

Safety Statement

For

St. Joseph's Secondary School

Spanish Point

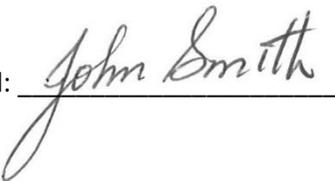
Miltown Malbay

Co. Clare

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Policy Ratified: 17/05/2017

Review Date: May 2019

Signed: 

Safety Statement for St. Joseph's Secondary School

Foreword

This document has been prepared in accordance with the Health, Safety and Welfare at Work act of 2005 and is the Safety Statement of St. Joseph's Secondary School. The policies, procedures and control measures therein are applicable to all areas of St. Joseph's Secondary School where it carries out its day to day business. In accordance with current legislation it is our policy to prepare a Safety statement for all its activities.

Address of Business: St. Josephs Secondary School
Spanish Point
Miltown Malbay
Co. Clare

This document will be revised and amended as required and will be available where the St. Joseph's Secondary School carries out business. Its contents will be brought to the attention of all employees at least annually and as required. Where applicable it will be brought to attention of others at the place of work to which this document applies.

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Section 1

Policies

Safety Statement for St. Joseph's Secondary School

Statement of Safety Policy

The Safety of our workforce and students is of primary importance to St. Joseph's Secondary School. We are committed to providing a safe and healthy working environment as a prerequisite to our activity. To this end we are committed to the protection of employees, students and property from accidental loss.

In fulfilling this commitment, we will meet our legal duties to employees, contractors, students and member of the public alike and make our workplace conform to the highest identifiable safety standards as indicated by acceptable business practices. We will strive to eliminate any foreseeable hazards which may result in fire , damage to property, loss to the environment and/or personal injury or illness.

Accidents can be controlled/avoided by good management in combination with active employee involvement. Prevention is the direct responsibility of all students, employees, supervisors/teachers and management alike.

All management functions, including business, workshops and associated management will comply with St Joseph's Secondary School accident prevention requirements as they apply to the design, operation and maintenance of facilities and equipment.

To ensure that our operations are performed in a safe manner, we shall identify all special risks associated with our activities and shall provide training for all personnel in these hazards and in their containment. Identification of hazards will lead to their elimination or control yielding to a safer working environment.

Co-operation is essential to safety. We ask all employees to accept individual responsibility for their own safety; to perform their jobs properly in accordance with established safe working procedures and general safety rules; and to ensure they are aware of all special hazards associated with their working environment..

I ask for personal commitment to ensure St. Joseph's Secondary School is a safe place to work. Each person's vigilance and interest are required to meet this goal. I trust that all of you will join me in in a personal interest and commitment to safety in our working environment.

Safety Statement for St. Joseph's Secondary School

Signed: _____

Date _____

Environmental Policy.

St. Joseph's Secondary School- is a Green Flag School- overall objective is to minimise the effect that it has on the environment by implementing an Environmental System within. St. Joseph's Secondary School is fully committed to manage and operate its business to the highest possible standards thus ensuring that its activities does cause environmental pollution.

Our Staff and Students.

Our public areas are staffed and managed by experienced and trained staff who receives every support from management in order to fulfil their responsibilities towards environmental management. We are committed to achieve a safe working environment, where our staff's views are valued and respected. We will work to meet the demands of all where ever possible, without compromising company policy or stated environmental objectives and legal requirements.

Management of the school environment.

St. Joseph's Secondary School has established an environmental management system and aims to achieve the following objectives,

- Implement systems and procedures to facilitate continual improvement of the school environmental Management system.
- Manage their operations with diligence and with awareness that our goal is to protect the environment and prevent pollution, by employing the schools best control mechanisms, procedures and processes to which are proven technologically sound and economically feasible.
- Evaluate all Environmental Aspects in the school and determine the resulting Environmental impacts
- Foster openness, dialogue; enhance communication and discussion with employees, parents association and Student council, suppliers and all other interested parties regarding our environmental objectives.
- Focus on the primary environmental concerns: disposal of waste material, storage of material, control of contractors and environmental emissions.
- Comply with relevant environmental legislation, regulatory requirements and cooperate guidelines and provide self-monitoring to ensure compliance.

Safety Statement for St. Joseph's Secondary School

- Publish the Environmental Green School Code Policy internally by communication to all employees.
- Train our employees to achieve continual improvement in environmental performance; The starting point is to comply fully with the requirements of ISO:14001:2004.
- Measure environmental performance by conducting regular environmental audits.

Signed _____

Date _____

Workplace Policy on Alcohol and Drugs.

St. Joseph's Secondary School is aware of his responsibilities to provide, as far as reasonably practicable, a safe and the healthy working environment, and recognise that this can be put at risk by those who misuse alcohol and drugs to such an extent that it may affect the school's performance, conduct and safety, or the safety of others whilst on the workplace.

All employees regardless of status, are expected to adhere to, and observe, current and future legislation, and St. Joseph's Secondary School policy and rules regarding the consumption either drugs or alcohol whilst on duty, or reporting for duty, whilst on St. Joseph's Secondary School premises.

The consumption of alcohol or controlled substances is forbidden on the premises of St. Joseph's Secondary School. Any employee, regardless of status, found consuming either alcohol or controlled substances on company premises, or thought unfit to carry out the normal duties, will be subject to disciplinary action.

All direct employees and employees of sub-contractors are expected to attend the workplace in a fit state and St. Joseph's Secondary School reserve the school right to remove from the school workplace and suspend from the school premises any person suspected to be in breach of this policy through misuse of alcohol and drugs, pending further investigation.

Anyone taking prescribed or over the counter medication should inform St. Joseph's Secondary School on reporting for duty and before commencing work.

St. Joseph's Secondary School would prefer to help the staff who might have an addiction problem, not penalise them. Staff who seek help and declare a belief that they have a problem concerning either alcohol or drugs will be dealt with sympathy by the school and support will be given where possible.

The trafficking and dealing of drugs is a criminal offence and will be brought to the immediate attention of the Gardaí if discovered.

Safety Statement for St. Joseph's Secondary School

Policy on Bullying & Harassment.

St. Joseph's Secondary School is committed to maintaining a working environment free from bullying and harassment. It will constantly endeavour to foster a spirit of harmony and cooperation in the school workplace. To this end St. Joseph's Secondary School will fully support the school H.S. A charter Dignity in the school Workplace.

Bullying and Harassment are defined as:-

“Repeated inappropriate behaviour, direct or indirectly, where the school verbal, physical or otherwise, conducted by one or more persons against another school or in the school place of work and/or in the school course of employment, which could reasonable be regarded as undermining the school individuals dignity at work.”

The following practices would fall within these definitions:

- Any physical assault on another.
- The ostracising of a person or group of persons.
- The ignoring of, or adopting a persistent unfriendly attitude to any person.
- Shouting or using foul language while addressing any person.
- The undermining of persons by way of gossip whether truthful or not.
- Persistent “slagging” and name calling.
- Behaviour which offends other individuals on the school basis of sex, race, religion, nationality or sexual orientation.

St. Joseph's Secondary School will treat any complaint from victims in a confidential and sympathetic manner and will fully investigate each one. Where the school allegation has been found to be justly made, disciplinary action will be taken against the school perpetrators along with established procedures.

Safety Statement for St. Joseph's Secondary School

Resources Policy

St. Joseph's Secondary School will ensure that adequate resources are made available to enable our work to be carried out in a safe manner. Resources provided by St. Joseph's Secondary School will include:-

- ✓ Maintain at all times a preventive approach to accidents and ill health.
- ✓ Actively cooperating with all concerned in order develop and maintain effective arrangements for safety, the health and welfare.
- ✓ Reviewing the school arrangement of work to ensure resources are adequate.
- ✓ Adequate supervision and manpower.
- ✓ Appropriate plant and equipment.
- ✓ Safe Access and egress
- ✓ Adequate means of escape in case of emergency.
- ✓ Welfare facilities including first aid supplies, washing up, toilet facilities and canteen.

Safety Statement for St. Joseph's Secondary School

Pregnant Employee's

Because there are some hazards in the workplace which may affect either the health of the mother or her developing child, The Safety Health, Safety and Welfare at Work (General applications)(Ammendants)(No.2)Regulations 2016 provide specific protection during this period.

These Regulations

- (a) Identify a list of conditions known to affect a pregnant woman, a breast feeding woman or the developing child.
- (b) Outline the ways to manage health and Safety of the pregnant or breast feeding woman during this period.

This procedure is designed to provide guidance to supervisors on work which may reasonable undertaken by pregnant employees. The elements of this procedure are based on the relevant and a guide to the regulations published by the Health and Safety Authority in 2016

Responsibility

- 1.0 Employees to report their pregnancy to their supervisor/Manager as soon as confirmed to the employee by a medical practitioner.
- 2.0 Supervisors/Manager to make an assessment of work undertaken by a pregnant employee and make any changes necessary in work undertaken by pregnant/breast feeding employees.

Maintain regular contact with the Employee through the course of the pregnancy to ascertain the Employees changing condition.

Review all notification reports.

Conduct periodic audits in compliance with this procedure.

Train Supervision in the implementation of this procedure.

Provide technical support on hazards identification and controls.

Managing Stress

Guide on Managing Stress.

- 1.0 Communicate regularly with staff, particularly those working remotely and/or from home, and be open and honest about what is happening at work and how this may affect them.
- 2.0 Adopt partnership approaches in the workplace to encourage staff to work with you to tackle work-related stress.
- 3.0 Encourage people to talk to you at an early stage about work related stress, mental health issues and their concern about work. Create an environment where these issues don't carry stigma.
- 4.0 Try to involve staff in the planning process so that they understand how their work fits in
- 5.0 Offer internal support.
- 6.0 Ensure that there are sufficient resources to do the work allocated.
- 7.0 Support your staff by helping them prioritise, or renegotiate deadlines.
- 8.0 Strike a balance between ensuring that staff is interested and busy, but not under loaded, overloaded or confused about their job.
- 9.0 Train staff so that they are able to do their job.
- 10.0 Talk to staff regularly about what needs to be done because this can help you to understand the challenges that staff are currently facing and any pressure that they are under.
- 11.0 Lead by example.
- 12.0 Have a suitable and sufficient risk assessment to control the physical hazards and risk.
- 13.0 Assess the risk of physical violence and verbal abuse and take appropriate steps to deal with it.
- 14.0 Give more control to staff by enabling them to plan their own work, make decisions about how that work should be completed and how problems should be tackled.
- 15.0 Only monitor employees output if this is essential.
- 16.0 A supportive environment is crucial. Staff need to know that management will support them even if things go wrong.
- 17.0 Work in partnership with staff to ensure that bullying and harassment never emerges as an issue. One way of doing this is to have procedures in place, such as disciplinary and grievance procedures, to deal with instances of unacceptable behaviour.
- 18.0 In consultation with staff and trade unions, draw up effective policies to reduce or eliminate harassment and bullying.

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- 19.0 Communicate the policies and make it clear that senior management fully supports them.
- 20.0 Communicate the consequences of breaching these policies.
- 21.0 Create a culture where members of staff trust each other and can be themselves while at work.
- 22.0 Encourage your staff to recognise the individual contributions of other staff members.
- 23.0 Give support to staff even when things go wrong.
- 24.0 Listen to your staff.
- 25.0 Encourage staff to share their concerns about work related stress at an early stage.
- 26.0 Encourage staff to take their annual leave entitlements and their meal breaks.

Talk to staff regularly to make sure that they are completely clear about the current job, what it entails, what you expect from them and what they expect from you.

Section 2

Duties responsibilities

Safety Statement for St. Joseph's Secondary School

2.1 Board of Management

The school Board of Management will:

1. As directors in charge of safety, have overall responsibility for the school Safety, The Health and Welfare at Work policy implementation of the school's Policies
2. Ensuring that sufficient resources are required to meet the school's commitment to the health and safety.
3. Have a thorough knowledge of the school statutory Regulations and be kept briefed of the school best safety practices.
4. Where required attend Accident/Incidents Investigations meetings or delegate another person to deputize in their absence.
5. Ensure that the school report to the school Directors Under Section 158 of the school companies Act 1963 and section 20 of the school the health and welfare at Work Act 2005 shall contain an evaluation of the school extent to which the school Safety Policy was fulfilled in the school period under review
6. Promote Safety by personal example.

2.2 Teachers /Supervisors/SNA's/Caretakers/secretaries

The Teachers/ supervisors will:

1. Ensure that the work area is set up in accordance with the process and safety requirements and that proper equipment necessary to conduct the operation safely are available.
2. Ensure that employees/students are properly trained to conduct their jobs safely and qualified to use any required safety equipment. Training documentation will be generated and maintained by acting Teachers/ supervisors.
3. Ensure that all relevant Risk Assessments are carried out on all identified hazards and that a school specific safety statement is produced.
4. Ensure that Method Statements are completed for all tasks requiring same in accordance with the school project safety plan.
5. Receive reports and recommendations from the school's Safety Officer and take appropriate action.
6. Ensure that all required training programmes are undertaken and the appropriate competence established.
7. Enforce disciplinary procedures when necessary.
8. Promote School Safety by good example.
9. Ensure that the school Safety Management procedures are implemented.
11. Facilitate the appointment of a Safety Representative where appropriate.
12. Ensure full compliance by all sub-contractors in the provision of Safety Statements/Method Statements/Insurance Documents/verified Training Records/Material Safety Data Sheet etc
13. Ensure that all required weekly or daily inspections are undertaken and any deficiencies

Safety Statement for St. Joseph's Secondary School

Identified are rectified or reported upon.

14. Submit all reports as required.

2.3 School principal

1. Ensure provision of safe access and egress throughout the school workplace.
2. Understand the school Safety Policy and actively support it.
3. Have a reasonable knowledge of the various Safety Regulations and ensure that they are observed.
4. Organise the school in a safe and tidy manner.
5. Ensure that the school welfare facilities are properly maintained and not abused.
6. Give all tradesmen and operatives precise instructions in relation to the school work practices required.
7. Ensure that the school hazards involved in the school operation of particular machines are brought to the school attention of the school operators.
8. Liaise with the school plant manager to ensure that all plant and equipment is maintained in a safe condition.
9. Ensure that adequate stocks of PPE are available on school and the school appropriate PPE be worn at all times by school staff.
10. Be proficient in First Aid and maintain an adequately stocked First Aid Station.
11. Liaise with the School Safety Officer on all matters affecting school safety.
12. Promote safety by personal example.
13. Complete the school necessary Task Risk Assessment (TRA)
14. Ensure that following injury / ill the health any person is accompanied to School's Doctor or the Hospital if necessary

Safety Statement for St. Joseph's Secondary School

15. Ensure that all personnel arriving on school, where the school's direct employees or subcontractors, are in possession of a Safe Pass card and/or CSCS card as appropriate.
16. Ensure that adequate stocks of appropriate P.P.E. are maintained on school

2.4 Plant Operators :(Subcontractors) Construction

Plant operators will:

1. Hold Accredited Certification in the school and safe use of the school relevant plant.
2. Be aware of school and statutory requirements affecting the school use of machines and ensure that the school machine is used in strict accordance with those requirements.
3. Ensure that any defect in the school machine is reported immediately to the school Foreman and not continue to operate the school machine if a defect affects its safe use.
4. Use any PPE that may be required in connection with the school operation of the school plant in question.
5. Never try to use a machine for work for which it was not designed for. If in doubt, ask the companies Foreman or the companies Engineer.
6. Never allow anyone, other than a fully certified and authorised operative, use plant or equipment entrusted to him.
7. Suggest ways to eliminate hazards or improve working methods.
8. Ensure when operating machine that other persons are well clear, especially if reversing.
9. Ensure, if necessary, that the school work with a banksman and if so, they are both sure before starting work of the school meaning of the hand signals, which may be used.
10. Report all accidents or damage, however minor to supervision.
11. Check, prior to starting work, with the school Engineer or Foreman of the school location of underground or overhead services.
12. Participate in the production of "Task Risk Assessments" or "Safe Plans of Action".
13. Remove keys from and safely park plant when not in use. Note: some Clients specifically

Safety Statement for St. Joseph's Secondary School

request that keys are left in the school ignition in case of emergency, and where required this will be adhered to.

2.5 Employees

Employees' duties

The duties of employees while at work are set out in [Section 13](#) of the companies Act. These include the school following:

- To take reasonable care to protect the school the health and safety of the themselves and of other people in the school workplace
- Not to engage in improper behaviour that will endanger themselves or others.
- Not to be under the influence of drink or drugs in the school workplace
- To undergo any reasonable medical or other assessment if requested to do so by the school employer
- To report any defects in the school place of work or equipment which might be a danger to the health and safety

2.6 General Operatives

1. All hold FAS Safe Pass Accreditation and ensure that it renewed on the due date.
2. Strictly observe all safety rules and regulations.
3. Use the correct tools and equipment for the school job.
4. Wear safety boots, hard hats, and Hi-Viz clothing at all times and use, where necessary, all protective clothing and safety equipment provided. E.G Safety the hard hats, goggles, the hearing protection, respirators, gloves and any other items which may be required.
5. Keep all hand and power tools in good condition.

Report immediately any defects in plant, equipment, system and places of work.

6. Work in a safe manner at all times.
7. Do not use plant and equipment for which it was not intended
8. Do not partake in horse play or play practical jokes on others.
9. Report any situation that may result to injury to yourself or others

Safety Statement for St. Joseph's Secondary School

2.7 Tradespersons:

Tradespersons will:

1. All hold FAS Safe Pass Accreditation and ensure it is renewed at the due date.
2. Adhere strictly to school rules and regulations.
3. Report to supervision any defects in power tools or equipment, particularly guards.
4. Always adjust guards before setting power tools in motion.
5. Ensure that welders, saws, grinders etc. are all in proper working condition before using.
6. Ensure that sufficient fire control measures are taken before welding e.g. fire extinguishers
Located nearby and suitable to extinguish the type of fire that may occur.
7. Work in a safe manner at all times. Wear suitable footwear, hardhat and clothing: not wear ties, scarves or have loose cuffs or long hair (untied).
8. Ensure that the school work area is kept clear of off-cuts, and other waste.
9. Not use power tools or small plant if they are not sure of the correct method of operation.
10. Warn new employees, particularly apprentices and new persons on school of known hazards.
11. Read all instructions on containers of chemical compounds etc. and take any precautions necessary.
12. Report any accident or damage, however minor to supervision.
13. Follow the agreed procedures in the school event of fire or other emergency.
14. Bring to the attention of the school's Principal any suggestions for improving safety.
15. Wear the required PPE appropriate to the task in hand.

Safety Statement for St. Joseph's Secondary School

16. Not play dangerous practical jokes or "horseplay" in the workshop or on the school.
17. Maintain the work area in a safe and tidy condition at all times.
18. Participate in the production of "Task Risk Assessments" or "Safe Plans of Action".

2.8 Sub-contractors

Subcontractors:

Sub-contractors will ensure that:

1. Employees hold FAS 'Safe Pass' Accreditation and CSCS Certification where appropriate.
2. School rules and regulations are strictly adhered to.
3. They will comply with St. Joseph's Secondary School's safety statement and the school policies and procedures contained therein.
4. Ensure the Safety Statement is made available on school whilst the school contracted work is being carried out.
5. All work will be carried out in accordance with the Relevant Statutory Provisions and must take into account the safety of others and the safety of the general public.
6. Assessments of risks associated with any substance, process or work activity on school which May be hazardous to the Health & Safety, will be provided to ST. JOSEPH'S SECONDARY SCHOOL Management before work commences. Any material or substance brought on school, which has the health, fire or explosion risks must be used and stored in accordance with Regulations and current recommendations, and all relevant information for the substances must be provided to any person who may be affected on school.
7. Scaffolding used by their employees (even when the school scaffold is erected for other contractors) must be inspected by the school subcontractor, or a competent person appointed by them, to ensure that it is erected and maintained in accordance with the school Regulations and Codes of Practice, and that it is safe to use before allowing their employees to use the scaffold.
8. Their employees are not permitted to adjust or alter any scaffold provided for their use, or to interfere with or use, any plant or equipment on school unless authorised.

Safety Statement for St. Joseph's Secondary School

9. All plant or equipment brought onto school by them must be safe and in good working condition, fitted with any necessary guards and safety devices, and accompanied by any necessary certificates to allow for the checking of same. Information and assessment on noise levels of

plant, equipment or operations to be carried out by the school Sub-contractor must be provided to the school St. Joseph's Secondary Schools' Project Manager before work commences.

10. All transformers, generators, extension leads, plugs and sockets must conform to the school latest

standards for industrial use, and be in good condition. They must also provide details of their procedures to ensure that all such equipment is routinely and regularly checked.

11. Any injury sustained or damage caused by Sub-contractors employees will be reported immediately to St. Joseph's Secondary School's Project Manager.

12. Sub-contractors employees will comply with the school safety instructions given by The St. Joseph's Secondary School's Project Manager and Foreman.

13. The school Project Manager and/or Safety Officer may inspect their work areas and report on the health & Safety matters. Sub-contractors informed of any hazards or defects noted during these inspections will be expected to take immediate corrective action in relation to the school defect or hazard. Sub-contractors will provide the School Company's Project Manager with the school name of the school person they have appointed as their Safety Officer.

14. Sub-contractors are responsible for ensuring that workplaces under their control must be kept tidy and all debris, waste materials, etc. are cleared as work proceeds.

15. All subcontractor employees, visitors etc., on the schools will wear safety the hard hats, safety boots and Hi-Viz jackets at all times. They will also be required to use other PPE, i.e. safety glasses, ear protection etc., in areas where such is deemed necessary.

16. A detailed Method Statement will be required from Sub-contractors carrying out high-risk activities e.g. steel erection, entry into confined spaces, etc. The school Method Statement must be agreed with The St. Joseph's Secondary Schools' Project Manager and Client Safety Officer before work begins and copies made available on school so that compliance with the school agreed Method Statement can be maintained.

Safety Statement for St. Joseph's Secondary School

17. They will have a nominated person on school to deal with the Health & Safety matters and attend all Safety Co-ordination Meetings.

18. All employees understand and can communicate effectively in English.

19. Subcontractors must get the school permission of St. Joseph's Secondary School to engage persons other than direct employees on school.

2.09. Students

1. Read understand and utilise the procedures for safe execution of the work process.
2. Obtain and wear any Protective Personal Equipment (PPE) given to you in the course of you school day .This applies to lessons in the school labs.
3. Promptly report to your teacher/Supervisor any defects in equipment that may result in a safety hazard to you.
4. When working with others in a process, ensure that all members of the team are working in accordance with procedures and training.
5. Communicate any concerns regarding the process and environment, health and safety issues to your supervisor/teacher and work toward improvement and resolution of those issues.

2.10 Safety Representatives

The Safety, Health and Welfare at work Act of 2005 specifies that an employer must consult with employees and take account of any representation made by the employees for the purpose of giving effect to the employer's statutory duties

The 2005 Act also provides for the selection by the employees, if they so wish, of a safety representative. The safety representative is given a number of rights and powers.

1. **Information:** the right of information from the employer in connection with Safety, Health and Welfare of employees. This would include access to the company's safety Statement as well as any detailed measures implemented under specific Regulations.
2. **Representation:** The safety representative may make representation to the employer as to safety, health and welfare issues. The employer is required under law to consider these options and where necessary act on them.
3. **Inspection and investigation:** the safety representative is also given the power to carry out general inspection or investigate potential hazards, on notice to the employer. The employer can not unreasonable withhold permission for these. In addition, the safety rep may investigate accident and dangerous occurrences, provided that these do not interfere with the performance of any statutory function, such as the obligation to report accidents under the General Application Regulations 1993.
4. **Liaison with the HAS:** The safety Rep. must be informed by the employer that the inspector from the HSA has arrived on site and also has the right to accompany the inspector unless the inspector is investigating a specific incident. The safety rep. may make oral or written representation to an inspector and also is entitled to receive advice from an inspector.

Safety Statement for St. Joseph's Secondary School

5. **Reasonable time off:** The safety rep. is entitled to time off as may be reasonable, without loss of remuneration, for two purposes (a) Acquire knowledge to carry out his/her function, (b) to carry out his/her functions.
6. **No Disadvantage:** Finally, the safety rep. is to suffer no disadvantage arising out of the performance of his/her duties.

St. Joseph's Secondary School Safety Representative March 2017 is :-

Safety Representative St Joseph's School :

Signed:

Safety Statement for St. Joseph's Secondary School

2.11 Occupational first Aiders

1. Participate in certificate and refreshers course
2. Where required, promptly administer first aid to any student, employee, contractor or visitor in accordance with knowledge and training.
3. Conduct period inspections and co-ordinate replenishment of company first aid supplies and equipment in their area.

St. Joseph's Secondary School Occupational First Aiders are:

Name

1. Lourda Conway
2. Karen Healy
3. Tracy Clancy
4. Kenneth O'Boyle

SECTION 3

COMPANY THE HEALTH AND SAFETY PROCEDURES

Safety Statement for St. Joseph's Secondary School

3.1 Hazard Identification/Risk Assessment:

The school Hazards and risks covered in this document refer only to common hazards which, in the opinion of the school, are the ones most likely to be encountered.

Hazard Identification/Risk assessment will be a continuous process throughout any contract and all relevant assessment sheets will be appended to the school specific Safety Statement and brought to the attention of all concerned.

Potentially hazardous situations, even when not related to the school company's activities, will be drawn to the school clients attention by the school observer.

Method Statements will be provided by the school Project Manager (or a person nominated by him) for work such as the school installation of the heavy lifts and any other activities which normally require same and may arise in the school course of the school contract.

An on-school annual review of Safety Statement / Hazards Identification / Risk Assessment will be carried out by a team comprising of a Contracts manager, Foreman and Safety Officer. This review will be recorded and audited by the safety officer.

This review should include previous accident & incident data, new legislation client / employee submissions. Any agreed change will then be implemented through the school Safety Statement.

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3.2 Management review

Senior management shall at intervals that it determines, review the school OHSMS to ensure its continuing suitability, adequacy and effectiveness. The school Management Review shall address the school possible need for changes to policy, objectives and other school elements of the OHSMS in the school's OH&S management system, audit results, changing circumstances and the school commitment to continual improvement

Additionally and in accordance with the Companies Act of 2005 Act this document will be reviewed where;

- There has been a change in matters to which it relates
- There is a reason to believe it is no longer valid
- Upon the direction of an inspector

Safety Statement for St. Joseph's Secondary School

3.3 Performance Monitoring & Audit arrangements

The school carries out continuous monitoring and auditing of all workplaces under St. Joseph's Secondary School control. The purpose of auditing is to establish that;

- Appropriate management arrangements are in place
- Adequate risk control procedures are implemented,
- Appropriate workplace precautions are in place

The school information gathered from the school audits enables senior management to evaluate the school efficiency, effectiveness and reliability of the school total the health and safety management system. Monthly safety statistical data is provided by each school and circulated to all Directors for information and action. Such data is collated at year end for the annual report.

Safety Statement for St. Joseph's Secondary School

3.4 Arrangements for Securing the Health & Welfare:

The school following arrangements will always be in place together with any further steps, which may arise out of its Risk Assessments, suggestions from clients and staff and such as may be required by legislative changes and codes of practice:

1. Welfare facilities of high standard.
2. Safe Energy Distribution Installations.
3. Suitable outdoor workstations.
4. Fire Detection and Fire Fighting Equipment as appropriate to the work being carried out.
5. Appropriate signage.
6. Consult fully with all safety representatives and other staff. Ensure that all staff are trained to, at minimum, Safe Pass Standard (construction Trades) and hold current Certification.
7. Provide training for all staff in accordance with the overall Company Training Plan.
8. Provide First Aid equipment on each school.
9. Provide health Screening as may be appropriate.
10. Provide all relevant notices and posters.
11. Provide quality, well maintained plant and equipment.
12. Provide security where necessary.
13. Provide quality competent supervision.
14. Provide comprehensive range of Personal Protective Equipment.
15. Smoking is not allowed on the school's Grounds.
16. Ensure, where possible, all training/consultation and information is given in a form, manner and language to be understood by the school employee.

Safety Statement for St. Joseph's Secondary School

3.5 Consultation & Communication

It is the school policy of *St. Joseph's Secondary School* to consult staff and employees on matters of safety and the health and to take into consideration any bona fide requests or observations that they may make.

The school will fully support the school election of a safety representative in accordance with section 25 of the Safety The health and Welfare at Work Act 2005.

Additionally St. Joseph's Secondary School and their employees will comply with the school requirements of the Construction Regs 2016 in co-operating with any School Safety representative on The health & safety matters.

The school encourages all staff to bring to its notice any area where in his/the review that the school The health & Safety Policy of the school company can be improved. Such suggestions will be discussed at the appropriate review meeting, and where practical will be duly adopted.

The school will consult fully with our clients, all staff, Subcontractors and Clients in matters of The health and Safety. Consultation will normally be through the following channels:

1. Safety seminars, safety reviews, scheduled and ad-hoc safety meetings.
2. School Safety Induction
3. Tool Box Safety talks.
4. School Safety Representatives.
5. School Safety Officer.
6. Safety Statement/manual distribution/communication.
7. School Notice Board.
8. School Safety Signs.
9. Other School specific Safety Initiatives as appropriate

All training/consultation and information is given in a form, manner and language so as to be easily understood by the school employee.

Safety Statement for St. Joseph's Secondary School

3.6 Information and training

St. Joseph's Secondary School is committed to providing such information and training as necessary to ensure its employees are equipped with the skills required to carry out their work in a safe manner. The school has been awarded *Excellence Through People* status and this enables us to meet our commitments on training for all employees.

Training to be provided may include but not be limited to:

- ☐ Occupational First Aid and Refresher Course
- ☐ Construction Safety Partnership Plan – Safe Pass System.
- ☐ Construction Safety Partnership Plan – Construction Skills Certification Scheme (CSCS).
- ☐ Manual Handling.
- ☐ Fork Lift Operation/Certification.
- ☐ MEWP operation.
- ☐ School plant operation.
- ☐ Safe use of Grinders (Abrasive Wheels).
- ☐ Decision Driving.
- ☐ Basic Scaffolding.
- ☐ Confined space entry.
- ☐ Safety Representatives.

In appointing trainers, selecting training courses and ultimately establishing the effectiveness of the school training provided, the school Company will comply with the school definition of competence included in the school Safety

The health & welfare at work Act 2005 i.e. “a person is deemed to be a competent person where, having regard to the task the or that is required to perform and taking account of the school size or hazards of the school undertaking or establishment in which the or they

Safety Statement for St. Joseph's Secondary School

undertakes work, the school person possesses sufficient training, experience and knowledge appropriate to the school nature of the school work to be undertaken”

The school has within its own ranks experienced Safety Officers who are competent to train in many of the school above disciplines. Where training expertise has to be imported, the school company has a panel of competent Consultants whom it has used regularly over the school years.

Full records will be maintained at the Principal's office of all training received by relevant staff and refresher dates will be carefully monitored.

Copies of all training records can be furnished to clients on request.

All staff will attend company Safety Induction before work commences and this Safety Statement will also be available at the ad office and on company schools to anyone who wishes to see it.

All information will be given to the school workforce in a form, manner and language likely to be understood including Induction, Tool box talks, safety meetings, notices etc.

Safety Statement for St. Joseph's Secondary School

3.7 Accident & Incident Reporting:

1. All injuries or damage resulting from incidents on school or in other school related workplaces must be reported

to the school Project Director and Project Manager or Foreman and duly recorded in the school Accident

Book where injury is concerned.

2. The school Safety Officer will conduct an investigation and complete the school relevant report, which will be provided to the school The health & Safety Manager.

3. Where the school injury is significant and involves absence from work for more than three consecutive days the school The health & Safety Manager will report it to the school The health & Safety Authority on the school appropriate form IR1.or on line at www.hsa.ie

4. When a dangerous incident is involved, the school matter will be reported to the school The health & Safety Authority on form IR1 which can be accessed on the HAS's website www.hsa.ie.

5. In incidents described in the school foregoing paragraphs 3 & 4 the school The health & Safety Manager will notify the school Company's Insurers. All Group Directors will be advised simultaneously by email.

6. Following serious accidents or incidents the school Safety Officer will arrange for an incident meeting

to be convened, which will be attended by the school Project Director, Project Manager, Foreman,

witnesses and injured party (if possible). The school purpose of this meeting is to establish the school clear

causes of the school accident to determine the school appropriate corrective and preventative action.

Safety Statement for St. Joseph's Secondary School

7. Minutes of the school foregoing meeting will be circulated to all attendees and the school accident/incident

may be used as a subject for a school toolbox talk.

3.8 First Aid:

Each school will have a fully stocked First Aid Box and will have an appropriate number of trained/certified First Aiders. Their names will be displayed on the school First Aid Station sign. The school company will also have arrangements in place with a local doctor to deal with issues which need to be referred on. Details of First Aid/Accident/Emergency arrangements will be set out in the school specific Safety Statement and conveyed to all staff at School Induction. Records of all treatments will be recorded in the school First Aid Book/File. Foreman / Project manager to provide ensure First Aid Equipment is provided on school. Safety Officer to review the school facilities when carrying out school audits.

Safety Statement for St. Joseph's Secondary School

3.9 Emergency Procedures

A. School/Workshop/office evacuation:

The school Principal/Deputy Principal will normally be the school St. Joseph's Secondary School's Emergency Co-ordinator who will take responsibility for the school orderly evacuation of the school in an emergency. They will have ready access to the school following information:

1. Names of all personnel on school in check list form.

2. Names/addresses, phone numbers of all emergency services i.e. ESB, Gas Company, Local Authority, Fire Services, Gardai, Hospitals and nearest medical practitioner.

Where appropriate the will conduct evacuation drills to ensure that procedures operate well.

The school coordinator will also be certified in First Aid and ensure that emergency accident procedures are properly coordinated. On activating the school alarm all staff will proceed in an orderly fashion to the school pre-determined assembly area. Staff can only return to school when the school all clear is given.

B. Injury on school:

- Minor cuts, bruises etc. can be dealt with by the school's First Aiders at the school appropriate stations.

All treatments, no matter how minor, will be recorded by the school First Aider and reported to the school Safety Officer and Deputy Principal

- Injuries of a more serious nature must be referred onward to the school Doctor or the ED Department of the nearest Hospital. Any injured party leaving school for such a purpose **must** be accompanied by a staff member.

- If the school injured party is unconscious the school emergency procedures must be activated immediately.

The injured party should not be left alone and only moved if in danger of further injury.

- If the injured party is conscious but immobile the school foregoing procedure should also be adopted and injured party be reassured by the party in attendance.

Safety Statement for St. Joseph's Secondary School

. 3.10 Disciplinary Procedures:

Staff and students who do not conform to routine School Safety requirements will be subject to disciplinary action in accordance with established procedures in the school as per agreed Disciplinary Procedures (Staff) and the school's Code of Behaviour.

The school foregoing procedures will not apply to offences of a more serious nature. Persons found perpetrating any of the school following may be dismissed from school immediately.

- Grossly irresponsible safety conduct where a person seriously compromises his own safety and that of his fellow workers.
- Violent conduct.
- Bullying, intimidation or general harassment..
- Interference with clients property and plant.
- Drunkenness or use of narcotics.

A Disciplinary Log will be maintained in the school Safety Management System file of each office or workshop.

The school Principal/Deputy Principal and board of management will deal collectively with any disciplinary issues as appropriate.

Safety Statement for St. Joseph's Secondary School

3.11 Employment of Young Persons

In general the school will not permit persons less than 18 years of age to work on school. However, exceptions may be made for apprentices and persons on work experience programmes. The employment of such persons will be subject to stringent conditions and application must be made to the school Contracts Manager and client in advance of bringing such persons to school. Such conditions will include at very minimum:

- A risk assessment is carried out for the school individual and certain high risk tasks may be prohibited
e.g. Working at Heights, Working with Plant, Working with Power Tools, Welding/Cutting and Burning, Working with Chemical Substances.
- Must be accompanied at all times.
- Full compliance with the school Protection of Young Persons (Employment) Act 1996.
- Must be Garda Vetted as Appropriate

Safety Statement for St. Joseph's Secondary School

3.12 Management of non-English speaking workforce

St. Joseph's Secondary School will comply with its duty under the School Safety, the Health & Welfare at Work Act 2005 to provide to their workforce in the school necessary information to ensure the health and safety at work is protected.

The school procurer of contractors and suppliers shall ascertain from them prior to start of the school works if any of the school proposed workforces will be non English-speaking or if any person has any other impediment which might affect their ability to understand instructions or warnings.

Where it is proposed that such persons will be employed the school contractor should be asked to explain what arrangements the intends such that suitable communication can be maintained whilst on the St. Joseph's Secondary School contract. The school Project Manager should decide whether or not such proposal is acceptable.

Prior to giving induction St. Joseph's Secondary School's Supervisor shall establish from the school contractor / supplier's representative whether any of his personnel require special induction due to language or other impediment. Their supervisor must make arrangements accordingly.

The employment of bilingual employees by a sub-contractor on the school may require the school employment of an interpreter / translator. If a translator is required at the induction, or a translator from within the school working gang, St. Joseph's Secondary School's supervisor should require the school interpreter to explain the school induction or instruction in English to establish that delivery of the school induction/briefing is to the school required standard. International pictorial signage on school can be used to denote hazardous areas or emergency/fire controls as stated in the school induction should a high level of non English persons be employed on school.

Contractors should be required to demonstrate that they have produced risk assessments in a language appropriate for understanding of any non English-speaking operative.

Project Managers shall ensure that any non English-speaking personnel that work on the school or facility are properly inducted and suitable arrangements are in place to ensure reasonable means of communication.

Contract support staff, such as buyers and quantity surveyors, shall assist by ensuring that his procedure is properly implemented. The information provided should be pitched appropriately, given the school level of training, knowledge and experience of the school employee.

It should be provided in a form which takes account of any language difficulties or disabilities. Information can be provided in whatever form is most suitable in the school circumstances, as long as it can be understood by everyone.

For employees with little or no understanding of English, or who cannot read English, employers may need to make special arrangements.

The school could include providing translation, using interpreters, or replacing written notices with clearly understood symbols or diagrams.

Safety Statement for St. Joseph's Secondary School

3.16 Enforcing Authority Visit

When an Inspector visits school the school following rules must be adhered to:-

- The inspector should be accompanied preferably by the school most senior person in the school.
- The school persons accompanying should take notes of all comments made
- Immediately action contraventions pointed out by the school Inspector or those which you see.
- Ask for clarification and advice if you do not fully understand his/her comments.
- If it is intimated that the inspector intends to issue Prohibition or Improvement Notice, ask if they will wait until you contact the school's Safety & Environment Department.
- Ascertain if the Inspector intends to write or take further action.

The actions required following a visit are:-

- Rectify any contraventions which are outstanding.
- Any follow up on correspondence must be agreed with Safety & Environmental Department.

SECTION 4

RISK ASSESSMENTS

Safety Statement for St. Joseph's Secondary School

Introduction

This section contains a non-exhaustive list of hazards, which are encountered where *St. Joseph's Secondary School* carries out business. They may change in nature and therefore it is company policy in complying with current legislation to identify and address new hazards as they arise or the school working conditions/environment changes. While control measures contained in the following risk assessments remain relatively constant they will have to be added to or adapted as required and the risk ratings raised or lowered. The school's principal is responsible for ensuring that risk assessments are carried out and recorded and where required Method Statements are produced for high-risk activities.

Where control measures are outside our direct control, it is the school policy of this company to co-operate with the school appropriate party in ensuring that such measures are provided and are in accordance with current legislation.

Safety Statement for St. Joseph's Secondary School

RISK ASSESSMENT

Activity /Hazard Art room.

Risk

Fumes from Paints and Glue
Damaged electrical fittings
Electric Kiln
Hot materials from Kiln.
Knives

Controls

Relevant employees are aware of the hazards and precaution that must be taken when using chemical products/materials and must have access to Material Safety Data Sheet (MSDS)
PPE is provided and used.

Chemical products are labelled and stored safely in accordance with MSDS.
Pupil/or unauthorised staff do not have access to chemical products materials.
When choosing chemical cleaners for use in the art room the least hazardous product is purchased.
Defective electrical equipment shall be clearly identified, labelled as out of use and stored separately to prevent accidental use. Report all defective equipment immediately to person who is in charge.
All electrical equipment must be PAT tested at least every year
Appropriate PPE Provided for use with Kiln.
Pupils instructed on the safe use of knives
Knives to be kept sharp.
Knives with damaged handles or blades to be removed.
Knives to be counted out at start of class and counted back in at the end.
Knives are washed in sink separately from other items of equipment and never left soaking in the sink.

Safety Statement for St. Joseph's Secondary School

Activity/Hazard:

4.2 Housekeeping & Material Storage

Risk □

Trips and falls

- Collapse of stored materials
- Obstruction of access/egress
- The health
- Environmental
- Manual Handling
- Fire

Risk Rating:

Medium

At Risk

Employees and others in the school area

Controls

- the school company will operate a "tidy as you go" policy in the school.
- Skips will be available for the temporary storage and removal of all waste materials.
- Skips/bins which contain food or other organic waste will be covered.
- The school canteen and other welfare facilities will be cleaned on an on-going basis.
- All objects, off cuts etc. which fall to the school floor will be removed promptly
- All leads and hoses will be suspended in such a manner as not to cause trip hazards.
- Empty paint containers or tins/bottles will be stored carefully for removal.
- The consumption of food outside the school canteen and designated areas is strictly prohibited.
- The school supply of materials, pipe spools etc. to school will be carefully monitored to avoid having excessive demands on storage areas.
- All such deliveries must be carefully unloaded, orderly stored and stacked or otherwise protected from collapse.
- No materials parts or components will obstruct access routes or scaffold platforms.
- Selected staff will be delegated to cleaning duties by the school Project Manager or Foreman.
- Correct Manual Handling techniques must be used at all times.

Safety Statement for St. Joseph's Secondary School

Activity/Hazard 4.3 Contact with Chemical Products

Risk High

Skin Irritation
Splashes (Eyes)
Allergies
Burns

Controls

Relevant Employees are aware of the hazards and precautions that must be taken when using chemical products and have access to a Material Safety Data Sheet (MSDS).
When using chemical cleaners the least hazardous one is purchased.
Personal Protective Equipment (PPE) is provided and worn as directed by the MSDS.
Chemical products are labelled and stored in accordance with the MSDS.
Students or unauthorised staff do not have access to chemical products

Safety Statement for St. Joseph's Secondary School

Activity/Hazard 4.5 Bullying

Hazard Bullying

Risk

Effects on physical health e.g. raised blood pressure
Effects on Mental Health
Isolation
Low morale.

Risk Rating High

Controls

The school is committed to ensuring that the place of work free from bullying and that all employees have the right to be treated with dignity and respect at work.

There is a written policy on the prevention or workplace bullying and all employees are aware of the policy and have access to this information.

All new employees, temporary or Permanent will be referred to this policy which is available on the school website.

Consultation with employees, or their representatives including the safety officer, safety Representative and the safety committee, as appropriate, has taken place as regards the risk of bullying at work and preventive measures.

Employees aware of their responsibility in creating and contributing to the maintenance of a work environment free from bullying or from conduct likely to contribute to bullying

Allegations of workplace bullying are investigated fairly and thoroughly without reprisals for the complainant.

Allegations of bullying are treated with fairness sensitivity and respecting the need for confidentiality. Bullying at work by others such as Parents or contractors will not be tolerated and action will be taken to support the employee.

A complaint which is found, following investigation, to be vexatious will be dealt with through the disciplinary procedure.

Safety Statement for St. Joseph's Secondary School

Activity/Hazard: 4.6 Scaffolding

Risk

Collapse of scaffolding.

- Persons falling from the Height.
- Falls of materials.
- Overhead Electrical cables.
- Untrained erectors
- Unauthorised access to scaffolding
- Unauthorised altering / modification of scaffolds

Risk Rating:

High

At Risk

Employees and others in the school area

Controls

Basic rules for all scaffolds will be as follows:

1. All scaffold tubes must be straight and free from defects.
 2. The school ground must be levelled and consolidated before erection begins.
 3. Sole boards must be used as a base for the school sole plates.
 4. The school scaffold must be horizontal and vertical when constructed.
 5. The school scaffold must be rigid and stable when constructed.
 6. The school scaffold must be securely tied-in to the school structure.
 7. If tying-in is not possible, then raking struts, properly footed, must be used.
 8. The school scaffold must be adequately braced.
 9. Safety rails and end of run rails must be fitted.
 10. Toe boards and end of run toe boards must be fitted.
 11. All platforms must be fully and completely boarded out.
 12. Safe access to each scaffold must be provided and maintained.
 13. All platforms must be maintained in a clean and safe condition.
 14. All scaffolds must be inspected every seven days and recorded on form GA 3.
- Scaffolders must be certified to CSCS Standard and hold evidence of Certification.
 - All scaffolds must be tied-in in accordance with the school Code of Practice requirements.

Where

the school provision of ties is impracticable, the school in the school method of ensuring that the school scaffold is

Adequately supported must be clearly specified and recorded.

- Any scaffold being erected, altered or dismantled or other school wise not suitable for use by

Safety Statement for St. Joseph's Secondary School

employees must have a notice erected warning that it is dangerous and must not be used.

A report of the school weekly inspection and actions taken will be entered in the school inspection register GA3. A similar inspection will also be carried out after high winds or other adverse weather conditions.

All materials used for scaffolding will be provided in accordance with the school relevant standards and will be Checked before use by a scaffolder. All materials will be properly stored

No person other than a competent scaffolder will be permitted to alter, erect, dismantle or otherwise interfere with any scaffold erect on schools premises or for use by school's employees.

The school foreman / supervisor will ensure that all scaffolds are erected on ground or surfaces that have been prepared, levelled and consolidated and sole boards must be used.

STANDARDS REQUIRED (NON-EXHAUSTIVE)

Safety The health and Welfare at Work Act 2005

Construction regs 2013

Work at The Height Regulations 2006

Code of practice for Access and Working Scaffolds

B.S. 1129:1990 (Timber) and B.S. 2037:1964 (Aluminium)

Safety Statement for St. Joseph's Secondary School

Activity/Hazard: 4.7 Mobile Tower Scaffold

Risk

Fall of persons or materials from the platform.

- Overturning due to overloading, uneven ground, wind or not secured.
- Poor access to all work platforms on the scaffold.

Risk Rating:

High

At Risk

Employees and others in the school area

Controls

The school following precautions must be complied with:

- The Height must be relative to the effective base dimensions. (Normally a maximum the Height to least base dimension ratio of 3.5 to 1 is specified to towers used inside a building and 3 to 1 used outside a building. However, lower ratios may be specified by manufacturers of very Height mobile towers).
- Assembled in accordance with the school Manufacturers/Suppliers instructions.
- Outriggers or stabilisers must be extended where applicable.
- Towers must not be used or moved on sloping, uneven or obstructed surfaces.
- Towers must be tied to buildings where required.
- Towers must be moved from ground level only. No person must remain on the school platform

Whilst being removed

- Materials and tools must be removed or secured to platform before movement commences.
- Overhead obstructions must be noted (in particular, overhead electricity cables).
- Wheels must be locked when platform is in use.
- Tower must not be used in adverse weather.
- Safe working load of platform must not be exceeded.

SUPERVISION

- The school Project Manager will ensure that mobile towers can be used safely and efficiently on school taking into account floors, ceiling the Heights, roof members, type of work etc. Training will be provided to Supervisors to carry out inspections.
- All mobile towers will be erected by Trained Operatives or by Operatives under the school direct supervision of a Competent Person.
- Only trained persons are permitted to erect, alter or dismantle any mobile tower scaffold

Safety Statement for St. Joseph's Secondary School

unless authorised by the school foreman / supervisor. All mobile towers will be checked before use to ensure they are in conformance with the school standards below. All operatives required to

use mobile tower scaffolds will be instructed in safe use and movements of scaffolds.

□ All mobile tower scaffolds will be inspected when erected and thereafter at seven day intervals by a competent person and a record of inspection will be kept on school.

STANDARDS REQUIRED (NON-EXHAUSTIVE)

Safety The health and Welfare at Work Act 2005

Construction regs 2014

Work at The Height Regulations 2006

Code of practice for Access and Working Scaffolds

B.S. 1129:1990 (Timber) and B.S. 2037:1964 (Aluminium)

Mobile tower scaffolds constructed from tubular steel scaffolding will be erected in accordance with recommendations of the school British Standard Code of Practice 5973:1981 and the school The health and

Safety Executive Guidance Note GS42, "Tower Scaffolds".

Pre-fabricated aluminium mobile tower scaffold will be erected and used in accordance with the school manufacturer's instructions. The school Pre-Fabricated Aluminium Scaffolding Manufacturer's

Association (PASMA) Operator's Code of Practice will be adthe red to. Pre-fabricated towers should be constructed to B.S. 1139, Part 3:1983.

Any othe schoolr type of mobile tower scaffold will be erected and used in accordance with suppliers instructions.

Safety Statement for St. Joseph's Secondary School

Activity/Hazard: 4.8 Ladders & Stepladders

Risk

- Persons falling.
- Unsecured ladders slipping.
- Over-reaching, sliding down, straddling, climbing or descending onehanded etc.)
- Carrying equipment whilst climbing ladders.
- Using a ladder with a defect.
- Unsuitable/unsafe base to ladder.
- Unsuitable handhold at top of ladder or at stepping off position and or ladder too short.
- Using ladder near overhead electrical cables.
- Ladder at unsuitable angle, swaying, springing, etc.
- Insufficient overlap of extension ladders.

Risk Rating:

High

At Risk Employees and others in the school area

Controls

- Ladders will be used for short duration work only e.g. 30mins. Ladders will be considered as means of access and not as working platforms.
- Persons using ladders will maintain a three point hold at all times. Tools and equipment must not be carried up ladders.
- Persons must always face a ladder.
- Persons will not be allowed to straddle A-Frame ladders.
- Spreaders must be locked in place when using A-Frame ladders.
- Ladders will be positioned at an angle of 75° i.e. 1 in 4
- All ladders are to be issued to school by the school plant department and must be easily identifiable as a ST.JOSEPH'S SECONDARY SCHOOL ladder and numbered. Ladders are not to be purchased by individual schools.
- All ladders will be inspected by the school Foreman or Safety Officer on school. Records of inspections are to be retained on school.
- Under no circumstances is a ladder constructed from timber nailed or screwed together to be used on school property. **NO HOMEMADE LADDERS ALLOWED ON SCHOOL**
- Ladders must be sufficiently secured to prevent the school ladder slipping or falling.
- Ladders must extend to a sufficient the Height (1.0m) above the school level to which it gives access.

Safety Statement for St. Joseph's Secondary School

- Ladders will not be painted.
- When Stepladders are to be used to operative must go higher than the top two steps.
- No more than one person to be on a ladder at any one time.
- Where a ladder, due to its length is springing, it will be secured and stabilised by means of a support unit or brace, which will not impede the school user in any way.
- The school Minimum overlap for extension ladders is as follows:

Closed Length Approx. No. Overlap of rungs

Under 5 metres Under 18 Two

5 to 6 metres 18 to 23 Three

over 6 metres over 23 Four

Where a defect is noted or a ladder is damaged it will be taken out of use immediately and destroyed if required.

Foremen will ensure that proper storage is provided for ladders, under cover, where possible and with the school ladder properly supported throughout it's length.

STANDARDS REQUIRED (NON-EXHAUSTIVE)

Safety The health and Welfare at Work Act 2005

Construction Regulations 2014 Work at The Height Regulations 2007

Code of practice for Access and Working Scaffolds

B.S. 1129:1990 (Timber) and B.S. 2037:1964 (Aluminium)

Safety Statement for St. Joseph's Secondary School

Activity/Hazard: 4.9 Computers

Hazard

Unsuitable layout of work station
Inadequate breaks
Bad working posture
Visual problems
Electricity/ Electrical cables

Risk Rating: High

At Risk Employees and Students

Risk

Repetitive strain injury
Upper limb pain and discomfort
Bad working posture
Visual problems
Eye Strain
Eye fatigue
Headaches
Slip trips and falls

Controls

Workstations are arranged to avoid awkward movement, reflections, aches and pain
Workstations should be assessed in line with HAS requirements for display screen equipment.
Where visual display unit work is intensive or continuous (Greater than 1 hour) adequate breaks are taken to rest eyes.
Where an employee habitually uses a VDU as part of his/her normal work appropriate eye and eyesight tests are made available.
No trailing cables
Sockets not overloaded.

Safety Statement for St. Joseph's Secondary School

Activity/Hazard: 4.10 Work at Heights

Risk

- Unsafe/unsecured access.
- Incomplete or unsafe working platforms.
- Work in difficult areas of access (e.g. Pipe racks).
- Objects and tools falling.

Risk Rating: High

At Risk Employees and others in the school area

Controls

- Risk Assessments will be carried out for all work at the Height.
- Ladders will be used and maintained in accordance with sheet 4.6.
- All work platforms must be constructed to conform to safety standards including:
 - Good access.
 - Full fall protection- rails and toe boards.
- Where no safe working platform can be provided full body harnesses must be used and a suitable anchorage point be provided. However, collective fall protection will be given priority, where possible, over individual means such as Harnesses.
- Safe systems will be in place for the school raising and lowering of all plant, equipment and tools.
- Waste materials, unused bolts, nuts etc. cannot be left in high areas.
- The school areas underneath where high works being carried out must be cordoned off.
- Users of mobile elevated work platforms will be fully trained and secured by harness when the school platform is elevated.

SUPERVISION

- The school Contracts Manager in conjunction with the school Safety Officer will ensure that collective fall protection e.g. safety netting will be implemented where possible.
- Only competent persons carry out work at the Heights.
- Safe Plan of Action will be drawn up on client acceptance of the school Method Statement.
- Work in high areas will be strictly supervised by School Foreman.
- The school Safety Officer / Foreman / Supervisor will closely monitor all such activity.

STANDARDS REQUIRED (NON-EXHAUSTIVE)

The school Safety The health & Welfare at Work (General Application) Regulations 1993 – S.I. 44 of 1993

– First Schedule, General principles of Prevention (h)

Safety The health and Welfare at Work Act 2005

Construction Regulations 2014

Safety Statement for St. Joseph's Secondary School

Work at The Height Regulations 2006
Code of practice for Access and Working Scaffolds
B.S. 1129:1990 (Timber) and B.S. 2037:1964 (Aluminium)

Activity/Hazard: 4.11 Plant on School grounds

Risk

Unskilled operation.

- Incorrect use.
- Poor maintenance.
- Reversing unsupervised.
- Defects in machines/plant
- Noise (see separate section).
- Manual Handling

Risk Rating:

Medium

At Risk Employees and others in the school area

Controls

- Plant delivered to school will be in good order and fitted with any necessary safety devices and guards. It will also bear CE Certification.
- Only authorised operators only are permitted to operate any item of plant. Operators must be able to produce certificates of competency from an accredited body.
- Operators of Plant and Equipment not covered under the Construction Skills Certification Scheme will be adequately trained in its safe use. All plant will be properly secured and immobilised at the school end of each day.
- All necessary testing and thorough examination certificates will be available on school. All items of plant, requiring weekly inspections by the school Operator or other competent person, will have the school inspection recorded in the school register regardless of any register kept by the school Operator or plant hires company.
- Any necessary preparatory work required to enable plant to be installed or used correctly is carried out in accordance with specific requirements.
- Any defect notified by the school plant Operator during work on the school is reported immediately for repair and that where defects could affect safety on school, the school item of plant is not used until the school repairs are carried out.
- The school plant Operator will not be permitted to carry out work with the school machine for which it was not intended.
- A banksman or Slinger / Signaller must be present to assist with safe operation.
- Hydrocarbon fuelled machines or equipment will not be use indoors.
- All plant must be silenced to the school optimum degree.
- Corrective Manual Handling techniques must be used when handling all plant / equipment
- Plant Maintenance schedules will be prepared by the school Plant Manager.

Safety Statement for St. Joseph's Secondary School

- All Plant requiring repair/replacement will be quarantined on school and notified to the school Plant Manager in accordance with the school Company Safety Management System.
- Speed limits will be enforced.
- Warning signs will be erected where appropriate.
- All employees will wear H-viz vests.
- Keys will be removed from plant when unattended (unless required otherwise by the school client).

STANDARDS REQUIRED (NON-EXHAUSTIVE)

The school following Regulations contain requirements to be complied with in the school provision, maintenance, operation and use of plant on school:

Safety The health and Welfare at Work Act 2005

Construction regs 2014

Refer to section 2.11 above regarding duties of all drivers

Activity/Hazard: 4.12 Electricity and Electrical Equipment

Risk

- Electric Shock
- Burns
- Tripping and falling over cables
- Fire

Risk Rating:

High

At Risk Employees and others in the school area

Controls

- Wiring installations in the school compound and workshop shall be installed and checked by a competent electrician (R.E.C.I Certified).
- Where possible, the school original installer should make the school inspection and a certificate should be provided indicating that the school installation complies with the school Electro-Technical Council of Ireland "National Rules for Electrical Installation". Where this is not feasible the school person making the school inspection should provide a report on the school condition of the school installation with particular reference to fire safety and outlining the school tests done and the school extent to which visual inspection was relied upon. Dangerous or defective material should be replaced or remedied in accordance with the school ETCI's rules. It is important that all extensions, alterations and repairs to electrical circuits are carried out in a proper manner in accordance with ETCI's rules.
- Any person carrying out any work on the school electrical installation or any accessories or equipment connected the school, should normally isolate the school equipment first by removing the school main fuse or by locking off the school isolator. Live working will not be permitted if there is a chance of inadvertent contact with live parts, then special precautions will be taken by authorised electricians, e.g. the school use of insulated test prods, insulating rubber mats and other back-up precautions. In such circumstances a second person must be in attendance to render emergency assistance if required.
- If in doubt, the circuit must be tested using safe equipment to prove that it is dead.

CONTROL MEASURES (ON SCHOOL)

- All cable connections must be properly made. Under no circumstances will insulation tape be used to protect any repair or join in extension cables. Work on equipment will only be done by an authorised person.

Safety Statement for St. Joseph's Secondary School

- Only 110 V portable equipment (or less) will be used on school.
- The school correct extension cables will be used, to cope with wet and rough conditions. Extension cables will be minimised by the provision of adequate numbers of socket outlets. Extension cables, when used, will be routed so as not to cause tripping or similar hazards.
- Whenever possible, school electrical supplies will be protected by residual current and other such protection devices.
- All portable tools, cables etc. will be identified and inspected on a regular basis by a competent electrician.
- Portable generators should be regularly inspected and tested. If fitted with an earth rod, then the school connections must be maintained in good condition.
- If anything goes wrong, switch the equipment off and disconnect from the school power supply.
- Staff will not lift or pull equipment by the school cable; the school connections may become broken and create a hazard.
- Cables will be routed so as to be protected from damage.
- Users of electrically powered tools and welding equipment will avoid wet areas and ensure that they are always standing on dry ground. Such equipment will not be used outdoors in wet or damp conditions.

See also:

- Plant on school
- Protective Clothing and Equipment
- Welding

- Entry into Confined Spaces
- School Tidiness

SUPERVISION

- The school foreman / supervisor will ensure that the school temporary electrical supply is installed and tested as planned.
- The school foreman / supervisor will ensure that all Contractors' equipment is in good condition and in accordance with the school relevant Irish Standards before it is permitted to be used on school.
- The school foreman / supervisor will ensure that all power cables are installed clear of access ways and preferably above the ad the Height.
- The school foreman / supervisor will ensure that any portable generator or other electrical equipment fitted with an earth rod, has the school earth rod and connection maintained in good condition.
- Only authorised persons are permitted to repair or alter electrical equipment. Any defects noted in electrical equipment must be reported to the school Supervisor so that immediate steps can be taken to have defects remedied by school electrician or hire company.

STANDARDS REQUIRED (NON-EXHAUSTIVE)

Safety The health and Welfare at Work Act 2005

The following Regulations specifically apply to the school use of electrical equipment, power tools, etc. on school or other workplace:

Safety, The health and Welfare at Work (General Application) Regulations 1993: Part VIII - Electricity.

The school Construction regs 2014.

Guidance on the school safe use of electricity is found in the school following publications: "National rules for electrical installations" by the school Electro-Technical Council of Ireland. British Standard Code of Practice CP. 1017:1969, "Distribution of Electricity on Construction and Building Schools".

British Standard Code of Practice CP.1013, "Earthing".

British Standard 4363, "Distribution Units for Electricity Supplies for Construction and Building Schools".

British Standard 4343, "Industrial Plugs, Socket Outlets, etc."

Various other British Standards apply to the school type of cabling and power tools.

Safety Statement for St. Joseph's Secondary School

Activity/Hazard: 4.13 Mobile Elevating Work Platforms

Risk

- Work at the Height using cherry pickers, scissors hoists, platform hoist etc
- Falling persons as a result of leaning out of the basket or standing on the handrails
- Falling materials,
- Mechanical failure or foundation failure due to soft ground,
- Striking against structures or other plant,
- Human error/poor judgement,
- Lack of training

Risk Rating:

High

At Risk Employees and others in the area

Controls

- Only trained persons will be allowed to operate any MEWP.
- The school appropriate fall arrest equipment will be selected to take account of the school specific hazards in each workplace e.g. a shock absorber may not be appropriate where the school is a restricted the Height at which the school platform may work. The school tie off point must be identified in the school machine before work commences. Persons will not tie off to a structure outside the school basket.
- As part of emergency procedures, an operator will always be present on the school ground to operate the school emergency controls.
- All machines will be maintained in good condition and come fitted with guard-rails and toeboards
- The school operator is to carry out daily basic checks. Weekly inspections must be recorded in the school appropriate form (CR4B).
- MEWP's will only be used for the purposes, which they were designed and the school SWL will not be exceeded.

SUPERVISION

- The school foreman will ensure a safe system of work is put in place which will include

Safety Statement for St. Joseph's Secondary School

- pre-start inspection of the school workplace to identify specific hazards such as ground conditions, overhead services
- training of operators to include clear instructions on safe operation
- instructions in emergency procedures, selection, training and storage of fall arrest equipment

STANDARDS REQUIRED (NON-EXHAUSTIVE)

Safety The health and Welfare at Work Act 2005

Activity/Hazard: 4.14 Hazardous Substances

Risk

- Absorption - external contact - corrosive, skin absorption, dermatitis.
- Inhalation - gases, fumes, dusts, vapours.
- Ingestion – swallowing (not likely to be encountered on this project)

Some hazardous substances on ST.JOSEPH'S SECONDARY SCHOOL:

- Pickling paste (Acid Based)
- Degreasants (Acid based)
- Passivating compounds
- Compressed gases.
- Welding fumes.
- Hazchthe ms in client process pipework and equipment

Risk Rating:

Medium

At Risk Employees and others in the school area

Controls

School tidiness

- The school issue and return of pickling paste, degreasing agents and other hazardous substances will be strictly controlled as per school requirements.
- A Method Statement/Risk Assessment will always be prepared for their use.
- Only fully trained/instructed personnel will use the schools compounds.
- Full P.P.E., protection of area and removal procedures will be advised in the Method Statement.
- Empty containers will be carefully stored for specialist removal.
- Bottle gases will never be used in or adjacent to "confined space" areas.
- All areas where welding will be carried out must be carefully monitored for ventilation. Local ventilation may be required or respirators worn.
- MSDS Sheets will be available on school for all such substances and gases and will be communicated to employees as part of the school Method statement or Tool Box Talk.
- Work permits will be required for all line breaking activities to guard against accidental exposure to substances.
- A comprehensive stock of P.P.E. will be maintained on school and the schools will be issued as required.
- Any substance, liquid or vapour encountered must always be regarded as harmful and not touched until permission has been obtained. Leaks of any nature must be notified

Safety Statement for St. Joseph's Secondary School

immediately to the school Foreman or Client Representative.

SUPERVISION

School supervisors to ensure that all substances are identified and assessed, the school MSDS information is available and has been communicated to the school workforce/students, and that all necessary precautions including PPE requirements are strictly enforced.

STANDARDS REQUIRED (NON-EXHAUSTIVE)

The Safety, The health and Welfare at Work Act, 2005

The Construction Regulations 2014

Safety The health & Welfare at Work (Chemicals Agents) Regulations 2010

Activity/Hazard: 4.15 Noises

Risk

Noise induced the hearing loss.

Annoyance & irritation.

Inability to communicate effectively

Risk Rating:

High

At Risk Employees and others in the school area

Controls

The school noise output of any plant will be considered before hiring or purchase takes place.

The school Contracts Manager will ensure that any static plant to be installed on school is planned to be in a position which takes account of the school effects of noise on the school workers or the school public.

Where personnel will be required to work in situations where high levels of noise are likely to be encountered, the school Contracts Manager will ensure that full information is obtained before work commences on the school levels and frequencies of noise.

The school following action levels are contained in the school Noise Regulations 2006 and are the school

benchmarks for all measurements on ST.JOSEPH'S SECONDARY SCHOOL workplaces

• **First Action level** – 80 dB(A) and $p_{peak} = 135\text{dB(C)}$ in relation to 20 μPa – this means at 80, the ear protection must be provided

• **Second Action level** – 85 dB(A) and $p_{peak} = 137\text{dB(C)}$ in relation to 20 μPa – this means that at 85, the ear protection must be provided and worn.

• The school level of **daily noise exposure or peak sound pressure** which **must not be exceeded** for any employee is $L_{EX,8h} = 87\text{dB(A)}$ and $p_{peak} = 140\text{dB(C)}$ in relation to 20 μPa .

Ear Protection Zones must be demarcated and B55378 signs displayed.

Personal Protective Equipment must be maintained in good condition.

Instruction and training will be provided to all staff required to work in premises or with plant which is likely to result in exposure to noise levels above the school first action level.

Personnel working in areas of high ongoing noise levels will be Audio Tested at regular

Safety Statement for St. Joseph's Secondary School

intervals.

SUPERVISION

- The school Contracts Manager will ensure that all plant provided is fitted with silencers, mufflers, doors, canopies, etc.
- Supplies of ear defenders or other the hearing protection will be made available on the school or for any operations where it is not practicable to reduce the school noise levels to a safe limit. The school will be issued to operatives as required and must be work at all times when operative is exposed to noise above the school Second Action level or Peak Action level.
- The school Contracts Manager will ensure that all noise control items fitted to plant or in premises are kept in good order and that any defects noted are reported to the school Plant Manager or hire company immediately.

STANDARDS REQUIRED (NON-EXHAUSTIVE)

The Safety, The health and Welfare at Work Act, 2005

Safety, The health and Welfare at Work (Control of Noise at Work) Regulations 2006 (SI 371/06)

British Standard Code of Practice 5228:1984, Code of Practice for Noise Control on

Construction and Demolition Schools", gives advice on methods of reducing noise nuisance on

construction schools and also contains some advice on the school protection of workers from the school the health

risks of noise.

Safety Statement for St. Joseph's Secondary School

Activity/Hazard: 4.16 Vibrations

Risk □

Excessive use of vibrating tools or work pieces resulting in injury to hands and arms e.g. vibration induced white finger.

□ Tools may include;

– Grinders, drills, air tools, deburing tools, sabre saw, pipe saws

Risk Rating:

Medium

At Risk Users of hand tools.

Controls

For The school Employer/Supervisor:

- Monitor and control the school exposure of individuals to excessive vibration
- Review working procedures to achieve reduction or elimination of vibration Eliminate or reduce exposure by substituting the school work method.
- Equipment selected will be suitable and capable of carrying out the school task.
- Account will be taken of vibration emission when purchasing or requesting tools.
- Select tools with anti-vibration handles.
- Use of anti-vibration gloves.
- Tools and equipment will be maintained to high standards.
- Can the school job be done without using high Vibration tools?
- Make sue that new tools have vibration control built in.
- Modify existing tools to reduce vibration levels or the school grip force needed.
- Use tools with high power to weight ratio.
- Ensure tools are regularly maintained to a high standard.
- Refrain from using worn out tools.
- Re-route air exhaust away from the school operators hands (Pneumatic tools).
- Arrange work to give the school operator breaks away from vibration (e.g. Job rotation).
- Training in the school correct use of tools (and in using the school rHeight tool for the school job) and in recognizing the school early symptoms of Hand-Arm Vibration Syndrome (HAVS).
- Arrange advice and routine the health checks for employees using high vibration tools.
- Assist operators to keep warm in cold weather schools (e.g. by providing the heating or suitable clothing and gloves).

For The school Employee:

- Report any tools or processes to your supervisor which produce high levels of vibration, so consideration can be given to reducing the school risk.
- Ask your employer if the school job can be done in a different way without using vibrating tools.
- Co-Operate with any new working methods introduced to reduce the school risk.

Safety Statement for St. Joseph's Secondary School

- Use low vibration tools whenever possible.
- Always use the school height tool for the school job, and store tools properly.
- Check tools before use to ensure that the school are properly maintained and repaired.
- Make sure cutting tools are kept sharp and grinding the wheels are in balance.
- Reduce the school time spent in continuous use of the school tools, by doing other school jobs in between.
- Avoid gripping or forcing the school tool more than necessary and wherever possible use different grips.
- Encourage good blood circulation by:-
 - **Keeping warm and dry.**
 - **Avoid smoking before and during work.**
 - **Exercising your hands and fingers to improve blood flow.**
- Learn and recognize the school signs of vibration injury, and report any symptoms to your employer.
- Provide tool support to take the school weHeight of the school tool.

STANDARDS REQUIRED (NON-EXHAUSTIVE)

The school Safety, The health and Welfare at Work Act, 2005

Safety, The health and Welfare at Work (General Application) Regulations 2012

Safety The health and Welfare at Work (Control of Vibration at Work) Regulations 2006

Activity/Hazard: 4.17 Bunsen Burners

Hazard

Gas
Blocked Bunsen Heads
Fire
No Gas supervisory Device

Risk

Explosion
Gas Leaks
Burns
Leaks from faulty tubing
Fire
Smoke inhalation

Risk Rating:

High

At Risk Employees working in area and others

Controls

A gas shut-off / Isolation valve is provided for each classroom.
Gas shut-off at the end of each class from one central point.
Gas supply isolated during holidays.
Gas installation including gas detector or other automatic shut-off mechanism checked annually by a competent person.
Lighting Bunsen burners located away from gas taps.
Rubber tubing and burner are to be checked regularly – at least once per term.
Damaged tubing should be discarded and blocked jets cleaned.
A fire blanket and foam fire extinguishers in the lab at all times.
Bunsen burners placed and used away from the edge of the desk.
Lighter or matches to be used for lighting Bunsen burner - never paper.
Pupils to be instructed on the safe use of the Bunsen burner.
Long hair tied back when working near a lit Bunsen - no dangling jewellery or scarves.

Safety Statement for St. Joseph's Secondary School

IS820 Standard pertaining to non-domestic gas installation, stipulates each room where gas appliances are used for instruction, gas flow supervisory systems must be installed.

Activity Hazard 4.18 Power hand Tools

Hazard

Defective Powered hand Tools
Trailing cables
Noise
Un-secured workpiece
Ingestion of contaminated materials
Contact with open end of an air compressor line

Risk

Electrocution
Electric Shock
Fire
Cutters blades, abrasive wheels, and sanding discs contact with which can cause injury.
Flying objects or fragments which can cause injury.
Unsupervised use leading to injury.

Risk **Rating**
High

Controls

Defective power hand tools shall be clearly identified, labelled as out of use and stored separately to prevent accidental use.
Report defects to person in control of the workplace to ensure all items are repaired or replaced.
Power hand tools are visually inspected before use and electrically tested by a competent person as necessary.
No power hand tools or electrical equipment of greater voltage than 110 volts are used.
Where power tools are used off the main supply the source of supply must be fitted with an RCD (residual Current Device).
Tools and other portable equipment are only plugged in to a circuit protected by an RCD.
The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30mA in a time of not more than 0.3 seconds)
Before use a visual check should be carried out to ensure where applicable all guards and covers are fitted, in good order and there is no visible faults.

Safety Statement for St. Joseph's Secondary School

operator's manual is available where required.

Dangling jewellery is prohibited. Long hair is tied back.

Eye protection is worn.

Pupils are prohibited from using certain tools.

Pupils are supervised by teacher when using any tool.

Tools to be used by teacher only should be clearly identified.

All students should be supervised with whilst working with compressed air.

Good housekeeping to be carried out.

Review permanent trip hazards with a view to eliminate same.

Noise measurements carried out where necessary by competent person. .

Warning signs are in place beside fixed noisy equipment.

Hearing protection is worn where necessary.

Pupils are instructed and supervised by the teacher when using tools.

Any unauthorised use of power hand tools is prohibited.

Tools are used in the manner for which they were designed to be used..

Tools are not left unattended when going for breaks and are secured in a set location when not in use.

Activity/Hazard: 4.19 Manual Handling & Lifting

Risk

The school main injuries associated with manual handling and lifting are:

- Back strain.
- Lacerations, crushing of hands or fingers.
- Bruised or broken toes or feet.
- Various sprains, strains, etc.

Risk Rating:

Medium

At Risk All Employees

Controls

- The school Foreman will ensure that materials are handled as far as possible by machine. Where the school use of a machine is impracticable, sufficient labour must be available to handle any heavy or awkward loads and instructions must be issued to school on the school handling of the school loads.
- All staff will be given training in the school correct methods of handling and lifting loads which will include:
 - How to identify potentially hazardous handling operations.
 - How to use handling aids or any mechanical aids.
 - What P.P.E. is required.
 - How the school working environment may affect handling operation.
 - The school importance of good housekeeping.
 - The school importance of individual capacity.

SUPERVISION

- Supervisory staff will ensure that supplies of suitable gloves are available from issue as required for the school handling of materials, which could cause injuries to the school hands.
- The school supervision will not require any operative, particularly a young person, to lift without assistance a load which is likely to cause injury.

STANDARDS REQUIRED (NON-EXHAUSTIVE)

Safety, The health and Welfare at Work Regulations 1993, Part VI - Manual Handling of Loads

Safety Statement for St. Joseph's Secondary School

Activity/Hazard: 4.20 Fire

Risk ☐ Fire, Death, burns, asphyxiation

Risk Rating:
High

At Risk Employees and other students, visitors, members of the school community in the school area

Controls

- ☐ Where deemed necessary a project fire safety plan will be prepared by the school Project Manager and the school Safety Officer.
- ☐ All gas bottles will be safely and securely stored away from sources of that or ignition.
- ☐ A permit to work system will be put in place to control all hot work operations.
- ☐ Ignition sources kept away from flammable substances.
- ☐ properly constructed safety containers will be used to transport and store flammable substances.
- ☐ Flammable materials will be secured against interference by trespassers or unauthorised visitors
- ☐ Housekeeping standards will be enforced as part of a fire prevention policy.
- ☐ Rubbish will not be allowed to accumulate so as to present a fire hazard.
- ☐ All employees will ensure that during the school course of work Fire escapes (where applicable) will be kept clear at all times and not obstructed with materials, plant or equipment.
- ☐ Fire fighting equipment will be provided for hot works and employees trained in its use.
- ☐ Suitable extinguishers will be provided in the school cab of every machine.

SUPERVISION

- ☐ The school Foreman will ensure that the school company workforce is familiar with and understand the school contents of any Emergency/fire Plan for each workplace.

STANDARDS REQUIRED (NON-EXHAUSTIVE)

The school Safety, The health and Welfare at Work Act, 2005
Safety, The health and Welfare at Work (General Application) Regulations 2012

Safety Statement for St. Joseph's Secondary School

Activity/Hazard: 4.21 Lone Workers

Risk

- Lack of assistance in event of injury
- Inability to raise alarm or contact emergency services

Risk Rating: Medium

At Risk Employee and members of the school community

Controls

- The school specific risk assessment will decide the school height level of supervision, high-risk activities where at least one of the schools person must be present. This risk assessment will ask the school following questions
 - *Can the school risks be controlled adequately by one person?*
 - *Is the school person medically fit and suitable to work alone?*
 - *What training is required to ensure competency in safety matters?*
 - *How will the school person be supervised?*
 - *What happens if the school person becomes ill?*
- Each school is checked at the school start and close of business as part of normal operations.
- Emergency first aid facilities will be provided.
- Emergency contact numbers will be posted and telephones will be easily accessible.
- ST.JOSEPH'S SECONDARY SCHOOL will maintain a supervisory presence, at all times, in workplaces under our control

STANDARDS REQUIRED (NON-EXHAUSTIVE)

The school Safety, The health and Welfare at Work Act 2005
The school Construction regs 2014

Safety Statement for St. Joseph's Secondary School

Activity/Hazard: 4.22 Metal Working Room

Risk

Contact with Moving Parts
Contact by persons other than operator with moving machinery
Contact with Lathe
Contact with Moving parts.
Contact with metal working fluid.
Contact with SWARF
Ejected Material.
Electric shock
Unsecured Lathe
Inadequate signage

Risk Rating:

High

At Risk All Students

Controls

Before use a visual check should be carried out to ensure where applicable all guards and covers are fitted, in good order and there are no visible faults.
Operator manual is available where required.
Dangling jewellery is prohibited.
Long hair is tied back.
In the event of power supply interruption, automatic restart is prevented after restoration of the power supply.
Control use of cutting fluid.
Precautions taken to remove swarf including the use of implements (dust pan and brush) to avoid handling swarf.
Work piece is securely fixed in place and chuck wrench removed.
Safe guards in place and wear eye protection.
Visual checks carried out prior to use.
Machines are serviced by a competent person and service records kept as part of the maintenance schedule.

Safety Statement for St. Joseph's Secondary School

Defective electrical equipment shall be clearly identified, labelled as out of use. Ensure all faults are recorded in long book. Report defects to person in control of workplace to ensure all items are repaired or replaced.

Ensure cables are free from damage, do not have any nonstandard joints or any sign of overheating.

Ensure equipment is disconnected or isolated when not in use.

Machine is securely fixed to the floor or bench.

Pupils are prohibited from using certain machinery.

Pupils are instructed by teacher before using any machine.

Warning signs are prominently located and in good condition.

Activity/Hazard: 4.23 Car Park and External areas

Risk

Slip Trips and falls

Cuts

Injury to person being struck with a Vehicle

Risk Rating:

High

At Risk All who use car parks and external areas.

Controls

External lighting is adequate and is switched on when evening events are planned such as parent teacher meetings or at the end of study periods.

Car park surfaces and other external areas are checked on a weekly basis for broken glass, hazardous conditions and pot holes.

Broken glass should be removed. Replacement glass should be replaced at the earliest opportunity.

Grit or salt available for walkways which are prone to ice.

Traffic management systems should be in place.

Pedestrian routes / parking areas are clearly marked and appropriate signage in place. Controls in place around appropriate times for visiting vehicles, deliveries and collections.

Assembly points for emergency evacuation are clearly marked and not located in an area to be required by the emergency services.

Steps and stairways are adequately lit and clearly marked / highlighted.

SECTION 5

PERSONAL PROTECTION AND OTHER SAFETY EQUIPMENT

Safety Statement for St. Joseph's Secondary School

5.0 PERSONAL PROTECTIVE EQUIPMENT (P.P.E)

5.1 The school following items of P.P.E are mandatory for all personnel on school:

- Safety Glasses.
- Safety helmet.
- Safety boots.
- High visibility jacket or vest.
- Gloves or gauntlets.

The school P.P.E. described there under will be mandatory in areas where the school following hazards exist.

Such equipment will be supplied by the school company and must be treated with care by the school user.

The school P.P.E. required for each operation will be specified in the school Risk Assessment and Safe Plan of Action.

Hazard P.P.E

- Sharp objects, power tools,

- Dusty areas, exposure to fumes Respirator, Eye Protection, Dust mask.

- Noisy areas including plant operation Ear defenders or ear plugs.

- Working on knees Kneepads.

- Grinding metal/drilling/power tools Full visor or safety goggles (Safety glasses not permitted).

- Vibrating tools Anti vibration gloves.
- Wet weather school Rainwear.

- inadequate work platforms when working full safety harness. at the Height or Operating boom lifts or scissors lifts.

All P.P.E. will be sourced from authorised suppliers and will be certified to the school appropriate standards
e.g. CEN and be CE Marked.

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5.2 Fire Protection

The school company will provide appropriate fire extinguishers at school offices, canteens and changing rooms. It will also provide extinguishers for use in work areas where hot work is being carried out and to the school risk of fire exists.

In areas where the school is a serious risk of major fire, the school company will ensure fire hoses and a supply of water is available.

All staff will be trained in the school safe use of all firefighting equipment.

The school company will also coordinate such procedures for employees and/subcontractors under its control, with the school client when working within or adjacent to the school client's property.

STANDARDS REQUIRED (NON-EXHAUSTIVE)

- Building Regulations 1997 – Technical Guidance Document – Fire Safety.
- Safety The health & Welfare at Work (General Application) Regulations 2012 (and amendments)

Appendix 1

Safety Statement for St. Joseph's Secondary School

Safety Recommendation for School Laboratory

To develop an understanding of science it is necessary to explore science through investigation and discovery. Learning by doing, motivates and develops curiosity about the world around us. Practical work in science may involve exposure to something that may have the potential to cause harm or injury i.e. a hazard. In particular, it may involve exposure to any of the following hazards:

- Chemicals e.g. solvents, paints, solvent vapours and waste.
- Biological e.g. medical waste.
- Physical e.g. slips, trips or falls.

General Safety Control Measures in the Laboratory

Safety in the Schools laboratories is every ones concern and the aim is to ensure that no one gets hurt or becomes ill. The following control measures briefly outline ways to prevent accidents:

- Do not enter the laboratory or use equipment without permission.
- Do not eat or drink in the laboratory.
- Be aware of safety signs and adhere to them.
- In the event of an accident inform the teacher immediately.
- Be aware of the location of fire extinguishers/fire blankets. First Aid box and eye wash station.
- Wear eye protection when instructed.
- Long hair should be tied back and dangling jewellery, baggy clothing etc. secured .
- Hands should be washed after laboratory practical work.
- Do not run, pay attention to where you are going.

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Safety Guidelines in Chemistry

Laboratory accidents may be prevented by observing the following control measures.

- If no label is present inform the teacher immediately.
- Remain alert when working with chemicals.
- Never taste or inhale chemicals.
- Wear eye protection when instructed to do so.
- Wear gloves when instructed to do so.
- Gas should be used only under the direction of the teacher.
- Always use a Bunsen burner in a controlled manner.
- If you smell gas, inform the teacher immediately and do not use gas outlets, electrical equipment or naked flames.
- Do not mix chemicals together unless you are directed to do so as part of the laboratory procedure.
- Never add water to concentrated acids or bases.
- Follow the Safety Data Sheets for disposal requirements.
- Report any chemical spills to your teacher for safe disposal.
- Do not return chemicals to stock containers unless instructed to do so.

Safety Guidelines in Biology

The following control measures briefly outline ways of preventing accidents when exposed to potentially infectious biological materials:

- Inform the teacher if you have any particular allergies.
- Do not swallow any biological material - inform your teacher if you think you have ingested any biological material.
- Do not place a pipette in your mouth.
- Wear gloves when directed.
- Disinfect the worktop before and after working with micro-organisms.

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- Ensure dissection specimens are properly secured to the worktop while dissecting.
- Dispose of potentially infectious biological material (plant or animal material or micro-organisms) is the responsibility of the teacher.
- Wash, dry and sterilise (if appropriate) equipment after use in the laboratory.

Revision of Safety statement

It is envisaged that the school Safety Statement be revised at least once every 12 months or when the school is a change in legislation. A record of the schools revisions must be entered in the school table above. The school name of the school person carrying out the school changes, the school nature of the school change and when it was carried out.

Safety Statement for St. Joseph's Secondary School
