



ALEXANDRA COLLEGE DUBLIN

Health and Safety Policy

As the Board of Management of Alexandra College 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 Alexandra College by appointing the Principal 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 Chief Financial Officer, Deputy Principal, and Operations Manager.

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

- A Brief Health & Safety Report is submitted to the Board of Management monthly by the Operations Manager. Weekly meetings between the Principal, Chief Financial Officer, and Operations Manager will be set up to discuss any issues.
- A report on health and safety covering: number of jobs, number of visitors, any incidents, staff training, fire drills, and all new or revised policies and procedures is tabled and produced each Term to the Principal.
- The Operations Manager is responsible for recording and planning of the Fire Drills within the School. Each Building will be tested twice per term in line with regulations.
- 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. A Planned Preventative Maintenance contract is put in place with a competent external company to ensure all equipment is serviced and fit for purpose. Action items from these reports are required to be completed within recommended timescales. Reactive Maintenance is also set up and carried out when issues arise. Internal onsite Maintenance Employees will carry out works to the extent of their ability. When required, an external contractor is called in for any issues. As per legislation any electrical issues must be serviced by a qualified electrician.
- 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 school's external caterer conduct monthly Food Safety checks, a robust three monthly Inspection, and an independent annual audit of the

HACCP system, food storage, preparation, cooking records, storage of food, daily allergen records, together with regular external deep cleaning and monthly pest control services.

- 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 and a regular water sampling and testing regime is in place. This is done in line with the recommended time and in line with legislation.
- The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues. Every employee in the school will complete the Children's First Mandated Person training and receive a copy of the School Handbook as well as completing Garda Vetting as per the Garda Vetting Policy. Operations Staff all receive manual handling training and will do a basic first aid course. Relevant Qualifications and Certificates are obtained for all Maintenance Staff. The School Bus is regularly serviced and is compliant in all legislation. The School currently has one bus driver. The school retains a copy of their license. Catering Staff are trained at induction and annually refreshed in the areas of child safeguarding, Garda Vetting, onboarding Health and Safety, Fire training, Food Hygiene training, manual handling, chemical training, and comprehensive risk assessment training and all areas are assessed with an Observed Competency Annual Checks.

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 Principal 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.

The Principal will circulate a copy of this policy to all staff members to ensure that they are aware of the current policy. They will be advised as and when it is reviewed, added to or modified.

Date of review: This Policy will be reviewed annually.

Statement ratified by the Members of the Board of Management on 5 December 2023.