

# HEALTH & SAFETY POLICY

OF

MERCY COLLEGE,  
WOODFORD,  
LOUGHREA,  
CO. GALWAY.

Ratified by the Board of Management on:

Date: 14<sup>th</sup> March 2016

Signed: \_\_\_\_\_  
Secretary, Board of Management

## Section A. General Policy Statement

SAFETY STATEMENT OF: Mercy College, Woodford, Co. Galway.

This document sets out the Health and Safety Policy of Mercy College Secondary School and specifies the means provided to achieve that policy. Our objectives are based on our Mission Statement:

" The School is committed to fostering Christian values and mutual respect in a caring and safe environment"

To this end we endeavour;

- To provide and maintain a caring, healthy, and stable environment where all our staff and pupils feel safe and secure.
- To meet our duties to contractors and visitors.

The success of this policy will depend on your co-operation. It is therefore important that you read the document carefully and understand your role and the overall arrangements for health and safety at the school.

It is our intention to review this policy in the light of experience and developments at the school. Staff, parents and pupils are encouraged to put forward suggestions for improvements to the statement.

SIGNED: \_\_\_\_\_

Chairperson, Board of Management

DATE: \_\_\_\_\_

## Section B. Management Safety Structure

### 1. INTRODUCTION

This document has been prepared in compliance with the Safety, Health and Welfare at Work Act, 1989 and the Safety and Industry Regulations, 1993.

### 2. BOARD OF MANAGEMENT PHILOSOPHY

The Board of Management recognises and accepts not only its statutory responsibilities but also its obligations as an employer to direct, manage and achieve the safety, health and welfare at work of every staff member, pupil and guest alike. The Board of Management believes that each staff member, pupil and guest accepts her or his legal and moral responsibilities for improving and maintaining safety, health and welfare in the workplace and for behaviour which does not jeopardise the individual's personal safety, health and welfare or that of others.

### 3. SAFETY ORGANISATION

Safety is a line management responsibility. The Board of Management shall be responsible for overseeing the safety provisions on behalf of the school. The Board appoints a Safety Officer to take responsibility for Health and Safety matters. The staff elect a Safety Representative to monitor health and safety matters in the school and to report to the Safety Officer or Management on any relevant issues. A School Safety Committee comprising of the Safety Representative and members from each sector of the school community. meets at regular intervals. These persons should be consulted if any of the employees have queries regarding any of the safety provisions mentioned in this statement. Their main duties and responsibilities are as follows:

- (a) To guide and advise on all health, safety and welfare matters.
- (b) To ensure that the School fulfils all statutory requirements in respect of the Safety in Industry Act 1980 and Safety, Health and Welfare at Work Act 1989.
- (c) To ensure that the appropriate safety education and training are co-ordinated and carried out using both in-house and external resources.
- (d) To undertake regular and appropriate revision and auditing of the school safety procedures and methods of operation and to ensure that they are kept up to date.

(e) To ensure that adequate fire protection and prevention measures are provided.

The Principal shall ensure that all accidents and dangerous occurrences are investigated and shall ensure that appropriate statutory notifications are properly completed. All accidents must be reported on the appropriate accident form. Causes of accidents shall be determined as far as practical and where appropriate, remedial action shall be specified.

Teachers are responsible for safety in their own areas and for the implementation of relevant safety procedures. The Safety Representatives shall monitor safety generally and the operation of safety procedures. The Principal shall ensure that each employee receives a copy of the Safety Statement and is familiar with its contents.

## Section C. WRITTEN “RISK ASSESSMENT”

### 1.HAZARDS

*A hazard is anything which has a potential to cause personal injury or ill health.*

Make a full “Risk Assessment” for each area of the school and identify all dangers and hazards. All Hazards are classified as “High, Medium, Low”.

High risk	The probability of permanent injury or death
Medium risk	The probability of hospitalisation or over three days absence
Low risk	Where 'in house' First Aid can deal with an injury

#### A. IDENTIFY

The following hazards (in as much as can be identified) are considered by the school to be a source of potential danger and are brought to the attention of all concerned:-

(a) Inside the building

1. Fire Alarm and Burglar Alarm - operational
2. Main Fuse Board Room
3. Power Distribution Board
4. Emergency Lighting
5. Boiler House
6. Canteen
7. Handrails on all stairs
8. Photocopiers
9. Hand dryers
10. Electric Fire
11. Paper shredders and Guillotine
12. Trailing leads, tiles, carpets, windows, doors, defective
13. Furniture, fixtures and fittings in rooms, corridors and social areas, steps, stairs.
14. Practical Rooms - Art Rooms, Domestic Science Rooms, Science Labs., Sports & Drama Centre.(see Appendices 3 & 4)
15. Workshops and machinery
16. Slippery floors.
17. Monitoring of radon levels.

(b) Outside the Building

1. Potholes on drive or paths
2. Manhole and shore covers
3. Holes or depressions on playing surfaces e.g. pitches, lawns, courts.
4. Handrails on all steps
5. Moss or algae on paths and steps
6. Security locks on all doors
7. Adequate lighting on avenue and around Sports Hall
8. Secure gates and fencing
9. Wire, briars and bushes on perimeter fence and avenue
10. Salting in frost and snow.

(c) 'Human Factor' hazards.

The 'human factor' hazards which may introduce illnesses such as measles, scabies etc. as well as stress related illnesses among employees should also be identified at this stage.

Factors which may contribute to stress related illnesses include;

1. Low level of input in decision making process
2. Work overload
3. Unrealistic personal expectations
4. Poor working relationships
5. Uncertainties about limits of discipline
6. Inappropriate pupil teacher ratios
7. Teaching unfamiliar subjects
8. Teaching low ability children in mixed ability classes
9. Actual or potential violence
10. Poor pupil motivation
11. Dealing with anxious or aggrieved parents

Other Human Factor Hazards include:

1. Overcrowding - classes kept beneath recommended levels for teaching and room size
2. Bullying - Staff and students (see Appendix 6)
3. Communicable diseases - Whooping Cough Measles  
German Measles Scarlet  
Fever Scabies  
Hygiene  
Legionnaires

- (d)
1. School Trips
  2. Coach Trips
  3. Administration of medicines
- (Consult Policy Documents on each)

## **B. ASSESS THE “RISK” OF INJURY**

Where any or all the above are seen to be potentially hazardous action must be taken to eliminate them.

## **C. CONTROL METHODS TO MINIMISE THESE DANGERS**

The following safety/protective measures must be adhered to:-

- (a) Access to and operation of plant/equipment is strictly restricted to qualified members of staff whose job function is that of running, maintaining, cleaning or monitoring particular items of plant in the course of their normal duties.
- (b) In addition, all such plant and machinery is to be used in strict accordance with the manufacturers instructions and recommendations.
- (c) All machinery and electrical equipment are fitted with adequate safeguards. (see Appendix 7)
- (d) Precautionary notices in respect of safety matters are displayed at relevant points.
- (e) Supervisory controls have been instigated to ensure safety protective measures are adhered to.
- (f) Regular inspection of all listed hazards - such lists to be placed in a prominent position for ALL staff and pupils to inspect and to report any additional danger or hazard they may come across.
- (g) Regular inspection and testing of all emergency equipment - fire hoses, extinguishers, sand buckets, blankets, first aid equipment, fire alarms, emergency lighting, fire doors, escape routes, assembly points, work equipment - ladders, grass and hedge cutters, saws, angle grinders, vacuum cleaners, polishers etc.
- (h) Regular evacuation drills and review of procedures (see appendices 1 & 2 - instructions).
- (i) Regular servicing of heating, plumbing and electrical systems, roof, guttering, drains and sewage systems and sky lights.
- (j) Thorough cleaning of all areas and removal of all rubbish and the spraying of moss and lichens on paths and drive.

- (k) Use of Rentokil for vermin.
- (l) Supervision of all areas during recreation and lunch breaks.
- (m) Winter Warning
  - Check premises regularly during cold weather - weekends and holidays.
  - Ensure all tanks and pipes are properly lagged.
  - Have a frost thermostat fitted and ensure it is working properly.
  - Salting for snow and ice.

(See Appendix 5)

The DES must take responsibility for any large amounts of funding needed to rectify health hazards such as asbestos, emergency lighting and fire alarm systems.

## 2. SAFETY TRAINING

- a. Appointment of and training for Safety Officer and Safety Representative.
- b. Appropriate training for all staff in health and safety procedures -
  - (i) Instructed in lifting and Manual Handling methods.
  - (ii) First Aid
  - (iii) Safety systems of work
  - (iv) Hazard identification
  - (v) Emergency planning (regular evacuation drills)
  - (vi) Advised of the nature and location of fire equipment and how it is safely operated.
  - (vii) Notified of any changes in safety procedures as a result of regular monitoring and review of health and safety performance.
  - (viii) Health and Safety induction training for new staff.
  - (ix) Accident reporting procedures - Accident Report Book and Report Form
  - (x) Advised of the protective clothing and safety equipment available and the areas where they MUST be worn.

### 3. ELECTRICAL AND GAS APPLIANCES

Arrangements have been made for all electrical and gas appliances to be checked on a regular basis by a competent person, i.e. maintenance person, the supplier or his agent. Before using any appliance the user should check that :-

- All safety guards which are a normal part of the appliance are fitted and in working order.
- Power supply cables/leads are intact and free of cuts or abrasions.
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- Not to turn on or light gas appliances unless the fail safe system indicates it is safe to do so.

### 4. CHEMICALS, SOLVENTS, DETERGENTS, COPIER TONER ETC

Safety data sheets are supplied with all such materials, which are itemised and kept in designated areas. Members of staff using these materials should familiarise themselves with the hazards associated with the materials and precautions to be taken in event of spillage, splashes etc.

#### Science Lab Safety

Science lab safety and use and dispose of toxic substances is controlled by General Laboratory and Specialist Room Regulations (Appendices 3 & 4)

### 5. WELFARE

To ensure the continued welfare of staff, toilet and cloakroom areas are provided. Staff must co-operate in maintaining a high standard of hygiene in these areas. Members of staff are reminded that:-

- (a) Any person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the Principal of any known side effects or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers or pupils. The Principal will arrange or assign appropriate tasks for that person to carry out in the interim.
- (b) Illicit drugs and alcohol. Staff are not allowed to attend the premises or carry out duties whilst under the influence of alcohol or illicit drugs.

## **6. FIRST AID**

To comply with 1993 Safety and Industry regulations (SI No. 44 of 1993)

To deal with minor injuries, First Aid boxes are located in the Art room, Construction Studies/Materials Technology Rooms, Kitchens, Science Labs., Staff Room, Canteen, Gymnasium and General Office. First Aid kits are supplied to the sports' teams. Immediate medical assistance is sought for more serious injuries.

Consult Policy Document on the Administration of Medicines.

## **7. FIRE EQUIPMENT AND EXITS**

- (a) Fire extinguishers (and hose reels) are provided and correctly sited to meet statutory and insurance requirements.
- (b) All fire fighting equipment is regularly tested and serviced by specialised contractors and access to appliances is kept clear.
- (c) All fire exits and emergency paths of egress are marked using the standard symbols.

## **8. FIRE PREVENTION**

- (a) Fire safety inspections and analyses of potential fire hazards are regularly carried out by qualified personnel.
- (b) Liaison with relevant authorities take place as is necessary.

## 9. EVACUATION SCHEME

- The school management is responsible for fire prevention arrangements and for co-ordinating all emergency procedures but may delegate such organisation to a named member of staff in accordance with the Safety Statement.
- It is of the utmost importance that an evacuation scheme should exist to enable pupils to leave the premises rapidly and safely in the event of an emergency such as fire, gas leak, flooding, risk of explosion, etc.
- Details of the scheme, map and exit procedures should be prominently displayed in every room and should be maintained in a legible condition.
  - The scheme should contain specific arrangements for what to do when a fire is discovered:-
    - ◆ raise the alarm;
    - ◆ evacuate the building;
    - ◆ summoning emergency services such as fire brigade, ambulance, etc.;
    - ◆ attack the fire if trained and it is safe to do so.
  - The scheme should contain the procedures on what to do on hearing the alarm
    - ◆ leave the building by the nearest route or route indicated on map;
    - ◆ close doors behind you;
    - ◆ report to your assembly point (and indicate where it is); and stay at your assembly point until told to return to the building.
  - Regular practices should be carried out to familiarise both pupils and teachers with the recommended procedures.
  - Escape routes should be clearly identified, must be kept free from obstruction and exit doors should be easily opened by pupils from the inside. Appendix 11 - Maps and procedures

## **10. SMOKING**

New government Regulations March 29<sup>th</sup> 2004 Smoking is prohibited in all public places and places of work. Legal penalties apply for breaches of this law. This legislation is about the right to work in a smoke free environment.

### **11. (a) SURROUNDING PROPERTY - Grounds, Playing Areas, etc.**

The maintenance of buildings, playing areas and grounds generally is a major consideration in relation to potential Public Liability claims. There must be effective control of pedestrian and vehicular traffic in and about the grounds, and where there are designated access and egress routes, it must be clear that these are properly enforced. The delivery and collection of students by parents is a factor which needs to be managed, particularly where large numbers are involved and where parents may actually access the school grounds in cars. If at all possible pedestrian and vehicular traffic should be separated.

The surfaces of all access ways should be regularly inspected and repairs carried out where necessary. Areas of floors or stairways which are undergoing maintenance, repair or cleaning should be cordoned off securely and adequately signposted. It is of course preferable that these activities be conducted outside school hours. There should be adequate lighting of all traffic areas whether for pedestrians or for vehicles.

### **11.(b) DUTIES OF EMPLOYEES**

The attention of staff is drawn to the following duties of persons employed as laid down in Section 9 of the Safety, Health and Welfare at Work Act, 1989.

1. It shall be the duty of every employee while at work:-
  - (a) To take reasonable care for her/his own safety, health and welfare and that of any person who may be affected by his/her acts or omissions while at work:
  - (b) To co-operate with her/his employer and any other person to such an extent as will enable her/his employer or the other person to comply with any of the relevant statutory provisions:

(c) To use in such manner and so as to provide the protection intended for any suitable appliance, protective clothing, convenience, equipment or other means or thing, provided (whether for her/his use alone or for use by her/his in common with others) for securing her/his safety, health or welfare while at work; and

(d) To report to her/his employer or her/his immediate supervisor, without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare, of which she/he becomes aware.

2. No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provision or otherwise, for securing the safety, health or welfare of persons arising out of work activities.

## 12. ACCIDENT/INCIDENT REPORTING

All accidents/incidents, no matter how trivial, and whether to staff, pupils or members of the public must be reported to the Principal. This is necessary to monitor the progress of safety standards and to ensure that proper medical attention is given where required. The first priority of those who are at the scene of an accident should be:-

- care and protection for any persons involved; and
- immediate protection against the risk of any further injury.

It is essential that a report be drawn up by the teacher or person in charge as soon as possible after an accident. Delay could cause vital information to be missed and persons with strong personalities to influence others. Failure to investigate an accident and implement its' findings could allow a recurrence of a similar accident. The accident report should give the following:-

- Time and location of accident.
- Nature of injuries sustained and individuals affected.
- Others present as witnesses.
- Damage sustained.
- A comprehensive description of the events leading up to the accident and the emergency action undertaken. A sketch or photograph of the accident scene as necessary.
- Name of reporter and name(s) of staff assistants.
- Recommendations to prevent recurrence with a view to the prevention of similar accidents in the future.

A copy of the report must be given to the school principal for keeping in school records and to the safety officer and a copy kept in the accident report file. A specimen report form is given in Appendix 1.

## 13.INTERNET SAFETY

It is important to stress at the outset that, due to the nature of the technology and the uses and abuses to which it is put, it is not possible to guarantee the safety of all children using the Internet, the World-Wide Web or other on-line services. However, with appropriate precautions, it should be possible to greatly minimise the risks involved. It is widely believed that the potential benefits for students and teachers of using this technology far outweigh any risks involved.

There are three main categories of risk associated with Internet usage:

- Exposure to illegal and/or harmful images and text, whether violent, hate-based or of a sexual nature.
- Receiving messages which are demeaning, threatening or in other ways disturbing to the well-being of the child.
- Being lured into a physical encounter which might threaten the safety and well-being of the child. Cases have been reported where paedophiles have used the Internet to initiate contact with a child, gain the child's confidence and ultimately to arrange a face-to-face meeting.

### Precautions

- Ensure that appropriate blocking/filtering software is installed in conjunction with the computer's Internet access software. This software, while not entirely foolproof, will greatly reduce the risk of deliberate or inadvertent access to undesirable material. Firewall and filtering system installed April 2004. Also latest Anti Virus software.
- Don't permit Internet sessions without close monitoring of the children's activities.
- Don't allow unmonitored chat room sessions to take place.
- Don't permit the opening of e-mail attachments from unsolicited or unknown sources.
- Learn about the World Wide Web and seek advice from the NCTE and your ISP about safe sites and educational resources on the Web. Direct on-line sessions towards those resources only.

- Don't permit registration or the signing of visitor's books at Web sites without permission.

The school should consider developing a school website to include projects, art work or writing which would be suitable for publication on the World Wide Web.

- Children's work should appear in an educational context on web pages with a notice prohibiting the copying of such work without expressed written permission of the school.
- No home address, telephone number, contact details, or personal student information should appear with such work.
- The school should get the parental permission prior to publishing children's work.
- Large group photographs should only be used on the school website.
- Portrait style or small group photographs should be avoided on school websites.
- No name, home address, telephone number, contact details or personal information should appear with student photographs.
- If the webpage is inviting contact from other Internet users, use school or class email address.
- The school should get parental permission prior to publishing photographs of pupils.

The Data Protection Act 1990 was passed to deal with privacy issues arising from the increasing amount of information kept on computer about individuals. In giving new rights to individuals, the Act also puts new responsibilities on schools who keep personal information of pupils on computers or on school websites.

The school should only publish information that is relevant to the context of the webpage. Do not publish more pupil information than is necessary for the purposes of the school website.

Ensure that parents are informed of pupil information on the school website.

**Consult also the following Policy Documents: Internet Acceptable Use Policy (AVP).**

## 14. GENERAL SAFETY

### 1993 Safety and Industry Regulations

The aim of the Board of Management is to provide a healthy and safe working environment. This can be achieved with the help and assistance of all staff and pupils by

- (a) Observing the general rules of safety.
- (b) Using all plant, machinery and equipment in a safe and proper manner.
- (c) Employing the proper procedures when carrying out tasks and ensuring that no practices are used which may act as a source of danger to themselves and/or others.
- (d) Keeping work areas clean and tidy at all times.
- (e) Making sure all corridors and passageways, particularly those leading to escape routes, are kept free of obstructions at all times.
- (f) Taking care that fire points are not blocked or covered up in any way and that they are ready for use if the need arises.
- (g) Staff room - keep clean and tidy at all times.

Due to the current 'openness' of the site, strangers who are not part of the school community have access to both the school buildings and the grounds. Staff should ensure that, if they are alone within a building, that the external doors to that building are locked and that they are in possession of a key to the external door. Staff encountering a stranger in a building, should direct that person to the Main Office and report the incident immediately to the Main Office by phone or by sending a student. It is preferable that no one person should challenge a stranger but rather that at least one other member of staff be present.

*A parent seeking a student or a member of staff, if encountered in the corridor, must be directed to the Main Office at all times.*

*Parents must NEVER be directed to a room occupied by a teacher. A parent wishing to see a teacher without a prior appointment must be seen by the Principal or Deputy Principal.*

A child sought by a parent must be brought from a classroom to the parent by the Principal or the Deputy Principal, or on the direction of either the Principal or Deputy Principal, may be requested to be sent to the Office.

## **15. Security**

Each member of staff must lock outer doors when they enter and leave any building after hours. Valuable items should therefore be securely locked away at the end of each school day. No cash or personal valuables should be left overnight in classrooms, the staff room, or any other accessible place. Money can be handed into the Secretary to be put in the safe or for lodging in the bank. Any money handed in should be accompanied by full details. Slips for this purpose are available from the Secretary.

All monies collected for trips etc. must be handed in on a daily basis to the Secretary as outlined above.

Prior to the start of a holiday period, a list of items to be locked away should be given to maintenance staff to deal with the matter.

Staff who require access to the buildings outside of school time will be issued with a key for which they will be asked to sign. To guarantee security, no member of staff should give her or his key to any other person (teacher or student), or cut (or permit anyone else to cut) a spare key from it.

Section D

CONCLUDING COMMENT

This Safety Statement has been prepared based on conditions existing in the premises of the School at the time of writing and is subject to regular review. It may be altered, revised or updated at any future date in order to comply with any changes in conditions.

Signed: \_\_\_\_\_  
Chairperson, Board of Management

Date: \_\_\_\_\_

## APPENDIX 1

### MERCY COLLEGE

#### Fire Safety - Guidelines and Drill

1. Fire safety concerns life and death, and should be treated seriously.
2. Though the risk of fire in the school is not great, it is, however, very important that each pupil is trained to react rationally when confronted with a fire or other emergency at home, at a disco etc.
3. The importance of keeping CALM should be stressed. Panic rather than fire, is more likely to result in injury or loss of life.
4. The purpose of the basic Fire Drill, which we do in Mercy College, is to prevent panic and ensure the safe orderly and efficient evacuation of all occupants of the school.
5. The Fire Drill sequence is as follows ALARM, EVACUATION, ASSEMBLY ON COURTS - AND ROLL CALL OR HEAD COUNT.

## APPENDIX 2

### FIRE DRILL

1. School Alarm Bell will be activated
2. Teacher gives following instructions to pupils:
  - “STAND” (close window if open)
  - “SINGLE FILE”
  - “GO” (when way is clear)
3. Teacher closes classroom door and follows class to courts.
4. Pupils proceed calmly to Assembly Courts in SINGLE FILE.
  - They must WALK
  - They must NOT OVERTAKE
  - They must NOT PUSH others
  - They must NOT TALK or LAUGH at any stage, so that instructions may be heard.
5. Teachers not in class, pupils in other parts of the building, office staff etc. also proceed to Courts via nearest exit.
6. Pupils MUST stand quietly in Courts, each class in single file.
7. ROLL CALL. Teacher calls class Roll or does headcount
8. After “ALL CLEAR”, pupils, teachers etc. return to school in an orderly manner.

## APPENDIX 3

### Laboratory Safety Rules for Pupils

The following are enforced to keep yourself and your classmates safe while in a school laboratory.

1. Do not enter the laboratory without permission.
2. Do not use any equipment unless permitted to do so by your teacher.
3. Make sure you know exactly what you are supposed to do. If in doubt, ask your teacher.
4. Make sure you know the position of all safety equipment in the laboratory, e.g. fire extinguishers and first aid equipment etc.
5. Always wear eye protection or gloves when instructed to do so.
6. Long hair must be tied back during practical classes.
7. Place your bag and other personal items safely out of the way.
8. Never handle any chemicals/paint/solvents with bare hands.
9. Nothing must be eaten, tasted or drunk in the laboratory.
10. Any cut, burn or other accident must be reported at once to your teacher.
11. Always check that the label on the bottle is exactly the same as the material you require. If in doubt, ask the teacher.
12. Any chemical spilled on the skin or clothing must be washed at once with plenty of water and reported to your teacher.
13. Test tubes should never be overfilled. When heating a test-tube ensure that the mouth of the test-tube is pointed away from yourself and everyone else.
14. All equipment should be cleaned and put back in its correct place after use.
15. Always wash your hands after practical work.
16. Students should behave in a responsible manner at all times in the laboratory

## APPENDIX 4

### General Laboratory and Specialist Room Regulations

- Pupils must not enter a Specialist Room unless a teacher is present

#### ATTENTION

- Pupils must pay attention to what they are doing and follow instructions exactly.

#### BEHAVIOUR

- Pupils who engage in giddy or potential dangerous behaviour at any time may be barred from work of a practical nature in the future.

#### IN THE INTEREST OF SAFETY:

- Pupils in a Specialist Room must attempt no unsupervised practical work.
- Girls with long hair must tie it back out of the way of their work.
- All breakages must be reported immediately to the teacher in charge.
- Any burns, cuts etc., that a pupil may sustain while performing practical work must be reported immediately to the teacher in charge.
- Gas and electrical outlets are not to be meddled with.
- Pupils must enter and leave the room in an orderly manner when given permission to do so by the teacher.
- Chemical spills, should they occur, must be reported immediately to the teacher in charge. The teacher will only take the appropriate remedial action.
- Pupils should always view the contents of test-tubes through the sides of the tube and never look directly into a test tube.
- A pupil should take care to point the open end of the test tube away from herself and her neighbour when heating a test tube.
- Passageways must always be clear of bags etc. to allow for free circulation in the Laboratory.
- Pupils should allow equipment to cool after heating before handling.
- Labels on containers must always be carefully read before any of the contents are used in practical work.
- Biological material, living or dead, must be used/handled in accordance with the teacher's instructions.

#### PROTECTION

- Protective goggles and gloves must be worn when necessary.
- Laboratory coat to be worn when doing practical work.

#### HYGIENE

- Pupils should wash their hand carefully after having completed experimental work.
- Pupils should dispose of waste materials as instructed by the teacher.
- When practical work has been completed, all equipment must be cleaned and put in proper storage space and the bench left clean and dry.

- No solid waste material is ever put into the laboratory sinks. Sinks are to be left clean after each practical session.

#### FORBIDDEN

- Eating and drinking is forbidden in the laboratory.
- Under no circumstances may a pupil remove any item from a laboratory except when given very clear permission to do so by the teacher in charge.

## APPENDIX 5

### Frost Protection for Schools

Frost protection for Schools, because they are unoccupied at night, at weekends, and during holiday periods, are prone to suffer frost damage during severe or prolonged cold weather.

Here are some precautions you should take to avoid frost damage to hot water heating systems, water services and also subsequent water damage to buildings and contents, during such weather.

- Ideally heat should be maintained in the building during periods of severe cold.

(a) If the heating system is fitted with a frost thermostat ensure that it is correctly set, I.e. 35°F or 2°C if located in doors, or 32°F or 0°C if outdoors. Test its effectiveness by setting it at the surrounding temperature. If the system does not start up have it checked by an engineer.

N.B. If frost switch is fitted thus puts either the frost thermostat or time switch in control of the heating. **THREE IS NO PROTECTION UNLESS THE SWITCH IS IN THE 'FROST' POSITION.**

(b) If the heating system in the school has no frost thermostat the system should be started manually and checked periodically by a responsible person and kept running long enough to keep temperatures in the building and the boiler room at a safe level.

- Remember to protect your oil against freezing. Precautions listed above will be ineffective if the oil is frozen and cannot reach the boiler. This may happen if temperatures of 12°F or -9°C prevail. The oil supply pipe can be protected with weatherproof insulation and a tarpaulin cover will provide emergency protection to the tank.

Where the heating system is used, internal doors should be left open to protect unheated or poorly heated compartments. Make sure all radiators are on.

- If air vents in the boiler room are closed off leave sufficient opening to allow an adequate supply of air for combustion.
- If the system is not to be kept running during periods of severe cold the entire system (including the boiler) must be drained. Remember to open radiator vents to ensure complete drainage.

- Where the system is drained or the building is otherwise unheated all sanitary and domestic water services should be drained by shutting off at the main and running and flushing off all water in pipes and tanks and cisterns. In these circumstances outside toilets and pump houses should be similarly protected.
- Make sure that all tanks and pipes in the roof space and all external vent or expansion pipes are well lagged or insulated.

NOTE: When a heating system is drained switch off at the main switch and place a prominent notice on the switch stating - SYSTEM DRAINED- DO NOT START.

## APPENDIX 6

### School Policy on Countering Bullying

Considerations in outlining a positive school policy on counter bullying:

1. Staff members share a collegiate responsibility, under the direction of the principal teacher, to act in preventing bullying/aggressive behaviour by any member of the school.
2. The school promotes qualities of social responsibility, tolerance and understanding among all its members, both in school and out of school.
3. The school acknowledges the uniqueness of each individual and his/her own worth as a human being.
4. The school promotes habits of mutual respect, courtesy and an awareness of the interdependence of people in group and community.
5. The school recognises the right of parents to share in the task of equipping the pupil with a range of life skills.
6. The school recognises the need to co-operate with and keep parents informed on procedures to improve relationships within the school community.
7. The school takes particular care of "at risk" pupils and uses its monitoring system to provide early intervention when/if necessary and responds to the needs, fears or anxieties of individual members in a sensitive manner.
8. The school identifies aspects of the curriculum through which positive and lasting influences can be extended towards forming pupils' attitudes and values.
9. The school has the capacity to change in response to pupils' needs.
10. The school has a clear commitment to promoting equity in general and gender equity in particular in all aspects of its functioning.
11. The school disapproves of vulgar, offensive or other aggressive behaviour by any of its members.
12. The school acknowledges the rights of each member of the school community to enjoy school in a secure environment.

**Consult also separate policy document on bullying.**

## APPENDIX 7

### WOODWORK ROOM MACHINES

#### 10.6 Sawing Machine (band circular)

NOTE 1: New sawing machines purchased since 1997 should have a number of enhanced safety features including a braked motor.

Note 2: The woodworking Approved Code of Practice issued under PUWER 1998 requires that existing sawing machines include a braking device providing a run down time of less than 10 s

#### 10.6.1 Band Sawing Machine

NOTE: Band sawing machines are 'high risk woodworking machinery' (see 10.1)

##### 10.6.1 Hazards:

Employees and students should be aware of the following hazards:

- a) Work pieces can become jammed in band sawing machines
- b) Bench mounted band saws can become detached from the bench
- c) Hands and fingers can come into contact with the blade
- d) Clothing can become entangled with the blade
- e) Wood dust can be inhaled
- f) Noise can cause permanent hearing damage
- g) Inadvertent starting of the machine can present a hazard/

##### 10.6.1.2 Risk Control Measures:

It is essential that the machine is provided with:

- A means of electrical isolation using a fused switch disconnecter on or adjacent to the machine and that it is controlled by a starter incorporating overload protection and no volt release
- A conveniently positioned, mushroom headed stop button or suitable other control device that can quickly stop the machine in an emergency.
- It should be possible to lock to "off" whenever the machine is not in use, if a locking device is not incorporated in the machine itself.
- Bandsaws should be checked to ensure they are secure. It is essential that bench mounted models are effectively fixed to the bench. The pulley wheels and blade (except for the down running part through the machine table) should be completely enclosed by the frame of the machine and/or fixed guards (removable only with the use of a tool), or alternatively interlocked guards. A guard that can be adjusted to suit the height of the work piece should protect the part of the blade used for cutting. The guard should be connected to and moved with the upper blade guide.
- Students should only be trained to use band-sawing machines by a competent and trained person.
- NOTE: The trained person should be trained in accordance with Health and Safety Training Standards in Design and Technology published by DATA.

- A risk assessment should be carried out to evaluate the likely risks to health for, inhalation of wood dust, and any action required to prevent or control the risks (See 10.1)
- Eye protection should be used if deemed appropriate by risk assessment. Long hair should be protected from entanglement.
- Saw blades should be of the correct pattern, sharp, and distortion free. (Blunt or distorted blades can break if used) Saw blades should conform to BS EN 847-1. It is essential that the saw blade has the full number of teeth, as missing teeth can cause timber to "kick back". Check the saw blade for correct tension and tracking before use. Release the tension when the machine is not in use. If the machine is fitted with a brake, it should be used with care. The top and bottom guides, if not aligned properly, can cause damage to the blade. The top guide should be adjusted to the lowest possible position and the part of the blade above it properly guarded.
- The guide blocks and table should be maintained in good condition.
- Keep fingers clear of the saw line and do not make adjustments to the machine set up until it stops. Care should be taken when withdrawing the work piece while the machine is in
- operation (e.g. after making a long curving cut, when friction between the blade and the work piece can pull the blade off the guides and
- pulley) Care should be taken not to make a curving cut too small a radius in relation to the blade width and tooth size.
- Bench mounted band sawing machines should be checked to ensure they are securely fixed to the bench before use.
- The machine should be included in a planned maintenance programme that should include electrical safety tests.

#### 10.6.2 Circular sawing machine

NOTE: Circular sawing machines are 'high risk woodworking machinery' (see 10.1)

WARNING: Students should not use circular sawing machines.

##### 10.6.2.1 Hazards

Employees should be aware of the following hazards:

- a) Work piece can become jammed in circular sawing machines or can 'kick back'
- b) Hands and fingers can come into contact with the blade
- c) Wood dust can be inhaled
- d) Noise can cause permanent hearing damage
- e) Inadvertent starting of the machine can present a hazard.

##### 10.6.2.2 Risk Control Measures

It is essential that the machine is provided with:

- A means of electrical isolation using a fused switch disconnecter on or adjacent to the
- machine, and that it is controlled by a starter incorporating overload protection and no volt release; a conveniently positioned, mushroom headed stop button or suitable other control device that can quickly stop the machine in an emergency;
- It should be possible to lock to "off" whenever the machine is not in use, if a locking device is not incorporated in the machine.
- The floor surface should be kept free from loose material and should be non-slippery

- Projecting ends of saw spindles should be guard. The part of the blade below the machine table should be guarded by the main frame of the machine, or, for open frame machines, by a fixed guard that requires a tool for removal.
- The riving knife should be securely fixed below the surface of the table and should be set so that the gap between the knife and the saw blade at table level is the minimum practicable, and at any rate not exceeding 8mm and not less than 3mm. The riving knife should be thicker than the plate of the saw, but thinner than the saw kerf. The riving should extend upwards from the table surface to a point not more than 25mm below the top of the saw blade, or to a minimum height of 225mm if the diameter of the saw blade is 600mm or greater.
- The crown guard for the exposed part of the saw blade should be rigid and easily adjustable, but not easily deflected. The crown guard should extend from the top of the riving knife to a point above and as close as practicable to the work piece. The crown guard should extend down each side of the saw blade, and adjustment should ensure that the roots of the teeth are covered at all times. The ripping fence, if used, should be accurately adjusted not to extend more than 50mm beyond the tips of the saw teeth, in the direction of the feed.
- For machines with a single working spindle speed, saw blades with a diameter below 60% of the largest diameter the machine is designed to use at the fastest working speed should not be used. A notice specifying the smallest diameter saw blade that can be used in the machine should be clearly displayed on the machine.
- Only a competent trained employee should use circular sawing machines. NOTE: The trained person should be trained in accordance with Health and Safety Training Standards in Design and Technology published by DATA.
- A risk assessment should be carried out to evaluate the likely risks to health for inhalation of wood dust, and any action required to prevent or control the risks (See 10.1)
- Circular sawing machines can produce noise levels about 100Db(A). A competent person should carry out an assessment of daily personal exposures. Any person exposed to this level of noise for more than 30 min each day should be protected by the first or the second action level specified in the Noise at Work Regulations 1989 (See 4.5)
- Eye protection should be used if deemed appropriate by risk assessment.
- Long hair should be protected from entanglement
- Ear protection should be used if a noise risk assessment indicates that daily personal exposures exceed the action levels specified in the Noise at Work Regulations 1989.
- A push stick (or correctly designed push lock, if required) should be used for making any cut of less than 300mm and for feeding the last 300 mm of longer cuts.
- Long lengths of timber should be properly supported during cutting. If an assistant helps in drawing off, it is essential that a suitable extension table is provided, to a minimum distance of 1 200 mm between the uprunning part of the saw blade and the further edge of the extension table.
- Saw blades should be kept sharp and should be of the correct profile, and properly set. Saw blades should conform to BS EN 847-1. Saw blades that have been subjected to overheating should be discarded. It is essential that the saw blade has the correct number of teeth, as an insufficient number can cause timber to "kick back". Tungsten carbide tipped saw blades should be inspected regularly for chipped teeth and small cracks between the tips and body of the blade and discarded or repaired as appropriate.
- The machine should be included in a planned maintenance programme that should include electrical safety test.

