



HEALTH & SAFETY POLICY

Cashel Community School

2022



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Safety Statement

SCHOOL PROFILE

MISSION STATEMENT

In valuing the rich traditions on which it is founded, Cashel Community School caters for diversity, embraces change, promotes mutual respect and partnership through a broad range of learning opportunities, which nurture the development of responsible young adults.

Health and Safety Policy

In accordance with the *Safety, Health and Welfare at Work Act 2005*, it is the policy of the Board of Management at Cashel Community School 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 cooperation of all staff, parents, contractors and students 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 the staff.

The Board of Management as employer undertakes in so far as reasonably practical to:

- 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 practise;
- Provide information, training instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- Maintain a constant and continuing interest in safety and health matters pertinent to the activities of the school;
- 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;
- Consult with staff on matters related to safety, health and welfare at work;

- Provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, parents, contractors and visitors.

The Board of Management is committed to playing an active role in the implementation of the occupational safety and health policy and undertakes to review and revise in light of changes in legislation, experience and other relevant developments.

Signed: _____

Date: _____

Chairperson, Board of Management

School Profile

Cashel Community School was founded in 1994 from an amalgamation between Presentation Sisters, Christian Brothers and the Vocational School.

The school was opened in September 1994. It is a two-storey building which has been extended down through the years. In the early 2000's a two-storey wing was added. In the main, this extension provided additional classrooms but workrooms and offices were also created. A few years later a further single storey extension was created to house the provision of an Asperger's specialist unit. At the present time there are 19 standard classrooms. There are two dedicated I.T rooms, four science labs, a science demonstration room, two home economics rooms and a dress design room. There are also two art rooms, two construction studies and two engineering practical rooms and two classrooms designated to D.C.G. There is also a music room and a religion room which serves as an Oratory. P.E classes are held in the sports hall which is attached to the main building. The General-purpose area serves as the main dining area for students at lunchtime while the larger assembly area is the main social area and is where hot food is provided at lunchtime. There are four toilet blocks for students, one on the upper level and three on the lower level. There is one toilet block on the upper level for staff and a single toilet unit for office staff adjacent to the front office.

The Board of management is committed to the principle of inclusivity. In accordance with Cashel Community Schools Enrolment policy every effort is made to meet the needs of all students and the Board is cognisant of its increased duty of care to provide for the safety of students with disabilities and other special needs.

The building is wheelchair accessible. There are two designated parking spaces in the front car park. The main entrance is wheelchair accessible. A wheelchair lift was installed when the school was built and a ramp provides access to the sports hall from the lower level. A wheelchair accessible toilet is located adjacent to the staffroom.

The school has three designated parking areas. The main staff car park is located at the rear of the building and has a capacity for approximately 50 cars. The second car park is located directly across from the front door and provides parking mainly for students and visitors and holds approximately 30 cars. The third parking area adjacent to the basketball courts is reserved for management, secretarial staff and caretaking staff.

The building is well maintained and has oil fired central heating. In recent years up to twenty security cameras have been installed and a security fence has been erected around the rear perimeter of the school, which have both helped with the maintenance of the school.

Safety Statement

ROLES & RESPONSIBILITIES

ORGANISATION CHART – CASHEL COMMUNITY SCHOOL

Board of Management

The Board of Management have overall responsibility for ensuring effective health and safety management. Its main responsibilities are:

- Monitoring of Health and Safety performance of Cashel Community School
- Inclusion of Health and Safety on the Board of Managements meeting agenda
- Prioritising actions on Health and Safety Issues where resources are required
- Ensuring actions are taken regarding Health and Safety obligations
- Ratifying the school's Safety Policy/Statement

Principal/Deputy Principal

Safety begins at management level and so the overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare at Work rests with the Principal in conjunction with the School Board. Obligations under the Safety, Health and Welfare Acts 1989 & 2005 will rest in the main with the School Principal, these duties will fall to the Deputy Principal in the absence of the Principal.

- Try to ensure that there are available, sufficient funds and facilities to enable the safety policy to be implemented.
- Ensure the day to day management of all health and safety matters in the school are in accordance with the health and safety statement.
- Ensure regular inspections are carried out and submitting inspection reports to the School Board as appropriate.
- Carry out accident investigations in conjunction with the relevant teacher as appropriate.
- Identifying staff Health and Safety training needs.
- Pass on information received on health and safety matters to appropriate people.
- Liaise with School Board on policy and implementation issues.

- Co-operate with and provide necessary facilities for the safety representative.
- Check the effectiveness of the statement and ensure responsibility is properly assigned.
- Procure advice and assistance whenever necessary and take remedial action, on any matters brought to his/her attention.
- Ensure the safety considerations are observed by any contractors working within the school.
- Ensure that this Safety Statement is available to and read by all staff and appropriate third parties.

Middle Management (Assistant Principals and Special Duties Teachers)

Their main functions are:

- Assisting the day-to-day management of Health & Safety in accordance with this Safety Statement.
- Demonstrate at all times an exemplary approach to safety and health in order to engender in their students a total commitment to health and safety.
- Be accountable to the Principal for any breach/omission regarding safety and health matters.
- Assisting with drawing up & reviewing departmental Health & Safety procedures regularly.
- Assisting with regular Health & Safety inspections of their appointed department/area, making reports to the Principal on issues identified and ensuring that action is carried out.
- Passing on Health & Safety information received to appropriate people.
- Be aware of statutory regulations and the best available working practices and methods of training which they should apply.
- Ensure all injuries are recorded.

All Employees

Employees have general statutory obligations under the Safety, Health and Welfare Acts (1989/2005), which includes the following. They must:

- Take reasonable care of their own safety, health & welfare and any other person who may be affected by their actions or omissions at work.
- Co-operate with the School Board of Management, Principal and any other person, in order to comply with any of the relevant statutory provisions.
- Use the safety equipment provided, or other items provided for their safety, health & welfare at work.
- Report to the Principal, without delay, any defects in equipment, place of work or systems of work, which might create a danger to the safety, health and welfare of themselves or others.
- Must not intentionally or recklessly interfere with or misuse any appliance, or safety equipment provided to secure the safety, health or welfare of persons arising out of work activities.
- Keep work areas clean and hygienic.
- Be careful when moving items & refrain from moving any objects which could cause undue injury.
- Do not run on floors and steps.
- Any form of dangerous pranks or unauthorised hazardous activities are totally prohibited on school premises.

Teachers

Teachers will ensure that a reasonable account of health and safety is taken in all departmental procedures and arrangements.

Their main functions are:

- Day-to-day management of health & safety in accordance with the school Safety Statement
- Checking classrooms/work areas are safe.
- Completion of risk assessments for relevant classrooms.
- Checking equipment is safe before use.
- Ensuring safe procedures are followed.
- Participating in inspections and the Health, Safety & Welfare Team meetings, if appropriate.

- Bringing problems to the Principal's attention.

Students

Our school is considered an extension of the family and acting in loco parentis whilst the students are in our care. It is the responsibility of all members of staff to ensure that this Safety Statement is implemented and adhered to in order to ensure that our students have a safe and healthy environment in which to learn.

Health & Safety procedures as relevant to students are outlined in the student journal. Students are reminded regularly of the fact that they have a level of responsibility to adhere to these procedures/rules in order to ensure their own safety and that of their peers.

Student Accident/Illness Policy & Procedures-See appendix 1.

Designated Health and Safety Co-ordinator

The designated Health & Safety Co-ordinator is responsible for the co-ordination of Safety Policy/Statement. This is achieved by:

- Ensuring that the Health & Safety Statement is understood at all levels within the school.
- Advising the Board of Management and the Principal on matters relating to the Safety, Health & Welfare for employees.
- Monitoring accidents and dangerous occurrences within the school and completeness of records maintained.
- Ensuring Health & Safety documentation is kept up to date.
- Co-ordinating the Health, Safety & Welfare team.
- Assist the Principal in regularly reviewing the Health & Safety management system.
- Consider the security, safety & health of those who use the premises when discussing any development of, or modification to the school property.
- Co-ordinate the emergency procedures for the school.
- Conduct ad hoc safety audits and hazard spotting inspections throughout the premises, and report to relevant personnel.
- Provide safety information and advice to the Principal and teachers on request.

- Liaise with all contractors conducting work in the school and all visiting safety inspectors.
- Set example to others by ensuring that they observe good safety principles while conducting their business.
- Maintain a high degree of competency by observing current retail industry practice. Seek DES/ASTI/TUI advice as required.

Safety Statement

DOCUMENTATION, TRAINING AND SAFE WORKING SYSTEMS

Documentation and Distribution of Safety Statement

The Principal holds the master copy of the Safety Statement. Controlled copies of the Safety Statement will be issued to personnel as specified on the **circulation list**. It is school policy that all employees and students have access to those sections of the statement that are relevant to them. The Principal is responsible for the issue of new documentation and the retrieval and filing of obsolete documentation. To ensure that all copies of the Safety Statement contains a record of all changes they will record changes or amendments on an **amendment list** which will then be circulated to all on the circulation list.

Provision of Safety Training and Instruction

The Board of Management undertakes that all necessary training, instruction and information will be supplied to each employee to secure their safety and health in the workplace. The primary responsibility for this rests with management in cooperation with specialists where appropriate.

The Board of Management recognises that even with the best work arrangements, people may still need clearly defined safety procedures and instructions. For that reason, there is a commitment by the school to identify safety-training needs, to carry out that training and to assess the competence of employees.

The Board of Management expects that all employees will cooperate in the training provided. Certain tasks require that strict safety procedures be followed. When this arises, the employees involved will receive special instructions by a competent person. It is essential that no person attempt a hazardous task without proper instruction and training. Both formal and on-the-job training programmes are designed so that employees become fully conscious of the need to work safely and have and have the necessary knowledge and skills to do so.

Induction training programme includes information on the school's approach to safety and the safety procedures and requirements throughout the premises. On-the-job training focuses

particularly on hazardous aspects of each job with a view to ensuring that employees are fully acquainted with the dangers arising from their day-to-day tasks.

Training courses will be provided on fire prevention and basic firefighting as necessary.

These matters will also be included in the induction-training course for new employees. The designated teacher will be responsible for evacuation procedures.

Additional training courses will be provided to meet specific needs as they arise from time to time. Such courses may be carried out in-house or at an appropriate outside agency.

Provision of Practical and Safe Working Systems

It is the policy of Cashel Community School that, in conjunction with the Principal and/or relevant teachers, when purchasing new equipment, altering existing equipment or changing a system of work, to study such proposed purchases or changes to ensure so far as is reasonably practicable, that they are without significant risk.

Systems of work include all routine work, electrical work, maintenance work and work by contractors on site. They will include consideration for the safety and health of visitors/customers.

Provision of Personal Protective Equipment

It is the policy of Cashel Community School to provide students and employees with appropriate Personal Protective Clothing where required.

The relevant subject teacher is responsible for identifying and procuring the appropriate protective equipment for tasks, which cannot be made safe by any other practicable means.

Responsibility for ensuring that the equipment is used properly rests with the Principal and/or the relevant Subject Teacher who will ensure that all employees and students within his/her area of responsibility are properly instructed in the maintenance and use of protective clothing and safety equipment.

The policy will be regularly reviewed by the School and will be updated as required. The review takes account of experience to date, changes in work arrangements and the use of new materials and processes.

Safety statement

WELFARE AT WORK

Welfare at Work

The provision of welfare facilities required by legislation will be provided in accordance with the Safety, Health and Welfare at Work (General Application) Regulations, 1993, the Safety, Health and Welfare at Work (Miscellaneous Welfare Provisions) Regulations, 1995, and the Safety, Health and Welfare at Work, 2005. To ensure the continued welfare of employees, toilet and kitchen areas are provided. Staff must cooperate in maintaining a high standard of hygiene in these areas. Employees 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 Principal of any known side effects or temporary physical disabilities which may be a danger to themselves or colleagues.
- Illicit drugs and alcohol –employees are not allowed to attend the premises to carry out duties whilst under the influence of illicit drugs or alcohol.

Dignity at Work/ Non-Harassment/ Bullying Policy

Cashel Community School acknowledged its responsibilities in regard to bullying and harassment as referred to in the general duties in the Safety, Health and Welfare at Work Act (2005), the Equal Status Act (2000) and the Employment and Equality Act (1989). To this effect, the School has developed a Dignity at Work Policy & Charter and an Anti-Bullying Policy which in addition takes account of the Department of Education's Guidelines on Countering Bullying Behaviour in Post-Primary Schools.

Stress Policy

Cashel Community School adheres to all aspects of the Safety, Health and Welfare at Work Act (2005), which obliges employers to identify and safeguard against all risks to Health, Safety & Welfare, including stress. Workplace stress arises when the demands of the job and the work environment on a person exceed their capacity to meet them. Causes of stress in the workplace can include

- Faulty work organisation
- Poor working relationships
- Poor communication at work
- Ill-defined work roles
- Highly demanding tasks
- The threat of violence

Safeguarding Health and Safety from the effects of stress is based on the same approach as that of any other hazard:

- Identification of potential problems
- Assessment of risks
- Implementation of safeguards
- Monitoring the effectiveness of safeguards

Smoking Policy

No smoking is allowed in any enclosed area of the workplace. This policy in accordance with The Public Health (Tobacco) Acts 2002 & 2004-Section 47, prohibits smoking on the school premises. Any person to be found smoking and in breach of this regulation will face disciplinary measures and may be liable to dismissal.

Pregnant Employees

Cashel Community School adheres to the provision of the Safety, Health and Welfare at Work (Pregnant Employees, etc.) Regulations, 2000. (SI 218/2000). These regulations apply to employees that are pregnant, have just had a baby or are breast feeding (within the first 26 weeks after birth). If Management is notified of any one of the above, an assessment of any hazardous activities relating to the employee will be carried out. The following hazards must be considered:

- Physical shocks, including direct blows to the abdomen.
- Handling a load.
- Movement and postures which are abrupt or severe or give rise to excessive fatigue.

- Non-ionising radiation.
- Chemicals: In particular any chemical which is harmful by inhalation or when absorbed through the skin, i.e. organic solvents.

(Note: This is not an exhaustive list and all hazards should be considered).

A pregnant employee must not be exposed to these hazards unless they are adequately controlled. Adequate control means that the hazard is reduced to a level which will not harm the pregnant woman or the developing child or the breast-fed child.

If any of these risks are present they must either be eliminated or safeguards put in place to protect the employee's health and safety. These safeguards include:

- Changing the type of work, working hours, etc.
- Moving the employee to other safe work.

If these safeguards are not possible then the employee must be granted safety and health leave. This is paid leave, which continues until either the condition changes or else the pregnant employee becomes eligible for paid maternity leave.

Hazard Identification and Control

Hazard Identification and Risk Assessment

The School management recognise that its activities and premises may present a health and safety risk and shall identify the areas where control measures are required. The appointed safety officer shall carry out inspections in all areas on a regular basis and report the findings to the School Principal.

Identification of hazards shall be undertaken at regular intervals and the school management shall take all practicable measures to reduce risks to school staff, students, visitors and members of the public. Hazards will be identified, risks assessed and categorised as: high/medium/low rated as major/ serious/ minor.

Procedures

It is the policy of this school to:

- Identify hazards in the workplace
- Assess the risk to health and safety
- Control risks as far as is practicable so that they are eliminated or reduced to an acceptable level.

A **Hazard** is anything –substance, article, material or practice-which has the potential to cause harm to the safety, health and welfare of staff, students or others at work.

A **Risk** refers to the likelihood of the hazard to cause harm in the circumstance of use.

A **Risk Assessment** links the probability of occurrence i.e. the likelihood together with the severity of loss and or injury. In this case the categories of high/medium/low are used to assist in prioritizing control measures and allocation of resources.

Likelihood: The likelihood of the hazard occurring is rated as follows:

High: Where it is certain or near certain that harm will occur

Medium: Where harm will occur frequently

Low: Where harm will seldom occur

Risk Rating (the risk is as follows):

Major: Can cause death or major injury

Serious: Injuries where staff may be off work for more than 3 days#

Minor: All other injuries, including those periods where people can be off work for up to 3 days.

Risk Control: Measures intended to reduce the risk to an acceptable level.

Safety Inspections

The safety officer, together with other teachers, as necessary, shall organise safety inspections on a regular basis in conjunction with the School Principal, and the Safety Committee. These inspections will consist of an examination of:

- Housekeeping, including floors, walkways, stairs, classrooms, in particular the “practical rooms”.
- Records of safety equipment, tests and servicing, e.g. dust extraction.
- Safe places of work above ground level e.g. roof etc.
- Machinery Guarding, a safety feature.
- Correct safety procedures/manual handling/equipment operation.
- Fire exits and equipment (to ensure unimpeded access).
- Suitability of Personal protective equipment.
- Use of personal protective equipment.
- Hand tools.
- Electrical Installations, including testing of residual current devices (RCD’s/ELCB’s)
- Storage of gases and chemicals.
- Control of contractors.
- Any accidents in the area since the previous audit.
- Any other hazard.
- Action taken on the improvements recommended since the previous audit.

See “Guidelines on Managing Safety and Health in Post Primary Schools Part 2 Tools and Templates”

Personal Protective Equipment (P.P.E)

To ensure that all staff use personal protective equipment (P.P.E.) where required. It is the policy of the school to use P.P.E. when further risk reduction is not feasible.

Control Measures

- All safety equipment purchased by the school will be to approved standards e.g. C.E Mark
- It is essential that all protective measures are correctly selected, and users are instructed in their correct use. In this respect, training will be provided as found necessary.
- Whenever possible, appropriate manufacturer's guidance will be needed. In cases where this is inadequate, additional information will be provided by the school.
- All personal protective equipment and clothing shall be used in a safe and proper manner and maintained in a clean and serviceable condition.
- All equipment and clothing must be used for the purpose they were intended.
- All faulty or damaged protective equipment and clothing must not be used and shall be reported and replaced as soon as possible.
- Staff shall not interfere with or alter any item of protective equipment or clothing.
- The school will ensure that adequate supplies of all the necessary protective clothing and equipment are available for issue as required.
- It is the school policy that all management, staff and visitors will wear prescribed safety equipment in parts of the premises, designated in writing by the school as being areas where risk of injury is significant.
- All management and supervisory staff will set a good example in the wearing of eye protection, protective footwear, etc., as required.

Note:

The use of personal protective equipment is a last resort i.e. P.P.E. will only be used if it is not practicable to eliminate the hazard and risk in the first instance.

Responsibility:

Persons responsible for the implementation of this safety policy.

Information and Guidance:

Safety Health and Welfare at Work Act 1989.

Safety Health and Welfare at Work (General Application) Regulations 1993

Safety Statement

INCIDENT / ACCIDENT REPORTING

Accident/Incident Procedures

When a serious accident occurs or where there has been an incident where a serious accident could have occurred, the following procedures should be carried out:

1. Observe the accident location and the status of the injured person.
 2. If there is a risk of further injury and the area cannot be made safe, seek appropriate advice and move the injured person to safety.
 3. Call for immediate assistance or emergency advice.
 4. See that first aid is administered by a competent person.
 5. If required ensure that the ambulance has been called-make sure the exact location has been given.
 6. Notify the safety representative.
 7. Gather all information immediately about the accident and what led up to it, obtain witness statements, and write down as they are given.
 8. Complete accident report form.
 9. If the Health and Safety Authority (HSA) are to inspect the location of the accident do not move anything unless further serious risks are to be avoided.
 10. Notify the insurance company and seek further guidance on further reports and investigation
- Time date and location of accident
 - How it happened

Accident and Investigation

All accidents to persons, (whether or not in the employment of the school) resulting in injury, however slight, shall be recorded by the appropriate member of staff/ safety officer and a copy of the accident report sent to the School Principal.

Where practicable, all accidents will be investigated and recorded on the accident report form.

If an accident causes any person to be absent for more than three days or is prevented from performing his/her normal duties of employment for this period, written notice must be given to the Health and Safety Authority (HAS).

First Aid

The provision of first aid equipment by legislation is provided in accordance with First Aid Regulations 1993, contained in part IX of the general Application Regulations 1993.

A fully stocked first aid cupboard is available in the school rest room. The school shall undertake to stock the cupboard adequately to cover the number of people attending the school. Six fully stocked first aid kits are kept in the P.E store room and these are available for any excursions or practical activities. These are restocked twice yearly or as requested by staff. Each practical subject room also has a basic first aid kit. These are restocked every September. A number of ice packs are stored in a freezer in the P.E office.

The following contents will be provided in the first aid kits:

- Sterile dressings various sizes
- Adhesive wound dressings assorted sizes
- Adhesive plasters
- Absorbent sterilized cotton wool
- Triangular bandages
- Antiseptic cleaning solutions
- Antiseptic cream
- Eye wash solution
- Pressure bandages
- Scissors
- Safety pins
- Tweezers
- Latex disposable gloves
- Deep heat spray
- Burn ease gel

- Adhesive and tubular grip bandages

Persons in need of first aid will be responded to by staff members with first aid qualifications namely Ms. Moore, Ms. Codd, Mr. O'Connor, Mr. Quinn and Ms. Walsh. First aiders are not empowered to distribute analgesics, pills or medication. Supplies of such items will not be kept in first aid boxes. Two defibrillators are available onsite. One is kept outside the staff room and the other is kept in the main office and can be administered by the following people:

Mr. J. Gallagher

Ms. M. Moore

Ms. I. Codd

Ms. N. Sheehan

Ms. C. Ryan

24 staff have begun training in the use of a defibrillator in 2017 and it is hoped that they will complete this training before the end of the 2018 school year.

Safety Statement

FIRE & EMERGENCY PROCEDURES

Emergency/Fire Procedures

All Teachers are briefed on the School's Evacuation procedures and are responsible for the safe evacuation of their respective class. Evacuation routes and their assembly points have been identified for all areas. Maps detailing the escape routes will be prepared and will be located around the building.

Evacuation drills (all employees and students) will take place at least once a year or more often if required. Employees are reminded to familiarise themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency.

All emergency exits are clearly marked and kept unobstructed at all times. Emergencies identified include fire, gas leak and bomb scare. Plans for other emergencies are being developed at present. These plans will be reviewed periodically and amended where necessary.

New teachers and employees will receive basic emergency /fire training and will be instructed on the following:

- Policy on smoking, electrical equipment, etc., and how to raise the alarm
- Actions to be taken on discovering a fire/emergency
- Location and use of escape routes
- The evacuation procedure
- Assisting disabled people, visitors and others during evacuation
- Location and use of fire extinguishers.

Fire Equipment

Fire extinguishers are provided and correctly sited to meet safety requirements. These appliances are provided to deal with incipient fires. Trained personnel using these appliances will tackle small fires if they feel they can do so without endangering themselves.

All firefighting equipment is tested and serviced annually by specialised contractors. In accordance with the recommendation of the appropriate Irish Standard for fire equipment, 20% of extinguishers will be discharged each year and relevant employees trained in the safe and efficient use of the equipment. The current contracted company are Galtee Fire Prevention, Clonpet, Tipperary, Co. Tipperary.

The location of fire extinguishers (fire points) are clearly visible throughout the premises. Fire extinguishing appliances are readily identified, with easy access and will be unobstructed at all times. The appliances must not be interfered with in any way. Where employees become aware of the fact that a fire extinguisher/alarm may have been interfered with the matter must be reported to the Health & Safety Co-ordinator immediately.

Teachers will receive instruction on using fire equipment where appropriate.

Emergency Procedures

1. Alarm will be sounded.
2. Emergency services will be telephoned from the Principal's office.
3. Roll sheets, permission to leave book and late book will be taken from the office by the secretary
4. Evacuation will commence as follows:
 1. Pupils will leave their rooms in single file.
 2. Teachers will close windows and doors.
 3. Caretakers will check designated toilet blocks.

During evacuation the following must be observed:

- Comply with all instructions given by the teacher and any other person in charge.
- No running.
- No talking, laughing or shouting.
- No overtaking.
- No picking up coats, bags, etc.
- NO GOING BACK.

Assembly will take place as follows:

1. All classes will assemble in their pastoral care groups at the designated assembly point and should remain there for the duration of the evacuation.
2. Class groups will line up in alphabetical order opposite the appropriate class name on the bus bay for 6th, 5th, TY and 3rd year students and on the adjacent grass area for 2nd and 1st.

Roll calls will be taken as follows:

1. Teachers will collect roll call sheets from the secretary who will be located at the entrance to the bus bay.
2. Each teacher will use the roll call sheets to check the class group and will then compare any absentees to the absentee list and the permission to leave book.
3. Only with the permission of the Principal will any teacher return to find a missing student.

These instructions do not preclude an attack on a fire by a member of staff with the available appliances where this can be done without personal risk.

Firefighting must always be secondary to life saving.

Any form of pupil indiscipline will receive summary and exemplary punishment.

Safety Statement

VISITORS / CONTRACTORS

Visitors

Cashel Community School Cashel has a responsibility to ensure, as far as is reasonably practicable, the safety of visitors and contractors while on the site. To that end the following policies will apply:

- All visitors to report to the school office.
- Visitors will be accompanied by a member of staff while on the school premises.
- Visitors are to obey the school safety rules and emergency procedures at all times.

Contractors

Contractors will not be allowed on the premises to carry out work until the School Principal or designated representative has checked and is satisfied with their insurance.

For major contracts, the provisions of the Safety, Health & Welfare at Work (Construction) Regulations, 2001 must be adhered to. The contractor must liaise with a school-appointed official to discuss and agree the safety precautions deemed necessary by either party. Contractors must take all due care of their own safety, the safety of their employees and all others affected by their work. Contractors must not use any equipment or the service of personnel belonging to or engaged by the School Board without prior approval being granted by the School-appointed official. Every contractor working on School premises must comply with all applicable statutory requirements, best industry practices and any special safety rules or conditions imposed by the school. In this regard, it is the responsibility of the contractor to:

- Provide all necessary instruction, training and information on health and safety matters to their employees.
- Provide competent and adequate supervision of their employees and activities.
- Provide all necessary safety equipment and clothing for their employees.
- All plant and equipment brought onto the School site must be safe and in good working order and with any necessary certificates available for checking.

- Ensure that all accidents and dangerous occurrences are reported to the School Principal.
- Ensure that all school safety notices and alarms are followed at all times.
- Ensure that hazardous substances are not brought onto the premises without prior notice and permission.
- Ensure that 'approved' hazardous substances are stored and used safely whilst on the premises.
- Ensure that all hazardous substances are removed from the premises.
- Monitor and assess the safety performance of their employees.
- The degree of risk assessment that must be carried out before work begins will depend on the nature and extent of activities associated with each individual contract.

Contractor/Self Employed Person

All contractors and self-employed persons shall provide their safety statement when requested to do so and shall:

- Conform with the duties and responsibilities as for employees.
- Provide evidence when requested, showing that appropriate employer's liability and public liability insurances is in place.
- Bring to the attention of the Principal, Health & Safety Co-ordinator and/or anyone else who may be affected by any process or use of materials, which may endanger health and safety while at work.
- Comply with the requirements of this safety statement, and cooperate with the School Board in providing a safe place of work and a safe system of operation.
- Ensure all their employees and others under their care are provided with and wear protective clothing and equipment appropriate to the task.
- Report any defect in the plant and equipment, place of work, or system of work, without unreasonable delay.
- Only use competent and suitable persons on this site.
- Obtain the consent of the Principal before engaging persons other than their direct employees on site.
- Ensure that their managers, supervisors and employees are aware of the obligations placed upon them with regard to health and safety.

Safety Statements

RISK ASSESSMENTS: APPENDICES

Appendix 1a

Student Accident & Illness Policy & Procedures

Emergency / Accident Procedures

The following procedures should be adopted when dealing with serious injury, loss of consciousness or intoxication due to drug/substance abuse.

1. **Remain calm and remain with the casualty.**
2. **Send for First Aid person or administer First Aid if suitably trained.**
3. **Send for additional help if required.**
4. **Establish control over group associated with the incident.**
5. **Consider Personal Safety (and safety of others).**
6. **Stay with the casualty.**
7. **Arrange for an ambulance or transport to hospital/medical centre.**
8. **Collect any objects associated with the injury, tablets, bottles, syringes and vomit to take to hospital to help medical diagnosis. If handling syringes use rigid container. Always wear gloves. *These are available in the first aid drawer in the main office.***
9. **Notify parents/guardians.**
10. **A member of staff should stay with the casualty-including travel to the hospital until the parents/guardians arrive. The cost of all medical expenses is borne by the parent/guardian and not the school.**

The member of staff initially involved must complete an ACCIDENT REPORT form detailing the incident as soon as possible and give a copy to the Principal.

Appendix 1b

Student Accident & Illness Policy & Procedures

General Illness Procedures

1. In the case of a student feeling ill the teacher in charge can send the student (*with their belongings*) to the school office in the company of a classmate.
2. The classmate should return to class once the illness has been notified to the Secretary/Deputy Principal/Principal/Year Head.
3. The Deputy Principal/ Principal/ Year Head/ Secretary will assess the student to decide if they need to go home or if they simply need to rest and/or return to class.
4. In cases where the student needs to be sent home the Parent/ Guardian will be phoned and asked to collect the student.
5. Under no circumstances will the student be allowed to walk home alone if they are ill. The student **MUST** be collected from school by a Parent/ Guardian or another responsible adult identified by the Parent/ Guardian.
6. If a student shows signs of needing immediate medical attention a member of staff may need to bring them to the nearest medical centre/ hospital.

Parents will be contacted and informed of this where possible, but in cases where the parent cannot be contacted the student will be brought to the medical centre/hospital and the secretary will continue to try and contact the parents.

The cost of all medical expenses is borne by the Parent Guardian and not by the school.

Appendix 2

Amendments List

- **ALL AMENDMENTS MUST BE ENTERED ON THE FORM BELOW**
- **AMENDED PAGES MUST BE ATTACHED TO THE FRONT OA COPY OF THE RELEVANT F EACH CIRCULATED COPY OF THE SAFETY STATEMENT.**
- **AMENDMENTS MUST BE BROUGHT TO THE ATTENTION OF EMPLOYEES BY THE HEALTH & SAFETY COORDINATOR AND/OR THE SAFETH REPRESENTATIVE AS SOON AS POSSIBLE.**

Date of Amendment	Page Number(s)	Details of Amendment	Authorised by:

Appendix 3

Accident Report Form

Name of Reporting Teacher/ Officer: _____

Particulars of Accident: Date: _____ Time: _____

Place: _____

Particulars of injured person

Name: _____

Address: _____

Age: _____

Present Condition: _____

Particulars of Teacher/s in charge of the injured person:

Name: _____

Address: _____

Give a full account of the accident. (This should indicate the nature of the activity, whether the teacher was present, First Aid, comment on responsibility plus any other relevant information.) _____

Witnesses, state names and addresses. _____

Have you received any notice of claim? _____

Signature: _____

Date: _____

Appendix 4

CLASS ASSEMBLY POINTS

5.7		TY1
5.6		TY2
5.5		TY3
5.4		TY4
5.3	BUS BAY	3.1
5.23.2		
5.13.3		
6.7		3.4
6.6		3.5
6.5		3.6
6.4		
6.3		
6.2		
6.1		

WALL AT END OF BUS BAY

1.1 1.2 1.3 1.4 1.5 1.6 1.7 1.8 2.1 2.2 2.3 2.4 2.5 2.6 2.7

Appendix 5

FIRE EXIT LOCATIONS

