

Health and Safety Policy

2020/2021

Portumna Community School



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Principal Mr. Shane McClearn

Version 2.0

Date of approval by Board of Management	
Next date of review by Board of Management	

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Health & Safety Statement

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management/GRETB 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 recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff.

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

- i. 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;
- ii. Provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- iii. Maintain a constant and continuing interest in safety and health matters pertinent to the activities of the school;
- iv. Continually improve the system in place for the management of occupational safety and health and review it periodically to ensure it remains relevant, appropriate and effective;
- v. Consult with staff on matters related to safety, health and welfare at work;
- vi. Provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, pupils, contractors and visitors.

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

Date: _____

Chairperson, Board of Management

Portumna Community School

School Profile

Portumna Community School was formed in 1990 due to the amalgamation of St Brigid's Vocational School and Portumna College. Portumna Community School is a co-educational, multi-denominational, post primary school with a strong Christian ethos. Portumna Community School seeks to build on the characteristic spirit of its patrons; Diocese of Clonfert and Galway Roscommon Educational Training Board (GRETB). Portumna Community Schools vision is based on the ideals of inclusivity for all in the school community as set out in The Deed of Trust and Model Lease for Community Schools for the purpose of contributing towards the spiritual, moral, intellectual, emotional and physical well-being of the community.

Portumna Community School provides a comprehensive system of post-primary education for boys and girls in the community. Portumna Community School currently has an enrolment of 442 pupils from the surrounding catchment areas and offers a complete range of up-to-date equipment and facilities necessary for the teaching of a comprehensive curriculum to Junior and Leaving Certificate Higher Level in all our subjects. Portumna Community School is dedicated to providing holistic education where the potential and uniqueness of each student is fostered and celebrated. The students are encouraged to achieve as much as their natural ability makes possible, whilst contributing to the school ethos and characteristic spirit through mutual respect, integrity, positive relationships, collaboration and engagement.

Address: Portumna Community School, St. Brigid's Rd, Portumna, Co. Galway, H53 N403

Phone: (090) 9741053

Email: office@portumnacs.ie

Emergency Contact Details

Hospital: Portiuncula University Hospital

Name: Address:, Ballinasloe, Co. Galway, H53T971

Phone No: (090)9648200

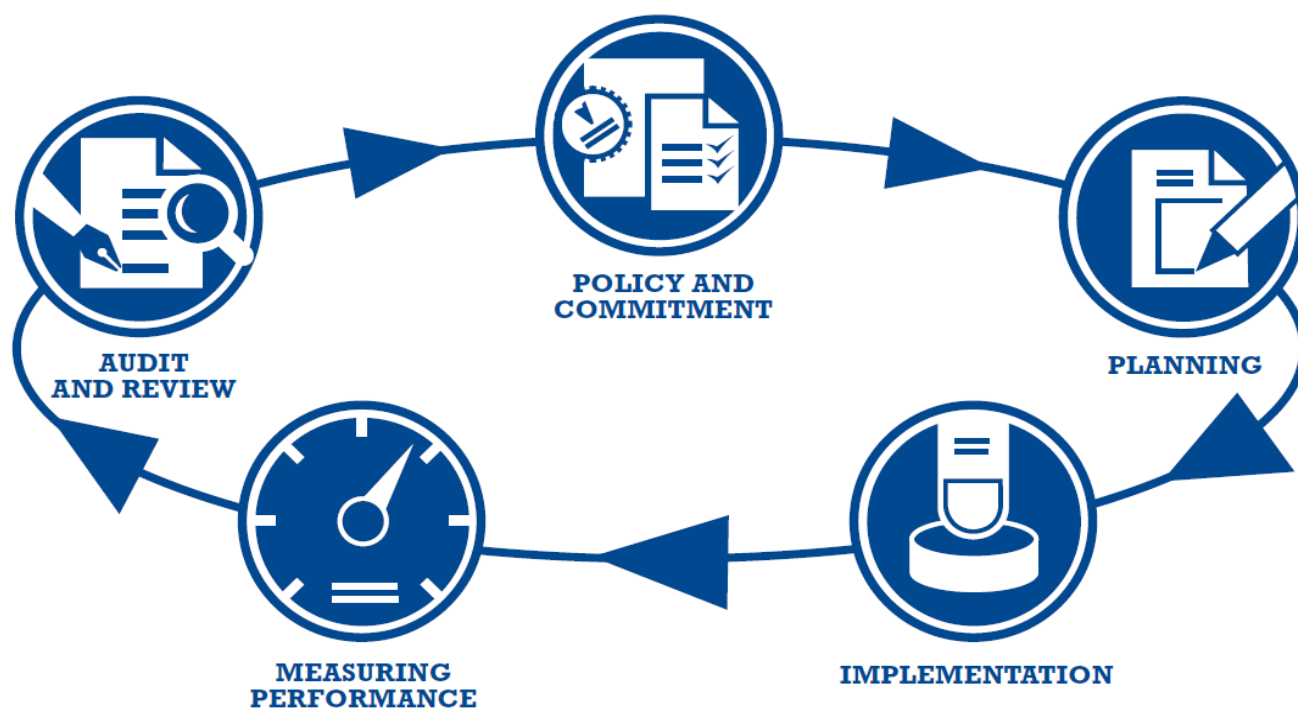
Fire Brigade: Portumna Fire Station

Name: Address: Castle Ave, Portumna, Co. Galway

Phone No: **Emergency Call** : 999 or 112

Safety and Health Management System

Portumna Community School Safety and Health Management System (SMS) involves an on-going process which aims to promote continuous improvement in the way the school manages safety. It fits into the overall management of the school and includes the school structure, planning activities, practices, procedures, and resources for developing, implementing, reviewing and maintaining safety, health and welfare. The SMS sets out the issues to be addressed and is a tool to develop improvement programmes and self-audits and/or assessments. This process is undertaken by the safety committee.



Safety Management Structure

Board of Management Responsibility

The Board of Management responsibilities are as follows:

- complies with its legal obligations as employer under the Safety, Health and Welfare at Work Act 2005;
- ensures that the school has written risk assessments and an up to date safety statement;
- reviews the implementation of the SMS and the safety statement;
- sets health and safety objectives;
- receives regular reports on safety and health matters and matters arising are discussed;
- reviews the safety statement at least annually and implement changes that are required for workers' safety;
- reviews the school's health and safety performance;
- allocates adequate resources to deal with health and safety issues;
- appoints competent persons as necessary, to advise and assist the Board of Management/ETB on safety and health at the school.

Principal's Responsibility

The principal's responsibilities are as follows:

- Complies with the requirements of the Safety, Health and Welfare at Work 2005 Act;
- Reports to the Board of Management/GRETB on safety and health performance;
- Manages safety and health in the school on a day-to-day basis;
- Communicates regularly with all members of the school community on safety and health matters;
- Ensures all accidents and incidents are investigated and all relevant statutory reports completed;
- Organises fire drills, training, etc.
- Carries out safety audits.
- Chairs the meetings of the safety committee
- Ensure adequate personal protective equipment (PPE) is available.
- Ensure that the services of external consultants are used where special training or assistance is required.
- Ensure that Health and Safety Authority inspectors are provided with any information requested.
- Ensure that Control measures called for in the hazard audit sheets are implemented.
- Record all reportable accidents to staff and dangerous occurrence's within the school buildings and grounds. This is done on the standard "Accident Report Form" in Appendix 1.

- Report accidents involving staff which result in absence from work for more than 3 consecutive days directly to the Health and Safety Authority via the online system.
- Keep records of :
 - Safety committee Meetings
 - Details of Employee Training (Appendix 2)

Deputy Principal Responsibility

The Deputy Principal responsibilities are as follows:

- In the absence of the Principal, assume the responsibilities of the Principal.
- Ensure that Safety, Health and Welfare is given due consideration for all activities.

Safety Committee Responsibilities

A safety committee facilitates the consultation process by assisting in drafting and/or reviewing the safety statement, risk assessments, policies and procedures within the SMS on behalf of the employer. The Board of Management must sign off on the safety statement prior to implementation within the school. They also consult on other safety matters, e.g. review of the accident and incident register and programming of work within the school which impacts on safety, health and welfare.

The safety committee will help plan, monitor and evaluate safety and health throughout the year. To do this it may:

- Agree how scheduled meetings will be convened, recorded and reported upon during the school year
- Outline the planning programme for the coming year. This calendar may take the form of a narrative of all planned safety and health actions for the year (including risk assessments, safety audits, planned walk-through inspections, fire drills, training etc.; (Appendix 3).
- Outline roles and responsibilities of all in line with legislation, e.g. the employer, employees, any person acting on behalf of the Board of Management, e.g. the Principal, safety officer or safety coordinator (if appointed), safety representative, contractors, pupils and visitors;
- Prepare reports for the Board of Management/GRETB and staff meetings, as well as other relevant meetings;
- Ensure that current information regarding risk assessments, control measures, accident reports, audits and reviews of the SMS are evaluated and appropriate actions taken;
- Seek to address significant and/or longer term developments. These may be implemented over a longer period of time or in phases and may have sizeable resource implications, (e.g. replacing substandard infrastructure, introducing new equipment, refurbishing key locations);

- Examine whether resources are being used effectively to remedy high risks identified in the risk assessment;
- Examine whether resources are being used effectively for maintaining and improving the SMS;
- Provide ongoing evaluation of safety and health practice in the school and the safety committee's procedures and their effectiveness.

Safety Representative Responsibilities

The Safety Representative is elected or volunteered to represent the staff in the Safety committee. The responsibilities of the Safety Representative are as follows:

- Represent the staff in consultation with the employer on matters relating to safety, health and welfare.
- Make representations on matters relating to safety, and welfare which affects:
 - Their members
 - Persons employed at their workplace
- Represent staff in consultation with officers of the Health and Safety Authority.
- Receive information from the Health and Safety Authority.
- Accompany a Health and Safety inspector on his/her tour of the school if he/she is requested. As such the employer is obliged to let the Safety Representative know as soon as a Health and Safety inspector comes on site.
- Attend meetings of safety committees
- Investigate potential hazards, accidents and dangerous occurrences at the school.
- Ensure that all staff are aware of their duties under the Safety Policy.
- Cooperate with the Principal in ensuring that adequate personal protective equipment and first aid is available.
- Ensure that all staff receives adequate training in Health, Safety and Welfare as necessary.

Teaching/Non-teaching staff

Staff responsibilities are as follows:

- comply with all statutory obligations on employees as designated under the Safety, Health and Welfare at Work 2005 Act;
- co-operate with school management in the implementation of the safety statement;
- inform students of the safety procedures associated with individual subjects, e.g. Science, Technology subjects, Physical Education (PE), Home Economics;

- ensure that students follow safe procedures, e.g. use personal protective equipment (PPE) and adhere to laboratory rules;
- conduct risk assessments of their immediate work environment (See “Guidelines on Managing Safety and Health in Post Primary School Part 2 Tools and Templates” for relevant sections)
- formally check classroom/immediate work environment to ensure it is safe and free from fault or defect;
- check that equipment is safe before use;
- ensure that risk assessments are conducted for new hazards, e.g. new machine or chemical product;
- select and appoint a safety representative(s);
- co-operate with the school safety committee;
- report accidents and dangerous occurrences to relevant persons as outlined in the safety statement.

Hazard Identification and Control

Hazard Identification and Risk Assessment

The School management recognise that its activities and premises may present a health and safety risk and shall identify the areas where control measures are required. The appointed safety officer shall carry out inspections in all areas on a regular basis and report the findings to the Principal.

Identification of hazards shall be undertaken at regular intervals and the school management shall take all practicable control measures to reduce risks to school staff, students, visitors and members of the public. Hazards will be identified, risks assessed and categorised as: high/ medium/ low and rated as major / serious/ minor.

Procedures

It is the policy of Portumna Community School to:

- Identify hazards in the workplace
- Assess the risk to health and safety
- Control risks as far as is practicable so that they are eliminated or reduced to an acceptable level

A **Hazard** is anything - substance, article, material or practice – which has the potential to cause harm to the safety, health and welfare of staff, students or others at work.

A **Risk** refers to the likelihood of the hazard to cause harm in the circumstance of use.

A **Risk Assessment** links the probability of occurrence i.e. the likelihood together with the severity of loss and or injury. In this case the categories of high/ medium/low are used to assist in prioritizing control measures and allocations of resources.

Likelihood: The likelihood of the hazard occurring is rated as follows:

- **High:** Where it is certain or near certain that harm will occur
- **Medium:** Where harm will occur frequently.
- **Low:** Where harm will seldom occur.

Risk Rating: the risk is as follows:

- **Major:** Can cause death or major injury
- **Serious:** Injuries where staff may be off work for more than 3 days
- **Minor:** All other injuries, including those periods where people can be off work for up to 3 days.

Risk Control

Measures intended to reduce the risk to an acceptable level

Safety Training

Management shall identify the training needs of their staff and ensure they are fulfilled. It is the policy of Portumna Community School that all staff take part in safety training on an ongoing basis. All new personnel shall receive safety training as part of their induction. Staff training is not only concerned with imparting facts but also to ensure staff are aware of their responsibilities and are equipped to deal with emergencies.

All safety training should be monitored and updated by the safety officer in conjunction with the School Principal and Board of Management.

Training records will be maintained and will include:

1. Name of the employee being trained.
2. Date and duration of training.
3. Training details and method used.

Portumna Community School staff will be trained to identify and respond to hazards and also encouraged to consult with management on health and safety issues.

The following will be used to assist in the identification of training needs:

1. Accident / incident analysis data
2. Observations of activities and/or tasks in the school
3. Review of legislation

Safety Induction Training

The Principal should ensure that the following induction training is carried out for all new and temporary members of staff:

1. Make new staff members aware of the Safety Statement, explain its purpose and ensure that the employee is aware of his / her responsibilities.
2. Ascertain if a new staff member has any disability or illness which could prevent him / her carrying out certain operations safely or require additional protective measures.
3. Advise the new staff member to be aware of any potentially dangerous equipment/areas in the work place (specialised classrooms).
4. The training and instruction required for each individual must be considered. Where required relevant, specialist training will be given to a member of staff.
5. Show the new members the location of the first aid box and explain the procedure in the event of an accident, in particular, the necessity to record accidents, however trivial they may appear at the time.
6. Outline to the new staff member the fire and evacuation procedures and identify assembly areas.

Training and Consultation

The Safety Officer and the safety committee will oversee the implementation of the Safety Statement. Primary responsibility for implementation, however, remains with the School Principal.

The Safety statement will be reviewed on an annual basis by the Board of Management, Principal and Safety Officer.

Section 13 of the Safety, Health and Welfare at Work Act 1989, states that employers must consult with their employees in establishing arrangements for securing co-operation on safety, health and welfare. The safety committee is used as an appropriate mechanism for consultation on all health and safety issues.

Communication at School level

- Staff meetings
- Safety committee meetings (where a safety committee is in place)

- Consultation between individual members of staff, the Principal and/ or Safety Officer
- Board of Management meetings

Communication at BOM/ GRETB Level

- Principal reports to GRETB
- Principal reports to BOM

Safety Audit

The Safety Health and Welfare at Work Act 1989 places the responsibility on the employer to identify hazards in the work area and to make an assessment of the risk involved.

As the hazards present in the working environment can vary with time/curriculum changes it is important that a system or procedure is in place in order to ensure that hazards are identified on a continuing basis.

Objectives

- To implement a system of regularly reviewing
 - Identification of hazards
 - Assessment of risk
 - Implementation of control measures
- To ensure that information gathered is assessed and dealt with speedily
- To provide a record to assist in assessing health and safety activities

Procedures

- The safety representative is responsible for conducting safety inspections of the school premises and activities on a regular basis and ensure that hazards identified are recorded.
- The safety representative will be responsible for reporting hazards identified to the School Principal.
- The School Principal shall decide on the control measures to be put in place (taking into account advice from the safety representative and information and guidance provided by the GRETB/BOM and HSA)

- The safety representative shall monitor the effectiveness of the agreed control measures in future safety inspections.

Safety Inspections

The safety officer, together with teaching and non-teaching staff, as necessary, shall organise safety inspections on regular basis in conjunction with the School Principal, and the safety committee. These inspections will consist of an examination of:

- Housekeeping, including floors, walkways, stairs/steps, classrooms, in particular the “practical rooms”.
- Records of safety equipment, tests and servicing, e.g. dust extraction.
- Safe places of work above ground level e.g. roof etc.
- Machinery Guarding (safety feature).
- Correct safety procedures/ manual handling/equipment operation.
- Fire exits and equipment (to ensure there is unrestricted access)
- Suitability of personal protective equipment.
- Correct use of personal protective equipment.
- appropriate handling of small appliances and hand tools.
- Electrical installations, including testing of residual current devices.
- Storage of gases and chemicals
- Control of contractors
- Any accidents in the area since the previous audit
- Any other hazard
- Action taken on the improvements recommended since the previous audit.

See “Guidelines on Managing Safety and Health in Post Primary School Part 2 Tools and Templates”

Personal Protective Equipment (P.P.E.)

It is the policy of Portumna Community School to use personal protective equipment (P.P.E.) when required to limit risk and in line with correct safety guidelines.

Control Measures.

- All safety equipment purchased will be have approved safety standard marks e.g. C.E/Kite/BSI mark.
- It is essential that all protective measures are correctly selected, and users are instructed in their

correct use. In this respect, training will be provided when necessary.

- Whenever possible, appropriate manufacturer's guidance will be followed. In cases where this is inadequate, additional information will be provided by the Principal.
- All personal protective equipment and clothing shall be used in a safe and proper manner and maintained in a clean and serviceable condition.
- All equipment and clothing must only be used for the purpose they were intended.
- All faulty or damaged protective equipment and clothing must be disposed of in the correct manner and replaced as soon as possible.
- Staff shall not interfere with or alter any item of protective equipment or clothing.
- Portumna Community School will ensure that adequate supplies of all the necessary personal protective clothing and equipment are available for use as required.
- It is the schools policy that all management, staff, students and visitors will wear prescribed safety equipment in parts of the premises, designated in writing by the college as being areas where risk of injury is significant.
- All management and supervisory staff will set a good example in the wearing of eye protection, protective footwear, etc. as required. **Note:** The use of personal protective equipment is a last resort i.e. P.P.E. will be used only if it is not practicable to eliminate the hazard and risk in the first instance.
- It is Portumna Community Schools policy that all management, staff, students and visitors will wear personal protective equipment i.e. face masks and/or visors during the Covid 19 pandemic in school as advised by the Department of Education and Skills.

Accident / Incident Procedures

When a serious accident occurs or where there has been an incident where a serious accident could have occurred, the following procedures should be carried out:

1. Observe the accident location and the status of the injured person – apply first aid training protocol.
2. If there is a risk of further injury and the area cannot be made safe, clear the area and move the injured person to safety if it is safe to do so.
3. Call for immediate emergency assistance and advice.
4. Ensure that first aid is administered by a competent trained staff member.

5. If required ensure that the ambulance has been called 999 or 112 make sure that the exact location is given use area code Portumna Community School H53 N403.
6. When the patient has been cared for and is safe. Notify the safety representative.
7. Gather all information immediately; how the accident occurred, obtain witness statements and record.
8. Complete accident/incident report form.
9. If the Health and Safety Authority (HSA) are to inspect the location of the accident do not move anything unless further serious risks are to be avoided.
10. Notify the insurance company and seek further guidance on further reports and investigation.
 - Time date and location of accident
 - How it happened.

Accident and Investigation

All accidents to persons, (whether or not in the employment of Portumna Community School) resulting in injury, however, slight, shall be recorded by the appropriate member of staff/ safety officer and a copy of the accident report sent to and recorded by the School Principal. Where practicable, all accidents will be investigated and recorded on the accident report form (Appendix 1)

If an accident causes any person to be absent for more than three days or is prevented from performing his/ her normal duties of employment for this period, written notice must be given to the Health and Safety Authority (HSA)

The School Principal shall ensure that the relevant accident forms have been completed and passed on to the insurance company. Depending on the report received the insurance company may carry out an investigation on the accident or incident. In the event of a serious accident or one which could have resulted in a serious injury the principal may carry out his / her own investigation.

First Aid

A fully stocked first aid kit is available in the main reception area, Gym, practical classrooms and staff room of Portumna Community School. The First aid boxes are adequately stocked to cover the number of people in the school. There is an up to date list of trained first aid personnel in the social area of the school. The exact location of all first aid boxes shall be known to all staff

- The following contents are provided in the first aid box:

*Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10 x 8cms)

- *Individually Wrapped Sterile Unmedicated Wound Dressings Large (No. 9) (13 x 9cms)
- *Individually Wrapped Sterile Unmedicated Wound Dressings Extra Large (No. 3) (28 x 17.5cms)
- *Individually Wrapped Disinfectant Wipes
- *Paramedic Shears
- *Examination Gloves Pairs
- *Sterile water where there is no clear running water
- *Pocket Face Mask
- *Water Based Burns Dressing Small (10x10cms)
- *Adhesive wound dressings in assorted sizes.
- *Adhesive plasters.
- *Absorbent sterilised cotton wool in 15g packets.
- *Triangular bandages–unbleached calico 1,300×950mm.
- *Antiseptic cleaning solution.
- *Antiseptic cream.
- *Sterilised eye pads in sealed packets.
- *Rubber or pressure bandages.
- *Eye bath
- *Burn Gel
- *Safety pins
- *Small bowl or dish.

It should also include:

- *Names of staff with responsibility for first aid treatment.
 - *Telephone numbers of nearest doctor, casualty hospital and eye clinic.
 - *Summary of advice on first aid treatment.
- Ensure that first aid procedures are practised on an annual basis and updated.
 - First Aiders (or other staff) are not empowered to dispense analgesics, tablets or medication. Supplies of such items will not be kept in the first aid boxes. Individual staff/students who believe they might have need of these items must be responsible for their own supplies and in the case of a student it is recorded on the medical register by the year head.

Record Keeping

Details of accidents must be recorded on accident report sheets and submitted to the Principal.

Defibrillator Trained Personal

F Kelly, L Lawne, M Lohan, M Lynch, S Mc Clearn (Principal), E Dunne (Deputy Principal) L Shiel, L Skelly, L Smith, M Fallon, Lisa Mullen, H Aldous, B Dunne, E Brogan, S Connolly, J Enright, F Kenny.

Resources

Portumna Community School is committed to dedicating the financial and personnel resources necessary to secure the high level of safety and welfare for the staff and others while working in or visiting the premises.

Management is committed to:

- Ensuring that an adequate number of suitable staff is available to undertake the work and activities carried out by Portumna Community School.
- Ensuring resources shall be made available for any upgrading, maintenance, replacement and repair of the facilities and equipment where possible.

Emergency Procedures

Fire Safety Routine in Portumna Community School

- Ensure that all escape routes from the school are maintained free from obstruction and readily available at all times. Doors on escape routes should never be locked when anyone is in the building and exit doors should be easily and immediately able to open from the inside.
- Fire doors should be kept closed at all times. These are only be held in the open position by an electromagnetic hold open device connected to the fire detection and alarm system.
- A regular system of inspection of first-aid and firefighting equipment such as fire extinguishers and fire blankets has been implemented. Fire detection and alarm systems and emergency lighting are inspected regularly, and a record of inspection results and action is taken and recorded in the Fire Safety Register.
- Fire instruction notices in legible condition are located in accessible positions in each classroom and throughout the school.
- Periodic fire evacuation drills are carried out.
- All members of staff are trained to use first-aid firefighting equipment and the action to be taken in case of fire.
- The storage of combustible materials in enclosed spaces along escape routes such as corridors is not allowed.

- Great care is exercised during the performance of school musicals so that there is no likelihood of costumes or props catching fire.

After-School Hours

An inspection is carried out to ensure:

- That all heating devices, gas fittings and other heat producing appliances have been turned off and left safe
- That there is no combustible material of any description near a possible source of ignition
- That all potentially dangerous chemicals in Laboratories are safely stored
- That all cleaning materials (oily rags, polishing cloths, mop-heads, etc.) are properly stored in suitable store room with the door closed
- That rubbish and combustible waste are not allowed to accumulate in Laboratories, Workshops, Craft Rooms, Boiler Rooms, or elsewhere in the building

Fire Drills and Training

It is the responsibility of the Principal and Board of Management to ensure that fire evacuation drills are carried out.

Each fire routine is based upon a simple, efficient procedure, which is specifically designed for the premises in which it has to operate. The following points are given prime consideration:

- The purpose of the Fire Drill
- The occupancy of the premises
- The details of the Fire Drill routine
- Instruction, training and recording
- The frequency of the Fire Evacuation drills
- Supplementary notes

The Purpose of the Fire Drill

- Fire drills are intended to ensure, by means of training and rehearsal that in the event of fire:
- The people who may be in danger act in a calm and orderly manner.
- Those people who have designated responsibilities carry out their tasks to ensure the safety of all concerned.
- The escape routes are used in accordance with a predetermined and practised plan.
- Evacuation of the building is achieved in a speedily and orderly manner.
- To promote an attitude of mind where by persons will react rationally when confronted with a fire or other emergency at school or elsewhere.

The people in the premises

Consideration must be given to the varied ages of the students attending the school 12 -18 and as to whether there are any children with additional needs.

Fire Drill Routine

The Principal is the person in control of the fire drill.

A fire routine is based on a critical sequence of events, these being:

Alarm Operation

Anyone discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm calls point.

Calling the Fire Brigade

All outbreaks of fire or any suspected fire, however small, should be reported immediately to the Fire Brigade by the quickest means available i.e. dialling 999 or 112.

Evacuation

- On hearing the fire alarm, students must be instructed to leave the building in single file and in a calm, orderly manner – do not bring school bags, computers etc.
- The person in charge of each class must indicate the exit route to be used and everyone must be directed to a predetermined assembly point.

Assembly Point

- The tennis court area at the back of the school premises is designated as the assembly point for all class groups.
- It is clearly marked and easily identified.
- The assembly point is far enough away from the school premises to afford protection from the heat and smoke in a fire situation.
- The assembly point is in a position that does not put students and staff at risk from emergency vehicles responding to the incident

Assembling the Students

- Specific arrangements are made for students with additional needs to ensure that they are assisted during evacuation (SNA takes responsibility)

- No running is permitted to avoid panic
- Everyone must exit in single file. Overtaking of classes or individuals is not permitted
- Anyone who is not in class when the fire alarm sounds must go immediately to the assembly point
- **No one must be allowed to re-enter the building** until told to do so by the Fire Service in attendance, or, in the case of a fire evacuation drill the person in charge

Roll Call

- Signing out and signing in late registers and visitor log book held in the secretaries office must be brought to the assembly point when the alarm sounds, by the secretary.
- One person should be nominated to have overall responsibility to ensure that a roll call is conducted in the event of evacuation of the premises
- When classes have assembled at the assembly point, a roll or count must be made by that groups class teacher immediately to ascertain that no has remained in the premises
- Any visitors or contractors in the premises at that time must be included
- The count at the assembly point must be checked using the signing out and signing in late registers and VSWare as well as the visitors log book to verify that everyone is out of the building
- Each teacher must report to the nominated person in charge of the evacuation procedure to verify that everyone in their charge is accounted for or to inform him/her of any persons missing

Meeting the Brigade

The person in charge of the roll call (Principal) must identify himself to the Fire Brigade on their arrival. In doing so vital information can be relayed to the Fire Officer, which will dictate the necessary actions to be carried out by the Fire Brigade.

Typical information the Fire Brigade will want to know:

- Is everyone accounted for?

If anyone is missing:

- How many? What is their usual location? Where were they last seen?
- Where is the fire? What is on fire? (It may not be apparent).
- Are there any hazardous substances involved in the fire or stored in the building? (i.e. Chemicals, Solvents, Liquefied Petroleum Gas or Acetylene Cylinders etc).

Instruction, Training and Recording

During the first week of term or as soon as practically possible, all new entrants, including students, staff or support staff, should be made aware of and conducted around the primary escape routes of the school. They should also receive instruction on the school fire evacuation routine.

- All members of the staff should receive instruction and training appropriate to their responsibilities in the event of any emergency.
- All members of staff should each receive a personal copy of prepared written instructions. They should receive instructions given by a competent person annually. Such instruction should include details of how to call the Fire Brigade. In the case of newly appointed staff, instruction should be given as soon as possible after appointment.

A record of the training and instructions given and fire drills held, should be entered in the Fire Safety Register and will include the following:

- Date of the instruction or fire drill
- Duration
- Name of person giving the instruction
- Names of persons receiving instruction
- Nature of instruction or fire drill

Frequency of Fire Evacuation Drills

Fire evacuation drills should be held at least once per term, preferably at the commencement of each term. The fire drill should simulate a situation where one escape route is not available. Each fire drill should be started by a pre-determined signal and the whole premises checked as if any evacuation was in progress.

In large premises a specific person shall be made responsible for organising staff training and the name of one other nominated person to co-ordinate the actions of the staff in the event of fire. Effective arrangements should be made for a deputy to carry out the above duties in the absence of the nominated persons.

Fire fighting must always be secondary to life saving.

The Board of Management of Portumna Community School ratified this policy on _____

Signed: _____ Chairperson BOM Date: _____

APPENDIX 1

Portumna Community School

St. Brigids Road, Portumna, Co. Galway H53 N403

Telephone: 09097 41053 Email: office@portumnacs.ie Web: www.portumnacs.ie

Principal: Mr. Shane McClearn Deputy Principal: Ms. Elaine Dunne



Incident Report Form

Name and role of person completing this form:
Signature of person completing this form:
Date:

Incident

Date and time of incident:
Name/s of person/s involved in the incident
Description of incident:

Witnesses:

Reporting of the incident

Incident Reported to:	Date:
How (this form, in person, email, phone):	

Follow Up Action

Description of actions to be taken:
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Appendix 2 Training Record

Training Course Details

Date of training: _____

Name of Participants:

Facilitator:

Name _____

Association/Company: _____

Address: _____

Phone No: _____

Renewal date: _____

Appendix 3

Audit Checklist

School Year: _____

1	Safety Statement	Yes	No
1.1	Does your school have a safety statement?		
1.2	Is it current? (i.e. reviewed in the last 12 months)		
1.3	Is it authorised/signed/ratified by the Board of Management/VEC?		
1.4	Does it contain a clearly defined safety and health policy?		
1.5	Does the safety and health policy include a commitment to prevent injury and ill-health and continual improvement in safety and health management and performance?		
1.6	Does it include a commitment to comply with identified legislative requirements that relate to occupational safety and health hazards?		
1.7	Does it provide a framework for setting and reviewing safety and health action plan?		
1.8	Is the safety statement documented - in a written format either on paper or electronically?		
1.9	Is the safety statement communicated to all persons within the school?		
1.10	Is the safety statement communicated to interested parties, visitors, and contractors?		
1.11	Have formal risk assessments been completed?		

2	Hazard identification, risk assessment and determining controls	Yes	No
2.1.	Has your school a written procedure for conducting hazard identification, risk assessment and determining of control measures?		
2.2	Does this procedure take into account routine and non-routine activities? (Routine activities are defined as commonplace tasks, chores, or duties as must be done regularly or at specified intervals; typical or everyday activities. Non-routine activities are defined as tasks that are not done regularly or at specified intervals; they are atypical activities).		
2.3	Does this procedure take into account activities of all persons with access to the school?		
2.4	Are the risk assessments documented and kept up to date?		

3	Legal and other requirements	Yes	No
3.1	Is there a written procedure for identifying and assessing the legal and other safety and health requirements?		
3.2	Is the information kept up to date?		
3.3	Is the relevant information communicated to interested parties?		

4	Action Plan	Yes	No
4.1	Has your Board of Management/VEC a written safety and health action plan?		
4.2	Are the safety and health tasks identified in the action plan assigned a timeframe for completion?		
4.3	Is each task assigned to a person with responsibility for completion of the task?		
4.4	Does the plan show a commitment to prevent work related-injury and ill-health?		
4.5	Has the Board of Management/VEC established, implemented and maintained a programme for achieving the requirements of the safety and health action plan?		
4.6	Are the tasks, as set, reviewed regularly at planned intervals and adjusted, where necessary to ensure the action plan and its requirements are being achieved?		

5	Resources, roles, responsibilities, accountability and authority	Yes	No
5.1	Are safety and health roles and responsibilities defined?		
5.2	Are safety and health roles and responsibilities assigned to individuals?		
5.3	Are safety and health roles and responsibilities documented?		
5.4	Are safety and health roles and responsibilities communicated to individuals?		

6	Competence, training and awareness	Yes	No
6.1	Are employees appropriately competent?		
6.2	Does the Board of Management/VEC identify staff safety and health training needs and set this out in a written plan? e.g. fire safety, first aid etc.		
6.3	Once training needs are identified, is the appropriate training provided to meet these needs?		
6.4	Are training records retained?		

7	Communication	Yes	No
7.1	Has the Board of Management/VEC established a formal procedure for internal communication among the various levels and functions of the school?		
7.2	Has the Board of Management/VEC established a formal procedure for communication with contractors and other visitors to the school?		

8	Participation and consultation	Yes	No
8.1	Has the Board of Management/WEC established a formal procedure for the participation of staff in hazard identification, risk assessment and the implementation of control measures?		
8.2	Has the Board of Management/WEC established a procedure for the involvement of staff in incident investigation?		
8.3	Has the Board of Management/WEC established a procedure for the participation of staff in the development of safety and health policies? Does this procedure ensure adequate attention is paid to the needs of individuals with disabilities?		
8.4	Has the Board of Management/WEC established a procedure for consulting staff if any changes are made that affect safety and health policy?		
8.5	Has the Board of Management/WEC established a procedure for the representation of staff on safety and health matters?		
8.6	Has the Board of Management/WEC established a procedure for consulting with contractors (building, maintenance, window cleaning) on safety and health issues?		

9	Emergency preparedness and response	Yes	No
9.1	Has the Board of Management/WEC established procedures to identify potential emergency situations? e.g. floods, fire, bomb threat, fatalities, serious incidents, suicide etc.		
9.2	Does this procedure establish how the school should respond to such emergency situations?		
9.3	Has the emergency plan taken into account the needs of relevant interested parties? e.g. emergency services, neighbours etc.		
9.4	Is the procedure subject to periodic review and update and revised where necessary?		
9.5	Is the emergency evacuation plan displayed throughout the school?		
9.6	Has the emergency evacuation procedure been developed to cover all areas, processes and identify those people who may be at greater risk, e.g. visually impaired, individuals with disabilities, or those working in noisy environments and have these procedures been communicated to the school community?		
9.7	Is there an audible fire warning system in your school?		
9.8	Are fire assembly points identified and clearly demarcated?		
9.9	Are directional fire signs displayed (pictorial only, must not contain text)?		
9.10	Does your school have emergency lighting systems in place?		
9.11	Are fire exits kept clear at all times?		
9.12	Are fire drills carried out? (recommended 2 per year)		
9.13	Are the outcomes of fire drills recorded, e.g. time taken, reports of faults or hindrances that require action?		
9.14	Is all first-aid fire fighting equipment (fire hose reels, emergency lighting, fire extinguishers, fire blankets etc.) in place?		
9.15	Are all fire installations and equipment inspected and serviced as per requirements?		

10	Performance, measurement and monitoring	Yes	No
10.1	Are written procedures in place for the measurement and monitoring of health and safety performance – ongoing/periodic review of the school safety and health plan via safety committee meetings etc.?		
10.2	Is safety and health reviewed throughout the school year, e.g. term progress reports prepared by the safety committee, review of accidents?		
11	Incident investigation	Yes	No
11.1	Are written procedures in place to investigate and record incidents in order to determine underlying safety and health deficiencies and to identify corrective actions required?		
11.2	Are the safety and health tasks identified in the action plan assigned a timeframe for completion?		
	Are formal procedures in place to communicate results to the relevant parties, e.g. Board of Management/VEC		
11.3	Are accident reports documented and recorded in a timely manner?		
11.4	Are reportable accidents and dangerous occurrences reported to the Health and Safety Authority when necessary?		
11.5	Are all accidents reported to State Claims Agency? (Only a requirement for Community and Comprehensive schools)		
12	Non-compliance, corrective action and preventive action	Yes	No
12.1	Are written procedures in place for dealing with actual and potential non-compliance and for taking corrective action and preventive action? e.g. inspections, outcomes of fire drills etc.		
12.2	As new hazards are identified, are they risk assessed?		
13	Control of Records	Yes	No
13.1	Are there written procedures in place for the identification, storage, protection, retrieval, retention and disposal of records? (to include safety statement, risk assessments, policies, training records and accident report forms)		
14	Safety and Health Reviews	Yes	No
14.1	Are safety and health reviews conducted at planned intervals to ensure the school is conforming to safety and health requirements?		
14.2.	Are safety and health reviews documented?		
15	Management Review	Yes	No
15.1	Does the Board of Management/VEC, at planned intervals, review the safety and health management system?		
15.2	Are the results of the safety and health reviews presented to the Board of Management/VEC?		
15.3	Are the results of the safety committee feedback reviewed?		
15.4	Is the feedback from other interested parties, e.g. fire services, contractors reviewed?		
15.5	Are decisions of the Board of Management/VEC review communicated formally to the school?		

Appendix 4

Year Planner

Safety and health priority/area of work											Person/ planning group responsible	Tasks	Schedule (dates and times)							Desired outcomes	
											e.g. safety committee, school department, employees, task group, policy group										
													September								
													October								
													November								
													December								
													January								

