

STATEMENT OF HEALTH AND SAFETY POLICY

As the Board of Management of Clongowes Wood College SJ we fully recognise our collective responsibility for providing, in accordance with the 'Safety, Health and Welfare at Work Act 2005 (as amended), so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The Board of Management is committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as the Board of Management of Clongowes Wood College SJ by appointing the Headmaster with responsibility for overseeing health and safety of the School. Day-to-day responsibility for the operation of health and safety at the school is vested with the Director of Finance and Administration.

As the Board of Management, we have specified that the school should adopt the following framework for managing health and safety:

- A report on the Safety Committee's discussion on health and safety are tabled annually to the Board together with any other issues on health and safety that the committee chairman wishes to bring to the Board's attention.
- A report on health and safety covering: statistics on pupil, staff and visitor incidents, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Safety Committee meeting.
- The school has appointed two Lead Worker Representative's and a Covid Sports Officer, who together with the Senior Management team ('SMT') form part of the Covid Team responsible for implementing the measures outlined in the schools Covid Response Plan.
- The school has risk assessments carried out by a competent person, which are reviewed every year for progress on completion of items in the action plan, and updated every three years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added.
- Annually, the external and internal fabric of the school, its plant, all equipment and systems of work, fire safety and the general state of the school are surveyed and inspected by competent professionals. Action items from these reports are required to be completed within recommended timescales. The progress of implementation to be monitored by the Safety Committee. These reports are then considered by the Building Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Health Service

Executive (HSE). In addition, the schools external caterer arranges for an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year, together with regular external deep cleaning and pest control services. The Director of Finance reports on all these aspects to the Safety Committee.

- All fire systems including fire alarm, emergency lighting and fire extinguishers are maintained to current legislation.
- When requested, an external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the school, and reports on actions required with recommended timescales. The progress of implementation should be monitored by the Safety Committee.
- The school has a competent person who undertakes a risk assessment for legionella every two years and a regular water sampling and testing regime is in place.
- The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which should include basic 'Manual Handling' and Covid Awareness' training. Health and safety training that is related to an individual member of staff's functions will be provided in addition to the standard induction training eg Fire Marshall certification, IRFU Rugby First Aid, AED certification etc. First aid training and minibus driver training are provided to any member of the teaching/prefecting staff who are involved with trips and visits and to selected members of the non-teaching staff.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Headmaster and other members of the SMT in order to enable the Board of Management to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the Health and Safety Officer and/or Safety Committee.

All employees are briefed on where copies of this statement can be obtained on the school's intranet. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in the College's Health and Safety Statement and procedures.

Date of review: September 2020

Statement ratified by the Members of the Board of Management on 1st October 2020

Signed:



Date: 1st October 2020

Mr. Peter Gray
Chair, Board of Management