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Appendices

Colaiste Cholmcille Policies and Procedures approved by the Board of Management.

- Enrolment Policy for students
- School rules for students
- Countering Bullying Behaviour
- School Code of Discipline

Safe Codes of Practices / Behaviour for Students While

- Working in School Laboratories
- Working in School Workshops
- Working School Kitchens
- Behaviour in School Gymnasiums

Colaiste Cholmcille, Ballyshannon, Co Donegal.

Safety Policy

This document sets out the Safety Policy of Colaiste Cholmcille, Ballyshannon, Co Donegal

It is the intention of Colaiste Cholmcille, that work will be carried out in accordance with the relevant statutory provisions of The Safety Health and Welfare at Work Act 2005 (Section 3) and the Safety, Health and Welfare at Work Act (General Provisions) Regulations 1993.

Colaiste Cholmcille, Ballyshannon, Co Donegal.

General Board of Management Chairman Statement

I on behalf of the Board of Management of Colaiste Cholmcille.

I would like to thank all the school Staff for their contribution to safety and in their continual efforts in prevention of accidents. The Board of management values each and every employee The Board of Management of Colaiste Cholmcille objective is that we all go home to our families at the end of each working day as we commence it.

In order to achieve our objective to provide the safest and healthy working conditions possible the Board of Management expects the participation of all members of the board, school employees, parents of students, members of the parents association and others who use the school with the approval of the Board of Management in safety related matters. I am confident of all your commitment to achieving our goal.

The Board of Management of Colaiste Cholmcille is accountable and has overall responsibility for safety within the School, other personal responsibility for safety filters downwards to the school principal, vice principal and all the school employees as stated in The Safety Health and Welfare at Work Act 2005 “ Duties of Employees” (Section 4) while at work.

The Board of Management accepts under the provision of the Safety, Health and Welfare at Work Act 2005 and subsequent Regulations its responsibility to ensure, so far as reasonably practicable, the Safety, Health and Welfare of all employees, members of the public and any others who may be affected by our activities.

Chairman of Board of Management, Coláiste Cholmcille, Ballyshannon, Co Donegal.

Colaiste Cholmcille, Ballyshannon, Co Donegal.

Organisation

The members of the Board of Management of Colaiste Cholmcille, Ballyshannon, Co Donegal.

Chairperson:

School Principle:

Secretary:

Treasurer:

Other Board Members:

Review of Safety Statement

This statement will be reviewed and updated

- Annually from date of signing.
- When changes take place in any management or Board of Management .
- Where new work procedures or equipment are introduced.
- When a new hazard is identified.

Colaiste Cholmcille, Ballyshannon, Co Donegal.

School Principal, Vice Principal and Teachers with Post of Responsibilities

The principal, of the school, has overall responsibility to the Board of Management for the health and safety of all persons using School Building or lands or buildings for legitimate purposes. In the absence of the principal the vice principal will normally act on his / her behalf.

The principal and vice principal has total responsibility for the safety of all employees and others within the school. It is his / her responsibility to manage safety in the same way as any other activity within the school and to achieve and maintain the highest standards of Health and Safety and provide along with the Board of Management

- A safe place of work.
- Safe plant and machinery.
- Provide adequate information, instruction, and training.
- Where risk assessment deems it is not reasonable or practicable to eliminate a hazard to protect an employee or group of employees in other ways, suitable protective equipment will be provided..
- Provide competent persons when required in assisting the Board of Management in securing the safety health and welfare of employees.
- Correct means of access, egress, equipment, lighting and personal protective equipment is provided.
- To inform their staff of risks and hazards.
- To supervise staff and give instructions on proper work methods.
- To ensure all safety instructions are carried out.
- To consult with, and, as far as is reasonably practicable, take account of representations of trade unions, Safety Representatives and individual staff members

Colaiste Cholmcille, Ballyshannon, Co Donegal.

Teachers & Other Employees

Whilst the overall responsibility for health and safety rests at the Board of Management level, all employees at every level have to accept degrees of responsibility for carrying out the school safety policy

Employees Responsibilities

Establishing and maintaining a safe and healthy working environment is not exclusively a management responsibility. All employees are required under the law to accept responsibility for co-operating in implementing, rules, procedures,.

In particular all employees have an obligation to:

- Take care of their own safety and that of their colleagues and members of the public who may be affected by their acts or omissions while at work.
- Co-operate with management to ensure compliance with legal safety obligations.
- Be familiar with and observe the safety rules..
- Not misuse anything provided to secure the health, safety and welfare of employees.
- Use in the designated manner prescribed protective clothing, equipment, appliances or other means for securing their health, safety and welfare while at work.
- Report to management, without unreasonable delay, any hazards or defects of which they become aware which might endanger safety.
- Staff may not attend work while under the influence of alcohol or drugs. Staff taking medication should obtain confirmation from their doctor that it is safe for them to attend work.

Colaiste Cholmcille, Ballyshannon, Co Donegal.

Staff Safety Representative : If the numbers of employees grow to the required number for selection of a Staff Safety Representative the following method of selection will be implemented. However regular safety meetings will be held between the manager and the staff on matters of safety regardless of numbers employed.

Management are committed to consulting with the Safety Representative on all matters of safety and will consider any representations or suggestions made by him / her in relation to the health, safety and welfare of employees.

Method of selection : Nominated or elected by staff. If an election is required to select a Safety representative the Method of election will be by secret ballot, (one-person one vote)

Term of office: Three years.

Smoking Policy

Creevy School No Smoking Policy reflects the Board of Managements concerns for the Health and Safety of all staff and complies with the statutory obligations of both management and staff / sub contractors under the Tobacco Smoking (Prohibition) Regulations 2003

Environment

Under the Safety Health and Welfare at Work Act 2005, there is an obligation on every employer to provide a safe work environment and to protect the workforce from workplace hazards.

In October 2003, under Section 47 of the Public Health (Tobacco) Act 2002 the Minister for Health and Children introduced the Tobacco Smoking (Prohibition) Regulations 2003. With effect from 29th March 2004 it will be a criminal offence for a person to smoke in the workplace or for an employer to allow smoking in the workplace. This legislation only permits smoking outside buildings or in 'open workplaces'

Examples of where smoking is now prohibited include areas such as those listed below:

- Class rooms
- Offices
- Toilets
- Enclosed corridors
- Confined Spaces
- Staff Room

Colaiste Cholmcille, Ballyshannon, Co Donegal.

Bullying / Harassment / Sexual Harassment

It is policy to provide a right of all employees to work in an environment, which is free from all types of bullying, harassment and sexual harassment.

A complaint of bullying, harassment or sexual harassment may, following investigation, lead to disciplinary action.

Bullying, harassment and sexual harassment are unacceptable forms of behaviour which

- could be illegal,
- may be regarded as gross misconduct,
- will not be tolerated.

Such forms of behaviour harm working relationships, affect efficiency in the workplace, can damage responsibility to our students and undermine morale. The Board of Management of Colaiste Cholmcille is committed to fostering and maintaining a positive working environment where all are treated with respect and dignity.

Colaiste Cholmcille, Ballyshannon, Co Donegal.

First Aid Treatment point

The first aid treatment equipment is available in the school

Accidents

Accident Procedure

Accidents are divided into two categories minor and serious.

Minor Accidents

In the case of a minor accident, the injured person should make their way to the first aid treatment point He/she should then seek the assistance of the appropriate person.

Serious Accidents

Any person involved or discovering a serious accident should
Contact

- Contact the principal who will contact the emergency services (Ambulance) by dialling 999 or 112.
- Wait at the scene of the accident until help arrives.
- Take the necessary precautions to preserve life and prevent further injury to the casualty while help arrives and the situation is being brought under control.

All accidents must be recorded in the Accident Book. (Social Welfare Act 1993)

Drugs or Medication

It is school policy that medication or drugs are not administer to staff or students

Accident Book Location

- The accident book is retained by the School principal.

All Accidents to employees must be recorded in this book

Colaiste Cholmcille, Ballyshannon, Co Donegal.

Reports of Accidents to the Health And Safety Authority (H.S.A)

Reportable Accidents : Three days absence due to injury, this does not include the day of accident. **IR1** form to be sent to the H.S.A.

Dangerous Occurrence: See list of definitions in dangerous occurrence report form **IR3**. As a general rule it is a incident which could have caused serious injury but was not reported by reason of no death or injury. Because of that fact all near misses must be reported to and investigated by Cummins Construction.

Accident investigation : All accidents should be investigated. A written accident report must be carried out on any accident that causes an absence from work due to injuries. This report must be retained on record.

Fire - Response Persons

On hearing the alarm they will take control of all operations

- Alert the fire brigade.
- Alert other emergency services if required.
- Contact other contractors.
- Contact other designated persons as required.
- Meet and brief the emergency services.

Training

All new employees of Colaiste Cholmcille will receive induction training before they commence work.

The training will describe the School activities.

- Emergency fire procedure
- School first aid procedure
- Other training as deemed necessary

Colaiste Cholmcille, Ballyshannon, Co Donegal.

Member of the Public

(SHAWA 1989, Occupiers Liability Act 1995)

In the interests of safety & Security within the School

- Visitors must be informed of and observe the School policies regards safety, smoking, etc.
- No visitor is permitted to enter the School without permission of the principal or in the case of student's parents, the class teacher.
- No visitor shall be allowed to wander unaccompanied the School.

Welfare Facilities

Washing and toilet facilities will be provided for all employees. It is the duty of all who avail of these facilities to use them in a proper manner.

Housekeeping

- Scrap, rubbish or waste food must not be allowed to accumulate.
- Rubbish must be removed and put in the appropriate bins.
- Every drip or slippery patch on floors must be cleaned at once.
- All corridors and fire exit doors must be kept clear of obstructions and rubbish at all times.

HAZARD ASSESSMENT No.1

HAZARD	FIRE
RISK ASSESSMENT	Low Colaiste Cholmcille has has by means identification of the hazard and the placement of fire fighting equipment in its locations and the continued use of good working practices minimised the risk of fire.
CONTROL MEASURES	<ul style="list-style-type: none">• Guard against an outbreak of fire• Ensure as far as reasonably possible the safety of persons on the premises in the event of an outbreak of fire. <p>The Fire Safety Programme will incorporate;</p> <ul style="list-style-type: none">• The prevention of an outbreak of fire through the establishment of day to day fire prevention practices• The instruction and training of staff to familiarise them with fire and emergency evacuation procedures and the use of fire fighting equipment• The holding of fire and evacuation drills• The provision and maintenance of escape routes free from obstruction and all exits unlocked and operational• The provision of adequate fire protection equipment and systems• The maintenance of good house keeping practices to ensure the removal of all combustible rubbish.• The maintenance of electrical installations and ensuring that all electrical equipment is switched off and unplugged when not in use• Means of Escape will be established, identified and maintained <p>Creevy School will maintain a fire safety register;</p> <h3>Fire fighting equipment</h3> <p>The purpose of portable fire fighting equipment is as follows;</p> <ul style="list-style-type: none">• Extinguish incipient fires• Protect means of escape, in the event of out break of fire• Protect employees and shareholders, visitors• Protect property

HAZARD ASSESSMENT No.2

HAZARD	Use of Tools & Equipment (Minor Maintenance)
RISK ASSESSMENT	Low Colaiste Cholmcille has has by means identification of the hazard and the placement of fire fighting equipment in its locations and the continued use of good working practices minimised the risk of injury
CONTROL MEASURES	<p>Guard against flying particles, cuts or falls</p> <ul style="list-style-type: none">• Concrete• Glass• Steel nails• Cuts to hands• Fall of Ladder <p>Use of</p> <ul style="list-style-type: none">• Maintenance and inspection of tools & equipment prior to use• Use of safety goggles• Use of safety gloves• Services of competent persons for high risk maintenance work• Reporting of defects and replacement of damage equipment

HAZARD ACCESSMENT No.3

HAZARD	ACCESS AND EGRESS inadequate access and egress facilities can result in <ul style="list-style-type: none"> • Restriction of orderly evacuation of the premises • Obstruction of emergency exits
RISK ACCESSMENT	Low Colaiste Cholmcille has has by means identification of the hazard and the identification, marking of exits and the continued use of good working practices moved to minimise the hazard.
CONTROL MEASURES	<ul style="list-style-type: none"> • All doors and access points will be kept clear and maintained • All passageways will be kept clear of obstructions • All floor coverings and surfaces will be kept in clean and in good order • Adequate lighting will be provided at all entry, exit points, corridors and passage ways • Fire escape doors will not be obstructed at any time

HAZARD ACCESSMENT No.4

HAZARD	HOUSEKEEPING & STAFF ROOM Staff room not adequate in size or facilities for number of staff employed Poor house keeping can pose a wide variety of risks to health and safety TRIPS - Materials left lying in open passageways SLIPS - Slippery material strewn around COLLISION - Blockage of access, passageways with materials FIRE - Inadequate and infrequently disposal of combustible rubbish
RISK ACCESSMENT	Med to High Colaiste Cholmcille has by means identification of the hazard and the identification, marking of exits and the continued use of good working practices moved to minimise the hazard.
CONTROLS MEASURES	General <ul style="list-style-type: none"> • Employees maintain the work place in a tidy condition at all times • Employees will ensure that all waste materials in and around the building are disposed of safely • Management will ensure suitable storage areas are available and that materials are stored so as not to create difficulty Practice requirements with regard to storage, cleaning and tidiness Specific actions Electric kettles or telephone cables are not to trail unprotected across the floor. <ul style="list-style-type: none"> • All damaged floor covering, furniture, equipment shall be reported and replaced or repaired. • Before using chemicals (e.g. photo copier toners) read the instructions on the container and avoid contact with the skin • Floor areas will be kept clear of materials and litter

HAZARD ASSESSMENT No.5

HAZARD	<p>MANUAL HANDLING</p> <ul style="list-style-type: none">▪ Incorrect method of lifting▪ Attempting to lift something which is too heavy <p>The main injuries associated with manual handling and lifting are:</p> <ul style="list-style-type: none">▪ Back strain, slipped disc.▪ Hernias.▪ Lacerations, crushing of hands or fingers.▪ Repetitive Strain Injury.▪ Bruised or broken toes or feet.▪ Various sprains, strains, etc
RISK ASSESSMENT	<p>MED</p> <p>Colaiste Cholmcille has by means identification of the hazard and the continued use of good working practices moved to minimise the hazard.</p>
CONTROL MEASURES	<ul style="list-style-type: none">▪ Loads which must be manually handled shall be assessed on the basis of their risk to health and safety and due caution exercised where there is a risk of back injury etc.▪ The method of handling shall take account of the size, weight, shape, condition and position of the load to be handled.▪ Where possible measures shall be taken to reduce the amount of manual handling to a minimum and mechanical handling devices supplied and used in so far as is reasonably practicable.▪ Non slip mats on floor surfaces shall be supplied on areas where there is a particular risk of slipping.▪ Portable step platforms shall be supplied and used to access loads at high levels.▪ Adequate lighting shall be supplied to ensure that visibility is sufficient at all times.

HAZARD ASSESSMENT No.6

HAZARD	<p>VDU[Visual display units]</p> <p>The main problems, which can occur with the use of VDUs are related to the design of the job or workstation. If there is intensive or continuous use in your office, make sure that there are adequate breaks and that users know how to arrange their work and workstation to avoid awkward movements, reflections, aches and pains.</p>
RISK ASSESSMENT	<p>Low</p> <p>Colaiste Cholmcille has by means identification of the hazard and the continued use of good working practices moved to minimise the hazard.</p>
CONTROL MEASURES	<p>The 1993 General Application Regulations require employers to carry out a risk assessment of the V.D.U. workstation including the keyboard, the V.D.U. screen.</p> <p>Accordingly staff should;</p> <p>VDUs</p> <ul style="list-style-type: none">▪ Keep VDUs in good condition▪ Ensure that VDU screens meet appropriate criteria for performance, brilliance, character and design, etc▪ For habitual V.D.U. users i.e. more than one hour continuous use per day, eye tests will be provided <p>Restrictions on continuous use</p> <ul style="list-style-type: none">▪ Short frequent breaks/intervals are recommended as more beneficial, over infrequent long breaks▪ Total time of continuous work at VDU is restricted to 6 hours per day <p>CHAIRS</p> <ul style="list-style-type: none">▪ Use of proper suitable seating as proved▪ Lighting, all lights in working areas are to be kept in good order.

HAZARD ASSESSMENT No.7

HAZARD	GENERAL OFFICE & CLASS ROOM WORK While office work may not be considered as a high-risk activity, unsafe work systems and layout may result in injury or illness.
RISK ASSESSMENT	Med Colaiste Cholmcille has by means identification of the hazard and the continued use of good working practices moved to minimise the hazard.
CONTROL MEASURES	<ul style="list-style-type: none">▪ Adequate office space is allocated for the working personnel.▪ All furniture, fittings and equipment shall be arranged so that staff can move about without collision with sharp corners of desks etc.▪ Ensure that enough room is available for opening filing cabinets.▪ Only one drawer of a filing cabinet shall be opened at any one time. All drawers should be closed after use.▪ Sufficient lighting shall be provided.▪ Sufficient ventilation shall be provided particularly in the vicinity of photocopying▪ Electric or telephone cables shall not trail unprotected across the floor. Cable covers shall be supplied and used.▪ Chairs desks or drawer should never be used to access higher areas. Stepladders shall be used.▪ All items stored above head level shall be stored properly to prevent falling.▪ The mains power supply shall be disconnected before attempting to move electrical equipment.▪ All damaged floor covering, furniture equipment or machinery shall be reported, replaced or repaired.▪ Before using chemicals (e.g. photocopier toners) read the instructions on the container and avoid contact with skin or clothing.▪ Floor areas shall be kept clear of materials and litter.▪ Dangerous waste e.g. broken glass, shall be carefully disposed off.▪ Regular Supervision and awareness by teachers

HAZARD ASSESSMENT No. 8

HAZARD	CLEANING OF SCHOOL & USE OF CHEMICALS
RISK ASSESSMENT	Med Colaiste Cholmcille has by means identification of the hazard and the continued use of good working practices moved to minimise the hazard.
CONTROL MEASURES	Floor cleaning & polishing takes place evening and weekends. Warning signs to be erected and access to wet area or polish area restricted if the event of polishing or washing taken place during school hours. Use of non-slip polish on floors Used chemical containers to be disposed off in a safe manner Chemical data sheets to be available for user Chemicals to be clearly identifiable and stored in a locked area.

HAZARD ASSESSMENT No. 9

HAZARD

Laboratories, Workshops, Kitchens and Use of School Gymnasiums
Chemicals burns, Explosions, Burns, Amputations, Electrocution, food poisoning, Fractures, Falls or Spinal Injuries.

RISK ASSESSMENT

Med
Colaiste Cholmcille has by means identification of the hazard and the continued use of good working practices moved to minimise the hazard.

CONTROL MEASURES

- Areas under the control of trained competent persons.
 - The mains power supply shall be disconnected before attempting to move any electrical equipment.
 - P.P.E.
 - All machine guards and covers in place
 - Proper ventilation in chemical mixing area
 - Emergency eye wash stations
 - Safety glasses for eye protection
 - Welder shields, goggles for welding
 - Before using chemicals read the instructions on the container and avoid contact with skin or clothing.
 - Proper food storage
 - Proper food hygiene
 - Regular cleaning of work top surfaces
 - Proper disposal of waste foods
 - Dangerous waste e.g. chemicals, broken glass, steel, shall be carefully disposed off.
 - Regular Supervision and awareness by teachers of hazards.
 - Supervision and instructions to students.
 - Workplace specific work procedure for students
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