

# St. Aidan's National School

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The most recent review of this policy took place in May and September 2020.

## ■ Title

### Health & Safety Policy Statement

## ■ Introductory Statement

*This policy statement was adapted to the current format in accordance with the guidelines of the Primary Professional Development Service. Our previous Safety Statement was reviewed and updated to take into account the most recent legislation in regard to Health and Safety. It was disseminated to the wider school community through the school website and ratified by the Board of Management on 17/ 01/ 2007.*

## ■ Rationale

It is a legal requirement under the Safety, Health and Welfare at Work Act, 2005 for every employer, in conjunction with employees, to prepare a Health and Safety Statement. It represents the Board of Management (BOM)'s commitment to safety and health, and specifies the manner, the organisation and the resources necessary for maintaining and reviewing safety and health standards. The BOM wishes to document their health and safety programme and make it available to all employees, outside services providers and Inspectors of the Health and Safety Authority.

## ■ Relationship to Characteristic Spirit of the School

According to our Mission Statement Clonroche N.S. strives to provide a well-ordered, caring, happy and safe environment for our pupils. In keeping with this philosophy, our Health and Safety Policy emphasises the importance of the health and safety of our pupils and that of all school employees. The Board of Management recognises the importance of the Legislation enacted in the Safety, Health and Welfare at Work Act, 2005. This Safety Statement sets out the Safety Policy of the Board of Management, Clonroche N.S, and sets out the means to achieve that policy. The Board of Management's objective is to endeavour to provide a safe and healthy work environment for all our employees and pupils and to meet our duties to members of the public with whom we come into contact. This policy requires the co-operation of all employees.

It is our intention to undertake regular reviews of the statement in light of experience, changes in legal requirements and operational changes. The Board of Management will undertake to carry out a safety audit annually and report to staff. This inspection / safety audit will be carried out more frequently if requested by either staff or the Board of Management. All records of accidents or ill-health will be monitored in order to ensure that any safety measures required can be put in place, wherever possible, to minimise the recurrence of such accidents and ill-health.

## ■ Aims

- to create a safe and healthy school environment by identifying, preventing and tackling hazards and their accompanying risks
- to ensure understanding of the school's duty of care towards pupils
- to protect the school community from workplace accidents and ill health at work
- to outline procedures and practices in place to ensure safe systems of work
- to comply with all relevant health and safety legislation (so far as is reasonably practicable) to include the following areas
  - *Provision of a safe workplace for all employees – teachers, SNAs, secretary, caretaker, etc.*
  - *To ensure competent employees, who will carry out safe work practices*
  - *Safe access and egress routes*
  - *Safe handling and use of hazardous substances and equipment*
  - *Safe equipment including maintenance and use of appropriate guards*
  - *Provision of appropriate personal protective equipment.*

## ■ Guidelines (*content of policy*)

### **POLICY STATEMENT ON SAFETY, HEALTH AND WELFARE AT WORK OF THE BOARD OF MANAGEMENT OF XXXXXX**

#### 1.1

The members of the Board of Management of Clonroche National School are:

Chairperson: Fr. Bernard M. Cushen

Secretary: Pamela Denton

Treasurer: Dolores Flood

Other Board Members: Paddy Murphy

Norma Doyle (Principal)

John Joyce

Mairead Furlong

Denise Murphy

The Board of Management will ensure that, in so far as is practicable, the highest standards of safety shall prevail and that, at a minimum, the provisions of the Safety, Health and Welfare at Work Act, 2005 are applied.

1.3 Specifically, the Board of Management wishes to ensure so far as is reasonably practicable:

- The design, provision and maintenance of all places in a condition that is safe and without risk to health.
- The design, provision and maintenance of safe means of access to and egress from places of work
- The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health.
- The provision of instruction to staff on proper lifting techniques of pupils and dealing with pupils with challenging behaviour when such children are enrolled.
- The provision of such information, instruction, training and supervision as is necessary to ensure the safety and health at work of its employees.
- The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at works of its employees.
- The preparation and revision as necessary of adequate plans to be followed in emergencies. e.g. fire evacuation, injuries etc..
- The safety and prevention of risk to health at work in connection with use of any article or substance.
- The provision and maintenance of facilities and arrangements for the welfare of employees at work.
- Obtaining where necessary, the services of competent persons for the purpose of advising on the safety and health at work of the employees e.g. Advisors from the HSE, Fire Officers, ICT Advisors re equipment, ergonomics etc.
- An annual review of this *Health & Safety Statement* and a log of issues raised and remediated.
- The provision of arrangements for consultation with employees on matters of Health and Safety
- The provision of arrangements for the selection from amongst its employees of a Health and Safety Representative.

1.4 The Board of Management recognises that its statutory obligations under legislation extend to employees, pupils, and any person legitimately conducting school business and the public.

1.5 The Board of Management of Clonroche National School will ensure that the provisions of the Safety, Health and Welfare at Work Act, 2005 are adhered to.

1.6 The Board of Management will form the Safety Committee to monitor the implementation of the Safety and Health policies of Clonroche National School and the requirement under the Safety, Health and Welfare at Work Act, 2005.

1.7 The Board of Management will appoint a Safety Representative from the School Staff, normally the School Caretaker and a Safety Officer from the BOM.

(Pamela Denton, is the Safety Representative and Board Member, Pamela Denton was appointed as Safety Officer for the term 2015-2019)

### **CONSULTATION & INFORMATION**

It is the policy of the Board of Management of Clonroche National School :

- To consult with staff in the preparation and completion of the Health and Safety Statement.
- To make available the *Health & Safety Statement* to all present and future staff.
- That any additional information or instructions regarding safety, health and welfare at work not contained in the document will be conveyed to all staff as it becomes available.
- That Health, Safety and Welfare will form an integral part of any future staff training and development plans.

### **HAZARDS**

All staff will complete Hazard Control Forms (Appendix 3) as hazards are identified. Some hazards can be rectified but others remain constant. The hazards have been divided into two categories.

Hazards that can be rectified or minimised will be dealt with as a matter of urgency. Hazard Control Forms will be posted on the Staffroom Noticeboard. When a Staff Member notices a hazard, he/she will use the form to notify the Safety Representative (Caretaker), who will rectify the issue and sign with date and time of when the issue was resolved. Those hazards that cannot be rectified will be clearly indicated and appropriate procedures listed beside them.

The Board of Management in consultation with the employees will review and make recommendations on the elimination of hazards.

## **SPECIFIC HAZARDS**

### **1. Fire**

It is the policy of the Board of Management of Clonroche National School that:

- \* There is an adequate supply of fire extinguishers, which will deal with any type of fire.
- \* All fire equipment is identified and regularly serviced.
- \* Regular fire drills take place at least twice a year. (See Appendix 1 for Fire Evacuation Procedure)
- \* Instruction is given in the use of fire extinguishers for specific materials/equipment.
- \* Signs will be clearly visible to ensure visitors are aware of exit doors.
- \* All electrical equipment be unplugged or turned off outside school hours and when classrooms are vacated for lengthy periods.
- \* An assembly area is designated (Grass Area at back of School)
- \* Those leaving buildings/classrooms should let someone know.
- \* Exit signs are clearly marked.
- \* The teacher in each classroom will be responsible for fire evacuation and fire drills procedures.
- \* A fire officer has checked the school and equipment and all recommendations made by him/her have been implemented.
- \* The special duties position of Jean Goff, has as one of its duties to act as Fire Marshall and oversee in conjunction with the Safety Officer and Representative the above aspects of the policy.

### **2. Other hazards**

- \* The surface of some of the playing areas is uneven, rocky and potentially hazardous.
- \* Some classroom windows open out at head level.
- \* On occasions the surface of hallways and toilets become slippery due to condensation and wet weather and pose a risk.
- \* Pupils are not allowed to play in the school grounds during weather which would pose a danger to their safety e.g. frost snow, and ice.
- \* During particularly inclement weather the Board of Management reserves the right to keep the school closed if it is felt that a risk is posed to staff and pupils by travelling to or attending school.

## **CONSTANT HAZARDS**

### **1. Electrical Appliances**

It is the policy of the Board of Management of Clonroche National School that only competent persons use Electrical Appliances. Such appliances and equipment will be subject to regular maintenance checks.

### **2. Chemicals**

It is the policy of the Board of Management of that all chemicals, detergents etc., be stored in clearly identifiable containers bearing instructions and precautions for their use and kept in a locked area, and protection provided for use when handling them.

### **3. Drugs/Medications**

It is the policy of the Board of Management of Clonroche National School that no drugs or medication be administered to pupils by members of school staff due to the fact that staff are not qualified to do so and therefore could pose a threat to the welfare of the pupils. In exceptional circumstances where emergency medication is required to safeguard a seriously ill child's welfare, a teacher or SNA may be requested to administer such medication. The procedure in such cases is included as Appendix 2.

### **4. Wet Floors**

It is the policy of the Board of Management of Clonroche National School that the washing of floors is conducted after school hours to ensure, as far as is reasonably practicable, elimination of danger of slipping. During wet weather floor areas inside main doors can become slippery.

### **5. The Code of Conduct**

The Code of Conduct in the school provides for a level of appropriate behaviour to minimise personal risk or stress to any employee.

### **6. Accidents and Injuries**

However vigilant the school staff is in relation to pupil safety, accidents will happen and correct procedures in the event of accidents can prevent or minimise injuries. Our accident/illness procedure is included as Appendix 5.

### **7. Bullying**

The Clonroche National School Anti-Bullying Policy is a stand-alone policy, which provides a framework for dealing with instances of bullying among pupils. The procedures for dealing with Adult Bullying are in accordance with the INTO publication '**Working Together: Procedures and Policies for Positive Staff Relations (2000)**,' **Teaching Council Code of Conduct** and our '**Dignity at Work Statement**' included as Appendix 6.

**At all times, procedures and practices set out in both Child Protection Procedures for Primary and Post- Primary Schools 2017 and Children First Act will be adhered to.**

### **8. Access to Employees is by Consent**

When an employee feels at risk from or threatened by a particular person on school property, this must be drawn to the Board of Management's attention. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees.

### **9. Trained First Aid Personnel**

It is the policy of the Board of Management that:

Employees will be trained to apply First Aid to pupils and other employees.

All required remedies and equipment are made available for first aid function.

There will be an adequate supply of properly equipped First Aid Boxes available at all times to staff which will contain:

Elastoplast plasters

Tape

Aspirin

Eye lotion(e.g) Optrex  
Selection of Cotton Bandages  
Antiseptic Wipes  
Scissors  
Gloves  
First Aid Chart  
Thermal blanket  
Vinegar

#### **10. Asbestos**

In August, 2007, Asbestos Removal Works were carried out at the school. After which the school was certified for re-occupation. The accompanying report forms part of this Health & Safety Statement and is available for inspection in the school.

#### **OTHER PROCEDURES**

##### **1. Educational Visits**

Educational visits will be booked with a reputable, properly insured coach service with fully seat-belted coaches. We will aim for a ratio of ten pupils per adult (teacher or parent) but not more than fifteen. Every effort will be made to ensure the safety of the pupils at events or activities they are participating in i.e. the theatre, swimming pool, playground, etc. will be properly equipped and manned by qualified staff.

##### **2. Visitors to the School**

Persons coming onto the school premises must identify themselves clearly to whoever answers the door before gaining admittance to the school premises. Any contractor should make direct contact with the Principal, or Vice Principal before initiating any work on the school premises. All outside facilitators, teachers, coaches etc. who are delivering workshops to pupils will do so under the supervision and direction of the class teacher. Any outside professionals working with children must have appropriate qualifications and Garda vetting.

##### **3. Wet Days**

On wet days, children will be supervised indoors. The pupils stay in their classroom, where they read, draw, play board games or chat.

##### **4. Emergency Closures**

On occasions where school is in progress and it becomes necessary to close the school for safety reasons, the school bus operators and parents who bring their children to school are contacted. Every effort is made to ensure that all parents are made aware of the situation through Text-a-Parent, local media, school website etc. Transport home is arranged and where there is nobody at home pupils can stay with neighbouring parents with their own parents' consent. In instances of staff members' vehicles being used to bring pupils home, it is policy to carry additional pupils to ensure that a pupil will not be alone in the vehicle with a staff member at any time.

##### **5. A full Hazard Identification and Risk Assessment is included as Appendix 3.**

#### **■ Success Criteria**

Our success criteria will be based on the achievement of our aims to provide a safe environment for our employees, pupils and visitors. We will use staff observation and parental feedback in addition to Health Inspector's Reports and our safety record as our benchmark for success or otherwise of the policy.

## ■ Roles and Responsibility

### DUTIES OF ALL EMPLOYEES

1. It is the duty of every employee while at work:
  - (a) To take reasonable care for his/her own safety, health and welfare and that of any person who may be affected by his/her acts or omissions while at work.
  - (b) To co-operate with his/her employer and any other person to such an extent as will enable his/her employer and the other person to comply with any of the relevant statutory obligations.
  - (c) To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or anything 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.
  - (d) To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare, of which he/she might become aware.
2. No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or anything provided in pursuance of any of the relevant statutory provisions or otherwise, for securing safety, health and welfare arising out of work activities.
3. Employees will, by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible.

### **DUTIES OF SAFETY REPRESENTATIVE**

- Conduct an assessment to identify all hazards on the appropriate form (Appendix 3). A Sample Checklist is included as Appendix 4.
- Assess the risks associated with these hazards.
- Detail arrangements made, resources supplied, and responsibility required to deal with the hazards and to keep them under review.

### **DUTIES OF SAFETY OFFICER**

- To liaise with the Safety Rep on matters of Health and Safety.
- To make recommendations for the alleviation of potential hazards.
- To monitor progress in relation to dealing with hazards.
- Report on all of the above at appropriate BOM meetings.

## ■ Timeframe for Implementation

The revised policy will be implemented from May 2019

## ■ Timeframe for Review

This policy is reviewed annually.

## ■ Responsibility for Review

The BOM will be responsible for reviewing the policy.

## ■ Ratification and Communication

The Board of Management ratified this policy review on the 7<sup>th</sup> of May 2020.

Signed: \_\_\_\_\_, (Chairperson, BOM)

\_\_\_\_\_, (Principal)

Clonroche National School does not have adequate resources to disseminate all of its policies to all the concerned members of the wider school community. The policy is communicated to the members of the BOM and is available to the wider school community through the parents' representatives on the BOM. All Clonroche National School policies are available for inspection in the school.

## **APPENDIX 1**

### **FIRE EVACUATION PROCEDURE**

#### **Sequence**

- Alarm
- Call the fire brigade
- Evacuation
- Assembly
- Roll Call
- Tackle the fire

#### **Aim**

To prevent panic and ensure the safe, orderly and efficient evacuation of all the occupants of the school using all the exit facilities available and to train the mind to react rationally when confronted with a fire or other emergency at school or elsewhere.

#### **Alarm**

Anyone discovering an outbreak of fire will raise the alarm at once by informing a teacher. The teacher will immediately sound the fire alarm six times.

#### **Call the Fire Brigade**

All outbreaks of fire however small, or any suspected fire will be reported immediately to the Fire Brigade by the emergency phone number.

#### **Evacuation**

On hearing the alarm, pupils will stand to attention by their desks and, when instructed by the teacher in charge of the class as to the exit route to be followed, will leave the classroom in single file. Classes will then proceed at a steady uniform pace to the place of assembly followed by the teacher who will bring the Roll Book and close the classroom door and any other doors used to exit. The principal will, if safe to do so, 'sweep' the main building to ensure no pupils remain in toilet or other areas. He will carry the school register to the assembly area. The Deputy Principal will, if safe to do so, 'sweep' the Junior Block to ensure no pupils remain in toilet or other areas.

## **Assembly**

The place of assembly is the grass area behind the main building and all classes will stand together in lines according to class.

## **Roll Call**

Immediately when the classes have gathered at the place of assembly, a roll call or count will be taken, from the roll book/ class list. If anyone is missing an immediate search by the staff will be made. As far as is practicable, no place to which pupils have access being overlooked.

The officer in charge of the Fire Brigade will be met on arrival and immediately informed whether or not all persons have been safely evacuated.

## **Attacking Fire**

Circumstances will dictate whether fire-fighting operations will be attempted. Fire fighting will always be secondary to life safety. While small fires may be dealt with summarily, in the case of a sizeable fire, safe evacuation will be the primary concern.

## **Fire Drills and Testing Alarms**

A Test fire drill will be held once per term. It will be carried out according to the above procedure with the exception of 'Calling the Fire Brigade' and 'Tackling the Fire'. A record of all fire drills will be kept. It will include details of drills including date, time, weather conditions, time taken for evacuation and any other relevant information. Fire Alarms will be tested once a term outside of school hours.

## APPENDIX 2

### ADMINISTRATION OF MEDICATIONS

As a general rule, teachers will not be involved in the administration of medication to pupils. There are, however, exceptional circumstances where there is an ongoing condition such as diabetes, epilepsy etc. or a condition necessitating emergency treatment. In such circumstances and where a teacher or SNA is willing to become involved in the administration of medication a set procedure will be followed:

- The parents of the pupils concerned will write to the board of management requesting the board to authorise a teacher to administer the medication. The request should also contain written instructions of the procedure to be followed in administering the medication.
- The board of management, having considered the matter, may authorise a teacher to administer medication to a pupil. If the teacher is so authorised s/he should be properly instructed by the board of management.
- A teacher should not administer medication without the specific authorisation of the board.
- In administering medication to pupils, teachers should exercise the standard of care of a reasonable and prudent parent.
- The board of management will inform the school's insurers accordingly.
- The board of management will seek an indemnity from the parent(s) in respect of any liability that may arise regarding the administration of medication.

Arrangements will be made for the safe storage of medication.

## Appendix 3

### Hazard Identification and Risk Assessment System:

**Hazard:** Generally means anything that can cause harm. Clonroche National School has identified foreseeable workplace hazards, so far as reasonably practicable, associated with the school.

**Risk:** is the likelihood high, medium or low, that someone will be harmed by a hazard, together with the severity of the harm suffered. Risk is also dependent on the number of people exposed to the hazard.

**Risk Assessment:** Is a careful examination of what could cause harm to people at work so that the employer can decide whether enough control measures are in place or if more are required.

The list of hazards and controls in this Safety Statement are non- exhaustive and it is foreseeable that additional hazards will be encountered. If this situation occurs, then the work will stop and **Clonroche National School** must carry out a risk assessment and complete the hazards not identified section of in the Safety Statement to ensure that adequate control measures are in place and implemented.

**If the work to be carried out is not safe, workers must not perform any tasks until the Board of Management has been informed and the control measures are put in place.**

## General Hazards

### Manual Handling

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in Place
1. Ergonomic type injuries  2. Cuts and abrasions  3. Slips, trips and falls  4. Injury from dropping load  <b>Persons at Risk:</b> Workers carrying out manual handling tasks.	Medium	Training for kinetic lifting technique is necessary to comply manual handling regulations.  Ensure that a copy of the certificate of Manual Handling Training for each member of staff is kept on file and updated every three years.  Never lift any load which is too heavy or awkward.  Use mechanical aids and/ or get help whenever possible.  <b>Note: All injury or damage to your back at work must be reported on the accident report sheet.</b>	This training will be arranged and will be held in the coming school year 2019- 2020.

## Housekeeping

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in Place
<p>Slips, trips and falls</p> <p>Back injuries</p> <p>Hand injuries</p> <p>Head injuries</p> <p><b>Persons at risk:</b> All persons in the work area</p>	<p>Medium</p>	<p>A designated area for waste material will be allocated and all waste material will be stored here until it is removed from the work area.</p> <p>Once a spillage occurs, ensure it is cleaned up immediately and wet floor warning signs are out up to warn all pupils, staff and member of the public.</p> <p>All work areas will be kept clear of obstructions.</p> <p>All waste material will be removed from the work area as soon as practicable.</p> <p>All storage areas must be kept tidy and housekeeping must be monitored at all times.</p> <p>A place for everything and everything in it's place.</p>	<p>Wet floor signs to be purchased. These will be purchased in the coming school year, 2019- 2020.</p>

**Access, Egress and Trespass**

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in Place
<p>Slips, trips and falls</p> <p>There is a potential for trips and falls in all areas from wet floors, loose, torn or damaged floor covering</p> <p>Unlawful access</p> <p><b>Persons at Risk:</b> All persons in the area</p>	<p>Medium</p>	<p>Adopt a “clean as you go,” policy in all areas</p> <p>Wet floors will be mopped as soon as they are noted</p> <p>Ensure trailing cables are eliminated where possible</p> <p>Ensure all staff warn pupils, visitors and members of the public of the potential to slip/ fall in icy conditions on tarmac in yard areas</p> <p>All incidents/ accidents must be reported immediately</p> <p>All windows must be secured so that children cannot climb through them</p> <p>All doors must be secured to ensure children’s fingers are not trapped in doors</p> <p>Floors must be inspected daily to make sure they are clean and are not uneven or damaged</p> <p>All gates/ doors/rails must be firmly secured and undergo regular inspections</p> <p>Flammable or dangerous substances will be locked away in secure storage places</p> <p>All doors, entry and exit points will be well secured at the end of each working day to ensure that trespassers cannot gain access.</p>	

**Welfare**

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in Place
<p>Welfare facilities</p> <p>Toilet and canteen</p> <p>Slips, trips and falls</p> <p>Burns and scalds</p> <p><b>Persons at Risk:</b> Workers in the welfare areas.</p>	<p>Low</p>	<p>Suitable washing and toilet facilities will be provided.</p> <p>There will be adequate supply of wholesome drinking water</p> <p>Employees will leave toilets and canteen facilities in the condition that they themselves would like to find them</p>	

**Pregnant Employees**

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in Place
<p>Back injury</p> <p>Miscarriage</p> <p>Collision</p> <p>Fatigue</p> <p>Stress</p> <p>Physical limitations</p> <p><b>Persons at Risk:</b> All persons who are pregnant</p>	<p>Low</p>	<p>Ensure that the safety officer carries out a written risk assessment of all chemicals/ physical agents and systems of work that may be a hazard to the pregnant employee</p> <p>Take the necessary protective and preventative measures to safeguard the pregnant employee</p> <p>Pregnant employees will inform the employer as soon as practicable after they become aware of their condition, with the appropriate medical certification</p> <p>Adjust the work conditions of the employee temporarily, based on the risk assessment</p>	

**Use of Computers/ Laptops- VDU Regulations**

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in Place
<p><b>Equipment:</b></p> <p>1. Display screen</p>	<p>Low</p>	<p><b>Minimum Requirements for Compliance with Display Screen Equipment (Regulation 72)</b></p> <p>The characters on the screen are well defined and clearly formed, of adequate size and with adequate spacing between the characters and lines.</p> <p>The image(s) on the screen are stable, with no flickering or other forms of instability</p> <p>The brightness or contrast (or both) between the characters and the background are easily adjustable by the employee and easily adjustable to ambient conditions</p> <p>The screen is free of reflective glare and reflections liable to cause discomfort to a user</p> <p>The screen is able to swivel and tilt easily and freely to suit the needs of the user</p>	

**Use of Computers/ Laptops- VDU Regulations**

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in Place
<p><b>Equipment:</b></p> <p>2. Keyboard</p> <p>3. Work/ desk surface</p> <p>4. Work chair</p>	<p>Low</p> <p>Low</p> <p>Low</p>	<p><b>Minimum Requirements for Compliance with Display Screen Equipment (Regulation 72)</b></p> <p>The keyboard has a matt surface to avoid reflective glare The symbols on the keys are adequately contrasted and legible from the design working position</p> <p>The work desk or work surface has a sufficiently large, low-reflective surface and allow a flexible arrangement of the screen, keyboard, documents and related equipment There is adequate space for users to find a comfortable position.</p> <p>The work chair is stable and allows the user easy freedom of movement and a comfortable position. The seat is adjustable in height. The seat back is adjustable in both height and tilt. A foot rest is available to any user who requires one.</p>	

## Environment

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in Place
Space requirements	Low	The workstation is dimensioned and designed in so far as to provide sufficient space for the user to change position and vary movements.	
Noise	Low	Noise emitted by equipment belonging to a workstation has been taken into account when a workstation is being equipped, in particular so as not to distract attention or disturb speech.	
Lighting	Low	<p>Lighting (including room lighting, spot lighting or work lamps) provide satisfactory lighting conditions and an appropriate contrast between the screen and the background environment, taking into account the type of work and the user's vision requirements.</p> <p>Possible disturbing glare and reflections on the screen or other equipment are prevented by coordinating the layout of workstations within the place of work with the positioning of technical characteristics of artificial light sources.</p>	

**Environment**

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in Place
Radiation	Low	All radiation, with the exception of the visible part of the electromagnetic spectrum, has been reduced to negligible levels from the point of view of the protection of employees' safety and health.	
Reflections and glare	Low	Workstations are so designed that sources of light, such as translucent walls and brightly coloured fixtures or walls cause no direct glare and, as far as possible, no distracting reflections on the screen. Windows shall be fitted with a suitable system of adjustable covering to attenuate the daylight which falls on the workstation.	
Heat	Low	Equipment belonging to a workstation does not produce excess heat which could cause discomfort to employees.	
Humidity	Low	An adequate level of humidity shall be established and maintained.	

**Equipment**

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in Place
Defective sockets, plugs	Medium	Ensure all electrical installations and maintenance are carried out by a competent electrician.	
Overloading of sockets	Medium	Carry out your own visual inspections of plugs and leads and get them repaired as necessary. Faults to look out for include physical damage to the cable, failure of the cord grip at the plug and signs of overheating.	
Fire	Medium	Switch off equipment before unplugging and before cleaning.	
<p><b>Persons at Risk</b> All persons in the work area.</p>		<p>Provide sufficient socket outlets and avoid or minimise the use of adapters. Overloaded sockets can lead to fire hazards</p> <p>Do not use taped joints to connect cables since they have neither the mechanical strength needed nor sufficient insulation protection from liquids. Damaged cables should be replaced completely but if cables have to be joined, proper connectors should be used.</p> <p>Do not ignore obvious tell- tale signs such as faulty switching or intermittent stopping. These may indicate an internal fault such as a loose wire which could cause external metal work to become live.</p>	

**Fire Risks**

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in Place
<p>Fires can occur from electrical and gas faults, smoking and vandalism</p> <p><b>Persons at Risk:</b> All persons in the work area</p>	<p>High</p>	<p>Fire escape routes are clear and fire exits are unblocked at all times.</p> <p>Fire Drills are carried out at least once a term and records are kept on file.</p> <p>Staff are trained in the use of fire- fighting equipment.</p> <p>All staff are aware of what they have to do in the event of fire or any emergency evacuation.</p> <p>Adequate fire- fighting equipment are available.</p> <p>Ensure all unnecessary electrical appliances are switched off before closing each evening.</p> <p>Ensure that fire extinguishers are inspected as per the fire regulations.</p> <p>Ensure the fire alarm is monitored and maintained as per fire regulations.</p>	<p>Ensure that the persons responsible for the fire and emergency procedures are named in the Health and Safety Statement.</p>

**Bullying, Harassment and Violence to Staff**

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in Place
<p>Emotional Effects (severe anxiety) Cognitive Effects (making mistakes, accidents) Behavioural Effects (smoking, excess drinking, overeating) Physiological Effects (contributing to raised blood pressure, heart disease)</p> <p><b>Persons at Risk:</b> Persons in the area</p>	<p>Medium</p>	<p>Anti- Bullying Policy is in up to date and ratified by the Board of Management. It addresses the following:</p> <ul style="list-style-type: none"> <li>➤ The management will not tolerate bullying</li> <li>➤ Indicates what behaviours will be regarded as bullying</li> <li>➤ Staff are aware of the policy and a copy is available to them</li> <li>➤ Who should be notified</li> <li>➤ What procedures should be followed</li> <li>➤ Clearly state the actions to be taken against those found in breach of the Anti- Bullying Policy</li> </ul> <p>Child Safeguarding Statement and Risk Assessment are up to date, in writing and ratified by the Board of Management.</p> <p>Mandatory annual checklists are carried out by the Board of Management regarding these policies.</p>	<p>Mandatory Templates are used for Policies concerned.</p>

**General Cleaning**

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in Place
<p>Cleaning Chemicals are potentially dangerous and can cause burns and/ or irritation</p> <p>Dermatitis</p> <p><b>Persons at Risk:</b> All persons in the area</p>	<p>Low</p>	<p>Use the safest possible cleaning agents. Follow manufacturers instructions for safe use.</p> <p>Obtain information on all substances used in the premises from manufacturers hazard data sheets.</p> <p>Staff must use appropriate protective clothing.</p> <p>Ensure that all cleaning material is locked away at all times and members of the public cannot gain access to the storage area.</p>	

**Storage of Cleaning Materials and Hazardous Substances**

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in Place
<p>Skin irritation, chemical poisoning</p> <p>Risk of injury to face, hands and eyes</p> <p><b>Persons at Risk:</b> All persons in the area</p>	<p>High</p>	<p>Ensure that where a spill occurs that the spill is contained and that any spillages are cleaned up immediately in accordance with the manufacturers recommendations.</p> <p>Ensure all hazardous substances are stored away and are secured and locked when not in use.</p> <p>Ensure hazardous substances are stored in the correct containers and labelled clearly.</p> <p>Ensure personal protective equipment is worn where necessary.</p> <p><b>If in doubt NEVER:</b></p> <p>Handle substances unless you are aware of the potential dangers.</p> <p>Smoke where hazardous substances are used.</p> <p>Eat without washing your hands after handling hazardous substances.</p>	

### Security/ Cash Handling

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in Place
<p>Security of workers handling money</p> <p>Robbery</p> <p>Staff intimidation</p> <p>Stress</p> <p><b>Persons at Risk:</b> All persons who handle money</p>	<p>Medium</p>	<p>Handling of money, in so far as is possible, should not be carried out by lone staff members.</p> <p>Cash/ cheques must be kept in a secure place.</p> <p>Incidents report sheets can be completed if any suspicious activities are evident.</p> <p>All workers must be familiar with the emergency exits and evacuation procedures.</p>	

## General Kitchen Work

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in Place
<p>Microwave Oven Kettle</p> <ul style="list-style-type: none"> <li>- Burns or scalds</li> <li>- Fire if misused</li> </ul> <p><b>Persons at Risk:</b> Persons working in the kitchen. Any person in the kitchen.</p>	<p>Medium</p>	<p>Do not put metal dishes in the microwave.</p> <p>Do not cook food in a sealed container unless it has been specifically manufactured for use in a microwave oven.</p> <p>Keep inside surfaces of the microwave and the door clean.</p> <p>Do not use the microwave if it does not switch off automatically when the door is opened.</p> <p>Exercise caution when taking lids off hot material containers.</p> <p>Remove cling film carefully and keep out of the way of steam.</p> <p>Be familiar with first aid treatment for burns.</p> <p>Do not over fill kettle.</p> <p>Report all incidents and accidents.</p>	<p>First aid refresher course for staff.</p>

### Slips, Trips and Falls

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in Place
<p>Spillages</p> <p>Wet Floors</p> <p>Inappropriate flooring</p> <p><b>Persons at Risk:</b> Students and workers in the area.</p>	<p>Medium</p>	<p>Maintain equipment to prevent leaks, fit drip trays, supply lids.</p> <p>When a spillage occurs, clean it up immediately, dry the floor. DO NOT IGNORE THEM.</p> <p>Don't cut corners, follow instructions, use the right equipment and leave floor DRY.</p> <p>If not possible to leave the floor area dry, use appropriate warning signs.</p> <p>Wear shoes with good grip, that will stay firmly on your feet and keep soles clean to prevent slips.</p>	<p>Purchase wet floor signs.</p>

### Electricity (Canteen)

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in Place
<p>Misuse</p> <p>Poor maintenance of electrical equipment</p> <p>Increased danger during cleaning due to presence of water/ wet surface</p> <p><b>Persons at Risk:</b> Persons working in the area.</p>	<p>Medium</p>	<p>Know the electrical system within the premises and ensure that it is soundly constructed and properly installed. If necessary, hire a competent person to carry out a safety check.</p> <p>Secure switchboards and fuse boards in a room or cupboard. Ensure fuses are properly identified and clearly labelled.</p> <p>Provide adequate sockets to prevent overloading or the need to use adaptors. Use suitably fused multi- plug socket outlets where additional sockets cannot be provided.</p> <p>Ensure all persons engaged in electrical work are competent for the tasks and are not placed at risk due to the lack of skills or information on the part of themselves or others.</p> <p>Consider the use of pneumatic or double insulated tools, or reduced voltage supplies.</p>	

**Electricity (canteen) continued**

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in Place
<p>Misuse</p> <p>Poor maintenance of electrical equipment</p> <p>Increased danger during cleaning due to presence of water/ wet surface</p> <p><b>Persons at Risk:</b> Persons working in the area.</p>	<p>Medium</p>	<p>Train staff to carry out visual inspections and report faults.</p> <p>Ensure faulty equipment is taken out of use until repaired.</p> <p>Do NOT undertake makeshift repairs or attempt to clean equipment while it is still connected.</p> <p>When using electricity supply outside, ensure that external cables are properly rated and protected against damage and the environment. Protect against shock by fitting a residual current device.</p> <p>Alert staff to the risks of electric shock by promoting the following safety message: Never touch light switches or appliances with wet hands.</p>	<p>Have a recorded inspection and maintenance programme.</p>

**Classrooms (childcare)**

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in Place
<p>Accident involving children</p> <p>Slips, trips and falls</p> <p>Manual handling</p> <p><b>Persons at Risk:</b> Staff, members of the public, children</p>	<p>Medium</p>	<p>All rooms are supervised when children are present. Supervision Policies are in place and have been ratified by the Board of Management.</p> <p>All staff are fully trained.</p> <p>Housekeeping is monitored at all times, to ensure slips, trips and falls do not occur.</p> <p>All fire equipment is checked regularly and any defects are reported immediately.</p> <p>All incidents and accidents are reported immediately.</p>	

## Play Areas

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in Place
<p>Accident involving children</p> <p>Slips, trips and falls</p> <p>Manual handling</p> <p><b>Persons at Risk:</b> Staff, members of the public and children</p>	<p>Manual</p>	<p>All areas are supervised when children are present.</p> <p>Inspections of play areas and equipment is carried out regularly and a record of this is kept.</p> <p>Housekeeping is monitored at all times, to ensure slips, trips and falls do not occur.</p> <p>All fire equipment is checked regularly and any defects are reported immediately.</p> <p>All incidents and accidents are reported immediately.</p>	<p>Records of visual inspections.</p>

## **Hazards Not Identified**

**It is foreseeable that additional hazards will be identified.**

**In the event that additional hazards are identified the following procedures will apply:**

- 1. STOP WORK UNTIL THE HAZARD HAS BEEN IDENTIFIED**
- 2. ASSESS THE RISK**
- 3. PUT IN PLACE PROTECTIVE AND PREVENTATIVE MEASURES**
- 4. BRIEF THE WORKERS INVOLVED**
- 5. MEASURE EFFECTIVENESS OF CONTROLS**

**Hazards Not Identified**

Identified Hazard	Risk Rating	Controls in Place	Controls to be put in Place

## **APPENDIX 4**

### **SAFETY REPRESENTATIVES' CHECKLIST**

#### **1 CIRCULATION AREAS**

##### **1.1 Stairways**

*Check that:*

- 1.1.1. stairways are fitted with sound banisters or rails;
- 1.1.2 stairways are adequately lit;
- 1.1.3 steps are not worn or broken or slippery.

##### **1.2 Passages**

*Check that:*

- 1.2.1 floor surfaces are even and are not slippery;
- 1.2.2 passages are adequately lit;
- 1.2.3 litter or rubbish has not been allowed to accumulate;
- 1.2.4 mats, etc, are not positioned in such a way as to be tripping hazards;
- 1.2.5 there are no areas of loose, flaking or damaged paint, plaster or plasterboard.

##### **1.3 Doors and Windows**

*Check that:*

- 1.3.1 doors are unobstructed;
- 1.3.2 doors with glass windows have toughened or laminated glass;
- 1.3.3 doors with a fire resistance requirement have wire reinforced glass;
- 1.3.4 there are no doors with:
  - loose or broken hinges;
  - damaged or sticking catches;
  - broken wood panels or glass panels;
  - loose or stiff handles;
- 1.3.5 doors are not allowed to swing freely without restraint;
- 1.3.6 windows are not broken or cracked;
- 1.3.7 windows open easily without undue force being applied;
- 1.3.8 windows do not jut out dangerously when open;
- 1.3.9 windows are cleaned regularly;
- 1.3.10 windows do not have broken fastenings or cords;
- 1.3.11 where necessary, a window pole is available.

#### **2 HEATING AND VENTILATION**

*Check that:*

- 2.1 the heating system is regularly serviced and maintained in good order.
  - 2.2 the heating system is adequate to comply with the requirements of circular 24/82;
  - 2.3 where there are large areas of glass facing direct sunlight, there is provision for shading, e.g. Venetian blinds;
  - 2.4 windows can be easily opened to allow for adequate ventilation.
- Further advice on heating and ventilation is given in the next section.

#### **3 FIRE SAFETY**

*Check that:*

- 3.1 the fire exits and escape routes are clear from obstructions;
- 3.2 fire doors are kept unlocked and unobstructed whilst people are on the premises;
- 3.3 all designated fire exits are clearly marked;
- 3.4 evacuation procedures are clearly displayed;
- 3.5 staff and children are familiar with evacuation procedures;
- 3.6 staff are familiar with and have been adequately trained in the procedure to be followed when using fire fighting equipment;
- 3.7 there have been practice evacuations/fire drills held at least once per term;
- 3.8 fire doors open outwards and are not held or wedged open;

3.9 fire extinguishers and fire blankets are checked and maintained in accordance with manufacturer's instructions;

3.10 the fire fighting equipment available is that recommended by the local authority's fire officer and is located in accordance with the fire officers recommendations;

3.11 the fire alarm system is tested at regular intervals whilst the school is in session to ensure that it works and is audible in all parts of the building;

3.12 flammable substances e.g. cleaning fluids, photocopying chemicals etc, are stored correctly, away from any sources of heat.

More detailed advice on fire safety is given in the next section.

## **4 ELECTRICAL EQUIPMENT**

### **4.1 General**

All electrical equipment should be maintained and checked regularly by a competent person. Such maintenance should include checking that:

- equipment is correctly wired and earthed;
- plugs are correctly wired;
- use ratings that are correct for the type of equipment being used (fuse ratings should be marked on the equipment and the plug).
- the mains supply is still capable of meeting the maximum demand;
- the distribution system (i.e. sockets, bench supplies etc) is suitable for the type of work being carried out;
- the isolating switches are marked, well-sited, accessible and known to staff;
- residual current (earth leakage) circuit breakers are used where appropriate.

### **4.2 Lighting**

*Visually check that:*

4.2.1 all the light fittings are working and are kept in a clean condition;

4.2.2 light switches are not broken and appear to be in a safe condition;

4.2.3 the lighting is adequate for the type of work being undertaken as specified in Circular 24/82.

### **4.3 Plugs/Sockets/Leads**

*Visually check that:*

4.3.1 plugs are in good condition with no cracks or pieces missing;

4.3.2 sockets are in good condition with no cracks or pieces missing;

4.3.3 socket screws and mountings are secure;

4.3.4 sockets are situated in safe positions, convenient for the equipment to be used and not subject to damp;

4.3.5 indicator lights on sockets function correctly;

4.3.6 insulation on leads is not cracked or frayed;

4.3.7 leads are without knots or joins and are reasonably free of 'kinks';

4.3.8 Leads are the correct length for the equipment being used;

4.3.9 there are no trailing leads;

4.3.10 surge protection adaptors are being used and not overloaded;

4.3.11 leads and flexible cable are securely fixed at both equipment and plug ends.

### **4.4 Equipment**

*Check that:*

4.4.1 fixed and portable electrical equipment is not damaged and, as far as you are aware, is operating correctly;

4.4.2 copies of manufacturers' instructions/operating manuals are easily accessible;

4.4.3 equipment is only being used for purposes for which it was intended;

4.4.4 where appropriate, all electrical equipment is switched off and, unplugged when not in use;

4.4.5 mains isolating switches are easily accessible and known to staff;

4.4.6 on/off indicator lights function correctly;

4.4.7 equipment incorporating heating has a thermal safety cut-out in addition to a thermostat;

4.4.8 equipment containing liquid has a leakage detector;

4.4.9 all items of electrical equipment are properly and regularly maintained and serviced.

## **5 USE OF GAS**

*There are currently no gas installations in the school.*

## **6 FIRST AID**

*Check that:*

6.1 notices are posted in prominent positions detailing:

- procedure for calling ambulances etc;
- telephone number of local doctor, gardai, hospital.
- procedure for dealing with individual pupils emergencies due to known conditions/allergies etc

6.2 first aid boxes are readily available and adequately stocked

6.3 the accident book is readily available and kept up-to-date.

## **7 GENERAL PURPOSE CLASSROOMS**

7.1 look again at sections 1-4;

*Check that:*

7.2 hazards are not arising from overcrowded classrooms;

7.3 all cupboards, fixed blackboards, display units are stable;

7.4 classroom furniture is not damaged;

7.5 wherever possible, there are no sharp edges or corners on the furniture;

7.6 furniture is positioned safely;

7.7 all shelf mountings are secure.

## **8 ART FACILITIES**

*Check that:*

8.1 safety rules are clearly displayed in all art rooms;

8.2 chairs and stools are sound;

8.3 floors are in good condition and are non-slip;

8.4 guillotines are fitted with an approved safety guard which can be locked;

8.5 floors are swept regularly and studios washed down at least every term;

8.6 materials and partly finished work are stored safely.

## **9 COOKERY ROOM**

*Check that:*

9.1 floors are in good condition and are non-slip;

9.2 working surfaces are in good condition and are impermeable;

9.3 refrigerators and freezers are operating within safety temperature ranges and are only used for the storage of foods;

9.4 there is a wash basin with hot water, soap and disposable towels for washing hands prior to handling foods;

9.5 all cleaning materials and other potentially dangerous substances are stored correctly, clearly labelled and the shelf life is known and kept in check.

## **10 HALLA**

*Check that:*

10.1 floors are clean, even, non-slip and splinter proof;

10.2 all brackets securing ropes, wall bars etc are sound;

10.3 PE equipment is stacked securely and positioned so as not to cause a hazard;

10.5 there is a regular routine for inspecting furniture, floors, apparatus, equipment and fittings;

10.6 wooden beams, benches etc are free from splinters and generally sound;

10.7 vaulting horses, beams and benches are stable and do not wobble when in use;

10.8 where there is a stage:

- steps are not damaged;
- steps have an adequate handrail;
- stage lighting is properly wired and earthed, and stored correctly when not in use;
- curtains run freely.

## **11 NON-TEACHING AREAS**

### **11.1 Offices**

*Check that:*

11.1.1 substances for use with photocopying/duplicating machines are stored correctly, and that the room where photocopying/duplicating machines are operated is adequately ventilated;

### **11.2 Kitchen Areas**

11.2.1 the kitchen/dining area is kept clean;

11.2.2 the kitchen floors are sound and non-slip, especially when wet;

11.2.3 first aid boxes are available in the kitchen area;

11.2.4 equipment is adequately guarded.

### **11.3 Boiler Rooms**

11.3.1 there is no combustible waste stored in boiler rooms or elsewhere (e.g. oily rags);

11.3.2 all safety devices in the boiler room are in proper working order;

11.3.3 the boiler is regularly maintained by a competent person;

11.3.4 all cleaning materials, particularly those which might be hazardous, are securely stored;

11.3.5 in the case of solid fuel boilers, there are covered containers to enable ashes to be removed without delay to an area where pupils are not liable to come into contact with them.

### **11.4 Staff Facilities**

11.4.1 the staffroom is clean, warm and well lit;

11.4.2 there are adequate cloakroom facilities and storage facilities for personal belongings, books etc;

11.4.3 the staffroom is large enough for the numbers to be accommodated and sufficient seating is provided, both with upright chairs and tables or desks for working and with comfortable seating;

11.4.4 there is provision for tea and coffee to be made;

11.4.5 staff sanitary facilities are suitable, sufficient and properly cleaned.

### **11.5 Hygiene**

*Check that the following are available:*

11.5.1 soap

11.5.2 hand drying facilities

11.5.3 hot water

11.5.4 toilet paper

11.5.5 litter bin per classroom

11.5.6 provision for disposal of sanitary towels

11.5.7 safe, suitable, sufficient and properly cleaned sanitary facilities.

### **11.6 Outside Areas**

11.6.1 there are no uneven/broken/cracked paving slabs;

11.6.2 outside steps are secure, with a firmly fixed handrail;

11.6.3 roofs, guttering, drain pipes etc are, as far as can be seen, sound and well maintained;

11.6.4 all play areas, are kept clean and free from glass;

11.6.5 outside play/PE appliances are securely anchored;

11.6.6 holes for goalposts, netball posts, tennis posts are covered when posts are not in position;

11.6.7 outside lighting works and is sufficient;

11.6.8 all parking facilities for cars and cycles are safe in regard to the presence of pedestrians;

11.6.9 all builders' materials, caretakers' maintenance equipment etc are kept securely.

## **APPENDIX 5**

### **PROCEDURE IN THE EVENT OF AN ACCIDENT/SERIOUS ILLNESS**

When a teacher witnesses an accident involving a pupil or other employee, or when an accident or serious illness is brought to the notice of a teacher the following procedure will be followed:

- The teacher will ascertain the seriousness of injury or illness.
- Minor injuries will be dealt with in a manner consistent with what any prudent parent would do in a similar situation. However, this treatment will not generally include administration of medication (See Appendix 2).
- In a case where serious injury or illness is suspected, the teacher will take a decision as to whether or not the injured/ill person can be moved. Where it is felt a breakage or other such serious injury has occurred, the injured/ill person will be made comfortable and kept warm in situ until the emergency services can be contacted.
- If the injured/ill person is a pupil, the parents or guardians will be contacted immediately in all instances.
  - If it is felt the pupil needs to be brought to casualty, parental permission will be sought. If a parent/guardian cannot be contacted a decision will be made by a member of staff in the best interests of the child. This may involve a trip to casualty or the calling of an ambulance. Written parental consent for such action will be a prerequisite for enrolling a child in the school.
  - In such circumstances, repeated attempts will be made to contact parents.
  - Where a pupil is carried in a member of staff's vehicle, it is policy to carry additional pupils to ensure that a pupil will not be alone in the vehicle with a staff member at any time.
- If the injured/ill person is an adult, the next of kin will be contacted immediately in all instances. The procedure will follow the same lines as with a pupil adapted to an adult's circumstances having regard to the health & safety of the injured/ill person.
- A written report will be kept of all serious accidents.

## **APPENDIX 6**

### **Dignity at Work: Building & Maintaining a Positive & Effective Work Environment**

- The Board of Management of XXXXX has adopted the following as part of the school's Health & Safety Statement.
- This document was formulated in light of a number of background documents, including the Health & Safety Authority's *Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work* (2007) and the Equality Authority's *Code of Practice*, given legal effect in the Statutory Instrument entitled *Employment Equality Act 1998 (Code of Practice) (Harassment) Order 2002* (S.I. No. 78 of 2002).

#### **A. Core Principles**

This school is committed to a positive work environment where work is done in an atmosphere of respect, collaboration, openness and equality.

Adult bullying and harassment in the workplace are phenomena which this school will seek to prevent and will not tolerate. All employees have the right to be treated with dignity and respect. Management is committed to intervening in an appropriate manner - utilising one of the accepted Management/INTO procedures - to investigate and deal with allegations of bullying or harassment. The provisions of Circular 40/97 on *Assaults on Staff in Primary Schools* will be utilised as appropriate.

#### **B. What is Workplace Bullying and Harassment?**

The Board of Management adopts the definition of adult bullying as set out by the Task Force (2001):

*"Workplace Bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but, as a once off incident, is not considered to be bullying".*

Harassment is covered by Employment Equality legislation and is based on a person's standing within one of the nine categories (or grounds) specified in that legislation (gender, marital status, religion, sexual orientation etc.) Harassment is defined in law as *"unwanted conduct"* related to one or more of the discriminatory grounds which *"has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person."*

It is recognised that bullying and harassment complaints may arise among work colleagues but may also arise in relation to visitors to the school. In either case, the commitment to a positive workplace, where dignity at work is respected, prevails.

### **C. A Positive Work Environment**

It is agreed that we will all work to make this school a happy place to work. A happy place to work has a positive work environment characterised by

- Our Catholic Ethos and our Ursuline Philosophy
- A supportive atmosphere
- Good and open communication (e.g. through opportunities at regular staff meetings)
- Appropriate interpersonal behaviour
- Collaboration
- Open discussion and resolution of conflict
- Recognition, feedback and affirmation as appropriate
- Fair treatment of all staff (including fair systems of selection and promotion in line with agreed procedures)

Every person has a responsibility to play his/her part in contributing to a positive work environment. In this regard, a person who is a witness or bystander has a clear responsibility to raise concerns about dignity at work and threats to this, in an appropriate and timely manner.

The Safety Statement - as mandated under the Safety, Health and Welfare at Work Act 2005 – will also include a commitment to a positive work environment, in light of the Employer’s obligations as outlined at Section 8 of that Act, including the duty to manage work activities in such a way as to prevent “*improper conduct or behaviour*” likely to put health and safety at risk.

It is agreed that the adoption of this policy in our school will be accompanied by a number of steps to examine our work environment and, as necessary, to agree changes which reflect a commitment to dignity at work. These steps will be initiated by Management, and be repeated by way of review at appropriate intervals.

The actions to be undertaken may generally be described as Identification, Assessment, Implementing Strategies and Monitoring.

### **D. Adult Bullying as a Problem**

Our school recognises that Adult Bullying and Harassment are problems where they occur in any workplace.

Bullying behaviour generally amounts to psychological abuse which causes serious pain and suffering. Studies have shown that any person may become a target, irrespective of their personality or ability. In addition to its unacceptable effects on persons who are its targets, workplace bullying and harassment is extremely detrimental to organisational effectiveness.

Bullying may include behaviours such as:

- Verbal abuse/insults, undermining remarks
- Excessive monitoring of work
- Withholding work-related information
- Exclusion with negative consequences.

Such behaviours need not and should not be part of a workplace. This policy aims to ensure that a positive environment prevents such behaviours from occurring. Where bullying or harassment does occur or is alleged to have occurred, there are means of tackling it through the agreed procedure.

#### **E. What Happens if there is an Allegation of Bullying or Harassment?**

Without prejudice to an individual's right to take such advice or steps as they themselves may decide, the Board of Management will take seriously any allegations or workplace bullying or harassment.

Supportive and effective procedures, in accordance with nationally-agreed practice, are in the place in this school. These procedures to address and investigate allegations will focus on the earliest possible resolution, will proceed as necessary from informal to formal stages and will have a stress on confidentiality.

#### **F. Summary**

Management has a duty of care towards employees. Similarly, employees have a duty of care towards one another. This policy seeks to set out principles and practices to support the exercise of that duty in our school.

Just as inappropriate and undermining behaviour among work colleagues is taken seriously, so is such behaviour when perpetrated against an employee of this school by any other person.

Together we are committed to building and maintaining a work environment where respectful, open and equal relationships are the norm.

In summary, we are committed to having a positive, happy place to work.