

Coachford College

Health and Safety Statement



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SECTION 1

HEALTH AND SAFETY POLICY OVERVIEW

1. General:

1.1. Scope

This Statement applies to all members of the school community, and contractors, volunteers and visitors to Coachford College (70960D).

1.2. Relationship to the school's mission and characteristic spirit

Coachford College is a community in which mutual respect is shared in a positive environment. Individual potential is developed in all fields, and student wellbeing is at the core of all we pursue. This Safety Statement is aimed at minimization of risk and thus protecting students, staff, members of the school community, contractors, volunteers, visitors and other members of the public from accidents and ill health at Coachford College.

1.3. Context

This policy has been devised in consultation with all members of the school community and in keeping with the school's characteristic spirit. It is informed by the relevant sections of the Safety, Health and Welfare Work Act 2005, the Education Act 1998, the Children First Act 2015, Children First Guidelines 2017, the Garda Vetting Acts, the Health and Safety Authority's Guidelines on Managing Health and Safety in Schools/Post-Primary Guidelines and Guidance on the Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016. It should be read in conjunction with the school's Child Protection Policy/Child Safeguarding Statement, Critical Incident Policy, Wellbeing Policy, Discipline Policy, Suspensions and Expulsions Policy, Policy on School Outings, Anti-Bullying Policy, Uniform Policy, Data Protection Policy, Dignity in the Workplace Charter, Smoke-Free Workplace Policy and all other relevant school documents and procedures which relate to the Health and Safety of members of the school community. Coachford College encourages the pursuit of excellent work practices in an environment conducive to the highest standards of safety and wellbeing.

1.4. Rationale

This Safety Statement has been prepared in accordance with the Safety, Health and Welfare Work Act 2005 and with cognisance for the responsibilities placed on the school by this Act, and by all other relevant legislation of the European Union.

1.5. Aims

This Safety Statement is aimed at protecting the College's students, staff, contractors, volunteers, visitors and other members of the public from accidents and ill health at Coachford College. It outlines the school's programme for the management of health, safety and minimization of risk.

1.6. Objectives

This Statement undertakes to, so far as is reasonably practicable, comply with all relevant Health and Safety legislation to include the following areas:

- Child Protection responsibilities and procedure as set out by the Children First Act 2015 and the Children First Guidelines 2017;
- The requirements of the Garda Vetting Acts;
- Provision of a safe workplace as set out by the Safety, Health and Welfare Work Act 2005;
- Safe access and egress routes;
- Safe handling and use of laboratory chemicals;
- Safe equipment including maintenance and use of appropriate guards;
- Provisions of appropriate personnel protective equipment.

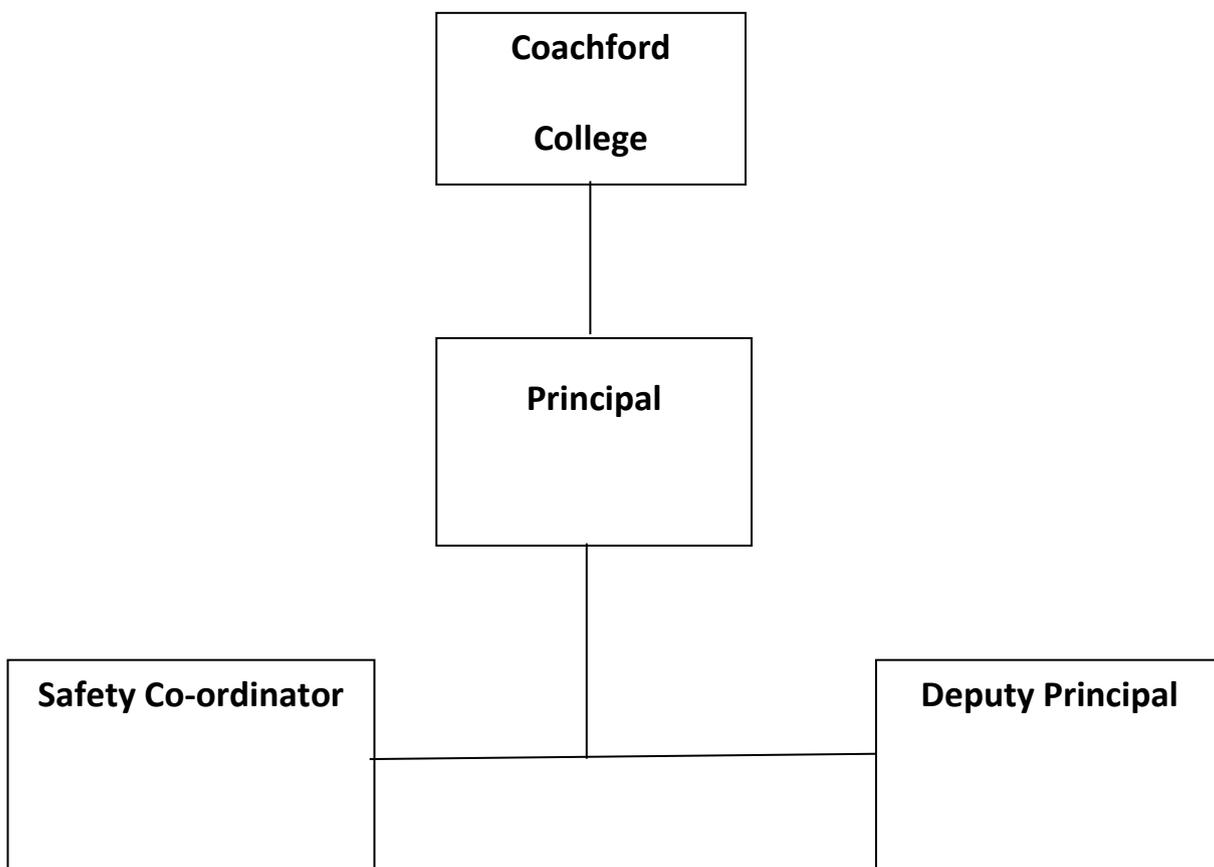
Staff are reminded of their responsibilities under the Safety, Health and Welfare Work Act 2005 to:

- Take reasonable care for their own safety, health and welfare and that of others
- Ensure proper use of all machinery, tools, substances, etc.,
- Ensure proper use of all personnel protective equipment.

This Safety Statement is available for inspection all members of the school community, by outside contractors and by inspectors of the Health and Safety Authority.

**SECTION 2
RESPONSIBILITY FOR SAFETY**

2.1 Safety Management Structure



2.2 Principal's Responsibilities

It is the responsibility of the Principal to ensure that safety considerations are included as an integral part of the College's activities, that the Safety Statement is prepared, that appropriate arrangements are made to ensure that the College's Safety Statement is implemented, reviewed, and brought to the attention of all staff.

Meetings of the Safety Committee are chaired by the Principal. The Safety Committee is constituted by:

- i. The Principal
- ii. The Deputy-Principal
- iii. The Safety Co-ordinator
- iv. A member of the school's First Aid team, an/or
- v. Any other interested staff member.

2.3 Deputy Principal's Responsibilities

It is the responsibility of the Deputy Principal to assume the responsibilities of the Principal in his/her absence.

2.3 Safety Co-ordinator's Responsibilities

It is the responsibility of the Safety Co-ordinator to ensure that staff are consulted and that all suggestions for improved safety receive due attention, to co-operate with the Principal/Deputy Principal in ensuring the health and safety of all members of the school community, and that of volunteers, contractors and visitors to the College,

The Safety Co-ordinator shall submit notice of serious accidents to Cork ETB, 21 Lavitt's Quay who in turn shall send the forms to the Health and Safety Authority, 10 Hogan Place, Dublin 2.

The Safety Co-ordinator also has responsibility for emergencies involving fires as follows:

- a) Ensure that all staff and students are familiar with the sound of the fire alarm;
- b) Ensure that fire drills are carried out at least once per term;
- c) Ensure that all staff and students are aware of escape exits;
- d) Ensure that all staff and students are aware of their assembly areas in the event of an evacuation;
- e) Ensure that there are sufficient Emergency/ Fire notices displayed throughout the College.
- f) Ensure that adequate First Aid facilities are available.

The Safety Co-ordinator keeps records of: -

- i. Safety Committee meetings, and
- ii. Accident Report forms (Appendix 1).

2.5 Staff Responsibilities

It is the responsibility of each staff member to:-

- a) Read and understand every aspect of this Safety Statement/Health and Safety Policy;
- b) Be familiar with all aspects of the school's Critical Incident Policy;
- c) Be familiar with all aspects of the Coachford College Evacuation Plan (Appendix 2);
- d) Be familiar with all aspects of the Coachford College First Aid Plan (Appendix 3);

- e) Take reasonable care for one's own safety, health and welfare and that of other persons who may be affected by one's acts or omissions at work;

- f) Carry out Risk Assessments of facilities and activities for which he/she has responsibility (Appendix 4);

- g) Co-operate with the Safety Committee and any other person to such extent as will enable the Safety Committee and the other person to comply with any of the relevant statutory provisions;

- h) Report to the Safety Co-ordinator, Principal or Deputy Principal, without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare, of which one becomes aware;

- i) Adhere to the College's safety system of work and/or safe work procedures to minimise the risks associated with potential hazards as identified herein;

- j) Co-operate in
 - a. The reporting of accidents or safety related incidents,
 - b. The investigating of accidents/incidents,
 - c. The reporting of any hazards of which they become aware of,
 - d. Promoting ideas on the improvement of health and safety standards and providing suitable suggestions for the reduction of risk;

- k) Help maintain clean workplaces and maintain high standards of local housekeeping and hygiene;

- l) Comply with the use and maintenance of protective clothing and equipment where provided;

- m) Take appropriate care when moving objects, and when operating equipment;

- n) Be aware of the identity of the Safety Co-ordinator;
- o) Write a detailed report on any serious incident that occurs, or any piece of equipment that presents a danger to the health and safety of members of the school community, and present it to the Safety Co-ordinator;
- p) Only use school equipment as appropriate;
- q) Make appropriate use of workspace and equipment;

- r) Refrain from repairing or maintaining any plant and machinery unless comprehensive information, instruction and training has been provided;
- s) Pay particular attention to procedures to minimise fire hazards such as switching off

- electrical appliances after use;
- t) Write a report in the Incident Report Book at the main reception, and present the report to the Health and Safety Co-ordinator within twenty four hours of an accident occurring;
 - u) Take due care with personal belongings. Coachford College or Cork Education and/or Training Board does not accept responsibility for any personal belongings left on school grounds. All members of the school community are advised not to bring valuable personal belongings or large sums of money to school;
 - v) Be familiar with the school's Data Protection Policy and procedures. *Personal information relevant to employees is held at Coachford College in accordance with the school's Data Protection Policy.*
 - w) Promote safety, health and welfare in the workplace by providing suitable suggestions for reducing of risks and recommending alterations to the Safety Statement/Health and Safety Policy. All submissions should be in writing and addressed to the Safety Co-ordinator and/or the Principal.

2.6 Safe Workplace Systems and Practices

In addition to the above, the following safe workplace systems and practices will be put in place to ensure the health, safety and welfare of every member of the school community:

- Students shall be given direction on fire drill procedures each year;
- A fire drill will be carried out in the early weeks of each school year, and once per term thereafter;
- Each fire drill will be reviewed and recorded, and any necessary revisions will be carried out;
- An audit of fire extinguishers and fire safety will be carried out at the commencement of each school year, and twice annually;
- All necessary information regarding Health and Safety will be made available to all staff members;
- An audit of any health and safety risks will take place with all staff at the beginning of each year. A Risk Register shall be compiled and all risks shall be addressed in keeping with the Cork ETB Risk Management procedures.
- A list of emergency contacts will be made available to staff. This list will be reviewed on a regular basis;
- First-aid training will be made available to staff members;
- The school's first aid stock shall be monitored and replenished as necessary;
- All appropriate information and training will be made available to maximize health and safety practices in the school;
- The school's Critical Incident Plan will be reviewed regularly and amended as deemed necessary;
- Appropriate care of hygiene and cleanliness will be tak

SECTION 3

ARRANGEMENTS AND RESOURCES

3.1 Hazard Control

Where reasonably practical, the College shall deal with identified hazards by:

- Eliminating risks where possible by substituting the hazardous with the less hazardous;
- Guarding against risks by enclosure of moving parts and provision of fixed or interlocking guardrails;
- Minimising risks by developing procedures and safe systems of work;
- Provision of adequate and suitable personal protective equipment.

The Principal and/or Deputy Principal, in conjunction with the Safety Co-ordinator, shall examine the options available for dealing with hazards which have been identified taking into account the severity of the risk, number of persons exposed and the frequency of exposure in reaching a decision.

Hazard and risk are defined as follows:

Hazard:

A situation with potential to cause human injury, damage to property, damage to environment or a combination of these, i.e. the hazard is a potential to cause harm.

Risk:

The likelihood of a hazard occurring.

3.2 Safe Systems of Work

The Principal and/or Deputy Principal, in conjunction with the Safety Co-ordinator, shall establish and regularly review safe systems of work.

It is policy of the College that safe systems of work are established to cover all activities in the College and that the risks undertaken by staff are within the competency and capacity of those concerned.

When purchasing new equipment, altering existing equipment or changing a system of work, it is policy of the College that the Safety Committee review the safety aspects of the such proposed purchases or changes to ensure, insofar as is reasonably practicable, that:

- a) They are without significant hazard
- or
- b) They are of equivalent or lesser hazard than the replaced equipment or system of work.

3.3 Information, Instruction, Training and Supervision

In compliance with the Safety, Health and Welfare Work Act 2005, it is College policy to identify and provide appropriate safety training for all staff employed at the College to ensure that they have the necessary skills and knowledge to avoid undue risk.

3.4 Means of Consultation

The College is committed to meeting its obligations as set out in the Safety, Health and Welfare Work Act 2005 using the following forms of consultation to receive and impart information relevant to safety, health and welfare through:

- Safety Committee review meetings;
- Direct consultation with staff;
- Once per term Safety Committee meetings to review the Safety Statement.
- The Safety Committee considers all matters relating to safety, health and welfare. An agenda is set and minutes of the meetings are distributed to all Safety Committee members.
- The effectiveness of the means of consultation is monitored on an ongoing basis.

3.5 Provision of Personal Protective Equipment (PPE)

It is the policy of the College that suitable PPE is provided for all staff.

The Principal, Deputy Principal and the Safety Co-ordinator have responsibility to ensure that the PPE is suitable for its purpose and that the PPE is used without fail.

In certain instances, manufacturers' guidance on the correct use of PPE may be needed and should this occur, additional information should be sought.

The Safety Committee are expected to set a good example by using the required PPE as considered appropriate.

3.6 Accident recording and Corrective Action

All reportable accidents and dangerous occurrences are recorded in writing on the *Form of Notice of Accident* and the *Form of Dangerous Occurrence* (Appendix 1). Accident Reports are reviewed and monitored at the Safety Committee meetings. Reportable accidents and dangerous occurrences are defined on the back of these forms.

It is College policy for the Safety Committee to investigate all incidents and take appropriate corrective action.

Details of reportable accidents or dangerous occurrences will be submitted to Cork ETB, 21 Lavitt's Quay, Cork. Cork ETB will record these details and submit them to the Health and Safety Authority as required.

All staff are required to co-operate with any investigations into incidents and to provide information, which may be useful in establishing the circumstances surrounding the occurrence.

3.7 Maintenance/Hazard Inspections

As part of the College's Health and Safety programme it is planned that the workplace and/or machinery and equipment therein will be inspected and tested regularly depending on its type and as considered appropriate.

Records of maintenance work and safety inspections are maintained by the Safety Committee and follow up action will be taken by the Principal, Deputy Principal and the Safety Co-ordinator to ensure that points requiring action are attended to without undue delay.

3.8 Control of Contractors

The College recognises the importance of controlling Contractors while working in our building or on our grounds.

In general, Contractors working in the College are required to

- Comply with all relevant legislation, regulations and standards;

Have Garda clearance in keeping with the requirements of the Garda Vetting Acts, as deemed necessary by the school authorities;
- Take into account the safety of all persons within the College boundaries;
- Present themselves to the school office prior to commencing work on the premises;
- Provide a copy of their Company's Safety Statement if requested;
- Have adequate Public Liability insurance cover for all their activities on the College grounds;
- Confine themselves only to areas in which they are working;
- Provide all relevant safety equipment to carry out their work.

3.9 Resources

The College is committed to dedicating the financial and personnel resources necessary to secure the high level of safety, health and welfare for students, staff and others while working in or visiting the College. To this end the Safety Committee is committed to:

- Ensuring that adequate numbers of suitably trained staff are available to undertake the work and activities of the College;
- Insofar as is reasonably practical, ensuring resources shall be made available for any upgrading, maintenance, replacement and repair of the facilities and equipment;
- Undertaking to provide resources for the ongoing monitoring of Risk Management in the College and for the provision of information, instruction and training of staff;

3.10 Health Support Services for Teachers

- Teachers shall be informed of the Health Support Services available to them from the Department of Education and Skills.
- Details of these services can be found at www.education.ie

3.11 Revision and Monitoring

This Safety Statement is to be reviewed on an annual basis and will be amended as deemed necessary.

3.12 Medical Emergency

In the event of a medical emergency or accident the relevant actions outlined below should be followed:

- Call ambulance, Principal, Deputy Principal or Reception;
- Stay with injured person;
- Get assistance from First Aid personnel;
- Do not move injured person.

3.13 Emergency contact details

General Emergency	112/999
Medical Centre Coachford	021 7434724
Cork University Hospital	021 4546400
Garda Coachford	021 7334002
Macroom	026 20590
Anglesea St	021 4522000

Appendix 1



Coachford College Accident Report Form

General Details

Date of Accident: _____ Time of Accident: _____

Location of Accident: _____

Particulars of injured person

Name: _____ Year Group: _____

Age: _____

Please give a **brief account** of the incident (indicating nature of activity, naming any witnesses (incl. staff), whether a teacher was present (if relevant) and comment on possible causes which may be removed (slippery floor, etc.):

Present condition of student:

If another party was contacted regarding the student, please include their details below:

Name: _____ Relation to student: _____

Time of phone call: _____ Proposed action: _____

Person in charge

Name: _____ Position: _____

Signed: _____ Date: _____

Appendix 2

Coachford College School Evacuation Procedure

Instructions for students

If the fire alarm rings:

- Exit from the building as instructed by your teacher.
- Walk to the appropriate Assembly Area.
- Assemble as a group, in a line, with your teacher.
- Coats, schoolbags etc. should be left in school building.
- If the fire alarm rings during a break, assemble in a group from your PREVIOUS class period in the designated area.
- Nobody should re-enter the building until authorization is granted by the Safety Co-ordinator and/or the Principal/Deputy Principal.

N.B. Running, pushing etc. is a serious act of indiscipline.

Instructions for staff

- Instruct pupils to exit from the building using Fire Exit (see map on classroom doors).
- Direct pupils to walk. Running, pushing etc. during a fire evacuation is a serious act of indiscipline and should be reported to the Principal/Deputy Principal.
- Instruct your class to assemble as a group in the appropriate assembly area.
- Count the number of pupils in your group as they leave the room.
- When the group has assembled, count the number in the group again and report any discrepancies to the Principal/Deputy Principal.
- If alarm rings during a break, the teacher should assemble the group from his/her PREVIOUS period.
- All staff must exit from the school building.
- Do not re-enter the building until authorization is granted by the Health and Safety Co-ordinator and/or Principal/Deputy Principal.

Each student and employee of the school should have a clear understanding of the School Evacuation Procedures and the Assembly Areas in the event of a fire. The necessary information is available from the Health and Safety Co-ordinator.

Notice to students and staff (posted in all classrooms):

In the event of a Fire Alarm, please assemble in the following areas:

1st, 2nd and 3rd years

Bus Turning Area

4th, 5th and 6th years

Hardcourt area

(above 1E)

If the alarm sounds during break or lunchtime, assemble with previous class group.

Any students using rooms 1C to 8C should exit via the fire exits at the rear and wait outside until given the all clear.

Appendix 3

Coachford College First Aid Plan

- Medical assistance is available from school staff.
- In the case of minor injury, first aid is available.
- Parents/guardians shall be informed in the event of an accident.
- In the case of an emergency, a call will be made immediately to the emergency services, and the Principal or Deputy Principal will be notified immediately.
- If a student faints, the procedures posted on all classroom doors should be followed.
- Pupils will be brought to a doctor if necessary.
- No medicine will be administered to students without prior arrangements with parents/guardians.
- If any substance has been consumed, the staff member who accompanies the student to the doctor or hospital will bring the bottle, the name of the substance, or any relevant information about the substance that they have with them.
- Every staff member has a responsibility to understand the emergency procedures of the school.

Appendix 5
Fire Drill Report

Coachford College Fire Drill Report



Date of Fire Drill: _____

Risks noted:

Measures to be taken to reduce risk:

Staff member(s) to take
responsibility: _____

Date of next Fire Drill: _____

This policy is available to all members of the school community, and is posted on the school's website.

It will be reviewed on an annual basis and amended as deemed necessary.

This policy was adopted by the Board of Management of Coachford College on _____.

Signed by

Chairperson of the Board of Management: _____

Date: _____

Principal: _____

Date: _____

