

HEALTH AND SAFETY STATEMENT

Ardgillan College

Date for review: October 2022


Gerry McGuire

Chairperson

Board of Management

28th April 2021
Date ratified by the Board of Management

INTRODUCTION

Ardgillan College delivers a six-year cycle from first year to sixth year. This document sets out our approach to Safety, Health and Welfare matters in Ardgillan College. Our school is firmly committed to safeguarding the Safety, Health and Welfare at work of all our staff, our students and visitors to the school. Success will depend on your co-operation.

It is therefore important that you read this document carefully and understand the role you can play in ensuring Health & Safety at work.

A master copy of our Safety Statement updated in March 2021 is available from the college.

BOARD OF MANAGEMENT (BOM)

The BOM 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 BOM 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 reps. The BOM believes that each employee accepts his/her responsibilities for improving and maintaining Safety, Health and Welfare in the workplace and for behaviour which does not jeopardise the individual's personal Safety, Health and Welfare or that of others.

Ardgillan College is committed to meeting its obligations under Section 13 of the Safety, Health and Welfare Act 1989, on consultation. Stakeholders will be consulted regarding Safety, Health and Welfare Policy.

In addition, individual staff members are encouraged to put forward suggestions, which will contribute to the achievement of the Board's policy on safety, health and welfare at work. Such suggestions should be made to the principal.

Due to COVID-19, an additional policy 'Health and Safety Control of COVID-19 Policy for students' has been included at Appendix 1.

RESPONSIBILITY FOR HEALTH AND SAFETY

Staff

The staff of Ardgillan College are responsible for ensuring a safe and healthy work environment within their own areas.

Principal

In addition, the principal has executive responsibility for the day-to-day management & co-ordination of all occupational health & safety matters throughout the school

in particular for:

- Liaising with the BOM on policy issues and any problems in implementing the health and safety policy;
- Fire/Emergency procedures and training;
- Ensuring action is taken to put necessary controls in place when identified;
- Identifying staff training needs;
- Routine maintenance of a safe physical environment;

Employees

It is the duty for all employees while at work to:

- Take reasonable care for the safety, health and welfare of themselves and others;
- Co-operate with the BOM and with any other person to comply with any of the relevant safety statutory provisions;
- Use any items or means for securing their safety, health & welfare while at work, in manner intended;
- Report to the principal or the health & safety rep any defects of which they become aware which might endanger safety, health & safety;

GENERAL SAFETY RULES

- *Reception procedures:* All visitors to our school are required to report to the secretary in the reception office and sign in.
- 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.
- *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 above ground has been provided for students.
- Full details of any *lost or found property* should be reported to the school caretaker or year head

FIRE EMERGENCY PLANS/EVACUATION PROCEDURES

In case of a fire, the total evacuation of our premises is our first priority. Evacuation drills will take place once per term or more often if required.

Procedures have been developed for orderly evacuations, which are designed to protect staff, students and visitors in the event of a fire or other emergency happening on the premises. Staff members are reminded to familiarise themselves with procedures so a fast and effective evacuation of the premises can be completed in the event of an emergency. Fire drill procedure is posted in every classroom. An alert to evacuate the building will be given by the sounding of the alarm bell.

All staff and students are required to evacuate the building every time the alarm sounds.

PROCEDURE FOR FIRE DRILL/ROLE OF STAFF

Class teacher/staff member in charge of class

- Instructions for exiting the school are available in every classroom and teachers should make themselves aware of the exit routes.
- Included in these instructions is notification of your exit door and a map indicating your exit route.
- Class group to be escorted to the assembly point and line up within tutor group.

Class Tutor

- A register of each tutor group will be made available by office staff. Year heads will give to tutors.
- Tutor to call register. Absentees to be noted.
- Late/sign out book for queries with office staff.
- On completion of register, tutor reports to year head with absentees. The tutor must also return class register to year head.

Year Head

- Monitors own year group and remains with year group until dismissed by principal/deputy principal.
- Calls register in absence of a tutor.
- Distribute and collects register from each tutor.
- Reports absentees to Deputy Principal/office staff who approach each year group individually.

Principal/ Deputy Principals

- After registers have been called the deputy principals will consult with each year head to ascertain if anyone is unaccounted for.
- Principal grants permission to re-enter building.

Office Staff

- Will be located beside the fence on the gym side of the Astro Pitch.
- Will bring out all registers handed in that morning along with sign out/late book.
- Distributes registers to tutors.
- Office staff to be responsible for a staff attendance list.
- Office staff will have in their possession class registers, emergency phone numbers, mobile phone.
- Visitor's book.

Caretaker

- Immediate responsibility: Locate area fire alarm triggered. Damage limitation.

Assembly Point: Astro Pitch

PROCEDURE WHEN ALARM SOUNDS

- Follow instructions of staff member in charge.
- Walk through designated fire exit (each room is assigned a particular exit which is posted in each classroom).
- Do not stop to collect personal items & do not return to your classroom.
- All staff, student's and guests to assemble at the Astro Pitch to the rear of the school. Each tutor class will line up quietly at their designated area.
- Registers to be collected by each tutor from members of the administration staff.

FIRE PREVENTION

- Fire extinguishers (and hose reels) are provided and correctly sited to meet statutory and insurance requirements.
- All firefighting equipment is regularly tested and serviced by specialised contractors.
- All fire and emergency exits are marked using the standard symbols.
- Fire safety inspections and analysis of potential fire hazards are regularly carried out.
- Liaison with relevant authorities takes place as is necessary.
- Training regarding the operation of fire extinguishers to be provided to all staff.
- Fire extinguishers are mounted throughout the building. Instructions are printed on the metal casing. Please familiarise yourself with the ones nearest your own workstation.
- Because not all fires can be dealt with by the same extinguisher, a number of types are provided. The metal casing is red in all cases, with colour-coded strips on the nonwatery extinguishers. All extinguishers carry clear instructions stickers indicating what fires they may be used on:
 - Red extinguishers with no coloured strip contain WATER and are for use against fires in paper, wood, textiles etc... They must not be used where there is a danger of live electric wire becoming exposed.
 - Extinguishers with a black strip contain CO₂ gas and are for use against electrical fires and on burning liquids
 - Extinguishers with a green strip are also for use against electrical fires and on burning liquids
 - Extinguishers with a blue strip contain dry powder and are for use against fires involving burning liquids or chemicals.
- Fire blankets are installed in the kitchen/cooking rooms and science labs.
- Fire alarm bells are located on each corridor and in each social area. If you discover a fire, activate the nearest alarm bell by breaking the glass as indicated.
- Fire hoses are located in all the main areas of the school.
- Firefighting equipment is provided for the safety of staff and students and must not be removed, obstructed or interfered with in any way. If an extinguisher is damaged or discharged for any reason, details must immediately be reported to the principal or the safety rep.
- **All fires**, however insignificant must be reported to the principal.

IDENTIFICATION OF HAZARDS

The principal and safety representative will carry out regular yearly hazard audits. The College is committed to make use of the advice available through the National Authority for Safety Health and Welfare at work. Where necessary, the BOM will employ competent consultants and bodies with special skills and services to augment the internal Hazard Audits.

The Safety Officer will advise the principal if, in his opinion, there is a need for outside assistance in the area of hazard identification or risk assessment.

INSTRUCTIONS FOR SPECIFIC PRACTICAL ROOMS

Grounds Equipment

Grounds maintenance equipment in use at the school includes:

- Lawnmower
- Strimmer's

No unauthorised person may use the grounds maintenance equipment or machinery at any time.

Storage areas for grounds equipment and machinery are strictly out of bounds to students always.

IDENTIFICATION OF HAZARDS

Continuous safety reviews will cover areas of possible hazard, including:

- Access and exit problems including floors, steps, ladders;
- Machinery safety including both utility and educational;
- Electrical safety standards including wiring and fuse-boards;
- Lighting and ventilation both natural and artificial;
- Manual handling operations;
- Posture at place of work;
- Handling and storage of chemical substances;
- Use of protective equipment;
- Noise and vibration;
- Systems of work.

ELIMINATION OF HAZARDS

The BOM will commit themselves to dealing, where practicable, with the hazards identified. This approach will take into account the norms accepted and the expert advice available.

The person responsible for this area of safety will examine the options available for dealing with the problems that have been identified, taking account of the extent of

the problem. If the problem can only be overcome with significant expenditure, the person responsible will present a report on the options available.

To augment this policy, the person responsible for maintenance in the areas will have the responsibility of carrying out full preventative maintenance programmes, paying special attention to safety as an aspect of the buildings, plant and equipment.

FIRST AID

First Aid training will be made available to several members of staff to ensure that key areas within the school building have access to a member of staff with knowledge of first aid.

Comprehensive first aid boxes are available in key locations such as technology rooms, labs, P.E area & kitchens to deal with minor injuries.

First aid supplies are available from the main office and the PE department office. Any enquiries regarding first aid supplies should be made to the health and safety representative.

ACCIDENT/INCIDENT REPORTING

All staff members must fill out an accident report form (Appendix 2) when dealing with any accident/incident, no matter how trivial. Accident report forms are available from the school office and should be returned to the secretary as soon as feasibly possible. Completed forms to be returned to the relevant folder after being emailed to DDLETB.

SAFETY TRAINING

In service courses relevant to the safety training of all employees will be organised on an ongoing basis by the Board of Management.

GENERAL SAFETY

The aim of the Board of Management is to provide a healthy and safe working environment. This can be achieved with the help and assistance of all employees and pupils by:

1. Observing the general rules of safety.
2. Using all plant, machinery and equipment in a safe and proper manner.
3. Employing the proper procedures when carrying out tasks and ensuring that no practices are used which may act as a source of danger to themselves and/or others.
4. Keeping work areas clean and tidy always.
5. Making sure all corridors and passageways, particularly those leading to

escape routes are always kept free of obstructions.

6. 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.

The health, safety, physical and mental wellbeing of all school staff and students are of absolute importance to the school management. A student who is considered to have deliberately contravened the College's health and safety protocols in relation to COVID-19 and by their actions, placed the welfare of students and/or staff at risk, may be suspended from the College.

SAFETY CONSULTANTS

National Safety Consultants (NASCON) have been hired to assess risks and to make recommendations. Contact: (01) 843 4764 or (086) 261 2618

The last update of the Safety Statement was March 2021. The next revision of our Safety Statement is due in October 2022.

Appendix 1

Health and Safety Control of COVID-19 Policy for students

ARDGILLAN COLLEGE

1. Introduction

Under the Safety Health and Welfare at Work Act 2005, the Board of Management of Ardgillan College as employer is required to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all employees of the school. The employer is further required to manage and conduct the school in such a way as to ensure, so far as is reasonably practicable, that individuals at the place of work who are not employees, such as students, parents/guardians, visitors to the school, are not exposed to risks to their safety, health or welfare.

This policy is influenced by the need to minimise the risk of introduction of COVID-19 into the school community and to prevent its spread. Although it is acknowledged that no single action or set of actions will completely eliminate the risk of COVID-19 transmission, adherence to this policy will contribute to the reduction of that risk of transmission.

In accordance with this policy students are expected to comply with the standards of behaviour set out in this policy or as directed by the school to prevent the introduction and spread of COVID-19. The COVID-19 control measures are consistent with current advice from the HSE, the Health and Safety Authority, the Department of Education and Skills and the Department of Foreign Affairs and, as such, may be subject to change. Students and parents/guardians will be notified of any changes to the control measures.

Students are expected to comply with all directions from school staff in relation to the school's COVID-19 control measures. Any failure or refusal to comply with this policy or to follow instructions of school staff should be dealt with in accordance with the school's Code of Behaviour.

Parents/guardians are required to supply the school with a phone number/s of available person/s who can be contacted at all times and who will be available to collect a student from the school should the need arise.

2. Symptoms of COVID-19

Symptoms of COVID-19 are similar to symptoms of cold or flu. The most common symptoms are:

- fever
- cough
- shortness of breath
- loss of sense of smell or taste

More information regarding the most up-to-date signs and symptoms of COVID-19 is available on the HSE website, <https://www2.hse.ie/coronavirus/>

3. Standards of Behaviour expected of students to help prevent the introduction or spread of COVID - 19 in the school

Standards of Behaviour expected of students

Students are expected to comply with any control measures directed by the school to prevent the introduction and spread of COVID-19, including, but not limited to:

- maintaining a social distance of at least 1 metre and where possible, 2 metres, from other students and staff;
- wearing a face covering (applicable at post-primary level). All students at post-primary level, are required to wear a face covering subject to a limited number of exceptions set out in relevant Department of Education guidance. Face coverings must not contain any slogans/logos/images that may cause upset or be deemed offensive to any member of the school community.
- performing hand hygiene with a hand sanitiser on entering the school.
- repeating hand-hygiene at regular intervals throughout the school day and when directed by school staff;
- maintaining good respiratory hygiene. In this regard students should:
 - o cover nose/mouth with a tissue when coughing/sneezing and dispose of used tissue in waste bin and perform hand hygiene
 - o cough or sneeze into the inner elbow (upper sleeve) rather than into the hand, if no tissues are available.
 - o keep contaminated hands away from the eyes and nose
 - o carry out hand hygiene after contact with respiratory secretions and contaminated objects/materials
 - o not spit or deliberately cough or sneeze at or towards any other person in the school
- not sharing materials or stationery, such as pens, calculators, rulers, etc. with other students;
- not attending school for 14 days after returning from travel out of the country in line with Government guidelines for travel;
- not attending school if displaying COVID-19 like symptoms and remaining out of school for such period as is required in accordance with HSE/GP advice
- not attending school where tested positive for COVID-19 and remaining out of school for such period as is required in accordance with HSE/GP advice
- not attending school if identified by the HSE as a person who has been in contact with another person who has contracted COVID-19 and remaining out of school for such period as is required in accordance with HSE/GP advice;
- not attending school if a member of the student's household is displaying COVID-19 symptoms and remaining out of school for such period as is required in accordance with HSE/GP advice
- telling a teacher or other member of staff where a student feels unwell at school. In that regard –
 - o the student will require to be collected from the school as soon as possible by a parent/guardian or a person designated by the parent/guardian for such purpose.
 - o parents must ensure that the school has up-to-date contact details so that they can be contacted by the school if required.
- complying with any other such directions as advised by the DES and/or HSE and communicated to the school community.

Students are required to follow all reasonable instructions and requests from school staff to cooperate with social distancing both inside and outside of the buildings. Students are

required to avoid behaviours that brings them into close contact (less than 1m) with others. Littering is a potential source of transmission and could put the caretakers and cleaners at risk, therefore pupils must dispose of all litter responsibly in the bins.

Students should be aware that the above is a non-exhaustive list. Students are expected to follow all instructions from staff which aim to prevent the introduction COVID-19 into the school and minimise its spread.

4. Failure to comply with the standards of behaviour

Failure by a student to comply with the standards of behaviour expected to help prevent the introduction and spread of COVID-19 will constitute a breach of the Code of Behaviour of Carndonagh Community School and s/he may be subject to sanction up to and including suspension or permanent exclusion.

Any actions or sanctions taken in respect of alleged breaches of the code of behaviour will be carried out in accordance with the provisions of the school's code of behaviour, the requirements of the EWS Guidelines on Developing a Code of Behaviour and relevant requirements of the Education and Welfare Act 2000. Sanctions will be proportionate to the nature, seriousness and context of the behaviour.


A student engaging in aggressive, threatening or unacceptable behaviour that creates or increases the risk of COVID-19 infection for staff, other students or visitors to the school may be removed from class and, if necessary, from the school premises with immediate effect, pending any further action to be taken in accordance with the school's code of behaviour.

Appendix 2

Accident Report Form

All **accidents/injuries** involving any members of the school community should be immediately reported to management and an **accident report form** is to be filled out – I am attaching one to this email so everyone has a copy but there are hard copies in the main office too if/when you need one. These should be given to Yvonne once completed so she can send them to Head Office.

ETB Accident Report Form



Important note: This form should be completed by a teacher/administrator in the ETB and not the injured person. If the accident was caused by a piece of equipment, please retain for inspection should the need arise.

Please make sure that the information you give is as clear and complete as possible.
Please complete in **BLOCK CAPITALS** or on-line save and print.

1. Policyholder Details

Name of ETB: _____ Telephone No: _____
Policy No: _____

2. Accident Details

Location: _____
GPS Co-ordinates: _____ Latitude _____ Longitude _____ (decimal degrees)
Date: _____ Time: _____

3. Injured Person Details

Name: _____
Address: _____
Age: _____
Nature of Injury: _____

Did injured person require medical treatment: Yes No Are injuries ongoing: Yes No
If "Yes", please give further details: _____

If "Yes", state the name and address of the doctor/hospital: _____

4. Details of Teacher in charge of Injured Person

Name: _____
Address: _____
Position: _____

5. Accident Details

This should include the nature of the activity in which the injured person was engaged when the accident occurred and whether the teacher was present.

Names and Addresses of any witness(es):

	Witness 1	Witness 1	Witness 1
Name:			
Address:			

Name of the person to whom the accident was first reported:

Date: _____ By whom: _____

Has any claim been made against the ETB: Yes No Date: _____

If 'Yes', please give details:

6. Declaration

IPB Insurance is classified as a Data Controller under Irish Data Protection Legislation. The information you provide to us as part of your claim application will be processed by us to confirm your identity, process your application and to record and cross reference particulars of your claim in insurance industry databases for fraud prevention purposes. This may involve exchanging information with Insurance Link, the anti-fraud claims database run by the Irish Insurance Federation. In certain cases we may also share your information with other insurance providers and private investigators.

I/We hereby declare that the statements on this form and the information provided in addition are true and complete, to the best of my/our knowledge and belief

Signature of Teacher/Administrator: _____ Date: _____

Signature of Principal/ Vice Principal: _____ Date: _____

Please return completed form to:

The Claims Department

IPB Insurance
1 Grand Canal Square, Grand Canal Harbour, Dublin D02 P820, Ireland.

Tel: +353 1 639 5500 Fax: +353 1 639 5540 Email: claims@ipb.ie Web: www.ipb.ie

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