

# Crescent College Comprehensive SJ

## **Health and Safety Statement Policy**

12<sup>th</sup> June 2019



A.M.D.G.

CRESCENT COLLEGE COMPREHENSIVE S.J.

# Safety Health and Welfare Policy

## Contents.

1.0	Opening Statement, Safety, Health and Welfare Policy
2.0	School Profile
3.0	Resources to be Applied
4.0	Roles and Responsibilities
5.0	Risk Assessments
6.0	Emergency Procedures
<b>7.0</b>	<b>Instruction, Training and Supervision</b>
8.0	Communication and Consultation
9.0	Monitor Review and Update
Appendix 1	In the Event of an Emergency
Appendix 2	Emergency Contact Numbers
Appendix 3	Staff Organisation
Appendix 4	Student information

# 1

## Opening Statement

This Safety Statement describes the safety management programme of the Crescent College Comprehensive, based on the requirements of the Safety, Health & Welfare at Work Act, 1989 and the Safety, Health and Welfare at Work (General Application) Regulations, 1993. and the 2005 Safety, Health and Welfare at Work act.

The statement specifies the manner in which the Board is going to achieve the objectives of making Crescent College Comprehensive a safe place to work. It recognises that safety must be managed, and that the co-operation of staff and students is essential for the successful implementation of the programme.

It is important that everyone understands his/her individual responsibilities in the area of safety. It is only when each person takes ownership of his/her own area of responsibility that we can say that safety is being managed effectively.

## 1.0

### Safety Health and Welfare Policy

In accordance with the Safety, Health & Welfare at Work Act, 2005, it is the policy of the Board and Management of Crescent College Comprehensive SJ, 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 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 recognises that hazards identification, risk assessments 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, undertake in so far as is reasonably practicable to:

- a) Provide and maintain safe and healthy conditions for work and study, taking into account the statutory requirements.
- b) 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.
- c) Maintain a constant and continuing interest in health and safety matters pertaining to the activities of the school.
- d) Provide information, training, instruction, and supervision where necessary, to enable staff to perform the work safely and effectively.
- e) 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.
- f) Provide the necessary resources to ensure the safety, health and welfare of all those whom it owes a duty of care, including staff, pupils, visitors, and contractors.
- g) Consult with staff on matters relating to safety, health and welfare at work.

The detailed arrangements for achieving these objectives are set out in the main body of the safety statement.

Signed: Helen O'Donnell  
Helen O'Donnell  
Chairperson, Board of Management  
Crescent College Comprehensive SJ.

Date: 12 June 2019

## 2.0

### School Profile

The school currently has

Students.....	883
Teaching Staff.....	70
Ancillary Staff.....	10
Special Needs Assistants .....	4
Student Teachers.....	6

The School Building:

Built in 1970 and is mainly of a flat roof construction.  
Single storey construction made up of 5 blocks extending off a central area with an exit off each individual block.  
Each block has its own firefighting equipment and emergency lighting within the block  
The sports hall and dining hall are separate to the school building, which also have firefighting equipment, emergency lighting and emergency exits signage.  
The property has one entrance/exit driveway onto the Dooradoyle Road,

Provision for Persons with Special Needs

There are two disabled toilets and one shower cubical within the school building.  
There are several entrance and exit doors with access ramps.  
Access to all rooms is possible as they are on the level.  
Access ramps are provided to the central area floor which is 3 steps below floor level.

Organisational Structure

Crescent College is a comprehensive school thereby it has 2 trustees (Department of Education and the Jesuit Community) It is managed by a Board of Management, Principal and 2 Deputy Principals, 9 AP,1 and AP,2 (See Appendix 3)

Adult Education

Night classes are held in the school however this safety policy does address cover same  
School facilities are leased out after school use e.g. evenings and weekends, again this policy does not address same.

## 3.0

### Resources to be Applied

#### Human Resources

Health & Safety Committee Members:

Ms. Karin Fleming

Mr. Diarmuid Mullins

Mr. Peter Moloney

Mr Eamonn Tuite

#### Fire marshals

Mr. Diarmuid Mullins

Mr. Peter Moloney

Mr Pat McCoy

Ms Ann McCoy

#### Equipment

Fire Alarm

Fire Extinguishers

Emergency Lighting to all areas of school

Fire Assembly Area

Personal Protective Equipment where needed

#### Training

Period of time allocated to training varies due to perceived needs

Areas of training decided among Safety and Health Committee and staff questionnaire

#### Financial

No specific fund exists however funds are obtained from school's the general account

## 2.0

### School Profile

The school currently has

Students.....	883
Teaching Staff.....	70
Ancillary Staff.....	10
Special Needs Assistants .....	4
Student Teachers.....	6

The School Building:

Built in 1970 and is mainly of a flat roof construction.

Single storey construction made up of 5 blocks extending off a central area with an exit off each individual block.

Each block has its own firefighting equipment and emergency lighting within the block

The sports hall and dining hall are separate to the school building, which also have firefighting equipment, emergency lighting and emergency exits signage.

The property has one entrance/exit driveway onto the Dooradoyle Road,

Provision for Persons with Special Needs

There are two disabled toilets and one shower cubical within the school building.

There are several entrance and exit doors with access ramps.

Access to all rooms is possible as they are on the level.

Access ramps are provided to the central area floor which is 3 steps below floor level.

Organisational Structure

Crescent College is a comprehensive school thereby it has 2 trustees (Department of Education and the Jesuit Community) It is managed by a Board of Management, Principal and 2 Deputy Principals, 9 AP,1 and AP,2 (See Appendix 3)

Adult Education

Night classes are held in the school however this safety policy does address cover same

School facilities are leased out after school use e.g. evenings and weekends, again this policy does not address same.

## 3.0

### Resources to be Applied

#### Human Resources

Health & Safety Committee Members:

Ms. Karin Fleming

Mr. Diarmuid Mullins

Mr. Peter Moloney

Mr Eamonn Tuite

#### Fire marshals

Mr. Diarmuid Mullins

Mr. Peter Moloney

Mr Pat McCoy

Ms Ann McCoy

#### Equipment

Fire Alarm

Fire Extinguishers

Emergency Lighting to all areas of school

Fire Assembly Area

Personal Protective Equipment where needed

#### Training

Period of time allocated to training varies due to perceived needs

Areas of training decided among Safety and Health Committee and staff questionnaire

#### Financial

No specific fund exists however funds are obtained from school's the general account



## 4.0

### Roles and Responsibilities

#### Board of Management

- a) complies with its legal obligations as employer under the 2005 Act
- b) to ensure a reasonable safe place of work
- c) to ensure reasonably safe plant and equipment
- d) to ensure reasonably safe systems of work
- e) to ensure reasonably safety – conscious (competent) staf
- f) ensures that the school has written risk-assessments and an up to date safety statement
- g) reviews the safety statement at least annually and when changes occur that might affect safety, health and welfare
- h) reviews the school’s performance in relation to safety, health and welfare
- i) allocates adequate resources to deal with safety, health and welfare issues

#### Designated person for safety, health and welfare acting on behalf of the Board of Management

Karin Fleming principal

Peter Moloney AP1

- 1) complies with the requirements of the 2005 Act
- 2) reports to the Board of Management on the school’s performance in relation to safety, health and welfare
- 3) manages safety, health and welfare in the school on a day-to-day basis
- 4) communicates regularly with all members of the school community on safety, health and welfare matters
- 5) ensures all accidents and incidents are investigated and all relevant statutory reports completed
- 6) manages the development and regular practice of emergency procedures
- 7) organises relevant training
- 8) ensures that risk assessments and corrective actions are carried out
- 9) ensures that regular reviews of the school’s performance in relation to safety, health and welfare are carried out

#### Teaching and other staff

- 1) comply with all statutory obligations on employees as required by the 2005 Act
- 2) co-operate with school management in the implementation of the safety statement

- 3) to take reasonable care to protect his or her safety
- 4) to use personal protective equipment (PPE) or clothing provided for his or her safety
- 5) report to his or her employer any work being carried out which may endanger him / herself or others,
- 6) report to his or her employer any defects in the place of work, system of work, and substances which may endanger him / herself or others
- 7) not to engage in any improper conduct of dangerous behaviour
- 8) inform students of the safety procedures associated with individual subjects ensure that students follow safe procedures, e.g. use personal protective equipment (PPE) and adhere to laboratory rules
- 9) conduct risk assessments of their immediate work environment
- 10) formally check classroom/immediate work environment to ensure it is safe and free from fault or defect
- 11) check that equipment is safe before use
- 12) ensure that risk assessments are conducted for new hazards, e.g. new machine, system or chemical product
- 13) select and appoint a safety representative(s)
- 14) co-operate with the school safety committee
- 15) report accidents, near misses, and dangerous occurrences to relevant persons as outlined in the safety statement

#### Other School Users

Students, parents, volunteers and visitors have a duty to comply with school regulations and instructions relating to safety, health and welfare.

#### Contractors

Any contractor working in or on behalf of the school has a duty to comply with statutory obligations as designated under the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007-2016, and any other relevant legislation such as the Safety, Health and Welfare at Work (Construction) Regulations 2013.

For the purposes of the safety statement the school will:

- a) make available the relevant parts of its safety statement and safety file (where one exists) to any contractors working in the school on behalf of the school
- b) provide to contractors the school's regulations and instructions relating to safety, health and welfare

- c) be aware of the contractor's duty to make available to the school the relevant parts of the contractor's safety statement and risk assessments in relation to the work being carried out
- d) co-operate and coordinate their activities in order to prevent risks to safety, health and welfare where it is sharing a workplace with a contractor.

e)

The school has a duty as a Client if they engage a contractor to carry out construction work, e.g. where a school is getting construction work carried out, they will have duties as a Client under the Safety, Health and Welfare at Work (Construction) Regulations, 2013.

These duties include:

- i. appointing competent designers and contractors
- ii. appointing competent Project Supervisors for the Design Process (PSDP)
- iii. appointing competent Project Supervisors for the Construction Stage (PSCS) where: - there is more than one contractor involved in the work  
The work is scheduled to last more than 30 days (or 500 person days), or there is a particular risk involved
- iv. notifying the Health and Safety Authority if the work is scheduled to last more than 30 days (or 500 person days) using the AF1 Form available on [www.hsa.ie](http://www.hsa.ie)

## 5.0

### Risk Assessments

- See Risk Assessment File in School Office

## 6.0

### Emergency Procedures

In the event of a serious incident the school has an individual critical incident policy which can be obtained from the school website [www.crescent.ie](http://www.crescent.ie)

#### Fire

- There is a clear fire escape procedure in place within the school.
- Fire drill will be carried out biannually and reports made on same.
- There is a designated fire assembly point which is made known to staff and students
- Students with disabilities are helped to evacuate the building by the SNA
- The person responsible for organizing the fire drill is Peter Moloney
- Fire Marshals
  - Mr. Diarmuid Mullins
  - Mr. Peter Moloney
  - Mr Pat McCoy
  - Ms Ann McCoy
- Suitable firefighting equipment will be provided in the form of Fire Alarm, Fire Extinguishers and Emergency Lighting, all of which will be inspected annually. These inspection reports will be retained in the school
- All fire exit doors are clearly indicated and will be kept clear.
- Corridors will be kept free of obstacles which impede movement
- A selected number of staff members are trained regularly in the use of Carbon Dioxide, ABC Powder and Water fire extinguishers. Each staff member is familiar with the location of the fire extinguishers. A fire extinguisher contractor services the fire extinguishers.
- If a fire outbreak is more than a small isolated incident the emergency services will be raised by ringing 999 or 112.
- If a small outbreak of fire occurs and is controllable by using a fire extinguisher, then the following will be used:

If a fire extinguisher is discharged it must be reported to Peter Moloney, the Fire Extinguisher contractor contacted immediately to refill the used extinguisher(s).

All fire incidents will be investigated by the Health and safety committee to establish the cause and to try safe guard its reoccurrence.

## First Aid

- Crescent College Comprehensive SJ, has placed first aid boxes in the areas where minor accidents are more likely to occur such as
  - All practical rooms
  - All science laboratories
  - Sports hall
- A separate first aid kit is kept in the school office for general use
- A back up supply of first aid equipment is kept in the vice principal's office for the replenishment of first aid boxes
- Teachers in classrooms with first aid boxes ensure they are adequately stocked.
- Crescent College Comprehensive SJ, does have trained First Aid personnel however in the event of a more serious injury the ambulance service will be called
- Crescent College Comprehensive SJ, is fortunate in that it is located within 1.5 kilometres from Limerick University Hospital.
- Where a student is sent or brought to the hospital the principal/deputy principal and parents/guardians are notified as soon as possible
- In the event that a student is taken to the hospital where possible they will be accompanied by an adult until the parent/guardian has arrived

## Accident/Incidents Reporting

- All accidents that happen within the school or take place under the remit of a school activity will be reported to the State Claims Agency
- All incidents whether to employees, students or visitors must be recorded on the school accident report form and forwarded to the safety officer
- The person responsible for the area or the activity must complete an Accident Report form.
- In the case of College trips the staff member in charge is responsible for recording the accident and for notifying the Principal.
- This is necessary to monitor the progress of safety standards and to ensure that proper medical attention is given where required and as an aid in the identification of hazards so that the appropriate measures can be taken to prevent the accident from reoccurring.
- Where an accident investigation is necessary, all employees 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.
- When any accident occurs at Crescent College Comprehensive SJ, the result of which any person carrying out work dies or is prevented from performing normal work for more than three days, excluding the day of the accident the accident will be reported to the Health and Safety Authority (form, IR.1.available on [www.hsa.ie](http://www.hsa.ie)) and the State Claims Agency

The Safety Coordinator will, in the case of death, supply the Health & Safety Authority by the quickest practicable means with the name of the deceased, brief particulars and the location of the accident

The Health and Safety Authority will be notified through the HSA internet site. Report online at [www.hsa.ie](http://www.hsa.ie)

## 7.0

### Instruction, Training and Supervision

Health and safety training will be offered to staff on an annual basis  
The specific areas of training will be decided by the safety committee formulated from the needs of Crescent College Comprehensive SJ and on staff requests.

#### Induction Training

New staff members are instructed to familiarise themselves with the school's Safety, Health and Welfare Policy,  
New staff are encouraged engage with management in issues relating to health and safety and the school policy on same

#### Updating Training

When new equipment or new systems of work are installed or when equipment or systems of work are altered the changes will be assessed for hazards and risks and recorded under a Risk Assessment within the Safety Statement.

When alterations take place to plant, equipment or the place of work all employees involved will be trained in any different systems of work or procedures.

Refresher courses on existing work practices will be delivered at least once a year or when advised by health and safety advisors.

## 8. Communication and Consultation

Each employee has access to all information in connection with the safety, health and welfare and is encouraged to read the Health and Safety Statement.

The employees at Crescent College Comprehensive SJ, are advised of their right to safety representation.

Each employee is actively encouraged to make representation to management on any or all aspects of safety, health and welfare at the college.

Any representation made regarding potential hazards, damaged or wear to equipment or poor work practice as well as suggestions to improve any or all of these will be acted upon when and where it is reasonably practicable to do so.

Crescent College Comprehensive SJ, gives a firm assurance to its employees that they will suffer "no disadvantage" in their job arising from the performance of their duty in making safety representation to the management.

Staff are updated on matters relating to Health and Safety at staff meetings

## 9. Monitoring, Review and Update

Health and safety objectives are agreed each year and targets set

Objectives are monitored

Safety, Health and Welfare matters are discussed at board meetings

Periodic walkabouts take place to monitor hazards

Regular meetings of the health and safety committee take place throughout the year

A review of accidents and incidents takes place

Risk assessments are reviewed

Any faults or problems found will be discussed with the employees and action taken to minimise the risks from hazards.

All fire drills and evacuation exercises will be reviewed

The manner by which the safety, health and welfare of people at work will be secured in Crescent College Comprehensive SJ is by the provision of:

- Safe place
- Safe plant
- Safe procedures
- Safe people

Accidents are caused where there is a breakdown in the system of control of any of the above. The School's approach to safety is based on a detailed analysis of the plant, place, procedures and people, in order to control the hazards of the workplace.

There is also a specific duty to report to the management any equipment or defects, which might endanger safety, health and welfare of students, staff or visitors. This requirement facilitates the protection of everyone who works or studies in the School by constantly improving systems of work in line with events and incidents that occur from time to time.

The standards of safety are defined by: -

- EC Council Directives
- Acts of the Oireachtas

- Regulations made under the Act
- HSA guidelines and international guidelines
- Codes of practice, including international codes of practice
- Current knowledge and invention
- Best practice.

It is the intention of Crescent College Comprehensive to continuously update itself on the above, so that the safety of staff and students will be protected.

### Policy Review and Publication

Due to the fluid nature of both health and safety and the business that takes place within a school this policy will be reviewed on an annual basis by the Health and Safety Committee.

The policy will be published on the school web site and can be downloaded from same.



## Appendix 1

### **IN THE EVENT OF AN EMERGENCY, DIAL 999 or 112 FOR IMMEDIATE ASSISTANCE**

*If service is required for assistance to a fire, accident or incident:*

- 1. Dial 999 or 112. Ask for appropriate emergency service.*
- 2. Give relevant details about the scene of the accident or incident.*
- 3. Speak clearly and give the exact location of the accident or incident.*
- 4. Give your name and contact telephone number.*
- 5. Do not hang up until you are told to do so by the emergency services' operator.*
- 6. Stand away from scene and give emergency services assistance only if asked to do so.*
- 7. Direct two students with hi-vis jackets to meet the emergency services at the school gate or on the driveway to give them directions to the place where they are needed.*

## Appendix 2

### Emergency Contact Numbers

#### Service

Emergency Services	999 or 112
Gardai	061 214340
Limerick Fire Service	061 407100
University College Hospital	061 301111
The Poisons Information Centre	(01) 837 9966
Karin Fleming (Principal)	061 229655
Sinéad Mulcahy (Deputy Head)	061 229655
Diarmuid Mullins (Deputy Head)	061 229655
Health and Safety Authority(Limk)	1890 289389
State Claims Agency	01 2384900
Amber Fire Protection	087 2103281
Directory enquiries	11811

## Appendix 3 Staff Organisation


Principal:	Teacher's Name	Teacher's Name	Student Support Worker
Fleming, Karin	Barkley, Fiona	O'Brien, Emma	Guinee, Ann
	Bennett Quaid, Lisa	O'Connor, Elaine	
	Bowles, Niamh	O'Dwyer, Fiachra	
<b>Deputy Principals:</b>			
Mulcahy, Sinéad	Barrett, Joe	O'Shea, Niamh	
Mullins, Diarmuid	Butler, Triona	O'Sullivan, Pdraig	<b>SNA's</b>
	Cafferkey, Nora	Roche, Antoinette	Frost, Juliette
<b>Assistant Principals:</b>	Chawke, Emma	Ryan, Antoinette	Frawley, Jean
O'Callaghan, Séan	Corbett, Niamh	Ryan, Donal	Keeshan, Leanne
O'Donoghue, Gemma	Costelloe, Áine	Ryan, Pearse	Prendergast, Jackie
Tuite, Éamonn	Coughlan, Caroline	Scannell, Catherine	
Cullinan, Chris	Danaher, Ita	Shanahan, Claire	
Floyd, Niamh	Delaney, Gráinne	Sheehan, Bill	
Moloney, Peter (Health & Safety Officer)	Donovan, Regina	Treacy, Maureen	
Scannell, Catherine	Downes, Lucy	Trehy, Tony	
O'Dea, Anne	Doyle, Conan	Waters, Caroline	
	Duggan, Cathal		
	Fitzgerald, Joe		
	Fitzgerald, Mairéad		
	Flynn, Rachel		
	Gavin, John		
	Ginnane, Bernie		
	Gleeson, Cliona		
	Greene, Anne		
	Hanrahan, Jo Ann		
	Healy, Fabian		
	Holly, Ann		
	Judge, Amy		
	Kelly, Ellen		
	Lavery, Róisín		
	Leahy, Grace	<b>Administrative Services</b>	
	Lunn, Brendan	Lynch, Mary	School Librarian
	Lynch, Emma	Donegan, Mike	ICT
	McDonagh, Shane	McCoy, Pat	Caretaker
	McNelis, Lisa	McCoy, Ann	Administrative Technician
	Moroney, Aidan	Moloney, Joe	Caretaker
	Moroney, Siobhán	Doherty, Andrew	Caretaker
	Murray, Paul	Mackey, Barbara	Accountant
	Niclot, Catherine	Dunford, Michele	Clerical Officer
	Noonan, John	O'Donnell, Maeve	Clerical Officer
	Nicholas, Lee	Quigley, Ann	Clerical Officer
	O'Brien, Darragh		


## Appendix 4

### Student Population

The student enrolment for the academic year 2019/20 is 883 ranging in age from 12 to 19 years. Two students are dependent on a wheelchair to move around

**Ratified by the Board of Management on: 12<sup>th</sup> June 2019**

  
Helen O'Donnell  
Chairperson, Board of Management

  
Karin Fleming  
Principal & Secretary to the BOM