



JOHN SCOTTUS SECONDARY SCHOOL

OLD CONNA, FERNDAL ROAD, RATHMICHAEL, CO. DUBLIN.

TEL: (01) 6680828.

E-MAIL: SECONDARY@JOHNSCOTTUS.IE WEB: WWW.JOHNSCOTTUS.IE

JOHN SCOTTUS SECONDARY SCHOOL



HEALTH & SAFETY POLICY STATEMENT

Approved by the Board of Management on 6/6/19.

Contents

1	Health and Safety Policy	3
1.1	Health and Safety Policy Statement.....	3
1.2	Health and Safety Policy Implementation	4
1.3	Duties of Board of Management	5
2	Duties and Responsibilities	6
2.1	THE DUTIES OF THE PRINCIPAL.....	6
2.2	Safety Officer	7
2.3	THE DUTIES OF SUPERVISORY STAFF	7
2.4	THE DUTIES OF ALL MEMBERS OF STAFF.....	8
2.5	HIRERS, CONTRACTORS AND OTHERS	9
3	STAFF CONSULTATIVE ARRANGEMENTS	10
4	CODES OF PRACTICE and SAFETY RULES.....	10
5	REVIEW.....	11
6	ACCIDENT PROCEDURES	11
7	First Aid	11
8	Specific Hazards	11
8.1	Manual Handling.....	11
8.2	Visual Display Units	12
8.3	SCHOOL HAZARDS AND THEIR CONTROL	12
8.4	Office Machinery.....	13
8.5	Filing Systems/Cabinets	14
8.6	Electrical Safety.....	14
8.7	Fire	15
8.8	Kitchen Facilities	16
8.9	DRIVING.....	16
8.10	Chemical Hazards.....	18
9	NOTE	18
	Appendix 1: Food Safety, policy and Procedures	19
	Appendix 2: Instructions for Fire Officer, Assistant Fire Officer and Head Secretary.....	22
	Appendix 3: Provision for Health and Safety Requirements:	24
	Appendix 4: Instructions for admittance to the school premises.....	26

1 Health and Safety Policy

The John Scottus School (JSS) Health and Safety Policy has been established to ensure that so far as is reasonably practicable that everyone who works for and on behalf of JSS does so in the safest and healthiest conditions possible.

Specifically, JSS makes a commitment to:

- Establish and maintain effective systems and standards for the management of safety, health and welfare to ensure compliance with the provisions of the Safety, Health and Welfare at Work Act 2005, other relevant statutory instruments and JSS standards.
- Prepare, implement and monitor health and safety plans to ensure JSS is operating to best standards, taking account of relevant codes of practice.
- Take all reasonable care to prevent personal injury and damage to property and to protect all staff/employees and third parties working at or visiting JSS from foreseeable work hazards
- Provide and maintain a safe and healthy working environment, with safe systems and methods of work .
- Provide all staff/employees with the information, training and supervision needed to work safely.
- Encourage full and effective consultation with all staff/employees on health and safety matters.

This JSS Health and Safety Policy Statement will be communicated to all staff/employees. It will be reviewed regularly and amended as circumstances require.

1.1 Health and Safety Policy Statement

- A. The Board of Management of John Scottus School recognise and accept their corporate responsibility as an employer for the provisions of the Safety, Health and Welfare at Work Act 2005, Section 8(1) which states that "Every employer shall ensure, so far as is reasonably practicable, the safety, health and welfare at work of all his or her employees" and as stated in Section 8(2b) "managing and conducting work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety health or welfare at work of his or her employees at risk" and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient

- operation of the school and is part of the good education of its pupils.
- B. The arrangement outlined in this policy, accompanying appendixes and the various other safety provisions made by the Board of Management cannot prevent accidents or ensure safe and health conditions. The Board of Management believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Board of Management will take all reasonably practicable steps to identify and reduce hazards to a minimum, but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school sponsored activities.
- D The education of pupils is not possible without taking risks. The officers of the Health and Safety Authority accept that training situations carry risks. For example, it is impossible to train fire-fighters without risk. While no one would think of exposing pupils to the sort of risks which face fire-fighters, it is essential, for the purposes of education, that pupils learn to deal with risks in a mature manner. Therefore, codes of practice assume a vital role in education, along with the use of personal protective equipment, in order to keep those risks within controlled boundaries. Equally, this education forms part of the cross-curricular themes of citizenship and economic and industrial awareness. It is not the intention of the Health and Safety Executive that health and safety legislation should be used to prevent proper educational experiences for pupils.

1.2 Health and Safety Policy Implementation

The Board of Management, while retaining overall responsibility for ensuring that this policy is implemented, delegates their authority for the implementation of health and safety at work to the Principal of JSS. He in turn will delegate specific authority to staff/employees within their areas of responsibility.

Detail of the health and safety organisation and arrangements, including the delegation of authority, the specific responsibilities of staff and employees, the work practices and procedures which must be adhered to, will be set out in this safety statement.

The day-to day responsibility for implementation of health and safety policies, procedures, instructions and practices rests with the Principal. It is the duty of the Principal to ensure that the staff/employees for whom he is responsible are informed about health and safety work practices, and procedures. Furthermore the Principal is responsible for monitoring the effectiveness of the Health and Safety arrangements.

JSS will have a nominated Health and Safety Officer, whose role is to co-ordinate the efforts of the Principal in the implementation of the Health and Safety programme and to provide directly or indirectly competent advice as necessary.

All staff/employees have a responsibility under the Safety, Health and Welfare at Work Act 2005 to take reasonable care of their own health, safety and welfare and that of other persons who may be affected by their acts or omissions at work. Any members of staff/employee failing to do so will be liable to disciplinary action.

The implementation of the Health and Safety Policy must be regularly audited.

1.3 Duties of Board of Management

In the discharge of its duty the Board of Management, in consultation with the Principal, will:

- make itself familiar with the requirements of the Safety, Health and Welfare at Work Act 2005 and any other health and safety legislation and codes of practice which are relevant to the work of the school.
- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.
- periodically assess the effectiveness of this policy and ensure that any necessary changes are made.
- Identify and evaluate all risks relating to: accidents, health, school-sponsored activities (including work experience)
- Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others
- create and monitor the management structure.
- to this end a Safety Officer. has been appointed;

In particular the Board of Management undertakes to provide:

- a safe place for staff and pupils to work including safe means of entry and exit
- plant, equipment and systems of work which are safe
- safe arrangements for handling, storage and transport of articles and substances
- safe and healthy working conditions which take account of all appropriate:
- statutory requirements
- codes of practice whether statutory or advisory
- guidance whether statutory or advisory
- supervision, training and instruction so that all staff and pupils can perform their school related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others then the Board of Management will ensure, that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities, which they are carrying out. All training will be regularly updated.
- necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
- adequate welfare facilities.

So far as is reasonable practicable the Board of Management, through the Principal, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- this policy
- all other relevant health and safety matters
- the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk

2 Duties and Responsibilities

2.1 THE DUTIES OF THE PRINCIPAL

1. As well as the general duties which all members of staff have, the Principal has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff; non-teaching staff, ancillary staff, pupils, visitors and other persons using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the Principals of the appropriate departments, senior members of staff, teachers and others as appropriate.
2. The Principal is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.
3. In particular, the Principal will:
 - a. be aware of the basic requirements of the Safety, Health and Welfare at Work Act 2005 and any other health and safety legislation and codes of practices relevant to the work of the school.
 - b. ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities
 - c. ensure safe working conditions for health, safety and welfare of staff, pupils and others using the school premises and facilities
 - d. ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so each task is carried out to the required standards and so that all risks are controlled
 - e. consult with members of staff, including the safety representatives, on health and safety issues

- f. arrange systems of risk assessment to allow the prompt identification of potential hazards
- g. carry out periodic reviews and safety audits on the findings of the risk assessment
- h. identify the training needs of staff and pupils and ensure, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
- i. encourage staff, pupils and others to promote health and safety
- j. ensure that any defects in the premises, its plant, equipment of facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay
- k. encourage all employees to suggest way and means of reducing risks
- l. collate accident and incident information and, when necessary, carry out accident and incident investigation
- m. monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others
- n. monitor first aid and welfare provision
- o. monitor the management structure

2.2 Safety Officer

In addition to his normal duties, the Safety Officer for JSS is also responsible for ensuring that:

- Training in occupational health and safety for all levels of staff is arranged and coordinated.
- Appropriate induction training in health and safety is carried out at all levels of staff and that all new staff are fully aware of their responsibilities.
- Full records are kept of all health and safety training.
- In conjunction with the appropriate staff, all accidents, dangerous occurrences and hazardous situations are investigated and corrective action recommended.
- Full accident records are maintained.
- The Safety Statement is amended in light of organisational changes.

The Safety Officer will advise and assist as appropriate in the implementation of the Safety Statement.

2.3 THE DUTIES OF SUPERVISORY STAFF

1. All supervisory staff (e.g. Principals of departments, co-ordinators, science technicians etc.) will make themselves familiar with the requirements of the Safety, Health and Welfare at Work Act 2005 and any other health and safety legislation and codes of practice, which are relevant to the work of their area of responsibility.
2. In addition to the general duties which all members of staff have (See 5.0), they will be directly responsible to the Principal and Safety Officer for the implementation and operation

of the school's health and safety policy within their relevant departments and areas of responsibility.

3. They will take a direct interest in the school's health and safety policy and in helping other members of staff, pupils and others to comply with its requirements.
4. As part of their day-to-day responsibilities they will ensure that:
 - a. Safe methods of working exist and are implemented throughout their department
 - b. health and safety regulations, rules, procedures and codes of practice are being applied effectively
 - c. staff pupils and others under their jurisdiction are instructed in safe working practices
 - d. new employees working within their department are given instruction in safe working practices
 - e. regular safety inspections are made of their area of responsibility as required by the Principal/Safety Officer or as necessary
 - f. positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others
 - g. all plant, machinery and equipment in the department in which they work is adequately guarded
 - h. all plant, machinery and equipment in the department in which they work is in good and safe working order
 - i. all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work
 - j. appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work
 - k. toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled
 - l. they monitor the standards of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others
 - m. all the signs used meet the statutory requirements

 - n. all health and safety information is communicated to the relevant persons
 - o. they report, as appropriate, any health and safety concerns to the appropriate individual.

2.4 THE DUTIES OF ALL MEMBERS OF STAFF

- A. All staff will make themselves familiar with the requirements of the **Safety, Health and Welfare at Work Act 2005** and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:
 - take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work,

- as regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, cooperate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.
- B. All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else to risk.
- C. In particular all members of staff will:
- be familiar with the safety policy and any and all safety regulations as laid down by the Board of Management.
 - ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils.
 - See that all plant, machinery and equipment is adequately guarded
 - See that all plant, machinery and equipment is in good and safe working order
 - Not make unauthorised or improper use of plant, machinery and equipment
 - Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
 - Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
 - Report any defects in the premises, plant, equipment and facilities which they observe.
 - Take an active interest in promoting health and safety and suggest ways of reducing risks.

2.5 HIRERS, CONTRACTORS AND OTHERS

- A. When the premises are used for purposes not under the direction of the Principal then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in paragraph (iii) of this document.
- B. The Principal or the Safety Officer will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- C. When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
- D. When the premises are hired to or used by persons outside the employ of the Board of Management, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Board of Management and that they will not without the prior consent of the Board of Management:
- introduce equipment for use on the school premises

- alter fixed installations
 - remove fire and safety notices or equipment
 - take any action that may create hazards for persons using the premises or the staff or pupils of the school.
- E. All contractors who work on the school premises are required to ensure safe working Practices by their own employees under the provisions of the Safety, Health and Welfare at Work Act 2005 and must pay due regard to the safety of all persons using the premises.
- F. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Principal/Safety Officer will take such action as is necessary to prevent persons in his or her care from risk of injury.
- G. The Board of Management draws the attention of all users of the school premises (including hirers and contractors) to s.14 of the Safety, Health and Welfare at Work Act 2005, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

3 STAFF CONSULTATIVE ARRANGEMENTS

The Board of Management, through the Principal, will make arrangements for the establishment of a safety committee by incorporating agenda items on health and safety matters. Representation on this committee will cover all appropriate areas of work or special hazards. The Safety Officer will chair this committee.

4 CODES OF PRACTICE and SAFETY RULES

- A. In consultation with the Board of Management (where appropriate) and taking into account the requirements of this statement the safety committee will approve (where necessary) codes of practice for the observation of safety requirements in school.
- B. From time to time the Department for Education, the Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Principals and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures. If the Principal considers the inclusion of all or any such documents into this policy to be inappropriate, he or she will be required to demonstrate to the satisfaction of the Board of Management that he or she has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

5 REVIEW

The Board of Management will review this policy statement annually and update, modify or amend it, as it considers necessary to ensure the health, safety and welfare of staff and pupils.

6 ACCIDENT PROCEDURES

Employees have a duty to report any accident to the Principal and Safety Officer.

The employee responsible must complete the JSS Accident Report Form and copy this to the Principal. The Principal must in association with the Safety Officer carry out an investigation in to all reported accidents to establish:

- The causes(s) of the accident.
- The corrective action (if any) which should be taken to prevent a reoccurrence.
- Whether or not a similar accident could occur in other areas.

Where the accident results in lost time of more than 3 days, the Safety Officer is responsible for making a report to the Health and Safety Authority using form IR1.

7 First Aid

It shall be the duty of every employer-

- 1) to provide, or ensure the there is provided and maintained, in every place where working conditions require it at each place or work under his control such first-aid equipment, suitably marked and easily accessible, as is required and appropriate in the circumstances for enabling first-aid to be rendered to persons at the place of work, and
- 2) to, provide, or ensure that there are provided, at each place of work under his control such number of occupational first-aiders as is necessary to render first-aid at the place of work concerned, taking account of the size or hazards (or both) of the undertaking of the establishment.

8 Specific Hazards

8.1 Manual Handling

Hazards

Employees have some manual lifting and handling as part of their daily working duties. The hazards include strains or sprains of the arm, back or legs due to over-exertion as well as foot injuries from falling loads.

Arrangements and Controls

No person will be expected to lift a load that would be likely to cause him/her injury. Consideration must be given to the load and whether or not help is necessary.

Every employee must be familiar with the correct techniques. These may be summarised as follows:

- Check for sharp edges, splinters or nails.
- Bend your knees not your back.
- Hold weights close to body.
- Don't jerk, shove or twist body.
- Grip load with palms - not fingertips.
- Don't let the load obstruct your view. This is particularly important when carrying loads up or down stairs.

8.2 Visual Display Units

Hazards

There is no conclusive evidence of any serious health risks associated with VDU's when properly used. There may be associated ergonomic problems e.g. muscular strain, visual discomfort and stress. These will be minimised however, by adaptation of work stations layout described below.

Arrangements and Controls

The following minimum requirements will apply to VDU users (persons who work at VDU's for more than one hour per day):

- A chair is provided which is adjustable at seat height, backrest height and angle.
- Where possible the desk and screen should be arranged so that any bright lights are not reflected in the screen. To this end VDU's should be positioned between rather than under, a row of lighting so that the line of sight is parallel to light fittings and any windows.
- All glare and unwanted light from windows can be avoided by the use of blinds.
- All designated VDU operators will receive proper instruction in the correct operation of the VDU.
-

8.3 SCHOOL HAZARDS AND THEIR CONTROL

Hazards

The most common hazards in schools are slips, trips and falls and collisions with furniture and equipment.

Arrangements and Controls

The following are in place to reduce risks to a minimum in the school:

- Stairways and passageways should be kept free from obstruction.
- Running in the building is prohibited.
- Power cables and phone leads must be secured by rubber sheathing or taped down i.e. is not acceptable to have unsecured cables trail across walkways.
- Tripping hazards associated with loose, upturned or damaged carpet must be reported immediately.
- If a spill occurs then this must be cleaned up immediately to minimise the risk of someone slipping on it.
- Safe means must be used when accessing heights. Under no circumstances may employees use files, boxes or swivel chairs as a means of access.

8.4 Office Machinery

Hazards

Office equipment in use includes photocopying machine, printer and shredder.

The hazards associated with this type of equipment include electrocution, burns, entanglement of loose clothing or long hair and fire. All such equipment is modern and fitted with a range of safety features.

Arrangements and Controls

Risks are minimised by observation of the arrangements and controls set out below:

Installation of Machine

Machines should be positioned in a well ventilated area away from doorways. The main

isolating switch should be accessible at all times. The manufacturer's manual must be available at the location of each machine.

Minor Repairs

Minor repairs, such as removing blockages from the photocopier may be carried out by office staff, where clear instructions exist and the action presents no hazard. While machines are fitted with interlocking systems to prevent electrocution they should still be switched off before gaining access

to the interior. Care is needed to avoid any hot surfaces. Under no circumstances should office staff use screw drivers or any other article to tamper with the inside of machines.

Major Faults

Major faults including any electrical faults, frayed wires etc. must be reported to the appropriate maintenance staff. No attempt should be made by office staff/employees to repair electrical faults. In such cases the machine should be isolated until repaired by a qualified electrician.

Maintenance

Basic maintenance of machines, will be carried out by authorised maintenance staff. This includes replenishment of toner. Where replacement of toner involves more than cartridge replacement, rubber gloves must be worn. The first aider should be called in the event of accidental inhalation, swallowing or entry to eyes.

Light Intensity

Photocopying and laser printers are provided with strong light sources, the intensities of which are such that there should be no hazards to health. However staff should ensure that covers are in place when copies are made.

8.5 Filing Systems/Cabinets

Hazards

Filing cabinets are used in office areas. The hazards include being trapped beneath a falling cabinet, or having fingers trapped between a drawer and the cabinet.

Arrangements and Controls

New filing cabinets purchased should be such that only one drawer can be opened at a time Older filing cabinets which are not designed in this way should be secured, having them fixed to the floor or the wall. Employees using filing cabinets should observe the following safe . practices:

- Store heavier items in bottom drawer.
- Start with bottom drawer when setting up files or after moving cabinet
- Use drawer handles when opening and closing the cabinet.
- Always close file drawers after use.
- Only open one drawer at a time

8.6 Electrical Safety

Hazards

Electricity is used to power office machines, lighting, kitchen appliances etc. The use of electricity poses significant hazards for the user and misuse can result in fire or electrocution.

Arrangements and Controls

Only competent and authorised personnel are permitted to work on electrical systems or maintain electrical equipment. The following precautions must be observed by all employees to minimise the risks associated with electricity:

- Any broken, ineffective, or damaged electrical equipment, such as loose connections and frayed cables must be reported.
- Ensure that there is clear access to switchboards and other similar installations, in case isolation is required in an emergency.
- Assume all electrical circuits are live until absolutely certain they are not
- Ensure equipment is switched off before it is plugged in.
- Small shocks, smoke, sparks, overheating, discoloration and burning odour are all warning signs that must be heeded. Equipment with these defects must be labelled and sent to technical personnel for repair.
- Extension leads with improper grounding should be replaced. They should only be used in temporary situations and not substituted for fixed wiring.
- Extension leads should be placed close to the wall, taped to the floor or covered with other material designed to anchor them. They should never be placed in open areas where people could trip on them or roll over them with equipment.

8.7 Fire

Hazards

The hazards of fire are burns and smoke, which pose a threat to both life and buildings.

Arrangements and Controls

- Adequate means of escape in the event of fire is provided from all areas of each building. The assembly point for each area is set out on the Fire Instruction Notices which are posted throughout the building.
- Employees should know the fire escape routes and exits from the buildings. Under no circumstances must access to these be obstructed at any time.
- Portable fire extinguishers are provided, throughout the buildings. These are subject to inspection and maintenance in accordance with authoritative standards. Employees should know the location of the fire fighting equipment and what type should be used. For electrical fires, water type extinguishers must not be used. Carbon dioxide extinguishers (black in colour) should be used for electrical fires.
- Smoking is strictly prohibited in all buildings.
- All employees are expected to co-operate fully when fire drills are being carried out
- Combustible product (e.g. paper) must not be stored within 0.5m of heating equipment or light fittings.
- Good housekeeping standards must be maintained in all areas at all times.

8.8 Kitchen Facilities

Hazards

Hazards in the kitchen include trips and falls, cuts from knives, sharp objects or broken glass and burns from hot surfaces, or liquids.

Arrangements and Controls

- The floor areas must be kept clean and free from obstruction.
- Hot containers or equipment should not be placed on the floor.
- Electrical equipment must never be used with wet hands.
- Broken glass or crockery should be cleared immediately and disposed of in a puncture proof container.
- Care must be taken when dispensing or carrying boiling water, or hot coffee.
- All authorised kitchen staff should be fully trained in the safe use of all electrical equipment and appliances. (see appendix Kitchen Safety)

8.9 DRIVING

Hazards

- Personal injury
- Damage to property

Arrangements and Controls

(a) Staff Driving on JSS Business

All drivers should comply with the Rules of the Road and other Road Traffic legislation at all times.

The following apply to all drivers with regard to drinking and driving:

- The Board of Management expects all drivers to remain within the statutory legal limits as specified at the time. The current limits are: 50 mg alcohol per 100 ml blood.
- In terms of alcohol consumption a broad guideline would be that over an eight hour day, taking normal meal breaks, the maximum intake should not exceed three units (1 unit = half pint).
- Similar guidelines apply for those involved in evening/night time activity (e.g. Tutoring etc.).
- It should be noted that the above are broad guidelines only as the effect on each individual varies considerably.

(b) JSS Car/Van Drivers

In addition to the above the following apply to all JSS car/van drivers:

Planned Maintenance

JSS should have in place a planned car maintenance programme for JSS vehicles in line with manufacturers' recommendations.

Procedural Guide

Before taking possession of a JSS vehicle every car driver should be given a Procedural Guide which sets out the driver's responsibilities in relation to safe motoring and driving. It should cover:

(a) Safe Motoring Practices

The following car checks must be carried out by drivers of JSS vehicles on a regular basis.

- Check/replenish screen wash bottles.
- Ensure that all lamp lenses/reflectors/number plates/mirrors and windows are clean.
- Check tyres for pressure/cuts/damage/thread depth with gauge supplied to driver at minimum of 1.6 mm.
- Check for oil leaks under vehicle or any tyres.
- Check excessive free movement on steering.
- Check all lights (side, headlights, main/dip, tail, number plates, stop lights, indicators, fog lamps) are working effectively.
- Check all dashboard instruments effectiveness.
- Check brakes are effective.
- Check fluid levels (oil, water, brakes).

(b) JSS procedures on planned servicing arrangements with contracted fleet maintenance firm.

(c) Breakdown procedures. Details of 24 hour emergency service.

(d) Scope of insurance cover.

(e) Accident procedures.

Winter Maintenance Check

Reminders are sent to drivers regarding winter maintenance: anti-freeze, tyres, etc.

Accident Reporting

All accidents should be reported to the Principal and the Safety Officer.

There following should be in place :

24 hour emergency service.

- Agreed chain of communication to ensure fastest possible reaction.
- Solicitor retained by JSS to deal with any legal issues.

8.10 Chemical Hazards

JSS must conform to the Safety, Health & Welfare at Work (Chemical Agents) regulations, 2001.

It is the responsibility of the Principal to ensure that all hazardous substances in use in the school, particularly the Science Lab. conform to these regulations.

In particular, the proper labeling, storage, and the provision/displaying of all MSDS sheets. (see appendix)

9 NOTE

This document represents the John Scottus Secondary School's Health and Safety Policy Statement. It does not constitute individual policies or detailed procedures, which form the dedicated and comprehensive health and safety policy. Copies of the whole policy are available in all school offices, staff rooms and on request.

Principal: Dr. Declan Kelly

Appendix 1: Food Safety, policy and Procedures

Appropriate food safety procedures are followed at all stages of food handling to prevent potential incidents occurring.

Policies and procedures are outlined below for each point in the food preparation and handling process:

Purchasing, delivery and storage

Purchasing

- Only reputable suppliers are used that implement a food safety program.

Delivery

The following are checked:

- temperature of food
- date codes
- condition of the packaging.

Storage

- Food is stored immediately and at the correct temperature.
- Food is covered/wrapped food and ensured that it is clearly labelled and dated.
- Food is never stored on the floor.
- Separated raw and cooked foods.
- Stock is rotated on a first in first out (FIFO) basis.
- Keep storage areas clean.

Preparation and cooking.

The following instructions are followed by the kitchen staff:

- Thoroughly wash all fruit and vegetables in clean water before use, to remove soil, insects and any chemical residues.
- Use clean equipment.
- Avoid cross contamination: cooked foods can be *recontaminated* by allowing the transfer of bacteria from raw to cooked food. This can occur with hands, utensils, equipment or on surfaces.
- Cook foods above 75°C.
- Fingers should not be used to taste food. A tasting spoon should be used and washed after each tasting.

Cooling and storage

Most of the food in John Scottus School food is fresh each day. Any left-over food is cooled as fast as possible to prevent bacteria growth and toxin production.

Hot food is not placed straight into a refrigeration unit.

To coll food quickly, the following is done:

- Transferring of hot foods into smaller shallow containers
- stirring food to decrease temperatures
- cooling the food container in some ice or cold water.

All food is stored at a safe temperature. The table below summarises safe storage temperatures for different types of food:

Dry storage	12-15°C
Cold storage	below 5°C
Freezer storage	below -18°C.

Holding or display

Counters:

Unwrapped food that is to be displayed on a counter is covered at all times, or protected so that those taking lunch cannot touch, cough on the food etc.

Re-thermalisation

- Any re-heated food is re-heated to at least 75°C in as short a time as possible to ensure food-causing bacteria are destroyed.
- Leftover food is never re-frozen.
- No thawing of food is necessary in John Scottus because a freezer is not used.

Service

- Food is served with utensils only.
- Foods which are to be held hot for service are not allowed to fall below 65°C.
- Foods which are to be served cold are kept refrigerated until serving time.

Pest control

Pests carry bacteria on their bodies and in their droppings. Rats, mice, cockroaches, and flies are the most common pests found in kitchen areas.

To control pests:

- a cleaning roster is in place
- spills are wiped immediately
- Repairs are carried out on cracked, chipped or broken bench tops, floor and wall tiles to prevent pest entry
- professional pest controllers are brought in as necessary
- report signs of pests to supervisors
- any food or packaging that has been contaminated by any pest is destroyed.

John Scottus School kitchen staff do not:

- leave food out overnight
- leave food unprotected
- leave entrances to the outside open

Cleaning and sanitation

Cleaning is the process of removing dirt, grease, soils and deposits from surfaces. Detergents are chemicals designed to lift dirt, soils and deposits. They do not kill micro-organisms, but help to wash them off.

Sanitation is the second step in the cleaning process. Sanitisers are used to kill micro-organisms or to reduce them to a safe amount.

Appendix 2: Instructions for Fire Officer, Head Secretary and Teachers

1. **Head Secretary** to print out attendance lists for that day.
2. **Head Secretary** Bring this List and the **Registration List** from the desk in the office to the **Fire Assembly Place**.
3. **Fire Officer** Line classes up in year groups with class teaches with each group.
4. **Fire Officer** Hand out the Class Lists to the **Class Teachers**. Let them take the **Roll Call** and collect the checked class lists as soon as possible.
5. **Head Secretary** Take the Roll Call for the **rest of the staff**.
6. **Fire Officer** Take reports from all class teachers and **Head Secretary**

General procedure in the event of fire or on hearing the fire alarm:

On hearing the Alarm all staff, pupils and others will leave the premises without delay in all circumstances. **Close windows and doors**.

All staff are to ensure that pupils and others in their immediate vicinity are guided to the nearest means of escape. No person shall take any items with them while evacuating other than registers, nominal rolls, class lists, tally boards and the Fire Folder.

All pupils should muster by the Hostel steps with **their class teachers**, the **rest of staff** and visitors reports to the **head of secretary**.

Class teachers and **head of secretary** are to account for people in their charge and report any missing persons to the Fire Officer or in his absence, report to the Officer in Charge. On no account are they to re-enter the building.

Any person away from their normal work area or class i.e. when visiting the toilet or office should go immediately to the assembly areas and report to their class teacher or head of secretary, in the event that these are not present, to the Fire Officer.

Any person with knowledge of the fire or reason for the alarm is to report to the Fire Officer immediately at the assembly point.

In the event that the Fire Officer does not appear at the assembly point within two or three minutes, or if there is any doubt that the Fire Brigade has been called, any member of staff must call the Fire Brigade using the 112 system.

If the Principal or Deputy Head is on site they should report to the Fire Officer to assist either with marshalling duties or with requests from the Fire Brigade.

Those members of staff close to the top floors of each building or at remote locations at the time of the fire alarm should, only if it is safe to do so, check that all people are leaving the building from those areas.

If any person discovers a FIRE, SMOKE or hears reports of a fire from third parties i.e. pupils, they are to operate the fire alarm by the nearest Fire Call Point.

The priority is the safety of persons. Get them out, get the Fire Brigade out and stay out.

In the event of actual fire no person is to enter the building until the Fire Brigade officer has given the all clear to the Fire Officer. In the case of an evacuation practice no person should re-enter the building until told to do so by the Fire Officer.

If after initiating the fire alarm, and only if it is safe to do so, a member of staff may consider attacking a SMALL fire with the nearest appropriate fire extinguisher provided. If this has little or no effect leave the building immediately closing all doors behind you. You should report to the Fire Officer giving details of your actions.

All staff must also be aware that their primary duty under health and safety legislation is to themselves, pupils and other employees. They also have a duty to visitors, parent helpers and contractors. No attempt should be made to fight a fire until the primary duty has been accomplished.

On hearing the alarm or receiving a report of fire, the Fire Officer will immediately contact or instruct a responsible person to contact the Fire Brigade using the 112 system only. State the full postal address and remain on the line until the control officer has all necessary information.

Appendix 3: Provision for Health and Safety Requirements:

For Teaching in Laboratory

- All students receive training on safety in the Lab
- Provided in the lab in first aid medical equipment, fire extinguishers and a manual for safe disposal of chemicals.
- There is a safety folder for recording incidents in the laboratory.
- A safety audit has been carried out for the laboratory.
- For each experiment write up in both Junior Science and Leaving Certificate science subjects a section has been included requiring students to identify risks and say how they can be minimised.
- Students are advised to wear safety goggles where these are deemed necessary by the teacher.
- Senior chemistry students are advised to wear lab coats.

Instructions for Laboratory Safety

When carrying out experiments in the laboratory, safety is of the utmost importance. Even though most accidents that occur in school laboratories are of a minor nature, there is the potential in school laboratories for serious accidents to occur. To avoid accidents, it is important that you follow the laboratory rules and that you understand the safety symbols associated with the chemicals that you use in the laboratory.

Laboratory Rules

Most laboratory rules are based on normal common sense and are designed to ensure that the laboratory is a safe and healthy environment in which to work. The following set of suggested laboratory rules should be studied carefully.

1. Follow all directions exactly as given by your teacher.
2. Perform only those experiments assigned to you by your teacher.
3. Safety glasses should be worn during all practical classes unless your teacher indicates otherwise.
4. When heating a liquid in a test-tube, place the test-tube in a beaker of warm water rather than heating it over a Bunsen burner.
5. If heating a test-tube, never look into the mouth of the test-tube. Never point the mouth of the test-tube in the direction of any other person during the heating process.
6. Never use a naked flame to heat a flammable liquid, e.g. alcohol.
7. Never force glass tubing into or out of rubber stoppers or tubing. Use a small amount of glycerine or Vaseline as a lubricant. Always ensure that your hand is protected by a thick cloth.

8. Regard all laboratory chemicals as poisonous. Chemicals should never be tasted. If you get something into your mouth, spit it out immediately, wash out your mouth with water and report the accident to your teacher.
9. Test for odours of gases by wafting your hand over the sample and sniffing cautiously.
10. Take care when handling corrosive liquids (e.g. concentrated acids) and only use these liquids under the direct supervision of your teacher.
11. Never rush around the laboratory. This can be very dangerous.
12. Do not bring coats into the laboratory. Put your bag in a place where it will not cause somebody to fall over it.
13. Always co-operate with your teacher and fellow students. As well as learning about Science, it is important that you learn to work as part of a team.
14. Any accident or injury, however slight, must be reported to your teacher.
15. Before you leave the laboratory (a) wash any glassware you have used, (b) make sure that all the apparatus has been put back in its correct place and (c) leave the bench clean and dry.

Safety Symbol

As you use various chemicals in this course, you will observe safety symbols on the containers in which these chemicals are stored. The relevant safety symbols are also printed next to the experiments described in this book. It is hoped that these symbols will remind you of the safety precautions you must adopt when using these substances. You must learn to recognise these symbols and understand their meaning. The main safety symbols are shown below.

Safety Glasses	Harmful or Irritant	Flammable	Corrosive	Toxic	Oxidising
					
Eye protection must be worn.	These substances are less of a health risk than toxic substances. However, they must still be handled with care.	These substances may easily catch fire in a laboratory under normal conditions.	These substances can cause chemical burns to skin and eyes.	These substances may cause serious health risks or death if inhaled, swallowed or if they penetrate the skin.	These substances may produce much heat when they react with other substances, particularly flammable substances.

Appendix 4: Instructions for admittance to the school premises

In order to secure the safety of pupils and staff on the premises, it is necessary for the management to know at all times the names of the people who are in the building.

In case of a fire-drill it is vital to have an accurate list of persons who are actually in the building. A person not complying with the procedures brings himself and others in great risks.

Visitors always need to identify themselves to the teacher at the door in the morning, or need to contact the secretary to get access. The secretary makes sure that right people are informed and that the visitors are guided to the right place. No stranger is allowed to walk through the building on his own and every member should address suspicious situations adequately; either by asking for clarification about the reason for some one's presence in that situation, or by informing the management about the unusual state of affairs.

Attendance of students at class is taken every class by the teacher using the attendance recording system. If a student is late or does not have a class during the first period in the morning they need to report to the secretary who will record their attendance.