

Health and Safety Statement

Coláiste na Rosann

Anagaire, Co. Dhún na nGall, F94 X7K6

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Title

Health and Safety Statement for Coláiste na Rosann, Anagaire, Co. Dhún na nGall, F94 X7K6.

Introductory Statement

The Health and Safety statement for Coláiste na Rosann was reviewed by Seosamh Ó'Duibheannaigh (Príomhoide/Principal) and Deirdre Nic a'tSaoir (Leas-Príomhoide/Vice-Principal) in April 2019. This updated policy was ratified at the Board of Management (BOM) meeting on 27/4/2019. It was then circulated to all staff in May 2019.

Rationale

It is a legal requirement under the Safety, Health and Welfare at Work Act, 2005, for every employer, in conjunction with employees, to prepare a Health and Safety Statement. It represents the BOM's commitment to safety and health, and specifies the manner, the organisation and the resources necessary for maintaining and reviewing safety and health standards.

The BOM is required to document Coláiste na Rosann '**Health and Safety Statement**' and make it available to all employees, outside services providers and Inspectors of the Health and Safety Authority. The BOM must also consider its 'duty of care' at Coláiste na Rosann and this must be an integral part of any Health and Safety statement (H&S).

Relationship to Characteristic Spirit of Coláiste na Rosann, Anagaire

While preparing this policy the BOM is mindful of the unique place Coláiste na Rosann occupies as an extension of the home life of the child and the responsibilities entrusted to the personnel of the school by the parents of the pupils and by the Department of Education's '**Rialacháin faoina dTugtar Aitheantas do Choláiste Gaeilge – Eagrán 3, 2019**'. Safety, Health and Welfare within Coláiste na Rosann is, and has always been acknowledged as a most serious duty incumbent on all members of the 'college community' (Staff, Students, Bean a Tí's, Drivers, Locals etc) and one which calls for constant vigilance.

Aims

With this policy the BOM of Coláiste na Rosann hopes:

1. To create a safe and healthy environment by identifying, preventing and tackling hazards and their accompanying risks.
2. To ensure understanding of Coláiste na Rosann duty of care towards students.
3. To protect the Coláiste community from workplace accidents and ill health at work.
4. To outline procedures and practices in place to ensure safe systems of work.
5. To comply with all relevant H&S legislation (so far as is reasonably practicable) to include the following areas:-
 - a) Provision of a safe workplace for all employees – teachers, staff, secretary, caretaker, etc.
 - b) To ensure competent employees, who will carry out safe work practices.
 - c) Safe access and egress routes.
 - d) Safe handling and use of hazardous substances and equipment.
 - e) Safe equipment including maintenance and use of appropriate guards.
 - f) Provision of appropriate personal protective equipment.

Guidelines

Responsibilities of Employer – BOM

- Provide and maintain a workplace that is safe and do likewise for all machinery and equipment etc.
- Manage work activities to ensure the safety, health and welfare of employees.
- Ensure that risks are assessed and hazards are eliminated or minimized as far as is reasonably practicable.
- Prepare a safety statement and regularly update it, particularly when there have been significant changes or when the risk assessment is no longer valid.
- Provide and maintain decent welfare facilities for employees.
- Prepare and update procedures to deal with an emergency situation and communicate these procedures to employees.
- Appoint a competent person to oversee the functions of the BOM in relation to Health & Safety
- Provide training and information to workers in a format and language that is appropriate, including training on the commencement of employment.
- Report serious accidents to the Health and Safety Authority.
- Consult annually with employees and provide them with information in relation to safety, health and welfare.
- Require employers from whom services are contracted to have an up to date safety statement (e.g. painters, contract cleaners, bus companies...)

Responsibilities of Employees

Health and Safety is everyone's business. As a worker you have legal duties designed to protect you and those you work with

Responsibilities include:

- Not to be under the influence of an intoxicant to the extent that they endanger your or other persons' safety. To submit to tests for intoxicants as and when regulations specifying testing procedures are adopted.
- To co-operate with an employer or other people to ensure that the Health and Safety law is implemented.
- Not to engage in improper conduct that will endanger you or anyone else.
- To attend Health and Safety training and correctly use any equipment at work.
- To use protective clothes and equipment provided.
- To report any dangerous practices or situations that you are aware of to an appropriate person.
- Not to interfere or misuse any safety equipment at your workplace.
- If you are suffering from a disease or illness that adds to risks, to tell your employer.

Entitlements of Safety Representative

(Section 25 Safety, Health & Welfare at Work Act, 2005)

The safety representative has the right to:

- Represent the employees at the place of work in consultation with the employer on matters in relation to health and safety.
- Inspect the place of work on a schedule agreed with the employer or immediately in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person.
- Receive appropriate training.
- Investigate accidents and dangerous occurrences.
- Investigate complaints made by employees.
- Accompany an inspector carrying out an inspection at the workplace.
- Make representations to the employer on matters relating to safety, health and welfare.
- Make representations to and receive information from, an inspector.
- Consult and liaise with other safety representatives in the same undertaking.

Risk Assessment and Evacuation Procedures

Each year, the BOM should carry out a risk assessment, identifying hazards, assessing the risks and specifying the actions required to eliminate or minimize them. Hazards may include physical, health, biological, chemical and human hazards.

1. Fire-drill and Coláiste na Rosann Evacuation Procedures

1.1 Fire Drills will be held at least once a season, preferably close to the start of each season to refresh all concerned. Fire drills should be conducted by each Bean a Tí's also. Each Bean a Tí – on receiving each new group of students - should advise each group of what to do in the event of fire.

1.2 IT IS THE DUTY OF ANYONE DISCOVERING A FIRE TO RAISE THE ALARM AT ONCE AND SOUND THE FIRE WARNING SIGNAL.

1.3 The following are the correct agreed procedures at Coláiste na Rosann in the event of a fire in the school:

On hearing the fire alarm:

- An Phríomhoide or person in charge will be responsible for ensuring that the Emergency Services are called immediately.
- Persons in charge of classes will take up their Register/Leabhar Rolla and marshal the class in an orderly manner to the assembly point by an exit route away from the fire. Adults in charge should check toilets on their way past.
- Other members of staff will immediately make their way to the assembly point.
- Anyone not with their class or group when the alarm sounds must make their way to the assembly point and join their appropriate class or group. As soon as classes and groups are assembled each teacher and senior member of a group will take a roll call or count and report to the Principal teacher if anyone is missing.
- If any person is found to be missing an immediate check must be made by staff.
- No other person must leave the assembly point to recover clothing, bags etc. until permission has been given- in the case of a drill by an Phríomhoide - in the case of a fire by the Fire Officer in charge.

- 1.4 These instructions are not intended to preclude an immediate attack on the fire with the available fire appliances, where this can be done without personal risk.
- 1.5 The designated assembly points following evacuation are as follows:
Any employee/pupil/visitor on hearing the fire alarm will leave by the nearest safest exit and gather at the Fire Assembly Point at Seanscoil Anagaire.
- 1.6 The BOM will ensure that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use.
- 1.7 An Phríomhoide will ensure that fire drills shall take place at least once a season.
- 1.8 Fire alarms shall be clearly marked.
- 1.9 Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.
- 1.10 All doors, corridors, and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building.
- 1.11 Assembly areas are designated outside each building, and the locations specified.
- 1.12 Exit signs shall be clearly marked.
- 1.13 All electrical equipment shall be left unplugged when unattended for lengthy periods.
- 1.14 All recommendations made by Roinn Cultúrtha, Oidhreachta, Gaeltachta (RCOG) Inspector or Fire Officer in addition to these provisions shall be implemented.

2. Emergency Contact Procedures

- 2.1 Parents/Guardians provide contact arrangements upon registering their students at Coláiste na Rosann. These contact details are kept on file on the office computer. A hard copy of this information is stored in Oifig an Phríomhoide.
- 2.3 In case of an emergency an Phríomhoide will contact the parents/guardians. If no contact can be made and it is deemed necessary an Phríomhoide/Lease-P will accompany the child to the doctor/ hospital.

3. Serious Accident Procedure & Accident Report Form

- 3.1 A report must be made to the HSA in respect of the following types of incident:
 - An accident causing loss of life to any employed or self-employed person if sustained in the course of their employment.
 - An accident sustained in the course of their employment which prevents any employed or self-employed person from performing the normal duties of their employment for more than 3 calendar days not including the date of the accident.
 - An accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment.
- 3.2 Critical incidents- see School Critical Incident Policy updated in 2019.

4. Health Issues

- 4.1 Enrolment Form
- There is a section on the enrolment form allowing parents to identify any allergies/illnesses of the applicant.
- 4.2 Managing specific health issues
- Teachers and SNAs are made aware of the health issues in relation to certain pupils during a staff meeting at the beginning of each course. Staff meetings to discuss issues regarding the general running of courses are held at least once a season and as and when deemed necessary by an Phríomhoide/BOM.
- 4.3 Administration of Medication – see Substance Use Policy at Coláiste na Rosann.
- 4.4 Sickness or Injury
- Students who become sick or seriously injured while at Coláiste na Rosann are to be sent home. An Phríomhoide will inform parents/guardians and make the necessary arrangements.
 - The College community (Teachers/ Staff/ Bean a Ti, Nurse etc) will keep a watchful eye on students. Should any behavioural difficulties arise the observant will report to the an Phríomhoide/ An Leas-Phríomhoide. As a general practice no other person are permitted to be on the grounds of Coláiste na Rosann.
- 4.5 Infectious Diseases
- It is the policy of the BOM that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. A file containing letters for parents/guardians regarding such illnesses is kept in the office at Coláiste na Rosann and by the Attendant Nurse in the Sick-Bay at Coláiste na Rosann. A back-up file of this information is also held off-site at Admin. Office in Rossan College in Letterkenny.
 - The following is an example of some of the notifiable illnesses; Rubella, Chicken Pox, Measles, Ringworm, Swine Flu, Impetigo, Mumps, Scarlet fever, (this list is not exhaustive).
 - Head lice: If a case of head lice comes to the attention of the teacher a letter on treating head lice will be sent to all Bean a Tí's together with some necessary supplies.
- 4.6 Hygiene
- Hygiene is the concern of everyone at Coláiste na Rosann. Good hygiene is essential for the health and welfare of all attending a course. The staff, teachers and ancillary staff are requested to be vigilant in this regard. Teachers are asked to train their pupils in good hygiene practices and are asked to bring to the notice of the Principal teacher/ Attendant Nurse any corrective action which may be deemed to be necessary.
 - Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, towels and a facility for the safe disposal of waste

- 4.7 General cleanliness of the environment at Coláiste na Rosann.
- The Caretaker is generally responsible for the general cleanliness of the school environment. Students are encouraged to keep Coláiste na Rosann clean and tidy and to be watchful for litter. Teachers should help to keep their classrooms free of general litter and encourage their students to do the same.
 - Teachers/staff are encouraged to leave classroom neat and tidy for next session.
 - Refuse bins are to be regularly checked and emptied as necessary by na cinnirí (Monitors) and before/after start by the school caretaker.

5. First Aid

- 5.1 Management have undertaken First Aid Training. BOM engage the services of the Attendant Nurse who is on call during each course. The Attendant Nurse will hold regular clinics to ensure the general health and well-being of the student body during courses.
- 5.2 Staff at Coláiste na Rosann may be responsible for the treatment of cuts, bumps or bruises received by students but the Attendant Nurse will see any student at the very next available clinic or by phone-call request to attend the college at once. The contact number of Nurse on Duty is displayed in the main office.
- 5.3 Parents will be notified if a student bangs his/her head during a course or of any other matter of concern.
- 5.4 Staff may be responsible for the treatment of minor injuries during courses. Disposable gloves are provided for the persons treating cuts grazes etc. they should always be used and thrown away after each use. The sink in the kitchen area should not be used to treat cuts.
- 5.5 The sink in the Nurse Sick-Bay should be used. A First Aid Box is kept in this Sick-Bay. First Aid kits should be brought on outings.
- 5.6 The First Aid Kits include the following:
Various sized plasters and non-adhesive dressings, steri-strips/paper stitches, gauze, surgical tape, moist sterile wipes, instant icepacks, (frozen ice packs and covers are kept in the freezer), disposable gloves, antiseptic lotion and cream and anti-histamine spray for stings/bites.
- 5.7 Staff on duty is to accompany the student into the Coláiste to treat the injury.
- 5.8 If any staff member is in doubt about the seriousness of the injury or how to treat it they should seek advice from an Phríomhoide at once. Staff should refer to the students application form for any specific personal details.

6. Safety and Welfare Issues: Pupils

- 6.1 Assembly and Dismissal of Pupils
A daily schedule is agreed for each course at Coláiste na Rosann. Roll call is taken in the morning, afternoon and evening each day.
- 6.2 Students do not leave the premises during the school day without office permission
- 6.3 Supervision of Pupils
Under **'Rialacháin faoina dTugtar Aitheantas do Choláiste Gaeilge – Eagrán 3, 2019'** the Príomhoide is responsible for the discipline of the course generally, the control of other members of staff including the co-ordination and effective supervision of their work, the organisation of the programme and other matters relating to the work of Coláiste na Rosann. In carrying out these duties, an Phríomhoide is required to organise supervision of the order and general behaviour of the students during the course. A rota of class groups, trips and events and responsible persons is displayed each day in prominent places and provided to all staff members.
- 6.4 Incident / Accident book
In the event of a serious incident or accident the teacher in charge or on duty when the accident took place will record the incident in an accident/incident report form which is on the board in the main office. This form should be countersigned by the an Phríomhoide or in his/her absence the Leas-Phríomhoide.
- 6.5 Code of Behaviour and Anti Bullying Policy
Refer to school's policy for dealing with behaviour which causes a risk to others.
- 6.6 Allegations or Suspicions of Child Abuse
Coláiste na Rosann Child Protection Policy, in line with Child Protection Guidelines, must be followed in the case of an allegation or suspicion of child abuse. An Phríomhoide is the Designated Liaison Person and the Leas-Phríomhoide is the Assistant Designated Liaison Person. Every teacher is given a copy of the school's Child Protection Guidelines.
- 6.7 School tours / Outings:
Adequate supervision should be arranged for all trips and outings. The health and safety aspects or risks involved in any trip should be considered carefully and planned for e.g. If going to the beach then ensure that orange cones are brought to identify the permitted area on the beach for student play area, that rope defines the permitted water access area for ag lapadáil/paddling (swimming not permitted), whistle sounds and hand signals are known and understood prior to departure, agreed water access times and staff members identified for water entry.

7. Safety and Welfare Issues: Staff

- 7.1 Garda clearance
Garda vetting is mandatory for all people employed by the BOM and for visiting teachers.
- 7.2 Employees work in a reasonably comfortable and safe environment. If they feel improvements are required, they should bring this to the attention of an Phríomhoide.
- 7.3 The caretaker is provided with appropriate safety gear and the onus is on him to maintain this equipment and ensure its proper use.
- 7.4 Safety procedures are to be followed by cleaners:
Be mindful of vacuum cleaner leads trailing on the floor/ corridors while there is movement of students/staff in the building.
When cleaning/mopping floors safety/ hazard signs are to be used.
Cleaning materials should be locked away out of student reach.

Hazards

The following hazards (in so much as can be identified) are considered by the BOM to be a source of potential danger and are brought to the attention of all concerned.

1. Coláiste na Rosann is situated along the Main Road in Anagaire – potential for Road Traffic Accident (RTA)
2. Play area – potential for falls, trips, collisions, breakages.
3. Beach Trips – potential for water incidents, falls, trips, collisions, breakages.
4. Outings – potential for falls, trips, collisions, breakages.
5. Coach Travel to destination points – potential for RTAs on large scale.
6. Potential for accident arising from emergency repair works during courses by tradesmen.

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

1. Access to and operation of plant/equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties. Copies of this Safety Statement will be sent to all contractors prior to contract by an Phríomhoide/BOM. Any other contractors entering Coláiste na Rosann must be shown a copy of the Safety Statement and shall adhere to its provisions.
2. In addition, all such plant and machinery is to be used in strict accordance with the manufactures instructions and recommendations.
3. Precautionary notices, in respect of safety matters are displayed at relevant points.
4. Ladders must be used with another person's assistance.
5. All staff members will check that floors are maintained to prevent sliding/slipping.
6. An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. Staff Safety Representative and caretaker.
7. Caretaker checks benches are free from splinters.
8. Check that there are no uneven/broken/cracked paving slabs. Caretaker under BOM
9. Will check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. Caretaker.
10. Caretaker checks that manholes are safe.
11. Check that outside lighting works and is sufficient – Caretaker

12. Check that all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely. Principal
13. Check that refuse is removed from building regularly and is disposed of correctly. Caretaker.

Constant Hazards – Machinery, Kitchen Equipment, Electrical Appliances

It is the policy of the BOM at Coláiste na Rosann that machinery, kitchen equipment and electrical appliances are to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks. Before using any appliance the user should check that

- a) Power supply cables/leads are intact and free of cuts or abrasions.
- b) Unplug leads of appliances when not in use.
- c) Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- d) Follow official guidelines issued by the Health and Safety Authority.

Wet Floors

It is the policy of the BOM of Coláiste na Rosann that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as is possible, after hours to eliminate as far as possible, the danger of slipping. Where floors are wet, warning signs regarding wet floors shall be used.

Smoking – (cigarettes and electronic vapour devices)

It is the policy of the BOM of Coláiste na Rosann that the premises shall be a non-smoking area to avoid hazard to staff and pupils of passive smoking.

Broken Glass

The BOM shall minimise the danger arising from broken glass. Staff are asked to report broken glass to an Phríomhoide so that it may be immediately removed.

Role of The School Caretaker

- The BOM are responsible for maintaining the fabric of the school building, the playground, the perimeter walls and fence, access gates and car park are so maintained that injury to any student, staff or public shall not result.
- All staff members will actively ensure that obstructions of any nature that may cause injury to the Coláiste community shall not be left in halls, corridors, toilets, kitchen, and library or staff room except designated items of furniture.
- All staff will regularly check lighting, switches and sockets to ensure their safety
- All staff will regularly inspect the yards and remove any obstacles, glass debris etc. Yards will be swept as needs arises.

Equipment and Materials

Lawnmowers, ladders and any other equipment associated with college maintenance are stored in a safe area, not accessible to students. Students should not enter the store rooms.

Success Criteria

This policy will be brought to the attention of staff at the beginning of each season and new staff members will be informed of the policy.

These procedures will apply from April 2019.

Timetable for Review

This policy will be reviewed in 2023 or as need arises; as stated below.

Policy Published at www.cnr.ie

The HSA recommended that a review should be conducted when any changes have been made to work practices, personnel, where a practice is no longer valid or under the direction from the HSA inspector.

Revision of Health and Safety Statement

This statement shall be regularly revised by the BOM at Coláiste na Rosann in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Signed on behalf of the BOM



Seosamh Ó Duibheannaigh

Stiúrthóir/ Príomhoide agus Oifigeach Sláinte agus Sábháilteachta

Dáta: 27/4/19

Deirdre Nic a tSaoir

Deirdre Nic a tSaoir

Leas-Phríomhoide agus Oifigeach Sláinte agus Sábháilteachta

Dáta: 27/4/19