

# St Kieran's College, Kilkenny



## Safety Statement

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## Safety Policy

It is the policy of St Kieran's College to promote standards of health and safety within the workforce which will lead to the avoidance or reduction in risks to health and safety, to continually improve our safety performance and to ensure that the best practicable methods of compliance with the Safety, Health and Welfare at Work Act 2005, and associated legislation are achieved.

This Safety Statement, in accordance with Section 20 of the Safety, Health and Welfare at Work Act 2005, outlines the policy of St Kieran's College in relation to the management of health and safety. The School is committed to managing and conducting activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and strives for continual improvement of safety management systems to protect pupils, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. This will be achieved by the following (so far as is reasonably practicable):

- The provision of a safe place of work, including safe access and egress;
- The provision of safe plant and equipment, articles and substances;
- The provision of safe systems of work;
- The provision of appropriate information, instruction, training and supervision;
- Determining and implementing appropriate preventative and protective measures;
- Having regard to the general principles of prevention;
- The provision of emergency plans and procedures;
- Reporting prescribed accidents and dangerous occurrences to the Health & Safety Authority; and
- Obtaining, when necessary, the services of a competent person to advise on health and safety.

The detailed arrangements for achieving these objectives are set out in the main body of the Safety Statement. St Kieran's College is also committed to managing and conducting work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour (including bullying/harassment) likely to put the safety, health or welfare at work of their staff, students or members of the public at risk.

The Principal has overall responsibility for health and safety within the School. Staff share a responsibility with management in ensuring their own safety while at work. This Safety Statement requires the co-operation of all staff, visitors, contractors and others to enable the school to discharge its responsibilities under law.

St Kieran's College is committed to upholding the standards outlined in this Safety Statement. Sufficient authority and resources, both financial and otherwise, will be made available to enable staff to carry out their responsibilities in a reasonable and efficient manner. All staff will be made aware of and have access to this Safety Statement. The Safety Statement will also be available to third parties where appropriate. Staff are encouraged to put forward suggestions for improvement to this document. The Safety Statement will be reviewed in light of experience and future developments within the organisation.

Adrian Finan

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School Principal

## COVID-19 Policy Statement

St Kieran's College is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our students. To ensure that, we have developed the following COVID-19 Response Plan. The BOM/ETB and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- provide up to date information to our staff and students on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan in relation to summer provision
- inform all staff and students of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the public health guidance and direction of the Department of Education
- keep a contact log to help with contact tracing
- ensure staff and students engage with the induction / familiarisation briefing provided by the Department of Education
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and students to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education advice

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

This can be done through the Lead Worker Representative(s), who will be supported in line with the agreement between the Department and education partners.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Health and Safety at Work Act 2005

The Safety, Health and Welfare at Work Act, 2005, places responsibility for occupational health and safety on all stakeholders. The Act develops the role of employers, employees and Government in framing and implementing occupational safety and health policy in Ireland.

So, if you are an employer, an employee, safety representative, safety manager, safety and health practitioner a self-employed person, if you are commissioning, designing or carrying out construction work, if you are a supplier, importer or designer of articles or substances for use at a place of work, or have control to any extent over a place of work, or if you are a contractor, then the Safety, Health and Welfare at Work Act, 2005 will impact upon you.

The Safety, Health and Welfare at Work Act, 2005 takes a preventative approach to reducing accidents and ill health at work. The main effects on each party involved are set out in this document. The 2005 Act introduces some significant changes in relation to risk assessment and safety statements where there are less than three employees. It also deals with the use of intoxicants, employee's medical fitness for work, penalties upon conviction and the introduction of 'on the spot fines'.

## School Profile

St Kieran's College is an all-boys secondary school with 780 students and 52 staff.

The school is located across four distinct buildings, the main school building, the '79 building, the school gym and the technology suite located in the Bantile area.

The organisational structure of the school consists of the President who is the Chairperson of the school Board of Management, the school Principal, two Deputy Principals, Teaching staff and Support Staff.

All external tutors, visiting guests, contractors will be advised where relevant and appropriate to the existence of the Health and Safety policy and advised of their responsibilities to such a policy

## Curriculum

### *Programme Choice*

At St Kieran's College, students can avail of the following programme choices:

Junior Cycle/Certificate

Transition Year

Leaving Certificate

### First Year Subject Combinations

Students at St Kieran's College study 10 subjects for Junior Cycle/Certificate. This provides a balanced curriculum while not overloading students with too many subjects.

We offer taster subjects to 1st Year students, and then get to choose their favourite 2 subjects from the list below:

- Materials Technology Wood,
- Technical Graphics
- Technology
- Business Studies
- Art
- Music

There are 8 other core subjects which all students study. They are as follows:

- Maths
- English
- Irish
- Science
- RE/RSE
- History
- Geography
- French or Spanish

Students also have non-examination classes timetabled for P.E, Social, Personal and Health Education (SPHE), and CSPE.

### **Transition Year Subjects**

In TY Year students sample a broad spectrum of subjects over the course of the year including:

- Art
- Spanish/French
- Enterprise Education
- Home Economics
- Construction
- Design & Communication Graphics
- World of Science
- English & Communication Studies
- Mathematics
- Irish
- Career Guidance
- Religions/RSE
- ECDL
- Music
- Leisure & Recreation

- Pastoral Care

In addition our students avail of workshop and guest speaker modules in Driving & Road Safety, First Aid, Relationship & Sexuality Education (RSE) etc. They are given opportunities to partake in a wide range of competitions including Enrichment Programme, Enterprise Competition and Young Scientist etc; and also partake in an annual school show or performance. Work experience is a vital component of the programme, with students completing 4 weeks of work experience over the course of the year.

### **Fifth Year Subject Combinations**

In 5th Year students choose four of the following subjects:

- Art
- French
- Spanish
- Chemistry
- Biology
- Business
- Home Economics
- Construction Studies
- Engineering
- Music
- Design & Communication Graphics
- Physics
- Agricultural Science
- Computer Science
- Geography
- History
- Religious Education

Students also study Maths, English and Irish. Career guidance, Religious Education (non exam), PE and RSE.

### **Cultural Activities & Tours**

The school undertakes a variety of educational tours.

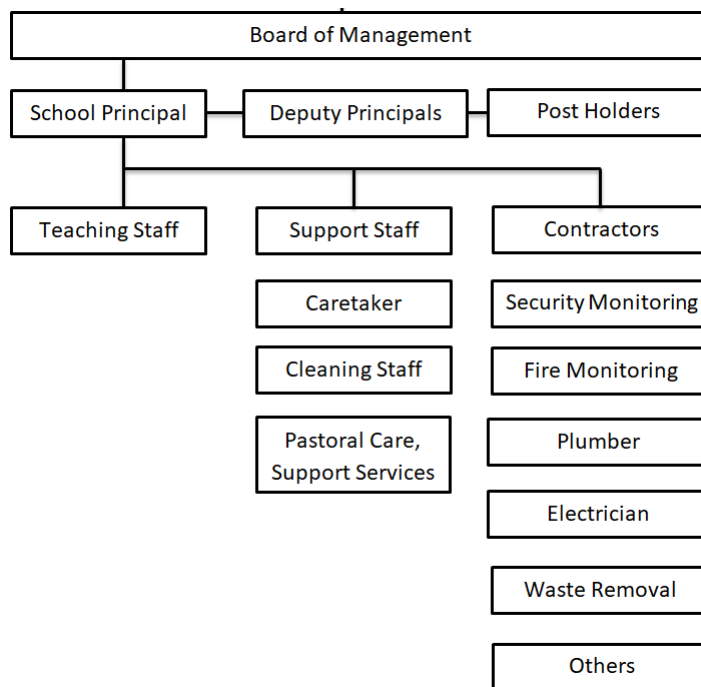
Examples include:

- All Year groups participate in Religious retreats throughout the year.
- A bonding trip/ team building activity for Transition years to take place in the last week each year.
- CSPE students organise an annual trip in third year associated with CSPE projects.



- 5<sup>th</sup> Year/Leaving Certificate students can access college open days in UL, DCU, UCD and Carlow IT each year.
- On a frequent basis various subject departments organise educational trips to businesses and locations relevant to the subject. ie Geography field trips, History trips, English trips, Art etc.

## School Structure/Personel



Role	Nominated Official
Safety Manager	Adrian Finan (Principal)
Safety Officer	Paul Fitzgerald
Safety Representative	David McCormack
Fire Wardens	All staff members (See procedure at the back of this document)
Fire Sweepers (this person/persons ensures all persons are aware of the evacuation procedure)	Ken Maher (DP) and Enda Malone (Caretaker) in the Glasshall Area. Adrian Finan (Principal) will sweep the staircases. Liam Smith (DP) will sweep the '79 Building aided by Mary Martin (School Secretary)
Trained Defibrillator Operators	See list on next page
First Aiders	See list on next page

First Aid Kits are located as follows:

- ❖ Deputy Principals Office (Ken Maher), 2. Office, 3. Plasters in the Art Room, 4. Bantile Area

#### Emergency Phone Numbers

Service	Address	Contact Numbers
Gardai	Dominic Street	056 7775000 (999)
Fire Brigade	Gaol Road	(999)
Hospital (St Luke's)/Ambulance	Freshford Road	056 7785000 /999
Bord Gais	Castlegardens, Kilkenny	1850 20 50 50
Lift Services	Kilkenny	0800 33 55 66

Key Holders: Mr Adrian Finan (Principal), Mr Enda Malone (Caretaker)

AED Training	Eilish Ahern	October 2015
	Tom Hogan	
	Simon Reddy	
AED & First Aid	Ken Archbold	May 2015
	Michael Walsh	
	Richie Windle	
	Stephen Morgan	
	Lester Ryan	
AED Training	Pauline Bergin	November 2015
	Tom Brennan	
	Carl Lynch	
	Richie Ruth	
	Johnjo Farrell	
	Hollie Hickey	
	Orla Reynolds	
	Michael Kelleher	
AED Training	Bernie Boland	January 2016
	Martina Lawlor	
AED Training	Larry Cotter	June 2017

**In the event of a Medical Emergency, please Dial 999/112 then contact a qualified defibrillator user or First Aid person as appropriate.**

## **Duties of the Board of Management**

The aim of the Board of Management is to provide a healthy and safe working environment as far as is reasonable practicable. Its duties are:

- ❖ To ensure an effective Safety Statement on Safety, Health and Welfare is available and is implemented.
- ❖ To ensure adequate resources of personnel and finance are available to enable compliance with the Safety Statement.
- ❖ To review reports from the Safety Officer and implement recommendations deemed necessary.
- ❖ To ensure safety is high on the agenda at all school board meetings and that all decisions are made with due regard to the practical requirements of the Safety Statement.
- ❖ To ensure that adequate provision is made for representations from employees on Safety, Health and Welfare matters to be heard considered and acted on as deemed necessary.

## **Duties of the Safety Officer**

The Safety Officer is responsible for overseeing the provisions on Safety Health and Welfare on behalf of the Board of Management and has the following duties:

- ❖ Provides advice guidance and instruction on all Safety Health and Welfare matters.
- ❖ Monitors all Safety, Health and Welfare matters relating to employees, pupils or visitors.
- ❖ Coordinates the provision of information and training and maintains records of same.
- ❖ Implements and monitors the fire prevention arrangements, evacuation procedures and maintains the fire safety programme, evacuation drills and the like in the Fire Safety Register.
- ❖ Investigates all accidents and dangerous occurrences and ensures that appropriate statutory notifications are properly completed. Causes of accidents shall be determined as far as practicable and where appropriate, remedial action shall be specified.
- ❖ Carry out ongoing safety checks of the school and provide the principal with a report twice per year.

## **Duties of Employees**

- ❖ To take reasonable care for their own safety, health and welfare and that of others. To make proper use of all machinery, tools, substance etc.
- ❖ To make proper use of personal protective equipment.
- ❖ To report without delay and damage or defect in equipment which might endanger Health or Safety in the school.
- ❖ To co-operate with the Board of Management in all provisions made or ensuring the Safety Health and Welfare of all employees, pupils and visitors alike.

## **Guidance on Health and Safety Rules for Staff**

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

### **Workplace**

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

### **Machinery and Equipment**

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

### **Protective Equipment and Clothing**

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

### **Notices**

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

### **Fire**

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

### **Hazardous Substances**

- ❖ Make sure you have sufficient information on any hazardous substances before use.

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

## Employee Hazard Reporting and Recording

### Reporting

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

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

### Recording

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

## General Risk Assessments

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

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

Suitable assessments of the risks to the health and safety of employees and others affected by their work activities, is undertaken at St Kieran's College, in compliance with legislation by:-

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

### Visitors

It is the responsibility of visitors to the school to:

- ❖ Report on arrival to the school office;
- ❖ Co-operate with the School with respect to all matters relating to health and safety;
- ❖ Obey all safety instructions given by the School staff;
- ❖ Co-operate with management in the wearing of the correct safety equipment, using safety devices where appropriate and following proper safe systems of work as outlined in Section 4 of this Safety Statement;
- ❖ Take care of their own health and safety by not indulging in "horseplay", willful unsafe acts or playing practical jokes. It is also advised that visitors do not run on the premises;
- ❖ Take note of, and obey all safety signage, where necessary.

### Contractors

It is the responsibility of contractors to the school to:

- ❖ They comply with the provisions of the schools Safety Statement and that their own company's Safety Statement, Site Specific Safety Statement and Method Statements (where appropriate) are made available;
- ❖ All work is carried out in accordance with relevant statutory provisions and taking into account the safety of others on the site;
- ❖ They comply with any Permit to Work system in place within the school;
- ❖ They wear any personal protective equipment as required;
- ❖ Scaffolding and other access equipment used by their staff is be erected and maintained in accordance with current regulations and codes of practice;
- ❖ All plant and equipment brought onto the premises is safe and in good working order, fitted with any necessary guards and safety devices, and with any necessary certificates available for checking;

- ❖ No power tools or electrical equipment of greater than 110 volts is brought onto the premises and that such equipment is suitable for industrial use and in good condition;
- ❖ Any injury sustained by a contractor's employee is reported immediately to site management;
- ❖ They comply with any safety instructions given by site management;
- ❖ Site management is notified of any material or substance brought onto the premises which has health, fire or explosive risks. Such materials must be stored and used in accordance with the school recommendations and management approval;
- ❖ They respect the School's right to see documentary clarification of contractors' insurance arrangements.

## Resources

Management recognises that adequate funding must be made available to implement effectively the safety procedures and policies laid down in this Safety Statement. They undertake to ensure that adequate numbers of suitably trained staff are available for all work activities carried out. Health and Safety considerations are incorporated in annual estimates for running of the school.

Management will provide resources for the ongoing monitoring of Health and Safety in the organisation and for the provision of health and safety information and training to all staff.

## Records

Any safety training provided will be recorded by the Safety Officer. The school will keep health & safety training records (see appendices) detailing the following:

- ❖ Name of the staff being trained;
- ❖ Date of training and amount of time taken;
- ❖ Training details and methods used; and signatures of the trainer and staff(s) to ensure that the training has been carried out, documented and understood.

## Training

The school shall provide the following training as appropriate:

- ❖ Safety induction training for all new staff;
- ❖ As appropriate, VDU Assessor, manual handling and fire safety; and
- ❖ Management training to ensure that senior staff are equipped to undertake their health and safety duties and responsibilities.

## Safety Induction

It is the policy of the St Kieran's College that all new personnel receive induction training. Staff will be provided with an induction briefing covering the following:

- ❖ Showing the new staff where the Safety Statement is kept, explaining its purpose and ensuring that the staff is aware of his/her responsibilities;
- ❖ Warning new staff of any prohibited actions in the work place;
- ❖ Explaining the procedure in the event of an accident, in particular the necessity to record accidents, however trivial they may appear at the time;
- ❖ Explaining the fire and evacuation procedure and the location of assembly points;
- ❖ Training the new staff in any relevant risk assessments and obtaining a signature for such training; and
- ❖ Completing a VDU workstation assessment on new staff as required.

### Safety Consultation

Regular team meetings are held. Although health and safety issues are not a regular agenda item, these meetings can be used by staff members to raise any issues of concern. The regular meetings should be used to facilitate communication and foster co-operation between management and staff on all issues including health and safety. By including health and safety on the agenda, it will keep health and safety relevant and current as well as stimulate new ideas for making the workplace safer.

Issues for consideration should include:

- ❖ Reviewing accidents and dangerous incident statistics;
- ❖ Identifying any unsafe conditions and practices;
- ❖ Dealing with issues raised by staff
- ❖ Reviewing safety audit reports;
- ❖ Discussing and circulating external health and safety information;
- ❖ Monitoring staff training; and
- ❖ Establishing and maintaining good communications networks relating to health and safety.

### Reporting of Accidents and Dangerous Occurrences

All accidents to persons, whether or not in the employment of St Kieran's College resulting in injury, however slight, must be reported immediately to the School Principal. An incident report form must be completed by the relevant personnel.

If an accident either at the place of work or related to a place of work or work activity, causes loss of life to a person or disables any person for more than three calendar days not including the day of the incident from performing his/her normal duties of employment, then written notice must be given to the Health and Safety Authority on forms IR1 and IR3.

The School Principal will ensure that the IR1 and IR3 are completed as required and sent to the Health and Safety Authority.

If the accident is fatal, then the scene of the accident must be left undisturbed for three days after notice has been given, other than for rescue purposes.



## Control of Contractors

During maintenance work, conditions are very different from these normally encountered and new hazards may be introduced. It is essential that everyone concerned is aware of the hazards and the correct precautions are adopted. All contractors must supply a copy of their Safety Statement. Method statements should be obtained from all contractors carrying out high-risk activities.

## Monitoring and Revision

St Kieran's College will ensure that safety performance is monitored and systems revised where necessary. This will be achieved in the following manner:

- ❖ All staff are expected to bring to the notice of the School Principal any areas where the policy on health, safety and welfare appears to be inadequate and request an amendment to be made to the Safety Statement;
- ❖ Such information will be communicated directly to management or through the Safety Officer and this will ensure that the Safety Statement is monitored on a continuous basis;
- ❖ The School Principal will ensure that the Safety Statement is regularly updated (to reflect changes in legislation, staff or work practices etc.) and staff will be informed of the changes; and
- ❖ The school will undertake on a regular basis to carry out safety inspections and ascribe a risk assessment of High, Medium or Low and time scale to address same together with the person assigned to implement the necessary corrective measures.

## Fire

There is always a danger of fire or other emergencies occurring which will necessitate the prompt evacuation of the building. Fire extinguishers are provided on the premises and are regularly checked.

The following precautions are in place:

- ❖ Instruction and training of staff in fire and emergency evacuation procedures, the location of fire points and the use of firefighting equipment;
- ❖ Holding fire and evacuation drills every 6 months;
- ❖ Providing and maintaining escape routes and exits which are unlocked, operational and free from obstruction;
- ❖ Providing adequate fire protection equipment and systems;
- ❖ Inspecting and maintaining fire protection equipment and systems;
- ❖ Maintaining good housekeeping practice to ensure the removal of all combustible rubbish; and

- ❖ Testing and maintaining electrical installations and ensuring that all electrical equipment is switched off and unplugged when not in use (where practicable).

### Emergency Lighting

Emergency lighting is provided to facilitate escape from the building during any interruption of the general lighting system. Illuminated exit signs are provided above protected doorways leading from the escape route.

### Fire Drill

A fire drill shall be undertaken at least twice per year and recorded in the fire register. (See Appendices)

### Gas

The main hazards associated with gas are:

- ❖ Fire and possible explosion when accumulations of unburnt gas is ignited; and
- ❖ Carbon monoxide poisoning from gas, which is not burned properly. Carbon monoxide is odourless and tasteless and therefore hard to detect. It can be given off by installations, which are faulty or inadequately maintained. It is highly poisonous and breathing it can quickly lead to death.

### In the event of a gas leak:

- ❖ If you smell gas:
- ❖ Do not use any naked flames.
- ❖ Do not use your mobile phone in the vicinity of the gas leak.
- ❖ Do not switch the lights or other electrical equipment on or off (switches produce sparks that could ignite escaping gas).
- ❖ Check whether gas is coming from a pilot or burner
  - a) If so, turn the burner off
  - b) If not turn the supply off where it enters the room or at the meter
- ❖ Open doors and windows to get rid of the gas and leave them open until the leak has been stopped and any build up of gas has dispersed.
- ❖ Report the leak immediately to the Principal.
- ❖ Do not turn the gas back on where it enters the room or at the meter until the fault has been traced and repaired by a competent gas service engineer.

- ❖ If the gas continues to escape after the supply has been turned off at the meter, contact Bord Gais immediately.

### Use of Public Footpaths and Pedestrian Crossings

- ❖ If there is a footpath you must use it.
- ❖ If there is no footpath, you must walk as near as possible to the right hand side of the road (facing oncoming traffic).
- ❖ Do not walk more than two abreast. If the road is narrow or carries heavy traffic, you should walk in single file.
- ❖ You should always be aware of other road users.

#### **Pedestrian Crossing**

- ❖ Always use the pedestrian entrances and exits as allocated.
- ❖ Wait for all traffic to pass
- ❖ Look and listen for the sound of traffic
- ❖ If it is clear then cross the road between the white pedestrian road markings

### Manual Handling Guidelines

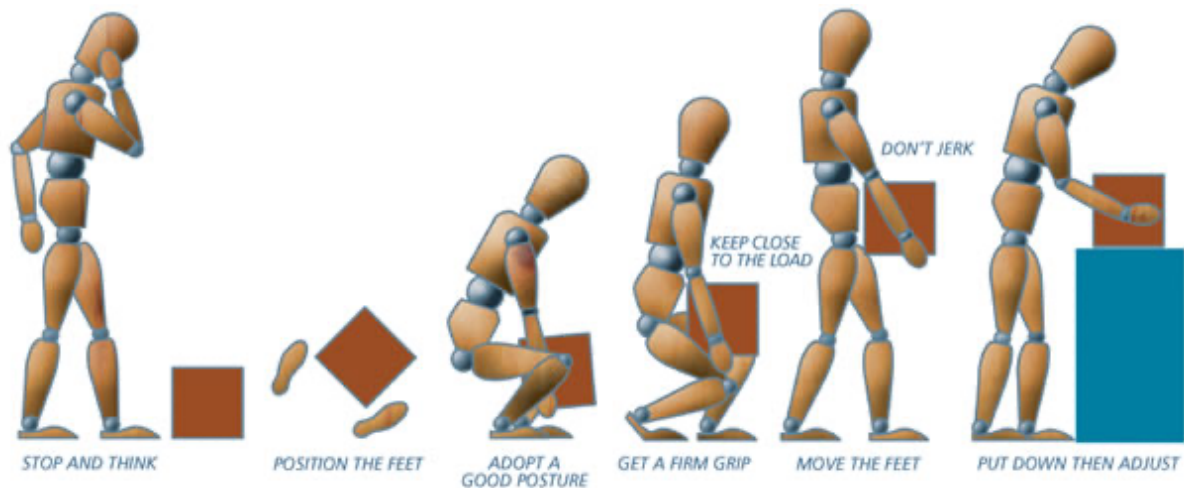
All workers should be trained in Manual Handling and this training should be signed off. In addition Manual Handling Assessments should be carried out on relevant tasks and equipment in the workplace.

Lifting weights that are too heavy or just lifting weights the wrong way, can result in permanent back damage. This damage can be immediate more likely; the back pain will show up over time. It is very easy to avoid this back damage. It just takes good practice and common sense.

Remember....

- ❖ Get a good grip; keep the load close to your body.
- ❖ Keep your back straight.
- ❖ Bend your knee; lift with your leg muscles not your back.
- ❖ If it is too heavy don't struggle, get help.
- ❖ If there is a lot of manual handling involved in your job obtain mechanical aids to reduce the risk of back injury.

The correct method of manual lifting is illustrated in the figure above. Use the strong leg- and thigh-muscles and maintain the natural shape of the spine throughout the lift.



## Specific Risk Assessments

The following pages contain specific risk assessments and form an important part of St Kieran's College, Kilkenny's Health and Safety Policy. Risks are assessed as to their severity rating, as follows:

Low (L) Near miss or incident of negligible injuries - scratch bruise, scald etc.

Medium (M) Minor to medium damage - bone break or fracture, minor illness

High (H) Loss of limbs, eyes serious illness or fatality

## Physical Education and Sports Activities Risk Assessment... Medium

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

### Safety Precautions and Controls

- ❖ No outdoor shoes will be used in the sports hall
- ❖ Floors will always be clear and dry.
- ❖ PE mats will be regularly inspected
- ❖ Brackets, securing ropes, wall bars will be checked for security.
- ❖ Shower area will continually be checked for missing tiles, sharp edges, water lodging. Showers and foot baths will be disinfected as required.
- ❖ Outdoor playing pitches will be maintained free of any stones or debris and will be maintained, as far as practicable, in a level state.
- ❖ Goal posts will be regularly monitored.

### Science Risk Assessment... High

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

#### Safety Precautions and Controls

- ❖ The gas supply to all individual outlets will be isolated when not in use.
- ❖ The supply to each room will be isolated in a controlled locked state, when no equipment is in use and when the room is empty.
- ❖ The electrical supply to each piece of apparatus is isolated when not in use and the main supply to the room is isolated and locked when the room is not in use.
- ❖ Gas cylinders will not be stored below ground level and their storage area will be well ventilated. The valves on empty cylinders will always be closed to prevent ingress of air and the possible creation of an explosive mixture.
- ❖ Chemicals in use may be toxic, carcinogenic, flammable, oxidising, corrosive harmful or irritant. To prevent any adverse reactions these must be stored in a safe manner.
- ❖ Material safety Data Sheets will be available for all chemicals supplied and chemicals will be stored in a well ventilated locked store.
- ❖ Flammable chemicals will be stored in fire resistant cabinets.
- ❖ Incompatible chemicals will not be stored near one another.
- ❖ Minimum stocks of all chemicals will be retained.
- ❖ No redundant hazardous chemicals will be retained
- ❖ All chemical containers will be labelled including hazard symbol, safety phrase and risk phrase
- ❖ Chemical containers will be constantly checked for possible leaks

### Art Risk Assessment... Low

Hazards: Cuts and Bruises, Skin Irritation

#### Safety Precautions and Controls

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

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

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

#### Safety Precautions and Controls

For electrical work:

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

For plumbing work:

- ❖ Materials should be delivered next to the point of use.
- ❖ If necessary, dust masks should be used when cutting into walls or floors.
- ❖ All equipment is to be in good condition and properly guarded

❖ For painting work:

- ❖ Only scaffolds, which are properly erected and conform to requirements of pertinent section of the Safety Statement, will be used by painters.
- ❖ All ladders are to be in good condition and secured prior to use.
- ❖ Non-oil based paints are to be used whenever possible. If oil based paints are used ensure good ventilation.
- ❖ Avoid direct contact with paint whenever possible.
- ❖ All paint-spray equipment will be maintained in good condition and regularly inspected and cleaned. Quantities of paints and thinner/spirits on site will be held to a minimum and be safely stored.
- ❖ Painters will be provided with, and must use, properly set up equipment to avoid awkward postures and undue strain during work.

### Grounds Care and Maintenance Risk Assessment.... High

- ❖ Car parking will be safer if staff take adequate care with the handling of their own vehicles.

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

- ❖ Wearing of tarmac and ensuing “pot holes”, missing drain covers, broken or protruding paving stones should all be reported.
- ❖ Proper care and maintenance will at all times be given to tools and equipment used in this area. Faulty goods will not be used and will immediately be taken out of commission.

#### Grass Mowers;

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

#### Hedge Cutters and Strimmers;

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

Plant areas such as boiler house, oil tanks, gas tanks, workshops will always be kept in a tidy safe manner. No goods of any sort will be stored in a boiler house. Hazardous plant areas will be locked at all times.

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

#### Office Risk Assessment... Medium

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

#### Safety Precautions and Controls

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

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

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

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

Risks are minimised by staff observing the following safe practices:

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



## Emergency Procedure

### Fire Drill/Alarm

Two Fire Drills will be held each academic year to ensure that all members of the school community are familiar with the exit and evacuation procedures.

#### Procedure

1. Should the fire alarm sound all students and staff should exit the building and exit via the route and to the destination shown on the inside of each classroom/room. **Staff are advised to ensure that all windows and classroom doors are closed behind them as they leave the room.**
2. All persons should leave the building immediately and calmly without any personal objects and should under no circumstances return for items. During this time the designated 'sweepers' for each area of the school will ensure all persons are aware of the evacuation procedure underway.
3. It is the responsibility of each class teacher to gather their class group and complete a roll call to ensure that all students' area accounted for.
4. It is the responsibility of the Principal and or Deputy Principals in consultation with other relevant persons to alert the Fire Brigade in the event of a fire.
5. No persons are to permitted to re-enter the building once the evacuation has taken place.
6. No persons should attempt to use the lift in the event of a fire and the refuge system should be used by any person unable to exit the building due to a physical disability or impairment. This system will be tested on a regular basis.
7. Only once the all clear has been given by relevant persons should staff and students re-enter the building by the route by which they emerged.