

# **Safety Statement for Douglas Community School**

Reviewed September 2017

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## 1. Description of School

Douglas Community School is an all-boys school located in one of the largest city suburbs of Cork City. It was founded by the Presentation Brothers, as *Colaiste Muire* (Presentation Brothers College).

Douglas became one of the first Community Schools when the presentation Order passed on the management of the school to the local community in 1974.

The school has prospered over the years growing in student numbers and reputation.

- 1926 Colaiste Muire (Presentation Brothers Juniorate)
- 1965 Colaiste Muire (Presentation Brothers College)
- 1974 Douglas Community School
- Present Day, Average around 600 Students with up to 50 staff members at any given time, including non-teaching staff.

*Douglas Community School* is a single story building, situated on nearly five acres of flat land. It comprises of;

- 22 Regular classrooms
- 5 Practical classrooms
- 3 Computer rooms
- 3 Science rooms
- 1 Library
- 1 Prayer room
- 1 Lecture room
- 3 Student toilets
- 5 staff toilets
- 1 Disabled toilet
- 2 Shops
- 10 Offices

The students are not allowed to leave the grounds of the school during the day, except when signed out by a parent or guardian. There are five main areas that the students gather for break time;

- New Assembly for 2<sup>nd</sup> and 3<sup>rd</sup> year students
- Old Assembly for 1<sup>st</sup> year students only
- Sixth Year area for 6<sup>th</sup> year students and for 1<sup>st</sup> year to use the toilets
- Fifth Year area for 5<sup>th</sup> year only
- Fourth Year area for 4<sup>th</sup> year only.

All break times are fully supervised by teachers, with the larger areas having multiple supervisors. A detailed description of supervision duties is listed in the Break Supervision Appendix.

There are **Eight** separate double door exits out of the school, all of which are open throughout the school day.

The school is equipped with fire extinguishers, fire hoses and a fire alarm, all of which are checked and maintained regularly. Fire drills are held on a termly basis and a review is carried out after each one by the safety officer.

The school offers an extensive range of night classes to the public. There is always a member of the staff of the school present while the school is open.

The School is located just off the main Cork City Link Road, so access for emergency vehicles is relatively straight forward.

## 2. Introduction to the Safety Statement

This Safety Statement has been written in compliance with the requirements of the Safety, Health and Welfare at Work Act, 2005, the General Application Regulations, 2007 and all other relevant safety legislation applicable to its operations. As such the Health and Safety statement applies to the welfare and safety at work of employees under the management of the Board of Management.

This Safety Statement is intended to assist in reducing the possibility of accidents and ill health by bringing to the attention of the management and staff identified hazards and associated risk levels.

The Board of Management of Douglas Community School aim to ensure a safe working environment at all times for both staff and pupils and to improve our safety standards, where possible. This can only be accomplished by the persistent efforts of all of us. Responsibility for health and safety rests with **all** staff **at all levels** within the school. The Safety Statement will be revised on an ongoing basis by the Health and Safety Representative in order to achieve our overall objective, improve safety awareness and reduce accidents and ill health within the school.

Douglas Community School's working copy of the Safety Statement is located on file in the principal's office. It will be available for viewing by any employee. A copy of the Safety Statement will also be left in the Staff Room. The Safety Statement will in the future be introduced to all new employees.

The Safety, Health and Welfare at Work Act, 2005 requires employers, their representative management, and employees alike to consider safety as a joint responsibility. **The safety and health of all Douglas Community School employees is an important objective of the school.** Each of us at all levels of the school must co-operate to ensure that safe working becomes an instinctive habit.

We commit ourselves as a team to do the job right, first time, in a safe manner, while meeting our job requirements. We will achieve and maintain

the highest possible standards of occupational health and safety in compliance with the requirements of all Irish and European legislation as it pertains to our activities. **The Safety Statement specifies the manner in which the safety and health of persons employed by the school will be addressed.** Please feel free to discuss the contents of this document and/or any ideas you may have to improve safety at any time. If a safety concern is not being properly addressed, you are asked to bring it to the personal attention of the Health & Safety Representative: Ger McNamara

As well as periodic safety inspections, the Health & Safety Representative with the assistance of the members of staff will complete a thorough safety Inspection of the school area on at least an annual basis. This will provide an ongoing upgrade of safety awareness within the school and provide the information necessary to upgrade and maintain the Safety Statement. It is recognised that the writing of a Safety Statement in itself will not increase safety awareness or improve safety standards. The Safety Statement provides a base line for management to build on. In order to increase safety awareness it is necessary for management and staff to have hands on involvement in support of the Safety Statement.

### **3. Health and Safety Policy**

Douglas Community School will do all that is reasonably practicable to ensure a safe working environment for staff, contractors and visitors at all times.

In particular, Douglas Community School's Board of Management will:

- Provide a team structure that will value the health and safety of all personnel.
- Lead by example and respond to all reasonable health and safety concerns.
- Provide and maintain safe and healthy working conditions, in accordance with all statutory requirements.
- Provide employees with training, information and supervision in a form, manner and, as appropriate, a language that is reasonably likely to be understood
- Make available all applicable safety or protection devices, information, instruction, training and supervision as is necessary to generate a safe place of work.
- Maintain a constant and continuing interest in health and safety matters pertinent to all the Schools activities.
- Regularly review this Safety Statement and any other safety related documents.
- Carry out on-going assessments of our operations through the medium of audits and inspections.

Each of us are reminded that every employee has a legal duty under the Safety, Health and Welfare at Work Act, 2005 to take reasonable care of the safety, health and welfare of ourselves and of others who may be affected by our acts and omissions at work. It is also the specific duty of any employee to report to their immediate manager any defects in the procedures, systems of work, structure or equipment which might endanger the safety, health or welfare of anyone on site and give the management a reasonable opportunity to correct the situation.

**Signed:** \_\_\_\_\_ **Principal**

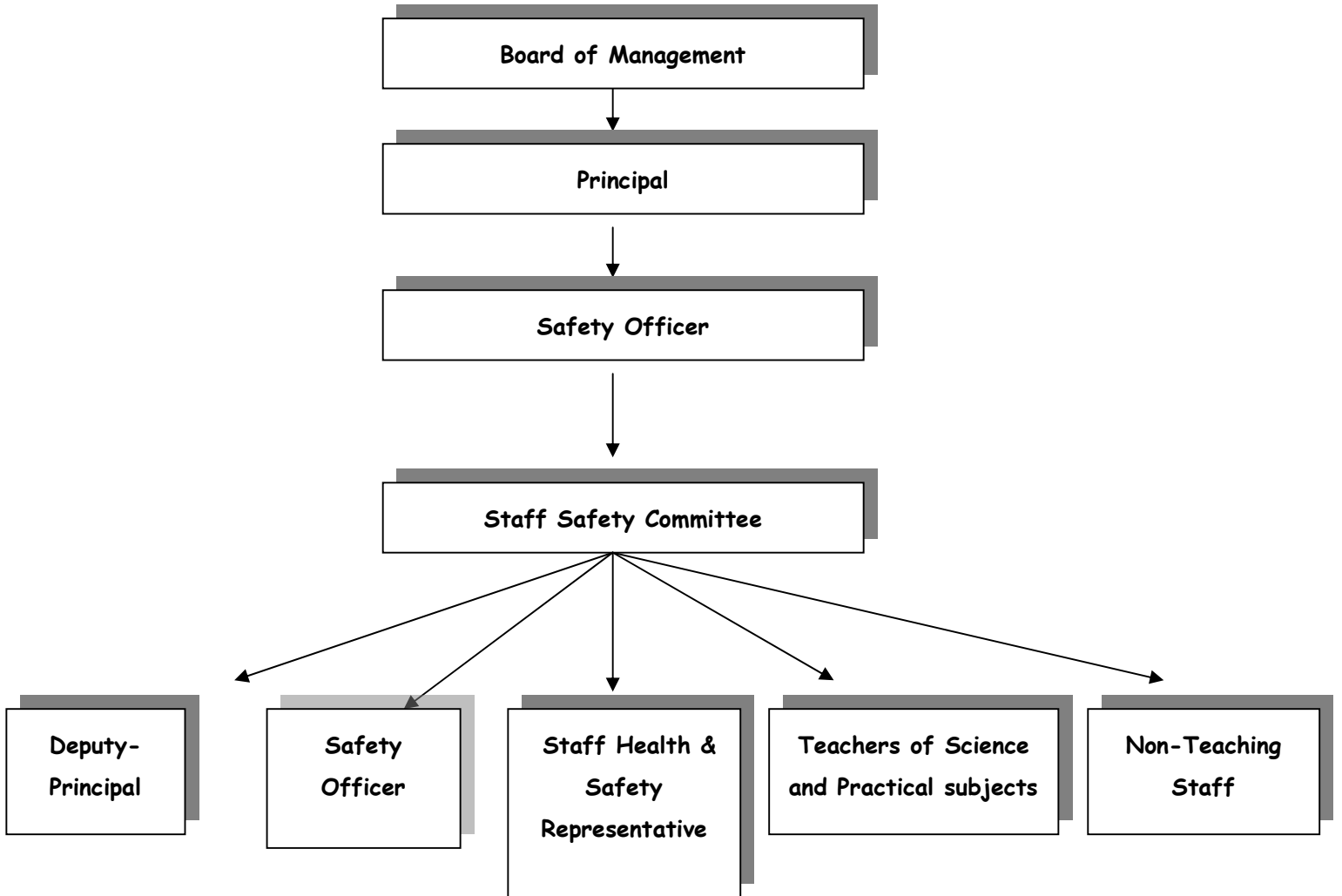
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#### **4.0 Objectives of this Safety Statement**

1. To provide a reference for the safety policies and procedures used within Douglas Community School.
2. To periodically assess the effectiveness of safety control measures in place.
3. To provide evidence that the policies and procedures are in place to ensure the achievement of health and safety objectives
4. To provide an overall framework to manage health and safety through a changing educational environment.
5. To assist in identifying the training needs of staff involved in the implementation of health and safety policies.
6. To demonstrate compliance with legal requirements for health and safety.

## 5. Health & Safety Management Breakdown



## **5.0 Health & Safety Management Breakdown**

Under statutory legislation it is management's responsibility to create an environment in which every individual employee is committed to health and safety improvement. The Board of Management represented by the Health and Safety Officer is ultimately responsible for health and safety within the school. The Principal will be supported in his job by all other management and staff. A teacher will fulfil the role of Health & Safety Representative and will co-ordinate and review the health and safety programme.

### **5.1 Board of Management**

Safety begins at management level and so the overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare at work rests with the Board of Management of the school. The members of the Board of Management will be supported by management and all other staff within the School. They will meet on a periodic basis to discuss health and safety issues within the School. Specifically they will:

- Complies with its legal obligations as employer under the 2005 Act.
- Appoint a Health and Safety officer from within the Board of Management.
- Arrange for the appointment of a Health and Safety Representative from within the staff.
- Support the Principal in his role as the 'day-to-day manager' of the school.
- Take a direct interest in health and safety to ensure compliance with all statutory requirements.
- Endeavour to ensure that there are sufficient funds and facilities available to enable this safety statement to be reasonably implemented.
- Support the Health and Safety Officer, Principal, Deputy Principal and all members of staff.
- Ensure that the safety rules and procedures are adequately communicated to staff

- Ensure that all equipment in their area of responsibility is properly maintained and safe to use.
- Ensures that the school has an up-to-date safety statement and has carried out *Risk Assessments*.
- Reviews the Health and Safety Management System and the Safety Statement.
- Receives reports on Health and Safety matters
- Reviews the schools Health and safety Performance
- Appoint competent persons as necessary, to advise and assist the Board of Management on Health and Safety at Douglas Community School.

## 5.2 Principal

The Principal shall keep the BOM informed of concerns and updates to the Health and Safety policy. The Principal as the ‘day-to-day manager’ of the school shall:

- Ensure the school complies with the requirements of the 2005 Act.
- Report to the BOM on Health and safety performance.
- Communicates with all members of the school community on health and safety issues, as the need arises.
- Monitor the competence of all members of staff under the control of the BoM to carry out their work safely and follow procedures if he/she has any concerns. The principal shall ensure all staff are fully aware of all hazards in their job to themselves and others
- Arrange to annually appraise the effectiveness of the statement.
- Ensure that the responsibility is properly assigned, understood and accepted at all levels.
- Ensure that appropriate fire fighting equipment is available, tested on an annual basis and replaced when used or defective.
- Bring safety statements to employees’ attention on commencement of employment and annually - and to have the safety statement or a relevant extract from it available in every workplace

- Require employers from whom the School contracts services to have an up-to-date safety statement
- Procure advice and assistance wherever necessary from the Health and Safety authority.
- Take heed, together with remedial action, on any matters brought to the attention of the Board of Management.
- Ensure all accidents and incidents are investigated and all relevant reports are completed.

### **5.3 Health & Safety Officer**

The Health & Safety Officer is responsible for coordinating the Safety, Health and Welfare issues dealt with in the Safety Statement.

He will:

- Complete a safety inspection of the school premises on an annual basis
- Organise a fire drill on a termly basis
- Ensure that adequate First Aid provisions and arrangements are in place
- Ensure that all accidents involving employees, however slight, are reported, and where necessary fully investigated and remedial advice provided. He will support all staff in this function.
- Ensure where an accident removes a person from their place of work for 3 consecutive days or more after the day of the accident, the Health and Safety Authority are informed on the appropriate IR1 form (completed on line @ [www.hsa.ie](http://www.hsa.ie))
- Review risk assessment and safety statements when there has been a significant change or there is another reason to believe the risk assessment is no longer valid and following the review, to amend as appropriate.
- Report without delay, any health and safety issues or concerns to the Principal.

## **5.4 Staff Safety Committee**

The Safety Committee will meet on a regular basis to address safety in Douglas Community School. Their purpose is to bring together any safety issues which might arise within the school. All areas of the school are represented on this committee. Any issues which arise will be brought to the attention to the Principal and Board of Management of Douglas Community School.

The Composition of the Safety Committee is as follows;

Mr Chris Hickey, Deputy Principal

Mr Ger McNamara, Health and Safety Officer

Mr Cieran O’Cuanachain Staff Safety Representative

Representative of Science Department, Mr. Cian Finn

Representative of Practical Studies Department

Representative of Non-Teaching Staff

## **6.5 All Employees (Teachers/SNA’s/Caretaking/Secretarial Staff etc)**

It is the responsibility of all School employees to co-operate with management in the implementation of the objectives of the Safety Statement within their areas of influence. Safety must be seen by all employees as a teamwork strategy. Employees have a specific statutory responsibility under Section 13 of the Safety, Health and Welfare at Work Act, 2005, for their own safety. They are expected to discharge their work in a safe manner, so as to avoid injury to themselves or other employees and customers and avoid damage to company equipment and property. Management must make themselves aware of these requirements, lead by example and inform employees of this legal duty.

All employees must co-operate fully with all the provisions taken by Douglas Community School in ensuring the safety, health and welfare of all its employees and others. Each employee will immediately report all accidents, dangerous occurrences, unsafe conditions and unsafe acts to the Health and Safety representative on staff.

**Under Section 13 of the Safety, Health and Welfare at Work Act, 2005, the statutory responsibilities of every employee are as follows:**

It shall be the duty of every employee while at work to:

All Employees are responsible for creating a genuine safety culture within the School.

Specifically they will:

- Take a direct interest in health and safety.
- Ensure that the safety rules and procedures are adequately communicated and fully understood by all relevant staff and pupils
- Ensure that all activities are planned so that they may be carried out in a safe manner.
- Ensure that all equipment in their area of responsibility is properly maintained and safe to use.
- Regularly inspect their areas in a walk through inspection to ensure the standards in both safety and hygiene are being complied with.
- Take reasonable care for his/her own safety, health and welfare and that of any other person, who may be affected by his/her acts or omissions while at work.
- To co-operate with his/her employer and any other person to such extent as will enable his/her employer or other person to comply with any of the relevant statutory provisions.
- To use in such a manner, so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for his /her use alone or for use by him/her in common with others) for securing his/her safety, health and welfare while at work.
- To report to his/her employer, without unreasonable delay any defects

in plant, equipment, place of work or system of work which might endanger safety, health and welfare of which he/she becomes aware.

- To not intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons arising out of work activities.
- Ensure that he/she is not under the influence of a toxicant to an extent of endangering their health & safety.
- Submit to any reasonable tests for intoxicants.
- Attend such training as may be reasonably required by employer
- If suffering from a disease or illness that adds to risks, to tell their employer.



## **Resources and Welfare Facilities**

Douglas Community School will dedicate the appropriate resources and welfare facilities necessary, whether time, finances, equipment or personnel necessary to ensure in so far as is reasonably practicable the safety, health and welfare of all its employees and pupils as well as others who may be affected by its operations and activities.

### **The following resources and welfare arrangements have been dedicated:**

- The Health and Safety officer on the Board of Management with the assistance of the School Principal and the Health & Safety Representative will develop appropriate health and safety programmes, inspections, maintenance programmes and training activities etc.
- Douglas Community School will provide each new employee, on commencement of employment, with the necessary information and guidelines on the basic safety knowledge they require before they begin work.
- A number of teachers/staff are trained in 'First Aid'
- A fully stocked First Aid kit for use in any accidents on site is located in the staff room.
- There are two defibrillators located in the school, which are checked regularly
- Smoking is prohibited on the grounds of the school i.e. within the boundary fence of the school.
- Fire fighting equipment has been positioned throughout the School. This equipment has been chosen and sited applicable to the fire risk.
- Various signs are in place throughout the School and external areas to provide directional information, emergency exits, and fire fighting equipment and identification of any hazards. All signs must meet the European Community Colour Coding.

Various welfare facilities are provided by Douglas Community School and these are controlled by the following personnel:

- The provision of staff room facilities and toilets / changing areas
  - Responsible person is: the Health & Safety Officer on the BoM
- The provision of a First Aid boxes and the filling of same.
  - Responsible person is: Ger McNamara
- The liaison with insurance companies
  - Responsible person is: Jim Long
- The notification of reportable accidents to the Health & Safety Authority
  - Responsible person is: Jim Long
- The provision and testing of fire fighting equipment/maintenance of Fire Register: External contractor Safety Tech
- The investigation and management of any alleged incidents of harassment or bullying in the workplace
  - Responsible person is: Jim Long
- The provision of adequate & suitable personal protective equipment (e.g. for Caretaking Staff)
  - Responsible person is: the caretaker Jim Bowles

Douglas Community School is committed to providing appropriate health and safety training for all employees applicable to their function within the School. This training will begin with induction training on commencement of employment. The purpose of induction training is to ensure that new employees fully understand the potential hazards of their respective work activity and the safety precautions and emergency preparedness required ensuring a safe place of work.

A general obligation is placed on every employer under Section 25 & 26 of

the Safety, Health and Welfare at Work Act, 2005 to consult with his employees on matters of health and safety. It is the policy of Douglas Community School to consult with their employees on matters of health and safety to encourage a team work strategy for safety and to carry this out through regular communications with all staff and communications. The Health and Safety Officer on the BoM is responsible for consulting with, and providing appropriate information to the workforce on all matters pertaining to safety, health and welfare. Each employee will be given the opportunity to discuss any topic of safety concern at staff meetings. As well as this, the Health and Safety Representative will be in regular contact with all employees.

All safety matters that staff raises will be discussed at the Board of Management meetings. Any matter that requires the urgent attention of the Board of Management will be brought to them immediately by the Principal.

### **Visitor Control Policy**

A visitor is defined as any person who goes beyond the boundary fence of

the school for the purpose of meetings, visiting staff members or management. It will also apply to persons attending interviews for a potential job.

- *The visitor will not carry out any work and will be accompanied by a member of staff at all times during the visit.*
- *In the event of a fire, or emergency evacuation activation, the visitor will be instructed to accompany the staff member to the assembly point.*
- *Any accidents to visitors, however minor, must be reported to the staff member and the appropriate accident form will be completed.*
- *Visitors to the site must observe and obey all safety signs posted throughout the facility.*
- *Visitors on site should not interfere with any equipment or hazardous materials stored or used on site even if left unattended*

## **Contractor Control Policy**

A contractor is defined as anyone who undertakes or carries out work either him or herself or through their employees or who is self-employed and undertakes or carries out such work. This person or persons will work on site and will not be accompanied for the duration of the work by a staff member of the School. It will include contractors, sub-contractors, and service call out staff etc.

A control system is in place in order to control all contractors and visitors and ensure they are not affected by the operations of the staff and that the staff is not affected by the operations of the contractor. All contractors who wish to work for Douglas Community School must provide the following items to the Principal

- Copy of all employers and public liability insurance certificates.
- Copy of the Contractor Company Safety Statement.
- Copy of any specific method statements applicable to the more hazardous work to be carried out.
- Copy of any applicable statutory test or examination certificates for equipment brought or used on site.

## Emergency Evacuation Policy

### **Introduction to Emergency Evacuation Policy**

An Emergency Evacuation Procedure has been established at Douglas Community School that will cover all operations of the School. Since every incident is unique, the procedure will illustrate the principles to be followed. The most likely emergency situation to occur on the premises is a fire. An “Evacuation Procedure in Case of Fire” has been drawn up to ensure a co-ordinated response to any on site fire or other emergencies.

All employees will be instructed in and should make themselves aware of the location of all fire points and the minimum requirements on how to initiate the alarm and ensure that they are capable of a controlled evacuation, should an emergency arise in the School. **A number of selected staff will be trained as fire wardens. This will include practical training on the use of fire extinguishers.** All fire points will be wall mounted, indicated with fire point signs and kept clear of obstructions at all times. Emergency evacuation drills will be carried out on a termly basis. Records of all drills will be maintained .

**Emergency Site Controller (Principal):** The Emergency Site Controller will assume overall responsibility for the management and control of any emergency situation on site until the arrival of the emergency services

**Deputy Emergency Site Controller (Deputy Principal):** If the Emergency Site Controller is not present, the Deputy Emergency Site Controller will assume overall responsibility for the management and control of any emergency situation on site until the arrival of the Emergency Services.

**Teaching staff:** If the alarm sounds the teaching staff will knock on all doors in their areas of responsibility on the way out of the building. They will call class rolls at the assembly points and await direction from the Emergency Site Controller.

## **Statutory Testing of Fire/Evacuation Equipment**

In accordance with the statutory requirements, certain examinations, testing and inspections must be completed.

<b><u>Test/Inspection/Examination</u></b>	<b><u>Frequency</u></b>	<b><u>Inspector</u></b>
Fire Fighting Equipment	12 Monthly	External – Contractor
Fire Alarm System	12 Monthly	External – Contractor
Emergency Lighting Contractor	12 Monthly	External -

Records of these statutory examinations or tests should be filed with this Safety Statement and/or in the Fire Register. These statutory tests will be co-ordinated by the Health & Safety Officer. All records will be kept for inspection.

## **Emergency Evacuation Procedure**

Prompt action in the first few minutes of a fire can determine the eventual outcome of that fire. Nothing listed in the following bullets takes priority over the safety of the pupils and employees, ensuring their continued personal safety.

### **If you come across a Fire;**

Should a fire occur in any area of the School, the following actions should be taken:

- Ensure the alarm is raised. Obtain assistance if required.
- Providing you have been trained and it is safe to do so, attempt to extinguish or contain the fire using the **appropriate** extinguishers and hoses etc. **DO NOT PUT YOURSELF AT RISK.**
- Always ensure your safe exit is available when tackling a fire; never let the fire get between you and the exit.
- Evacuate the Building & Move towards the Assembly Point
- Call the Fire Brigade

### **If you hear the Fire alarm;**

- EVERYONE OUT of the building using the nearest escape routes. Class teachers bring Roll Books with them. WALK QUICKLY but CALMLY and QUIETLY. NO OVERTAKING.
- DO NOT RETURN for anything you have forgotten.
- If Time Permits (small fire), close door and windows of room.
- Move to the Assembly Points (Located in the school yard). Class teachers call the roll.
- Wait for direction from the Emergency Site Controller

### **Emergency Contact Numbers.**

All Emergency contact numbers can be found in the appendices. If in doubt dial 999 or 112



## **Accident Reporting & Investigation Procedure Policy**

All accidents/near misses to persons (staff/contractor/visitor), however slight, must be reported to the Health & Safety Representative and recorded on the appropriate accident form. The Principal will be informed within 24 hours of all accidents and where possible all other accident reporting will be completed before the end of the day in which the accident occurred.

All notification of accidents or dangerous occurrences to the enforcement authority (Health and Safety Authority) will be completed by the Health and Safety staff representative/principal on Form IR1 or IR3 ([www.hsa.ie](http://www.hsa.ie)). Note: An IR1 must be completed if a person is away from their place of work for 3 consecutive days or more after the day of the accident.

### **Accident Reporting & Investigation Procedure**

- Upon notification of an accident, the Health & Safety Representative or Principal/Deputy Principal should go immediately to the scene of the accident, bringing with him/her injury and accident form/log book to record details. This is available in the Vice Principal's office.
- The teacher/person in charge should ensure that first aid treatment has been given and that outside medical assistance has been summoned (doctor or ambulance), where necessary, or if in any doubt.
- The teacher/person in charge should determine whether a camera is necessary – if so, send a member of staff to get one and photograph the scene from several angles and get both close-up and general shots to give a full picture of the scene.
- The teacher on duty should complete the accident form by ***determining the underlying causes of the accident and identify the appropriate corrective action to avoid a recurrence.***

## **Opening and Closing Policy**

The Caretakers open the school at 8am every morning. No responsibility is accepted for pupils arriving before 8.40am.

The caretakers close and lock the school after any evening course is finished.

When electricians/plumbers and other workmen need access to the school, Mr Jim Long makes an arrangement with the caretakers to open the school as required.

Nobody is allowed to be in the school without the permission of the school Principal.

### **Key-holders:**

Jim Long, Chris Hickey, Caretakers

## **Medical Needs of Students**

Parents are asked to inform the school in writing if their child suffers from any allergies, long term or short term illness and if their child is on medication. No teacher can be required to administer medicine or drugs to a pupil. A teacher, who, with the consent of the BOM, does take on the responsibility for administering medicines takes on a heavy duty of care. Parents of pupils who are on medication or inhalers are asked to fill in a form (available from the school office) for school records.

In exceptional circumstances the BoM may appoint a staff member to give medication if a request has been received from a family doctor and parent to do so.

If a child has for example a serious nut allergy/ allergy to wasp sting etc. the parents will inform the school. If parents have been advised that immediate action may be needed they must inform the Board of Management in writing, with advice from the family doctor as to what procedure should take place. If necessary the BoM will appoint a staff member to administer necessary medication

## **Anti-bullying & Anti-harassment Policy**

Douglas Community School is committed to providing a working environment free from harassment of any kind and to protecting the dignity of each individual at work. Douglas Community School recognises that conflict may occur between staff, between staff and contractors or between staff and students/parents, and can include behaviour that is offensive to the recipients such as:

- Physical threats and assault
- Non-violent threats or implied threats
- Verbal harassment/ abuse of a person
- Unfair selection of tasks
- Sexist comments or other unwarranted conduct of a sexual nature
- Racism

Douglas Community School will ensure that any complaints are properly and fairly investigated, that any harassment is dealt with in an appropriate and measured way under the disciplinary procedures and that the person bringing the allegation can resume work without fear of recurrence of threat to their career. As far as Douglas Community School is concerned any source of harassment, whether it be physical, verbal, non-verbal, racist, or sexist, is unacceptable either between staff or between staff and contractors. Staff members/parents are encouraged to bring such unwanted practices and behaviours to the attention of the Principal/ Deputy Principal or any other person to whom they have confidence in and who will act responsibly on their behalf to have the matter resolved.

All complaints are made in confidence and progress with regard to specific complaints can only be made with the approval of the complainant. All staff members have a duty and a responsibility to each other to eliminate or to report such behaviour to their own management or to have it dealt with. All harassment complaints will be investigated in a fair and objective manner.

No victimisation of any individual should take place as a result of reporting such instances if they are found to be unsubstantiated. Retaliation against someone who complains about harassment is a serious disciplinary offence. If, however, it is found that a complaint was brought maliciously, disciplinary proceedings against the complainant will be considered.

Douglas Community School has appointed both a male and female officer to allow such a complaint to be reported.

Douglas Community School adheres to all aspects of the 2005 Safety, Health and Welfare at work Act which obliges employers to identify and safeguard against ALL risks to the health and safety of its staff, including workplace stress. Workplace stress arises when the demands of the job and the working environment exceed their capacity to meet them. Causes of stress in the workplace:

- Faulty work organisation
- Poor working relationships
- Poor communication at work
- Ill identified work roles

- Highly demanding tasks

Douglas Community School will utilise the following methods for eliminating stress:

- Management will have regular consultation and communication with all staff. They will ensure that complaints that may be related to stress are listened to in a confidential manner, documented and appropriate measures taken immediately.
- If you as an employee feel that you are stressed due to work related issues you should immediately bring the matter to the attention of any member of the senior management team i.e; Principal, Deputy Principal, or any Year Head

## **Pregnant Employee Policy**

Douglas Community School will take all necessary steps to comply with the Pregnant Employees Regulations 2007, and related acts. In all cases:

- Employees should inform management if they are pregnant as early as possible in the pregnancy. Each case shall be treated on an individual basis according to the needs of the particular employee.
- Management should identify those aspects of the work process that may place the mother or child at risk and steps should be taken to remove exposure to this risk.
- Every effort in terms of privacy, flexible work arrangements and facilities should be made to facilitate nursing mothers.

If a mother wishes to continue breast-feeding her child after returning to work, the Board of Management will make arrangements to facilitate this.

## **Adult/ Student Work Experience Policy**

Included in this group are students on teaching practice, adults on SNA training, students of speech/occupational therapy training, people on the Work Placement Programme (WPP) and Transition Year students. The Principal decides on behalf of the Board of Management the personnel allowed on work experience/work placement in the school.

The Principal will inform the Health and Safety representative of all adults/students on work experience or work placement programmes in the school. The Health and Safety representative will then arrange that a short document with a synopsis of pertinent issues in the Health and Safety statement such as expected behaviour/ code of conduct, fire drill policy, contact person in case of issues, accident reporting etc. will be given to individuals. This is available from Mr. Ger McNamara (Health and Safety representative).



## **Manual Handling Policy**

Any faulty equipment must be identified to the caretakers.

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. Training in correct manual handling techniques will be provided as appropriate

All staff will be given a copy of the following manual handling policy. Every employee must be familiar with the correct lifting techniques. These may be summarized as follows: -

- Check for sharp edges, splinters or nails
- Lift in easy stages – floor to knee then from knee to carrying position.
- 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 and down step
- Always consider whether help is necessary to lift an awkward or heavy load.

## **VDU Policy**

The school is fully aware of its obligations under the General Application Regulations 2007 on use of VDUs

**Lighting** Correct lighting is essential if eye fatigue is to be prevented. We have ensured that the general level of illumination within the school premises complies with EU guidelines.

**Reflection &** Reflection and glare can cause great discomfort for the operator.

**Glare** In an effort to reduce problems in this area an anti-glare filter screen is available. Eye tests will be facilitated for the school secretary and funded by the BoM annually.

**Workstation** The work surface at all workstations is a matt surface finish to prevent any glare that might normally be reflected off a highly glossed veneer finish.

Proper seating posture is essential if the long-term problems of muscular strain and backache are to be avoided. Seats are provided with adjustable; height and tilt for the principal's secretary and other staff where appropriate.

## **Food Safety Policy**

A staff room will be equipped and maintained by the Board of Management. Staff members are expected to keep the staff room clean and tidy and leave the room as they would like to find it.

If staff members use the fridge, they are expected, in order to maintain hygiene, to take any food not eaten away on Friday of each week. The staff room does not have the facilities to store the food of all staff members on a long-term basis.

Students are encouraged to bring in their own packed lunch, as they are not allowed to leave the school grounds during the day. Drinks are available to buy in the school shop, as are sweets. The school is currently looking at providing healthier options for the student body.

## **Dealing with Infectious Diseases Policy**

It is the policy of *Douglas Community School* that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. Recent high profile school outbreaks in Ireland have shown the need for a quick reaction time in this area. The school will endeavour to minimise the risk by adherence to sound principles of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all first aid applications, cleaning tasks, etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, paper towels/hand-dryers/clean towels and a facility for the safe disposal of waste.

An External Cleaning Company cleans the building on a daily basis.

## **Electrical Appliances Safety Policy**

Arrangements will be made for all appliances to be checked on a regular basis at least annually by a competent person. Before using any appliance the user should check that:

- All safety guards which are a normal part of the appliance are in working order
- Power supply cables/leads are intact and free of cuts or abrasions.
- Unplug leads of appliances (e.g. Interactive whiteboards, internet cables, microwaves, heaters) every evening.
- Microwave is turned off at socket when not in use
- Stand alone heaters in teachers' rooms are turned off at break times and when teacher is not in the room
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- Instructions for use of interactive whiteboards are given to each teacher
- Computer Room: The last teacher time-tabled for the computer room turns off the computers every evening.

## **Chemical/Cleaning Products Safety Policy**

It is the policy of Douglas Community School that all chemicals, photocopier toner, detergents etc. be stored in clearly identifiable containers bearing instructions and precautions for their use. If deemed necessary products shall be kept in a locked area and protection provided for using when handling them.

Cleaning products will be kept in storage under lock and key. The key will be kept 'out of reach' of students but available to adults.

## **Appendices to Safety Statement of Douglas Community School**

Plan of School Building

Mission Statement

Emergency Services Contact Numbers

Critical Incident Plan

Staff List

Break Supervision Rotas

Code of Behaviour

Bullying Policy

Substance Abuse Policy

Pastoral Care

Child Protection Guidelines

