

Holy Family Senior School

Ennis

Co Clare

Holy Family Senior School, Ennis, Co. Clare



SAFETY STATEMENT

(Section 2 Arrangements for Safety)

Rev: November 2012

The Safety Statement has been prepared in accordance with the requirements of section 20 of the Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (General Application) Regulations 2007 and other relevant regulations. While every effort within the constraints of time, has been taken during the audit to identify hazards and assess risks, it should not be taken that all hazards have been identified and are under control. Holy Family Senior School must monitor and check its school and carry out inspections and audits and investigate accidents and take appropriate corrective actions.

SECTION 2 SAFETY ARRANGEMENTS

- 2.1 Monitoring & Review
- 2.2 Hazard Identification & Risk Assessment
- 2.3 Information Instruction & Training
- 2.4 First Aid
- 2.5 Reporting of Accidents & Dangerous Occurrences
- 2.6 Fire Safety Management
- 2.7 Welfare
- 2.8 Electricity
- 2.9 Lighting
- 2.10 Manual Handling
- 2.11 Chemical Hazardous Substances
- 2.12 Access & Egress
- 2.13 Control of Contractors & Visitors
- 2.14 Consultation & Safety Representative
- 2.15 Disciplinary
- 2.16 Display Screen Equipment
- 2.17 Bullying
- 2.18 Personal Protective Equipment
- 2.19 Working at Heights

2.1 Monitoring and Review

2.1.1 Policy

It is the policy of Holy Family Senior School to carry out an annual safety review of the Safety Statement and associated documents. The review shall consider:

- The organisations safety structure and employee's roles and responsibilities.
- Current regulations, codes of practice and industry standards.
- Results of audits and corrective actions completed during the year.
- Corrective action arising from Accident and Incident Investigation during the year.
- Risk Assessments are accurate and cover the range of activities undertaken.
- Safe Operating Procedures are in place and adequate for the specific activities carried out by employees.

2.1.2 Procedures

- The Safety Statement is accessible to all employees in *Holy Family Senior School*. The School Principal and the Chairperson of the Board of Management will hold a master copy of the Safety Statement. Amended versions of the Safety Statement are authorised only by the Principal.
- The Safety Statement will be reviewed annually in consultation with management and staff. New issues will be approved, dated and signed by the Principal.
- It is the policy *Holy Family Senior School* to ensure that all employees have access to the Safety Statement and in particular the sections of the document that are relevant to their work.
- The School Principal and the Health and Safety Representative is responsible for the issue of a new Safety Statement and the retrieval and filing of obsolete documents.
- Following the annual safety review, an agreed programme of safety objectives will be set up and approved by the director for implementation during the coming year.
- A meeting shall be held to review the implementation of the safety statement and agreed safety objectives set out at the annual review.
 - Corrective actions implemented from accident and incident investigations.
 - Corrective actions arising from safety audits carried out in their department.
 - Review of new risk assessments and safe systems of work.

2.2 Hazard Identification and Risk Assessment

Every employer shall identify the hazards in the place of work under his or her control, assess the risks presented by those and be in possession of a written assessment (to be known and referred to in this Act as a risk assessment) of the risks to the safety, health and welfare at work of his or her employees, including the safety, health and welfare of any single employee or group or groups of employees who may be exposed to an unusual or other risks under the relevant statutory provisions, For the purpose of carrying out a risk assessment the employer shall take account of the work being carried on at the place of work, have regard to the duties imposed by the relevant statutory provisions.

The risk assessment shall be reviewed by the employer where –

- There has been a significant change in the matters to which it relates: or
- There is another reason to believe that it is no longer valid, and, following the review, the employer shall amend the risk assessment as appropriate.

In relation to the most recent risk assessment carried out by an employer, he or she shall take steps to implement any improvement considered necessary relating to the Safety, health and welfare at work of employees and to ensure that any such improvement is implemented in respect of all activities and levels of the place of work.

Every person to whom section 12 or 15 of the Safety Health and Welfare at Work Act 2005 applies shall carry out a risk assessment in accordance with this section to the extent that his or her duties under those sections may apply to persons other than his or her employees.

2.2.1 Policy

It is the policy to operate a proactive Safety Management System, which Hazard Identification and Risk Assessment play an important part in the overall management of Safety, Health and Welfare of employees, visitors and contractors.

2.2.2 Procedures

- Risk assessments are undertaken for each activity carried out. The process involves the identification of hazards, assessment of the risks associated with each hazard and specific control measures identified for implementation by the head of department or manager and their supervisors.
- Risk Assessments are approved and signed by the responsible person The School Principal and the Health and Board of Management.
- Further to this Risk Assessments been undertaken by trained personnel, a programme shall be devised to review Organisational Risk Assessments on a Quarterly and an Annual basis as part of the Quarterly Progress Review Meetings and the Annual Safety Statement review respectively.

- Risk Assessments will be reviewed and updated on a regular basis where the following occurs:
 - A serious accident occurs.
 - New process of work is defined.
 - Specific Project work being undertaken presents specific risk to personnel undertaking those works.
 - New Site/ equipment introduced to the School.
 - Controls have been implemented to reduce to risk level associated with a specific hazard.
 - A change in the legislation.
- Risk assessment reviews shall be used to
 - Define Safe Process' / Systems of work.
 - Define Training Programs for the coming fiscal year.
 - Define Safe Operating Procedures.
- A definitive methodology for the undertaking of those Risk Assessments has been devised and shall be brought to the attention of the Principal.
- A copy of all Risk Assessments relevant shall be available to all personnel for review. As Risk Assessments are reviewed and updated the updated Risk Assessment shall be brought to the attention of all personnel.

2.2.3 Risk Assessment Methodology

2.2.3.1 Policy

It is the policy of Holy Family Senior School that the Risk Assessment process is an integral and essential part of the safety statement. Hazard and Risk Assessments are carried out in compliance with Section 19 of the Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work Act (General Application) Regulations 2007 to identify hazards and risks associated with each activity and to ensure adequate controls will be implemented.

2.2.3.2 Roles and Responsibilities

It is the responsibility of the Principal to ensure adequate control measures are put in place for the hazards and risks identified in the School and to ensure these measures are implemented with the staff and students.

2.2.3.3 Methodology for Risk Assessments.

Once all the activities within each area have been identified potential hazards are identified and then each hazard must be risk assessed. When assessing each activity existing controls already in place must be taken into account.

Definitions:

Hazard: A hazard is anything that has the potential to cause harm. A hazardous event takes place when someone or something interacts with the hazard and allows it to cause harm.

Risk: Risk is the combination of the likelihood of a hazardous event occurring and the consequence of the event.

When determining the level of risk associated with the hazards identified the **severity** and **likelihood** of injury must be determined.

Injury Severity

In determining the injury severity one must consider the level/type of injury that might be inflicted. The following table should be used to determine the Severity score/ Injury rating (1-5).

Assessment of Hazards (Severity):

Severity	
1	Insignificant - No Injury
2	Minor Injuries - required first aid e.g. grazes or minor cuts.
3	Moderate – up to three day absence
4	Major Injuries – more than three days absence
5	Catastrophic – death

Likelihood of Injury

When determining the likelihood of injury it must be considered whether it's unlikely, fairly likely or likely. The following table should be used to determine the Likelihood Score (1-5)

Likelihood	
1	Very unlikely – there is a 1 in a million chance of the hazardous event happening
2	Unlikely – there is a 1 in 100,000 chance of the hazardous event happening
3	Fairly likely – there is a 1 in 10,000 chance of the hazardous event happening
4	Likely – there is a 1 in 1000 chance of the hazardous event happening
5	Very Likely – there is a 1 in 100 chance of the hazardous event happening

Risk Rating = Likelihood x Severity

Severity Rating						
5	5	10	15	20	25	
4	4	8	12	16	20	
3	3	6	9	12	15	
2	2	4	6	8	10	
1	1	2	3	4	5	
	1	2	3	4	5	Likelihood Rating

	Low Risk	1 – 4
	Medium Risk	5 – 9
	High Risk	10 – 16
	Very High Risk	17 – 25

Control Measures

Once the magnitudes of the risks are calculated, control measures required to reduce the risk must be specified

RISK CONTROL PLAN		RISK RATING
LOW RISK	No additional controls required. Consideration maybe given to a more cost effective solution or improvement that imposes no additional cost. Monitoring is required to ensure that the controls are maintained.	1-4
MEDIUM RISK	Efforts should be made to reduce risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined time period. Where the Medium risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.	5-9
HIGH RISK	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.	10-16
VERY HIGH RISK	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce even with unlimited resources, work has to remain prohibited	17-25

The Hazard and Risk Assessment Documents are then made available and communicated to all people that may be affected by them.

The controls measures must be monitored through inspections and audits, reviewed at meetings and may be used as objective in continual improvement processes.

- They will be used for identifying training needs

They will be used for development of operational control

2.3 Information, Instruction and Training

2.3.1 Policy

To provide suitable and sufficient information, instruction and training to all employees in a manner, language as appropriate that is likely to be understood by those employees within the Organisation. This is necessary to ensure compliance with statutory requirements but also to secure a safe and healthy environment for all employees and visitors who may be affected by our operations.

The training of all personnel will rank highly in the list of priorities and will cover more than just implementing recognised safe working practices, it will also include teaching of employees to identify hazards and understand the appropriate systems of control. All statutory training will take place at induction stage or as soon as possible after commencement date.

When training is completed the training records will be filed in the Induction Records file and the details entered in the Training Records Database. A signed hard copy of the training record sheet will be kept. The training records file is kept in the office of the Principal.

2.3.2 Procedures

- The Organisation will implement safety induction training for all new and transferred employees.
- A Safety Induction is carried out for all new employees of the Organisation.
- Manual Handling Training will be provided to all employees in accordance with the Safety, Health and Welfare at Work (General Application) Regulations 2007 Part 2 Chapter 4 “Manual Handling of Loads”. A qualified manual-handling instructor carries out this training. The training shall consider the individual capabilities of the employee, the introduction of new work equipment, new technology and new systems of work into our undertaking.
- Manual handling retraining will be carried out at regular intervals as appropriate to the task but will not exceed a period of three years.
- Safety representatives have been trained in accordance with the guidelines issued by the Health and Safety Authority.
- All employees will receive training in safe systems of work or safe operating procedures for their job or task. Safe Operating Procedures are essentially safe codes of operation for the job or task.
- Selected employees have carried out an Occupational First-aid certificate course. Retraining of first-aid practitioners will be carried out every three years by a trained and competent organisation. Records of such training will be maintained.

2.4 First Aid

2.4.1 Policy

To comply with the provisions of the Safety, Health and Welfare at Work (General Applications) Regulations "First Aid".

2.4.2 Procedures

- The First Aid at Work Regulations 2007 requires that an adequate number of trained first-aid practitioners and appropriate first aid facilities be provided for employees.
- Selected staff members have been trained as Occupational First-aid practitioners and hold an up to date Occupational First-aid Certificate. Refresher training will be provided by a competent trainer registered with OFAAA (Occupational First Aid Assessment Agency every two years.
- Other employees will, in the absence of the trained first-aid practitioner, be capable of taking charge in an emergency, calling an ambulance and looking after first aid equipment. Each first-aid practitioner will be responsible for the maintenance of appropriate first aid supplies. Wherever first aid is given, a record must be kept by Anna Marie Darmody.
- A suitable number of first aid boxes will be provided and maintained. Each first aid box will be stocked in accordance with guidelines, issued by the Health and Safety Authority (HSA).
- Regular audits will be undertaken to ensure that at no time the contents of these first aid boxes fall below the recommended contents referenced above.
- Safety Health & Welfare (General Applications) Regulations 2007 (S.I.44 of 1993) recommended contents of first-aid boxes be supplied to all first-aid stations.
- 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. **Eye bath/eye cups/refillable containers should not be used for eye irrigation**
- Part II - "Where the number of persons employed by a contractor exceeds 25".
- A copy of the leaflet (Form 1033) given advise on first-aid treatment.
- A sufficient number (not less than 24) of small sterilised unmediated dressings.
- A sufficient number (not less than 12) of large sterilised unmediated dressings for other injured parts.
- A sufficient number (not less than 8) of triangular bandages of unbleached calico, the longest side of which measures not less than 51 inches and each of the other sides not less than 36 inches.
- A sufficient supply of adhesive plaster.

- A sufficient supply of absorbent sterilised cotton wool in half-ounce packets.
- A sufficient supply of approved eye ointment in a container of an approved type or size.
- Section 120 (2) "A first-aid box or case provided in pursuance of this regulation shall be distinctively mark "FIRST-AID" and placed under the charge of a responsible person who: -
- If a child suffers from a chronic illness e.g. asthma, diabetes, epilepsy or severe allergies the school must be informed.
- Family doctor's name and phone number together with names of medications used by child should be supplied to class teacher/ office or H.& S officer.(Anna Marie Darmody)
- It is vital that the school office and/or class teacher has telephone numbers where parent/guardian can be reached during the school day in case of serious injury or sudden illness.
- In cases of serious injury or sudden illness the school will endeavour to contact the parent/guardian immediately to inform them and request that they come for their child.
- However, if parent/guardian cannot be contacted, the school will make arrangements to have their child taken to hospital if the Principal or Health & safety Officer deem it prudent and necessary. A teacher will remain with the child until a parent/guardian arrives.

2.5 Reporting of accidents and Dangerous Occurrences

2.5.1 Policy

It is the policy of **Holy Family Senior School** that all accidents and incidents are reported as soon as practicable or without unreasonable delay.

Under the Safety Health and Welfare at Work (General Application) Regulations 1993, Part X and the 12th Schedule the Manager will notify the Health and Safety Authority of all notifiable accidents, diseases and dangerous occurrences. These will include the following:

- *Fatalities or major injuries arising out of or in connection with work;*
- *Reportable occupational diseases;*
- *Reportable dangerous occurrences;*
- *More than 3 consecutive days off work as a result of an accident at work*

The Principal will be informed immediately of any accidents or dangerous occurrences, which occur within Holy Family Senior School. They will then investigate and notify the enforcing authorities. Reporting will be carried out using the Statutory reporting forms IR.1 and IR.3 for accidents and dangerous occurrences respectively.

2.5.2 Procedures

- It is important that all accidents and incidents with potential for injury are reported to the Health and Safety Representative or Principal and where necessary, action is taken to prevent reoccurrence. All accident are recorded in incident book.

When a serious accident occurs the procedures below must be followed. The Principal, Health and Safety Representative (Anna Marie Darmody or other nominated persons or the member of staff named safety representative must take charge of the proceedings as follows: -

- *Observe accident location and status of injured person.*
- *If there is risk of further injury move injured person to safety.*
- *Call for immediate medical assistance or emergency service.*
- *See that first-aid etc, is administered as required by a competent person.*
- *If ambulance is called make sure exact location is given and that ambulance can have reasonable clear access site as near as possible to the injured person.*
- *Notify the Manager and Safety Representative.*
- *Establish location of hospital and appoint a suitable person to travel with injured person.*
- *Notify family of injured person and if required arrange for transport for them to hospital.*
- *Cordon off the area as soon as the injured person has been treated*

- *Gather all information immediately about the accident and what led up to it.*
- *Obtain witness statements, writing them down as they are given.*
- *Take pictures or draw sketches if necessary*
- *Complete accident report form and complete record in accident report book.*
- *If the HSA are to inspect the location of the accident, do not move anything unless further serious risks have to be avoided.*

2.5.3 Investigating accidents

Accidents will be investigated by:

The safety coordinator in the first instance
The principal will review and approve the corrective actions to be taken

The investigation will determine:

The Event:

- Details of any injured person, including age, sex, experience and training.
- A description of the circumstances, including the place, time of day and weather conditions
- Immediate causes of the accident or incident
- Safe work practice failures that led to the accident or incident

The Recommendations:

- Identification of similar accidents or incidents that could happen .
- Introduction of new safe work practices to prevent these similar accidents or incidents
- Reviews of the risk assessments, update of the safety statement and relevant safe work practices

Learning from and communicating results from investigations:

We will then:

- Communicate the findings and recommendations through our consultation process
- Include relevant findings and recommendations from investigations in the continuing safety and health.

Investigation of Accidents and Dangerous Occurrences

- All accidents will be fully investigated. The Principal will carry out the investigation of accidents and consult with the injured person, witnesses, safety representatives and principal. The investigation will determine the basic and immediate causes of the accident or incident. Remedial measures identified and necessary to correct the problem and prevent a re-occurrence will be implemented.
- Dangerous occurrences means an occurrence which takes place at any work place and is an occurrence which is specified at Part 12 (1) in the Twelfth Schedule, Regulation No. 58 of the Safety, Health and Welfare At Work (General Applications) Regulations, 1993 details in the above schedule are included in this Safety Statement.
- When a Dangerous Occurrence occurs the procedures below must be followed: -
- The Principal must be notified immediately.
 1. In the event of injury follow the procedures outlined in "Accident Procedures".
 2. If there are no injuries to persons:
 - Notify the Safety Representative.
 - Gather all information immediately about the Dangerous Occurrence and what led up to it.
 - Obtain witness statements, writing them down as they are given.
 3. Complete accident report book and report Form IR 3 and check with the Principal before sending to the Health and Safety Authority and the Department's Safety Unit as required.

2.6 Fire Safety

2.6.1 Policy

It is the policy of Holy Family Senior School that Emergency Evacuation Procedures shall be established and maintained within the school. Since every incident is unique, the procedure should illustrate the principles to be followed. When a major incident occurs, it is to be assessed as soon as possible after it occurs, to determine the actions necessary to minimise the loss of life, damage to equipment, property and the environment and to return site operations to normal as quickly as possible.

A fire register will be maintained detailing the following

- Emergency Response Procedures.
- Roles and Responsibilities of Individuals during an emergency.
- Training and Instruction given to Personnel.
- Resources in place i.e. fire-fighting equipment.
- Notes detailing evacuation drills and learning from those exercises.

2.6.2 Procedure

- Fire and Emergency Procedures will be drawn up to ensure a coordinated response to any fires or emergencies. These procedures will be communicated to all employees, children, contractors, and visitors and appropriate training will be given to all employees.
- An emergency evacuation list shall be maintained of personnel in each location.
- Fire notices will be erected at various locations around each building. Fire Assembly Points will be set up and signposted in a safe external area.
- Fire extinguishers points are provided and marked at various locations within each location. The Health and Safety Officer or designated person inspects the fire extinguishers and emergency exits weekly. Personnel will be trained in the safe use of fire fighting equipment.
- All equipment and facilities provided to protect employees and others from the dangers of fire, such as fire extinguishers, fire fighting equipment, alarm systems and emergency doors, will be regularly maintained and any faults found will be rectified as soon as possible. Anna Marie Darmody shall keep a record of such inspections
- Rubbish will not be allowed to accumulate and will be disposed.
- Electrical supplies to the will be installed and maintained by a trained competent person. The electrical installation will be tested on an annual basis.
- Welding and hot work will require a hot work permit and all combustible materials removed from area before welding or cutting. A fire extinguisher will be provided and the area shall be cordoned by Welding Screens during the course of the operation.

- A fire watch for a period of not less than 60 minutes will be in effect once welding or burning operations have been completed and should be undertaken by the person undertaking that welding / burning operation.
- Gas bottles will be stored upright and secured at all times. They will be located away from heat or fire sources and shall be fitted with flash back arrestors where applicable.
- Assessments will be carried out periodically to identify the fire hazards and the people at risk. Control measures will be implemented to reduce the risk as much as possible, or remove it altogether and the findings and measures will be recorded.
- No unauthorised burning of any materials i.e. paper/leaves.

2.6.3 Fire Inspections

- An external fire officer will carry out fire inspections of the school as required. Fire and Safety audits will take place on a scheduled basis in consultation with the principal. Corrective action reports will be issued to the Health and Safety Representative for implementation.

2.6.4 Emergency Evacuation Procedures

- All new employees will be inducted by Holy Family Senior School at commencement of work or when required to ensure that they are aware of the evacuation procedures.
- We have established procedures to respond to emergency situations. These procedures are based on the most likely emergencies and to seek to minimise any impact associated with the emergency to employees, children, visitors, contractors, members of the public and business.

The main emergencies within the Schools are:

- Fire from electrical or combustible materials

Our policy on emergencies is to:

- Test and practice our evacuation drills every term, including a fire alarm test each term and fire equipment inspection monthly and annually.
- Train all staff on what to do in an emergency

Periodically test, review and revise our emergency procedures.

2.7 Resources and Welfare Facility

2.7.1 Policy

It is the policy of *Holy Family Senior School* to provide and maintain adequate facilities for the Safety, Health and Welfare of its staff and patrons visiting the school in accordance with the current welfare regulation.

2.7.2 Procedures

- Adequate welfare arrangements, in accordance with the requirements of the Safety, Health and Welfare at work Act 2005 and the Safety, Health and Welfare at Work (General Application) Regulations 2007 are provided for all employees.
- It is the policy *Holy Family Senior School* that smoking within the office and on the premise is strictly prohibited.
- It is the intention of *Holy Family Senior School* to comply with the requirements of the Employment Equality Act 1998 and to develop and implement an effective policy on Bullying and Anti-harassment.
- Bullying can be defined as “repeated aggression, verbal, psychological or physical, harassment, intimidation, discrimination on grounds of sexual orientation, race conducted by an individual or group against another person or persons.”
- The practice of bullying is strictly forbidden in *Holy Family Senior School*.
- *Holy Family Senior School* is committed to providing a safe place of work for all its personnel.

Pregnancy at Work Regulations 2007

- Pregnancy is a part of normal, everyday life. It is not an illness. Many women work during pregnancy and may return to work while they are breastfeeding. Because there are some hazards in the workplace, which may affect the health of the woman or her developing child, the pregnancy regulations provide specific protection during this period. The requirements of the pregnancy regulations 2007 are in addition to the more general requirements of The Safety, Health and Welfare at Work Act 2005, The Safety, Healthy and Welfare at Work (General Application) Regulations 2007 Part 6 Chapter 2, Maternity Protection (Health and Safety Leave Certification) Regulations 1995 Safety, Health and Welfare at work Safety, Health and Welfare at work
- The potential risks to pregnancy are part of the routine risk assessment.
- As the pregnancy progresses, especially after 28 weeks, a pregnant worker is at greater risk from manual handling. Where it is necessary *Holy Family Senior School* will address the specific needs of the employee and reduce the amount of physical work required of them.
- Particular care must be taken with biological agents, chemical agents.
- The `Pregnancy Regulations` apply when an employee informs their employer that she is pregnant, has recently given birth or is breastfeeding and provides an appropriate medical certificate. As the earliest stages of pregnancy are the most critical ones for the developing child, it is in the employee's interest to let her employer know she is pregnant as soon as possible.
- All female staff shall be advised on recruitment that they are required to advise their manager, 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 (that is a woman who has given birth within the last six months and who is breast-feeding).
- On receipt of a formal notification of pregnancy, recent birth or breast-feeding, the Principal shall review the risk assessments relevant to that person's work.
- Where risks to which the pregnant or new mother is potentially exposed, and which may represent an additional risk because of the pregnancy, recent birth or breast-feeding, efforts shall be made to negate and / or reduce the risks.
- Where the woman's medical advisors (GP or ante-natal/post-natal team) make representation on particular issues particular note shall be taken and any recommendations presented to protect the woman acted upon without delay.

- Following action to reduce the risks, they shall be reassessed and where applicable results shared with the employee and their medical advisor. 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.
- When Health and Safety Leave is being granted the employee will be issued with the required Certification of Health and Safety Leave As Detailed in the Maternity Protection (Health and Safety Leave Certification) Regulation

Stress

- Stress is a perceived inability to cope under certain circumstances and can be defined as “psychiatric damage caused by the volume or character of a person's work which is both reasonably foreseeable and also reasonable for the employer to seek to avoid, reduce and improve”.
- *Holy Family Senior School* undertakes to fulfil its statutory requirements and seek to ensure that it provides a safe and healthy workplace for its employees.
- Specific Risk Assessments on the operational activities associated with the organisation will be undertaken and will pay special attention to potential risks from stress and signs of stress at work.
- Any individual with clear stress-related problems shall receive appropriate counselling and help from the organisation/shall be encouraged to make use of the Employment Assistance Scheme but it is understood that this is not an alternative to looking at the cause of the stress and, if work-related, seeking to alter the structure and working arrangements of the job.
- Following action to reduce the risks, those risks shall be reassessed to measure the effectiveness of any controls implemented. If the risks remain unsustainable by the employee concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.
- If it is not possible to reassign the worker to work which the person concerned is capable of carrying out, the procedures for long-term ill health shall be applied in accordance with the policy on such matters and relevant employment law.
- An open door policy and style of management is encouraged to discuss issues within the workplace.

2.8 Electricity

2.8.1 Policy

In accordance with the Safety, Health and Welfare at Work (General Application) Regulations 2007 Part 3 “Electrical”, all electrical systems will be periodically inspected, tested and maintained so as to prevent danger. Fixed installations will be inspected and tested at least annually.

Portable electrical equipment will be inspected, tested and maintained on a routine basis, i.e. 3 monthly or 1 monthly basis depending on the use and application of that particular appliance. This equipment will be tagged with inspection dates entered.

Wherever reasonably practicable, all portable electrical equipment shall be operated from 110V supply or less.

Electrical equipment will be selected carefully to ensure that it is suitable for the environment for which it is to be used and complies with the Electrical Safety Regulations 2007 and in accordance with the guidelines set down by the Electro Technical Council of Ireland.

All operators of electrical equipment will be competent and trained to use the equipment in accordance with the manufacturer’s instructions. Records of all training in the use electrical equipment will maintained in the training records file.

The electrical equipment will be adequately maintained to ensure that it remains in good working order throughout its working life

2.8.2 Procedure

- A competent trained electrician is appointed to inspected and tag portable electric equipment
- Leads will be examined on a regular basis and those with damaged outer sheaths will be replaced. No electrical leads will be repaired or extended using insulation tape at any time.
- Plugs and sockets will be visually checked for possible damage immediately before use.
- At least every 6 months (more often for equipment that is in heavy and frequent use), the socket on every item of portable equipment will be subjected to closer scrutiny. The lead will be checked to ensure that it is suitable for the appliance, of the correct length and correctly terminated at both ends. This will be carried out by a competent electrician.
- The earth wire where provided, must be firmly in place and the terminal screws tight.
- The outer cable sheath must be firmly gripped by the bridge clamp.
- Replacement plugs and sockets must be to BS4343 standard.

- All portable electrical appliances will be visually inspected during usage and electrically tested and tagged by a competent person every 3 months.

Following satisfactory testing and inspection, the appliance, socket and lead will have a label (or tag) attached to show that they have passed their test and a register of all tested appliances will be kept.

Portable electric power tools will only be used for the job intended and the lead will be suitably positioned to prevent damage or entanglement and not be a trip hazard.

Coiled cables will be fully unwound to prevent overheating during use.

2.9 Lighting

2.9.1 Policy

Natural and artificial lighting levels to all areas will be maintained to levels in which work can be carried out without undue risk or fatigue.

2.9.2 Procedure

- Lighting will be measured to determine the lighting levels on the site premises, and offices. External lighting will be provided to all areas for safe access and egress.
- Task lighting will be located at workstations where required. The lighting installation will be designed to meet the levels of illumination required for each set of circumstances.
- Emergency lighting will be provided to all areas in accordance with IS3217 standard. Emergency exit will have emergency exits lights installed and provided with battery back up.
- Providing and maintaining suitable and adequate lighting facilities in all work areas where employees, visitors and contractors work or walk through.
- Ensuring that lighting levels shall not be less than:
 - *500 lux in workshop*
 - *500 lux in the office areas.*
 - *300 lux where VDU operations are carried out.*
 - *100 lux in corridors and walkways.*
 - *200 lux in external areas.*
- Provision of emergency lighting to IS 3217 standard
- The provision of external lighting immediately adjacent to building entrances and exits, where access is required
- The provision of adequate identification all lighting controls and switches.
- Management shall ensure that all lighting controls and switches are easily accessible.
- The positioning of VDU workstations to provide adequate lighting to work safely, but reducing all reflection and glare.
- The avoidance of flicker/oscillation from gas discharge lamps, in particular in all engineering workshops, and the elimination of possible stroboscopic effects can be reduced or eliminated by having alternate rows of luminaries connected to different phases of the electric supply, or by having special controls on twin or multi-lamped luminaries.

- Provision of proper light distribution for both visual performance and visual comfort. (I.e. too much contrast will produce a restless effect, shadow less lighting will not provide good three dimensional effect. Balanced lighting is necessary to avoid over diffuse and too strongly directional lighting.
- Provision of adequate lighting during maintenance and repair operations

2.10 Manual Handling

2.10.1 Policy

To comply with the requirements of the Manual Handling of Loads Regulations 2007.

Manual handling is probably the most hazardous activity undertaken during working activities in terms of frequency and difficulty. In addition to manual handling training, unavoidable lifting operations will be assessed, and if at all possible, alternative automation or mechanical methods of handling will be used.

2.10.2 Procedure

- Will undertake a Manual Handling Assessment of unavoidable manual handling operations
- Only persons who have received training may move furniture and other heavy objects.
- Avoidance of risks associated with manual lifting where possible
- Evaluate alternative methods of lifting loads
- All new employees must receive manual handling training before commencing work.
- Manual handling instruction will be included as part of the safety induction programme for new employees
- Employees should not lift any loads, which are beyond their capabilities and should get help or use mechanical aids for heavy or awkward loads.
- It is mandatory that all employees wear safety footwear, gloves and appropriate work clothes when engaged in manual handling techniques.
- Various training techniques will be monitored and evaluated and training records maintained.
- A recall system within a three-year period, which ensures that all employees receive retraining as and when necessary, is regarded as essential.
- Contractors are not permitted to work unless manual-handling training is provided to their employees.
- The design of the workplace and the work tasks to eliminate the necessity for lifting wherever possible and to minimise significant body motions (e.g. bending, twisting, reaching out) and reduce object weights/forces (lifting, lowering, pushing, pulling and carrying).
- Where possible, the burden of lifting and carrying will be reduced by the mechanical handling aids e.g. pallet trucks, hoist, trolleys and mechanical stair climbers.

- Heavy objects will be stored at waist to chest height where possible and in a safe condition.
- All staff shall be trained in safe manual handling techniques using a "suitably qualified person".
- A manual handling assessment of work activities shall be undertaken and records maintained of all assessments undertaken
- The personal characteristics of work, such as physical capabilities, existence of previous back injuries will be taken account of, as will the use of protective equipment.
- Floors and walking surfaces will be kept in good condition free from obstruction and as level and firm as is reasonably practicable.
- Adequate lighting will be provided to all areas.
- Portable step platform will be used to access/drop loads at high levels.
- Two or more persons may be utilised to lift objects beyond your own capabilities.
- The condition of packaging will be inspected prior to the lifting of loads.
- Management will ensure that personnel engaged in manual handling activities utilise correct lifting techniques.
- Tasks will be designed or redesigned in accordance with optimum loads (which can be handled by 90% of the workforce). Tasks redesign principles include minimise significant body motions (bending, twisting, reaching and reduce object weight forces.)
- Lifting equipment shall be used to raise heavy or awkward loads.
- Improving access to employees in and around machines and office equipment.
- Improving workstation layout, better adjustability of seating.
- Positioning and keyboard in accordance with the recommendations of the 2007 General Application Regulations.
- Improving the posture of operators at workstations and workbenches through the positioning of floor rests, adequate legroom and seating with adjustable seating and back rests.
- Eliminating poor posture by preventing the need for over-reaching during the undertaking of tasks.
- Machine controls and instrumentation designed and arranged for best control and posture.
- Preventative maintenance on seating

2.11 Chemical Hazardous Substances

2.11.1 Policy

Full compliance with the requirements of the Chemical Agents Regulations 2001, the Chemical Act 2008 and REACH Regulations in connection with the assessment, monitoring, use, information and storage of chemical hazardous substances in the work environment.

2.11.2 Procedures

- Compliance with the requirements of the Chemical Agents Regulations 2001 and REACH regulations.
- Any chemicals stored in excess of one tonne on your premise must be register under the REACH regulations.
- Storing chemicals in accordance with guidance given in the product Material Safety Data Sheets (MSDS) and segregation of incompatible chemicals e.g. oxidisers and flammables.
- The provision of MSDS sheets for the chemicals in use.
- Chemical exposure monitoring (occupational hygiene assessments) and medical monitoring should be on going part of the organisation's safety policy.
- Records/reports should be available for inspection from the Director. It should be an ongoing part of the Company policy to keep occupational exposures below 33% of recommended occupational exposure limits.
- Adhering to safe working practices set out in product Safety Data Sheets SDS and integrating said practices into plant standard operating procedures (SOPs) and work instructions manual.
- Keeping worker chemicals exposure values below 33% of the recommended occupational exposure limits for the chemicals concerned and undertaking annual occupational hygiene surveys to monitor same.
- Enclosure of chemical processes, where practical.
- The provision of local exhaust ventilation to extract fumes away from the breathing zone of staff such as at chemical preparation stage, chemical transfer and cleaning activities.
- Maintenance of local extract ventilation.
- The use of chemical grade eye protection to BS 2092, when dispensing/using chemicals and for normal wear in designated areas of the site.
- The use of chemical protective clothing to BS 7184 and chemical grade safety footwear to BS 1870 as required.
- The evaluation of chemical hazards at the purchasing stage or chemical sample acquisition stage.
- The training of staff working with chemicals in the safe use of chemicals and good personal hygiene practices.

- The tracking of chemical use within the company and in particular communicating the hazards associated with each chemical and the precautions necessary for safe handling, as outlined in the MSDS, to operators prior to initial use.
- The proper storage and dispensing of chemicals.
- The undertaking of an annual medical to monitor employee health.
- All employees handling chemicals washing their face and thoroughly drying same before eating, smoking, applying make-up and before going home.
- The safe storage and disposal of waste hazardous material containers
- Separate waste bags for broken glass, highlighted "Broken glass"
- The evaluation of chemical hazards at the purchasing stage and the sourcing of acceptable alternatives where practicable.
- The enclosure of chemical processes, where practicable.
- The provision of hot water washing facilities with soft warm towels or gentle flow hot air hand driers.
- The training of staff, including instruction on personal hygiene
- Provision of pre-employment/pre placement health checks for previous known sensitivity to a substance.
- The training and instruction on reporting of skin irritation, by staff.

2.12 Access and Egress

2.12.1 Policy

Provide a safe means of access and egress for all employees as per current legislation (Safety, Health and Welfare at Work Act 2005 Act, Section 8).

2.12.2 Arrangements

- Everyone will be able to access and egress from their workplaces safely i.e. clear passageways, aisle ways, good roadways, adequate lighting, (including emergency lighting) platforms and storage areas and footpaths.
- All aisle ways and doorways will be kept free from obstructions such as stored materials, equipment and trailing cables, protruding objects.
- Adequate artificial lighting will be provided where work is carried out after dark inside or outside the site premise.
- The workplace will be kept tidy and materials stored safely in all storage areas.
- All damaged ladders; steps and stair threads will be removed for repair or disposed.
- Designated fire assembly points are set up externally and signposted.
- Appropriate speed limit restrictions shall be set up on internal roads
- Posting of specific room identification signs are set up.
- All mats placed at doorways, walkways, etc should have self adhesive strips fitted.
- Provide safe means of access and egress for all materials, stored at heights.
- All traffic control items should be sign posted and highlighted. (i.e. speedlimit signs, pedestrian signs, road marking, directional flow, blind corners, sharp bends, forklift trucks, parking/set down areas and reception entrance).Provision of clearly marked and designated pedestrian walkways and vehicle routes.
- Erection of Hazard warning signs/markings to highlight hazardous areas

2.13 Control of Contractors and Visitors

Holy Family Senior School has a responsibility under the Safety, Health and Welfare at Work Act 2005 to ensure, as far as is reasonably practicable, the safety of visitors and contractors while on our premises. To that end, the following policies will apply:

2.13.1 Visitors

- All visitors are required to check-in at reception area in each building and sign the visitors log where applicable.
- Visitors are to obey the safety rules and emergency procedures at all times.

2.13.2 Contractors

Contractors working on the premises of *Holy Family Senior School* are bound by the following Safety Regulations:

- Contractors shall report to reception, sign the visitors log when entering and leaving the school.
- They should not work on the premises unless covered by adequate employers and public liability insurance. Contractor's insurance policies must be submitted for examination prior to work commencing to ensure they conform to Holy Family Senior School requirements.
- They must comply with any other applicable regulations or instructions given to them by a representative or Principal of *Holy Family Senior School*.
- Contractors must not commence any work on the premises until relevant safety procedures are read, understood and accepted.
- Contractors must provide their Safety Statement prior to the commencement of work on the premises.
- Contractors shall provide a site-specific method statement for the job when required to do so. Contractors shall make their employees or agents working for them aware of the safe working methods for the job as outlined in the job method statement.
- Contractors shall ensure their employees have received Manual Handling Training in accordance with the Manual Handling of Loads Regulations, Chapter 4 Safety Health and Welfare at Work Act (General Application) Regulations 2007 before working on the premises.
- Contractors shall provide when requested to do so evidence of safety training provided to their employees in accordance with the statutory requirements for safety training.
- Contractors and all contractor employees must be in possession of a current FAS Safe Pass card before they are permitted to work in any of the school.
- Contractors will provide a Safety File for any projects undertaken on the premises in accordance with the requirements of the Construction Regulations 2006.

- The Safety, Health and Welfare at Work (Construction) Regulations 2006 will be adhered to for all construction work completed on the premises.

2.14 Consultation and Safety Representative

2.14.1 Policy

In accordance with the Safety, Health and Welfare at Work Act 2005, Holy Family Senior School encourage's the election of Safety Representatives by employees to represent them in health and safety consultation.

2.14.2 Arrangements

- Safety Representatives will have functions rather than duties. This will mean they cannot be held legally accountable for failing to carry out their duties nor for the consequences of the employer adopting or ignoring their advice.
- Section 25 of the Safety, Health and Welfare at Work Act 2005 states that the Safety Representative representing employees has the following duties under legislation.
- A Safety Representative may be appointed at a place of work and each safety representative may
 - *Inspect the whole or any part of any place of work at frequency to be agreed with the employer*
 - *Investigate complaints, accidents and dangerous occurrences*
 - *Accompany an Inspector on any inspection, including, at the discretion of the inspector, an accident investigation*
 - *At the request of an employee and at the discretion of the inspector, attend an interview by an inspector in regard to any accident or dangerous occurrence.*
 - *Make representation to the Principal.*
 - *Make oral and written representation to the inspector*
 - *Receive advice and information from the inspector*
- Holy Family Senior School will require that the persons to be selected as Safety representatives must be have at least two year's experience in similar work activity.
- The Safety, Health and Welfare at Work Act, 2005 provides for consultations between employers and employees to help ensure co-operation in the prevention of accidents and ill health. This is one of the key provisions of the new Safety Health and Welfare at Work Act and a central part of the new system of promoting safety and health at work. Holy Family Senior School recognises the statutory rights of a Safety Representative as set out in Section 25 of the Safety, Health and Welfare Act 2005 and is committed to co-operating with the person/persons appointed.
- Employers must consult their employees in establishing arrangements for securing co-operation in the workplace on safety, health and welfare. These arrangements will allow employees to be

consulted on the steps taken to safeguard their safety, health and welfare and on measures to check how effective the safeguards have been.

- Equally, employees have a right to consult their employers and to make representations to them on issues of safety, health and welfare in the place of work. As far as reasonably practicable, the employer must take account of such representations. Where it is not practicable to put suggestions made into effect, the company should explain the reasons. In the event of differences between employees and Holy Family Senior School with regard to Health and Safety matters, advice will be sought from the Principal.
- The employees at a place of work are entitled to select and appoint one of their employees to act as a Safety Representative.
- Details of the areas in which Safety Representatives may become involved relating to safety, health and welfare in the workplace and information and training available to them is detailed in the "Guidelines on Safety Consultations and Safety Representatives" as published by The Health and Safety Authority.

2.15 Disciplinary

Disciplinary rules and procedures are necessary for promoting fairness and order in the treatment of individuals and in the conduct of staff relations. They also assist the workplace to operate effectively. Rules set standards of conduct at work, procedures help to ensure that the standards are adhered to and also provide a fair method of dealing with alleged failures to observe them.

The importance of disciplinary rules and procedures has also been recognised by the law relating to dismissals, since the grounds for dismissal and the way in which the dismissal has been handled can be challenged before an Industrial Tribunal.

Holy Family Senior School provides the necessary training and expects good standards of health and safety from all staff and is interested in ensuring that everyone gets a fair opportunity to rectify any problems of safety conduct or performance..

2.16 Display Screen Equipment (DSE)

2.16.1 Policy

In accordance with the Safety, Health and Welfare at Work (General Application) Regulations 2007 Part 2 Chapter 5, DSE assessments are carried out where DSE workstations are in use.

Holy Family Senior School recognises there are three principal health issues that must be addressed when considering the safety of working with display screen equipment (DSE) i.e. Visual discomfort, Physical problems and Problems of mental stress.

2.16.2 Procedures

- Each workstation shall have DSE Assessments carried out in accordance with the Regulations. The Risk Assessment manual shall be updated when these assessments are completed.
- Provision of ventilation in areas where DSE's are in use, to maintain air movement, temperature and humidity to the recommended levels.
- Provision of height and back adjustable seating accordance with recommended standards
- The design of each DSE workstation to take account of the equipment provided, the nature of the work and the size/physique of the operator(s)
- The organisation of jobs so that display screen use of interspersed with other tasks such as filing, writing etc. Failing this, planned five minutes breaks, which rest the eyes, should be introduced every two hours.
- The training of staff in DSE workstation hazards and Ergonomics
- Document holders (free standing type) should be supplied to prevent the need for frequent head/eye movement.

2.16.3 Screen

- The positioning of DSE relative to sources of natural and artificial lighting, so as to prevent reflectance and glare. This may be achieved by the location of DSEs at 90⁰ to external windows and rows of florescent lighting and the use of window blinds. (Anti glare screens may be used as a last resort).
- The provision of visual display units where brightness and contrast may be adjusted.
- The use of visual display screens with a minimum character height of 3.8 mm to 4.5 mm in the 350 mm to 600mm viewing range (maximum viewing range 700mm).
- The establishment of a regular cleaning and maintenance programme on all DSE equipment.

2.16.4 Keyboard

- The provision of detachable keyboard which are adjustable in height and which allow the operator to find a suitable working position. The keyboard should be angled between 5° and 13° and the second row of keys should be higher from the desk surface. Key size should be between 12mm and 15mm and the distance should be between 18mm to 20mm.
- The provision of document holders immediately adjacent to each visual display screen, to avoid the need for rapid operator head movement and frequent changes in eye focus/focal length.

2.16.5 Heating and Ventilation

- The provision of air temperatures of between 19°C and 23°C.
- The provision of an air environment with a relative humidity range of 40% to 55% (R.H.)
- The provision of regular air changes (mechanical air conditioning) or open-able windows.

2.16.6 Noise

- The provision of background noise level of less than 60db (A)
- The location of noisy printers and photocopiers away from DSE's or fitting printers with acoustic hoods.

2.16.7 Lighting

- The provision of lighting levels at DSE workstations of between 300 and 500 lux (lighting levels may be supplemented by the use of desk lamps, provided reflectance/glare does not result).
- The use of fluorescent tubes with the characteristics of daylight, or tubes with a colour temperature of 3500-4500K.
- The use of double florescent tubes instead of single tubes to minimise the effects of flicker.
- The regular cleaning of lighting diffusers i.e. twelve monthly.
- The establishment of a cleaning and maintenance programme on all DSE equipment.
- The provision of blinds on windows where glare is occurring and it has not been possible to reduce glare by the re-positioning of DSE equipment. (Blinds with horizontal and vertical strips.)

- The replacement of luminaires when their output decreases below 70% of their original maximum.

2.16.8 Desks

The provision of work desks with the following dimensions:

- *Width* 1200mm to 1600mm
 - *Depth* 500mm to 1000mm
 - *Height* 630mm to 790mm
 - *Thickness* 30mm
- Available space in addition to the area taken up by the display and keyboard shall be a minimum of 600mm for writing.
 - The location of luminaires/desks so that the angle between the horizontal and the line from the eye to a luminaire overhead is more than 30°
 - The provision of sufficient space under the desk for thigh, legs and feet clearance when the DSE is in use.
 - The provision of a minimum of 50mm to 100 mm desk space in front of the keyboard to support the wrist when a keyboard is in use.

2.16.9 Chairs

The provision of chairs with a 5 star base and with the following features:

- *Height adjustable* 380mm to 540mm
- *Seat Width* 400mm to 450mm
- *Seat Depth* 380mm to 420mm
- *Seat Angle* Knees 5° higher than hips when seated
- *Back Rest* Height adjustable and tilt adjustable (90° to 130°)

The adjustment of a chair height when the keyboard is in use, so that when an operator is seated, there is a 70° to 90° angle subtended between the outstretched forearm and the upper arm.

2.16.10 Footrests

The provision of footrests to individual where this is necessary for them to meet the operational guidance set out above in relation to the use of keyboards, chairs and achieving a comfortable seating position. (Adjustment of the chair seat to attain the correct keyboard position may result in feet not touching ground. Also, if a comfortable seating position (knees 5° higher than hips) is to be maintained, a footrest may be required).

2.16.11 Visual Discomfort

- Visual discomfort from DSE may be experienced in a number of ways, such as dry running or burning eyes, blurred sight, drowsiness, headaches, difficulties with contact lenses etc.
- Some common causes of visual discomfort are:
 - *Poor lighting*
 - *Poorly maintained equipment whereby characters are blurred.*
 - *Incorrect brightness or contrast adjustment.*
 - *Misplacement of document holders.*
 - *Shadows, reflections and glare.*
 - *Poor job design with inadequate rest breaks.*
 - *Deteriorating eyesight due to the natural ageing process.*
 - *Drying up of the air associated with DSE heat build up/drying up of the liquids of the eye with adherence of contact lenses to the eye.*
- Problems can occur which may be partly due to the operator's own visual characteristics. It is quite common for the use of DSE to heighten awareness of a pre-existing problem. However, work with DSE has not been found to damage eyesight but eyestrain and eye fatigue may occur.

2.16.12 Physical Problems

- Physical problems, which may occur as a result of DSE use, include backache, shoulder, neck, elbows, fingers, hands, wrist and arm disorder. These problems mainly develop from poor posture and undertaking repetitive tasks.
- The principle causes of such disorders among users of DSE are, poorly laid out workstations, lack of adjustability of furniture and equipment and insufficient consideration being given to space requirements and job design.
- The workplace should be designed to take full account of the individual needs of the operators. 50sq feet of workspace for each DSE workstation.

2.16.13 Mental Stress

- Mental and physical stress are present in all occupations and need not be detrimental to general psychological or physical well being. Health problems usually arise from prolonged or repeated stress, where the individual is already in a state of impaired health.
- Stress factors associated with DSE use include:
 - *Slow computer response times*
 - *Repetitive data entry tasks.*
 - *External measurement of performance such as keystroke monitoring.*
 - *Perceived health effect arising from use of the equipment and the perception of being undervalued.*
 - *Management/employee relations and peer group pressure also plays a significant role in stress problems.*

2.16.14 Radiation

- It is fair to say that the first widespread concerns expressed about the use of DSE were centred around radiation. However, there has never been any scientific proof that the levels of radiation emitted from screens present a risk to health.
- Exposure to radioactive sources in employment accounts for less than half of one percent of annual exposure from all sources. The development of DSE's with inherent shielding against radiation emissions is ongoing, but with regard to the operator's health and safety, there is no risk.

2.16.15 Facial Dermatitis

- A number of cases of facial dermatitis have been reported and associated with DSE use. It has been found that these cases were in fact due to the alteration of thermal environment by the heat emitted from DSE. Skin problems may arise if the relative humidity is not kept within optimum levels i.e. a level of 40% to 50% relative humidity. High static electricity levels can also lead to problems.
- Workers with sensitive skin should seek medical advice if the problem persists.

2.17 Bullying

2.17.1 Policy

Bullying is repeated aggression, verbal, physiological or physical, conducted by an individual or group against another or others.

2.17.2 Procedures

- To create a school ethos which encourages children to disclose and discuss incidents of Bullying Behaviour.
- To raise the awareness among the school community that Bullying Behaviour is unacceptable.
- To ensure comprehensive supervision through which all areas of school activity are kept under observation.
- To raise the awareness among the children that Bullying Behaviour is unacceptable in other environments outside of the school community.
- To develop procedures for noting and investigating incidents of Bullying Behaviour and for dealing with the victims and the bullies.

2.18 Personal Protective Equipment

2.18.1 Policy

Holy Family Senior School will provide, where necessary, suitable and adequate Personal Protective Equipment for the safety, health and welfare of its employees. The centre coordinators will issue personal protective equipment after a risk control strategy has been considered in controlling the hazards.

2.18.2 Procedure

- Where personal protective equipment (PPE.) is deemed necessary to prevent Safety and Health exposure,
 - The manager will maintain records of all personal protective equipment (PPE) issued.
 - Staff will be trained in the use of personal protective equipment where relevant.
 - All employees issued with Personal Protective Equipment (PPE) will understand the reasons for wearing such equipment.
 - The following PPE is mandatory for maintenance and contractor staff:
 1. Safety shoes in all areas
 2. Eye protection when drilling, cutting, grinding and welding and whenever there is risk of eye injury from the activity.
 3. Gloves when handling or using materials, power tools causing vibration risks, chemicals and biological material.
 4. Ear protection when using high noise equipment, drills, grinders during maintenance or construction work or whenever the noise levels exceed 80dBA. Ear protection is mandatory when noise levels are at or exceed 85dBA in accordance with the Noise Regulations 2007.
 5. Safety harness for work at heights during roof work, and where a safe working platform cannot be provided.
 - The school will maintain a PPE register and identify the PPE requirements for its area.
 - The safety coordinators within Holy Family Senior School have a legal duty to enforce the wearing of personal protective equipment and use disciplinary procedures where they feel are necessary.
 - The centre will only purchase good quality products manufactured to the E.N and CE mark approved standard.
 - Mandatory safety signs will be displayed to remind personnel of the need for safety equipment.
 - Employees will be instructed to report any defects in PPE without delay.
 - Provision of welding goggles to BS 1542 part 2.

For other requirements formal assessment will be taken to select the most suitable PPE for the type of work to be undertaken and expert advice will be sought by consulting both manufactures and suppliers in selecting the most appropriate equipment.

2.19 Working at Heights

Working at heights is carried out at various times in Holy Family Senior School for routine maintenance using ladders, painting and cleaning walls and ceilings and to lesser extent accessing roofs for maintenance and cleaning gutters. Other work at heights could arise during maintenance and repairs, internal ceilings and accessing shelving within store rooms.

2.19.1 Policy

Work at heights will be carried out in accordance with current legislation Safety, Health and Welfare (General Application) Regulations 2006. At all times the following hierarchy of controls will be followed before working at heights:

- *Is the work at heights really necessary?*
- *Can alternative safe method be used?*
- *Can the task be engineered out in the future?*
- *Can the work or some of it be pre-assembled before erection or installation?*
- *Can suitable equipment be used, Scaffolding, MEWP's*
- *Can the use of collective protective measures be used, safety nets, air bags or bean bags?*
- *Use personal fall arrest system and PPE?*

2.19.2 Procedure

The following arrangements will be adhered to when working at heights: -

General Requirements for Working at Heights:

- Assessment will be undertaken in all areas where staff is required to work at heights and a safe work practice procedures will be developed and implemented by the Principal in accordance with this policy.
- Safety harnesses shall be worn at all times where a safe working platform cannot be provided. Operators will be trained in the safe use, inspection and storage of harnesses

Mobile Elevated Work Platforms:

- Operatives engaged in work at height on roofs, ladders and mobile elevated work platform shall wear safety harnesses. These will be securely attached to the building or structure at all times via suitable anchorage point or fall arrest system.
- Operators shall be trained to operate MEWP's to a recognised standard. Only competent and trained persons are permitted to operate MEWPs in the School.
- MEWP's shall be tested and certified for its Safe Working Load (SWL)
- Operators must wear safety harnesses which shall be attached to the cage at all times.
- Job will require permit to work, signage and secure fencing.
- Operators shall undergo training in the safe use, storage and maintenance of harnesses in accordance with the guidelines issued by the Health and Safety Authority on the safe use of harnesses.
- Safety helmets will be worn at all times by all employees and visitors where work at heights is going on. Chin straps will be used on helmets in MEWP's.

Ladders and Stepladders:

- The use of ladders is only permitted for work of a short duration and where the risk is deemed to be low. When working from ladders, the safety harness lanyard must be fixed to the building or secure structure. The ladder must be secured or footed and operatives must maintain 3 points of contact at all times when using the ladder.
- Operators must be trained in the safe use of ladders.
- Safe means of access and egress with the ladder will be maintained at all times for work at heights. Scaffolding and permanent stairways must be used where possible.
- The right ladder will be selected for the job and will be inspected before use and tagged. All defects will be reported and the defective ladder returned immediately to the Stores and replaced.
- All ladders will be placed on firm, level ground and firmly secured and tied back to stiles. If a top lashing is impossible then the ladder will be footed or bottom lashed as a last resort.
- The ladder will be placed at a safe angle 75° (1 metre out for every 4 metres up) and project 1 metre above the landing to provide a secure handhold.
- Ladders will not be dropped, but raised or lowered safely using hoists or ropes. Operators will not straddle from the ladder to another foothold instead of moving its position.

- All ladders will be marked for identification and records kept of its use. All ladders will be inspected before use by the operator and defective ladders will not be used.
- Wooden ladders will be stored in a dry, cool place, preferably in racks, on edge and adequately supported.
- No ladder will be used on vertical heights over 9m unless a suitable rest platform is provided
- Ladders shall not be used on windy or gusty weather conditions

Scaffolding

- Scaffolding shall be used, inspected and altered in accordance with the Approved Code of Practice for access and Working Scaffolds issued by the Health and Safety Authority and the Work at Height Regulations 2006
- Trained, competent workers only will carry out design, erection, alteration and dismantling of any scaffold for our use. If a scaffold contractor has been used to undertake the work, they will complete a 'Hand Over Certificate', which will be kept on file by the Health and Safety Representative.
- Portable mobile scaffolds shall be erected by a competent person who has received suitable and sufficient training into the correct erection procedure. Mobile scaffolds shall be erected in accordance with the manufacturer's specification and only used within the guidelines set down by the manufacturer's instructions. Suitable guardrails and stabilises must be provided with all mobile tower