

# **Woodbrook College Bray, Co. Wicklow**



## **Health and Safety Policy And Safety Statement**

This policy was drafted in consultation with the education partners at Woodbrook College, Bray, Co. Wicklow having taken into account relevant DES Circulars. This policy was ratified by the Board of Management on June 16<sup>th</sup>, 2012

## **Introduction**

The Board of Management of Woodbrook College acknowledges the legal duty it has to provide a safe working environment for employees, visitors and outside contractors. The duty is to ensure in so far as is reasonably practicable the safety at work of all persons while on these premises. This is achieved by ensuring:

- A reasonably safe place of work.
- Reasonably safe plant and equipment.
- Reasonably safe systems of work.
- Reasonably safety - conscious and competent staff.

## **Employee duties**

In accordance with the Safety, Health and Welfare at Work Act, 2005, all employees (including full or part-time, permanent or temporary, regardless of any employment or contractual arrangements they may have) are required to co-operate fully with the Board of Management so that appropriate safety and health policies are established, implemented and adhered to.

### **Employee duties while at work include:**

- To take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by their acts and omissions at work.
- To co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provisions (namely the 2005 Act).
- To attend training and take instruction on the correct use of articles or equipment.
- To use personal protective equipment (PPE) or clothing provided for his or her safety.
- To report to his or her employer as soon as practicable:
  - any work being carried out which might endanger him/herself or others;
  - any defects in the place of work, the system of work, any article or substance which might endanger him/herself or others;
  - any contravention of the relevant statutory provisions of which he/she is aware;
- Not to engage in any improper conduct or dangerous behaviour.

## **Risk Assessments**

A complete risk assessment within the school is carried out in the following manner:

- Monthly walk through inspection on the 1<sup>st</sup> of each month. If the 1<sup>st</sup> of the month falls on a day when the school is closed, the walk-through assessment will take place on the next school day following the 1<sup>st</sup> of the month.
- Following any significant event or risk assessment in the workplace
- At the beginning and end of each academic year

These walk through inspections are carried out by the Principal and Caretaker. All risk assessments should be carried out by two people.

## **Safety committee**

A Safety Committee will be formed to assist with the drafting and reviewing of the safety statement, risk assessments, policies and procedures within the Safety and Health Management System (SMS) on behalf of the Board of Management. The Board of Management will sign off on the safety statement prior to its implementation within the school. They will also be consulted 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. This will require them to:

- Agree how scheduled meetings will be convened, minuted and reported upon during the school year.
- 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.).
- Outline roles and responsibilities of all in line with legislation, e.g. the employer, employees, any person acting on behalf of the Board of Management, e.g. the Principal, safety representative, contractors, pupils and visitors.
- 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 procedures and their effectiveness.

## **Membership of the Safety Committee**

The following people form the safety committee within Woodbrook College:

- Board of Management representative
- Principal or Deputy Principal
- Staff Safety Officer
- ASTI School Steward
- Staff representatives from the Science, PE and practical subjects department.
- Representative of the Parents Association
- Representative of the Student Council

## **Safety Representative**

The safety representative in Woodbrook College is Mr John Taylor, Principal

Their role is outlined in the 2005 Act and their functions include:

- Representing employees on safety and health issues.
- Conducting safety and health inspections.
- Investigating accidents and dangerous occurrences (without interfering with the scene of any accident).
- Liaising with Health and Safety Authority Inspectors.
- Participating on the safety committee.
- Making verbal or written representations on employees' behalf.

## **Safety Officer**

The role of the safety officer in Woodbrook College is performed by the Principal.

## **Safety Statement**

The safety statement is central to the management of safety, health and welfare in the workplace and to safeguard:

- the safety, health and welfare at work of all the employees;
- the safety and health of other people who might be at the workplace, including pupils, visitors, contractors and members of the public.

The safety statement represents a commitment to safety and health of all people using the school. It states how the Board of Management will ensure their safety and health and state the resources necessary to maintain and review safety and health laws and standards.

The safety statement is made available to staff, and relevant persons, showing that hazards have been identified and the risks assessed and eliminated or controlled.

## **Measuring Performance**

The school's safety and health management system will be regularly monitored and evaluated.

Performance will be measured against agreed standards including:

- Legislative requirements
- The school's health and safety policy
- Written risk assessments
- Safety and health objectives

Monitoring will be achieved through:

- Periodic meetings of the safety committee to ensure that the safety management system is in operation and the safety statement incorporating risk assessments are in place.
- Formal inspections and checks of all school areas at pre-defined timeframes.
- Equipment checks
- Reviews of accidents, near misses and dangerous occurrences in order to establish the corrective action to be taken.

## **General Principles of Prevention**

The Board of Management will be guided by the General Principles of Prevention (outlined in Schedule 3 to the Safety, Health and Welfare at Work Act 2005) to provide a methodology for approaching accident prevention. The Board of Management takes account of these principles when implementing necessary safety, health and welfare measures in the school.

### ***The Nine Principles include:***

1. The avoidance of risks
2. The evaluation of unavoidable risks
3. The combating of risks at source
4. The adaptation of work to the individual
5. The adaptation of the place of work to technical progress
6. The replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work
7. The giving of priority to collective protective measures over individual protective measures
8. The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment
9. The giving of appropriate training and instructions to employees.

## **Reporting of Accidents**

The following accidents/incidents will be reported to the HSA:

- a) The death of any employee which was caused by an accident during the course of their work.
- b) An injury sustained in the course of their employment, which prevents an employee from performing the normal duties of their work for more than three calendar days, not including the date of the accident. Calendar days include Saturdays and Sundays.
- c) A death or an injury to a pupil in the school that requires treatment by a registered medical practitioner, which is related to either curricular or extra-curricular activity.
- d) A death or an injury to any outside contractor/visitor which is related to their activity/reason for being in the school.

All such reports will be made using the IR1 form, available from [www.hsa.ie](http://www.hsa.ie). Should there be any dangerous occurrences, these will be reported using the IR3 form, available from [www.hsa.ie](http://www.hsa.ie).

## **Audit and Review**

In order to maintain and develop our ability to reduce risks and ensure the effectiveness of the Health and Safety Management System within the school, the system will be reviewed on an on-going basis. This will include:

- An annual safety and health audit.
- An annual review of the safety statement.
- Regular evaluation of the impact of the health and safety plan.

## **Hazards**

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

1. All fuse boards. Fuse boards are located in the library store room, the stage store room and outside room 5 on the upstairs corridor.
2. Power distribution board
3. Two boiler houses
4. Kitchen/Canteen
5. Science laboratories and chemical store rooms
6. Arts and Craft room
7. Building Construction room
8. Woodwork room
9. Technical Graphics Room
10. Computer room
11. Sports hall
12. Gym and fitness room
13. Sports store room
14. School yard and grounds
15. Photocopying room
16. Paper guillotine
17. All other computer visual display units
18. Corridors
19. All gas installations and fittings
20. Staff room

In order to reduce the risk of injury or accident from the above hazards, the following safety/protective measures must be adhered to:

1. Access to and operation of all equipment and machinery is restricted to qualified and authorised members of staff whose function is that of running, maintaining, cleaning or monitoring particular items of equipment/machinery in the course of their normal duties.
2. All equipment and machinery is to be used in strict accordance with the manufacturers' instructions and recommendations.
3. Where applicable, members of staff have been instructed in the correct use of all equipment and machinery.
4. All machinery and equipment have been fitted with adequate safe guards and exclusion zones have been marked around them.
5. Precautionary notices in respect of safety matters are displayed at relevant points.
6. All exist doors and routes should be kept clear of anything which would impede a quick and safe exit. All emergency exists must remain unlocked while the building is in use.

### ***Reporting of Hazards***

The following incidents/circumstances should be brought to management's attention without delay:

- a) The discovery of a fire.
- b) Any accident, injury or illness which affects your ability to carry out your work.
- c) Any accident or injury sustained by a non-employee
- d) Any dangerous occurrence which you witness.
- e) If any guards or safety devices are ineffective, defective or are missing.
- f) If the necessary protective clothing or equipment is inadequate, ineffective, damaged or missing.
- g) The discovery of any fault in machinery, plant or equipment which may affect its safe operation.
- h) If you have not been provided with suitable information regarding the safe operation of machinery, plant or equipment.
- i) If you are not provided with suitable hazard information for a substance or are unaware of the correct way of using and handling a substance.
- j) Any spillage of a hazardous substance.

Following the immediate reporting of these incidents, an incident report form should be completed and given to a representative of management.

### **Safety Training**

All employees will be:

1. Advised of the nature and location of fire equipment and how it is safely operated.
2. Advised of the protective clothing and safety equipment available and the areas where they must be worn.
3. Instructed in lifting and handling methods.
4. Instructed in basic first-aid.

### **Electricity**

With specific reference to electricity:

1. All staff members are required to treat electricity with respect, to check constantly that cables are not damaged or worn, to keep trailing cables off the ground and away from water and to ensure that all plugs and fuses used are in good order and meet all minimum safety specifications. All live parts must be suitably covered.
2. No electric lead should be left in any passageway or other area frequented by staff and students which would be likely to trip or cause injury.
3. Precautions will be taken by earthing or automatic disconnection, to prevent danger from any exposed conductive part that may become live.
4. In the event of an electric shock, the source of the shock must be isolated in a safe manner by a qualified person.

## **Chemicals, Solutions and Detergents**

Safety data sheets are supplied by the manufacturer of all such materials. Members of staff using these materials must familiarise themselves with the hazards associated with these materials and with the precautions to be taken in the event of spillage, splashed etc. Specifically:

- Make sure you have sufficient information on any hazardous substance before use.
- Always read the instructions and only use substances in accordance with their instructions.
- Only use substances in their original containers and never transfer substances to another container which does not have the correct labelling on it.
- Always return substances to its designated safe storage area when finished.
- Only dispose of waste substances as instructed.

## **Fire**

All staff should be aware of the procedures to be followed in the event of a fire. All staff should be aware of the position of the nearest fire fighting appliance and how and when to use it. Report all damage to fire fighting equipment to management without delay. Notices are posted in every room showing the correct exit route and procedures to be followed in the event of an evacuation. The building should always be evacuated on hearing the fire alarm. The evacuation procedures are contained in appendix 5 to this document. An evacuation drill will be held three times a year in September, January and April. Portable fire-fighting equipment will be checked on a yearly basis and evidence of these checks will be recorded. All fire points will be kept clear at all times and will be highlighted. Exits and entrances will be kept unlocked during normal operating hours. They will be kept clear at all times and will be adequately signposted.

## **Smoking**

Smoking (including the use of e-cigarettes) is prohibited in all areas of the school building and grounds at all times.

# Safety Statement

## 1.1 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 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 co-operation of all staff, contractors and pupils 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 staff.

The Board of Management of Woodbrook College, as employer, undertakes in so 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 Woodbrook College 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.

A copy of the Safety Statement and the Health and Safety Policy will be distributed to the Board of Management, all staff (teaching and non-teaching), contractors, interested parties and relevant visitors.

Signed: \_\_\_\_\_  
**Chairperson, Board of Management**

School: Woodbrook College, Bray, Co. Wicklow  
Date:

## 1.2 School Profile

Woodbrook College was founded by the Irish Christian Brothers in 1956 to serve the educational needs of boys in Bray and North Wicklow. The school moved to its present site at Woodbrook in 1970 and into its new school building in November 2015. In 2000, the Irish Christian Brothers founded by Blessed Edmund Rice, decided to hand on responsibility for their schools to a group of lay people. In 2008, Woodbrook College, along with all of the other Christian Brothers Schools, became part of the Edmund Rice Schools Trust (ERST), the name given to the trust body that now own all of the former Christian Brothers schools in the Republic of Ireland.

The main object of the Trust is to ensure and foster the advancement of education and to further the aims and purposes of Catholic education in the Edmund Rice tradition in colleges, schools and other educational projects in Ireland owned or operated by the Trust. The educational approach in Woodbrook College, mirrors that of all the schools in the trust, and can be expressed in the following five key elements:

- Nurturing faith, Christian spirituality and Gospel-based values
- Promoting Partnership
- Excelling in teaching and learning
- Creating a caring school community
- Inspiring transformational leadership

Since September 2016, Woodbrook College is a co-educational voluntary secondary school with a current enrolment of 340 students. The school has twenty nine academic staff members and one Special Needs Assistant (SNA). The ancillary staff comprises two part-time secretaries and two canteen staff.

The school occupies a two story brick structure and houses sixteen general classrooms, three science laboratories, two construction rooms, one DCG room, one art room, two computer rooms, a gymnasium and fitness suite, a library, a Home Economics Room, a general purpose and canteen area and a number of administrative officers, store rooms and staff areas. There is also a modular unit which is comprised of two changing rooms with showers and toilet, one referees changing room/disabled bathroom and a store room.

### ***Organisational Structure***

The Edmund Rice Schools Trust is the legal owner of the school. It is the duty of the Board of Management to manage the school on behalf of the trustees.

The school is run by a Board of Management which consists of:

- Chairperson ..... Nominated by ERST
- 3 Trustees ..... Nominated by ERST
- 2 Parent Representatives ..... Elected by all of the parents of the school
- 2 Teacher Representatives..... Elected by the teaching staff of the school
- School Principal ..... Secretary to the Board

Through the Articles of Management, the Trustees devolve their powers to the Board of Management, which undertakes responsibility for the conduct, management and financial administration of the school, in accordance with the ethos of the Trustees and under their general supervision and control. The Board of Management devolves the day to day running of the school to the Principal. The Principal is assisted in this task by a Deputy Principal and a middle management structure consisting of three Assistant Principal post-holders. In addition, there are seven Special Duty post-holders and a Programme Co-ordinator.

## **1.3 Resources for Safety and Health in School**

As health and safety in the workplace is treated as a priority, any funding which is required to ensure a teaching and learning environment which complies with all safety regulations is made available.

If such funding is not available out of the current budget, an application will be made to the Board of Management for funding from the capital budget.

## **1.4 Roles and Responsibilities for Safety and Health**

### **Board of Management**

The Board of Management has the following responsibilities in the area of safety and health:

- 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 to ensure that matters arising from same are discussed.
- 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.

### **The Principal**

The Principal has the following responsibilities in the area of safety and health:

- To comply with the requirements of the 2005 Act.
- To report to the Board of Management on safety and health performance.
- To manage safety and health in the school on a day-to-day basis.
- To communicate regularly with all members of the school community on safety and health matters.
- To ensure that all accidents and incidents are investigated and all relevant statutory reports completed.
- To organise fire drills, training, etc.
- To carry out safety audits.

### **Post-Holders**

The Post-holders have the following responsibilities in the area of safety and health:

- An Assistant Principal or special duties teacher with duties related to safety and health will be responsible for fulfilling the duties as assigned.
- Although ultimate responsibility for safety and health rests with the employer, the post-holder will be responsible for fulfilling those duties to which he/she agreed.

### **Teaching/Non-teaching staff**

The general teaching and non-teaching staff has the following responsibilities in the area of safety and health:

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

### **Other School Users**

Other school users (pupils/visitors etc.) have the following responsibilities in the area of safety and health:

- To comply with school regulations and instructions relating to safety and health.

### **Contractors**

Contractors, while on school property, must comply with statutory obligations as designated under the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007 and any other relevant legislation such as the Safety, Health and Welfare at Work (Construction) Regulations 2006. In this regard:

- The school will make available the relevant parts of the safety statement and safety file to any contractors working in the school on behalf of the school.
- The school will provide the school regulations and instructions relating to safety and health.
- The school will make all contractors and other third parties fully aware of all known hazards on the premises.
- Contractors must make available relevant parts of both their safety statement and risk assessments in relation to work being carried out.
- Where schools are sharing a workplace with a contractor they must co-operate and coordinate their activities in order to prevent risks to safety and health at work.
- Contractors must ensure that all their equipment is in good repair and in a safe condition.
- The school will ensure that there is no interference with contractor's staff in the performance of their duties. Any health and safety concerns which members of staff may have, should be reported to the school Principal who will bring same to the attention of the contractors representative on site.

The Principal, acting on behalf of the Board of Management, will at all times ensure that all contractors appointed to carry out work in the school are competent and that all provisions of the guidelines relating to outside contractors are fully adhered to. This includes:

- Contractors hired for a short duration to carry out routine maintenance, cleaning, repair etc. where the task duration will not exceed 30 working days or 500 person days.
- Contractors for substantial building works where the task duration will exceed 30 days or 500 person days.

## 1.5 Risk Assessment

In order to fulfil its obligations under section 19 of the Safety, Health and Welfare at Work Act 2005, the Principal, or person(s) nominated by him, on behalf of the Board of Management shall carry out a risk assessment to:

- 1) Identify the hazards
- 2) Identify those most at risk from the hazard
- 3) Evaluate the risk in proportion to the hazard
- 4) Put in place appropriate control measures to eliminate or minimise the risk
- 5) Record the findings
- 6) Carry out a review of the assessment

Should any equipment or event present a new hazard to the work environment, a revised risk assessment will be carried out.

Risk assessments will be carried out by the following personnel:

➤ General School Building	Caretaker
➤ School Yard	Caretaker
➤ Playing Pitches	Caretaker
➤ General classrooms	Classroom Teacher
➤ Science Labs	Head of Science
➤ Construction Room	Head of Practical Subjects
➤ Gym and playing areas	Head of Physical Education
➤ Staff Area	Head of Cleaning Services
➤ Administrative Areas	Principal

### ***Risk Assessment Policy***

We will carry out appropriate assessments of the risks to the health and safety of our employees and others affected by our work activities in compliance with the legislation as follows by:-

- 1) Identifying all hazards with a potential to cause harm to our employees and others affected by our work.
- 2) Evaluating the probability and severity of injury or damage.
- 3) Where we identify a risk or imminent danger: - a) establishing appropriate procedures, including the stopping and resumption of work, for controlling exposure to this special risk. b) By nominating sufficient competent persons to implement the procedure for evacuation of the premises. c) By restricting access to the danger area for all who have not received adequate instruction.
- 4) Analysing the options for eliminating, reducing or controlling the risks and then take the appropriate action.
- 5) Reviewing the assessments periodically and particularly where they may no longer be valid or where there has been a significant change in work activities or processes.
- 6) Keeping records in writing or electronic form of the significant findings of risk assessments and identifying employees who may be especially at risk.
- 7) Appointing competent persons to assist us in complying with our statutory duties for safety, health and welfare.
- 8) Providing our employees and contractors on our premises with comprehensive and relevant information on risks, preventative and protective measures, emergency procedures and competent persons.

Risk assessment forms are used to control this process and are included as an appendix to this policy. Risks are assessed as to their severity rating and are rated as low, medium or high.

## **1.6 Emergency Procedures**

The school has devised an emergency evacuation Plan. This plan is displayed in each room along with a map of the school showing the location of the room and the appropriate exit route. Fire drills are held three times a year – in September, January and April.

Each fire drill is timed and the outcomes noted. Any actions required or modifications arising from the fire drill are carried out. All emergency equipment is tested and serviced each year and all necessary repairs are carried out.

All emergency exits are marked and kept unlocked while the building is occupied.

A stock of first-aid equipment is maintained in the school and these stocks are replenished as required. First aid stations are located in the following areas:

- First Aid Room
- Science Laboratory
- Construction Room
- PE Store room

A number of staff members have received training in first aid.

- Angela Dwane
- Maeve Hand
- Brian Connaughton
- Garreth Fitzpatrick
- Luka Hargen
- Grainne Coffey
- Suzanne Syron
- Nicky Kenny
- Michael O'Brien
- Mairead Hennelly
- Michelle O'Neill

## **1.7 Instruction, Training and Supervision**

All staff members are provided with whatever training is necessary to ensure a healthy and safe environment for students, staff and visitors.

## **1.8 Communication**

The health and Safety Policy and the school's Safety Statement can be viewed or downloaded from the school website – [www.saintbrendans.ie](http://www.saintbrendans.ie). The safety statement is displayed at the front entrance to the school.

## **1.9 Related Policies**

This policy should be read in conjunction with other school policies including:

- School Mission Statement
- School Tours Policy
- Admissions Policy
- Critical Incident Policy
- Extra-curricular/Co-curricular Policy
- Code of Behaviour

All school policies are available for download from the school website – [www.saintbrendans.ie](http://www.saintbrendans.ie)

# Important Contacts

- Shankill Garda Station.....(01) 6655900
- Fire Service..... 999/121
- Ambulance..... 999/121
- Coastguard..... 999/121
- Loughlinstown Hospital .....(01) 2825800

# Appendix 1

## Checklist

### Term 1

#### **Board of Management**

- Initiate safety and health audit
- Receive report on safety and health
- Review risk assessment
- Review/update safety statement
- Agree actions required
- Allocate resources where necessary
- Identify short, medium and long term priorities
- Approve/ratify safety and health decisions
- Sign off on safety and health policy
- Sign off on safety statement

#### **Principal**

- Convene meeting of safety committee
- Take necessary actions on foot of agreed safety committee decisions
- Ensure that required protocols for fire drills, accident reporting etc. are fulfilled
- Respond to safety and health reports, events and issues
- Brief staff on safety and health and report on issues as Required
- Carry out first fire drill

#### **Safety Committee**

- Review safety statement and risk assessments
- Agree programme for year – actions/priorities/changes
- Assess training needs – established (fire, first aid, manual handling etc.) and new/special requirements (new equipment, particular needs)
- Agree training programmes based on risk assessments
- Agree necessary corrective actions
- Decide on maintenance and servicing plan
- Report to the Board of Management

#### **Staff Meetings**

- Brief staff on key aspects of the safety statement – accident reporting etc.
- Note relevant changes in risk, controls and procedures
- Routinely, and as the need arises, discuss safety and health related issues

#### **Staff**

- Inspect work areas: laboratories, workshops, kitchens, classrooms etc. (teaching staff); offices, toilets, corridors, grounds etc. (Non-teaching staff)
- Complete risk assessments as appropriate to one's own area of work as requested by the Board of Management.
- Follow internal accident and incident reporting procedures
- Comply with safety and health decisions of the Board of Management.

## **Term 2**

### **Board of Management**

- Receive progress report on safety and health planning decisions
- Review significant safety and health issues as reported
- Allocate appropriate resources

### **Principal**

- Convene meeting of safety committee
- Respond to safety and health reports, events and issues
- Ensure training programme is carried out
- Carry out second fire drill
- Review accident reports
- Report to Board of Management

### **Safety Committee**

- Review progress on safety and health planning decisions
- Review implementation of training programmes
- Review safety and health events and responses
- Report to the Board of Management

### **Staff Meetings**

- Brief staff on key aspects of the safety statement – accident reporting etc.
- Note relevant changes in risk, controls and procedures
- Routinely, and as the need arises, discuss safety and health related issues

### **Staff**

- Safety inspection of work areas and equipment,
- Report of new hazards or increased risks
- Report accidents, incidents and dangerous occurrences to management.
- Participate in training as required
- Carry out safety and health actions required by the Board of Management

### **Term 3**

#### **Board of Management**

- Receive and review report on progress of safety plan
- Review and prioritise needs as identified by risk assessments
- Identify priorities for safety and health plan for following year
- Review and amend safety statement in light of above

#### **Principal**

- Carry out a comprehensive risk assessment
- Review risk assessments
- Complete year-end report, including conclusions of risk assessment, noting actions to be carried forward to next year
- Review training programme
- Report to Board of Management with recommendations for priority actions and planning programme for coming year.
- Carry out third fire drill

#### **Safety Committee**

- Review year-end report including conclusions of risk assessments
- Review findings of the reviewed risk assessment/safety statement
- Review of communication and training procedures
- Make representations to Board of Management on any safety and health issues that have arisen during the school year with a view to developing safe systems of work.

#### **Staff Meetings**

- Brief staff on key aspects of the safety statement – accident reporting etc.
- Note relevant changes in risk, controls and procedures
- Routinely, and as the need arises, discuss safety and health related issues

#### **Staff**

- Carry out new or outstanding necessary risk assessments appropriate to one's own area of work and competency.
- Report accidents, incidents and dangerous occurrences to senior management.

## **Appendix 2**

### **Accident/Incident Report Form**

**Woodbrook College  
Bray  
Co. Wicklow**

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**Accident/Incident Report Form**

**Details of Accident/Incident**

Date occurred: \_\_\_\_\_ Time occurred: \_\_\_\_\_

Description of what happened

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location: \_\_\_\_\_

**Witnesses**

Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Signature: \_\_\_\_\_

**To whom was the accident/incident reported?**

Parent/Guardian  Hospital/Doctor  Principal/Deputy Principal  Other

Other, please specify \_\_\_\_\_

**To whom did the accident/incident involve?**

Student  Teacher  Other staff member  School visitor  Member of Public

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: Home \_\_\_\_\_ Mobile \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age \_\_\_\_\_ Male  Female

**Nature of injury/illness if any**

**Apparent Nature of injury**

- |               |                          |             |                          |
|---------------|--------------------------|-------------|--------------------------|
| Abrasion      | <input type="checkbox"/> | Concussion  | <input type="checkbox"/> |
| Amputation    | <input type="checkbox"/> | Cut         | <input type="checkbox"/> |
| Asthma Attack | <input type="checkbox"/> | Dislocation | <input type="checkbox"/> |
| Bite          | <input type="checkbox"/> | Fracture    | <input type="checkbox"/> |
| Bruise        | <input type="checkbox"/> | Poisoning   | <input type="checkbox"/> |
| Burn          | <input type="checkbox"/> | Sprain      | <input type="checkbox"/> |
| Shock         | <input type="checkbox"/> | Other       | <input type="checkbox"/> |

**Part of body injured**

- |             |                          |            |                          |
|-------------|--------------------------|------------|--------------------------|
| Abdomen     | <input type="checkbox"/> | Finger     | <input type="checkbox"/> |
| Ankle (L/R) | <input type="checkbox"/> | Head       | <input type="checkbox"/> |
| Arm (L/R)   | <input type="checkbox"/> | Hand (L/R) | <input type="checkbox"/> |
| Back        | <input type="checkbox"/> | Knee       | <input type="checkbox"/> |
| Chest       | <input type="checkbox"/> | Leg (L/R)  | <input type="checkbox"/> |
| Ear (L/R)   | <input type="checkbox"/> | Mouth      | <input type="checkbox"/> |
| Eye (L/R)   | <input type="checkbox"/> | Neck       | <input type="checkbox"/> |
| Elbow       | <input type="checkbox"/> | Nose       | <input type="checkbox"/> |
| Face        | <input type="checkbox"/> | Shoulder   | <input type="checkbox"/> |
| Foot (L/R)  | <input type="checkbox"/> | Other      | <input type="checkbox"/> |

Other, please specify

\_\_\_\_\_

Brief description of the injury

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Treatment Details**

None  First Aid  Local Doctor/Clinic  Hospital A and E

In the case of First Aid:

Who administered the First Aid: \_\_\_\_\_ Tel: \_\_\_\_\_

What First Aid was administered: \_\_\_\_\_

\_\_\_\_\_

**Supervision**

What arrangements were in place for supervision at the time of the incident/accident?

\_\_\_\_\_  
\_\_\_\_\_

How many pupils were in the area at the time of the incident/accident? \_\_\_\_\_

How many supervisors were supervising the area at the time? \_\_\_\_\_

Was the incident/accident witnessed by a teacher/supervisor? Yes  No

If Yes, state name: \_\_\_\_\_

**Other Information**

Did the accident/incident occur during school hours?      Yes       No

Exact time of accident/incident \_\_\_\_\_

Did the incident/accident involve any machinery or other equipment?      Yes       No

Details

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was the incident/accident caused by a defect in the premises?      Yes       No

If yes, give details

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Details of Person completing this Form**

Name: \_\_\_\_\_      Position: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_      Mobile: \_\_\_\_\_

Signature: \_\_\_\_\_      Date: \_\_\_\_\_

**Map**

Please draw a rough map of the area showing the location of the incident/accident and the position of supervisors/teachers.

# Appendix 3

## Walk-Thru Safety Checklist

Date: \_\_\_\_\_

### Hazards Identified

	Area	Hazard
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____

Signed: \_\_\_\_\_

Position: \_\_\_\_\_

## **Appendix 4**

### **Health and Safety Audit**

# Health and Safety Audit

## To all Staff

I would be grateful if you could take time to carry out a health and safety audit of the rooms in which you work in this week. As soon as any safety issues are identified, appropriate action will be taken to resolve the issues concerned.

Teachers of Science, Physical Education and Practical Subjects should also indicate any first aid supplies which you require for your room.

**Name:** \_\_\_\_\_

**Room/Area:** \_\_\_\_\_

**Hazards Identified:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**First Aid Supplies Required:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Any other health and safety Information you would like to bring to the attention of school management**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please return completed forms to the front office by:**

**Date:** \_\_\_\_\_

## Appendix 5

### Woodbrook College Emergency Evacuation Procedures

**On hearing the Fire Alarm, the following evacuation procedure and route is to be followed:**

1. The students should line up quickly and quietly at the door of the classroom leaving all personal belongings e.g. books, coats and bags, behind them.
2. **The classroom teacher should instruct all students as to (a) which exit route to use and (b) which assembly area to go to, as indicated in the classroom display.**
3. The teacher should open the classroom door and observe the other classrooms in your zone in order to determine when your class should exit. The order of leaving is indicated on the evacuation procedure guidelines in each room.
4. **Signal your class to leave when appropriate.**
5. The teacher leaves the classroom last and closes the door.
6. **Proceed calmly but briskly to your designated assembly area.**
7. The teacher calls the roll. All teachers are required to do a roll call at the beginning of each class. This roll should be brought by the teacher to the assembly area where it is checked against those present.
8. **Report any missing students when management checks your assembly area. The teacher should then return to the building to search for the pupil if it is deemed safe to do so.**
9. It is essential that teachers maintain good order and control among their class group throughout the procedure. Any inappropriate behaviour of pupils should be reported to management.
10. **Return to the building only after management or the emergency services have confirmed that it is safe to do so.**

**Review**

Review Date:..... \_\_\_\_\_