



# Coláiste Dún an Rí

Kingscourt, Co.Cavan

Principal : Fergal Boyle  
Deputy Principal : Tommy McCormick  
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## Coláiste Dún an Rí – Safety and Health Policy and Commitment

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, pupils and parents 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

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.

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

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

Chairperson, Board of Management

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

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

Principal

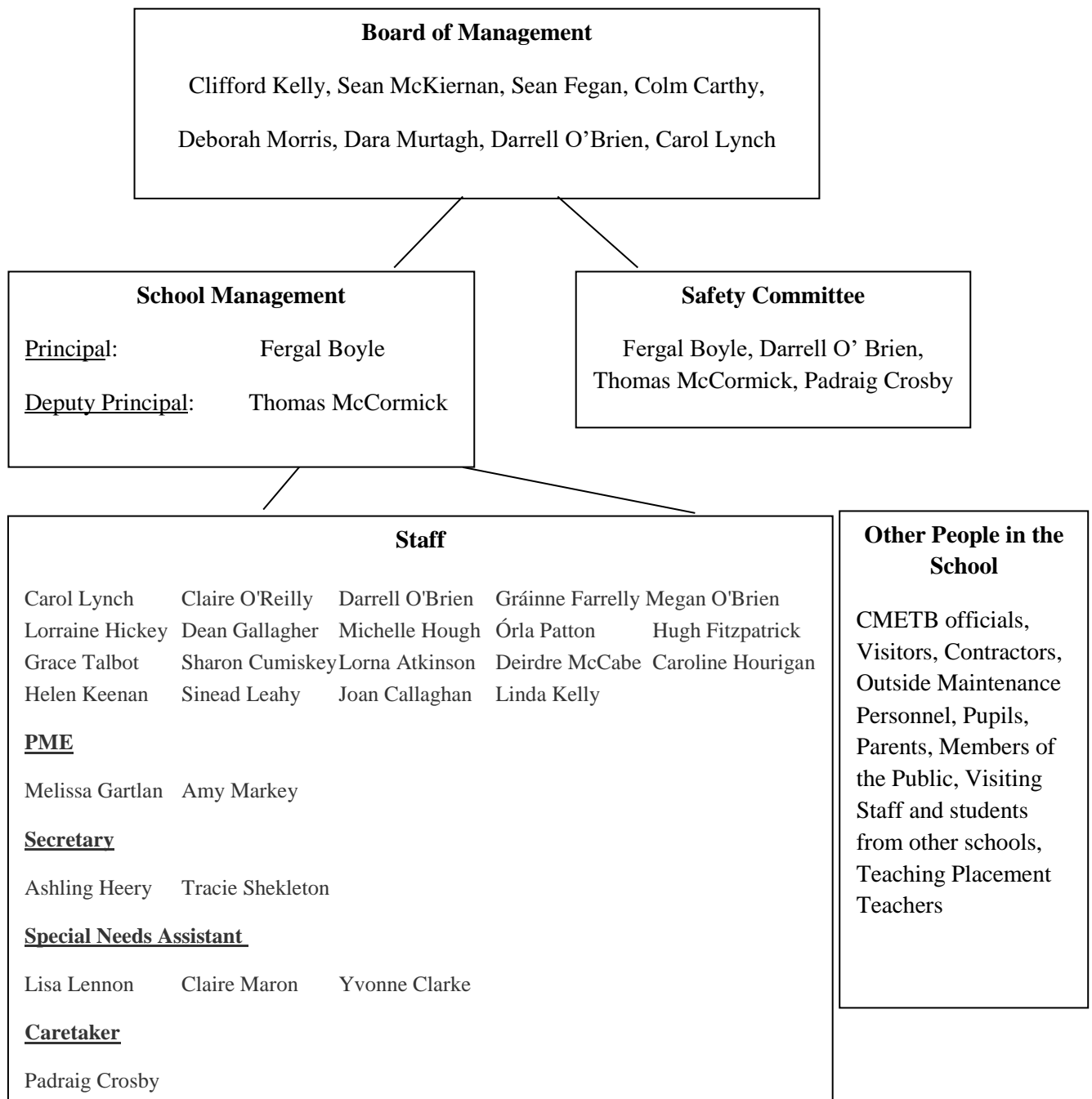
# Planning

The Board of Management shall nominate a person, either the School Principal, Deputy Principal or another person to co-ordinate the planning, implementation and management of safety and health on its behalf. The safety committee should be formed, if appropriate, and the safety representative elected at this point also.

Persons nominated for the school year 2018/2019 are: Tommy McCormick and Darrell O' Brien

## Management Organisation Chart

There is a duty on everyone at work to co-operate effectively in developing and promoting safety and health. Safety and health is everyone's responsibility. The following chart reflects a whole school approach to the promotion and development of safety and health in schools.



# Duty of Care

## **Duty of Care Towards Students**

All employees of Coláiste Dún an Rí including teachers and non-teaching staff owe a duty of care to Students attending school, and other centres, including organised activities, and shall endeavour to take all reasonable measures to ensure the health, safety and welfare of all concerned. This overall responsibility shall not be delegated out to parents, volunteers or other contracted staff.

It is the policy of Coláiste Dún an Rí to ensure diligent supervision of Students under their care during normal school hours and other associated activities.

The degree of supervision required of the teacher shall vary with the circumstances and especially the age of the child. In other words, the nature of the activity being supervised and the age of the pupil shall dictate the extent of the teacher's duty of care.

## **Duty of Care Towards Third Parties**

Coláiste Dún an Rí accepts its responsibility towards third parties and shall ensure that all third party visitors, including contractors and other members of the general public will be made aware of all known hazards and informed as to the location of the nearest means of escape by means of notices.

# Implementation

## Safety and Health Policy

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.

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- 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, pupils and parents 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.

# School Profile

## **School Size:**

Coláiste Dún an Rí is a green field, second level school in Kingscourt, Co. Cavan. It officially opened in May 2018. The school has been built to accommodate four hundred and fifty students. The main entrance and exit are located at the front of the school building whilst there are two further exits at the back of the building.

In the school year 2018/2019 Coláiste Dún an Rí has an enrolment of two hundred and sixty-three students and a school staff of twenty eight.

## **School Buildings:**

The main school building started construction in 2016 and was completed in late 2017. Prior to this the school was located in temporary accommodation adjacent to the current school. The school has access to the local GAA pitch and handball alley for recreational use. Otherwise students and staff do not need to leave the school campus. The buildings are brand new and are well maintained. The school building has been adequately fitted with fire escape doors and a fire escape drill has been developed and included in this document.

### List of school rooms:

Level 0 -	Home Economics room
	Canteen
	Gym
	Sports Hall
	4 storage rooms
	2 Admin Offices
Level 1-	Secretary's office
	Principal's Office
	Career Guidance Office
	Construction Room
	Engineering Room
	DCG Room
	Textiles Room

	Staff toilet
	1 storage rooms
	7 general classrooms
	Admin office
	First Aid Room
	Meeting Room
Level 2 -	Special Needs Unit
	Deputy Principals Office
	Library
	Student Toilets
	3 general classrooms
	IT room
	Meditation Office
Level 3	Staff room
	3 x Science labs
	4 general classrooms
	Art room
	Store Room

**Organisational Structures / Chart:**

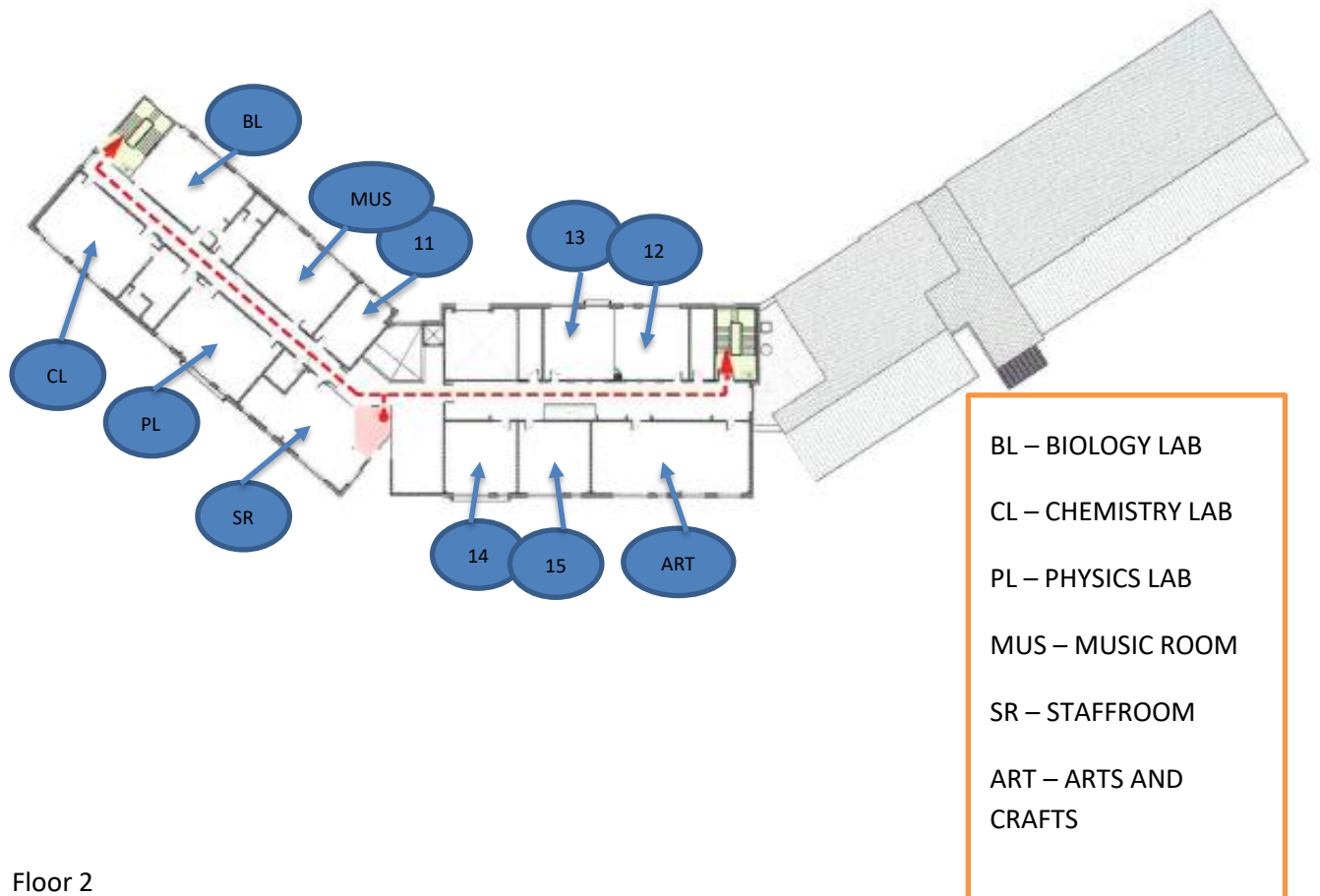
‘See building layout chart’

**Provision for persons with Special Needs:**

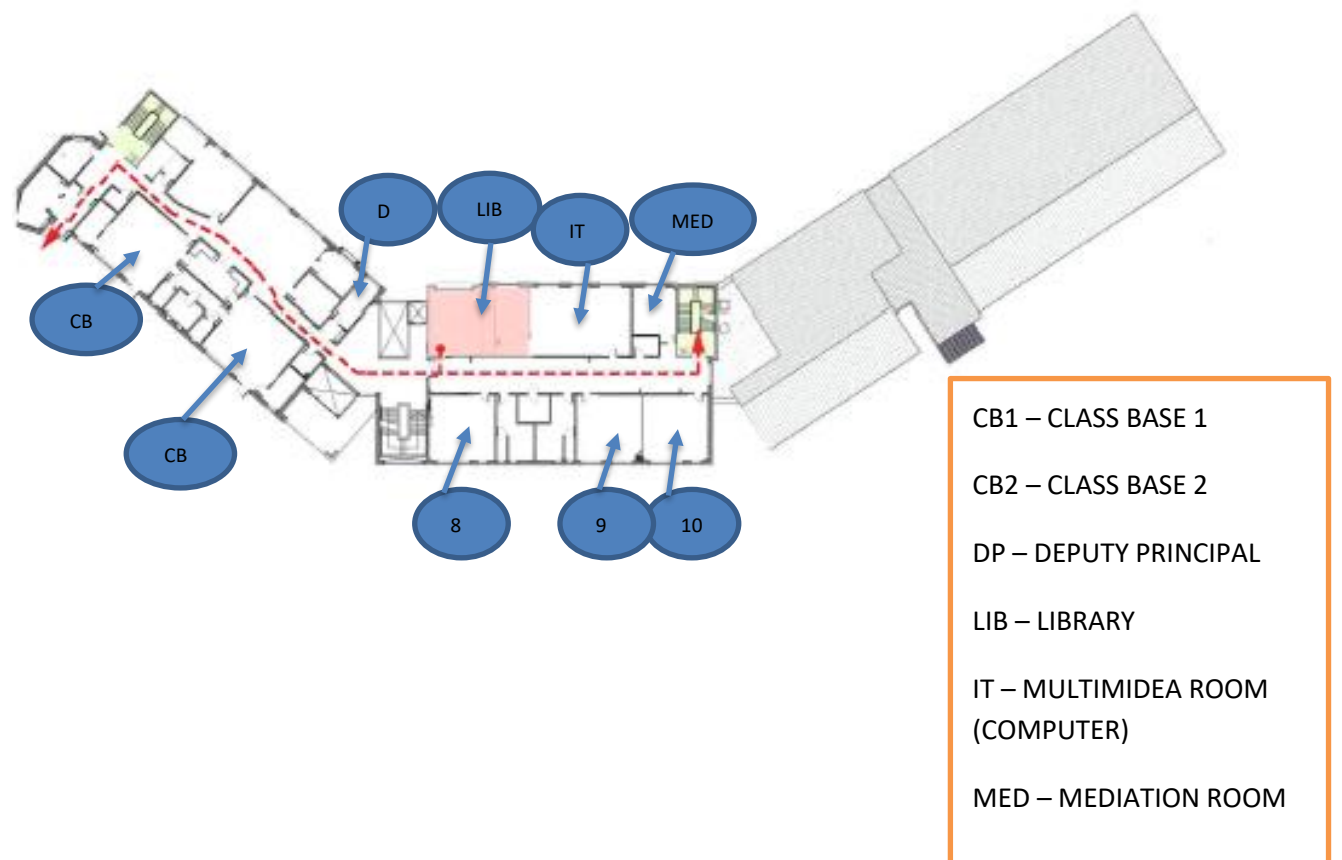
Coláiste Dún an Rí is fully accessible for people with Special Needs including toilet facilities.

# Building Layout

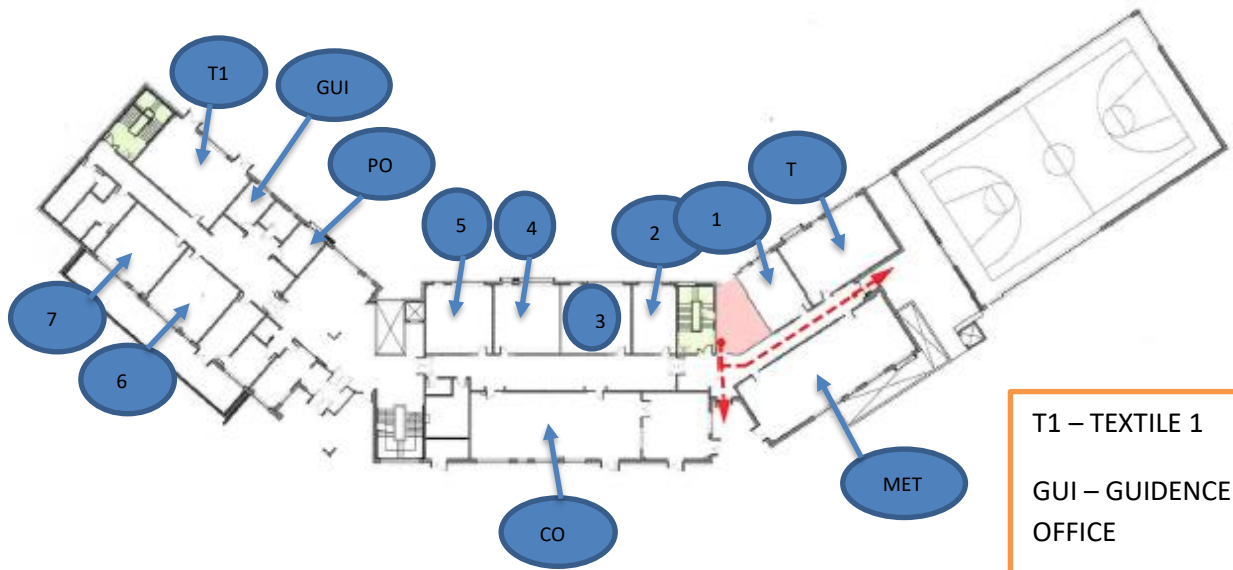
Floor 3



Floor 2

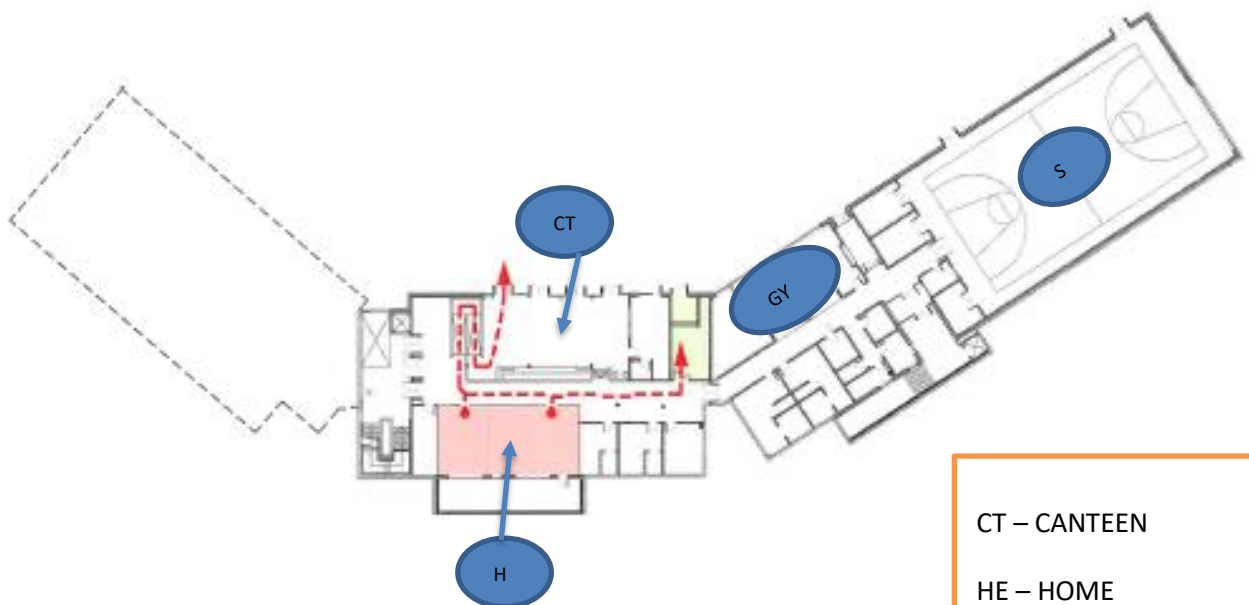


Floor 1



- T1 – TEXTILE 1
- GUI – GUIDENCE OFFICE
- PO – PRINCIPAL OFFICE
- CON – CONSTRUCTION STUDIES ROOM
- MET – METAL WORK ROOM
- TG – TECHNICAL GRAPHICS

Floor 0



- CT – CANTEEN
- HE – HOME ECONOMICS
- GYM – GYMNASIUM
- SH – SPORTS HALL



# Resources

The following persons and their outlined roles are resources that the school will use in order to ensure that the highest standards of Health and Safety are maintained at all times in Coláiste Dún an Rí.

## Principal: Mr. Fergal Boyle

1. Agree the Coláiste Dún an Rí Safety Statement and ensure that it is brought to the notice of all employees and teachers under his control.
2. Ensure that the requirements of the Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (General Application) Regulations 1993 are complied with on Coláiste Dún an Rí premises.
3. Ensure that all office, catering, cleaning and maintenance machinery is safe, fitted with any necessary guards or safety devices and is serviced and maintained as recommended by the manufacturer.
4. Ensure that staff required to use the machinery mentioned above are trained in its use and are not permitted to carry out any repairs unless authorised.
5. Ensure that offices, classrooms and catering areas are laid out and maintained to ensure safety of staff, pupils and visitors.
6. Ensure that all firefighting equipment is maintained, fire exits kept clear and fire drills organised on a regular basis.
7. Ensure that first aid facilities including defibrillators are available.
8. Ensure that all accidents are reported in accordance with Coláiste Dún an Rí Policy.
9. Ensure that staff work safely and do not take unnecessary risks.
10. Ensure all necessary welfare provisions are provided and maintained.
11. Co-ordinate training requirements directly related to safety e.g. training of management staff and teachers, manual handling (where required), first aid including defibrillators, machine guarding etc.
12. Report regularly to the Board of Management on current status of safety and health issues.

## Deputy Principal: Mr. Thomas McCormick

1. Plan and supervise all work processes in a safe manner and in accordance with the standards set out in the Safety Statement.
2. Ensure, in as far as is reasonably possible, that all employees of Coláiste Dún an Rí are aware of their specific responsibilities.
3. Investigate all accidents and dangerous occurrences.
4. Carry out safety inspections in areas which are within his control. Look for and suggest ways of eliminating hazards and report any deficiencies to the Principal.
5. Co-ordinate training of school employees, in conjunction with the Safety Co-ordinator/Committee.
6. Allocate work in such a way that health and safety standards are not compromised.
7. Motivate school employees to take the appropriate safety precautions and this includes setting an example to staff under your control.
8. Provide pertinent information to employees, e.g. changes in health and safety legislation, accident statistics etc.

## Safety Committee

1. Supervise the implementation of the Risk Management programme.
2. Regularly inspect Coláiste Dún an Rí premises and offices to ensure that the programme is being complied with and make recommendations directly to all employees and teachers in matters concerning health and safety.
3. Get the assistance of all personnel in monitoring the effectiveness of the Safety Statement.
4. Review all safety rules on a regular basis and, where necessary, recommend suitable changes.
5. Investigate all accidents and damage to property and recommend action.
6. Maintain accident records and regularly inspect first aid reports.
7. Inspect and maintain records of hazards / near miss reports.
8. Monitor the systems for ensuring that fire precautions are adequate.
9. Ensure material safety data sheets for all materials, are available to all relevant personnel.
10. Monitor that all necessary safety equipment is issued and that the quality and types of equipment available is acceptable.
11. Darrell O'Brien will act as Fire Marshal 1 and Thomas McCormick will act as Fire Marshal 2 in the event of a fire/ evacuation.

## Teachers

1. Read and know the Coláiste Dún an Rí Safety Statement and carry out their work in accordance with its requirements.
2. Do not try to use, repair or maintain any equipment for which they have not received full instruction or training.
3. Report any defects in teaching aids, equipment or machinery immediately to the Safety Officer or Safety Representative.
4. Know the location of the First Aid Box and Defibrillators.
5. Ensure appropriate knowledge is known and the procedures in place in the event of a fire.
6. Report any accident or damage, however minor, to the Safety Officer or Safety Representative.
7. Ensure that corridors, doorways etc. are kept clear and free from obstruction.
8. Do not individually attempt to lift or move, articles or materials so heavy as likely to cause injury.
9. Suggest ways of eliminating hazards and improving working methods, particularly in respect of new machines or chemical products.
10. Do not smoke on the grounds of the school. Coláiste Dun an Rí, as per legislation, is a “Non Smoking Campus”.
11. Required to take care of their own health and safety and they should not indulge in wilful unsafe acts.
12. Inform pupils of the safety procedures associated with individual subjects e.g. Science, Construction Studies and Technology subjects, Physical Education (P.E.) and ensure that pupils use personal protective equipment and adhere to laboratory rules.

## Office Staff

1. Read and understand the Safety Statement and carry out their work in accordance with its requirements.
2. Ensure that the clothing and particularly the footwear worn at work is suitable from a safety viewpoint.
3. Do not try to use, repair or maintain any office equipment or machinery for which they have not received full instructions or training.
4. Report any defects in office equipment or machinery immediately to the Deputy Principal.
5. Find out the position of the First Aid Box and defibrillators.
6. Ensure appropriate knowledge is known and the procedures in place in the event of fire.
7. Report any accident or damage, however minor, to the Deputy Principal.
8. Ensure that Corridors, office floors, doorways etc. are kept clear and free from obstruction.
9. Do not attempt to lift or move, on your own, articles or materials so heavy as likely to cause injury.
10. Do not attempt to reach high shelves unless using steps or properly designed hop-up: do not improvise or climb.
11. Suggest ways of eliminating hazards and improving working methods.

## Maintenance Staff

1. Read and understand the Safety Statement and carry out their work in accordance with its requirements.
2. Report to the Safety Officer or Safety Representative any defects in plant or equipment discovered whilst carrying out servicing.
3. Use the correct tools and equipment for the job and report any defect noted in tools and equipment to the Safety Officer or Safety Representative.
4. Work in a safe manner at all times, wear suitable footwear and protective clothing. When required, use safety equipment such as welding goggles, ear defenders, safety goggles, etc.
5. Ensure that they do not carry out repairs or servicing on plant or machinery whilst it is running unless absolutely necessary and ensure that any guards removed to carry out repairs are replaced.
6. Ensure that all precautions are taken when welding equipment is used to eliminate risks to your own health and safety, the health and safety of others and the danger of fire is minimised.
7. Suggest to the Safety Officer or Safety Representative ways of improving safety and eliminating hazards.
8. Report any accident or damage, however minor, to the Safety Officer or Safety Representative.
9. Ensure that all personal hygiene measures necessary to prevent industrial dermatitis are taken.
10. Ensure that smaller contracting companies e.g. plumber, electrician, carpenter etc., provide their own Safety Statement and check that it is compatible with the School Safety Statement.
11. Check at regular intervals to ensure that defibrillator batteries are fully charged.

## Pupils

Pupils should at all times behave in accordance with the rules of the school as set down in the Code of Behaviour, and as explained to them by the Principal, Deputy Principal, Year Heads, Teachers and other members of staff. In addition they should:

- Take reasonable care of their own safety, health and welfare and that of any other person who may be affected by their actions or omissions.
- Report to the Principal any situations which create a danger to the health, safety and welfare of themselves or of others.
- Must not recklessly or intentionally misuse any appliance or safety equipment supplied to protect the health and safety of themselves or of others.
- Must not take part in any form of dangerous prank or unauthorised hazardous activity anywhere on school premises.
- Take care when moving objects.
- Must not run on floors, stairs or steps.
- Health and Safety issues should be reviewed regularly at student council meetings.

# **Roles and responsibilities for safety and health.**

## **Designated Person – Safety Officer**

Mr. Fergal Boyle

- Complies with the requirement of the 2005 Act.
- Report 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.

## **Safety Committee**

Section 25 of the Safety, Health and Welfare at Work Act 2005 entitles employees to select and appoint a safety representative(s) to represent them in consultations with the employer on matters of safety, health and welfare at the place of work.

The safety representative's role is outlined in the 2005 Act. The functions include:

- Representing employees on safety and health issues.
- Conducting safety and health inspections (after giving reasonable notice to management).
- Investigating accidents and dangerous occurrences (without interfering with the scene of any accident).
- Liaising with Health and Safety Authority Inspectors.
- Participating on the safety committee.
- Making verbal or written representations on employees' behalf.



## **Risk Assessment**

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

### **Consultation and Information**

It is the policy of Coláiste Dún an Rí to consult with all teaching and non-teaching staff in the preparation and completion of Risk Assessment forms.

We shall endeavour to bring to the attention of all present and future staff, the contents of this Safety Statement and to convey any additional information or instructions regarding Health, Safety and Welfare at work to all staff, as it becomes available. The requirements of all Health, Safety and Welfare at Work Legislation (as applicable) shall be considered in any future staff training and development plans.

### **Accident Reporting, Recording and Investigation**

It is the policy of Coláiste Dún an Rí that all significant incidents are to be reported immediately to the school Principal and Health and Safety Committee. Appropriate forms are available to be completed as soon as possible and returned to Health and Safety officer. An Accident Record Book shall be retained and maintained for recording of accidents, incidents or ill-health and shall be monitored in order to ensure that any safety measures required can be put in place to minimise the recurrence. This book is available in the secretary’s office at the main entrance of the school building.

All details of accidents of a more significant nature must be entered on the appropriate records, ‘*CMETB Accident or Incident reporting form*’ (Attached as appendix to this document) and the parents or guardians may if necessary be contacted. In some situations, there is a mandatory (legal) requirement to report an accident or dangerous occurrence to the Health & Safety Authority (HSA). The IR1 form is used when a person is unable to attend work (or school) for three consecutive days after the day of the accident. The IR3 form is used to report a dangerous occurrence.

Details shall include the date, time and location of the accident, who witnessed the accident and what action was taken. This is necessary to monitor the progress of safety standards and to ensure proper remedial action was taken.

### **Risk Assessment**

The School Principal is responsible for allocating the task of undertaking Risk Assessments to the person best placed to make the assessment.

### **General Safety Measures**

The aim of Coláiste Dún an Rí school management is to provide a healthy and safe working environment. This shall be achieved with the help and assistance of all employees and students by:

- Observing the general rules of safety, which are regularly reiterated
- Using all plant, machinery and equipment in a safe and proper manner
- Employing proper procedures when carrying out tasks and ensuring that no practices are used which may create danger to themselves and/or others
- Keeping work areas clean and tidy at all times and making sure that all corridors and passageways are kept free of obstructions at all times
- Taking care that fire points are not blocked or covered up in any way and that they are ready for use if the need arises

### **Potential Hazards**

The following hazards are considered to be a source of potential danger and are brought to the attention of all.

Storage Room

Science Room.

Material Technology Room

Engineering Room

Photocopiers

P. E. Hall

Electrical Equipment

Entrance / Exit Doors

Car Park

Art Classes

Computer Room

School Yard

Buildings/Stairways/Corridors

Sports Fields

Toilets/Showers

Contractors on Site

Visitors

To minimise these dangers the following safety measures must be adhered to:

- a. Access to and operation of plant / equipment is strictly restricted to qualified members of staff whose job / function is that of running and maintaining items of the plant in the course of their normal duties.
- b. All plant and machinery is to be used in strict accordance with manufacturer's instructions.
- c. All machinery and electrical equipment are fitted with adequate safeguards.

### **1. Storage Rooms**

- Access is not permitted to the Storage Rooms/Boiler House / E. S. B. Room except by those permitted by the Management to do so. Students are prohibited from entering under any circumstances

### **2. Science Room**

- Care must be taken in relation to gas, which must be turned off at the mains when not in use.
- All electrical mains to be switched off each evening.
- All chemicals to be labelled and under no circumstances must chemicals be stored in inappropriate containers. Dangerous chemicals must be stored in the Storage Rooms, which must be kept locked.
- Pupils are not permitted to enter the science rooms unless accompanied by their teacher, nor are students to be left in such rooms on their own.
- In the case of potentially dangerous experiments or while using dangerous chemicals, goggles are to be worn by the students and their teachers.
- All flammable materials should be placed in one designated area in the Science Room.

### **3. Materials Technology and Engineering Rooms**

- Only those authorised to do so may use machines.
- No machine to be operated without a safety guard in place.
- Anyone using a machine should know where the emergency button is located.
- A machine in operation should not be left unattended.
- Eye protection must be worn, as the work requires.
- Tools must be properly stored when not in use.

- When a power tool is being used the plug should be pulled out before changing accessories.
- Care should be taken when using extension cables. They should not be positioned in a way that could cause tripping and should be put away after use.
- Pupils are not permitted to enter these specialist rooms unless accompanied by their teachers. Students must never be left in these rooms without a teacher.
- All machinery should be used in strict accordance with the manufacturer's instructions.
- Extraction Fans to be provided in accordance with current legislation.

#### **4. Photocopiers**

- Care to be exercised in the use of the photocopiers.
- No pupil is allowed to operate photocopying machines.
- Staff members should operate machines in strict accordance with the manufacturer's instructions.

#### **5. P. E. ~ Sports Hall**

- Care is to be exercised by all both in the gym and on the playing fields.
- Pupils must be accompanied and supervised by teachers at all times during P. E.
- Pupils are not permitted in the gym at any time unless accompanied by a teacher.

#### **6. Electrical Equipment**

##### General

All electrical equipment should be maintained and checked regularly by a competent person. Such maintenance should include checking that:

- Equipment is correctly wired and earthed.
- Plugs are correctly wired.
- Use ratings that are correct for the type of equipment being used (fuse ratings should be marked on the equipment and the plug).
- The mains supply is still capable of meeting the maximum demand.
- The distribution system (i.e. sockets, bench supplies, etc.) is suitable for the type of work being carried out.
- The isolating switches are marked, well-sited, accessible and known to staff.

- Residual current (earth leakage) circuit breakers are used where appropriate.

### Lighting

Visually check that:

- All the light fittings are working and are kept in a clean condition.
- Light switches are not broken and appear to be in a safe condition.
- The lighting is adequate for the type of work being undertaken as specified in Circular 24/82.

### Plugs / Sockets / Leads

visually check that:

- Plugs are in good condition with no cracks or pieces missing.
- Sockets are in good condition with no cracks or pieces missing.
- Socket screws and mounting are secure.
- Sockets are situated in safe positions, convenient for the equipment to be used and not subject to damp.
- Indicator lights on sockets function correctly.
- Insulation on leads is not cracked or frayed.
- Leads are without knots or joins and are reasonably free of 'kinks'.
- Leads are the correct length for the equipment being used.
- There are not trailing leads.
- Multi-point adaptors are not being used.
- Leads and flexible cable are securely fixed at both equipment and plug ends.

### Equipment

Check that:

- Fixed and portable electrical equipment is not damaged and, as far as you are aware, is operating correctly.
- Copies of manufacturers' instructions / operating manuals are easily accessible.
- Equipment is only being used for purposes for which it was intended.

- Where appropriate, is only being used for purposes for which it was intended.
- Where appropriate, all electrical equipment is switched off and unplugged when not in use.
- Mains isolating switches are easily accessible and known to staff.
- On / Off indicator lights function correctly.
- Equipment incorporating heating has a thermal safety cutout in addition to a thermostat.
- All items of electrical equipment are properly and regularly maintained and serviced.

#### **7. Entrance / Exit Doors**

- All staff are asked to be vigilant when students are entering or leaving school.
- Staff observing the movement of pupils between class, or at Break times, when leaving school etc. Appropriately correcting or reporting misdemeanours would help ensure safety.

#### **8. Car Park**

- No cycling or running in the Car Park.
- Particular vigilance needed just before and after school, as Car Park is very busy at these times.
- All cars at front of school reverse into position.
- Cars are advised to drive slowly on entering and exiting school grounds.
- There are speed limit signs installed around the school grounds.

#### **9. Art Room (Situated in General Classrooms for 2016/2017 school year)**

- All materials to be used with due care in the appropriate manner.
- Particular care and attention to be paid to cutting equipment.
- All equipment to be stored in the preparation room when not in use for the academic year 2016/2017

#### **10. Computer Room**

- No unsupervised access by students to computer room.

- Pupils are not to bring discs or software to computer room.
- Pupils are not to write or display material on computer that might in any way be regarded as bullying.
- Pupils' bags and coats should be placed in such a position as to avoid accidents by tripping etc.
- Consideration should be given to positioning of the screen away from light reflection and glare.
- Screen ~ all new screens must be fitted with tilt and swivel stands. Sufficient room is needed for the screen to be moved back and forward. Ideally, the top of the screen should be at eye level.
- Power Supply ~ leads should preferably be in trunking above the height of the worktops or be safely tied. An adequate number of supply sockets should be provided to eliminate the need for trailing wires.
- Fire Precautions ~ a fire extinguisher suitable for electrical fires (such as carbon dioxide) must be provided in all Computer Rooms. The location of the nearest fire exit must be notified near the door in each room.
- Eye Strain ~ in order to reduce eyestrain, users should be encouraged to look away from the screen and focus on a distant object from time to time – this will relax their eye muscles. The wearing of spectacles also helps prevent possible soreness caused by the bombardment of ionised dust particles from the screen.

## **11. School Yard and Grounds**

- Pupils must exercise due care when running or playing due to the nature of the surface.
- Pupils are not permitted to climb drainpipes or window ledges to retrieve balls or other objects from roof.
- Throwing of articles or food items (apples etc.) by pupils is strictly forbidden.
- Students or Staff are not permitted to enter the adjoining construction site under any circumstances to retrieve balls or other equipment

## **12. Buildings, Stairways and Corridors**

- Corridors and Exit Doors to be kept free of any obstruction at all times.
- The washing of floors should be conducted when students are not using corridors and any polish used should be of the non-slip variety.

- In the event of liquid spillage etc. on corridor which requires immediate attention suitable warning signs indicating potential hazard to be erected.
- Mats are provided at all external doorways to prevent slippery floor surfaces on wet mornings.
- Pupils are forbidden to run or push each other on the stairways, corridors or in classrooms.
- Stairways and corridors to be used in such a manner as to allow unrestricted movement in both directions. On stairs especially keep to the left and use handrail.

### **13. Sports Fields, Field Turf Pitches**

- Pupils must be accompanied and supervised by teachers at all times.
- Full and appropriate sports gear must be worn at all times.
- No jewellery of any sort allowed during P.E. or games i.e. watches, rings etc.
- Changing rooms must be supervised at all times so students are aware of a zero tolerance to misbehaviour or any form of bullying.
- No swinging off goal posts or crossbars on sports pitches.

### **14. Toilets**

- Any misuse of the facilities that might impair their proper functioning will be regarded as a very serious breach of discipline by students.
- Inappropriate behaviour that might cause offence or be interpreted as any form of bullying in these areas in particular will be severely dealt with.

### **15. Contractors on Site**

- Not allowed to carry out work until the Principal, Cavan Monaghan ETB , or a designated representative of the Principal, has checked and is satisfied with their insurances.
- The provisions of the Safety, Health and Welfare at Work (Construction) Regulations 2006 must be adhered to.
- The contractor must liaise with school appointed officials and discuss and agree the safety procedures deemed necessary.
- Contractor must take all due care of their own safety and that of their employees, as well as others affected by their work.
- Contractors must comply with all applicable safety regulations, best industry practices and any special safety rules or conditions imposed by the school.



- A copy of the contractors Safety Statement must be supplied to the school.
- While work is in progress, any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary.

#### **16. Visitors**

- Anyone entering the school premises shall be required to identify themselves to the Principal, Deputy Principal, Secretary or some other person authorised by the school authorities.
- All visitors must enter through front door beside Secretary's Office.
- A sign at the front door will direct visitors on these expectations.

#### **17. New Teachers**

- All new teachers shall be fully informed of the Health and Safety procedures applying in the school.

#### **18. Existing Staff**

- All existing staff shall be informed of any new risks or hazards that may arise at the earliest possible opportunity.

#### **19. Dignity in the Workplace**

- Coláiste Dún an Rí is committed to maintaining a workplace environment that encourages and supports the right to dignity at work.
- All members of the school will be treated with respect for their individuality and diversity.
- Bullying in any form is not accepted and will not be tolerated.
- Management will have a specific responsibility to promote the above mentioned provisions.

**Note** – A detailed risk assessment has been completed on all rooms and recreational areas within and outside of the school. Risk assessment sheets are attached at end of this document.

### **WELFARE OF EMPLOYEES**

It is the policy of Coláiste Dún an Rí to ensure the continued welfare of the staff and Students with the provision of toilets, cloakrooms and eating facilities.

We endeavour to ensure an adequate supply of hot and cold running water, towels and soap,

including sanitary disposal facilities. A high standard of hygiene shall be expected, achieved and maintained at all times. Staff and students must co-operate in maintaining a high standard of hygiene in these areas.

A Staff room separate from the work area is provided, where tea and lunch breaks may be taken. A separate dining area is provided for students during break times. Staff and students must co-operate in maintaining a high standard of hygiene in these areas.

In addition, adequate facilities for waste disposal, including recycling of materials is readily available.

Teaching and non-teaching staff are reminded that any person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the School Principal of any known side effects or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers or Students.

### **FIRST AID**

It is the policy of Coláiste Dún an Rí to ensure that key members of staff are trained to provide First Aid to staff and Students. Untrained staff administering first aid shall only attend to basic cuts and grazes.

### **Safety Training**

Selected employees of Coláiste Dún an Rí will receive training in the following areas, especially where it is applicable to them or their specific area of work:

1. Advised of the nature, location and safe operation of fire equipment
2. Instructed in basic first aid
3. AED/CPR training

**List of First Aiders**

Carol Lynch  
Lorna Atkinson

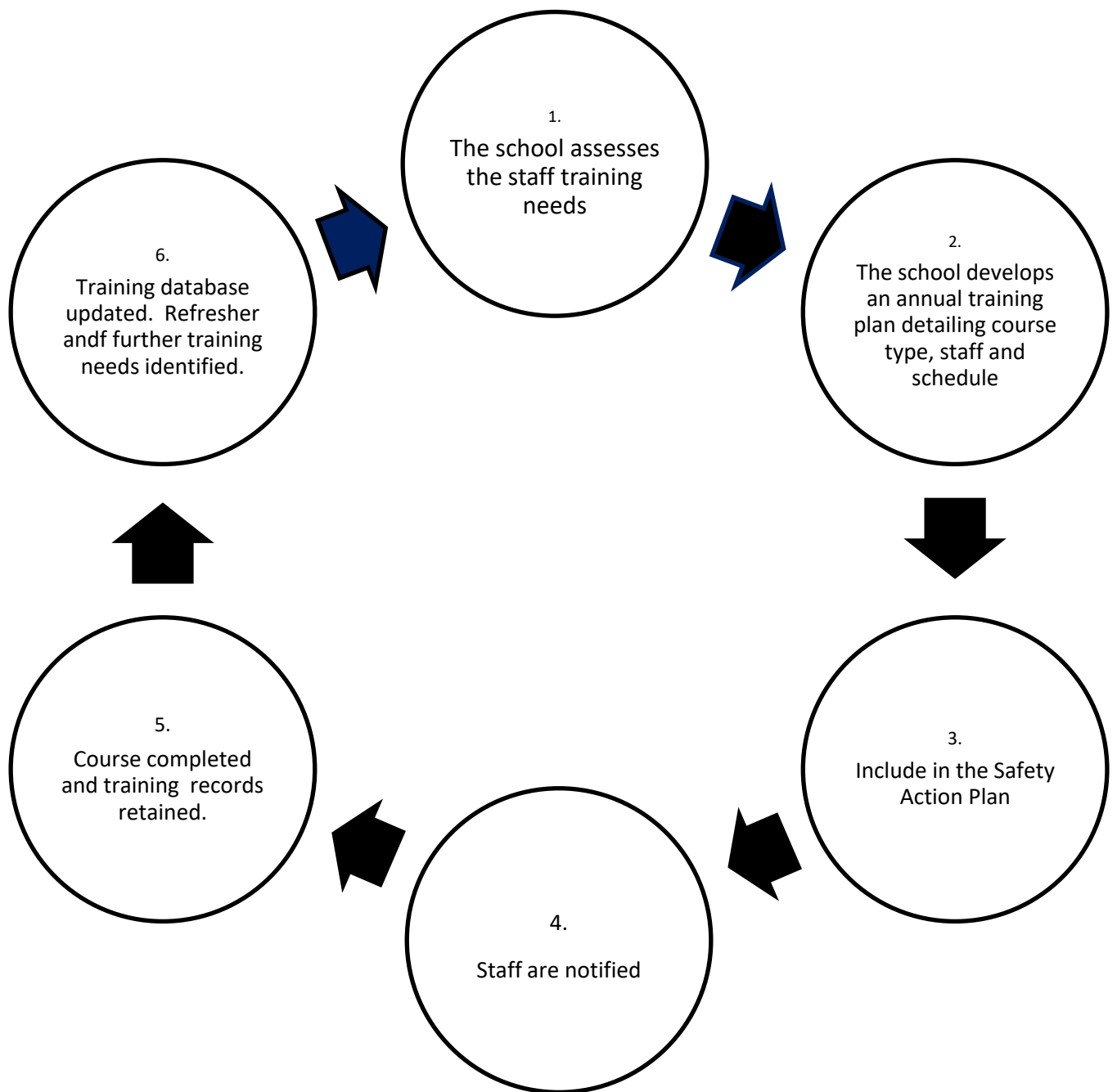
**List of personnel with Defibrillator training:**

Lorraine Hickey  
Michelle Hough  
Megan O'Brien  
Linda Kelly  
Sinead Leahy  
Fergal Boyle  
Tracie Shekleton  
Hugh Fitzpatrick  
Sharon Cumiskey  
Tommy McCormick  
Carol Lynch

**List of Personnel with CPR training**

Darrell O'Brien  
Dean Gallagher  
Grainne Farrelly  
Deirdre McCabe

## **Instruction, Training and Supervision**



## **POLICY ON ACCIDENTS AND FIRST AID**

It is the policy of Coláiste Dún an Rí to provide a healthy and safe environment for staff, students and visitors. We expect that at all times our staff and students will co-operate fully in implementing health and safety initiatives, do everything reasonably possible to ensure injury does not occur to themselves or others. We will expect parents/guardians to cooperate with us in regard to not permitting student to attend school if they have a contagious/infectious illness or physical disability which could lead to further serious risks of accidents. Staff will be asked not to attend work under the same circumstances.

We shall endeavour to ensure that:

- There is a qualified first aider on the premises, at all times.
- There is a first aid box located conveniently and maintained by the first aider.
- All accidents that occur on the premises are recorded in the accident record book.
- In the case of an accident, the injured person will be advised to see their doctor and this recommendation must be written into the accident book.
- In case of an accident the parent/ guardian may be informed and further advised to seek appropriate medical attention.

### **Procedure to be Followed in the Event of an Accident**

If a student or a member of staff has an accident, they will receive first aid from the nominated first aider or from a member of staff.

- Gloves must be worn when dealing with blood or any other bodily fluids. The wound can be cleaned and a sterile cloth applied.
- No ointments can be used and no internal medication be given
- If hospital attention is required, then a member of staff will make that decision and will take the necessary actions to get that person to hospital, usually by contacting the parents/guardian
- If the incident has happened to a student, then the parents/guardian will be contacted immediately by a member of staff
- The accident must be reported to the school Principal and health and safety officer immediately.
- The accident must be recorded in the accident book, stating the date and time it happened, the how it happened, first aid given and any recommendations.

## **Anti – Harassment**

Coláiste Dún an Rí seeks to provide a work environment in which all employees, students and others are treated with respect and dignity that is free of harassment based upon race, religion, colour, sex, age, national origin, disability or sexual orientation. Staff and students must not harass or intimidate other staff or students on these or any other grounds. Such harassment not only contravenes the policy of Coláiste Dún an Rí but it may also constitute unlawful discrimination.

Any such behaviour will be treated as gross misconduct in accordance with the school's disciplinary procedure and could render the member of staff liable to summary dismissal, and the student to disciplinary procedures.

## **Bullying and Pupil To Pupil Assaults**

Coláiste Dún an Rí recognises the absolute right of all students and staff to learn and teach in an environment that is free from any kind of bullying. Bullying may take the form of name calling, teasing, pushing, intimidation, harassment, extortion, or physical assault. It is the policy of Coláiste Dún an Rí to take action to prevent such aggression. If it comes to our attention that a Student is being bullied, it is essential that we take appropriate action.

All teachers must be aware that it is possible for adult behaviour to reinforce bullying. Teachers must be conscious that they do nothing to condone aggressive behaviour - they must not show it themselves or accept it in others. Where obvious animosity exists between particular Students, every effort shall be made to address the issue.

If at any time a Student is found to be in possession of any item that could be considered an offensive weapon then it shall be taken from him/her. In addition, it is essential that it be placed in an area where it cannot be easily retrieved.

If, in any game, there is an undue level of violence or very rough play, the game will be discontinued on the basis that if it is allowed to continue, serious injury could result.

The above emphasises the necessity for proper supervision, but it must be conceded that even with a reasonable level of supervision, such assaults may still occur.

Accidents can and do happen even in circumstances of excellent supervision.

## **Bullying and Violence Towards Staff**

Bullying and violence in schools, colleges and other centres is a grave concern for all concerned. As in other workplaces, teaching and non-teaching staff may also be victims. During the course of their work, staff may be at risk, in the form of verbal abuse, threats, assaults or other forms of intimidation. This behaviour may come from Students, Parents, and Guardians, including other members of staff or visitors.

It is the policy of Coláiste Dún an Rí to prevent such aggression and to maintain a culture where acts of bullying and/or violence are not tolerated and where incidents, when they do occur, are effectively and speedily dealt with.

property must bring that person and the incident to the attention of the Management of the school. Measures will be taken to support staff that have been assaulted or have been threatened with assault and appropriate action shall be taken to safeguard against a recurrence.

All Verbal and Physical assaults on employees should be reported. The code of discipline aims to provide for a level of behaviour to minimise personal risk or stress to any employee.

### **Code of Behaviour**

It is the policy of Coláiste Dún an Rí to ensure that a “Code of Behaviour” is distributed to all parents/guardians and that the contents made known to all students.

Staff and others must be protected from acts of violence while an employee of Coláiste Dún an Rí. In this regard, teachers and non-teaching staff shall document serious incidents of misbehaviour or aggression.

Any student causing severe disruption on a regular basis shall be declared as such to the school Principal. The parents/guardians shall be informed verbally and formerly by letter of the incident/disruption, if applicable.

### **Causes of Poor Health And Safety Conditions**

Poor health and safety conditions may result from many causes including but not limited to physical, electrical and structural hazards, poor indoor air quality and/or temperature control, building materials, furnishings and equipment. Human error, facility operation, and maintenance practices, as well as the various activities of Staff, Students, Parents and other user groups, can also contribute to health and safety problems.

Although there is no single solution for all of these problems, it is the policy of school management to conduct routine inspections of school facilities to help in reducing potential illness and injuries to staff, students and visitors.

Each member of Coláiste Dún an Rí, teachers and non-teachers shall be encouraged to think of himself or herself as a safety officer.

## **Trips away from School**

- The number of staff accompanying students will be determined by the Board of Management and the Principal of Coláiste Dún an Rí. Health and safety of students and supervisors is a priority when organizing and taking a school tour. Staff taking any tour will exercise due care, common sense and judgement when issues of health and safety arise. Staff are aware that, in general, the degree of care required of them should be that of a “careful parent” which would vary with the circumstances and the age of the student. However, should a student infringe any of the conditions laid down, staff cannot be held responsible. Certain trips may facilitate shopping or recreation which may not be directly supervised. This situation will be indicated on the permission slip, itinerary or information letter sent to parents/guardians.
- Parents/guardians receive a written overview/itinerary of overnight trips and are required to give written consent to their child taking part on the trip. When doing so cognisance should be taken of any dangers associated with activities mentioned in the itinerary (e.g. skiing, go-karting etc). It is the responsibility of parents/guardians to ensure that the organiser of a tour is aware of any special needs, medical or dietary issues that a student may have. Parents must be made aware that the organiser reserves the right to make minor changes to the itinerary.



- Parents must inform the organiser any trip of any allergies or medical conditions their child has, and the arrangements for the administration of any such medications required. Students are not permitted to share medication.
- In the event of an emergency staff will:
  - Immediately seek appropriate medical / emergency assistance.
  - Contact the Principal / Deputy Principal / Parent.
- Any student who requires hospitalisation will be accompanied by a member of staff who will remain with them as appropriate until a parent or nominated adult can replace them.

### **FIRE**

Coláiste Dún an Rí acknowledges its legal responsibility under the Fire Services Act 1981, (which specifically includes schools), to ensure that the building is safe.

This means that the Fire Authorities have the power to serve notice of closure on the school in the event of non-compliance.

It is the policy of Coláiste Dún an Rí to ensure that:

- There is an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area and that they are readily available, clearly identified and serviced regularly by authorised and qualified persons
- Each all fire extinguisher have clear instructions for their use

The school conducts fire drills/evacuation procedures that take place at least twice a year.

- Fire alarms are clearly marked and audible at all locations.
- Signs are clearly visible to ensure that visitors are aware of exit doors and routes.
- All fire exits must have a clear and direct passage to them (an indirect route will cause confusion if there is a lot of smoke).
- All doors, corridors and entries are kept clear of obstruction and can be opened at all times from within the building. Each teacher who has an exit in his/her classroom shall ensure that it is kept clear. The Principal shall ensure that the main door is free from obstruction at all times.
- A plan of the school or building shows the designated assembly points outside the school/building, with the locations are clearly specified.
- All electrical equipment is left unplugged when unattended for lengthy periods or when

the building is empty. Teachers are responsible for their own classroom. The Secretary/Principal, as appropriate, shall be responsible for the office. The Staff room is every teacher's responsibility. Teachers who do not have a classroom must ensure that any equipment they use are also unplugged and stored safely.

- Bottled gas shall be stored in a secure place in such a manner as to minimise the danger of explosion in the case of fire.
- All recommendations made by a Fire Officer in addition to these provisions shall be implemented

### **FIRE DRILLS**

Coláiste Dún an Rí acknowledges that the most important requirement of fire safety is that

#### **“People Know What to Do In The Event Of a Fire”**

Therefore:

- An evacuation procedure will be prepared and the details provided to each employee
- All teaching and non-teaching staff must ensure that they become familiar with this
- Evacuation drills will take place at least twice a year or more often, if required
- Regular fire drills shall be conducted unannounced, where the time will be varied to cover all times of day
- The fire alarm bell shall be distinctive from the normal school bell and audible to everyone in the building
- Escape routes shall be clearly marked, relevant to current legal requirements
- A designated assembly point(s) will be established and a roll call shall be taken to account for all people in the building
- The fire alarm system shall be maintained and kept in good working order

### **Fire Safety and Prevention**

Coláiste Dún an Rí does not expect teaching and non-teaching staff to be fire fighters in the accepted sense.

The primary concern shall be the safe evacuation of all Students and staff but, that having been achieved, it shall be reasonable to expect that where firefighting appliances, such as extinguishers or hose reels are provided, there shall be some personnel who have been trained in their use.

In the event that we are unable to reoccupy the building immediately, Students and staff will be evacuated to a safe place nearby and arrangements shall be made to contact

parents/guardians.

### **Good Housekeeping – Fire Prevention**

All staff of Coláiste Dún an Rí should be aware of the following tips in order to promote good housekeeping within the school context:

- Ensure that rubbish is removed regularly and that it is stored in suitable and secure containers.
- Keep escape routes, storerooms and cupboards free from rubbish
- Do not obstruct signs, notices, fire alarm call points or escape routes
- Avoid placing materials close to lightbulbs in storerooms
- Portable heaters (if they must be used), should be used as little as possible and placed where they are unlikely to be knocked over. Regular maintenance of heaters is essential for safety purposes
- Ensure that the central heating system is regularly serviced by a competent person
- Ensure all potentially dangerous chemicals are safely stored and labelled in compliance with regulations

# **FIRE DRILL**

## **Exit Routes:**

- Each class should assemble in front of the sign for their class.
- A map of the school with appropriate exits for each room will be located in each room

<b>EXIT NUMBER</b>	<b>LOCATION</b>
<b>1</b>	Main Entrance
<b>2</b>	Back Door of School (Higher)
<b>3</b>	Back Door of School (Lower)
<b>4</b>	End Door
<b>5</b>	Canteen
<b>6</b>	Sports Hall

**Note: All exits for individual rooms clearly marked on back of each classroom door.**

<b>ROOM</b>	<b>EXIT ROUTE</b>
<b>Level 1</b>	<b>Exit 1</b>
<b>Engineering/ TG</b>	<b>Exit 4</b>
<b>Home Ec.</b>	<b>Exit 5</b>
<b>Sports Hall</b>	<b>Exit 6</b>
<b>Level 2 &amp; 3</b>	<b>Exit 2&amp;3</b>

## **FIRE DRILL (Continued)**

Teachers should have a **Class List** on hand and follow this procedure:

1. Take a **roll call** and take note of the total number of students at the start of the class. Once the fire drill has sounded, teacher should take a **head count** and note the names of any students who may have left the classroom before the alarm went off. Remind the students of their exit route. Emphasise the importance of proceeding in a quiet orderly manner, no running, shouting, pushing etc.  
**All bags and belongings are to be left behind in the classrooms.**
2. **Close all window and doors** before leaving the room.
3. Follow behind the class to the meeting point. Class locations will be determined by the teachers
4. A **roll call** should be taken by the class teacher and given to the co-ordinator Principal / Deputy Principal.
5. The Class should be returned to their classes by the same route when all rolls have been taken.
6. Responsibility for ensuring all staff are present will be the responsibility of the co-ordinator/principal. All staff are asked to have their mobile phone on them at all times in case contact needs to be made

## **Measuring Performance**

The Deputy Principal in conjunction with the Safety Committee should, at regular intervals, measure, monitor and evaluate the safety and health management system to make sure it is fit for purpose. Any proposed amendments should be forwarded to the Principal who in turn should report to the Board of Management for evaluation and action.

## **Audit and Review**

The Board of Management should annually evaluate the impact of the safety and health plan, taking into account the feedback from the school community, significant incidents and / or accidents, dangerous occurrences, new regulatory and legislative requirements and other relevant developments. The Safety Statement should be revised as necessary, in the light of any review and evaluation process.

