



# Health and Safety Authority



**Post Graduate Diploma in School Planning  
23<sup>rd</sup> June 2011**

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Education Policy Unit**



# Why manage safety and health?

- Good safety and health arrangements are in place for staff, pupils and anyone affected by the activities of the school
- Teachers and other staff are confident that well planned safety and health systems are in place when carrying out their responsibilities
- Resources are not wasted – financial priorities can be related to risk assessments
- Staff absences due to injuries or occupational ill health are reduced
- The number of accidents and associated costs are reduced
- Morale is improved in the school for pupils, staff etc.
- The number and cost of compensation claims are reduced

# Iceberg Principal



## School Ratio

Visible costs:  
Hidden costs  
1:5

## Visible Costs

- Injury,
- Ill health
- Damage to property



## Hidden Costs

- Lost time
- Extra wages and or overtime
- Sick pay
- Disruption
- Repair costs
- Investigation time
- Insurance cost

# Guidelines on Managing Safety and Health in Post-Primary Schools



## Part 1



# Guidelines on Managing Safety and Health in Post-Primary Schools



## Part 2 Tools and Templates



# Guidelines on Managing Safety and Health in Post-Primary Schools

## Risk Assessment Templates

### Frequently Asked Questions (FAQs)

- Legislation
- Safety and health management system
- Planning
- Roles and responsibilities
- Safety statement and risk assessment
- Accident investigation and reporting
- Further information and support



# Steering Committee





# Our Role and Function

- HSA Independent Regulatory Authority enacted under legislation
- Report to the Minister of Enterprise, Trade and Innovation
- Responsibility for securing the safety, health and welfare of everyone at work
- Promotion and implementation of measures to achieve this
- Monitoring of compliance with H & S legislation and enforcement where non-compliance occurs.



# Legislation in Ireland

- Safety Health and Welfare at Work Act 2005
- General Application Regulations 2007
- Requirements on Employers
- Requirements on Employees
- Both parties bear responsibility and can be prosecuted in the event of an incident or accident
- No sectors are excluded from this legislation
- Criminal Prosecution (not a Civil Case)



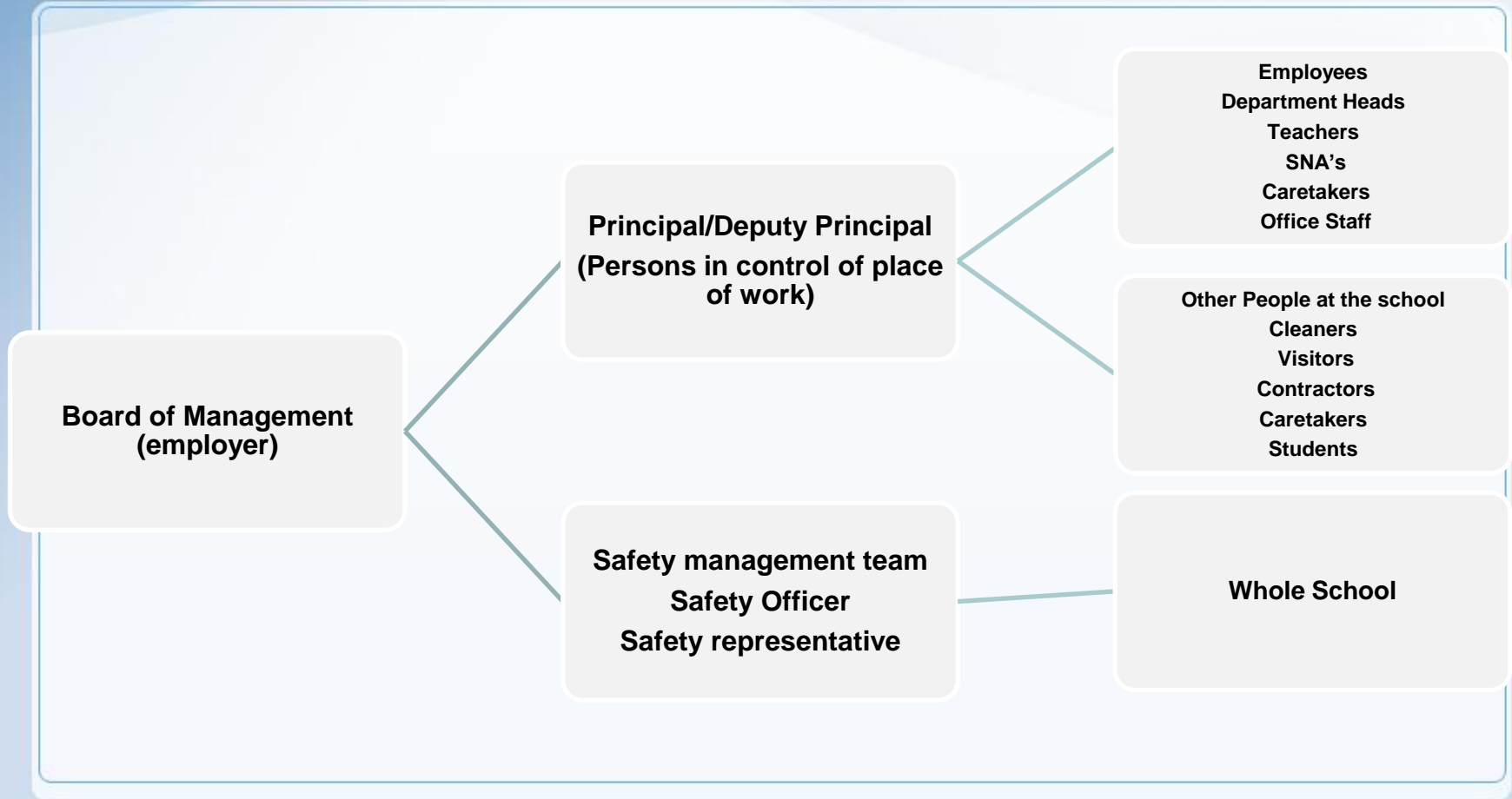
# Why develop guidance?

Aims to:

- **Assist** schools plan, organise and manage an effective safety and health management system.
- **Help** schools evaluate current policies and practices according to the legislative requirements and best practice standards.
- **Enable** schools write or update their safety statements.
- **Enable** schools create or update their risk assessments.
- **Facilitate** school management and employees with their respective roles in operating and reviewing safety and health best practice.
- **Reduce the administrative burden** on schools.



# Typical School Organisational Chart





# Schools must have:

➤ **What is the schools legal obligation under the Safety Health and Welfare at Work Act, 2005?**

1. Safety Statement
2. Safety Policy signed by Employer: Board of Management or the V.E.C.
3. Risk Assessment

**Role and Responsibilities must be clearly defined**

1. Names of person in control i.e.; Principal/Deputy Principal
2. Name of Safety officer if appointed (not a legal requirement)
3. Name of Safety Representative appointed by staff

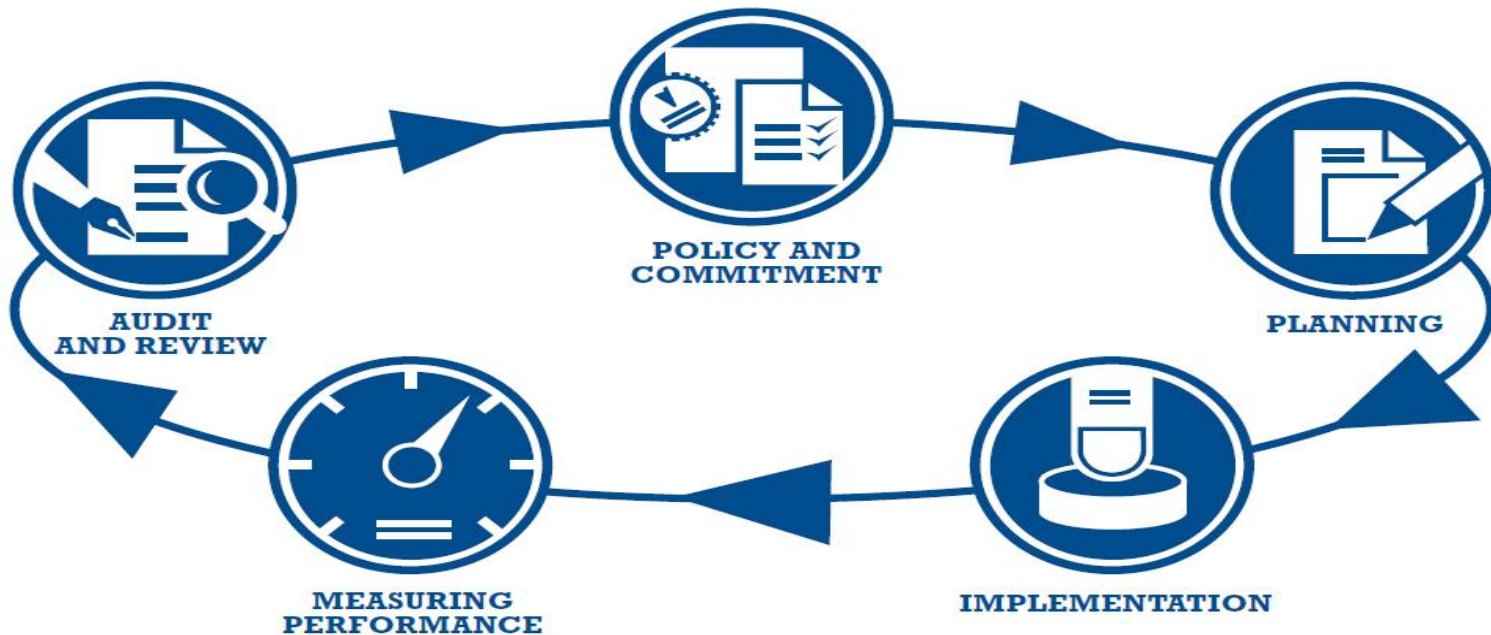
The inspector will want to see that the documents pertain to the activities being carried out in the particular place of work, and incorporate those who may be affected i.e. Pupils / Staff / Visitors etc.



## Who should familiarise themselves with these Guidelines?

- Boards of Management/VECs
- School Managers
- Principals
- Deputy Principals
- Relevant post holders
- Teaching
- Non teaching staff

# 5 Steps of the Safety and Health Management System



*Fig.1 Key elements of a safety and health management system*



# Frequently Asked Questions

**HSA Phone – 1890 289 389**

**Free**

**Impartial Advice**

**Technically and Legally correct**

**Confidential**



# Part 2 – Risk Assessment

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# Risk Assessments

- The Guidelines also include Risk Assessment templates so that staff members (best-placed) can use these to assess risk in their own classrooms.
- Assign Staff select risk assessment for activities they are involved in
- Safety Committee or relevant person collates all assessments to develop school wide plan
- BOM designate timescale for completion of risk assessments and approve



# Guidelines Part 2

- Tool 1: Planning Documents
- Tool 2: Safety and Health Policy
- Tool 3: Sample Management Organisation Chart
- Tool 4: Risk Assessments
- Tool 5: Accident/Incident Record Form
- Tool 6: Training
- Tool 7: Communications
- Tool 8: Monitoring



# Accidents Incidents and Dangerous Occurrences

## Worker / Employee

- Normal reporting procedure by telephone in event of fatality; by fax or on-line [www.hsa.ie](http://www.hsa.ie)

## NON Employees

- Separate reporting criteria;
- Reporting system remains the same
  
- Contact Workplace Contact Unit in the event of any ambiguity regarding accidents. (1890 289 389)
- Guidelines give appropriate method to investigate and record accidents

# Accidents and Incidents: Statutory Reporting Requirement



## Should accidents to pupils be reported to the Health and Safety Authority?

The following types of accidents to school pupils must be reported to the Health and Safety Authority, by the school either online at [www.hsa.ie](http://www.hsa.ie) or on the Incident Report Form (IR1).

A death or an injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work, but is related to either a work activity or their place of work. This applies to pupils in certain circumstances.

If the pupil is injured as a result of a work-related activity and requires medical treatment by a registered medical practitioner, this is reportable to the Health and Safety Authority.

Example 1: if a pupil is injured when using a mallet and chisel during wood working class, and requires treatment by a registered medical practitioner, this is reportable. However, if a pupil trips in the school yard this is not reportable.

Example 2: if a student trips during PE class and requires treatment by a registered medical practitioner, this is reportable. Where students are taken on school trips, they are considered to be a normal part of the work activities. Therefore, if a pupil is injured during the school trip and requires medical treatment this too is reportable.

This therefore EXCLUDES, sports injuries sustained during school matches, school yard injuries, injuries from horseplay etc. The school must keep records of all accidents which occur for a period of 10 years.

## Tool 5: Accident or Incident Record Form

Sample Accident or Incident Record Form

### INJURED PARTY DETAILS:

Surname: \_\_\_\_\_ First Name(s): \_\_\_\_\_

Address (Home/Company): \_\_\_\_\_

D.O.B.: \_\_\_\_\_ Sex: Male/Female \_\_\_\_\_

Status (Please tick appropriate box)

Pupil  Teacher/staff member  Visitor  Contractor

Other (please specify): \_\_\_\_\_

Date of Accident/Incident: \_\_\_\_\_

Date Accident/Incident reported to school management: \_\_\_\_\_

Where appropriate, more than one box in each section may be ticked.

#### TYPE OF ACCIDENT

	Tick
Injured/damaged by a person	<input type="checkbox"/>
Struck by/contact with	<input type="checkbox"/>
Caught in/under	<input type="checkbox"/>
Slip/trip/fall	<input type="checkbox"/>
Sharps	<input type="checkbox"/>
Road Traffic Accidents/Crash	<input type="checkbox"/>
Exposure to substances/environments	<input type="checkbox"/>
Manual handling	<input type="checkbox"/>
Property damage	<input type="checkbox"/>

#### MAIN AGENT WHICH CAUSED ACCIDENT:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### TYPE OF INJURY

	Tick
Fatality	<input type="checkbox"/>
Bruise	<input type="checkbox"/>
Concussion	<input type="checkbox"/>
Internal injury	<input type="checkbox"/>
Abrasion, graze	<input type="checkbox"/>
Fracture	<input type="checkbox"/>
Sprain	<input type="checkbox"/>
Torn ligaments	<input type="checkbox"/>
Burns	<input type="checkbox"/>
Scalds	<input type="checkbox"/>
Frostbite	<input type="checkbox"/>
Injury not ascertained	<input type="checkbox"/>
Trauma	<input type="checkbox"/>
Occupational disease	<input type="checkbox"/>
Other (Please specify)	<input type="checkbox"/>

#### PART OF BODY INJURED

	Tick
Head (except eyes)	<input type="checkbox"/>
Eyes	<input type="checkbox"/>
Face	<input type="checkbox"/>
Neck, back, spine	<input type="checkbox"/>
Chest, abdomen	<input type="checkbox"/>
Shoulder	<input type="checkbox"/>
Upper arm	<input type="checkbox"/>
Elbow	<input type="checkbox"/>
Lower arm, wrist	<input type="checkbox"/>
Hand	<input type="checkbox"/>
Finger (one or more)	<input type="checkbox"/>
Hip joint, thigh, kneecap	<input type="checkbox"/>
Knee joint	<input type="checkbox"/>
Lower leg	<input type="checkbox"/>
Ankle	<input type="checkbox"/>
Foot	<input type="checkbox"/>
Toe (one or more)	<input type="checkbox"/>
Multiple injuries	<input type="checkbox"/>
Trauma, shock	<input type="checkbox"/>
Other(Please specify)	<input type="checkbox"/>

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## Tool 5: Accident or Incident Record Form cont'd.

#### Consequences

Fatal

Non-fatal

#### Result

Sick Leave

Excused

Light Duty

Medicine

#### Anticipated absence

1-4 days<sup>a</sup>

4-7 days

8-14 days

More than 14 days

NONE, i.e. no anticipated absence on resulting from the accident or incident.

Has the accident been reported to the Health and Safety Authority? (See note below)

Yes  No  Not applicable

Community and Comprehensive Schools should report all incidents to the State Claims Agency.

Yes  No  Not applicable

Have you informed your insurance company?

Yes  No  Not applicable

#### DETAILED DESCRIPTION OF ACCIDENT/INCIDENT

Give a full description of:

- the work/activity being carried out when the accident occurred;
- the equipment in use (if any).

Detail how the accident occurred.

Attach:

- Injured party's report.
- Witness list (level of detail required will vary depending on the severity of the accident).
- Witness statements (level of detail required will vary depending on the severity of the accident).
- Sketch or photograph of the scene, equipment etc. where appropriate.

Investigating staff member: \_\_\_\_\_

Name (Use capital letters): \_\_\_\_\_

Signature: \_\_\_\_\_

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

Note 1: Certain accidents must be reported to the Health and Safety Authority. Reportable accidents are all workplace fatalities and those accidents where a person is injured in the course of their employment and cannot perform their normal work for more than 3 calendar days, not including the day of the accident. A death, or an injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work, but is related to either a work activity or their place of work is also reportable. Accidents may be reported on the Health and Safety Authority's Incident Report Form (IR1) or online at [www.hsa.ie](http://www.hsa.ie) Further information can be found in Part 1 of the Guidelines in the FAQ's on Accident Investigating and Reporting.

Note 2: Please ensure all information gathered is in accordance with data protection principals outlined by the Data Protection Commissioner. For further information please log onto [www.dataprotection.ie](http://www.dataprotection.ie)

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# Inspections



## What will happen during the inspection?

- The inspector will review statutory documentation required under the 2005 Act, pertaining to the activities being carried out in the school, and incorporating those who may be affected i.e. Pupils / Staff / Visitors etc.

## Approach will encompass:

- Advice in relation to current work practices /procedures
- Enforcement i.e. Report of Inspection



# Training

- Training Needs Analysis – who needs to be trained

Use Training Chart to see what is best practice i.e.;

- Health and Safety training for staff
- Induction training
- Manual handling
- First Aid
- Safety representatives
- Fire Safety

A. Keep Safety and health training records



# What do we do now?

## Use Guidance Document to Prepare:

- Safety Policy Document
- Safety Statement
- Risk Assessment Templates



# Supports for Teachers/pupils

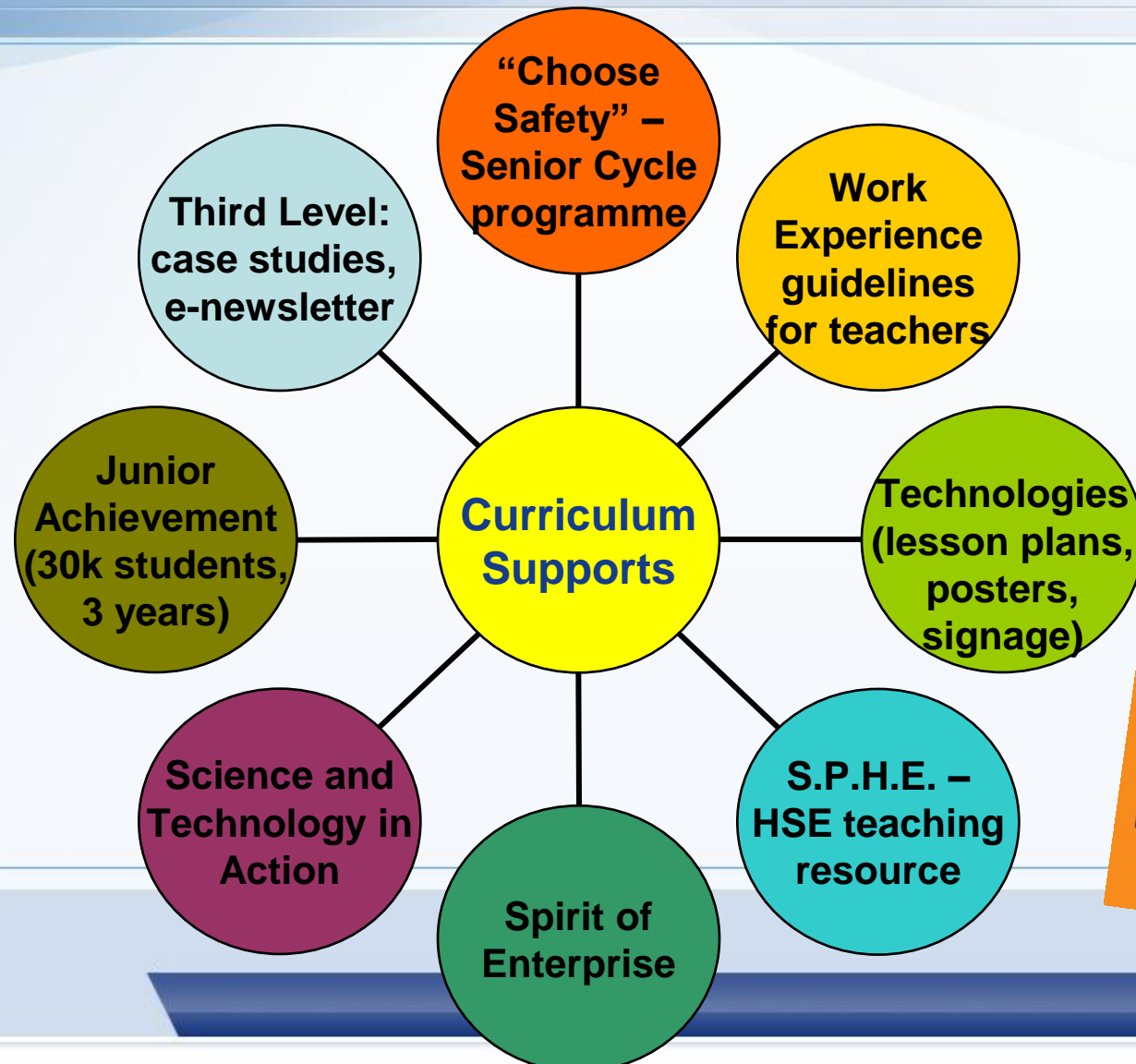
E-learning: in partnership with [www.alison.com](http://www.alison.com)

Access through: [www.hsa.ie](http://www.hsa.ie)

Free to access, self-directed, self-paced learning:

- **Technologies teachers**
  - Materials technology/Wood, Metalwork, Engineering
- **Science teachers**
- **Principals/teachers/safety officers** in schools
- **Third level** - construction-related courses
- **Senior Cycle students** (TY, LCA, LCVP students)
  
- Classroom based Learning in Education Centers

# Curriculum Supports





**Thank you.  
Any questions?**

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