

**Health and Safety
Awareness**

An Introduction for Principals and Deputy Principals

CEIST
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Objectives of workshop

- To provide an overview of Safety, Health and Welfare at Work as it applies to schools
- To help participants understand the duties and responsibilities of Boards and staff
- To provide a basic understanding of risk assessments and the safety statement
- To outline the role of the safety representative and to consider ways of consulting staff
- To provide some practical advice for schools.

What is an Accident?

It is an unplanned event
which may or may not cause injury.

**Yet all accidents can be
prevented!**

Overview

- › Staff and students have a right to be safe in schools
- › Staff and management must never be complacent about the need for good health and safety practice
- › Not simply a question of appointing someone with responsibility for safety and leaving it all to them
- › Need to educate and train staff to manage risks for themselves.

Employer Duties

What are the duties of the Board?

The basics

Boards must:

- actively manage safety and health
- undertake a workplace specific risk assessment
- prepare a safety statement
- comply with DES circulars/ guidelines
- inform all employee of their health and safety obligations
- demonstrate a commitment to health and safety

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The basics

All employees must:

- comply with the law
- protect their own and the health and safety of others
- co-operate with the Board
- attend necessary training
- not engage in improper conduct or other behaviour which could endanger own safety or that of others
- make correct use of equipment
- report hazards
- not intentionally interfere with or misuse equipment.

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General Principles of Prevention

Employers should consider these issues in preparation of the Safety Statement:

- Avoidance of Risks
- Evaluation of Unavoidable Risks
- Combating of Risks at Source
- Adaptation of Work to the Individual
- Adaptation of the Place to Work to Technical Progress
- Replacement of Dangerous Articles, Substances or Systems of Work by Non-Dangerous or Less Dangerous Articles, Substances or Systems of Work

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General Principles of Prevention

Give priority to collective protective measures over individual protective measures.

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What is a risk?

Risk is the chance great or small that someone will be harmed by the hazard

What is a risk assessment?

Section 19 of 2005 Act. It is the careful examination of sources of harm in the workplace so that employers can determine how to avoid such harm or that the effects of the hazard can be minimised.

Aim is to make sure that nobody gets hurt or becomes ill.

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What is a Safety Statement?

- Action document that is based on the findings of the Risk Assessment
- Reflects the employer's commitment to ensuring the health, safety and welfare of all employees
- Details the health and safety provisions within the school
- Highlights all potential hazards within the school
- Specifies what must be done – plan of action

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What is a Safety Statement?

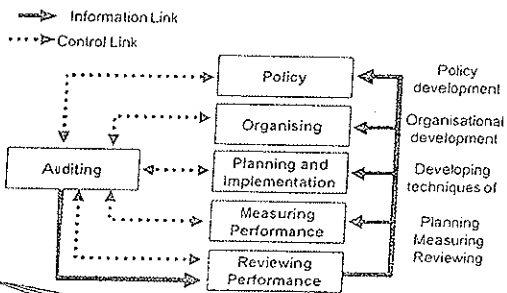
- Outlines the measures that have been put in place to reduce hazards as much as is practicable and possible
- Outlines emergency plans and procedures
- Must be brought to the attention of employees
- Includes the names, job titles and details of anyone assigned with safety responsibilities
- Should be reviewed annually and must be revised if any significant change in the working environment or the nature of the work

Other users of school premises

Other people using the school premises must also be protected. This includes:

- o Parents
- o Students
- o Visitors
- o Delivery persons
- o General public
- o Workmen

Safety Management Strategy



Key questions

- o When did the Board/staff last review the safety statement?
- o Is there a safety budget?
- o Are staff involved in issues that affect their health?
- o Do staff provide daily safety and health leadership in the areas they control? Spillages; tidy classrooms!!!
- o Is health and safety ever discussed at meetings within the school?
- o Is health and safety included as part of the School Development Planning process?
- o Is there a safety committee within the school? What are its functions?

Safety Representatives

- Information
- Representations
- Inspections / Investigations
- No Disadvantage
- Liaison with inspectors
- Reasonable time off

Not responsible for safety standards in the workplace and training must be provided.

Safety Representatives

Information

- Employers must provide Safety Representatives with information they request regarding Health and Safety
- Safety Representatives must have access to risk assessments prepared for Safety Statement and have access to information on accidents and dangerous occurrences which are required to be notified to the HSA
- Receive advice and information from HSA inspectors on matters of safety, health and welfare at work.

Safety Representatives

Representations

- Employees entitled to select and appoint a Safety Representative
- The Safety Representative can make representations to an employer on Safety, Health and Welfare
- Employers are required to consider representations and where necessary to act on them

Safety Representatives

Reasonable time off

The Safety Representative is entitled to reasonable time off, without loss of pay, for two purposes:

- To acquire knowledge so that he/she can carry out his/her responsibilities e.g. attend safety training
- To undertake his/her duties, e.g. conducting inspections and investigations

Consultation and participation of employees

- Employer must consult employees on any matter which substantially affects safety including:
 - the designation of employees in respect of emergencies and serious and imminent dangers
 - hazard identification and risk assessment
 - the preparation of safety statements
 - the appointment of competent persons, the planning and organisation of the training and planning and introduction of new technologies.

How might staff become involved in schools?

Training

- Legislation requires that workplace training be offered to employees if required following the risk assessment
- All businesses should train employees in emergency evacuation
- Training must be provided by a suitably qualified person
 - Occupational First Aiders must hold a relevant award recognised by the HSA

Safety Checklist

- Have an effective Health and Safety Policy
- Establish an appropriate Health and Safety Management Strategy
- Control all risk creating activities
- Co-operate on all safety matters and have effective communication systems with competent staff
- Carry out adequate and suitable assessments
- Take legal requirements as minimum standard

Safety Checklist

- Always reduce, lower, isolate and control hazards before relying on approaches which depend only on safe behaviour or PPE
- Concentrate on risks to health as well as safety
- Make sure you have access to competent advice to meet legislative requirements
- Ensure that feedback is provided on lessons learned
- Demonstrate personal commitment to Health and Safety.

Think Safety!!!

Safety is Everyone's Concern

- Safety in schools is the responsibility of all
- Safety in schools should become a way of life because it could

Save your Life!

Accident/Incident Report Sheet

Name of injured person: _____

Address: _____

Occupation: _____

Age next birthday: _____

Employees/Other Social Welfare No/Roll No: _____

Date and hour of incident: _____

Where did the incident occur? _____

When was the incident reported? _____

To whom was the incident reported? _____

Date and hour the injured person
ceased work/school? _____

Was injured person in your attached to
the school? _____

If not, state name and address of
employer or nearest relative? _____

Full description of incident? _____

Describe nature and extent of injuries? _____

What was injured person doing at the time
of the incident? _____

Name and addresses of any witnesses to the incident: _____

Details of medical attention/hospitalisation: _____

How long was injured person out of work/unfit? _____

Signed: _____ Date: _____

Detailed Hazard Identification and Risk Assessment

Risk Assessment Location: Office, staff room and classrooms.		Assessor's Name: Shay Bannon		Assessment Date: March 2008	
Hazard Identified	Persons at risk	Risk potential	Control measures to eliminate or reduce risk	Risk with controls	Person(s) Responsible
Use of electrical equipment i.e. photocopiers, shredders, printers, laminators, binding machines, televisions, overhead projectors etc.	Office staff, teachers, principal and deputy principal	M	<ul style="list-style-type: none"> ▪ Any defective, broken or faulty equipment should be reported immediately to the Principal or caretaker and taken out of circulation and marked appropriately until repair or disposal. ▪ Electrical cables inspected at regular intervals for damage or signs of overheating by the caretaker and replaced or repaired – not with insulating tape. ▪ All equipment should be kept in good working condition in accordance with the manufacturers instructions. ▪ Repairs must be carried out by appropriately qualified persons and records of all servicing and repairs retained. 	N	Principal, office staff, audio equipment officer and caretakers
Review Date: March 2009					

Assigned safety and health responsibilities

- All employees can explain what performance is expected of them.
- Majority of employees can explain what performance is expected of them.
- Some employees can explain what performance is expected of them.
- Performance expectations are generally spelled out for all employees.
- Specific job responsibilities and performance expectations are generally unknown or hard to find.

Authority and resources for safety and health

- All employees believe they have the necessary authority and resources to meet their responsibilities.
- Majority of employees believe they have the necessary authority and resources to meet their responsibilities.
- Authority and resources are spelled out for all, but there is often a reluctance to use them.
- Authority and resources exist, but most are controlled by school management.
- All authority and resources come from school management and are not delegated.

Accountability

- Staff are held accountable and all performance is addressed with appropriate consequences.
- Accountability systems are in place, but consequences used tend to be for negative performance only.
- Staff are generally held accountable, but consequences and rewards do not always follow performance.
- There is some accountability, but it is generally hit or miss.
- There is no effort towards accountability

Safety Review (Quality Assurance)

- In addition to a comprehensive review, a process is used continuous correction.
- A comprehensive review is conducted at least annually and drives appropriate programme modifications.
- A programme review is conducted, but it does not drive all necessary programme changes.
- Changes in programmes are driven by events such as accidents or near misses.
- There is no programme review process.

