



## **Health & Safety Statement**

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## **Health & Safety Policy Statement**

In accordance with the Safety, Health and Welfare at Work Act 2005, 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 success of this policy will depend on the co-operation of all personnel.

The Board of Management understands its legal obligations and its commitment to health and safety 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

Salesian Secondary College are committed to playing an active role in the implementation of this occupational health and safety policy and undertake to review and reverse it in light of changes in legislation, experience and other relevant developments.

\_\_\_\_\_  
*Chairperson BOM*

12th March 2024\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Principal*

12th March 2024\_\_\_\_\_  
*Date*

## **Introduction**

The Board of Management of Salesian Secondary College is committed to the creation of a safe and healthy working environment for all members of the school community. Our school dedicates itself to educational excellence taking into account the uniqueness and complexity of each individual pupil. We strive to create an atmosphere where pupils are happy and thrive in an environment imbued with St. John Bosco's three educational principles of Reason, Religion and Loving Kindness. This policy embodies the spirit of the school as laid out in the Mission Statement.

<https://salesiancollege.ie/wp-content/uploads/2020/11/Statement-on-Vision-Ethos-and-Mission-SSC-Adopted-June-2020.docx-Google-Docs.pdf>

## **Aims:**

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

- to create a safe and healthy school environment by identifying, preventing and tackling hazards and their accompanying risks
- to ensure understanding of the school's duty of care towards pupils
- to protect the school community from workplace accidents and ill health at work
- to outline procedures and practices in place to ensure safe systems of work
- to comply with all relevant health and safety legislation (so far as is reasonably practicable) to include the following areas:
  - Provision of a safe workplace for all employees of the school
  - Awareness raising of staff who will carry out safe work practices.
  - Ensuring safe access and escape routes
  - Ensuring safe person handling practices for staff – manual handling courses

### **1. Purpose**

To support all employees to comply with this policy and procedure so as to support the management of health and safety within Salesian Secondary College.

### **2. Scope**

This policy is applicable to all members of staff (temporary, whole-time, agency and part-time) irrespective of length of service. It is the responsibility of every employee to read and understand this Ancillary Safety Statement. If you do not understand any of the content of the Safety Statement please seek clarification from your line manager.

### **Dignity & Respect at Work**

Salesian Secondary College is committed to maintaining a workplace environment that encourages and supports the right to dignity at work.

All who work in Salesian Secondary College, visitors, contractors, and students who visit our premises are expected to respect the right of each individual to dignity in their workplace and have a responsibility to ensure that these rights are respected at all times.

Salesian Secondary College is committed to providing a workplace that is free from violence and will not tolerate any verbal or aggressive behaviour from or to our staff.

### **Legislation, codes of practice, standards, guidance**

Safety, Health standards and Welfare at Work Act 2005.

Safety, Health and Welfare at Work (General Application) Regulations 2007 – 2010

Safety, Health and Welfare at Work (Construction) Regulations 2006 – 2010

## **SAFETY, HEALTH AND WELFARE POLICY**

The fundamental aim of the **Safety, Health and Welfare at Work Act 2005** and the **General Application Regulations** are the prevention of accidents and ill health in the place of work. Senior Management has responsibility for implementing the Policy on Safety, Health and Welfare; however, all staff are expected to co-operate in carrying out this policy and to take reasonable care for their own safety, health and welfare and that of others who may be affected by their act or omissions while at work. The Safety, Health and Welfare at Work Act 2005 outlines “duties of care” of employers and their employees, regarding safety and health.

**Section 8 of the Act** places duties of care on the employer to manage and conduct their undertakings so that they are safe for employees.

Salesian Secondary College will endeavour to manage and conduct work activities in such a way as to:

- ensure, so far as is reasonably practicable, the safety, health and welfare at work of staff, contractors, visitors and learners.
- to prevent, so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health or welfare at work of staff at risk. Salesian Secondary College will determine and implement necessary measures, as far as is reasonably practicable, that will take account of changing circumstances and the general principles of prevention (Appendix I) when identifying hazards and carrying out a Salesian Secondary College will ensure, so far as is reasonably practicable, the safety and prevention of risk to health at work of its staff by:
  - the maintenance of the building in a condition that is safe and without risk to health
  - ensuring safe means of access to and egress from the building
  - ensuring that plant and machinery are safe and without risk to health
  - reducing the risk to exposure to noise, vibration, or ionizing or other radiations or any other physical agent
  - providing safe systems of work that are planned, organised, performed, maintained and revised as appropriate
  - preparing and revising, as appropriate, adequate plans and procedures to be followed and measures to be taken in the case of an emergency
  - reporting accidents and dangerous occurrences to the Board of Management.
  - providing the appropriate information, instruction, training and supervision

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- obtaining, where necessary, the services of a competent person (whether under a contract of employment or otherwise) to advise and assist in the safety, health and welfare at work of staff
- ensuring that adequate resources are made available to implement effective safety policies and ensure that such resources are reviewed regularly
- providing and maintaining suitable personal protective equipment (PPE) where hazards cannot be eliminated
- providing a written risk assessment and ancillary safety statement and ensuring their review when there has been a significant change in matters relating to H & S
- preparing and revising Emergency Plans
- providing and maintaining welfare facilities including toilets and first-aid

### **Section 13 of the Act** places specific duties on staff including:

- comply with relevant laws and protect their own safety, health and welfare and that of any other person who may be affected by their act or omission
  - co-operate with their employer or any other person to enable them to comply with any statutory provisions
  - use the safety equipment, appliances and the PPE provided in such a manner so as to ensure their safety, health and welfare
  - participate in safety and health training offered by their employer
  - reporting to the employer without reasonable delay, any defects in plant, equipment, place of work or work system, which might endanger safety, health and welfare of which they become aware
  - not to interfere with any items provided for securing the Safety, Health and Welfare of persons at work
  - not engage in any improper conduct that could endanger their safety or health or that of anyone else
  - ensure that they are not under the influence of any intoxicant to the extent that they could endanger their own or others safety
  - if reasonably required by their employer, submit to appropriate, reasonable and proportionate tests by or under the supervision of a General Practitioner
  - inform one's employer if one becomes aware they are suffering from any disease or impairment, which could affect their or others safety in the work they perform
- Staff are encouraged to make suggestions on means of improving safety, health and welfare and to raise any issue of concern with the H & S Co-ordinator.

## **Roles & Responsibilities**

Under the Safety, Health and Welfare Act 2005 responsibility rests with the employer to ensure appropriate safety systems are in place. Management of health and safety is integrated into the school's existing management structure. Employees at all levels have responsibility for health and safety, commensurate with the level of their general responsibility.

### **1. Board of Management**

The Board of Management is responsible for health and safety management and performance in the school. The Board is aware of the duties imposed on themselves, the school and its employees by health and safety legislation.

The Board may delegate duties to the Principal, Deputy Principals and other staff members for the management of day-to-day safety, health and welfare in the school. In compliance with its statutory obligations under the Safety, Health and Welfare at Work Act 2005, the Board of management of Salesian Secondary College will:

- Oversee the implementation of health, safety and welfare management system in the school;
- Identify safety and health objectives;
- Allocate adequate resources to deal with health and safety issues;
- Review the implementation of the safety statement and the schools safety and health performance.

### **2. Principal**

The Principal has responsibility for the day-to-day management and co-ordination of all health and safety matters in the school in accordance with the health and safety policy agreed by the Board of Management.

The Principal is responsible for the following:

- Managing safety and health on a day-to-day basis;
- Liaising with the Board of Management on policy issues and any problems in implementing the health and safety policy;



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- Providing an annual report to the Board of Management in respect of health and safety. The report will set out the achievement of objectives for the previous year, set out objectives for approval for the coming year and make a general comment on the performance of the health and safety management, policies and procedures within the school;
- Ensuring that routine inspections are carried out to ensure the workplace is adequate as regards health, safety and welfare;
- Ensuring that all statutory examinations and inspections of facilities and equipment are carried out and that records are maintained;
- Ensuring that all accidents and incidents are investigated and all relevant reports are completed;
- Communicating with staff members on safety and health matters;
- Ensuring risk assessments are carried out and maintained, and bringing the significant findings to the attention of those who may be adversely affected;
- Ensuring that comments from staff on potential hazards are acted upon to remove or reduce the hazard to an acceptable level;
- Ensuring an interest in and enthusiasm for health and safety matters is promoted throughout the school and a good personal example is set.

### 3. *Deputy Principals*

The Deputy Principal assumes the responsibilities of the Principal in safety and health matters in the absence, for any reason, of the Principal. The Deputy Principal also has the following responsibilities:

- Collaborate with the Principal and Health and Safety Coordinator in the planning and implementation of safety and health policy and procedure;
- Ensuring that safety precautions are accounted for when employing outside contractors;
- Being familiar with fire drills and evacuation procedures

#### **4. Health and Safety Coordinator**

The Health and Safety Coordinator acts as a representative for the Health & Safety committee, who are responsible for Safety, Health and Welfare Salesian Secondary College.

The Health and Safety Co-ordinator will:

- Act as the Fire Safety Officer, Fire Warden and a point of contact between staff and Principal on safety and health matters;
- Report to the H & S Committee periodically, on the overall Health & Safety status within the school; accidents, statistics etc.
- Inform staff of impending H & S legislation that is likely to affect operations;
- Manage the implementation, with the assistance of the H & S Committee, of Health & Safety policies and procedures;
- Liaise with the Principal on an-ongoing basis regarding monitoring safe work practices, H & S audits and inspections;
- Maintain H & S records, accident/incident investigations and reports, training etc.
- Submit accident/incident reports to Corporate Services.
- Ensure that the Safety and Health Statement is up to date and is available for inspection;
- Review the Safety and Health Statement annually with the assistance of the H & S Committee;
- Accompany an inspector from the H & S Authority, where appropriate, if s/he visits Salesian Secondary College.

#### **5. Health and Safety Committee (H & S Committee)**

A safety committee was established to help maintain and improve safety in the school. The committee is made up of the following members:

Micheal Brosnan ( <i>H &amp; S Coordinator</i> )	Ross O' Donovan
Keith O' Rahilly ( <i>Principal</i> )	Trish Shortt
Mike Lavin ( <i>Deputy Principal</i> )	Sean Brosnan
Davy Ryan ( <i>Deputy Principal</i> )	Joe Cusack
Orla Browne	

Brian McGreal	
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The committee will:

- Participating in relevant Health and Safety Training
- Accompanying the H&S Committee and an inspector from the H&S Authority where appropriate where s/he visits the workplace
- Keeping colleagues informed of key Health & Safety issues and new Health & Safety legislation, as appropriate
- Meet once every term to share and discuss safety and health matters;
- Draft and review safety statement, risk assessments and safety procedures;
- Conduct safety audits;
- Plan and run fire drills
- Make reports to the Board of Management and staff

#### 6. ***Health and Safety Representatives***

Safety Representatives will act on behalf of colleagues by:

- consulting with, and making representations to the Line Manager, in the first instance, and thereafter to the H & S Committee, on matters relating to health, safety and welfare within the work area
- carrying out routine audits and inspections within his/her designated areas, in consultation with the Line Manager, in the first instance, and thereafter to the H & S Committee, in order to identify potential hazards and, where possible, propose ways of addressing them
- investigating potential hazards and complaints reported in Safety, Health Welfare matters
- notifying the Line Manager and H&S Committee of accidents dangerous occurrences
- investigating accidents and dangerous occurrences, in consultation with the Line Manager

## **7. Fire Safety Officers**

The Fire Safety Officers are competent persons who have responsibilities under the Safety, Health and Welfare at Work Act, 2005 and the Fire Services Act, 2003. Section 18 (2) places a duty on the manager to “take all reasonable measures to guard against the outbreak of fire on such premises as to ensure as far as is reasonably practicable the safety of persons on the premises in the event of an outbreak of fire”.

While the Principal/Deputy Principal is required to exercise a duty of care to all employees, learners and users of the premises in respect of health and safety risks, the fire safety management of the premises is designated as the responsibility of the Fire Safety Officers.

The Fire Safety Officers will:

- ensure that any employees, learners and users new to Salesian Secondary College are briefed on fire safety arrangements
- ensure that all fire services and equipment in Salesian Secondary College are adequate, constantly reviewed and updated where necessary
- ensure that the service contract is adhered to, and that maintenance is recorded and logged on the Appliance
- be vigilant to legislative changes and inform management accordingly
- ensure that the alarm is raised and the fire brigade has been called
- ensure that all routes into the building are unlocked and unobstructed
- open all gates or security barriers required for Fire Brigade access
- meet the officer in charge of the Brigade and provide details of:
  - the numbers and locations of persons still on the premises
  - the location of LPG storage facilities or flammable liquid stores
  - entry points to all parts of the building
  - the location of fire hydrants, dry risers, hose reels or other facilities for firefighting
- provide the fire brigade with a copy of a Floor Plan
- shut off, if safe to do so, the main gas supply to the premises
- organise fire drills on a regular basis in consultation with the H & S Co-ordinator and Principal

## 8. ***Fire Wardens***

The general responsibilities of a fire warden are to reduce the risk of fire within the centre and ensure that emergency routes and equipment are appropriately maintained.

This includes:

- Identifying and removing fire hazards on centre premises;
- Ensuring escape routes are kept clear of obstruction;
- Checking fire doors are clear, both inside and out and are never locked;
- Ensuring appropriate maintenance and servicing of firefighting equipment;
- Maintaining accurate information on fire hazards within their designated area to present to fire fighters in the event of a fire;
- Reporting any problems with the above to the Centre Manager and ensuring action is taken
- up-date the Fire Register on an on-going basis

## 9. ***First Aiders***

The First Aiders in conjunction with assigned post-holder will:

- maintain the allocated First-Aid boxes, and ensure that they and their contents are available to staff as required
- render first-aid assistance in accordance with training
- advise the H & S committee of any accidental injury which happens either on the premises or on school excursions and fill out an accident report form

### **In the event of an emergency:**

- the first priority is the health and safety of all concerned, so don't put yourself or others at risk
- look after the injured person, but seek professional medical assistance for all but minor injuries. Make the injured person safe whilst others are summoning the ambulance
- complete the appropriate accident / incident report form

**10. Subject Coordinators**

Subject coordinators will:

- fully familiarise themselves with the Corporate Safety Statement, Ancillary Safety Statement and associated H & S policies
- ensure that all provisions under the Ancillary Statement are implemented effectively
- ensure that all staff within their School know what to do in case of fire or other emergency and know the location of Emergency Exits and Assembly points
- in conjunction and in consultation with the H & S Co-ordinator ensure a safe system of work within their School
- maintain the highest standards of good housekeeping within their School at all times
- make staff aware of any hazards identified within their School
- identify training needs of staff within their School and report to the H & S Co-ordinator
- ensure that accidents/incidents or dangerous occurrences are reported to the H & S Co-ordinator and that appropriate reports are completed
- ensure that all staff are informed of H & S policies and procedures pertinent to that School, especially new employees, recent graduates, learners on work experience etc.
- ensure that all staff are aware of the location of First-Aid Boxes and are informed of the names of First Aiders
- ensure that any work activity is immediately stopped where there is a serious risk of injury to staff, visitors or members of the public
- ensure that Personal Protective Equipment (PPE) is worn or used, when appropriate
- ensure all defects in plant and machinery in their School is notified immediately and equipment de-activated, if necessary
- accompany the H & S Co-ordinator on Safety inspections when requested
- co-operate with senior management on all Safety Policy implementation

## **11. Teaching and Non-Teaching Staff**

Teachers are responsible for the day-to-day management of health and safety in their classroom and other areas affected by their teaching. Part 2, Chapter 2, Section 13 of the *Safety, Health and Welfare at Work Act 2005* outlines the general duties of employees. The responsibilities of the teachers of Salesian Secondary School include the following:

- Ensuring an interest in and enthusiasm for health, safety and environmental matters is promoted and a good personal example is set;
- Taking 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;
- Carrying out routine inspections (each term) to ensure the classroom/work area is adequate as regards health, safety and welfare and passing on this information to the Safety Committee;
- Ensuring that equipment, furniture and the work environment, are suitable for the tasks undertaken and the needs of the individual, and they are adequately maintained;
- To report to the Principal without unreasonable delay, any defects in equipment, place of work or system of work, which might endanger safety, health or welfare, of which he/she becomes aware;
- Ensuring that any measures identified as necessary by the risk assessments are fully implemented as soon as is reasonably practicable;
- Investigating, recording and reporting incidents/accidents that occur in their domain, as detailed in the school incident reporting procedure;
- Adequately supervising, instructing, informing and training students to enable them to participate in school activities safely;
- Wearing and insisting that all students wear personal protective clothing/equipment and apparel when needed;
- Bringing any problem that is outside the remit or authority of the teacher to the Principal's attention;
- Taking a full and active part in all training programs for safety that the school organises;
- Actively participating in fire safety including drills and firefighting training, being familiar with firefighting equipment and its uses and ensuring that students are aware of evacuation procedures.

## **12. Students**

Students have a responsibility not to endanger themselves or others by their acts or omissions. They will follow all health and safety rules and procedures including the wearing of PPE and safety equipment. They will comply and implement all procedures which are designed to minimise risk and to contribute to an environment which is safe for them and for all others. **(See Code of Conduct Behaviour).**

Students are expected to follow all health & safety procedures and rules presented to them in subject specific environments/on school campus. Students will be allowed to operate relevant machinery and equipment on completion of a safety simulation in the use of said equipment. **(See Student Code of Conduct & Behaviour)**

## **13. Visitors**

Visitors must report to Reception where they will sign-in in the Visitors Book

Students, parents, volunteers and visitors must comply with the school's safety statement and instructions relating to safety, health and welfare.

It is a requirement that the school gives at least the same level of health, safety and welfare to students, and all visitors as it gives to employees.

Visitors should be directed to take notice of emergency exit routes from all levels of premises and be aware of alarm signals.

In the event of an emergency, all students / visitors should be instructed to follow directions with regard to evacuation of the premises or follow staff members to a safe exit route.



#### **14. Contractors**

It is the responsibility of all contractors to:

- Produce their safety statement, method statement and any other safety documentation to Salesian Secondary School on request;
- Ensure that all their employees comply with Salesian Secondary School's safety rules and procedures;
- Not to put at risk any of the employees or students of Salesian Secondary School;
- Promptly report all accident / incidents to the Principal;
- Carry appropriate insurance cover;
- Take all safety precautions with systems of work, equipment, personal protection etc.;
- Ensure all equipment and tools brought onto the school's premises be of sound construction and meet the statutory requirements applicable to these tools or equipment;
- Cordon off the boundaries of the contractor's operation, where possible, and mark them with warning signs;
- Provide emergency safety equipment, which may be required for their operation;
- Follow strictly the permit to work system in force at the time of contract;
- Comply with all relevant legal obligations in particular the provisions of the *Safety, Health and Welfare at Work Act, 2005*, the *Safety Health and Welfare (General Application) Regulations 2007* and the *Safety Health and Welfare (Construction Regulations) 2013*.

## Risk Assessment

*“Risk means the likelihood that a specified undesired event will occur due to the realisation of a hazard, or during work activities, or by the products and services created by work activities. A risk always has two elements; the likelihood that a hazard may occur and the consequences of the hazardous event. The number of people exposed as well as how often also determines the risk (HSA 2006)”*

Risk assessment is a three-step process that is central to the success of the safety and health of Salesian Secondary College:

1. Identify the hazard
2. Assess the risk in proportion to the hazard
3. Put appropriate measures in place to eliminate or reduce the risk

### Hazards

*A hazard is defined as anything with the potential to cause personal injury or ill health.*

Hazards are grouped into 5 categories:

- A. **Physical** - manual handling, working at height, equipment, slips/trips, falls, fire, electricity, housekeeping
- B. **Health** - noise, dust, lighting, vibration, radiation, extremes of temperature
- C. **Chemical** - substances that may be inhaled, absorbed or ingested
- D. **Biological** - bacteria, viruses, fungi (yeasts and moulds) and parasites
- E. **Psychological** - stress, violence to staff, bullying, passive smoking, sexual harassment, working hours

### Assessing a Hazard

In ranking the hazards according to their risk potential, the risk is looked at before any controls are put in place and given a rating of **high, medium or low** based on the following criteria:

<b>HIGH</b>	–	<b>Possibility of irreversible injury</b>
<b>MEDIUM</b>	–	<b>Possibility of reversible injury</b>
<b>LOW</b>	–	<b>Possibility of light injury</b>

### Eliminate/Reduce Risk

Once the hazard has been identified and assessed, controls are put in place to eliminate or reduce this risk. Management and the H & S committee will prioritise areas where formal risk assessments are needed and complete as needed.

The task of completing the risk assessment for individual subjects is left to each subject department. All controls are to be put in place immediately. Any control that cannot be applied with immediate effect must be reported to H & S Committee or Management.

Where hazards cannot be removed, then controls will be recommended to reduce the risk to an acceptable level.

Where funding for the control of a hazard is not available or is deferred then a schedule will be prepared to identify the timescale for implementation of the control.

A risk assessment template will be made available to all staff to be completed for each area of Salesian Secondary College.

## Accident Prevention

“An **accident** is an incident plus its consequences; the end product of a sequence of events or actions resulting in an undesired consequence (injury, property damage, interruption, delay)”

“An **incident** is the sequence of events or actions leading up to the accident”.

The success of accident prevention is determined by the measures put in place following the risk assessment. The Board takes into account the school context; it cannot eliminate every minor hazard or risk that would ordinarily be accepted as a normal part of life.

However, it is essential that an accident (or near miss) be recorded on the **Accident Report Form** found in the teacher’s journal or outside Reception

## General Principles of Prevention

1. The evaluation of unavoidable risks.
2. The combating of risks at source
3. The adaption of work to the individual, especially as regards the design of places of work, the choice of work equipment and the choice of systems of work, with a view, in particular to alleviating monotonous work and work at a predetermined work rate and to reducing the effect of this work on health.
4. The adaptation of the place of work to technical progress.
5. The replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work.
6. The giving of priority to collective protective measures over individual protective measures.
7. The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors relating to the working environment.
8. The giving of appropriate training and instructions to employees.

## **Reporting And Monitoring Procedures**

It is our policy to comply with all requirements of the Safety, Health and Welfare at Work (General Application) Regulations, 2007 regarding the reporting of accidents and dangerous occurrences. It is also policy to investigate all accidents and dangerous occurrences with a view to preventing re-occurrences irrespective of whether they are notifiable or not.

All staff are briefed on the action to be taken in the event of an accident or dangerous occurrence. All accidents / incidents, no matter how minor, must be reported using the **Accident Report Form** – see *appendix*

Monitoring is an ongoing activity and should be reported quarterly to the Health and Safety Team and on request by Corporate Services. The review will be fully comprehensive and will cover all matters which affect the safety, health and welfare in the workplace.

Staff are invited to contribute to the review through the H & S Team. Review of relevant safety procedures will take place following all accidents and incidents. All staff will be made aware of any changes in the safety, health and welfare policy. Salesian Secondary College will adhere to all statutory requirements concerning the keeping of records and reporting.

### **Reporting Procedures**

It is the policy of Salesian Secondary College to comply with all requirements of the Safety, Health and Welfare at Work (General Application) Regulations, 2007 regarding the reporting of accidents and dangerous occurrences. It is also policy to investigate all accidents and dangerous occurrences with a view to preventing re-occurrences irrespective of whether they are notifiable or not.

### **Internal Reporting**

All staff are briefed on the action to be taken in the event of an accident or dangerous occurrence. All accidents/incidents, no matter how minor, must be reported using the Accident report in the Teacher Journal (also outside reception)

The Health and Safety Committee will:

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- Ensure all relevant information is gathered as soon as possible about the accident and what led up to it, obtain witness statements, and write down as they are given;
- Ensure any CCTV footage is downloaded and held, this may be required in the event of a claim;
- Ensure that a photograph of the area is taken where the accident/incident happened as supporting evidence in the event of a claim;
- Remove and store any defective equipment as this will be required in the event of an investigation into the accident/incident;
- Ensure any hazards are dealt with, e.g. wet floor – dried, raised flooring – repaired etc.;
- Submit the accident report form to Management with any other documentation required
- If the Health and Safety Authority (HSA) are to inspect the location of the accident do not move anything unless further serious risks are to be avoided;
- ensure that an Accident/Incident Report form is completed and filed on staff connect

### External Reporting

The Principal/Deputy Principal will notify Corporate Services of all notifiable accidents and dangerous occurrences who, in turn, will notify the Health and Safety Authority (HSA). For example, the following are notifiable events:

- the death of any person irrespective of whether or not they are at work, as a result of an accident arising out of, or in connection with work.
- the death of any employee, which occurs, some time after a reportable injury but **not more than one year afterwards.**
- an accident to any employee, which disables them from carrying out their normal work for **more than 3 calendar days.**

## **Consultation**

**Section 26 of the Safety, Health and Welfare Act 2005** specifies that an employer must consult with employees and take account of any representations made by the employees for the purposes of giving effect to the employer's statutory duties.

Salesian Secondary College is committed to meeting its obligations under the Safety, Health and Welfare Act 2005 and associated regulations on consultation.

It is Salesian Secondary College's policy:

- to consult staff for the purpose of making and maintenance of arrangements to enable the H & S Committee and staff to co-operate effectively in promoting and developing measures to ensure their safety, health and welfare at work and in ascertaining the effectiveness of such measures
- to take account of any representations made by staff, so far as it is reasonably practicable
- to maintain an active and participative Health & Safety Committee for the purpose of consultation on all aspects of policy pertaining to safety, health and welfare at work
- to provide, as is reasonably practicable, appropriate training on H & S matters

### **Information for Staff**

- a) The H & S Committee is fully aware when providing information to staff: that it is in a form, manner and, as appropriate, language that is reasonably likely to be understood by the employees concerned, and
- b) includes the following information:
  1. *the hazards to safety, health and welfare at work and the risks identified by the risk assessment*
  2. *the protective and preventive measures to be taken concerning safety, health and welfare at work under the relevant statutory provisions in respect of the place of work and each specific task to be performed at the place of work and,*
  3. *the names of persons designated under Section 11 and of safety representatives selected under Section 25 (Safety Health and Welfare at Work Act 2005) (See Appendix II for designated persons)*

## Health and Safety Training

Salesian Secondary College recognises that even with the best engineered work arrangements, people may still need clearly defined safety procedures and instructions. For that reason, there is substantial commitment by Salesian Secondary College to:

- identify safety training needs
- carry out that training
- measure the competence of trainees

Salesian Secondary College will ensure the following training will be provided:

- *Health, Safety & Welfare Training*
  - a. on employment of new staff to include an overview of the hazards specific to their place of work in the event of transfer or change of task assigned to the employee
  - b. on the introduction of new work equipment, systems of work or changes to existing work equipment or work systems
  - c. on the introduction of new technology
- *Safety Statement Information Training*
  - a. to include an overview of the policies and procedures applicable to relevant staff
- *Fire Safety Training*
  - a. to include fire extinguisher usage
- *First-Aid Training*
  - a. to include certification, where applicable
  - b. Hygiene Provision Training
  - c. to include the use of cleaning materials and equipment
- *Defibrillator Training*
- *Using Ladders*
- *Manual Handling Training*
- *Working at Height Training*
- *Use of Chemicals Training*
- *Motorised vehicles*



## **Safe Systems of Work**

Staff when using any plant, machinery, appliances etc. must adhere to Safe Systems of Work. One should refer to manufacturers or suppliers operating guidelines. Where these are not available, or mislaid or obsolete, do not attempt to operate any equipment without instruction from a competent member of staff. Instruction sheets for operation of all equipment must be kept close to the particular appliance and a copy filed centrally for reference.

Staff should adopt general safety and health precautions for those hazards identified and relevant to work being carried out.

### **Ladders**

Ladders are for the use of Salesian Secondary College caretaking staff only. Caretaking staff using a ladder must wear the appropriate Personal Protective Equipment (PPE) and adhere to the following safety precautions and check:

- for B.S. mark
- ladders are stable and functioning properly prior to alighting
- area to which ladder is to be conveyed to ensure safe access
- warning signs are available for ladders use
- another person is available to secure ladders at base if appropriate
- footplates
- rope to secure ladders at top if required
- rungs of ladder with hands for security

One should immediately notify, repair or replace if defects are noticed.

## **Electrical Tools**

- Those using an electrical tool must wear the appropriate Personal Protective Equipment (PPE) and adhere to the following safety precautions and check:
- for B.S. mark and double insulated marks
- correct plug is fitted
- lead is not cut or frayed and that it is effectively clamped at entry to the plug and tool
- all screws are in place and secure
- permissible number of power tools on each current or transformer is not exceeded
- extension lead is suitably rated for electric current
- cable is correct type
- tool is disconnected before adjusting or performing maintenance on

One should immediately notify, repair or replace if defects are noticed.

## **Electrical Equipment**

Employees shall:

- ensure that electrical appliances are checked before use, that all necessary protection devices are in place and report any defects in appliances to their supervisor;
- not use any appliance that has been marked not for use;
- not undertake any electrical work on any electrical appliance or installation unless competent to do so;
- ensure maintenance of security at electrical installations or switch rooms, if designated to do so;
- ensure that work is not undertaken on any electrical appliance or installation unless it has been isolated, locked and tagged out.

## **Machine Guarding**

All moving machine parts are guarded so as to protect employees from injury in accordance with the General Application (Amendment) Regulation 2001.

Prior to the modification, installation or purchase of equipment, all efforts will be taken by the person responsible for the purchase and installation to ensure that the equipment complies with the above regulation, the Machinery Regulations 2001. A risk assessment **must** be carried out prior to the final commissioning and use.

## **Machinery/Equipment Operation**

Many items of equipment and machinery encountered within the Centre have the potential to cause injury. So far as is reasonably practicable, guards are fitted to all moving parts of machinery that may present a hazard of injury.

- All guards & safety devices must be maintained in position during normal operation.
- When guards are removed, Isolation procedures must be followed by the person carrying out removal (PICW) (Person In Charge Of Work) and these guards must be replaced prior to operation by the (PICW).
- Guard devices must not be removed or bypassed without authorisation; disciplinary action may be taken against any person found doing so.
- Walkways and areas around machinery must be kept clear of waste, spare parts and other hazardous objects, which may cause a person to slip, trip or fall.
- Clothing **MUST NOT** be loose fitting so as to allow parts to become entangled in machinery. Ties, chains and jewellery are not permitted while working on or approaching any machinery.
- If working with or approaching any machinery long hair must be confined close to the head.
- Persons operating machinery are responsible for the safety of themselves and others by ensuring the safe operation of machinery or equipment under their control.

## **Eye Protection**

Employees involved in any type of work, which presents a potential hazard to their eyes, are required to wear eye protection.

- Protective equipment is provided by the School;
- Should it be required, this protection is immediately available on request;
- The wearing of eye contact lenses at work involving the use of chemical agents is prohibited.

Eye protection will be worn during the following operations: -

- Handling or using hazardous liquids or chemicals.
- All other operations designated as eye protection work.

It is the responsibility of the employee to ensure that eye protection is used where or when required, and for requesting timely replacements.

## **Display Screen Equipment (DSE) Use5**

Operators of DSEs should ensure that:

- Characters on screen are well defined and clearly formed
- Image on screen is stable with no flickering
- Brightness / contrast is adjusted correctly
- Screen and keyboard are free from reflective glare
- Screen is at a downward angle from the operator
- Elbows are at an angle of 70 – 90°
- Workstation is tidy and that paperwork is organised for easy access to avoid overreaching
- Space around workstation is uncluttered allowing the operator to move freely from side to side
- clothing is comfortable and non-restrictive

## **Eye Tests:**

Any employee who uses DSE equipment as a substantial part of their working day may on request avail of the opportunity of an eye test relating to DSE work

## **Hazardous Materials**

Salesian Secondary College accept that some work activities may involve the use and handling of materials which have the potential for harming health and accordingly will take steps to provide safe systems of work for the materials and to reduce such use as far as practicable.

### **Usage of Hazardous Substances (Note: list below is not exhaustive)**

- CIF Kitchen Cleaner
- Air Freshener
- Dettol
- Washing Up Liquid
- Film/Paper Fix Perm Lotion
- Fix for film and paper
- Universal screen wash Barbicide Fixatives
- Plaster
- Clay
- Degreasers-cleaning products

Staff are reminded that materials used at work should be treated with respect, warning labels must be adhered to as well as any written advice provided by our school.

Salesian Secondary College undertakes appropriate chemical handling training for staff who are in contact with any chemicals during the course of their work.

### **Storage of Hazardous Substances**

All hazardous substances including flammable gasses will be stored in accordance with legislative requirements and safe practices.

- The appropriate location of storage will be determined by means of reference to the applicable Material Safety Data Information.
- Consideration will be given to chemical incompatibility and environmental impact in the event of release.
- All containers will be clearly identified, so as to provide information of hazard.
- All compressed gas cylinders will be colour code identified.
- All pipe line supplies will be identified.

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Training will be provided to all employees who will come into contact with hazardous substances in their place of work and will include:

- the identification of hazardous substances and their effects;
- the protective clothing and/or safety equipment to be used when handling hazardous substances;
- the method of use of Hazardous Substance Safety Data Sheets providing information on the identity of the substance,
- the effects of contamination, emergency First-Aid treatment procedures and protective clothing/equipment to be worn or used during handling

### Chemical Spill

Toner  
Pritt Stick  
Tippex  
Dettol  
Furniture Polish  
White Spirits etc.  
Nail Polish Remover  
Wax Equipment Cleaner  
Beeswax & cold Wax  
Linseed Oil  
Oil based printing ink  
Silkscreen-photo screen emulsion  
Photoscreen-diasol removal Stop bath  
Domestos  
Toilet Block  
Brasso  
Scouring Pads  
Film/Paper Developer Surgical Spirits Peroxide  
Bleaching Powder Colouring Products  
Film Developer agfa rodinal Paper Developer

## Salesian Secondary College – Health & Safety Statement

It is important to know what to do in the case of a chemical spill. In most cases such incidents will be classed as an accidental spill or release of a chemical which can be managed by the staff member. Reference must be made to Section 6 of the SDS for the chemical as it details what to do in the event of an accidental release or spill of the chemical. For this reason the SDS should be readily accessible to the staff member and should also be kept with the chemical register.

In the event of a chemical spill, the following procedures apply.

### **Before deciding it is safe to clean a spill:**

- Make sure that the chemical in question has not mixed with other chemicals;
- Exercise extreme caution if the material is reacting (hissing, bubbling, smoking, burning);
- Exercise extreme caution if there is any sign that a chemical reaction is happening. If so contact school management who will contact the emergency services for help;
- School Management will be advised by the emergency services and will make a decision in respect of whether general evacuation procedures will apply.

### **Safe cleaning process:**

- Remove people from the affected area;
- Ventilate by opening windows and doors;
- Refer to the SDS and follow the instructions therein;
- Wear personal protective equipment to avoid chemical burns;
- Place spilled material in a clean dry plastic container or bag or soak up using absorbents;
- Dispose of contaminated materials in accordance with manufacturer instructions
- Complete accident / incident report;
- Take appropriate precautions where safe to do so, in order to prevent any spillage entering water courses.

### **Slips / Trips / Falls**

Salesian Secondary College undertakes to protect all staff, learners and the general public using its premises from injury as a result of a slip, trip or fall. Slips, trips and falls are the most common cause of major injuries at work and keeping Salesian Secondary College clean, tidy and uncluttered can generally control them. It is the responsibility of

## Salesian Secondary College – Health & Safety Statement

each staff member to keep their own work area clean and tidy.

Staff are reminded of the following:

- good housekeeping is a must in all working areas;
- each work area should be free of boxes, trailing cables or rubbish;
- all extension leads should be secured either to the floor with a mat or taped down or placed tight against the wall to prevent slips, trips or falls. Maintenance staff should be advised of any trailing leads and same corrected;
- floors should be washed, half by half (length ways), to facilitate people passing through. Caution/warning signs should be clearly visible at either end of the washed area. The person washing the floor is responsible for displaying these signs;
- any defects in floor coverings, tiles, linoleum, shelving, etc. should be reported for urgent repair;
- step ladders and/or footstools should always be used if accessing high shelves or storage areas. Do not attempt to use other shelves, chairs, furniture, etc. to gain access;
- heavy or awkward items should not be stored on top of storage units;
- all corridors and passageways should be free from clutter at all times. Clear exits should be maintained at all times;
- do not leave filing cabinet drawers or other drawers open when unattended.

### **Plant / Lift / Boiler / Heating System**

All plant and machinery will be maintained in accordance with manufacturer's instructions of Salesian Secondary College's policy.

### **Procedure to be followed if someone gets stuck in the lift:**

Contact the caretaker on duty. The caretaker will:

- determine what floor the lift is stuck on (the lift only ever stops at floors – not in between floors)
- open the door by using the unlocking system on the top left-hand side of each door
- contact **MIDWESTERN LIFTS 061 / 400123** once the person is free



### **Photocopiers and all Office Equipment**

One should not attempt to operate photocopiers or office equipment without instruction from the supplier and/or a competent member of staff. Salesian Secondary College undertakes to train all staff in the use of photocopiers and office equipment.

Photocopiers and office equipment contain several hot operating parts and care should be taken when rectifying any malfunction or removing a paper jam. Instruction notices on the use of photocopiers are displayed above each photocopier. If there is a risk of injury, please contact the company who supplied the photocopier to repair. Contact details:

### **Manual Handling**

In many instances, a staff member has to manually handle a load. One should assess whether this is likely to result in injury. Support staff are provided with appropriate Manual Handling training.

One should:

- carry out a risk assessment on the load to be moved (each item can vary in size and shape and appropriate training may be required)
- remove or reduce the need for manual handling by using a trolley etc.
- disperse the load e.g. divide load into smaller loads
- not store heavy or awkward items above head height
- request the assistance of another member of staff, who also has been trained in manual handling
- use safety ladders / kick-steps where required ensure the load does not catch on loose clothing

Any employee who while carrying out their duties is at risk from manual handling activities, must attend the relevant training and also highlight to their manager when he/she experiences any associated discomforts.

## **Personal Protective Equipment (PPE)**

Salesian Secondary College will ensure that PPE is provided where necessary. Regular inspections will be carried out to ensure the appropriate PPE is worn. Each staff member is responsible for maintaining PPE in a good condition and shall inform the H & S Team when PPE needs replacement.

The recommended PPE for caretakers includes:

- General maintenance tasks: protective overalls, steel toe-capped boots and protective gloves suitable to the tasks identified
- Specific maintenance tasks e.g. use of lawnmower, strimmer: visor or eye goggles in addition to PPE already mentioned

The recommended PPE for canteen staff includes:

- Tunic with protective headband with net, non-slip shoes, gloves.

The recommended PPE for cleaners includes:

- Apron/tabard, non-slip shoes, protective gloves, mask and goggles to protect from potential chemical splashes

## **Noise**

So as to protect employees and students from the risks to their hearing, the School/Centre will comply with the requirements of the European Communities (Protection of Workers) (Exposure to Noise) Regulations, 2005.

Salesian Secondary College is required to:

- assess the risk to employees from noise at work;
- take action to reduce the noise exposure that produces those risks;
- provide our employees with hearing protection if we cannot reduce the noise exposure enough by using other methods;
- make sure the legal limits on noise exposure are not exceeded;
- provide our employees with information, instruction and training;
- carry out health surveillance where there is a risk to health.

The regulations do not apply to:

- members of the public exposed to noise from their non-work activities, or making an informed choice to go to noisy places;
- Low level noise that is a nuisance but causes no risk of hearing damage.

### **Lone Working**

Lone working is generally not best practice. In an unavoidable someone know where they are and be extra vigilant and cautious in their work.

### **Violence & Aggression at Work**

Salesian Secondary College is committed to the provision of a safe & healthy work environment. This includes the protection of employees from acts of aggression or violence.

Employees potentially exposed to violent situations shall have their work activities assessed by their Manager. As a part of this assessment, each Manager will consult with the staff working within his/her area of responsibility and take into consideration the following:

- the concerns/opinion of the employee(s) in question;
- any previous incidents of violent/aggressive encounters;
- the working patterns of the employee e.g. work outside of normal hours travel to and from work locations, working in isolation or on a one-to-one basis;
- the type/nature of people the employee is reasonably expected to interact with.

In the event that the threat of violent encounter is identified, both the Manager and employee(s) concerned should discuss and identify methods of removing/minimising the potentially violent situation.

Where a control measure is not immediately possible or actionable from a departmental level, the details of the assessment shall be communicated through normal channels of management.

Any corrective measures that are implemented shall be subjected to a review by the Manager of the department with a view to evaluating the effectiveness of the control measure.

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All employees are reminded that all incidents of aggression, threat or actual violence must be reported to their direct manager. In the event that the perpetrator is a line manager then please report to more senior management.

### **Pregnant Employees**

Salesian Secondary College will comply with the provisions of the Safety, Health & Welfare at Work Act 2005, the Safety, Health & Welfare at Work (General Application Regulations 2007 (Pregnant Employees etc.).

On receipt of written notification of pregnancy, recent birth or breastfeeding, each Manager shall in conjunction with Health and Safety Co-ordinator/Officer review the working patterns and tasks of the pregnant employee.

The School will, so far as possible, identify hazards in the workplace, which could affect the health of the pregnant woman, or of her unborn child. These hazards will be assessed and managed to avoid risk

Following identification of risk, all practicable measures will be taken to eliminate or control risk by engineering or organisational methods. If such safeguards are not possible, the employee will be reassigned to other work for which the risks are assessed as not significant or granted health and safety leave.

### **Pandemics**

In compliance with the requirements of the Safety, Health and Welfare at Work Act, 2005 and associated regulations, Government/HSA and HSE advice will draw up and revise emergency plans as appropriate.

The school will ensure that all necessary protocols are in place, training will be undertaken by all employees and risk assessments carried out.

Schools and Centres will implement any controls deemed necessary as a result of risks identified.

### Psychological Safety

The management and staff of the school aim to use available programmes and resources to enhance a sense of safety and security in the School/School.

Staff have access to supports such as the Employee Assistance Programme/Wellbeing initiatives. Staff are familiar with the Child Protection Guidelines and Procedures Staff can avail of training relative to the role they have undertaken e.g. Fire Warden

### First Aid Facilities

In compliance with the requirements of the Safety, Health and Welfare at Work (General Application) Regulations 2007 Salesian Secondary College is committed to providing suitable and sufficient first-aid facilities. Staff should be aware that in the event of a medical emergency, efforts should be made to seek professional medical assistance.

In compliance with the obligations placed upon it, Salesian Secondary College provides sufficient First-Aid kits, which are in clearly marked first-aid boxes and are readily accessible. The contents of the kits are in compliance with the Health and Safety Authority Guidelines on

*First-Aid. Appendix III outlines the Contents of First-Aid Boxes and Kits. In the event of an accident resulting in first-aid being administered, the first aiders shall ensure that a record is made as to the first-aid treatment given*

Staff should familiarise themselves with the personnel qualified in First Aid

- List to be updated....

Staff should familiarise themselves with the location of First Aid boxes:

- Deputy Principals office
- Reception office

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.

## Fire Precautions

Each staff member should familiarise themselves with:

- the layout of the building
- the location of all fire safety equipment e.g. fire extinguishers, fire alarms, break glass units etc.
- the correct action to take in the event of a fire

Fire safety equipment should be kept clear of all possible obstructions for safe and easy access. Any faults in fire safety equipment should be reported immediately to the Fire Officers / Fire Wardens and Sodexo.

If one suspects that a fire has broken out, or if one smells something burning, act immediately to establish the situation and raise the alarm if necessary. Do not wait for someone else to act first. **Do not put yourself in danger.**

**A Permit to Work** system is in operation in relation to the following activities:

- Electrical Work.
- Hot works.
- Restricted Access to the following areas:
  - Roof access
  - Electrical Sub-distribution rooms
  - Electrical HV Transformer rooms
  - Boiler House / Mechanical MCC rooms

## Gas Leak

- In the event that there is a suspected gas leak staff should
- Evacuate students from the room
- Turn off gas (if appliance is in the room such as a cooker or in a lab)
- Do not turn on or off any switches
- Open windows
- Notify Management
- Arrange for the gas to be turned off at the meter
- If smell persists ring Gas Networks on 1850 20 50 50

### **Adverse Weather**

The safety of our staff and students is important and staff are advised to heed any safety advice given.

Our school and have a protocol in place where staff may be advised to stay at home on the instructions of the Government where there is risk to the safety and health during severe national weather events

## Emergency Procedures

### *Emergency contact procedures*

- Contact details for students are kept on VSware (under “HOUSEHOLD”) (<https://salesianscollege.app.vsware.ie/>)
- The principal usually contacts parents/guardians in case of an emergency, depending on the severity of the emergency.

### *Fire-drill and school evacuation procedures*

- Fire-drills held on a regular basis - once per term
- School personnel and pupils are aware of the designated assembly points following evacuation of the building. (Front Quad)
- Procedures for evacuation displayed near the door of each room
- New staff are notified of these procedures by the H & S Committee and Management
- Pupils are notified of these procedures by the H & S Committee and Management when they join the school

### *In the event of a fire/explosion, a teacher should:*

- Raise the alarm.
- Stay calm and don't panic - Do not run
- Tell staff and students and anyone in your path what to do and where to assemble - Designated spots have been assigned for each year group to gather
- Switch off equipment if possible and safe to do so
- Evacuate the classroom by the nearest safe exit and go to the designated assembly point
- Close doors as you leave to reduce the spread of fire
- Where possible, shut doors and windows and turn off electricity and gas
- Students line up with their current class in the designated assembly and the roll is taken by the teacher
- Notification is put on the school App by the teacher to acknowledge students are all PRESENT
- In the event of a Fire Alarm **during break/lunch time**, students will gather in their previous class group with the accompanying teacher

### *In the event of a fire/explosion, a student should:*



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- Stay calm and don't panic - Do not run
- Evacuate the classroom by the nearest safe exit and go to the designated assembly point
- Assemble in silence, with the teacher and form class, in the area designated for their class
- In the event of a Fire Alarm **during break/lunch time**, students will gather in their previous class group with the accompanying teacher

In the event of an emergency outside normal hours a senior manager may be contacted by telephone.

Salesian Secondary College will make available such facilities as may be required by the emergency services for any emergency external to Salesian Secondary College during adverse weather conditions such as gale force winds, icy roads, flooding etc.

## **Emergency Numbers – Contact:**

**Garda:** 112 or 999 for emergencies

- Pallaskenry Garda Station - (061) 393 102

**Fire Brigade:** 112 or 999 for emergencies

- Limerick Fire Station - (061) 407 100

**Hospitals:**

- University Hospital Limerick - (061) 301 111
- St. Johns Hospital – (061) 462 222

**Ambulance:**

- Cara Medical Centre - (069) 77040

**Critical Incidents:**

- University Hospital Limerick Dooradoyle St. Johns - (061) 301 111

Salesian Secondary College aims to protect the well-being of students and staff by providing clarity on how the school will respond to incidents that affect the wider school community.

The Critical Incident Management Plan (CIMP) is one element of the school's policies and plans. The CIMP has been developed with reference to the guidance and training offered by NEPS and the NEPS booklet entitled '*Responding to Critical Incidents – NEPS Guidelines and Resource Materials for Schools*'.

### **Definition**

A critical incident is defined as “an incident or sequence of events that overwhelms the normal coping mechanism of the school”. Critical incidents may involve one or more students or staff members, or members of our local community. Types of incidents might include:

- The death of a member of the school community through accident, violence, or other unexpected death;
- An intrusion into the school;
- An accident involving members of the school community;
- An accident / tragedy in the wider community;

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- Serious damage to the school buildings through fire, flood, vandalism, etc.;
- The disappearance of a member of the school community.

### Aim

The aim of the CIMP is to help School Management and staff to react quickly and effectively in the event of an incident, to enable us to maintain a sense of control and to ensure that appropriate support is offered to students and staff. Having a good plan should also help ensure that the effects on the students and staff will be limited. It should enable us to affect a return to normality as soon as possible. **Creation of a coping supportive and caring ethos in the school**

Systems are in place to help to build resilience in both staff and students, thus preparing them to cope with a range of life events. These include measures to address both the physical and psychological safety of the school community

### Legionella

Legionellosis is a collective term for diseases caused by legionella bacteria including the most serious Legionnaires' disease, as well as the similar but less serious conditions of Pontiac fever and Lochgoilhead fever. Legionnaires' disease is a potentially fatal form of pneumonia and everyone is susceptible to infection

People contract Legionnaires' disease by inhaling small droplets of water (aerosols), suspended in the air, containing the bacteria. Certain conditions increase the risk from legionella if:

- the water temperature in all or some parts of the system may be between 20-45 °C, which is suitable for growth;
- it is possible for breathable water droplets to be created and dispersed e.g. aerosol created by a cooling tower, or water outlets;
- water is stored and/or re-circulated;
- there are deposits that can support bacterial growth providing a source of nutrients for the organism e.g. rust, sludge, scale, organic matter and biofilms.

There may be a risk of exposure to Legionella if any of our workplaces or premises has one of the following:

- a cooling tower or evaporative condenser
- hot and cold water systems
- Showers

## **Review & Audit**

### **Implementation Date**

This policy will be implemented immediately.

### **Timetable for Review**

The Health and Safety Policy will be reviewed annually or as the need arises.

- It was most recently reviewed in January 2024 .

### **Ratification & Communication**

This revised plan was ratified by the Board of Management in .....

## Salesian Secondary College – Health & Safety Statement

Signed  \_\_\_\_\_

**Michael Burke**  
Chairperson, Board of Management

Signed  \_\_\_\_\_

**Keith O'Rahilly**  
Principal/Secretary to the Board of Management

*Date 12th March 2024*