

Loreto Secondary School, Wexford

Health and Safety Statement/Emergency Procedures



Health and Safety Statement / Emergency Procedures

Health and Safety

The Board of Management of Loreto Secondary School, Wexford is committed to safeguarding the health and security of staff and students as well as of visitors to the school premises. In addition to the Loreto philosophy of care underpinning this Statement, the Board of Management seeks to be compliant with the Safety, Health and Welfare at Work Act 2005 which imposes a statutory duty on employers to ensure the health and safety of their employees whilst at work.

Employees also have a statutory duty to take care of themselves and others who may be affected by their acts or omissions. In addition to the legislative duties in safety, health and welfare, the normal duty of care is a natural overriding duty. The Board of Management will ensure that adequate resources, both financial and otherwise, are made available to provide for safety, health and welfare.

The Principal (John Mc Ginnity), in his role as Safety Officer will, in conjunction with the Health and Safety Manager (Derek Madden), the Facilities Manager (Peter Murphy) and Staff Safety Representative oversee the efficient implementation of the Health and Safety Policy, with the cooperation of the whole school community,

Risk assessments are carried out and regularly reviewed. Staff and temporary contractors are provided with appropriate information, so as to ensure their own safety and those who may be affected by their actions.

Accidents and dangerous occurrences are recorded. Adequate first aid, firefighting facilities and equipment are available on site. Staff are made aware of actions to be taken in case of emergency.

This statement is made available on request to all staff, students, Parents' and Students' Councils and contractors employed by the school. It is also published on www.loretoexford.com

The Board of Management is responsible for the implementation of this policy statement.

Responsibilities of Employees

All employees are reminded that the Safety, Health and Welfare at Work Act 2005 imposes a duty upon them while at work to:

- take responsibility for the Safety, Health and Welfare of him/herself and of all other parties who may be affected by acts or omissions at work.
- co-operate with the Principal to such an extent as will enable management to comply with all relevant statutory provisions.
- use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or object provided (whether for their own use or for use by them in common with others) for securing their safety, health and welfare while at work.
- report to the Principal or Safety Representative, without unreasonable delay, any defects in plant, equipment, or system of work, which might endanger safety, health or welfare.

Staff should encourage students to report hazards or potential hazards.

Responsibilities towards Third Parties

The Safety Officer, in co-operation with the Facilities Manager, will ensure that:

- all third party visitors including contractors, visitors and other members of the general public are made aware of all relevant hazards and also the notices pointing to means of escape from the building

- where contractors and sub-contractors are on the premises, that staff and students likely to be affected are made aware of the potential hazards arising from the work being undertaken.
- the contractor or sub-contractor's equipment is in good repair and in a safe condition.
- the contractor or sub-contractor has furnished a copy of his/her Health and Safety Statement.

The Health and Safety Manager

The school's Health and Safety Manager is Derek Madden.

Appointed by the Board of Management, he visits the school at least twice per term i.e. a minimum of six visits per school year.

He has the following responsibilities:

1. To ensure that the terms of this Health and Safety / Emergency Procedures Statement are implemented in full.
2. To advise the Board of Management and staff on all relevant matters relating to Health and Safety.
3. To submit a written report to the Board of Management within one week of each visit detailing the work carried out on the visit and recommendations for further action.

The Safety Representative

At Loreto Secondary School, Wexford the Safety Representative is Mr. Mark Mullen. Suggestions for improvements in Safety and Health matters should be conveyed to him or to the Principal, as Safety Officer. Mr. Mullen is afforded the following rights under legislation.

- To make representations on Safety, Health and Welfare at the place of work.
- To investigate accidents and dangerous occurrences.
- To make oral or written representations to inspectors and to receive advice and information from an inspector of the National Authority.
- To carry out inspections, with prior agreement with the Principal
- To investigate potential hazards (again with prior notice and approval) and complaints made by staff that s/he represents.
- To accompany an Inspector from the National Health and Safety Authority on an inspection tour other than one which is as a result of an accident.

Training and Information

To ensure safety for all, the Board of Management is committed to ensuring that all employees are aware of policies and procedures. This includes the identification of the risks associated with hazardous situations or substances with which they may come in contact. Demonstrations are given in the risks associated with firefighting, the use of firefighting equipment and areas of evacuation of the premises. Certain employees are trained for action in an accident situation and in first aid treatment.

A short programme of induction, provided by the Health and Safety Manager, will take place for new employees joining the staff. This programme will include:-

- a tour of the premises for familiarisation purposes.
- fire emergency procedures, location of exits, assembly points and training on firefighting apparatus.
- a discussion of the hazards in the work place and the preventative measures in force.
- an outline of the new employees safety responsibilities.

Guidance on Health and Safety Rules for Staff

Because of the constantly changing environment in the workplace it is not possible to write rules for all aspects of Safety, Health and Welfare at work, but by reading and understanding those listed here you will be helping to comply with your legal duty and contributing to the safe running of our operation. If you do not understand what is expected of you or if you are not sure of our safety rules, you are encouraged to consult the Principal.

WORKPLACE

- Ensure that a means of access to and from the place of work remains free from obstruction at all times and from slipping and tripping hazards.
- Do not leave cables or hoses trailing across floor unless absolutely necessary and then only if the appropriate warning is used.
- It is important that your work area is kept clear and tidy and that you pay attention to the general housekeeping of the workplace by regularly removing rubbish and waste.
- All spillages must be cleaned up as soon as possible.

MACHINERY AND EQUIPMENT

- Do not operate any machinery or use equipment unless you have been authorised to do so.
- Do not clean any moving machinery or carry out repairs or maintenance work unless a risk assessment has been carried out and a safe system of work is in operation.
- Do not use machinery without effective guards and safety devices in place and ensure that proper use is made of them.
- Report any defect in machinery, equipment guards or safety devices immediately to the Facilities Manager.

PROTECTIVE CLOTHING AND EQUIPMENT

- You must properly use all protective clothing and equipment provided for your personal protection. Any unsuitable, defective or lost item must be immediately reported.

NOTICES

- You must read and comply with all notices, instructions, hazard and warning signs provided for your information.

FIRE

- Make sure you are familiar with the fire procedures in place in the school.
- Report any damage to firefighting equipment immediately.
- Be aware of the procedure if you discover an unplanned fire or a fire out of control. Raise the alarm immediately.
- Be aware of the position of the nearest firefighting appliance and how to use it, provided you do not put yourself in danger.

HAZARDOUS SUBSTANCES

- Make sure you have sufficient information on any hazardous substances before use.
- Always read the instructions. Only use substances in accordance with their instructions.
- With substances in containers, only use substances in the original containers and do not transfer substances from one to another if it does not have the correct labelling on it.
- Make sure you return the substance to its designated safe storage area when finished.
- Only dispose of waste substances as instructed.

Employer Hazard Reporting and Recording
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REPORTING

The following circumstances must be reported verbally immediately to the Principal or Facilities Manager:

- If you discover a fire.
- If you have an accident, injury or illness which affects your ability to carry out your work.
- If you see an accident, or injury sustained by a non-employee.
- If you see any potential accident, incident or dangerous occurrence.
- If any guards or safety devices are ineffective, defective or have been removed.
- If protective clothing or equipment is inadequate, ineffective, damaged or missing.
- If a fault occurs to any machinery, plant or equipment which will affect its safe operation.
- If you have not been provided with suitable information with regard to the safe operation of machinery, plant or equipment.
- If you are not provided with suitable hazard information for a substance.
- If you are not aware of the correct way of using and handling a substance.
- If there is a spillage of a hazardous substance.

RECORDING

As stated above all hazards will be reported verbally to the Principal or Facilities Manager without delay and the action and the priority it will receive will be decided. This verbal report will be followed immediately with a written report in the designated school format. The report is then assessed and an investigation may be carried out if deemed necessary.

General Risk Assessments

Health and safety can be successfully managed by first identifying the hazards, measuring and evaluating the risks associated with the hazards, removing or controlling the risks, followed by educating all exposed to the risk.

Hazard is taken to mean any substance, material or practice which has the potential to cause harm to the safety, health or welfare of employees at work and others effected by that work. Risk is taken to mean the potential to cause harm in the actual circumstances of use and the likelihood of that potential being realised.

Suitable assessments of the risks to the health and safety of employees and others affected by their work activities, is undertaken at Loreto Secondary School, Wexford, in compliance with legislation by:-

- identifying all hazards with a potential to cause harm to employees and others affected by their work.
- evaluating the probability and severity of injury or damage.
- restricting access to a danger area for all who have not received adequate instruction.
- analysing the options for eliminating, reducing or controlling risks and then taking appropriate action.
- reviewing the assessments periodically
- keeping records of the significant findings of risk assessments and identifying employees who may be especially at risk.
- appointing competent persons to assist in complying with statutory duties for safety, health and welfare.

Main General Hazards at Loreto Secondary School, Wexford

The following **general hazards** have been identified:

- ❖ Bullying or Threatening Behaviour
- ❖ Fire Hazards
- ❖ Electrical Equipment
- ❖ Handling Disciplines
- ❖ Slips and Falls

To reduce the risks, these hazards are outlined in more detail below together with the suggested means of eliminating or mitigating the risk associated with each.

❖ Bullying or Threatening Behaviour

Incidents where any staff member or student is abused, threatened or assaulted by a fellow staff member/student or other third party in circumstances arising are treated as major hazards at Loreto Secondary School, Wexford. Staff looking after premises, working alone, home visiting, dealing with students with behavioural difficulties, looking after money or valuables, dealing with angry parents or relatives are recognised as being at risk. Such incidents will be fully investigated in accordance with the school's Anti Bullying Policy and its Dignity in the Workplace Policy.

❖ Fire hazards.

Formal evacuation procedures will be carried out at least twice yearly and evidence will be logged. These procedures are posted throughout the school. Portable firefighting equipment will be checked on a yearly basis and evidence of these checks will be recorded. All fire points will be kept clear at all times and will be highlighted. Exits and entrances will be kept un-locked during normal operating hours. They will be kept clear at all times and will be adequately signposted. Fire Evacuation Procedures are outlined below.

❖ Electrical Equipment.

The Board of Management recognises the inherent hazards associated with electricity and make provisions for the safety of all employees from any association with the generation, transformation, conversion, switching, controlling, regulation, storage, transmission, distribution and use of electrical energy in their workplace in compliance with Electricity Acts 1927 - 1988.

The following precautions will apply:

- All electrical equipment will be suitably identified and live parts will be covered.
- Precautions will be taken by earthing or automatic disconnection, to prevent danger from any exposed conductive part that may become live.
- Good practice will apply when choosing and using electrical portable tools.
- Over-current protective devices will be fitted.
- Only appropriately qualified trained personnel will work on electrical equipment.

❖ Manual Handling.

Appropriate organisational measures will be taken to avoid the need for manual handling of loads.

❖ Slips and Falls

Floors will not be made slippery by polishing or otherwise. If necessary, a non-slip polish will be specified. Washing of floors, as far as is possible, will be conducted outside school hours. Warning signs of work in progress on floors will be displayed. Trailing leads will be avoided where possible or will be highlighted by notice.

Risk Assessments

The following pages contain specific risk assessments and form an important part of Loreto Secondary School, Wexford's Health and Safety Policy. Risks are assessed as to their severity rating, as follows:

Low (L)	Near miss or incident of negligible injuries - scratch bruise, scald etc.
Medium (M)	Minor to medium damage - bone break or fracture, minor illness
High (H)	Loss of limbs, eyes serious illness or fatality

Physical Education and Sports Activities

Risk Assessment.... Medium

Hazards: Falls, physical contact, skin abrasion, equipment collapse

Safety Precautions and Controls

- No outdoor shoes will be used in the sports hall
- Floors will always be clear and dry.
- PE mats will be regularly inspected
- Brackets, securing ropes, wall bars will be checked for security.
- Vaulting horses, beams and benches will constantly be monitored for tears, cracks, splinters and particularly for steadiness.
- Shower area will continually be checked for missing tiles, sharp edges, water lodgment. Showers and foot baths will be disinfected as required.
- Outdoor playing pitches will be maintained free of any stones or debris and will be maintained, as far as practicable, in a level state.
- Goal posts will be regularly monitored with regard to the following dangers:
- Home Economics - Risk Assessment..... Medium

Home Economics

Risk Assessment.... Medium

Hazards: Gas inhalation, burns, cuts, food related and hygiene problems, fire.

Safety Precautions and Controls

- The gas supply to individual cookers will be isolated when not in use, and the supply to the room will be isolated and locked when the room is not in use.
- Oven doors will be properly sealed and gas rings checked for fear they have not blown out after being lit.
- The teacher will ignite the ovens, to ensure that there is not an accidental build-up of gas. Each electric oven and other apparatus will be electrically disconnected when not in use.
- The electric supply to the room will be disconnected when the room is not in use.

Other hazards to avoid in HE Rooms are:

- Splashes from deep fat fryer hot oil, meat mincer entanglement, contact with bowl cutter blades, contact with food processor and mixer blades
- Other precautions to take are:
- Clean up liquid and food spillages immediately, wear non-slip shoes, do not wear bracelets or dangling jewellery, wear hair tied back and covered, use oven gloves for handling hot dishes, wear aprons (or overalls to cover open pockets that might catch saucepan handles).

Science

Risk Assessment.... High

Hazards: Burns, explosion, carcinogenic, toxic, flammable corrosive or irritant substances, skin irritation, chemical inhalation or ingestion, electric shock

Safety Precautions and Controls

- The gas supply to all individual outlets will be isolated when not in use.
- The supply to each room will be isolated in a controlled locked state, when no equipment is in use and when the room is empty.
- The electrical supply to each piece of apparatus is isolated when not in use and the main supply to the room is isolated and locked when the room is not in use.
- Gas cylinders will not be stored below ground level and their storage area will be well ventilated. The valves on empty cylinders will always be closed to prevent ingress of air and the possible creation of an explosive mixture.

- Chemicals in use may be toxic, carcinogenic, flammable, oxidising, corrosive harmful or irritant. To prevent any adverse reactions these must be stored in a safe manner.
- Material safety Data Sheets will be available for all chemicals supplied and chemicals will be stored in a well ventilated locked store.
- Flammable chemicals will be stored in fire resistant cabinets.
- Incompatible chemicals will not be stored near one another.
- Minimum stocks of all chemicals will be retained.
- No redundant hazardous chemicals will be retained
- All chemical containers will be labelled including hazard symbol, safety phrase and risk phrase
- Chemical containers will be constantly checked for possible leaks

Art

Risk Assessment.... Low

Hazards: Cuts and Bruises, Skin Irritation

Safety Precautions and Controls

- Guillotines will have approved guards.
- All sharp instruments will have sheaths fitted.
- Only air dried clays will be used
- All paints, adhesives, glazes etc., will be labelled with appropriate hazard symbol, safety and risk phrases, if required. These will be safely locked away when not in use.

Maintenance Work (Caretakers) Risk Assessment.... High

Hazards: Electrical shock, Bums, Tripping and falling over cable, Struck by materials Contact with moving parts of machinery or portable power tools, fumes from hot work, falls from a height, repetitive strain injury

Safety Precautions and Controls

For electrical work:

- Standard practice for all electrical work is to be on "Dead" services. Work on live services will be only carried out by a qualified electrician
- Employees are to report any defect in plant and equipment or which they become aware. Be familiar with first aid treatment for electrical shock
- All equipment must be maintained in good condition and properly guarded.

For plumbing work:

- Materials should be delivered next to the point of use.
- If necessary, dust masks should be used when cutting into walls or floors.
- All equipment is to be in good condition and properly guarded.
- All portable electric equipment is to operate at 110 V.
- Material Safety Data Sheets are to be available for all lubricants, sealants or other chemicals.
- Soldering, welding or other hot work should be done in well ventilated areas.
- Portable fire extinguishers should be available when performing any hot work.
- A check of the work area should be made one hour after the completion of any hot work.

For painting work:

- Only scaffolds, which are properly erected and conform to requirements of pertinent section of the Safety Statement, will be used by painters.
- All ladders are to be in good condition and secured prior to use.
- Non-oil-based paints are to be used whenever possible. If oil-based paints are used ensure good ventilation.
- Avoid direct contact with paint whenever possible.
- Material Safety Data Sheets for all paints used will be made available

- All paint-spray equipment will be maintained in good condition and regularly inspected and cleaned. Quantities of paints and thinner/spirits on site will be held to a minimum and be safely stored.
- Painters will be provided with, and must use, properly set up equipment to avoid awkward postures and undue strain during work.

Grounds Care and Maintenance

Risk Assessment.... High

Car parking will be safer if staff take adequate care with the handling of their own vehicles. Staff should draw to the attention of the Principal or Facilities Manager any incidents of non-school personnel using this facility. A clear throughway will be left at all times for ambulance or the fire brigade.

Continuous monitoring of the grounds for the following hazards will be carried out:

Wearing of tarmac and ensuing “pot holes”, missing drain covers, broken or protruding paving stones, leaves, litter or other debris, large stones or other impediments.

Proper care and maintenance will at all times be given to tools and equipment used in this area. Faulty goods will not be used and will immediately be taken out of commission.

There are certain physical hazards that may possibly be associated with specific equipment and should be given particular attention:

Grass Mowers

- Make sure area is clear of stones and other loose debris
- Do not mow with people in close proximity
- Do not leave mower unattended with power on
- Do not mow with light footwear.
- Always keep mower flat on the grass.
- Switch off mower before moving it across roads and pathways.
- Mow across slopes, never up and down.

Hedge Cutters and Strimmers

- Check safety switch mechanism regularly.
- Wear eye and face protection
- Check guarding systems
- Do not use in proximity of bystanders.

Plant areas such as boiler house, oil tanks, gas tanks, workshops will always be kept in a tidy safe manner. No goods of any sort will be stored in a boiler house. Hazardous plant areas will be locked at all times. These areas, particularly, electrical switch gear areas, will have appropriate hazard signs posted.

Containers of dangerous substances must be correctly labelled at all times. This label should contain information on the precautions necessary as well as an orange label with the appropriate hazard symbol. Substances should not be transferred to an unlabelled container at any time.

Office

Risk Assessment.... Medium

Hazards: Slips, trips, falls, struck by objects, equipment hazards,

Safety Precautions and Controls

- All office equipment is positioned so as to avoid risks of falls or collisions.

- All power, telephone, computer or other equipment cables are positioned so as to avoid risks of falls. These will be taped or fastened under furniture or along base boards. A cable cover will be fitted if necessary.
- Adequate means of access and egress from the workplace is provided, including means of escape in the event of fire, which will have emergency exit signs.

Employees who use computers as a significant part of general work will receive training on the general use and adjustment of their workstation if necessary and will have the right to opt for an eye exam at the school's expense, before commencing display screen work and at regular intervals thereafter.

Office Staff using computers should be aware of the following precautions to ensure risks are minimised:

- The area in front of the keyboard is sufficient to provide support for the hands of the operator. Document holders should be arranged to minimise frequent head and eye movement.
- If required, footrests will be provided.
- Desks and screens are arranged so that any bright lights are not reflected in the screen. Curtains and blinds are provided to cut out all unwanted light.

Filing Cabinets can be a hazard for Office Staff. It is possible for fingers to be trapped between a drawer and cabinet, to trip over open drawers.

Risks are minimised by staff observing the following safe practices:

- Store heavier items in the bottom drawer
- Start with the bottom drawer when setting up files
- Never open more than one drawer at a time
- Use drawer handles when opening cabinets
- Always close file drawers after use

Emergency procedures

One

Fire Drill is an important exercise. All staff and students should be so familiar with the procedure that, in the event of a real emergency, they will automatically follow it and evacuate the building quickly and safely. Checking of students at the Assembly Area is a very important part of Fire Drill and should only take a few minutes.

The Principal is responsible for fire-drill procedure in the school. S/he will liaise closely with teachers in discharging this responsibility.

In the event of an emergency/fire drill the following procedure should be followed by all:

- A fire drill will be immediately preceded by an intercom announcement by the Principal stating that a fire drill is about to commence.
- If it is not a drill, the Facilities Management Team will call the Fire Brigade and wait to direct it to the location of the fire.
- Teachers not in class should proceed to the Assembly Area to assist with checking and supervising.
- All subject teachers in class should:
 - a. Count the number of students in the room. Remind the students to remain calm and behave in an orderly fashion.
 - b. Direct the students out by the appointed exit to the Assembly Area at the front of the school.
 - c. Follow the students and close the door.
- Students and staff with mobility issues should proceed to one of the refuge points inside the building and await the arrival of fire personnel.

- The Facilities Management Team will do a final check of the building to ensure that everyone has left.
- If the Facilities Management Team encounter any person at a refuge point, they will communicate with them and take note of the exact location.
- Student toilets will be checked by the Secretary and Receptionist, as follows:

Secretary: Ground floor, 1st floor
Receptionist: 2nd floor

- When the students arrive at the Assembly Area at the front of the building they will line up in their subject group and will be counted by their subject teacher. Each subject teacher must ensure the number here corresponds with the number s/he had in the classroom with the exception of incapacitated and accompanying students as set out above.
- Subject teachers will then stand at the top of the line of students in her/his care and will inform the Deputy Principal of the outcome of both counts.
- The next most senior teacher will co-ordinate the checking in the absence of the Deputy Principal.
- When checking is complete, all must wait for the 'All Clear' instruction to be given by the Principal to return to class.
- If any person was found at a refuge point, the Facilities Management Team will inform the Deputy Principal of the location and number.
- To facilitate the exit from the Assembly Area, students will return in the following order: 1st year, 2nd year, 3rd year, 4th year, 5th year and 6th year.
- Students will return to the building by means of the emergency door used when exiting the building.
- In the event of an emergency occurring outside of class time, students will line up in alphabetical order in their basic class groups at the Assembly Area. The 5th and 6th year classes will line up in their administrative groupings e.g. 5.1, 5.2 etc., 6.1 6.2 etc.
- Should an emergency arise in the course of Supervised Evening Study, ground floor toilets should be checked by a female staff member. Counting of students in the Assembly Area will be conducted by the supervising teacher who will liaise with a member of the Facilities Management Team. This team member must give the "All Clear" instruction before the building can be re-entered.
- The Principal will discuss any issues arising from fire drill procedures with relevant groups as necessary.

Two

When emergency First Aid is required, the following call will be made over the intercom seeking the assistance of a qualified First Aid person:

Code F, followed by name of room/area

Three

When the use of a defibrillator may be required, the following call will be made over the intercom seeking the assistance of a qualified person:

Code D, followed by name of room/area

[illegible]

(PEEP) as necessary – includes Staff.											
Manual Handling Training for relevant staff	X										
Fire Extinguisher training – as required											
First Aid Refresher Training -	X										
Annual review of Risk Assessment review	X	X									
Review Canteen Food Safety Records	X	X		X		X		X		X	
Monitoring of and responding to Accident/Incident Reports, submitted to Principal/Safety Officer	X	X	X	X	X	X	X	X	X	X	X

Key: Amber = Planned, Green = Complete, Red = Overdue.

References

This plan was developed to meet the criteria suggested in the following documents:

Guideline and Managing Safety and Health and Post Primary Schools Part 1 – HSA

Guideline and Managing Safety and Health and Post Primary Schools Part 2 – HSA

Department of Education and Science Circular – DES 18 2018