



SAFETY, HEALTH & WELFARE POLICY

DEANSRATH COMMUNITY COLLEGE

2022



This Health and Safety Policy was approved by the Board of Management on	03 March 2021
Date of review	February 2022
Consultation with Parents took place on	Text Message sent on Tuesday February 23 rd to access draft Policy on College Website
Consultation with Students' Council took place	Online Meeting on February 26 th 2021
Staff Consultation took place on	February 11 th -29 th 2021

Safety Health and Welfare Policy.....	3
School Profile.....	4
Resources to be applied.....	4
Safety Management Structure.....	5
Roles and Responsibilities.....	6
Distribution of the Safety Statement.....	11
Provision of Safety Training and Instruction.....	12
Consultation with Staff Members.....	13
Provision of Practical and Safe Working Systems	14
Safety within the Classroom.....	15
Provision of Personal Protective Equipment.....	16
Welfare, within the College.....	17
First Aid.....	20
Emergency Fire Procedures.....	22
Accident / Incident Reporting.....	26
School Trips / Excursions.....	27
Visitors.....	28
Contractors / Sub - Contractors/ Self– Employed.....	29
Policies with implications for Health and Safety Policy.....	30
Review of Health and Safety Policy.....	30

Appendices

Appendix 1	Dignity in the Workplace
Appendix 2	Employee Assistance Service and Frequently Asked Questions
Appendix 3	Accident Report Form
Appendix 4	School Trip Form
Appendix 5	Risk Assessments
Appendix 6	General Safety Checklist for Classrooms
Appendix 7	General Hazard Audit/Walkabout Form



Safety, Health and Welfare Policy

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management of Deansrath Community College to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, 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, and students of the school.

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

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

- (a) 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.
- (b) Provide information, training, instruction, and supervision where necessary, to enable staff to perform their work safely and effectively.
- (c) Maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school.
- (d) Continually improve the system in place for the management of occupational safety, health and welfare and review it periodically to ensure it remains relevant, appropriate, and effective:
- (e) Consult with staff on matters related to safety, health, and welfare at work.
- (f) Provide the necessary resources to ensure the safety, health, and welfare of all those to whom it owes a duty of care, including staff, students, contractors, and visitors.

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

Signed: _____

Date: _____

Chairperson of the Board of Management

School Profile

Deansrath Community College is a post primary school and Further Education Centre under the patronage of Dublin and Dun Laoghaire Education and Training Board, DDLETB. The current intake is 340 students at second level and 158 adult day students. The College caters for students with additional educational needs by providing appropriate tuition. The College is fully accessible to students with additional physical needs. The school has a senior management team which meets regularly and operates under the auspices of the Board of Management. A variety of adult education courses take place during the day in the college organized by the Adult Education Co-Coordinator.

Resources

Dublin Dun Laoghaire Education and Training Board acknowledges that Safety, Health and Welfare planning is an integral part of Deansrath Community College's existing self –evaluation process. Therefore, the following resources are allocated to Schools to assist with the formation of a safe working environment in so far as reasonably practical:

- Human Resources in the form of a professional and competent staffing quota and the support and guidance of the Directors and C.E.
- Financial support by means of budget allocations
- Buildings, Furnishings and Equipment via support services provided through the Land and Buildings and Procurement Sections of DDET B Admin Head Office
- Training via the Health and Safety Office of Government Procurement OGP Framework.
- Employee Assistance Programme and Occupational Healthcare Assessments
- Statutory Leave entitlements and staff support via Human Resources
- Policy development at National and Local levels in support of the Safety Management System.

The Safety Management Structure outlines the persons responsible directly or by formal delegation for the effective implementation of the policy and ensures that their areas of responsibility are run in accordance with the policy. The structure also ensures that all staff members are trained to manage the implementation of the policy. The structure is as follows:



Roles and Responsibilities

1. Board of Management/ETB

The Board of Management has overall responsibility for ensuring effective health and safety management. Its main responsibilities are

- Monitoring Health and Safety Performance in the college.
- Inclusion of Health and Safety on the agenda of Board of Management meetings.
- Prioritizing actions on Health and Safety Issues where resources are required.
- Ensuring actions are taken regarding Health and Safety obligations.
- Ratifying the College's Safety Policy and ensuring that it is regularly reviewed.

2. Principal / Deputy Principal

Safety begins at management level. The overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare at Work rests with the College's Board of Management who delegates the day-to-day running of the college to the Principal. Obligations under the Safety, Health and Welfare at Work Act 2005 will in the main rest with the College Principal, these duties will fall to the Deputy Principal in the absence of the Principal.

The Principal must:

- Ensure that sufficient funds and facilities are available to enable the Health and Safety Policy to be implemented.
- Ensure that the day-to-day management of all health and safety matters in the college are in accordance with the Health and Safety Statement.

- Ensure that regular inspections are carried out and that inspection reports are submitted to the College Board as appropriate.
- Carry out accident investigations in conjunction with the relevant teacher as appropriate.
- Identify staff Health and Safety training needs.
- Pass on information received on health and safety matters to appropriate people e.g. designated Safety Representative and staff members.
- Liaise with Board of Management on policy and implementation issues.
- Co-operate with and provide necessary facilities for the Safety Representative.
- Check the effectiveness of the statement and ensure that responsibility is properly assigned.
- Procure advice and assistance whenever necessary and take heed, together with remedial action, of any matters needing attention.
- Ensure that safety considerations are observed by any contractors working within the college.
- Ensure that the Safety Statement is available to all staff and appropriate third parties.

3. Safety Representative

The Safety Representative is responsible for the co-ordination of the safety policy. This is achieved by:

- Ensuring that the Safety and Health policy is understood at all levels within the college.
- Advising the Principal on matters relating to the safety, health, and welfare for employees.
- Monitoring accidents and dangerous occurrences within the college and ensuring the maintenance of comprehensive records.
- Ensuring all safety and health documentation is kept up to date.
- Assisting the Principal in reviewing the safety and health management system on an

ongoing basis.

- Considering the security, safety, and health of those who use the premises when discussing of, or modification to the college property.
- Coordinating the emergency procedures for the college.
- Conducting ad hoc safety audits and hazard spotting inspections throughout the premises and reporting to relevant personnel on the results of such audits.
- Providing safety information and advice to the Principal and Staff on request.
- Setting example to others by observing good safety principles while at work.

4. Staff

Staff members have general statutory obligations under the Safety, Health and Welfare at Work Act 2005. They take responsibility for the day-to-day management of health and safety in accordance with the College's Health and Safety policy. They are required to:

- Take reasonable care of their own safety, health and welfare and any other person who may be affected by their actions or omissions at work.
- Co-operate with the Board of Management, Principal / Deputy Principal and Safety Representative to comply with any of the relevant statutory provisions.
- Are accountable to the Principal/ Board of Management for any breach or omission regarding safety and health matters.
- Use the safety equipment provided, or other items provided for their safety, health, and welfare at work.
- Report to the Safety Representative or Principal, without delay, any defects in equipment which might create a danger to the safety, health and welfare to themselves and others.

- Take care not to interfere with or misuse an appliance, or safety equipment provided to secure the safety, health or welfare of persons arising out of work activities.
- Staff in Specialist Rooms such as Woodwork, Engineering, Home Economics, PE, and Science need to have their risk assessment and safety measures displayed in the classroom.

Regarding students, staff should:

- Always maintain an exemplary approach to safety and health to engender in their students a total commitment to safety and health.
- Develop and review departmental health and Safety procedures regularly.
- Carry out regular Health and Safety reviews of their appointed department / area and communicate with the Safety Representative / Principal on any issues identified and ensure that action is carried out. When required risk assessments should be executed. Templates are available on the Health and Safety Website. www.hsa.ie
- Ensure all injuries are recorded
- Check that classrooms / work areas are safe.
- Check that equipment is safe before use.
- Inform students that any form of dangerous pranks / unauthorized hazardous activities are prohibited on college premises.
- Ensure work areas are clean.
- Are careful moving items.
- Regularly remind students not to run on floors, corridors, or steps.
- Remind students to walk on the left side of corridors.
- Ensure safe procedures are followed.
- Ensure protective equipment is used when needed.

- Participate in Inspections and the Health and Safety Committee Meetings, as appropriate.
- Bring problems to the Principal 's /Health and Safety Representative's attention.

Distribution of the Safety Statement

The Health and Safety Policy is available on SharePoint. The Policy Statement is posted on the College website. Any amendments made to Health and Safety Policy will be communicated to all members of the college community.

Provision of Safety Training and Instruction

The Board of Management undertakes to supply all necessary training, instruction, and information to staff members to secure their safety and health in the workplace. The primary responsibility for this rests with the Principal in co-operation with specialists as appropriate.

The Board of Management recognizes that even with the best work arrangements, people may still need clearly defined safety procedures and instructions. For that reason, there is a commitment by the College to identify safety-training needs and to provide such training.

The Board of Management expects all members of staff to co-operate in the training provided. Certain tasks require that strict safety procedures be followed. Where this arises, staff involved will receive special instructions by a competent person. It is essential that no person attempt a hazardous task without proper instruction and training. Both formal and on-the-job training programmes are designed so that employees become fully conscious of the need to work safely and have the necessary knowledge and skills to do so.

An induction training programme includes information on the college's approach to safety and the safety procedures and requirements on the premises. Training courses are provided on fire prevention and basic fire - fighting as necessary. These matters are also included in the induction-training course for new employees. The designated teachers will be responsible for evacuation procedures.

Additional training courses are provided to meet specific needs as they arise from time to time. Such courses may be carried out in-house or at an appropriate outside agency.

Consultation with Staff Members

Deansrath Community College is committed to meeting its obligations under Section 13 of the Safety, Health and Welfare at Work Act 2005 on consultation. The following consultation arrangements have been agreed.

- Health and Safety arrangements and responsibilities will be shared with Staff on an annual basis.
- In addition, meetings are held between the Principal and the designated Safety Representative who will be responsible for making representations on behalf of the staff/ students on matters concerning the safety, health, and welfare in the place of work.
- The College recognizes the statutory rights of a Safety Representative as set out in Section 13 of the Act. In accordance with the Regulations, the Safety Representative will be given access to any information that pertains to the safety, health and welfare of staff and pupils. The Safety Representative will be given the opportunity to receive appropriate training. The Safety Representative will not suffer any disadvantage through discharging these functions.

Staff/Students are encouraged to make representations to management on issues of safety either directly or through the staff representative.

Provision of Practical and Safe Working Systems

In the provision of safe work practices only fully trained practical teachers may teach practical subjects. There should be a glass panel to allow visibility into all classrooms, resource rooms and offices. When working with one student the door should be ajar.

When purchasing new equipment, altering existing equipment or changing a system of work, the Board of Management, in conjunction with the Principal and/or Safety Representative / relevant teachers, will study such proposed purchases or changes to ensure that they are without significant risk.

Systems of work include all routine work, electrical work, maintenance work and work by contractors on site. They will include consideration for the safety and health of visitors/ customers.

Safety in the Classroom

All desks should be in the order that the teacher has devised with all chairs placed underneath the appropriate table at the end of each class. At the end of every school day all chairs must be placed on top of the tables to facilitate the work of the cleaners in the safest manner possible. When in class every student must place their school bag underneath their table to prevent the risk of tripping.

Any spills that become apparent must be cleaned immediately. On wet days store all wet umbrellas and coats safely as to prevent puddles in the classroom.

It is extremely important that every teacher accurately fills in attendance on VSWare. The Office/Year Head will be notified when a student who appears to be present in the building from VSWare has not presented to class.

During evacuation procedures the teacher must ensure the class make their way to the assembly point in a controlled, calm manner and ensure that a record of attendance is brought to the assembly point.

Provision of Personal Protective Equipment

It is the policy of Deansrath Community College to provide pupils and staff with appropriate personal protective equipment/ clothing as necessary and to replace this as required.

The relevant Subject Teacher is responsible for identifying and procuring the appropriate protective equipment for tasks which cannot be made safe by any other practicable means.

Responsibility for ensuring that the equipment is used properly rests with the relevant Subject Teacher and the Principal who will ensure that all staff members are properly instructed in the maintenance and use of protective clothing and safety equipment.

The policy will be regularly reviewed by the College and will be updated as required. The review takes account of experiences to date, changes in work arrangements and the use of new materials and processes.

Safety and Welfare within the College

Deansrath Community College recognizes our legal obligations to provide appropriate welfare and hygiene facilities to protect the safety, health, and welfare of our school community. DES provides Employee Assistance Service (EAS) - a confidential counselling service that provides wellbeing support for employees experiencing difficulties. For more information, see Appendix 2

Welfare facilities required by legislation will be provided in accordance with the Safety, Health and Welfare at Work Act, 2005. To ensure the continued welfare of employees, toilet and kitchen areas are provided. Staff and students must co-operate in maintaining the highest standards of hygiene in these areas.

Staff/ students are reminded that:

Any person who is under medical supervision, or on prescribed medication and who has been certified fit for work, should notify the Principal of any known side effects or temporary physical disabilities which may be a danger to themselves or others.

Staff/ students should not present to the school premises whilst under the influence of illicit drugs or alcohol.

Smoking is Prohibited

In accordance with Section 47 of the Public Health (Tobacco) Act 2002, there is a strict No Smoking Policy within the school premises.

DIGNITY AT WORK

Deansrath Community College management team are committed to implementing and promoting measures to protect the dignity of our employees and to encourage respect for others at our place of work. Please refer to Dignity in the Workplace Charter, which can be found at Appendix 1

Deansrath Community College management team will not tolerate harassment, bullying or disrespectful behaviour by any one member of staff against another staff member or other occupant of this workplace for any reason. This policy's objective is to define workplace bullying, to promote awareness of the issue among staff and to provide an effective procedure for dealing with any allegations raised. The procedure for progressing complaints is also outlined and is based on the principle of fairness.

Deansrath Community College management team wishes to emphasise that we are committed to promoting measures to protect the dignity of all members of staff and occupants of this workplace and would ask you to encourage an environment free from all kinds of bullying and harassment, and to respect the individual dignity of everyone who occupies this building on a daily basis.

Workplace Bullying is a form of harassment, it is unwanted and unwelcome behaviour and is best understood as a direct systematic attempt either by means of physical or psychological behaviour to undermine the employee's sense of value of his/her employment. It can be conducted by one or more persons against another or others at their place of work and/or in the course of their employment.

Workplace Harassment is any form of unwanted conduct related to any of the following grounds:
- gender, marital status, family status, sexual orientation, religion, age, disability, race and membership of the travelling community. It can be perpetrated by management, fellow employees, students, suppliers or other business contacts. Harassment in any form is unacceptable and is a form of discrimination.

Disrespectful Behaviour is any form of behaviour which intentionally makes another person feel uncomfortable within the workplace environment and will not be accepted.

Workplace bullying/harassment undermines organisational performance by resulting in poor morale, higher absenteeism, reduced productivity and higher turnover of staff and can seriously harm working conditions for staff. Harassment undermines the confidence and dignity of the individual affected by it.

Deansrath Community College Management Team will comply also with the Harassment and Sexual Harassment Prevention Policy and Complaints Procedures in place for DDLETB available on DDLETB website.

SENSITIVE RISK GROUPS

Special care and consideration should be given to sensitive risk groups such as pregnant employees/ students, people with underlying health conditions and people with disabilities.

Staff/ employees have an obligation to inform the Principal of any needs that would require special consideration.

First Aid

The provision of First Aid equipment is required by legislation in accordance with First Aid Regulations 1993 / 2005, contained in Part IX of the General Application Regulations 1993 / 2005.

First Aid Boxes are in the:

Parents' room

Practical Rooms

A check will be carried out regularly to identify any replacement stocks that may be needed.

Following this check, a list of stocks will be purchased. The restocking of the first aid boxes is the responsibility of relevant staff/administration.

First Aid Supplies: H.S.A

The following list are the recommended contents of the First Aid Box

Adhesive Plasters

Sterile Eye Pads

Individually Wrapped Triangular Bandage

Safety Pins

Individually Wrapped Sterile Unmediated Wound Dressings (Large and extra-large)

Individually Wrapped Disinfectant Wipes

Paramedic Shears

Pairs of Examination Gloves

Sterile Water

Face Masks

Water Based Burns Dressings (small and large)

Crepe bandages

First Aiders

Deansrath Community College has a team of trained First Aid personnel. Following an accident requiring first aid treatment, an accident report form is completed. In the event of a serious injury, the ambulance service must be called, the Principal is notified, parents / guardians contacted, and a full accident investigation is carried out.

Names of certified First Aiders are:

Patrick Gallagher

Keith Munnely

Siobhan O' Leary

Niamh Bonar

CPR Training:

CPR training has been offered to all members of staff. This training enables staff to become proficient in the use of the college's defibrillators, which are located at the top of the staff room stairs and in the college gymnasium. Training will be made available to other staff members wishing to undergo such training in the future.

Deansrath Community College welcomes any comments / queries or suggested initiatives from any member of staff.

Emergency Fire Procedures

All Teachers have been briefed on the College's evacuation procedures and are responsible for the safe evacuation of their respective class. Evacuation routes and assembly points have been identified for all areas. Maps detailing the escape routes have been prepared and are in each classroom.

Evacuation drills take place at least twice a year (at least one planned and one unannounced). Staff and students are reminded to familiarize themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency.

All emergency exits are always clearly marked and unobstructed. Emergencies identified include fire, gas leak, and bomb scares. Teachers have received instruction on using fire equipment.

New teachers and employees will receive basic fire training and will be instructed on the following:

- Policy on smoking, electrical equipment etc., and how to raise the alarm.
- Actions to be taken on discovering a fire.
- Location and use of escape routes.
- The evacuation procedure.
- Assisting disabled people, visitors and others during evacuation.
- Location and use of fire extinguishers.

List of Emergency phone numbers:

- Emergency Services: 999/112
- Gardaí: 01 6667 600
- ESB:01 6765 831
- Gas (leaks etc.): 1850205050

Fire Equipment

Fire Extinguishers are provided and correctly sited to meet safety requirements. These appliances are provided to deal with incipient fires.

All firefighting equipment is tested and serviced annually by specialized contractors.

Fire extinguishing appliances are readily identified, can be easily accessed and will always be unobstructed. The appliances must not be interfered with in any way.

The location of fire extinguishers (fire points) is clearly visible throughout the premises.

Emergency Evacuation Plan

- On hearing the fire alarm ringing all students must stand up and proceed to make their way to the assembly point under the guidance of their teacher. All classroom windows should be closed if it is safe to do so before leaving.
- The last person leaving the room closes the door. Once closed the door must never be locked.
- All baggage and equipment are left behind.
- There should be silence to ensure that any emergency announcements are heard.
- The teacher must never leave their class unattended during an evacuation.
- Proceed to the Basketball court and line the class up at the instructed point.
- Students assemble at their designated points.
- The roll is called to check that all students are present. Anyone missing is reported to the Principal immediately.
- All staff members must comply with any roll call/head check to establish that all persons are identified and present.
- When everyone is accounted for all students are led back to their classroom under the guidance of their teacher.
- No one will be allowed to re-enter the building until the Principal has given the all clear following consultation with the relevant personnel, i.e. fire service chief; safety representative; caretakers.
- Evaluations of evacuations / reviews will be conducted, and the observations noted here by the Safety Representative.

Accident / Incident Reporting

All incidents no matter how trivial, whether regarding staff, pupils or visitors must be reported immediately to the Principal or in his/her absence, the Safety Representative. An Accident Report Form is available for this purpose and must be completed by the person responsible for the area. In the case of college trips, the teacher in charge is responsible for recording the accident/incident on the appropriate form and for notifying the Principal and Safety Representative on returning to the college.

Where an accident investigation is necessary, all relevant persons are obliged to co-operate fully with such an investigation and to provide any information which may be useful in establishing the circumstances leading up to the accident.

School Trips/ Excursions

Any teacher taking a group of students out of the school building must complete a form stating destination, return time, list of students and have their personal phone on them at all times to be contacted in the case of an emergency. A copy of this form is placed in the office and the students must sign out when leaving the building. All parents / guardians must have given permission for the students to leave the school. If it proves more convenient; this information may be placed on VSWare. For groups going overnight an itinerary is left with the office. A first aid bag is brought on all sporting trips.

Visitors

Deansrath Community College has a responsibility to ensure the safety of visitors and contractors as far as is reasonably practicable while on site. To that end, the following policies will apply:

- All visitors to report to College Reception.
- Visitors are required to sign in on entry to the college building and sign out upon exit.
- Visitors must adhere to the college safety rules and emergency procedures.

Contractors/ sub-contractors/ self-employed:

The above will not be allowed on the premises to carry out work until the Principal or safety representative has checked and is satisfied with their insurance cover. For major contracts, the provisions of the Safety, Health & Welfare at Work (Construction) Regulations, 2001 must be adhered to. The contractor must liaise with a college-appointed official to discuss and agree the safety precautions deemed necessary by either party. Contractors must take all due care of their own safety, the safety of their employees and all others affected by their work. Contractors must not use any equipment, or the service of personnel belonging to or engaged by the Board of Management without prior approval being granted by the Principal. Every contractor working on College premises must comply with all applicable statutory requirements, best industry practices and any special safety rules or conditions imposed by the college. In this regard, it is the responsibility of the contractor to:

- Provide all necessary instruction, training and information on health and safety matters to their employees.
- Provide competent and adequate supervision of their employees and activities.
- Provide all necessary safety equipment & clothing for their employees.
- Ensure that all plant and equipment brought onto the College site is safe and in good working order and is accompanied by any necessary certificates.
- Ensure that all accidents and dangerous occurrences are reported to the Principal.
- Ensure that all College safety notices and alarms are followed at all time.
- Ensure that hazardous substances are not brought on the premises without prior notice and permission.
- Ensure that 'approved' hazardous substances are stored and used safely whilst on the premises.
- Ensure that all hazardous substances are removed from the premises.
- Monitor and assess the safety performance of employees.

- The degree of risk assessment that must be carried out before work begins will depend on the nature and extent of activities associated with each individual contractor.

Other Policies directly linked to Health and Safety Policy which are available either in the College or on the College Website.

Critical Incident Policy

Anti-bullying Policy

Substance Misuse Policy

Code of Behaviour

Students Electronic Devices College ICT, Systems and Web Resources Acceptable Use Policy.

Wellbeing Policy

SPHE Policy

Child Safeguarding Policy

Covid 19 Plan

Review of Health and Safety Policy

The Safety Statement will be reviewed on an annual basis. Should any changes occur in Health and Safety legislation, the Safety Statement will be reviewed and amended as necessary.

Appendices

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Appendix 1

Dignity in the Workplace Charter

DDLETB and Deansrath Community College are committed to implementing and promoting measures to protect the dignity of staff and to encourage respect for others at work. This is achieved by creating a work environment free from harassment, sexual harassment, bullying, racism and disrespectful behaviour, by dealing effectively with any complaints of such conduct, and also by welcoming diversity and promoting employment equality.

This Dignity in the Workplace Charter is underpinned by the following principles.

- All who work in this Deansrath Community College are expected to respect the right of each individual to dignity in their working life
- All will be treated and respected for their individuality and diversity
- Bullying or Harassment in any form is not acceptable and will not be tolerated in this workplace
- All individuals whether employed or contracted here have a duty to uphold this dignity at work charter
- Our workplace policies and procedures will underpin the principles and objectives of this charter, which will be regularly reviewed

This Charter is applicable to all members of staff at Deansrath Community College, who are obliged to be aware of the effect their own behaviour may have on others. It extends to work related events such as in-service, conferences and social events. It is also applicable to all service providers, contractors and suppliers of Deansrath Community College.

Please report any breaches of this Dignity in The Workplace Charter to the Management Authorities of Deansrath Community College or to the Human Resources Department of DDLETB.

Appendix 2

Employee Assistance Free Phone Number: **1800 411 057**



Spectrum. Life EAS FAQs

- **What is EAS?**

Our Employee Assistance Service (EAS) is a 24/7 free and confidential support service designed to assist individuals in dealing more effectively with any personal or work-related problems they might be facing. Where appropriate, our EAS provides up to 6 sessions of short-term, solution focused counselling and referral services, per issue, per year.

- **Who in my family can use this service?**

The service can be used by a spouse, civil partner or dependents where the family member can be described as over the age of 18 and residing in the family home.

- **What kind of support does this service provide?**

We offer access through a dedicated telephone helpline (1800 411 057), available 24 hours a day, 7 days a week, 365 days a year. Employees can also reach the service through our wellbeing app/platform via a live chat function, and a request a call back function. Therefore, we can respond to your needs at any time, no matter where you are.

Along with counselling, the EAS can sign post support for other areas such:

- Legal Assistance
- Financial Assistance
- Consumer Advice
- Career Guidance
- Life Coaching
- Mediation
- Advice on practical, day to day issues and services

- **Is the number a Free phone number?**

Yes, the number is free and open 24/7. The free phone number is **1800 411 057**.

- **Who will answer the EAS calls?**

All calls will be answered by our EAS team and all cases will be handled by one of our

experienced Case Managers (all fully trained and qualified counsellors), who will carry out an assessment with each caller to ensure that each person is receiving the specialized assistance that they need.

- **What if the line is busy when an employee calls and they cannot speak with a counsellor?**

We have put in place stringent measures to make sure that the line is never busy.

- **Will there be more online services?**

Yes. We have a whole host of online services. You can find a calendar of events by going to the Wellbeing Together Hub tab on the online portal. Through our portal, <https://wellbeingtogether.spectrum.life/>, we have extensive educational resources such as videos, blogs and eLearning on topics like mental health, self-care, fitness, nutrition and more. We also have live chat and video counselling available through the portal which will provide access to regularly updated blogs and info on our EAS, while also giving you the option to instantly call the helpline.

- **Do I need a special code or my name to access the EAS service?**

No all we may require on the initial contact is where you work. We will also ask some high-level information. The high-level information will be your name, date of birth and contact details. This will enable us to maintain our clinical standards/clinical governance.

- **If it doesn't suit for me to meet the counsellor face to face, are there any other options for me?**

Yes, you can request video or telephone counselling, whatever suits you best.

- **How many sessions of counselling am I entitled to?**

On the initial contact, the Case Manager will collect a person's contact details, discuss the issue they are facing and complete a quick assessment, taking approximately 30 minutes. This is also known as a triage process. Where appropriate, a person may be referred to short term counselling through the EAS following the triage process with the Case Manager. When a person is referred to counselling through the EAS, they will be provided with up to 6 sessions of counselling, where appropriate.

- **What do you mean by short term counselling?**

EAS only provides short-term counselling. In short-term counselling it is understood that major long-term psychological issues and behaviours are unlikely to be resolved and changed quickly. If an individual has issues that are identified as requiring long term counselling, they may not be suitable for the EAS. In these cases, we can provide employees with options for getting their psychological needs met in a more appropriate, longer-term setting where they can explore their issues in more depth and begin to change long-term patterns of behaviour.

If you have any questions on that our EAS team can help you.

- **Is this service based in Ireland?**

Yes, our service is based in Ireland. This allows EAS case managers and counsellors have a great knowledge of the geography in Ireland. As such, it will be easier for them to match employees

with counsellors by location as well as speciality.

- **Are there many counsellors in my county?**

We have an extensive large network of qualified professional EAS counsellors & psychotherapists spread across the 26 counties of the Republic Ireland. We offer employees face to face counselling in a mutually agreeable venue within a 30km radius from their home or workplace, where possible due to COVID19 restrictions, at mutually agreed times. The face to face counselling appointment will be confirmed with the employee within 24 hours and scheduled within 5 days from the date of initial contact.

- **How can I be sure my employer won't know I called?**

All services provided through the Spectrum. Life EAS are done so in total confidence. The identity of individuals and personal details will always be protected by the Case Managers and our team of counsellors. This information will never be shared with or reported to the employer or anyone else, without the employee's clear consent.

- **Can I call the EAS if I want more information on the service?**

Yes, the EAS service is there to answer any questions you may have. No question is too big or small so feel free to reach out to the team 24/7, 365 days of the year.

Appendix 3

Accident Report Form (School)

NAME OF STUDENT:

TIME/ DATE OF ACCIDENT:

LOCATION OF ACCIDENT:

DESCRIPTION OF ACCIDENT:

FIRST AID PROCEDURES:

Signed: _____

ETB Accident Report Form

(ETB ACC 05 2018)



Important note: This form should be completed by a teacher/administrator in the ETB and not the injured person. If the accident was caused by a piece of equipment, please retain for inspection should the need arise.

Please make sure that the information you give is as clear and complete as possible. Please complete in BLOCK CAPITALS or on-line save and print.

1. Policyholder Details

Name of ETB: Telephone No:
Policy No:

2. Accident Details

Location:
GPS Co-ordinates: Latitude Longitude (decimal degrees)
Date: Time:

3. Injured Person Details

Name:
Address:
Date of birth:
Nature of injury:

Did injured person require medical treatment: Yes No

Are injuries ongoing: Yes No

If 'Yes', please give further details:

If 'Yes', state the name and address of the doctor/hospital:

4. Details of Teacher in charge of Injured Person

Name:

Address:

Position:

5. Accident Details

This should include the nature of the activity in which the injured person was engaged when the accident occurred and whether the teacher was present.

Names and Addresses of any witness(es):

	Witness 1	Witness 1	Witness 1
Nam	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Name of the person to whom the accident was first

Date:

By

Has any claim been made against the ETB: Yes N

Date:

Yes

6. Data Protection Notice

IPB Insurance (IPB) is committed to protecting your personal information. IPB Insurance is a data controller and is required to comply with the Data Protection Acts 1988 – 2018 and the General Data Protection Regulation. The information that you provide ('data') will be used for the administration of your policy and/or any claims made on the policy. Data is at all times treated as confidential and the appropriate measures are taken to ensure it is secure. A copy of our Data Protection Notice can be found on our website www.ipb.ie. The notice explains why we collect and use your data, who we share your data with, your data protection rights, how long we retain your data for, where your data is located and what to do if you have any data protection complaints. If you would like to receive a copy of the Data Protection Notice you can email dpo@ipb.ie or write to IPB Insurance, 1 Grand Canal Square, Grand Canal Harbour, Dublin D02 P820.

7. Declaration

I/We hereby declare that the statements on this form and the information provided in addition are true and complete, to the best of my/our knowledge and belief

Signature of Teacher/Administrator: Date:
Signature of Principal/ Vice Date:

Please return completed form to:

The Claims Department

IPB Insurance

1 Grand Canal Square, Grand Canal Harbour, Dublin D02 P820, Ireland.

Tel: +353 1 639 5500 Fax: +353 1 639 5540 Email: claims@ipb.ie Web: www.ipb.ie

Reg. No. 7532 Republic of Ireland.

IPB Insurance CLG, trading as IPB Insurance, is regulated by the Central B

DATE:

DESTINATION:

RETURN TIME:

CONTACT DETAILS OF TEACHER IN CHARGE:

NAMES OF STUDENTS PARTICIPATING:

1	21
2	22
3	23
4	24
5	25
6	26
7	27
8	28
9	29
10	30
11	31
12	32
13	33
14	34
15	35
16	36
17	37
18	38
19	39
20	40

Deansrath Community College acknowledges that Risk Assessments are a mandatory process under the Safety, Health and Welfare at Work Act 2005. All activities in the workplace that could cause an accident or ill-health must be risk assessed. The process of risk assessment is straight forward and allows staff and management to identify hazards and deal with them effectively by implementing control measures so hazards do not pose an unnecessary danger to any persons in the building. The purpose of risk assessment is to identify any evident risks at the time of the assessment; it is not to apportion blame or liability to those carrying out the risk assessment. Interactive risk assessment are available via the Health and Safety Authority of Ireland Templates at www.hsa.ie in the Education section.

Risk is identified and controlled by the following methods:

- Step 1** – We identify the hazards
- Step 2** – We assess the risk of injury in proportion to the hazard (High, Medium or Low)
- Step 3** – We identify and implement the appropriate control measures to best reduce or eliminate the risk.
- Step 4**: - The risk assessment and findings of the Risk Assessment are forwarded immediately to Management for follow up.
- Step 5**: - The completed risk assessments are communicated to staff members via the Safety Statement. The risk assessments will be reviewed annually, or revised as necessary if new equipment or systems are introduced, or if any significant changes occur within the premises.

Risks reported to the Safety Representative are documented and measures are taking to rectify the identified hazard. These identified risks will form an integral basis of the annual safety statement review. All staff are actively encouraged to report any risks / hazards to the appropriate personnel. The Safety Representative will update this digital copy with the identified risks and the actions that will be taken to remedy the situation.

Appendix 6

General Health and Safety Checklist for Classrooms

Schools/Colleges/Centres can use this checklist to help ensure classrooms meet minimum health and safety standards. The findings from completed checklists will provide Management teams with the information necessary to manage Health and Safety in classrooms. Hazards should be reported immediately and controls put in place as soon as possible. The checklist was compiled using questions supplied by the H.S.A Ireland and the H.S.E U.K.

Using the checklist:

This checklist is a general guidance document covers the most common areas of concern/risk in classrooms. This checklist is not exhaustive and if a School/College/Centre requires specialist Health and Safety checks in the classroom, please adapt this checklist where necessary to make it site specific.

This checklist can be used by class teachers, teaching assistants, premises staff or Management as required to ensure that the most common areas of risk in the classroom are being adequately controlled.

If an issue is not relevant to a classroom, simply mark it as "N/A" (not applicable) and move to the next question. There is space at the end of the checklist to list any additional issue.

Classroom Checklist		Yes	Further action needed	N/A
Please complete the following:				
Movement around the classroom (slips and trips)	Is the internal flooring in a good condition?			
	Are there any changes in floor level or type of flooring that need to be highlighted?			
	Are gangways between desks kept clear?			
	Are trailing electrical leads/cables prevented wherever possible?			
	Is lighting bright enough to allow safe access and exit?			
	Are procedures in place to deal with spillages, e.g. water, blood from cuts?			
	For stand-alone classrooms/prefabs: <ul style="list-style-type: none"> ■ Are access steps or ramps properly maintained? ■ Are access stairs or ramps provided with handrails? 			
Work at height (falls)	Do you have an 'elephant-foot' step stool or stepladder available for use where necessary?			
	Is a window-opener provided for opening high-level windows?			
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?			
	Is furniture in good repair and suitable for the size of the user/student?			
	Is portable equipment stable, e.g. a TV set on a suitable trolley?			
	Where window restrictors are fitted to upper-floor windows, are they in good working order?			
	Are hot surfaces of radiators etc. Protected where necessary to prevent the risk of burns to staff/students?			
Manual handling	Are trolleys available for moving heavy objects, e.g. computers?			
Computers and similar equipment	Please refer to guidance available on SharePoint re DSE.			
	Have pupils been advised about good practice when using computers?			
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?			
	Are all plugs and cables in good repair?			
	Has portable electrical equipment, e.g. laminators, been visually checked and, where necessary, tested at suitable intervals to ensure That it's safe to use? (It may be a good idea to add a sticker to show it has been tested).			
	Has any damaged electrical equipment been taken out of service or replaced?			
Fire	If there are fire exit doors in the classroom, are they: <ul style="list-style-type: none"> ■ unobstructed. ■ kept unlocked; and ■ easy to open from the inside? 			
	Is fire-fighting equipment in place in the classroom?			
	Are fire evacuation procedures clearly displayed?			

	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?			
Workplace (ventilation and heating)	Does the room have natural ventilation?			
	Can a reasonable room temperature be maintained during use of the classroom?			
	Are measures in place, for example blinds, to protect from glare and heat from the sun, especially in ICT/Practical rooms, where monitors are used?			
Home Economics Room	Are pupils' belongings, project materials etc., stored safely to prevent any slip, trips or falls?			
	Have pupils been instructed on safe use of sewing machine and correct storage of needles?			
	Is there an appropriately stocked First Aid Kit accessible in the Home Economics room?			
	Are teachers aware of location of main gas and shut off point?			
	Is there a gas leak detection system in place and serviced as required?			
	Are fire blankets located close to potential sources of fire, e.g. toaster, cooker?			
	Has appropriate PPE (Personal Protective Equipment) been supplied, e.g. oven gloves?			
	Is there appropriate safety signage, e.g. Burns/scald hazards?			
	Are knives and cutters stored separately to other equipment?			
	Knives and cutters to be washed separately from other items of equipment and never left soaking in the sink.			
Art Room	Are students aware of the hazards and precautions that must be taken when using chemical products/materials?			
	Chemical products/materials are labelled and stored safely?			
	Has appropriate PPE (Personal Protective Equipment) been supplied?			
	Is there an appropriately stocked First Aid Kit easily accessible in the Art Room?			
ICT Room	Are workstations arranged to avoid awkward movements, reflections, aches and pains?			
	Are wires and cables at each workstation tidied as much as reasonably possible to prevent slip, trip or fall?			
	Can a reasonable room temperature be maintained during use of this classroom?			
	Are measures in place, for example blinds, to protect from glare and heat from the sun, where monitors are used?			
	Is adequate lighting in place to allow students carry out tasks?			
Science Lab	Are pupils work and storage areas free of clutter, is access to exit unrestricted?			
	Are all chemicals clearly labelled and stored appropriately?			
	Is there an inventory of all chemicals used within the Lab?			

	Has the appropriate PPE (Personal Protective Equipment) been supplied? e.g. safety glasses, gloves, etc.?			
	Is there appropriate safety signage in all areas of the lab Inc. store room?			
	Is adequate lighting in place to allow students carry out tasks in a safer manner, (e.g. Do bulbs need replacing?)			
	Is there an appropriately stocked First Aid Kit easily accessible in the Science Lab?			

NB: This is not an exhaustive list and you should identify any other hazards associated with the daily use of the classroom in the space overleaf. Please adapt and personalise the checklist to include areas of your School/Centre which are not included if necessary. Record any further actions required. This checklist was generated using questions provided by the UK based HSE and the HSA of Ireland.

Additional Issues		Yes	Further Action Needed	N/A

Further Action Needed

Hazards noted:	Action taken and when:

Name (and position):	Signature:	Date:
Location/name of classroom:		

General Hazard Audit/Safety Walkabout form

Health and Safety Audit form for General Areas:			
<p>Location:</p> <p>Date Audit Completed:</p> <p>Completed by:</p> <p><i>**Please note the items on this list are not exhaustive. Please report all observations on this form and adapt the checklist to suit the relevant workplace. See footnote.</i></p>			
<p>a) Fire and General Safety Register book present on site? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>b) Accident and Incident Book present on site? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>c) Health and Safety Statement of Policy displayed in common area? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>d) Visitor sign in/sign out book in operation on site? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>‘No’ answers for follow up as a matter of urgency</p>			
Area 1:	Satisfactory		Comment
Fire and Emergency:	Yes	No	
Emergency exits are clear and unobstructed on either side?			
Emergency exit doors are in good working order, easily opened in emergency and not obstructed on either side?			
Walkways to exits are clear and unobstructed?			
Directional exit signage in place and visible? (green/arrowed signage)			
Emergency lighting is working and serviced regularly as per contract?			
Fire detection equipment (smoke alarms etc.) is in working order and no evidence of tampering.			

Fire and emergency evacuation plan/guidance is displayed on walls/corridors?			
Fire extinguishers are in situ? (not damaged/pin in place/ free from obstruction/information above canister).			
Evidence of servicing on fire extinguisher? (Date of last service recorded)			
Internal Fire doors are working/no issues?			
Fire alarm working. (Note date tested. Ideally for a few seconds each week)			
Assembly point is unobstructed and available for use? (Sign is clearly visible, and an appropriate space is available for the number of occupants zoned there)			
Other observations/ staff comments?			
Findings notified to:	Date of notification:		
	Date of resolution:		
Area 2:	Satisfactory		Comment
Electrical:	Yes	No	
Sockets in good working order? (no loose coverings, exposed wires or overloaded?)			
Plugs/connections have no visible loose fittings, exposed wires, tape?			
Light switches are in good working order? (no loose coverings or wiring? Wiring on ceiling lights is contained?			

Extension leads are secure? (No loose wires, no damaged sockets, no visible damage to chord, not overloaded or overstretched posing a trip hazard, safety mechanism/light in place?)			
General Equipment, cables, wiring and plugs in working order with no defects? (no loose or absent protective covering, loose connections, tangled or exposed wires?)			
Safety guards/mechanism on equipment where appropriate to prevent unauthorized use?			
Staff equipment e.g. desktop equipment is in satisfactory order, wires are contained and not posing a trip hazard? (Are staff reporting any power shortages/loose connections/wires are tidy around desk)			
Electricity panels are stored in isolated areas without obstruction of combustible or highly flammable material/debris. Restricted access in place. Appropriate Fire detection and firefighting equipment in place?			
IT Server rooms/panels are secure. Restricted access to the server. Area safe for access by authorized personnel without obstruction. Appropriate fire detection and firefighting equipment in place?			
Other observations/staff comments?			

Findings notified to:	Date of notification:		
	Date of resolution:		
Area 3:	Satisfactory		Comment
Slips, Trips and Falls:	Yes	No	
Internal and external Walkways free from slip, trip and fall hazards?			
Lighting is sufficient and working internally and externally incl. car park area?			
Adequate matting is available in wet weather to absorb moisture from footing when entering the building?			
General matted and carpeted areas free from loose grips snagging/tears/loose sections?			
<u>Sudden</u> changes to floor level around the building are highlighted to occupants via signage or neon marking?			
Handrails are in place on stairs, ramps and steps where necessary?			
Footstools, step ladders are available for retrieving items at height?			
Spillages are reported and managed appropriately? (safe works system in place such as 'wet floor signs' etc.)			
No trailing cables?			
Other observations/staff comments?			

Findings notified to:	Date of notification:
------------------------------	------------------------------

	Date of resolution:	
Area 4:	Satisfactory	
Offices and Storage Rooms:	Yes	No
Walkways/floor areas are free from obstruction?		
Shelves are stocked securely and safely with heavier items at lower levels?		
Step ladder/footstool provided (if items stored at head height)?		
Lighting in work areas and walkways is sufficient? (do bulbs need replacing?)		
Matting/Carpet free from slip/trip/fall hazards?		
Housekeeping is adequately maintained? (regular cleaning, food waste and general waste items are disposed of appropriately?)		
Other observations/staff comments?		

Findings notified to:	Date of notification:
	Date of resolution:

Area 5:	Satisfactory	
Kitchen / Dining facilities	Yes	No

NB: A full SC5 Hygiene Inspection Checklist is available for download from the FSAI website for use if necessary.
https://www.fsai.ie/resources_publications/sc5_hygiene_checklist_2012/

Cleaning materials are safely stored, and away from food items?			
Food is protected from contamination. (sealed containers etc.)			

Spoiled food removed from fridge and cupboards?			
Food waste is managed appropriately?			
General housekeeping, cleanliness and waste management is satisfactory? (bins are sealed and emptied regularly, area around bin is clean, floor is clean etc.)			
Area is pest proofed and no visible sign of pests are present?			
Appliances are clean and in good working order? (no cable/wire/plug damage)			
Electrical Items stored away from sink unit?			
Sharps are stored safely and appropriately?			
Firefighting equipment is in place? (Fire blanket or appropriate fire extinguisher)			
Ventilation ducts and facilities are clean and unblocked visual inspection?			
Other observations/staff comments?			
Findings notified to:		Date of notification:	

	Date of resolution:	
Area 5:	Satisfactory	
Toilet/Shower facilities:	Yes	No
Toilets/Shower units are working, in good repair and fit for use?		

General housekeeping is adequate? Floors, fittings and facilities are clean, cubicles and areas are free of spillages, cobwebs, grime and dirt, rust and mould, bins emptied regularly.			
Personal hygiene supplies are in place and stored appropriately such as: <ul style="list-style-type: none"> • Toilet paper • Handwashing and drying facilities • Sanitary bins (female/generic cubicles) 			
Toilet/Shower rooms are not used as storage facilities for general items?			
Cleaning products stored safely and appropriately in locked cabinets?			
Ventilation units, including all component parts, are clean and well maintained?			
Toilets and Showers which are not used on a regular basis are flushed/regularly to help prevent the risk of legionella?			
Other observations/staff comments?			
Findings notified to:	Date of notification:		

	Date of resolution:	
Area 6:	Satisfactory	
External	Yes	No
External lighting in working order? (do bulbs need replacing?)		
Pavements/Walkways are not obstructed and have no slip/trip/fall hazards?		

Carpark area issues? (pedestrian safety, lighting, safety signage etc.?)			
Fuel tank area is free from debris and is suitably protected to prevent accidental access or collisions with vehicles?			
Boiler rooms are free from discarded items, debris, highly flammable or combustible materials and clear for access for servicing and maintenance by authorized personnel?			
Boiler room has sufficient lighting for safe passage and works?			
Boiler room has sufficient alarm/detection/firefighting equipment?			
Boiler room has restricted access?			
Safety signage is posted and visible alerting all persons of the hazards associated with the Fuel tank/Boiler room.			
Other observations/staff comments?			
Findings notified to:	Date of notification:		
	Date of resolution:		

Staff Comments/ Requests:

Do staff have any issues of concern or suggestions related to Health and Safety practice and procedures in the workplace? List on an additional sheet if necessary.

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****Please note this list is a sample only. If you wish to adapt and compile a hazard audit form specific for your school/Centre/office, please visit the Education section of www.hsa.ie for guidance from the risk assessment templates available. All equipment provided in a school/center/office must be used and maintained as instructed by the manufacturers/suppliers/fitters/competent person.**