

HEALTH AND SAFETY STATEMENT



St. Mary's Secondary School,
Holy Faith Convent,
Glasnevin,
Dublin 11.

Review Dates:

| | | |
|----------------------------|-------------------|--|
| Staff | May 2022 | |
| Parents | April 2022 | |
| Student Council | March 022 | |
| Board of Management | June 2022 | |

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Section 1. Health and Safety Policy

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect pupils, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, contractors and pupils of the school.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which an employer must ensure are carried out to secure the safety, health and welfare of all staff.

The Board of Management, as employer, undertakes in so far as is reasonably practicable to:

- promote standards of safety, health and welfare that comply with the provisions and requirement of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
- provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school;
- continually improve the system in place for the management of occupational safety, health and welfare and review it periodically to ensure it remains relevant, appropriate and effective;
- consult with staff on matters related to safety, health and welfare at work;
- provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, students, contractors and visitors.

The Board of Management is committed to playing an active role in the implementation of this occupational safety, health and welfare policy and undertakes to review and revise it in light of changes in legislation, equipment, experience and other relevant developments.

Signed:

Chairperson, Board of Management



School: St Mary's Secondary

Date: 26/06/2019

Section 2. School Profile

Margaret Aylward founded St. Mary's Glasnevin in 1873. The present school was opened in 1941 under the direction of the Holy Faith Sisters. The central philosophy of St. Mary's follows the central philosophy of the Holy Faith Congregation and in so doing it also follows the directives of the 1998 Education Act in the following way – 'to create a school community whose central purpose is the religious, moral, intellectual, human, social and physical-recreational education of the student' (St. Mary's 2018).

The school is a five-story building, which houses modern and up-to-date facilities for over 780 students. It has undergone many upgrades and restoration over the last ten years and houses a gym, an assembly hall and excellent sporting facilities. At present, it is in the process of acquiring new practical classrooms to accommodate the growing population of the school. The school accommodates the special physical needs of its members through strict adherence to safety procedures particularly in relation to stairs, the lift and corridors. The school has an evacuation chair, which may be used by any person who has impaired mobility and is unable to use the lift in the case of a fire (Please refer to pg.17).

School Facilities

| Facility | No. of Rooms |
|----------------------------|--------------|
| Classrooms | 29 |
| Home Economics kitchens | 2 |
| Science labs | 3 |
| Art rooms | 2 |
| Gym | 1 |
| Hockey Astroturf | 1 |
| Sensory garden | 1 |
| Staffroom | 1 |
| Principal's office | 1 |
| Deputy Principals' offices | 2 |
| Administrative offices | 3 |
| Library | 1 |
| Assembly hall | 1 |
| Staff toilets | 4 |
| Student toilets | 3 |
| Lift | 1 |
| Board room | 1 |
| Learning Support rooms | 2 |
| Prayer room | 1 |
| Caretaker's room | 1 |
| Year Head's room | 1 |
| Year Head's meeting room | 1 |
| Computer room | 1 |
| Storage rooms | 9 |

Safety and Health Management System

The Safety and Health Management System (SMS) (Appendix 9) involves an on-going process which aims to promote continuous improvement in the way the school manages health and safety. It fits into the overall management of the school and includes the safety management structure in St. Mary's (Appendix 10), planning activities, practices, procedures and resources for developing, implementing, reviewing and maintaining safety, health and welfare. The SMS sets out the issues to be addressed and is a tool to develop improvement programmes and self-audits or assessments. This process is undertaken by the Safety Committee.

Regular Visitors to St. Mary's

Below is a list of regular visitors to St. Mary's:

- Staff of Glanmore Foods
- Staff of Pride Cleaners
- TY Leisure Studies Teachers
- School Psychotherapist
- NEPS Psychologist
- Japanese Teacher
- Adult Boot Camp – School Gym on hire

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Section 3. Resources

St. Mary's is committed to providing all resources necessary to secure a high level of safety and welfare for staff and others, while working in or visiting the school. Such resources, as outlined below, include the provision of personnel and financial resources, in conjunction with the relevant training and equipment needed.

Provision for Health and Safety in St. Mary's

The following steps have been taken to provide for health and safety in St. Mary's:

- The establishment of a Safety Committee to undertake the work and activities pertaining to health and safety, which are carried out in the school
- The annual provision of First-Aid and Cardiac Response training to staff members.
- The availability of first-aid boxes in the office area, science laboratories, gym, art rooms and kitchens. The contents of the first-aid boxes are checked and replenished regularly by an AP2 post-holder
- The provision of all portable fire-fighting equipment, as supplied by Abacus Fire and Safety Ltd and the servicing of such equipment
- The provision of fire protection and alarm systems, which are supplied and serviced by Photain Fire
- The installation and upgrade of an up-to-date alarm system, including CCTV surveillance, which is serviced annually by AK Security
- The provision of a school defibrillator and its on-going maintenance by the care-taker
- The quarterly servicing of the school lift by Krone Ltd.
- The inclusion of key pads on the doors of all school entrances, the code of which is changed on the first day of every month. The following entrances require a security code to gain access:
 - ✓ Outside art room
 - ✓ Outside science lab
 - ✓ School gym
 - ✓ Blue school entrance door (beside outside lab)
 - ✓ Glass passage entrance (school side)
 - ✓ Student/teacher entrance
- The effective supervision of both students and the school campus during the school day and on school-related trips.

Section 4. Responsibilities within the Organisation

i. Board of Management

The Board of Management of St. Mary's has overall responsibility for ensuring effective health and safety management. The Board of Management responsibilities are as follows:

- Complies with its legal obligations as employer under the 2005 Act
- Ensures that St. Mary's has written risk assessments (Appendix 12) and an up to date Safety Statement
- Reviews and monitors the implementation of the SMS and the Safety Statement
- Ensures actions are taken regarding health and safety obligations
- Includes health and safety matters on the BOM agenda
- Prioritises actions on health and safety issues where resources are required
- Ratifies St. Mary's Health and Safety policy
- Appoints competent persons as necessary, to advise and assist the Board of Management on safety and health at the school.

ii. The Principal

The overall responsibility for the establishment and maintenance of the Statement for health and safety rests with the Principal, in conjunction with the Board of Management. These duties fall to the Deputy Principals in the absence of the Principal. The main duties include:

- Complying with the requirements of the 2005 Act
- Ensuring that sufficient funds and facilities are available to enable the Health and Safety Statement to be implemented
- Ensuring the day-to-day management of all health and safety matters in St. Mary's are in accordance with the Health and Safety Statement
- Identifying staff health and safety training needs
- Ensuring that this Safety Statement is available to, and read by, all staff and appropriate third parties
- Offering advice and assistance on matters brought to his/her attention relating to health and safety and passing on the relevant information received to the appropriate people
- Liaising with the Board of Management on policy and implementation matters
- Checking the effectiveness of the Safety Statement and ensuring that responsibility is properly assigned
- Procuring advice and assistance whenever necessary and taking heed, together with remedial action, on any matters brought to her/his attention

- Carrying out accident investigations in conjunction with the relevant teacher as appropriate
- Ensuring that safety considerations are observed by any contractors working within the school
- Ensuring regular inspections are carried out and submitting Inspection Reports to the Board of Management.

iii. The Deputy Principals

The Deputy Principals' responsibilities are as follows:

- In the absence of the Principal, assume the responsibilities of the Principal.
- Ensure that health and safety are given due consideration for all activities.

iv. The Health and Safety Committee

The designated role for health and safety co-ordination in St. Mary's is presently undertaken by a team (pg 7). As the needs of the school are reviewed, the duties and responsibilities of this role may be assigned to an Assistant Principal. In the interim, the proposed duties and responsibilities allocated to the post will be fulfilled by the members of the Health and Safety Committee and are as follows:

- Implementing and updating of St. Mary's Safety Statement
- Assessing the health and safety needs of St. Mary's on an annual basis (Appendix 5), following consultation with staff
- Providing a written annual health and safety report to the Board of Management for consideration
- Making all staff and students aware of St. Mary's Safety Statement. This includes:
 - ✓ Outlining evacuation and emergency procedures to staff and students
 - ✓ Providing induction training for all new staff members and PME students
- Carrying out and monitoring at least one fire drill per term and making appropriate recommendations for improvement, where necessary
- Establishing a system whereby regular checks of all fire equipment and emergency exits are carried out
- Arranging for the maintenance of all fire equipment (in consultation with the Principal) and ensuring that all relevant certificates are available for inspection
- Updating the Board of Management and staff about health and safety legislation
- Making provision, in consultation with the Principal, for appropriate safety training and instruction
- Keeping detailed records of accidents or dangerous occurrences. These records are kept on the school premises. The Safety Committee maintains a Accident Report Log to record any injuries to staff members and students engaged in work on the premises and they ensure that staff complete the Accident Report form.

Management is responsible for investigating all accidents and dangerous occurrences and for the elimination, where possible, of the hazard.

- Organising special activities during St. Mary's Active Week to make staff and students more aware of health and safety issues
- Liaising with all visiting Safety Inspectors (Appendix 4)
- Setting example to others by ensuring that they observe good safety principles while conducting their business.

Health and Safety Committee Members 2018/19

| | |
|-------------------|--------------------------|
| Bernadette Bourke | (Principal) |
| Mary O'Donnell | (Deputy Principal) |
| Frances Devaney | (Deputy Principal) |
| Colin Tierney | (Caretaker) |
| Orla O'Keeffe | (Teacher Representative) |
| Eilish Coleman | (Teacher Representative) |
| Brid Nolan | (Teacher Representative) |

New members, with the appropriate skillsets are regularly invited to join the Health and Safety Committee.

The Health and Safety Committee facilitates the consultation process by assisting in drafting and/or reviewing the Health and Safety Statement, risk assessments, policies and procedures within the SMS on behalf of the employer. The Board of Management must sign off on the Health and Safety Statement prior to implementation within the school. They also consult on other safety matters, such as reviewing the Accident Report Log and programming work within the school, which impact on health and safety. The Health and Safety Committee will help plan, monitor and evaluate safety and health throughout the year. To do this it may:

- Agree how scheduled meetings will be convened, minuted and reported upon during the school year
- Outline the planning programme for the coming year. This calendar may take the form of a narrative of all planned health and safety actions for the year (including risk assessments, safety audits, planned walk-through inspections, fire drills and training (Appendix 3,4 and 5)
- Outline roles and responsibilities of all stakeholders in line with legislation
- Prepare reports for the Board of Management and staff meetings, as well as other relevant meetings
- Ensure that current information regarding risk assessments, control measures, accident reports, audits and reviews of the SMS are evaluated, and appropriate actions are taken

- Seek to address significant and/or longer-term developments. These may be implemented over a longer period of time or on a phased basis and may have sizeable resource implications, such as replacing substandard infrastructure, introducing new equipment, refurbishing key locations
- Examine whether resources are being used effectively to remedy high risks identified in the risk assessment
- Examine whether resources are being used effectively for maintaining and improving the SMS
- Provide ongoing evaluation of health and safety practices in the school, the Safety Committee's procedures and their effectiveness.

v. Teaching and Other Staff

The responsibilities pertaining to teaching and other staff include:

- The day-to-day responsibility for health and safety in accordance with St. Mary's Health and Safety Statement
- To demonstrate at all times an exemplary approach to safety and health in order to engender in the students a total commitment to safety and health
- To be accountable to the Principal for any breach or omission regarding health and safety matters
- To pass on health and safety information received to appropriate people or to log it in the Accident Report Logbook
- To be aware of statutory regulations and the best available work practices and methods of training
- To ensure that all injuries are recorded by filling in an Accident Report form
- To complete online health and safety training with Legal Island, as provided by management, if the staff member's role within the school requires such specific training.

The staff of St. Mary's adhere to their statutory obligations under the Safety, Health and Welfare at Work Act, 2005, Part 11, Section 9. It is stated there, that it shall be the duty of every staff member while at work:

- To take reasonable care of her/his own safety, health and welfare and that of any other person who may be affected by her/ his acts or omissions at work
- To co-operate with the Principal, Board of Management and any other person in order to comply with any of the relevant statutory provisions
- To use the safety equipment provided, or other items provided, for her/his health and safety while at work
- To report to the Principal, without delay, any defects in equipment, place of work or systems of work, which might create a danger to their own health and safety or to that of others

It is noted that no person in St. Mary's shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health and welfare of persons arising out of work activities.

Arising from the above Act, all staff members in St. Mary's are asked to note that:

- Any form of dangerous or unauthorised hazardous activities are totally prohibited on the premises of St. Mary's
- All staff members are asked to keep work areas clean
- All staff members are asked to be careful when moving items
- All staff members are asked not to run on floors and steps

All teachers in St. Mary's are asked to ensure a reasonable account of health and safety is taken in all subject departmental procedures and arrangements. Their main functions are:

- The day-to-day management of health and safety in accordance with the Health and Safety Statement
- Checking classrooms/work areas are safe
- Checking equipment is safe before use
- Ensuring safe procedures are followed
- Ensuring protective equipment is used when needed
- Participating in inspections and the Health and Safety Committee meetings, if appropriate
- Ensuring that all spillages are cleaned up immediately
- Ensuring spillages are cordoned off until the area is dry and safe
- Bringing problems to the attention of the Principal

vi. Students

The responsibilities pertaining to students in St. Mary's include that they:

- Take reasonable care to protect their safety and health and the safety and health of other members of the school community
- Cooperate with the safety systems and signage in place in the school
- Observe all safety rules and procedures which may be defined by the school
- Do not interfere with or misuse any safety equipment on the corridors or in any specialty rooms
- Study the school Health and Safety Statement in the school journal and be familiar with emergency procedures
- Immediately report to school management any accident resulting in injury or any situation where a member of the school community may be in danger
- Report potential safety risks to a member of staff.

vii. Visitors

St. Mary's has a responsibility to ensure, in as far as is reasonably practicable, the safety of visitors and contractors while in the school. To that end, the following policies will apply:

- All visitors must buzz in at the school entrance to identify themselves and then report to reception
- Visitors will be issued with a Visitor's Badge, which must be worn whilst on the school's premises at all times and sign a Visitors' Book. Visitors must also sign out at the end of their visit.
- Visitors are to obey St. Mary's safety rules and emergency procedures at all times.

viii. Contractors

Contractors will not be allowed on the premises of St. Mary's to carry out work until the Principal has checked and is satisfied with the contractor's insurance. Moreover, Garda clearance is required for any contractor working in the school for a period of time. For major contracts, the provisions of the Safety, Health and Welfare at Work (Construction) Regulations 2013 must be adhered to.

The Contractor must liaise with a school-appointed official and discuss and agree the safety precautions deemed necessary by either party. Contractors must take all due care for their own safety, the safety of their staff members and all others affected by their work.

Contractors must not use any equipment or the service of personnel belonging to or engaged by the Board of Management, without prior approval being granted by the school-appointed official. Every contractor working on the premises of St. Mary's must comply with all applicable statutory requirements, best industry practices and any special safety rules or conditions imposed by the school. In this regard, it is the responsibility of the contractor to:

- Provide all necessary instruction, training and information on health and safety matters to their staff members
- Provide competent and adequate supervision of their staff members and activities
- Provide all necessary safety equipment and clothing for their staff members
- Ensure all plant and equipment brought onto the school site is safe and in good working order and ensure that any necessary certificates are available for checking
- Ensure that all accidents and dangerous occurrences are reported to the Principal of the school
- Ensure that all school safety notices and alarms are followed at all times

- Ensure that hazardous substances are not brought onto the premises without prior notice and permission
- Ensure that ‘approved’ hazardous substances are stored and used safely whilst on the premises
- Ensure that all hazardous substances are removed from the premises
- Monitor and assess the safety performance of their staff members

The degree of risk assessment, that must be carried out before work begins, will depend on the nature and extent of activities with each individual contract.

ix. Contract/Self-Employed Person

All Contractors and self-employed persons shall provide their Safety Statement when requested to do so and shall:

- Conform generally with the duties and responsibilities as for staff members
- Provide evidence, when requested, showing that appropriate employer’s liability and public liability insurances is in place
- Bring to the attention of the Principal, Designated Safety and Security Co-Ordinator, Care-taker and anyone else who may be affected by any process or use of materials which may endanger health and safety while at work
- Comply with the requirements of this Safety Statement and co-operate with the Board of Management of St. Mary’s in providing a safe place of work and a safe system of operation
- Ensure all their staff members and others under their care are provided with and wear protective clothing and equipment appropriate to the task
- Report any defect in the plant and equipment, place of work, or system of work, without unreasonable delay
- Only use competent and suitable persons on site
- Obtain the consent of the Principal before engaging persons other than their direct staff members on site
- Ensure that their managers, supervisors and staff members are aware of the obligations placed upon them with regard to health and safety.

x. Provision of Practical and Safe Working Systems

It is the policy of the Board of Management, in conjunction with the Principal and relevant teachers, when purchasing new equipment, altering existing equipment or changing a system of work, to study such proposed purchases or changes to ensure, in so far as is reasonably practicable, that they are without significant risk.

Systems of work include all routine work, electrical work, maintenance work and work by contractors on site. They will include consideration for the safety and health of visitors.

xi. Provision of Personal Protective Equipment

It is the policy of St. Mary's to provide students and staff members with appropriate personal protective equipment and clothing and to replace it as required. The relevant subject teacher is responsible for identifying and procuring the appropriate protective equipment for tasks which cannot be made safe by any other practicable means.

Responsibility for ensuring that the equipment is used properly rests with the Principal and/or the relevant subject teacher, who will ensure that all staff members within her/his area of responsibility are properly instructed in the maintenance and use of protective clothing and safety equipment.

xii. Welfare

The school's Mission Statement, which forms part of the School Plan acknowledges that St. Mary's follows a pastoral approach, which is embedded in the daily life of the school. Under the Safety, Health and Welfare at Work (General Application) Regulations, 1993-2017, and Safety, Health and Welfare at Work (Miscellaneous Welfare Provisions) Regulations, 1995-2001, the school is legally obliged to provide particular facilities, to ensure the continued welfare of staff members and students in St. Mary's. Toilet facilities for staff, students and visitors along with kitchen areas for staff are provided. Staff and students are asked, on an on-going basis, to co-operate in maintaining a high standard of hygiene in these areas.

In relation to illness and the use of medication, all staff members in St. Mary's are reminded by the Principal and Board of Management that:

- Any person who is under medical supervision, or on prescribed medication and who has been certified fit to work, should notify the Principal of any known side effects or temporary disabilities, which may be a danger to themselves or colleagues
- Staff members are not allowed to attend St. Mary's to carry out duties whilst under the influence of illicit drugs or alcohol.

When a student presents with a medical emergency:

- Parents are notified and asked to take the student home or advised to visit their GP.
- Where symptoms are severe, an ambulance is called and parents are contacted.

A defibrillator is always at hand in the reception area for all medical emergencies. The defibrillator's pads and battery is checked regularly by the care-taker.

xiii. Non-harassment / Bullying Policy

St. Mary's acknowledges its responsibilities with regard to bullying and harassment as referred to in the General Duties in Section 6 and 12 of the Safety, Health and Welfare at Work Act, 2005 and the Employment and Equality Act 1989 and through its Dignity in the Workplace policy. To this effect, St. Mary's has developed an Anti-Bullying Statement, which takes account of the Anti-Bullying Procedures for Primary and Post-Primary Schools (DES 2013). The student Code of Behaviour, which includes a section on bullying, is included in the students' journal for communication purposes to both students and parents/guardians.

xiv. Stress Management

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St. Mary's adheres to all aspects of the Safety, Health and Welfare at Work Act 2005, which obliges employers to identify and safeguard against all risks to health and safety, including stress. Workplace stress arises, when the working environment and the demands of the job on a person exceed their capacity to meet them. Causes of stress in the workplace may include:

- Faulty work organisation
- Poor working relationships
- Poor communication at work
- Ill-defined work roles
- Highly demanding tasks
- The threat of violence

In St. Mary's, safeguarding health and safety from the effects of stress and encouraging well-being is based on the same approach as that of any other hazard:

- Identification of potential problems
- Assessment of risks
- Implementation of safeguards
- Monitoring the effectiveness of safeguards

xv. Smoking Policy

Smoking is not allowed in any enclosed area of the workplace. This policy is in accordance with the Public Health (Tobacco) Acts (2002 and 2004, Section 47). Any person found to be smoking and in breach of this regulation will face disciplinary measures and may be liable to instant dismissal. Reference to non-smoking on the premises of the school is included in St. Mary's Code of Behaviour and is included in the students' journal for communication to both students and parents/guardians. This policy

is also included in the Induction Pack for new staff, which is referenced in the School Plan. Smoke detectors have been installed throughout the building and are checked regularly. An outdoor Cigarette Butt Dispenser has been installed for staff to safely dispose of any cigarette butts.

xvi. Pregnant Staff Members

St. Mary's adheres to the Safety, Health and Welfare at Work Act 2005 (General Applications) and the Maternity Protection (Amendment) Act (2004) regarding pregnancy regulations. These regulations apply to staff members that are pregnant, have just had a baby or are breast-feeding (within the first 26 weeks after birth).

If Management is notified of any of the above, an assessment of any hazardous activities relating to the staff member will be carried out. According to the regulations, the following physical agents must be considered:

- Shocks, vibration or movement
- Handling of loads entailing risks
- Movements and postures, travelling, either inside or outside the place of work, mental or physical fatigue and other physical burdens connected with the activity of the staff member
- Ionising radiation
- Non-ionising radiation
- Chemical agents, in so far as it is known, that they endanger the health of pregnant staff members and the unborn child
- Infectious diseases among the school community

(Note – This is not an exhaustive list and all hazards should be considered).

A pregnant staff member must not be exposed to these hazards, unless they are adequately controlled. Adequate control means, that the hazard is reduced to a level which will not harm the pregnant woman or the developing child or the breast-fed child.

If any of these risks are present, they must either be eliminated or safeguards put in place to protect the staff member's health and safety. According to the regulations these safeguards include:

- Adjusting temporarily the working conditions of the staff member concerned, so that exposure to such risk is avoided
- Taking the measures necessary to provide the staff member concerned with other work, which does not present a risk to the safety or health of, or any possible effect on the pregnancy or breastfeeding by such staff member.
- Providing access to the school lift, in a school building which spans over 5 stories

If these safeguards are not possible, then the staff member must be granted safety and health leave. This is paid leave, which continues until either the condition changes or else the pregnant staff member becomes eligible for paid maternity leave.

(Note – Maternity leave is a minimum of two weeks before and a maximum of 24 weeks after birth).

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Section 5. Risk Assessment

The following aspects of risk assessment can be defined as:

Hazard - is anything - substance, article, material or practice – which has the potential to cause harm to the safety, health and welfare of staff, students or others at work.

Risk - refers to the likelihood of the hazard to cause harm in the circumstance of use.

Risk Assessment - links the probability of occurrence i.e. the likelihood together with the severity of loss and or injury. In this case, the categories of high/ medium/low are used to assist in prioritizing control measures and allocations of resources.

Likelihood -The likelihood of the hazard occurring is rated as follows:

- High: Where it is certain or near certain that harm will occur
- Medium: Where harm will occur frequently
- Low: Where harm will seldom occur

Risk Rating:

- High: Can cause death or major injury
- Medium: Injuries where staff may be off work for more than 3 days
- Low: All other injuries, including those periods where people can be off work for up to 3 days.

Risk Control

Measures intended to reduce the risk to an acceptable level.

It is the employer's duty under section 19 of the 2005 Act, to ensure a risk assessment is carried out. Risk assessment is a key component of any Safety Statement and involves the following steps:

1. Identify the hazards
2. Evaluate the risk in proportion to the hazard
3. Put in place appropriate control measures to eliminate or minimise the risk

A General Risk Assessment (Appendix 12) has been carried out by management to identify possible hazards and risks within the school. Furthermore, specific risk assessments have been carried out by the following subject departments:

- Home Economics (Appendix 13)
- Science (Available on SharePoint under Science Department)
- PE (Appendix 14)
- Art (Appendix 15)

All risk assessments are reviewed and updated on a regular basis.

Section 6. Emergency Procedures, Fire Safety, First-Aid, Accident and Dangerous Occurrences

i. Emergency Procedures

In the event of an emergency, St. Mary's will follow the school's Critical Incident policy, which is reviewed on a regular basis and ratified by the Board of Management.

List of Emergency Telephone Numbers:

| | |
|--|-------------------------------|
| Ambulance | 999 (landline) / 112 (mobile) |
| Temple Street Hospital | 8784200 |
| Mater Misericordiae Hospital | 8032000 |
| Dr. Nuala O'Farrell | 8344611 |
| Out of Hours Doctor - D.Doc | 1850 224477 |
| Ballymun/Santry Garda Station | 6664400 / 6664000 |
| Fire | 999 (landline) / 112 (mobile) |
| Fire Fighting Contractors – Abacus Fire & Safety | 8646509 |
| Photain Fire Alarm | 4670711 |
| Alarm Monitoring Services – School I.D. = 39039 | 7077400 |
| E.S.B. 24 hour/7 day Emergency Number | 1850 372999 |
| Gas Escapes | 1850 205050 |
| Lift - Kone Irl Ltd. | 4296200 |
| Computers - Wilson Computer Ltd | 0878126114 |

ii. Fire Safety

All members of staff have been briefed on St. Mary's evacuation procedures. Teachers are responsible for the safe evacuation of their respective classes (Appendix 6).

Evacuation routes and assembly points have been identified for all areas (Appendices 7 and 8). Maps detailing the escape routes have been prepared and are located on each floor.

Evacuation drills take place at least twice a year or more often, if required. Staff members are reminded to familiarise themselves with the procedures, so that a fast and effective evacuation of the premises can be completed in the event of an emergency. The school has an evacuation chair, which may be used by any person who has impaired mobility and is unable to use the lift in the case of a fire.

Reference to Fire evacuation is included in the school's Code of Behaviour. This is included in the students' journal for communication to both students and parents/guardians. Reference to fire evacuation is also included in the Induction Pack for new staff.

The fire evacuation procedure is as follows:

1. The alarm will be sounded.
 - Emergency services will be telephoned from the administrative office
 - 'Roll' books, 'Permission to Leave' books and 'Late' books will be taken from the office by the secretary.
2. Evacuation will commence as follows:
 - Pupils will leave their rooms in single file
 - Teacher will close windows and doors
 - Designated person will check toilets
 - During evacuation, the following must be observed:
 - ✓ Compliance with all instructions issued by teachers and any other person in charge.
 - ✓ No running.
 - ✓ No talking, laughing or shouting.
 - ✓ No overtaking.
 - ✓ No picking up coats or bags
 - ✓ No going back into the school building
3. Assembly will take place as follows:
 - All classes will be grouped in their year groups and stay together for the duration of the evacuation plan.
 - Class groups will line up in alphabetic order on the AstroTurf
4. Roll call will be as follows:
 - Each teacher will use the Roll book/VSware to check all students are present.
 - Only with the permission of the Principal will any teacher return to find any missing person.

These instructions do not preclude an attack on a fire by staff with the available appliances, where this can be done without personal risk.

Fire-fighting must always be secondary to life saving.

All emergency exits are clearly marked and unobstructed at all times. Emergencies identified include fire, gas leak and bomb scares. Plans for other emergencies are being developed at present. These plans will be reviewed periodically and amended, where necessary. Staff received instruction on using fire equipment at a staff in-service in 2014. Follow up training will be delivered in September 2019 and at regular intervals thereafter.

New teachers and PME students will be instructed on the following topics at the beginning of each academic year:

- The school policy on smoking and the use of electrical equipment

- How to raise the fire alarm
- Actions to be taken on discovering a fire
- The location and use of escape routes
- The evacuation procedure
- Assisting disabled people by means of the evacuation chair during evacuation
- Assisting visitors and others during evacuation
- The location and use of fire extinguishers.

A Fire Register will be kept in the caretaker's office. The Fire Register includes:

- Company details
- Specific duties for members of staff
- A log of fire procedure notices
- A log of fire drills
- An inventory of fire fighting equipment
- Details of the fire alarm system
- A record of staff instruction/training
- A maintenance/test/inspection schedule.

iii. Fire Equipment

Fire extinguishers are provided and correctly sited to meet safety requirements. These appliances are provided to deal with incipient fires. All fire fighting equipment is tested and serviced annually by specialised contractors and is in accordance with Irish standards for fire equipment.

Fire extinguishing appliances are readily identified, with easy access and are unobstructed at all times. The appliances must not be interfered with in any way. The location of fire extinguishers (Fire Points) is clearly visible throughout the premises.

iv. First-Aid

In accordance with Occupational First-Aid Regulations contained in Chapter 2 of Part 7 of the General Application Regulations (2007), the school provides the necessary First-Aid equipment. First-Aid boxes are located in the:

- General office
- Science laboratories
- Gym
- Art rooms
- Kitchens

Checks are carried out regularly in St. Mary's, to identify any replacement stocks needed and that first-aid kits are compliant with current legislation and guidance. Following this check, a list of stocks required are purchased by an AP 2 post-holder.

v. First-Aiders

St. Mary's provides regular first-aid training to meet the school's specific needs. These have included:

- August 2015 - Basic First-Aid in the Workplace with John Shanley (Miach Ltd).
- December 2016 – First-Aid coaching – First-Aid training provided to sixteen members of staff. These staff members are certified in basic First-Aid.
- December 2017 – Cardiac Response training provided to a further sixteen members of staff. The initial sixteen members received a refresher course in First-Aid.
- December 2018 – Cardiac Response training provided to a further tranche of staff. Those trained in 2017 received a refresher course in Cardiac Response. Such courses are carried out in-house or at an appropriate outside agency.

St. Mary's team of First-Aiders may administer first-aid as the need arises in the school or while on a school trip. This same team of personnel, has also been trained in the use of Automatic External Defibrillators (AED) in 2018/19. AEDs are used to administer an electric shock to a person who is in cardiac arrest. AEDs are designed to allow non-medical personnel to save lives. The Parent School Association of St. Mary's generously donated the AED to the school.

The list below identifies those trained in both First-Aid and Cardiac Response in December 2018 and who have been certified to use the AED in St. Mary's:

| | |
|---|--|
| <ul style="list-style-type: none"> • Angie Boran • Bernie Bourke • Bridgie Fadien • Cathy Kavanagh • Ciaran Coll • Claire Murtagh • Denise McQuillan • Donna Callan • Eilish Coleman • Orla Griffin • Suzanne Shelly | <ul style="list-style-type: none"> • Elaine Martin • Liz McCabe • Louise Byrnes • Lynda Bohan • Mary Doyle • Mary O'Donnell • Nadine Cunningham • Nessa O'Donnellan • Niall Beirne • Niamh O'Mahoney |
|---|--|

The following staff members received Cardiac Response training in December 2018 and have been certified to use the AED in St. Mary's:

| | |
|--|--|
| <ul style="list-style-type: none">• Laura Browne• Eimear Considine• Fiona Cryan• Frances Devaney• Nakita Donegan• Jennifer Dowling• Peter Montague | <ul style="list-style-type: none">• Cailin Morgan• Sorcha McManus• Conor O'Connell• Megan O'Doherty• Grainne Wall• Sarah Watts• Bridgie Fadian |
|--|--|

St. Mary's also relies on the medical treatment at local hospitals where appropriate. Students under fourteen years of age are brought for treatment to the Children's University Hospital, known locally as Temple Street Hospital. Students over fourteen years of age are brought for treatment to the Hospital on call on the northside of the city. A member of staff always accompanies students to the hospital. In the event of treatment by a Doctor being required by a student/teaching staff/office staff/support staff, Dr. Nuala O'Farrell of the Cremore Clinic is the designated School Doctor.

Following an accident requiring first-aid treatment, an Accident Report Form is completed (Appendices 2 and 3). In the event of a serious injury, the ambulance service is called, the Principal is notified, and a full accident investigation is carried out.

vi. Infectious Diseases

Infectious diseases can be defined as diseases caused by pathogenic microorganisms, such as bacteria, viruses, parasites or fungi; the diseases can be spread, directly or indirectly, from one person to another.

In St. Mary's all reasonable precautions are taken to ensure the prevention and control of transmission of infectious diseases among the school community. The school plays a role in preventing infectious diseases by:

- Helping health authorities and families prevent and control infectious diseases through the support of immunisation programmes
- Providing soap in all toilets, science labs, art rooms and kitchens, to support good hand hygiene
- Providing personal protective equipment, such as single-use disposable gloves, for staff to use when dealing with blood or other body fluids or substances
- Isolating students who become unwell during the day and sending the unwell student home as soon as possible
- Notifying the Board of Management, staff and parents if a student is suspected of having an infectious disease

- Notifying the Department of Health immediately if a student is suspected of having pertussis, measles, mumps, rubella, meningococcal disease or polio

vii. The Lift

The new lift in St. Mary’s is designed to carry persons and/or goods. Persons and/or goods are supported by the Lift in order to be lifted or lowered. The lift moves along a fixed course. The present lift serves five floors and only staff members and students with specific mobility or other health issues have access to it’s use. Students with special permission from the Principal have access to the use of the lift.

The lift was constructed in accordance with national standards and installed by Kone Ltd. It bears an easily visible plate clearly showing the rated load in kilograms and the maximum number of passengers which may be carried. The lift bears the Conformité Européene (CE) marking, meaning it conforms to european standards. This marking is the manufacturer’s declaration, that the product complies with relevant european health, safety and environmental protection and legislation.

At present, the management of the school ensures that:

- The lift is serviced and maintained quarterly by Kone Ltd.
- An emergency number, for contact purposes, is visible inside the lift, in the event of an emergency
- A notice is placed outside the lift informing persons that, in the event of fire, it is forbidden to use the lift
- No person shall deface the lift
- Students have an up-to-date lift stamp in their journal, in order to use the lift.

viii. Accidents and Dangerous Occurrences

In the event of an accident or dangerous occurrence, the following steps will be taken:

- First-aid will administered by a member of the First-Aid team as appropriate
- The school doctor or emergency services will be contacted immediately
- Parents/guardians/next of kin of the injured party will be notified
- An Incident Report will be forwarded to the BOM
- The BOM will report accidents to the Health and Safety Authority as appropriate.

All incidents, no matter how trivial, whether to staff members, students or visitors must be reported immediately to the Principal or in the Principal’s absence, to the Deputy Principal. An Accident Report Form is available for this purpose (Appendices 2 and 3). It must be completed by the person responsible for the area. In the case of school trips, the teacher in charge is responsible for recording the accident on the appropriate form and for notifying the Principal. The Principal will report all dangerous accidents and occurrences to the Board of Managment. This is necessary to monitor the progress of safety standards

and to ensure that proper medical attention is given where required, and that hazards are appropriately identified. In doing so, the appropriate measures can be taken to prevent the accident from re-occurring. Where an accident investigation is necessary, all staff members are obliged to co-operate fully with such an investigation and to provide any information, which may be useful in establishing the circumstances leading up to the accident.

In the event of a school-related accident, it may be necessary for the Principal to notify the State Claims Agency or the school's insurer of the incident. The Principal is also legally bound to give formal notice to the Health and Safety Authority (HSA) where:

- A student is injured as a result of a school-related activity (tours and trips included) and requires medical treatment by a registered medical practitioner
- An employee is injured in the course of their employment, which prevents him/her from performing the normal duties of work for 3 calendar days not including the day of the accident
- The employee dies due to an accident caused during the course of their work.

Disciplinary Action

Where advice and persuasion fail to achieve compliance with safety and health rules, it is the policy of St. Mary's to take disciplinary action on this matter. The following basic procedure will be followed:

- Apart from any case of gross negligence of the Safety Regulations, which may warrant instant dismissal, the staff member should be warned of any shortcomings and given a reasonable opportunity to put them right
- Should it be necessary to take formal action, a number of verbal warnings will be given. This warning will indicate the specific regulation that has been breached, how it is to be rectified and the time limit in which it is to be achieved
- A further warning will be given in writing. Should the required improvement not result within the stated period, the matter will be referred to the Board of Management
- In any instances of alleged wilful breaches of the Safety Regulation, the case will be investigated fully and rapidly. Depending on the results of the investigation, the staff member will either be dismissed, be given a written warning or return to normal work
- All warnings for breaches of Safety Regulations will be noted in the staff member's file

Section 7. Instruction, Training and Supervision

Sections 8 and 10 of the Safety, Health and Welfare at Work Act 2005 require that every employer provide instruction, training and supervision to his/her employees in relation to safety, health and welfare at work. The steps involved are as follows:

- The school assesses staff training needs
- A training plan is then developed detailing the course type, the staff involved and the training schedule
- Staff are notified
- The course is delivered and the training record is retained
- A review is undertaken annually to identify refresher and further training

The Board of Management in St. Mary's undertakes, that all necessary training, instruction and information is supplied to each staff member to secure their safety and health in the school. The primary responsibility for this rests with Management and the Health and Safety Committee in co-operation with specialists, as appropriate.

The Board of Management in St. Mary's recognises that even with the best work arrangements, people may still need clearly defined safety procedures and instructions. For that reason, there is a commitment by the school to identify safety training needs, to carry out that training and to assess the competence of staff members.

The Board of Management expects that all staff members will co-operate in the training provided. Certain tasks require that strict safety procedures be followed. Where this arises, the staff members involved will receive special instructions by a competent person. It is essential that no person in St. Mary's attempts a hazardous task without proper instruction and training. Both formal and on-the-job training programmes are designed so that staff members become fully conscious of the need to work safely and have the necessary knowledge and skills to do so.

Induction training programmes include information on the school's approach to safety and the safety procedures and requirements throughout the premises. Training focuses particularly on hazardous aspects of each job with a view to ensuring that staff members are fully acquainted with the dangers arising from their day-to-day tasks.

Over the years, training courses on fire prevention and basic fire-fighting have been provided for staff in St. Mary's. Most recently fire prevention training was held in 2014. These matters are also included in the induction training course for new staff members.

Section 8. Communication and Consultation

Communiation

In St. Mary's, all staff, students, Board of Management members and the Parents' Association are consulted in the drafting of this statement. All staff, students, parents/guardians and visitors to the school have access to the Health and Safety Statement. The statement is available on SharePoint, the school website and a copy is available at the school reception. The school personnel are encouraged to bring safety, health and welfare matters to the attention of management. Central to the communication framework within the school is the establishment of the Safety Committee. The names of all persons with responsibilities for safety, are communicated to staff. Emergency procedures and specific hazards and control measures are also communicated to employees including substitute, temporary and new employees and those returning from leave of absence as well as contractors.

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Consultation

St. Mary's is committed to meeting its obligation under Section 13 of the Safety, Health and Welfare at Work Act 2005 on consultation. The following consultation arrangements have been agreed:

- A scheduled safety-briefing meeting is held each term to discuss and review health and safety arrangements and responsibilities at St. Mary's
- St. Mary's recognises the statutory rights of the Safety Representatives as set out in Section 13 of the Act and are committed to co-operating with the person(s) appointed. In accordance with the regulations, the Safety Committee has the right to such information from management, as it is necessary to ensure, in so far as is reasonably practicable, the safety and health of staff members at St. Mary's
- The Safety Committee members are given the opportunity to receive appropriate training.

Section 9. Monitoring, Review and Update

The Board of Management will carry out an annual audit using the audit tool available from the HSA Guidelines in part two. It will request a report from the Safety Committee each year. It will also take into account feedback from the school community, significant incidents and/or accidents, dangerous occurrences, new regulatory and legislative requirements and other relevant developments. This audit will inform policy and policy update and change.

This document is a requirement under Health and Safety Legislation – the Safety, Health and Welfare at Work Acts of 1989 and 2005.

This Statement is subject to periodic review.

**Board of Management
St. Mary’s Secondary School
Holy Faith Convent
Glasnevin
Dublin. 11.**

DRAFT

Signed –

.....

Date –

.....

Title –

.....

APPENDIX 1 – ANNUAL HEALTH AND SAFETY REPORT

The following is a Report of Progress with our Health and Safety Policy in St. Mary’s Secondary School, Holy Faith Convent, Glasnevin, Dublin. 11.

- 1. **Safety Training** - During the year, the following safety training courses were attended by Staff -

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- 2. **New Safety Arrangements** – The following new safety arrangements were put in place during the year -

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.....

- 3. **Purchase of Safety Equipment** – The following items of safety equipment were purchased during the school year -

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.....
.....

- 4. **Emergency Drills** – ____ (Number) emergency drills were practiced during the school year and the results were -

.....
.....
.....

- 5. **Safety Programme** – Our Health and Safety Programme for 20__ includes –

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.....

- 6. **Safety Consultation Group** - ____ (Number) meetings of the consultation group took place during the year and they reviewed the following issues -

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.....

- 7. **List of Accidents on School Premises** – Accidents resulting in absences in excess of three days -

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.....
.....

8. **List of Accidents on School Premises** - Minor accidents -

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.....
.....

9. **Safety Deficiencies** – The following areas will be addressed during the forthcoming academic school year -

.....
.....
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Signature -

.....

Date -

.....

APPENDIX 2 – GENERAL ACCIDENT REPORT FORM.

1. **Date and time of incident -**
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.....
2. **Brief description of incident -**
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.....
3. **Location (site and address) -**
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.....
4. **Name of injured person (if any) -**
.....
5. **Nature of injury -**
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.....
.....
6. **Medical injury -**
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.....
7. **Work being carried out at the time of incident -**
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.....
8. **Person(s) in direct control of area -**
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.....
9. **Witness(es) to incident (Name, address and contact number) -**
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10. **Relevant instructions, training, information given before incident –**
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11. **Plant / equipment details -**
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12. **Servicing maintenance record for plant / equipment -**
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13. **Inspections examination, tests of plant / equipment -**
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14. **Other investigations carried out -**
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15. **Items removed as evidence -**
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16. **Protective clothing / equipment in use -**
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17. **Statements given by -**
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18. **Photographs -**
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19. Further details injury / damage -

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20. Time lost by injured person -

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.....

21. Any other remarks or information -

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.....
.....
.....

DRAFT

Signature -

.....

Date -

.....

APPENDIX 3 – SCHOOL ACCIDENT REPORT FORM.

Name of School -

.....
.....

Name of Person Reporting-

.....

Particulars of Incident Reported -

Date -

Time -

Place -

.....
.....

Details -

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.....

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Particulars of Person Injured -

Name -

Address -

.....
.....

Date of Birth -

Nature of Injury -

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.....
.....
.....

Particulars of Teacher in Charge of Injured Person –

Name -

Address -

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.....

Position -

Give a Full Account etc -

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**Give Details of –
What Action was Taken -**

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By Whom -

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When -

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Where -

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.....
.....

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Personnel Called -

.....
.....
.....

Ambulance Called at -

Ambulance Arrived at -

Hospital -

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.....

Parent / Guardian Contacted -

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.....
.....

Time -

By Whom -

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.....

Accident Location –

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.....

Visited by -

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.....

Date -

Time -

Report -

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.....
Photographs attached (if necessary) Yes No

Witnesses –

Names -

.....
.....

Class -

Names -

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.....

Addresses -

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.....

.....
Signed Statements Attached (if necessary) -

.....
.....

Have You received any Notice of Claim -

.....
Date -

Signature of Person Making Report -

.....

Signature of Principal / Deputy Principal -

.....

THIS FORM, WHEN COMPLETED, SHOULD BE RETURNED TO THE PRINCIPAL'S OFFICE FOR FORWARDING TO THE SCHOOL'S INSURERS.

APPENDIX 4 – PROTOCOL FOR THE MANAGEMENT OF A HEALTH AND SAFETY AUTHORITY VISIT.

1. Greet and welcome Inspector
2. Establish the motivation and rationale for the visit
3. Notify Principal / Deputy Principal
4. Notify Designated Safety and Security Co-Ordinator
5. Establish availability to meet with Inspector
6. Arrange for inspection of school facilities
7. Make Safety File available to Inspector including –
 - ✓ Incident records
 - ✓ Records of safety consultation
 - ✓ Risk assessments
 - ✓ Safety Statement
8. Review inspection and documentation audit findings

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APPENDIX 5 – COMPILING DATA FOR A GENERAL SAFETY MANAGEMENT SYSTEM AUDIT.

POSSIBLE CONTENTS.

Safety Management –

- What Safety Management Structure is in place?
- Is there a full-time / part-time health and safety function?
- Has Management responsibility for health and safety been defined?
- What previous assessments / audits have been undertaken?
- Are adequate resources provided for health and safety?
- How do Management keep up to date with Health and Safety?

Safety Statement –

- Is there a Safety Statement?
- How was it developed?
- What does it cover?
- Has it been communicated to managers / employees?
- Are written records of risk assessments available?
- How is the Safety Statement documentation controlled?
- Is the Safety Statement subject to review / monitoring?

Accident Reporting / Recording / Investigation –

- What procedures are established?
- What records are maintained? – and by whom?
- What procedure is in place for reporting of prescribed accidents and dangerous occurrences?
- Are all accidents investigated?
- What mechanism is in place for taking corrective action?
- Are accident statistics produced?

Control of Contractors –

- What policy / procedures are in place for the control of contractors?
- How is this communicated to contractors and to sub-contractors?
- How do contractors demonstrate that safe systems of work will be adopted?
- Is there regular communication between company management and contractors?

- Is contractor safety performance monitored?

Training for Health and Safety –

- Have Health and Safety training needs been identified?
- Is there a Safety Induction for new employees?
- Are new employees supervised where necessary?
- Are records of training maintained?
- Has Health and Safety training been provided for the following – (a) First Aiders (b) Persons engaged in working with hazardous substances?

Safety Consultation –

- Are arrangements in place for consultation on Health and Safety?
- Has a Safety Representative been selected?
- What is the role / function of the Safety Representative?
- Is he / she effective? Evidence.

Emergency Planning –

- Is there an up-to-date Emergency Plan subject to regular review?
- Is it clear who can initiate the Plan / procedures outside of normal hours?
- Does the Plan cover the range of emergencies which may affect the school?
- Is communication with and responsibility transfer to the emergency services covered?
- Are pollution control measures or other off-site issues considered?
- Is the Plan rehearsed at regular intervals?
- Has suitable training been provided to persons involved in executing the Plan?

Safety Inspections / Audits –

- What type of inspection / audits are undertaken?
- What is the scope of these inspections / audits?
- Who carries out inspections / audits?
- How are recommendations actioned?

Signature -

.....

Date

.....

APPENDIX 6 – EVACUATION PROCEDURES

**IN CASE OF EMERGENCY, TO RAISE THE ALARM,
REPORT IMMEDIATELY TO THE SECRETARY'S OFFICE AND TO THE PRINCIPAL.**

ON HEARING THE ALARM, DO NOT RUSH OUT OF THE ROOM.

The **Teacher** should

- Count the number of pupils present
- Read out the Evacuation Notice – Note the Assembly Area
- Close the windows
- Have the class stand by their desks and replace chairs
- Evacuate the room (Do not wait for further instructions).
- Close the door when all the pupils have left
- Wait with any injured pupil and accompany them to the Assembly Area.

Pupils should

- Co-operate fully with Teachers and Drill Prefects
- If out of class, go to an Assembly Point and report to the Principal.

ON THE WAY OUT

- Keep to your designated side of the stairs or corridor
- No talking – wait your turn quietly
- Do not use the Lift
- Move quickly to the Assembly Area

AT AN ASSEMBLY AREA

Pupils should

- Gather with your Teacher
- Line up in pairs
- Remain quiet

The **Teacher** should

- Count the number of pupils gathered
- Give the number to the Drill Prefect
- Inform the Principal if anyone is missing

DO NOT RETURN UNTIL TOLD TO DO SO BY THE PRINCIPAL.

APPENDIX 7 – EVACUATION NOTICE

ROOM

EXIT DOOR

ASSEMBLY AREA

STAIRS

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ON THE STAIRS AND CORRIDOR

APPENDIX 8 – ASSEMBLY POINTS.

LINE UP WITH YOUR CLASS GROUPING

AREA.

All First Year Students

All Second Year Students

All Third Year Students

All Transition Year Students

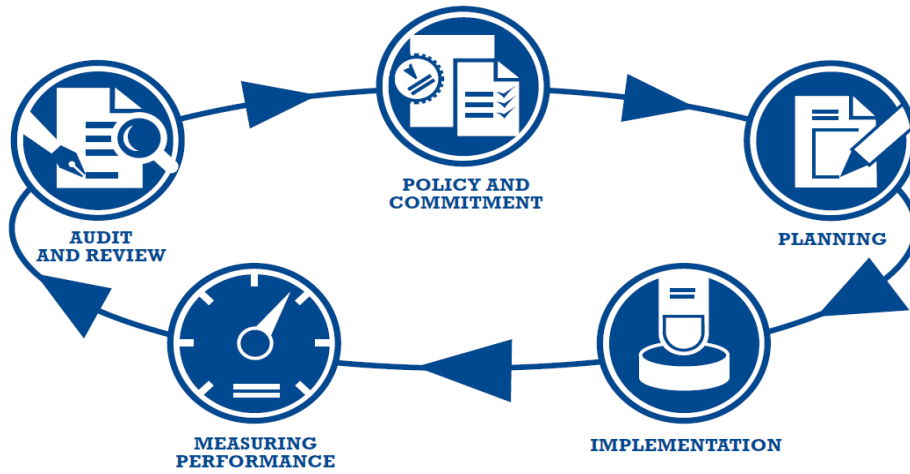
All Fifth Year Students

All Sixth Year Students

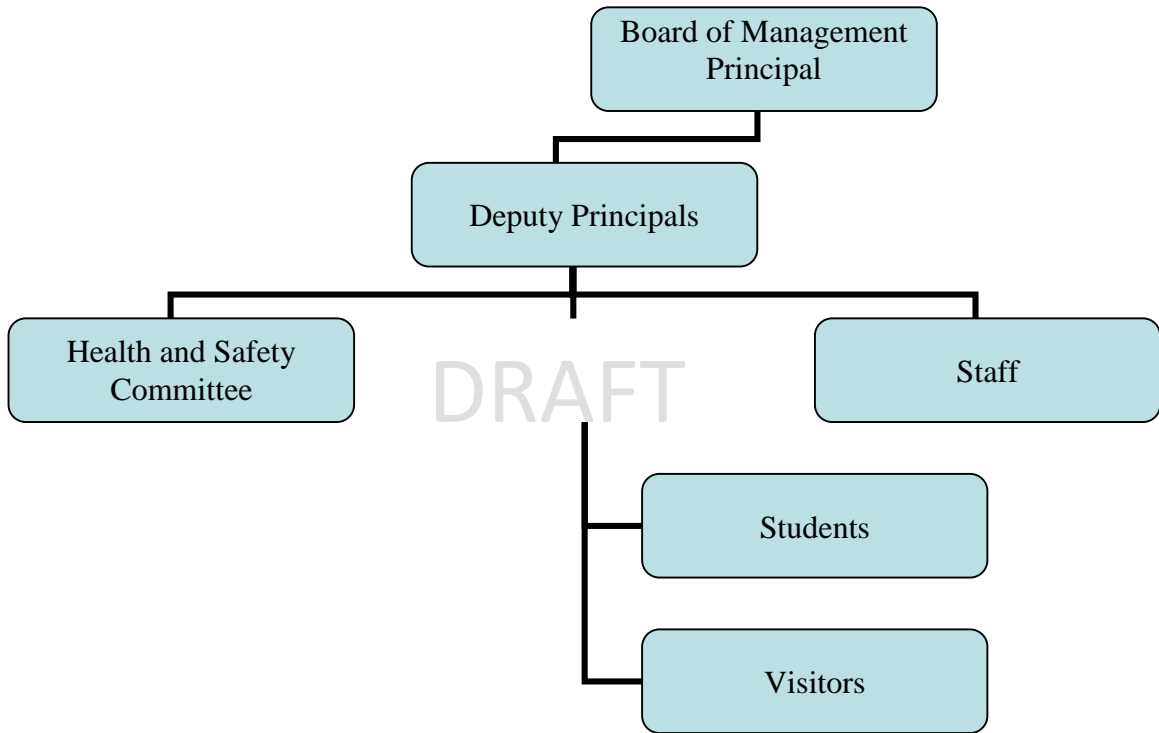
Staff Members / Visitors

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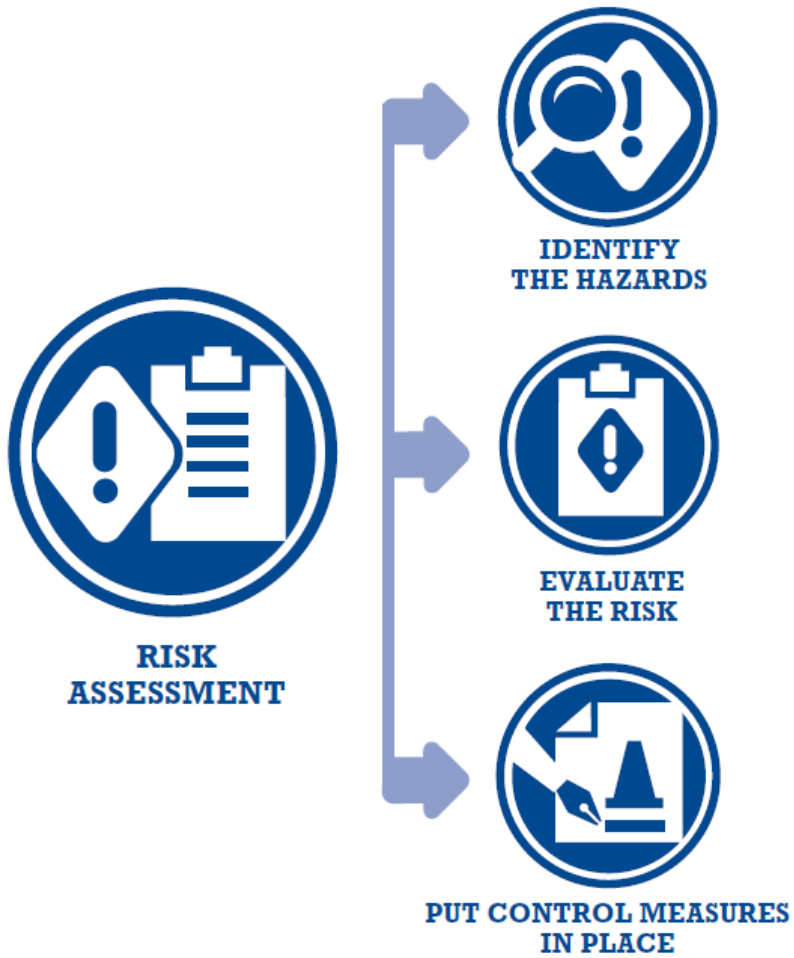
APPENDIX 9 - The SAFETY AND HEALTH MANAGEMENT SYSTEM



APPENDIX 10 – THE SAFETY MANAGEMENT STRUCTURE



APPENDIX 11- HAZARD IDENTIFICATION AND CONTROL
HAZARD IDENTIFICATION AND RISK ASSESSMENT



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