

St Mary's Secondary School Health and Safety Policy

Mission Statement

The aim of St Mary's Secondary School is to provide holistic education, in the Catholic Tradition, for all our students. We are committed to the academic, creative, emotional, spiritual and physical development of each student, in a caring and safe environment.

Rational for Policy

This Health and Safety Policy sets out the general policy of St Mary's Secondary School, Charleville, Co Cork and has been prepared in compliance with the Safety, Health and Welfare at Work Act 1989. The aim of this policy is to do all that is reasonably practicable to secure the Safety, Health and Welfare of our staff and students while at work and play and all others affected by our work. Safety is everybody's responsibility and it is the duty of all (including sub-contractors, suppliers and visitors) to take all reasonable precautions to avoid injury to themselves and to those who may be affected by their actions. The achievement of a safe and healthy working environment requires the commitment and co-operation of all those in the school community.

Goals of the Policy

- ❖ To enable all members of staff at St Mary's to carry out activities in the school safely with full awareness of health and safety procedures.
- ❖ To maintain a safe environment in the school for staff and students at all times.
- ❖ To develop students, staff and parents awareness of safety regulations in the school.

Scope of the Policy

The scope of this policy involves the entire school community - Principal, teachers, parents, students, canteen staff, delivery staff, visitors to the school etc.

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A. Safety Organisation

Teachers and auxiliary staff are responsible for the safety in their own areas and the implementation of relevant safety procedures – see Appendix 1.

The Safety Officer (Principal) shall monitor safety generally and the operation of safety procedures. She shall ensure that each employee shall contain a copy of the Safety Statement and shall be familiar with its contents.

She shall guide and advise on all safety, health and welfare matters, ensure that the school fulfils all statutory requirements in respect of the Safety, Health and Welfare at Work Act 1989, ensure that the appropriate safety education and training are co-ordinated and carried out using both in house and external resources, undertake regular and appropriate revision and auditing on the school safety procedures and methods of operation, ensure that adequate fire protection and prevention measures are provided, investigate all accidents and dangerous occurrences and ensure that appropriate statutory notifications are properly completed (incident report book in staffroom). The facts of all incidents shall be determined as fast as possible and where appropriate remedial action shall be specified. It may be appropriate to delegate some of these functions but ultimate responsibility still lies with the Safety Officer.

The Safety Representative is elected by staff as required by the Safety, Health and Welfare Act 1989 and shall be responsible for overseeing safety provisions on behalf of the staff. The Safety Representative should be consulted if any employee has queries regarding any of the safety provisions in this statement.

B. Access to the School Site

Access to the school site is via the main entrance, which is controlled by a barrier system. Only staff members and approved persons may drive beyond the barrier. Visitors to the school are directed to report immediately to Reception, where the following procedure is observed:

- Visitors will be issued with a 'Visitor Pass' which should be returned to Reception upon leaving.
- All meetings with staff are by appointment only. Appointments must be requested through School Reception. The school secretary is authorised to enquire what the appointment requested is in relation to. Parents are advised of this procedure in the school journal.
- Threatening, intimidating or offensive behaviour, either verbal or physical, towards any member of the school community, will not be tolerated. Any individual who engages in such behaviour will be required to leave the school premises immediately.
- School Management reserves the right to contact the authorities should a visitor's behaviour compromise the school community's right to a safe working and learning environment.

School Management takes the issue of staff and student safety extremely seriously. In order to best control access to the main school building, the following security procedures are followed:

- The inner door of the Main Entrance/Reception area is kept electronically locked at all times and access is via a secure code.
- All authorised visitors to the school clearly display a Visitor Badge.
- Meetings with authorised visitors/parents to occur in the Principal or Deputy Principal's office or, if this cannot be arranged, in a clearly visible part of the main area. All of these locations are protected by CCTV coverage.
- Threatening/aggressive or intimidating behaviour from a visitor to the school which is deemed to pose a serious and immediate risk to the Health & Safety of the school community will result in school management or a nominated person dialling 999 and reporting the incident.
- Management reserves the right to ban any individual from entering the school site on the grounds of health and safety.
- Additionally, in order to best protect staff/students and manage the incident in a controlled manner, the Principal will use the phrase 'Code 1' over the intercom to advise staff to remain with their students in a supervisory capacity until advised otherwise. Staff in the Home Economics kitchen will lock the door. Reception will close and lock their window.
- **Under no circumstance** should any member of staff approach or confront an individual in this instance.

Should a meeting with a parent/visitor encounter difficulties, staff are advised to utilise the following procedure:

- Speak only of known facts – system of record keeping of utmost importance here.
- Focus on progress reports, written work, assessments etc.

- Conclude the meeting verbally and by standing up. Offer to escort individual to the Principal.

C. Hazard and Safety Protective Measures

The following hazards are considered by the school to be a source of potential danger and are brought to the attention of all concerned:

- ❖ Home Economics Kitchen (Appendix 1A)
- ❖ Dress Design Room
- ❖ Canteen/Shop (Appendix 1B)
- ❖ Technology/Art Room (Appendix 1C)
- ❖ Science Labs (Appendix 1D)
- ❖ Gym and Sports grounds (Appendix 1E)
- ❖ Computer Labs
- ❖ Music Room
- ❖ Locker Areas
- ❖ Stairs
- ❖ Assembly Hall and Mall folding tables
- ❖ Entrance gate/Yard/Car Park
- ❖ Trailing leads – slips, trips, falls
- ❖ Cleaning equipment
- ❖ Photocopiers/projectors, TV's
- ❖ Burco/kettles
- ❖ Manual Handling

To minimise these dangers the following safety/protective measures must be adhered to:

- Access to and operation of equipment is strictly restricted to qualified members of staff whose job function is that of running, maintaining, cleaning or monitoring particular items of equipment in the course of their normal duties.
- In addition, all such plant and machinery is to be used in strict accordance with the manufacturer's instructions and recommendations.
- Where applicable, all members of staff have been instructed in the correct use of equipment.
- All machinery and equipment are fitted with adequate safeguards.
- Precautionary notices, in respect of safety matters are displayed at relevant points.
- Kitchen, technology rooms, science labs and computer rooms are locked when not in use and classes are not left unsupervised in these areas.
- Parking facilities are available to staff. For health and safety reasons a barrier has been erected.

Manual Handling

Consideration must be given to reduce the incidence of injury in manual handling situations. Injury can occur from lifting even relatively lights loads if proper precautions are not taken. Factors which should be considered as lifting hazards are: weight of load, size of load, no proper grip, how often is load lifted? Is there enough space to lift safely? Is lifting done outside best lifting range (above chest/below hip), health and build of person lifting, is best lifting technique employed? What distance is it lifted? Are lifting aids provided? Is area kept free of obstruction trip hazards?

Principles of lifting

- Think before you lift.
- Keep the load close to your waist.
- Stable position.
- Good grip.

- Slight bending-knees squatting.
- Don't flex spine any further as you lift. Avoid twisting.
- Move smoothly.
- Don't lift more than you can handle.
- Generally a person should only lift what they feel capable of lifting without strain and not be persuaded by others to do otherwise against their own judgement.
- Due care and consideration would be given by teachers before asking student to lift loads.
- The capability to lift or lower is reduced significantly if the load is held at arms length of the hands pass above shoulder height.

Electrical appliances

Arrangements will be made for electrical appliances to be inspected on a regular basis by a competent person. Before using any appliance the user should check that:

- All safety guards, which are a normal part of the appliance, are fitted and are in working order.
- Power supply cables/leads are intact and free of cuts and abrasions.
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.

Chemicals, Solvents, Detergents etc.

Safety data sheets are supplied with all such materials. Members of staff using these materials should familiarise themselves with the hazards associated with the material and precautions to be taken in the event of spillage, splashes etc.

Teachers should always listen to any complaint of discomfort voiced by a student regarding contact with materials to which may be allergic. This would also apply to dust, plastic/latex etc. Teachers should consider that a situation of which they are unaware may have developed even for one students. Parents are required to inform the school in the student Green Folder in the Medical Information section of any such known allergies/conditions.

Fire Protection and Evacuation:

Fire Drill and Evacuation Procedure in Appendix 2

Fire Protection

Fire Extinguishers are provided at strategic locations throughout the school

FIRE EXTINGUISHER COLOUR CODES:

Fire risk: See below	Water RED	Carbon dioxide BLACK	Dry powder BLUE
Paper,wood, textiles, fabric	Yes		Yes
Flammable liquids		Yes	Yes
Flammable gases		Yes	Yes
Electrical hazards		Yes	Yes
Vehicle protection			Yes

- **Never** direct water at any electrical installation, machinery or wiring.
- Fire extinguishers and fire alarm are checked regularly on a contract basis.
- All fire exits and emergency routes of exit are marked by appropriate symbols.
- Fire drills are carried out once every term for the whole school.

Smoking

Smoking, including e-cigarettes, is not permitted on the school premises – the term premises includes buildings, yards, playing fields etc.

Welfare

St Mary's undertakes to protect the welfare of staff and students:

- Hygiene Facilities: toilet facilities, wash hand basins, hot and cold running water and electric dryers are provided for all staff and students who are encouraged to wash their hands regularly particularly after using the toilet and before eating. All are requested to co-operate with cleaning staff in maintaining a high standard of hygiene throughout the school.
- Canteen facilities: Hot nourishing food providing the healthy option is prepared twice daily for staff and students.
- Vermin: Possible intrusion of premises by vermin is prevented by regular control measures provided on contract.
- First Aid: Comprehensive first aid boxes in staff room, labs, kitchen and gym. Staff should report any items in need of replacement to post holder with responsibility for same.

Environment

St Mary's commits itself to work in a manner that conserves our environment and protects the safety, health and welfare to staff and students. With this in mind we are working towards the achievement of a Green Flag award. Our objective is to:

- Comply with all local and national legislation
- Ensure that our operations and products used do not create unacceptable risks to human health and the environment
- Assess the discharges and waste generated from our premises and their effects, if any, on the environment and community
- Ensure that all of our waste matter is disposed of properly. This is collected regularly by contracted waster disposal companies
- Where possible, waste generated will be collected for recycling
- We will endeavour to keep our school as tidy and clean as possible
- Harassment and Bullying (see also our Code of Discipline and Policy on Dignity in the Workplace)

St Mary's is fully committed to promoting a good and harmonious working environment where all staff and students are treated with respect and dignity and in which nobody feels threatened or intimidated because of her/his religious beliefs, political opinion, gender orientation, martial status, physical/intellectual ability/ disability or racial/ cultural background. The aim of this policy is to prevent harassment, provide guidance to resolve any problems should they occur and prevent re-occurrence.

Harassment & Threatening Behaviour

Harassment detracts from a productive working environment and can affect the health, confidence morale and performance of those affected by it, including anyone who witnesses or knows about the unwanted behaviour. This can have a direct impact on the efficiency of our school.

Harassment at work in any form is unacceptable behaviour and will not be permitted or condoned. Sexual, sectarian and racial harassment, as well as harassing a disabled person constitutes discrimination and is unlawful under the sexual discrimination, fair employment, race relations and disability legislation.

Harassment is inappropriate behaviour at work and it will be treated at St Mary's as misconduct. All staff, students, parents and visitors to the school must comply with this policy.

Everybody should note that the CCTV cameras in St Mary's may be used to help establish the exact nature of an incident. Everybody using the school is advised of the existence of these cameras by a notice prominently displayed at the main entrance.

Stress

Occupational stress is brought about by a combination of personal, organisational and social factor including role, leadership and relationships. See also section on harassment above.

A teachers motivation and professional confidence can be negatively affected by students who show a lack of interest and low motivation. Poor behaviour and indiscipline can compound an already stressful situation, particularly in instances of bullying or harassment. Additionally, a perceived lack of support for staff affected by the above issues can have a deeply distressing impact on all involved in the school community.

The immediate effects of stress are anxiety and depression and prolonged occupational stress can lead to mental and physical ill health.

Management at St Mary's is pro-active in prevention and management of occupational stress. Teachers who feel that their job is causing them unacceptable levels of stress are encouraged to talk to their colleagues and the Principal about the matter. The DES has set in place the service CareCall which is available 24/7 at 1800-411057.

Stress management is part of professional development courses provided by various bodies including the ASTI.

Management of stress among students is dealt with through out system of middle management Year Heads and Class Tutors as well as SPHE, Pastoral care team and counselling.

C. Accident/Incident Reporting

All accidents/incidents must be reported immediately to the Principal. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. An accident Report Book for recording all accidents is kept near the water cooler in the staffroom. This must be filled in by staff members who witnessed the accident as soon as possible after its occurrence.

D. Duties of Employees

The attention of employees/trainees is drawn to the following duties of persons employed as laid down in Article 9 of the Safety, Health and Welfare at Work Act 1989. It shall be the duty of every employee while at work:

- To take reasonable care for her/his own health and welfare and that of any person who may be affected by her/his acts or omission while at work
- To co-operate with her/his employer and any other person to such an extent as will enable her/his employer or any other person to comply with any of the relevant statutory provisions.
- To use in such a manner, so as to provide the protection intended,(e.g. suitable appliance, protective clothing)for securing her/his safety, health or welfare at work
- To report to the Principal without unreasonable delay any defects in plant, equipment, place of work or system of work which might endanger safety, health or welfare of which s/he becomes aware

- No person shall intentionally interfere with or misuse any appliance, protective clothing or equipment, for securing safety, health or welfare of persons arising out of work activities.

It is the duty of all teaching staff to be familiar with the guidelines and also the general classroom Rules and Expectations attached to this document as Appendix 3.

The Safety Statement has been prepared based on conditions existing in the premises of St Mary's Secondary School at the time of writing. It may be altered, revised or updated at a future date so as to comply with any changes in conditions and changes in legislation.

Success Criteria

Success criteria would include:

- All staff to be fully aware of health and safety procedures
- All incidents to be documented in incident book and reported to Principal
- First Aid boxes to never be lacking in equipment
- Students to be aware of health and safety regulations by having displays of safety rules in Science labs, gym, canteen, and having a fire drill during the year etc.

Responsibility for implementation of Policy

The Health and Safety committee will have meetings during the year to monitor the progress of the policy and the Safety Representative will communicate with the Safety Officer about any updates, developments or health and safety issues that arise during the year.

Reporting to Senior Management and Board of Management

As stated above it will be the Safety Representatives role to report to the Safety Officer who in return will inform the BOM.

Evaluation of policy

The Health and Safety Committee along with the input of the Safety Officer will evaluate the policy and make adjustments where necessary at the end of the school year.

Timeframe

This policy is updated annually. Health and Safety issues will be monitored and noted throughout the year and the policy will be reviewed before the end of every school year.

Signature of Chair _____ Date 23-05-16

Signature of Principal _____ Date 23-05-16

Appendix 1A: Kitchen Safety Rules

- Enter quietly with ingredients
- Leave school bags and coats outside
- Go into the unit assigned to you, put your apron and headscarf on. Take out your ingredients, cutlery and tea towels
- Wash your hands
- Lay out ingredients and wait for your teacher quietly
- If using gas do not turn on the gas until the teacher is with you
- If in doubt about anything ask your teacher
- No messing or fooling in the kitchen

- Wash and dry all utensils thoroughly
- Return everything to its proper place
- Nothing is to be taken out of the kitchen eg enamel plates etc
- Report all breakages, damages or missing items to your teacher and replace
- Those who cook in this unit will be held responsible for the floor, cooker, press and general maintenance of this unit
- Do not leave your unit without permission, until your teacher inspects your unit
- Dry your sink with a tea towel
- Make sure to empty your rubbish into the bin

Appendix 1B: Canteen

- Hands must be washed and hair nets worn on entering the food area
- Student lining up outside the canteen, waiting for service, need to form an orderly queue
- Food must be prepared using the proper boards, ie separate boards for meat and pastry foods etc
- Raw meats must be regularly checked during cooking
- The temperature of the fridges must be monitored on a continuous basis
- When finished, everything must be washed up and put away in its proper location. Surfaces need to be cleaned down using special wipes
- Unused food needs to be placed back into fridges. Temperature must again be gauged at this time

Appendix 1C: Woodwork/Art Room

- In the case of a minor accident in the woodwork/art room eg cut, burn slip etc report to the teacher immediately who will administer first aid
- If the fire alarm should sound all pupils should vacate the room in accordance with the fire drill
- In the event of a major accident in the room involving machinery/electricity it may be necessary to press the many emergency alert buttons throughout the room,. This may be done by teacher or pupil. If necessary pupils leave the room by the nearest exit.
- If the teacher becomes injured a pupil may need to leave the room and seek help immediately from another teacher, Deputy Principal, Principal etc
- The first aid kit is clearly labelled and placed in a prominent position in the room
- All accidents will be recorded in the accident book in the staffroom

Woodwork/Art Room Safety Rules for Pupils

The following rules are enforced to keep yourself and your classmates safe in a school woodwork/art room:

1. Do not enter the woodwork/art room without permission
2. Do not use any equipment unless permitted to do so by your teacher
3. Make sure you know exactly what you are supposed to do. If in double ask you teacher
4. Make sure you know the position of all safety equipment in the room eg fire extinguishers, first aid kit etc
5. Always wear eye protection or gloves when instructed to do so
6. Long hair must be tied back during practical classes
7. Place your bag and other personal items safely out of the way as indicated by your teacher
8. Nothing must be tasted, eaten or drunk in the woodwork/art room
9. Any cut, burn or any other accident must be reported immediately to the teacher
10. All equipment should be cleaned and put back in its correct place after use

11. Always wash your hands after practical work
12. Any spills on the furniture or floor should be reported to the teacher immediately
13. Listen carefully and implement any specific safety points given by your teacher for each lesson
14. Students should behave in a responsible manner at all times in the woodwork/art room

Appendix 1D: Laboratories

- In the case of a minor accident eg cut, burn, skip etc report to the teacher immediately who will administer first aid
- If the fire alarm should sound all pupils should vacate the room in accordance with the fire drill
- In the event of a major accident in the room involving machinery/electricity it may be necessary to press the red emergency alert buttons at the top of the room. This is the responsibility of the teacher. If necessary pupils leave the room by the nearest exit
- If the teacher becomes injured a pupil may need to leave the room and seek help immediately from another teacher, Deputy Principal, Principal etc
- The first aid kit is clearly labelled and placed in a prominent position in the room
- All accidents will be recorded in the accident book in the staff room
- Fire extinguisher and blanket are placed in a prominent permanent position
- Chemical storage in the laboratory is adhered to

Laboratory Safety Rules for Pupils

The following rules are enforced to keep yourself and your classmates safe while in a school laboratory:

1. Do not enter the laboratory without permission
2. Do not use any equipment unless permitted to do so by your teacher
3. Make sure you know exactly what you are supposed to do. If in doubt ask your teacher
4. Make sure you know the position of all safety equipment in the laboratory eg fire extinguishers, first aid equipment etc
5. Always wear eye protection and gloves when instructed to do so
6. Long hair must be tied back during practical classes
7. Place your bag and other personal items safely out of the way as indicated by your teacher
8. Never handle any chemicals with bare hands
9. Regard all laboratory chemicals as poisonous
10. Use of Bunsen burners to be used under the supervision of your teacher. If anything unusual occurs report to your teacher
11. Nothing must be eaten, tasted or drunk in the laboratory
12. If glassware breaks do not attempt to pick it up, report the breakage to your teacher immediately
13. Do not smell anything directly, waft instead
14. Any cut, burn or any other accident must be reported to teacher immediately
15. Always check that the level on the bottle is exactly the same as the material you require. If in doubt, ask your teacher
16. Any chemical spill on your skin, clothing, furniture and floor must be reported to teacher immediately
17. Listen carefully and implement specific safety points for each experiment given by your teacher
18. All equipment should be cleaned and put back in its correct position
19. Always wash your hands after practical work

20. Pupils are not allowed to enter the storeroom
21. Pupils should behave in a responsible manner at all times in the laboratory

Appendix 1E: Gym Safety Rules for Pupils

General rules

- No entry to the gym without supervision of a teacher
- No chewing gum
- No eating or drinking in the gym
- Students must be respectful to the gym and equipment at all times

Uniform

- Proper uniform must be worn at all times (runners, tracksuit and t-shirt)
- Runners must be tied properly
- Tracksuit bottoms must be tied properly at the bottom
- No jewellery is allowed
- Hair must be tied up at all times

Using equipment

- Students must only use equipment whilst in the presence of a teacher
- No lifting of heavy equipment without teacher supervision

Changing rooms

- No changing in the showers
- No eating in the changing rooms
- No valuables to be left in the changing rooms
- Football boots are to be taken off before entry to the gym

Appendix 2: Fire Drill Policy

- Drill must be timed
- Fire drill must be clearly explained to all year groups by year head and class tutors
- Pupils must be silent during evacuation of school
- All teachers must know how many students are in their classroom for any particular class period and how many are absent
- All classes must exit classroom and building as indicated on map
- Pupils leave the classroom and walk in single file (silently) to the exit indicated on the map
- Pupils leave all property eg bags, coats in classroom
- Teacher is last person to leave the classroom and first student out leads the way to the fire assembly point on the basketball courts
- At the assembly area, pupils make their way to the designated area for year group and then class group. They line up in single file, in alphabetical order facing the school
- Tutors and year heads assemble with their respective group
- Teachers not acting in tutor or year head role assemble with group they've been teaching at the time of the evacuation
- Principal/ Deputy Principal brings absentee list for year group and secretary brings class lists and sign out book to the assembly area
- Class tutor calls the roll for the respective class group and checks with absence sheet and sign out sheet
- Year heads establish if everything is in order in each year group and reports to the Principal/Deputy Principal
- Pupils then return (per year group when directed) to class via the main entrance

Appendix 3: Rules and expectations for students

- Come to class on time. Stand outside the door in a manner as instructed by your teacher and wait until allowed enter by your teacher
- Attend to personal needs before coming to class. Do not ask to leave the classroom unless you have a true emergency
- Remain in your assigned seat unless you have permission to get up
- Do not eat food in class
- Bring required materials for each less every day
- Be respectful towards everyone in the classroom
- Follow the teachers directions immediately. A teacher may see a safety situation which needs to be addressed, do not ignore the directions
- Please follow all other school policies and rules as addressed in the student journal
- Chairs, wastebaskets, electrical cords and other articles should not be left where they will become a tripping hazard
- Desk drawers, cabinet doors and file drawers should not be left open while unattended. Pull only one drawer at a time. Heavier items should be loaded in the lower file drawers to prevent the file from tipping over
- Approved ladders or other safe support should be used to reach materials on high shelves, bulletin boards or other high elevations
- Walk cautiously up and down the stairs and use handrail whenever possible
- Do not sit on edge of a chair. Do not sit in a straight chair tilted back toward or against a wall. Do not sit on students desk, stage and tables in canteen area
- Do not stand in front of closed doors, which may open suddenly
- All electrical equipment should be turned off when no in use
- Broken glass and other similar material should be thoroughly wrapped before disposal into correct bin
- Promptly report all defective materials that need repair or replacement
- Only full uniform is allowed to be worn in the classroom
- Always be aware of the emergency route in the classroom
- Do not leave bags unattended
- Report spillages and use warning signs to alert of spillage until has it has been Cleaned

Appendix 4: Expectations for parents and visitors to the school

- To note that meetings with staff occur by appointment only and must be arranged, as much as circumstances allow, in advance of the day of the desired meeting.
- To respect the working and learning environment of the school.
- To understand and accept that all interactions between staff and parents/visitors must be conducted in a mutually respectful and productive manner.
- To recognise that harassing, threatening or intimidating behaviour toward any member of the school community is not acceptable under any circumstance.