



TOGETHER WE CAN ACHIEVE GREAT THINGS

ST. ANNE'S SCHOOL,
SEAN ROSS ABBEY,
ROSCREA,
TIPPERARY E53 YCO4



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HEALTH AND SAFETY POLICY STATEMENT

School: St. Anne's S.N.S.,
Sean Ross Abbey,
Roscrea,
Co. Tipperary.

Tel/Fax: 0505-21002.

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Category: Co-educational Special school for children presenting with either a moderate/severe/profound general learning disability or children with autism with a moderate general learning disability. In exceptional circumstances, children presenting with autism and/or a mild general learning disability may be deemed eligible for enrolment in consultation and agreement between parents, the child, the Special Educational Needs Organiser and multidisciplinary team members.

Enrolment: St. Anne's has a total number of 50 pupils on roll circa September 2016. An administrative principal teacher, 9 class teachers and 20.5 Special Needs Assistants provide Individual Education Plans.

Philosophy: The Board of Management of St. Anne's School is setting out its policy on Health and Safety in accordance with the Safety, Health and Welfare Act 2005. This policy has been developed in consultation with school personnel and parents.

Patron: Bishop Fintan Monahan

Trustees: Diocese of Killaloe

Policy and Declaration

The Board of Management of St. Anne's Special School recognizes the importance of the legislation enacted in the Safety, Health and Welfare Act 2005.

This document sets out the safety policy of the Board of Management at St. Anne's Special School and specifies the means provided to achieve that policy. Our objective is to endeavour to provide a safe and healthy environment for all our employees and to meet our duties to children, contractors and members of the public who may be affected by our operations.

It is therefore important that all concerned read this document and understand their role and the overall arrangements for health and safety in the workplace.

It is the policy of the management of St. Anne's Special School to ensure the safety, health and welfare of all persons at their place of work, whether employees permanent, part-time, voluntary or trainees engaged in work activities or training on the premises or visitors to the school.

It will be the responsibility of the Board of Management at St. Anne's Special School to ensure the safety of all places of work, including grounds, premises or any vehicle in use for transportation of persons.

St. Anne's Special School shall provide planned systems of work to ensure that employees will not risk their safety and health while carrying out their tasks.

St. Anne's Special School shall provide information, instruction, training, supervision and maintenance of suitable personal protective equipment and clothing and instruction in the use of same.

St. Anne's Special school shall ensure that there are sufficient welfare facilities and arrangements in place.

SIGNED: _____ DATE: _____

Chairperson of the Board of Management

Safety, Health and Welfare at Work Act 2005

The Safety, Health and Welfare at Work Act 2005, which repealed and replaced the Safety, Health and Welfare at Work Act 1989 was brought in to make further provision for the safety, health and welfare of persons at work. This Act clarifies and enhances the responsibilities of employer's, the self-employed, employees and various other parties in relation to safety and health at work. The Act also details the role and functions of the Health and Safety Authority, provides for a range of enforcement measures that may be applied and specifies penalties that may be applied for breach of occupational safety and health.

What are my duties as an employer under the 2005 Act?

Employers have extensive duties under the Act. The different requirements are split up into the following headings:

1. General duties of Employers
2. Information to Employees
3. Instruction, Training & Supervision of Employees
4. Emergencies and serious and imminent dangers
5. Protective and Preventive Measures
6. Hazard identification & Risk Assessment
7. Safety Statement
8. Co-operation
9. Health Surveillance & Medical fitness to work
10. Safety representative
11. Employee Consultation
12. Penalisation

1. General duties of the employer (Part 2, section 8) include:

- To ensure the safety, health and welfare at work of his or her employees.
- To manage and conduct work activities in such a way as to ensure the safety, health and welfare at work of all employees.
- To manage and conduct work activities in such a way as to prevent any improper conduct or behaviour likely to endanger employees.
- As regards the place of work concerned, the employer must ensure the design, provision and maintenance of:
 - a safe, risk-free place of work,
 - safe means access to and egress from it
 - plant and machinery that are safe and without risk to health
- To ensure safety and the prevention of risk arising from the use of articles or substances or the exposure to noise, vibration, radiation or any other ionizing agent.
- To provide systems of work that are planned, organised, performed, maintained and revised as appropriate so as to be safe and risk free.
- To provide and maintain facilities and arrangements for the welfare of employees at work.
- To provide information, instruction, training and supervision, where necessary.
- To implement the safety, health and welfare measures necessary for protection of employees, as identified through risk assessments and ensuring that these measures take account of changing circumstances and the general principles of prevention specified in Schedule 3

- To provide protective clothing and equipment where risks cannot be eliminated or adequately controlled.
- To prepare and revise emergency plans and procedures.
- To report accidents and dangerous occurrences to the relevant authority (prescribed under section 33).
- To obtain where necessary the services of a competent person for the purpose of ensuring safety and health at work.
- To ensure that all safety measures take into account both fixed term and temporary workers and that that any measures taken do not involve financial cost to his or her employees.

2. Information to employees (Part 2, Section 9) include:

- When giving information to employees, employers must:
 - Ensure that it is given in such appropriate form, manner and language that it is likely to be understood by the employees concerned.
 - Ensure that the information includes the workplace hazards and risks identified, the protective and preventive measures taken and the names of the safety representative and all other persons named in evacuation procedures etc.
- Where persons from other employment are engaged in work activities in an employer's undertaking, the employer must ensure that the person's employer receives the above information.
- The employer must ensure that the safety representative (section 25) and designated competent persons (section 18) have access to:
 - The Risk Assessment
 - Information relating to reportable incidents and accidents.
 - Information arising from protective or preventative measures.
- The employer must provide information relating to the following before a fixed term or temporary employee commences work:
 - Any potential risks.
 - Health surveillance.
 - Any special occupational qualifications or skills required.
 - Any increased specific risks which the work may involve.

3. Instruction, training and supervision of employees (part 2, section10)

The employer must ensure that:

- All instruction, training and supervision is provided in a manner, form and language that is reasonably likely to be understood.
- Employees receive, during time off from their work but without loss of pay, adequate health, safety and welfare training including, in particular, information and instruction relating to the specific task to be performed and measures to be taken in an emergency.
- The employee's capabilities in relation to safety, health and welfare are taken into account.
- In the case of a class or classes of sensitive employees or groups of employees exposed to risks expressly provided for in the relevant statutory provisions, the employees are protected against the dangers that specifically affect them.
- Training must be adapted to take account of new or changed risks in the workplace.
- Training must be provided:
 - on recruitment,
 - when an employee is transferred or tasks change,
 - on the introduction of new or changed work equipment or work systems,
 - on the introduction of new technology.
- All contractors etc, carrying out work in the employer's premises must receive relevant safety instructions.

4. Emergencies and serious and imminent dangers (Part 2, Section 11)

The employer must provide adequate plans and procedures to be followed and measures to be taken in the case of emergency or serious and imminent danger.

These plans should:

- Provide measures for first aid, fire-fighting and premises evacuation taking into account of the nature of the work being carried out and the size of the place of work.
- Arrange necessary contacts with appropriate emergency services (first aid, emergency medical care, rescue work and fire-fighting).
- Designate employees who are required to implement these plans, procedures etc.
- Ensure that all designated employees have adequate training and equipment available to them.

In the event of an emergency or serious and imminent danger the employer must:

- Inform all employees of the risk and steps taken to protect them.
- Refrain from requiring employees to carry out or resume work where there is still a threat to their safety.
- Ensure that, in the absence of appropriate guidance or instruction, based on the employee's knowledge and technical means at his or her disposal, the employee must take appropriate steps to avoid the consequences of the danger.
- Take action and give instruction for employees to stop work and remove themselves to a safe place.
- Ensure that an employee who leaves the place of work in the case of emergency is not penalised because of such action.
- Ensure that access to specifically hazardous areas is restricted only to employees who have received appropriate training.

5. Protective and Preventive Measures (Part 3, Section 18)

The employer must:

- Appoint an adequate number of competent persons to perform the functions relating to the protection of employees and give them adequate time and means to perform those functions.
- Make arrangements for co-operation between the competent person and the safety representative.
- Give preference to competent persons within their employment when appointing a competent person.

6. Hazard identification and Risk Assessment (Part 3, Section 19)

The employer must:

- Identify all hazards in the work place.
- Keep a written assessment of the risks associated with each hazard (known as a Risk Assessment).
- Review the Risk Assessment if:
 - There is a significant change to the matters it relates to or.
 - There is any other reason to believe that it is no longer valid.
- Implement any control measures or improvements which are identified by the Risk Assessment.

7. Safety Statement (Part 3, Section 20)

Employers must have a written Safety Statement, based on the hazard identification and Risk Assessment carried out, which specifies how they are going to manage and secure the safety, health and welfare of all employees at work.

The Safety Statement should specify:

- The hazards identified and risks assessed.
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- The protective and preventive measures taken and the resources provided.
- The emergency plans and procedures.
- The duties of the employees.
- The names, job titles and positions of anyone assigned with safety responsibilities.

The Safety Statement should be brought to the attention of:

- Employees at least annually or when there is any changes.
- Newly recruited employees upon the commencement of employment.
- Other persons at the place of work who may be exposed to any specific risk.

The employer must review the Safety Statement if:

- There is a significant change to the matters it relates to.
- There is any other reason to believe that it is no longer valid.
- An inspector directs the Statement to be amended.

Every employer must ensure that:

- All contractors providing services to the employer have an up to date Safety Statement.
- A copy of the Safety Statement is kept available for inspection at or near the place of work.

If an employer who employs 3 or fewer employees is engaged in an activity for which there is a Code of Practice for that type of activity, they can fulfil their duty in relation to Safety Statements by complying with such Code of Practice.

8. Duty of employers to co-operate (Part 3, Section 21)

Where employers share a place of work, they must:

- Co-operate in complying with and implementing the relevant statutory provisions.
- Co-ordinate their actions in relation to prevention and protection of employees.
- Inform each other, respective employees, safety representatives etc. of all risks, including the exchange of Safety Statement and relevant extracts relating to hazards and risks.

9. Health Surveillance and Medical Fitness to Work (Part 3, Sections 22 & 23)

Employers are required to ensure that health surveillance appropriate to the risks that may be incurred in the place of work is available to all employees. The Act requires an assessment of the medical fitness to work of employees involved in certain work activities or occupations.

These activities and occupations will be detailed in Regulations. Employees are required to inform their employer or their employer's Registered Medical Practitioner if they are unfit to carry out a prescribed work activity. If an employer is notified of the unfitness of the employee they must immediately take appropriate action to comply with the general duties of employers to ensure the safety, health and welfare of all employees at work.

10. Safety Representative (Part 4, Section 25)

The employer must:

- Agree with the safety representative the frequency of inspections to take place.
- Consider any representations made to him or her by the safety representative and so far as reasonably practicable take any action that he or she considers necessary or appropriate with regard to those representations.
- Allow the safety representative such time off from their work, without loss of pay, as is reasonable to enable the safety representative to acquire the knowledge and training and time to discharge their functions.
- Inform the safety representative when an inspection is taking place.
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- Give the safety representative a copy of the written confirmation, required under the Act and sent to the inspector, that an Improvement or Prohibition Notice has been complied with.

11. Consultation and participation with employees (Part 4, Section 26)

Employers are required to:

- Consult with employees for the purpose of making and maintaining safety arrangements.
- Consult with their employees and safety representatives in good time regarding:
 - protective measures proposed
 - the designation of employees with safety responsibilities
 - activities arising from or relating to the protection from and the prevention of risks
 - the hazard identification and risk assessment
 - the safety statement
 - the information to be provided to employees (as outlined above)
 - the information required to be kept or notified to the Authority in respect of accidents or dangerous occurrences
 - the appointment of competent persons
 - the planning and organisation of training
 - the planning and organisation of new technologies particularly in relation to the choice of equipment, working conditions and the work environment

12. Penalisation (Part 4, Section 27):

Employers are prohibited from penalising (defined as dismissal, demotion, transfer, imposition of duties, coercion or intimidation) or threatening to penalise employees, who are performing any duty, exercising rights or who make any complaints relating to safety and health or who give evidence in enforcement proceedings.

The dismissal or penalisation in such manner can be deemed to be an unfair dismissal within the meaning of the Unfair Dismissals Acts of 1997 and 2001 and employees may also complain to the Rights Commissioner that their employer has penalised them for exercising their rights under the safety and health legislation.

What are my duties as an employee under the 2005 Act? (Part 2, Section 13)

An employee, while at work must:

- comply with all relevant statutory provisions,
- take reasonable care to protect the safety of themselves and others who might be affected by their acts and omissions,
- ensure they are not under the influence of an intoxicant or in such a state that they might be a danger to themselves or others,
- submit to reasonable, appropriate testing, if reasonably required by the employer .The Act gives scope for Regulations to be made that provide for employees to be required to undergo tests for intoxicants to be carried out by or under the supervision of a registered medical practitioner. Such Regulations are yet to be developed and until they are made, an employer may not require such testing although local agreements may apply. The employer may, however, prevent an employee from working if it is apparent that he or she would be a danger to themselves or others,
- co-operate with his or her employer so far as is necessary to enable compliance with the relevant statutory provisions,
- not engage in any improper conduct or dangerous behaviour,
- attend training and undergo such assessment as may be necessary,
- make correct use of any article or substance provided for use or for the protection of the employee, including protective clothing and equipment,
- report to his or her employer as soon as practicable:
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- any work being carried out which might endanger themselves or others,
- any defects in the place of work, the system of work, any article or substance which might endanger themselves or others,
- any contravention of the relevant statutory provisions of which he/she is aware.

- Notify the employer or the employer's nominated registered practitioner if they become aware that they are suffering from any disease or physical or mental impairment which affects their performance of work activities that could give rise to risks to the safety, health and welfare of persons at work. The duty is on the employee to protect themselves and others.

An employee may not:

- misrepresent himself or herself to an employer with regard to their level of training,
- interfere, misuse or damage anything provided for the safety, health and welfare of employees,
- place at risk the safety, health and welfare of persons in connection with work activities.

What do I have to do to prevent improper conduct and behaviour?

In order to prevent bullying, horseplay, harassment or any other behaviour that has a potential to endanger employee's safety, health and welfare at work, appropriate procedures must be put in place.

Bullying and Harassment Prevention procedures and disciplinary procedures need to be put in place. Ensuring that competent staff are in place and that appropriate Codes of Conduct are applied will help in complying with these legal requirements.

Are there any regulations on testing for intoxicants in the workplace?

There are no regulations on testing for intoxicants other than in Railway Safety Act 2005. Many companies already have policies on intoxicants and testing may be one element of this policy.

There is already a requirement on employees under Section 13(1)(b) of the 2005 Act not to be under the influence of an intoxicant to such an extent as to endanger themselves or others.

Section 13(1)(c) makes provision for testing as may be prescribed by the Minister.

When may an employee be required to submit to tests for intoxicants?

The 2005 Act gives scope for Regulations to be made that may allow for employees to be required to undergo tests for intoxicants carried out by or under the supervision of a registered medical practitioner.

Regulations are yet to be developed and until they are made, an employer may not require such testing unless a local agreement applies within the contract of employment. The employer may, however, prevent an employee from working if it is apparent that he or she would be a danger to themselves or others.

The duty of the employee not to be under the influence of an intoxicant is effective immediately.

Do all employers have to carry out medical fitness to work assessments?

The Act requires an assessment of the medical fitness to work of employees involved in certain work activities or occupations. These activities and occupations are to be detailed in Regulations. Registered medical practitioners nominated by the employer will carry out the assessments.

What happens if an employee is found to be medically unfit for work?

If the medical practitioner is of the opinion that the employee is unfit to perform work activities, he or she must notify both the employer and the employee as soon as possible giving the reason for the opinion and the likelihood of early resumption of work for rehabilitation purposes. The amount of information that can be passed on to the employer is limited by Doctor/ Patient confidentiality.

When an employee is informed by their General Practitioner or other medical practitioner that they are unfit to carry out an occupation or activity specified in the regulations they must inform either the employer or the employer's registered medical practitioner.

When an employer is notified of the unfitness of the employee they must immediately take appropriate action to comply with the general duties of employers to ensure the safety, health and welfare of all employees at work.

Organisation and Responsibility

Employer

It shall be the responsibility of the Board of Management at St. Anne's Special School, to ensure as far as is reasonably practicable the safety, health and welfare at work of all employee in accordance with Safety, Health and Welfare at Work Act 2005. It is also the responsibility of the Board of Management to ensure that:

- The Safety Statement is up-dated and in accordance with all relevant legislation(Safety, Health and Welfare at Work Act 2005)
- All records relating to health and safety of staff are maintained
- Any records or registers required by law are correct and up to date
- Time is available for adequate safety and health training
- Any outside contractors working within the premises observe all safety precautions and that any work they carry out will be in accordance with current health and safety regulations and codes of practice
- This safety statement is available and read by all staff
- The provision of adequate resources and training
- The design, provision and maintenance of all places is in a condition that is safe and without risk to health
- The design, provision and maintenance of safe means of access to and egress from places of work
- The design, provision and maintenance of machinery and equipment
- The provision of systems of work that are planned, organised, performed and maintained and that are without risk to the health or safety of the employee
- The provision of such information, instruction, training and supervision as is necessary to ensure safety and health at work of all its employees
- The provision and maintenance of suitable protective clothing or equipment to ensure the safety and health at work of the employees.
- The preparation and revision as necessary of adequate plans to be followed in emergencies
- Regular inspections are undertaken and incidents and accidents are recorded and investigated
- The safety and prevention of risk to health at work in connection with the use of any article or substance
- The provision and maintenance of facilities and arrangements for welfare of employees at work
- That employers are made aware of policy and arrangements for its implementation
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The Employer is _____

Safety Officer

- The Safety Officer is responsible for ensuring that all employees and contractors are made aware of the Safety Statement before they commence work. These employees sign a statement as verification of this.
- The Safety Officer is responsible for ensuring that all employees are made aware of the relevant Safety Instructions before they start work.
- The Safety Officer is responsible for ensuring that all machinery and equipment are of safe design.
- The Safety Officer is responsible for ensuring that all employees are made aware of actions to be taken in the case of emergency, particularly in relation to fire. All fire fighting equipment should be properly maintained.
- The Safety Officer is responsible for investigating the cause of accidents and ensuring that any remedial or corrective actions are recorded on the accident report form and are taken care of properly.
- The Safety Officer is responsible for ensuring that occupational exposures to noise and chemicals are not hazardous to health.
- The Safety Officer is responsible for ensuring that all personal protective equipment is in proper condition for its intended use.

The Safety Officer is _____

Safety Representative

Under Part 4, Section 25 of Safety Health and Welfare at Work Act 2005, employees have the right to make representation to and consult their employer on matters of Safety, Health and Welfare in the workplace. They have the right to appoint a safety Representative to represent them and consult with management on these matters.

The Safety representative is entitled to time off for training and any cost to be reimbursed. A copy of the Health and Safety Authority Guidelines for Safety Representatives is available in St. Anne's Special School, Sean Ross Abbey, Roscrea.

The Safety Representative is entitled to receive advice and information from inspectors on matters of safety, health and welfare at work and may accompany them on any tour of the premises. Matters pertaining to aspects of health and safety may be made to the Safety Representative at any time. The Safety Representative may investigate accidents or dangerous occurrences.

The Safety Representative appointed by the employees is _____

EMPLOYEES

Under Safety, Health and Welfare at Work Act 2005 it shall be the duty of every employee to:

- To take reasonable care for his own safety, health and welfare and that of others who might be affected by his acts or omissions
- To co-operate with the employer or any other person to enable the employer or the other person to comply with statutory obligations
- To use any suitable appliance, protective clothing, convenience, equipment or other means provided for securing his safety, health and welfare
- To report to the employer or immediate supervisor/manager any defects of which he/she becomes aware in the equipment, place of work or systems of work which might endanger safety, health or welfare
- Not to intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means provided to ensure his/her safety, health and welfare. This obligation applies, in fact, to any person, not just the employee.
- Employees must adhere to all of St. Anne's Special School's policies, procedures and rules.

CONTRACTORS, VISITORS AND OTHERS

All employers are required by the Safety, Health and Welfare at Work Act 2005 to manage their organisation so as to ensure in so far as is reasonably practicable that a person not employed by them, but who may be affected by their activities, are not exposed to safety and health risks.

Contractors and self-employed person:

- Must comply with the requirements of the statement
- Must have a good safety record.
- Co-operate with the management in providing a safe place of work, a safe system of operation and in wearing personal protective equipment.
- Contractors must take care for their own safety and that of their employees, subcontractors and safety of others affected by their work.
- Contractors must have a good Safety Statement to read. All contractors shall be made aware of safety procedures and all possible hazards on the premises.
- Contractors must have a good Safety Statement Policy.
- They must have their own insurance and produce a copy of the policy.

Resources

To ensure the Safety, Health and Welfare of employees, under Part 2, Section 8 the following resources are utilised:

- Information and advice from inspectors during the course of inspections.
- Information, regulations and guidelines from governing bodies.
- Outside consultation if required in specific areas.

TRAINING

Under Part 2, Section 10 of the Safety, Health and Welfare at Work Act 2005

- All staff members will receive induction training to ensure that they fully understand the hazards of their employment and what safety procedures and emergency procedures are required.
- The supervisor/Area Manager/Teacher and the Safety Officer will undertake induction training.
- Additional training will be given, where appropriate, in First Aid, Safe Manual Handling, Fire Fighting, Fire Prevention and Emergency Procedures.

All training is ongoing and refresher courses will be held regularly.

First Aid

Under Part 2, Section 8 of the Safety, Health and Welfare at Work Act 2005 there is one qualified nurse on site. First aid boxes should contain an adequate supply of materials.

First Aid Boxes are sited: 1. Nurse Station 2. School Bus.

Provision for Health and Welfare

The Employer will be responsible for co-ordinating and consultation with the workforce and providing appropriate information to the workforce and the nominated Safety Representative on all matters pertaining to Safety, Health and Welfare.

- Tea/coffee making facilities are available,
- Security: A disorderly person should be persuaded in the first place to leave the premises. The most senior supervisor is responsible for ensuring that a disorderly person leaves the premises and for calling the Gardaí, if necessary.
- Drinking and working: Management strictly forbids alcohol consumption at any time during or before working hours.
- Stress: As a result of periodic workloads, employees should pace themselves to minimise stress. If stress becomes apparent employees are encouraged to approach their Supervisors/Area Managers/Teachers and suitable assistance will be provided.
- Disposal of waste: Specific arrangements for the disposal of both clinical and non-clinical wastes are in operation. All staff will familiarise themselves with these procedures before disposing of waste. Information notices are available detailing the procedures to be followed.
- Needles and Sharps: Specific procedures for the use and disposal of needles and sharps are in operation. All staff will familiarise themselves with this information. Information notices are available detailing the procedures to be followed.
- Lifting of Weights/Clients: Staff who are required to lift weights/clients receive appropriate training. All staff are obliged to follow the recommended lifting procedure.

Accident Investigation, Reporting and Recording

Under Safety, Health and Welfare at Work Act 2005 accident and dangerous occurrence will be notified to the Health and Safety Authority

All employees are obliged to co-operate with any investigation and provide any information necessary to establish the circumstances surrounding the incident.

Under Safety, Health and Welfare at Work Act 2005 written reports are made of all accidents and in each case the exact details are also recorded in an accident register. All records are kept for a period of 10 years from the date of the accident or dangerous occurrence.

All incidents will be discussed at staff meetings with a view to implementing the necessary provisions to prevent a re-occurrence.

Types of Reportable Accidents:

Under the Regulations the following g accidents have to be reported:

1. An accident which occurs at a place of work where any person who is carrying out work dies or is prevented from performing their normal work for more than three consecutive days. In counting days, one should exclude the day of the accident, but include any days that would not have been working days.
2. An accident to any person who is not at work but whose accident is related to a place of work or work activity and where that person dies or suffers an injury that requires treatment from a registered medical practitioner or treatment in a hospital.

The person or persons responsible for reporting these accidents, are in most cases the employers where the accident involved an employee. In other cases, a person who has control of the place of work at which the accident occurs is required to report the accident.

In the case of an accident occurring, the manager/supervisor should make a full report to the Safety Officer and any witnesses, which may have observed the incident.

In the case of a fatal accident, the responsible person, be it the employer or other person (Safety Officer) is obliged to use the quickest means to report such an accident to the Health and Safety Authority.

A form is in use for reporting the above types of accident.

In the case of a dangerous occurrence, they should be reported to the Employer, by the Manager/Supervisor/Teacher and any witnesses, who observed the incident.

By reporting incidents, which have occurred, one may prevent a serious accident.

PREGNANCY AT WORK

The requirements of the Pregnancy Regulations are in addition to the more general requirements of

1. Safety, Health and Welfare at Work Act 2005
2. The Safety, Health and Welfare at Work (General Application) Regulations 2007, Part 6, Chapter 2, Protection of Pregnant, Post Natal and Breastfeeding Employees (The Pregnancy at Work Regulations)
3. Carcinogen Regulations, 1993
4. Biological Agents Regulations 1994
5. Chemicals Agents Regulations 1995
6. Maternity Protection Act 1994
7. Four sets of Maternity Protection Regulations, 1995

Within the area, a routine audit is carried out to:

1. Identify hazards
2. Assess the risk
3. Install control measures and to
4. Consult with employees

As part of the assessment, St. Anne's Special School shall determine the nature, degree and duration of any employee's exposure to any hazard and take preventive and protective measures necessary to ensure their safety and health and to avoid any possible effect on such pregnancy or breast feeding.

Where the risk assessment reveals a risk to an employee's safety and health or any possible effect on the pregnancy or breast feeding of an employee and protective or preventative measures will not reduce the risk to an acceptable level, St. Anne's School shall temporarily adjust the working conditions or working hours of the employee concerned so that exposure to such risk is avoided.

Information

St. Anne's Special School shall provide the employee and the safety representative with information on the risk assessment and the measures to be taken as a result of the assessment.

OFFICE SAFETY

As in line with the Safety, Health and Welfare at Work Act 2005 St. Anne's Special School shall analysis each workstation to evaluate the safety and health of employees.

The areas been investigated include the following:

- Effect on the eyes
- Ergonomics in all workstations
- Upper limb pains and discomfort
- Fatigue and stress
- Temperature
- Lighting
- Reflections
- Glare
- Welfare facilities
- VDU equipment

VIOLENCE AT WORK

The Safety, Health and Welfare at Work Act 2005 requires that the safety and health of all employees shall be ensured in the workplace. Therefore, St. Anne's Special School shall endeavour to identify, assess and control any area where there is a risk of violent behaviour, towards a member of staff, clients or visitors.

The employees of St. Anne's Special School shall be provided with training and instruction to deal with situations arising during the course of work. Safe transport or escorts shall be provided in areas identified as requiring such and staffing levels shall be taken into consideration at all times and over all shifts. Monitoring systems shall be provided in areas requiring such control mechanisms to be employed.

Welfare arrangements in the form of medical attention, counselling and community care shall be provided to all staff within the organisation. All employees are required to report an incident of violence in the place of work and as a result all systems shall be reviewed and monitored regularly.

STRESS

As in line with the Safety, Health and Welfare at Work act 2005 St. Anne's Special School shall take appropriate steps in safeguarding against the effects of stress in the workplace.

St. Anne's Special School shall undertake an audit involving:

- Identification of potential problems
- Assessment of risks
- Implementation of safeguards
- Monitoring the effectiveness of the safeguards

All employees are encouraged to approach their direct manager/area manager or ask for outside counselling which will be supplied by the organisation.

BULLYING IN THE WORKPLACE

Under the Safety, Health and Welfare at Work Act 2005 St. Anne's Special School shall ensure as far as is reasonably practicable the safety, health and welfare of all employees within the organisation.

Bullying shall not be tolerated in any form and will be dealt with diplomatically. Persons who are been bullied are encouraged to approach a member of management for assistance. All managers within the various areas shall be observant to all possible signs of bullying.

Bullying is a serious offence and will be dealt with disciplinary action been taken. Outside consultation will be made available to persons who may require counselling.

BIOLOGICAL AGENTS

In line with the Safety, Health and Welfare at Work Act 2005, St. Anne's Special School shall prevent, protect and control all employees, as far as is reasonable practicable, from exposure to biological agents.

A risk assessment shall be undertaken in all areas to ensure that the risk is

- Identified
- Assessed
- Controlled
- Staff is consulted with as to the dangers of the biological agent/s.

CHEMICAL AGENTS

It shall be the duty of St. Anne's Special School to prevent protect and control the exposure of employees to chemical agents at their place of work. The following will be used in conjunction with a hazard risk assessment.

- Elimination of Chemical
- Substitution of the Chemical
- Enclosure
- Isolation
- Personal Protective Equipment

All employees identified as working with chemical shall be trained and fully instructed as to the proper use of the chemical. Safety Data Sheets shall be made available to all staff previous to working with the chemical and shall be available on site. Safe Systems of Work shall be used at all times.

TRANSPORT

In regard to the Safety, Health and Welfare at Work Act 2005, St. Anne's Special School shall endeavour to provide safe transport for clients and staff alike. A competent person shall service all vehicles and regular maintenance checks shall also be undertaken. Drivers of vehicles shall be identified and assessed and all situations where trips/tours are to be undertaken shall be done so in a safe manner. Areas that have been identified assessed as requiring additional escorts shall be appointed the additional help.

Safe manual handling techniques shall be incorporated into all areas of work, with special attention been placed on the movement of clients onto and off the form of transport.

Provision for Emergencies

St. Anne's Special School has prepared an emergency plan to cover all foreseeable events. The structures for the management of fire hazards within and outside the area are set out in the fire management programme (prevention, protection and evacuation). The fire management programme will be reviewed yearly by the Employer. Responsibility for the organisation of appropriate training will rest with the Supervisor/Area Manager/Teacher.

- Staff are aware of all possible sources of fire and the appropriate means of escape particularly in relation to the identified high-risk areas of the kitchen, laundry.
- Staff are to observe all safe practices and take immediate action in the event of a fire to protect their own safety and that of others affected by their actions.
- The organisation of fire drills at least once a term is practised and an annual fire safety inspection is carried out.
- Staff are provided with first aid procedures to deal with casualties of fire.
- The effective means of escape from all locations are kept clear at all times.

