

St. Mary's Secondary School, Charleville

Our Community Learning Together



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/ETB to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, 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 students 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/ETB, as employer, undertakes in so far as is reasonably practicable to: (a) promote standards of safety, health and welfare that comply with the provisions and requirements

of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;

(b) provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;

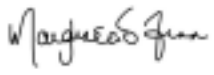
(c) maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school;

(d) 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;

(e) consult with staff on matters related to safety, health and welfare at work;

(f) 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/ETB 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: 

Date:

Chairperson, Board of Management

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2. School Profile

Our school has 350 staff and students run under the trusteeship of CEIST. It is fully compliant with planning procedures. All associated documentation is with Kenneally Murphy Architects Abbeyfeale. The school is an old building but has begun to replace doors with wheelchair accessible doors. All corridors have been refurbished with new LED lighting.

Map of School



Visitors

All visitors must report to reception. They must sign in and sign out: Regular visitors are

- Mike Murphy Frozen Food Deliveries
- Initial Hygiene
- Top Security
- Hillview Electrical

Speakers

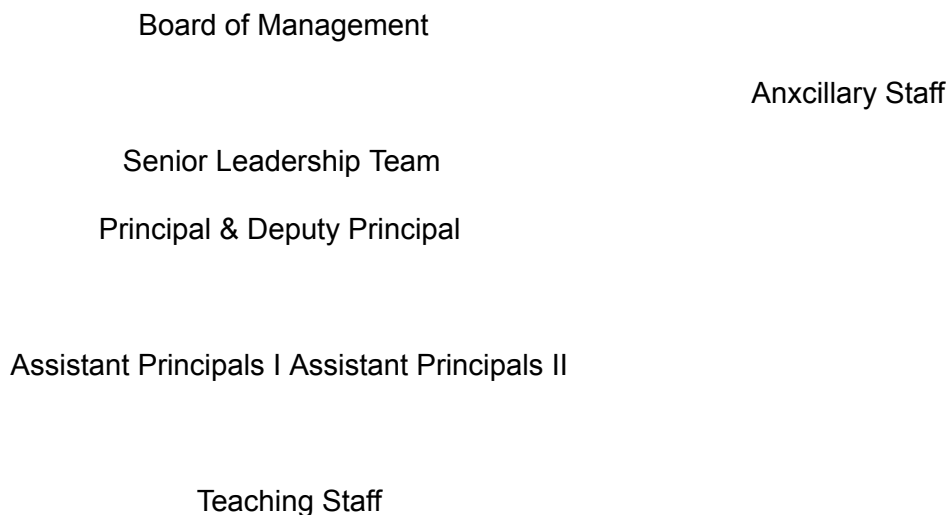
Management

The school is managed by the board of management chaired by Mary Barlow who delegates responsibility for daily activities to the principal Maighread Finn. She manages a team of 30

teachers SNAs and ancillary staff on a daily basis to provide a safe and secure learning and teaching environment.

Safety, health and welfare planning is seen as an integral part of the school's existing planning and self-evaluation processes.

Organization Chart



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3. Resources to be Applied

Human - A Safety Officer

Financial - Board of Management Budget

Equipment -

Training resources - Margaret McCarthy Courses

4. Roles and Responsibilities for Safety, Health and Welfare

Board of Management

- complies with its legal obligations as employer under the 2005 Act
- provides a safe place of work and safe systems of work
- ensures that the school has written risk assessments and an up to date safety statement • receives regular reports on safety and health matters
- reviews the safety statement at least annually and when changes occur that might affect safety, health and welfare

The Principal

- complies with the requirements of the 2005 Act
- reports to the Board of Management/ETB on the school's performance in relation to safety, health and welfare
- manages safety, health and welfare in the school on a day-to-day basis
- communicates regularly with all members of

the school community on safety, health and welfare matters

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- reviews the school's performance in relation to safety, health and welfare
- allocates adequate resources to deal with safety, health and welfare issues
- can appoint competent persons as necessary to advise and assist the Board of Management/ETB on safety, health and welfare matters at the school.

are investigated and all relevant statutory reports completed

- manages the development and regular practice of emergency procedures
- organises relevant training
- ensures that risk assessments and corrective actions are carried out
- ensures that regular reviews of the school's performance in relation to safety, health and welfare are carried out

- ensures all accidents and incidents

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3.3 Deputy Principal- Safety Officer

The Deputy Principal assumes the responsibilities of the Principal in safety and health matters in the absence, for any reason, of the Principal. In the day-to-day running of the school the Deputy Principal has the following responsibilities:

- keeping abreast of the duties imposed on the school and its employees by health and safety legislation
- insisting that sound and safe working practices are observed at all times;
- ensuring that safety precautions are accounted for when employing outside contractors; • being familiar with fire drills and evacuation procedures;
- arranging a suitable rota for teachers to attend safety training courses;
- arranging for supervision of external playing grounds and arrange random patrols of grounds within the site perimeter in conjunction with the Principal.

Teaching and other Staff

- comply with all statutory obligations on employees as required by the 2005 Act
- co-operate with school management in the implementation of the safety statement
 - inform students of the safety procedures associated with individual

subjects

- ensure that students follow safe procedures, e.g. use personal protective equipment (PPE) and adhere to laboratory rules
- conduct risk assessments of their immediate work environment

- formally check classroom/immediate work environment to ensure it is safe and free from fault or defect

Other School Users

Students, parents, volunteers and visitors

have a duty to comply with school regulations and instructions relating to safety, health and welfare.

- check that equipment is safe before use
- ensure that risk assessments are conducted for new hazards, e.g. new machine, system or chemical product
- select and appoint a safety representative(s)
- co-operate with the school safety committee
- report accidents, near misses, and dangerous occurrences to relevant persons as outlined in the safety statement

Contractors

Any contractor working in or on behalf of the school has a duty to comply with statutory obligations

as designated under the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007-2016, and any other relevant legislation such as the Safety, Health and Welfare at Work (Construction) Regulations 2013.

For the purposes of the safety statement the school will:

- make available the relevant parts of its safety statement and safety file (where one exists) to any contractors working in the school on behalf of the school
- the school the relevant parts of the contractor's safety statement and risk assessments in relation to the work being carried out
- provide to contractors the school's regulations and instructions relating to safety, health and welfare
- be aware of the contractors duty to make available to

Safety Officer
• co-operate and

coordinate their
activities in order to prevent risks to
safety, health and welfare
where it is sharing a workplace with a
contractor.

The Deputy Principal is our safety officer and all matters relating to health and safety are reported to her. She keeps a constant check on the environment and investigates accidents. She avails of training such as Fire Warden and First Aid. She feeds back to the Principal with action points

She will also

- after giving notice to the Board of Management/ ETB, investigate complaints relating to health and safety
- make representations to Health and Safety Authority Inspectors
- accompany Health and Safety Authority Inspectors carrying out inspections (except following an accident, although this may be allowed at

the discretion of the Inspector)

If a Health and Safety Authority Inspector is carrying out an inspection, the Board of Management/ETB must inform the safety representative. This can be done by the principal, acting on behalf of the Board of Management.

In St Mary's Secondary School Charleville:

● The **Board of Management/ETB** is responsible for complying with legal obligations, providing a safe workplace and systems, ensuring risk assessments and the safety statement are in place and up to date, receiving regular reports, reviewing performance, allocating resources, and appointing competent persons to advise and assist. ● **Maighread Finn, as Principal (or designated person)**, is best placed to coordinate safety, health and welfare on a day-to-day basis and reports to the Board. Responsibilities may

include ensuring compliance with the 2005 Act, managing safety daily, communicating with the school community, ensuring accidents are investigated and reported, managing emergency procedures, organising training, and ensuring risk assessments and corrective actions are carried out. The Principal, acting on behalf of the Board, must inform the safety representative if a Health and Safety Authority Inspector is carrying out an inspection. The Principal may ask teachers to complete risk assessments for their classrooms. The Principal or safety officer is usually appointed to conduct accident investigations. • **Yvonne O'Keeffe, as the designated Fire Officer and Health and Safety Officer**, should have her specific duties and responsibilities documented here. A safety officer manages safety on behalf of the Board of Management/ETB and must be competent. A safety officer's tasks can be delegated, but the responsibility remains with the officer, and overall responsibility remains with the Board.

• **Teaching and other staff** have duties under the 2005 Act, including taking reasonable care for their own and others' safety, co-operating with the employer, attending training, using PPE, reporting work which might endanger others, reporting defects, and reporting contraventions. They must co-operate with school management in implementing the safety statement, inform students of safety procedures, ensure students follow safe procedures, conduct risk assessments of their immediate work environment, check classrooms/work environments/equipment, conduct risk assessments for new hazards, and report accidents/near misses/dangerous occurrences. • **Other school users**, including students, parents, volunteers, and visitors, have a duty to comply with school regulations and instructions relating to safety, health and welfare.

• **Contractors** working in or on behalf of the school have a duty to comply with relevant statutory obligations. The school has duties as a Client when engaging a contractor for construction work, including appointing competent persons and notifying the Health and Safety Authority for certain projects.

The safety statement should include a list of the names, positions, and duties of all persons with responsibilities for safety, health and welfare (e.g., fire drills, first-aid, maintenance of equipment).

3.1 5. Risk Assessment

Risk assessments are carried out by school staff on return to work and periodically during the year as need arises eg trips. Each teacher will carry out their own risk assessment in their area or specialist classroom, using hsa templates> Each teacher will bring any unplanned hazards to the attention of the principal so a plan can be drawn up and provided for. Significant changes will be planned for immediately.

Each risk assessment will be signed by relevant staff. Off-site activities and the use of school premises by third parties must also be risk-assessed. These include Ecology trips and other subject trips

Please see links for same as below

[HSA Risk Assessments](#)

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6. Emergency Procedure

A fire safety programme is in place to (a) guard against the outbreak of fire, and (b) ensure as far as reasonably practicable the safety of persons on the premises in the event of an outbreak of fire.

- the prevention of an outbreak of fire through the establishment of day to day fire prevention practices;
- the instruction and training of staff;

- the holding of fire and evacuation drills;
- informing the school community of the procedures to be used in the event of a fire or other emergency;
- the maintenance of escape routes;
- the provision of adequate fire protection equipment and systems and their inspection and maintenance;
- the provision of assistance to the fire brigade;
- a fire safety register
- DP as safety officer

Preventative Measures

- Rubbish and waste materials are not allowed to accumulate; such materials are removed from the premises at regular intervals, and stored in suitable designated areas, pending disposal.
- Flammable liquids, gases and other potentially dangerous substances are limited to small quantities, handled with extreme care, and stored in labelled suitable containers in designated suitable storage areas.
- Smoking is strictly prohibited.
- Electrical and gas appliances and associated fittings are checked on a regular basis and defects remedied as soon as possible. Defective items are rendered unsafe until repairs are carried out.
- Cookers, extractor fans, filters, air ducts and machinery are regularly cleared of oil, grease and dust. A competent person carries out servicing regularly.
- Service contractors and outsiders engaged to work on the premises are informed of the relevant requirements.
- Care is taken to ensure that students are not permitted to enter areas other than those to which they are intended to have access, except where an emergency situation requires them to do so to escape from the building.
- Fire resisting doors and smoke stop doors are not to be propped open.
- Care is taken when using candles, that they are not left burning unsupervised.
- The premises are inspected each evening after students have vacated it to remove any potential fire hazard.

6.2 Fire Safety

- All staff are given training and instruction in relation to the following:
 - o the emergency procedures, and fire and evacuation drills devised for the premises; o the evacuation of students, paying special attention to those that are disabled; o the arrangements for the provision of assistance of the fire brigade;
 - o fire control techniques including:
 - the use of fire extinguishers, fire blankets and hose reels;
 - closing doors and windows
 - shutting off electricity, fuel supplies and ventilation systems where applicable; o
- The layout of the building/site including:

Fire Drills

Fire drills are carried out each term in compliance with safety regulations. These drills are announced beforehand only to senior staff. The Safety Committee formally evaluates each drill and reports to the Principal

1. Fire drills must be clearly explained to all year groups by year head and class tutors.
2. All teachers must know how many students are in their classroom for any particular class period and how many are absent.
3. Calmly direct students to leave all books, bags etc. and line up in a single file. Do a quick headcount. Leave all belongings behind, closing the door on exit.
4. Collect your roll book/Chromebook

5. Inform students of the nearest emergency exit and the route to take to exit the building.
6. Inform students of the Fire Assembly Point they are to go to once outside the building.
7. Instruct students to WALK quickly and quietly to the nearest emergency exit.
8. Do not leave the room until you are sure all students have exited.
9. Leave the room and proceed to the designated Fire Assembly Point closing all doors and windows behind you.
10. Once at the Fire Assembly Point do another headcount to ensure all students are present and check your roll
11. Inform the Fire Officer of your student count.
12. Do not re-enter the building for any reason until directed to do so by the Principal.
- 13 Assemble in silence, with the teacher in the area designated for their class; Students line up in order of class list so that anyone missing is clearly identified. Students on toilet break would be identified through journal checks too.

Fire Protection Equipment

Adequate fire protection systems and equipment are provided on the premises. All equipment is to be inspected and maintained as outlined below and all data relating to the inspection, testing and maintenance of fire protection systems and equipment is to be recorded in the Fire Safety Register. All are maintained by Argos through yearly checks

All fire extinguishers are to be inspected on a per term basis. Caretaker in the general areas and teachers who have fire extinguishers in their rooms are responsible for carrying out a monthly visual inspection of fire extinguishers to ensure; all pins and seals are in place, the gauge shows full charge i.e. is in the green 'full zone', and the equipment is mounted, serviced, accessible and undamaged.

All emergency lighting is checked weekly as is fire alarm checked weekly. Any faults are reported to the the Principal.

Should the fire brigade be called, staff will endeavour to keep staff and students clear

Assisting the Fire Brigade

The following measures should be taken by the Principal to assist the fire brigade in its response to a fire or other emergency:

- Access routes should be kept clear for use by fire appliances.
- The Principal should meet the officer-in-charge of the fire brigade and provide information on:

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- o The number and location of persons still on the premises;
- o The location of the fire;
- o Any special hazards, e.g. chemicals, gas tank and cylinders etc.
- o Entry points to the building;
- o Available water supplies;
- The Principal should make a copy of the plan of the premises available to the officer-in-charge of the fire brigade. This plan clearly indicates the location of escape routes, firefighting equipment, gas, electricity shut off devices, the control panel for fire detection and alarm system, installations such as fuel tanks, boiler house and areas of high risk such

as the science labs, woodwork rooms etc. • Gas should be shut off when the alarm is raised. Electricity should be shut off if requested by the officer-in-charge of the fire brigade.

Record Keeping

The Principal keeps a Fire Safety Register to record all fire safety matters. The register is kept on the premises at all times and is made available for inspection by any authorised officer of the fire authority. The following data is recorded in the register:

- The details of specific duties that have been assigned to staff.
- The details of instruction and training given to staff, and by whom.
- The date of each fire and evacuation drill, the names of staff taking part and the type of exercise held.
- The type, number and location of fire protection equipment and systems, along with brief comments on the results of the checks and the actions taken (and by whom) to remedy defects.
- The details of all fire incidents and false alarms that occur, and the action taken.

Emergency Escape of Gas

When not in use the gas isolating valves should be closed at all times. In the event of a gas leak the following actions should be taken:

- The first person becoming aware of it shall raise the alarm and ensure the building is evacuated as per evacuation arrangements outlined above.
- Do not switch on or off any electric device in or near the area affected as both actions can generate a spark.
- Turn off the gas supply by closing the isolating valve.
- Open windows and external doors to ventilate the area.
- Alert the secretary to inform the emergency services. Emergency services can be contacted by dialling '999' or '112'; incident details and full address should be provided. Fire brigade may require telephone number to ensure it is not a hoax.

This sub-section should include an account of how St Mary's Secondary School Charleville manages fire safety, including details of regular evacuation plans/fire drills. This should specify:

- The persons responsible for conducting fire drills and their duties (potentially mentioning Yvonne O'Keeffe's role here).
- Timing and frequency of fire drills (two per year recommended).
- Procedures for evacuating persons with disabilities or additional needs.
- Lists of fire assembly points and how they are identified.
- Location of directional fire signs.
- Description of the emergency lighting system.
- Map identifying emergency exits.
- Map identifying fire-fighting equipment locations.
- Procedures and persons responsible for maintaining a record of fire drills, outcomes reviewed, and actions taken.
- Description of how evacuation procedures are communicated.

- A record of training undertaken by staff in fire safety.

It should also detail how the school provides and maintains fire-fighting and detection equipment, including testing, renewal, maintenance, staff training in use, procedures for checking electrical systems, and maintaining a fire register.

6.3 First-aid

This section should outline how St Mary's Secondary School Charleville provides and maintains first-aid equipment and supplies and trains staff. This includes:

- Locations of first-aid equipment and supplies.
- Procedures for ensuring kits comply with legislation.
- Agreed procedures for administering first-aid and by whom.
- Name(s) of person(s) responsible for maintaining first-aid kits.
- Procedure for ensuring an appropriate number of trained occupational first-aiders are available (guidelines provided).
- Names and duties of occupational first-aiders.
- Names and duties of general first-aiders (if necessary based on risk

assessment). 6.4 Accidents and dangerous occurrences

This section should set out clearly how the school responds, investigates, and reports on accidents and dangerous occurrences, including near misses. This includes:

- The procedure to be followed in the event of an accident or dangerous occurrence, including first-aid, calling emergency services, and contacting families.
- The procedure for recording and retaining information on accidents and dangerous occurrences (for ten years). This record should include specific details like date, time, persons involved, witnesses, location, circumstances, injuries, treatment, and emergency services involved.
- The procedure for reporting incidents internally to the Board of Management/ETB. • The procedure for reporting incidents externally to bodies such as the Health and Safety Authority (HSA), the State Claims Agency (SCA), or insurers. Certain fatal and non-fatal accidents and dangerous occurrences must be reported to the HSA within specific timeframes. Community and comprehensive schools must report all incidents promptly to the SCA.
- The process for investigating accidents to learn lessons and take corrective actions, noting that a competent person (usually the principal or safety officer) should conduct investigations. Investigations should review documentation, visit the scene, interview involved parties, and may involve subject matter experts.

ARK as follows:

- The Accident Report Form must be completed by the teacher or other staff member and

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given to the Principal as soon as possible but not later than one week after the accident.

- The detail required when carrying out an accident report is directly related to the severity of the accident.
- The teacher or other employee should carry out an investigation as soon as possible after the incident.

- Written reports from witnesses and the injured party should be obtained even if first aid or medical assistance is not required. Witnesses should be interviewed, and statements taken as soon as possible after the incident.
- The scene should be preserved until the investigation is complete.
 - Materials and equipment associated with the accident should be collected and retained, where practical. It may be vital to establish the condition of the equipment later.
- Photographs and drawings should be used as necessary.
- In the case of road traffic accidents, where the accident results in damage to the vehicle only, accident details must be provided on an accident report form.
- Where road traffic accidents result in injury to an employee, student or member of the public the details of the accident must be reported.
- Our obligation to report extends not only to employees and students but also to non employees such as visitors, contractors, service engineers, recreational users, or trespassers etc. who are injured on the premises.

Duties of the Principal

When an incident or accident is reported, the Principal will then:

- contact the specific teacher or employee in order to establish the level of investigation conducted and decide whether further investigation is necessary;
- notify the Health and Safety Authority and/or the State Claims Agency using the correct forms and procedures outlined below;
- monitor the process of investigation, reporting and action in order to ensure that the necessary response times are met;
- ensure the appropriate corrective action is implemented.

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St Mary's Secondary School Charleville - Health & Safety Statement

Reporting to the Health and Safety Authority

Completed forms, which are now web-based <http://www.hsa.ie> should be returned to the Health and Safety Authority in compliance with the legislation. Copies of the form should be retained in the school for inspection by the Health and Safety Authority Inspectors.

The legal requirement to report accidents is an external requirement and does not affect or change in any way the other internal accident reporting procedures.

Notification is required when:

- A work accident causes the death of an employee – immediate notification.
- A work accident prevents an employee from performing his or her normal work

for more than three consecutive days. (This does not include the day of the accident).

- An accident arising from a work activity causes death or injury to a non-employee e.g. student, passers – by, visitors etc. which results in the person requiring treatment from a registered medical practitioner or treatment in a hospital as an inpatient or outpatient.

In the above cases, Form IR1 (See Appendix) must be used to notify the Health and Safety Authority of the accident. Where an accident has resulted in death, the scene of the accident must remain undisturbed until an Inspector from the Health and Safety Authority has inspected it. The scene should be disturbed only if necessary to ensure the safety or health of persons remaining at the scene.

Dangerous Occurrences

A list of dangerous occurrences is set out on Form IR3 (See Appendix). In the event of a dangerous occurrence, the Principal must inform the Health and Safety Authority using Form IR3 as soon as possible.

Dangerous occurrences should be notified by post after the event, provided a death has not occurred. In the event of death, the procedure outlined above for the reporting of accidents to the Health and Safety Authority should be followed.

Maintenance Accidents Records

The Principal must keep a record of accidents or dangerous occurrence reported, for a period of ten years after their occurrence. A copy of the approved form sent to the Health and Safety Authority and any other relevant documentation will suffice.

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State Claims Agency

St Mary's Secondary School Charleville - Health & Safety Statement

Reporting of Accidents/Incidents to the

Under the *National Treasury Management Agency (Amendment) Act, 2000*, State authorities are obliged to report adverse incidents promptly to the State Claims Agency and to facilitate any subsequent investigation. In particular, Section 11 of the Act provides that a State authority is obliged to:

- report any adverse incident to the Agency as soon as may be;
- furnish to the Agency relevant information in relation to the incident;
- preserve relevant evidence;
- permit the Agency to investigate the incident in such manner as it considers appropriate.

The State Claims Agency should be notified immediately in the event of a fatality or a

serious injury. Otherwise, the following are guidelines as to the type of incidents, which should be reported:

- Injuries requiring medical attention by a doctor or attendance at a hospital, this includes students, employees, visitors, members of the public, contractors etc.;
- Where a school employee is absent from work or a student is absent from school for any period of time and the absence is directly attributable to a work-related activity (this includes circumstances where the absence occurs sometime after the incident);
- No Days Lost, however injury was sustained;
- Where the State authority becomes aware of an incident (involving personal injury) on its premises involving a visitor, recreational user or trespasser;
- Where a state vehicle is involved in a road traffic accident;
- Where the property of a third party has been damaged as a result of the activities of an employee of a State authority.

When an accident has occurred the teacher or other employee should notify the Principal (or in his absence the Deputy Principal) who will notify the State Claims Agency. The State Claims Agency may be contacted during business hours at 01 6640900.

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St Mary's Secondary School Charleville - Health & Safety Statement

Auditing and Inspections

The Board of Management recognises its obligation to put in place an annual programme of auditing, which encompass all of the school's premises, procedures and organisation. In carrying out this duty the Board may employ the services of professionals, to advise on, or carry out risk assessments and audits where it is recognised that they do not have the necessary in-house competence.

From these annual hazard audits, where hazards have been identified and assessments of the associated risks have been completed, control measures will be implemented. This is done in a structured, formal and scheduled manner referred to as an Annual Occupational Health and Safety Plan.

In conjunction with the annual hazard audits, teachers who have responsibility for subject specific classrooms and caretakers in the general-purpose areas are responsible for carrying out daily, weekly and once a term inspections (See Appendices).

Cash Handling

Employees who have responsibilities for collecting cash should deposit cash in the bank as soon as possible after collection. If cash is to be stored on the premises it should be stored in the safe in the office. Employees responsible for lodging cash should vary their routine for lodgement. Employees should not resist if theft is the obvious motive for an attack.

Communication and Consultation

The Board of Management is committed to meeting its obligations under Chapter 3 part 4 of the *Safety, Health and Welfare at Work Act, 2005*, on consultation with and participation of our employees. The Board recognises that employee involvement is an important cornerstone of a successful school safety program.

Various channels exist for employee contact. The school recognises the employees' right to appoint a Safety Representative to represent them in consultations with management on safety issues. The school will co-operate with the Safety Representative in:

providing information necessary for safety;

advising the representative when a HSA inspector is touring the place of work; •
facilitating the representative in the discharge of his/her function allowing time off for training.

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Instruction, Training and Supervision

1. Instruction Procedures:

- **Clear Policy Communication:**

- **Comprehensive Health and Safety Statement:** Develop a clear and accessible Health and Safety Statement outlining the school's commitment, responsibilities, arrangements, and procedures. This should be communicated to all staff upon commencement and regularly reviewed.
- **Induction Pack:** Provide new staff with a comprehensive induction pack containing key health and safety policies, emergency procedures, contact information for relevant personnel (e.g., safety officer, first aiders), and risk assessments relevant to their role.
- **Regular Updates and Briefings:** Communicate any changes or updates to policies and procedures through staff meetings, email circulars, memos, or dedicated briefing sessions. Ensure staff acknowledge receipt and understanding of significant updates.

- **Signage and Visual Aids:**

- **Clear Safety Signage:** Install and maintain clear and compliant safety signage throughout the school (e.g., fire exits, first aid, hazard warnings, PPE requirements).
- **Informative Posters:** Use posters and visual aids to reinforce key health and safety messages and procedures in staff areas.

- **Emergency Procedures:**

- **Clearly Defined Emergency Plans:** Develop comprehensive emergency plans for various scenarios (e.g., fire, medical emergency, intruder alert, lockdown). These plans should outline clear roles and responsibilities.
- **Regular Communication of Emergency Procedures:** Communicate emergency procedures through staff meetings, posters, and the staff handbook. Ensure all staff know the alarm signals, evacuation routes, assembly points, and procedures for contacting emergency services.

2. Training Procedures:

- **Induction Training:**

- **Mandatory Health and Safety Induction:** All new staff must undergo a mandatory health and safety induction covering general school policies, emergency procedures, risk assessment awareness, and reporting procedures.
- **Role-Specific Induction:** Provide role-specific health and safety training based on the individual's responsibilities and the hazards they may encounter (e.g., science teachers on chemical safety, caretakers on manual handling and use of equipment, PE teachers on sports safety).
- **Job-Specific Training:**
 - **Training on Equipment and Machinery:** Staff required to use specific equipment or machinery must receive thorough training on its safe operation, potential hazards, and required safety precautions. Maintain records of this training.
 - **Hazardous Substances Training:** Staff working with hazardous substances (e.g., cleaning staff, science technicians) must receive training on the risks involved, safe handling procedures, storage requirements, and emergency procedures in case of spills or exposure.
 - **Manual Handling Training:** Provide manual handling training to staff whose roles involve lifting, carrying, pushing, or pulling loads. This should include techniques to minimize the risk of injury.
- **First Aid Training:** Offer opportunities for staff to become qualified first aiders, ensuring adequate first aid coverage across the school. Provide regular refresher training for qualified first aiders.
- **Fire Safety Training:** Conduct regular fire safety training, including the use of fire extinguishers, evacuation procedures, and the role of fire wardens (if appointed).
- **Specialized Training:** Provide training for specific roles or responsibilities, such as safety representatives, members of the Health and Safety Committee, or staff involved in organizing school trips.
- **Refresher Training:**
 - **Regular Refresher Courses:** Implement a system for regular refresher training on key health and safety topics to ensure knowledge remains current and procedures are reinforced. The frequency should be determined by risk assessments and changes in legislation or procedures.
 - **Training Records:** Maintain accurate records of all health and safety training undertaken by staff, including the date, content, and attendees.

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3. Supervision Procedures:

- **Defined Responsibilities:** Clearly define health and safety responsibilities for all levels of staff, from the principal and senior management to individual teachers and support staff. These responsibilities should be documented in job descriptions and the Health and Safety Statement.
- **Line Management Oversight:** Line managers (e.g., heads of departments, year heads) have a responsibility to oversee health and safety within their areas, ensuring staff are following procedures and addressing any identified hazards or concerns.
- **Monitoring and Observation:** Implement procedures for monitoring staff adherence to health and safety procedures. This could involve informal observations, safety audits, or inspections.
- **Regular Risk Assessments:** Conduct regular risk assessments for all activities and areas within the school. Ensure staff are involved in the risk assessment process and are aware of the identified hazards and control measures.
- **Incident Reporting and Investigation:**
 - **Clear Reporting Procedures:** Establish a clear and accessible procedure for staff to report accidents, incidents, near misses, and potential hazards. Ensure staff are aware of this procedure and encouraged to report.
 - **Thorough Investigation:** Implement a system for investigating reported incidents to

identify root causes and implement corrective actions to prevent recurrence. Involve relevant staff in the investigation process.

- Communication of Findings: Communicate the findings of incident investigations and any resulting changes in procedures to all relevant staff.

- **Health and Safety Committee:**

- Active Committee: Establish and support an active Health and Safety Committee with representation from various staff groups. The committee should meet regularly to discuss health and safety issues, review procedures, and make recommendations.
- Communication from the Committee: Ensure effective communication between the Health and Safety Committee and the wider staff body.

- **Performance Management:** Consider incorporating adherence to health and safety responsibilities into staff performance management processes.

- **Provision of Resources and Equipment:** Management must ensure that staff are provided with the necessary resources, equipment, and personal protective equipment (PPE) to carry out their duties safely. Ensure staff are trained in the proper use and maintenance of this equipment.

- **Regular Communication Channels:** Maintain open communication channels where staff feel comfortable raising health and safety concerns or asking for clarification on procedures.

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Training initiatives include:

- formal classroom training (using presenters from within and external to the organisation);
- on the job instruction and safety meetings.

The Principal and the Safety Committee mainly identify training requirements. All employees are required to cooperate with the training programs provided. Training is provided by Margaret McCarthy

Induction Training

Safe work practices

Fire Drills

First Aid

Instruction, training, and supervision foster a safety mind-set among the school community. This includes formal training, online courses, assemblies, induction briefings, and pre-class instruction/demonstrations. New staff, including substitute and temporary teachers, should receive relevant safety information and induction.

Communication and Consultation

All staff of St Mary's Secondary School Charleville community are aware of the importance of health and safety statement contents and consulted on safety, health and welfare matters. This may include:

- Staff complete risk assessment and safety statement reviews (e.g., via a safety committee). School management must consult staff on anything in the workplace that substantially affects safety, health and welfare, including the safety statement, risk assessments, protective measures, appointment of staff with safety duties, and introduction of new technologies.
- The safety statement is presented annually at the return to school and emailed to staff. Senior staff are consulted prior to fire drills.
- Staff are encouraged to and reminded to keep the safety officer up to date with any changes or critical event or information, particularly student medical needs on the schools data base.
- The school environment has safety posters and communicated safety issues through student council and year group assemblies.

For Staff:

- **Staff Meetings:** Regular staff meetings (e.g., weekly, monthly) can include dedicated agenda items for discussing new or updated health and safety procedures, reviewing existing ones, and addressing any concerns or incidents.
- **Email Communication:** School-wide email distribution lists can be used to disseminate important health and safety information, such as policy updates, risk assessments, safety alerts, training opportunities, and reminders.

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- **Intranet/Shared Drive:** A dedicated section on the school's intranet or a shared drive can house all health and safety documentation, including policies, procedures, risk assessments, safety data sheets (SDS), and incident report forms, ensuring easy access for all staff.
- **Staff Handbook:** The staff handbook should contain a comprehensive section on health and safety, outlining key policies, procedures, and responsibilities. This should be reviewed and updated regularly.
- **Induction Programs:** New staff members should receive thorough health and safety training as part of their induction process, covering relevant school policies and emergency procedures.
- **Training Sessions/Workshops:** Organize specific training sessions or workshops on particular health and safety topics, such as fire safety, first aid, manual handling, chemical safety, or specific risk areas within the school. Attendance can be mandatory or offered based on roles and responsibilities.
- **Notice Boards:** Strategically placed notice boards in staff rooms, corridors, and work areas can display key health and safety information, posters, emergency contact details, and recent updates.
- **Internal Memoranda/Circulars:** Formal written memoranda or circulars can be used to communicate significant changes or updates to health and safety procedures.
- **Briefing Sessions:** Short briefing sessions at the start of the school day or before specific activities can be used to highlight immediate health and safety considerations.
- **Line Management Communication:** Heads of departments and other line managers have a crucial role in communicating and reinforcing health and safety procedures within their teams.
- **Health and Safety Committee Meetings:** Regular meetings of the school's Health and Safety Committee provide a forum for discussion, review, and development of health and safety procedures, with minutes being circulated to all staff.

For Students:

- **School Assemblies:** Assemblies provide an opportunity to communicate key health and safety messages to the entire student body, such as fire drill procedures, general safety rules, and awareness campaigns.
- **Classroom Instruction:** Teachers can integrate health and safety topics into their lessons where relevant (e.g., science experiments, physical education, home economics) and dedicate specific time to explain safety procedures.
- **Posters and Visual Aids:** Displaying clear and engaging posters and visual aids around the school can reinforce important health and safety messages and procedures (e.g., handwashing, fire exits, hazard warnings).

- **Student Handbook/Code of Conduct:** The student handbook or code of conduct should include clear guidelines on student responsibilities regarding health and safety within the school environment.
- **School Website/Learning Management System (LMS):** Important health and safety information, such as emergency procedures and relevant policies, can be made accessible to students (and parents) through the school website or LMS.
- **Announcements Over the Public Address System:** The PA system can be used for urgent safety announcements, reminders, or instructions during drills or actual emergencies.
- **Demonstrations and Drills:** Regularly conducting drills (e.g., fire drills, lockdown drills) and demonstrations (e.g., proper use of equipment) helps students understand and practice safety procedures.
- **Student Representatives/School Council:** Involving student representatives in discussions about health and safety can provide valuable feedback and help communicate procedures effectively to their peers.
- **Information Sessions/Workshops for Students:** Age-appropriate information sessions or workshops can be organized on specific health and safety topics, such as online safety, bullying prevention, or personal safety.
- **Visual Signage:** Clear and visible signage (e.g., exit signs, fire extinguisher locations, hazard warnings) throughout the school is essential for guiding students and highlighting potential risks.

General Procedures Applicable to Both Staff and Students:

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- **Clear and Concise Language:** All communication should use clear, concise, and age-appropriate language, avoiding jargon where possible.
- **Accessibility:** Ensure that health and safety information is accessible to all members of the school community, considering any specific needs or language barriers.
- **Regular Review and Updates:** Health and safety procedures should be reviewed and updated regularly to reflect changes in legislation, best practices, and the school environment.
- **Feedback Mechanisms:** Establish channels for staff and students to provide feedback or raise concerns regarding health and safety procedures.
- **Record Keeping:** Maintain records of communication, training, and drills related to health and safety procedures.

9. Monitoring, Review and Update

St Mary's Secondary School Charleville ensures its safety management system is being implemented. This includes

- Agreeing health and safety objectives and setting targets.
- Monitoring objectives for progress and continuous improvement.
- Discussing safety, health and welfare matters as an agenda item at Board of Management/ETB meetings.
- Reviewing fire drills/evacuation exercises and regularly checking safety features of equipment (e.g., in laboratories and workshops).
- Periodic inspections of fire safety equipment.
- Risk assessment of new hazards and recording control measures.
- Regular meetings of the safety committee (where one exists).
- Reviewing accidents and dangerous occurrences for lessons learned, corrective actions, and after-care.
- Monitoring instruction, training and supervision arrangements according to identified needs.

Ratified on 28-5-26

Secretary
To the Board

Margaret Finn

Mary Berlow

Chairperson Of The Board

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