MOUNT ANVILLE SECONDARY SCHOOL

SAFETY POLICY

Statement of Intent

In accordance with good management practice it is a prime objective of Mount Anville Secondary School to achieve and sustain the highest standards of health, safety and welfare where reasonably practicable.

To honour our commitment, Mount Anville Secondary School shall undertake as far as is reasonably practicable to comply with the Safety, Health and Welfare at Work Act 2005 and all relevant health and safety legislation.

Safety Policy

It is the policy of Mount Anville Secondary school to ensure as far as is reasonably practicable to prevent injury and protect Employees and those who may be affected by our activities from foreseeable hazards.

This will be achieved by;

- Identifying and eliminating in so far as is reasonably practicable all hazards to the health, safety and welfare of Employees, Residents, Guests, Visitors, Contractors, and members of the public.
- Eliminating in so far as is reasonably practicable, accidents and injury to Employees, Residents, Guests, Visitors, Contractors, and members of the public.
- Eliminating in so far as is reasonably practicable, any causes of occupational disease, which may endanger the health of Employees, Residents, Contractors, Visitors, Guests and members of the public.
- The provision of necessary resources to implement and monitor our safety programme.

The Board of Management recognises its responsibility to provide:

- A safe place of work
- A safe system of work
- Safe equipment
- Training and instruction for all Employees to enable them to as far as is reasonably practicable carry out their duties safely
- Appropriate Personal Protective Equipment
- Will ensure the management and conduct of work activities
- Prevent improper conduct or behaviour (e.g. violence, bullying or horse playing at work).

Therefore the Board of Management will, as far as is reasonably practicable:

- Provide a place of work including safe access and egress, staircases, floors, dining and sanitary facilities etc. that are of safe design and clean condition by regular cleaning, maintenance and repair
- Provide systems of work that are planned, organised, performed and maintained so as to be safe and without risk to safety or health
- Provide plant, equipment and appliances, which are of safe design and maintained so as to be without risk to safety or health.
- Make adequate provision and arrangements for first aid and welfare facilities at work.

- Establish arrangements for the use, handling, storage and transport of articles and substances provide for use at work, which are safe and without risk to health.
- Provide where necessary, appropriate and adequate information, training and supervision to enable Employees to carry out their tasks safely and efficiently with minimum risk to safety and health
- Provide where necessary suitable protective clothing where it is not possible to eliminate or reduce a risk to a safe level as appropriate, to ensure safety and health at work of all Employees.
- Ensure the preparation and revision as necessary of adequate plans to be followed and the measures to be taken in an emergency or the presence of serious or imminent dangers.
- Provide effective arrangements for joint consultations to enable Employees to co-operate effectively in promoting and developing measures to ensure safety and health at work.
- Obtain, where necessary, the services of a competent person for the purpose of ensuring the safety and health at work of all Employees.
- Provide a safety statement, which outlines allocation of duties for safety matters and particular arrangements to implement the policy.
- Prepare risk assessments at outlined by Section 19 of the Act
- Establish arrangements to ensure the policy is kept up to date as the Secondary School changes in nature and size through initiation of an ongoing safety programme which includes constant review of the policy and the way in which it has operated.
- Establish effective arrangements for distribution of the Policy Statement to all Management, Safety Officers, Employees and those affected by the operations of the Secondary School.
- The Safety Statement will be brought to the attention of all employees at least annually or when amended. It will also be brought to the attention of new staff on recruitment and others who may be at risk.

The success of this policy requires the commitment and co-operation of all Staff employed at Mount Anville Secondary School. The overall responsibility for Safety, Health and Welfare rests with Senior Management however, all Staff must recognise their role in the safety process.

Employees shall be:

- Fully conversant with the relevant sections of the Safety Statement Manual.
- Aware of their responsibility to co-operate with management to achieve a safe and health workplace
- Aware of their responsibility to take reasonable care of themselves and others
- Required to comply with their duties under the Safety, Health and Welfare at Work Act 2005 to notify the company of identified hazards in the workplace.

MOUNT ANVILLE SECONDARY SCHOOL

SMOKE FREE WORKPLACE POLICY

Purpose:

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

Policy:

It is the policy of Mount Anville Secondary School that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment. Smoking is prohibited throughout the workplace with no exceptions. This policy applied to all employees, consultants, contractors, parents, students and visitors.

Implementation:

Overall responsibility for policy implementation rests with the Board of Management, and under the Board, the Principal and Administrator. All staff have an obligation to adhere to, and facilitate the implementation of this policy.

The Principal or in her absence, the Administrator, shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. All new and prospective employees, pupils, consultants and contractors shall be given a copy of the policy on recruitment/induction by the person in charge.

Policy Regarding Infringements:

Infringements by staff will be dealt with, in the first instance, under employee disciplinary procedures. Employees, consultants, contractors, customers and visitors who contravene the law prohibiting smoking in the workplace are also liable to prosecution.

Smoking Cessation:

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