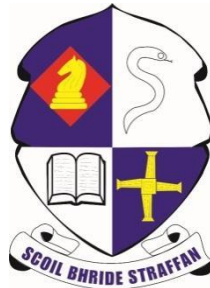


# SAFETY STATEMENT

## **Straffan N.S.**



This Document is the Safety Statement of Straffan N. S. as required by The Safety, Health and Welfare at Work Act 2005 and contains written risk assessments as required under section 19 part 3 Hazard Identification and Risk Assessment. It has been prepared in March 2020 and shall be reviewed and updated upon any significant changes to work practices, the building or staff. Each review shall be recognised by the revision number and date at the foot of each page.

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### **OBJECTIVES OF THE SAFETY STATEMENT**

- To provide a reference for the policies and procedures used in the School to assess and audit the levels of health and safety being achieved.
- To provide evidence that the policies and procedures to ensure health and safety objectives are met and have been thought out and documented in order to help those who must execute them.
- To provide a control document to record the evolution of the School's Safety Statement, which becomes necessary due to the changing business environment.
- To help identify training requirements that need to be fulfilled in order to generate suitably qualified personnel to carry out the policies and procedures contained herein.
- To provide assurance that compliance with legal requirements for health and safety are being met or exceeded.
- To eliminate, in so far as is reasonably practicable, accidents and injury to Pupils, Visitors and Personnel employed in the School.
- To eliminate, so far as is reasonably practicable, any causes of occupational diseases which may endanger the health of personnel employed in the school.
- To comply with the requirements under the Safety, Health and Welfare at Work Act 2005, and any regulations they're under

**SAFETY POLICY  
STATEMENT**

**PART 1**

## HEALTH & SAFETY POLICY STATEMENT

*This document sets out the safety policy of Straffan N.S., Straffan Co. Kildare*

It is this schools intention that the safety of staff, pupils and visitors will be secured and school activities will be carried out in accordance with the relevant statutory provisions of the Safety, Health and Welfare at Work Act 2005, The Safety, Health and Welfare at Work (General Application) Regulations 2007/ 2016 and all other relevant legislation. All reasonably practicable measures will be taken to avoid risk to employees or others who may be affected by day-to-day operations.

The Board of Management, through the School Principal, has the responsibility for implementing this policy throughout the school and must ensure that Health and Safety considerations are always given priority in planning the day-to-day supervision of work. The Board of Management are also committed to continuously improving health and safety standards through awareness of legislation, codes of practice and industrial best practice and exceeding these requirements whenever possible.

The school have appointed the School Principal, Straffan N.S., as the person who will have day-to-day responsibility for the management of health and safety and it is to The Principal that all matters should be addressed in the first instance.

All teaching staff and other employees of Straffan N.s. are expected to co-operate with the school in carrying out this policy and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.

The Board of Management and staff of the school will monitor the operation of this policy. The safety statement will be updated as the school changes in nature and/or size.

This statement of the school's policy will be prominently displayed wherever practicable.

# **SCHOOL STRUCTURE FOR HEALTH AND SAFETY RESPONSIBILITIES**

## ***PART 2***

**Detailed Responsibilities of Personnel**

**Carrying out functions of Part 3**

## **2.1 THE BOARD OF MANAGEMENT**

The Board has overall responsibility for the safety, health and welfare of all Employees, Pupils and Visitors.

The Board will endeavour to ensure that there are available sufficient funds and facilities to enable the Safety Policy of Straffan N.S, to be reasonably implemented.

The Board will include at its meetings a section on Safety, Health and Welfare.

The School Principal has been delegated by the Board of Management to co-ordinate all matters related to Safety, Health and Welfare.

## **2.2 SCHOOL PRINCIPAL Caroline Colleran**

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1. The School Principal, Caroline Colleran will be responsible for planned implementation of effective health and safety standards within the school according to agreed objectives and for ensuring that health and safety standards are taken into account in planning, administration and maintenance activities and in organising work generally.

2. The School Principal bears the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job effectively and that their work objectives are realistic and do not compromise health and safety requirements.

The Principal is also responsible for:

- Ensuring that staff reporting to her are supported in enabling them to reach the correct decisions in respect of health and safety matters, and that the standards described in Part 3 and 4 of this Policy are met in a practical manner.
- Ensuring the implementation of an efficient communication procedure so that all Personnel are aware of workplace standards as measured against the school's Safety Policy and are provided with information on accident procedures and other safety, health and welfare information.
- Planning and co-ordinating safety training and checking that it is effective.
- Encouraging the development of information systems in the broader area of health, safety and welfare to the benefit of all employees.

- Providing assistance to staff in carrying out their responsibilities, particularly in determining the most appropriate order and methods of working.
- Checking at intervals that work is carried out as in accordance with the schools and statutory procedures and that work systems are operating effectively and safe working methods are observed.
- Ensuring all necessary welfare provisions are provided and maintained.
- Being familiar with the requirements, as they affect the school, of Statutory Regulations and Codes of Practice and keeping up to date in this respect.
- Planning and supervising all work processes in a safe manner and in accordance with the standards set out in the Safety Statement.
- Ensuring that all employees are aware of their specific responsibilities.
- Investigating all accidents and dangerous occurrences, in conjunction with external Safety Consultants as necessary.
- Commending staff that by action or initiative eliminates hazards.
- Carrying out regular building inspections, to ensure that any health, safety or welfare matters which need attention are seen to as expediently as possible;
- Carrying out and updating written risk assessments as necessary;
- Ensuring that there are an adequate number of occupational first aiders and that those occupational first aiders have received regular and relevant training so as to help them to discharge the duties of this role;
- Reading and understanding the school's Safety Statement and ensure it is brought to the attention of all employees;
- Ensuring, in so far as reasonably practicable, equipment and materials purchased by the school are only purchased with the necessary consideration of the standards required and laid down in the Safety Statement.



## 2.3 ALL EMPLOYEES

### Teaching Staff, Maintenance and Administrative Personnel

- ✓ Read and understand the schools Safety Statement and carry out your work in accordance with its requirements. Pay particular attention to the policies and procedures, which are there to help you avoid any accidents.
- ✓ Use and keep properly maintained any protective clothing and equipment, which has been provided to you.
- ✓ Use any mechanical lifting devices provided as directed – don't take shortcuts and obey any instructions issued.
- ✓ Report any defects in equipment, machinery or workplace to the principal immediately.
- ✓ Be informed on Administration of medicines policy and know the location of the nearest First Aid Box.
- ✓ Ensure that you know the procedure in the event of a fire.
- ✓ Report any accident or damage, however minor, to The Principal via the accident report book.
- ✓ Ensure that aisles, floors, yards, doorways etc. are kept clear and free from obstruction.
- ✓ Suggest ways of eliminating hazards and improving working methods.
- ❓ Do not attempt to lift or move, on your own, articles or materials so awkward or heavy as likely to cause injury. Similarly, do not attempt to reach articles on high shelves or racking unless using proper access equipment. Do not improvise or climb.
- ❓ Do not smoke in designated "No Smoking" areas and dispose of spent matches, cigarette ends etc. properly.
- ❓ Do not try to use, repair or maintain any work equipment or machinery for which you have not received full instructions or training.

## 2.4 TEACHING STAFF

Over and above those responsibilities detailed in Section 2.3, teaching staff shall:

- (a) Exercise as far as possible, effective supervision of pupils.

- (b) Know the emergency procedures in respect of fire and carry them out when required.
- (c) Know any special safety measures to be adopted in the teachers' areas and ensure that they are applied.
- (d) Ensure, in so far as is reasonably practicable, that all Pupils under your control are aware of the Safety Rules.

## **2.5 CONTRACTORS**

Maintenance, repairs and development are an essential part of maintaining and progressing the school's high standards. At all times, maintenance and similar construction type work activities will be scheduled, in so far as is reasonably practicable, to holiday periods so as to minimise impact on pupils and staff. In all cases, the following procedures must be adhered to in order to safeguard contractors, employees and pupils against accidents on the premises.

- ✓ All contractors will be expected to comply with the Schools policy for health, safety and welfare and must ensure that their own Company Policy made available to the School whilst work is being carried out, this includes the display of visitor's tags issued through the office.
- ✓ All work must be carried out in accordance with relevant statutory provisions, the Schools Contractor's Rules and taking into account the safety of others in the school.
- ✓ All Contractors and non-employees who engage in work must be issued with a copy of the School Safety Statement before commencement of work.
- ✓ All Contractors and non-employees whose work included the use of hazardous equipment, materials or substances will provide written safety guidelines re the use of such equipment and materials. These guidelines must be adhered to while on the School premises.
- ✓ Contractors will provide their own protective clothing and or any equipment which will be necessary for the safe completion of their work. The use of School equipment is not permitted.
- ✓ The School Management reserve the right at all times to examine tools and equipment being used and contractors insurance must be produced on request.
- ✓ Any injury sustained by a contractor or his employees must be reported immediately to the School Principal or a member of the Board of Management.
- ✓ The contractor shall indemnify and keep indemnified the School, its employees and any other person who may be affected, for injuries, damage to property or equipment which may be inflicted upon the School, its employees by the contractor by his/her fault or that of his/her employees.

# **ARRANGEMENTS FOR SAFE WORKING**

## **PART 3**

### **3.1 RESOURCES**

The Board of Management of Straffan N.S. recognises that for the effective implementation of the safety procedures and policies laid down in this Safety Statement, adequate resources and funding must be made available.

The Board of Management of Straffan N.S. undertake:

To ensure that adequate numbers of suitably trained staff are available to undertake all work activities carried out by the school.

To include health and safety considerations into all annual estimates for the running of the school.

To make available, in so far as is reasonably practicable, resources for any upgrading, maintenance, replacement and repair of facilities and equipment such as to improve the particular level of safety and/or wellbeing.

To provide resources for the ongoing monitoring of health and safety in the organisation and for the provision of information and training of all staff in health and safety.

### **3.2 DRUGS AND ALCOHOL POLICY**

The school is committed to providing a safe and comfortable working environment, and this requires a clear statement of policy on alcohol and drug misuse.

Alcohol consumption at work is:

Prohibited to all staff and others, within the school building and grounds.

Alcohol consumption must be managed by all staff such that:

No member of staff presents for work under the influence of alcohol, nor consumes alcohol during the working day (including when off-site during lunch breaks, etc)

Alcohol consumption in breach of the above restrictions is strictly prohibited, risks the safety and comfort of other staff will be regarded as a disciplinary matter.

Drug misuse by staff is strictly prohibited such that:

(i) No member of staff may present for work under the influence of misused drugs, nor may any member of staff misuse drugs during the working day (on the premises or off-site);

(ii) Drug misuse in breach of the above restrictions is strictly prohibited, risks the safety and comfort of other staff and pupils and will be regarded as a disciplinary matter.

(iii) Members of staff who must take prescription drugs should notify The Principal of such fact and clarify if the use of such prescription drugs affects the use of work equipment in any way.

### **3.3 YOUNG PERSONS**

All work undertaken within the school is subject to risk assessment and suitable preventative and protective measures are to be put in place. As young persons (under 18 years of age) are acknowledged as being at particular risk, an additional and specific effort is required to ensure that their work is subject to adequate risk assessment.

Where work has already been subject to a formal risk assessment for adult employees, it is sufficient to review the risk assessment taking care to ensure that the specific vulnerability of young persons is taken into account.

Young persons shall be provided with induction training, carefully supervised in their work and their progress towards and understanding of safe working monitored.

Whilst young persons are reminded of their obligation as all other employees to follow instructions and work safely, all other employees are to be advised when a young person joins their department that they are expected to maintain awareness of the working arrangements and practices of their young colleague, and intervene if they feel that safety is being prejudiced through inexperience and lack of knowledge.

Records will be kept of induction training, skills training, risk assessments and the detailed arrangements for supervision.

### **3.4 NEW MOTHERS OR EXPECTANT LADIES**

All female staff shall be advised on recruitment that they are required to advise The Principal in writing, should they become either pregnant or a “new” mother (that is a woman who has given birth within the last six months and who is breast feeding).

This policy applies to all staff who have advised The Principal in writing, that they are either pregnant or a “new” mother. On receipt of a formal notification of pregnancy, recent birth or breast-feeding, The Principal will review the risk assessments relevant to that person’s work.

For any risks to which the pregnant or new mother is potentially exposed, and which represent an additional risk because of the pregnancy, recent birth or breast-feeding, efforts shall be made to reduce the risks. Particular note shall be made of any representations made by the women’s medical advisors (GP or ante-natal/post-natal team).

Following action to reduce the risks, they shall be reassessed. If the risks remain significant, the pregnant or new mother shall be reassigned to other work for which the risks are assessed as not significant.

If it is not possible to reassign the worker to low risk work, she shall be placed on paid Health and Safety Leave until either she ceases to be pregnant or a new mother, or suitable alternative work may be found.

When Health and Safety Leave is being granted the employee will be issued with the required certificate.

### **3.5 SAFETY CONSULTATION & REPRESENTATION**

Section 26 of the Safety, Health and Welfare at Work Act 2005 places a general obligation on employers, to consult with and to take account of any representations made by employees for the purpose of giving effect to its statutory duties.

The statutory rights of the Safety Representative include:

1. Information from the employer as necessary and particularly from the Safety Statement, to ensure the Safety Health and Welfare of employees.
2. To be informed by the employer of a visit by the H.S.A. Inspectorate.
3. Investigate accidents and dangerous occurrences provided it does not interfere with the performance of any statutory obligation required to be performed by any person.
4. Make representations to and receive advice from the H.S.A.
5. Carry out inspections and investigate hazards and complaints subject to agreement.
6. Accompany a H.S.A. Inspector on any visit except when this is for accident investigation.
7. Time off as may be reasonable to act as Safety Representative or to acquire the knowledge to carry out that function.

Conor Langton is the Safety Representative for Straffan N.S. for the 2021/22 academic year.

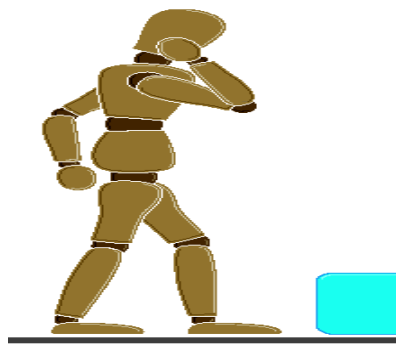
### 3.6 MANUAL HANDLING OF LOADS

At Straffan N.s., we recognise that the manual handling of loads represents a certain amount of the work which is undertaken by certain staff.

Manual handling of loads is recognised as being a consistently large cause of lost time occupational accidents in industry generally, and The Board of Management are committed to ensuring that, through risk assessment and management, the risk to staff will be minimized in so far as is practicable.

There are some mechanical aids which have been provided for the use of staff in the handling of loads. Furthermore, we are committed to providing all staff with manual handling training.

**At all times, the principles below must be adhered to by all staff performing manual handling activities at work:**



- **Stop and think**

Plan the lift. Where is the load to be placed? Use appropriate handling aids if possible. Do you need help with the load? Remove obstructions such as discarded wrapping materials. For a long lift, such as floor to shoulder height, consider resting the load mid-way on a table or bench to change grip.



- **Adopt a good posture**

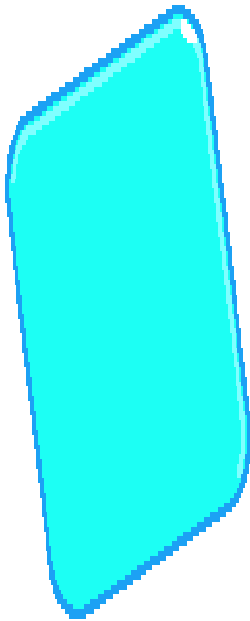
When lifting from a low level, bend the knees but keep your back straight, maintaining its natural curve (tucking in the chin helps). Lean forward a little over the load if necessary to get a good grip. Keep the shoulders level and facing in the same direction as the hips.



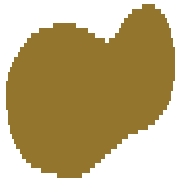
- **Get a firm grip**

Try to keep the arms within the boundary formed by the legs. The best position and type of grip depends on the circumstances and individual preference; but must be secure. A hook grip is less tiring than keeping the fingers straight. If you need to vary the grip as the lift proceeds, do it as smoothly as possible.





feet



✓ **Position the feet**

Feet apart, giving a balanced and stable base for lifting (tight skirts and unsuitable footwear make this difficult). Leading leg as far forward as is comfortable and if possible, pointing in the direction you intend to go.

✓ **Keep close to the load**

Keep the load close to the trunk for as long as possible. Keep heaviest side of the load next to the trunk. If a close approach to the load is not possible, slide it towards you before trying to lift.

✓ **Don't jerk**

Lift smoothly; raising the chin as the lift begins, keeping control of the load.

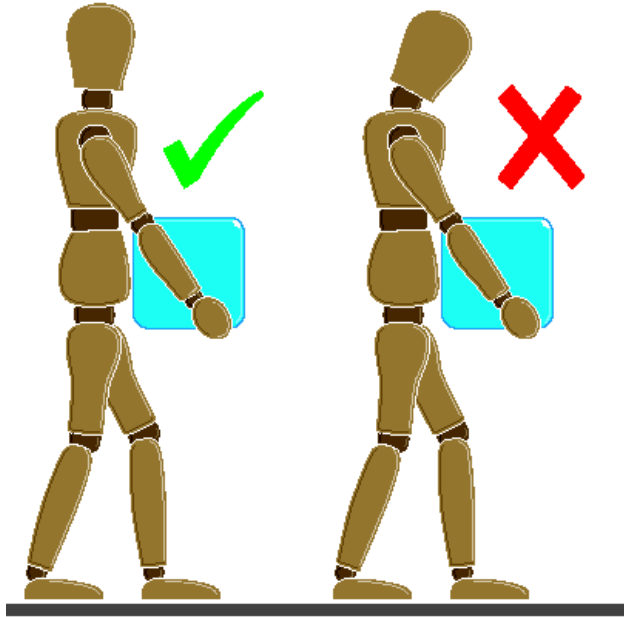
✓ **Move the feet**

Don't twist the trunk when turning to the side. Put down, then adjust if precise positioning of the load is necessary, put it down first, then slide it into the desired position.

### How do I know if there's a risk of injury?

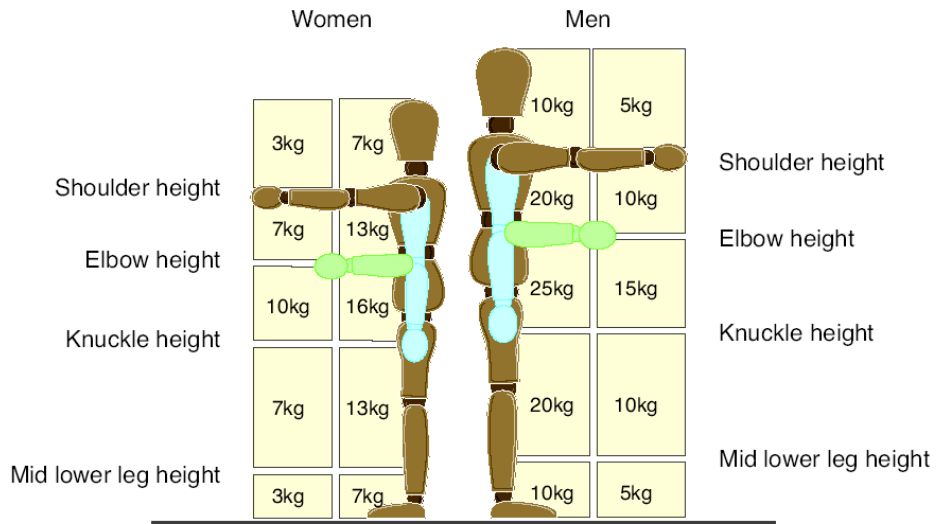
It's a matter of judgment in each case, but there are certain things to look out for, such as people puffing and sweating, excessive fatigue, bad posture, cramped work areas, awkward or heavy loads or a history of back troubles.

Operators can often highlight which activities are unpopular, difficult or arduous.



**General Risk Assessment Guidelines**

There is no such thing as a completely 'safe' manual handling operation but working within the following guidelines will cut the risk and reduce the need for a more detailed assessment.



**3.7 FIRE AND EMERGENCY PROCEDURES**

The effective implementation of the Fire and Emergency Procedure is dependent on key personnel ensuring that specific duties assigned to staff are carried out and that the routine as detailed in the Emergency Action Procedure is adhered to.

The Emergency Action Procedures is designed on the following sequence of events:-

- (1) Sound the Alarm.
- (2) Call the Fire Brigade
- (3) Evacuate the building
- (4) Assemble at the designated Assembly Point.
- (5) Call Roll
- (6) Report to the Safety Officer.
- (7) Attack the Fire (if it is safe to do so).

**IF YOU DISCOVER A FIRE:**

- (1) Raise the Alarm by operating the nearest Break glass Point.
- (2) Evacuate the immediate area using the nearest available Exit.
- (3) Report to the designated Assembly Point and Call Roll.
- (4) Report to the Safety Officer.

**IF YOU HEAR THE FIRE ALARM:**

- (1) Evacuate your area using the nearest available Exit.
- (2) Report to the designated Assembly Point and Call Roll.
- (3) Report to the Safety Officer.

**NOTE:**

No one should re enter the school premises until told by the Fire Brigade Officer or in the case of drills, the School Principal or his/her assistant.

## **FIRE AND EMERGENCY PROCEDURES (cont'd)**

### **IN CASE OF FIRE**

Call the Fire Brigade. Dial 999/112. Ask operator for the Fire Brigade.

When Fire Brigade replies give the call distinctly and calmly.

‘Fire in Straffan N.S.  
**Eircode W23CD77.**’

Straffan National ,The Glebe, Glebe, Straffan, Co.Kildare **Phone: 01-6272255**

Do not assume the call has been received until it has been acknowledged by the Fire Brigade.

### **INSTRUCTIONS TO STAFF:**

In the event of Fire it is the first and only duty of all concerned to prevent injury or loss of life.

For this purpose you should make certain that you are familiar with the means of escape in case of fire. Since there may be an opportunity, in the event of fire, for you to attack it with the nearest fire extinguisher or hose reel, you should also be familiar with how to use them.

Immediately if you discover a Fire or one is reported to you, you should:

- (1) Sound the Alarm.
- (2) The person in charge or the authorised deputy is responsible for ensuring that the Fire Brigade is called immediately and for the sounding of the Fire Alarm.
- (3) Immediately after the Fire Alarm has been sounded you should:
  - (a) See that any doors immediately surrounding the Fire situation are closed.
  - (b) Escort the persons in your charge from the building in accordance with the Fire Evacuation Procedure ensuring that all doors through which you pass are closed after you.
  - (c) Staff without a class are required to gather and observe class teachers as they display red/green cards
  - (d) When the persons arrive at the Assembly Point, call the roll and notify the person in charge at once of the result (i.e., all persons present or missing and the name as the case may be). This will be communicated initially through the display of a red or green card so managers can indicate clearly that someone is missing.
  - (e) Should the fire alarm sound whilst on yard , teachers on yard will call children to line up at their assembly number. Teachers are expected to arrive promptly out

to assembly points bringing a fire pack from their cubby hole, with red/green card as well as a class list.

### **3.7 FIRE PREVENTION AND PROTECTION (cont'd)**

- (a) All personnel will be made aware, of the importance of fire prevention,
- (b) Waste bins are sited in all areas. These are emptied weekly.
- (c) All electrical equipment will be kept in a good order and inspected, on a regular routine basis.
- (d) Exits and escape routes must be kept clear at all times.
- (e) Fire safety inspections and analysis of potential fire hazards are regularly carried out.
- (f) Fire fighting equipment is installed through the School, served and maintained in accordance with I.S. No. 291
- (g) All fire exits and emergency paths of egress are marked using the standard symbols.
- (h) Exits route maps are placed in each school room.
- (i) All Staff will be trained re fire prevention, use of emergency fire fighting equipment and the procedures to be followed in case of fire or emergency.

### 3.7 FIRE PREVENTION AND PROTECTION (cont'd)

Teaching fire evacuation drills and pre-planning.

- FIRE ALARM SIGNAL: (a)  
Everyone must know it.
- (b) It must not be used for any other  
purpose e.g., class changes etc.
- LOCATION OF ASSEMBLY POINT: (a) A place of safety
- (b) Everyone must know it.
- CLASS REGISTER: (a)  
Keep up-to-date  
(b) Keep readily available for immediate use

**See Fire Procedure Policy for teacher guidelines.**

#### ***TEACH PUPILS THESE RULES BEFORE HOLDING FIRE DRILLS:***

- (1) What the fire alarm signal is, and the location of the Assembly Point
- (2) Inform the class of the necessity to leave the school in an orderly manner and to proceed directly to the Assembly Point.
- (3) Ensure all pupils leave the classroom.
- (4) No running, pushing or overtaking should be permitted.
- (5) Ensure pupils know the various means of exit from the school. During Fire Drills vary the exits to be used. A simple card with the words **NO WAY OUT** can be used to block entrances during practice drills.
- (6) Pupils should be taught that if they have left the classroom, e.g., at toilets etc., and the Fire Alarm sounds, they should immediately proceed to the Assembly Point.
- (7) Pupils should also be taught that if they were to be walking through smoke, hold onto pullover or blouse of person in front of them or place hand on back of person in front. If smoke is heavy encourage pupils to keep low down when moving to exits.

### 3.7 FIRE PREVENTION AND PROTECTION (cont'd)

#### Fire Extinguishers.

##### Using a fire extinguisher:

1. **P**ull the pin.
2. **A**im the extinguisher at the base of the fire.
3. **S**queeze the handle.
4. **S**weep the handle from side to side.

NB: - A typical 6 KG fire extinguisher last approximately 20 to 25 seconds only.



### 3.8 FIRST AID

It is the school's policy that there should be at all times an adequate number of First Aiders who have certificates of qualifications in Occupational First Aid. The school will also establish first aid points, with a suitably stocked first aid box.

Consult Breda Mc Auliffe regarding medicine administration for students.

There is a first aid box in each classroom and medicines relating to children who need them –see medical administration policy also.

**The First Aider in the School is **Names****

#### Local Emergency Contact Details:

	Contact Details:
Doctor:	Dr:
Fire/Ambulance:	999/112
Gardai:	Station
Hospitals:	Hospital



### 3.8 FIRST AID (cont'd)

#### RECOMMENDED CONTENTS OF FIRST AID BOXES AND KITS

MATERIALS	FIRST-AID TRAVEL KIT CONTENTS	FIRST-AID BOX CONTENTS		
		1 – 10 PERSONS	11– 25 PERSONS	26 – 50 (a) PERSONS
Adhesive Plasters	20	12	20	40
Sterile Eye Pads (Bandage attached)	2	2	2	4
Individual Wrapped Triangular Bandages	2	2	6	6
Safety Pins	6	6	6	6
Individually Wrapped, Sterile Un-medicated Wound Dressings (approx. 10 x 8 cms)	1	2	2	4
Large Individually Wrapped Sterile Un-medicated Wound Dressings (approx. 13 x 9 cms)	1	2	6	8
Extra Large Individually Wrapped Sterile Un-medicated Wound Dressings (approx. 28 x 17.5 cms)	1	2	3	4
Individual Wrapped Disinfectant Wipes	10	10	20	40
Paramedic Shears	1	1	1	1
Pairs of Latex Gloves	3	5	10	10
Additionally, where there is no clear running water, Sterile Eye Wash (b)	2x20mls	1x500mls	2x500mls	2x500mls
Pocket Face mask	1	1	1	1
Water Based Burns Dressing small (10x10cms)(c)	1	1	1	1
Water Based Burns Dressing large (10x10cms)(c)	1	1	1	1
Crepe Bandage (7cm)	1	1	2	3
<p>Notes:</p> <ul style="list-style-type: none"> <li>(a) Where more than 50 persons are employed pro rata provision should be made.</li> <li>(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 900ml should be provided. <u>Eye bath/eye cups/refillable containers should not be used for eye irrigation.</u></li> <li>(c) Where mains tap water is not readily available for cooling the burnt area.</li> </ul>				

**3.8 FIRST AID (cont'd)**  
**PROCEDURES FOR DEALING**  
**WITH ACCIDENTS WITHIN THE SCHOOL**

- (1) Offer First Aid treatment when possible
- (2) Inform Office/Principal of the accident. See policy
- (3) Inform parents- when necessary parents will collect and provide medical attention for the pupil. In case of emergency and unavailability of parents, injured pupil will be brought to receive medical attention.
- (4) Cost of such treatment shall be the responsibility of the parents.
- (5) When necessary a follow-up call on the condition of the pupil should be made.
- (6) Reports on all accidents i.e., those needing medical attention must be kept.

### 3.9 REPORTING OF ACCIDENTS, DISEASES AND DANGEROUS OCCURRENCES

Although we all aim to have no accidents, incidents or dangerous occurrences, it must be recognised that from time to time such situations may occur. In the interest of preventing the recurrence of such incidents by appropriate investigation and also to comply with statutory obligations, the school has an accident reporting and recording procedure. It is vital that all but the most trivial of incidents is reported and recorded and staff members should not deem an occurrence as insignificant or unworthy of reporting. It is also important that we don't overlook dangerous occurrences or "near misses" as these types of occurrence always indicate a deviation from safe conditions, even without damage or injury. Therefore, you should record these near misses as if they were an accident resulting in injury or damage.

1. All accidents and incidents **MUST BE** reported according to the reporting protocol outlined in Straffan N.S. Accident and Injury Policy
2. The accident reports and yard book are regularly reviewed by the principal
3. Accident report documentation are stored by the principal and teachers store copies of accident report forms that occur in the classroom discreetly in their classroom

#### Requirements for Reporting to The Health and Safety Authority (H.S.A.)

Under certain circumstances, accidents, incidents or dangerous occurrences must be reported to the H.S.A. This is a legal responsibility of an employer and is undertaken by The Principal.

The following is an overview of what is deemed reportable by statute:

- The death of any person at work;
- The incapacitation for work of an employee for 3 consecutive days or more, whether scheduled working days or not;
- A major injury, such as a broken large bone (arm, leg, wrist, ankle etc);
- Certain dangerous occurrences (e.g. contact with live electricity);

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

### 3.10 WELFARE FACILITIES

The school will ensure in so far as is reasonably practicable that adequate welfare facilities are available on the premises for all staff, students and visitors.

Kitchen facilities available in staffroom.

Adequate seating and tables are available.

Adequate toilet facilities, including hand washing and drying are made available.

Adequate supplies of drinking water are made available whenever practicable.

### **3.11 TRAINING**

Inadequately trained employees may be a hazard to themselves or their colleagues. The Board of Management in conjunction with the principal at Straffan N.S. shall identify the training needs of staff and ensure they are fulfilled.

It is the policy of the school that every employee receives safety training on an ongoing basis. All new personnel shall receive a health and safety brief with their induction pack.

All the safety training will be monitored and updated by The Principal.

Straffan N.S. will keep training records to include:

1. Name of the employee being trained.
2. Date of training.
3. Training Details.
4. Signature of the trainer and employee to ensure that the training has been carried out, documented and understood.

Straffan N.S. shall provide the following training:

1. Induction training of all new employees.

- 2 As appropriate, training in first aid, fire safety and manual handling.
- 3 Any other training as recognised.

### **3.12 PROCEDURES FOR NEW STAFF MEMBERS**

As it becomes necessary, The Principal shall ensure that the following procedures are adhered to:

1. Show new employees where the Safety Statement is kept, explain its purpose and ensure that the new employee is aware of his/her responsibility.
2. Ensure that the new employee has been issued with adequate personal protective equipment where necessary and is familiar with its usage.
3. Ascertain if a new employee has any disability or illness, which could prevent him/her carrying out certain operations safely, or require additional protective measures.
4. Warn new employee/s of any prohibited actions in the school.
5. Arrange for the provision of appropriate training and instruction required for each individual.
6. Show new employee/s the location of the First Aid Boxes and explain the procedure in the event of an accident, in particular the necessity to record accidents, however trivial they may appear at the time.
7. Describe the fire and evacuation procedure and point out the assembly point.
8. Describe what action to take in the case of an emergency.

### **3.13 SMOKING**

#### **Purpose**

Second-hand smoke, also known as Environmental Tobacco Smoke (ETS) or passive smoke is a cause of disease, including lung cancer and heart disease, in third parties. Neither the simple separation of smokers and non-smokers within the same air space, nor the provision of ventilation, can eliminate exposure to second-hand smoke and the consequent health effects of such exposure. This policy has been developed to protect all employees and students from exposure to second-hand smoke, to ensure compliance with legal obligations and to ensure a safe working environment.

#### **Policy**

On and from 29 March 2004, it is the policy of Straffan N.S. that all of its enclosed workplace is smoke-free and that all employees have a right to work in a smoke-free environment. Smoking is prohibited throughout all enclosed workplaces and on the school grounds with no exceptions. This policy applies to all employees, students, consultants, contractors and visitors.

#### **Implementation**

Day-to-day responsibility for policy implementation rests with the school principal. All staff have an obligation to adhere to and facilitate the implementation of this policy.

The school principal has informed all employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy.

#### **Infringements**

Infringements will be dealt with, in the first instance, under existing disciplinary procedures. Those who contravene the law prohibiting smoking in the workplace are also liable to prosecution.

#### **Smoking Cessation**

Information on how to obtain help quitting smoking is available from the National Smokers' Quitline on callsave 1850 201203 or the Health Promotion Department of local Health Boards.

## 3.14 BULLYING

### WHAT IS BULLYING?

Bullying in the workplace is repeated aggression, verbal, psychological or physical, conducted by an individual or group against another person or persons. Bullying is where aggression or cruelty, viciousness, intimidation or a need to humiliate, dominate the relationships. Isolated incidents of aggressive behaviour, while to be condemned, should not be described as bullying. In the workplace environment there can be conflicts and interpersonal difficulties. Many of these are legitimate difficulties, which should be dealt with through the appropriate industrial relations channels. Only aggressive behaviour that is systematic and ongoing should be regarded as bullying.

### EFFECTS OF BULLYING

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The effects of bullying on the person can be manifested by any or all of the following:

- Emotional effects (severe anxiety)
- Cognitive (concentration) effects (making mistakes, having accidents)
- Behavioural effects (smoking, excess drinking, overeating)
- Physiological effects (contributing to raised blood pressure, heart disease)
- Reduced resistance to infection, stomach and bowel problems and
- Skin problems.

The most serious effects remain fear, anxiety and depression, which can (and have) led to suicide. To these may be added severe loss of confidence and low self-esteem. Bullying, like stress generally, has a detrimental effect on workplace as a whole because people working in a climate of fear and resentment do not give of their best. The effects on the organisation as a whole can include:

- Increased absenteeism.
- Low motivation.
- Reduced productivity.
- Reduced efficiency.
- Hasty decision-making.
- Poor industrial relations.

### **3.14 BULLYING (cont'd)**

#### **VULNERABLE GROUPS**

Those perceived, in any way, as different are often targets for bullying.

These can include: -

1. Older employees
2. Low status employees
3. Employees, who are unduly shy, lack education or learning ability, have physical disability or sensory impairment, or are known to be unwilling to complain.
4. Employees of a different gender or sexual orientation.
5. Membership of a trade union which is not accepted by management or which is perceived by colleagues as not being the right trade union to be in.
6. Employees who show a willingness to challenge harassment, (which can lead to victimisation).
7. Employees who choose not to be a member of a trade union and as a result suffer harassment by colleagues.
8. Former prisoners.
9. Employees suffering from poor physical or mental health.
10. Employees with very noticeable physical characteristics.
11. Employees with religious or political beliefs not shared by their colleagues.
12. Employees of a different race, ethnic origin, nationality or skin colour.

#### **CHARACTERISTICS OF BULLYING**

There are four broad areas of bullying:

- By Principal.
- By students.
- By individual colleagues.
- By groups of colleagues.
- By other individuals, including parents and visitors to the School.



### 3.14 BULLYING (cont'd)

#### ANTI-BULLYING POLICY

The Board of management will not tolerate bullying behaviour and will take appropriate steps to resolve any existing bullying problems. **Working Together: Procedures and Policies for Positive Staff Relations (2000)** is a document which must be referred to as agreed between INTO and Catholic Schools.

- ***Informal Procedure***

While in no way diminishing the issue or the effects on individuals, an informal approach can often resolve matters. As a general rule therefore, an attempt should be made to address an allegation of bullying as informally as possible by means of an agreed informal procedure. The objective of this approach is to resolve the difficulty with the minimum of conflict and stress for the individuals involved.

(a) Any employee who believes he or she is being bullied should explain clearly to the alleged perpetrator(s) that the behaviour in question is unacceptable. In circumstances where the complainant finds it difficult to approach the alleged perpetrator(s) directly, he or she should seek help and advice, on a strictly confidential basis, from a contact person, such as:

- The principal
- Other member of staff
- Employee/trade union representative

In this situation the contact person should listen patiently, be supportive and discuss the various options open to the employee concerned.

(b) Having consulted with the contact person, the complainant may request the assistance of the contact person in raising the issue with the alleged perpetrator(s). In this situation the approach of the contact person should be by way of a confidential, non-confrontational discussion with a view to resolving the issue in an informal low-key manner.

(c) A complainant may decide, for whatever reason, to bypass the informal procedure. Choosing not to use the informal procedure should not reflect negatively on a complainant in the formal procedure.

### 3.14 BULLYING (cont'd)

- **Formal Procedure**

If an informal approach is inappropriate or if after the informal stage, the bullying persists, the following formal procedures should be invoked: -

(a) The complainant should make a formal complaint in writing to his/her immediate supervisor, or if preferred, any member of management. The complaint should be confined to precise details of actual incidents of bullying.

(b) The alleged perpetrator(s) should be notified in writing that an allegation of bullying has been made against him/her. He or she should be given a copy of the complainant's statement and advised that he or she shall be afforded a fair opportunity to respond to the allegation(s).

(c) The complaint should be subject to an initial examination by a designated member of management who can be considered impartial with a view to determining an appropriate course of action. An appropriate course of action at this stage, for example, could be exploring a mediated solution or a view that the issue can be resolved informally. Should either of these approaches be deemed inappropriate or inconclusive, a formal investigation of the complaint should take place with a view to determining the facts and the credibility or otherwise of the allegation(s).

- **Investigation**

(d) The investigation should be conducted by either a designated member(s) of management or, if deemed appropriate, an agreed third party. The investigation should be conducted thoroughly, objectively, with sensitivity, utmost confidentiality, and with due respect for the rights of both the complainant and the alleged perpetrator(s).

(e) The investigation should be governed by terms of reference, preferably agreed between the parties in advance.

(f) The investigator(s) should meet with the complainant and alleged perpetrator(s) and any witnesses or relevant persons on an individual confidential basis with a view to establishing the facts surrounding the allegation(s). Both the complainant and alleged perpetrator(s) may be accompanied by a work colleague or employee/trade union representative if so desired.

(g) Every effort should be made to carry out and complete the investigation as quickly as possible and preferably within an agreed timeframe. On completion of the investigation, the investigator(s) should submit a written report to management containing the findings of the investigation.

(h) Both parties should be given the opportunity to comment on the findings before any action is decided upon by management.

(i) The complainant and the alleged perpetrator(s) should be informed in writing of the findings of the investigation.

▪ **Outcome**

(j) Should management decide that the complaint is well founded: the alleged perpetrator(s) should be given a formal interview to determine an appropriate course of action? Such action could, for example, involve counselling and/or monitoring or progressing the issue through the disciplinary and grievance procedure of the school.

(k) If either party is unhappy with the outcome of the investigation, the issue may be processed through the normal industrial relations mechanisms.

### **FORMS OF BULLYING**

The form which any of these kinds of bullying may take are:

1. Physical contact.
2. Verbal abuse
3. Implied threats.
4. Jokes, offensive language, gossip, slander, offensive songs.
5. Posters, photocopied cartoons, graffiti, obscene gestures, flags, bunting and emblems.
6. Isolation or non co-operation or exclusion from social activities.
7. Coercion for sexual favours.
8. Intrusion by pestering, spying and stalking
9. Repeated requests giving impossible deadlines or impossible tasks.
10. Repeated unreasonable assignments to duties, which are obviously unfavourable to one individual.
11. Vandalism of personal property (destroying clothing, scratching paintwork on cars).

Sexual (gender based) harassment, and harassment on the eight discriminatory grounds (marital status, family status, sexual orientation, disability, age, race, religion or membership of the travelling community) pollutes the working environment and can have a devastating effect upon the health, confidence, morale and performance of those affected by it. The anxiety and stress produced by sexual harassment and harassment may lead to those subjected to it taking time off work due to sickness and stress, being less efficient at work or leaving their job to seek work elsewhere. Employees often suffer the adverse consequences of the harassment itself and the short and long term damage to their employment prospects if they are forced to forego promotion or to change jobs. Sexual harassment and harassment may also have a damaging impact on employees not themselves the object of unwanted behaviour but who are witness to it or have knowledge of the unwanted behaviour.

There are also adverse consequences arising from sexual harassment and harassment for employers. It has a direct impact on the profitability of the enterprise where staff take sick leave or resign their posts because of sexual harassment or harassment. It can also have an impact on the economic efficiency of the enterprise where employees' productivity is reduced by having to work in a climate in which the individual's integrity is not respected.

Some specific groups are particularly vulnerable to sexual harassment and harassment as there may be a link between the risk of sexual harassment or harassment and the recipient's perceived vulnerability — such as new entrants to the labour market, those with irregular or precarious employment contracts and employees in non-traditional jobs.

**Straffan N.S. is committed to ensuring that the workplace is free from sexual harassment and any other harassment.** All employees have the right to be treated with dignity and respect and any complaints by employees will be treated with fairness and sensitivity and in as confidential a manner as possible. Straffan N.S. is committed to monitoring incidents of sexual harassment and harassment and to training staff as appropriate, on issues of sexual harassment and harassment.

Sexual harassment and harassment by employers, employees and non-employees such as clients, customers and business contacts will not be tolerated and could lead to disciplinary action (in the case of employees) and other sanctions for example the suspension of contracts or services or exclusions from premises (in the case of non-employees).

### 3.15 HARASSMENT (cont'd)

The definition of sexual harassment includes any:

- ✓ Act of physical intimacy.
- ✓ Request for sexual favours.
- ✓ Other act or conduct including spoken words, gestures or the production, display or circulation of written words, pictures or other material that is *unwelcome and* could reasonably be regarded as *sexually offensive, humiliating or intimidating*.

Many forms of behaviour can constitute sexual harassment. It includes examples like those contained in the following list although it must be emphasised that the list is illustrative rather than exhaustive. A single incident may constitute sexual harassment.

*Physical conduct of a sexual nature* — This may include unwanted physical contact such as unnecessary touching, patting or pinching or brushing against another employee's body, assault and coercive sexual intercourse.

*Verbal conduct of a sexual nature* — This includes unwelcome sexual advances, propositions or pressure for sexual activity, continued suggestions for social activity outside the workplace after it has been made clear that such suggestions are unwelcome, unwanted or offensive flirtations, suggestive remarks, innuendos or lewd comments.

*Non-verbal conduct of a sexual nature* — This may include the display of pornographic or sexually suggestive pictures, objects, written materials, emails, text-messages or faxes. It may also include leering, whistling or making sexually suggestive gestures.

*Sex-based conduct* — This would include conduct that denigrates or ridicules or is intimidatory or physically abusive of an employee because of his or her sex such as derogatory or degrading abuse or insults, which are gender-related.

This policy extends to:

- ✓ Sexual harassment and harassment by co-workers, students or other business contacts;
- ✓ Beyond the workplace to conferences and training and may extend to work-related social events;
- ✓ Different treatment of an employee because he/she has rejected or accepted the sexual harassment or harassment.

It is up to the employee to decide what behaviour is unwelcome irrespective of the attitude of others to the matter and employees who make a complaint or who give evidence in proceedings etc. will not be victimized in any way.

### 3.15 HARASSMENT (cont'd)

#### **Management Responsibility.**

Management and others in positions of authority have a particular responsibility to ensure that sexual harassment and harassment does not occur and that complaints are addressed speedily. In particular, management should:

- ✓ Provide good example by treating all in the workplace with courtesy and respect.
- ✓ Promote awareness of the schools policy and complaints procedures.
- ✓ Be vigilant for signs of harassment and take action before a problem escalates.
- ✓ Respond sensitively to an employee who makes a complaint of harassment.
- ✓ Explain the procedures to be followed if a complaint of sexual harassment or harassment is made.
- ✓ Ensure that an employee making a complaint is not victimised for doing so.
- ✓ Monitor and follow up the situation after a complaint is made so that the sexual harassment or harassment does not recur.

#### **Informal Procedure.**

The employee who is being sexually harassed or harassed should object to the conduct where this is possible and appropriate. The informal procedure provides that employees should attempt to resolve the problem informally in the first instance. In some cases it may be possible and sufficient for the employee to explain clearly to the person engaging in the unwanted conduct that the behaviour in question is not welcome, that it offends them or makes them uncomfortable and that it interferes with their work

In circumstances where it is too difficult for an individual to do this on his/her own, an alternative approach would be to seek support from, or for an initial approach to be made by, a sympathetic friend or designated person or trade union representative.

### **3.15 SEXUAL HARASSMENT (cont'd)**

#### **Formal Complaints Procedure**

The formal procedure applies in the following circumstances:

- ✓ The employee making the complaint wishes it to be treated formally or;
- ✓ The alleged sexual harassment or harassment is too serious to be treated under the informal procedure or;
- ✓ Informal attempts at resolution have been unsatisfactory or;
- ✓ The sexual harassment or harassment continues after the informal procedure has been followed.

The investigation of any complaint will be handled with sensitivity and with due respect for the rights of both the complainant and the alleged harasser. The investigation should be, and be perceived to be, independent and objective. The purpose of the investigation is to investigate the allegations and will focus on the complaint.

Those carrying out the investigation will not be connected with the allegation in any way. It is preferable that at least two people should investigate a complaint but it is acknowledged that this may not always be practicable. Such an investigation team should have gender balance and ideally should seek to ensure diversity across the other eight grounds. All of those on the investigation team should have received appropriate training. Every effort should be made to resolve the complaint speedily.

Sexual harassment and harassment by non-employees such as students and business contacts will not be tolerated and may lead to termination of contracts or suspension of services, or the exclusion from a premises or the imposition of other sanctions (as appropriate).

In the event of any complaint being upheld, the disciplinary process will be invoked and this may lead to disciplinary sanctions up to and including dismissal.

In the event of the complaint being upheld against a non-employee, appropriate sanctions may be imposed which could in particular circumstances include termination of contract, suspension of service, exclusion from premises etc. as appropriate.

At all times, confidentiality will be maintained throughout any investigation to the greatest effort consistent with the requirements of a fair investigation.

### **3.16 CONTROL OF HAZARDOUS SUBSTANCES**

A hazardous substance is described as any substance with the potential to cause harm, injury or damage to a person's health. In most working environments, we are exposed to hazardous substances, used in a controlled manner and circumstances.

Warning labels, such as those indicated below are designed to alert users to the potential risks associated with the use of a particular substance. The following control measures should be put into place in all circumstances where hazardous substances are in use or being stored for resale:

- All goods should have a corresponding Safety Data Sheet (SDS).
- All SDS should be communicated to the relevant staff.
- All safety controls advised, such as the use of PPE or spill control procedures, must be obeyed.
- Suppliers of hazardous substances are obliged to provide an SDS for each substance – where one has not been received it should be possible to request an SDS for an existing substance.
- Any emergency response procedures – such as spill control should be addressed and practiced as necessary.
- Copies of all SDS received should be retained and be available for consultation as necessary.

Until 2015, you will see either hazard symbols or new hazard pictograms on SDSs and labels. The nine pictograms according to the new CLP\* Regulation are presented below, along with the existing hazard symbols which you might be familiar with. An example of the type of hazards associated with each are shown below.

**“New” CLP hazard pictogram\***



Explosion Hazard



Chemical stored as a gas under pressure



Flammable Hazard

**“Old” CPL hazard symbols\*\***



**NONE**



**CONTROL OF HAZARDOUS SUBSTANCES**





Oxidising Hazard



Corrosion Hazard



Health Hazards such as skin and eye irritation



Acute Toxicity Hazard



Serious long term health hazards



Environmental



### 3.17 PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT

Straffan N.S. shall ensure that all employees use personal protective equipment where required. It is the policy of The Board of Management to eliminate all hazards at source where possible and only use P.P.E. when further risk reduction is not feasible.

## **CONTROL MEASURES**

All safety equipment purchased by the School will be to an approved standard.

The School will ensure that adequate supplies of all the necessary protective clothing and equipment are available for issue as required and that when issued, a signature is obtained for the equipment.

School Management shall monitor and check the P.P.E. on a regular basis.

School Management will inform any person in the workplace observed carrying out any procedures which require the use of protective clothing or equipment of both statutory and School Policy requirements and such persons will be instructed not to continue working until protective clothing or equipment is obtained and used.

Standard issue PPE:

- ✓ Steel Toe capped boots;(maintenance staff)
- ✓ Gloves;(when required by maintenance staff and other staff)
- ✓ Hi-Vis Vest (maintenance staff)
- ✓ Dust Masks (when required by maintenance staff)
- ✓ Ear Defenders (when required)
- ✓ Lab Coats (when required)
- ✓ Aprons (art work)
- ✓ Safety Glasses or Goggles (maintenance staff when carrying out particular works which could result in eye injuries)

Even if the immediate benefits of wearing/using PPE are not apparent, employees have a statutory duty to use PPE and not to intentionally or recklessly interfere with or misuse it. Where protective clothing or equipment is reusable, it should be stored in suitable storage facilities.

### **Working at Height**

Working at Height continues to be one of the most hazardous occupations in all workplaces with one in five deaths resulting from falls. Accidents can also occur among those engaged in short duration maintenance and access. As a result safety procedures are of paramount importance in all work at height activities. Nearly all working at height accidents could be prevented by the provision of safe systems of work and the proper use of readily available protective equipment. All working at height should be subjected to a risk assessment prior to work commencing and the procedures detailed in a method statement.

### **Safe Use of Ladders**

One of the most **common** causes of fatal accidents in industry is falling from heights. Many falls occur due to the incorrect use of ladders. For instance, a ladder not lashed, or otherwise secured, may move at the bottom or top causing the user to fall. Other causes of accidents, with ladders, result from climbing while carrying loads, over reaching and overbalancing. This indicates that ladders are being used when other equipment would be safer.

### **LADDERS**

1. Inspect ladders visually and physically before use.
  - Check for warping and splintering.
  - Check for missing or broken rungs.
  
2. **Set the ladder on a firm level base.**
  - Don't use wood or stones etc. to level a ladder.
  
3. **Angle the ladder correctly – one foot out from the base for every four feet in vertical height.**

This will give a safe angle to work on. It is not too close or too far away from the wall.

4. **Secure the ladder before you climb it.**

If in any doubt about the security of the ladder set up, arrange for a work-mate to "foot" it at the bottom.

  - Sand bags are available to further stabilise the ladder.
  - If you are in any doubt ask for assistance from your crew leader / supervisor.
  
5. **Always use the correct size and type of ladder for the job.**
  - Don't tie two ladders together for extra height.
  - Don't tie two ladders together to make a stop ladder.
  - Don't over-extend an extension ladder.
  - Don't use a stepladder where a straight ladder is required.
  
6. **Climb and descend the ladder properly.**
  - Face the ladder when climbing or descending.
  - Keep three points of contact with the ladder.
  - Don't use the top 4 rungs of the ladder.
  - Hold the rungs, not the sides of the ladder.

**7. Beware of wet, greasy or icy rungs.**

- These will affect your grip and foothold.
- Check your footwear – if it is wet and muddy it will affect your foothold.

**8. Be aware of your surroundings.**

- Look up above for overhead obstructions.
- Look at the sides for opening windows and doors.
- Fence off the bottom of the ladder (if ladder lashed) to prevent unauthorised access.
- Carry tools in a pouch to prevent them falling on and injuring someone below.
- If you are carrying a ladder, wear a hard hat, safety glasses and gloves.

**9. When carrying a ladder be aware of overhead power cables.**

- Look around before you move or erect ladders.

**10. When working on a flat roof.**

- Check if it will take your weight.
- Keep away from the edge.
- Never climb on asbestos, glass or flimsy roofs
- Check the roof from the inside out for roof lights etc.

**11. When working on a sloping roof, always use a special roof ladder.**

### **3.19 DISCIPLINARY PROCEDURE**

The Board of Management believes that except for any case of gross negligence of the Safety Regulations, which may warrant instant dismissal, the employee should be warned of any shortcomings and given a reasonable opportunity to put them right. The following basis procedure will be followed:-

Should it be necessary to take formal action, because of minor or persistent breaches of Safety Regulations, a verbal warning will be given. This warning will indicate the specific regulation or procedure which has been breached, how it is to be rectified and the time limit within which it is to be achieved. It will be entered on the employee's Personnel Record.

However, should the required improvement not result within the stated period, a written warning will be given. This warning will indicate that continued failure to meet the required standards within a further stated time may result in dismissal. This warning will be confirmed in writing to the employee.

NOTE 1:

Any employee on being warned has the right to have present at the warning his/her Union Representative.

NOTE 2;

The employee has the right to appeal.

### **3.20 WORKPLACE STRESS**

#### **What should you do if you think you are overly stressed?**

A person who suffers from stress might feel that it is their work that is to blame, but on closer examination, it may be a relationship issue, a family issue or some aspect of life outside the workplace, which is the root cause of the stress. A medically qualified person must firstly diagnose stress, and then the stress must be clearly linked to the employment, for it to be considered workplace stress. The

matter should be brought to the attention of the Personnel Section, and addressed in consultation with the manager and the person him or her self.

*An employer cannot act unless they are given all the information regarding the nature of the illness and the link with the employment.*

### **How to recognise stress**

A person under severe stress may behave in one or more of the following ways:

- be prone to tearfulness, impulsiveness and out-of-character behaviour
- be aggressive and irritable without apparent cause
- show poor levels of concentration and focus
- develop a variety of illnesses/conditions not medically explained
- exhibit tired, lethargic, apathetic behaviour
- develop dependencies on alcohol, drugs, people
- Lose interest in many aspects of life within and outside of work.

Very severe stress can lead to breakdown, where a person feels so overcome and unable to regain control of life that they need specialist help. There are many ways of preventing such acute situations from developing once the symptoms of stress or potential stressors are identified and treated appropriately.

Don't forget, a person might behave in these ways without being stressed, or without the stress being work related, so jumping to conclusions too quickly is not a good idea!

Research indicates that certain types of work environment can be more stress inducing than others. Workplace environments which may be more prone to stress reactions can include:

- High pressure, short time-frame, tight target jobs
- Jobs with constantly high workloads with no ease-off period
- Mundane repetitive work with no peaks or intermediate goals
- Jobs where there is threat of physical violence/attack
- Jobs where highly complex decisions must regularly be made

Stress at work results from the interaction between an aspect or many aspects of the working environment and the individual concerned. People are different in what they find fun and what they find boring, and so they are different in what they find stressful and the degree to which they become affected by stress. However, where people are stressed, organisations suffer.

## **3.20 WORKPLACE STRESS (cont'd)**

### **What controls should be in place in any organisation?**

Controls involve policies, written documents, regulations, rules and accepted practice - as well as systems in place. The system changes include:

- changing the design of work which some people find too stressful,
- structuring the working day,

- decreasing ambiguity around jobs,
- alternating people on different jobs,
- providing regular goals and feedback to some people,
- reducing intensity of workload for others
- improving communication skills in some organisations.

### **What are the organisational effects of stress?**

When employees of an organisation feel stressed, their well-being is negatively affected. They don't feel good, and this has a direct effect on the organisation, which, after all, is only as good as its people. The organisational effects of stress can include the following:

- High absenteeism and staff turnover
- Interdepartmental conflict
- Deterioration in industrial relations
- Reduction in long-term productivity
- General dissatisfaction, low morale and poor work performance

More subtle and even more damaging effects of long term organisational stress include pervasive negativity, lack of organisational commitment, sabotage and ultimately organisational breakdown. So, it is in everyone's interest that stress is given the recognition that it deserves and policies are developed to tackle it.

Any environment can cause stress and some level of stress is just part of everyday life, both within the workplace, in families and in social organisations. However, in order to prevent a situation causing a debilitating level of stress, there must be controls in place.

## **3.21 LONE WORKING**

Due to the risks associated with lone working the school will where possible keep this type of work to a minimum

- b) The school is aware of the potential risks associated with lone working, and requires all such work to be subject to risk assessments and sensible controls to minimise the risks.
- c) Staff are reminded of the potential risks associated with lone working and are required to follow the specified procedures and to report to the principal if there are any problems.

The principal:

1. Identify who needs to work alone;
2. Assess what hazards and risks the work involves;

3. Assess the working environment- any limitations imposed on the worker;
4. Devise and implement safe working arrangements to ensure that the risks are eliminated or adequately controlled;
5. Ensuring the worker is suitably instructed and trained in the necessary procedures for lone working.

Where it is not possible to devise arrangements for a person to work alone in safety then alternative arrangements providing help or back up will be made.

Services for the provision of counselling are available here:

***Employee Assistance Service / Spectrum Life Workplace Services***

*The Employee Assistance Service (EAS) provides teachers and immediate family members, i.e. partner, spouse or adult child (aged 18 and over) residing at the same address as the employee, with access to confidential counselling and assists in coping with the effect of personal and work-related issues. Counselling is provided on issues such as health, relationships, addictions, bereavement, stress, conflict, critical incident and trauma.*

*The service is free and confidential and available 24 hours a day, 365 days a year to teachers in schools. It is provided by Spectrum Life.*

***Contact Details:***

*Phone: tel:+353 1 518 0356*

*Email: Visit the website: <https://www.spectrum.life/>*



Dermatitis is an irritation or inflammation of the skin. The skin may become itchy, red and blistered. After continual episodes the skin may become hard, thickened and cracked. Occupational Dermatitis is the most common skin problem in industry. It accounts for more than 50 per cent of all work-related diseases in Ireland (Health and Safety Authority). Dermatitis is not infectious.

## **HAZARDS**

Risks of the skin condition (Dermatitis) may arise due to contact with:-

- (a) IRRITANTS (such as cutting oils, solvents, acids/alkalis, attic insulation, wet work accompanied by minor skin cuts and grazes etc.).
- (b) SENSITISERS (such as cement, resins, saw dust, adhesive, paints, creosote, petroleum products, turpentine etc.) Some individuals can become sensitised and individual sensitivity varies.

## **CONTROL MEASURES**

The packaging of chemicals which have been classified as skin irritant or sensitisers must have the symbols shown clearly printed on the label. Appropriate Hazard and Precautionary Statements should also be printed on the label. (See 3.14)

1. Hazard (H) Statements include: H335: May cause respiratory irritation.
2. Precautionary (P) Statements include: P262: Do not get into your eyes or skin.
3. Check for the irritant sign in order to identify agents and use other products.
5. Minimise contact between the skin and the dermatitic agent by using gloves which are impermeable to the agent, barrier cream, or by substituting the agent for a safer product.
6. Cover all cuts and abrasions.
7. Keep the skin clean (wash thoroughly and dry properly).
8. Replace skins natural oil with a good hand cream.
9. Don't wear greasy dirty damp overalls which may chafe.
10. Seek medical advice if skin becomes red and flaky, or begins to blister or crack. (Usually rashes are relatively easy to contain with treatment).

### 3.23 PUBLIC SAFETY

Members of the public have limited access to parts of our school yards and offices in particular, but also to car parking facilities. It is recognised that members of the public are more susceptible to our occupational hazards due to unfamiliarity. Therefore, we must all do what is reasonably practicable to ensure that no member of the public is injured in any way while visiting the school or when we are carrying out work in the school. The following procedures have been put in place to eliminate or minimise risk to the public and these procedures must be strictly enforced:

- All paths, yards and car park areas should be treated during frosty weather to help minimise the risk of injury caused by slipping.
- All yards and car park areas must be kept in a tidy condition – all excess materials must be placed in proper receptacles and not discarded elsewhere.
- Any spillages should be tended to immediately and not disregarded.
- All cleaning procedures must be strictly adhered to so as to minimise the risk of slips, trips or falls.

### 3.24 PORTABLE TOOLS

- Don't use damaged, worn or dangerous tools
- Always use correct tool for job on hand.
- Inspect portable leads & extension leads before use, replace if damaged.
- Sharpen or get cutting tools sharpened regularly.
- Keep hands behind the cutting edge of cutting tools.
- Wear protective equipment where necessary -gloves, safety
- Glasses, visor and safety boots.
- DO NOT wear gloves when using portable drills.
- Keep cables tidy; don't leave cables lying on the ground.
- Quickly inspect tool before use -its cable, casing, and power supply.
- Keep knives, chisels, screwdrivers and other sharp tools in safe places -- not pockets.
- Don't allow cables to trail across route ways of personnel or machinery.
- Don't remove safety devices from tools or equipment.
- Unplug tools when not in use.

### 3.25 WEIL'S DISEASE

Weil's Disease or Leptospirosis is an infectious disease produced by numerous bacteria called Leptospire. Man usually contacts this disease through accidental contact with wild or domestic animals or through contact with contaminated water. The most likely area where the problem of Weil's Disease can occur is where there are (or have recently been) rats. The mode of transmission of Weil's Disease is frequently by contact with soil or water contaminated by the urine of the infected rat, through accidental immersion, by direct contact with the rodent or perhaps by the ingestion of contaminated food or water. Person-to-person transmission is rare. Infection usually results from the penetration of Leptospirosis spores through damaged skin usually in a moist warm environment.

#### CONTROL MEASURES

1. To avoid contacting Weil's Disease it is necessary to adhere to a rigid hygiene policy in the workplace. If there are signs of rat infestation in man holes or elsewhere in the workplace the area should be cleaned out prior to the commencement of work.
2. Caretakers should wear personal protective clothing, especially gloves, while working in the area.
3. The use of Rentokil is employed to eradicate vermin
4. Cuts, scratches or abrasions should be covered with a waterproof dressing.
5. Caretakers should avoid touching their mouth or nose until after washing.
6. Foodstuff should not be consumed in the work area.
7. When the job is interrupted or complete employees should thoroughly wash hands, forearms and face with soap and water before eating or smoking.
8. All tools and other equipment used during the operation should be cleaned and disinfected using a solution of disinfectant and warm water.
9. If illness occurs following work in an infested area medical advice should be sought immediately.
10. Don't forget - the presence of rats may not always be evident so it is very important to use protective clothing and wash hands thoroughly afterwards. Good hygiene practice makes sense.

### **3.26 WORK STATION SAFETY ARRANGEMENTS**

It is recognised that working with Display Screen Equipment (DSE) forms a part of the working day for some of our staff. With the safety, health and wellbeing of all users in mind, the following arrangements have been or are being put in place to maintain a workplace that is free from risk insofar as is reasonably practicable.

- All equipment is purchased from reputable suppliers and is fit for the use for which it is intended;
- All workstation furniture complies with statutory requirements, such as adjustability;
- All staff are encouraged to take regular screen breaks so as to vary the focal length of the eyes;
- All staff should be familiar with the software that they are using and be adequately trained in its application. All staff should also be particularly aware of the importance of “screen breaks” and task rotation;
- Any ancillary equipment, which is shown to be a requirement will be provided (example footrest, wrist rest etc);
- Any problems, such as screen flicker should be reported without delay. All staff should familiarise themselves with the adjustable features of their equipment and take time to make the necessary adjustments or report any defects;
- All staff members deemed to be habitual users of display screen equipment (more than an hour at a time regularly) are entitled to a funded eyesight test which is specifically for this type of worker. Should it be necessary, Straffan N.S. will also fund the purchase of spectacles specifically for this use.

### **3.27 SLIPS, TRIPS & FALLS**

Straffan N.S. recognise that there is an ever-present risk of students or staff slipping, tripping or falling on spills, bags, clutter, sports equipment, items of clothing etc. occurring in almost any part of their school.

In order to keep the possibility of anyone slipping to a minimum the following measures have been put in place.

- o All staff are informed of the spill procedure.
- o All floor covering is in good condition.
- o Free standing signs are available for all spills.
- o Paper towels, mops and cleaning material readily available.

#### Prevention:

- o Do not leave any bags, clutter, sports equipment, items of clothing etc. in such a way they could be a trip hazard to students and staff alike.
- o If you see any items on the floor likely to cause a trip or fall, remove them.
- o If you notice a student leaving material in an unsafe manner, inform them.
- o Where you notice a spill follow the procedure outlined below.
- o Management carry out regular checks.

### **3.28 DRIVING**

Driving may take up time for our staff from time to time attending meetings or sports events, and should be considered as an occupational hazard. The main driving hazards are:

- o Poor road conditions
- o Vehicle defects
- o Driver error

#### **CONTROL MEASURES**

All persons who drive in the course of their work on the public road are subject to the provisions of the Road Traffic Act 1961. They must at all times, drive in a manner that is safe, both to themselves and other road users and at all times observe the "rules of the road". We expect all drivers, not alone to fulfil their obligations under the 1961 Act, but coupled with the Safety, Health and Welfare at Work Act 2005 to observe the following guidelines:

- o Never use a mobile telephone while driving – park the vehicle in a safe manner before using the telephone.
- o Check lights, tyres, oil, water, windscreen wipers and washer reservoir etc. at regular intervals.
- o Ensure your vehicle is serviced in accordance with the manufacturers' requirements.
- o Report all accidents or damage, however minor, to management.
- o Ensure any traffic violations you are involved in, which result in yourself being prosecuted, are reported to the principal.
- o Ensure before reversing, that there are no obstructions or people behind the vehicle.
- o Make regular inspections of your vehicles for obvious defects and ensure any defects noticed are rectified without delay.
- o Staff travelling a substantial distance to conferences, meetings etc. are encouraged to make use of overnight accommodation where necessary, particularly in the winter months and when such meetings have a morning start.
- o Ensure your license is current at all times.

