



Health and Safety Policy of Monaghan Collegiate School

In accordance with the Safety, Health and Welfare Act 2005 it is the policy of the Board of Management of Monaghan Collegiate School to ensure, as 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.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff

The Board of Management of Monaghan Collegiate School as employer, undertakes in as far as is reasonably practicable to

- a. promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
- b. provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- c. maintain a constant and continuing interest in safety and health matters pertinent to the activities of the school;
- d. continually improve the system in place for the management of occupational safety and health and review it periodically to ensure it remains relevant, appropriate and effective;
- e. consult with staff on matters related to safety, health and welfare at work;
- f. provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, pupils, contractors and visitors.

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

School Profile

History

Monaghan Collegiate School, formerly Monaghan Diocesan School was originally founded by an Act of the Dublin Parliament, “for the erection of free schools” in 1570, and underwent a number of transitions until 1902 when it fell into abeyance.

From the inspiration of the Church of Ireland and the original Diocesan School, with the Presbyterian Church and the other Protestant Churches in Monaghan the school was re-established in 1950. It is supported and run by a Board of Governors in conjunction with the Board of Management, as detailed in the “Constitution of Monaghan Collegiate School”. The School has a complete range of the most up-to-date equipment and facilities necessary for the teaching of a comprehensive curriculum to Leaving Certificate Higher Level in all our subjects.

Ethos

Based on our Protestant tradition and history, the school is committed to providing for the welfare (spiritual, moral, cultural, mental and physical) of all our pupils in an inclusive and caring environment, and to the development of mutual respect and tolerance grounded in Christian compassion.

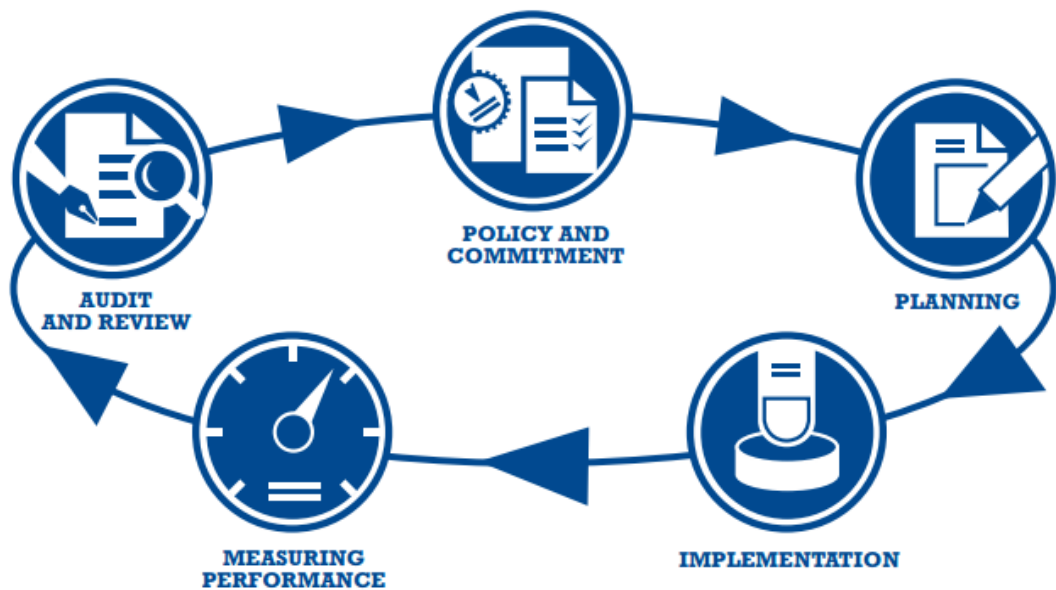
The out working of the ethos is manifest in a number of ways including,

- the Christian values of honesty, care, integrity and hard work,
- a daily act of public worship,
- an annual prize day service,
- a Christmas Carol service,
- an Easter service,
- a Leaving Certificate service.

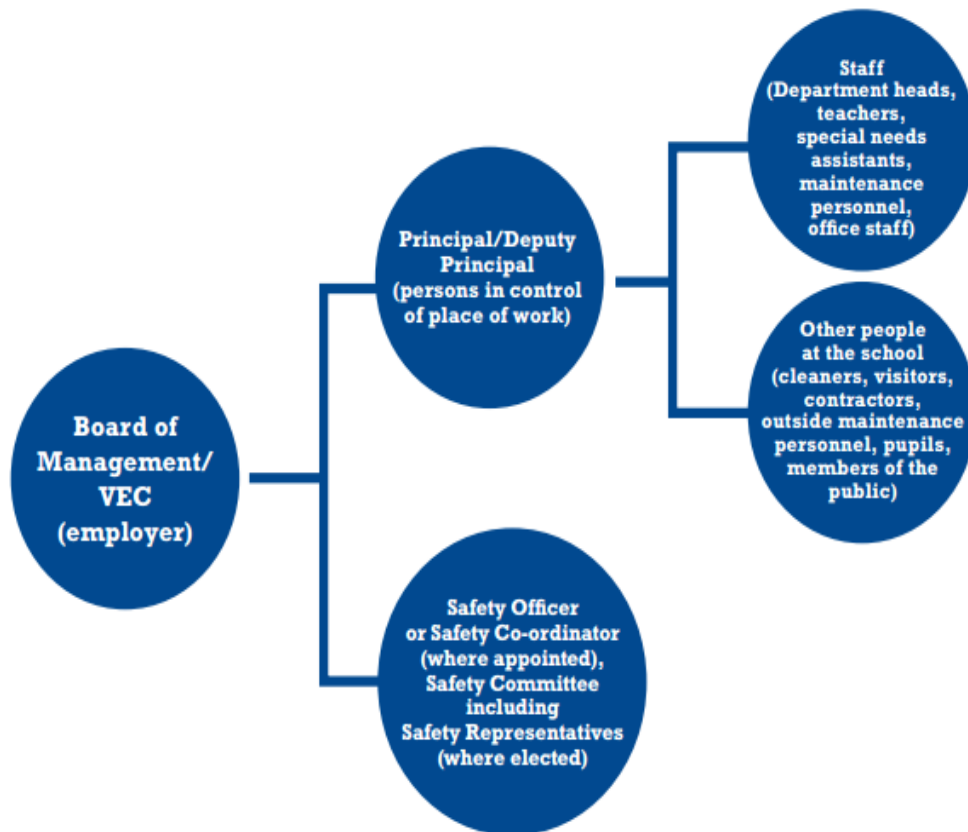
The school mission statement ***Working together so that we may flourish as individuals*** involves the whole school community: Board of Governors, Board of management, Principal, Teaching Staff, Non-Teaching staff, Parents, Pupils and Past Pupils fostering an environment within which all feel valued and encouraged to participate in a positive lifelong learning experience.

Safety and Health Management System

The school's Safety and Health Management System (SMS) involves an on-going process which aims to promote continuous improvement in the way the school manages safety. It fits into the overall management of the school and includes the school structure, planning activities, practices, procedures, and resources for developing, implementing, reviewing and maintaining safety, health and welfare. The SMS sets out the issues to be addressed and is a tool to develop improvement programmes and self-audits or assessments. This process is undertaken by the safety committee.



Safety Management Structure



Safety and health is everyone's responsibility. The above chart reflects a whole school approach to the promotion and development of safety and health in schools.

Safety Management Structure

All members of staff will be made aware of their respective roles in and responsibilities to the Health and Safety Management Systems at Monaghan Collegiate School and have access to this in the Safety Statement. This Safety Statement will be subject to review annually and will be revised and amended as necessary. Persons responsible directly or by formal delegation for:

- The effective implementation of the policy ensuring that their areas of responsibility are run in accordance with the policy.
- Ensuring that subordinates are trained to manage the implementation of the policy

The Board of Management

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

- to comply with its legal obligations as employer under the 2005 Act.
- to ensure that the school has written risk assessments and an up to date safety statement.
- to review the implementation of the SMS and the safety statement.
- to set safety and health objectives.

- to receive regular reports on safety and health matters and matters arising from same are discussed at Board meetings
- to review the safety statement at least annually and when changes that might affect workers' safety and health occur.
- to review the school's safety and health performance.
- to allocate adequate resources to deal with safety and health issues.
- to appoint competent persons as necessary, to advise and assist the Board of Management on safety and health at the school.
- to ensure a safety audit shall be carried out annually by the Board of Management Safety Officers and a report made to the Board and staff.

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 Board of Management of the school. Obligations under the Safety, Health and Welfare at Work Act 1989 will rest in the main with the School Principal. These duties will fall to the Deputy Principal in the absence of the Principal. These are

- 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 such reports are submitted to the Board of Management as appropriate.
- Carry out accident investigations in conjunction with the relevant teacher/student as appropriate.
- Identify staff Health and Safety training needs.
- Liaise with the Board of Management on policy and implementation issues.
- Check the effectiveness of the statement and ensure that responsibility is properly assigned
- Procure advice and assistance whenever necessary and take remedial action where necessary, on any matters brought to their attention.
- Ensure that this Safety Statement is available to and read by all staff and appropriate third parties.

Assistant Principals and Year Head Teachers

Their main functions are;

- The day-to-day management of health and safety in accordance with the school's Health and Safety policy.
- Demonstrate at all times an exemplary approach to safety and health in order to engender in their students a total commitment to safety and health.
- Account to the Principal for any breach or omission regarding safety and health matters.
- Carry out regular Health and Safety inspections of their appointed department/area, making reports to the Principal on any issues identified and ensuring that action is carried out.
- Pass on health and safety information received to the appropriate people
- Be aware of statutory regulations and the best available working practices and methods of training which should apply
- Ensure all injuries are recorded

Health and Safety Statement

Teaching/Non-teaching staff

It is the duty of every employee while at work

- comply with all statutory obligations on employees as designated under the 2005 Act.
- co-operate with school management in the implementation of the safety statement.
- inform pupils of the safety procedures associated with individual subjects, e.g. Science, Technology subjects, Physical Education (PE).
- ensure that pupils follow safe procedures, e.g. use personal protective equipment (PPE) and adhere to laboratory rules.
- formally check classroom/immediate work environment to ensure it is safe and free from fault or defect.
 - check that equipment is safe before use.
 - ensure that risk assessments are conducted for new hazards, e.g. new machine or chemical product.
 - select and appoint a safety representative(s)
- co-operate with the school safety committee.
- report accidents, near misses, and dangerous occurrences to relevant persons as outlined in the safety statement.
- conduct risk assessments of their immediate work environment

Designated Safety Officer

The Designated Safety Officer is responsible for the co-ordination of the Health and Safety policy. This is achieved by:

- complying with the requirements of the 2005 Act;
- reporting to the Principal on safety and health performance;
- managing safety and health in the school on a day-to-day basis;
- communicates regularly with all members of the school community on safety and health matters.
- ensuring all accidents and incidents are investigated and ensure the completeness of records is maintained in conjunction with the school administrator.
 - Assisting the Principal in reviewing the safety and health management system on an ongoing basis.
- organising fire drills, training, etc.
- Carrying out risk assessment within the school in conjunction with all staff.
- Carrying out a safety audit annually
- Devising and reviewing the school's health and safety action plan.

Safety Committee

A safety committee facilitates the consultation process by assisting in drafting and/or reviewing the safety statement, risk assessments, policies and procedures within the SMS on behalf of the employer. The Board of Management must sign off on the safety statement prior to implementation within the school. They also consult on other safety matters, e.g. review of the accident and incident register and programming of work within the school which impacts on safety, health and welfare. The safety committee will help plan, monitor and evaluate safety and health throughout the year. To do this it may:

- Agree how scheduled meetings will be convened, minute and reported upon during the school year

- Outline roles and responsibilities of all in line with legislation, e.g. the employer, employees
- Outline the planning programme for the coming year. This calendar may take the form of a narrative of all planned safety and health actions for the year (including risk assessments, safety audits, planned walk-through inspections, fire drills, training etc.); see appendix 3&4
- Prepare reports for the Board of Management, and staff meetings, as well as other relevant meetings
- Ensure that current information regarding risk assessments, control measures, accident reports, audits and reviews of the SMS are evaluated and appropriate actions taken
- Seek to address significant and/or longer term developments. These may be implemented over a longer period of time or in phases and may have sizeable resource implications, (e.g. replacing substandard infrastructure, introducing new equipment, refurbishing key locations)
- Examine whether resources are being used effectively to remedy high risks identified in the risk assessment
- Examine whether resources are being used effectively for maintaining and improving the SMS
- Provide ongoing evaluation of safety and health
- Practice in the school and the safety committee's

Safety Representative Responsibilities

The Safety Representative is elected by staff as their voice in the Safety committee. The responsibilities of the Safety Representative are as follows:

- Represent the staff in consultation with the employer on matters relating to safety, health and welfare.
- Make representations on matters relating to safety, and welfare which affects their members
 - or persons employed at their workplace
- Represent staff in consultation with officers of the Health and Safety Authority.
- Receive information from the Health and Safety Authority.
- Accompany a Health and Safety inspector on his/her tour of the school if he/she is requested. As such the employer is obliged to let the Safety Representative know as soon as a Health and Safety inspector comes on site.
- Attend meetings of safety committees
- Investigate potential hazards, accidents and dangerous occurrences at the school.
- Ensure that all staff are aware of their duties under the Safety Policy.
- Cooperate with the Principal in ensuring that adequate personal protective equipment and first aid is
 - available
- Ensure that all staff receives adequate training in Health, Safety and Welfare as necessary.

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 control 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 allocations 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

Hazards

Hazards shall be divided into two categories. Those which can be rectified will be dealt with as a matter of urgency. Those that cannot will be clearly indicated and appropriate procedures listed beside them. All hazards shall be eliminated in so far as resources and circumstances allow.

Fire

It is the policy of the Board of Management of Monaghan Collegiate School that:

- (i) The Board of Management 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.
- (ii) The Principal is responsible for fire safety in school and will oversee the management of this by the Safety Officer.
- (iii) The Safety Officer will ensure that fire drills shall take place at least once a term.
- (iv) Fire alarms shall be clearly marked.
- (v) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes
- (vi) 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. Each teacher who has an exit in her classroom must ensure it is kept clear. All staff is responsible to ensure that main exit doorways are kept clear.
- (vii) A plan of the school shows assembly points outside the school.
- (viii) Assembly areas are designated outside each building, and the locations specified.
- (ix) Exit signs shall be clearly marked.
- (x) All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The secretary/Principal, as appropriate, is responsible for the office. Staff room is every teacher's responsibility. Caretaker or Cleaner to check when cleaning.
- (xi) Bottled gas shall be stored in a secure place in such a manner as to minimise the danger of explosion in the case of fire.
- (xii) the Safety Officer shall be responsible for fire drills and evacuation procedures.
- (xiii) All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

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

1. Wet corridors
2. Climbing frames
3. Gas tanks
4. Trailing leads
5. Typewriters, Computers
6. Guillotine
7. Projectors
8. Fuse Board
9. Electric kettles
10. Boiler house
11. Ladders
12. Excess Gravel on school yard

13. Protruding units and fittings
14. Flat roof of hall and flat roof of school
15. External store to be kept locked
16. Lawnmower
17. Slabs around perimeter of school
18. Garden stores
19. Icy surfaces on a cold day
20. Mats in hall
21. Windows opening out

Constant Hazards

Machinery, Kitchen equipment, Electrical appliances, working at heights

It is the policy of the Board of Management of Monaghan Collegiate School 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. Where possible all height work will be pre planned and suitable equipment hired. A work platform will be made available for essential maintenance requiring it; secured step ladders may be used for low level work.

Electrical Appliances

Arrangements will be made for all appliances to be checked on a regular basis at least annually by a competent person (i.e.) maintenance person, the supplier or his agent. Before using any appliance the user should check that:

- ◆ All safety guards which are a normal part of the appliance are in working order
- ◆ Power supply cables/leads are in tact and free of cuts or abrasions.
- ◆ Unplug leads of appliances when not in use.
- ◆ Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- ◆ Follow official guidelines issued by the Health and Safety Authority.

Chemicals

It is the policy of the Board of Management of Monaghan Collegiate School that all chemicals, photocopier toner, detergents etc be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area, and protection provided to be used when handling them. Chemical used by the Science Department are covered by the Science department Health and Safety document

Drugs and Medication

It is the policy of the Board of Management of Monaghan Collegiate School that all drugs, medications, etc be kept in a secure cabinet, locked at all times and the key kept in a separate and secure place and used only by trained and authorised personnel. Medication should only be administered as instructed by a parent or a doctor.

Welfare

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A Staffroom separate from the work area is provided, where tea and lunch breaks may be taken. Staff must co-operate in maintaining a high standard of hygiene in this area.

A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal must be available. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities must be available.

Members of staff and students are reminded:

- (a) A person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the school of any known side effect or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers. The school will arrange or assign appropriate tasks for the person to carry out in the Interim.
- (b) Staff and students are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary action.

Highly Polished Floor

It is the policy of the Board of Management of Monaghan Collegiate School that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be carried out when students are in class or after school, so as to minimise the risk of slipping. Proper signage should always be displayed.. Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather, and staff and pupils shall be told to use handrails when going up or down stairs. Step edges shall be fitted with clearly marked edges of a non-slip nature wherever practical.

Smoking

It is the policy of the Board of Management of Monaghan Collegiate School that the school shall be a non-smoking area in accordance with the law.

Broken Glass

The Board of Management shall minimise the danger arising from broken glass. Staff are asked to report broken glass to the caretaker so that it may be immediately removed.

Visual Display Units

It is the policy of the Board of Management of Monaghan Collegiate School that the advice contained in the guidelines on the safe operation of visual display units, issued by the Health and Safety Authority be carefully followed. Any up-to-date information regarding hazards relating to the use of VDU's will be studied and recommendations and directives implemented.

Infectious Diseases

It is the policy of the Board of Management of Monaghan Collegiate School that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. The Board of Management will endeavour to minimise the risk by adherence to sound principals of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all First Aid applications, cleaning tasks, etc. 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.

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 Monaghan Collegiate 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
- 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.
- 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 only 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, visitors and staff will wear prescribed safety equipment in parts of the premises, where risk of injury is significant. • All management and 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 be used only if it is not practicable to eliminate the hazard and risk in the first instance.

First Aid

It is the policy of the Board of Management of Monaghan Collegiate School that members of staff involved in sport coaching, subjects with a practical risk, and lunch time supervisors shall be trained to provide First Aid to staff and pupils.

(1) Notices are posted in office detailing:

- arrangements for giving first aid,
- location of first aid boxes,
- procedure of calling ambulances etc....,
- telephone numbers of local Doctor, Gardaí, Hospital.

(2) All incidents, no matter how trivial and whether to employees or to students or to members of the public must be reported immediately to the person responsible for the hazard identified in the Statement or in the event that the accident/incident occurs in any other place to which that paragraph dealing with hazards does not relate to the Safety Officer. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. An Accident Report File held in the First Aid room, is to be maintained for the recording of all accidents and incidents by the reporting staff member, and overseen by the Safety Officer and School Administrator.

The Safety Officer/School Administrator will see that there will be maintained in the school a properly equipped First Aid Box available to staff at all times containing:

- sticking plasters
- Anti-histamine for Stings, etc.
- Tape
- Disinfectant (e.g.) Savlon
- Eye lotion (e.g.) Optrex
- Antiseptic cream
- Cotton Bandage
- Cream for First Aid treatment of Burns
- Antiseptic Wipes
- Scissors
- First Aid Chart

Disposable gloves must be used at all times in administering First Aid.

Defibrillator Trained Personal

Mr JT Reid Mr G Dugdale Mrs S O'Connor Miss J Murnaghan Mrs Y Deery

First Aiders

Mr JT Reid Miss J Murnaghan Mrs S O Connor Mrs Y Deery

Access to School

Inasmuch as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves at reception before gaining admittance to the school. Any contractor must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions.

While work is in progress, any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary. The contractor and his workmen shall not create any hazard, permanent or temporary, without informing the principal or his nominated agent and shall mark such hazard with warning signs or other suitable protection.

Collecting Children

- (1) All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- (2) Cars are advised to drive slowly on entering school grounds when collecting children.
- (3) Those parking outside the school grounds are advised to accompany children to and from the school premises.

Data

All records relating to Health and Safety will be stored safely and be retained for the appropriate number of years that is required by law.

Safety Training Policy

Inadequately trained staff members are a hazard to themselves and their colleagues. Management shall identify the training needs of their staff and ensure they are fulfilled. It is the policy of Monaghan Collegiate School that all staff receives safety training on an ongoing basis. All new personnel shall receive safety training as part of their induction. Staff training is not only concerned with imparting facts but also with notifying staff to face up to their responsibilities and to be equipped to deal with emergencies.

All safety training should be monitored and updated by the safety officer in conjunction with the principal and Board of Management.

The school will keep training records to include:

1. Name of the employee being trained.
2. Date of training and the amount of time taken.
3. Training details and method used.
4. Signature of the trainer and employee to ensure that the training has been carried out, documented and understood. (see appendix 2)

School staff will be trained to spot and act on hazards and encouraged to consult with management on health and safety issues. The following will be used to assist in the identification of training needs:

- Accident / incident analysis data
- Observation of activity or task

Safety Induction Training

The principal should ensure that the following induction training is carried out for all new and temporary members of staff:

1. Show new staff members where the Safety Statement is kept, explain its purpose and ensure that the employee is aware of his / her responsibilities.
2. Ascertain if a new staff member has any disability or illness which could prevent him / her carrying out certain operations safely or require additional protective measures.
3. Advise the new staff member of any potentially dangerous areas in the work place.
4. The training and instruction required for each individual must be considered. Where required relevant, specialist training will be given to a member of staff.

5. Show the new members the location of the first aid box and explain the procedure in the event of an accident, in particular, the necessity to record accidents, however trivial they may appear at the time.
6. Outline to the new staff member the fire and evacuation procedures and identify assembly areas.

Training and Consultation

The Safety Officer and the Safety Committee will oversee the implementation of the Safety Statement. Primary responsibility for implementation, however, remains with the principal. The Safety statement will be reviewed on an annual basis by the principal and Safety Officer. Section 13 of the Safety, Health and Welfare at Work Act 1989, states that employers must consult with their employees in establishing arrangements for securing co – operation on safety, health and welfare. The safety committee is used as an appropriate mechanism for consultation on all health and safety issues. Primary means of communication within the school include:

- Staff meetings
- Safety committee meetings (where a safety committee is in place)
- Consultation between members of staff and the safety officer • At county level, the Joint Consultative Committee
- Communication at School level
- Staff meetings
- Consultation between individual members of staff, the Principal and/ or Safety Officer
- Board of Management meetings

Safety Audit

The Safety Health and Welfare at Work Act 1989 places the onus on the employer to identify hazards in the work area and to make an assessment of the risk involved. As the hazards present in the working environment can vary with time it is important that a system or procedure is in place in order to ensure that hazards are identified on a continuing basis.

Objectives

- To implement a system of regularly reviewing
- Identification of hazards
- Assessment of risk
- Implementation of control measures
- To ensure that information gathered is assessed and dealt with speedily
- To provide a record to assist in assessing health and safety activities

Procedures

- The safety Officer is responsible for conducting safety inspections of the college premises and activities on a regular basis and ensure that hazards identified are recorded
- The safety officer will be responsible for reporting hazards identified to the principal following which control measures will be agreed.
- The principal shall decide on the control measures to be put in place (taking any necessary advice needed)
- The safety officer shall monitor the effectiveness of the agreed control measures in future safety inspections.

Safety Inspections

The Safety officer, together with all staff, as necessary, shall carry out safety inspections on a regular basis in conjunction with the 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 “Guideline on Managing Safety and Health in Post Primary School Part 2 Tools and Templates”

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 that the exact location has been given.
6. Notify the Principal/Safety Officer.
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 Principal and School Administrator. 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 (HSA) 22 The Principal/School Administrator shall ensure that the relevant accident form has been completed and passed on to the insurance company. Depending on the report received the Insurance Company may carry out an investigation on the accident or incident. In the event of a serious accident or one which could have resulted in a serious injury the Principal may carry out his / her own investigation.

Reference: See Appendix 1 for copy of accident report form

Emergency Procedures

Fire Drill Procedure

SEQUENCE: ALARM - CALL THE FIRE BRIGADE - EVACUATION - ASSEMBLY - ROLL CALL - TACKLE THE FIRE

AIMS: To prevent panic and ensure the safe, orderly and efficient evacuation of all the occupants of the school using all the facilities available and to train the mind to react rationally when confronted with a fire or other emergency at school.

ALARMS: ANYONE (PUPIL OR STAFF) discovering an outbreak of fire should raise the alarm at once. The fire alarm boxes are located as follows:(1) Outside Room 17 (Pupil Resource room).(2) Inside the main entrance.(3) Beside exit door opposite Room 9 (History room).(4) At exit door beside Room 14 (Architectural Technology room). The function of the fire alarm signal is to warn every person in the building that a state of emergency has arisen and that Fire Drill procedure should be put in operation at once.

CALL FIRE BRIGADE: The activation of the fire alarm will automatically result in the alarm monitoring company alerting the fire brigade.

EVACUATION:

Health and Safety Statement

Evacuation procedures when classes are in progress including after school groups such as Homework Club, Music, Evening Detention etc.

- 1) All persons to remain calm and quiet.
- 2) The teacher in charge of each class will immediately count the number of pupils present.
- 3) In Room 11 and Room 12 the teacher will arrange to break the glass in the key unit and unlock the emergency door.
- 4) The teacher will ensure that all windows are closed.
- 5) The teacher in charge of each class will appoint a suitably responsible pupil to lead the class from the classroom in single file at a brisk walk (without running) and in silence, following the paths to the Assembly Point in the visitors' car park.
- 6) The teacher will be the last person to leave each room, closing all doors as he/she leaves.
- 7) The last teacher out through each exterior door will ensure that the door is closed.
- 8) Silence will be observed by pupils during the Fire Drill. The fire alarm will continue to sound for the duration of the Fire Drill.
- 9) The lift should not be used during a fire evacuation.
- 10) No coats, bags etc are to be removed by pupils during the Fire Drill. On no account shall anyone re-enter the building until the Fire Drill is over.
- 11) The Principal, on hearing the alarm should go to the Assembly Point and remain there until a report has been received. (Exception - evacuation after school hours if the Principal has left the building.)

THE EXIT POINTS TO BE USED FROM THE DIFFERENT AREAS OF THE SCHOOL ARE AS FOLLOWS:

(a) From the main entrance via the concrete path and main avenue to the Assembly Point:

- i. Occupants of Principal's office
- ii. Occupants of Deputy Principal's office
- iii. Occupants of Administration office
- iv. Occupants of Data Processing room
- v. Occupants of First Aid room
- vi. Occupants of I.C.T. room
- vii. Occupants of Toilets opposite Room 16 and beside Principal's office.

(b) From the exit door outside Room17 (Pupil Resource room), via the main avenue to the Assembly Point

- i. Occupants of Room 1

- ii. Occupants of Room 2
- iii. Occupants of Room 3
- iv. Occupants of Room 17
- v. Occupants of the Toilet (beside Room 1)

(c) From the exit door in the Snack Bar area via the concrete path and main avenue to the Assembly Point

- i. Occupants of Snack Bar area
- ii. Occupants of Rooms 4, 5 and 6

(d) From the side door (opposite Room 9) via the concrete path and the main avenue to the Assembly Point

- i. Occupants of Room 8
- ii. Occupants of Room 9
- iii. Occupants of Room 10
- iv. Occupants of Staff Resource room/Pastoral Care room

(e) From the Emergency doors in Room 11 and Room 12 via the concrete path and main avenue to assembly point:

- i. Occupants of those rooms respectively.

(f) From the Emergency exit door beside Room 14 via the concrete path and main avenue to the Assembly Point

- i. Occupants of Room 7
- ii. Occupants of boys' toilets (beside Room 7)
- iii. Occupants of staff room and staff toilet
- iv. Occupants of staff toilet/shower room and data storage room
- v. Occupants of girls' cloakroom

(g) From the emergency exit doors in Room 13 and Room 14 via the concrete path and main avenue to the Assembly Point:

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Occupants of those rooms respectively.

(h) From the exit door in Snack Bar cooking area via the main avenue to the Assembly Point.

Occupants of those rooms respectively.

(i) From the Jackson Building through main entrance or emergency door via the main avenue to the Assembly Point:

- i. Occupants of Room 18
- ii. Occupants of Room 19
- iii. Occupants of Room 20
- iv. Occupants of Room 21
- v. Occupants of Room 22
- vi. Occupants of Toilet in that building

(j) From the Sports Hall building (PE office /Sports Hall /PE Store and Rooms (23, 24 25) via the concrete footpath and main avenue to the Assembly Point:

- i. Occupants of all rooms respectively

(k) From playing pitches, tennis courts, football area following paths and main avenue to the Assembly Point.

(l) Anyone not with their class or group when the alarm sounds should go to the Assembly Point using the safest nearest exit and join the appropriate class or group.

(m) Members of staff not in charge of pupils, on hearing the alarm, should go immediately to the Assembly Point by the safest nearest exit.

EVACUATION:

Evacuation procedures when classes are not in progress or when pupils are in transition between classes.

- 1) All persons to remain calm and quiet.
- 2) The principal, on hearing the alarm, should go at once to the Assembly Point and remain there until a report has been received. (Exception - evacuation after school hours if the Principal has left the school)
- 3) All pupils make their way in a calm and orderly fashion to the nearest exit in single file, and shall leave the building at a brisk walk (without running) and in silence, following the paths and main avenue to the Assembly Point in the visitors' car park. Open windows should be closed before leaving.

- 4) No coats, bags etc are to be removed by pupils during the Fire Drill. On no account shall anyone re-enter the building until the Fire Drill is over.
- 5) Pupils on outside pitches, tennis courts, football area etc shall make their way directly to the Assembly Point following paths and the main avenue.
- 6) Teachers shall check that all rooms (including the cloakrooms and toilets) are empty and that all doors are closed. The last person to leave through each exterior door will ensure that the door is closed.
- 7) The lift should not be used during a fire evacuation.
- 8) Silence will be observed by pupils during the Fire Drill. The fire alarm will continue to sound for the duration of the Fire Drill.

ASSEMBLY: The Fire Assembly Point is the visitors' car park. On reaching the Assembly point classes will form single file rows (one pupil behind the other) and will remain quiet so that numbers can be checked. Form 6 nearest the school building and Form 1 furthest from the building. If evacuation occurs during class time pupils line up in their groups with their teacher. If evacuation occurs outside of class time then pupils line up in their form groups with their Year Head. Nobody shall leave the assembly area until directed.

ROLL CALL: Immediately when the classes have mustered at the assembly point the teachers will ascertain numbers as per roll call at the start of the class period. If anyone is missing an immediate search, by staff, should be made so far as is practical. Nobody should re-enter the building until the fire brigade confirms it is safe to do so.

ATTACKING FIRE: Circumstances will dictate whether fire fighting operations should be attempted; the important thing to be remembered is that fire fighting should always be secondary to life safety.

NEW INTAKE: All new entrants, staff and pupils, will be conducted over fire escape routes and be instructed in the fire routine procedures.

TEST FIRE DRILLS: Test Fire Drills will be held 3 times per year or more often if necessary. A record of all Fire Drills will be kept.

Revision of This Safety Statement

This statement shall be regularly revised by the Board of Management of Monaghan Collegiate School in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

APPENDIX 1

Accident Report Form



1. Date and time of incident:
2. Brief description of incident:
3. Location (site and address):
4. Name of injured person (if any):
5. Nature of injury:
6. Medical injury:
7. Work being carried out at the time of incident:
8. Person(s) in direct control of area:

9. Witness(es) to incident (Name, address and contact number)
10. Relevant instructions, training, information given before incident:
11. Plant/equipment details:
12. Servicing maintenance record for plant/equipment:
13. Inspections examination, tests of plant/equipment:
14. Other investigations carried out:
15. Items removed as evidence:
16. Protective clothing/equipment in use:

17. Statements given by:
18. Photographs:
19. Further details injury/damage:
20. Time lost by injured person:
21. Any other remarks or information:
Signature: Date:

APPENDIX 2

Training Record

Reason for Training

Name of Participants

Date of training:

Facilitator: Name:

Association/Company:

Address:

Phone No:

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APPENDIX 3: SAFETY AUDIT

3	Legal and other requirements	Yes	No
3.1	Is there a written procedure for identifying and assessing the legal and other safety and health requirements?		
3.2	Is the information kept up to date?		
3.3	Is the relevant information communicated to interested parties?		

4	Action Plan	Yes	No
4.1	Has your Board of Management/VEC a written safety and health action plan?		
4.2	Are the safety and health tasks identified in the action plan assigned a timeframe for completion?		
4.3	Is each task assigned to a person with responsibility for completion of the task?		
4.4	Does the plan show a commitment to prevent work related-injury and ill-health?		
4.5	Has the Board of Management/VEC established, implemented and maintained a programme for achieving the requirements of the safety and health action plan?		
4.6	Are the tasks, as set, reviewed regularly at planned intervals and adjusted, where necessary to ensure the action plan and its requirements are being achieved?		

5	Resources, roles, responsibilities, accountability and authority	Yes	No
5.1	Are safety and health roles and responsibilities defined?		
5.2	Are safety and health roles and responsibilities assigned to individuals?		
5.3	Are safety and health roles and responsibilities documented?		
5.4	Are safety and health roles and responsibilities communicated to individuals?		

6	Competence, training and awareness	Yes	No
6.1	Are employees appropriately competent?		
6.2	Does the Board of Management/VEC identify staff safety and health training needs and set this out in a written plan? e.g. fire safety, first aid etc.		
6.3	Once training needs are identified, is the appropriate training provided to meet these needs?		
6.4	Are training records retained?		

7	Communication	Yes	No
7.1	Has the Board of Management/VEC established a formal procedure for internal communication among the various levels and functions of the school?		
7.2	Has the Board of Management/VEC established a formal procedure for communication with contractors and other visitors to the school?		

8	Participation and consultation	Yes	No
8.1	Has the Board of Management/VEC established a formal procedure for the participation of staff in hazard identification, risk assessment and the implementation of control measures?		
8.2	Has the Board of Management/VEC established a procedure for the involvement of staff in incident investigation?		
8.3	Has the Board of Management/VEC established a procedure for the participation of staff in the development of safety and health policies? Does this procedure ensure adequate attention is paid to the needs of individuals with disabilities?		
8.4	Has the Board of Management/VEC established a procedure for consulting staff if any changes are made that affect safety and health policy?		
8.5	Has the Board of Management/VEC established a procedure for the representation of staff on safety and health matters?		
8.6	Has the Board of Management/VEC established a procedure for consulting with contractors (building, maintenance, window cleaning) on safety and health issues?		

9	Emergency preparedness and response	Yes	No
9.1	Has the Board of Management/VEC established procedures to identify potential emergency situations? e.g. floods, fire, bomb threat, fatalities, serious incidents, suicide etc.		
9.2	Does this procedure establish how the school should respond to such emergency situations?		
9.3	Has the emergency plan taken into account the needs of relevant interested parties? e.g. emergency services, neighbours etc.		
9.4	Is the procedure subject to periodic review and update and revised where necessary?		
9.5	Is the emergency evacuation plan displayed throughout the school?		
9.6	Has the emergency evacuation procedure been developed to cover all areas, processes and identify those people who may be at greater risk, e.g. visually impaired, individuals with disabilities, or those working in noisy environments and have these procedures been communicated to the school community?		
9.7	Is there an audible fire warning system in your school?		
9.8	Are fire assembly points identified and clearly demarcated?		
9.9	Are directional fire signs displayed (pictorial only, must not contain text)?		
9.10	Does your school have emergency lighting systems in place?		
9.11	Are fire exits kept clear at all times?		
9.12	Are fire drills carried out? (recommended 2 per year)		
9.13	Are the outcomes of fire drills recorded, e.g. time taken, reports of faults or hindrances that require action?		
9.14	Is all first-aid fire fighting equipment (fire hose reel, emergency lighting, fire extinguishers, fire blankets etc.) in place?		
9.15	Are all fire installations and equipment inspected and serviced as per requirements?		

10	Performance, measurement and monitoring	Yes	No
10.1	Are written procedures in place for the measurement and monitoring of health and safety performance – ongoing/periodic review of the school safety and health plan via safety committee meetings etc.?		
10.2	Is safety and health reviewed throughout the school year, e.g. term progress reports prepared by the safety committee, review of accidents?		
11	Incident investigation	Yes	No
11.1	Are written procedures in place to investigate and record incidents in order to determine underlying safety and health deficiencies and to identify corrective actions required?		
11.2	Are the safety and health tasks identified in the action plan assigned a timeframe for completion?		
	Are formal procedures in place to communicate results to the relevant parties, e.g. Board of Management/VEC.		
11.3	Are accident reports documented and recorded in a timely manner?		
11.4	Are reportable accidents and dangerous occurrences reported to the Health and Safety Authority when necessary?		
11.5	Are all accidents reported to State Claims Agency? (Only a requirement for Community and Comprehensive schools)		
12	Non-compliance, corrective action and preventive action	Yes	No
12.1	Are written procedures in place for dealing with actual and potential non-compliance and for taking corrective action and preventive action? e.g. inspections, outcomes of fire drills etc.		
12.2	As new hazards are identified, are they risk assessed?		
13	Control of Records	Yes	No
13.1	Are there written procedures in place for the identification, storage, protection, retrieval, retention and disposal of records? (to include safety statement, risk assessments, policies, training records and accident report forms)		
14	Safety and Health Reviews	Yes	No
14.1	Are safety and health reviews conducted at planned intervals to ensure the school is conforming to safety and health requirements?		
14.2	Are safety and health reviews documented?		
15	Management Review	Yes	No
15.1	Does the Board of Management/VEC, at planned intervals, review the safety and health management system?		
15.2	Are the results of the safety and health reviews presented to the Board of Management/VEC?		
15.3	Are the results of the safety committee feedback reviewed?		
15.4	Is the feedback from other interested parties, e.g. fire services, contractors reviewed?		
15.5	Are decisions of the Board of Management/VEC review communicated formally to the school?		

APPENDIX 4

HEALTH AND SAFETY ACTION PLANNER

What needs to be done?	When?	Who?	What resources?	Desired outcomes?
(TASKS)	(TIME FRAME)	(REMITTS)	(RESOURCES)	(SUCCESS CRITERIA)

APPENDIX 5

HEALTH AND SAFETY YEAR PLANNER

Safety and health priority/area of work	Person/ planning group responsible	Tasks	Schedule (dates and times)					Desired outcomes
<i>e.g. policy on X, action plan on Y, risk assessment, progress control measures, review, evaluation</i>	<i>e.g. safety committee, school department, employees, task group, policy group</i>		September	October	November	December	January	