

Safety Statement

For

The Abbey School
Tipperary Town.
Co. Tipperary.

Prepared with guidance from

A.E.V
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THIS SAFETY STATEMENT WAS PREPARED WITH GUIDANCE FROM A.E.V HEALTH AND SAFETY CONSULTANT VAL O'CONNOR. THE INFORMATION WAS COMPILED AS A RESULT OF INITIAL CALL OUT VISITS TO THE ABBEY SCHOOL AND AFTER CONSULTATION WITH MANAGEMENT AND STAFF BETWEEN OCTOBER AND NOVEMBER 2016, JANUARY/FEBRUARY 2017, APRIL/MAY 2019 and AUGUST/NOVEMBER 2020
THIS SAFETY STATEMENT CONTAINS THE MAIN SAFETY ACTIONS FOR THE ABBEY SCHOOL AND IT CONTAINS THE MAIN HAZARDS IDENTIFIED IN EACH WORK AREA OF THE SCHOOL. HOWEVER, THEY MAY NOT BE EXHAUSTIVE AND OTHER HAZARDS MAY BE IDENTIFIED AT FUTURE TIMES.

December 2020

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Hazard Identification and Risk Assessment attached for the following departments

Science Laboratories	PE and Sport
Art Rooms	Computer room and general classrooms
Woodwork Rooms	TY Year
Grounds and Building Maintenance	Secretariat

SAFETY STATEMENT OF THE ABBEY SCHOOL

FOREWORD BY THE CHAIRPERSON

To all School Employees, Contractors and Visitors:

This Safety Statement sets out the Health and Safety policy of The Abbey School in order to meet our obligations under the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 1993/2007, the Covid-19 Protocols and all other legislation and Codes of Practice relating to The Abbey School as a place of work. The fundamental aim of this legislation is the prevention of accidents and ill health at the place of work, and the provisions apply to all employers, employees, students and visitors. This Statement specifies the means provided to achieve the policy.

Our over-riding objective is to do all that is reasonably practicable to provide a safe and healthy working environment for all of our employees and to meet our 'duty of care' to our pupils. We will also endeavour to meet our duties to visitors, contractors and members of the public who will be affected by our activities.

Responsibility for controlling matters of Health and Safety is primarily that of management. All School employees, however, are expected to play an effective part in ensuring a safe place of work, and safe systems therein, by acting thoughtfully and responsibly at all times, and never carelessly or knowingly doing anything which could cause injury or ill-health to themselves or others, or cause financial loss or damage to School property.

This Statement describes in some depth the organisation and arrangements which exist for the management of Health and Safety within the School. It is to be made widely available to all of our employees, contractors and visitors, and the success of our policy will depend on your co-operation. Compliance with all aspects of the Safety Statement, whilst being mandatory, is also in the best interests of each and every one of us. You are encouraged at all times to put forward suggestions for improvements to Health and Safety for incorporation in this Statement, which will be reviewed periodically.

I therefore recommend that you read this Statement carefully with a view to understanding the overall arrangements for Health and Safety at The Abbey School, and the specific role you may have to play in ensuring and maintaining our high standards in this area.

Signed: _____
Chairperson of the Board

Dated: _____

Section 1

SAFETY POLICY STATEMENT

It is the policy of The Abbey School to comply with the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) 1993/2007, the Covid-19 Protocols and all other legislation and Codes of Practice relating to The Abbey School as a place of work.

It is also the policy of The Abbey School to secure, so far as is reasonably practicable, the safety, health and welfare of all our employees and to provide such information, training and supervision as is necessary to achieve this purpose.

This safety statement sets out the management structure of the School and the duties and responsibilities of both management and staff in relation to safety and health.

The overall responsibility for safety and health in The Abbey School rests with The Board of Management. The Principal of The Abbey School, is the “Designated Person”, called the Safety Co-ordinator, in compliance with Section 18 of the Safety, Health and Welfare at Work Act 2005. A member of staff, Jim Ryan, is the staff representative. Ultimately the responsibility for the safety and health of employees, students and visitors within the area of the School lies with the The Abbey School Board of Management.

Development of safety policy for The Abbey School must be done through the Safety Co-ordinator so that all sections of The Abbey School are working under the same framework and locally developed independent safety policies do not arise.

Management of safety and health in The Abbey School will be guided by the 9 Principles of Prevention as listed in the 3rd Schedule to the Health, Safety and Welfare at Work Act 2005:

1. avoid risks.
2. evaluate unavoidable risks.
3. combat risks at source.
4. adapt the work to the individual.
5. adapt the place of work to technical progress.

6. replace dangerous articles and substances with non/less dangerous ones.
7. develop an adequate prevention policy.
8. give collective protective measures priority over individual protective measures.
9. give appropriate instruction and training to employees.

This safety statement is available to all employees, contractors, visitors and inspectors from the Health and Safety Authority. It will be brought to the attention of all employees annually or when it is amended.

This Safety Statement is written by The Abbey School to meet its obligations under Sections 19 and 20, Safety, Health and Welfare at Work Act 2005 and has been prepared after consultation with both management and staff of the School.

This safety statement will be reviewed and up-dated every 12 months or when major changes in work practices, equipment, materials or environment occur.

Signed _____ Chairperson of the Board of Management

Date _____

Section 2 Organisational Structure

The Abbey School Summary Schedule of Posts of Responsibility As of January 11th 2017

	Principal	Mr. John Kiely
	Deputy Principal	Mr. Pat Donovan
1	Assistant Principal I Examinations Secretary & Junior Cycle Reform Co-ordinator	Ms. Caroline O'Connor
2	Assistant Principal I Year Head to 6 th Years & School Self Evaluation Co-ordinator	Mr. Kieran Hickey
3	Assistant Principal I Programme Co-ordinator & Transition Yr Year Head	Mrs. Nora Quinn
4	Assistant Principal I ICT Co-ordinator	Mr. John O'Dwyer
5	Assistant Principal II Year Head to 5 th Year and IT Co-Cordinator	Mr. Dan Riall
6	Special Duties Teacher II Assistant to SEN Co-ordinator	Mrs. Aine Leahy
7	Special Duties Teacher II Green Schools, Newsletters & Newspaper Articles	Ms. Irene Ryan - Temp
8	Special Duties Teacher II Year Head to Third Year	Mr. Aine O'Mahoney
9	Special Duties Teacher II Year Head to Second Year	Mr. Pat Quirke
11	Special Duties Teacher II Year Head to First Year	Ms. Brenda O'Donnell
12	Assistant Principal II Wellbeing and leaving certificate applied Co-ordinator	Mr. Conor Hayes

Section 3

Section 3.1 **Duties of the Employer**

The Abbey School recognises that it has the responsibilities of an employer, as defined in the Act, to design, to provide and to maintain:

- a safe place of work
- safe access and egress
- safe plant and equipment
- safe systems of work
- adequate information, training and supervision
- competent staff
- suitable personal protective equipment
- adequate emergency plans
- safe use of articles and substances
- adequate welfare facilities
- services of a competent person, where necessary.

Furthermore The Abbey School recognises that it has the duty to:

(i) manage and conduct work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of its employees, and

(ii) to prevent, so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health or welfare at work of its employees at risk.

(Section 8 Safety, Health and Welfare at Work Act 2005)

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Section 3.2 **Responsibilities**

Management are responsible for ensuring that the overall management of the School takes full account of the safety and health issues. In particular Management should ensure:

- that their staff have the skills and experience appropriate to the work which they are assigned.
- that the technical standards used are appropriate and take due account of health and safety issues.
- that design and installation work is carried out with safety and health in mind, including safety statutory regulations.
- that they monitor and inspect the quality and condition of technical facilities taking the appropriate steps to respond to defects or deficiencies.
- that they communicate to employees all information relating to Health, Safety and Welfare at Work.

Teachers (Including those Supervising PE and Sporting Activities) and Pupils.

Teachers have traditionally carried responsibility for the Health & Safety of pupils in their charge. If for any reason (such as condition or location of equipment, or splitting of a class for practical work), a teacher considers that this responsibility is unacceptable, it should be brought to the attention of the Principal before allowing further activity to continue. Specific responsibilities are as follows:

- a. Exercise effective supervision of, and provide clear instructions to, pupils at all times when in their charge.
- b. Be familiar with emergency procedures in respect of fire, injury or similar hazards. Know location of all emergency exits and assembly points. Know the location of emergency equipment and first aid supplies.
- c. Be aware of special safety measures to be adopted in their own teaching areas and ensure that they are effectively applied.
- d. Ensure that pupils participating in sporting activities are physically capable of doing so and are properly instructed in any techniques necessary to minimise the possibility of any accident or injury.
- e. Ensure that protective clothing and/or equipment is available and used where necessary, and that guards, etc, are in place when machinery, etc, is being used.
- f. Make recommendations to the Safety Co-ordinator (through nominated representative or head of department as appropriate) with regard to improvements in Health & Safety measures.

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- g. Take any further steps they may deem necessary to protect the Health & Safety of themselves and the pupils in their charge.
- h. Pupils. Pupils are expected to:
 - (1) Exercise personal responsibility for the Health & Safety of themselves and their fellow pupils.
 - (2) Observe standards of dress consistent with safety and/or hygiene.
 - (3) Wear protective clothing and use protective equipment whenever recommended.
 - (4) Observe all of the safety rules of the School and, in particular, follow the instructions of any member of staff.
 - (5) Be familiar with the location of all emergency exits and assembly points.
 - (6) Respect and not wilfully misuse, damage or interfere with any item of fire or safety equipment, either provided for their use or which are part of the School infrastructure.
 - (7) Draw the attention of the Safety Co-ordinator, through any member of staff, to any situation in which they see hazards to themselves, or the potential for improvement in Health & Safety standards.

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Section 3.3 Duties of Employees

The management requires the help and co-operation of all employees to minimise, or eliminate, all incidents and accidents in the workplace.

It is the responsibility of all employees in The Abbey School to:

- take reasonable care for your own safety, health and welfare and that of others that may be affected by your acts or omissions while at work.
- co-operate with your employer to enable compliance with safety and health legislation.
- to comply with relevant safety and health laws.
- use protective clothing and equipment correctly, so that it provides the protection intended.
- report, to management, if you become aware of any dangerous plant or machinery or any faults or defects in the place or system of work which might endanger safety, health or welfare.
- attend training relating to safety, health and welfare at work or relating to work carried out by the employee.
- refrain from intentionally or recklessly misusing any appliance, protective clothing, convenience, equipment, or anything provided for securing safety, health or welfare of people arising out of work activity.
- not be under the influence of an intoxicant at work to the extent that they are in such a state as to endanger their own safety or that of others.
- To submit to any appropriate, reasonable or proportionate test for intoxicants by, or under the supervision of, a registered medical practitioner.
- use correct tools for the job.
- study the safety statement and confirm that this has been done.
- make suggestions and raise concerns on safety, health or welfare matters.

It should be remembered that the management of The Abbey School **does not condone the use of dangerous practices and the employees should not operate dangerous or defective machinery or equipment, in any circumstances, or do jobs in a manner likely to cause injury to themselves, other employees or pupils.**

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The following general Principles will help each employee with his/her responsibilities for protection of his/her own safety and the safety of other employees.

- Incorporate safety into every procedure. No job is done efficiently unless it is done safely.
- Know and obey all safety rules.
- Violation of safety procedures is cause for disciplinary action.
- Follow the instructions of your supervisor.
- Caution other workers/students who violate safety procedures.
- Never take unnecessary chances.
- Ask your supervisor whenever you are not certain how to do a job safely.
- Do not work with equipment for which you are not qualified.
- Report all injuries to your supervisor immediately.
- Be sure of what to do in an emergency in your work area.
- In an emergency, obey the instruction of your supervisor.
- Know the location of all emergency equipment in your area and know how to use it.
- Read and obey safety signs.
- Specific protective equipment must be used as specified for the job and the area, know how to use it and how to care for it.
- Horseplay is dangerous and is prohibited.
- Always know the exits from the area in which you are working.
- Never stack things in front of, or block access to, fire alarms, fire-fighting equipment or exits.
- Keep aisles and passageways clear from obstruction.
- Never use defective equipment or equipment with defective or missing safety devices. Notify your supervisor of defective or unsafe equipment.
- Watch for changing conditions in the workplace that could impede safety and report unsafe acts or conditions to your supervisor.
- Never move an injured person unless absolutely necessary as further injury could result. Make the person comfortable until trained help arrives. If injured, act promptly to minimise injury.
- Any employee failing to obey safety instructions or take reasonable action to protect his/her health and safety or the health and safety of other workers is subject to disciplinary action and possible termination of employment.

Securing Health and Safety at The Abbey School

To secure the safety, health & welfare of those at work The Abbey School will provide the following:

Section 4.1 **Safe place of Work**

The Abbey School will comply with the General Application Regulations 2007, the Work place regulations, so far as is reasonably practicable.

Access/Egress

- In providing a safe place of work we will ensure that workers have got safe access and egress to and from all parts of the working areas.

Structure of buildings

- The regulations require that “buildings which house places of work shall have a structure and solidity appropriate to the nature of their use”.
- The buildings in The Abbey School will be maintained in a solid and stable condition.

Roof Access for Repair and Maintenance

- Access to the roof of the School buildings will only be allowed using appropriate safety equipment.
- Such roof work will be done only by an approved contractor

Noise

- Efforts will be maintained as far as reasonably practicable to keep employee exposure to noise at a minimum.
- Noise will be monitored to comply with the Noise Regulations
- Where noise exceeds 85dB(A) employees will be notified, noise levels will be reduced where it is reasonably practicable to do so and hearing defenders will be provided to reduce the noise to safe levels where the noise levels cannot be reduced at source to below 85dB(A).

Biological Agents

- Because the work at The Abbey School involves contact biological agents in biology classes as well as with waste and rubbish, management is conscious of the

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need to protect its workers from ill health due to contact with bacteria, viruses, parasites and fungi causing infections or zoonotic diseases.

- This hazard will be continuously monitored and a disease free workplace maintained, so far as is reasonably practicable.
- Information, training and protection will also be provided to prevent zoonotic diseases in workers.
- Terms of the Biological Agents Regulations will be adhered to at all times.

Fire

- Suitable fire fighting equipment is fitted and will be maintained in all sections of the School.
- Staff members have been trained in the use of the equipment at induction courses and regular refresher courses.
- See Accident and Emergencies section.

Cleanliness and House keeping

- The work place and work place equipment shall be regularly cleaned and tidied.
- All walkways will be maintained free of tripping obstacles.
- It will be monitored and maintained and any faults detected will be rectified as quickly as possible.

Storage of Chemicals

- All chemicals will be managed to meet the terms of the Chemical Agents Regulations and the approved Code of Practice.
- All chemicals will be stored in a purpose built chemical store.
- Chemicals will be segregated according to type.
- The chemical storage will be properly bunded.
- Material Safety Data Sheets are provided with chemicals where it is advisable to do so.
- The chemical store will be identified with hazard warning signs.

Signs

- Signs are posted on walls identifying exits and/or dangerous areas.
- These signs will be maintained and replaced when necessary.

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Section 4.2 **Safe Plant**

The Abbey School will comply so far as is reasonably practicable, with the General Application Regulations 2007, the Work Equipment Regulations and, the Electricity Regulations and the ETCI rules.

Electricity

- The Abbey School buildings have electrical installations that are constructed, installed, maintained, protected and used, in line with the ETCI Rules for electrical installations.
- Where repair or maintenance is required a trained competent person is available to carry out the work.
- Untrained persons must not carry out repair or maintenance.
- RCDs are fitted to protect all socket outlets.

Mobile machinery

- All operatives will be trained in the safe operation of the machinery and equipment.
- Where transport vehicles are concerned drivers will have a valid driving licence.
- Machinery will be guarded to prevent access to danger zones and damage or injury from rupture or disintegration in accordance with the 5th Schedule 1993 Regulations and Machinery Regulations 1994, the Factories Act 1955, BS5304 or EN292.

Fixed Equipment

- All fixed equipment will be maintained according to manufacturer instructions.
- Where necessary fixed equipment will be guarded in accordance with the 1993 Regulations and Factories Act of 1955 to meet the approved Code of practice BS5304 or EN292.

Office Equipment

- Electrical installations will be maintained in line with E.T.C.I. Rules.
- Display Screen Equipment (DSE) Regulations of 2007 will be adhered to at all times.
- Office staffs have received training on the DSE regulations and Office safety.

Section 4.3

Safe Systems of Work

Manual Handling:

- All relevant Employees will attend a course on manual handling.
- Manual handling requirements will be assessed and reduced as much as possible by use of mechanical means but when manual handling is necessary it will be performed in line with training and the Manual Handling Regulations 2007.
- Where loads have to be handled the following will be assessed:

The Task

Does it involve?

- turning or twisting,
 - a long carry,
 - push or pull,
 - unpredictable movement,
 - repetitive handling,
 - vibration,
 - insufficient rest and recovery time,
- and can employees control the system?

The load

- what is its weight,
- is it difficult to grasp,
- is it unwieldy or unstable,
- is it hot or with sharp edges,
- can it be lightened, broken up to smaller lots or handled mechanically.

The environment

- has it to be carried up or down ramps,
- steps,
- rough or uneven surfaces,
- does it put constraints on posture (bent or stooped),
- does it require special Personal Protective Equipment etc.,

The individual (individuals) carrying out the task,

- are they capable of it and fit enough,
- pregnant,
- ill,
- would it endanger those with a health problem,
- has the employee received the necessary training and information etc.,

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Display Screen Equipment Workstations

The Abbey School will comply, so far as is reasonably practicable, with the General Application Regulations 2007 including the Display Screen Equipment Regulations and the Electricity Regulations 2007 and the ETCI rules.

- The premises have electrical installations that are constructed, installed, certified, maintained, protected and used, in line with the ETCI Rules for electrical installations.
- Each VDU workstation has been analysed, and will be regularly reviewed, to evaluate the safety and health conditions for the employees, particularly with regard to possible risks to:
 - Eyesight
 - Physical problems
 - Problems of mental stress.
- Appropriate measures to remedy risks will be taken where risks are found.
- Daily activities will be planned to interrupt display screen work by breaks or changes of activity that reduce workload at the display screen.
- Information and training will be provided to employees at DSE workstations in relation to the measures which have been implemented.
- The Abbey School will take into account all entitlements which an employee may have to tests and appliances provided by the State and relating to eyesight and appliances.

Handling of Chemicals.

- Every precaution will be taken to avoid contact with the body, when handling chemicals on the premises.
- Suitable gloves, respiratory protection, and overalls will be provided.
- Employees are expected to wear the protective equipment provided as described under the duties of employees.
- All chemical handling will be in line with instructions on the MSD sheets and the Chemical Agents Regulations.
- Hazard Statements and Precautionary Statements for chemicals will be included in the risk assessment for each chemical.

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Section 4.4 **Safe Employees**

Information

- As far as is reasonably practicable, all information relevant to work practices will be made available to employees including Material Safety Data Sheets, operator manuals for machinery or equipment and HSA Guidance notes on all topics related to the work carried out in The Abbey School.

Induction Training

- Induction training will be delivered to each new employee and will include:
 - Identification of hazards in the work place
 - Manual Handling
 - Advice on zoonotic diseases
 - Accident and Emergency procedures
 - Use of fire fighting equipment
 - Safe access and egress
 - Personal protective Equipment
 - Reporting of breakage's or damage.

Updating Training

- When alterations take place to plant, equipment or the place of work all employees 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.

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Personal Protective Equipment

- The management is aware that personal protective equipment is to be used only as a last line of defence.
- With this in mind every other way for reducing the risk from a hazard will be sought in accordance with 3rd Schedule to the Health, Safety and Welfare at Work Act 2005, as set out in Safety Policy Statement.
- Where personal protective equipment has to be worn The Abbey School is responsible for the provision and maintenance of such equipment.
- All personal protective equipment supplied will meet EN standards as in the Personal Protection Equipment (Regulations) 2007.
- Management is responsible for selection of the correct personal protective equipment to suit the specific job.
- Department Managers are responsible for ensuring that employees are trained to use personal protection equipment correctly and to clean and store it correctly.
- Department Managers are also responsible for ensuring that personal protective equipment is worn when necessary.

Section 4.5 Safety Representation and Consultation

- The employees at The Abbey School are advised of their right to safety representation.
- Jim Ryan is the staff Representative.
- Each employee has access to all information in connection with the safety, health and welfare including access to the safety statement.
- Each employee is actively encouraged to make representation to management on any or all aspects of safety, health and welfare at the School.
- 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.
- Management will include Health & Safety on the agenda for the last staff meeting of each term.
- The Abbey School 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.

Pregnant Employees

In accordance with the Safety, Health and Welfare at Work (Pregnant Employees etc.) Regulations 2007, The Abbey School will:

- Assess the risks to safety and health of pregnant employees and any possible effect on the pregnancy of, or breastfeeding by employees resulting from any activity at The Abbey School.

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- Where risk assessment carried out reveals a risk to the employee's safety or health, or any possible effect on the pregnancy or breastfeeding of the employee, adjust temporarily the working conditions or the working hours (or both) of the employee so that exposure to such risk is avoided.
- Meet all requirements of the Safety, Health and Welfare at Work (Pregnant Employees etc.,) Regulations 2007

Section 4.6 **Welfare Facilities**

Rest rooms and Sanitary facilities

In accordance with the Workplace Regulations 2007, The Abbey School has provided and will be maintained:

- a rest room with chairs, table and basic canteen equipment.
- sanitary and washing facilities including shower and wash basin.
- toilets.

Bullying, Discrimination and Harassment

The Abbey School recognizes its duties as an employer under the 2005 Safety, Health and Welfare at Work Act to identify and safeguard employees against all risks to health and safety: This includes the psychological, emotional and cognitive effect that may be manifested by bullying in the workplace.

The Abbey School has Dignity at Work policies in place dealing with Bullying, Discrimination and Harassment in the workplace.

See the policy documents available at the Principal's Office

Section 4.7

Safety Inspections

- To ensure that a high standard of safety and health protection is maintained in The Abbey School the managers of the different School sections will carry out regular safety inspections of the workplace, the plant and equipment, personal protective equipment and systems of work.
- Any faults or problems found will be discussed with the employees and action taken to minimise the risks from hazards.
- The managers' inspections will be aided with the use of the hazard and risk assessment from the safety statement appropriate to their area of work.
- Any changes to the work place, equipment, personal protective equipment or work systems will be recorded in the appropriate part of this Safety Statement.

Services of a Competent Person

The 2005 Act and the 2007 Regulations require the employer to engage the services of a “competent person” to carry out the protective and preventive measures related to the health and safety risks involved in the organisation

- Where The Abbey School cannot solve health and safety problems within its own resources and staff, competent outside help and /or advice will be sought when and where it is necessary to do so.

New Equipment /New systems of Work

- 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 the hazard identification/ risk assessment /control measures section of the Safety Statement so that the Safety Statement is always up to date.

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Contractors

Contractors will be engaged from time to time in The Abbey School. The following precautions will be observed when contractors are engaged:

- The contractor's insurance policy should be provided by the contractor and seen by The Abbey School management in advance of any work commencing to ensure that the contractor's policy covers The Abbey School as an "away" from home site for the contractor.
- The contractor must provide a Safety Statement to detail the safety & health standards of his workers.
- The contract should state that if the contractor fails to comply with the agreed safety & health standards that the consequences will be loss of contract.
- So far as is reasonably practicable, the contractor's work area should be well defined area.
- Work equipment will not be made available to contractors, where it has to be provided it will be checked out to ensure that it is safe for use when used correctly.
- Any accidents involving contractors will be investigated in the normal way.
- Notifiable accidents involving contractors will be notified to the health & Safety Authority.
- All workers in the school will be advised in advance of contractors coming to carry out work.
- The Abbey School Safety statement will be brought to the attention of the contractor.

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Notification of Accidents and Dangerous Occurrences

(Part X of the General Applications Regulations)

- When any accident occurs at The Abbey School 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
Or
- When any person who is not at work but who as a result of an accident related to work or activity at The Abbey School dies or suffers injury or a condition requiring treatment from a doctor or hospital
Or
- When there is a dangerous occurrence as defined in the Twelfth Schedule to the Safety, Health & Welfare At Work (General Application) Regulations 1993,

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 and as soon as practicable send a written

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report in the approved form to the Authority of the death, injury, condition, accident or danger occurrence.

The Health and Safety Authority will be notified through the HSA internet site.

Report online at www.hsa.ie

Investigation of Accidents and Dangerous Occurrences

When any accident or dangerous occurrences happens:

- All accidents, dangerous occurrences and near misses will be investigated
- The date, time and location will be recorded as well as
- The Name(s) of injured person/s,
- The Name(s) of witness/s
- The account of the event given by witnesses and the injured person(s) will be recorded and signed as soon as possible after the event.
- The scene will be preserved for further investigation, when necessary.
- All investigation details will be retained on file.
- The cause(s) of the accident or occurrence will be established.
- Any practical solutions possible will be put in place and any further training, if needed, will be provided.
- Any and all recommendations, which are reasonably practicable, as control measures, to prevent a re-occurrence of the accident/occurrence, will be put in place.

Section 4.9 Accidents and Emergencies

The foreseeable accidents and emergency situations include the following:

- Fire.
- Chemical spill/Chemical contamination.
- First Aid Required after an accident.
- Possible spinal injury or limb injury when lifting or carrying items.
- Electrocution.

Fire

Each staff member will be trained in the use of Carbon Dioxide, ABC Powder and Water fire extinguishers. Each staff member is familiar with the location of the fire extinguishers. Fire Protection Services service 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:

- Carbon Dioxide extinguisher for electrical fires.
- ABC Powder for liquid fuel fires.
- Water for fire in dry combustible organic material.

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If a fire extinguisher is discharged it must be reported to the safety co-ordinator or safety representative and it will be refilled by the company servicing the extinguishers.

All fire incidents will be investigated to establish the cause(s) and to prevent reoccurrence.

A fire Register will be maintained up-to-date

Chemical Contamination

The main Hazardous Chemicals for each work area is in the Hazard Identification and Risk assessment section of the Safety Statement.

Material Safety Data Sheets are available for the chemicals where it is necessary to do so. All relevant staff members have been given a course on interpreting safety notices on chemical labels. Each relevant staff member is familiar with the action necessary in the case of chemical spill or chemical contamination with any of the chemicals.

All chemical spill accidents will be fully investigated to find the cause and develop improvements where reasonably practicable.

1st Aid

- In the event of a minor accident requiring 1st Aid attention there are 1st Aid kits kept and maintained at several work locations around the campus.
- In the event of a more serious accident requiring medical attention, such attention will first be provided by the local doctor on duty and on their advice attention will be sought, where necessary, from Limerick/Clonmel Regional Hospital A&E Department.
- Management is to update training of the Occupational First Aiders on the campus.
- List of trained First Aiders:
The Sports staff have had training in First Aid, this needs to be updated.

Electrocution

In the event of an electrocution accident the staff member should do the following:

- Assess the situation, do not get in contact with a source of electrical current.
- Switch off the source of electrical current.
- Remove the victim from contact.
- Check the victim's vital signs.
- Contact the Occupational First Aider.
- Contact emergency services.
- Administer mouth to mouth resuscitation.
- Keep the victim warm and comfortable.
- Stay with the victim until medical assistance arrive

Section 5 **Emergency Contact Numbers**

Emergency Services	999 or 112
Local Garda Síochána	062-51212
Garda	062-80670
Kylecourt Clinic	062-51687
Rosanna Primary Care	062-51657
Dr. van Eynatten practice	062-52655
Care Doctor	1850 334 999
Our Lady's County Surgical Hospital, Cashel,	062-61022 9am-5pm
South Tipperary General Hospital, Clonmel.	052-6121900
H.S.A	01-6147000

In the event of a person coming into accidental contact with chemicals and you require information about administering first-aid on the treatment of poisons, contact The Poisons Information Centre at Beaumont Hospital, Dublin. Telephone: (01) 837 9966. Once you have contacted the information centre, have with you the container or suspected chemical name, MSDS and the type of work that person was doing at that time. All of that information at hand could save a life. Also following the above procedure.

**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. Be prepared to go and meet the emergency services on the way if necessary to direct them to a remote location.*
- 5. Give your name and contact telephone number.*
- 6. Do not hang up until you are told to do so by the emergency services' operator.*
- 7. Stand away from scene and give emergency services assistance only if asked to do so.*