

Safety Statement
St Louis Community School,
Kiltimagh,
Co Mayo

SECTION 1 General Safety Policy Statements

School Profile

St Louis Community School is a post primary co-educational school in Kiltimagh, Co Mayo. The school has a current enrolment of approximately 640 post primary students. It also provides an adult education programme for the local community.

Students attend the school from a wide area of east Mayo with the majority living in the Knock/Kiltimagh and surrounding townlands. There is strong provision (approximately 21% of enrolment) for students with special educational needs including those with physical disadvantages and a small number of these students would not have English as their first language.

The school buildings comprise of refurbished accommodation from the original St Louis convent, a new school building opened in 2004 and a further extension opened in 2021. There are specialist rooms including Technology, Art Room, Woodwork, Metalwork, Home Economics, Music, TG/DCG and Science, a gym, a fitness room, a demo room, canteen, 4 computer rooms, 25 general purpose classrooms, a Chapel, a large multipurpose room, offices, changing rooms and toilets.

Board of Management

- Sr. Mary O' Connor
- Ms. Mary Mullarkey (Chairperson)
- Mr. Michael Brett
- Mr. Pat Forde
- Ms. Mary Madden
- Ms. Bernie Rowland
- Ms. Liesel Ward
- Mr. John Conlon
- Ms. Christina Gormally
- Mr. Brian Joyce

Principal

Ms. Regina Anderson

Health and Safety Coordinator

Ms. Suzi Ottewell

Safety Representative.

Safety Statement

The Board of Management of St Louis Community School regards managing health and safety as an integral function of the management and operation of the school and recognizes the importance of the Legislation enacted in the Safety, Health and Welfare at Work Act, 2005. This Safety Statement sets out the Safety Policy of the Board of Management of St Louis Community School and sets out the means to achieve that policy. It is important to reflect this policy in the individual duties and responsibilities of every level of the management and operation of the school. It is important to ensure that the avoidance of accidents, the provision and maintenance of safe and healthy workplace for all our employees and students and the meeting of our duties to members of the public with whom we come into contact, is a common objective throughout St Louis Community School from Board of Management to Teachers and other Employees. The Board of Management of St Louis Community School acknowledges that, the health and safety responsibilities delegated to individuals are no less important than the duties they have in performing any other function.

This policy requires the co-operation of all employees.

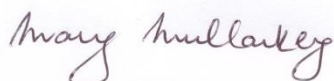
It is our intention to undertake annual reviews of the statement in light of experience, changes in legal requirements and operational changes. All health and safety concerns related to Covid-19 will be dealt with through following the SLC School Response and Implementation Plan.

The Board of Management will undertake to carry out a safety audit annually and report to staff. The inspection/safety audit will be carried out more frequently if requested by either staff or the Board of Management.

All records of accidents or ill health will be monitored in order to ensure that any safety measures required can be put in place, whenever possible, to minimise the recurrence of such accidents or ill-health.

The responsibility for overall implementation and monitoring of St Louis Community School's Safety Policy, ensuring that all staff receives adequate and appropriate training, arranging for adequate resources to meet the requirements of the established health and safety policy is the responsibility of The Board of Management of St Louis Community School.

Signed: Chairperson, Board of Management.



Date: 11th January 2023

SECTION 2 SAFETY RESPONSIBILITIES

Duties of the Board of Management

Section 8 of the Safety Health and Welfare at Work Act 2005 requires every employer to ensure, so far as reasonably practicable, the safety, health and welfare at work of all his employees. The Board of Management is responsible for ensuring that personnel, planning and financial investment are adequate to meet the commitments of the general policy statement and the detailed commitments on control of hazards which are made later in this statement. The Board of Management has the responsibility to constantly review the performance and standards achieved in relation to the health and safety of all operations in the school and to consider all of the risks to which employees, students, contractors and visitors are exposed. The Board of Management accepts the following specific responsibilities:

1. Ensure that an effective statement on Safety, Health and Welfare is available within the school and direct its implementation.
2. Apply the school's policies on health, safety and welfare.
3. Co-ordinate and prioritise for action any health and safety issues raised by checks and audits or by individual employees.
4. Ensure that all systems of work are regularly reviewed for health and safety reasons.
5. Ensure that plant, equipment, buildings and facilities are maintained to a high standard and are as safe as reasonably practicable.
6. Ensure that new systems and equipment being introduced are as safe as practicable.
7. Consult with individual employees on health and safety issues which affect them and take appropriate action arising out of consultations and matters raised at the staff and subject department meetings.
8. Ensure that all statutory and recommended safety inspections and certifications are recorded for equipment such as fire equipment.
9. Prevent improper conduct or behaviour (for example, violence, bullying or horseplay at work)
10. Ensure the design, provision and maintenance of:
 11. safe work places
 12. safe means of access to and egress from the workplace
 13. safe plant and machinery
14. Ensure that adequate resources of personnel and finance are available to enable compliance with the Safety Statement.
15. Ensure safety and prevention of risk from the use of any substance or article, from noise, vibration or ionizing or other radiations or any other physical agents at the place of work.
16. Ensure that all personnel at management level enforce the safety standards as set out in the Safety Statement and that adequate instruction, training, supervision and any necessary information is provided for all employees.
17. Ensure that safe systems of work are in place.
18. Ensure the preparation of adequate plans and procedures to be followed in the case of an emergency or the presence of serious or imminent danger.

19. Direct and support the work of the School Principal.
20. Review the effectiveness of the Safety Statement annually and ensure that it is modified as necessary.
21. Arrange for insurance cover for all risks especially in relation to injuries to employees, students, and parents, members of the public and loss or damage to school property.
22. Report accidents and dangerous occurrences to the Health and Safety Authority (HSA) as required
23. Review insurance and claims records periodically and make any changes deemed necessary.
24. Provide a financial review on safety, health and welfare to be included in the annual accounts.

Duties of the Principal

1. Acquire a full and accurate knowledge and understanding of the Safety Statement and ensure that all personnel under her supervision appreciate their responsibilities.
2. Ensure adequate welfare facilities are provided and maintained.
3. Ensure all school activities are planned and organised to minimise risk and to create a safe working environment.
4. Ensure that all accidents and dangerous occurrences are reported and are entered in the Incident File.
5. Ensure that all necessary suitable Personal Protective Equipment (PPE) is provided and maintained where risks cannot be eliminated and all personnel (including students) are wearing the appropriate protective equipment and following the correct safety procedures for the tasks they are involved in.
6. Ensure that employees adhere to safe systems of work and ensure that the equipment they are using is kept in safe condition.
7. Provide adequate supervision at all times, to ensure that all safety rules are observed and adhered to.
8. Take responsibility for safety, health and welfare in school facilities
9. Understand and implement all school safety policies and statutory requirements.
10. Review absences due to accidents, injury or illness at work and ensure that occurrences are notified to the Insurance Company (when likely to lead to a claim) and to the Health and Safety Authority (Form IR1) when an employee is off work for more than three days.
11. Co-operate with the Board of Management in implementing the school safety policy.
12. To arrange, in consultation with the Board of Management, that adequate funds and facilities are made available to implement the safety policy.
13. To arrange for the maintenance of all fire equipment and ensure that all relevant certificates (as required under Health and Safety legislation) are available for inspection.
14. To make provision for appropriate safety training and instruction.
15. To maintain the safe upkeep of the premises.
16. To provide full executive support for all staff who have been given responsibility under this statement of policy.

17. To provide feedback and evaluation to the Board of Management of the extent to which this policy has been put into effect.
18. To review with staff, the safety standards in their areas.

Responsibilities of Health and Safety Coordinator

1. To implement and update the school Safety Statement in line with the role and responsibilities agreed as part of their Leadership and Management role in the school.
2. To assess the health and safety needs of the school on an annual basis (following consultation with staff) and provide a written report to the Board of Management for consideration.
3. To make all staff and students aware of the Safety Statement. This includes outlining evaluation and emergency procedures to staff/students and providing induction training for all new employees (tour of premises, evacuation, procedures and hazards in the work place etc).
4. To carry out and monitor fire drills (at least one per term) and make appropriate recommendations for improvement, where necessary.
5. To establish a system whereby regular checks of all fire equipment (hoses, extinguishers, alarms etc) and emergency exits are carried out.
6. To update the Board of Management and staff about Health and Safety legislation.
7. To ensure that the First-Aid boxes are checked regularly and stocks replenished as required.
8. To keep detailed records of accidents or dangerous occurrences (records to be kept on school premises) and will follow up on accidents, dangerous occurrences (cause, time, details of injuries etc) and seek to eliminate the hazard (where possible).
9. To retain all relevant information that will assist in the compilation of the annual Health and Safety Report.
10. To organise special activities to make staff and students more aware of Health and Safety issues (European Safety Week, Road Safety Week, Health and Safety Authority Schools interactive risk assessments, etc).

Employees

Employees are responsible for ensuring the health and safety of themselves and others, who might be affected by their actions and for co-operating at all times on health and safety matters. In particular they should:

1. Take reasonable care for his/her own safety, health and welfare, and that of any person who may be affected by his/her actions/omissions whilst at work.
2. To co-operate with his/her employer and any other person to such extent as will enable his/her employer or other person to comply with any statutory provisions.
3. To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health or welfare at work.
4. To notify the Principal, Deputy Principal or Health and Safety Coordinator of any accidents or incidents that occur and to record them as per the reporting system and to report without unreasonable delay, any defects in plant, equipment, place of work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.
5. Suggest ways of eliminating hazards.
6. Warn new employees of known hazards.
7. Employees will not intentionally or recklessly alter, adjust, interfere or misuse any appliance, protective clothing, convenience, equipment, place of work and never interfere with anything, which could cause a danger to themselves or others.
8. Employees using available facilities and equipment provided should ensure that work practices are performed in the safest manner possible.
9. Participate in training sessions organised for staff.
10. Only carry out tasks which they feel competent to carry out and refrain from tasks that require unreasonably high risks.
11. Ensure that they have access to the School's safety statement. Employees are obliged to be familiar with the safety statement and sign the relevant documentation each year that states the safety statement has been brought to their attention.
12. Employees are required to ensure that they are not under the influence of an intoxicant to the extent that they endanger their own or others' health and safety (some employees may at a future date be asked to submit to reasonable and appropriate tests in accordance with guidelines to be issued by the H.S.A.)
13. To provide guidance for their students on how to carry out all their routines in a safe manner and do not create danger for themselves or for others.
14. To be familiar with the evacuation procedures and the location of fire fighting equipment.
15. To comply with all developing Safety and Health legislation as circulated by the Principal and Health and Safety Coordinator.

Safety Duties Officer

In accordance with the needs of the School, responsibilities for safety and health within the school will be allocated to a post holder. These duties will include

- (a) Maintenance/Updating of the School's safety statement.
- (b) Be involved in consultation in maintaining safety standards in the workplace and make representations as required at safety meetings.
- (c) Undertake workplace inspections to report immediately any hazardous conditions to those responsible to include keeping records of all such inspections and hazards.
- (d) Acquire the information and training and knowledge to fulfil the functions outlined and to prevent accidents.
- (e) Together with the Safety Representative investigate accidents and dangerous occurrences and complaints of potential hazards and if required issue a report/recommendations on prevention measures.
- (f) Co-operate with the Safety Representative, Principal, Inspectors and Insurance Personnel in any accident investigation.
- (g) Foster safety awareness in the workplace, promote safe working practices and provide information and advice on safety and health to all personnel.
- (h) Prepare and update emergency procedures in case of accidents or fire
- (i) Organise fire drills (at least once per term) and keep a record of them.
- (j) Implementation of the School's First Aid Policy and Administration of Medication Policy
- (k) Arranging appropriate staff safety training as required eg manual handling, fire extinguisher use etc
- (l) Organise procedures for the use of Evacuation chairs including training
- (m) Be available for Student Council meetings to facilitate to discussion of safety awareness, promote safe working practices and provide information and advice on safety and health.

Safety Representative

In accordance with the 2005 act, St Louis Community School has provision for the election of a Safety Representative with a function for maintaining safety standards at the School. The Safety Representative should:

- (a) Have a working knowledge and understanding of the School's safety statement and statutory regulations.
- (b) Be involved in consultation in maintaining safety standards in the workplace and make representations as required at safety meetings.
- (c) Allocate time to periodically inspect the workplace and report immediately any hazardous conditions to those responsible, keep records of all such inspections and hazards.
- (f) Co-operate with the Safety Officer, Inspectors and Insurance Personnel in any accident investigation.
- (g) Foster safety awareness in the workplace, promote safe working practices and provide information and advice on safety and health to all personnel.
- (h) Attend the Safety Committee meetings.

Safety Committee

The Safety Committee is one of the vehicles used by St Louis Community School to promote Health and Safety. The Committee meets once a term or more frequently if required. The Committee members are required to:

- (a) Review unsafe work practices in the school.
- (b) Make suggestions on methods of improving the health and safety of all employees, students etc.
- (c) Discuss issues recorded in the accident report book, ensuring appropriate follow up action has taken place.
- (d) Assist in the formulation of safety policies and procedures.
- (e) Organise and conduct safety audits.
- (f) Make submissions and requests to Management on Health and Safety matters that effect employees.

The Safety Committee is currently made up of:

Board of Management Safety Officer – Ms. Mary Mullarkey

Principal – Ms. Regina Anderson

Safety Duties Officer – Ms. Suzi Ottewell

Safety Representative -

Contractors & Tradespeople

All Contractors and Trades people employed by St Louis Community School will comply with the School's Safety Policy. Their Safety Statements will be lodged and reviewed by the Safety Officer in the School. The safety performance and competence of all Contractors and Trades people will be reviewed on an on-going basis. In particular they should:

- (a) Forward to St Louis Community School a signed copy of their school safety statement, site specific method statements and a copy of their current insurance certificate before commencement of work on site
- (b) Follow all St Louis Community School Safety Policies.
- (c) Comply with all site safety rules and relevant safety legislation.
- (d) Bring to the attention of St Louis Community School and anyone else who may be affected, any process or use of material that may endanger health and safety while at work.
- (e) Co-operate in providing and maintaining a safe place of work for their own employees and the employees, students and visitors to St Louis Community School.
- (f) Ensure that their employees are competent in carrying out the tasks and wear the appropriate personal protective equipment.
- (g) Only use safe and approved equipment and report any defects without delay.
- (h) Ensure that all persons engaged by them whether employees or other contractors are familiar with the St Louis Community School safety policy.
- (i) Inform the Principal of St Louis Community School of all accidents.
- (j) Depending on the nature of the work may be requested to participate in a "permit to work" system.
- (k) Copy their accident report form and return to the Principal.
- (l) Attend all relevant safety meetings on site.

Students,

Each student is expected to contribute towards a safe and secure environment for all.

- (a) Students must never behave in a way that endangers the safety of any person in the school.
- (b) Students must behave with courtesy and respect so as not to cause discomfort or intimidate others
- (c) Students must always move around the building in an orderly fashion.
- (d) Students must never leave the school grounds without the express permission of the school authorities.
- (e) Students must not interfere with, or damage fire equipment, safety equipment or safety signs. Interference with the fire-fighting equipment or the fire alarm system is a serious offence and will be dealt with accordingly .
- (f) Specific guidelines for the Woodwork, Metalwork, Construction, Engineering, IT, Technology, Technical Graphics, DCG, Home Economics, Science, Art, Music, and PE Departments must be followed to govern the safe use of equipment
- (g) Each student shares responsibility for cleanliness in the following areas – classroom, toilets, cloakroom, dining hall, corridors and the school yard.
- (h) Students must store school bags in a safe place to allow for free movement. Passageways or exits must not be obstructed.
- (i) It is the responsibility of each student to familiarise themselves and to comply with fire notices and the fire drill.

Parents,

All parents/guardians are required to highlight the importance of obeying directions given by teachers to your child/children on safety & health issues.

Medical issues for all children must be notified to the Safety Officer. If required, the Administration of Medications Policy should be followed.

Visitors (including parents) and Other Facility Users

Whilst not employed by St Louis Community School, students, visitors and other school facility users are an integral part of the work of St Louis Community School and have a responsibility to ensure that they comply with all safety requirements and policies whilst on the School Premises and as such are expected to:

- (a) Take reasonable care for their own safety and the safety of those around them.
- (b). Abide by safety notices and warning signs where posted.
- (c) Comply with fire safety procedures (i.e.) alarms, evacuation drills and notices.
- (f) In the case of other user groups such as Basketball Clubs, etc, maintain their own insurances a copy of which should be submitted to the school.

SECTION 3 Safety & Health Policy

The Board of Management of St Louis Community School advocates the principle that any risks to the health and safety to its employees, students or others affected by their work, is better dealt with by elimination or reduction rather than by trying to ensure that people are protected from them. It is, therefore, our policy that risks should be identified and dealt with by a sequential process exhausting the possibilities at each step before passing down to the next less effective step. There is, therefore, a list of priorities involving the following stages.

- (a) Eliminate the risk
- (b) Reduce the risk by combating at source.
- (c) Control the risk by means, which protect the largest number of people
- (d) Provide physical protection for individuals at risk. It is also the policy of The Board of Management to take into account in all activities, the requirements of the Safety, Health and Welfare at Work Act 1989 & 2005, Fire Services Act 1981 , Construction Regulations 2001, General Application Regulations 2007 and other relevant legislation, which helps to achieve our aims.

In particular it is our policy:

- (a) To ensure so far as is reasonably practicable the safety health and welfare at work of all our employees, students and members of the school community.
- (b) To protect employees and students from potential accidents and ill health at work/school.
- (c) To provide systems of work that are planned, organised, performed and maintained so far as reasonably practicable safe and without risk to health.
- (d) To provide training, instruction and supervision as is necessary to ensure the safety and health of all our employees.
- (e) To provide all employees and students with suitable clothing or equipment as appropriate to ensure their health and safety.
- (f) To provide means for consultation on health, safety and welfare matters for all employees.
- (g) To provide and maintain facilities necessary for the welfare of all our employees and students.
- (h) To inform all employees of their duties and obligations under current legislation.
- (i) To encourage employees to comply with safety policy by exercising due care.
- (j) To provide and maintain safe access and egress from any place of work under our control and to ensure that emergency plans are in place for each place of work and inform each employee of same.
- (k) To have in place a designated person responsible for safety who is competent to ensure that arrangements specified in the School Safety Statement are in place.
- (l) To maintain and continually review the School Safety Statement and to provide each employee with a copy of the School Safety Statement.

Personal Protective Equipment

Every effort must be made to make the activities as safe as possible and not rely on protective equipment alone. However, there are many situations where safety is only possible if you wear the correct protective equipment. It is up to the school management to provide the necessary equipment. Requests for such equipment should be made to the Principal. Each task should be assessed and protective clothing and equipment requirements established.

The following list should provide a check list for this purpose. Are any of the following items required?

- Eye protection.
- Head/Face Protection
- Hearing protection.
- Foot/shin protection.
- Hand protection.
- Body protection.
- Respiratory protection equipment.
- Safety harnesses and belts.

Every employee must report any loss or damage to the protective clothing provided immediately to the Principal. It is up to every employee to wear the protective clothing provided and/or to ensure that students engaged in activities are suitably kitted out with the relevant protection.

Manual Handling

Lifting weights that are too heavy or lifting weights the wrong way may cause permanent back damage. It is easy to avoid this back damage. Some common sense rules are outlined below:

- Get a good grip; keep the load close to your body.
- Keep the back straight.
- Bend your knees; lift with your leg muscles not your back.
- If the load is too heavy get help

Supervision of Students in School

In the event of absence of a class teacher:

- (a) The Principal/Deputy Principal provides substitution cover and/or makes appropriate arrangements

Before school (8.40am-9am), at lunch and break time

The school is open to accept students from 8.40am. The School authorities cannot accept responsibility for students before this time (except in circumstances where students are engaged in activities under the direction of school teachers e.g. school trips, sports etc)

A rota of available teachers will be established at the beginning of the school year and designated areas assigned by the Principal/Deputy Principal

8 teachers notice that a class teacher is absent to give advance warning that students will be divided

The School day ends at 4 p.m. (1:20 p.m. on Fridays). The School authorities cannot accept responsibility for students after this time (except in circumstances where students are engaged in activities under the direction of school teachers e.g. evening study, homework club, sports etc.

Supervision of Students on School Tours/External Activities

In the case of school tours within Ireland (including Northern Ireland) by students and teachers from the Board of Management is responsible for ensuring the tour is adequately supervised by employees of the Board.

St Louis Community School expects that all school tours, field trips and extra-curricular activities will be adequately supervised and recommends that the following ratios should apply as general principles regarding the supervision of students on particular trips. Slight deviation from the ratios may be acceptable where a thorough risk assessment has been carried out by or on behalf of school management and where said management is satisfied that the health and safety of the students is assured:

- Games: 1 teacher : 24 students
- Field Trips (Ireland): 1 teacher : 24 students
- Adventure Activities: 1 teacher : 10 students (The level of supervision at activity centre may allow for a 1:20 ration here)
- Residential Trips 1 teacher : 12 students (maximum unless there is good and sufficient reason for school management to approve otherwise)
- School Tours (Ireland): 1 teacher : 20 students School Tours (Abroad): 1 teacher : 10 students
- Swimming (Beach, River etc) 1 teacher : 10 students
- Swimming Pools 1 teacher : 20 students

Bus Trips/School Tours/External Activities

Principles:

- (a) Only buses fitted with seat belts can be used for school outings.
- (b) Seat belts must be used by students and staff.
- (c) The teacher/s supervising the outing must ensure that students are escorted safely to and from the bus and that students adhere to the seat belt rule.
- (d) The teacher/s supervisor must ensure that the driver is not unnecessarily distracted.
- (e) Adequate supervision by teachers must be maintained at all times on school outings and other external activities such as sports days.
- (f) On training/match day students on school teams remain the responsibility of the School in the period between the end of the normal school day and the end of the training session/match where local or the return to the school by bus in the case of away matches and should be adequately supervised.
- (g) Where parents take on the responsibility of providing transport, they also take on the responsibility of the safety of the students until such time as they are returned to the school's care or their own parent/guardian

The arrangements and procedures for the planning and running of school tours/external activities are detailed in the Policy for School Tours and External Activities

Visitors Coming to the School

- (a) Every person (including parents) who visits the school must make contact with the school secretary first.
- (b) Visitors are not permitted to walk through the school without meeting the secretary & should be escorted.
- (c) A sign in book will be provided for all visitors.

Fire Drill/Evacuation Procedures

Preparation/Prevention

- (a) Fire Exits are clearly marked and free of obstruction
- (b) The fire alarm is audible in every room and its sound distinct from other bells/alarms.
- (c) Every Employee/Student should be familiar with the sound through regular testing.
- (d) Each year group has a designated assembly area,
- (e) The route to the assembly points is indicated on a yellow poster at the front of the classroom
- (f) Fire drill is practiced by the whole school at least once in the academic year
- (g) Fire extinguishers are serviced regularly.
- (h) There are fire doors on all corridors.
- (i) Each classroom, specialist room, hall, computer room to have a fire extinguisher.
- (j) Smoke and/or heat alarms are located around the school and are tested regularly.
- (k) The safety duties officer will organise practise drills at least once per term.
- (l) It is explained to students that they must walk quietly and directly to their designated assembly point leaving behind bags and books
- (m) It is explained to students that the Roll will be called by the teacher outside and they must remain in their class group at the designated assembly point.
- (n) The secretary or other appointed person must ensure that the visitors' book is brought to the assembly point 1 and passed to the Principal/Deputy Principal/ Safety Officer/Representative.
- (o) Training will be given periodically to staff regarding the use of fire extinguishers by a recognised competent person. However it is noted that the primary duty in the event of the fire is the safe evacuation of all students, visitors and staff
- (p) The safety duties officer will organise procedures for the use of Evacuation chairs including training
- (q) Emergency lighting is tested regularly

The Drill

- (a) The fire alarm sounds in every room in the school.
- (b) The students and staff stand, and leave the room in orderly fashion leaving behind books and bags and proceed to the designated assembly point
- (c) If a student is absent from the room at the time the alarm sounds they leave the school by the nearest fire exit and proceed to their designated assembly point
- (d) The class teacher will proceed with their class to the designated assembly point
- (e) The class teacher will check that each student who was present in their class is present at the designated assembly point
- (f) The Principal/Deputy Principal/ Safety Officer/Representative checks that each teacher is satisfied that each student from each class is present and that every teacher and visitor is also present.
- (g) When the Principal/Deputy Principal/ Safety Officer/Representative. is satisfied that all is in order the classes are allowed return in orderly fashion.
- (h) The Safety Representative will record the length of time it takes for the drill to be carried out safely and take note of any issues for review at the next Safety Committee meeting

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Designated Assembly Points

1 st Year	front of astro turf
2 nd year	side of astro turf facing perimeter wall
3 rd year	back of astro turf
TY	to side of path leading to canteen
5 th year	in front of canteen nearest path
6 th year	in front of canteen nearest road
LCA	at front of school next to grotto
Visitors & teachers not in class	at front of school next to grotto – assembly point 1
Anyone with reduced mobility	at front of school next to grotto – assembly point 1

Appendix 3 shows the fire exit routes of the school

Accidents/Illnesses

Principles

All incidents, no matter how trivial, whether to employees, pupils or members of the public must be reported immediately to the Principal. An accident report file will be maintained for the recording of all accidents, incidences and injuries.

If a child suffers an injury, it will be assessed by the staff member nearest to the child at that time.

A minor accident or injury is one where a child has received scrape, graze, bump or minor cut to arm, leg or body.

A serious accident or injury is one where child has received injury which may require further treatment. All head or eye injuries are considered to be potentially serious. Severe bleeding and suspected broken bones are serious.

It is the responsibility of the attending staff to decide whether an injury should be considered 'serious'. They will make a common sense judgement as any responsible parent would, and take into account the specific needs of the child concerned. The assistance of qualified First Aiders, the Principal or any other staff member should be sought if the injury appears to be serious

Students are expected to behave at all times with consideration for both their own safety and the safety of others. Failure to do so is dealt with under the school's Code of Behaviour.

The Board of Management accepts that despite the best efforts of school staff at prevention, accidents can and will happen. On these occasions teachers are expected to exercise the standard of care of a reasonable and prudent parent.

The Board of Management will seek volunteers from members of staff to act as First Aiders and will fund the training, development and qualification of these volunteer First Aiders.

First Aid

The purpose of First Aid is to ensure that any immediate danger and discomfort is alleviated. Any First Aid rendered by the School is intended to be of temporary nature and to be the minimum level of medical care. Any further diagnosis or extended care should be passed on to medical professionals. Injuries should be fully examined by Parents/Guardians when children arrive home.

Contact Numbers Parents/guardians are asked to provide at least two emergency contact numbers at the start of each school year. It is the responsibility of the parents to ensure these numbers are updated as necessary. These numbers are available at all times in the school secretary's office.

Accident/Injury procedures are set out in school's First Aid Policy.

Resources

(a) First Aid resources are available for use at all times in all practical rooms.

(b) First Aid bags are stored in the Staff room next to the school office and in the lift lobby on the second floor

(c) Teachers who take students off-site must take a First Aid kit with them. Travel First Aid kits are available for teachers to take with them on school outings and Sports First Aid Kits are available for all school sports teams. These kits can be collected from the staff room next to the school office.

(d) These resources will be checked regularly by a nominated member of staff and restocked as required.

It is important to note that only a qualified First Aider is able to provide treatment

Illness

It is preferable that a student who is ill would remain at home due to the risk of infection. If a student is ill in school they must remain in class where possible. If this is not possible:

- (a) The class teacher sends the student to the office accompanied by another student
- (b) The secretary calls the parents of the student
- (c) The parents/guardians collect the student

Administration of Medicine

The school will follow the St Louis Community School's Policy for the administration of medication

Positive Staff Relations

The Board of Management of St Louis Community School recognises that all employees have the right to a workplace free from any form of harassment or bullying and is fully committed to ensuring that all employees are able to enjoy that right.

There is a responsibility on all employees to ensure a workplace free from all forms of harassment and bullying for all other employees and to be aware of this policy.

Every effort is made to resolve difficulties at the earliest opportunity and within school structures. However it is important to note the following: Basic Procedures where difficulties arise:

- (a) Identify the difficulties.
- (b) Observe due process
- (c) Keep Records
- (d) Set realistic goals

Dignity at Work Policy

(a) The Board of Management of St Louis Community School is committed to working together in developing and maintaining a workplace that encourages, supports and protect the rights of every employee to their dignity at work.

(b) The Board of Management of St Louis Community School will not accept any form of bullying or harassment within the workforce. All reported incidents of bullying and or harassment will be investigated thoroughly and the disciplinary procedure policy will be fully enforced where necessary and as appropriate.

(c) This policy is being put in place formally for the benefit of all employees, to ensure a proper environment for all members of staff to work together, but to be successful it requires the cooperation and understanding of every employee.

(d) The following forms of harassment and bullying as covered by the, Employment Equality Act 1998 and the Equal Status Act 2000 will not be tolerated:

- (i) Racist comments
- (ii) Verbal abuse
- (iii) Written comments
- (iv) Physical abuse
- (v) Sexual harassment
- (vi) Intimidation

Definition of:

(i) Racist Comments Any insulting or derogatory comments, which are made in relation to a person's colour, county or country of origin or culture / religion

(ii) Verbal Abuse Any insulting, threatening or derogatory comments that are made to a person in the work place, where the person concerned is attempting to carry out their workplace duties. Where a workplace problem exists / arises, complaints should be brought to the attention of the school management.

(iii) Written Comments Graffiti, Posters or literature displayed or passed around the workplace, which is likely to cause offence to other worker in the workplace. The sending of e-mails containing pictures or comments, that could result in offending another worker.

(iv) Physical Abuse Where actual or threatened, physical violence to another worker occurs. Where malicious damage to or interference to another worker's property takes place. Where an employee interferes with a machine or a piece of equipment resulting in danger or injury to another worker.

(v) Sexual Harassment Derogatory comments or unwelcome comments about personal appearance, unwanted physical contact or verbal advances, unwanted and unsolicited attention. Comments and remarks of a sexual or discriminatory nature. Demands of sexual favours. E-mails containing pictures or comments of a sexual nature which may result in offending another worker. Displaying pictures of a sexual nature, this may result in offending another worker.

(vi) Intimidation Threatening behaviour to another worker, through implied threats of personal violence, damage to property, imparting of personal details to other workers. The intimidation can be in the form of sexual favours, demanding money or personal property, or carrying out other peoples work.

The above list is not exhaustive and bullying and harassment may take other forms such as, aggression, humiliation, undermining, dominance/abuse of power, different/unfavourable treatment and exclusion or isolation. Isolated incidents of aggressive behaviour, whilst to be condemned, may not be described as bullying. In the workplace environment there can be conflicts and interpersonal difficulties. Many of these are legitimate industrial relations difficulties, which should be dealt with through the appropriate industrial relations channels. Only aggressive behaviour which is systematic and ongoing may be regarded as bullying. The result of harassment and bullying can have varying degrees of consequence for the person subjected to the harassment & bullying. The consequences can vary depending on the severity, the time span and on the individual's tolerance to the type of harassment & bullying.

Consequences of Harassment & Bullying:

- (a) Increased sick leave
- (b) Time off / absenteeism
- (c) Poor workmanship
- (d) Poor timekeeping
- (e) Argumentative
- (f) Depression
- (g) Drink related problems
- (h) Suicide

Complaints procedure:

Any employee who feels that he or she has been or is being sexually harassed or bullied should ask the perpetrator to stop. Where this form of action is unsuccessful, the employee may report the matter to any of the following: The Principal, TUI/ASTI staff representative, teacher who has received Dignity at Work training or member of The Board of Management of St Louis Community School.

Attempts will be made to resolve the matter informally, if appropriate. If it is not possible to resolve the matter informally, a formal complaints procedure shall be applied incorporating the following steps:

1. A written report to the Board of Management should be made by the complainant or an authorised person to whom the complaint is being made and signed by the complainant.
2. The complaint will be investigated with minimum delay as confidentially as possible by the two individuals named by the Board of Management, one of whom shall be the same gender as the complainant and the alleged perpetrator.
3. Both parties may be accompanied/represented at all interviews/meetings held, and these shall be recorded.

Employee Disciplinary procedure:

Where a complaint is found to be substantiated, the extent and nature of the bullying or sexual harassment will determine the form of action to be taken. The Board of Management will enforce the disciplinary procedure as necessary and appropriate and in accordance with the Code of Practice in the schedule of the Industrial Relations Act 1990 and subsequent revisions to, and in accordance with guidelines issued by the Department of Education.

Disciplinary action may include a verbal warning, a written warning, suspension from some duties with or without pay, suspension from full duties with or without pay or dismissal.

Where an employee is victimised as a result of invoking or participating in any aspect of the complaints procedure, including acting as a witness for another employee, such behaviour will also be subject to disciplinary action.

No record of any complaint will be registered on an employee's file unless the formal procedure outlined above has been invoked.

It is the policy of the school that issues of sexual harassment are best dealt with within the school. However, no aspect of this policy affects any employee's individual legal rights to take their complaint outside of the school.

Student Code of Behaviour:

The Code of Behaviour in the school provides for a level of behaviour to minimise personal risk or stress to an employee.

Access to Employees is by consent:

When the employee feels at risk from or threatened by a particular person on school property, this must be drawn to the Board of Management's attention. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees.

Critical Incident Policy

St Louis Community School will follow the school Critical Incident Policy if/when the need arises

Consultation and Communication

It is the policy of the Board of Management of St Louis Community School:

(a) To consult with staff in the preparation and completion of the Health and Safety Statement and Hazard Control Forms.

(b) To give a copy of the Safety Statement to all present and future staff.

(c) That any additional information or instructions regarding Health, Safety and Welfare at work not contained in this document will be conveyed to all staff as it becomes available.

(d) That Health, Safety and Welfare will form an integral part of any future staff training and development plans.

(e) Safety & Health will be a standing item on the agenda for all staff meetings

(f) Safety & Health will be a standing item on the agenda for all Student Council meetings

SECTION 4 HAZARD IDENTIFICATION & RISK ASSESSMENT

Hazards

All staff and The Board of Management will complete Risk Assessments as required. It is the responsibility of each employee to ensure risk assessments are conducted of the workplace and work activities for which they are responsible

Employees who are engaged in certain hazardous activities that could present the employee and his/her students with a high risk will be expected to conduct risk assessments of these activities to ensure they have sufficient controls in place to control the hazard to an acceptable risk level.

The Board of Management will provide access to appropriate information and training on hazard spotting and risk assessment.

Risk Assessments should be considered as live documents and as such constantly under review and should be updated as required eg on installation of new equipment, room layout change etc and as a updated once every two years.

Risk Assessments will be reviewed by the Safety Committee on completion and when updated.

Some Hazards can be rectified but others remain constant. The Hazards have been divided into two categories:

(1) Hazards that can be rectified or minimised will be dealt with as a matter of urgency.

(2) Those Hazards that cannot will be clearly indicated and appropriate procedures listed beside them.

The Board of Management in consultation with the employees will review and make recommendations on the elimination of Hazards.

Psychosocial Hazards

A psychosocial hazard is one of a number of factors that can lead to stress and diminish emotional and physical well-being if they go unchecked. These hazards threaten mental health in the same way that physical hazards threaten the physical safety and health of employees.

St Louis Community School will foster an atmosphere whereby the welfare of staff and students is promoted and stressors can be discussed. The Principal with the support of the safety committee will reduce the risks associated with psychosocial hazards by

- Identifying stressors and establishing their root cause
- addressing serious concerns about health, safety and welfare in a school
- ensuring that the demands on the employee body are achievable and within the role of the job holders
- ensuring that systems are in place to enable and encourage employees to report unacceptable behaviour
- ensuring that the school provides employees with information to enable them to understand the reasons for proposed changes

Specific Hazards

School Tours and External Activities

It is the responsibility of the Group Organiser to ensure a risk assessment is completed for school tours and external activities as detailed in the St Louis Community School Policy for School Tours and External Activities.

Fire:

It is the policy of the Board of Management of St Louis Community School that:

- (a) There is an adequate supply of fire extinguishers which will deal with any type of fire.
- (b) All fire equipment is identified and regularly serviced.
- (c) Regular Fire drills take place at least once in an academic year
- (d) Instruction is given in the use of Fire Extinguishers for specific materials/equipment.
- (e) Fire alarms are clearly marked.
- (f) Fire Exit Signs will be clearly visible to ensure visitors are aware of exit doors.
- (g) All electrical equipment be unplugged or turned off outside school hours and when the school is vacated for lengthy periods.
- (h) Designated assembly areas have been identified and clearly marked
- (i) The Safety Duties Officer will be responsible for organising fire drills and evacuation procedures, and the recording of such events.
- (j) A Fire Register, containing a record of all appropriate records of maintenance, inspection and testing of fire safety and emergency equipment will be maintained.

This policy was ratified by the Board of Management on _____

Chairperson, Ms. Mary Mullarkey. _____

Date: _____

