

HEALTH & SAFETY STATEMENT

ROCKBROOK PARK SCHOOL

DECEMBER 2012

SAFETY STATEMENT

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1. Safety and Health Policy

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect pupils, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, contractors and pupils of the school.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff.

The Board of Management as employer, undertakes in so far as is reasonably practicable to:

- a) promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
- b) provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- c) maintain a constant and continuing interest in safety and health matters pertinent to the activities of the school;
- d) continually improve the system in place for the management of occupational safety and health and review it periodically to ensure it remains relevant, appropriate and effective;
- e) consult with staff on matters related to safety, health and welfare at work;
- f) provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, pupils, contractors and visitors.

The Board of Management is committed to playing an active role in the implementation of this occupational safety and health policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Signed:

Date: 20 February 2013

Barry O'Grady _____
Chairperson, Board of Management
Rockbrook Park School

Mark Hamilton _____
Principal
Rockbrook Park School

Date: 20 February 2013

2. Employees and other Staff

The Board of Management is obliged, under the Safety, Health and Welfare at Work Act 2005 to provide a safe and healthy school environment for staff, pupils and visitors to the school. In this regard, the Board of Management in co-operation with the school community has drawn up a safety statement, which is a written statement specifying how safety and health is managed in this school.

Staff are reminded of their responsibilities under the Safety, Health and Welfare at Work Act 2005 which include:

- complying with safety and health legislation, in the 2005 Act and other relevant legislation;
- taking reasonable care to protect his or her own safety, health and welfare and that of any other person who may be affected by his or her acts or omissions at work;
- co-operating with his or her employer or any other person as necessary to assist that person in complying with safety and health legislation as appropriate;
- taking account of the training and instructions given by the Board of Management, correctly using any article or substance and protective clothing and equipment provided for use at work or for his/her protection;
- reporting a breach of safety and health legislation or any defect in the place of work, the systems of work or in any article or substance likely to endanger him or her or another person, which comes to his/her attention.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or anything provided in pursuance of any of the relevant statutory provisions or otherwise for securing safety, health or welfare of persons arising out of work activities.

Employees will, by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible.

All employees will receive informal training on:

The contents of the Safety Statement, Safety Policy and Safety Rules.

How to carry out their own job safely

What the main hazards are and how to avoid any risk from them.

The use of fire extinguishers (how and when to use)

The location of first aid facilities

Where required employees will receive training on correct lifting techniques; the importance of eye protection; use of personal protection equipment; basic first aid.

Managers and teachers will also partake in relevant specialized training programmes organized by the Department of Education or recommended by the JMB or other professional bodies.

3. Consultation & Information

It is the policy of the Board of Management of Rockbrook Park School:

- to consult with staff in the preparation and completion of the Health & Safety Statement.
- to make a copy of the Safety Statement available for all present and future staff.
- that any additional information or instructions regarding Health, Safety and Welfare at work not contained in the document will be conveyed to all staff as it becomes available.
- that Health, Safety and Welfare will form an integral part of any future staff training and development plans.

For the implementation of this policy the following persons will play a role:

ESO (external safety officer) - who will conduct a regular audit of procedures and hazards

ISO (internal safety officer) - who will respond to issues as these arise and co-ordinate regular safety committee meetings.

Principal - who will pay particular attention to health and safety issues as these relate to students and staff of Rockbrook Park School.

Manager, Rockbrook International - who will pay particular attention to health and safety issues as these relate to students and staff of Rockbrook International

Safety reviews will be conducted in August each year and during the Easter break. The annual safety audit will be conducted during the first fortnight in November. Where annual services are required these will normally be conducted in June or in August.

The Board of Management of Rockbrook and the management of Rockbrook International have adopted in full as school policy the Child Protection Guidelines for post primary schools, issued by the Department of Education and Science. Copies of these guidelines are available in the staff room and in the principal's office

In the context of these guidelines the Child Protection team comprises the designated liaison person (Principal) and the deputy designated liaison person (Deputy Principal). A review of child protection procedures is conducted by the designated liaison person each year as part of staff training.

4. General Safety Rules

To meet the objective of developing a Safety Culture at the Rockbrook Park School all must acquire the safety habit. Don't take chances, learn all the rules, and understand your work thoroughly. Do not work in situations where serious risks to safety exist. Appendix 6 contains the Health & Safety section from the School Journal.

Good Housekeeping

Keep work place tidy, use the proper facilities / receptacles for rubbish and waste. Leave the area safe after you, return loose tools and equipment in their correct place, clean up any spillages, etc.
Keep walk-ways, stairs, corridors and passages between desks clear.

Falls

Watch your step as you go about.
Take particular care of loose mats, steps in, to, and out of rooms, changing floor levels, etc. Watch out for untidy floors and uneven ground, keep your hands out of your pockets. Watch out for slippy (and wet) floors, changes in floor level, obstructions, etc.
Always use the hand-rail on stairways.

Materials handling

When manually handling loads, ensure that they are within your capability.
Don't attempt to lift heavy loads beyond your capacity. Keep a straight back and bend the knees when lifting from a low level.
Stack and de-stack materials carefully.
Get help with heavy and awkward loads, or when moving furniture or equipment.

Chemicals and substances (Laboratory Chemicals, Cleaning Agents, Photocopier Chemicals, Toners, cleaners, etc.)

All packages of hazardous chemicals have appropriate hazard symbols. Be sure that you understand them and observe the precautions. An explanation of some commonly used symbols is contained in Appendix 2. Ensure that you know the hazardous properties of all chemicals before you handle them.

Always wear eye protection when handling chemicals.

It is important to remove minute traces of chemicals from hands and skin after handling to avoid skin irritation. Exposed areas must first be rinsed with water before soaping or washing. Always wash hands after handling chemicals and particularly before taking any meals, snacks, drinks, chewing gum, or smoking, etc.

Always wash spillage's of chemicals off the body immediately.

Always report if chemicals have been splashed into the eye. If possible, when chemicals have entered the eye, flush the eye out with cold water for at least 15 minutes.

Ingestion of chemicals should be avoided. When concentrated chemicals have been accidentally ingested, seek medical attention.

Tools and Electrical Equipment

Keep hand-tools in good order, with sound handles, Worn tools (e.g. ill fitting spanners, hammers with chipped heads, saws and gardening implements with loose handles) must not be used.

Treat all electrical equipment and cables with due care.

Leave maintenance and repair work of electrical equipment to those specifically trained for it.

Ensure that cables, plugs, connectors, etc., are in sound condition before using them.

Portable appliances should be examined regularly.

Protective Clothing and Equipment

Always wear safety glasses or goggles and laboratory coat when handling chemicals.

Sports protective equipment must be worn in situations where risks of injury arise.

First Aid

Report all injuries, however slight, and ensure that they are adequately treated.

Injury to eyes (chemicals, flying particles, etc.) always require medical attention.

All injuries and incidents should be recorded.

Know who the trained first aiders are in your workplace and alert them when any injury occurs.

Know where your nearest First Aid box may be found.

Never obstruct or block First Aid Stations.

Fire Procedures

Know the evacuation procedure for your area.

In the event of a fire alarm leave the premises in accordance with procedures. Never tamper with or misuse fire-fighting equipment.

On discovering a fire situation, raise the alarm. If it is a small local fire attempt to extinguish it with the appropriate means. Take care to follow the instructions with regard to the type of fire the extinguisher may be used on.

Do not attempt to fight a fire which is too large for first aid measures. Leave the area immediately.

Assemble at the assembly point.

Never obstruct or leave obstructed fire exits or the escape routes from any place of work.

Ensure that accumulations of papers and debris do not cause fire hazards, nor are allowed to build up on escape routes, particularly on the well of escape stairs.

Notices

Always place a barrier or the relevant hazard notice, if you create a temporary unsafe situation (i.e. slippery floor, obstructed corridor, temporary trailing cables, working overhead, etc.) or if you come across a hazardous situation.

Remove hazard notices immediately they no longer apply.

Always strictly observe hazard notices (either temporary or permanent) and follow the instructions given or take the relevant precautions.

Accident Reports

Report all accidents involving personal injuries, or significant property damage, to your immediate supervisor who is responsible for completing an accident report form.

Co-operate with the investigation of accidents you have witnessed.

Report all unsafe situations and potentially serious near-miss accidents.

See Appendix 4 for Accident Report Form

Damaged or Broken Facilities

Report all broken desks and chairs. If convenient, have any broken items removed to a place, which will prevent their inadvertent use.

Report damaged cables, plugs or sockets. Take out of service any electrical equipment with damaged plugs or sockets and label the equipment as unsafe.

Report, and place a notice or otherwise make safe, a broken window.

Outings, sports activities and supervision of classes

Classes may not be left unsupervised.

Supervision of students during free periods will be conducted in line with the supervision plan.

Only safe sports activities should be undertaken. Sports supervisors will have appropriate training for any sports activity undertaken.

A list of all involved in a school outing should be left with the school secretary. The trip supervisor should have a list of contact numbers of parents of those involved. Up-to-date medical information should be communicated to trip supervisor.

Horseplay

No "playful" activities of any kind, wrestling, throwing about of materials, may be engaged in. Games being played in a dangerous manner or in an unsuitable place will be prevented by the teacher / supervisor.

Offices

Keep desks and floors tidy.

Tie down trailing cables.

Locate desk in so far as possible to avoid trailing cables.

Staff canteens

Users of the fridges should ensure that food is consumed or removed within the appropriate period. All should co-operate in keeping areas clean and tidy and contribute to good hygiene and food safety practices.

Use of Visual Display Equipment

Sit correctly at workstation.

Adjust chair to suit yourself; adjust lumbar support - incline backwards if you can;
Use foot rest if your feet do not rest flat on the floor when the seat height is at its most comfortable position for your eyes;
If continuously at screen, take breaks from this work in each hour. Get up and do other work when possible.
Exercise your hands, wrist and arms; also your neck and eyes periodically.

Vehicles

All vehicles within the grounds should be driven at an appropriate speed. Vehicles should only be parked in the designated parking areas.

Astro pitches

The following regulations apply for the use of Astro pitches:

No player may wear any moulded or screw-in studs on the pitches.

Matches finish at the scheduled time. Lights out at 10 pm sharp.

All users are required to have their own public liability insurance. Please supply the school with a copy of this insurance at the beginning of the season.

Players should report any incidents to the supervisor in charge.

Padel court

Opening and closing

For students, the school will normally open at 8.10 am and close at 4.30 pm. Students should not be on the grounds before school opening. Students on the premises after closing time should be under supervision of a member of staff.

5. Hazards.

Hazards that can be rectified or minimized will be dealt with as a matter of urgency. The Board in consultation with the employees will review and make recommendations on the elimination of hazards. Time will be given at the first staff meeting of the year to this element of the H&S policy.

Constant Hazards

Machinery, Kitchen Equipment and Electrical Appliances

It is the policy of the Board that:

Machinery, kitchen equipment and electrical appliances are used only by competent persons. Such appliances and equipment will be subject to regular maintenance checks.

Knives and other kitchen implements should be locked away in the kitchen. Similarly such implements should not be accessible across the counter in the kitchen.

Chemicals

It is the policy of the Board that all chemicals, detergents etc. be stored in clearly identifiable containers bearing instructions and precautions for their use and kept in a locked area, and protection provided for use when handling them. There are locked cleaning store areas in all buildings covered by this policy.

Drugs and Medications

It is the policy of the board that no medications, drugs, etc. be kept on the premises, except medications for emergency use which are provided by parents/guardians of some students .

Highly Polished or Wet Floors

It is the policy of the Board that floors will not be polished or made slippery during school hours unless absolutely necessary. To this end warning signs regarding wet floors will be used.

Employee and student safety

When an employee feels at risk or threatened by a particular person on School property, this must be drawn to the Board's attention. The Board will undertake to ensure that in such circumstances all appropriate measures will be taken to protect students and employees. The school's bullying policy will be implemented as required.

Other Hazards that may arise

Lower windows in Pavilion will generally be closed.

Under-stair storage of PE equipment and furniture will be avoided.

The lift should be locked unless it is being used with permission, key available from the secretary.

Sports pavilion to be opened and locked by teacher in charge before and after use.

Fire

It is the policy of the Board of Rockbrook Park School that:

- There is an adequate supply of fire extinguishers of different types.
- All fire equipment is identified and serviced annually.
- Fire alarms are clearly marked
- Signs will be clearly visible to ensure visitors are aware of exit doors.
- The assembly area for all the buildings is the lawn area between the classroom building and astro pitches.
- There are three separate alarm areas. One is for the main school building and the sports pavilion. The second is for the classroom building. The third is for the Georgian building. When any one of the alarms goes off each staff member in that area should clear the pupils in his/her charge from these buildings.
- Re new school building: The Deputy Principal is responsible for making sure that the upstairs areas are cleared. The Form-master for junior classes is responsible for making sure that all the downstairs areas are cleared.
- Re Georgian & classroom building: The Rockbrook International manager, is responsible for ensuring that the Georgian building is cleared. Any teacher in the classroom block is required to help ensure the area is completely cleared following on an alarm.
- Re sports pavilion: the teacher in charge (generally the sports master) should clear this building.
- Exit routes are clearly marked
- No bottled gas is stored in the main education buildings.
- The named person responsible for fire drills and evacuation procedures is the Deputy Principal.
- Interference by students with fire alarms or extinguishers is a serious disciplinary offence.
- Designated fire engine areas and hydrant locations will always be kept free of cars.

Procedure when advised of a fire

A teacher in charge of a class should evacuate students immediately to the assembly point.

Do not permit students to delay to collect personal belongings etc.

Ensure that the evacuation is orderly and by the nearest emergency exit.

The secretary or any office staff should bring the school attendance roll with them.

At the assembly point each form are to gather together about their form master or his delegate until a roll is called by the form master or the presence or absence of all pupils in attendance has been ascertained..

The school Principal and manager of Rockbrook International will check that all staff have been accounted for. If any person is unaccounted for, the Principal will arrange for a search outside the fire zone.

The text of fire evacuation notices is included in the appendix 7 and 8.

Identified Hazards

A hazard is a situation which has the potential to cause an injury or a health effect. These are listed on the schedule that follows - under the various types of hazard categories. The risk level assigned to each hazard identified is derived from consideration of the likelihood of injury from the hazard and the severity of the consequent injury.

L indicates risks which either give rise to a minor injury or the likelihood of its occurrence is low;

M indicates a moderate risk due to either increased potential severity of the injury or to a likelihood of more frequent occurrence;

H indicates that a high risk (severe injury), is associated with that hazard and the likelihood of its occurrence is not so low as to be ignored.

The control measures are those measures which are in place to reduce the risk arising from the potential hazards. The resources are the materials, equipment and devices provided. The measures or tasks are the ongoing activities to ensure the continued provision of the resources required or the control necessary.

| Hazard Category/ Identification | Risk Level HML | Control Measures | Resources | Other Measures / Tasks | Assigned to |
|--|---------------------------|---|--|---|-------------------------------|
| Physical Facilities: | | | | | |
| Stairs and Balustrades | L | Stair Treads sound Rails, etc. secure | | Inspected each term, repaired immediately on report of damage. | External safety officer |
| Doors | L | When sprung: close slowly | | Springs adjusted as necessary | ESO |
| Windows | L | Maintained in good condition, proper opening devices. | | When broken, glass removed from sash or boarded up. | ESO |
| Flooring | L | Kept free of breaks, etc., coverings tied down. Non slip where possible | Non slip polish, etc. | | ESO |
| Fire escapes | L | Kept clear and well sign-posted | Approved signs | Unlocked, where necessary, when buildings are occupied, or key available in adjacent break-glass. | All |
| Halls and Corridors | L | Kept clear of obstructions and well lit | | | All |
| Art Room | L | Kept locked when not supervised. Store locked. | Cupboards for materials | | Art Teacher |
| Laboratories | L | Kept locked when not supervised. Number of students limited to 24 at any time. Chemical store locked. | Fire Blanket and Extinguisher (CO ₂ type) | | Senior Science Teacher |
| Class rooms | L | well lighted | | Defective lamps and starters replaced as required. | ESO |
| Boiler Rooms | L | Locked – accessible only to responsible persons | Extinguisher (CO ₂) | Boiler inspected and serviced annually | ISO |
| Kitchen | L | Open only when under supervision of kitchen supervisor | Fire blanket & extinguisher (CO ₂) | | ISO |
| Computer Trolley | L | Kept locked when not supervised | | | Senior Computer Teacher |
| Oratory | L | Candles not left lighting when unattended | | Lighted candles kept away from drapes, etc. | Principal |
| Sports Store (Pavilion) | L | Lit well | Suitable Racking | | Sportsmaster |
| Tool Shed & Store Rooms | L | Kept locked. Regularly tidied | | Redundant materials regularly disposed of. | ESO & ISO |
| Toilets | L | Kept clean. Floor non slip. Well lit. | Disinfectant Toilet paper | | ESO |
| Cleaning presses | L | Kept Locked and Tidy | | | Janitor |
| Staff Kitchen | L | Accessible only to authorised persons | Fire blanket | | All staff |
| Offices/General/ staffroom | L | Kept locked when unattended | | Accumulations of waste paper, etc., removed regularly | School secretary & RI manager |
| Comms room | L | Authorised access only | | | Principal |

| Hazard Category/ Identification | Risk Level HML | Control Measures | Resources | Other Measures / Tasks | Assigned to |
|--|----------------------|---|--|--|--|
| Granite Steps Georgian building | L | Kept clean | Store of salt | Salted when frosty | ISO |
| Ramps | L | Highlighted | | Highlighting restored as required. | ESO |
| Footpaths | L | Maintained even and without potholes | | | ESO |
| Uneven open ground (in bounds) | L | Staff and pupils warned of hazards which might not be readily perceived | | School Rules. Regular verbal reminders. | Principal |
| Approach Avenue within Gate | L | Kept free of debris | Speed limit 15 kph (sign) | Potholes filled as they arise. Kept clean of leaves and other debris. | ISO |
| Old barns | | Out of bounds | | Demolish in due course | |
| Open Ground (out of bounds) | M | Staff and others notify a person in authority before entering | School Rules | Staff or 6 th year students normally access this area | Principal |
| Precipitous slopes to river | H | Not entered except with permission of management and with another person in attendance. | Warning Notice. School Rules | Verbal assembly reminders re out of bounds | Principal |
| Bridge Rail | M | Maintained secured and taut | | Inspected once a month | ESO |
| Fences and Walls | L | Maintained in good condition. Climbing prohibited. | School Rules | | Principal & ESO |
| Sports Fields | L | Kept clean, holes, etc., filled. | School Rules | Inspected before each use. | Sportsmaster |
| Basket Ball Pitch | L | Kept clean and free of leaves and other debris | | Currently oob | Sportsmaster |
| River | | Out of bounds to all except under carefully controlled conditions | School Rules | Verbal reminder at least once a term. | Principal |
| Pools / Sluices | | Out of bounds to all except under carefully controlled conditions. | Sluice gate always open unless supervised for an event | Verbal reminder at least once a term. | Principal |
| Old Mill Ruins / Wilderness | | Out of bounds to all except under carefully controlled conditions | | Verbal reminder at least once a term | Principal |
| Equipment | | | | | |
| Photocopiers (5) | | Kept maintained , kept clear of waste paper, in a well ventilated area. | CO ₂ fire extinguisher | Regular maintenance contract | School secretary & RI secretary |
| Electrical Heaters | | No radiant heaters used. Kept clear of combustible materials. Not used for drying. | | Cables and plugs inspected regularly and replaced if damaged. | ISO & RI manager |
| Word Processors | | If used for long periods, requirements of S.I. No. 44 of 1993 met. | | | RI manager |
| Vacuum Cleaners & other cleaning equipment | | Kept in safe condition Kept in locked storerooms when not in use | | Cables and plugs inspected regularly and replaced if damaged. | ESO |
| Overhead Projectors & data projectors | | Kept in safe condition | | Cables and plugs inspected | Principal |

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| | | | | regularly and replaced if damaged. | |
| Fire Extinguishers | | Extinguishers located correctly for the risk. Secured at fixed definite locations Covered in public places to reduce tampering | Fire Point Notices | Regularly serviced by competent contractor. Staff trained to use. | ESO |
| Garden Implements | | Locked away when not in use | | | ISO |
| School Buses (Contracted) | | Hired from reputable licenced contractors | | Licence and Insurance Certificates inspected annually | Principal |
| School Buses (own) | | Driven by licensed and competent drivers. Kept maintained. Bus accident procedure Park in designated areas | | Regularly serviced | Principal |
| Filing Cabinets | | On stable surface secured so that they will not topple over when top drawers are full and open* | | (*If not of type which permits only one drawer at a time to open) | Principal |
| School Desks | | Kept in sound condition. Removed when damaged. | | Inspected annually | ESO |
| Chairs | | Kept in sound condition. Removed when damaged. | | Inspected annually | ESO |
| Presses (Cupboards) | | Not overloaded. Doors well hinged. | | Inspected annually | ESO |
| Shelves | | Not used for storage of: - heavy objects above waist height; - glass bottles, greater than jam jars, above eye level. | | | User |
| Guillotines | | Used only by competent persons. Kept in secretary's offices only | | | School secretary and RI manager |
| Telephones and PABX | | Located near point of use (no trailing cables) | | Regularly maintained by supplier or specialised contractor. | Principal |
| Electricity: | | | | | |
| Main Switchboards | | All except main switch kept locked. Only competent persons permitted to interfere with it. | | Location of main switches (each building) known to Staff. | Principal & DP |
| Switches | | Replaced, if defective or insulation damaged. | | | Principal |
| Fittings | | Installed only by competent electrician | | | Principal |
| Sockets | | Sealed off, if damaged | | | Principal |
| Exposed cables | | Tied down so as not to be loose or trailing | | | Principal |
| Main switches | | Clearly indicated | | See above under main switch board | |
| Teaching Activities: | | | | | |
| Stress | | Regular breaks | | Staff counselled to recognise warning signs. | Principal |
| Bullying (of staff by staff, or pupils) | | Be aware of the Schools Anti-bullying Policy. Examine your own | Anti-bullying Policy | | All Staff |

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|-----------------------------|--|--|--|--|---|
| | | behaviour towards others and if necessary, control your behaviour | | | |
| Clerical Activities: | | | | | |
| Chair | | Adjustable seat height and back | | | ESO |
| Lighting | | Adequate at locations | | | ESO |
| Kitchen activities | | | | | |
| Extraction | | Weekly clean of filters Annual cleaning of ductwork | | | Kitchen |
| Sporting Activities: | | | | | |
| | | Windows in sports pavilion closed when rooms are in use Pavilion locked if not in use Sports equipment stored in designated areas only | | | Senior sports teacher |
| Physical Strain | | Sports activity carried out under trained supervision only | | | Senior Sports Teacher |
| Sports Injuries | | Adequate First Aid Kit and backup facilities maintained. Procedure for alerting medical assistance written up (ref Accident Policy) | First Aid Box (Portable). Backup First Aid Box with equipment as scheduled. | First Aid Boxes regularly inspected and replenished. | Senior Sports Teacher & school secretary and RI Manager |
| Laboratories: | | | | | |
| Fume cupboard | | Used by competent persons only | | | Senior Science teacher |
| Chemicals | | Used only under supervision. Meaning of hazard symbols explained. Eye protection worn when manipulating corrosives and irritants. | Eyewash station. Hazard symbol explanation Poster. | Spillages cleaned up immediately. Work benches washed after each class. | Senior Science Teacher |
| Solvents | | Inventory in Lab. Kept small. Used only in well ventilated areas. | Fire Blanket. | | Senior Science Teacher |
| Glassware | | Handled with care. Broken glass disposed of immediately in sharps bin. | | | Senior Science Teacher |
| Gas | | Turned off at main valve after each class | | | Senior Science Teacher |
| Techniques | | Safety techniques known and practiced. No mouth pipetting. | | | Senior Science Teacher |
| Staff Rooms | | | | | |
| Fridge | | Cleared out fully once a month | | | ISO |
| Dishwater | | Operating procedures available and followed | | | ESO |
| Crockery | | Handled with care. Broken or cracked items removed from use and disposed of. | | | ISO |
| Out of School Hours | | | | | |
| Pupil Activities | | Competent supervision at all times | | Supervisor fully conversant with emergency procedures | Principal |
| Parent Activities | | Person responsible identified and appraised of all emergency arrangements. | Instruction sheet giving locations of First Aid and other Safety | | Principal |

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|---------------|--|-----------------------|-------------------|--|------------|
| | | | related features. | | |
| RI activities | | Competent supervision | | Supervisor aware of emergency procedures | RI manager |

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|--|---|--|---|---|-------------------------------------|
| Out of School Premises | | | | | |
| School Activities | | Safety aspects studied in advance and appropriate plans made. | | A general check list should be completed and signed as assurance that safety aspects have been studied and the appropriate arrangements made. | Principal |
| Administrative Tasks | L | Staff trained in use of equipment. Adequate lighting and space. Suitable seating and table / desk space for activities undertaken. Adequate storage space. No smoking permitted in the school | Spares | Damaged furniture removed and repaired. Equipment manuals retained in accessible location. | Immediate Supervisor |
| Word Processing / work at display screens (see VDU below) (Continuous use one hour or longer.) | L | Easy to read software provided. Breaks taken from concentrated keyboard work (10 minutes in every hour). Operator's chairs. Adjustable monitor and keyboard. | | Eye test before commencing work on VDU and thereafter as recommended. Work pattern designed which gives change of activity regularly. | Staff |
| Filing | L | All new cabinets of the type with only one drawer openable at a time. Older cabinets provided with warning signs. | Safe design purchased Signs | Correct Specification issued with all Purchase Orders. Signs placed on all older cabinets. | School secretary ESO |
| Shredding (damage to fingers) | L | Safe feed aperture. Loose clothes, etc. kept clear of it. Serviced. | Warning notice re keeping clothes clear. | Correct specification for purchase | School secretary |
| Photocopying Fumes Fire | L | Correctly located. Adequate ventilation. Operating instructions. | CO ₂ or powder fire extinguishers nearby | Supplier's instructions followed. Location and ventilation. Retained in designed location. | Operators responsible for equipment |

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|--------------------------------------|---|---|--------------|--------------------|-----------------|
| Tea making (out side Canteen) Scalds | L | Proper tea making equipment | | Check carried out. | Accommodation |
| Defective cables & plugs | L | Plugs an Cables regularly checked | | | |
| Trailing Cables | L | Sufficient power / network points. Stuck down cable covers, where trailing cables are unavoidable. No trailing cables across common walkways. | Cable covers | | Person involved |
| Corridors | L | Kept clear. | | | ISO |
| Fire | L | Smoke alarms | Maintenance | Records | School |

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|---|---|---|--|--|---|
| | | Fire Extinguishers Fire Hoses Evacuation drills Fire escape routes signed Sufficient fire exits Fire alarm | contract. Sufficient signs | maintained. Regular drills Signs provided and put in position. Regular testing | secretary School secretary & principal |
| Manual Handling | L | Correct lifting procedures used. Lifting large and awkward packages and furniture avoided. | | | Staff |
| Offices | L | Floor area kept clear of obstructions | | | Staff |
| Lift | L | Used only with permission - locked | | Annual maintenance 6 monthly inspection | School secretary |
| Toilets | M | Care taken when floor is wet and slippy | | Floor dried as soon as possible after wetting. | Janitor |
| Electrical Equipment (general) Photocopiers, printers, guillotines, shredders, binders etc | L | Plugs and cables checked regularly by competent person. Taken out of use if not satisfactory until repaired. Plugs protected with correct fuse. Manufacture's instructions available. Operated in accordance with manufacturer's instructions | | Damaged plugs and cables replaced immediately Training provided to all staff using equipment. | ISO |
| VDUs | L | Monitors keyboards, and operator's chair adjusted to suit operator. Screen cleaned regularly. | Footrests Operator Chairs, Screen Cleaning kit | | Staff |
| Filing Cabinets | L | Filled from bottom up. One drawer at the time opened. | | Ensure that they cannot tilt forward | All users |
| Miscellaneous Window opening / closing | L | Proper opening devices | | Provide | |

| | | | | | |
|---|---|--|---------------------------------------|--|------------------|
| Substance related E.g. Toners Developers Masking Agents & Thinners Cleaning Agents, etc.) | L | Information on hazards obtained before use. Significance of hazard symbols understood. Empty / used containers disposed of as appropriate. | Material Safety Data Sheets (MSDS). | MSDS obtained from suppliers. Precautions noted and advised to staff. | ISO Staff |
| Circulation related (Slips, trips, falls) | L | Trailing cables avoided. Spillages cleaned up immediately. Corridors, passageways, walk ways kept tidy. Fire escapes kept clear. | Good lighting, (particularly stairs). | Broken / torn floor coverings reported / replaced. Adequate storage provided. | Staff ISO |

6. Accident Policy

General

Accidents may happen in many different ways. The first step is to alert a First Aid officer and the deputy principal or principal and/or RI manager. The state of the injury will lead the first aid officer to consult with the principal or deputy principal with regard to the next step. The options usually open in such circumstances are

- (a) minor injury, no treatment needed. It is usually unnecessary to inform parents
- (b) minor injury, treatment on site (e.g. a plaster, or clean the wound, a cup of tea, test for dizziness etc). If it involves a head injury or if symptoms may show later, a parent should be phoned either by the secretary or preferably by the first aid person.
- (c) Injury requiring a doctor or a hospital visitation. If urgent treatment is needed an ambulance is called at the earliest possible opportunity (e.g. heavy bleeding, concussion, unexplained collapse, broken bones) unless it is clear that it would be better to go to the hospital by car (e.g. sprain, smaller fracture and person is mobile). Often it may be better that the child's parent accompany him to the hospital or doctor, in which case an early phonecall to the parent is required. In any event there should be no delay in ensuring that the process is set in train, as it may often be difficult to establish contact with parents.
- (d) In the case of a hospital visitation or a visit to the doctor the student should be accompanied by a teacher and perhaps a fellow student, unless the parent has taken over. When the parent arrives in the hospital or surgery, the teacher can hand over to the parent, filling the parent in on the known background to the incident.
- (e) The secretary or the principal should ensure that the parent is contacted at the time of the injury, as the first aid person may not be in a position to do so. Also sometime afterwards (e.g. the next morning) the secretary or principal should ensure the parent is contacted again to see the outcome and to relay any necessary information.
- (f) If the child is out of school for a few days as a result of the injury then the secretary or principal should ensure that there is ongoing parental contact. This reassures the parent of the school's interest, and may also help the school throw some further light on the incident. In some cases it may be appropriate for the secretary, liaising with the form master, to co-ordinate a hospital visit or a get-well card from the student's classmates.
- (g) A note should be made of the incident by the teacher on supervision or by the first-aid person or by the form-master or by all three if appropriate. If there are any follow up disciplinary issues arising these should be undertaken at the earliest opportunity.

2. This is a brief outline policy. The key points it makes are: fast action in contacting professional help where needed; ensure school secretary and principal or vice principal are within the loop, and either of the latter in the decision-making process, liaise with parents in an ongoing way; document the event.

3. Where an accident happens off-site the teacher in charge must make all the necessary decisions in line with the guidelines given above.

First Aid arrangements

Appendix 3 lists the locations of First Aid Boxes and AED.

The first aid officers of the school and RI are listed in Appendix 1.

The First Aid boxes are checked each term by the school/RI secretary and restocked, as necessary. The school secretary is responsible for retaining stocks of first aid supplies for all first aid boxes. A list of the recommended contents is provided in Appendix 11.

Accidents involving staff

In the event of any member of staff requiring medical attention, contact the school secretary who will contact the Doctor, or Ambulance Service, as required. After office hours call the Emergency Services on 112 or 999.

All accidents and incidents must be reported to your immediate supervisor. Minor accidents should be written up by the relevant teacher (i.e. teacher on supervision, or teacher witness) on an accident report form as soon as possible. The accident policy below gives full details on relevant procedures.

Please note the following points

In the event of a possible serious injury, the injured person should not be moved. Where a person cannot lift themselves off the ground there should be no attempt to move him.

In the event of any substance entering the eye, the eye is held open and irrigated with cold running water for at least 15 minutes. Hold eye open and pour water in such a way that ensures that no contaminant is washed into the other eye. Seek medical attention immediately afterwards.

In the event of scalds and burns, run cold water over the affected area for at least 10 minutes. Severe scalds and burns should be brought to medical attention as soon as convenient.

When an emergency occurs:

The basic requirements in an emergency are not to panic, organise yourself, assess the situation, and decide what takes priority.

Use any appropriate means of raising the alarm, such as sending someone (including a responsible pupil or passer-by) to the nearest phone, to contact the emergency services (112 or 999). Telephone numbers of people who may need to be contacted in an emergency are displayed.

In the event of any serious injury, including all injuries to the eye, medical advice must be obtained from a doctor or at the nearest hospital.

Details of the Evacuation Procedures are posted Notice Boards.

Accident / Incident Reports

This procedure is to ensure that all unsafe incidents are identified with a view to finding ways to eliminate their causes. Reports are the responsibility of all staff. All accidents without exception are to be notified either to the school principal or the Manager of Rockbrook International, depending on who is involved.

All accidents/incidents are to be recorded (see Appendix 4). The record may be completed in stages after the accident. Question the person to whom the accident occurred as soon as medical treatment has been given. Question witnesses immediately after gathering details. Explain that the purpose of questioning is to determine what happened, not to apportion blame

For all injuries (from cuts and bruises to events requiring hospitalization) the record should contain:

- Name of person injured
- First Aid treatment and time of treatment
- Time, date, location of accident
- How it happened

The staff member involved should complete this for a student (or have it completed). The staff member in charge should complete it for any others injured. The record should be filed immediately with the school/RI secretary.

The first section of the accident record form should be completed soon after the accident/incident by the staff member concerned. In carrying out the questioning and the subsequent investigation it is important to be and to be seen to be unbiased. The Safety Officer, if other than the above mentioned, is normally responsible for further investigating all accidents.

Information on what must be reported to the Health & Safety Authority is contained in Appendix 5.

The transitory evidence should be gathered first, note weather conditions etc. If relevant, note the positions of accident-related objects. Take measurements and make a sketch of scene if necessary. Take names and addresses of witnesses who cannot be interviewed at the time. Then gather any materials that may be required for laboratory testing etc. All materials and equipment should be clearly labeled.

Witness to the actual accident or the events leading up to the accident should be questioned when the immediate work is done. The person to whom the accident happened should be questioned as soon as medical treatment had been given. It should be clear to all that the purpose of the questioning is not to apportion blame but to get to the root cause so as to avoid similar incidents in future.

The relevant parts of the accident report form are filled out with the appropriate details and witness statements. The investigation check-list (Appendix 12) itemizes details which should be borne in mind.

The investigator will then analyse the facts looking for corroboration and substantiation of details and statements. Written managerial documents and the investigation check list are consulted.

When satisfied that there are no gaps in the knowledge to be checked or rechecked the conclusion section of the report is concisely and clearly written.

The recommendations should be itemized and specific so that specific follow-up action can be implemented.

PERSONNEL

Principal: Mark Hamilton

Deputy Principal (DP) Joe Flanagan

Form-master for
Junior classes: Eamon McDermott

Board of Management:

Chairperson: Dominic Dowling
Secretary: Mark Hamilton
Barry O’Grady, Jean Manahan
Raymond Delaney, Derrick Dunne
Eilis Pollard, Anne Dooley, Ken Allen

Safety Officers:

Internal (ISO): David Nolan
External (ESO): Kevin Kiernan

Sportmaster: Derrick Dunne

First Aid Officer (School): Derrick Dunne









Rockbrook International (RI):

Manager: Luis Gonzalez

First Aid Officer (RI):

Safety Committee

Know your Dangerous Substances

| SYMBOL | MEANING | PRECAUTIONS |
|---|--|--|
|  Toxic or very Toxic | May cause serious or extremely serious health risks or death if inhaled, swallowed or if it penetrates the skin. | Use exhaust ventilation system or full breathing apparatus to prevent exposure to dusts, vapours, etc. Wear protective clothing. Do not eat, drink or smoke. Wash hand thoroughly after use. |
|  Harmful | May cause limited health risks if inhaled, swallowed or if it penetrates the skin. | Wear protective clothing to avoid contact with skin and eyes. Provide good ventilation or use protective facemask. Do not eat, drink or smoke after use. |
|  Irritant | Can cause irritation to skin, eyes or breathing system if inhaled. (Non-corrosive). | Wear protective clothing to avoid contact with skin and eyes. Provide good ventilation or use protective facemask. |
|  Environment. | Dangerous to the Environment. | |
|  Explosive | May explode if subject to heat, shocks or friction. | Store away from other materials. Always observe recommendations for storage and use. |
|  Corrosive | Can cause chemical burns to skin and eyes. (May also be corrosive to certain metals.) | Wear protective clothing to avoid contact with skin, eyes and clothing. |
|  Oxidising | Produces heat on reaction with other materials and creates a fire risk in contact with flammable or combustible materials. | Store away from other materials. Always observe recommendations for storage and use. Keep container tightly closed. |
|  Highly Flammable or Extremely Flammable | Highly flammable gas or solid or a liquid with a flash point below 0 °C; and boiling point below or equal to 35 °C. | Keep away from sources of ignition. Do not smoke. Store in a secure place. Keep container tightly closed. |

Location of First Aid Equipment

First Aid boxes are located as follows:

- (i) Front Secretarial office, school
- (ii) Staff Room, school
- (iii) Rockbrook International general office
- (iv) Bus: Iveco Beulas
- (v) Bus: Mercedes Loxia
- (vi) Bus: Mercedes Vario.

The Automated External Defibrillator (AED) is located in the Office, Sports Pavilion.

Portable First Aid kits are held by

- (i) Sportsmaster (stored in staff room)
- (ii)

Accident/Incident Record Form

Person affected/injured

Name: _____

Accident/incident

Location: _____

Date and time: _____

Nature of injury, damage, complaint: _____

Nature of First Aid treatment given: _____

First Aid given by: _____

Other treatment (Hospital, Doctor etc):

Hospital/Doctor Name: _____

Name(s) of accompanying person(s): _____

Name of Parent/Guardian/Next-of-kin contacted: _____

Name(s) of witness(es) to accident/incident: _____

Signed: _____ Date: _____

(Attach, where appropriate, witness statements, injured party's report, sketch or photograph of scene, details of any equipment involved, where equipment is stored, etc.)

Reporting to Statutory Authorities

1. The following are responsible for reporting accidents to the Health and Safety Authority:

- employers (in the case of the death or injury of employees at work);
- persons providing training (in the case of the death or injury of a person receiving training for employment);
- self-employed persons (in relation to accidents to themselves);
- persons in control of places of work in relation to:
 - the work-related death or injury of a person not at work;
 - the death of a self-employed person;
- the next of kin (in the event of the death of a self-employed person at a place of work under that person's control).

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

(a) the death of any employed or self-employed person, which was caused by an accident during the course of their work.

(b) an injury sustained in the course of their employment, which prevents any employed or self-employed person from performing the normal duties of their work for more than three calendar days, not including the date of the accident. Calendar days include Saturdays and Sundays (e.g. if an employee, who is injured on Wednesday, and does not normally work on Saturdays, Sundays and bank holidays, returns to work the following Monday, the accident is reportable).

(c) a death or an injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work, (e.g. a pupil during class) but is related to either a work activity or their place of work. A road traffic accident that meets the criteria (a) and (b) above, excluding an accident that occurs while a person is commuting either to or from work.

(d) a road traffic accident that meets the criterion (c) above as a result of construction work on or adjacent to a public road.

The IR1 form is the only form used to report accidents to the Health and Safety Authority. Forms are available from the Workplace Contact Unit of the Authority or it can be reported directly on-line at www.hsa.ie.

The school must keep records of all accidents which occur for a period of 10 years. Dangerous occurrences must also be reported to the Health and Safety Authority as per requirements of the IR3 form. The IR3 form is available from the Health and Safety Authority at www.hsa.ie.

3. If the pupil is injured as a result of a work-related activity and requires medical treatment by a registered medical practitioner this is reportable to the Health and Safety Authority. For example, if a pupil injures him/herself whilst working with a mallet and chisel during wood working class and requires treatment by a registered medical practitioner, this is reportable.

However, if a pupil trips in the school yard and is injured, this is not reportable. If a pupil trips during PE class and requires treatment by a registered medical practitioner, this is

reportable to the Authority. School trips/tours are considered to be a work activity of the school.

4. Reporting requirements related to Child Protection are contained in the Child Protection Guidelines

ROCKBROOK PARK SCHOOL

Emergency Procedures

ANY PERSON DISCOVERING A FIRE OR OTHER EMERGENCY:

Sound the alarm by breaking the nearest break-glass unit.

Make your way to the nearest exit.

Inform person in charge of situation

IF YOU HAVE BEEN ALERTED.

Make your area safe (closing doors, switching off equipment). Do not delay unnecessarily.

Leave by your nearest available exit and proceed to the assembly point. (Do not delay to collect personal belongings.)

Close the door of your room after you, and any others that you use.

Do not take any personal risks.

Do not use the lift.

Do not return to the building or re-enter it for any reason until authorised to do so and until the Fire Alarm has been switched off.

ASSEMBLY POINT

The Assembly Point for all buildings is the lawn area between the astro pitches and the classroom building.

Where possible a roll call should be taken by the senior teacher in charge.

**ROCKBROOK PARK SCHOOL
(Georgian Building)**

Emergency Procedures

ANY PERSON DISCOVERING A FIRE OR OTHER EMERGENCY:

Sound the alarm by breaking the nearest break-glass unit.

Make your way to the nearest exit.

Inform person in charge of situation

IF YOU HAVE BEEN ALERTED.

Make your area safe (closing doors, switching off equipment). Do not delay unnecessarily.

Leave by your nearest available exit and proceed to the assembly point. (Do not delay to collect personal belongings.)

Close the door of your room after you, and any others that you use.

Do not take any personal risks.

Do not return to the building or re-enter it for any reason until authorised to do so and until the Fire Alarm has been switched off.

ASSEMBLY POINT

The Assembly Point for all buildings is the lawn area between the astro pitches and the classroom building.

Where possible a roll call should be taken by the senior teacher in charge.

Fire
Equipment

| | CO2 | Foam | Powder | Water | Blanket | Key Box |
|---------------------------|-----|------|--------|-------|---------|---------|
| SCHOOL | | | | | | |
| Ground Floor | | | | | | |
| Secretary Office | x | | | | | |
| Kitchen | x | | | | x | |
| Rear Stairs | x | x | | | | |
| Corridor | | x | | | | |
| Comms Room | x | | | | | |
| Boiler Room | | | xx | | | |
| Assembly Hall | x | x | | | | |
| First Floor | | | | | | |
| Study Area | x | x | | | | |
| Staff Kitchen | | | | | x | |
| Art Room | x | | | | | |
| Upper Corridor | | x | | | | |
| Laboratory | x | | | | x | |
| Laboratory Store | | | x | | | |
| CLASSROOM BUILDING | | | | | | |
| Corridor | x | x | | | | |
| Boiler Room | | | | | | |
| PAVILION | | | | | | |
| Main Hall | | x | | | | |
| GEORGIAN BUILDING | | | | | | |
| Basement | | | | | | |
| | | | x | | | |
| Ground Floor | | | | | | |
| Reception | | | | x | | |
| Hall | | x | | | | |
| Side entrance | | x | | | | |
| Kitchen | | | | | x | |
| Kitchen side stairs | x | | | | | |

First Floor

| | | | | | |
|------------------|----|--|---|---|---------------|
| Laboratory | xx | | | x | |
| Laboratory Store | | | x | | x (no key) |

Top Floor

| | | | | | |
|----------------------|---|---|--|---|---|
| Stairs | | | | x | |
| Hall | x | x | | | |
| Office | x | | | | |
| Office (Exit stairs) | | x | | | x |

Appendix 10 is a drawing

| MATERIALS | First-Aid Travel kit | First Aid Box Contents | | |
|--|----------------------|------------------------|--------------|------------------|
| | | 1-5 persons | 6-25 persons | 26-50(a) persons |
| Adhesive Plasters | 12 | 12 | 20 | 40 |
| Sterile Eye Pads [Bandage attached] | | | 2 | 4 |
| Individually Wrapped Triangular Bandages | 2 | 2 | 6 | 6 |
| Safety Pins | 2 | 2 | 6 | 6 |
| Medium Individually Wrapped Sterile Unmedicated Wound Dressings [approx. 10 x 8 cms] | - | - | 6 | 8 |
| Large Individually Wrapped Sterile Unmedicated Wound Dressings [approx. 13 x 9 cms] | 1 | 1 | 2 | 4 |
| Extra Large Individually Wrapped Sterile Unmedicated Wound Dressings [approx. 28 x 17.5 cms] | | | 3 | 4 |
| Individually Wrapped Wipes | 8 | 8 | 8 | 10 |
| Burns spray/cream | | 1 | 1 | 1 |
| Scissors | 1 | 1 | 1 | 1 |
| Medical tape | 1 | 1 | 1 | 1 |
| Pairs of Latex Gloves | 1 | 1 | 2 | 2 |
| Additionally, where there is no clear running water, Sterile Eye Wash (b) | 1 | 1 | 2 | 2 |

NOTES

- (a) Where more than 50 persons are involved pro rata provision should be made.
- (b) Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300 ml and should not be re-used once the sterile seal is broken. At least 900 ml should be provided. **Eye bath / eye cups / refillable containers should not be used for eye irrigation.**

Investigation Check List

Below are some suggested aspects of an accident or incident which should be borne in mind, and addressed if appropriate or relevant .

Photograph or sketch/draw incident site and other relevant features

What prior instructions, if any, were given?
Was the person familiar with the operation?

Was the person trained?
When was training given?
Who gave the training?

Were there written instructions / procedures?
Were these followed correctly?

Who was in charge at time of incident?
Where was s/he at the time?

Was personal protective equipment (PPE) required?
Was it worn/used correctly?
Condition of PPE before incident?
Condition of PPE after incident?

What equipment, if any, was involved in incident?
State of equipment?
Was a defect in equipment responsible or a contributory factor?
When was equipment last serviced / checked?
Where is equipment now?

Was First Aid equipment readily available?
Condition of First Aid equipment?