

Seamount College

Health & Safety Policy

Health & Safety Statement

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management of Seamount College to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect pupils, 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 pupils 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 as employer, undertakes in so far as is reasonably practical to:

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

Provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively

Maintain a constant and continuing interest in safety and health matters pertinent to the activities of the school

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

Consult with staff on matters related to safety, health and welfare at work

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 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

Chairperson , Board of Management

Seamount College, Kinvara

Date: _____

Safety Management Structure

Principal

Deputy Principal

Staff

Students

Visitors

School Profile

Seamount College opened as a boarding and day school for girls, with an enrolment of 12 pupils on the feast of Our Lady of Mercy, Sept 24th 1922 in Seamount House which had served as a residence for Dr Hynes. His successor Dr Nally married Elizabeth Hynes who eventually made a gift of Seamount House and grounds to the Sisters of Mercy.

The school continued to flourish and in 2010 went co ed.

Extensions and renovations have taken place over the years, including the installation of a lift. Current enrolment stands at 451, and enrolment continues to increase.

The school is now a diocesan school under the patronage of the Bishop of Galway, Dr Brendan Kelly.

Rational for this Policy

This Health & Safety Policy sets out the general policy of Seamount College, and has been prepared in compliance with the Safety, Health and Welfare Work Act 2005. The aim of this policy is to do all that is reasonably practicable to secure the Safety, Health and Welfare of our staff and students while at work and play and all others affected by our work. Safety is everybody's responsibility and it is the duty of all to take all reasonable precautions to avoid injury to themselves and to those who may be affected by their actions. The achievement of a safe and healthy working environment requires the commitment and co-operation of all those in the school community.

Goals of the Policy

To enable all members of staff at Seamount College to carry out activities in the school safely with full awareness of health and safety procedures.

To maintain a safe environment in the school for staff and students at all times.

To develop students , staff and parent awareness of safety regulations in the school.

Scope of this policy

The scope of this policy involves the entire school community- Principal, teachers, parents, students, delivery staff, visitors to the school , etc.

Board of Management Responsibility

Are as follows:

Complies with its legal obligations as employer under the 2005 Act.

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

Reviews regular reports on safety and health matters

Reviews the safety statement annually and implements changes that are required for workers safety

Allocates adequate resources to deal with health and safety issues

Appoints competent persons as necessary, to advise and assist the B.O.M on safety and health at the school.

Principal's Responsibility

Ultimate responsibility for the implementation of the school's safety rests with the Principal

The principal's responsibilities are as follows:

Complies with the requirements of the 2005 Act

Reports to the B.O.M 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

Carries out safety audits

Ensures adequate protective equipment is available.

Ensures that the services of external consultants are used where special training or assistance is required

Ensures the Health & Safety Authority inspectors are provided with any information requested.

Ensure that control measures called for in the hazard audit sheets are implemented.

Record all reported accidents

Report accidents involving staff which result in absence from work for more than 3 consecutive days directly to the Health & Safety Authority

Keeps records of Details of staff training

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 Representative Responsibilities

The safety representative is elected by the staff. Their responsibilities are :

Represent the staff in consultation with the employer on matters relating to safety, health and welfare.

Represent staff in consultation with officers of the H&S authority.

Accompany a Health & Safety inspector on his/her tour of the school if requested.

Ensures that all staff are aware of their duties under the Safety Policy

Teaching /Non-teaching Staff

Responsibilities are

Comply with all statutory obligations on employees as designated under the 2005 Act

Co-operate with school management in the implementation of the safety statement

Inform pupils of the safety procedure associated with individual subjects

Ensure pupils follow safe procedure

Conduct risk assessments of their immediate work environment

Check that equipment is safe to use

Select and appoint a safety representative

Report accidents, complete accident report forms, report near misses and dangerous occurrences to Principal/ Deputy Principal.

Student Responsibilities:

To alert the class tutor to any Health & Safety defects that they notice in their classroom/changing room/general school areas.

Hazard Identification and Risk Assessment

It is the policy of Seamount to:

Identify hazards in the workplace

Assess the risk to health and welfare

Control risks as far as possible so that they are eliminated or reduced to an acceptable level

Risk Assessments for School laboratories, Art room are attached.

Safety Training

Management shall identify the training needs of their staff and ensure they are fulfilled.

Safety update will be part of new staff induction.

Staff training is not only concerned with imparting facts but also with notifying staff to be always conscious of their responsibilities (supervision, risk assessment of their environs.....) and to be equipped to deal with emergencies

Consultation/Communication

Staff meetings

Consultation between individual members of staff and Principal

Board of Management meetings

Emergency Procedures

Accident:

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:

Observe the accident location and the status of the injured person

If there is a risk of further injury and the area cannot be made safe, seek appropriate advice and move the injured person to safety.

Call for immediate assistance or emergency advice

See that first aid is administered by a competent person.

Call ambulance if required.

Gather all information immediately about the accident and what led up to it, obtain and record witness statements

All concerned to write up accident reports and give to Principal

Notify Safety representative.

Assist Health & Safety Authority, if involved, as required

Notify Insurance Company and seek further guidance on further reports and investigation

First Aid/Defibrillators

Fully stocked first aid kits are available at reception.

The school has two defibrillators, one at reception and the other at ground entrance to new extension

All staff as of Sept 2017 are fully trained in use of defibrillators and first aid.

Fire Drill

Fire drills are carried out on a regular basis

In the event of the fire alarm going off, all staff and students will evacuate the building and congregate at the ball wall as per fire drill.

Plans of fire exits for each classroom are posted in each classroom

Pupils will leave their rooms in single file as per teacher instruction.

Teacher will close windows and doors

If staff/student toilets are on exit route teacher should check

Principal, Deputy Principal will check all rooms

School secretary will man the phone to deal with Fire Alarm Monitoring Company.

Fire brigade will be called if necessary

During evacuation the following must be observed:

Students must comply with all instructions issued by teacher /person in charge

No running

No talking, laughing or shouting

No overtaking, pushing etc

No going back

All staff and students are expected to adhere to evacuation procedures regardless of false alarm or not.

On evacuation, assembly on the Astro pitch will take place as follows:

All classes will be grouped in their class group/ year groups and should stay for the duration.

Teachers will take the roll call for the students they are responsible for.

Only with permission from Principal or Deputy Principal can a teacher return to look for missing person.

Staff may extinguish fire with available fire extinguishers as long as it does not present personal risk.

Said fire extinguishers are maintained yearly.

