Health and Safety Statement

In compliance with Section 20 of the

Safety, Health and Welfare at Work Act, 2005, with additions for COVID 19

October 2020

Date Effective From:

Related documents:

Employee Handbook (revised August 2019)
SNMCI QA Vols. 1,2,3
QA SNMCI COVID 19/2020 Policy plus associated procedure documents
QAF C1: COVID Risk Assessment
QAF C2: Contact Log Group Meetings
QAF C3/C4: Procedure for person who develops symptoms of COVID 19 while in the College
QAF C5/6: Staff Return to Work Form/ Student Return to Study Form
QAF C6: Staff Log in Sheet
QAF C8: Visitor Log in and Questionnaire
QAF C9: Duties of Daily COVID Response Representative

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1. Declaration

St Nicholas Montessori College Ireland

Safety Statement Declaration

Safety, Health and Welfare at Work Act 2005

To each employee, student and visitor:

The Governing Body of St Nicholas Montessori College Ireland (hereafter SNMCI) acknowledges its responsibilities under the Safety, Health and Welfare at Work Act, 2005 (hereafter called the Act) and any Regulations made there under.

SNMCI is committed to developing and maintaining a culture that ensures, so far as is reasonably practicable, a safe and healthy work and study environment for all College employees, students and authorised visitors, who may have reason to engage with the College, and the safety, health and welfare of its staff and students while elsewhere, while engaged on College activities.

In accordance with Section 20 of the Act, the College's Safety Statement identifies the hazards and assesses the risks of all College activities; it details the protective and preventive measures necessary, people responsible, relevant resources, and employee and student cooperation required, to secure the safety, health and welfare of persons employed in the College, students who attend the College and any authorised visitors.

The College consults with staff and students on safety, health and welfare at work matters, including this document, in accordance with Section 26 of the Act. Specifically staff will be informed of any serious risk(s) to safety and how they are being addressed. This College will review this Safety Statement annually, in the light of experience and developments within the College.

Signed:

Dr Nicholas Breakwell
CEO
Date: 23rd October 2020

1. Declaration

2. Health and Safety Policy Statement

a) The policy of SNMCI is to provide a safe and healthy work and study environment in compliance with the *Safety, Health and Welfare at Work Act 2005;*

b) In accordance with Section 20 of The Act SNMCI will set out a written safety statement specifying the manner in which the safety, health and welfare, at work and study, of employees, students and visitors to the College is to be secured and managed;

c) The statement /policy will be regularly reviewed in the light of new legislation, staff feedback, new and emerging risks and practical experience;

d) The statement /policy will be made available to all employees and students of the College;

e) The statement /policy will be displayed in the College reception area for visitors and available on the SNMCI website.

2.1 Employers responsibilities as set out in Section 8 of the Act:

1. Every employer shall ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.

2. Without prejudice to the generality of subsection (1), the employer's duty extends, in particular, to the following:

(a) managing and conducting work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees;

(b) managing and conducting work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health or welfare at work of his or her employees at risk;

(c) as regards the place of work concerned, ensuring, so far as is reasonably practicable

(i) the design, provision and maintenance of it in a condition that is safe and without risk to health;

(ii) the design, provision and maintenance of safe means of access to and egress from it, and

(iii) the design, provision and maintenance of plant and machinery or any other articles that are safe and without risk to health;

(d) ensuring, so far as it is reasonably practicable, the safety and the prevention of risk to health at work of his or her employees relating to the use of any article or substance or the exposure to noise, vibration or ionising or other radiations or any other physical agent;

(e) providing systems of work that are planned, organised, performed, maintained and revised as appropriate so as to be, so far as is reasonably practicable, safe and without risk to health;

(f) providing and maintaining facilities and arrangements for the welfare of his or her employees at work;

(g) providing the information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of his or her employees;

(h) determining and implementing the safety, health and welfare measures necessary for the protection of the safety, health and welfare of his or her employees when identifying hazards and carrying out a risk assessment under section 19 or when preparing a safety statement under section 20 and ensuring that the measures take account of changing circumstances and the general principles of prevention specified in Schedule 3;

(i) having regard to the general principles of prevention in Schedule 3, where risks cannot be eliminated or adequately controlled or in such circumstances as may be prescribed, providing and maintaining such suitable protective clothing as is necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees;

(j) preparing and revising, as appropriate, adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious and imminent danger;

(k) reporting accidents and dangerous occurrences, as may be prescribed, to the Authority or to a person prescribed under section 33, as appropriate, and

(l) obtaining, where necessary, the services of a competent person (whether under a contract of employment or otherwise) for the purpose of ensuring, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.

(Section 13 of the Employee Handbook offers a summary of the above conditions as stated in the Act)

2.2 Scope of the policy/statement:

This document applies to staff students and visitors to the College

3.0 Resources

SNMCI has made an investment in resources to secure the health, safety and welfare of staff and student in terms of personnel, time, materials, equipment and purchase of goods and services.

3.1 Time:

Contribution to the development and implementation of health and safety policies and procedures are additional demands on staff members' time. Staff members also attend health and safety related training, both in –house (additional to work hours) and at outside events.

3.2 Financial:

As far as is reasonably practical, the College is committed to providing the necessary financial resources to ensure the safety and wellbeing of staff, students and visitors to the College. This includes:-

a) Fire protection equipment;
b) Cleaning and upkeep of environment;
c) Funding of staff training: first aid, fire warden, manual handling, child protection, designated liaison person etc;
d) Supply of PPE and refurbishment of environment for staff, students and visitors in the face of widespread health issue (COVID 19);
e) Payments to outside agency for the production of employee handbook;
f) Staff CPD related to wellbeing;
g) Subsidising of outside 'Wellbeing' service for staff and students;
h) Ensuring that all new buildings/refurbishments comply with relevant fire and health and standards from the outset.

4.0 Roles and Responsibilities

The CEO has ultimate responsibility to ensure, so far as is reasonably practicable, the safety, health and welfare at work and study, of employees and students, in compliance with the relevant provisions of the 2005 *Safety, Health and Welfare at Work Act* and other occupational safety legislation.

4.1 Health and Safety Officer:

On a day to day basis SNMCI has a Health and Safety Officer (**see Appendix A** for name of staff member who currently holds that role) whose role is to:-

a) implement this safety statement and bring it to the attention of all employees and students and ensure that it is displayed in a prominent position at College reception;
b) ensure compliance with safety procedures;

c) ensure that all health and safety legal requirements relating to the operation of the College are fully complied with including but not limited to:-
   - safe use of all equipment;
   - necessary staff training;
   - provision of first aid equipment;
   - accident investigation;

d) ensure safety procedures are in place for any person contracted to perform any duty, maintenance or activity in the College;

e) take immediate action to correct any recognised safety and /or health hazards;

f) report to management and source the correct solution to any unsafe or unhealthy conditions which cannot be corrected immediately;

g) complete accident/Incident reports within 24 hours of an injury, accident or work related illness;

h) convene the Health and Safety Committee.

4.2 Health and Safety Committee:-

Part of the remit of the Health and Safety Officer is to convene a Health and Safety Committee (see Appendix A for current membership) comprised of academic staff, administrative staff and students to:-

a) provide a forum for discussion on workplace safety, health and welfare issues insofar as they may affect the staff, students, and authorised visitors to the College;

b) provide information and promote awareness of issues of health and safety among College personnel;

c) provide appropriate first aid materials;

d) consider reports of accidents and incidents;

e) monitor fire drills and other emergency procedures;

f) make recommendations to management;

g) support the Health and Safety Officer on the preparation and on-going review of the College's Safety Statement;

h) inform staff and students of new legislation and incorporate any such relevant legal provisions into the College's policies and procedures.

4.3 Employee Responsibilities fall under Section 13 of the Act which states:-

1. An employee shall, while at work:

a) *Comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety of any other person who may be affected by the employee's acts or omissions at work;*

b) *Ensure that (s)he is not under the influence of an intoxicant to the extent that (s)he is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person;*

c) *If reasonably required by his or her employer, to submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed;*

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d) *cooperate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provision, as appropriate;*

e) *not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person;*

f) *attend such training and, as appropriate, undergo such assessment as may reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee;*

g) *having regard to his or her training and the instructions given by his or her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare to work, including protective clothing or equipment;*

h) *report to his or her employer or to any other appropriate person, as soon as practicable:-*

    I. *any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health and welfare at work of the employee or that of any other person;*

    II. *any defect in the place of work, the system of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person, or;*

    III. *any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person, of which (s)he is aware.*

(2) An employee shall not, on entering into a contract of employment, misrepresent himself or herself to an employer with regard to the level of training as may be prescribed under subsection (1)(f)

In addition SNMCI expects that all employees shall:-

a) follow documented safety procedures;

b) follow established work methods to prevent the occurrence of repetitive type illness (see Part Two COVID Policy and Procedures);

c) report accidents, unsafe conditions or unsafe procedures to the Health and Safety Officer(see Appendix A for name of staff member who currently holds that role);

d) coordinate with other members of the College community in an attempt to eliminate accidents;

e) use PPE as appropriate (see Part Two COVID Policy and Procedures);

f) maintain personal workspace in line with safe and hygienic practices;

g) suggest solutions to improve any aspect of Health and Safety in the College;

(Section 13 of the Employee Handbook offers a summary of the above conditions as stated in the Act)

4.4 Student responsibilities fall under Section 14 of the Act which states:-

A person shall not intentionally, recklessly or without reasonable cause…

(a) interfere with, misuse or damage anything provided under the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons at work, or

(b) place at risk the safety, health or welfare of persons in connection with work activities.

While in SNMCI students are therefore required:-
a) to take reasonable care to protect his or her safety & the safety of any other person who may be affected by the student's acts or omissions;
b) to cooperate with safety systems and signage in place on campus;
c) to wear personal protective equipment (PPE) as directed;
d) to comply with evacuation procedures and other safety procedures which may be in place;
e) not to intentionally, recklessly or without reasonable cause interfere with or misuse safety equipment;
f) to immediately report to a member of staff any accident resulting in loss or injury;
g) to co-operate with staff in the investigation of the accident and the completion of the Injury/Incident Report Form.

4.5 Visitors:
a) Staff members who bring visitors to the College are responsible for ensuring the visitors are aware of basic safety arrangements including action in the event of a fire.
b) Where specific personal protective equipment (PPE) or other control measures are required it is the responsibility of the host to ensure the visitors are made aware of and comply with these requirements.
c) Visitors are expected to report accidents to their host.
d) Where staff organise events, conferences, meetings etc. in the College they must ensure that appropriate announcements are made in relation to fire safety and emergency assistance.
e) Where visitors are alone or come on campus uninvited they must be directed to reception and be referred to the appropriate member of staff.

5.0 Risk Assessment and Identification of Hazards

Risk assessments will be undertaken by either SNMCI staff (Health and Safety Officer and/or Safety Committee) or, where necessary, outside consultants. The purpose of such risk assessments is to identify hazards, and decide on safety measures to eliminate or control these hazards. A Risk Assessment and subsequent review of the Safety Statement, will take place on an annual basis.

Taking account of potential hazards includes the following:-

a) Access / egress problems floors, doors, steps, ladders, etc.
b) Machinery safety including maintenance risks.
c) Electrical safety including standards of fuse boards, wiring standards, etc.
d) Lighting and ventilation.
e) Manual Handling operations.
f) Handling and storage of materials.
g) Use of Protective Equipment.
h) Fire Safety
i) First Aid

5.1 Reporting of Risks:

SNMCI has set out its Health and Safety Management System in this 'Health and Safety Statement'. The College carries out risk assessments, and periodically audits its performance. This effort is designed to improve safety and reduce the risk of any employee, student or visitor having accidents or damaging their health. However, the real experts on the environment are the people who work and study there.

Staff and students are encouraged not to become complacent, to constantly examine procedures and practice and to maintain and improve safety standards. From time to time persons may come across problems, or identify improvements that could be made. In these instances the person should talk to the Health and Safety Officer.

If they wish, they can complete a Health and Safety Improvement Form. This can be used to record the issue raised. It will also require the matter to be resolved and "signed off".

See Appendix B

5.2 Lecturing Space Safety:

Hazards: slips; trips & falls; equipment hazards; entrapment; ergonomic Injury

Risk Assessment: Medium

Control Measures and Policies:-

a) all lecture spaces are organised so as to avoid risks of falls or collisions trips or falls;
b) adequate means of access to and exit from all spaces is provided including adequate means of escape in case of fire;
c) passageways are kept free from obstruction;
d) running in the premises is prohibited;
e) any spills that occur are cleaned up immediately to minimise the risk of someone else slipping;
f) all tripping hazards (e.g. loose, upturned or damaged carpet / tiles / timber) must be reported immediately;
g) safe means are used if it is necessary to access heights. Suitable steps are provided and must be used. Under no circumstances may employees use files, boxes or swivel chairs in place of steps provided.

5.3 Ergonomic Design of Work Spaces:

Hazards: ergonomic Injury; posture; eye strain; repetitive strain

Risk Assessment: Medium

a) all work stations are designed to provide a suitable ergonomic layout for the work activity in question;
b) staff are advised not to alter the ergonomic design of work spaces;
c) staff must not move heavy furniture, desks, computers etc without consulting the nominated manual handling person;
d) staff members, suffering discomfort as a result of the layout of their work space, should liaise with the Health and Safety Officer, who will work with the staff member to rectify the situation and/or consult with management to resource what is needed to rectify the situation.

5.4   Computer and Visual Display Units (VDU):

Hazards: ergonomic Injury; posture; eye strain; repetitive strain; stress

Risk Assessment: Medium

a) sufficient space is provided in front of the keyboard to provide support for the hands of the user;
b) if required, foot rests will be provided;
c) all staff are provided with adjustable height and back support chairs;
d) desks and screens are arranged where possible so that any bright lights are not reflected in the screen. (See Employee Handbook)
e) staff are encouraged to take regular breaks from screen time.

Note: SNMCI complies with Chapter 5 of the Safety Health and Welfare at Work (General Applications) Regulations 2007 which states that;

'Every employer shall ensure that appropriate eye and eyesight tests are made available to every employee(i) before commencing display screen work (ii) at regular intervals thereafter (iii) If an employee experiences difficulties which may be due to display screen work'

Using a VDU has not been shown to cause permanent damage to the eyes or eyesight, however, some people will need glasses for screen use.

- the Safety, Health and Welfare at Work (General Application) Regulations 2007 apply to any employee who habitually uses display screen equipment as a significant part of his or her normal work;
- the employer must fund VDU eye tests if it is found that spectacles are required specifically for VDU use (basic frames and lenses);
- users are entitled to make further requests for eye tests at regular intervals or at any point that they feel VDU work is causing visual discomfort;
- there is **no provision** within the regulations for contact lenses;
- laptops are not covered by the regulations;
- if the user's own spectacles are suitable for VDU work then there is no requirement for the employer to pay for them or to provide additional glasses;

- additional benefits, such as retinal screening, are often available at no extra cost and add value for money to this legal obligation

5.5   Storage: Filing Cabinets and Shelving:

Hazards: falls, trips; overexertion; striking against; objects striking; repetitive strain.

Risk Assessment: Medium

a) each workplace should have designated storage areas for office equipment, books, files, paperwork and other office items such that the main thoroughfares are kept clear.

b) materials should not be stored on the floor, even temporarily, as people could trip or slip on them;.

c) cupboard tops should not be used as a convenient storage solution, particularly not for heavy items;

d) all shelving must be of sound construction, adequate strength and free from patent defect, so as to be safe and without risk to safety & health;

e) shelving must be installed by competent personnel;

f) items stored on shelving must be placed in such a manner that they will remain stable;

g) shelving must never be overloaded with any items or goods, to such an extent, as may be likely to cause collapse;

h) safe & free access to shelving must be maintained at all times;

i) the storage on shelving of goods & materials must be ergonomically organised, in such a manner as to avoid repetitive strain injury from continuous stooping or bending.

j) file cabinets are a common source of injuries. File drawers should be kept closed when not removing or replacing materials;

k) store heavier items in the bottom drawer;

l) start with the bottom drawer when setting up files;

m) never open more than one drawer at a time;

n) use drawer handles when opening cabinets

o) always close file drawers after use.

p) a full top drawer with empty or partially filled bottom drawers can cause the cabinet to tip over;

q) file drawers should not open to narrow aisles;

r) do not place cabinets next to doors;

s) do not store heavy materials on top of cabinets.

5.6   Manual Handling:

Hazards: moving materials/shelves etc incorrectly; dangerous loads; back injury; strain

Risk Assessment: Medium

At SNMCI all manual handling operations that cannot be avoided shall be identified and listed and carried out only by employees provided with appropriate training;

All such manual handling which has the potential for causing an accident and / or njury shall be reviewed annually in order to:

- see if it is necessary to carry out such work;.
- establish what environmental improvements might be implemented, and
- establish what reduction of load and / or mechanical aids may be provided to reduce the risk of accident.

All employees are required to report to the Health and Safety Officer in the event of any problem with manual handling, defects in the environment or equipment, or personal health status that could affect their ability to work safely.

5.7 Hazardous Materials:

Hazards: Contact with Skin, Swallowing of Chemicals, Inhalation of Vapours

Risk Assessment: Low

a) all cleaning equipment must be properly stored away;

b) proper cleaning gloves will be worn when using cleaning products containing hazardous substances;

c) all equipment for the purpose of cleaning shall be properly maintained and used correctly; any defects must be reported immediately;

d) staff should be aware of the danger of carrying cups of hot liquid.

5.8 Personal Protective Equipment: (See Part Two: Health and Safety in a time of COVID 19)

Hazards: improper use; non-standard equipment; lack of awareness.

Risk Assessment: Medium (regular/pre-COVID) - High (COVID19) (See Part Two)

a) Where possible, hazards will be eliminated at source.

b) In cases where hazards cannot be eliminated at source, they will be reduced to a minimum and adequately controlled.

c) In situations where Personal Protective Equipment (PPE) can offer further protection, employees will be issued PPE. Such PPE is issued free of charge by management, and must be used by the employees in the proper manner so as to achieve the desired effect

d) Care will be taken that the PPE is suited to the risks involved, taking into account the conditions at the place of work, and is suitable for the wearer and for the work to be done. Employees will be specifically informed of the risks for which the PPE is provided, and will be properly instructed and trained in its use.

e) PPE will be properly maintained and stored, and replaced as necessary.

f) The Health and Safety Officer shall identify the appropriate PPE for tasks which cannot be made safe by any other reasonably practicable means.

g) They shall also ensure that the equipment is used in the correct manner.

5.9 Drugs and Alcohol:

Hazards: Intoxication; falls, trips, stress; inability to fulfil duties

Risk Assessment: Low

SNMCI is committed to providing a safe and comfortable work and study environment, and this requires a clear statement of policy on alcohol and drug misuse.

Alcohol:

a) Alcohol consumption on the premises is prohibited to all employees, visitors (and sub- contractors when employed) and students within the premises boundary, including car parks and other external areas;

b) No member of staff will present for work under the influence of alcohol, nor consume alcohol during the working day;

c) No student or visitor will present for study or any activity in the College under the influence of alcohol, nor consume alcohol during the working/studying day;

d) Alcohol consumption in breach of the above risks the safety and comfort of other employees, students and visitors, and will be regarded as a serious case of misconduct;

Drugs:

a) Drug misuse on the premises is prohibited to all employees, visitors (and sub-contractors when employed) and students within the premises boundary, including car parks and other external areas;

b) No member of staff will present for work under the influence of misused drugs, nor misuse drugs during the working day (on the premises or off-site);

c) No student or visitor will present for study or any activity in the College under the influence of drugs, nor use/misuse drugs during the working/studying day;

d) Drug misuse in breach of the above restrictions risks the safety and comfort of other employees, students and visitors, and will be regarded as a serious case of misconduct;

e) It should be noted that if drug misuse and / or alcohol consumption reduces performance to unacceptable levels in terms of safety, sickness, absence or other factors, it may prove to be grounds for dismissal (staff) or expulsion (students) if counselling or other treatments are unsuccessful.

5.10 Smoking:

Hazards: environmental; health/inhalation of smoke; fire. .

Risk Assessment: Low

a) St Nicholas Montessori College is committed to providing a safe and comfortable work and study environment for staff and students.

b) In accordance with the Public Health (Tobacco) Act 2002 & Public Health (Tobacco) (Amendment) Act 2004 smoking is prohibited indoors and this applies to all SNMCI buildings.

c) Furthermore, in order to ensure the safety, health and welfare of staff and students using classrooms and offices, where windows may be open, smoking is prohibited

within a 6 metre radius of doors, windows, air intakes, and covered entryways

d) **Electronic Cigarettes**: In line with a recent Health Service Executive (HSE) initiative and in recognition *that 'the general consensus at European level is that there is a lack of research in relation to the long term health effects of e-cigarettes'* these devices are also included in the smoking ban. SNMCI now treats replacement devices such as e-cigarettes in an identical manner to traditional cigarettes and they cannot be used indoors or within the 6 metre radius of the locations mentioned above.

e) This section also relates to section 6.0 Fire and Emergency Management and the elimination of sources of ignition.

f) Persons who contravene the ban are liable to College disciplinary procedures and also to criminal prosecution with associated fine.

5.11 Heating:

Hazards: fire; dangers of badly serviced equipment

Risk Assessment: Low

a) Heating systems will be serviced and inspected by an approved engineer on an annual basis.

b) Appliances which are suspected to be faulty will be removed from service immediately.

c) Any room vents will be kept clear.

d) Corridors and passageways are to be kept free of obstruction.

5.12 Slips, Trips & Falls:

Hazards: trailing cables; damaged flooring; working at height; items left on floor;

Risk Assessment: High

a) Slips, Trips and Falls (STF) are the most common workplace accident type.

b) To avoid slips, floor and outside surfaces will be monitored by a responsible person and remedial action will be instituted where necessary.

c) To avoid trips, issues such as obstructed view, poor lighting, clutter in the way, wrinkled carpeting, uncovered cables, bottom drawers not being closed, uneven (steps, thresholds) walking surfaces, will be monitored by a responsible person and remedial action will be instituted where necessary.

d) Incidents involving slips, trips and fails will be investigated to identify causes and implement remedial measures.

e) Staff and students will be made aware of their responsibility to check the presence of slip, trip and fall hazards within lecture rooms, kitchens, offices and communal spaces.

5.13 Work Equipment:

Hazards: faulty equipment; lack of training; lack of maintenance

Risk Assessment: Medium

When purchasing and providing work equipment, SNMCI will ensure:

a) That such equipment is suitable for the intended purpose, and is manufactured to recognised standards;

b) That such equipment is subject to regular maintenance to ensure that it does not have critical failures;

c) That any specific hazard(s) associated with the equipment is noted and advised to staff ;

d) That such equipment is used only by employees trained in the proper use of the equipment;

e) That staff members are advised regarding any hazards / risks associated with its use;

f) Those employees maintaining the equipment are competent to do so;

g) That such equipment is properly installed, in a stable condition;

h) That such equipment is marked with appropriate information / warnings for safe use;

i) That such equipment is installed in an environment that is suitable (well lit, ventilated, etc. as necessary)

j) That each item of equipment is subject to regular inspection and testing.

5.14 Electrical Safety:

Hazards: electrocution; burns; lack of maintenance e.g. kitchen kettle, toaster etc.

Risk Assessment: High

a) At SNMCI electrical equipment is subject to regular inspection and maintenance to ensure that it remains in a safe condition.

b) All electrical systems and equipment are properly specified, designed and installed.

c) Systems are wired in accordance with the ETCI rules or IEE Regulations current at the

d) time of installation and all new equipment is to be manufactured to an appropriate

e) standard where one is set (such as Irish Standards (IS) and European Norms (IS EN)

f) and marked as conforming to European Union general standards (CE marked).

g) Portable (plugged-in) appliances are subject to a routine of inspection and testing.

h) Work on the electrical system or on any piece of electrically powered equipment shall be by authorised and competent persons only.

i) All employees are requested to inspect visually their work equipment prior to each day's use and to report any faults promptly.

j) Any faulty piece of equipment is to be taken out of service, labelled as out of service, and if possible unplugged from the mains supply. It may not be returned to normal use unless and until it has been checked by a competent electrical engineer, repaired if necessary and satisfactorily re-tested.

6.0 Fire and Emergency Management:

6.1 Fire Safety:

SNMCI is committed to the provision of safe work and study spaces and this includes appropriate fire precautions to prevent fires, detect them if they arise and ensure the safe and swift evacuation of everyone from a building in which a fire has started.

The Health and Safety Officer is responsible for ensuring that the organisation complies with the general requirements for good fire protection, including where appropriate the maintenance and testing of firefighting equipment and the provision of suitable fire exit routes with appropriate signage and maintained and tested emergency lighting.

The Health and Safety Officer is responsible for checking on the local arrangements for fire protection including the maintenance of fire exit routes free from obstructions, the briefing of staff, and participation in tests and drills.

Every employee is responsible for maintaining fire safety by avoiding creating fire hazards with either flammable materials (careful storage, disposal) or sources of ignition (smoking, electrical equipment).

Fire exits and routes must be kept clear and, in the event of an alarm, employees and students are required to make an orderly exit and assemble at the designated assembly point.

Fire:

a) Fire exits are clearly marked and kept clear of obstruction.
b) Doorways and passages are kept clear of obstructions.
c) Fire doors are closed at the end of the day.
d) Fire extinguishers and fire blankets are available throughout the building and are checked and serviced at least once a year.
e) An Emergency Lighting System will be maintained by a competent contractor.
f) An integrated fire alarm system has been installed throughout the building. A panel is located in the reception area and will be tested frequently. The test will be logged in the register.
g) A list of emergency telephone numbers is available by every phone.
h) Smoking is not permitted in SNMCI (see 5.10 above)
i) Fire drills will be held on the first Tuesday of every month, for both day and evening users of the building.
j) SNMCI has two fire wardens. The fire warden's role is to ensure that each floor is evacuated as quickly as possible in case of emergency. (see Appendix A for current holders of that role)
k) After checking toilets and passageways, the fire warden should be the last person to leave and should close windows and fire doors.
l) The staff sign –in sheet should be brought to the assembly point and a roll taken.

THE ASSEMBLY POINT FOR SNMCI CENTURY COURT IS THE COURTYARD AT THE BOTTOM OF THE STAIRS IN FRONT OF THE BUILDING

6.2 Action:

On discovering a fire:

- Keep calm
- Raise the Alarm
- Call other persons on premises and let them know where the fire is.
- If possible, and without putting yourself at risk, tackle the fire.
- Use an extinguisher appropriate to the type of fire.
- Keep yourself on the side of the fire near to an exit.
- If the fire is too large to be tackled, evacuate the building without delay.
- Go to the assembly point.
- Do not re-enter the premises until given the all-clear by the Fire Brigade.

On hearing the fire alarm:

- Keep calm
- Leave the building without delay, using the nearest exit from the premises.
- Do not stop or go back to collect personal belongings.
- Go without delay to the designated assembly point.
- Do not re-enter the premises until given the all clear by the Fire Brigade.
- The senior person present must ensure at the assembly point that all visitors and employees have evacuated, and be prepared to brief the emergency services.

Evacuation Drill:

The Health and Safety Officer is responsible for conducting an Emergency Evacuation Drill at least once a year. As little prior warning as possible will be given.

7.0 First Aid

SNMCI complies with HSE legal policy (Regulations 1981) to provide 'adequate and appropriate' equipment, facilities and personnel to ensure employees and students receive immediate attention if they are injured or taken ill at work.

SNMCI has carried out an assessment to ascertain what is 'adequate and appropriate'.

- There are First Aid Boxes located at interval about the building. These will be used to render first aid.
- Medical assistance will be obtained for any injuries more serious than this.
- All employees should be aware that, in the event of a medical emergency, efforts should be made to seek **professional medical assistance,** even though first aid facilities are available.
- Emergency Numbers: There are two **emergency numbers** in **Ireland** — 112 and 999. Both are free of charge to call. Call the **emergency services** by dialling 112 or 999 from a mobile or fixed **phone** line. 1

- Employees will be briefed on the importance of familiarising themselves with the contact details for the nearest hospital that should be held and be readily available on the premises.
- In the event of an accident resulting in first aid being administered, the person rendering first aid shall ensure that a record is made as to first aid treatment.
- Medicines should not be administered other than by medically qualified personnel.
- First aid training is given at regular intervals

Note: Please see Appendix A for list of current First Aiders.

8.0 Work Related Stress

Hazards: 'burn-out', Illness, absence

Risk Assessment: Medium

Work Related Stress (WRS) is stress caused, or made worse by work. It simply refers to when a person sees the work environment in such a way that s/he feel unable to cope.

SNMCI is aware of the increasing health concerns associated with stress at work and seeks to ensure that staff health is not put at risk by excessive and sustained levels of stress. Stress occurs when an individual sees an imbalance between the demands placed on them on the one hand, and their ability to cope on the other.

It is important to note that workplace stress may not be caused by the workplace. Individual capacity to manage work can be affected by many and varied circumstances and that which is challenging but manageable, when a person is feeling strong and supported, can seem overwhelming when a person is facing other challenges. Personal vulnerabilities at personal, familial and social levels e.g. sickness, issues with a family member, financial worries, can impact on how someone experiences stress and meets challenges.

The College recognises that from time to time staff may experience work related stress and it aims to be proactive in the reduction / management of sources of stress. This is achieved through;
- Creating and maintaining a healthy place of work;
- Respect for the dignity of each member of staff;
- Consistent and fair management actions;
- Monitoring and reviewing roles, organisational structures and systems in accordance with quality assurance systems, with regular feedback and recognition of performance;
- Setting of clear job descriptions and goals, with support routes identified;
- Where possible, staff input into decision making;
- Promoting awareness of the detrimental effects of long-term stress for individuals and the organisation as a whole;
- Encouraging employees to recognise stress in themselves and others;
- Encouraging individuals to get help in dealing with stress as appropriate from line managers, HR or the College's Wellbeing online facility.

9.0 Work Related Issues:

9.1 Safety in Pregnancy:

Hazards: damage to health of mother and /or child from physical environment (including biological/chemical agents if applicable to the surroundings)

Risk Assessment: High

Employees:

The SNMCI Employee Handbook (Section 6, p.21) sets out the College's responsibility covered by the provisions of the Maternity Protection Acts, 1994 and 2004 and the Maternity Protection Act, 1994 (Extension of Periods of Leave) Order, 2006.

The Handbook outlines expectations of the employee and of the College and the College's commitment to 'safety in pregnancy' with regard to issues such as breastfeeding, ante-natal and post-natal care, paternity leave and payment during leave.

The Society encourages all employees to inform HR as soon as they know they are pregnant. This means that the Society can ensure that the environment is supportive of all pregnancy requirements during this time.

SNMCI responsibilities include:-

- Consultation with employee;
- Identification of hazards including but not limited to: physical shocks, vibration, noise, chemicals, excessive heat or cold, radiation, manual handling, shift work;
- Adequate safeguards including but not limited to: adjusting work conditions, provision of suitable alternative work or, if that is not possible, provision of health and safety leave under section 18 of the Maternity Protection Act 1994.

Employees responsibilities include:-

- Informing HR as soon as they know they are pregnant. This means that the Society can ensure that the environment is supportive of all pregnancy requirements during this time;
- Following the policy and guidelines as set out in the Employee Handbook Section 6.

Students:

The College's QA 7.14 Student Maternity, Paternity Policy set out the advice and support available to students who become pregnant, adopt a child or wish to take paternity related absence during the course of their studies.

The College's FQA 7.14 Maternity Support Plan, is initiated by the student with the Programme Director and the Learner Support Officer.

9.2 Harassment, Bullying and Victimisation:

Hazards: stress, illness, absence

Risk Assessment: Low

SNMCI is a community that values and promotes equality and diversity. The College does not accept any discriminatory practices. All staff members, students and visitors have the right to enjoy their work/study in an environment that protects the dignity of all and promotes respect for all.

Every staff member and student of the College should be aware everyone has a duty to behave in an acceptable and appropriate manner.

In addition to being a violation of College policy, harassment or bullying are unlawful.

Definitions:

Bullying is regarded as a workplace risk, and is legislated for under the Safety, Health and Welfare at Work Act, 2005.

The Health and Safety Authority/Report of the Task Force on the Prevention of Workplace Bullying, 2001 defines bullying as "**repeated** inappropriate behaviour, direct and indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work, but, as a once off incident, it is not considered to be bullying

Harassment:

Harassment as defined in legislation, by the Employment Equality Act, 1998 and 2004 and the Equal Status Act, 2000 and 2004 as any act or conduct, related to any of the following grounds: - gender, civil status, family status, sexual orientation, religion, age, disability, race and membership of the travelling community, that could reasonably be regarded as offensive, humiliating or intimidating and that is unwelcome to the recipient. It includes spoken words, gestures, the production, display or circulation of written words, pictures or other material. Harassment can be perpetrated by management, fellow employees, students or visitors to the College.

Victimisation:

Victimisation can occur where a person is treated less favourably than another because he/she has in good faith made a complaint to the College in relation to harassment or bullying behaviour, or has sought to exercise any of his/her rights under the Employment Equality Acts, 1998-2015.

Examples of what constitutes harassment or bullying:

To constitute harassment the behaviour must be reasonably regarded as offensive, humiliating, or intimidating to the recipient. The following non-exhaustive list outlines examples:-

- Abusive, insulting or offensive language;
- Behaviour or language which frightens, humiliates, belittles or degrades;
- Inappropriate comments about a person's appearance, lifestyle or their family;
- Regularly making someone bear the brunt of pranks or practical jokes;
- Interfering with a person's personal effects or work equipment;

- Physical assaults or threats;
- Behaviour that treats some less favourably than others;
- Excessive monitoring of work;
- Overloading a person with work;
- Setting timelines that are difficult to achieve or constantly changing deadlines;
- Isolating;
- Withholding of work related information;
- Inappropriate written communication including letters, email or telephone text messaging

Examples of what does not constitute harassment or bullying:

Note: Line managers and supervisors have the right to manage, direct and govern how work is done, and a responsibility to monitor workflow and to supervise performance. This does not constitute harassment or bullying. Where the appropriate processes have been applied and communicated in a professional manner the following do not constitute harassment or bullying:-

- Constructive feedback and /or advice on performance or professional behaviour;
- Objective, critical comments re deficiencies in performance;
- Constructive feedback intended to assist staff to improve their performance;
- Constructive and appropriately delivered academic feedback to students.

Employees:

- The SMSI Employee Handbook, Sections 18/19/20, pp48-62 (updated August 2019) clearly state the College's position, policy and procedures with regard to 'Bullying, Harassment and Victimisation'.
- The Employee Handbook is available to all staff.
- The Policy and Procedures outlined therein are applicable to all staff (temporary and permanent) irrespective of length of service and includes academic and administrative staff.

Students:

- The College aims to provide a safe and welcoming environment for its staff and students.
- Staff members are committed to the creation of a respectful and collegiate learning environment, which will underpin the professional formation of SNMCI students.
- In order to achieve this, it is vital for both staff and students to work collaboratively through the application of a shared standard of conduct.

The College's range of **QA documents from 7.2 –7.4** outline that standard of conduct expected for students of the College.

QA 7.2: Student Code of Conduct sets down the Code of Conduct expected of students and outlines what is considered misconduct under this code.

The Code of Conduct applies to all persons, other than staff, undertaking a programme of study or otherwise in attendance on the College's premises.

The Code of Conduct comes into force when an offer of a place in the College is accepted and remains in force whilst students are attending the College, taking part in any of its associated events and representing the College either on or off the premises.

- All students are expected to be considerate of the needs of fellow students, staff and any authorised visitors to the College.
- All students are expected to refrain from any conduct which is intended or is likely to disrupt teaching, learning, study, research, ceremonies, recreational activities, meetings, examinations, administration or other activities undertaken by or within the College or organised as part of its approved activities.
- All students are expected to respect the property and resources of the College and not to use it for unapproved purposes.
- All students are expected to attend classes as appropriate to their programme of study and actively participate in the learning process.
- The Student Code of Conduct is included in the Student Handbook and on SNMCI's virtual learning environment, Moodle.
- The Student Code of Conduct is equally applicable to students when they are off-campus, for example on school placement, field trips or representing SNMCI in any setting.

QA 7.3: Student Charter clearly outlines the rights and obligations of both the College and those students who are fully registered on its programmes.

- The Student Charter is included in the Student Handbook and on SNMCI's virtual learning environment, Moodle.

(Website- MY SMSI-Moodle-QA Tab)

QA 7.8 Student Complaints: TOR Complaints Committee outlines a clear route for students who have a grievance. It is SNMCI policy to have a fair and accessible Student Complaints policy and procedure, in recognition of a person's right to express a complaint in the event they feel they have been unfairly treated or disadvantaged:-

- as a result of the service provided by SNMCI, or,
- as a result of the actions and behaviours of a member of College staff, or,
- as a result of the actions and behaviours of a member of the student body.

- The Student Complaints Policy and Procedure enables issues of complaint to be brought to the attention of the College and enables those issues to be investigated with the aim of a satisfactory resolution.
- It is SNMCI's hope that any complaint may be brought to a speedy resolution through an informal process of conciliation at the initial stage.
- The policy also allows for a formal process for complaints that cannot be resolved informally.

9.3 Out of Hours/working alone in the building:

Hazards: accidents or Incidents, sudden illness, lack of first aid, security, and emergencies

Risk Assessment: Low

Employees:

St. Nicholas Montessori College is aware of the potential risks associated with 'lone working' and requires staff members to assess the risks and put in sensible controls to minimise the risks.

In the interest of Health and Safety and personal security, SNMCI recommends that 'out of hours'/lone working should only be undertaken when absolutely necessary.

Students:

It is strictly **PROHIBITED** for any student to be in any College space 'out of hours' alone and unsupervised.

10.0 Remote Working

10.1 Remote Working:

Hazards: isolation, stress, '24/7 availability', lack of social contact, issues related to mental wellbeing.

Risk Assessment: Medium

Remote working has come to the fore at SNMCI, for two reasons:-

1. The College's move to Blended Learning Status and the potential benefits that this flexibility of delivery offers to staff. Note: There is nothing specific in general legislation that prohibits a person from working from home.
2. SNMCI along with many other employers are making plans to ensure that the College can continue to operate during the current COVID-19 virus pandemic.

Many employees may be advised to work from home on a temporary basis. Employers have specific duties to ensure the safety, health and welfare at work of all employees. In general employers should consider

- Work environment
- Work equipment
- Mental wellbeing
- Working alone
- Risk assessment

Work environment:

- As a minimum and without encroaching on personal privacy, employers need to ensure that employees have enough room for work to be carried out, including space for the workstation, other equipment (e.g. printers) and storage of materials.
- If the employee is working permanently from home, they should ideally choose one room as their office. This reduces physical intrusion into the home, helps keep domestic interruptions to a minimum and reduces risks to other people at home (e.g. young children).

- If the room is lockable, so much the better – this improves the security of equipment and data in line with GDPR.
- Employees need to ensure good standards of housekeeping, including adequate lighting, removing trailing leads and not using the floor or high shelves for storage.
- Remote workers must make sure they use equipment correctly and take reasonable care of their own health and safety.
- They must also be aware of the risks their work poses to other people, such as family members (including children).
- Assessment of whether the home provides a suitable workplace and the setting of minimum requirements, should take into account, if the person a) is employed on this basis b) is working from home some of the time or c) if circumstances necessitate a rapid move to remote working.

Where an employee is working from home they will be required to contribute to a Home Working Risk Assessment to ensure that the work station / area is a safe working area and that any issues arising can be sorted out.

To this end the College has devised a Home-Working Risk Assessment Checklist. See **Appendix C**

Work equipment:

- Similar furniture and equipment standards as would be applied to an office should be applied to a home workstation.
- A suitable desk and adjustable chair will normally be needed. These should be ergonomically designed to reduce the risk of musculoskeletal problems. Allowing employees some choice in style will enable them to choose equipment that suits the décor of their house.
- Employers should provide accessory equipment, such as task lighting to supplement domestic lighting. Some equipment e.g. office shredders may not be suitable for domestic use.
- If employees only occasionally work from home, it's generally fine for them to use their own equipment to log in to work networks.
- Permanent computer workstations need to be legally compliant and laptops (light and portable) may prove a reasonable alternative. Minimising the amount of time spent using a laptop, and taking regular rest breaks, is recommended.
- Employees working from home may need accessories e.g. a mouse, keyboard, screen (or laptop riser), taking account of the user's needs, space restrictions and how long they spend at the computer.
- To reduce frustration and wasted work time employers should provide good instruction and training on how to use software and manage minor equipment

failures - a dedicated helpline - a procedure for returning items via a courier - a supply of spare items to replace faulty equipment temporarily.

Mental Wellbeing:

- Working arrangements are as important as the physical environment for employees working remotely.
- Some employees may find it difficult to adapt to working in an environment with limited social contact.
- Some employees may find it harder to manage their time or to separate work from home life.
- Employees, whether recruited as remote workers, or those who move to remote working, need to be aware of issues of time management and social isolation.
- Remote workers may be tempted to work longer than normal hours, due to the lack of direct supervision. For e.g the sheer volume of email can mean that workers feel they have to deal with it all the time, even when they're not officially working.

SNMCI will:-

Support staff with practical training and advice on how to separate their work and home lives by e.g.:-

- Putting in place clear, consistent management systems to reduce risks to remote workers.
- Employing risk assessments, in consultation with employees, to ensure that employees follow safe practices.
- Ensuring that remote workers don't feel divorced from decision-making about their work and workplaces.
- Encouraging the use of a dedicated telephone line for work.
- Discussing ground rules relating to childcare, hours of work, access to the office and use of mobile communications.
- 'Checking-in' with staff during one-to-one meetings that they are managing their work–life balance effectively.
- Providing good communication systems and formal means of contact to minimise feelings of isolation.
- Having regular staff meetings to give employees the opportunity to talk and connect.
- Providing CPD to reinforce the organisation's standards.
- Where possible (COVID permitting , 2020-2021) requiring remote workers to come into the office once a week to make sure they stay up to date with College systems and with staff at the office.
- Providing clear policy documents.
- Providing Internal contact directories and access to essential information through the College intranet, including a secure area for employees.

- Access to helplines for support in dealing with software problems and equipment failures - procedures if information technology systems fail.
- Online/virtual meetings and discussions.

11.0 Accident Investigation and Reporting:

It is the policy of St. Nicholas Montessori College that all incidents of injury, or incidents where there was the potential for injury, be investigated immediately after knowledge of such events. Every incident and near miss should be investigated as soon as possible, and action taken to prevent recurrence.

Investigations are intended to determine cause or factors of occupational injuries or illnesses and if any action is necessary to prevent recurrence. They are not intended to fix blame upon or find fault with an individual or group of individuals.

- Incidents should be reported to the Health and Safety Officer (or, where this person is not available the most senior management person in the building);
- Preserve the accident scene, if possible, until initial investigations are concluded, and photographs taken;
- Establish what happened;
- Interview staff involved, including witnesses;
- When interviewing staff ask 'open' questions which invite the interviewees to describe what they know and minimise "closed" questions as far as you are able. For example an 'open' question is "Tell me what XX was doing at the time"; a 'closed' question is "was XXX running in the corridor when she tripped?".
- Once the sequence of events is clear, try to identify the factors which gave rise to each event in turn, bearing in mind that some steps on the route to the accident may have had several separate causes.

The Incident/Accident Report (see Appendix D) will be completed by the investigating person and the Health and Safety Officer. Recommendations will be made if and when necessary to prevent recurrence.

Notification of Accidents and Dangerous Occurrences:

Irish Law now requires that certain accidents at work must be notified to the Health and Safety Authority on the appropriate forms. Copies of these may be obtained from any office of the Health and Safety Authority. Such reports may be submitted on hard copy, or electronically via www.hsa.ie

The Authority must be notified using Form IR1 about:

- A work accident causing the death of any employed or self-employed person;
- A work accident that prevents an employed or self-employed person from working for more than three days;
- An accident caused by a work activity which causes the death of, or requires medical treatment to, any person not at work; e.g. a passer-by.

The Authority must be informed using Form IR3 as soon as possible about: (unlikely for SNMCI)

- Any dangerous occurrence involving lifting machinery, pressure vessels or electrical short-circuit;
- Explosion or fire, escape of substances; collapse of scaffolding, building or structure; unintentional ignition or explosion of explosives; failure of a freight container or an incident occurring from the conveyance of dangerous substances by road; failure of breathing apparatus; and incident involving overhead lines carrying 220 volts or more; a train crash at factory or dock; the bursting of a revolving vessel, mechanically powered wheel or grindstone.

Responsibility for reporting of accidents to the HSA:

- On behalf of St. Nicholas Montessori College the Health and Safety Officer will report, or arrange to have reported, to the Health and Safety Authority, any accident or dangerous occurrence that requires to be reported.
- Records will be kept, as required, for a minimum of ten years, of reportable accidents.

Part Two: Additional Arrangements in a time of COVID 19.

#	POLICY TITLE:		POLICY AREA:	VERSION:	DATE:
ST.NICHOLAS MONTESSORI	QA: COVID 19/2020		Staff and Student Health and Safety	1.0	July 2020

FIGURE 3

Introduction and Context:

Introduction

This policy outlines SNMCI's commitment to the implementation of the Government's Return to Work Safety Protocol.

The policy is a live working document and will be reviewed on an ongoing basis and amended to take into account new guidance from www.gov.ie; www.hse.ie; www.hpsc.ie; www.hsa.ie.

This policy has been formulated to consider the College's Duty of Care to staff and students and will outline the following;-
   A.   Preparation of the College Premises
   B.   Preparation of Staff and Students
   C.   Social Distancing and Limiting Access
   D.   Levels of Hygiene
   E.   Review

All staff members and students are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus.

https://www2.hse.ie/conditions/coronavirus/returning-to-work-safely.html

Policy Statement:

SNMCI is committed to providing a safe and healthy space for all employees and students.

The College will:
- Undertake a risk assessment and put control measures in place to safeguard staff, students and visitors. (Document C 1)
- Provide up to date information to staff and students on the Public Health advice issued by the HSE and Gov.ie
- Display information on the signs and symptoms of COVID-19 and correct handwashing techniques
- Adapt the workplace to facilitate physical distancing as appropriate
- Intensify cleaning in line with government advice
- Put in place a reporting system through a Daily COVID Response Representative.

- Keep a log of contact/ group work to help with contact tracing (Document C2)
- Develop a procedure to be followed in the event of someone showing symptoms of COVID-19 in the College. (Document C 3)
- Provide instructions for all to follow if they develop signs and symptoms of COVID-19 in the College. (Document C4)
- Update employee absence and leave (to include sick leave) policy.
- Provide a briefing for staff and students. **As part of the 'Back to Work' declaration staff must indicate that they have engaged with this resource.** (See Document C 5 and www.smsi.ie)
- Continue to monitor its COVID-19 response and amend this policy in consultation with all stakeholders.

SECTION TWO:

A. Preparation of the College Premises:-

The College will:
- Undertake a risk assessment and put control measures in place to safeguard staff, students and visitors. (Document C1)
- Ensure that the College is safe to enter/Deep cleaning/PPE/Social distancing.
- Ensure the Fire and Evacuation procedures are working
- Provide visual aids in prominent locations around the buildings to advise and remind staff and students of the signs and symptoms of Covid-19 along with the measures to assist in preventing the spread of same
- Intensify cleaning in line with government advice
- Adapt the workplace to facilitate physical distancing as required
- Provide PPE supplies as appropriate

B. Preparation of Staff and Students:-

The College will: (Staff)
- Provide up to date information to employees on the Public Health advice issued by the HSE and Gov.ie
- Provide an induction briefing. **As part of the 'Back to Work' declaration staff must indicate that they have engaged with this resource.** (www.smsi.ie)
- Issue a 'Return to Work' form prior to the official return to work date (August 10th 2020) to be returned to the CEO on Thursday August 6th 2020. (Document C5)

- Develop a procedure to be followed in the event of a staff member showing symptoms of COVID-19 while in the College. (Document C3)
- Provide a procedure for staff to follow if they develop signs and symptoms of COVID-19 while in the College. (Document C4)
- Maintain sign in/sign out sheets to assist with contact tracing should the need arise (Document C6)
- Keep a log of contact/ group work to assist with contact tracing (Document C2)
- Put in place a reporting system: Daily COVID Response Representative
- Review absence and leave (to include sick leave) policy to take into account individuals who are absent due to a confirmed case of Covid-19.
- Discuss individual staff member needs and as far as possible accommodate flexible working arrangements e.g. remote working.

The College will: (Students)
- Provide up to date information to students on the Public Health advice issued by the HSE and Gov.ie
- Provide an induction briefing. **As part of the 'Back to Study' declaration students must indicate that they have engaged with this resource. (**www.smsi.ie**)**
- Issue a 'Return to Study' form prior to the official return to College) for contact classes (October 2020), to be returned to Programme Directors **three days** prior to the first contact session. **Note: Where 'Back to Study Forms' have not been received learners will not be admitted to contact sessions.** (Document C7)
- Liaise with students through class representatives to discuss issues or concerns
- Develop a procedure to be followed in the event of a student showing symptoms of COVID-19 while in the College. (Document C3)
- Provide a procedure for students to follow if they develop signs and symptoms of COVID-19 while in the College. (Document C4)
- Maintain sign in/sign out sheets to assist with contact tracing should the need arise
- Review QA 7.10 Attendance Policy to take into account individuals who are absent due to a confirmed case of Covid-19.
- Encourage students to engage with the Learner Support Office to facilitate any discussion re accommodations for flexible arrangements due to a confirmed case of Covid-19.

C. Social Distancing and Limiting Access:-

The College will:
- Clearly mark ENTRY and EXIT points and maintain a one-way system **where it can reasonably be maintained in the current premises.**
- Direct all deliveries to the main reception where they will be collected by a member of staff.

- As far as is practicable, reduce the numbers of visitors to the College.
- Any visitor attending the office must fill in a visitor questionnaire / sign-in (Document C8). The completion of this record is responsibility of the staff member who has invited the visitor
- Redesign office space and student areas to maintain 2 metre distance.
- Use floor and door markings to indicate space.
- Use a rota system for staff sharing communal office spaces
- Where applicable stagger beaks and work patterns to limit contact between staff and provide guidelines for access to communal areas e.g. staff and student kitchen spaces.
- Where possible transfer 'paperwork ' by digital means
- Keep meetings virtual for the time being

https://youtu.be/1jZoWIWsEU8

D. Hygiene Levels: -

The College will:
- Provide cleaning and disinfection supplies in prominent areas.
- Provide staff and students with PPE e.g. face shields for contact sessions.
- Provide information on good hand and respiratory hygiene.
- Encourage staff to take responsibility for an increase in the frequency of cleaning, of regularly touched surfaces, such as door handles, light switches, kitchen appliances etc.
- Encourage students to assist in the cleaning of materials and learning spaces when physically present for Montessori workshops.
- **Require staff and students to supply, use and wash their own cups/plates/drinking glasses/cutlery etc**. (Environmentally friendlier and safer than the use of disposable products)
- Encourage staff and students to refrain from sharing stationery items e.g. pens, pencils, staplers etc.

https://youtu.be/IsgLivAD2FE

E. Review: -

The College will:
- Review this policy on an ongoing basis.
- Review the policy to take into account new guidance from www.gov.ie; www.hse.ie; www.hpsc.ie; www.hsa.ie.
- Review the policy in light of each 're-opening phase'.
- Review the policy in light of any new developments that occur in treatment, testing and vaccines.
- Review the policy following either a suspected COVID-19 case or a confirmed case for a staff member or student.
- Review the policy following staff and student feedback.

SECTION THREE:

Staff and Student Commitment: -

Aside from the usual day to day responsibilities of staff members and students, the introduction of COVID-19 into society brings new challenges that we must all deal with. It is the responsibility of **all** to keep ourselves updated on the latest advice from Government and the HSE. We must all cooperate in maintaining the safety measures put in place to help prevent the spread of the virus. All staff members and students are encouraged to provide feedback on this policy and its related procedures.

All staff members and students play a role in ensuring, not only their own good health but also the health and wellbeing of others in the College.

SNMCI asks that you…
- Ensure you feel well before coming into the College.
- Keep up to date with the latest Covid-19 advice from the Government.
- Make yourself aware of the signs and symptoms of Covid-19 and how the virus is spread. **Symptoms**

  https://www2.hse.ie/conditions/coronavirus/symptoms.html

  https://youtu.be/T8s5z9ZrUdo
- Engage with the mandatory Induction Training and raise any queries or concerns you may have in relation to new ways of working and studying.
- Complete and return the 'Return to Work' and 'Return to Study' forms provided, on the indicated dates. (Staff and Student)

- Advise in advance if you fall into an "at risk" category so alternative working arrangements can be made for you (Staff)
- Co-operate with colleagues, peers and College policy in the implementation of the necessary measures put in place to protect all.
- Be vigilant about physical distancing and maintaining good hand hygiene and respiratory etiquette
- Read the procedures related to 'what to do in the event of a staff member/student showing symptoms of COVID-19 while in the College'. (Document C3)
- Familiarise yourself with what to do if you become ill when in the College. (Document C4)
- **Co-operate with the maintenance of the log in/log out system as this is designed to facilitate contact tracing should the need arise**
- Be available on a rota system as the nominated COVID Response Representative when physically in the College (staff). Document C10
- Avoid sharing cups, bottles, crockery, pens etc. Bring your own kitchen items and maintain your own office stationery to avoid the potential risk of spreading infection
- Cooperate with all measures put in place on public transport if you must us it to travel into the College.
- Clean any personal items brought into the College, avoid leaving them on communal surfaces and/or disinfect the surface after the item has been removed
- Co-operate with the cleaning regime in place – all appropriate materials such as disinfectant, cloths, gloves etc. will be provided

SECTION FOUR:

Roles and Responsibilities: -

NO.	ITEM	RESPONSIBLE PERSON(S)	ROLE
1.	Policy/Procedures/Updates	DQAA	Write/update/communicate policy and procedures
2.	COVID-19 Induction	DQAA/CEO/IT	Develop and provide online COVID Induction Training for Staff and Students
3.	Staff 'Return-to-Work' forms	CEO/HR	Sends form and ensures return of same before staff members are allowed back to College in person.
3.	Student 'Return –to-Study' forms	Programme Directors	Sends form and ensures return of same before students are allowed back to contact classes.

4.	COVID Response Representative	Daily rota	See points 9 and 11.
			Communicates to CEO and/ or DQAA re any staff concerns /issues related to policy or changed working arrangements.
6.	Student Representatives	Class Reps and SEO	Communicates to PD's, LSO or SEO any student concerns /issues related to policy or changed T,L &A arrangements.
7.	Sign in/ out sheets Staff/Visitors Reception	Reception staff	Ensures that all staff sign form when entering and exiting College.
			Ensures that all visitors are 'handed' over to the person who invited them into the College and ensures that proper records are kept. These forms are kept for at least 1month.
8.	Sign in sheets (students/contact days)	Lecturer-PD 's	Ensures that all students entering the College for contact days sign in.
			These forms are kept for at least one month. These forms are for COVID tracking purposes rather than attendance
9.	Dealing with a Suspected Case of COVID-19	COVID Response Representative (daily)	Rota system to ensure that there is a response person on the premises each day.
10.	Signage/ Supply of PPE, cleaning material etc	Institutional	Provided and replenished
11.	Cleaning and Disinfection	College Cleaning staff. ALL staff members and ALL students.	The College cleaning staff will clean thoroughly at the end of each day. All staff members take responsibility for an increase in the frequency of cleaning, of regularly touched surfaces, such as door handles, light switches, kitchen appliances etc. on a rota system. All students take responsibility for assisting in the cleaning of materials and learning spaces when physically present in classes.

		Daily COVID Response Rep.	The Daily COVID Response Representative monitors.
12.	Leave and working arrangements policy during Covid-19	CEO /HR	CEO will liaise on a one-to-one basis re flexible working arrangements and any leave required due to COVID 19

Staff Representative

Social distancing compliance is the responsibility of everyone.

THE ROLE OF THE DAILY COVID RESPONSE REPRESENTATIVE is to monitor that day's activities within the College to ensure social distancing and hygiene rules are being maintained and reduce the spread of the C-19 virus. (Document C9)

The responsibilities of the COVID Response Representative fall broadly into 2 categories:

Proactive duties
- Ensuring personnel onsite complete relevant sign in and out forms
- Being an onsite presence to monitor compliance with social distancing of 2 metres between all personnel onsite.
- Ensuring there is sufficient up to date signage erected onsite to educate all personnel about the COVID-19 controls within the office
- At all times promoting and coaching good hygiene practises to all staff onsite
- Ensuring regular cleaning of handrails, door handles, etc. is undertaken
- Ensuring hand wash liquid/soap and hand sanitisers are replenished as required
- Liaising with CEO/DQAA with regards to any COVID-19 concerns raised by staff.
- Ensuring staff are adhering to staggered break time schedules and limiting numbers in the kitchen, meeting rooms and other communal areas.

Reactive duties
- Where a person (staff or student) in the College experiences COVID-19 symptoms the daily COVID Response person needs to react. In a reactive position, the responsibilities include:
- Informing management if there is a confirmed case or if they have been made aware of an individual with COVID-19 symptoms
- Isolating an individual with symptoms in an isolation room away from other staff

- Following site protocol for individuals with COVID-19 symptoms. (i.e. send home, inform them to contact GP Document C3)
- Assisting in contact tracing should there be a confirmed case of COVID-19
- Once the affected person has left the workplace, helping in assessing what follow up action is needed.

Persons Involved:

All Staff and Learners: College wide

Related Procedures:	Person/s Responsible	Records generated to ensure evidence of follow through
QAF C1: Risk Assessment	DQAA	Document
QAF C2: Contact Log Group Meetings	Meeting Chair	Records
QAF C3: Procedure for dealing with a suspected case of COVID 19	DQAA	Logs
QAF C4: Procedure for person who develops symptoms of COVID 19 while in the College.	DQAA	Logs
QAF C5: Staff Return to Work Form	CEO/HR	Staff Records
QAF C6: Staff Log in Sheet	Reception	Daily sign-in sheets
QAF C7: Student Return to Study Form	PD's	PD Records
QAF C8: Visitor Log in and Questionnaire	Reception /Staff	Records
QAF C9: Duties of Daily COVID Response Representative	Daily	Log

Appendices

Appendix A: Health and Safety Personnel (academic year 2020-2021)

Role	Name	Contact
Health and Safety Officer		
Member of H&S Comm. Staff/academic	Siobhan Doyle	siobhan.doyle@smsi.ie
Member of H&S Comm. Staff academic	Steve Welsh	steve.welsh@smsi.ie
Member of H&S Comm. Staff/admin	Ciara O'Cathain	ciara.ocathain@smsi.ie
Member of H&S Comm. Staff /admin		
Member of H&S Comm. Student		
Fire Warden:	1. Sadhbh Bhreathnach	sadhbh.bhreathnach@snmci.ie
Fire Warden:	2. Mackenzie Young	mackenzie.young@smsi.ie
Designated Liaison Person:	1. Tara O' Leary	tara.oleary@smsi.ie
Designated Liaison Person:	2. Siobhan O'Reilly	siobhan.oreilly@smsi.ie
First Aider:	1. Mina Walsh	mina.walsh@smsi.ie
First Aider:	2. Clare Roche	clare.roche@smsi.ie
First Aider:	3. In training	To Be Confirmed

Appendix B: Health and Safety Improvement Suggestion Form

ST. NICHOLAS
MONTESSORI

This form is for use by employees who wish to provide a safety suggestion or report an unsafe workplace condition or practice.

Employees and students are advised that the use of this form or other reports of unsafe conditions or practices are protected by law. It would be illegal for an employer or a College Dept. to take any action against an employee or a student in reprisal for exercising rights to participate in communications involving safety.

The College will consider any suggestion and where necessary investigate any practice or condition impacting on Health and Safety.

Description of unsafe condition or practice (location):	
Causes or other contributing practices:	
Employee/Student suggestion for improving safety:	
Has this matter been reported to management /Programme management (student) and/or the Health and Safety Officer?	
Employee/student signature (optional)	
Office Use:	
Date affected employees informed of investigation results	
Date of correction or other completing action:	
Outcome	

Appendix C: Home Working Risk Assessment Form

ST. NICHOLAS MONTESSORI

Employer	Yes/ No	Management action required	Addressed?
General			
Are there suitable arrangements for providing remote workers with information, instruction, training and support?			
Are there suitable arrangements for communicating with and consulting remote workers?			
Are supervision arrangements adequate?			
Has CPD been provided about managing working hours, workload or work–life balance?			
Is the employee aware of arrangements and requirements for communication and reporting?			
Is the employee aware of how to get help on using computers or other equipment?			
Are there any GDPR /security concerns?			
General working environment			
Is there enough space for the employee to work comfortably?			
Does the work area provide enough privacy and freedom from disturbances?			

Does the employee have enough storage space?			
Is there adequate segregation from non-workers (e.g. children, pets)?			
Are there any immediate physical hazards?			
Work equipment			
Does employee need a full-size laptop or desktop computer?			
Does the employee need a screen, keyboard, mouse or docking station? (These may be needed if the laptop is regularly used for long periods)			
Does the employee need a suitable chair/desk?			
Does the employee know how to set up the workstation and chair for safe use?			
Does the employee take adequate breaks from computer work?			
Are there any other concerns? (Please specify)			
Employee	**Yes /No**	**Management action required?**	**Addressed?**
Are you happy with the arrangements for communicating with your manager or other team members: - face to face? - by telephone? - by email or post?			

Do you have good access to organisational information (e.g. by email, intranet, phone etc.)			
Have you been provided with CPD re remote working? For e.g. -health and safety when working at home? - safe set-up and use of your workstation (including laptops)? - how to use appropriate software? - troubleshooting and maintenance of equipment?			
Do you take regular breaks from computer work?			
Do you have any concerns about managing your working hours, workload or work–life balance?			
Are there any other concerns? (Please specify)			

Appendix D: Incident/Accident Report Form

INCIDENT / ACCIDENT REPORT FORM

This form must be completed whenever an incident or accident occurs …
- Where someone was taken ill
- Where an incident **could have** resulted in injury or damage to persons or property (near miss)
- Where an incident **has** resulted in injury or damage to persons or property.

This form should be completed by the Health and Safety Officer in conjunction with the person to whom the incident was reported.

Name of person/s involved:	(add lines as needed)
Person 1.	
Address:	
Telephone:	
Person 2.	
Address:	
Telephone:	
Is the person involved in the Accident/Incident? (Circle)	Student Employee Visitor Contractor
Particulars of Incident/Accident & circumstances under which the Incident/Accident occurred: Use additional pages and/or photos if necessary. **Please consider for example…** **Was the person authorised to be in that place at that time for the purpose of his/her work/studies?** **What was the person doing at the time of the accident?** **Was this something authorized or permitted to be done for the purpose of his/her work/studies?**	

Witness: Name and Address. (if applicable)	46

When and to whom was incident/ accident reported?

Consequences of the Accident/Incident?
Steps taken: **Outcome:**

Steps taken to prevent reoccurrence of this type of Accident/Incident: (where applicable)

Signature of person completing report:	**Date:**

Signature of Health and Safety Officer:	**Date:**