



Kildare Town Community School

Safety Statement



TABLE OF CONTENTS

Section 1: KTCS Health and Safety Policy Section

2: Organisational Structure

- 2.1 School Profile
- 2.2 School Structure
- 2.3 Personnel Section

3: Duties & Responsibilities

- 3.1 School Principal
- 3.2 Deputy School Principals
- 3.3 Teaching Staff and Administrative Staff
- 3.4 Caretaker and Cleaners
- 3.5 All employees
- 3.6 Health and Safety Committee
- 3.7 Visitors
- 3.8 Contractors Section

4: Safe Working Arrangements

- 4.1 Resources
- 4.2 Training & Induction
- 4.3 Safety Consultation
- 4.4 First Aid
- 4.5 Reporting of Accidents & Dangerous Occurrences
- 4.6 Welfare Facilities
- 4.7 Control of Contractors
- 4.8 Pregnant Employees
- 4.9 Monitoring & Revision
- 4.10 Others Affected by School Activities
- 4.11 Fire
- 4.12 Gas
- 4.13 Smoking and Vaping
- 4.14 Places of Public Assembly
- 4.15 High Risk Activities
- 4.16 School bags
- 4.17 Specialised Classrooms
- 4.18 Statutory Inspections of Machinery and Equipment
- 4.19 Occupational Health and Safety
- 4.20 Employee Assistance Service
- 4.21 Dignity and Diversity at Work
- 4.22 Manual Handling
- 4.23 COVID 19 School Response Plan Section

5: Hazard Identification and Control Measures

5.1 Safety Statement and Risk Assessments

5.2 Hazard Identification

5.3 The Health and Safety Authority (HSA) Guidelines for Schools

1. Link to Mission Statement

This Policy has been developed in line with our Mission Statement which states; Our school mission and ethos is reflected in our motto of 'Illuminate Love Serve'. The educational philosophy of Kildare Town Community School recognises the importance of each student reaching his/her full potential. This is achieved through the quality of education the students receive. The friendly and caring atmosphere of the school encourages and motivates students in developing good interpersonal relationships which promotes self-esteem, mutual respect and consideration for others. Our aim is to ensure that the pupils of Kildare Town and its environs have access to curricular and extra curricular programmes that are appropriate to their needs, the latest and best teaching methodologies and state of the art facilities.

We emphasise the importance of respect for self and others, integrity, engagement, inclusivity, compassion and kindness. The importance of hard work, perseverance and the value and worth of every individual is promoted. We have high expectations for our students and encourage our students to achieve to the highest level they are capable of in all aspects of their lives. We aim to enable our students to develop into responsible, productive and caring citizens. We welcome involvement and engagement by parents/guardians and see our school as an integral part of a wider community. Kildare Town Community School takes its responsibilities of managing health and safety considerations very seriously as they make our whole school a better place to learn and work

2. Rationale A Health and safety Management System (SMS) in a school setting involves an on-going process which aims to promote continuous improvement in the way the school manages safety. It fits into the overall management of the school and includes the school structure, planning activities, practices, procedures, and resources for developing, implementing, reviewing and maintaining safety, health and welfare. 'School' means Kildare Town Community School, Kildare, Co. Kildare 'Parent/Guardian' means those having parental responsibility for a KTCS pupil

3. Scope of this policy

This Health and Safety Policy comprises part of the preparation of the Safety Statement, as required by Section 20 of the Safety, Health and Welfare at Work Act 2005. This policy is a written document containing a declaration of the commitment of the Board of Management to ensuring safety, health and welfare in Kildare Town Community School. . This policy is to be read and interpreted in its totality and operates within the framework of the school's

collective policies. The policy also operates within a legislative framework and takes account of the following;

- The Education Act, 1998
- The Education Welfare Act, 2000
- Equal Status Act, 2000 The Equality Act, 2004
- Building Control Acts 1990 and 2007
- Civil Liability and Courts Act 2004 Fire Services Acts 1981 and 2003 ●
Occupiers' Liability Act 1995
- Safety, Health and Welfare at Work (Chemical Agents) Regulations (amended) 2015
- Safety, Health and Welfare at Work Act 2005
- Safety, Health and Welfare at Work (General Application) Regulations 2007 2018 ●
Code of Practice for the Safety, Health and Welfare at Work (Chemical Agents) ●
Regulations 2001
- The Children First Act 2015
- Emergency Measures in the Public Interest (Covid-19) Act 2020

4. KTCS Health and Safety Policy

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management of KTCS to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect pupils, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, contractors, parents/guardians and pupils of the school.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff.

The Board of Management, as employer, undertakes in so far as is reasonably practicable to:

- promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
- provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- maintain a constant and continuing interest in health and safety matters pertinent to the activities of the school;
- continually improve the system in place for the management of occupational health and safety and review it periodically to ensure it remains relevant, appropriate and effective;

- consult with staff on matters related to safety, health and welfare at work; ● provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, pupils, contractors and visitors.

The Board of Management of KTCS is committed to playing an active role in the implementation of this occupational health and safety policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

4. KTCS Safety Statement

This policy is a core element of our KTCS Safety Statement.

Every safety statement begins with a declaration, signed at senior management level on the employer's behalf. This is known as the health and safety policy. The declaration gives a commitment to ensuring that a workplace is as safe and healthy as reasonably practicable and that all statutory requirements will be complied with. This declaration should spell out the policy in relation to overall health and safety performance, provide a framework for managing health and safety and list relevant objectives.

Glossary from HSA Guidelines, source www.hsa.ie

Audit: In the context of health and safety management, an audit is a structured process of collecting independent information on the efficiency, effectiveness and reliability of the overall health and safety management system as well as the drawing up of plans for collective action. KTCS Health and Safety Policy & Safety Statement Page 5 **Employees/staff:** For ease of reading the term 'employee(s)' has been replaced with the word 'staff' in many instances. Where 'employee(s)' is mentioned the reader can interpret this to mean 'staff'. The definition of employee is outlined in Section 2(1) of the Safety Health and Welfare at Work Act 2005.

Hazard: A hazard is anything that has the potential to cause harm to people, property or the environment. It can be a work material, piece of equipment or a work method or practice. **Hazard Identification:** This is the process of identifying situations or events that could give rise to the potential of injury, or of harm to the health, of a person.

Health and Safety Authority (HSA): the national body in Ireland with responsibility for securing health and safety at work. It is a state-sponsored body, established under the Safety, Health and Welfare at Work Act and it reports to the Minister for Enterprise, Trade and Innovation. The Authority's responsibilities cover every type of workplace and every kind of work in the public and private sectors.

Reasonably Practicable: Legislation defines "reasonably practicable" to mean that "an employer has exercised all due care by putting in place the necessary protective and preventative measures, having identified the hazards and assessed the risks to health and safety likely to result in accidents or injury to health at the place of work concerned and where putting in place of any further measures are

grossly disproportionate.” “Reasonably practicable” may be understood to mean that which a reasonable person would do given the particular circumstances.

Risk: Risk is the likelihood that someone will be harmed by the hazard together with the severity of harm suffered. Risk also depends on the number of people exposed to the hazard.

Controls/control measures: Controls/control measures are the precautions taken to ensure that the risk is eliminated or reduced.

Risk Assessment: Risk assessment is the process of determining whether there is a risk associated with an identified hazard. The significance of the risk is determined by the frequency of the potential occurrence and the severity of its consequences.

Safety Committee: A committee comprising management and employee representatives involved in the safety consultation arrangements at the workplace.

Health and safety Management System (SMS): This refers to that part of the overall management system of the school that includes the organisational structure, planning activities, responsibilities, practices, procedures and resources for developing, implementing, achieving, reviewing and maintaining the school’s health and safety policy. Safety, Health and Welfare at Work Act 2005: **The Safety, Health and Welfare at Work Act 2005**, which revoked and replaced the Safety, Health and Welfare at Work Act 1989 was brought in to make further provision for the safety, health and welfare of persons at work. This Act clarifies and enhances the responsibilities of employers, the self-employed, employees and various other parties in relation to health and safety at work. The Act also details the role and functions of the Health and Safety Authority, provides for a range of enforcement measures that may be applied and specifies penalties that may be applied for breaches of occupational health and safety.

Section 2 School Profile

School Size KTCS is a co educational multi-denominational school with joint patronage. KTCS is the sole provider of post primary education in Kildare Town. Current enrolment is at capacity of 1,000 students and over a 100 members of staff including teachers, SNA’s, clerical staff as well as the management company Sodexo employees.

The school offers the following programmes:

- Junior Certificate (2011-)
- Transition Year (2012-)
- Established Leaving Certificate (2011-)
- Leaving Certificate Vocational Programme (2011-)
- Leaving Certificate Applied (2013-)

Subject Choice:

Junior Certificate Curriculum

First Year Curriculum

All pupils will take the following subjects:

ENGLISH PHYSICAL EDUCATION (P.E.) IRISH RELIGIOUS EDUCATION (R.E.) MATHEMATICS
SOCIAL, PERSONAL & HEALTH EDUCATION (S.P.H.E.)

HISTORY CIVIC, SOCIAL & POLITICAL EDUCATION (C.S.P.E.)

GEOGRAPHY Wellbeing

SCIENCE

MFL - French / Spanish

In addition, two option subjects will be taken from below:-

Home Economics, Materials Technology/Wood, Business Studies, Art, Materials
Technology/Metal, Technical Graphics, Music

Senior Cycle Curriculum

Core Subjects: Irish, English, Mathematic, Religion, Physical Education. LCVP

Senior Cycle Options

All 3rd year/ Transition Year students were asked to rank their choice of option subjects for 5th year. This information was used to generate the option blocks for 5th year/ The option blocks generated are as follows:

The option blocks generated are as follows:

Option Block 1	Option Block 2 Option Block 3 Option Block 4		
Accountancy	Biology	Art	Ag. Science
Art			
Biology	Business	Biology	Biology
Business			
Const. Studies	Chemistry	DCG	Con St.
Computer Science			
Music			
Spanish			

	Economics	French	History
	Engineering	Geography	Home Ec.
	Geography	PE	PE
	Home Economics	Spanish	Physics
	Politics		Spanish

Provision for persons with special needs KTCS is an inclusive school community. Students with additional needs are throughout the school and supported under the Continuum of Needs. KTCS Acorn Centre is an ASD Centre which has two special classes. Students with additional needs are fully accommodated and supported by teachers and SNA's.

School Buildings and facilities.

Organisation Structure

The following health and safety responsibilities have been allocated:

Board of Management

Principal and Deputy Principals

KTCS Health and Safety Committee

KTCS First Aid Team

List of regular visitors: List of visitor maintained in reception

Adult Education: No Adult Education provision in KTCS

Section 3 Duties and Responsibilities

3.1 Responsibilities of the Board of Management

In discharging its responsibilities, the Board of Management will:

- make itself familiar with the requirements of the appropriate legislation and codes of practice;
- Establish a management structure to monitor Health and Safety issues;
- Assess the effectiveness of the Health and Safety policy at regular intervals and ensure

that any necessary changes are made;

- Identify and evaluate risks relating to possible accidents and incidents connected with -sponsored activities, including work experience.

In particular, the Board of Management undertakes to provide as far as is reasonably Practicable:

- a safe place for all users of the site to work, including safe means of entry & exit
- school, equipment and systems of work that are safe;
- safe arrangements for the handling, storage and transportation of articles and substances;
- safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance;
- supervision, training and instruction so that all staff and students can perform
- their related activities in a healthy and safe manner; and
provide safety and protective equipment and clothing, with associated guidance, instruction and supervision when appropriate.

The Board of Management may delegate some of the above responsibilities to the Principal or another person.

3.2 Responsibilities of the Principal

The Principal has responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors. The Principal will take all reasonably practicable steps to ensure that the Health and Safety policy is implemented.

3.3 Responsibilities of the Health & Safety Co-ordinator

A School's Health and Safety (H&S) Co-ordinator will be appointed from within the staff. The H&S Coordinator will be responsible for the day-to-day implementation of the Health and Safety Policy. If a Health and Safety Coordinator is not available from within the staff, then the Principal shall assume this responsibility.

3.4 Responsibilities of all members of staff

All staff are expected to familiarise themselves with the Health and Safety aspects of their work and avoid conduct which would put themselves or anyone else at risk. In particular, members of staff will:

- be familiar with the Health and Safety Policy and all safety requirements laid down by the Board of Management;
- ensure that staff, students, visitors and contractors are applying Health and Safety regulations, rules, routines and procedures effectively;

- see that all school machinery and equipment are in good and safe working order and adequately guarded, and not make or allow improper use of such school machinery and equipment;
- use of equipment may be specific to a subject department. It is the responsibility of subject departments to outline how such equipment (and practical rooms) are to be used, in their subject department policy.
- use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied;
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- report any defects in the premises, school, equipment and facilities that they observe to the appropriate person. This may be the Principal, Deputy Principal or H&S Co-ordinator.
- take an active interest in promoting Health and Safety and suggest ways of reducing risks.

3.5 Responsibility of Care-taking Staff.

The Caretaking Staff are employed by and accountable to the Management Company. The care-taking staff will undertake any area of maintenance with which they are competent. They will report any Health and Safety Issues they are aware of to the relevant person. This may be the Principal, the Facilities Manager or the Health and Safety Co-ordinator. They may arrange for an external company to come onto the premises in consultation with the principal.

3.6 Visitors It is the responsibility of visitors to the school to:

- Co-operate with the School with respect to all matters relating to health and safety;
- Obey all safety instructions given by the School staff;
- Remove any hood, cap or helmet before entering the school premises.
- Sign a VISITOR'S RECORD AND SIGN IN GDPR compliance log at reception.
- Co-operate with management in the wearing of the correct safety equipment, using safety devices where appropriate and following proper safe systems of work as outlined in Section 4 of this Safety Statement.

3.7 Contractors Contractors must ensure that:

- they comply with the provisions of the schools Safety Statement and that their own company's Safety Statement, Site Specific Safety Statement and Method Statements (where appropriate) are made available
- all work is carried out in accordance with relevant statutory provisions and taking into account the safety of others on the site;
- they comply with any Permit to Work system in place within the school;
- they wear any personal protective equipment as required

; • scaffolding and other access equipment used by their employees is be erected and maintained in accordance with current regulations and codes of practice; • all plant and equipment brought onto the premises is safe and in good working order, fitted with any necessary guards and safety devices, and with any necessary certificates available for checking;

- no power tools or electrical equipment of greater than 110 volts is brought onto the premises and that such equipment is suitable for industrial use and in good condition; • any injury sustained by a contractor's employee is reported immediately to site management;
- they comply with any safety instructions given by site management;
- site management is notified of any material or substance brought onto the premises which has health, fire or explosive risks. Such materials must be stored and used in accordance with the school recommendations and management approval;
- they respect the School's right to see documentary clarification of contractors' insurance arrangements.

4.1 Resources

KTCS Board of Management recognises that adequate funding must be made available to effectively implement the safety procedures and policies laid down in this Safety Statement. They undertake to ensure that adequate numbers of suitably trained staff are available for all work activities carried out.

Health and Safety considerations are incorporated in annual estimates for running of the school. The Board of Management will provide resources for the ongoing monitoring of health and safety in the organisation and for the provision of health and safety information and training to all staff.

4.2 Training and Induction

Any safety training provided will be recorded. The school will keep health and safety training records. The school shall provide the following training as appropriate such as safety induction training for all new staff as appropriate, manual handling and fire safety and management training to ensure that senior staff are equipped to undertake their health and safety duties and responsibilities. All new personnel receive induction training.

4.3 Safety Consultation

Regular team meetings are held. Although health and safety issues are not an agenda item, these meetings can be used by staff members to raise any issues of concern such as reviewing accidents and dangerous incident statistics and identifying any unsafe conditions and practices; we seek to establish and maintain good communications networks relating to health and safety.

4.4 First Aid

The school is committed to providing sufficient first aid facilities to personnel based on an assessment of needs and as required by the Safety, Health and Welfare at Work (General Regulations), 2007. First Aid Kits are provided for use throughout the school. The School will provide training in First Aid to all nominated first aiders. This training will be reviewed and updated every two years or earlier when necessary. A sufficient number of first aiders will be appointed to ensure that where possible a trained first aider will be on site at all times. The names of all FAR trained First Responders are available on the staff notice board. A green cross is also placed over the classroom of a trained First Responder. A list of trained responders is placed in prominent places around the school. Contents of the first aid boxes are checked regularly. Where necessary the Principal is notified of the need to reorder stocks.

Automated External Defibrillators (AEDs) KTCS provides automated external defibrillators (AEDs) in the school to prevent sudden cardiac death. Early defibrillation using an AED is one of the vital links in the “Chain of Survival”. An up to date list of AED trained personnel is in the staffroom and in prominent places around the school.

4.5 Reporting of Accidents & Dangerous Occurrences

All accidents to persons, whether or not in the employment of KTCS resulting in injury, however slight, must be reported immediately to the School Principal. If an accident either at the place of work or related to a place of work or work activity, causes loss of life to a person or disables any person for more than three calendar days not including the day of the incident from performing his/her normal duties of employment, then written notice must be given to the Health and Safety Authority on forms IR1 and IR3. The School Principal will ensure that the IR1 and IR3 are completed as KTCS Health and Safety Policy & Safety Statement Page 11 required and sent to the Health and Safety Authority. If the accident is fatal, then the scene of the accident must be left undisturbed for three days after notice has been given, other than for rescue purposes.

4.6 Welfare Facilities

Adequate welfare facilities are provided for all personnel and maintained in good order. Toilet, washing and kitchen facilities are provided in this regard. All facilities are maintained and cleaned regularly.

4.7 Control of Contractors

During maintenance work, conditions are very different from these normally encountered and new hazards may be introduced. It is essential that everyone concerned is aware of the hazards and the correct precautions are adopted. All contractors must supply a copy of their

Safety Statement. Method statements should be obtained from all contractors carrying out high-risk activities.

4.8 Pregnant Employees

It is the policy of KTCS to take all the necessary steps to comply with the Safety, Health and Welfare at Work (General Application) Regulations 2007. It is the duty of the employee to inform the School Principal if they are pregnant as early as possible in the pregnancy. On receiving notification that an employee is pregnant the school will assess the specific risk to that employee and take action to ensure that she is not exposed to any situation which could damage either her health or that of her developing child. If the assessment reveals that there is a risk, the employee will be informed and every effort will be made to eliminate exposure to this risk. Every effort will also be made to provide, where practicable, suitable working conditions and flexible working arrangements. KTCS fully subscribes to the provisions of the Maternity Protection Act(s).

4.9 Monitoring and Revision

KTCS will ensure that safety performance is monitored and systems are revised when necessary. This will be achieved in the following manner:

- All employees are expected to bring to the notice of the School Principal any areas where the policy on health, safety and welfare appears to be inadequate and request an amendment to be made to the Safety Statement;
- Such information will be communicated directly to management or through the Safety Committee and this will ensure that the Safety Statement is monitored on a continuous basis;
- The School Principal will ensure that the Safety Statement is regularly updated (to reflect changes in legislation, staff or work practices etc.) and employees will be informed of the changes;
- The school will undertake on a regular basis to carry out safety inspections and ascribe a risk assessment of High, Medium or Low.

4.11 Fire

There is always a danger of fire or other emergencies occurring which will necessitate the prompt evacuation of the building. Fire extinguishers are provided on the premises and are regularly checked. A KTCS Fire Officer is appointed and is also a member of the Health and Safety Committee, additionally, the following precautions are in place:

- instruction and training of staff in fire and emergency evacuation procedures, the location of fire points and the use of fire fighting equipment;

- holding fire and evacuation drills every 6 months;
- providing and maintaining escape routes and exits which are unlocked, operational and free from obstruction;
- providing adequate fire protection equipment and systems;
- inspecting and maintaining fire protection equipment and systems; • maintaining good housekeeping practice to ensure the removal of all combustible rubbish; and • testing and maintaining electrical installations and ensuring that all electrical equipment is switched off and unplugged when not in use (where practicable).

Action in the Event of a Fire

1. Clear everyone from the immediate vicinity of the fire except those actually authorised to engage in fire fighting.
2. Sound the fire alarm.
3. Alert other staff in the immediate area of the fire and contact the Fire Brigade, giving them the address clearly and any other directions necessary.
4. If there is no danger by doing so, try to put out the fire with the apparatus provided, but remember that equipment will only be effective on a small fire.
5. Make sure that the premises are cleared of all pupils, visitors and staff. Close doors. See that no unauthorised person enters the building. Staff must abide by the fire evacuation procedures.
6. Staff should not delay their departure to collect personal belongings from another part of the building and should assemble at their designated meeting point ensuring that they do not obstruct emergency services.

4.11. Emergency Lighting and Directional Lighting Emergency

Lighting is provided in the office area and on the stairs to facilitate escape from the building(s) during any interruption of the general lighting system. Illuminated exit signs are provided above protected doorways leading from the escape route. Fire Drill A fire drill shall be undertaken regularly (at least three times per year) and recorded in the fire register.

4.12 Gas

The main hazards associated with gas are: a) Fire and possible explosion when accumulations of unburnt gas is ignited; and b) Carbon monoxide poisoning from gas, which is not burned properly. Carbon monoxide is HFSS Health and Safety Policy & Safety Statement Page 13 odourless and tasteless and therefore hard to detect. It can be given off by installations, which are faulty or inadequately maintained. It is highly poisonous and breathing it can quickly lead to death. Carbon monoxide alarms are installed in the school and are checked regularly.

Action in the Event of a Fire If you smell gas:

- Do not use any naked flames.
- Do not use your mobile phone in the vicinity of the gas leak.
- Do not switch the lights or other electrical equipment on or off (switches produce sparks that could ignite escaping gas).
- Check whether gas is coming from a pilot or burner a) If so, turn the burner off b) If not turn the supply off where it enters the room or at the meter
- Open doors and windows to get rid of the gas and leave them open until the leak has been stopped and any build up of gas has dispersed.
- Report the leak immediately to the Principal. • Do not turn the gas back on where it enters the room or at the meter until the fault has been traced and repaired by a competent gas service engineer.
- If the gas continues to escape after the supply has been turned off at the meter, contact Bord Gais immediately.

4.13 Smoking and Vaping In compliance with the Public Health (Tobacco) (Amendment) Act 2004 regarding smoking in workplaces, smoking is strictly forbidden in the premises and on the grounds of KTCS. Employees and students failing to comply with directive will be subject to disciplinary action. Smoking and vaping e-cigarettes is strictly prohibited on KTCS school grounds and in the school building.

4.14 Places of Public Assembly KTCS regularly holds events. For such events additional care is advocated, bearing in mind the public would not be familiar with the grounds and building. Hazards include fire, crowd access / egress, general tripping, falling. In order to minimise the hazards outlined above the following measures shall be adopted for all such events carried out by the school:

1. all places used for such events shall have adequate means of escape, fire fighting equipment and fire detection systems;
2. the KTCS Fire Officer shall communicate the location of fire exits to participants;
3. a plan of the premises shall be displayed prominently inside the main entrance. The location of escape routes and fire fighting equipment shall be indicated;
4. the number of persons allowed on the premises shall be determined for events or be communicated by the establishment hosting the event;
5. all rubbish shall be removed regularly from the premises and good housekeeping practices shall be employed at all times; KTCS Health and Safety Policy & Safety Statement Page 14
6. the premises shall be inspected by the trainers on each occasion that the public has vacated them to remove any potential fire or safety hazard;
7. all flammable liquids, gases and other potentially dangerous substances shall be limited to

small quantities, suitably labelled and stored in designated suitable storage areas; 8. portable gas or liquid fuel heaters shall not be used on the premises; 9. any fire/smoke resisting doors shall be kept in the closed position; 10. members of the public shall not be admitted to areas other than those to which they are intended to have access except in a fire or emergency situation for the purposes of escape; 11. all areas where the public shall be gathered shall be laid out and maintained in a safe condition to reduce risk; 12. adequate means of access/egress shall be provided in premises where crowds may gather for entry/exit;

4.15 High Risk Activities High risk activities by staff such as accessing roofs, attic(s) or any work at height is strictly forbidden by KTCSI. Only competent authorised contractors will be permitted to carry out such activities (once a method statement has been agreed).

4.16 School Bags The use of school bags creates risks for both students, as they may do damage to their backs due to their weight, and for other school personnel, as the storage of school bags can block passageways and become a tripping hazard. There are three common school bag designs, namely the rucksack, shoulder strap bag and the sports bag. The rucksack design is the most efficient when it is worn correctly on the back and not over one shoulder. It is important that the straps are a good fit. Students should also be reminded that it is not necessary to bring all books for all subjects every day and they should be encouraged to plan their requirements for each day. Holy Family Secondary School is committed to making efforts to alleviate the problem of heavy school bags and school bag storage issues. It recognises that the provision of marked storage areas and lockers is essential to alleviate the hazard and is providing both.

4.17 Specialised Classrooms

Art Rooms Home Economics Kitchens Science Labs Specialised classrooms each have specific hazards, which are unique to these rooms. These rooms should be locked when the room is not in use. Classes in other subjects should not be taught in these rooms. If a specialised teacher is absent, the substitute teacher must be fully aware of the hazards in the room as well as the controls in place to deal with these hazards. If the substitute teacher is not trained in the specialised area then classes should be supervised elsewhere. Chemicals, Solvents, Detergents Etc. Safety data sheets are supplied with all such materials. Members of staff using these materials should familiarise themselves with the hazards associated with the materials and precautions to be taken in event of spillage, splashes, etc.

4.18 Statutory Inspections of Machinery and Equipment Statutory

Inspections of machinery and equipment are arranged and monitored by management. A

register of all plant under the school's control is maintained.

4.19 Occupational Health and Safety

KTCS recognises that each individual employee member brings into the school their own particular personality, medical history, psychological make-up and coping skills. As a result, what may be stressful for one employee may not be for another. Holy Family Secondary School is committed to a healthy workforce by placing value on both physical and mental health. If an employee feels that they are suffering from work-related stress it is important that they seek medical help. They should then discuss with the Principal the causes of their stress and as far as reasonably practicable the Principal will deal with the issues concerned.

4.20 Employee Assistance Service (EAS) offered via Inspire Workplaces (Wellbeing At Work) The purpose of the EAS is to provide teachers and Special Needs Assistants and their immediate family members with easy access to confidential counselling and to assist in coping with the effect of personal and work related issues. Freephone Helpline 1800 411 057 or text 'Hi' to 087 369 0010 to avail of EAS support on SMS & WhatsApp Employee Assistance Service (EAS) The service for these employees is known as 'Wellbeing Together: Folláine le Chéile'. <https://www.education.ie/en/Education-Staff/Services/Employee-Assistance-Service/employee-assistanceservice.html> EAP Consultants (branded as Inspire Wellbeing) are the current providers of the Employee Assistance and Wellbeing Services which includes a free confidential service accessible by means of a free phone telephone helpline available 24 hours a day, 365 days a year, providing counselling on a range of personal health and wellbeing issues given by qualified clinicians. Up to 6 face-to-face counselling sessions are available to provide supportive and solution-focused care based on an individual's clinical needs. The telephone service also provides specialist information, support and advice in relation to family, financial, legal, work-related and consumer information services as well as providing management support.

4.21 Dignity and Diversity at Work

KTCS aims to create an environment that is inclusive of all persons, where its employees and students are free to perform their work without sexual harassment and bullying from other school members Please see the KTCS Dignity at Work Charter

It should not be confused with workplace inter-personal conflicts which may, in themselves, be damaging and stressful, but which do not necessarily constitute bullying. It should not be confused with the reasonable conduct of their responsibilities by school management staff. It should not be confused with industrial relations difficulties, which should be handled using the appropriate industrial relations procedures. Bullying and harassment is behaviour that is unprovoked, unwelcome, persistent and is intimidatory or offensive to the recipient. It can take the form of verbal, physical or psychological attack and can be openly aggressive or subtle, on line or on mobile phones. Generally, bullying and harassment is taken to mean repeated and persistent behaviour

Procedures for Dealing with Complaints of Bullying, Harassment and Sexual Harassment in

KTCS: Purposes of Complaints Procedure

To provide a fair, consistent and expeditious mechanism to process complaints of bullying, harassment or sexual harassment against staff. To do so in a manner that affords all concerned full rights in accordance with natural justice. To outline the principles for the employer, the staff member and their representatives in the event of complaints of bullying, harassment or sexual harassment being made against staff. Specifically this procedure may be utilised: To investigate complaints of bullying/harassment/sexual harassment made by staff against other members of staff. To investigate complaints of bullying/harassment/sexual harassment made by staff against holders of management responsibility. To investigate complaints of bullying/harassment/sexual harassment made by holders of management responsibility against staff. Issues to which these procedures do not apply:

Complaints of bullying/harassment/sexual harassment made by staff against students. Such complaints will be treated in accordance with the appropriate student code of discipline/behaviour and/or other agreed codes of practice. Matters of the professional competence of teachers which cannot be dealt with at school level or which are referred to the Department of Education and Science for investigation under the terms of circular letter 43/85 or other existing arrangements. Anonymous complaints. Frivolous and vexatious complaints, which do not impinge on the work of the staff member.

4.22 Manual Handling Manual Handling operations will include any transportation or supporting of any load by hand or use of the body to support/move by force. This will include the lifting, lowering, pushing, pulling, carrying, supporting or movement of any load. Definitions of certain terms; Load - a load must be an object that can be moved. Manual Handling Operations - This means anything that requires human effort which can be applied directly.

AVOIDANCE OF MANUAL HANDLING

Summary Guidance If a manual handling operation has been identified as a risk then the following hierarchy of options must be considered;

1. The first option to consider would be to eliminate the need for handling altogether.
2. The next option, if avoidance cannot be done is to consider automation of the task or operation, (this may not be feasible therefore mechanical aids should be investigated and identified). Bear in mind that the introduction of automation or mechanical aids may reduce the manual handling risks, but they may increase other risks which would have to be assessed under other assessments i.e., general risk assessments.
3. The next option to consider is to re-arrange the workplace i.e., heavier items stored at waist height, where possible, or the more commonly used items stored next to the point of use. Consider changing loads. If the above have been considered/implemented, but there

are still risks from manual handling then exposed staff should be given training in moving and handling techniques.

SECTION 5: HAZARD IDENTIFICATION AND CONTROL MEASURES

5.1 Safety Statement

In accordance with the obligations placed on employers by the Safety Health and Welfare at Work Act, 2005, KTCS have prepared a safety statement based on an identification of hazards at the workplace. Risk assessments are routinely carried out and control arrangements and resources are detailed in the statement. The safety statement is brought to the attention of all employees and third parties as necessary. Employees will be asked to sign a form stating they have read the statement and fully understand all the details therein. KTCS plan to review the safety statement at least once annually in order to consider new legislation, code of practices etc.

If new working equipment, procedures, work practices, chemicals, materials or renovations etc. are introduced then the safety statement needs to be reviewed to take these into account. The HFSS Health & Safety Committee meets periodically throughout the school year. The KTCS Health & Safety Committee reviewed and action the Risk Assessments required. Please see associated HFSS Covid 19 Risk Assessment Health & Safety Authority

Protocols for Schools [https://www.hsa.ie/eng/Education/ How to carry out a risk assessment](https://www.hsa.ie/eng/Education/How%20to%20carry%20out%20a%20risk%20assessment) Assessing risk means evaluating what could cause harm to your employees, other people's employees and other people (including pupils, visitors and members of the public) who are using the school or its facilities.

5.2 Hazard Identification

It is the policy of KTCS to identify hazards in the place of work, to assess the risk to Health and safety and to control risks as far as is practicable so that they are reduced to an acceptable level. Hazard refers to any substance, article, material or practice, which has the potential to cause harm to the Safety, Health or Welfare of employees at work. KTCS Health and Safety Policy & Safety Statement refers to the potential of the hazard to cause harm in the actual circumstances of use. The risk assessment methodology employed in this Safety Statement is described below. Risk Control measures are intended to reduce the risk to an acceptable level.

KTCS is committed to implementing the risk control hierarchy so that, in the first instance

and where practicable, hazards are eliminated. This approach takes into account normal good practice within this sector of industry and any standards and guidelines available.

5.3 The Health and Safety Authority (HSA) Guidelines for Schools

The Health and Safety Authority (HSA) Guidelines on Managing Health and safety in Post-Primary Schools and the Department of Education and Skills templates and guides were adhered to throughout.

www.hsa.ie/publications

<https://www.hsa.ie/eng/Education/> www.education.ie

Beradith Prudye 15/06/2026