

<p style="text-align: center;">Coláiste Íde Health and Safety Policy</p>
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Link with Mission Statement and Ethos of the School

There is a close link between this policy and the ethos of the school as stated by the trustees in the Mission Statement. Coláiste Íde provides a safe learning environment, free from disruption for all girls.

Scope and Aims

To ensure, as much as possible, the health and safety and welfare of all in the workplace and of visitors i.e. all employees, girls, teachers, parents/guardians.

This will be implemented as follows

- Adherence to the appropriate Health and Safety legislation
- Prevention of accidents and assessment of risks.
- Provision of safe entrances and exits to the school.
- Provision of safe equipment and personal protective clothing.
- Provision of safe work methods, emergency procedures and the provision of training and information for staff and girls.
- The cooperation of all personnel will be sought and they will be supported in matters of health and safety.

General Duties of the Employer

To ensure the school is compliant with all appropriate legislation and good practice.

To ensure that an effective Health and Safety statement is implemented.

- Carry out a yearly review of the Health and Safety Statement.
- Recognise dangers and carry out a risk assessment annually.
- Keep a record of accidents and how to avoid them in future.
- Provide finance for repairs, maintenance and training.

Duties of Employees

- To take reasonable care of themselves and of others.
- To cooperate with the school authorities.
- To use the safety procedures provided.
- To report faults and dangers immediately.

- To practise the safety standards.
- To ensure that the girls in their care behave in a manner that does not endanger their safety.

Dangers

- Damage to the health of the girls, teachers, supervisors and other staff and visitors to the school.
- Accidents caused by equipment, furniture or structures – for example steps, stairs.
- Physical or mental damage caused by bullying.
- Misuse of technology.
- Fire
- Substance abuse.

The safety statement recognises the threats and possibilities as stated above and does everything possible to reduce the risks involved.

Classrooms

- Ensure that there is adequate lighting, heat and ventilation.
- Ensure that the space allocated to each girl is in accordance with the rules of the Department of Education and Skills.
- Ensure that they all follow the code of behaviour.
- Ensure the implementation of the supervision rota at break/lunch time.
- Provide substitution if a teacher is absent.
- Provide the Manager with report of any fault or damage to furniture/equipment/structures to ensure it is repaired as soon as possible. Ensure that repairs are completed before anything is used.
- Check that classrooms are kept clean and in good order.
- Check equipment which is not working properly to assess any threat it presents – for example electrical equipment/gas.

Science Room

- Ensure the preparation and storage rooms are always locked.
- The Science room will be locked and the key kept by the science teacher.
- The girls will know the source points of gas and electricity.
- The girls will tie back their hair and wear special safety glasses and protective apron during lab trials.
- Food or drink is not permitted except for use in trials.

- The classroom code of behaviour applies.
- Plastic equipment will be used as much as possible.
- Good practice will be followed when using glass, Bunsen burners and other dangerous equipment.
- Equipment will be stored in boxes or on shelves.
- A first-aid kit will be available and visible to all.
- A fire extinguisher and fire blanket will be available and visible to all. Two waste bins will be available, one for rubbish and one for glass.
- The teacher will be informed immediately of any accident.
- The accident form will be completed immediately.
- Before leaving, the Science room must be cleaned and left in good order.
- Flammable materials will be kept clear of sources of fire.
- The whole area will be kept tidy and free from flammable materials.

Study Hall

- To ensure the health and safety of all, the classroom code of behaviour will be followed.
- No girl will leave the study hall without permission from the teacher or supervisor.
- Books, bags or equipment are not allowed in the passages or between desks.
- Press doors must be kept closed.
- The Study hall is a fire escape exit and this is clearly visible using appropriate lighting.

Art Room

- Coats and bags will be left outside the room.
- Teacher's directions will be followed at all times.
- The Art Room will be closed and the key kept by the Art teacher.
- Food or drink is not permitted in the Art room.
- The room will be left in good order after classes.
- All equipment will be placed in boxes at the end of class.
- A protective apron will be worn when paint etc is being used.
- The corridors outside the Art Room will be kept in good order at all times.

Home Economics Room

- The room will be locked and the key kept by the Home Economics teacher.

- Sharp knives will be kept in locked press and the key kept by the Home Economics teacher.
- Stools will be put aside at the beginning of class.
- Girls will know the source points of gas and electricity.
- Girls will exercise care when using sharp knives.
- Girls will not carry sharp knives around the room.
- Girls will not run in this room.
- Girls will be careful when carrying hot dishes.
- Girls will use oven gloves when taking hot dishes from the oven.
- Pot stands will be used when hot dishes/pots are being served.
- Gas will not be switched on until the girl has the lighter ready.
- Hob/ring will not be turned on until the girl is ready to use it.
- Never handle electrical equipment with wet hands.
- All cookers will be turned off at the end of class.
- Hair will be tied back, hands washed and no jewellery worn in the Home Economics Room.
- First – aid kit will be visible and available to all.
- Fire extinguisher and fire blanket will be visible and available to all.
- Any accident will be reported to the teacher immediately.
- Accident form will be completed immediately.
- Appropriate cleaning equipment will be used (a list of these will be available).

Sports Hall

- As it is a fire assembly point, pathways to the sports hall will be kept clear and clean at all times.
- The playing area will be kept clean and dry at all times.
- All equipment used during PE classes/training sessions will be stored away after class/ training session.
- Appropriate preparation will take place before and after gymnastics.
- Girls will wear appropriate clothing and shoes during sporting activities. Watches and any dangerous jewellery will be removed.
- Girls will follow the directions of the teacher/supervisor/trainer – in accordance with the Code of Behaviour.
- Food or drink is not permitted in the playing area.

- The Sports Hall will be checked regularly to ensure that seats, benches and equipment are safe and in working order.

Fire Drills

So that accidents can be avoided:

- The school will provide fire extinguishers in various areas in the school – Science Room, Home Economics Room, Staff room, Reception, Halla Muire, Senior common room and Sports Hall.
- Fire blankets will be provided in the Science Room and Home Economics Room.
- Fire drills will take place regularly to ensure guidelines are followed if there is a danger of fire. Reports of these will be kept.
- In the case of fire, the teacher/supervisor will ensure that all leave the room quietly, quickly and proceed to the assembly point in Cúirt Bhosco through the appropriate fire exit points.
- These fire exit points will be clearly signposted and checked regularly.
- The guidelines and list of girls will be clearly visible and, in the case of fire, will be taken to the fire assembly point.
- No girl will be allowed back into the school while the danger of fire still exists.
- If necessary, the emergency services will be contacted.

Walking on the “Ring Road”

- Dress appropriately.
- Ensure you are not alone.
- Exit by the front door and proceed down the avenue.
- Be careful of traffic on the road.
- Walk in small groups.
- Walk on the right side of the road.
- Be careful around bends.
- Be alert for approaching traffic at all times.
- Do not act carelessly for fear of accident.
- You are not allowed to meet any visitor as you walk around the “Ring Road”.
- You are not allowed around the “Ring Road” except at certain times of the year i.e. when there is sufficient daylight in the interest of your safety.
- First and second year girls are not allowed walk around the “Ring Road”.

Outdoors

- Girls are not allowed in certain areas of the school grounds at any time, for example, the woods, stable yards and the shore area.
- Paths and pavements will be kept level and free of any growth and/or debris and ensure that they are not slippery in wet and frosty weather.
- Guidelines will be followed when leaving the school and returning by bus, to ensure the safety of all.
- Speed limits will be followed when leaving or entering the school grounds.

Indoors

The boarding school has a policy for girls who are ill or who visit the counsellor or doctor during the school day.

The school's policy on the use of technology, for example the internet, which endeavours to safeguard the health and safety of the girls.

Welfare of Employees

In compliance with legislation and good practice in industrial relations the following will be promoted:

- Communication and good practice in the way employers and employees interact.
- A work environment where respect and open communication are fostered.
- It is school policy that school authorities are sympathetic with the emphasis on listening.
- Procedures that are clear and easy to follow and fair to each party
- Induction will be provided for new teachers and substitute teachers.
- An emphasis on Gaeilge and the ethos of the school, open communication and active participation are part of the staff culture in the school.

The following procedures will be followed when dealing with stress and bullying:

- Discuss the problem privately with a staff member.
- Discuss the problem with a teacher or named, independent counsellor.
- Approach the Principal, School Steward or other independent person to mediate between the parties involved.
- Written official complaint to the Board of Management.
- Support will be sought for both parties.

- People will be informed of support services available in accordance with appropriate legislation.

Safety Statement

This is an official statement issued by the Board of Management of Coláiste Íde which states that they will, as far as possible, provide the best working conditions for employees in accordance with The Safety Act, Health and Safety in the Workplace (1989). It is on the basis of this statement that any question relating to the health and safety of employees, both as individuals or as a group, will be handled.

1. The Board of Management of Coláiste Íde accepts responsibility for the general welfare of all employees.
2. The Board of Management of Coláiste Íde will place this safety statement in the staff room and in any other room deemed appropriate by the Safety Officer.
3. The Board of Management of Coláiste Íde acknowledges the right of employees to elect a Safety Officer from their members and recognises the authority of the elected Safety Officer in accordance with the Act quoted above.
4. The Board of Management of Coláiste Íde, as far as is possible, promises:
 - To provide a safe workplace for all employees.
 - To provide a safe entrance to and exit from the workplace.
 - To ensure , through regular maintenance, that all scientific and cookery and farming equipment are kept in good order.
 - To provide training, as necessary, for those employees who must handle dangerous substances or equipment.
 - To update plans for emergencies and fire drills regularly.
 - To provide first aid facilities with a named person in charge.
5. Provided he/she gives prior notice, The Board of Management of Coláiste Íde acknowledges the right of the Safety Officer to inspect facilities and investigate any complaints from staff members and inform the Employer of the need to rectify any faults.
6. The Board of Management of Coláiste Íde, promises to hold regular meetings, a time and date that is mutually acceptable, with the Safety Officer to discuss all issues relating to the above Act.
7. The Board of Management of Coláiste Íde believes that, in issuing the above statement, it fulfils its obligations under Section 12 (sub-section 2) of the Safety Act 1989.