



etb

Bord Oideachais agus
Oiliúna Thiobraid Árann
*Tipperary Education and
Training Board*

SAFETY STATEMENT

COLÁISTE MUIRE CO-ED CASTLEMEADOWS THURLES CO. TIPPERARY

Document Control

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Bord Gáis	1850 205 050
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Contents

Health and Safety Policy	6
General Policy Statement	6
INTRODUCTION	7
MANAGEMENT OF HEALTH AND SAFETY	8
ORGANISATION AND RESPONSIBILITIES	9
ORGANISATION CHART	9
Duties of Management	10
Responsibilities of Senior Post Holders	10
Duties of the Employer:	11
Duties of the Employee	12
Disciplinary Procedure	13
SAFETY OF THE WORKPLACE	15
Means of Escape	15
Cleanliness and Housekeeping	15
Personal Protective Equipment	15
Display Screen Workstations	16
Machinery & Equipment	17
Contractors	17
PUPILS, VISITORS & CONTRACTORS	18
Pupils	18
Visitors	18
Contractors	18
CORONAVIRUS	19
COVID-19 Policy Statement	19
Employee COVID-19 Responsibility	20
Lead Worker Representative	21
Role of the Lead Worker Representative	21
TRAINING	23
Training for Safety	23
Records of Training	23
Induction Training	23
ACCIDENT INVESTIGATION AND REPORTING POLICY	24
Accident Checklist	25
FIRST AID	26
First Aid Policy	26
First Aid During COVID-19	26
Trained First Aiders	27

OCCUPATIONAL HEALTH.....	28
Pregnant Employees	28
Mental Health and Wellbeing	29
Harassment and Bullying	30
Alcohol and Drugs Policy	30
Smoking / Vaping Policy	31
Infectious Disease	31
Purchasing	31
Electricity and Equipment	31
Chemicals and Substances	31
Adverse Weather	31
FIRE SAFETY	33
Fire Safety Policy	33
Training of Staff in Emergency Procedures	33
Fire Drills / Emergency Plans	33
FIRE PREVENTION	34
FIRE PRECAUTIONS	34
FIRE EXTINGUISHERS	34
ACTIONS TO TAKE IN THE EVENT OF A FIRE	34
EMERGENCY PROCEDURE	34
MONITORING AND REVIEW	35
CONSULTATION FOR EMPLOYEES	35
Consultation and Communication	35
EMPLOYEE SIGNAGE SHEETS	36
APPENDIX I ACCIDENT OR INCIDENT RECORD FORM	40
APPENDIX II – HEALTH AND SAFETY TRAINING RECOR	43
APPENDIX III COVID RESPONSE PLAN	Error! Bookmark not defined.
Role of the Lead Worker Representative	Error! Bookmark not defined.
Pre-Return to Work Questionnaire COVID-19	Error! Bookmark not defined.
1. Collaborative Approach	Error! Bookmark not defined.
2. Role of the Lead Worker Representative	Error! Bookmark not defined.
4. Lead Worker Representative	Error! Bookmark not defined.
6. Selection of Lead Worker Representative/ Deputy LWR/ Assistant LWR	Error! Bookmark not defined.
Bookmark not defined.	
Glossary of Terms	Error! Bookmark not defined.
Appendix IV Risk Assessment.....	Error! Bookmark not defined.

Health and Safety Policy

It is the policy of Tipperary Education and Training board to comply with the *Safety, Health and Welfare at Work Act, 2005*, and the *Safety, Health and Welfare at Work (General Application) Regulations, 2007* and any other relevant legislation or amendments, to ensure so far as reasonably practicable the safety, health and welfare of all employees, while at work, and to provide such information, training and supervision as is required for this purpose.

It is the policy of Tipperary Education and Training Board to ensure all employees protect, so far as is reasonably practicable, themselves or any person who may be affected by our activities.

It is the policy of Tipperary Education and Training Board to ensure that adequate consultation takes place between management and employees on all health and safety related matters. Employees are encouraged to notify management of identified hazards or concerns in the workplace. All employees have the responsibility to co-operate with management to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Details of safety arrangements applying specific to each Tipperary ETB Centre, School or Office, are contained in ancillary safety statements located in each premises. Each Safety Statement will be kept up to date and amended as necessary to meet changes in the nature and size of the organisation.

General Policy Statement

This document sets out the Health and Safety Policy of Coláiste Mhuire Co-Ed and specifies the means provided to achieve this policy. The objective is to provide a safe and health work environment for all employees and to meet our duties to students, parents/Guardians, contractors and members of the public who may be affected by our school activities. The success of this policy depends on the co-operation of all those who make up the school community. It is important therefore that this document is read carefully and that the role of each employee is understood to ensure the success of school safety policies. It is the intention that this document will be amended regularly and will take into account any changes in legislation which may be relevant. Employees and all pertinent persons will be encouraged to put forward suggestions for the improvement of this Safety Statement.

Implementation

This policy statement will be implemented by Mr. Denis Quinn with the assistance of the staff of Coláiste Mhuire Co-Ed.

Signed: _____ **Date:** _____
Mr. Denis Quinn
School Principal

I, the undersigned, endorse and take responsibility on behalf of Tipperary Education and Training Board for the implementation of this policy statement.

Signed: _____ **Date:** _____
Ms. Bernadette Cullen,

Chief Executive, TETB

INTRODUCTION



Set in the leafy surroundings of Semple Stadium in Thurles, Coláiste Mhuire Co-Ed is uniquely the only secondary school to provide a co-educational environment in the Thurles region. We have been serving the community since 1928.

As a school that is involved in the Delivering Equality of Opportunity in Schools programme, we provide excellent opportunities for students in terms of their achievement in literacy and numeracy. Our transition programme from primary to secondary school has proven to be very beneficial. As many of our students come from small country schools, we invest heavily in this programme to ensure that all our incoming first years feel happy and safe at school. We have a firm but fair approach to discipline. We applaud and reward success and encourage our students to achieve their potential in every area. This is reflected in a rich and diverse reporting of Other Areas of Learning, in line with the new Junior Cycle. Many of our students go on to study at third level and we also offer PLC courses as a bridge to other third level courses.

Our campus is a safe and content college and we endeavour to keep it that way and we strive to provide our students with the best possible start to life and to instil in them the values that our school motto promises; “Rath as Saothar” which translates to – with effort comes success. A value we believe prepares all our graduates with a maxim that will lead them to achievement.

Mission Statement

“At Coláiste Mhuire Co-Ed we aspire to develop a caring and inclusive learning community that encourages the potential of each person. The mission is realised through our core values of Respect, Effort, Honesty and Co-operation”.

The work of Coláiste Mhuire Co-Ed is underpinned by our core values of:

Excellence in Education

Care

Equality

Community

Respect

MANAGEMENT OF HEALTH AND SAFETY

Statement of Health and Safety

Student needs are met through a partnership approach. The views and ideas of our education partners, the Board of Management, the Parents and Friends of Coláiste Mhuire Co-Ed, the Student Council and staff contribute towards the development of curriculum programmes and school policies. Our dedicated teachers use a variety of methodologies – team-teaching, active learning, group work, projects, research, etc. Outside the classroom, they give generously of their time to students in a wide range of cultural and sporting activities.

Information on student progress is communicated via regular Parent Teacher Meetings and exam reports. Parents/Guardians are also encouraged to call and meet staff by contacting year heads. Communication between school and home is further enhanced through the Student Journal, which has sections dealing with progress, attendance and behaviour and Compass our School Information system.

The Code of Behaviour exists to facilitate the two most important activities in the school, teaching and learning. All students of Coláiste Mhuire Co-Ed are required to read and sign the Code of Behaviour, available at www.cmco.ie

It is the policy of Coláiste Mhuire Co-Ed to comply with:

- The Safety, Health and Welfare at Work Act, 2005.
- The Safety, Health and Welfare at Work (General Application) Regulations, 2007-2016.
- Any other regulations or amendments that are applicable to our business.

Coláiste Mhuire Co-Ed will ensure so far as is reasonably practicable the safety, health and welfare of employees and students during school hours and any contractors, or visitors to the school.

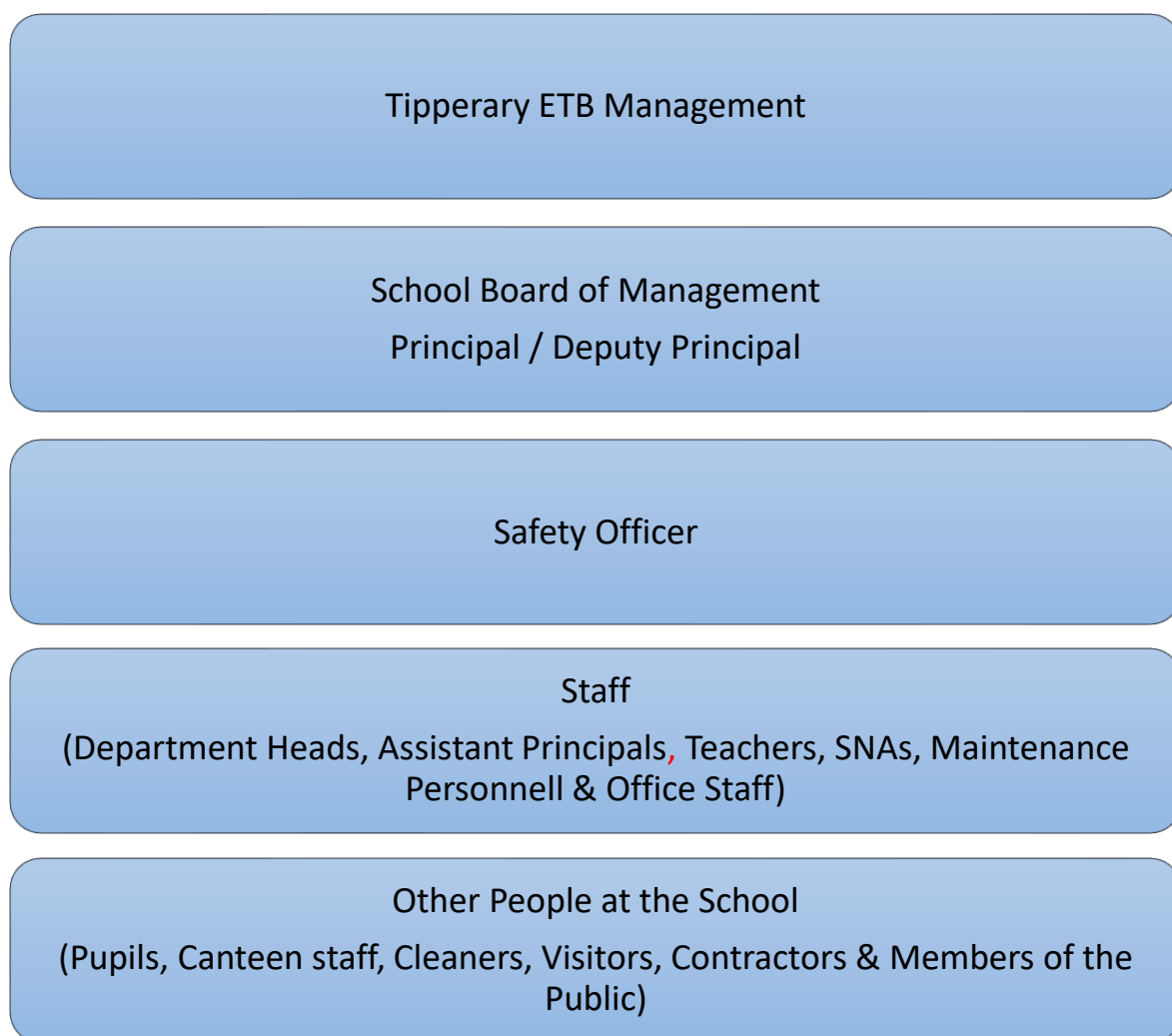
It is the policy of Coláiste Mhuire Co-Ed to ensure that adequate consultation takes place between the Board of Management, Tipperary ETB and employees, on all health and safety related matters.

All employees have the responsibility to co-operate with the Principal, Tipperary ETB and the Board of Management, to achieve a healthy and safe workplace for themselves and for the pupils attending the school.

ORGANISATION AND RESPONSIBILITIES

ORGANISATION CHART

There is a duty on everyone at work to co-operate effectively in developing and promoting safety and health. This organisation chart illustrates the hierarchy of duties in the School.



Duties of Management

Section 8 of the Safety Health and Welfare Act 2005 requires every organisation to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all its employees. Management has the responsibility to constantly review the performance and standards achieved in relation to the health and safety of all operations and to ensure the hazards made later in this statement and controlled and regularly reviewed.

Responsibilities of Senior Post Holders

- Mr. Liam McGrath, Director of Organisation, Support and Development
- Ms. Clodagh Kelly, Director of Schools

The senior post holders will:

- Take responsibility on behalf of management for safety, health and welfare.
- Appoint a person as Health and Safety Officer in accordance with section 25 of the Safety, Health and Welfare at Work Act 2005.
- Ensure a system is in place to ensure the safety policies and procedures are complied with and that each employee is aware of their responsibilities and the means by which they can carry them out safely.
- Ensure that staff are provided with safety information and instructions relevant to their work.
- Ensure that First Aid equipment is provided and regularly checked and restocked when necessary.
- Ensure the safety statement is available to all contractors and inspectors of the Health and Safety Authority for review.
- Ensure the development and implementation of a COVID-19 Response Plan.
- Appoint a COVID-19 Lead Worker Representative in line with the DES Covid-19 Response Plan for the safe and sustainable reopening of Post Primary Schools.

Principal: Mr. Denis Quinn **Deputy Principal:** Ms. Clare Wallace

While the responsibility for managing health and safety in the workplace rests mainly with the employer, it is important to note that both employers and employees have responsibilities.

Duties of the Employer:

As Principal, Mr. Denis Quinn has overall responsibility for Safety, Health and Welfare within Coláiste Mhuire Co-Ed. Mr. Quinn is responsible for ensuring that staff under his control are made aware of and comply with the Safety Statement and arrangements for carrying it out.

This includes:

- a) Knowing the appropriate statutory requirements affecting the school's operations e.g.
 - *Safety, Health and Welfare at Work Act 2005*
 - *General Application Regulations 2007*
 - *Any other relevant legislation, regulations and amendments.*This will be achieved by regularly reviewing the legislation and also reviewing safe work procedures with employees, students and contractors.
- b) Liaise with the Tipperary ETB on any pertinent health and safety matters.
- c) Ensure that arrangements are in place for communicating the information included in the Safety Statement to employees, contractors.
- d) Identify safety training needs and ensuring that appropriate training is provided.
- e) Ensure all employees, contractors and visitors observe the requirements of the company policy.
- f) Ensuring the necessary inspections and maintenance are carried out on all equipment.
- g) Management will review and amend this document when significant changes occur, the risk assessment is no longer valid or changes of relevant names within the company.
- h) Ensuring the Safety Statement is available to all contractors and inspectors of the Health & Safety Authority for review.
- i) Ensuring adequate welfare, first aid and firefighting facilities and equipment are available on the premises.
- j) Ensure that employees under their immediate control are aware of actions to be taken in case of an emergency.
- k) Ensure that an Accident Report form is completed thoroughly and promptly for all reported accidents and, when necessary, ensure accident reports have been filed with the Health and Safety Authority (HSA).
- l) Review Safety Statements and Risk Assessments to consider any new risk that may arise due to COVID-19. Any changes to the building's current risk assessments should also be documented and be incorporated into the safety statement.

Duties of the Employee

All employees of Coláiste Mhuire Co-Ed **MUST** take responsibility for health and safety on campus.

In accordance with the requirements the *Safety, Health and Welfare at Work Act 2005*, employees have the following responsibilities:

- a) All employees are required to co-operate fully with all provisions taken by Coláiste Mhuire Co-Ed for ensuring the safety, health and welfare of other employees, students, contractors and visitors.
- b) All employees are required to immediately report all accidents, incidents, dangerous occurrences, unsafe conditions and unsafe acts to management.
- c) All employees are required to adhere to all safe systems of work, wear any personal protective equipment and use any safety equipment provided.
- d) All employees are required to discharge their work in a safe manner taking care of their own safety and that of the students, who may be affected by their acts or omissions.
- e) All employees are required to attend training and take instruction on the correct use of articles or equipment.
- f) All employees are required to report to their employer as soon as is reasonably practicable
 - a. Any work being carried out which might endanger him/herself or others;
 - b. Any defects in the place of work, the system of work, any article or substance which might endanger him/herself or others;
 - c. Any contravention of the relevant statutory provisions of which he/she is aware;
- g) All employees must read through each risk assessment included in this Safety Statement, which affects their work and comply with the safety procedures written in them.
- h) No member of staff should be under the influence of an intoxicant to the extent that they endanger their own safety or the safety of others around them.
- i) All employees are required to submit to tests for intoxicants, if reasonably required, with the tests carried out by a registered medical practitioner, who is a competent person.
- j) Employees must not engage in any improper conduct or dangerous behaviour.
- k) All employees **MUST** co-operate with Coláiste Mhuire Co-Ed and Tipperary ETB to enable them to comply with relevant health and safety legislation (**e.g. completing risk assessments, attending relevant training etc.**)
- l) Adhere to TETB Covid-19 Response Plan and the control measures outlined. The co-operation and assistance of all staff is essential to reduce the risk of spread of Covid-19 and to protect health and safety as far as possible within the building. All staff have a key role to play.

Disciplinary Procedure

Breaches of Health and Safety regulations at Coláiste Mhuire Co-Ed may be treated as a matter for discipline and depending on the seriousness of the breach, may be dealt with by suspension without pay or dismissal without notice.

For breaches of the Health and Safety regulations, which do not warrant such action, the employee will be warned and given a reasonable opportunity to put them right. All such records will be kept in the Teachers/Staff Personnel files.

In the event of a breach of Coláiste Mhuire Co-Ed rules or failure to work to an appropriate standard, the following procedure will be followed:

1.	Verbal Warning / Counselling	Record. Copy of form to personnel file.
The employee will initially be given a verbal warning and counselling by his or her immediate supervisor which will be recorded on the employee's personnel record.		
2.	Written Warning / Formal	Record. Copies to person concerned, supervisor / manager and personnel file.
In the event of a further breach of conduct, poor attendance or lapse of performance, the employee will be issued with a formal written warning. This warning will remain on the employee's personnel file.		
3.	Final Written Warning	Record. Copies to person concerned, supervisor / manager, shop steward and personnel file.
In the continuing event of further breaches of conduct or performance, the employee will be issued with a Final Written Warning. At this stage, Tipperary Education and Training Board may also impose a period of suspension without pay.		
4.	Suspension / Dismissal	Record. Inform the person of the right to appeal. Not to personnel file.

If following a period of suspension without pay and / or a final written warning, an employee is guilty of further breaches; the employee will be dismissed.

All warnings will remain on file one year from date of issue, subject to the attainment of the necessary sustained improvement.

In cases of misconduct warranting summary dismissal – the following procedure applies.

For incidences as listed above, Coláiste Mhuire Co-Ed may summarily dismiss an employee without recourse to the procedure in clauses 1-4 above.

In cases where Coláiste Mhuire Co-Ed considers that the summary dismissal is warranted, it may suspend an employee with pay in order to facilitate investigation of the particular case. Following investigation of any matter under this clause, Coláiste Mhuire Co-Ed may decide either to impose another form of discipline i.e. dismissal, suspension without pay and / or final written warning, without recourse to procedure outline in 1-4.

If behaviour alters or becomes satisfactory, the employee needs to know that warnings are not held over them.

In brief Coláiste Mhuire Co-Ed disciplinary procedure consists of:

- A verbal warning.
- A written warning for repeat, or more serious first offences.
- Final written warning, suspension or probationary period.

- The right to immediately dismiss Teachers/Staff is retained for the more serious offences.

Examples of Gross Misconduct

The following lists examples of gross misconduct:

- Negligence resulting in injury or possible injury to others, destruction / damage to Coláiste Mhuire Co-Ed property or good.
- Drunkenness while at work.
- Possession, use of, or being under the influence of drugs while at work.
- Wilful neglect or destruction of Coláiste Mhuire Co-Ed property.
- Falsification of returns or other official documentation.
- Working while on sick leave.
- Fighting or threats of acts of physical violence.
- Possession, on Coláiste Mhuire Co-Ed premise, of firearms or arms defined by law.
- Theft of Coláiste Mhuire Co-Ed or other employee's property.
- Interference with or theft of First Aid or safety equipment.
- Sabotage, attempted sabotage or threatened sabotage of Coláiste Mhuire Co-Ed or any employee's property.
- Deliberately restricting output or quality of our work.
- Violation of other employee's rights / freedom by threats of violence or other action.
- Serious misconduct affecting the interests of the Teachers/Staff or Pupils and / or Coláiste Mhuire Co-Ed.
- Refusal to carry out a lawful instruction given by a level of authority.
- Unauthorised use, possession or disclosure of Coláiste Mhuire Co-Ed private information.
- Disregard Coláiste Mhuire Co-Ed Safety Rules and Regulations, the contents of this Safety Statement or specific instructions given.
- Disregard the fire precautions, particularly those relating to smoking in prohibited areas.
- Driving a Coláiste Mhuire Co-Ed vehicle in a reckless manner or under the influence of drink / illegal substances.

All Teachers/Staff are advised that failure to comply with the above can result in prosecution by the enforcing authority and / or use of the Coláiste Mhuire Co-Ed Disciplinary Procedures in relation to serious offences, which can carry an instant dismissal penalty.

All staff and students are advised to adhere to Coláiste Mhuire Code of Behaviour. Copies of this policy are available in the school.

SAFETY OF THE WORKPLACE

Means of Escape

Coláiste Mhuire Co-Ed will ensure escape routes are kept free from obstruction and that all staff and students are made aware of all exits.

Cleanliness and Housekeeping

The premises shall be kept clean and tidy. The building is cleaned regularly by a contract cleaning company. Any spillages e.g. liquid spills, chemical spill etc. are cleaned up immediately. It is the responsibility of all staff within the building to keep their workstation and work area/classroom clean and tidy and free from clutter and obstruction.

Items delivered and left on the floor (paper deliveries, sample catalogues etc.) must not obstruct passageways or escape routes. They should be placed in their final position without delay. In the event of the Caretaker not being available to move the items, they should be placed in a safe manner in the Reception area.

In line with DES COVID-19 Response Plan arrangements for more regular and thorough cleaning of areas and surfaces within the building have been made. Regular and thorough cleaning of communal areas and frequently touched surfaces shall be conducted, in particular, toilets, lifts, door handles and kitchens. Cleaning will be performed regularly and whenever facilities or surfaces are visibly dirty. Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.).

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should cleaning products be removed from the building. Staff should thoroughly clean and disinfect their work area before and after use each day. There will be regular collection of used waste disposal bags from offices and other areas within the building.

Personal Protective Equipment

Coláiste Mhuire Co-Ed will ensure that all employees are adequately protected and where it is not reasonably practicable to reduce or eliminate the risk, then as a last resort will provide PPE appropriate to the task/work environment.

On 28 February 2022, the Government, taking into account the latest developments with regards to the incidence and behaviour of COVID-19, announced that face masks are no longer mandatory to wear in public offices. The Work Safely Protocol continues to apply in full, setting out the minimum Public Health infection prevention and control measures required to be taken by employers and workers, in every place of work, to prevent and reduce the spread of COVID-19.

In the context of COVID-19 risk, TETB will monitor the HPSC website regularly for updates regarding the use of recommended PPE.

As required Tipperary ETB will ensure:

- To adequate and suitable PPE if and when required.
- That PPE is used, maintained and replaced in accordance with the manufacturer's instructions.
- To record information to include supply of and training in the use of PPE as appropriate.
- PPE is provided free of charge to employees.

On receipt of appropriate PPE, Tipperary ETB expect our employees to:

- Use PPE correctly and whenever it is required.
- Report any defects in or damage to their PPE immediately.
- Participate in any training or instruction provided on the fitting, use and inspection of PPE.
- Inform Principal of any medical conditions they have that may affect the correct use of the PPE provided to them.
- Look after any PPE provided to them.

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. They will be updated as appropriate in line with advice from the HPSC. Where staff provide healthcare to children with medical needs in the school environment, they should apply standard precautions as per usual practice.

Display Screen Workstations

Some users may suffer from temporary eye fatigue, exhibiting symptoms such as failure to see clearly, red eyes, sore eyes or headaches. This can be caused by:

- Poor positioning and adjustment of the display screen.
- Poor legibility of screen or source documents.
- Poor lighting, glare or reflections.
- A drifting or flickering image on the display screen.

Display screens should be set up as follows:

- The image on the screen should be free from flickering and other forms on instability.
- The screen should have easily adjustable contrast and brightness.
- The screen should be easy to tilt or swivel.
- The screen should be free from reflective glare, which can cause discomfort.
- The height of the screen should be adjusted to minimise head and neck movement.
- The angle of the screen should be adjusted to suit the seating position.

All staff made aware of and encouraged to refer to Tipperary ETB Visual Display Unit Procedure available from Tipperary ETB.

Machinery & Equipment

Computers, Photocopiers and Printers are in good condition and maintained regularly. Any maintenance or upgrading must be undertaken by specialists. Maintenance records and certificates are kept in a folder and available for inspection.

Contractors are as follows:

Photocopiers:	Cantec Ireland www.cantecireland.ie 061313646
Computers and Server:	Solve IT Unit 7A, Gortnafleur Business Park, Clonmel, Co. Tipperary, E91 AX61 (052) 619 0000
Fire Extinguishers Checked Annually by:	Everard Fire Ltd The Ragg Thurles 0504-51369
Security Alarm Checked regularly by:	Third Eye Birr Road, Nenagh, Co. Tipperary PSA licence number: 7626 1890228843
Fire Alarm Checked regularly by:	Guardian Fire & Security New Ross
Shredding	Security in Shredding Nenagh Co. Tipperary 06724848
Contract Cleaning	Grosvenor www.grosvenorservices.com 01 295 4866
Canteen Service	Pat Long Catering Killoshulan, Barna, Johnstown, Via Thurles, Co.Kilkenny 0868276937
Plumbing	John Walsh Borrisoleigh 0861527066
Electrical	Ray Corbett Holycross Thurles 0872526756

PUPILS, VISITORS & CONTRACTORS

Pupils

Coláiste Mhuire Co-Ed will ensure, as far as is reasonably practicable, the safety of Students (day and night), while on the premises.

- a) All areas of the school and the grounds will be as safe as is reasonably practicable.
- b) All fire evacuation procedures signage will be in place and fire exits clearly marked.
- c) The teacher of each class will take a roll call, and bring it with them to the assembly point, in the event of an evacuation.

Visitors

Coláiste Mhuire Co-Ed will ensure, as far as is reasonably practicable, the safety of visitors and contractors while on our premises.

While under the supervision of Coláiste Mhuire Co-Ed, visitors and contractors are to obey the safety rules and emergency procedures at all times. All visitors are required to sign in and out on the Visitors Logbook which is located at Reception.

Contractors

All construction work will be carried out in accordance with the Safety Health and Welfare at Work (Construction) Regulations 2013. All contractors e.g. window cleaners etc. employed by Coláiste Mhuire Co-Ed will comply with the following duties:

- a) Co-operate with the Coláiste Mhuire Co-Ed, to ensure safety is maintained and relevant statutory provisions are met.
- b) Contractors will complete Health and Safety Induction Checklist before they are deemed qualified for the works.
- c) Contractors will be asked to provide their Safety Statement, or a Method Statement prior to the commencement of work, at the discretion of the management.
- d) Contractors must not commence with any work on the premises until relevant safety procedures are read, understood and accepted.
- e) Contractors are required to provide training as necessary, to ensure that employees under their control are competent to carry out work safely.
- f) All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of the staff, pupils and others on the premises.
- g) Contractors must maintain the work area in good order and in a satisfactory state of cleanliness.
- h) Contractors must provide an assessment of risk associated with any substance, process or work activity, which may be hazardous, to the Board of Management, before work commences. Any material, or substance brought onto the premises, which has health, or fire risks must be used and stored in accordance with the relevant legislation.
- i) All plant, or equipment brought onto the grounds of Coláiste Mhuire Co-Ed must be safe and in good working condition, fitted with any necessary guards and safety devices, and with necessary certificates.

CORONAVIRUS

This virus which causes COVID-19 is called severe acute respiratory syndrome and belongs to the broad family of viruses known as coronaviruses. It was first identified in the Wuhan province in China in December 2019 and a global pandemic event was declared in March 2020. Symptoms of COVID-19 are similar to symptoms of cold or flu. The most common symptoms are fever, cough, shortness of breath and loss of sense or smell or taste.

COVID-19 Policy Statement

Tipperary ETB is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed the following COVID-19 Response Plan. Tipperary ETB and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- Continue to monitor our COVID-19 response and amend this plan in consultation with our staff.
- Provide up to date information to our staff and students on the Public Health advice issued by the HSE and GOV.ie.
- Display information on the signs and symptoms of COVID-19 and correct hand washing techniques.
- Agree with staff, a Lead Worker Representative who is easily identifiable to carry out the role outlined in this plan in relation to summer provision.
- Inform all staff and students of essential hygiene and respiratory etiquette and physical distancing requirements.
- Adapt the school to facilitate physical distancing as appropriate in line with the public health guidance and direction of the Department of Education.
- Keep a contact log to help with contact tracing.
- Ensure staff and students engage with the induction / familiarization briefing provided by the Department of Education.
- Implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school.
- Provide instructions for staff and students to follow if they develop signs and symptoms of COVID-19 during school time.
- Implement cleaning in line with the Department of Education advice.

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

This can be done through the Lead Worker Representative(s), who will be supported in line with the agreement between the Department and education partners.

Signed: _____ Date: _____

**Ms. Bernadette Cullen,
Chief Executive**

Employee COVID-19 Responsibility

Staff also have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties. In order to facilitate a safe return to work, these duties include, but are not limited, to the following:

- Adhere to TETB Covid-19 Response Plan and the control measures outlined. The co-operation and assistance of all staff is essential to reduce the risk of spread of Covid-19 and to protect health and safety as far as possible within the building. All staff have a key role to play.
- Co-ordinate and work with their colleagues to ensure that physical distancing is maintained.
- Make themselves aware of the symptoms of Covid-19 and monitor their own wellbeing.
- Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of Covid-19.
- Not return or attend work if they have any symptoms of Covid-19 under any circumstances.
- If they develop any symptoms of Covid-19 whilst in work, they should adhere to the procedure outlined above.
- Complete the RTW form which is available electronically or from the Principal before they return to work. A RTW form should be completed and returned 3 days before returning to work.
- Must inform management if there are any other circumstances relating to Covid-19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.
- Must complete Covid-19 induction training and any other training required prior to their return to work.
- Must be aware of, and adhere to, good hygiene and respiratory etiquette practices.
- Keep informed of the updated advice of the public health authorities and comply with same.
- Assist management in the selection of a Lead Worker Representative.

Lead Worker Representative

The Protocol provides for the appointment of a Lead Worker Representative (LWR) in each workplace. The LWR will work in collaboration with management to assist in the implementation of measures to prevent the spread of COVID -19 and monitor adherence to those measures and to be involved in communicating the health advice around COVID-19 in the workplace.

This section sets out how the provisions will operate in Coláiste Mhuire Co-Ed. Procedures for the appointment of the lead worker representative in Coláiste Mhuire Co-Ed has been agreed centrally between the Department of Education and the education partners.

Strong communication and a shared collaborative approach is key to protecting against the spread of COVID-19 in schools, and looking after the health, safety and wellbeing of staff and students. Adherence to the Return to Work Protocol will only be achieved if everyone has a shared responsibility in implementing the measures contained within the Response Plan in Coláiste Mhuire Co-Ed.

If a staff member has any concerns or observations in relation to the Covid-19 Response Plan, control measures or the adherence to such measures by staff, pupils or others he/she should contact the lead worker(s) who will engage with the principal/BOM.

Role of the Lead Worker Representative

In summary, the role of the LWR is to:

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts;
- Work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19;
- Keep up to date with the latest COVID-19 public health advice;
- In conjunction with school management, promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice;
- Assist school management with the implementation of measures to suppress COVID-19 in the workplace in line with the Return to Work Safely Protocol and current public health advice;
- In conjunction with school management, monitor adherence to measures put in place to prevent the spread of COVID-19;
- Conduct regular reviews of safety measures;
- Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them;
- Consult with the school management on the school's COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area;
- Following any incident, assess with the school management any follow up action that is required;

- Consult with colleagues on matters relating to COVID-19 in the workplace;
- Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace.

As Coláiste Mhuire Co-Ed has more than 30 staff, and 2 Lead Worker Representatives have been appointed.

<i>Name(s) of lead worker representative:</i>	<i>Contact details:</i>
Miriam Bergin	mbergin@tipperaryetb.ie
Olivia Ryan	oryan@tipperaryetb.ie

TRAINING

Training for Safety

It will be the duty of the Principal to identify the required training for employees within the school. They will then apply to Tipperary ETB for the necessary funding to carry out the required training. A copy of application will be held on file.

Coláiste Mhuire Co-Ed will provide such training as required by Section 8 and 9 of the 2005 Act to safeguard the safety, health and welfare of employees. Employees will be given safety training in various aspects of safety where identified.

Specifically, employees will be given the following safety training:

- a) All employees will receive induction training to ensure that they fully understand the hazards to which they may be exposed while at their work and the safety precautions and emergency procedures required.
- b) Employees who are required to lift materials will be given training in correct manual handling techniques as appropriate for their position.
- c) The Safety Representative will receive the necessary training as required by the Health and Safety Authority to carry out his/her role effectively.
- d) A first aider will be appointed for every 25 persons employed. An approved body will carry out training. The first aider will attend a refresher course within a 3-year period.

Records of Training

Training records will be maintained by the Principal (**APPENDIX II**) and filed in the Health and Safety folder.

Induction Training

All staff employed by Coláiste Mhuire Co-Ed will receive induction training on commencement of employment.

Induction Training will include the following:

- School Policies / risk Assessments as outlined in the Safety Statement.
- Location of Fire Fighting Equipment and Emergency Evacuation Procedures
- Accident Reporting and Investigation Procedures
- First Aid Facilities and Arrangements
- Maintenance and Security Arrangements
- Disciplinary Procedures

A record of this training will be signed by new employees and maintained by the Principal.

Health and Safety Toolbox Talk

The principal will give a toolbox talk annually.

ACCIDENT INVESTIGATION AND REPORTING POLICY

Introduction

All accidents should be reported to the Principal and Tipperary ETB, who will then in turn:

- a) Investigate the possible cause, or condition that triggered the accident.
- b) Determine any contributing circumstances, and then
- c) Take positive action to remove, or modify the cause to avoid similar accidents from occurring in the future.
- d) The Safety Representative will record all accidents and records kept on file.

The Accident Reporting Form (Please see APPENDIX I)

It is important that all accidents and incidents with potential for injury are reported to the Principal using Tipperary ETB Accident Report Form (APPENDIX I).

In the event of a serious accident, staff must preserve the scene of the accident/incident and if possible, take photographs so that a proper investigation can be carried out. Staff are also required to refer to the accident checklist overleaf to ensure correct procedure is followed. A copy of this checklist must be attached to the relevant accident report form.

Coláiste Mhuire Co-Ed will keep a record of accidents and incidents with potential for injury to staff. These accidents / incidents must be reported to Tipperary ETB immediately using Tipperary ETB Accident Report Form. A copy of this form must be kept on file and another copy submitted to Tipperary ETB.

Where a member of staff is absent from work for more than three days, the Accident Report form – IR1 Form available at www.hsa.ie will be completed with the assistance of Tipperary ETB and sent to the Health and Safety Authority (HSA).

- a) It is important that all accidents, incidents and near misses are reported to the Principal and Tipperary ETB at once following the occurrence.
- b) It is the duty of all members of staff to contact the trained First Aider immediately following an accident.
- c) An Accident Report form must be completed as soon as possible following an accident and a copy sent to Tipperary ETB.
This report form must be completed in full giving as much specific information as possible.

Coláiste Mhuire Co-Ed will follow the stated procedure in the event of an injury to a student. If parents / guardians cannot be contacted the Principal / Deputy Principal / Teacher, will act as would a reasonable parent/guardian and seek medical assistance.

Accident Checklist

Immediately after an accident, have you:	Yes	No
Provided emergency medical assistance to anyone who is injured or ill?		
Taken any necessary emergency action to prevent further injury or property damage?		
Secured the scene to preserve the evidence for study?		
Taken photos or measurements, if necessary?		
Interviewed witnesses to determine what happened?		
Interviewed others with relevant information?		
Determined the cause(s) of the accident?		
Made recommendations and action plans?		
Filed other required reports?		
Does your record include the following information?		
Name of injured employee(s)	Yes	No
Accident date and time?		
Nature and extent of injury/illness?		
Location of accident?		
Witnesses and their activities at the time?		
Others with relevant knowledge?		
Description of accident?		
Description of events preceding accident?		
Task/activity engaged in at time of accident?		
Employees normally assigned task?		
Length of employment and assignment to current job?		
Relevant training received by employee and training dates?		
Equipment/materials involved in the accident?		
Physical surroundings of accident?		
Unsafe acts that could have led to accident?		
Description and dates of similar or related accidents?		
Cause(s) of accident?		
Actions taken to prevent similar accidents?		
Additional Recommendations?		

FIRST AID

First Aid Policy

Part 7 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 concerns first aid at work.

The first aid box must be available and fully stocked in accordance with guidelines issued by the Health and Safety Authority. These First Aid Kits must be checked regularly by trained first aiders and this should be recorded.

First Aid Kits must also be located in designated areas throughout the school. All employees will be made aware of the location of the first aid supplies and the trained first aider for their area. A notice must also be posted at Reception outlining the location of First Aid boxes.

First Aid During COVID-19

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms. They are:

- ✓ High temperature
- ✓ Cough
- ✓ Shortness of breath or breathing difficulties
- ✓ Loss of smell, of taste or distortion of taste

Dealing with a Suspected Case of COVID-19

Staff or students should not attend school if they, or any member of their household, are displaying any symptoms of COVID-19. They should contact their GP immediately for further advice.

If a staff member/student displays symptom of COVID-19 while at school the following procedures will be implemented:

- If the person with the suspected case is a student, the parents/guardians will be contacted immediately.
- The symptomatic person will be brought to the designated isolation area via the isolation route. The person accompanying the symptomatic student/staff member must keep at least 2m away from him/her and also make sure that others maintain a distance of at least 2m from the symptomatic person at all times.
- If it is not possible to maintain a distance of 2m a staff member caring for a student should wear a face covering or mask. Gloves should not be used as the virus does not pass through skin.
- Provide a mask for the person presenting with symptoms. He/she should wear the mask if in a common area with other people or while exiting the premises.
- Assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents who will call their doctor and continue self-isolation at home.
- Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person

presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided.

- If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used.
- If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.
- Carry out an assessment of the incident which will form part of determining follow-up actions and recovery.
- Arrange for appropriate cleaning of the isolation area and work areas involved –

Trained First Aiders

Emergency Procedures

In an emergency situation either the teacher on duty or the teacher who the incident was reported to (or trained first aider) is to administer first aid and deal with the accident/injury.

The following person(s) are occupational first aiders and have received appropriate training and certification:

Annemarie Cullen
Julie Delaney
Paddy Stapelton
Micheal Power
Trisha Hickey
Kathleen Cleary
Claire Kearney
Karen Stakelum
Denis Quinn
Margaret Manning
Josephine Cahill
Deirdre Ryan
Sean Craddock
Dara Fahy
Mary Catherine Ryan
Lorna Byrne
Jack Spillane
JP Butler
Kevin Glesson
Geraldine Cahill
Lorna Byrne
Emma Carey
Elaine Molumby
Geraldine Hennessey
Louise Reidy
Simone Strappe

In the event that first aid is required in the workplace it may not be possible to maintain a distance of 2 metres. Workers with a specific role in acting as first responders should be provided with updated training on infection prevention and control principles including performance of hand hygiene and appropriate use of personal protective equipment when delivering first aid.

OCCUPATIONAL HEALTH

Violence and Aggression

Coláiste Mhuire Co-Ed will take all necessary measures to protect employees from acts of violence, or aggression during the course of their work. All students are required to sign and adhere to the schools Code of Behaviour and non-compliance will result in disciplinary action. Management will investigate any reports, or complaints made by employees, or other persons affected.

Welfare Arrangements

The provision of welfare facilities i.e. staff toilets required by legislation is provided in accordance with *Part 1 of the Safety, Health and Welfare at Work (General Applications) Regulations, 2007*. Coláiste Mhuire Co-Ed provides adequate toilets and means for taking meals or rest breaks for employees.

All welfare facilities are maintained in good condition and are cleaned on a daily basis. All classrooms are maintained and well ventilated at all times.

Manual Handling

Tipperary ETB will comply with the requirements of *Part II, Chapter 4 of the Safety, Health and Welfare at Work (General Application) Regulations, 2007*.

If manual handling represents a significant part of an employee's work, training will be provided for all personnel concerned. Manual Handling Risk Assessments and ongoing reviews would be conducted for each area where manual handling represents a significant part of the work performed.

In the normal course there is no requirement to lift or move heavy objects. Where possible a mechanical or other means will be used to avoid or reduce the need for the manual handling of loads by employees. It could arise with deliveries of paper or with transferring files or repositioning furniture. In this case the following technique should be followed:

- Plan how you are going to move the load before lifting.
- Position your feet close to your body.
- Keep load close to your body.
- Bend your knees but avoid bending at the waist.
- Get a good grip of the load.
- Lift smoothly with no sudden movements.
- Turn using your feet to avoid twisting at the waist.
- Do not block your vision.
- Bend your knees again to position the item.

Pregnant Employees

Coláiste Mhuire Co-Ed will take all necessary steps to comply with the *Safety, Health and Welfare at Work (General Applications) Regulations 2007*.

- Employees should inform management if they are pregnant, as early as possible in the pregnancy.
- Pregnant employees should identify and report to management those aspects of the work process that may place themselves or their unborn child at risk.
- Steps should be taken to remove exposure to this risk.
- Where practicable every effort in terms of privacy, flexible work arrangements, and facilities should be made to facilitate nursing mothers.

Mental Health and Wellbeing

Tipperary ETB have supports in place for workers who may be suffering from anxiety or stress or who may have gone through traumatic events such as the serious illness death of a relative or friend, or be experiencing financial difficulties or problems with their personal relationships.

Tipperary ETB employees have access to Spectrum Life who are an Employee Assistance Service (EAS). The EAS is available 24/7, 365 days a year and provides advice to employees on a range of issues including wellbeing, legal, financial, bereavement, conflict, mediation etc. The EAS also provides advice and support to managers and delivers interventions to help them deal with health and wellbeing issues in the workplace.

Where appropriate, short-term counselling is available to employees and their family members. A family member includes a spouse, civil partner or dependent, where the family member can be described as a person over the age of 18 and residing at the family home. In addition, online cognitive behavioural therapy is also provided to employees.

A bespoke wellbeing portal and app is available offering a host of online services with access to live chats, videos, podcasts and blogs on topics around mental health, family life, exercise and nutrition. This platform is available via Web, iOS App or Android App.

Coláiste Mhuire has developed a wellbeing website for staff.

Please find details below to access the EAS:

Teachers and SNAs:

All Other Staff:

Free Phone:	1800 411 057	Free Phone:	1800 814 243
SMS & WhatsApp:	Text 'Hi' to 087 369 0010	SMS & Whatsapp:	Text 'Hi' to 087 369 0010
Email:	eap@spectrum.life	Email:	eap@spectrum.life
REGISTER FOR YOUR WELLBEING APP		REGISTER FOR YOUR WELLBEING APP	
Register Link:	https://wellbeingtogether.spectrum.life/login	Register Link:	https://app.spectrum.life/login

TETB Organisation Code:	yIVIIU17	TETB Organisation Code:	5rqyMLOu
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Workers who are returning to the workplace after COVID-19 restrictions or who may be returning after a period of isolation are likely to have concerns about the risk of infection or changes to their job due to the implementation of measures to prevent the spread of COVID-19. Information on publicly available sources of support and advice and information about the prevention and control measures taken in the workplace to reduce the risk of infection will be provided.

Harassment and Bullying

Tipperary ETB and Coláiste Mhuire Co-Ed are committed to providing a workplace free from harassment and bullying (working in conjunction with Code of Practice on the Prevention of Workplace Bullying and the Code of Practice on Sexual Harassment and Harassment at Work).

All complaints of bullying and/or harassment will be dealt with fairly, with discretion and as far as reasonably practicable confidentially maintained.

Tipperary ETB have the following policies in place and are available to all staff from their Principal/Manager and also on the TETB website www.tipperaryetb.ie :

- Tipperary ETB Bullying Prevention Policy – Complaint Procedure for ETB Staff.
- Tipperary ETB Harassment/Sexual Harassment Prevention Policy – Complaint Procedure for ETB Staff.
- Grievance Procedure for Staff employed by Education and Training Boards (ETBs).

Coláiste Mhuire Co-Ed will not condone any behaviour relating to the adverse, differential treatment of a person due to sex, marital status, family status, sexual orientation, religion, disability, race or membership of the travelling community.

Alcohol and Drugs Policy

Coláiste Mhuire Co-Ed will not tolerate the consumption of drugs, or alcohol before, or during the working period. Any employee found to be taking drugs, or alcohol will be subject to disciplinary proceedings.

Under *Section 13 (1) (c)(d)(e) of the Safety, Health and Welfare Act 2005* employees are required to:

- No member of staff should be under the influence of an intoxicant to the extent that they endanger their own safety or the safety of others around them.
- All employees are required to submit to tests for intoxicants, if reasonably required, with the tests carried out by a registered medical practitioner, who is a competent person.
- Employees must not engage in any improper conduct or dangerous behaviour.

Any member of staff that is taking prescription drugs that may interfere with their work should inform their Principal.

Any student found to be taking, or under the influence of drugs and/or alcohol will be subject to disciplinary action, as determined by Tipperary ETB.

The schools Substance Use/Misuse Policy can be found at <https://www.cmco.ie/downloads-2/school-policies-2/>

Smoking / Vaping Policy

Coláiste Mhuire Co-Ed will comply with the *Tobacco Act 2004*. Smoking or Vaping is not permitted in any of the school buildings. Any student or staff member who is found to be smoking/vaping on school property will face disciplinary action.

Infectious Disease

Upon notification from a parent that a student has been diagnosed with meningitis, measles or chicken pox etc. the Principal will issue a warning notice to staff and to parents of all the students in the school of the outbreak and a possible risk of infection.

The pupil must not return to the school until a letter is forwarded to the Principal from their GP, stating that there is no risk of cross infection.

General Safety and Controls

Purchasing

It is the policy of the Tipperary ETB Procurement Section to take health and safety into consideration when purchasing equipment, goods or services for Coláiste Mhuire Co-Ed and to ensure that the required standards are met prior to such purchases being made.

The Principal of Coláiste Mhuire Co-Ed must be consulted on any purchasing decision made, which may have implications for health and safety.

Electricity and Equipment

Tipperary ETB will act in accordance with the requirements of *Part III of the Safety, Health and Welfare at Work (General Application) Regulations, 2007*.

All electrical equipment on the premises will be of safe design and construction and properly maintained at all times and required PAT Testing carried out.

Chemicals and Substances

Tipperary ETB will comply with the *Safety Health and Welfare at Work (Chemical Agents) Regulations 2001* when involved in the purchase, use, and storage of chemicals i.e. cleaning agents, toner etc.

Information

Material Safety Data Sheets (MSDS) should be provided for all chemicals, or substances. These provide detailed information on each substance used.

Labelling

Containers of chemicals must be correctly labelled at all times. This label should contain information on the precautions necessary, as well as an orange label with the appropriate hazard symbol. Substances should **NOT** be transferred to an unlabelled container at any time.

Adverse Weather

Tipperary ETB recognises the fact that inclement weather and other emergencies can affect both the organisations ability to open its premises for business and the employee's ability to get to work safely. The safety of Tipperary ETB's students and staff is paramount in any emergency situation.

In preparation for forecasted extreme weather, Schools, FET centres and Offices will observe the National Emergency Co-ordination Group / Department of Education and Skills advice and close schools or facilities on a red alert affecting their area. Where an amber alert is issued schools or training centres should conduct a risk assessment and consider the hazards posed to staff, students and public safety and whether they can adequately be controlled or managed.

In an emergency, managers will make every effort to notify students, parents and staff by phone or by email to inform them of any decision to close the premises. The closure will also be announced on all Tipperary ETB social media platforms. Employees are asked to use common sense and make their best assessment of the safety and practicality of the situation. No pressure is extended from Tipperary ETB, at any time, which would encourage employees to take unnecessary or unreasonable risks to attend work in such emergency situation

Procedure to prevent Slips, Trips & Falls in the event of slippery conditions

The priority is safe access/egress to the building. Use the following guidelines to help control it:

- Have designated walkways and keep them clear of snow and ice.
- Where possible close off other walkways with tape to reduce the risk of slips, trips or falls.
- In particular, close off steps, ramps or sloped areas where possible.
- Provide mats outside and inside doorways.
- Keep the floors dry in the building with extra attention given to access / egress points.
- Ensure that employees are aware of their responsibility to keep all walking surfaces dry and clean. Advise them that they may need to stand at wet entrances to prevent a slip, trip or fall until the area has been appropriately cleaned and dried.
- Record any incident or near miss.

Procedure in the event of Burst Pipes

The other issue facing the organisation will most likely be burst pipes and the resulting damage. It is advisable to:

- Check that you have adequate fuel (oil/gas) in your tanks.
- In extreme cold do keep your heating on at a minimum temperature of at least 4 degrees.
- Drain down unnecessary plumbing system if the building is unheated (e.g. changing rooms, hoses.)
- Insulate outside or exposed internal pipes with foam based or specialist insulation. Even covering them with newspaper or blankets will help.
- Clear rain gutters and drains.
- Ensure stop cock is accessible and that key staff know how to access and close if required.
- If you suspect that your pipes are frozen, you will need to turn off the water supply immediately at the stop cock. Also, turn off the water supply from your tank and turn off all your water heating systems and turn on your taps to drain the system.
- If pipes have burst carry out the above steps.

FIRE SAFETY

Fire Safety Policy

Coláiste Mhuire Co-Ed will comply with:

- *The Fire Services Act 1981.*
- *The Safety, Health and Welfare at Work Act, 2005.*
- *The Building Control Act, 1990.*
- *The Building Regulations 1997 & Associated Regulations.*

Suitable firefighting equipment is available in the school. Fire Drills are carried out twice yearly, results are recorded and held on file with management. Emergency evacuation procedures are posted in all classrooms.

Training of Staff in Emergency Procedures

The Fire Wardens in the school will work together to ensure all staff/students/contractors and night time students are fully aware of the procedure to be implemented in the occurrence of an emergency.

The nominated fire warden should be given appropriate instruction and training on the duties assigned in emergency procedures. This will include such things as:

- Notifying the emergency services.
- Notifying the Principal of the emergency.
- Checking specific areas such as toilets for occupancy.
- Insuring all persons have left the buildings.
- Assisting any disabled persons (if safe to do so) in exiting the building.
- Closing doors/windows and other openings (if safe to do so) prior to exiting the building.
- Liaise with the fire services with a view to providing relevant information.

Fire Safety Register shall include:

- Training of personnel, certificates etc.
- Evacuation drills, times, dates etc.
- Record of maintenance on fire alarms and fire equipment.

Fire Drills / Emergency Plans

Fire drills must be carried every 6 months and results must be recorded and documented on the Fire Drill Record Book issued by Tipperary ETB. Fire evacuation procedures must be posted around the premises and highlight the designated assembly point.

FIRE PREVENTION

FIRE PREVENTION

- Don't hang clothing over or near heating equipment
- Do not let paper, oily rags or other rubbish accumulate.
- Do not smoke in prohibited areas.
- Use proper sealed containers for flammable liquids, no open tins or buckets.
- Do not overload electric sockets – “one socket one plug”
- Handle flammable liquids at a safe distance from possible source of ignition.
- Bitumen boilers, soldering irons and gas rings must be on non-combustible stands.
- Switch off at mains any electrical equipment not in use.

FIRE PRECAUTIONS

- Make sure you know what to do in case of a fire.
- Make certain you know your escape route.
- Keep fire doors clear and unobstructed.
- Do not obstruct access to fire extinguishers.
- Ensure you know how to operate the fire extinguishers in your area.

FIRE EXTINGUISHERS

- Water **(Red)** - Use on paper, wood and solid flammable.
- CO₂ **(Black)** - Use on liquids, gases and electrical fires.
- Foam **(Cream)**- Use on flammable liquids.
- Powder **(Blue)**- Use on all types of fires but primarily fires involving metals, such as aluminium and magnesium.

ACTIONS TO TAKE IN THE EVENT OF A FIRE

- Raise the alarm and then call the fire brigade.
- Close doors and windows to prevent the spread of fire.
- Evacuate the building or area you are working in.
- Fight the fire with extinguishers provided but don't put yourself at risk.
- Do not use water to put out electrical fires.

EMERGENCY PROCEDURE

When you hear the alarm, please do not panic.

Switch off any equipment you may be using but do not put yourself at risk.
Walk to the nearest exit point, when the room is clear display the “room clear sign on the door handle” and gather at the assembly point.
Sweeper will check that all rooms are clear
Roll calls will be taken
Wait at the assembly point until the roll call is carried out and the all clear has been given.

MONITORING AND REVIEW

To ensure that continuous improvement takes place, risks identified will be continuously monitored and reviewed and all identified risks in the workplace that could cause harm to staff and others, are carefully examined and appropriately managed.

This Safety Statement and Risk Assessments will be reviewed on an annual basis by Mr. Denis Quinn and his staff in consultation with Tipperary ETB Health and Safety Administrator, Ms. Shauna Nolan, and will be modified as names of responsible persons change, as risk changes, or as changes in legislation occur.

CONSULTATION FOR EMPLOYEES

Consultation and Communication

Coláiste Mhuire Co-Ed and Tipperary ETB will consult with employees in advance and in a timely manner so as to allow them time to consider, discuss and give an opinion on the matters before managerial decisions are implemented.

Consultation is particularly important when changes are taking place, for example when a safety statement or safety health plan is being drawn up, or new technology or work processes are being introduced.

Methods of Communication

- Induction Training
- Staff Meetings
- CPD

TYPE OF ACCIDENT	√	PART OF BODY INJURED	[]
√ Specify Side			
Injured/damaged by a person	[]	(Left/Right) Head	[]
Struck by/contact with	[]	Eyes	[]
Caught in/under	[]	Face	[]
Slip/Trip/Fall	[]	Neck, Back, Spine	[]
Sharps	[]	Chest, Abdomen	[]
Road Traffic Accident/Crash	[]	Shoulder	[]
Exposure to substances/environments	[]	Upper Arm	[]
Manual Handling	[]	Lower Arm, Wrist	[]
	[]	Elbow	[]
TYPE OF INJURY		Hand	[]
Fatality	[]	Finger	[]
Bruise	[]	Hip Joint, thigh,	[]
Concussion	[]	Knee Joint	[]
Internal Injury	[]	Lower Leg	[]
Abrasion/Graze	[]	Ankle	[]
Fracture	[]	Foot	[]
Sprain	[]	Toe (one or more)	[]
Torn Ligaments	[]	Trauma, Shock	[]
Burn/Scalds	[]		[]
Frostbite	[]		[]
Injury not Ascertained	[]	Other (please specify):	[]
_____	[]		[]
Trauma	[]		[]
Occupational Disease	[]		[]
Other (please specify)	[]		[]

kneecap



DETAILED DESCRIPTION OF ACCIDENT/INCIDENT

Give a full description of:

- The work/activity being carried out when the accident occurred
- The part of body where injury occurred **e.g. right arm, left leg, 3rd finger right hand etc**
- Equipment being used if any
- Steps taken after accident happened **e.g. first aider called, taken to doctor, bandage applied etc.**

- Steps taken (if possible) to prevent accident reoccurring

CONSEQUENCES		RESULT		ANTICIPATED ABSENCE					
<input type="checkbox"/>	Fatal	<input type="checkbox"/>	Medicine	<input type="checkbox"/>	Sent Home	<input type="checkbox"/>	None	<input type="checkbox"/>	1-3 Days
<input type="checkbox"/>	Non-Fatal	<input type="checkbox"/>	Light Dut	<input type="checkbox"/>	Sick Leave	<input type="checkbox"/>	4-7 Days	<input type="checkbox"/>	7 Days +

Declaration: IPB Insurance is classified as a Data Controller under Irish Data Protection Legislation. The information you provide to us as part of your claim application will be processed by us to confirm your identity, process your application and to record and cross reference particulars of your claim in insurance industry databases for fraud prevention purposes. This may involve exchanging information with Insurance Link, the anti-fraud claims database run by the Irish Insurance Federation. In certain cases we may also share your information with other insurance providers and private investigators.

I/We hereby declare that the statements on this form and the information provided in addition are true and complete, to the best of my/our knowledge and belief

Signature of Teacher present: _____ **Date:** _____

Signature of Principal / Deputy Principal: _____ **Date:** _____

First Aid and CPR register

CMCO staff		Recertification due:
Clare Wallace	CPR & AED only	25/11/2022
Una Fogarty	CPR & AED only	25/11/2022
Annemarie Cullen	First Aid Response	25/11/2022
Julie Delaney	First Aid Response	25/11/2022
Paddy Stapleton	First Aid Response	25/11/2022
Michael Power	First Aid Response	25/11/2022
Trisha Hickey	First Aid Response	25/11/2022
Kathleen Cleary	First Aid Response	25/11/2022
Claire Kearney	First Aid Response	25/11/2022
Karen Stakelum	First Aid Response	25/11/2022
Denis Quinn	First Aid Response	30/09/2023
Margaret Manning.	First Aid Response	30/09/2023
Josephine Cahill	First Aid Response	30/09/2023
Deirdre Ryan	First Aid Response	30/09/2023
Sean Craddock	First Aid Response	30/09/2023
Dara Fahy	First Aid Response	30/09/2023
Mary Catherine Ryan	First Aid Response	30/09/2023
Lorna Byrne	First Aid Response	30/09/2023
Jack Spillane	First Aid Response	30/09/2023
J P Butler	First Aid Response	30/09/2023
Kevin Gleeson	First Aid Response	30/09/2023
Geraldine Cahill	First Aid Response	30/09/2023
Lorna Byrne	First Aid Response	30/09/2023
Emma Carey	First Aid Response	30/09/2023
Elaine Molumby	First Aid Response	30/09/2023
Geraldine Hennessey	First Aid Response	30/09/2023
Louise Reidy	First Aid Response	30/09/2023
Simone Strappe	First Aid Response	30/09/2023

APPENDIX IV: RISK ASSESSMENTS

Risk assessments have been carried out at Coláiste Mhuire Co-Ed by Mr. Denis Quinn with the assistance of his staff using template Risk Assessments provided by the Health and Safety Authority.

The Safety Statement and Risk Assessments will be reviewed on an annual basis by Mr. Denis Quinn and will be modified as names of responsible persons change, as risk changes, or as changes in legislation occur.

COMPLETED RISK ASSESSMENTS FROM COLÁISTE MHUIRE CO-ED are available on our shared drive and an account has been set up and shared with TETB for monitoring purposes.