



Greenhills Community College

SAFETY STATEMENT

SAFETY, HEALTH AND WELFARE POLICY

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management/ETB to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, visitors, contractors and other persons at the school from injury and ill-health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, contractors and students of the school.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which an employer must ensure are carried out to secure the safety, health and welfare of all staff.

The Board of Management/ETB, as employer, undertakes in so far as is reasonably practicable to:

- (a) promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
- (b) provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- (c) maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school;
- (d) continually improve the system in place for the management of occupational safety, health and welfare and review it periodically to ensure it remains relevant, appropriate and effective;
- (e) consult with staff on matters related to safety, health and welfare at work;
- (f) provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, students, contractors and visitors.

The Board of Management/ETB is committed to playing an active role in the implementation of this occupational safety, health and welfare policy and undertakes to review and revise it in light of changes in legislation, equipment, experience and other relevant developments.

Signed:

Chairperson, Board of Management/ETB:

School: Date:

SCHOOL PROFILE

School Size

Greenhills Community College is a dual school, comprising a second-level school and a Further Education College. The second-level school offers the Junior Certificate Schools Programme, Transition Year, Leaving Certificate, Leaving Certificate Vocational Programme and the Leaving Certificate Applied Programme. Student numbers vary but the second-level numbers range from 170 to 200 yearly and the Further Education range from 300 to 400 yearly.

Planning Procedures

There are currently no plans in place for planning/development of the school premises.

Provision for persons with special needs

The second-level building contains an ASD unit, which has two classrooms, a kitchen area and showers/toilets. The ASD unit has an allocation of twelve students. Students are based in mainstream classes and receive support in the ASD unit. Both the second-level and Further Education buildings and the Gym have Wheelchair Accessible toilets. The Further Education building is wheelchair accessible. The ground floor of the second-level building is wheelchair accessible but the upper floors are not.

School buildings and facilities

The second-level school comprises a single storey building and a three storey block. The practical classrooms – Woodwork, Metalwork, Science, Art – are in the single storey block while the three storey block houses general purpose classrooms. The second-level school has toilet blocks on each floor. The Further Education College is a single-storey building. It contains a Science room, Engineering room, Art room, a Woodwork room, a Care Skills room and general purpose classrooms. Both buildings also contain Staff Rooms and Student Canteens. Both buildings contain administrative offices for administrative staff, teachers who have Posts of Responsibility and the Principal and Deputy Principal. The rear of the Further Education Building contains a workshop/garage which is used by the ETB Maintenance person. The rear of the second-level building contains a garage which houses the School Bus. Greenhills C.C. also contains a Gym, which is a stand-alone building. There are car parking spaces adjacent to all buildings. The grounds also contain a Boiler house and adjoining Store rooms. The school buildings are almost fifty years old.

Organisational Structures

The school staff comprises the Principal, Deputy Principal, Teachers, Special Needs Assistants, Ancillary Staff and Administrative Staff. The School Completion Programme Co-ordinator and School Completion Programme Project Worker share an office in the school, while the School Completion Programme Tracking Secretary has a separate office. Greenhills Community College is under the auspices of Dublin and Dun Laoghaire Education and Training Board. The Board of Management comprise three representatives from DDLETB, three Community representatives, two Staff representatives and two Parent representatives. The Principal is the Secretary of the Board of Management and the Deputy Principal attends Board meetings as an observer.

ORGANISATIONAL STRUCTURE

Dublin and Dun Laoghaire Education and Training Board



Greenhills Community College
Board of Management



School Management – Principal, Deputy Principal and Assistant
Principal Post Holders



Teaching Staff, Special Needs Assistants, Administrative Staff, Ancillary Staff.



Second-level students and Further
Education students

Visitors to the School

Over the course of a year there are many visitors to the school.

- These include Post Graduate students undertaking teaching practice. This can happen in blocks over the year or for the whole year, depending on which Third Level Institution they come from.
- Under the School Completion Programme, there has been an Art Therapist and a Drama Therapist who have done support work with the second-level students in sessions of varying duration.
- The School Completion Programme Co-ordinator and the School Completion Programme Project Worker also share an office in the school.
- The postman and other delivery companies are a daily visitors to the school.
- As repairs/maintenance are required to the buildings, companies who are affiliated to the DDLETB and Government Public Procurement, are called in to undertake work. The school liaises closely with the DDLETB Building Team in relation to maintenance and repairs of the buildings.
- There are two cleaners from Noonan's Cleaning Company who work for two hours each in the afternoons during term time.

Adult Education Activities

Apart from the daytime Further/Adult Education courses which are provided in the College under the PLC, VTOS and BTEI schemes, there are no other Adult Education services provided. There are no outside groups who use the facilities on a regular basis.

RESOURCES TO BE APPLIED

Human

The school has allocated an Assistant Principal Post of Responsibility to the role of Health and Safety Officer in the school. The post holder does not receive a reduction in hours but is paid an allowance to undertake the duties of the post. These include organising Fire Drills, maintaining the First Aid boxes and other general duties related to Health and Safety.

Financial

The Fire equipment is checked by Gendist according to regulations and is upgraded as needed. In recent years, all the doors in the Further Education building have been replaced by Fire Proof doors. The second-level building contains shutters at certain exits and these automatically rise if the fire alarm goes off.

Equipment

The school has First Aid boxes in all practical rooms, Reception areas and staffrooms in both buildings and in the Gym. In line with COVID prevention, the school has installed Hand Sanitisers in all classrooms and in entrance and corridor areas. Both buildings have Isolation rooms and both buildings have supplies of PPE equipment.

Training

The Principal attended Health and Safety training in Drumcondra Education Centre and also in DDLETB Head Office. Both training sessions focused on the Guidelines on Managing Safety, Health and Welfare in Post-Primary schools. The Post of Responsibility holder in this area had not been appointed at the time of this training.

The school offers staff members training in First Aid procedures each June, paid for by the school. Renewal training is also offered every second year for those who wish to renew their certification. This training is open to all staff members. Special Needs Assistants have been offered training in Manual Handling also a number of years ago. Current First Aid trained staff are: Noirin Lannon, Pauline Fagan, Ger McDevitt, Teresa Byrne, Mary McMahan, Aoife McCarthy

ROLES AND RESPONSIBILITIES

Board of Management

The responsibility of the Board of Management in relation to managing Safety, Health and Welfare is as follows:

- That it complies with its legal obligations as employer under the 2005 Act.
- provides a safe place of work and safe systems of work.
- ensures that the school has written risk assessments and an up to date safety statement.
- receives regular reports on safety and health matters.
- reviews the safety statement at least annually and when changes occur that might affect safety, health and welfare.
- reviews the school's performance in relation to safety, health and welfare.
- allocates adequate resources to deal with safety, health and welfare issues
- can appoint competent persons as necessary to advise and assist the Board of Management/ETB on safety, health and welfare matters at the school.
- 2020-2021: The current Board of Management members are:
 - Cllr. Pamela Kearns – DDLETB representative (Chair),
 - Cllr. Charlie O'Connor (DDLETB representative),
 - Kenneth Rea (DDLETB representative),
 - Mary Johnson (Community representative),
 - Marian O'Neill (Community representative),
 - Donagh Ryan (Community representative),
 - Maria Donoghue (Teacher representative),
 - Tadhg Farrelly (Teacher representative),
 - Theresa Lyle (Parent representative),
 - Derek Fahy (Parent representative)
 - Ann Bray (Principal) – Secretary to the Board.
 - Noirin Lannon (Deputy Principal) – Observer.

Designated person for safety, health and welfare acting on behalf of the Board of Management

The designated person for safety, health and welfare acting on behalf of the Board of Management is the Principal. The responsibility of the Principal in this role is as follows:

- To comply with the requirements of the 2005 Act.
- To report to the Board of Management/ETB on the school's performance in relation to safety, health and welfare.
- To manage safety, health and welfare in the school on a day-to-day basis.
- To communicate regularly with all members of the school community on safety, health and welfare matters.
- To ensure all accidents and incidents are investigated and all relevant statutory reports completed.
- To manage the development and regular practice of emergency procedures.
- To organise relevant training.
- To ensure that risk assessments and corrective actions are carried out.
- To ensure that regular reviews of the school's performance in relation to safety, health and welfare are carried out.

Teaching and other staff

- comply with all statutory obligations on employees as required by the 2005 Act.
- co-operate with school management in the implementation of the safety statement.
- inform students of the safety procedures associated with individual subjects.
- ensure that students follow safe procedures, e.g. use personal protective equipment (PPE) and adhere to laboratory rules.
- conduct risk assessments of their immediate work environment.
- formally check classroom/immediate work environment to ensure it is safe and free from fault or defect.
- check that equipment is safe before use.
- ensure that risk assessments are conducted for new hazards, e.g. new machine, system or chemical product.
- select and appoint a safety representative(s).

- report hazards, accidents, near misses, and dangerous occurrences to relevant persons as outlined in the safety statement.

Other School Users

- Students, parents, volunteers and visitors have a duty to comply with school regulations and instructions relating to safety, health and welfare.

Safety and Health Post Holder

Paul Barnes holds an Assistant Principal 2 post of responsibility for Safety and Health. Paul's duties are as follows:

- Ensure Safety Statement is kept up to date.
- Chair a meeting to review and update the Health and Safety Policy. This policy should include instructions and guidelines for Third Parties doing work or being otherwise engaged in school business.
- Organise three fire drills per year – one per term (in conjunction with the Caretaker, Senior Management and staff). Liaise with Fire Officers in each of the three buildings (voluntary positions). Prior to fire drill, ensure staff know the fire drill procedures. Keep a register with details of the drills.
- Ensure the following take place and keep records of dates and work carried out:
 - Inspections of Fire Extinguishers.
 - Four inspections of alarms by Alarm Company.
- Organise an annual Risk Assessment by Subject Department and liaise with Senior Management regarding issues raised. (Template Form)
- Collate Accident Report Forms, retain one copy and forward a photocopy to the ETB.
- Report injuries to staff to the HSA as well as the ETB. Liaise with Senior Management on this.
- Ensure Defibrillators are in working order. If not, liaise with Admin. staff to organise repair/replacement.
- Do an order for First Aid supplies and ensure First Aid boxes in relevant classrooms and Office areas are kept stocked.
- Liaise with Senior Management regarding any Health and Safety issues or concerns brought to the postholder's attention by staff.
- Undertake Fire Safety and Health and Safety training. (School will organise).

Contractors

Any contractor working in or on behalf of the school has a duty to comply with statutory obligations as designated under the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007-2016, and any other relevant legislation such as the Safety, Health and Welfare at Work (Construction) Regulations 2013.

For the purposes of the safety statement the school will:

- make available the relevant parts of its safety statement and safety file (where one exists) to any contractors working in the school on behalf of the school.
- provide to contractors the school's regulations and instructions relating to safety, health and welfare.
- be aware of the contractors duty to make available to the school the relevant parts of the contractor's safety statement and risk assessments in relation to the work being carried out.
- -operate and coordinate their activities in order to prevent risks to safety, health and welfare where it is sharing a workplace with a contractor.

The school has a duty as a Client if they engage a contractor to carry out construction work, e.g. where a school is getting construction work carried out, they will have duties as a Client under the Safety, Health and Welfare at Work (Construction) Regulations, 2013. These duties include:

- appointing competent designers and contractors
- appointing competent Project Supervisors for the Design Process (PSDP)
- appointing competent Project Supervisors for the Construction Stage (PSCS) where:
 - there is more than one contractor involved in the work
 - the work is scheduled to last more than 30 days (or 500 person days), or - there is a particular risk involved

- notifying the Health and Safety Authority if the work is scheduled to last more than 30 days (or 500 person days) using the AF1 Form available on www.hsa.ie

There are further statutory obligations on the school and contractors under the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007-2016, and any other relevant legislation such as the Safety, Health and Welfare at Work (Construction) Regulations 2013. Further details are available on www.hsa.ie

GREENHILLS COMMUNITY COLLEGE IS UNDER THE AUSPICES OF DUBLIN AND DUN LAOGHAIRE EDUCATION AND TRAINING BOARD. CONTRACTORS ON MAJOR WORKS ARE APPOINTED THROUGH A TENDERING PROCESS BY DDLETB. OTHER CONTRACTORS ARE APPOINTED BY THE SCHOOL FOR MINOR WORKS, IN CONSULTATION WITH THE DDLETB BUILDING TEAM, ADHERING TO GOVERNMENT PROCUREMENT GUIDELINES.

Safety Representative

All staff (Teaching and non-teaching, permanent and temporary) have a right to select a safety representative. The method of selection is election by the staff.

The role or function of the safety representative is to consult and make representations to the principal or the Board of Management/ETB on safety, health and welfare matters relating to colleagues (including non-teaching staff) in the school. The safety representative, having given reasonable notice to the Board of Management/ETB management, has the right to inspect all or part of the school and immediately if there is an accident or dangerous occurrence or imminent danger or risk to safety and to investigate accidents and dangerous occurrences. Safety representatives may also:

- after giving notice to the Board of Management/ ETB, investigate complaints relating to health and safety.
- make representations to Health and Safety Authority Inspectors.
- accompany Health and Safety Authority Inspectors carrying out inspections (except following an accident, although this may be allowed at the discretion of the Inspector).
- If a Health and Safety Authority Inspector is carrying out an inspection, the Board of Management/ETB must inform the safety representative. This can be done by the principal, acting on behalf of the Board of Management.
- Safety representatives are entitled to time-off work, without loss of remuneration, to discharge their functions and to be trained for their role. There are no duties associated with the safety representative but there are rights and functions. These are listed in the 2005 Act and outlined in The Safety Representatives Resource Book and Guidelines on Safety Representatives on www.hsa.ie. A short awareness-raising course is available online free of charge for safety representatives on <https://hsalearning.ie>

Safety Committee

A safety committee facilitates the consultation process on safety, health and welfare matters in a school, for example, by reviewing risk assessments or school policy and procedures. The decision to establish a safety committee is a matter for agreement between the Board of Management/ETB and staff.

If a school has decided to form a safety committee, its role and functions in managing safety, health and welfare, should be outlined. Members of a safety committee may include representatives from the Board of Management/ ETB, the Principal or Deputy Principal, a Safety officer (if the Board of Management/ETB has appointed one) or a Safety Representative (if staff has elected one). Members of staff may also sit on the safety committee, and the school may also decide to include a student representative or parent/guardian representative on the committee. Further information on the safety committee can be found on the Health and Safety Authority's website www.hsa.ie

Caretaker's Responsibility

It is the responsibility of the caretaker to maintain the grounds of the school and do basic maintenance on equipment in line with his skill set. Repairs or maintenance to other equipment is carried out by external companies who are registered to provide repairs/maintenance on such equipment. The current caretaker is William Mc Ardle.

First Aid

The school provides certified training in Occupational First Aid each year in June. Refresher training is also provided. The members of staff who hold current certification in FAR training are: Noirin Lannon, Pauline Fagan, Ger McDevitt, Teresa Byrne, Mary McMahan, Aoife McCarthy

RISK ASSESSMENT

Risk assessment is at the heart of managing safety, health and welfare effectively in any workplace. There are a few essential health and safety terms that all members of the school community should be familiar with these terms.

Hazard: A hazard is anything that has the potential to cause harm to people, property or the environment. It can be a work material, work equipment, or a work method or practice.

Risk: Risk is the likelihood that someone will be harmed by the hazard together with the severity of harm suffered. Risk also depends on the number of people exposed to the hazard.

Control measures/controls: Control measures/controls are the precautions taken to ensure that the risk is eliminated or reduced. Following risk assessment, implementing control measures is a critical element of managing safety effectively. Control measures ensure, for instance, that equipment is safe and work activities are conducted in a safe manner. It is not enough to be aware of risk. Control measures must be put in place to eliminate or significantly reduce it.

Risk assessment: A risk assessment is concerned with identifying the hazard, then estimating the severity and likelihood of harm arising from such a hazard. The employer can then put in place control measures to minimise the risk or weigh up whether he or she has taken enough precautions to prevent harm. All activities at the school that could cause an accident or ill-health must be risk-assessed, in particular the most hazardous ones. The process of risk assessment is straightforward and it allows schools to identify hazards and to deal with them effectively so that they do not pose unnecessary danger to anybody. These hazards are present in all schools and must be risk assessed along with other common hazards. All risk assessments must be written and included in the school's safety statement. The risk assessment templates developed as part of these Guidelines (see Part C) may be used to complete the process. The school will use the following 3-step process when carrying out risk assessments:

Step 1 Identify the hazard – A walk-through of the area to be risk assessed will be completed, during which hazards that may be present will be identified. The relevant Risk Assessment Template will be used to assist with the identification of hazards.

Step 2 Assess the risk in proportion to the hazard – The Risk Assessment Template will be completed and signed by the person/s who completed it and passed onto the Principal or person in charge of Safety and Health. It should include all outstanding actions that require attention. It will be used to develop a school wide plan for all hazards that are not controlled.

Step 3 Identify and implement the appropriate control measures to eliminate the hazard or reduce the risk –

- Where a control is not in place, the 'actions required to implement the control' must be listed, indicating the necessary actions which are required to control the hazard. A person is assigned responsibility for ensuring that the control is in place.

- When the actions are completed and the controls put in place, 'Date Action Completed' should be filled in on the Risk Assessment Form.
- Actions which cannot be completed should be brought to the attention of the Principal.
- Some actions may be ongoing.
- The Assistant Principal postholder for Safety and Health (Currently held by Paul Barnes) manages the Risk Assessment Process. This will be organised by the postholder on an annual basis or as required if a new hazard presents. Forms will be distributed to staff members and will be collated by the postholder when the Risk Assessment has been completed. These will be passed to the Principal and Deputy Principal, who will examine them and follow up with any changes required.
- All current completed Risk Assessments will be stored with the Safety and Health Policy.
- The post holder will report on the Risk Assessment at the next Staff Meeting.

In the case of subject specific classrooms, such as practical classrooms, the teachers who use the room will be required to carry out the Risk Assessments for those rooms. The person carrying out the risk assessment identifies the template relevant to their particular activities – these can be downloaded from www.hsa.ie/education and completed manually or electronically.

Completed risk assessments will be included in the safety statement. They will be reviewed and revised at least annually or as new equipment, systems, personnel or other significant changes occur. The safety statement will be emailed to all staff and can be accessed on the school website.

EMERGENCY PROCEDURES

The school has a Critical Incident Policy, (2020/2021), which was drawn up using many resources, including Responding to Critical Incidents, Guidelines for Schools (Department of Education and Skills and National Educational Psychological Service). Both the Principal and the Deputy Principal attended training on this which was delivered in Dublin West Teachers' Centre. The Critical Incident Policy outlines in detail the emergency procedures to be followed in the event of a Critical Incident.

The school's plans and procedures to be followed and measures to be taken in the case of an emergency or serious and imminent danger are detailed in the current Critical Incident Plan. This is displayed on the school's website. In an emergency, an announcement will be made giving information and guidance to staff and students.

A detailed account of the school's plan for responding to an emergency or critical incident includes: 16 6 Emergency Procedures • a list of persons responsible for coordinating and implementing the plan and details of their specific duties • a list of the steps in the school's procedures for dealing with a variety of emergency and critical incident situations including fire, flood, bomb scare and other incidents such as serious injury or death by accident or suicide • procedures for liaison with families of those affected by the incident • details of local and national emergency and support services such as Gardaí, Fire Service, Ambulance, NEPS (National Educational Psychological Service), local GPs and hospitals • a list of the resources used by the school in drawing up its critical incident management plan, such as: - Responding to Critical Incidents, Guidelines for Schools, Department of Education and Skills and National Educational Psychological Service - Contingency Planning in the Context of a National Emergency, www.education.ie

FIRE SAFETY

Greenhills Community College holds fire drills twice a year. This is organised by the Assistant Principal postholder for Safety and Health, in conjunction with the Principal, Deputy Principal and School Caretaker. The postholder selects the date and time of each drill in conjunction with Senior Management and the Caretaker. Each classroom contains the exit route to the nearest Emergency Exit. Once the fire alarm sounds, the shutters in the 2nd Level building automatically open. The front door entrance and middle door entrances do not have shutters. A review of the fire drill is prepared following the drill.

Persons with disabilities or other needs are evacuated along with the rest of the students and staff. Exiting the buildings is led by the Teacher/Special Needs Assistant who is with the class at the time of the drill. The fire assembly points are located to the rear of the school, and teachers lead their group to the specific Assembly point. Signage in the buildings directs staff and students to the exits. Emergency lighting is in place in all buildings.

Fire fighting equipment is serviced annually by Gendist

The maintenance of the fire alarm is carried out by DeJay Royale.

The procedures in relation to the operation of the Fire Drill and the description of the Evacuation procedures is communicated to all parties via email from the Safety and Health postholder.

Training in the use of Fire Extinguishers and for Fire Marshalls will be provided.

An electrician will check the school's electrical systems each year.

Equipment

The fire fighting equipment is tested annually and maintained by PUT IN NAME OF COMPANY. Any necessary renewal of equipment is undertaken as part of the maintenance process.

A Fire Register will be kept with details of fire drills, maintenance and inspection and testing of equipment.

FIRST AID

There are First Aid boxes in the following locations:

The Safety and Health Officer is responsible for the maintenance of the First Aid kits, ensuring that these boxes are equipped and that replacement supplies are ordered when needed.

The college runs Occupational First Aid courses for staff each year in June. Around 8 staff members are trained each year. (This did not happen in 2020 due to the school's closure because of COVID-19). Every second year a refresher course is held. The college funds the cost of the courses.

The following staff members have currently been trained in First Aid: Noirin Lannon, Pauline Fagan, Ger McDevitt, Teresa Byrne, Mary McMahon, Aoife McCarthy

In the event of First Aid being required, a trained First Aider is called to deal with the issue.

The College also has two teachers currently on staff who are qualified nurses and these can be called to deal with a First Aid incident also.

ACCIDENTS AND DANGEROUS OCCURENCES

In the event of an accident or dangerous occurrence the following are the procedures which the school follows:

- The staff member who witnessed the occurrence or who came onto the scene immediately afterwards will contact school management – this can happen by phone or by sending a staff member or student to the main reception.
- A member of senior management will come to the scene and assess the situation.
- Where the administration of First Aid is required, a qualified First Aider is called.
- If the injured party is able to move, the person is brought to the reception area.
- If the injured party is unable to move, the First Aider goes to them.
- The First Aider will make an assessment, following which an ambulance will be called if necessary.
- The School Secretary will phone the ambulance. The caretaker will wait at the school gate to direct the ambulance once it arrives.
- A member of senior management will phone the parents/guardians of the injured party.

All staff members are required to record accidents on an Accident Report Form. This is to be returned to the Principal. A copy will be held in the school and the Form will be forwarded to Head Office, where it will be retained in the event of a future claim.

These occurrences are reported to the Board of Management by the Principal

In line with HSA guideline the following will be reported to the HSA:

Death of a staff member if this is a result of an accident at work

The injury of a staff member as a result of an accident while at work, where the injury results in the person being unable to carry out their normal work for more than 3 consecutive days excluding the day of the accident.

INSTRUCTION, TRAINING AND SUPERVISION

Staff Training:

All staff members are offered the opportunity to take a First Aid course, funded by the school. This course is held in June each year. There is a limit of 8 places and the course is held over three days in the school. In the past, the Special Needs Assistants have been given training in Manual Handling. Refresher courses for First Aiders are held each June also.

The staff have been made aware of the HSA online learning portal www.hslearning.ie

In light of the COVID-19 pandemic, all staff received training on Infection Control “Stay Safe at Work” and also the DDLETB Covid 19 return to Work Safety Training in late August 2020. The Stay Safe at Work training was also delivered to all second-level students by a qualified Infection Control Tutor. Further Education students received information on COVID-19 procedures at their induction.

In the delivery of practical subjects, the teachers give instruction to students on safety procedures prior to work/experiments/testing being carried out by students.

Second-level students are allowed to enter the building each morning at 8.30 a.m. Due to COVID-19, student proceed directly to their classrooms. Supervision of students takes place from 8.30 to 9.00. Students are also supervised at break time and lunch times.

COMMUNICATION AND CONSULTATION

The Safety and Health Statement is displayed on the school website, having been approved by staff, students, parents and the Board of Management. Where there are safety or health concerns, staff send an email to the Principal and Deputy Principal, addressing their concerns. Concerns are also addressed to the Safety and Health Officer (Assistant Principal 2 post holder) who raises the issues with Senior Management.

The school consults with staff via email and staff meetings. Consultation with parents takes place at Parents Association and other parents’s meetings as well as by text and email.

Consultation with students takes place through the Students Council.

Staff can access Risk Assessment Templates from the HSA website www.hsa.ie and complete as appropriate. This process will be carried out twice a year before school holidays, in December and May.

MONITORING, REVIEW AND UPDATE

The monitoring, reviewing and updating of Safety, Health and Welfare matters is essential in order to maintain the safety of the staff and students of the school. Consequently:

- The Safety and Health statement will be reviewed annually by the Board of Management. Agreed Health and Safety objectives and targets will be set. Urgent Safety and Health matters will be brought to the Board at their regular meetings.
- An annual staff review of Safety, Health and Welfare matters will take place, which will include an bi-annual Risk Assessment of practical classrooms and other areas of the school.
- Risk Assessments will be carried out at all times where new equipment is being installed or where a new hazard has arisen.
- A Risk Assessment for events such as school trips will be carried out prior to such events taking place.
- A review of Fire Drills will take place after each drill has taken place.
- A review of Fire Equipment is carried out annually by a professional company.
- A review of accidents and dangerous occurrences will take place with corrective action identified for future prevention of such incidents.
- Training needs will be identified and provided for staff members.

COVID-19 Risk Template (List identifies COVID-19 as the hazard and outlines control measures required to deal with this risk)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are to implement the control?
COVID-19	N	Illness	H	<p>SECOND-LEVEL SCHOOL</p> <p>Greenhills Community College’s COVID Response Plan, the Return to Work Safety Protocol and all Government and Public Health Guidelines, Advice and Directives.</p> <p>Specific control measures:</p> <p>Hand sanitisers in entrance and corridor areas and in all classrooms;</p> <p>All students based in classrooms with 1 metre social distancing for classes to minimise movement on the corridors (only movement for practical classes);</p> <p>All desks/chairs in classrooms laid out with 1 metre distancing.</p> <p>Additional entrances and exits to minimise groups entering and exiting the building;</p> <p>Signage and posters are on display throughout the school;</p> <p>An Isolation room has been set up and equipped, a log is kept.</p> <p>The Principal and Deputy Principal are aware of the procedures for access to and use of the Isolation room.</p> <p>A record is kept of all staff or students requiring access to that room;</p> <p>A LWR has been appointed for the second-level school;</p> <p>The LWR has completed training for the role;</p> <p>All staff have completed online training, provided by DDLETB;</p> <p>All staff have completed training in Infection Control, provided by the school;</p> <p>All second-level students have completed training in Infection Control, provided by the school;</p> <p>All staff have completed a Return to Work Form;</p> <p>The school has details of students layout in classrooms in order to facilitate contact tracing if required;</p> <p>The school has contact details for staff and parents;</p> <p>Enhanced cleaning is being provided daily;</p> <p>All teachers and staff members wear masks</p> <p>Three staffrooms have been set up with 2m social distancing in each for staff;</p> <p>A contact log is maintained at reception.</p>	Y	

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are to implement the control?
				<p>All trips for students outside the school have been postponed;</p> <p>All guest speakers to the school have been postponed;</p> <p>All students wearing masks; a small number of SEN students wear visors</p> <p>Additional toilets opened;</p> <p>Toilets upgraded with hot water boilers to enhance hand washing;</p> <p>Enhanced cleaning measures;</p> <p>The cleaners are aware of how to clean the Isolation Room after it has been used.</p>		
COVID-19	N	High	H	<p>FURTHER EDUCATION COLLEGE</p> <p>Greenhills Community College's COVID Response Plan, the Return to Work Safety Protocol and all Government and Public Health Guidelines, Advice and Directives.</p> <p>Specific control measures:</p> <p>Hand sanitisers in entrance and corridor areas and in all classrooms;</p> <p>All students based in classrooms with 2 metre social distancing for classes to minimise movement on the corridors;</p> <p>All desks/chairs in classrooms laid out with 2 metre distancing.</p> <p>A one-way system in and out of the building;</p> <p>Signage and posters are on display throughout the school;</p> <p>An Isolation room has been set up and equipped; a log is kept</p> <p>The Principal and Deputy Principal are aware of the procedures for access to and use of the Isolation room.</p> <p>A record is kept of all staff or students requiring access to that room;</p> <p>A LWR has been appointed for the Further Education college;</p> <p>The LWR has completed training for the role;</p> <p>All staff have completed online training, provided by DDLETB;</p> <p>All staff have completed training in Infection Control, provided by the school;</p> <p>All Further Education students were briefed on the Control procedures at induction;</p> <p>All staff have completed a Return to Work Form;</p>		

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are to implement the control?
				<p>The school has details of students layout in classrooms in order to facilitate contact tracing if required;</p> <p>The school has contact details for staff and parents; Enhanced cleaning is being provided daily;</p> <p>All teachers and staff members wear masks;</p> <p>Three staffrooms have been set up with 2m social distancing in each for staff; A contact log is maintained at reception.</p> <p>All guest speakers to the school have been postponed;</p> <p>All students are wearing masks;</p> <p>Toilets upgraded with hot water boilers to enhance hand washing;</p> <p>Enhanced cleaning measures;</p> <p>The cleaners are aware of how to clean the Isolation Room after it has been used.</p> <p>All theory classes are being held remotely since mid-October – only practical classes are being held in school.</p> <p>All FE students submitted a Covid Pre Return form in advance of induction. This is also continuing where students are in college for practical classes.</p>		

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.

Medium Risk (M) actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by:

**Principal and Deputy Principal in August
2020**
