systems, vehicle washes, etc.

PREVENTION OF LEGIONNAIRES DISEASE

The risk of multiplication and transmission of Legionella bacteria can be prevented by regular maintenance and cleaning of water distribution systems, water-cooling towers in air-conditioning systems, etc.

THE FOLLOWING STEPS SHOULD BE TAKEN AS A GENERAL GUIDE TO OPERATION, MAINTENANCE AND CLEANING.

1. Water heaters in hot water systems must heat the water in the calorifiers to 60 degrees C minimum.
2. Water temperature should be delivered to all outlets such as taps, showerheads, etc. at below 20 degrees C or above 50 degrees C. Remove rarely used outlets such as taps, showerheads and deadlegs in the water system.

3. Ensure that the water in storage tanks turns over at least every 24 hours.
4. All water storage tanks must be accessible for inspection and cleaning.
5. All outlet fittings and water storage tanks must be regularly cleaned and flushed out.

6. Avoid water stagnation in any part of the water system.

7. Low-use outlets should be installed before high use ones to ensure maximum flow through the system i.e. to avoid stagnation.
8. Low-use sections in a water system should be flushed out weekly. 9. Clean water filters on a regular basis.
10. Avoid the use of materials that can harbour bacteria in the water system.

I 1. Managers of premises should carry out a risk assessment on site in order to identify and assess the risk of Legionnaires disease from water sources and determine any precautionary measures required.

12. Particular attention should be paid to premises or parts of premises that operate on a periodic basis (e.g. closed or partially closed hospital wards, seasonal hotels, hostels, etc.). In these situations a full maintenance and cleaning programme should be carried out on the water system/air conditioning system prior to reopening.

13. Run taps and showers that are not in regular use at least once a week. Water in calorifiers should be brought above 60 degrees C for 1 hour in these cases before being used.

Calorifier temperatures should be hot enough to achieve temperatures of 60 degrees C at the taps and appliances during the procedure.

Ensure that each tap and appliance should be run sequentially at the full temperature. The risk of scalding should be considered and particular care taken to ensure that water services are not used, other than by authorised personnel until water temperatures have dropped to their normal operating levels.

14. Blending or mixing valves at or near the taps and showers may be used to reduce the water temperature to greater than or equal to 43 degrees C with a view to reducing scalding risk. These need to be placed as close to the point of use as possible.

Remember Legionella can be controlled by proper cleaning and maintenance of all parts of the water system, proper temperature control and the avoidance of water stagnation in all parts of the water system.

For further information on this topic please refer to the Health Protection Surveillance Centre on www.hpsc.ie.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The Safety, Health & Welfare (General Application) Regulations require us to provide protection for you in the school as applicable.

Personal Protective Equipment (PPE) includes all types of equipment and clothing which must be used or worn by you where the identification of hazard(s) and the degree of associated risk necessitate the use of such equipment and clothing.

Should it not be reasonably practicable to remove or eliminate the risk or introduce engineering, mechanical or other control measures, we have a duty to protect you by issuing appropriate and suitable PPE as a last resort.

If issued with PPE you must ensure its care and maintenance and must wear the protective equipment at all times when exposed to a risk.

**PPE ITEMS ARE NOT FASHION ACCESSORIES!
THEY ARE ISSUED AS A LAST RESORT TO PROTECT YOU
FROM EXPOSURE TO SPECIFIC HAZARDS.**

WEAR THEM.

**WHEN ISSUED THEY ARE YOUR LAST LINE OF
DEFENCE.**

EDMUND RICE COLLEGE
PERSONAL PROTECTIVE EQUIPMENT ISSUE

I have received the following Personal Protective Equipment for my safety i.e. gloves, faceguards, ear protection etc.

PPE ITEM	YES	NO

I agree to use this equipment as is required by legislation and Edmund Rice College safety regulations. I also agree to care for and maintain this equipment in good condition. I understand that any unserviceable safety equipment may be turned in for new equipment, but if lost, must be replaced at my own expense. Upon termination of my employment with the school, I agree to return all equipment.

Signature of Employee: _____ Date: _____

Signature of Safety Officer: _____ Date: _____

HOUSEKEEPING PROCEDURES

UNTIDY WORK AREA

Untidiness in the school is a major cause of injury and fire.

The risk to employees/students from untidy workplaces include:

- Risk of fire from the accumulation of combustible materials;
- Fall or injuries from tripping over concealed or poorly placed hazards;
- Fall or injuries from slipping on floors which have water, oil or grease spilt on them;
- Penetration and laceration due to having concealed or poorly stored or placed objects about;
- Housekeeping inspections will be a regular part of the safety inspection programme.

MANUAL HANDLING/LIFTING

The Safety, Health & Welfare (General Application) Regulations require us to review manual handling activities with the intention of reducing the incidence of back injuries at school.

Our policy is to:

- Avoid hazardous handling operations so far as is reasonably practicable;
- Reduce the risk of injury so far as is reasonably practicable.

The following elements are to be considered:

- The task;
- The load;
- The working environment;
- Your capabilities.

Where assessments reveal that it is necessary to reduce the risk, training and team work will be introduced as soon as is reasonable to do so. **At all times correct manual handling techniques must be used.**

Please ensure:

- Those of you without previous experience in handling and moving operations attend demonstration in the technique of lifting and the use of lifting equipment or how to lift people;
- Those of you with previous experience and training in lifting and manoeuvring and the use of lifting equipment attend refresher demonstrations at regular intervals;

REMEMBER DO NOT UNDER ANY CIRCUMSTANCES ATTEMPT TO LIFT ANYTHING HEAVY/AWKWARD. ALWAYS SEEK HELP— WHEN IN DOUBT SEEK DIRECTION FROM THE SAFETY OFFICER.

CHEMICALS IN OUR SCHOOL

CHEMICALS

We aim to ensure that the level of exposure to chemical agents which may affect your health will be controlled. Chemical agents hazardous to health in the workplace emanate from:

1. Hazardous materials taken into the workplace.
2. Hazardous materials or by-products by the person involved e.g. dust, fumes and other residues.

Chemical agents may be found in all sorts of school working conditions and unless the right procedures are taken they can threaten your health and the health of others exposed to them. ALWAYS REQUEST COPY OF SAFETY DATA SHEETS. We have a duty to you and other persons exposed to chemical agents arising out of our school work activities.

ISSUES

1. What chemicals are present?
2. Do we have the Safety Data Sheets (SDS) from the suppliers which identify their hazardous nature?
3. How are the chemical agents used and in what quantity?
4. What is the risk from their use and are there less hazardous chemical agents available?
5. What control measures are in place and can these be improved?

ALWAYS ASK ~ DO NOT EXPOSE YOURSELF, STUDENTS OR YOUR COLLEAGUES TO THE RISK OF EXPOSURE TO HARMFUL CHEMICAL AGENTS.

FIRE

The Safety Health at Welfare at Work Act 2005, requires schools to have fire related hazards evaluated. It also requires employers to set up procedures and other provisions to ensure that appropriate action e.g. raising of the alarm, evacuating the school and where reasonable to fight the fire.

The Safety Health and Welfare at Work Act, 2005 requires employers to carry out fire risk assessments.

The assessments must take into account the relevant hazards:

- The use of flammable substances or materials;
- Work such as welding;
- Electricity in the school (overloading of sockets and circuits, old wiring, etc.);
- Storage and use of other materials such as paper and cloth;
- Waste products;
- Catering and cooking facilities;
- Housekeeping.

Factors that can help a fire to grow need to be considered e.g.

- Dust;
- Storage and accumulation of waste;
- Materials brought in by Contractors;
- Bad housekeeping.

The persons who are at risk will be considered, particularly those who may have special needs. For example:

- Hearing impediments (difficulty in hearing a fire alarm call);

- Mobility impediments (difficulty in evacuating the school, particularly multi storey buildings if the lifts are turned off);
- Visually impaired;
- Elderly and infirm;
- Young people;
- Employees involved in processes that are hazardous such as the use of highly flammable substances.

All employees and visitors are required by law, to ensure that they do not endanger lives by being the cause of a fire and to comply with any measures (fire procedures) established.

FIRE PRECAUTIONS and EVACUATION PROCEDURES

All employees must understand and follow fire precautions.

PROTECT AGAINST FIRE:

- Familiarise yourself with the fire exits and assembly points;
- Know the location of fire extinguishers;
- Emergency exits must be kept free of obstruction;
- Fire extinguishers must be kept free of obstruction;
- Fire extinguishers must be inspected at least once a year and the test certificates must be displayed;
- Observe no smoking signs;
- Store flammable materials outside in proper containers;
- Never leave a gas fire, or any naked flame unattended;
- Keep sparks, flames or excessive heat away from solvents, fuels or other combustible materials;
- Never refuel plant or other equipment with the engine running;
- Clean up debris, oil and combustible waste and remove them from the school;
- Switch off all electric and fuel heaters before leaving the school as applicable.

PROCEDURES IN THE EVENT OF FIRE:

- On noticing a fire, raise the alarm immediately;
- Tackle the fire **if it is safe to do so**;
- Leave the school and go to the nearest fire exit;

- Do not return to the school for any reason;
- Go to the Assembly Points and wait until the most senior person available concludes a head count.

Our designated Fire Marshall is Peter Hyde, Safety Officer.

ACCIDENT/INCIDENT REPORTING

There are legal obligations placed on us for reporting to the Health & Safety Authority certain types of injuries and dangerous occurrences.

Accidents involving injury or dangerous occurrences which happen to you or other people **must be recorded** on an Accident Report sheet and given to the Safety Officer.

Some accidents are required to be notified and must be made on the appropriate form which is then sent to the Health and Safety Authority.

Our insurers have to be informed of any accident or dangerous occurrences.

Should you therefore be involved in an accident involving injury or contact an occupational disease at work, after receiving immediate treatment you should enter all the details on an Accident Report sheet. If you are unable to do this someone may do it for you at your request and notify management.

Any incident/near miss i.e. that which appears to be a dangerous occurrence, must be reported to management immediately.

In both of the above, an investigation may be undertaken to establish the facts.

The objectives of the accident/incident investigation and reporting procedures are:

- **To prevent a re-occurrence;**
- **To enable prompt remedial action to be taken;**
- **To fulfil legal requirements.**

An incident does not necessarily involve personal injury or damage to equipment and building being sustained. A near miss or a situation whereby there has been **potential** to cause an injury or damage will be recorded by the Safety Officer.

In the event of a fatality the Health & Safety Authority must be informed by the quickest practicable means and a written report must be sent as soon as possible.

Where you are absent from work for over three consecutive days, excluding the day of the accident, because of an injury resulting from an accident at work, a report of the accident in writing (IR 1) is sent to the Health and Safety Authority as soon as possible.

STAFF ROOM, OFFICES and TOILETS

A number of electrical appliances are in use at our school. Employees should recognise the risk of tripping over trailing wires, waste paper baskets etc. and all such articles should therefore, be kept tidy and as unobtrusive as possible. A particular watch should be maintained for frayed wiring, broken plugs or sockets or faulty connections - these should be repaired without delay by a qualified electrician. Adequate power points are provided throughout and excessive use of adapters (which could result in overloading) is to be avoided.

A good level of lighting is provided and should be maintained at all times.

Electric kettles, toaster, coffee makers, microwaves, cooking or other equipment should be used strictly in accordance with manufacturer's instructions. A good standard of hygiene is essential in the staff room and toilets and the co-operation of all employees is requested in this regard. In particular, spillages should be cleaned up immediately.

A first-aid kit is provided to afford treatment for minor injuries incurred at the school and this will be kept intact and topped-up as required.

Computers and VDUs (visual display units) are used extensively in the school. The school recognises that these can give rise to certain hazards, particularly in the case of those employees whose duties entail the use of VDUs for continuous periods of more than one hour, or on-going on a daily basis and is committed to eliminating or minimising any risk identified by taking whatever appropriate steps as can reasonably be taken.

In particular, the following arrangements will apply to VDUs and work stations:-

- Screen to be readable, with stable image, adjustable and glare free.
- Keyboard detachable, adjustable and with key tops legible.
- Work surface to allow flexible arrangement, spacious, glare free, with document holder as appropriate.
- Work chair to be stable and adjustable. Footrest will be provided if required
- Leg room and desk clearance adequate to allow postural change.
- Lighting to be adequate without glare or reflection.
- Distracting noises to be minimised.
- Operators to have periodic breaks or changes of routine away from VDUs.

Any problems or difficulties under these or related headings to be taken up with the Safety Officer in the first instance.

CONSULTATION AND REPRESENTATION

The Safety Health at Welfare at Work Act, 2005 provides for the setting up of consultative procedures.

It is the policy of Edmund Rice College to both encourage and facilitate consultation and communication on matters of health and safety to all stakeholders.

Consultation and communication is a two way process and it can be formal or informal.

INFORMAL CONSULTATION:

Informal consultation will take place on an informal basis between the Safety Officer, and employees.

This will include information exchange on items such as:

- Safe work systems;
- Hazards;
- Accident reports;
- Personal protective equipment;
- Inspections;
- Welfare facilities.

Any employee who has any concern about her/his safety, health or welfare may feel free to express those concerns at any time with the Safety Officer.

The Safety Officer will take account of such representations and take the necessary actions to resolve the problem.

FORMAL CONSULTATION:

Formal consultation will take place in the form of planned safety meetings. These meeting will be held at intervals and will be fully devoted to safety matters. The Safety Officer will be responsible to ensure the meetings are planned in advance.

These meetings will follow a set agenda, which will include:

- Review of accidents;
- Review of hazards;
- Safety statement contents;
- Any items of concern to employees on safety and health matters.

RESOURCES PROVIDED FOR MANAGING HEALTH AND SAFETY

The school is committed to the provision of the necessary resources to ensure the proper management of the health and safety programme.

These resources are looked upon by the school as an investment, which will yield returns through the prevention of accidents, ill, health and injury as well as property damage and loss.

INCLUDED IN THESE RESOURCES ARE:

FINANCE:

The school making available money to address issues of health and safety.

PROFESSIONAL ADVICE:

The services of a competent professional Safety Consultant will be procured when necessary.

SIGNS AND POSTERS:

The school will provide all the necessary safety signs as required.

Safety posters may be brought and displayed in specific school areas.

TIME:

The school will allow time for all employees to attend a safety meeting.

CONSULTATION

It is the school's policy to have general consultations with all employees at intervals to:

- Continuously acquaint everybody with safety policies;
- Monitor present safe working procedures and arrangements;
- Identify any area where further in-house action is to be considered, where practical for improvement;
- Confirm channels of communication;
- Identify and confirm the actual areas for the continuous implementation of procedures so as to ensure safety at all times.

SUCH CONSULTATIONS WILL GIVE ALL EMPLOYEES AN OPPORTUNITY TO:

- Express their views;
- Offer any other ideas to ensure continuous improvement in safety arrangements.

TRAINING:

The school management and other appropriate staff will attend courses where applicable. They will also determine the training requirements of our employees. The school will provide the funding and time for all safety training.

TRANSPORT:

It is our school's position that the responsibility of drivers under the Road Traffic Acts is quite explicit and each driver must operate a vehicle in accordance with the law as laid down as and where applicable.

CONTRACTORS

THE FOLLOWING RESPONSIBILITIES ARE ALLOCATED TO CONTRACTORS:

All contractors will be expected to comply with Edmund Rice College policy for Health, Safety and Welfare and must ensure that their own safety statement is made available to Edmund Rice College whilst work is being carried out.

All work must be carried out in accordance with relevant statutory provisions, taking into account the safety of others at the school.

Access equipment used by contractors' employees must be erected and maintained in accordance with regulations and codes of practice.

All plant and equipment brought onto the school by contractors must be safe and in good working order, fitted with necessary guards and safety devices and with any necessary certificates available for checking.

No power tools or electrical equipment of greater voltage than 110 volts should be brought onto the school. All transformers, generators, extension leads, plugs and sockets must be suitable for industrial use and in good condition. If it is necessary to use equipment operating from a 220 volt supply, a residual current device with a rated tripping current of 30 MA and operating 30 m secs. **must** be used.

Any injury sustained by a contractor's employee must be reported immediately to our Safety Officer.

Contractors must comply with any safety instructions given by our Safety Officer.

We must be notified of any material or substance brought onto the school which has health, fire and explosive risks. Such materials must be stored and used in accordance with current recommendations.

Edmund Rice College reserves the right to see documentary clarification of **the contractor's insurance arrangements.**

ENVIRONMENTAL POLICY

Edmund Rice College management commits itself to work in a manner that conserves our Environment and protects the Safety, Health and Welfare of our employees, students, parents/visitors, contractors and the community.

Our objective in the environmental health and safety area is to assume a responsible position.

In accomplishing this we will:

1. Comply with all local and national legislation.
2. Ensure that our operations and products used do not create unacceptable risks to human health or the environment.
3. Assess the discharges and waste generated from our school premises and their effects, if any, on the environment and community.
4. Ensure that all of our waste is disposed of properly.
5. Where possible waste generated will be recycled.
6. We will endeavour to keep the school and grounds as tidy and clean as possible for the local communities.

NEVER THROW ANYTHING HAZARDOUS INTO A DRAIN

AND DISCHARGES IMMEDIATELY ON DETECTION

Review Dates

This document has been brought to the attention of our staff and other who may be affected by our operations on the following dates

Date	Presenter	Notes

APPENDIX A

SITE SPECIFIC

EMERGENCY PLAN/PROCEDURES

APPENDIX B

RISK ASSESSMENTS