



**Drumshanbo Vocational School,
Drumshanbo,
Co. Leitrim**

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SAFETY STATEMENT

Date: April 2013

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CONTENTS

List of Contents
Distribution List

Section 1

1.0 Background Information
1.1 Health and Safety Policy Statement

Section 2 Health and Safety Responsibilities and Duties

2.0 Management Organisation Chart
2.1 Leitrim Vocational Education Committee
2.2 School Board of Management
2.3 Principal
2.4 Deputy Principal
2.5 All Employees (Teaching and Non-Teaching Staff e.g. Special Needs Assistants, Administrators, Caretakers, Cleaners)
2.6 Students and Parents
2.7 Safety Officer
2.8 Subcontractors and Persons Hiring the Premises
2.9 Designers, Manufacturers, Importers and Suppliers of Articles and Substances.
2.10 Visitors

Section 3

3.0 Safety Arrangements

3.1 Incident (Accident, Near Misses, Dangerous Occurrence, Diseases) Reporting Procedures
3.2 Occupational Health Policy
3.3 Protection of Pregnant, Post Natal and Breastfeeding Employees
3.4 Dignity in the Workplace – Bullying and Harassment and the Complaints Procedure
3.5 Work Related Stress
3.6 Organisation of the Working Time Act
3.7 Night work and Shift work
3.8 Use of Intoxicants (Drugs and Alcohol) *including prescription and over the counter drugs*
3.9 Training Policy
3.10 Personal Protective Equipment
3.11 Mobile Phone Policy
3.12 Use of Personal Stereos and other sound systems
3.13 Consultation with Employees
3.14 Communication and Distribution of Information
3.15 Emergency Procedures and First Aid Arrangements
3.16 Monitoring
3.17 Work at Heights
3.18 Security Measures
3.19 Traffic Management
3.20 Risk Assessment

Section 4

4.0 Hazard Inventory and Risk Assessments

Appendix 1

Emergency Procedures and Contact Numbers, List of First Aiders and Location of First Aid Boxes

SAFETY STATEMENT DISTRIBUTION LIST

1. Leitrim Vocational Education Committee
2. Drumshanbo VS Board of Management
3. Drumshanbo VS Staff Members including: Principal, Deputy Principal, Teaching Staff, special needs Assistants, Administrators, Caretaker, Cleaner
4. Subcontractors and Persons Hiring/Using the Premises
5. Off Site Venues who request a copy



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Section 1

1.0 Background Information

Mission Statement

Drumshanbo Vocational School, incorporating students, teachers, parents and community, seek to provide for the intellectual/curricular, physical, social and personal education of the student.

The school aims to establish, develop and nurture attitudes, values and behaviour which will enable the whole school community to reach its full potential.

All students are encouraged to find their own strengths in order to grow into self-confident and responsible adults. Within a firmly established program of pastoral care, we seek to enhance the spiritual aspects of our students' lives.

AIMS

- To help students develop a respect and tolerance of all others irrespective of age, beliefs, ability or background.
- To provide an environment where the needs of all are catered for equally and without prejudice.
- To promote an atmosphere where honesty and integrity are basic activities.
- To enable all students to express their own individuality.
- To promote a culture whereby students realise their own role in the learning process
- To provide a broad, balanced and suitable curriculum designed to enable all students to realise their full potential.

Please note that in the body of this document, Drumshanbo VS will also be referred to as "The School".

The Vocational School, Drumshanbo, Co. Leitrim is a post-primary (second level) school located in south Leitrim. It opened in 19__ as a __ room building with an enrolment of

____ students and a staff of ____ teachers. To-day it has ____ classrooms, an enrolment of 340 students and a staff of 27 teachers

Drumshanbo Vocational school offers Junior Certificate and Leaving Certificate and Post Leaving Certificate Programme (PLC).

In addition to these subjects, the school caters for Special Education Needs with both Resource and Learning Support departments and well equipped separate rooms for SEN teaching.

The school has a number of general and subject specific classrooms and practical rooms including: Art, Home Economics, Wood Technology, Metalwork \ Engineering, ICT, Design \ Computer Graphics, Science Laboratories.

The School Board of Management meets _____. Members of the Board of Management are elected for a period of _____ from _____ to _____. Committee members consist of the Principal, Safety Officer, Parents, _____.

1.1 HEALTH AND SAFETY POLICY STATEMENT

It is the Policy of the Leitrim VEC to maintain a safe working place and maintain a good record of health and safety within the Education Sector. We are continually committed to improving the Safety, Health and Welfare of our Employees, Students, Subcontractors and Visitors to our various Schools (including Schools).

As an Employer to our Employees, we will provide the following:

- Safe Plant/Equipment and Safe Systems of Work
- Safe handling, storage, maintenance and transport of work articles and substances
- Necessary information, instruction, training and supervision
- A safe place of work with safe access and egress
- A safe working environment with adequate welfare facilities

Leitrim VEC will ensure that persons not employed by us, but who may be affected by our activities, are not exposed to risks to their health, welfare and safety so far as is reasonably practicable.

Drumshanbo VS will continually monitor and review Health, Welfare and Safety Standards as laid down by legislation and by the Organisation itself in the form of this Safety Statement and our additional Personnel Booklets detailing our Policies and Procedures.

Leitrim VEC will consult with Employees as to how safety, health and welfare can be improved within our Organisation. Similarly, the Principal of Drumshanbo VS will consult with all Staff Members and the Board of Management on how safety, health and welfare can be improved within the School.

This Policy and Safety Statement will be reviewed on the following basis:

- As a minimum on an annual basis
- following the occurrence of any incidents (injuries, near misses, work related illnesses)
- When there is a change in systems of Personnel, Management, organisation of work, policies and procedures
- Significant changes in Safety, Health and Welfare at Work Legislation
- And/or after other significant changes arise.

Signed: _____
Acting Chief Executive Officer

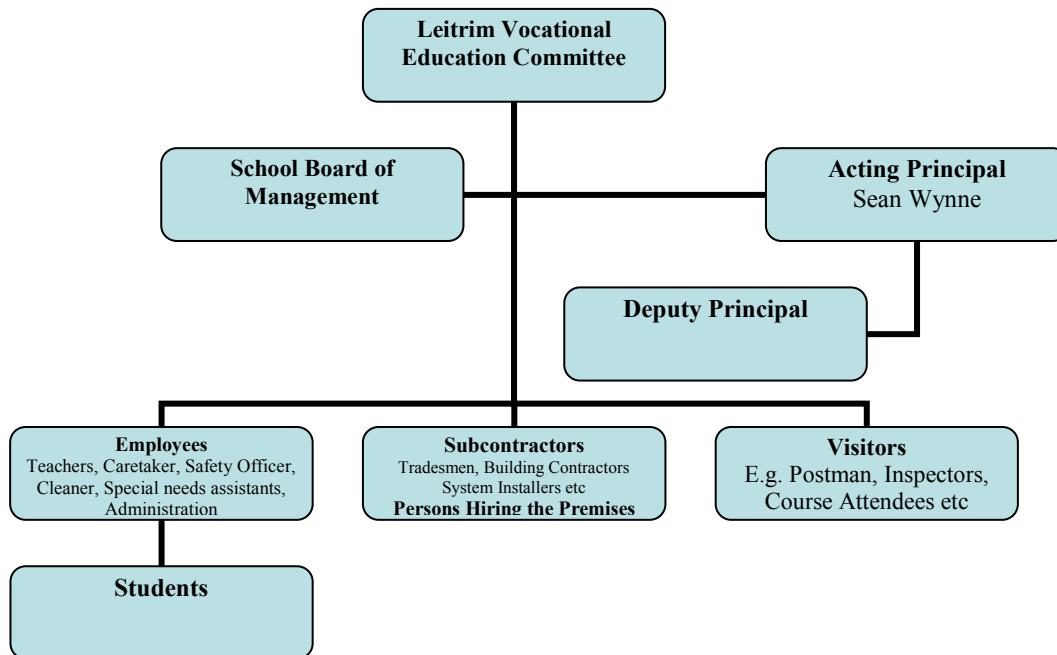
Signed: _____
Principal

Date: _____

Date: _____

SECTION 2 HEALTH & SAFETY RESPONSIBILITIES & DUTIES

2.0 Co. Leitrim VEC H&S Management Organisation Chart



2.1 Leitrim Vocational Education Committee

1. As the Employer, Leitrim VEC are responsible for ensuring so far as is reasonably practicable, the safety, health and welfare of their employees in Drumshanbo VS and the safety, health and welfare of those who are in any way affected by the work activities of the School.
2. The Leitrim VEC may delegate duties to Employees to act on its behalf. Principals, Deputy Principals and others may assume general and specific roles for managing day to day safety, health and welfare in the School as the VEC sees fit. However, overall responsibility for safety, health and welfare lies with the Leitrim VEC.
3. The Committee must review all representations from the Employees as a result of consultation with them on health, welfare and safety matters.
4. The Committee will allocate sufficient resources (e.g. training, designing providing and maintaining a safe place of work, providing welfare facilities) to properly manage health and safety and welfare within the School.
5. Safety, Health and Welfare within Drumshanbo VS will be included on the Agenda of Monthly Meetings of the Committee.

2.2 School Board of Management

1. The School Board of Management will assist the Principal in the implementation of the Schools Health and Safety Policy.
2. The Board will include Health, Safety and Welfare at the school in its Agenda for Board Meetings and will review any Aims and Objectives for improving health and Safety in the previous year and set new targets for the coming year.

2.3 Principal

1. The Principal is responsible for ensuring that the Safety Statement is communicated to and adhered to by all Employees and those affected by the operations of the

School.

2. The Principal shall delegate specific H&S responsibilities to Staff Members.
3. The Principal shall be responsible for ensuring the H&S Policy is adhered to and implemented at all times throughout the School.
4. The Principal is responsible for ensuring that this policy is carried out with regard to consultations with Employees, safety training, safety inspections, investigating accidents, monitoring and maintenance of the Safety Policy.
5. Oversee all other Persons Responsibilities.
6. Liaise with the Insurance Authority, Legal Representatives and the Health and Safety Authority on all matters pertaining to Health and safety.
7. In conjunction with the Leitrim VEC, issue disciplinary proceedings where necessary for breaches of health and safety policies and procedures.

2.4 Deputy Principal

1. The Deputy Principal shall assist the Principal in the day to day management of Health, Safety and Welfare of the operations of the School.

2.5 All Employees of the School (includes Teaching and Non Teaching Staff e.g. Administrators, Special Needs Assistants, Caretaker, Cleaner) (includes those who are Permanent, Temporary, Shared, On Site and Off Site)

It is the responsibility of all Employees of Drumshanbo VS to;

1. To take reasonable care of your own safety, health and welfare and that of any other person that may be affected by your acts or omissions while at work.
2. Co-operate with your employer and any other person to such an extent as will enable your employer or other person to comply with any of the relevant safety, health and welfare laws.
3. Use any suitable protective clothing, equipment or other means so provided for securing your safety; health and welfare while at work e.g. gloves, safety glasses etc.
4. Report to your Supervisor without unreasonable delay any defect in the plant, equipment (First Aid Box, Fire Extinguishers, electrical equipment, non powered equipment), tools, Personal Protective Equipment, place of work or system of work which might endanger safety, health and welfare of which you become aware of.
5. No person shall intentionally or recklessly interfere with or misuse any protective clothing equipment or other means provided for securing the safety, health and welfare of persons arising out of the work activities.
6. Use the correct tools and equipment for the job.
7. Keep tools and machinery in good working condition.
8. Employees are encouraged to make suggestions, or raise concerns and are hereby consulted initially on health and safety matters.
9. Develop a personal concern for safety for yourselves and others.
10. To avoid any action which could be a source of danger to yourself and/or others and ensure that you do not engage in any acts of improper conduct etc. Contact the Safety Officer if you have any concerns. In his absence, contact the Principal or Deputy Principal.
11. Employees must not carry out any tasks, which they feel they are not competent to carry out, or which involves particularly high risks.
12. Attend any Health & Safety training that has been arranged for your benefit by the VEC.
13. Not to be under the influence of alcohol, non- prescription drugs or other intoxicant while at work. Inform the Principal if taking prescription medication or over the counter medicines as these may affect the ability to drive or operate equipment at the School.
14. Keep within the Speed Limit while driving on behalf of the VEC.

15. Be observant at all times whilst on school premises and off site e.g. School Tours and excursions, of any hazards which may pose a risk to the safety, health and welfare of Students. Ensure that suitable and adequate control measures are in place to prevent or reduce the risk of an incident occurring.
16. Teachers must carry out a risk assessment of their particular classroom whether it be a general classroom or a Technology workshop, ensure that all necessary control measures are in place, and if not, notify them to the Safety Officer and Principal.
17. Keep your work area clean and tidy, this may be your classroom, store, pitch etc
18. Supervise student activities at all times and act on any behaviour which could pose a significant risk to safety, health and welfare of fellow Employees, Students and any other persons who may be affected.

2.6 Students and Parents

1. Students must follow any instructions issued to them by a Member of Staff in relation to their safety, health and welfare.
2. Must have regard for their own safety, health and welfare and that of others around them.
3. Report any defects or issues which they feel may be a risk to themselves or others to a Senior Member of Staff. This can include Bullying as well as slip, trip or fall hazards.
4. Parents must co-operate with Drumshanbo VS on any instructions issued in relation to safety, health and welfare of the Students at Drumshanbo VS.

2.7 Safety Officer

1. Listen to Staff opinions and queries, take a note of them and bring them to the attention of the Principal initially. If he is not satisfied with the outcome, he may then bring the matter to the attention of the Leitrim Vocational Education Committee.
2. Represent Employees.
3. Carry out regular safety Inspections of the school premises and highlight any issues to the Principal.

2.8 Sub-Contractors and Persons Hiring the Premises

1. Sub-contractors must provide Leitrim VEC with a copy of their Insurances, Safety Statement, Certificates of Membership of Professional Bodies and full Training Records.
2. Risk Assessments specific to their works at Drumshanbo VS must also be provided along with a record of having instructed their workers on the safe working procedure to be followed on site.
3. Subcontractors and Self employed persons must liaise on a continual basis with the Principal of the School throughout the contract.
4. Sub-contract Site Supervisors must take responsibility for their workers whilst on Leitrim VEC sites and ensure that they all follow their own Authority's policies and guidelines and those set out by Leitrim VEC.
5. Sub-contractors and self-employed persons have a duty to bring to the attention of Leitrim VEC and anyone else that may be affected by any process or use of materials, which may endanger health and safety while at work.
6. Sub-contractors must ensure that all their employees and others under their care are provided with and wear the proper Personal Protective Equipment, safety footwear and high visibility vests as a minimum requirement. Safety helmets, Eye and Ear protection must be worn where there is a risk of injury to the head, sight or Hearing. Gloves, overalls, Dust masks must be worn where there is a risk of Injury to the skin and/or respiratory system. HARNESSES MUST BE WORN AND ATTACHED AT ALL TIMES WHILST WORKING ON THE ROOFTOP AND IN LIFTING EQUIPMENT (E.G. Scissor lifts).
7. All sub-contractors shall have a duty to report any defect in the plant and equipment,

- place of work, or system of work without unreasonable delay.
8. Sub-contractors must get the consent of Leitrim VEC to engage persons other than their direct employees on site.
 9. Subcontractors and Self Employed persons must report any accidents, injuries, dangerous occurrences, work related illnesses to Leitrim VEC and provide a copy of their Incident Investigation Report detailing the corrective action they have taken to prevent a reoccurrence and also any report made to the Health and Safety Authority (HSA).
 10. Safety helmets, safety footwear, protective clothing and high visibility vests must be worn whilst at work on sites.
 11. **Persons Hiring the Premises** must follow any instruction and guidelines set out to them by Leitrim VEC.
 12. If applicable, they must provide Insurances, Safety Statement, and any other Health and Safety related documentation and records.
 13. They must not endanger the safety, health and welfare of any other persons (including themselves whilst on the Premises).
 14. They must take full responsibility for persons under their control whilst on the premises.
 15. They must familiarise themselves with the Emergency Procedures of the Premises and comply with them at all times.

2.9 Designers, Manufacturers, Importers and Suppliers of Articles and Substances. (This would include Hire Companies, External Training Providers and Delivery Drivers)

An article is

- Any plant, machine, machinery, appliance, apparatus, tool or any other work equipment for use or operation by persons at work.
- Any article designed for use as a component in, part of or to control any of the foregoing or any other work equipment.
- Any other product used by persons at work.

A Substance includes any natural or artificial substance, preparation or agent in solid or liquid form or in the form of a gas or vapour or as a micro-organism.

These Persons must ensure that the article is designed and constructed so that it is safe and without risk to health at work when properly used, complies with health and safety legislation and any relevant EU Directive, is properly tested and examined so as to meet these requirements. Users must be provided with information about the safe use, safe installation, maintenance, cleaning, dismantling and disposal of the article and this information must be updated if necessary.

Designers, manufacturers, Importers and suppliers who retain a responsibility under a rental, leasing or other arrangement to do so, must maintain the article in a safe condition and in compliance with health and safety laws.

Those persons, who erect, assemble or install an article must ensure that when used, there is nothing in the way in which it is erected, assembled or installed that makes it unsafe.

The same applies to Substances, information must in addition include its identification, any risk arising from its inherent properties, the results from any tests carried out which are relevant to its safe use and any conditions necessary to ensure its safe use, handling, processing, storing, transportation or disposal.

Commissioning, Designing and Carrying out Construction work

Under the Safety, Health and Welfare at Work Act 2005, these persons have a duty to design safe places of work, to ensure that the design takes into account the construction phase and eliminates risks or reduces them during this stage, that the building is built in a safe manner, that the completed building can be maintained safely and without risk to health during consequent use, that all relevant statutory health and safety legislation is complied with during the design, construction and commissioning phases.

External Training Providers

These persons must hold adequate insurance cover for their activities and be competent to carry out the training and assessments of same i.e. hold relevant knowledge, experience, awareness and training.

Delivery Drivers

Drivers must ensure that their Vehicle is in good working order and is fit to carry the load. Driver must be competent to operate the vehicle and any lifting appliances on the Vehicle which must also hold a valid test certificate (a copy of which must be submitted to Leitrim VEC). Drivers must follow any H&S instructions given to them by Leitrim VEC representatives.

2.10 Visitors

The property (Car or Vehicle etc) of the Visitor remains at their own risk whilst on Leitrim VEC property or Site. Visitors must comply with any H&S instruction given to them by Leitrim VEC and/or the School Principal. Visitors must not wander around the School premises alone; they must be accompanied at all times. Visitors must familiarise themselves with the Emergency procedure to be followed wherever they are.

SECTION 3.0: SAFETY ARRANGEMENTS

3.1 INCIDENT (ACCIDENT, NEAR MISSES, DANGEROUS OCCURANCE, DISEASES) REPORTING PROCEDURES

When an accident occurs and the person is unable to continue to work, the procedures below must be followed.

The Principal must be notified immediately and he must take charge of the proceedings as follows.

- Observe accident location and status of injured person.
- If there is risk of further injury, move injured person to safety.
- Call for immediate medical assistance or emergency service.
- See that first aid etc is administered as required by a competent person.
- If ambulance is called make sure that the exact location is given and that the ambulance can access as near as possible to the injured person.
- Appoint a suitable person to travel with the injured person.
- Notify next of kin of injured person and if required arrange transport for them to the hospital.
- If the Health and Safety Authority (HSA) is to inspect the site of the accident, do not move anything unless further serious risks have to be avoided.
- Gather all information immediately about the accident and what led up to it.
- Obtain witnesses statements; write them down as they are given.
- Complete Incident Report form; take sketches/photographs of the area where the accident happened.

The accident notification form will be completed and forwarded to all interested parties including;

- Leitrim Vocational Education Committee
- School Board of Management
- Insurance Company

If the injured party is to be absent from work for more than three days then the accident must be notified to the Health & Safety Authority.

The regulation around reporting of accidents, incidents and dangerous occurrences is currently being reviewed. The most up to date information regarding this topic is available from the Health and Safety Authority at www.hsa.ie

The following types of accidents must be reported to the Health and Safety Authority:

- (a) The death of any employed or self-employed person, which was caused by an accident during the course of their work.
- (b) An injury sustained in the course of their employment, which prevents any employed or self-employed person from performing the normal duties of their work for more than three calendar days, not including the date of the accident. Calendar days include Saturdays and Sundays (e.g. if an employee, who is injured on Wednesday, and does not normally work on Saturdays, Sundays and bank holidays, returns to work the following Monday, the accident is reportable).
- (c) A death or an injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work, (e.g. a pupil during class) but is related to either a work activity or their place of work. A road traffic accident that meets the criteria (a) and (b) above, excluding an accident that occurs while a person is commuting either to or from work.
- (d) A road traffic accident that meets the criterion (c) above as a result of construction work on or adjacent to a public road.

3.2 OCCUPATIONAL HEALTH POLICY

General Information and guidance on Health issues may be distributed at various intervals.

3.3 PROTECTION OF PREGNANT, POST NATAL AND BREASTFEEDING EMPLOYEES

Leitrim VEC is obliged to ensure that pregnant, post natal and breastfeeding employees are able to lie down to rest in appropriate conditions. A comfortable area in the School will be provided for such occasions e.g. Staff Only Room, medical assessment room.

Employees are entitled to 26 weeks maternity leave plus 16 weeks unpaid (Maternity Protection (Amendment Act 2004)).

An employee who is breastfeeding means an employee who, having given birth not more than 26 weeks previously is breastfeeding.

Post natal employee means an employee who gave birth not more than 14 weeks preceding a material date.

Pregnant employee means an employee who is pregnant.

Once an Employee has informed the Principal that they are pregnant, a risk assessment will be carried out, recorded and discussed with the employee in relation to their condition and their work activities. Work conditions and/or working hours may have to be adjusted temporarily.

3.4 DIGNITY IN THE WORKPLACE

Please refer to the Leitrim VEC Employee Handbook for full details of the Leitrim VEC's Dignity at Work Policy and Policy on the prevention and resolution of Bullying, Harassment and Sexual Harassment in the workplace.

Drumshanbo VS has its own Policies in relation to Dignity of Students.

3.5 WORK RELATED STRESS

If an employee feels that they are suffering from a work related stress disorder they are encouraged to discuss their concerns with the Principal and measures will be taken to eliminate the stress if possible or to reduce the stress so far as is reasonably practicable.

Aggressive or Violent behaviour is not tolerated within the Leitrim VEC. Should an employee become the victim of Violence in the workplace, support will be offered to those need it. It is important that this happens as soon as possible after the incident.

3.6 ORGANISATION OF THE WORKING TIME ACT

Please refer to the Employees Statement of terms and conditions of Employment for information on Working Hours, rest breaks and holiday entitlements.

3.7 NIGHT WORK AND SHIFT WORK

Night work is work carried out between midnight and 7 am. A night worker normally works 3 hours of daily working time during the night and 50% of total hours worked during the year are during the night.

Night work and shift work is not a normal part of the operations of Leitrim VEC, but should it become so, the appropriate measures will be taken and a risk assessment carried out, recorded and communicated.

3.8 USE OF INTOXICANTS (DRUGS AND ALCOHOL)

It has been scientifically proven that drugs and Alcohol seriously impair an employee's judgement in the workplace. Employees must not arrive to work under the influence of Intoxicants. If an employee has an addiction problem which they wish to beat, the Leitrim VEC will offer them assistance. If however an employee is continually arriving to work under the influence and is putting themselves and their fellow workers and others at risk, disciplinary action will be taken.

Employees taking prescribed drugs and/or over the counter medicines must inform the Principal.

3.9 TRAINING

All employees must undergo relevant safety training before commencing work activities in their respective areas. Special attention must be paid to new, young, non-national or persons at particular risk, to ensure that they are fully trained, informed before starting work and adequately supervised while working, it is the responsibility of management to ensure that these provisions are in place. All employees must undergo retraining at required intervals to ensure their knowledge, understanding and competence is kept to the highest level.

Management shall employ or seek the services of a range of qualified safety professionals and experts in their respective fields, to deliver the necessary training and retraining.

An example of Staff Training is as follows:

- Induction upon commencement of work at Leitrim VEC,
- Safety Statement and Risk Assessments
- Manual Handling,
- Occupational First Aid
- Refresher Safety Talks
- Use of Display Screen Equipment
- Working at Heights (Use of ladders, stepladders and footstools)

Additional courses identified as necessary will be made available to Staff to develop their knowledge of Health and safety. Training Records to be kept centrally in each individual personnel record which are maintained by the VEC Personnel Department.

3.10 Personal Protective Equipment (P.P.E.)

Personal Protective Equipment is provided to employees for the benefit and protection of all workers. **Appropriate PPE must be worn by all Personnel, Students, Visitors, Contractors and Sub-contractors on entering the particular work area of the School posing the risk.**

Below is a non-exhaustive list of the range of PPE provided by the VEC and a brief explanation of the situations where it must be worn:

<u>Item of PPE</u>	<u>When to be worn</u>
Hard Hat	If it is deemed that there is a risk of injury to the Head. Usually during construction, heavy maintenance or repair work.
Safety Shoes	If it is deemed that there is a risk of injury to the toes and feet from items falling on them

Item of PPE	When to be worn
	or from spillage of hot or hazardous substances.
Hi Visibility Waistcoat or Coat	Whilst carrying out repair or maintenance work in the car park, Pitches or landscaped areas. If deemed necessary as a result of risk assessment for works carried out within the School.
Dust Mask	Whilst working in dusty environments and where a risk assessment has stated it as a control measure
Safety Glasses	Where there is a risk of eye injury e.g. flying particles when using machinery, handling chemicals, mowing grass or cutting shrubs and where a risk assessment has stated it as a control measure
Ear Defenders	Where there are high noise levels e.g. having to shout in order for others to hear you speak is a useful barometer. Where a risk assessment has stated it as a control measure
Gloves	When manually handling sharp, hot or abrasive items and other substances harmful to health and where a risk assessment has stated it as a control measure
Harness	Must be worn when entering certain confined spaces in the roof for example. Erecting scaffolding, working at the edge of a roof or other unprotected edges, standing in a MEWP, Hoist, man basket etc and where a risk assessment has stated it as a control measure
Overalls	Must be worn where there is a high risk of substances harmful to health coming into contact with the body and where a risk assessment has stated it as a control measure.
Wet gear	Most applicable to Caretaker/ Staff who work outdoors, must be worn when it is raining or snowing.
Respiratory protection	When a risk assessment has stated it as a control measure
Life Jackets	When working on or near water, during excursions on or near water and/or where a risk assessment has stated it as a control measure
Sun Protection Cream	When working outdoors in conditions where sunburn is a risk
Other types of PPE	As and when required by Risk Assessment

3.11 MOBILE PHONE POLICY (This Policy applies to use of both Private and Leitrim VEC issued Mobile Phones whilst Driving Leitrim VEC owned/Private Vehicles on behalf of The VEC or operating Plant, Machinery and equipment used at any Leitrim VEC Schools and Premises)

Driving Leitrim VEC/Private Vehicles on behalf of the VEC

Hand Held Mobile Phone use (Phone calls, Text Messages, Internet Browsing) whilst driving is not permitted. If there is no hand free kit installed or Bluetooth ear piece in use, Lone Drivers must pull over in the correct manner to the side of the road if it is safe to do so and stop the vehicle in order to take or make phone calls. Driving may commence only after the phone call is fully completed. Accompanied Drivers must allocate a passenger to make or take phone calls whilst he is driving.

Operating Plant and Equipment

Plant includes MEWP's, Scissor Lifts etc. Machinery and Equipment includes Woodworking and Metalwork Machines, Guillotines, Tools, Manual Tools, Ladders etc Employees are not permitted to operate/use any of these items listed above and simultaneously hold a mobile phone. USE OF BOTH HANDS IS REQUIRED TO SAFELY OPERATE PLANT, MACHINERY AND EQUIPMENT. The task must be fully completed or stopped, use the mobile, complete the phone call or text message and recommence the task.

Work at Height (ATTACHED TO ANCHOR POINT)

Use of mobile phone is only permitted where the User is fully attached to a suitable anchor point and has both hands free i.e. not holding and operating tools.

3.12 USE OF PERSONAL STEREOS AND OTHER SOUND SYSTEMS

Personal Sound System may include but are not restricted to the following: MP3 Players, IPods, Personal Stereos and radios, sound system on Mobile Phone. These items are banned from use whilst driving and teaching classes due to the high risk they pose to Employee safety and the safety of others. They can distract the Employee and prevent them from hearing important Safety Instructions and Emergency Alerts.

3.13 CONSULTATION WITH EMPLOYEES

All Employees are actively encouraged to highlight any concerns they have regarding health and safety and welfare within the Organisation. Employees can discuss any matters with the Principal. The Employees are given the opportunity to elect a Safety Representative among them. Safety representatives now have protection from penalisation under the Safety, Health and Welfare at Work Act, 2005 as the Act provides a legal route to guard against and provide financial compensation to employees through the unfair dismissal legislation.

Safety representatives are protected from suspension, lay-off or dismissal or the threat of such action, demotion, transfer or change of duty, place of work, wages or working hours, imposition of any disciplinary action or reprimand or penalty, coercion or intimidation where they exercise their powers under safety and health legislation.

POWERS OF SAFETY REPRESENTATIVES

The Safety Representative may

- inspect the whole or any part of any place of work at a frequency to be agreed with the employer;
- investigate complaints, accidents and dangerous occurrences;
- accompany an Inspector on any inspection, including, at the discretion of the Inspector, an accident investigation;
- at the request of the employee and at the discretion of the Inspector, attend an interview by an Inspector in regard to any accident or dangerous occurrence;
- make representations to the employer;
- make oral or written representations to an Inspector;
- receive advice and information from an Inspector; and

They shall have access to any risk assessments, information relating to reportable accidents

and dangerous occurrences, and any information arising from protective or preventative measures required by safety and health legislation.

Drumshanbo VS will agree with the Safety Representative on the frequency of inspections of the place of work and allow him reasonable time off from work with pay to both acquire necessary knowledge and training and to discharge their functions.

Drumshanbo VS will consider any representations relating to safety, health and welfare at work made by the safety representative and any action that he considers appropriate.

The safety representative will be informed when an inspection is taking place and when an Inspector attends at the place of work.

The Safety Representative will also be given a copy of the written confirmation, required under the 2005 Act and sent to the Inspector, that an Improvement or Prohibition Notice has been complied with. Inspectors now give a copy of any Notice issued to the safety representative as a matter of routine. Inspectors will also inform safety representatives in writing if a Notice has been withdrawn.

3.14 COMMUNICATION AND DISTRIBUTION OF INFORMATION

H&S Information and guidance can be communicated in many ways, verbally in conversations and instructions, Notice Board, Newsletters, Internal Refresher Training courses, Staff meetings etc

3.15 EMERGENCY PROCEDURES

Some potential Emergencies include:

- Fire
- Explosion (Process or Act of Terrorism)
- Major Disaster (Natural or otherwise)
- Accident/Medical Emergency/Road Traffic Accident
- Contact with Live Overhead or Underground Electrical Services

Please refer to the Critical Incident Policy and Crisis Management Plan held at the School.

The Emergency Services can be contacted on 999 or 112. Explain the nature of the Emergency and the Location to the Operator. Remain calm; gather all Staff, Students, Visitors, and Subcontractors together at the Assembly Point. Ensure that all Persons are out of immediate danger.

First Aid Arrangements

A risk assessment will be carried out to determine the number of qualified Occupational First Aiders is required to cover all Off Site Works and at the School.

Arrangements will be put in place to cover absences of qualified First Aiders.

3.16 MONITORING

Proactive Monitoring

Internal Proactive monitoring will be conducted by means of regular Safety inspections which are then recorded by the Safety Officer. Any issues/concerns raised must be acted upon there and then if possible, or by a suitable and realistic target date. Relevant Persons Responsible for the Action to be taken must be made aware of their responsibility. The Leitrim VEC and school Board of Management must be informed of any serious and reoccurring issues/concerns at the School.

An External Health & Safety Advisor may also be requested to carry out and record Safety Inspections/Audits to check for compliance with established safe working procedures. Feedback on the outcome of such inspections will be given to the Principal and Leitrim VEC and issues arising will be dealt with at monthly meetings. Periodic internal safety audits will be conducted to verify the operation of systems, training records, equipment certification etc.

Reactive Monitoring

Reactive monitoring includes the investigation process related to accidents, near misses, complaints or other reported non conformances. Absences due to work related injury and ill health will be monitored to check for any emerging trends or corrective actions required

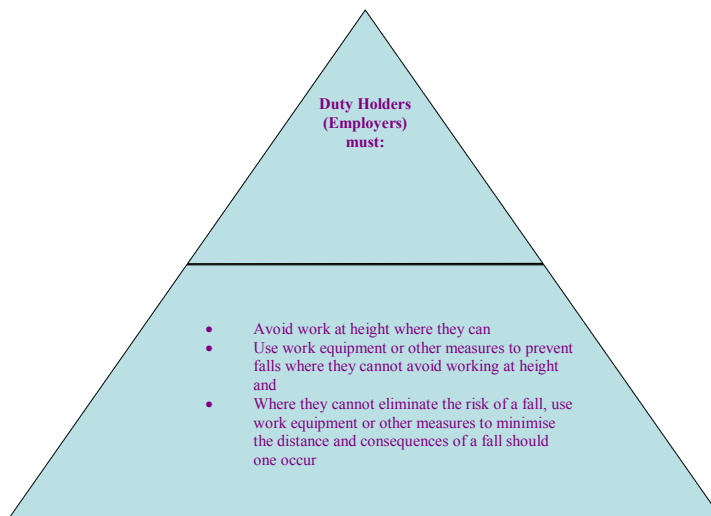
External Monitoring

External Monitoring takes the form of visits by Consultant Auditors appointed by Leitrim VEC as well as routine On the Spot Inspections which may be carried out by the Health and Safety Authority, department of Education and the Health Service Executive (HSE).

3.17 WORK AT HEIGHT POLICY

Work at Height means working in a place (except a staircase in a permanent workplace) where a person could be injured by falling from it, even if it is at or below ground level.

Here is a simple hierarchy for managing work at height:



The Work at Height Regulations 2007 (Part 4 of the SHWW General Application Regulations) also requires employers and self employed to ensure that:

- All work at height is properly planned, organised, supervised and carried out;
- All work at height takes account of weather conditions;
- Those involved in work at height are instructed and trained;
- the place where work at height is done is safe;
- Equipment for work at height is appropriately inspected;
- The risks from fragile surfaces are properly controlled; and
- Injury from falling objects is prevented.

Employees must also comply with the statutory provisions of the Work at Height Regulations and their duties as outlined in this Safety Statement and under the SHWW Act 2005.

Competent Persons must assess the risk and take whatever steps the assessment shows are necessary to work safely before working at height.

Each assessment must be proportionate to the risks involved, but some of the factors that will need to be considered include:

- The environment
- The task to be performed, including the extent of the task and its complexity
- The duration and frequency with which the task needs to be performed
- The people involved, including the numbers involved in the work, the degree of their exposure to the risk, the competence of the workers involved and the levels of supervision required
- The risks to, or presented by those not directly involved in the work
- The work equipment and/or other structures to be used, including the suitability of existing structures for work at height, the existence of fragile surfaces, the selection of work equipment to be used and any risks arising from pre- and post- use of the work equipment (e.g. using a mobile elevating platform or ladder on a busy road).

Safe Work at Height Hierarchy is as follows:

- Avoid,
- Prevent,
- Mitigate and
- give collective measures priority

Avoid work at height so far as reasonably practicable. If it is not necessary to work at height, don't.

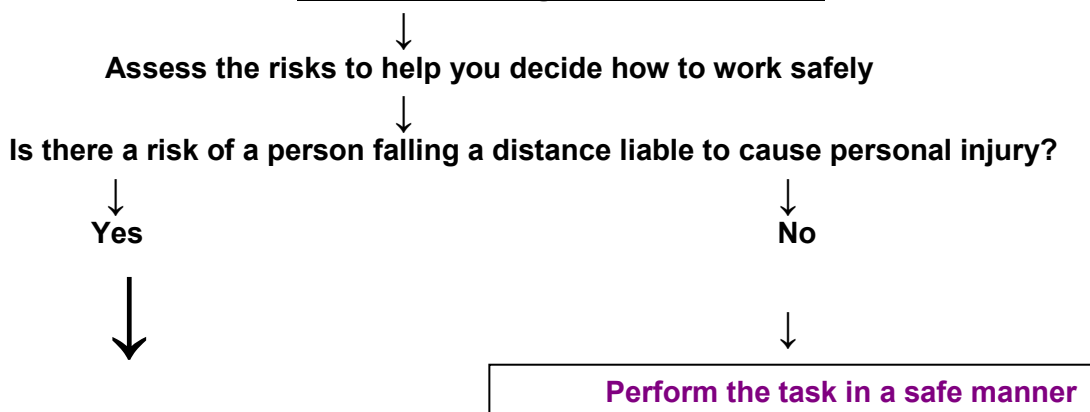
Inspections

Inspections must be carried out on work at heights with work at heights in excess of 2 metres having to be formally recorded.

Fall arrest equipment must be inspected before each use and recorded on a weekly basis.

Thorough Examinations must also be carried out on equipment used for work at height on a pre-determined basis as detailed in the Generic risk assessments in this document.

Work at Height Flowchart:



↓ ↓
Is it reasonably practicable to safely carry out the work other than at a height?

Yes

No

↓
Perform the task in a safe manner from the ground

↓
Take suitable and sufficient steps to:
Prevent the risk of a fall including:

- Using an existing work place in compliance with Regulation 98 and in other cases,
- Selecting the most suitable work equipment in accordance with Regulation 100

Where the risk of a person or object falling still remains, take suitable and sufficient measures to:

Minimise the distance and consequences of any fall. Steps should include the selection of work equipment in accordance with Regulation 100.

When selecting work equipment give collective protection priority over personal protection (Regulation 100).

3.18 SECURITY MEASURES

Large amounts of cash are not routinely kept on the Premises and are deposited in a safe and brought to Leitrim VEC Head Office or local Bank. There is no set routine for this in order to avoid drawing attention to such activity.

3.19 TRAFFIC MANAGEMENT

Students and their parents are not permitted to park at the school.

Buses are not permitted to drop students off at the Front door, there is a designated Bus Drop off Point in the grounds of the Mayflower Community Centre and Students must walk up to the School via the footpaths.

3.20 RISK ASSESSMENT

The risk assessment process is an essential safety tool and a legal requirement. Risk assessments can be dynamic i.e. carried out on the spot. However, risk assessments must also be documented.

All hazards associated with the School must be identified, the level of risk assessed and appropriate control measures implemented.

Each Staff member must carry out a risk assessment of their particular area e.g. general classroom, practical classroom, Caretakers Store, Cleaners Store. The safety officer can also assist Staff members to carry out and record Risk Assessments.

Prior to commencing risk assessments, staff members must be trained in how to carry out same.

Risk Assessments must take into account routine and non routine activities. All persons with access to the school must be considered. Risk Assessments must be kept under continual review and changes documented.

Drumshanbo VS uses Tool 4 Risk Assessment Templates contained in Part 2 Guidelines on Managing Safety and Health in Post Primary Schools.

4.0 Hazard Inventory: (This is not an exhaustive List)

List of Risk Assessments: Tool 4 Risk Assessment templates contained in Part 2 Guidelines on Managing Safety and Health in Post Primary Schools

Page Number	Title of Risk Assessment	Section/Teacher Applicable to
45 - 46 47 - 48 49	Art No.1 Art Room - General Considerations No.2 Ceramics No.3 Use of Knives and Cutters Art Room – General considerations	Art Room and Art Teacher Caretaker Cleaner Visitors
51 – 52 53	Canteen No.4 Canteen - General Considerations No.5 Working with Chemical Products	All Teaching and Non Teaching Staff Visitors
55 – 56 57 – 58 59 61 – 62 63 - 64	Cleaning No.6 Cleaning - General Considerations No.7 Hazardous Substances No.8 Waste Compactor and Baler No.9 Work at Height - Ladders No.10 Toilets and Showers	Cleaners Caretaker Visitors
65	Computers No.11 Computers - General Considerations	Teachers Using Computers All computer users (include Admin staff and other non teaching staff) Visitors
67 -70 71 – 73 75 77 79 – 80 81 -82 83 – 84 85 – 86 87 – 88 89 91 93 – 94 95 97 99 101 103 – 104	General School Risk Assessments (These also apply to all the other Risk assessment Template Areas) No.12 Slips, Trips and Falls No.13 Manual Handling No.14 General Access/Egress No.15 Platform Lifts No.16 Fire (Specialist Rooms) No.17 Fire (General Classrooms and Offices) No.18 Fire - Events (plays, musicals, large meetings) No.19 First-Aid No.20 Portable Electrical Appliances No.21 Bullying No.22 Stress No.23 Car Park and External Areas No.24 Staff Room No.25 Pregnant, Post-Natal and Breastfeeding Women No.26 Noise No.27 Radon No.28 Mould	All teaching Staff All Non teaching Staff (include Cleaners, Caretakers, Admin Staff etc) Visitors

Page Number	Title of Risk Assessment	Section/Teacher Applicable to
105 – 106 107 – 108 109 – 110	No.29 Asbestos No.30 Legionella No.31 Lone Workers (e.g. caretakers)	
111 – 112 113 115	Home Economics No.32 Home Economics Room - General Considerations No.33 Knives and Cutters No.34 Portable Electrical Appliances	Home Economics Teacher Cleaner Caretaker Visitors
117 - 120 121 123 – 126 127 – 128 129 – 130 131 – 132 133 – 134 135 – 136 137 – 138	Maintenance (caretakers, contractors, etc.) No.35 Maintenance - General Considerations No.36 Construction Contractors No.37 Tractor Maintenance No.38 Boiler House and Fuel Tanks No.39 Grass Cutting/Ride-on Mower No.40 Pressure Washer No.41 Strimmer No.42 Waste Compacter and/or Baler No.43 Work at Height - Ladders	
139 141 - 142	P.E. No.44 Exercise Equipment/Gym Equipment No.45 Goal Posts	PE Teacher Caretaker Cleaner
143	Pupil Considerations No.46 Pupil Considerations	All teaching and Non teaching Staff
145 – 146 147 – 150 151 - 152	Science No.47 Bunsen Burners No.48 Chemicals No.49 Glassware	Science Teacher Caretaker Cleaner
153 – 155 157 – 160 161 – 162 163 – 166 167 – 171 173 – 176 177 – 178 179 – 182 183 – 185 187 - 190 191 – 194 195 – 197 199 – 201 203 – 205 207 – 208	Technologies No.50 Powered Hand Tools No.51 Hand Fed Table Band Saw No.52 Electric Ovens No.53 Metal Working Centre Lathe (manually operated) No.54 Woodworking Bench Circular Saw No.55 Bench/Pedestal Grinder No.56 Hazardous Substances (metal work, wood work, technology etc.) No.57 Milling Machine No.58 Morticer No.59 Pedestal Drill (Metal Work) No.60 Surface Planing and Thicknessing Machine No.61 Portable Router No.62 Hand Held Portable Circular Power Saw No.63 Bench Mounted Scroll Saw No.64 Vacuum Former	Metal work teachers Woodwork teachers Caretaker Cleaner

Page Number	Title of Risk Assessment	Section/Teacher Applicable to
209 - 211	No.65 Wood Lathe	
213 – 214 215 – 216 217	Other Activities No.66 School Excursions (day trips, matches) No.67 Outdoor Adventure Activity No.68 Work Placements	All Teaching and Non Teaching Staff
219 - 222	Blank Risk Assessment Templates No. 69 Blank Templates	

Appendix 1

Emergency Procedures and Contact Numbers List of First Aiders and Location of First Aid Boxes

(PLEASE SEE NOTICES ON DISPLAY)