



ST MUNCHIN'S COLLEGE HEALTH & SAFETY POLICY

1. STATEMENT OF GENERAL POLICY

The safety of our workforce and students is of primary importance in St. Munchin's College. We are committed to providing a safe and healthy working environment as a prerequisite to our activities. To this end we are committed to the protection of staff, students and property.

In fulfilling this commitment, we will meet our legal duties to employees, students, contractors, groups using the school premises and members of the public alike and make our workplace conform to the highest identifiable safety standards as indicated by acceptable business practices. We will strive to eliminate any foreseeable hazards that may result in fires, damage to property, the environment and/or personal injuries/illnesses.

Accidents can be controlled and avoided by good management in combination with active employee involvement. Prevention is the direct responsibility of all students, employees, supervisor/teachers, management and visitors alike.

All management functions, including business, workshop and associated management will comply with St. Munchin's College accident prevention requirements as they apply to the design, operation and maintenance of facilities and equipment.

To ensure that our operations are performed in a safe manner, we shall identify all special risks associated with our activities and shall provide training for personnel in these hazards and in their containment. Identification of hazards/snag list (maintenance needing attention) will lead to their elimination or control yielding a safer working environment.

Co-operation is essential to safety. We ask all employees to accept individual responsibility for their own safety; to perform their jobs properly in accordance with established safe working procedures and general safety rules; and to ensure they are aware of all special hazards associated with their working environment.

I ask for personal commitment to ensure St. Munchin's College remains a safe place of work. Each person's vigilance and interest are required to meet this goal. I trust that all of you will join me in a personal interest and commitment to safety in our working environment.

Signed: _____

Principal (David Quilter)
St. Munchin's College

2. ORGANISATION AND RESPONSIBILITIES

The staff of St. Munchin's College is responsible for insuring a safe and healthy work environment within their own areas.

2.1 Board of Management

The Board of Management recognises and accepts not only its statutory responsibilities, but also its obligations as an employer to direct, manage and achieve the Safety, Health and Welfare at Work of every employee, contractor, student and guest alike. The Board of Management further recognises the statutory rights of staff representatives as set out in section 13 of the Act (www.irishstatutebook.ie/1989_7.ie) and is committed to co-operating with such safety representatives. The Board of Management believes that each employee accepts his/her responsibilities for improving and maintaining Safety, Health and Welfare in the workplace and for behaviour that does not jeopardise the individual's personal Safety, Health and Welfare or that of others. St. Munchin's College is committed to meeting its obligations under **Section 13 of the Safety, Health and Welfare Act 1989** and the **Safety Health & Welfare at Work Act 2005**.

2.2 PRINCIPAL (SAFETY MANAGER)

- ✓ Communicate to Board of Management any safety concerns and resources needed to ensure the safety of the staff, students and members of the public.
- ✓ Develop and approve budget plans with the Board of Management and projections necessary to support approved Health & Safety goals, targets and action plans.
- ✓ Work with assigned teachers to ensure that all the required tools and personal protective equipment needed to conduct their work is available.
- ✓ Ensure good communications are developed and maintained by the teachers, students and employees.
- ✓ Review the ongoing safety and health performance of teachers and employees and provide additional coaching/support and positive reinforcement regarding their Health and Safety responsibilities.
- ✓ Ensure that all employees/students have received appropriate safety training on a timely basis and such training is documented.
- ✓ Ensure that safety activities are co-ordinated and specific responsibilities are assigned.
- ✓ Ensure that new or revised processes conducted in the schools are reviewed for Health & Safety concerns and that identified concerns are resolved in a timely manner.
- ✓ Work with teachers to identify goals for reduction in Health & Safety impacts of existing and planned processes.
- ✓ Participate as a member of the investigation team in the event of an incident involving lost time injury or illness or reportable safety concerns.
- ✓ Provide to each Board of Management member an annual statement of expectations regarding Health & Safety performance and an explanation of St. Munchin's College policy, as applied to operations under the control of the Principal.

- ✓ Review and approve annually, with direct staff the identified:
 1. Significant Health & Safety impacts of your operations
 2. Action plans to achieve identified goals and targets.
 3. Ensure that the identified objectives and targets are appropriate and in accordance with St. Munchin's College Health & Safety Policies and operations.

2.3 TEACHER

- ✓ Ensure that the work area is set up in accordance with process and safety requirements and that the proper equipment necessary to conduct the operation safely is available.
- ✓ Ensure that students are properly trained to conduct their job safely and qualified to use any required safety equipment.(Technology, TG, Chemistry, Science, Biology)
- ✓ In conjunction with students and employees (and others where appropriate) seek to identify the means by which job hazards can be further reduced and impacts minimised.
- ✓ Report health and safety issues to the school Safety Officer and work to resolve such issues in a timely manner.
- ✓ Work with an investigation team in the event of an incident involving injury, illness or property damage. Complete the accident report form within 24 hours of the accident.

2.4 SAFETY REPRESENTATIVE

The **Safety Health & Welfare at Work Act 2005** specifies that an employee must consult with employees and take account of any representations made by the employees for the purposes of giving effect to the employer's statutory duties.

The 2005 Act also provides for the selection by the employees, if they so wish, of a **safety representative**. The Safety representative is given a number of rights and powers:

- ✓ **Information: The right of information from the employer in connection with the safety, health and welfare of employees.** This would include access to the company's safety statement as well as any detailed measures implemented under specific regulations.
- ✓ **Representations: The safety representative may make representations to the employer as to safety, health and welfare issues.** The employer is required under law to consider these options and **where necessary**, act on them.
- ✓ **Inspection and Investigation: The safety representative is also given the power to carry out general inspections or investigate potential hazards, on notice to the employer.** The employer cannot unreasonably withhold permission for these. In addition, the safety representative may investigate accidents and dangerous occurrences, provided these do not interfere with the performance of any statutory function, such as the obligation to report accidents under the **General Application Regulations 1993**.

- ✓ **Liaison with HAS(Health and safety Authority) Inspection: The safety representative must be informed by the employer that an inspector from the Health & Safety Authority has arrived on site.** He/She also has the right to accompany the inspector unless the inspector is investigating a specific incident. The safety representative may make oral or written representations to an inspector and is also entitled to receive advice from an inspector.
- ✓ **Reasonable time off**
The safety representative is entitled to time off “as may be reasonable”, without loss of remuneration, for two purposes
 - 1)Acquire knowledge to carry out his/her functions
 - 2)Carry out his/her functions.
- ✓ **No Disadvantage**
Finally, the safety representative is to suffer “no disadvantage” arising out of the performance of his/her duties.

St. Munchin’s College Safety Representative 2019/20 is: Ms. Siobhan Galvin

Signed: _____

2.5 STUDENTS

- ✓ Read, understand and utilise the procedures provided for safe execution of the school.
- ✓ Obtain and properly use tools or protective equipment required in particular subjects.(safety statements are posted on the classroom walls of Technology, Science, Chemistry)
- ✓ Inspect the area and equipment to ensure that it is in working order and in safe condition prior to being utilised.
- ✓ Promptly report to your teacher any deviation in process or equipment that may result in increased environmental, health and safety hazard.
- ✓ When working with others, ensure that all members of the class are working in accordance with procedures.
- ✓ Communicate any concerns regarding the process and environment, health or safety issues to your teacher and work toward improvement and resolution of those issues.

2.6 General Safety Rules

- ✓ **Reception procedures:** All visitors to our school are required to report to the secretary and sign in at the reception office.
- ✓ Arrangements will be made by the school secretary to have **visitors on business** met by the appropriate member of staff.
- ✓ **Outside normal working hours** access to school premises cannot be guaranteed to staff without prior clearance from the principal.
- ✓ **Care of property:** The care and safekeeping of personal property is the owner's responsibility. St. Munchin's College cannot accept liability for loss of or damage to any item of personal property.
- ✓ **Bags and parcels** should not be left on the ground or in any area where they might cause an injury. In particular they must not be left unattended in toilets, classrooms, the staffroom or any of the offices. Appropriate storage has been provided for students outside the A3 classroom as well as at the back of the canteen.
- ✓ Full details of any **lost or found property** should be reported to the school secretary/Chaplain/Deputy Principal.

2.7 OCCUPATIONAL FIRST AIDERS

- ✓ **First Aid training** will be made available to a number of staff in an effort to ensure that key areas within the school building have access to a member of staff with knowledge of first aid.
- ✓ All staff employed in the academic year received training in the use of a **defibrillator**. A refresher course will take place in 2017.
- ✓ Comprehensive **first aid boxes** are available in key locations such as technology rooms, labs, Physical Education area & kitchens to deal with minor injuries.
- ✓ **First aid supplies** are available in the staff room on the worktop. Additional supplies are available in the secretary's office and the Deputy Principal's office. Any enquiries regarding first aid supplies should be made to the health and safety representative.
- ✓ Staff members will be encouraged to participate in **further certificate and refresher training**
- ✓ Where required, trained staff members will promptly **administer first aid** to any student, employee, contractor or visitor in accordance with knowledge and training.
- ✓ Conduct **periodic inspections** and co-ordinate replenishment of company first aid supplies and equipment in their area.

2.8 Accident/Incident Reporting

- ✓ All staff members must fill out an accident report in the accident report book when dealing with any incident, no matter how trivial.
- ✓ The accident report book is available in the Teacher's handbook. A spare copy of this handbook is available in the secretary's and Deputy Principal's office.

2.9 Arrangements for Sick Students

If a student feels ill, or requires first aid they should report to the secretary's office. If the student is feeling faint, send another student with them. Each student waits at the office until the secretary rings home. A parent or guardian must collect their son.

2.10 Safety Training

In service courses relevant to the safety training of all employees will be attended as available.

Cardiac arrest

In the event that you see a person whom you suspect to have suffered a cardiac arrest you should:

1. Dial 999 if you have a phone
2. If you know CPR-perform it immediately
3. Get help or send someone for help
4. Get the AED/ Defibrillator from the staff room
5. Alert a teacher who has AED training
6. Return to the victim
7. Move as quickly as possible
8. Get advanced help from medical team

Staff members with AED training

David Quilter, Lorraine Shiels, Colm Barrett, Jason O' Brien, Eric Nelligan, Paul Whelan, Ken Kelly, Liz O' Donoghue, Deirdre Collins, Donal Madden. Brid O' Sullivan-Glynn, Martin McMahon, Alan Murnane, Niamh Mullally, Cecelia Ryan, Colin McMahon.

3. PROCEDURE OF FIRE DRILL

- ✓ The fire drills will take place **twice a year**.
- ✓ If fire drill happens during break times then teacher will take the roll of the class they have after lunch.
- ✓ Posters explaining fire drill procedures and the exit points for each particular area are clearly displayed on each classroom door.
- ✓ Classes assemble at designated assembly points to the back of the building (Main yard and lower yard).
- ✓ The Teacher at that time takes roll.
- ✓ Staff should notify the Principal/Deputy Principal once they have called their class roll.
- ✓ Classes return to school once Principal/Deputy Principal indicates that it is safe to do so.

3.1 FIRE DRILL REPORT SHEET (See page attached, next page)

4. FIRE EVACUATION PROCEDURES

In the event of fire the fire alarm will ring. The fire alarm operates as a siren system.

✓ **During class time**

On hearing the alarm students are to:

Immediately stop what they are doing, switch off any equipment you are using and remain silent

Close all windows

Follow the teacher to the designated assembly points in an orderly manner and on arrival line up in alphabetical order.

Remain silent while roll is being checked by your teacher. (hard copy). At this point staff will notify Principal/Deputy principal that everyone is accounted for.

Remain at assembly point and await further instructions

Students will not be permitted to return to the building for personal belongings

Exit Routes

C1-C5	Red Stairs	Double Doors	Fire	Assembly Point
C6-C9	Blue Stairs	Back Doors	Yard	Assembly Point
C10-C11	Black Stairs	Double Doors	Fire	Assembly Point
C12.C13,CComp, Resource, TY	Yellow Stairs	Double Doors	Fire	Assembly Point
Bphy, Bchem, B1- B3	Red Stairs	Double Doors	Fire	Assembly Point
B4-B6	Blue Stairs	Back Doors	Yard	Assembly Point
B7-B9	Black Stairs	Double Doors	Fire	Assembly Point
B10,BComp, Staffroom	Yellow Stairs	Double Doors	Fire	Assembly Point
ABiol, A1, A Comp, Demo, Library, Admin Office		Main Entrance	School	Assembly Point
Canteen, Toilets		Back Doors	Yard	Assembly Point
A2, A3, Careers, Meditation, Chaplain		Double Doors	Fire	Assembly Point
Art, TG, Assembly Hall		Double Doors at Assembly Hall	Fire at	Assembly Point
Technology, Gym, Sports Hall, Changing Rooms		Back Doors	Yard	Assembly Point

- ✓ **Outside of class time** (in the lunch break, during small break)
On hearing the alarm staff and students should proceed in an orderly manner through the nearest fire exit. Students should then assemble in their tutor groups in the designated area. The roll will then be called.

Assembly Points

1st Year	Main Back Yard	Assembly Point clearly marked on ground
2nd Year	Main Back Yard	Assembly Point clearly marked on ground
3rd Year	Main Back Yard	Assembly Point clearly marked on ground
TY	Lower Back Yard	Assembly Point clearly marked on ground
5th Years	Lower Back Yard	Assembly Point clearly marked on ground
6th Years	Lower Back Yard	Assembly Point clearly marked on ground

- ✓ **It is important that staff have their class lists and room keys with them during school hours.**

Reviewed on: 30th Sept, 2019

Date of review: Sept 2021

Signed: _____
Mr. Philip McAuliffe
Chairperson
Board of Management

Date: _____