



ALEXANDRA COLLEGE DUBLIN

Health and Safety Policy

Section 1: Overview & Definitions

Alexandra College recognises its duties and responsibilities under the Safety, Health and Welfare at Work Act 2005 and associated legislation, including the Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2023 (as amended), to ensure, so far as is reasonably practicable, the safety, health and welfare of employees, pupils, contractors, visitors (including parents and guardians) and all others who may be affected by the College's activities.

This Health and Safety Policy should be read in conjunction with the Alexandra College Safety Statement and associated Risk Assessments, which are reviewed annually and updated as required in accordance with legislative requirements and operational needs.

In accordance with Section 20 of the Safety, Health and Welfare at Work Act 2005, Alexandra College maintains a Safety Statement which identifies hazards, assesses risks and outlines the control measures implemented by the College. The Safety Statement is reviewed annually, or sooner where significant changes occur, signed by the College Principal on behalf of the employer and displayed at the entrances to College buildings and other appropriate locations throughout the campus.

Alexandra College is committed to providing and maintaining a safe and healthy environment for teaching, learning, boarding and recreational activities and to promoting a positive culture of health, safety and wellbeing throughout the College community.

The College places a high priority on ensuring that all educational, boarding, operational and support activities are delivered safely and appropriately. The College is committed to promoting the health, safety and wellbeing of all members of the College community and recognises that a safe environment is fundamental to effective teaching, learning and personal development.

The College recognises both physical and psychosocial hazards and is committed to implementing appropriate measures to reduce risks arising from its activities.

Section 2: Roles & Responsibilities

The College Principal is tasked as the responsible person for overseeing Health and Safety of the College and Campus. They oversee the day-to-day operation and implementation of Health and Safety arrangements and are responsible for signing the College Safety Statement annually, or sooner where significant changes occur, in accordance with Section 20 of the Safety, Health and Welfare at Work Act 2005. The Operations Manager reports directly to the Principal and provides regular Health and Safety updates to the Principal. The Operations Manager is responsible for conducting

and reviewing operational, activity-specific and building Risk Assessments to accompany and support the College Safety Statement. The Operations Manager also looks after the College's Garda Vetting, consulting with the College Principal.

The College Principal is also the responsible person for overseeing Child Safety and Welfare in the College. Although separate policies have been devised around Child Protection and Safeguarding and Garda Vetting, these items still fall under the umbrella of Health and Safety.

The College Principal is the Designated Liaison Person for the Senior School and Boarding. The Deputy Principal (Senior School) is the Deputy Designated Liaison Person for the Senior School. The Head of Boarding is the Deputy Designated Liaison Person for Boarding. The Junior School Principal is the Designated Liaison Person for the Preschool and Junior School. The Deputy Principal (Junior School) is the Deputy Designated Liaison Person for the Preschool and Junior School.

Section 3: Procedures and Implementation of Health & Safety

Alexandra College is committed to ensuring the safety of all of its students, employees, visitors, contractors and all other relevant stakeholders. To do this, the following procedures and systems are in place to meet this goal.

3.1: General Safety Procedure

- In accordance with Section 20 of the Safety, Health and Welfare at Work Act 2005, A Safety Statement has been created by the Principal, Operations Manager and the College's Health and Safety Advisors, which is reviewed and updated annually. This Statement is signed by the Principal and displayed in all buildings.
- In accordance with Section 19 of the Safety, Health and Welfare at Work Act 2005, Risk Assessments have been created for each building to support the Safety Statement. Risk Assessments are also displayed in buildings. Risk Assessments have also been created for specific actions or events. Risk Assessments are reviewed annually in accordance with legislation or following any incidents or accidents. Specific Catering Risk Assessments from The College's Catering Company are conducted and reviewed annually. The Operations Manager also retains copies of these.
- In accordance with Section 8 of the Safety, Health and Welfare at Work Act 2005, Alexandra College operates Daily, Weekly and Monthly Health & Safety Checks to ensure a safe working environment for all. The Operations Manager has Planned Preventative Maintenance contracts implemented in line with compliance and legislation for all electrical and mechanical equipment. PPM's are also in place for Pest Control and Waste Management to prevent infection or infestations and to reduce any physical hazards from the build-up of waste. Any hazards are identified and reported to the Operations Manager or maintenance team and dealt with immediately. Contracts are in place with various companies for Reactive Maintenance should it be required.

- The College has a rigorous cleaning schedule in place which includes daily, weekly, monthly and holiday cleaning schedules. Weekly reports are conducted and monthly inspections and reviews are conducted between the Operations Manager oversees this and is the responsible person but the day-to-day running of this is tasked to the Cleaning Supervisor to ensure that standards are being met.
- All cleaning products used have been vetted and are safe to use around children. Any potentially harmful products such as bleach or mould remover are used only during holiday periods. All staff have been trained in the safe use of chemicals and Safety Data Sheets are retained for each chemical used on campus.
- In accordance with the Safety, Health, and Welfare at Work (Chemical Agents) Regulations 2001-2021 an inventory of all chemicals used has been created and is retained by the Operations Manager. Safety Data Sheets for all chemicals are also available. Specifically in the Boarding School, the Nurse will make aware to the Cleaning Supervisor if there are any allergies from students associated with any chemicals as to prevent any injury or harm.
- In accordance with Section 10 of the Safety, Health and Welfare at Work Act 2005, relevant training is provided for maintenance and cleaning staff to ensure that they are trained appropriately to conduct their roles and responsibilities and that they conduct these tasks safely.
- In accordance with Section 9 of the Safety, Health and Welfare at Work Act 2005, all employees are made aware of the Health and Safety procedures and responsible persons. They are made aware of the various reporting forms and systems for dealing with any issues that may arise. Risk Assessments and Safety Statements are available on display for all staff to see. Alexandra College is currently working on ratifying and updating the Staff Safety Handbook which will be circulated to all staff on completion.
- A defined Accident and Incident Reporting System is in place. Any accidents and incidents are reported and documented alerting the Deputy Principal, Operations Manager and School Nurse. This is then reported to the College Principal. Following any accidents or incidents a full safety walkthrough of the area is conducted.
- In accordance with the Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2023, Alexandra College provides manual handling training where required and seeks to eliminate or reduce manual handling activities through the use of suitable equipment and safe systems of work.
- Contractors engaged by Alexandra College are required to provide relevant documentation including insurance, training records and Risk Assessments/Method Statements where appropriate. Contractors are expected to comply with all College Health and Safety procedures while on site.
- Alexandra College monitors weather warnings issued by Met Éireann and undertakes dynamic risk assessments where adverse weather conditions may impact College operations or activities. Activities may proceed during Yellow Weather Warnings subject to ongoing assessment. Orange Weather Warnings require activity-specific assessment and a joint decision between the Sports Department and Operations Manager. The final decision lies with the College Principal. No activities will take place during a Red Weather Warning affecting the College or activity location. The weather

guidelines have been advised by the College's Insurance Company and align closely with the Met Eireann Guidance. In the event of dangerous weather, students will remain indoors for safety.

- In the event of outdoor activities operated by external companies. The College Operations Manager will make the final decision on evening activities up to and including 5pm. If the Operations Manager has not made a call by 5pm then the decision will lie with the external company unless the Operations Manager makes the call between 5pm and the start of the activity. It then falls onto the external company's insurance should they wish to proceed during adverse weather conditions.

3.2: Fire Safety

- The Operations Manager is responsible for complying with Fire Safety. A PPM is in place with a company who services and looks after our Fire, Smoke and Access Control systems.
- The Preschool conducts and records monthly fire alarms in compliance with Tulsa regulations and applicable Early Years Legislation. The Junior School, Senior School, Canteen, Boarding School and Old Residence conduct two fire alarms per year. One alarm is in the first term and is a planned event. The second alarm is unplanned and takes place in the second term.
- Annually the Deputy Principal goes through procedures and walkthroughs with the Senior School Students. The Operations Manager goes through procedures and walkthroughs with the Preschool, Junior School, Boarding School, Canteen and Old Residence. All alarms are logged and a review is conducted following each alarm to address any issues.
- In accordance with IS 291:2015, every building is compliant with the supply of Fire Extinguishers and these are serviced annually by a registered Fire Safety Consultant.

3.3: Child Protections

- As listed in the overview, the College Principal is the responsible person for Child Safety and Welfare in the College.
- In accordance with Children's First Act 2015 and the Department of Education's Child Protection Procedures for Primary and Post-Primary Schools 2023, a Child Safeguarding Statement and Risk Assessment is to be conducted annually for the Senior School, Junior School and Boarding School. This Child Safeguarding Statement and Risk Assessment is signed and displayed.
- Also, in accordance with the above Acts, a Designated Liaison Person and Deputy Designated Liaison Person is to be appointed for each School and this is also displayed at the entrance to the School Buildings.
- Procedures for reporting Child Welfare concerns and Bullying are located within The College's various Child Safeguarding Statement and Risk Assessments as well as the Anti Bullying Policy.

3.4: Garda Vetting

- In accordance with The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 (and its amendments) all people who work with children must be Garda vetted
- Section 6 of the Act states that any person who intends to work with children or vulnerable persons must undergo a Garda vetting process. This includes teachers, school staff, and volunteers working in schools.
- Teachers must be Garda vetted before taking up employment in schools under this legislation and related guidance, including Department of Education Circular 63/2010 and the Child Protection Procedures for School (2017)
- All Subject Teaching Staff must be Garda vetted through the Teaching Council.
- As of 5th February 2025 all Pre School staff will be vetted through Early Childhood Ireland. Pre School staff vetting will be renewed every three years in compliance with Tusla regulations and requirements. Any staff in employment prior to 5th February 2025 that have a vetting clearance with another provider will remain valid until their renewal , at which point they will be renewed and vetted via Early Childhood Ireland.
- All other staff (Non Teaching Staff, Special Education Teachers,) are vetted through Joint Managerial Body.
- A separate Garda Vetting Policy is also in place.
- The Operations Manager is responsible for co-ordinating Garda Vetting and ensuring that all staff on campus are Garda vetted. The College Principal is the responsible and appointed person to receive disclosures through JMB.
- Copies of vetting disclosures are retained and locked away.
- The Catering Company employed by the College is responsible for ensuring all of their staff are Garda vetted. A confirmation of vetting is provided to the Operations Manager.
- Any regular contractors who visit Alexandra College to engage in relevant work activities are also required to complete Garda Vetting.

3.5: First Aid

- A separate policy for First Aid and Medication has been adopted.
- The College employs a Nurse on site daily (Monday to Friday) as the contact for any injuries / illnesses.
- First Aid Kits are placed in all buildings and relevant areas and checked monthly by the Operations Manager and School Nurse
- AED's are also located on-site, which are monitored and inspected by the Operations Manager.
- There is a designated trained First Aider in each building who holds a PHECC First Aid Response (FAR) Qualification. First Aiders are recertified by a registered provider every two years in line with the qualification requirements.
- Further information on First Aid can be found in the First Aid or Medication policies.

3.6: Food Hygiene

- The College's Catering Company conducts extensive Health and Safety Risk Assessments and documentation for all events, training and use of anything that falls under the umbrella of food hygiene.
- The Catering Company is responsible for compliance with food safety legislation and HACCP requirements and is subject to inspection by the Environmental Health Service
- The Operations Manager and Chief Financial Officer conducts regular check ins with the Catering Manager to address any issues that may arise.
- Waste Management and Pest Control programmes are also in place to ensure good hygiene is obtained.
- The Operations Manager engages the HSA and EHO for any changes or updates that may be required or needed.

Section 4: Accident & Incident Reporting

Alexandra College actively encourages the reporting of hazards, unsafe conditions and near misses as part of a proactive Health and Safety culture. Reports are reviewed by the Operations Manager and College Leadership Team and corrective actions implemented where appropriate.

- In accordance with The Safety, Health and Welfare at Work Act 2005, the College has a separate Accident and Incident Reporting systems in place. Any Incidents or Near Misses are reported via a Google Form which alerts the Operations Manager, College Principal and Deputy Principal. Similarly, any Accidents that occur are reported via a Google Form which alerts the College Nurse, the Operations Manager, the College Principal and the Deputy Principal. The Operations Manager makes all staff aware of these and the importance of following these. The Deputy Principal also reminds staff at meetings about these.
- In accordance with the Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2023, the College will ensure that any reportable accidents, dangerous occurrences or occupational illnesses are notified to the Health and Safety Authority (HSA) within the required statutory timeframes.
- A Maintenance Form is also available to all staff to report any issues that need addressing. The Operations Manager has a work mobile number which is available to all staff for any emergencies. The Maintenance Supervisor and maintenance staff are also on hand to deal with any emergencies. All Staff are made aware of these procedures.
- As well as proactively creating Risk Assessments through Hazard Identification, when an accident or incident does occur a safety walkthrough is conducted to identify what measures can be put in place to prevent issues from arising again.

Accident, incident and near miss data may be reviewed periodically by the College Leadership Team to identify trends, recurring issues and opportunities for improvement.

Section 5: Conclusion

All members of staff are responsible for taking reasonable care of their own safety and that of pupils, visitors, temporary staff, volunteers, contractors and others who may be affected by their acts or omissions while at work. All members of staff are responsible for reporting any significant risks, hazards, incidents or concerns to the College Principal , Operations Manager or Senior Management Team

This policy was reviewed and approved by the Board of Management (BOM) in September 2026

Next review date: September 2027