



## HEALTH SAFETY AND WELFARE GUIDELINES FOR STAFF

**Note: This document is essentially a summary for staff of Salesian Secondary College's extensive Health and Safety Policy Statement (under review 2018)**

### Safety Statement

It is the Board of Management's policy to provide a safe and healthy work environment for all employees and to meet its duties to students, employees, contractors and visitors. The Board of Management acknowledges its role in protecting the safety, health and welfare of all people employed in Salesian Secondary College. We are committed to implementing safe work systems and methods to ensure the safety, health and welfare of all.

The Board of Management understands its legal obligations and its commitment to comply with the Safety, Health and Welfare at Work Act 2007, and any other legislation such as the General Applications Regulations 1993 or as required under EU Law.

The Management recognises that its obligations are to provide the following:

- A safe place of work
- Safe systems of work
- Appropriate information and training to ensure safety
- Preparation and revision of emergency plans
- Prevention of risk to health from any activity
- Hygiene facilities as appropriate

The success of this policy will depend on the co-operation of all personnel. It is therefore important that you acquaint yourself with all areas of the Safety Statement. You should ensure that you understand your role and the overall arrangements for health and safety within the school and within your individual department. You should

also be aware that you have an obligation to take care of your own safety and that of others who might be affected by your actions.

### **BOARD OF MANAGEMENT COMMITMENT**

In order to secure the safety, health and welfare of employees, staff, students, visitors and contractors, the Board of Management will commit to the following:

- Carry out risk assessments, identify hazards and prepare a safety statement taking account of the general principle of prevention.
- Management will be fully familiar with the organisations safety statement and ensure all employees are informed of its contents and any subsequent revisions.
- Employees will be informed of hazards and risks identified the protective and preventative safety measures and the names of designated employees representing health and safety processes.
- Organise methods and systems for managing and conducting work activities to ensure as far as possible the health and safety of employees.
- Ensure that there are safe means of access and egress to the place of work and endeavour to ensure that the equipment and facility is safe and without risk to health.
- Prevent as far as possible any improper conduct or behaviour likely to put the health and safety of the employees at risk.
- A Safety Committee comprising safety representatives and Safety Officer.
- This committee will meet to review all safety issues and accidents/dangerous occurrences in order to ensure compliance with the safety statement and relevant legislation.
- Provide written information and instructions regarding fire safety on the premises to ensure that employees are aware of the actions to be taken in the case of an emergency.
- Ensure that properly maintained fire protection equipment is available and that fire exit routes are kept clear.
- Provide and maintain first aid boxes on the premises.
- Ensure that all employees receive adequate safety training and instruction appropriate to the task performed.

- Will consider and support any representation about health and safety from any employee.
- Dedicate the resources necessary to ensure as far as is reasonably practical the safety health and welfare of its employees and visitors to the premises.
- Co-operate and communicate with other employees who share the place of work in relation to health and safety compliance.
- Relevant health and safety information will be provided to another employer if that employer has employees based at the school.
- Report accidents and dangerous occurrences to the Health and Safety Authority (HSA) and the State Claims Agency (SCA).

The Safety statement will be reviewed by management and the Safety Committee and will be changed as appropriate.

Compliance with the safety statement is the ultimate responsibility of management, who will be supported in this by audits, including individual room audits, carried out by school personnel and evaluation of accident reports and statistics.

### **Room Audit**

The Board of Management recognises the importance of obtaining from all members of staff their full co-operation in ensuring that the highest standards of safety in the workplace are maintained. As part of this ongoing process, a Room Audit will be undertaken at the commencement of each year. Following the return of the relevant form action as necessary will be undertaken by the school management.

### **First Aid**

Staff should familiarise themselves with the personnel qualified in First Aid and the location of First Aid boxes.

A defibrillator (AED) is located outside the Vice Principals Office and also outside the School Reception and details of designated users/staff are located in the staff room. In addition to the issues of Health Safety and Welfare staff are encouraged to use the room audit process to advise the Principal of any requirements or

resources which are necessary to improve the ambience and the teaching and learning in the classroom.

## **FIRST AID TEAM**

*Updated names here (training to be organised in school 2018)*

## **Co-operation of Employees**

The co-operation of employees in matters relating to safety, Health and welfare is of paramount importance in order to have an effective Health and safety policy. Each employee has a duty to:

- Take reasonable care for his/her own safety health and welfare and that of any other person who may be affected by his/her acts or omissions while at work.
- Co-operate with the Board of management and any other person to such extent as will enable the Board of Management or the other person to comply with any of the relevant statutory provisions.
- Ensure s/he is not under the influence of an intoxicant so as to endanger his/her own health and safety or that of any person and submit to any appropriate and reasonable tests for intoxicants as required by the organisation.
- Undergo an assessment by a medical practitioner to establish the employee's fitness to perform work activities. If an employee becomes aware that they are suffering from any illness or physical or mental impairment which in the course of carrying out work activities could expose the employee or other employees to a health and safety risk, the employee should immediately notify the management. Action will be taken by the management to ensure compliance with the safety legislation.
- Not engage in improper conduct or other behaviour that is likely to endanger his/her safety or that of any other person.
- Attend such training as may be required to ensure compliance with health and safety legislation.

- Adhere to safe lifting methods and use any personal protective equipment, including appliances, equipment or other means or things provided to secure safety, health and welfare at work, in such a manner so as to provide the protection intended.
- Report to the Safety Officer without unreasonable delay, any defects in equipment, place of work or system of work, or any other contravention of the statutory provisions which might endanger safety, health and welfare of which you become aware.
- Not interfere with or misuse any appliance or protective clothing or convenience provided for securing safety, health and welfare.
- Be aware of the person responsible for safety, health and welfare on the premises.
- Have a duty through proper use of work areas and facilities including toilets, kitchens etc. to keep the workplace in a safe clean and healthy condition for the continued benefit of themselves, colleagues, students, visitors and contractors.
- Inform senior management immediately of any injury no matter how minor. An accident report must be completed and returned to the safety officer within 24 hours. Employees are also obliged to inform senior management of any hazard or incident whether it is a machine or dangerous behaviour on the part of an individual(s) which may affect their own health and safety or that of any other person. The Safety Officer shall follow up on that information with a view to preventing any similar incidents in the future.

### **Personal Property**

The Board of Management does not accept any responsibility for any personal property belonging to an employee, which is left on the premises. Staff are strongly advised not to bring large sums of money or valuable articles to the workplace. Where lockers are provided, staff are required to use them for all personal belongings.

### **School Property**

We are all required to respect all school equipment used in the course of our employment, for example computers, materials, vehicles, equipment, printers.

Misuse or misappropriation of such equipment is considered a serious offence and would be dealt with by the Board of Management under disciplinary procedure.

### **Occupational Health Service for Teachers**

Staff are advised that the DES has put in place new procedures for managing health and welfare issues for teachers. Details can be viewed by reference to the website [www.education.ie](http://www.education.ie) and following the appropriate links. The Employment Assistance Service is now part of the new procedures.

### **Fire Evacuation Procedures**

All staff and students are requested to familiarise themselves with school fire drill exit and assembly points. Information can be got from the schools safety officer. The assembly point signs are colour2867ed green and white.

- Remember –exit the classroom with your class group or from the staffroom/office/laboratory/toilet as quickly as possible, leaving all belongings behind.
- Everyone should proceed to their assembly point without delay in the main yard.
- Subject teachers should take a roll call at the assembly point and report any missing students to the safety officer/deputy principal/principal. Do not re-enter the building until the all clear has been given.

### **Medical Assistance**

Limited medical help is available from the staff room/deputy principal's office/principal's office. In the event of a medical emergency contact the emergencies services immediately and report the incident to the teacher on duty and the principal/deputy principal. In the case of minor accidents contact the first aid officer. Students with their parents consent will be brought to the A+E if necessary. Do not administer any prescription medicines to students (designated personnel will intervene in the case of diabetic students who, on parents request, keep an emergency insulin supply in the school). Parents are contacted by the year head/deputy principal/principal in the event of an accident. Accidents are recorded in the Accident Form found on page **XX** of the Teacher's handbook. Reports should be written and dated as soon as possible on the day the incident occurs.