



Safety Statement



Presentation College

Askea

Carlow

County Carlow

R93 F298



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Part 1

General Information and Responsibilities

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1 General Policy Statement

This document sets out the Health and Safety Policy of Presentation College and specifies the means provided to achieve this policy. The objective is to provide a safe and healthy work environment for all employees and to meet our duties to students, parents, contractors and members of the public who may be affected by our operations. The success of this policy depends on the co-operation of all those who make up the school community. It is important therefore that this document is read carefully and that the role of each employee is understood to ensure the success of school policies. It is the intention that this document will be amended regularly in the light of experiences and will take into account any changes in legislation which may be relevant. Employees and others will be encouraged to put forward suggestions for the improvement of this Safety Statement.

The policy of the Board of Management is:

- ◆ To comply with the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007 and all relevant safety legislation in the Republic of Ireland
- ◆ To ensure the safety, health and welfare at work of all employees in so far as is reasonably practicable
- ◆ To ensure that people, including students, not in our employment who may be affected by our work activities, are not exposed to health and safety risks
- ◆ To consult with all employees and sub-contractors on issues of safety, health and welfare at work, take account of their representations, as far as is reasonably practicable and notify them of their specific duties under the 2005 Act
- ◆ To make available information, instruction, training and supervision on safe working practices, as detailed in the Safety Statement, to the entire workforce



- ◆ To ensure that all necessary resources, structures and procedures are in place to allow effective implementation and maintenance of the Safety Statement and make any changes deemed necessary.

Implementation

This policy statement will be implemented by **Mr Ray Murray** with the assistance of the pertinent staff, as detailed in the statement.

Signed: _____ Date: 11th November 2021
Principal

I, the undersigned, endorse and take responsibility on behalf of the Board of Management of Presentation College for the implementation of this policy statement.

Signed: _____ Date 11th November 2021
Fr Conn Ó Maoldhomhnaigh

For and on behalf of the Board of Management

2 Brief Description of School

Presentation College is a coeducational voluntary Catholic secondary school which caters for students of all religions and backgrounds. It is a school in the Presentation tradition under the trusteeship of CEIST (Catholic Education an Irish Schools Trust). We aim to provide our students with an education that equips them for life and living in the modern world. We are located on a twelve-acre site in Askea in Carlow town.



Subjects taught:

Junior Cycle: Core Subjects

All students study the subjects in this column for State Examination (Junior Cycle)	Students also study the subjects in this column, but not for State Examination. The school will report to parents on students' progress and on the Junior Cycle Profile of Achievement:
<ul style="list-style-type: none"> ▪ English 	✓ Religious Education
<ul style="list-style-type: none"> ▪ Irish (unless officially exempt) 	✓ Wellbeing – consisting of the following subjects:
<ul style="list-style-type: none"> ▪ Maths 	➤ Civil, Social, and Political Education (CSPE)
<ul style="list-style-type: none"> ▪ Geography 	➤ Computer Studies
<ul style="list-style-type: none"> ▪ History 	➤ Physical Education
	➤ Social, Personal and Health Education (SPHE)
	➤ Guidance -related learning and activities will also form part of the Wellbeing Programme

Junior Cycle Option Subjects

In addition to the core curriculum above, students in Junior Cycle study <u>four</u> of the subjects below	
Applied Technology	Business Studies
French	German
Graphics	Home Economics
Music	Science
Visual Art	Wood Technology

Leaving Certificate

The core curriculum which is studied by most students in Fifth and Sixth Year consists of the following subjects:	Students study four of these Option Subjects:
English	Accounting
Irish	Agricultural Science
Maths	Art
Career Guidance	Biology
Computer Studies	Business
Health Education	Chemistry
Physical Education	Construction Studies
Religious Education	Design and Communication Graphics
	Economics
	French



	Geography
	German
	History
	Home Economics
	Music
	Physics
	Technology

Leaving Certificate Vocational Programme (LCVP)

Typically, LCVP students take seven Leaving Certificate Subjects plus the Link Modules.

The Link Modules studied in Presentation College are:

1. Preparation for the World of Work
2. Enterprise Education

Transition Year

Core Subjects: English, Irish Maths, Career Guidance, Computer Studies, Health Education, Physical Education, Religious Education (including Social Action Project)

Modules are currently studied in the following

Accounting	Agricultural Science	Art	Biology
Business	Chemistry	Construction Studies	Design and Communication Graphics
Economics	French	Geography	German
History	Home Economics	Music	Physics
Technology			

All students engage in Work Experience each Wednesday.

All students complete a Personal Reflection Task on their learning in Transition Year

Other Options currently include:

Development Education
Enterprise
Kinesiology
Music Production
Performing Arts
Road Safety and Car Maintenance



3 Board of Management

Chairperson	Fr. Conn Ó Maoldhomhnaigh
Trustee Nominee	Sr. Maureen O 'Rourke
Trustee Nominee	Mr. Maurice Regan
Trustee Nominee	Ms. Mary Walsh
Teacher Nominee	Ms. Sinéad Nagle
Teacher Nominee	Mr David Doyle
Parent Nominee	Ms. Dolores O'Neill
Parent Nominee	Ms. Sinéad Kealy
Secretary	Mr. Ray Murray

4 Duties of the Board of Management

Section 8 of the Safety Health and Welfare at Work Act 2005 requires every employer to ensure, so far as reasonably practicable, the safety, health and welfare at work of all his, or her, employees. The Board of Management is responsible for ensuring that personnel, planning and financial investment are adequate to meet the commitments of the general policy statement and the detailed commitments on control of hazards which are made later in this statement.

The Board of Management has the responsibility to constantly review the performance and standards achieved in relation to the health and safety of all operations in the school and to consider all of the risks to which employees, students, contractors and visitors are exposed. The Board of Management accepts the following specific responsibilities:

- ◆ Ensure that an effective statement on Safety, Health and Welfare is available within the school and direct its implementation.
- ◆ Apply the school's policies on health, safety and welfare.
- ◆ Co-ordinate and prioritise for action any health and safety issues raised by checks and audits or by individual employees.
- ◆ Ensure that all systems of work are regularly reviewed for health and safety reasons.
- ◆ Ensure that plant, equipment, buildings and facilities are maintained to a high standard and are as safe as reasonably practicable.



- ◆ Ensure that new systems and equipment being introduced are as safe as practicable.
- ◆ Consult with individual employees on health and safety issues which affect them and take appropriate action arising out of consultations and matters raised at the staff and subject department meetings.
- ◆ Ensure that all statutory and recommended safety inspections and certifications are recorded for equipment such as fire equipment.
- ◆ Prevent improper conduct or behaviour (for example, violence, bullying or horseplay at work)
- ◆ Ensure the design, provision and maintenance of:
 1. safe work places
 2. safe means of access to and egress from the workplace
 3. safe plant and machinery
- ◆ Ensure that adequate resources of personnel and finance are available to enable compliance with the Safety Statement.
- ◆ Ensure safety and prevention of risk from the use of any substance or article, from noise, vibration or ionizing or other radiations or any other physical agents at the place of work.
- ◆ Ensure that all personnel at management level enforce the safety standards as set out in the Safety Statement and that adequate instruction, training, supervision and any necessary information are provided for all employees.
- ◆ Ensure that safe systems of work are in place.
- ◆ Ensure the preparation of adequate plans and procedures to be followed in the case of an emergency or the presence of serious or imminent danger.
- ◆ Direct and support the work of the School Principal.
- ◆ Review the effectiveness of the Safety Statement annually and ensure that it is modified as necessary.
- ◆ Arrange for insurance cover for all risks especially in relation to injuries to employees, students, and parents, members of the public and loss or damage to school property.



- ◆ Report accidents and dangerous occurrences to the Health and Safety Authority (HSA) as required
- ◆ Review insurance and claims records periodically and make any changes deemed necessary.
- ◆ Provide a financial review on safety, health and welfare to be included in the annual accounts.

5 Duties of Principal

- ◆ Take responsibility for safety, health and welfare in school facilities
- ◆ Acquire a full and accurate knowledge and understanding of the Safety Statement and ensure that all personnel under his supervision appreciate their responsibilities
- ◆ Understand and implement all school safety policies and statutory requirements
- ◆ Ensure all school activities are planned and organised to minimise risk and to create a safe working environment
- ◆ Ensure that employees adhere to safe systems of work and ensure that the equipment they are using is kept in safe condition
- ◆ Ensure that all necessary suitable Personal Protective Equipment (PPE) is provided and maintained where risks cannot be eliminated and all personnel (including students) are wearing the appropriate protective equipment and following the correct safety procedures for the tasks they are involved in
- ◆ Ensure adequate welfare facilities are provided and maintained
- ◆ Provide adequate supervision at all times, to ensure that all safety rules are observed and adhered to
- ◆ Ensure that all accidents and dangerous occurrences are reported and are entered in the Incident File.
- ◆ Review absences due to accidents, injury or illness at work and ensure that occurrences are notified to the Insurance Company (when likely to lead to a claim) and to the Health and Safety



Authority (Form IR1) when an employee is off work for more than three days

- ◆ Co-operate with the Board of Management in implementing the school safety policy
- ◆ To arrange, in consultation with the Board of Management, that adequate funds and facilities are made available to implement the safety policy
- ◆ To arrange for the maintenance of all fire equipment and ensure that all relevant certificates (as required under Health and Safety legislation) are available for inspection
- ◆ To make provision for appropriate safety training and instruction
- ◆ To maintain the safe upkeep of the premises
- ◆ To provide full executive support for all staff who have been given responsibility under this statement of policy
- ◆ To provide feedback and evaluation to the Board of Management of the extent to which this policy has been put into effect
- ◆ To review with staff, the safety standards in their areas
- ◆ To set a personal example
- ◆ To release staff for training where necessary
- ◆ To assist in compiling the Annual Health and Safety Report of the school

6 Responsibilities of Deputy Principals

- ◆ To assume the responsibilities of the Principal (see Section 4 above) in safety and health matters in the absence, for any reason, of the Principal.
- ◆ To assist (following consultation with the Health and Safety Coordinator) in the assessment of the health and safety needs of the school on an annual basis.
- ◆ To make provision, in consultation with the Principal, for appropriate safety training and instruction.



- ◆ To retain all relevant information that will assist in the compilation of the annual Health and Safety Report
- ◆ To know the statute requirements and ensure that they are observed
- ◆ To insist that sound and safe working practices are observed at all times.
- ◆ To ensure that safety precautions are accounted for when employing outside contractors.
- ◆ To insist that the protective clothing and equipment provided is used
- ◆ To ensure that high standards of hygiene throughout the school are observed.
- ◆ To be familiar with fire drills and evacuation procedures within the buildings and the school grounds.

7 Responsibilities of Teachers

- ◆ To ensure that students carry out all their routines in a safe manner and do not create danger for themselves or for others
- ◆ To supervise and control the entry of students to and from the school and to prevent loitering in the corridors, classrooms, toilets and social areas and outside the buildings.
- ◆ Supervise their students at all times and not to leave their class unattended.
- ◆ To be familiar with and that their charges are familiar with evacuation procedures
- ◆ To be familiar with the location of fire-fighting equipment
- ◆ To notify the Principal, Deputy Principals or Health and Safety Coordinator of any accidents or incidents that occur and to record them as per the reporting system
- ◆ To insist that all staff and students wear protective clothing and use protective equipment where necessary



- ◆ To identify hazards intrinsic to their own disciplines and to ensure that they eliminate or take protective action against them
- ◆ Use notices liberally to highlight problem areas
- ◆ To set an example for all
- ◆ To comply with all developing Safety and Health legislation as circulated by the Principal and Health and Safety Coordinator
- ◆ To encourage safe practice in their own working area
- ◆ To collaborate in the completion of the Risk Assessments pertaining to their working area and their own specialist knowledge

8 Responsibilities of SNAs

- ◆ To ensure that students in their care carry out all their routines in a safe manner and do not create danger for themselves or for others
- ◆ To supervise and assist the movement including entry and egress of students in their care as necessary
- ◆ To be familiar with and that their charges are familiar with evacuation procedures
- ◆ To be familiar with the location of fire-fighting equipment
- ◆ To participate in all training pertaining to addressing the safety and health needs of individual students as they arise
- ◆ To notify the Principal, Deputy Principals or Health and Safety Coordinator of any accidents or incidents that occur and record them as per the reporting system
- ◆ To observe high standards of cleanliness and hygiene
- ◆ To wear protective clothing and use protective equipment where necessary
- ◆ To identify hazards intrinsic to their own work and to ensure that they eliminate or take protective action against them
- ◆ To comply with all developing Safety and Health legislation as circulated by the Principal and the Health and Safety Coordinator



- ◆ To work in a manner that is safe to themselves and to others
- ◆ To encourage safe practice in their own working area
- ◆ To collaborate in the completion of Risk Assessments pertaining to their working area and their own specialist knowledge

9 Responsibilities of Cleaners

- ◆ To work in a manner that is safe to themselves and to others
- ◆ To be familiar with fire drills and evacuation procedures
- ◆ To be able to identify and use the correct fire extinguishers
- ◆ To wear the proper protective clothing
- ◆ To report immediately any injury, no matter how minor
- ◆ To assist the teaching staff in the supervision and control of students and to prevent loitering in the corridors, classrooms, toilets and social area outside and inside the buildings
- ◆ To attend to spillages immediately
- ◆ To barricade area of spillages until they are completely dry
- ◆ To dispose of rubbish as soon as possible to avoid build up
- ◆ To report any defect in machinery or equipment
- ◆ To avoid leaving trailing cables. If this is necessary use notice to the effect that cleaning is in progress
- ◆ To observe high standards of cleanliness and hygiene
- ◆ To ensure that all mats and carpets are properly laid and unrumpled
- ◆ To identify and use correct fire extinguishers
- ◆ To carry out all duties assigned to them in accordance with their training and skill sets
- ◆ To collaborate in the completion of Risk Assessments pertaining to their areas of work and their own specialist knowledge

10 Responsibilities of Caretakers

- ◆ To work in a manner that is safe to themselves and others



- ◆ To use the proper tools and equipment for each task they undertake
- ◆ To report any hazard that is encountered
- ◆ To use proper protective clothing and equipment where necessary
- ◆ To assist the teaching staff in the supervision and control of students and to prevent loitering in the corridors, classrooms, toilets and social area outside and inside the buildings
- ◆ To ensure that no people have access to areas which are hazardous or whilst work is in progress
- ◆ To be available for attendance when the school is open outside normal hours
- ◆ To be familiar with fire drills and evacuation procedures
- ◆ To be familiar with the use of fire-fighting equipment
- ◆ To prevent the build-up of rubbish and especially of combustible material
- ◆ To maintain heating and ventilation plant in proper working order
- ◆ To repair light fittings as soon as they become faulty
- ◆ To repair broken windows and doors at all times
- ◆ To remove broken furniture from use and to have it repaired / replaced
- ◆ To ensure that all exits, entrances, fire-fighting equipment and fire alarm points are not obstructed
- ◆ To monitor continuously that services such as gas and electricity are safely isolated when not in use in particular locations. This will entail ongoing patrols of all these locations.

11 Responsibilities of All Employees

Employees are reminded that Section 13 of the Safety, Health and Welfare at Work Act 2005 imposes a duty upon them while at work to:

- ◆ Comply with the various statutory provisions

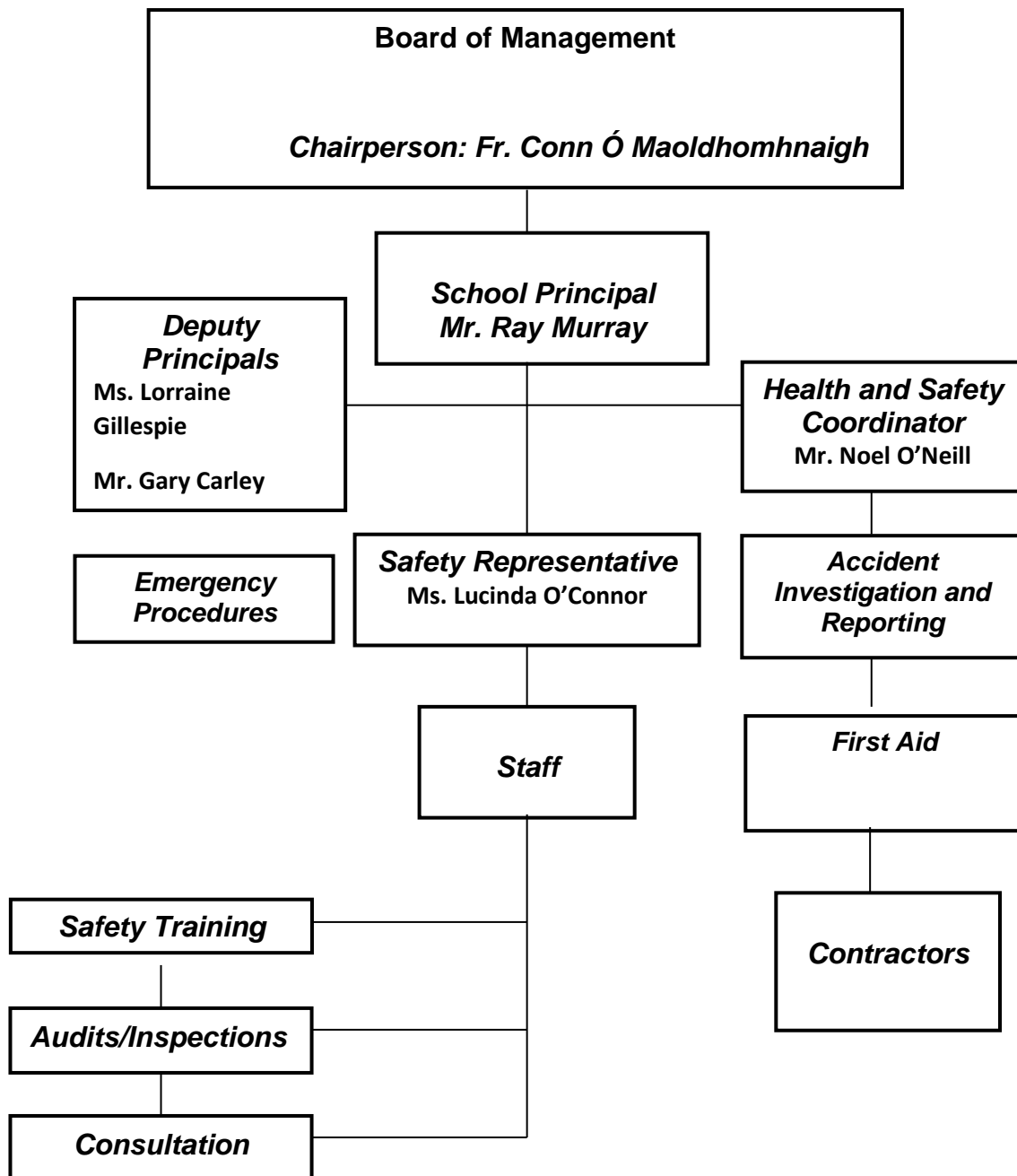


- ◆ Take reasonable care to protect his or her own safety, health and welfare and that of any other person who may be affected by his or her acts or omissions at work
- ◆ Co-operate with the Principal or any other person, as necessary, to assist them in complying with statutory obligations
- ◆ Correctly use any appliance, convenience, Personal Protective Equipment (PPE) or means provided for use at work or for his or her protection
- ◆ Attend appropriate training and instruction (where it is relevant to a particular task) arranged by the Principal
- ◆ Not be under the influence of alcohol or drugs or a combination of alcohol or drugs to the extent that he or she is likely to endanger their own safety, health or welfare at work or that of any other person
- ◆ Report to the Principal without unreasonable delay:
 1. any work which is being carried out or likely to be carried out in a manner which may endanger the safety of personnel
 2. defects in plant, equipment, place of work or systems of work, which might endanger safety, health or welfare
 3. breaches of statutory provisions likely to endanger themselves or another person
- ◆ Not engage in improper conduct or behaviour which could endanger their safety, health and welfare or that of another person
- ◆ Not misrepresent themselves as regards the level of health and safety training they have received

Section 14 of the Safety, Health and Welfare at Work Act 2005 also prohibits any person from intentionally or recklessly interfering with or misusing anything provided under law for securing health and safety or place at risk the safety of people in connection with work activities.

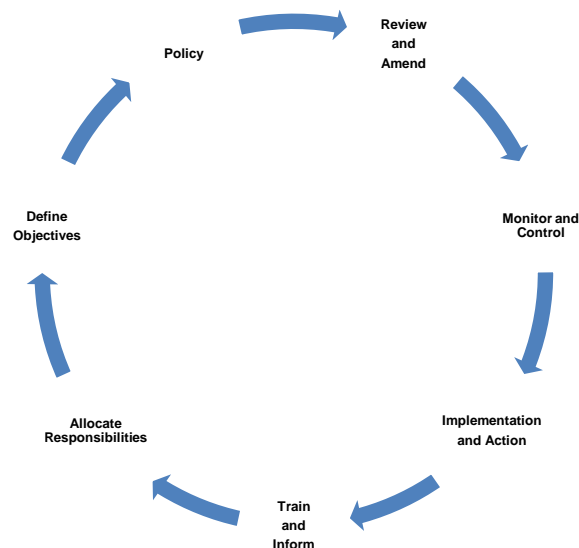


12 Safety Management Structure



Purpose of the Safety Management Structure:

- ◆ Provides a structure to manage Occupational Health and Safety issues within the school
- ◆ Establishes and maintains commitment to safety by all
- ◆ Puts in place organisational structures to address health and safety at all levels
- ◆ Provides for consultation
- ◆ Ensures that adequate resources are made available
- ◆ Through training will develop employee skills in recognising hazards, risks and control measures
- ◆ Through monitoring and review systems, feedback will be provided on the effectiveness of safety structures within Presentation College thereby allowing amendment where necessary
- ◆ Provides the staff with direction, skills, confidence, motivation, techniques and equipment to perform their work in a safe way.





13 Responsibilities Towards Third Parties

The Board of Management has responsibility for the application of the legislation in accordance with this policy statement and must ensure that:

- ◆ All third party visitors including parents, contractors, visitors and other members of the general public are made aware of all known hazards and means of escape by means of notices
- ◆ Where contractors and sub-contractors are on the premises, the Board of Management must designate a pertinent member of staff to advise employees, students, parents, visitors and other third parties likely to be affected, of the potential hazards arising from the work being undertaken
- ◆ There is no interference with contractors' staff in the performance of their duties, but where it appears that unsafe practices are being followed, they should contact the contractor's supervisor
- ◆ That the contractor or sub-contractors equipment is in good repair and in a safe condition
- ◆ All the contractors and sub-contractors have submitted a written site-specific Safety Statement.

14 Responsibilities Towards Pregnant, Postnatal and Breastfeeding Employees

It is the policy of Presentation College to ensure, as far as reasonably practicable, that the normal safety precautions will adequately protect pregnant, postnatal and breastfeeding employees. A pregnant employee who feels she may be at risk should inform the Principal without undue delay to ensure appropriate precautions can be taken. A detailed risk assessment for pregnant employees will be carried out and will inform decisions by the school.

Facilities and supports may include:

- ◆ The temporary adjustment of duties
- ◆ Provision of rest facilities



- ◆ The provision of breastfeeding breaks agreed in advance with the Principal giving due consideration to the unique working environment of the school
- ◆ Access to a clean private room with associated facilities to facilitate breast feeding

Note: The Board of Management, in determining the regulations and activities governing the use for community purposes of the school buildings or grounds at times which do not affect school work, shall include the appropriate legislative requirements in Safety and Health matters.



Part 2

First Aid

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15 General

The Safety, Health and Welfare at Work (General Applications) Regulations, 2007 Part 7, Chapter 2 states “It shall be the duty of every employer to designate at each place of work under his or her control such number of occupational first-aiders as is necessary to render first aid at the place of work concerned and to ensure that the number of first-aiders, their training and the equipment available to them is adequate, taking account of the size or hazards (or both) of the undertaking or establishment”.

It is the policy of Presentation College to comply with this requirement.

Location of First Aid Boxes

First Aid boxes are placed in the following locations:

- ◆ Emergency Care Area
- ◆ Staffroom
- ◆ PE Teachers’ Office
- ◆ Rooms 14, 23, 25, 26, 27, 31, 32, 33, 34.

Location of Defibrillator:

Defibrillator is placed in the following location:

- ◆ Outside Principal’s Office

Responsibility for Checking and Stocking First Aid Boxes

Regular checks will be carried out on each first aid box and stocks replenished as required by Health and Safety Coordinator

Staff Trained in First Aid

Volunteer members of staff are trained in first aid and the use of the defibrillator.

- ◆ A First Aid kit is brought to away events



Part 3

Fire and Emergency Procedures

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16 Aim

The aim of this section is to outline evacuation and emergency procedures and to establish a system whereby regular checks of all fire-fighting equipment and emergency exits are carried out.

Evacuation and Emergency Procedures - Staff and Students

There are two designated Assembly Areas located on the top playing pitch and lower basketball courts. Students and staff are aware of these positions.

On hearing the fire alarm during class time

- Subject teachers should count the number of students present and then stand at the door to ensure that the proper evacuation sequence is observed.
- The class should leave in an orderly and quiet manner.
- All books and bags to be left in the classroom
- Classroom doors are to be closed - not locked
- Any student not in the classroom at the time of the alarm should go immediately to the Assembly Area.

All students should assemble based on their subject class. Their teacher should count the number of students present to confirm that all are present. Each subject teacher should report any student missing to the Assembly Area Fire Marshal. Teachers who are free will seek to ensure that exit routes are unimpaired and that there is free movement through the exit doors to ensure safe and timely evacuation.






On hearing the fire alarm outside class time

- Leave the building by the nearest exit and go to the appropriate Assembly Area.
- Assist in getting students to line up facing the school in base class groups i.e. 1AP, 1AQ. etc.
- Assist in supervising students.
- Await instruction of Area Fire Marshals



17 Fire Extinguishers

Know Your Code

Colour	Type	Type of Fire	Not to be Used on
Red 	Water Extinguisher	For wood, paper, textile, fabric and similar material (anything that turns to ashes)	Burning liquid electrical or inflammable metal fires
Yellow 	Foam Extinguisher	For use on burning liquid fires	Electrical or inflammable metal fires
Blue 	Dry Powder Extinguisher	For use on burning liquid and electrical fires	Inflammable metal fires
Black 	Carbon Dioxide Extinguisher	For use on burning liquid and electrical fires	Inflammable metal fires
Red 	Fire Blanket	For use in kitchens	

Note: Recent fire extinguishers have the identifying colour as a label or tab rather than the extinguisher itself.

18 Fire Prevention/Safety

The following procedures will apply:

- ◆ No refuse or wrappings to be left anywhere in the school campus other than at the points intended for this purpose.
- ◆ Rubbish will be removed regularly by caretakers. If allowed to accumulate it becomes a fire hazard.
- ◆ Corridors, stairs and other escape routes to be kept free from obstacles (e.g. school bags, baggage, wrappings, cleaning and maintenance materials) which obstruct the escape path and/or render alarm equipment, extinguishers, arrows or signs indicating fire exits invisible.



- ◆ In places where lighting is required at night, it should be turned on early and any faults in the lighting equipment reported to the caretakers or Principal at once.
- ◆ Faults in electrical equipment, fire alarm and extinguishing equipment and door gear should always be reported to the Principal
- ◆ No smoking or naked lights are allowed within any school buildings
- ◆ Ensure adequate ventilation to all electrical equipment to prevent overheating
- ◆ In accordance with standard practice 20% of extinguishers will be discharged each year and employees instructed in the safe and effective use of this equipment
- ◆ It is imperative that immediately following this 20% discharge, that the stock of extinguishers on the school premises is replenished by the contracted supplier.

19 Fire Assembly Areas

- ◆ Fire Assembly Areas: are located on Top Playing Pitch and on Lower Basketball Courts.
- ◆ The locations of all fire-fighting equipment in the school complex are designated as “**Fire Points**” and marked as such
- ◆ There must be clear access to all fire points at all times
- ◆ The caretaker will carry out regular checks of all fire-fighting apparatus on the premises and keep a record of such checks
- ◆ The statutory annual checks of all fire-fighting apparatus by a competent person must be recorded. Records will be retained by the Principal

20 Evacuation Exits

Are clearly marked throughout the building.



21 Evacuation Drills

- ◆ Formal evacuation procedures will be carried out at least twice per school year and a record maintained by the Health and Safety Coordinator
- ◆ Time taken to evacuate and any deficiencies encountered are noted by the fire marshals and the Health and Safety Coordinator. These matters are discussed at staff safety meetings and suggestions to improve evacuation procedures are recorded.
- ◆ Each classroom should have a clearly visible notice designating the Assembly Area outside the building.
- ◆ The attention of students should be brought to these notices on a regular basis by teachers
- ◆ Students should be encouraged to ensure that school bags do not present unnecessary obstacles in the event of an emergency evacuation.

Evacuation Drills for External Groups Hiring the School

- ◆ Evacuation procedures will be discussed with all new organisations hiring facilities by caretakers before commencement of first session
- ◆ All organisations with long-term hire arrangements will conduct a fire evacuation drill at least once a year and before the end of the fourth hire session in any year.

22 Emergencies Not Requiring Evacuation

- ◆ Emergencies may arise where evacuation is not the appropriate response.
- ◆ This will be addressed by public announcement over the intercom advising that the school is dealing with an Emergency Situation. Please follow this procedure until the next announcement.
- ◆ The procedure is to remain where you are out of public areas and out of sight in so far as possible.



23 Emergency Telephone Numbers

Name	Location	Telephone number
EMERGENCY	ALL SERVICES	112
Presentation College	Principal Deputy Principals L. Gillespie G. Carley Secretaries	059 914 3927 Dial 20 Dial 25 Dial 24 Dial 20/21
Local Ambulance Service		999/112
Local Fire Brigade		999/112
Local Garda Station	Carlow Garda Station	059 913 6627
Gas Supplier	Airtricity	1850 205020 1850 812444
Electricity Supplier	Energia	1850 372999 1850 363744
Health and Safety Authority		1890 289389
Principal	Mr. Ray Murray	087 679 3829
Deputy Principals	Ms. Lorraine Gillespie Mr. Gary Carley	087 277 6661 086 816 2651
Health and Safety Coordinator	Mr. Noel O' Neill	086 816 2648
Fire Marshalls	Noel O'Neill, Declan O'Connor Paul Foley, Tom O'Sullivan Ann Coburn, Seán Murphy	
First-Aiders	Mike Ryan, Lucinda O'Connor Karen Donnelly, Karen Kavanagh Seán Murphy, Vincent Homan Liz Condrón, Kim O'Flaherty Orla Thornton, Elaine Cardiff	
Defibrillator Operators	Mike Ryan, Lucinda O'Connor Karen Donnelly, Karen Kavanagh Seán Murphy, Vincent Homan Liz Condrón, Kim O'Flaherty Orla Thornton, Elaine Cardiff Claire McHugh, Noel O'Neill John Smyth, David Kelly, Heather Grant, Maeve Lyons, Edwina Gibbons Lorraine Gillespie, James Kiely Katie Barret, David O'Mahoney	
Local Hospital	St. Luke's Hospital Kilkenny	056 778 5000
Local Doctors	Clayton Medical Centre Dolmen Family Medical Centric Health Dr. G. Moran Dr. R O'Kelly Gallagher Medical Centre Tyndall Clinic	059 913 9335 059 913 2450 059 913 3292 059 913 0770 059 917 6840 059 913 3313 059 913 0357
EIRCODE		R93F298



Part 4

Accident Reporting and Investigating

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24 General

An **Accident** is "any unexpected, unforeseen or unplanned occurrence that interrupts or interferes with orderly progression of an activity."

A **Dangerous Occurrence** is "an occurrence which occurs at the place of work as specified in the Safety, Health and Welfare at Work (General Application) Regulations 2007."

Accident Reporting Procedures

All accidents must be reported immediately or without unreasonable delay to the Principal, Deputy Principals or Health and Safety Coordinator

All injuries received at Presentation College are recorded in the Accident/Incident File located in the Main Office, however minor.

Notification of Accidents and Dangerous Occurrences

All accidents and dangerous occurrences will be notifiable to the Health and Safety Authority by the Principal on the Accident Report **Form IR1** and Dangerous Occurrences **Form IR3** respectively (see appendices). As a summary of the General Application Regulations, the following accidents or incidents are reportable as above:

- ◆ If due to any injury received at work a person dies or is prevented from performing his normal work for more than three days (excluding the day of the accident but including any holiday or weekend).
- ◆ Any another person who is not at work but as a result of an accident related to a place of work or work activity dies or receives an injury resulting in that person requiring medical treatment (i.e. injury to a member of the public or other contractor or sub-contractor).



25 Procedures in the Event of an accident

Minor accidents:

Appropriate first aid should be administered by a First-Aider and professional advice sought when in doubt. Parents/guardians should be contacted if the injured party needs reassurance or if external medical assistance is being sought.

Serious Accidents:

When a serious accident occurs the most senior staff member present supports the lead First-Aider in taking charge of the situation and ensuring the following procedures are followed:

- ◆ Administer first aid if appropriate while waiting for external medical assistance or the emergency services
- ◆ If there is a risk of further injury move the injured person to safety, otherwise do not move them
- ◆ If emergency services are summoned ensure they are given the exact location so they can access the injured person
- ◆ Notify family/guardian and appoint a suitable person to travel with the injured person to hospital
- ◆ Ensure that the scene of the accident is not disturbed and if the Health and Safety Authority is to inspect the scene do not move anything unless further serious risks have to be avoided
- ◆ Gather all information immediately about the accident. Obtain statements from witnesses and take photographs or draw sketches of the scene
- ◆ Enter the accident in the Accident/Incident File located in the Main Office
- ◆ Complete the school **Accident Report Form** (see appendices) and give assistance to Principal, Health and Safety Coordinator and Health and Safety Authority Inspector if/when they carry out an investigation
- ◆ Get clearance from the Principal before resuming the particular task on which the injured person was involved



26 Procedures in the Event of Other Emergencies

Accidents and dangerous occurrences to be investigated will also include substantial damage to property, or near misses.

Once the cause has been established the Board of Management will initiate procedures to have the cause eliminated either by removing the particular hazard or having it guarded in such a manner so as to prevent any further accidents and if this is not possible have the hazard included in the Safety Statement and outline appropriate risk reduction measures. All preventative measures recommended will be issued to all staff.

27 'At Risk' Students

Students who have diabetic or other controlled conditions may need medical interventions during the school day. For instance; students with diabetes have an emergency supply bag which is kept in the school. It is school policy that pertinent staff and First-Aiders will be informed and trained on how to deal with an emergency situation of 'at risk' students in their classrooms when the need arises.



Part 5

Consultation

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28 Introduction

Part 4 of the Safety, Health and Welfare at Work Act 2005 provides for consultation between employers and employees with regard to safety, health and welfare at work to help ensure co-operation in the prevention of accidents and ill health in the workplace. As part of the consultation process employees have the right to select and appoint a Safety Representative or by agreement with their employer more than one Safety Representative to represent them in consultations with the employer on matters of safety, health and welfare at the workplace. The employer must also provide information on safety, health and welfare at the workplace to employees or their Safety Representative.

Safety Representative

Ms. Lucinda O'Connor is the Safety Representative for the school. The Principal and the Board of Management support the appointment. This appointment will be reviewed annually. Should an objection be made to an appointment or further nominations are received for the position, the Board of Management will support the election of the Safety Representative by the staff employed at the time.

Duties

As an employer the Board of Management with the Principal will:

- ◆ Consult with all employees and/or their Safety Representative on any proposed measures likely to substantially affect their safety, health or welfare at work
- ◆ Provide employees and/or their Safety Representative with the results of all risk assessments and consult with them on the preparation of the safety statement
- ◆ Provide employees or their Safety Representative with other relevant information, including details of any reportable accident, illnesses or dangerous occurrences, the names of any competent persons appointed to advise on safety and health matters and the preventative and protective measures to be taken to avoid risks



(i.e. a copy of the Safety Statement) This information will be in a form, manner and language likely to be understood by the employees

- ◆ Refrain from penalising any employee for acting in accordance with safety and health laws or for reporting complaints regarding safety and health matters at work
- ◆ Recognise that the Safety Representative has various rights including the right to:
 - a) Inspect the place of work
 - b) Investigate accidents and dangerous occurrences (as long as this does not interfere with an investigation being carried out by an Inspector)
 - c) Investigate complaints made by employees (after giving reasonable notice to the employer)
 - d) Be given time off work, without loss of remuneration, to receive appropriate training
 - e) Accompany an Inspector carrying out an inspection at the workplace
 - f) Make representations to the employer on safety, health and welfare
 - g) Make representations to and receive information from an Inspector
 - h) Consult and liaise with other appointed Safety Representatives.

29 Staff Meetings

The Principal, Deputy Principals, the Health and Safety Coordinator and the Safety Representative are available at all reasonable times to discuss and examine all health and safety issues of concern to employees, students or contractors/visitors.

Safety is the responsibility of every person on the school premises and the more people are educated about, interested in and encouraged to participate in health and safety at Presentation College the better. Meetings



are a valuable tool in successfully implementing and improving key elements of the safety programme within the school. There are about five staff meetings per year and health and safety is included on the agenda as required. When health and safety is on the agenda representatives of office, caretaking, cleaning and technician staff will be notified and invited. The safety agenda will include the following:

- Progress report on the implementation of the policies as set out in the Safety Statement
- Preventative recommendations of any recent serious accidents or dangerous occurrences will be analysed
- Consideration of inspection reports
- Reports and feedback on safety training courses attended
- Other safety matters will be attended to.

It is essential for the success of the safety management system within the school for the reduction/elimination of hazards and risks that:

- The Board of Management commits the necessary resources of personnel, time and money to the process
- Recommendations from the staff meetings are taken into account and acted upon by the Principal and Board of Management.
- In line with current practice Health and Safety remains on the agenda of staff and Board of Management meetings as necessary.

30 Induction Training

A short period of induction will be given by the Principal, Deputy Principals or the Health and Safety Co-ordinator for new employees joining the staff.

This will include:

- ◆ A tour of the premises for familiarisation purposes
- ◆ Fire emergency procedures, location of exits, Assembly Areas and training on fire-fighting apparatus
- ◆ Details of accident reporting and investigation procedures



- ◆ A discussion on the hazards in the workplace, preventative measures in force and the Safety Statement.
- ◆ An explanation of the consultative process, Safety Representative and staff meetings
- ◆ A detail of the new employee's safety responsibilities
- ◆ Details of further training required
- ◆ The Safety Statement will be available in the Health and Safety folder in Documents on the school administration system, VShare, which all staff have access to.
- ◆ There was a Health and Safety presentation given to staff on 21st August 2019 and a copy of the Safety Statement will be distributed to all staff.

Training

It is the policy of Presentation College to ensure that all employees are adequately trained in the policies and procedures that apply in the school. Training includes the identification of the risks associated with hazardous situations or substances they may come in contact with during their working day.

Training on various issues to do with the professional development of staff including health and safety is arranged by the School Authorities.

The most recent training in Health and Safety for all staff took place in March 2016.

31 Welfare Facilities

The staffroom is located on the ground floor of the building. It is equipped with modern facilities including, water heater, microwave ovens, kettle, fridge, toaster and dishwasher, tables and chairs to cater for staff. It has a fire blanket and a fire extinguisher.

All facilities will be maintained in a clean and hygienic condition at all times and access to all facilities shall be kept clear.



Student Canteen: All food is prepared in a professional kitchen and maintained at the correct temperature which is inspected regularly by the Health Service Executive who certify it fit for purpose.

Separate staff toilets are provided throughout the school for staff use.

Students have their own toilets and changing facilities.

32 COVID-19 and COVID-19 Response Plan

In response to the Covid-19 Pandemic, the “ COVID-19 Response Plan” has been developed in line with the Return to Work Safely COVID -19 Response Plan from the Health and Safety Authority(HSA, the Health Services Executive (HSE) and the Department of Health. This document lays out the measures the school will put in place to prevent the spread of COVID -19 in our workplace.

33 Working Alone Policy

Ideally, staff should not work alone on the school premises as there are risks involved such as assault, accident or sudden illness. Any staff member wishing to work outside of normal school hours should try to ensure that at least one other colleague is also on the premises – ideally within ‘hailing distance’, or with both parties having mobile phones containing each other’s numbers.

In addition, if you choose to work alone in the school you are requested to take the following precautions:

- ◆ Prior to working alone; inform the school Principal detailing, time you will be on the school premises and type of activity being undertaken.
- ◆ If you arrive at school outside of normal school hours and find another colleague is already in the building, let them know you are on site.
- ◆ If you are about to leave the building, and just one or two other colleagues are remaining on site, let them know you are going



- ◆ In fading light; park your car close to the main entrance where there is an external light. Move it there whilst there are still others on site if you are planning to work late
- ◆ Ensure you carry your mobile phone with you (battery charged and switched on)
- ◆ Lock the doors and close the windows to prevent intruders
- ◆ Avoid working outside of the activity in which you informed the Principal
- ◆ Do not work at heights on a ladder or steps
- ◆ Know the location of your nearest fire exit and how to open it in an emergency
- ◆ Know the location of the nearest first aid kit
- ◆ Do not go into attics or any other space in which you might become trapped
- ◆ Do not do any tasks involving hazardous tools/machinery or materials
- ◆ When leaving, limit the amount you are carrying to have one hand free
- ◆ Ensure a family member/friend knows where you are and your estimated time of arrival home
- ◆ If you arrive at school and find any sign of intruders, do not enter the building. Instead, call the Gardaí
- ◆ If you become aware of intruders or vandals, do not challenge them. Instead, call the Gardaí.

You should not work alone if you know you have a medical condition that might cause you to become incapacitated or unconscious. Also, when working alone, do not attempt any tasks which have been identified as medium or high risk, or which common sense tells you are potentially hazardous given your own level of expertise and the nature of the task.



34 Smoke-Free Workplace Policy

Rationale:

Exposure to second-hand smoke/Environmental Tobacco Smoke (ETS) also known as passive smoking is a cause of disease, including lung cancer and heart disease, in third parties. Neither the simple separation of smokers and non-smokers within the same airspace nor the provision of ventilation can eliminate exposure to ETS and the consequent health effects of such exposure. This policy has been developed to protect all employees, service users, customers and visitors from exposure to ETS, to ensure compliance with legal obligations and to ensure a safe environment.

Policy:

It is the policy of Presentation College that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment. ***Smoking is prohibited within the school buildings and grounds with no exceptions.*** This policy applies to all employees, consultants, contractors, customers and visitors. In the school context this also applies to students and parents.

Implementation:

Overall responsibility for policy implementation rests with the Board of Management. All staff have an obligation to adhere to and facilitate the implementation of this policy. The Principal as the person in charge of the school shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. All new and prospective employees shall be given a copy of the policy on recruitment/induction by the teacher responsible for staff induction. All new contractors and consultants will be given a copy of the policy by the Principal. Students and parents will be informed of this policy.

Infringements

Infringements by students and staff will be dealt with under local disciplinary procedures. Section 47(3) of the Public Health (Tobacco) Act 2002 states



that “any person” (including an employee) found to be in contravention of the new regulations will be “guilty of an offence”. Infringements by pertinent persons etc., will be dealt with in accordance with the procedure set out below. Employees, consultants, contractors, customers and visitors who contravene legislation prohibiting smoking in the workplace are also liable to criminal prosecution with an associated fine (up to €3000).

Procedure if a person smokes in contravention of Section 47 of the Public Health (Tobacco) Acts that prohibits smoking in the workplace

1. Draw the person's attention to the "No Smoking" signs and advise that they are committing an offence by smoking on the premises
2. Advise the person that it is also an offence for the school to permit anyone to smoke in contravention of the law
3. Advise the person that the school has a smoke-free policy to ensure a safe working environment for employees and students
4. If a person continues to smoke advise them that they are in breach of school rules and that disciplinary sanctions will have to be implemented
5. Violation of the smoke-free policy will invoke disciplinary procedures. Action will be in line with the procedures used for violation of any other health and safety procedure in the school.

35 Stress

What is Work-related Stress?

Stress can be broadly defined as the negative reactions people have to aspects of their environment. Work-related stress simply refers to those reactions due to pressure within the working environment.

“Stress occurs when an individual perceives an imbalance between the demands placed on them on the one hand, and their ability to cope on the other” (Professor Tom Cox, Institute of Work, Health and Organisation).

Each individual employee member brings into the school their own particular personality, medical history, psychological make-up and coping skills. As a result, what may be stressful for one employee may not be for another.



However, some workplace factors inevitably lead to stress, such as poor communications, role ambiguity, career stagnation, low participation in decision-making, conflict, etc.

Effects of Stress

The effects of stress differ from individual to individual. The experience of stress can change the way a person feels, thinks and behaves and can also produce physical changes. A person will often experience stress in a number of ways. When you are stressed, you are less likely to eat well, get adequate sleep, take exercise and relax. You can also experience irritability, reduced attention span and memory impairment. Irritability due to stress can create secondary problems such as the loss of social support. Being stressed over a prolonged period of time has been associated with increased blood pressure and cardiovascular problems.

Introduction

Presentation College is committed to a healthy workforce by placing value on both physical and mental health. The Board of Management acknowledges that stress problems have many causes, including in the workplace and the outside world. The Board of Management recognises that factors, which may lead to increased work-related stress for teachers, SNAs, ancillary staff, the Deputy Principals and the Principal, include unruly students, exam time, Whole-School Evaluations, subject inspections and work overload, etc. It is also recognised that domestic factors (housing, family problems and bereavement) may also add to levels of stress experienced by our employees. The Board of Management is committed to promoting a working environment where staff who feel they are at risk of suffering from the negative effects of stress can raise the issue in confidence, so that necessary support mechanisms can be put in place. Matters pertaining to health including mental and work-related stress will be dealt with in line with the Dept. of Education and Skills' procedures and Occupational Health Service, MEDMARK. This policy applies to all employees in Presentation College.



Aims

Our policy aims to:

- ◆ encourage staff wellbeing within Presentation College and discourage the stigma attached to stress;
- ◆ raise awareness of ill health associated with stress, its causes and associated factors;
- ◆ to reduce as far as is reasonably practicable within the confines of a school environment the sources of stress;
- ◆ enhance the factors within Presentation College that reduce the risk of stress; making staff aware of courses in techniques for coping with pressure and stress;
- ◆ provide information on systems of support and make sure they are well publicised; encourage staff to get help at an early stage;
- ◆ make sure there is confidentiality for those who want help.

Procedures

1. Unruly students have been recognised as one of the major sources of stress for teachers. Presentation College recognises this and will assist in dealing with the behavioural problems of some students. Teachers should avail of the assistance that is provided to them by the Deans of Discipline, Year Heads, the Deputy Principals and the Principal.
2. Clear policies on behaviour exist in the school and these should be referred to. These policies are continually reviewed and staff are consulted and involved in policy development and review.
3. The Board of Management ensures that each employee's role and responsibilities are clearly defined. The Board also provides each member of staff with a copy of school policies.
4. High priority is given to staff training and the Board of Management supports and encourages participation in relevant in-service courses in so far as is reasonably practicable. The Board of Management is also committed to promoting the professional development of its



employees. In some cases, Croke Park Hours will be granted if relevant in-service takes place outside school hours.

5. The Board of Management recognises that communication and consultation with staff, which promotes openness and discussion, is essential. Two members of staff are part of the Board of Management.
6. The Board of Management and the Principal ensure, as far as is reasonably practicable, that the physical work environments for staff are safe and do not expose them to risks that may give rise to stress at work.
7. It is school practice to make sure that staff take time to review and celebrate positive achievements.

Social occasions for staff should be organised throughout the school term to give staff a chance to relax and socialise with each other outside of the workplace.

- The Department of Education and Skills, through EAP Consultants/Inspire Wellbeing, has provided a confidential counselling service for teachers, where counselling sessions can be availed to deal with work-related stress. (1800 411 057).
- If an employee feels that they are suffering from work-related stress it is important that they seek medical help. They should then discuss with the Principal the causes of their stress and as far as reasonably practicable the Principal and the Board of Management will deal with the issues concerned.

As an employee how can I cope with stress at work?

Employees should try to channel their energy into solving the problem rather than just worrying about it, thinking about what may resolve any issues and offering solutions. Employees can use some of the following techniques for coping with stress at work:

- Manage your workload. Set priorities
- Manage time effectively.



- Set limits to work and draw boundaries
- Define problems precisely
- Break work up into manageable units
- Recognise your own worth

Develop Skills

- Improve communication
- Be more assertive
- Make decisions
- Plan your time including your free time
- Decide your career goals
- Avail of training opportunities

Maintain Physical Fitness

- Eat a sensible diet
 - Have sufficient rest
 - Decide on some agreeable form of exercise and make it a habit
- Develop interests outside work

Support Services:

- | | |
|------------------------------|---------------|
| • Medmark4teachersna | 1890 235 711 |
| • Employee Assistance Scheme | 1800 411 057. |
| • Alcoholics Anonymous | 01 842 0700 |
| • Gamblers Anonymous | 01 872 1133 |
| • Narcotics Anonymous | 01 672 8000 |
| • Pieta House Dublin | 01 623 5606 |
| • Samaritans | 116 123 |
| • Aware | 1800 804848 |
| • Mental Health Ireland | 01 284 1166 |

36 Animals in School

The Board of Management (BOM) strives to ensure the health and safety of students, staff, and others while on school property. Further, the BOM



recognises that there are valid instructional and/or therapeutic reasons for animals to be on school property.

To support the health and safety of students, staff, parents and others on school property, animals are not permitted on school property without the prior, written approval of the BOM, or designate. This general prohibition includes, but is not limited to, dogs, cats, birds and potentially dangerous exotic animals.

The above notwithstanding, animals are permitted to be on school property to support prescribed learning outcomes and/or for therapeutic purposes, again, with the prior written approval of the BOM, or designate. Animals which may be permitted on school property include but may not be limited to the following:

Trained service or guide dogs brought by a person with a disability

Dogs under the control of a member of An Garda Síochána

Well-mannered pets brought for short visits during a day for instructional purposes such as “show and tell” or for a demonstration at a school assembly

Small animals kept in the classroom or school under the supervision and care of a teacher. The teacher shall have a definite instructional purpose for maintaining these animals in the classroom in line with DES guidelines.

Small animals maintained in the classrooms or school shall be kept confined in a cage or an aquarium and shall not include larger animals such as dogs or cats.

Prior to bringing any animal onto school property, the teacher shall ensure that no children with allergies or who are fearful of the animal will be adversely affected.



Animals brought into the school for instructional or therapeutic purposes shall be healthy, under the teacher's care and control, or that of a responsible adult, and highly unlikely to scratch or bite.

While at the school, the animals shall be safely cared for and treated humanely.

A plan shall be in place to care for the animal when school is not in session and when the unit of study is completed.

The BOM or designate, may withdraw permission for the animal to be at school or on school grounds at any time if animal hygiene, animal welfare, student safety, or staff safety becomes an issue.



Part 6

School Policies and Procedures

The following School Policies have specific implications for Safety and Health at Presentation College and should be read in conjunction with this Safety and Health Policy. All listed policies are available in the Documents folder on the school administration system, VShare, which all staff have access to.

Implications	Policy Title
Major	Covid-19 Response Plan
Significant	Acceptable Use Policy
	Anti-Bullying Policy (Students)
	CCTV Policy
	Child Safeguarding Statement and Risk Assessment
	Critical Incident Management Policy
	Data Protection Policy
	Dignity at Work Policy and Code of Procedures
	Educational Tours and Outings Policy
	Special Educational Needs Inclusion Policy
	Substance Use Policy
Some	Wellbeing Policy
	Whole School Guidance Plan
	Attendance and Participation Policy
	Admission Policy



Part 7

Hazard Identification and Risk Assessment

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37	Risk Assessment Index	52
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35 Introduction to Risk Assessment

The school management is committed to the ongoing identification of hazards, the assessment of the appropriate risks and the introduction of controls to deal with them. In addition, all members of staff are encouraged to co-operate in securing freedom from accidents and are encouraged to identify and report any potential hazards that may exist so as to ensure that a risk assessment is carried out.

A **hazard** is anything with the potential to cause harm to the safety, health and welfare of employees, students, visitors etc. Hazards may be classified as physical, chemical, biological, environmental or human.

A **risk** is the likelihood that someone will be harmed by a hazard and the severity of that harm.

Control measures:

A control measure is an applied measure that reduces the level of risk. Good control measures can comprise physical measures, management/training, or combination of some or all of these.

Control measure principles:

Schedule 3 of the Safety, Health and Welfare at Work Act 2005 lists the Principles of Prevention and the school undertakes to apply these principles (where practicable) in dealing with all hazards identified.

- Avoidance of risks
- Evaluation of unavoidable risks
- Combating of risks at source
- Adaptation of work to the individual
- Adaptation of workplace to technical progress
- Replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work



- Priority to collective protective measures over individual protective measures
- Development of an adequate prevention policy which takes account of technology, organisation of work, working conditions, social factors and the influence of factors relating to the working environment
- Appropriate training and instructions to employees.

36 Methodology Used for Hazard Identification and Control

In line with the requirements of Safety, Health and Welfare at Work Act 2005 (Section 19) the Principal carried out the risk assessments in consultation with pertinent staff for each hazard identified. Following this process, and in line with Section 26 of the Safety Health and Welfare at Work Act 2005, the results were related to the Board of Management for approval and amendment, where necessary.

It is envisaged that hazard inspections will be undertaken on a regular basis to ensure that all information remains accurate, that controls are adequate and where necessary, risks are re-assessed. Risk assessments will be reviewed when there has been a significant change in the matter to which they relate or when they are no longer valid (i.e. change in legislation, new European Directives, new equipment, changes in work practices etc.). In line with best practice and the advice of the Health and Safety Authority (Guidelines on Managing Health and Safety in Post-Primary schools) they will also be reviewed on an annual basis.

When hazards are identified it is necessary to evaluate and rank them so that they can be controlled in an orderly way. The risk of a hazard is a measure of the likelihood or probability of an accident coupled with the severity of the injury or loss. The risk potential of each hazard was assessed (by ranking) according to the following methodology. Numerical values of between 1 and 4 were applied to both the **severity** of the consequences



and the **probability** of the event occurring (as per the **risk rating** charts in the next page). When the severity numerical factor and the probability numerical factor were multiplied together they produced a numerical value.

Severity x Probability = Risk Rating

Severity Rating	Interpretation	Numerical Value
Catastrophic	Single or multiple fatalities, widespread illness, large scale property or equipment damage	4
Major	Serious injury or illness, significant property or equipment damage	3
Minor	Minor injury or illness, minor property or equipment damage	2
Insignificant	No significant injury or illness, no significant property or equipment damage	1
Probability Rating	Interpretation	Numerical Value
Probable	Likely to occur either immediately or in the short term	4
Possible	Could occur in time or if repeated enough	3
Unlikely	Though unlikely, may occur over time	2
Remote	Unlikely to occur at all	1

Risk Rating

Numerical Value Severity x Probability	Descriptive risk rating	Interpretation
12 – 16	High	Risks are unacceptable and immediate action required justifying special maintenance. Activity should be stopped until the hazard is eliminated or appropriate risk controls are put in place.
6 – 9	Medium	Activity can proceed but substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity or to apply interim control measures until this has been completed.
2 – 4	Low	Activity can proceed but consideration should be given as to whether the risks can be lowered. Control measures must be monitored and reviewed as required to ensure they remain suitable and sufficient.
1	Negligible	No additional controls are necessary as these risks are considered acceptable. Activity should be regularly reviewed to ensure there is no change to the risk rating and that controls are maintained.



***Note:** A **descriptive risk rating** (rather than a numerical rating) has been used in the risk assessment sheets whereby the risk potential for the hazard identified is described as **High (H), Medium (M), Low (L) and Negligible (N)**. A similar rating is used when describing the level of risk after the control measures have been put in place. This method has been used in an attempt to ensure that the levels of risk will be understood and clear to all members of staff.

37 **Risk Assessment Index**

- 01.** Fire
- 02.** Chemicals and Hazardous Substances
- 03.** Visual Display Units, (VDUs)
- 04.** Manual and Person Handling
- 05.** Slips, Trips and Falls
- 06.** Access/Egress
- 07.** Fire Explosion
- 08.** Bullying
- 09.** Pregnant Employees
- 10.** Working Alone and Stress



1. Detailed Hazard Identification and Risk Assessment

Risk Assessment Location: School Buildings		Assessor's Name: Antóin Browne		Assessment Date: 29 th October 2019	
Hazard Identified	Persons at Risk	Risk Potential	Control Measures to Eliminate or Reduce Risk	Risk with Controls	Person(s) Responsible
<p style="text-align: center;">Fire</p> <p><i>Burns, asphyxiation, smoke inhalation, risk of multiple injuries/fatalities, collapse of structure.</i></p>	Staff, students, and visitors	H	<ul style="list-style-type: none"> ▪ The Board of Management is committed to the provision of an effective fire safety infrastructure (detection systems, fire alarm systems, adequate escape routes, fire suppressants, safety notices, etc.) within the school. ▪ Rubbish will be removed daily. ▪ Good housekeeping practices will be strictly adhered to, to minimise any build-up of materials in classrooms or along corridors. ▪ In the event of alarm activation, fire procedures must be complied with immediately. Assembly Areas are identified for individual classes/areas and are listed in the Emergency Procedures. 	L	Safety Coordinator, all staff
Review Date: October 2020		Irish Standard 3218:1989 Code of Practice for Fire Detection and Alarm Systems for Buildings applies			



1. Detailed Hazard Identification and Risk Assessment

Risk Assessment Location: School Buildings			Assessor's Name: Antóin Browne		Assessment Date: 29 th October 2019	
Hazard Identified	Persons at Risk	Risk Potential	Control Measures to Eliminate or Reduce Risk	Risk with Controls	Person(s) Responsible	
Fire	Staff, students, and visitors	H	<ul style="list-style-type: none"> ▪ Staff must follow the manufacturer's instructions when using flammable liquids and ensure they are not used near naked flames or any source of ignition. ▪ All fire protection equipment and systems are serviced and maintained on a regular basis throughout the school. ▪ Emergency exit routes are clearly identified and must be kept clear at all times. ▪ No schoolbags allowed on corridors. ▪ Instruction and training will be provided to all staff and students. ▪ Fire drills will be held at least twice a year to ensure everyone is aware of and abide by emergency procedures. Records are kept of all drills. 	L	All staff	
Review Date: October 2020						



2. Detailed Hazard Identification and Risk Assessment

Risk Assessment Location: Classrooms, Staffroom, grounds, storage areas		Assessor's Name: Antóin Browne		Assessment Date: 29 th October 2019	
Hazard Identified	Persons at Risk	Risk Potential	Control Measures to Eliminate or Reduce Risk	Risk with Controls	Person(s) Responsible
*Chemicals and hazardous substances <i>Burns, spillages, poisons, fatalities, irritation of skin, fire and explosion.</i>	Members of staff using chemical substances, students	H	<ul style="list-style-type: none"> ▪ All chemicals and hazardous substances to be stored in accordance with manufacturer's instructions in designated secure areas in accordance with Safety Data Sheets (SDS) ▪ A SDS file will be compiled for all hazardous chemicals being used and be available for emergencies. The SDS file will be retained in the Principal's office and updated as required. ▪ Every exposed staff member will be familiarised with the risks attached to each chemical and the precautions required when handling them. ▪ All spillages to be cleaned up immediately. ▪ The necessary personal protective equipment and clothing, such as gloves, masks, aprons or eye protection will be provided and must be used by staff/students. 	L	Cleaning staff, maintenance personnel and any member of staff using chemical substances
Review Date: October 2020		*For the purpose of this assessment a chemical is defined as a solid, liquid or gas used for the purpose of reacting with or effecting a change in another substance or material. It includes inert and non-reactive substances and embraces the broadest possible interpretation including printing inks, chemicals used in the Science Laboratories, glues, detergents, cleaning chemicals, etc.			



2. Detailed Hazard Identification and Risk Assessment

Risk Assessment Location: : Classrooms, Staffroom, grounds, storage areas		Assessor's Name: Antóin Browne	Assessment Date: 29 th October 2019		
Hazard Identified	Persons at Risk	Risk Potential	Control Measures to Eliminate or Reduce Risk	Risk with Controls	Person(s) Responsible
Chemicals and hazardous substances	Members of staff using chemical substances, students	H	<ul style="list-style-type: none"> ▪ Only approved staff may access storage areas and no students are allowed access to chemicals or solvents unless supervised by a qualified teacher. Staff will ensure, as far as is reasonably practicable, that no dangerous substances can be removed from classrooms or storage areas. ▪ The following principles must be followed in the safe use of chemicals: <ul style="list-style-type: none"> • Use the safest chemical possible for the job to be done. • Read the label and safety sheet. • Take special measures prescribed and know emergency measures in case of accident. • Avoid inhalation of vapours and dusts. • Prevent contact with eyes. • After contact with chemicals, clean yourself and your working clothes. <p>Do not dump chemicals. Dispose of used chemicals as recommended by manufacturer.</p>	L	Cleaning staff, maintenance personnel and any member of staff using chemical substances
Review Date: October 2020					



3. Detailed Hazard Identification and Risk Assessment

Risk Assessment Location: Offices, Computer Room and Staffroom.		Assessor's Name: Antóin Browne		Assessment Date: 29 th October 2019	
Hazard Identified	Persons at Risk	Risk Potential	Control Measures to Eliminate or Reduce Risk	Risk with Controls	Person(s) Responsible
Visual Display Units (VDUs) <i>Repetitive strain, injuries/work-related upper limb disorders (WRULDS), eye strain, back pain.</i>	Teachers, Office staff, Principal and Deputy Principals	M	Ergonomic assessments will be carried out for each work station to ensure compliance with General Application Regulations 2007 taking account of: <ul style="list-style-type: none"> • Position of the monitor with regards to lighting and distance • Height of work desk • Type of chairs provided for the task – adjustable and ergonomically designed with footstools where necessary • Position of mouse pad to allow for adequate support for the hands and arms. • Monitors with poor image quality or flickering screens will be repaired or replaced. • Software used should be suitable for the requirements of the job. • Staff who experience difficulties with strain or glare should report these. • Eye screening/eye tests will be provided for all staff in line with the regulations at no cost to the individual and where protective glasses are required on the recommendation of an optometrist; these will be provided on the basis of Presentation College paying a subvention towards the cost of the glasses. • Staff will receive training, instruction and Presentation College VDU guidelines on ergonomic techniques. 	L	Safety Coordinator
Review Date:		October 2020			



4. Detailed Hazard Identification and Risk Assessment

Risk Assessment Location: Stores, offices, classrooms, gym and Reception area		Assessor's Name: Antóin Browne	Assessment Date: 29 th October 2019		
Hazard Identified	Persons at Risk	Risk Potential	Control Measures to Eliminate or Reduce Risk	Risk with Controls	Person(s) Responsible
Manual handling Person Handling <i>Musculoskeletal injury, lacerations, crushing of hands or feet, bruised or broken bones.</i> <i>Use of gym equipment</i>	All personnel required to carry out manual handling tasks PE teachers, coaches, gym supervisors and students	M	<ul style="list-style-type: none"> ▪ The Principal will eliminate as far as practicable the need for manual handling. ▪ Staff will be encouraged to use mechanical aids where it is reasonably practicable (e.g. using a trolley to move audio visual equipment). ▪ The Board of Management will adhere to the principles of prevention as described in Schedule 1 of the General Application Regulations 2007. ▪ Staff are encouraged to help work colleagues when manual tasks are being undertaken. ▪ Materials must be stored at a convenient height to prevent over stretching or stooping when moving them. ▪ Staff must inform the Principal of any manual handling difficulties they encounter. ▪ Staff will be trained in correct lifting procedures. ▪ The gym must be locked when not supervised. Use of equipment/training must not commence without the supervision of a competent teacher or coach. Suitable clothing and footwear must be worn. Only students seventeen years old and older must be taught how to use the equipment safely 	L	Board of Management, Safety Coordinator and all personnel carrying out manual handling tasks PE teachers, coaches, gym supervisors, SNAs
Review Date: October 2020					



5. Detailed Hazard Identification and Risk Assessment

Risk Assessment Location: Classrooms		Assessor's Name: Antóin Browne		Assessment Date: 29 th October 2019	
Hazard Identified	Persons at Risk	Risk Potential	Control Measures to Eliminate or Reduce Risk	Risk with Controls	Person(s) Responsible
Tripping, slipping, falling, poor lighting, damaged/broken chairs or desks.	Staff, students and visitors	M	<ul style="list-style-type: none"> ▪ All classrooms will be maintained in line with best design and improved as resources become available. ▪ Lockers provided for school equipment. ▪ Ceilings, floors, walls and the general décor will be maintained in line with best practice ▪ Any damage to rooms or equipment must be reported immediately to the Principal. ▪ The Principal will ensure that repairs to floors, desks, walls, and chairs are carried out as quickly as possible ▪ Lighting will be maintained to achieve suitable lighting levels. ▪ All spillages to be cleaned up immediately. 	L	Safety Coordinator, caretakers
Review Date: October 2020					



6. Detailed Hazard Identification and Risk Assessment

Risk Assessment Location: Entrances and foyer areas			Assessor's Name: Antóin Browne		Assessment Date: 29 th October 2019	
Hazard Identified	Persons at Risk	Risk Potential	Control Measures to Eliminate or Reduce Risk	Risk with Controls	Person(s) Responsible	
Access/Egress <i>Slips, falls, trips, obstructions and wet floors</i>	Staff, students and visitors	M	<ul style="list-style-type: none"> ▪ Pedestrian routes will be clearly marked, illuminated and inspected regularly ▪ All doors, access routes will be maintained in good condition and will be kept clear from obstruction. ▪ All floor surfaces are kept free from tripping or slipping hazards. ▪ In the event of a wet or dangerous floor a caretaker will immediately screen off the area until the floor can be cleaned, dried or the problem rectified. ▪ Appropriate non-slip mats are provided inside the main entrances. ▪ Lighting will be adequate to ensure that people are not at risk of tripping and falling. ▪ Schoolbags or school equipment may not be left in corridors or access/egress routes. 	L	Safety Coordinator, caretakers, staff, students and visitors	
Review Date: October 2020						



7. Detailed Hazard Identification and Risk Assessment

Risk Assessment Location: Science Laboratories			Assessor's Name: Antóin Browne	Assessment Date: 29 th October 2019	
Hazard Identified	Persons at Risk	Risk Potential	Control Measures to Eliminate or Reduce Risk	Risk with Controls	Person(s) Responsible
Fire Explosion Exposure to hazardous substances <i>Burns, skin irritation, asphyxiation, poisoning</i>	Teachers and students	M	Science Laboratories will only be used when a teacher is present. The rooms will remain locked when not in use. <ul style="list-style-type: none"> ▪ All chemicals will be locked away in the designated storage area in each room, accessible to teachers only. ▪ Experiments using chemicals will be carried out only in the fume cupboards ▪ White laboratory coats must be worn by staff ▪ Appropriate PPE will be worn during experiments e.g. face and hand protection During experiments the following rules will apply: <ol style="list-style-type: none"> 1. List of safety instructions on display in the room 2. Chemical symbols on display in the room 3. before use , students instructed in safe operation of equipment e.g. Bunsen burner 4. students work in small groups 5. students not allowed use dangerous chemicals 6. strict supervision during all experiments 7. no unnecessary movement around the room 8. fire extinguishers/blanket easily accessible in the room 9. fully stocked first aid kit available in the room 	L	Science teachers Safety Coordinator
Review Date: October 2020					



8. Detailed Hazard Identification and Risk Assessment

Risk Assessment Location: School and Activities		Assessor's Name: Antóin Browne		Assessment Date: 29 th October 2019	
Hazard Identified	Persons at Risk	Risk Potential	Control Measures to Eliminate or Reduce Risk	Risk with Controls	Person(s) Responsible
Bullying <i>Effects can be physiological, psychological and behavioural</i>	Employees	M.	<ul style="list-style-type: none"> ▪ All complaints of bullying will be dealt with in line with School Policies and Procedures (Part 6, Section 33). Suitable control measures and actions will be implemented following assessment. 	L	Principal and Board of Management
Review Date: October 2020		Part 6 Chapter 2 of SHWW (General Applications) Regulations SI 299 of 2007 applies			



9. Risk Assessment for Pregnant, Post-Natal and Breastfeeding Employees

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
					Y/N			
Contact with chemical agents		Harm to the unborn child or breastfed babies	H	Pregnant, post-natal, or breastfeeding women are not exposed to chemical substances labelled: R40, R45, R61, R63 and R64, particularly where exposure levels are above a level which might cause harm				
Contact with biological agents		Infection	H	If there is a risk of exposure to a highly infectious agent, pregnant, post-natal or breastfeeding women must avoid exposure (Agents are listed in the Biological Agents Regulations 1994 and 1998)				
Long periods standing, movement or postures which are abrupt or severe or give rise to excessive fatigue		Varicose veins Fatigue (mental and physical)	M	Pregnant, post-natal or breastfeeding women should have provision to sit whilst completing work activities Access to facilities to rest in appropriate conditions is ensured				
Pushing/pulling/carrying heavy or awkward items		Manual handling induced injury		Pregnant, post-natal and breastfeeding women are not required to lift, push or pull awkward or heavy items.				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

Medium Risk (M) actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: _____ Date: / /



10. Detailed Hazard Identification and Risk Assessment

Risk Assessment Location: School Buildings		Assessor's Name: Antóin Browne		Assessment Date: 29 th October 2019	
Hazard Identified	Persons at Risk	Risk Potential	Control Measures to Eliminate or Reduce Risk	Risk with Controls	Person(s) Responsible
Working Alone <i>Attack. Illness, injury, death</i>	Teachers, caretakers, cleaners and Office staff	M	<ul style="list-style-type: none"> ▪ A safe operating system has been devised in Part 6, Section 30 and all staff should adhere to this policy particularly the communication and emergency procedures. ▪ Cleaning and maintenance staff must also adhere to the policy. ▪ Subcontractors are expected to adhere to their own safe systems of work in line with school policy 	L	Board of Management, Principal and teachers
Stress <i>Effects can be mental, physical, behavioural and cognitive</i>	Staff	H	<ul style="list-style-type: none"> ▪ Provide reasonable systems of work; comply with legislation, regulations and guidelines in order to protect employees' wellbeing. ▪ Regularly consult with staff to identify problems and to develop support systems. ▪ Encourage staff to report stress at work. ▪ Ongoing training to recognise symptoms and causes of stress. 	L	Board of Management, Principal and staff
Review Date: October 2020					



Presentation College Blank Risk Assessment Template

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

Medium Risk (M) actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: _____ Date: / /



Part 8 Wellbeing Dog

November 2021

Introduction

As part of our effort to support student and staff wellbeing, we researched the value of having a well-behaved dog on the school premises on a part-time basis. The purpose of having a wellbeing dog on site is to support the wellbeing of students and staff. It is well-known that the presence of a dog can improve children's wellbeing, lower anxiety levels and bring a sense of joy to children. Having researched in 2019 what is involved in the introduction of a wellbeing dog to the school, we selected a particular dog (Ralph) for this purpose.

Ralph is owned by our school Care-taker, Mr. Paul Foley, and was trained by Mr. T.J. Nolan. We believed Ralph to be particularly suitable as he is a mix-breed of a St. Bernard and a Golden Retriever – both of which are renowned for being good with children. We employed a Canine Behaviourist to assess Ralph at the school thoroughly in August 2021 and he was reported as being very suited to the role, having a particularly calm temperament. In September-October 2021 we consulted with all students, parents and staff with regard to the proposed introduction of Ralph on site to support wellbeing. We elicited any questions or concerns that students, parents and staff have and have attempted to address these in a separate document: Wellbeing Dog – Some Questions and Answers. In October 2021 we decided to proceed with the initiative.

Of paramount importance is Ralph's welfare. We anticipate allowing Ralph on site for a half day per week initially and build up his exposure to the school building and the people here over time. Rules and protocols have been drawn up and shared in a separate document: Wellbeing Dog – Rules and Protocols. It is important to us that Ralph is happy in this role, and we have provided space for him indoors and outdoors to rest, and a fenced-off area outdoors to meet his toileting needs. If at any stage Ralph shows indicators of being anxious or stressed, we will pause and review the initiative and seek the advice of Ralph's vet and/or our Canine Behaviourist, as relevant, and follow any advice given. Furthermore, we will keep this initiative under review in order to ensure that Ralph is happy to be on site and that students and staff overall find that his presence here is a positive one.

Rationale

The rationale for the decision to introduce Ralph as a wellbeing dog is as follows:

- For students and staff to have opportunities to see and interact with Ralph, in small numbers, in order to experience a sense of calm, joy and wellbeing,



- For Ralph to enjoy his time in the school, including his interactions with members of the school community,
- To help lower levels of anxiety among students and staff by allowing opportunities to connect with a loving animal, thus supporting student and staff wellbeing, emotional and social development.

There are many positive benefits to be enjoyed by interacting with an animal, as mentioned above. We accept that there may be a small number of students or staff who do not wish to interact with a dog, and have requested that parents so inform us through Teams where this is the case for students. We emphasise personal responsibility for all concerned, and must insist that any student or staff member who does not wish to come into direct contact with Ralph ensures that they do not put themselves in a situation where this is inevitable. Ralph is checked regularly by a veterinary surgeon and does not carry any diseases. The school is responsible for Ralph’s vaccinations, boosters, regular health checks and necessary treatments as well as day-to-day needs associated with having a dog on site. Our school insurance has given approval for a wellbeing dog to be on site.

The **Risk Assessment and Management** chart below is a working document and will be checked annually by key staff and the Board of Management.

Hazard	Risk	*Risk Level 1-5	Controls in Place
Student / staff member is afraid of dogs	A student or staff member becomes fearful or anxious as a result of being in the company of the dog.	1	<p>Parents and students have been asked to inform Ms. Gillespie, via the students’ Teams accounts, if a particular student has a fear of dogs. A list of names will be kept on file.</p> <p>Training will be offered to help overcome this fear, at no cost to the student or parent.</p> <p>No one will be forced to interact with the dog.</p> <p>Students / staff should exercise personal responsibility and opt out of being in the company of the dog, if affected.</p>



Student / staff member has an allergy to dog hair	A student or staff member has an allergic reaction.	1	<p>Parents / students should inform Ms. Gillespie if a student (or staff member) has a diagnosed allergy to dog hair. A list of students will be kept on file and these students are hereby instructed not to directly interact with the dog. Those with such an allergy should maintain a safe, reasonable distance from the dog at all times, as advised by their GP.</p> <p>Students / staff with such an allergy should be guided by their GP, and will be permitted to carry and use self-administered antihistamine medication if necessary, as advised by their GP.</p> <p>Students and staff who come into direct contact with the dog and have petted the dog should wash their hands directly afterwards, and sanitise thereafter in the usual manner.</p>
Dog getting over-excited when interacting with person(s)	<p>Person falls / knocked to the ground.</p> <p>Person is scratched by dog.</p>	<p>1</p> <p>2</p>	<p>The dog will be kept under the supervision and care of a responsible adult and will not be permitted to roam freely around the school premises.</p> <p>Students will not be permitted to be unsupervised in the company of the dog.</p> <p>When moving from place to place indoors, the dog will be on a lead.</p>
The dog gets loose from his rest area	Trip / injury to school personnel.	2	<p>The dog's rest areas are secure and he is provided with bedding to rest. He will be content and safe here during the school day, and he will be supervised by the Caretaker, Deputy Principal or other responsible adult.</p> <p>Trips / falls causing injury must be reported immediately to a member of staff and First Aid administered, as required. The procedures for contacting parents will be followed in the usual manner.</p> <p>Students will be instructed on rules for approaching the dog and other rules e.g. no feeding the dog, no teasing of the dog etc.</p>
Students / staff getting germs from the dog	Students / staff contracting diseases that may be carried by dogs.	1	<p>A fenced-off area on site is provided for the dog to meet his toileting needs. In the unlikely event that the dog urinates or defecates in the school building or outside of his external fenced area, this should be reported immediately to the Caretaking or Cleaning Staff or the Deputy Principal. A member of staff</p>



			<p>will clear this up immediately and dispose of it in a safe way and the indoor area disinfected as required.</p> <p>As the dog will be accompanied by a responsible adult at all times when in the presence of students, we do not anticipate that this will become a difficulty.</p> <p>All immunisations are kept up to date as advised by the dog's veterinary surgeon and a record of this will be kept by the school.</p>
<p>Claim is made against the school as a result of dog's behaviour / child is bitten by dog</p>	<p>The dog is fearful and reacts to unexpected contact or threat by biting.</p> <p>School not adequately covered financially.</p>	<p>4</p> <p>1</p>	<p>The dog will be accompanied by a responsible adult, or will rest under an adult's supervision. No unsupervised access to the dog will be permitted.</p> <p>Students will be advised on how to approach and interact with the dog gently.</p> <p>Students will be warned of the potential consequences of frightening the dog, or behaving in a manner that is perceived to be aggressive or threatening towards the dog.</p> <p>Personal responsibility is emphasised at all times when interacting with the dog, and the rules and protocols must be followed by all.</p> <p>Further training will be provided to the dog if a perceived difficulty arises.</p> <p>The dog may undergo formal conditional training to allow him to be in an office environment, a classroom environment and a Guidance Counselling environment at a later stage (possibly Year 2 of Year 3). This will be done in a calm, therapeutic manner. If the dog shows indicators of stress in any such environment the practice will be paused or halted, in the interest of animal welfare.</p>



			<p>Risk of scratching and biting will reduce as the dog becomes more accustomed to the school environment.</p> <p>Staff will be introduced to the dog and the expectations of having a wellbeing dog outlined.</p> <p>The dog will be checked by the vet regularly and the vet will ensure that his nails are at an appropriate length to reduce the likelihood of accidental scratching.</p> <p>Allianz Insurance have provided written confirmation that the dog is covered under school insurance. This Risk Assessment is kept as part of our Safety Statement in order to indemnify the school against any claim.</p>
Financial cost of the dog's upkeep	School becomes unable to afford the financial cost of the dog's day-to-day upkeep and / or medical bills.	1	<p>The dog belongs to the school caretaker, Mr. Paul Foley and is insured by the school's insurance company.</p> <p>Vet costs for Year 1 will be borne by the school and kept under review. Food will be purchased by Mr. Foley.</p> <p>Bedding and any other necessary supplied associated with keeping a dog will be paid for by the school.</p> <p>The school will pay for the assessment carried out by the Canine Behaviourist.</p> <p>The school will pay for up to three training sessions in Year 1 to help any student or staff member overcome a fear of dogs.</p> <p>The school is not liable for any medical costs associated with student or staff allergies.</p>



			Financial records associated with hosting a dog on site will be kept by the Deputy Principal and reviewed annually, and provision made in the school's annual budget for same.
COVID-19 transmission arising as a result of contact with the dog	Physical contact with the dog could potentially leave traces of the virus on his coat, which could be passed on to another person.	2	Students and staff who have contact with the dog must wash their hands immediately afterwards, and sanitise their hands in the usual manner. They must not allow their unwashed hands to come in contact with their face, eyes, nose or mouth. The risk of transmission via surface contact is minimal, but these hygiene measures must be followed in all situations of contact with the dog. We encourage students and adults alike to follow public health advice, including the full vaccination against COVID-19 as appropriate, in order to limit the danger of serious illness or death arising from COVID-19.

**Note: Risk levels: 1 = Low, 5 High.*

Monday 20th September 2021

Dear Lorraine,

Your E mail below and our subsequent telephone conversation today refers.

As advised, the attached Hazard Identification and Risk Assessment Template may be of further assistance when you are preparing your own protocols and procedures in relation to your Therapy Dog. These should form part of your overall Safety Statement and be communicated to all relevant persons.

Our policy will provide cover subject to standard terms conditions endorsements and exceptions on the basis that the procedures and protocols ratified by your Board of Management have been put in place.

If you have any other queries please do not hesitate to contact me at 087/6862329.

Yours sincerely,

Martin Sinnott



Martin Sinnott ACII

Customer Relationship Executive – South East Region,

Religious and Education Division,

Allianz plc, Allianz House, Elmpark, Merrion Road, Dublin 4, Ireland.

Phone + 353 1 6133966 / Mobile 087/6862329.

Email: martin.sinnott@allianz.ie

[Http://www.allianz.ie/schools](http://www.allianz.ie/schools)



Part 9

Appendices

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39 Staff Members 2020 – 2021

Mr Ray Murray Principal	Ms. Lorraine Gillespie Deputy Principal	Mr Gary Carley Deputy Principal
Ms Katie Barrett	Ms Janet Bradley	Ms Mairead Breen
Ms Susan Breen	Ms Claire Brennan	Ms Una Byrne
Ms Vanessa Byrne	Ms Sinéad Cadinot	Ms Elaine Cardiff
Mr Fergal Clonan	Ms Ann Coburn	Ms Marie Cumiskey
Ms Sheila Dempsey	Ms Roseanne Dineen	Ms Karen Donnelly
Ms Siobhán Doorley	Ms Anne Marie Doyle	Mr David Doyle
Ms Deirdre Flanagan	Ms Gráinne Fogarty	Ms Muireann Ganan
Ms Tara Hanley	Mr Gavin Healy	Mr Vincent Homan
Ms Alex Jully	Ms Karen Kavanagh	Ms Ann Maire Kelly
Mr David Kelly	Mr Tomás Kenny	Mr James Kiely
Ms Katherina Kinsella	Ms Claire Lowry	Ms Maeve Lyons
Ms Sarah Kirwan	Ms Georgina Maher	Ms Elaine Malone
Mr Melvyn McDermott	Ms Eleanor McLean	Ms Gillian Moore
Ms Edel Murphy	Ms Rebecca Murphy	Mr Seán Murphy
Ms Sinéad Nagle	Mr Cathal O'Connor	Mr Declan O'Connor
Ms Lucinda O'Connor	Ms Orla O'Driscoll	Ms Kim O'Flaherty
Mr David O'Mahoney	Mr Noel O'Neill	Ms Aisling O'Rourke
Ms Christine O'Sullivan	Ms Tara O'Sullivan	Ms Martina Owens
Ms Jacqui Quinn	Ms Karen Quinn	Ms Ciara Ryan
Mr Michael Ryan	Mr John Smyth	Ms Orla Thornton
Ms Annie Tunstead	Ms Fiona Watchorn	

Secretarial Staff

Ms Majella O'Shea	Ms Lisa Pender	Ms. Patricia Whelan
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Caretakers

Mr. Paul Foley	Mr. Dylan Dooley
Mr Tom O'Sullivan	Mr David Kidd

Special Needs Assistants

Ms Heather Grant	Ms Gill Molyneaux
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Ancillary Staff

Ms Liz Condron	Ms Anita Comerford
Ms Dorota Sopel	Ms Agnes Sen

Laboratory Technician

Ms Sonia Wilson



40 Declaration of Sight

I have read and understand the contents of this document including my duties as an employee as outlined under Section 13 of the Safety, Health and Welfare at Work Act 2005.

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

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I have read and understand the contents of this document including my duties as an employee as outlined under Section 13 of the Safety, Health and Welfare at Work Act 2005.

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Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____



**41 Annual Health and Safety Report
Presentation College
for
2020 – 2021**

The following is a report of progress with our Health and Safety Policy:

1. Safety Training

During the year, the following safety training courses were attended by staff:

2. New Safety Arrangements

The following new safety arrangements were put in place during the year:



3. Purchase of Safety Equipment

The following items of safety equipment were purchased during the school year:

4. Emergency Drills

(Number) emergency drills were practised during the school year and the results were:

5. Safety Programme

Our Health and Safety Programme for 2019/20 includes:



42 Forms IR1 and IR3

The Health and Safety Authority requests that **Form IR1** should be completed online.

Submitting details of accidents online

- Is faster than filling in a paper IR1 Form and sending it in.
- Allows the School Authorities to view all accidents that were reported online over the last year
- The School Authorities will obtain a confirmation receipt (email) for each accident reported
- The Principal will be sent a letter containing an approval code. This approval code will enable him to view all the accidents reported online over the past year.

The email address for the Health and Safety Authority (HSA) is www.hsa.ie

Alternatively the HSA may be contacted at: 1890289389.



Form IR3

FORM OF NOTICE OF DANGEROUS OCCURRENCE

APPROVED UNDER THE SAFETY, HEALTH AND WELFARE AT WORK (GENERAL APPLICATION) REGULATIONS, 1993

(Before completing this form, please see INSTRUCTIONS overleaf)

S.I. No. 44 of 1993

EMPLOYER/SELF-EMPLOYED INFORMATION

Name of business or company name:	Phone No: (+ STD Code)	
Address of Head Office:	Date of incident:	
Address of establishment where incident took place if different from above:	Approximate no. employed at establishment:	Approximate total no. employed by business:

TYPE OF WORK BEING UNDERTAKEN AND LOCATION OF DANGEROUS OCCURRENCE

What activity was being undertaken at the time of the incident (e.g. construction, road transport, chemical processing)
Where did the incident take place (e.g. inside buildings, underground, field, public road, shop etc.)

CIRCUMSTANCES OF THE INCIDENT

Description and cause:

DETAILS OF NOTIFIER

Notifier: <input type="checkbox"/> Employer/Self Employed <input type="checkbox"/> Person in control of workplace <input type="checkbox"/> Person Providing Training <input type="checkbox"/> Other	Date:
Address and telephone number for acknowledgement/clarification if different from above:	Signature: Position:

Return to Health & Safety Authority, 10 Hogan Place, Dublin 2.





Form No. IR3

INQUIRIES CONCERNING THIS FORM CAN BE MADE TO THE HEALTH AND SAFETY AUTHORITY (TEL. (01) 6147000) FROM WHICH DETAILED GUIDELINES ARE AVAILABLE

E-MAIL: web_info@hsa.ie

NOTE: THESE FORMS CAN BE PHOTOCOPIED

43 Recommended Content for First Aid Boxes and Travel Kits

MATERIALS 	First Aid Travel Kit Contents 	First Aid Box Content	
		1-5 persons 	6-25 persons 
Adhesive plasters	11	11	20
Sterile eye pads (Bandage attached)	-	-	2
Individually wrapped triangular bandages	2	2	6
Safety pins	2	2	6
Medium individually wrapped sterile unmedicated wound dressings (~10 x 8cm)	-	-	6
Large individually wrapped sterile unmedicated wound dressings (~13 x 9cm)	1	1	2
Extra-large individually wrapped sterile unmedicated wound dressings (~28 x 17.5cm)	-	-	3
Individually wrapped wipes	8	8	8
Paramedic shears	1	1	1
Pairs of disposable gloves	1	1	2
Sterile eyewash (where there is no clear running water)	1	1	2










Other items might include creams to deal with caustic burns, suntan lotion and hand cream.

44 Hazardous Substances Warning Symbols

Safety Data Sheets (SDS) must be obtained for each chemical being used in the school and filed, in the area where the chemical is stored.

A Safety Data Sheet is the EC term for a document which gives detailed health and safety information about a chemical. These sheets must be provided by the supplier of a chemical to those using the chemical.

All staff must be taught to recognise the standard warning signs on chemicals.

NEW Standard Warning Signs and Risk Phrases			
Acute Toxic Hazard		Hazard: Caution:	The substances are very hazardous to health when breathed, swallowed or in contact with the skin and may even lead to death. Avoid contact with human body and immediately consult a doctor in cases of malaise.
Health Hazard		Hazard: Caution:	This symbol designates substances which may have an irritant effect on skin, eyes and respiratory organs. When taken up by the body, these substances cause slight damage. Do not breathe vapours and avoid contact with skin and eyes.
Chronic Health Hazard		Hazard: Caution:	When taken up by the body, these substances can cause long-term damage. Avoid contact with human body, including inhalation of the vapours and in cases of malaise consult a doctor.
Corrosive substances		Hazard: Caution:	Living tissues as well as equipment are destroyed on contact with these chemicals. Do not breathe vapours and avoid contact with skin, eyes and clothing.
Flammable, substances		Hazard: Caution:	Flammable substances/ liquids Liquids with a flash point below 21 C. Keep away from open fires, sources of heat and sparks.
Oxidising substances		Hazard: Caution:	Oxidising substances can ignite combustible material or worsen existing fires and thus make fire-fighting more difficult. Keep away from combustible material.
Explosive substances		Hazard: Caution:	This symbol designates substances which may explode under definite conditions. Avoid shock, friction, sparks and heat.
Dangerous for the environment		Hazard: Caution:	This symbol denotes an environmental hazard Dispose of using SDS information. Environmental toxicity.
Gas Cylinder		Hazard: Caution:	Fire and explosive hazard Gasses under pressure



45 Bibliography

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Ratified by Board of Management on 11th November 2021.

Date of next review: March 2023.

Signed by _____

Chairperson of the Board of Management.