

Health & Safety Statement

St. Mary's Secondary School
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Health & Safety Statement

St. Mary's Secondary School is committed to maintaining a safe teaching and learning environment for our staff, students and visitors to our school.



This Safety Statement, in accordance with Section 20, Safety, Health and Welfare at Work Act 2005, outlines the policy of which has been developed in consultation with the School Board of Management and school staff. It will be revised on a yearly basis or as required by changes in legislation and communicated to all staff through regular staff meetings and training programs.

We are committed to meeting all relevant statutory requirements that relate to occupational safety, health and welfare. We are committed to managing and conducting school activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of our staff and others who may be affected by our activities. This will be achieved by the following (so far as is reasonably practicable):

- The provision of a safe place of work, including safe access and egress.
- The provision of safe plant and equipment.
- The provision of safe systems of work.
- The provision of welfare facilities.
- The provision of appropriate information, instruction, training and supervision.
- Determining and implementing appropriate preventative and protective measures.
- Having regard to the general principles of prevention.
- The provision of emergency plans and procedures.
- Reporting prescribed accidents and dangerous occurrences to the Health & Safety Authority.
- Obtaining, where necessary, the services of a competent person to advise on health and safety.

The detailed arrangements for achieving these objectives are set out in the main body of the Safety Statement. The Principal together with the Board of Management has overall responsibility for health and safety at the school. Staff share a responsibility with management in ensuring their own safety while at work. This Safety Statement requires the co-operation of all staff, visitors, contractors and others to enable St. Mary's Secondary School to discharge its responsibilities under the law.

St. Mary's Secondary School is committed to upholding the standards outlined in this Safety Statement. Sufficient authority and resources, both financial and otherwise, will be made available to enable staff to carry out their responsibilities in a reasonable and efficient manner. All staff will be made aware of and have access to this Safety Statement. The Safety Statement will also be available to third parties where appropriate.

The Safety Statement will be reviewed annually in light of experience and future developments within the organisation.

Signed: _____

Chairperson Board of Management

Date: _____

11/10/25

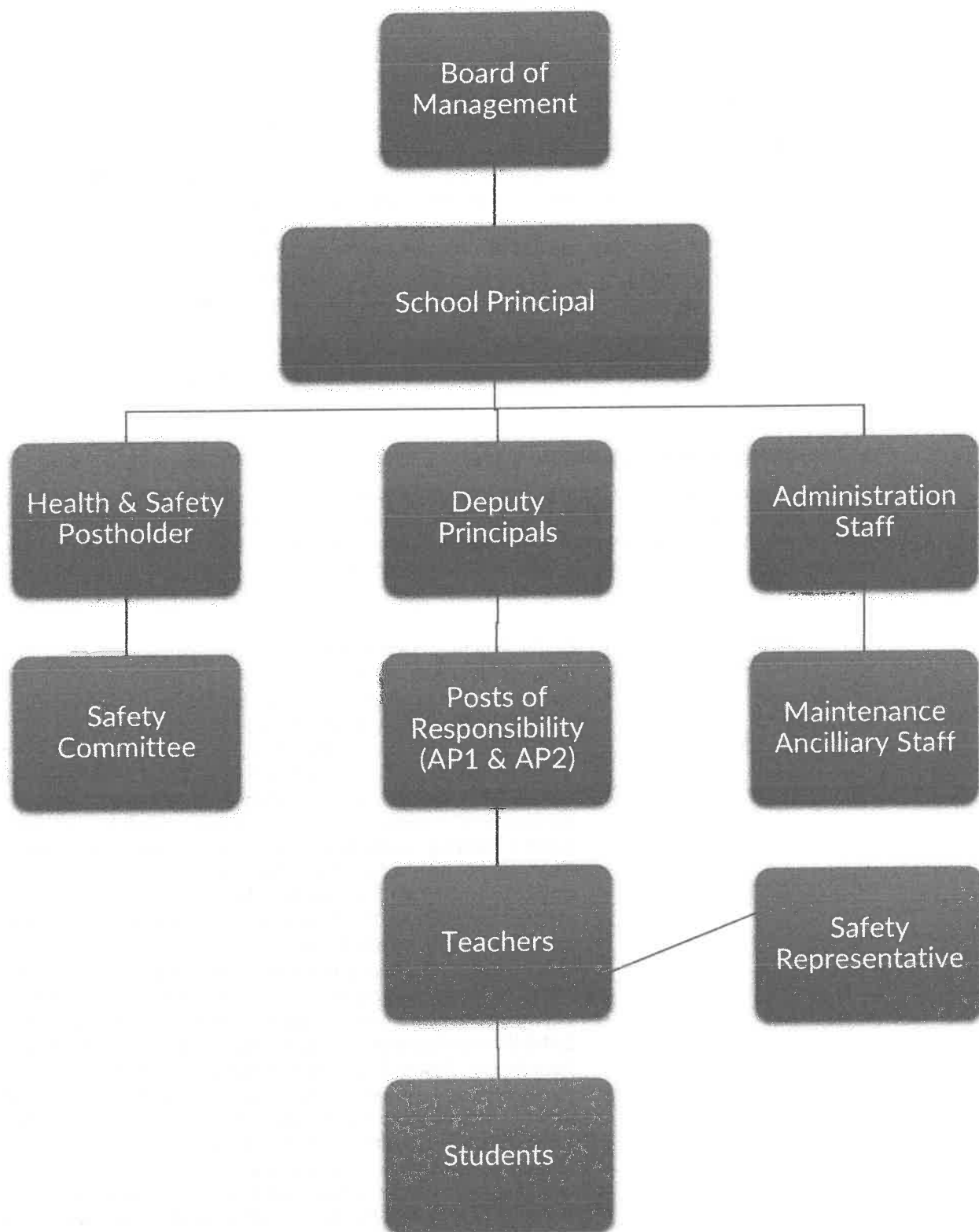
Signed: _____

Principal

Date: _____

11/10/25

4. Health & Safety Organisational Chart



7. Responsibilities – Board of Management

The Board of Management is responsible for occupational health and safety management and performance in the school. The Board is aware of the duties imposed on themselves, the school and its staff by health and safety legislation.



- The Board of Management will at each of its meetings include health and safety on its agenda, reviewing performance for the previous period and dealing with any key issues that have been brought to its attention.
- The Board will on an annual basis, review occupational health and safety policies and performance in the school.
- The Board are responsible for ensuring that adequate financial and physical resources are provided to deal adequately with occupational health and safety issues as they arise.
- The Board may be requested or request to review specific issues during the year as the need arises.

8. Responsibilities – The Principal

The Principal has executive responsibility for the day-to-day management and co-ordination of occupational health and safety matters in the school in accordance with the health and safety policy agreed by the Board of Management. The Principal is responsible for the following:

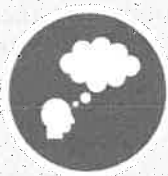


- Implementing the health and safety policy.
- Ensuring that suitable and sufficient arrangements exist to identify all foreseeable significant risks and the measures necessary to eliminate or reduce them to an acceptable level i.e. coordinate risk assessments.
- Ensuring that routine inspections are carried out to ensure the workplace is adequate as regards health, safety and welfare.
- Ensuring that all services to buildings including all firefighting and fire prevention equipment are well maintained.
- Ensuring that all statutory examinations and inspections of facilities and equipment are carried out and that records are maintained.
- Carrying out statutory reporting of accidents i.e. to the H.S.A.
- Ensuring that teachers and any person given specific duties, are aware of their responsibilities. are given sufficient information, training and time to perform their duties, and their activities are co-ordinated and monitored.
- Ensuring that there are adequate arrangements for communication and consultation between staff, management i.e. the establishment of the H&S Post, Safety Committee & and Safety Representative.
- Ensuring that reports from staff on potential hazards are acted upon.
- Keeping abreast of health and safety legislation.
- Ensure that a minimum of one evacuation drill per term is carried out.



11. Responsibilities – Health & Safety Postholder

The Health & Safety Postholder is a member of the safety committee and may consult with and make representations to the Principal on safety, health and welfare matters relating to the staff in the place of work. The functions of the Health & Safety Postholder include:



- Actively participate in the Safety Committee.
- Make representations to the Principal on safety, health and welfare in the school.
- Carry out routine inspections to ensure the school is adequate as regards health, safety and welfare.
- Maintain the actions on the school Health & Safety Calendar.
- Carry out inspections to ensure that all statutory examinations and inspections of facilities and equipment are in place and that records are maintained.
- Carry out inspections to ensure that records relating to Health and Safety are maintained.
- Coordinate the completion of risk assessments by relevant members of staff annually.
- Coordinate the Fire Drills once per term and complete the relevant fire drill report for the Principal.

12. Responsibilities – Safety Committee

The Safety Committee is made up of staff. They have responsibility for the following:



- Co-ordinate the school's health and safety management system.
- Act as a conduit for the two-way exchange of information between management and staff in relation to matters of safety, health and welfare.
- Make recommendations on amendments to the Safety Statement.
- Consider methods of promoting health and safety within the school.
- Coordinate periodic inspections to ensure that the safety programme is being carried out.
- Collate inspection forms.
- Ensure that emergency procedures and contingency plans have been formulated in the event of a fire and instruct teachers and students on emergency procedures.
- Ensure that the Safety Statement including risk assessments is periodically revised.
- Ensure that all staff members have access to the Safety Statement and have read and understood it.
- Ensure regular inspections of the premises are carried out and remedial action taken where necessary.
- Ensure that an accident report form is completed for all accidents and that all accidents are investigated.
- Monitor the systems for ensuring that fire precautions are adequate.



14. Responsibilities – AEN Department

The AEN Department consists of Special Class Teachers, SNA staff, Learning Support Teachers, Subject Teachers, the AEN Co-ordinator, Deputy Principals and the Principal. These persons have responsibilities for the students in their care. Chapter 2, Section 13 of the *Safety, Health and Welfare at Work Act 2005* outlines the general duties of staff. The responsibilities of the AEN Department of St. Mary's Secondary School include the following:



- Ensuring an interest in and enthusiasm for health, safety and environmental matters is promoted and a good personal example is set.
- Taking reasonable care for his/her own safety, health and welfare and that of any other person who may be affected by his/her acts or omissions while at work.
- Where required participate in student risk assessments relating to students with additional education needs in classrooms to ensure they do not endanger themselves or others. Liaise with the relevant teacher / AEN Coordinator / External Agency as needed to implement appropriate control measures and safeguards.
- Administration of medications will be carried out specifically in line with the policy set out in this document.
- To report to the Principal without unreasonable delay, any defects in equipment, place of work or system of work, which might endanger safety, health or welfare, of which he/she becomes aware.
- Taking a full and active part in all training programs for safety that the school organises.
- Actively participating in fire safety including drills and firefighting training, being familiar with firefighting equipment and its uses and ensuring that the students in their care are aware of evacuation procedures.

15. Responsibilities – Administrative Staff

Part 2 Chapter 2 Section 13 of the *Safety, Health and Welfare at Work Act 2005* outlines the general duties of staff. The responsibilities of the clerical staff are outlined below:



- Take reasonable care for their own safety, health and welfare and that of any other person who may be affected by his acts or omissions at work.
- Co-operate with the Principal on matters relating to Health & Safety.
- Actively participating in fire safety including drills and firefighting training and being familiar with firefighting equipment and its uses.
- Carrying out routine inspections (each term) to ensure the office is adequate as regards health, safety and welfare and passing on this information to the Safety Officer.
- Maintaining a list of emergency numbers.
- Reporting any defects in office equipment to the Principal as soon as possible.
- Taking reasonable care for their own safety, health and welfare and that of any other person who may be affected by their acts or omissions while at work.

18. Responsibilities – Contractors



It is the responsibility of all contractors to:

- Ensure that all their employees comply with the school safety rules and procedures.
- Not to put at risk any of the employees or students at the school.
- Promptly report all accident / incidents to the Principal.
- Produce their safety statement, method statement and any other safety documentation to St. Mary's Secondary School's on request.
- Carry appropriate insurance cover.
- Take all safety precautions with systems of work, equipment, personal protection etc.
- Ensure all equipment and tools brought onto the school's premises be of sound construction and meet the statutory requirements applicable to these tools or equipment.
- Cordon off the boundaries of the contractor's operation, where possible, and mark them with warning signs.
- Provide emergency safety equipment, which may be required for their operation.
- Follow strictly the permit to work system in force at the time of contract.
- Comply with all relevant legal obligations in particular the provisions of the Safety, Health and Welfare at Work Act, 2005, the Safety Health and Welfare (General Application) Regulations 2007 - 2016 and the Safety Health and Welfare (Construction Regulations) 2021.

19. Health & Safety Policy Introduction

This part of the policy provides details of St. Mary's Secondary School's general arrangements for health and safety. It is the school's policy to bring arrangements to the attention of all staff and other relevant parties.



- General policies included in the following sections include:
 - Emergency arrangements for fire evacuations including alarm types, escape routes, assembly points and general instructions.
 - Arrangements for first aid, including location of first aid facilities.
 - Arrangements for reporting accidents and other incidents.
 - Arrangements for reporting defects and hazards.
 - Information about any special risks and the arrangements for their control.

22. Accident Investigation & Reporting

It is the policy of St. Mary's Secondary School to comply with all statutory requirements regarding the reporting of incidents, accidents, and dangerous occurrences. All accidents, whether they result in injury or not, and ill health, must be reported, recorded and where appropriate, investigated. All accidents must be reported by the teacher or other employee to the Principal using the School Accident Report Form immediately.

Reporting Requirements	Incident/Accident Type	By Whom	To Whom
1 Internal	All	Anyone	Principal
2 Health and Safety Authority (H.S.A.)	Any accident that occurs at a place of work causing death or injury to an employee resulting in the employee being prevented from performing normal duties for more than 3 consecutive days. Any Person who is not at work e.g. pupil, visitor etc. but who as a result of an accident related to a place of work or work activities dies or suffers an injury requiring treatment from a registered medical practitioner or treatment in hospital	Principal	H.S.A
3 H.S.A.	Dangerous Occurrences	Principal	H.S.A



When an incident or accident is reported:

- The Principal will then ensure the Accident Report Form is completed by the teacher or other staff member as soon as possible.
- 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 taken.
- 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.
- The Principal will as needed:
 - Monitor the process of investigation, reporting and action in order to ensure that the necessary response times are met.
 - Notify the Health & Safety authority and/or the state claims agency.
 - Ensure the appropriate corrective action is implemented to prevent a reoccurrence.



24. Administration of Medicines to Students



- St. Mary's Secondary School is committed to ensuring the safety of our students with chronic conditions such as asthma, diabetes, epilepsy and severe allergies.
- The school understands that certain chronic conditions are serious and can be potentially life threatening.
- Parents have a duty to inform the school of such a condition and provide the necessary medical equipment and information to respond to emergencies.
- Medicines are not permitted in the school unless there is written parental consent stating the name of the pupil, the medication, the frequency and dosage to be administered.
- A log is kept of all medication administered and by whom.
- Medicines must be provided by parents / guardians in the original container/ labelled with the name of the appropriate student, dose, frequency of administration and expiry date.
- Medicines must be stored at the main office under lock and key (no medicines stored in first aid kits).
- Students must not be given any short-term medication e.g. painkillers unless by written parental request.
- Any specific training required by staff on the administration of medication e.g. EpiPen will be arranged through the Principal and delivered to relevant staff by a competent medical practitioner.
- Emergency medicines (asthma inhalers, EpiPen etc.) will be kept readily available but out of reach of students.

25. Auditing & Inspections

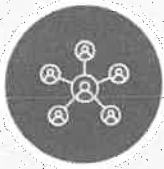


- The Board of Management recognises its obligation to put in place an annual programme of auditing, which encompass all of the school's premises, procedures and organisation.
- In carrying out this duty the Board may employ the services of professionals, to advise on, or carry out risk assessments and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



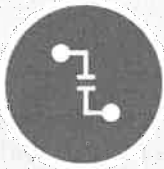
Supporting Records

- The school will record and analyse all concerning behaviours using a structured approach (ABC model: Antecedent, Behaviour, Consequence).
- This helps in understanding triggers and planning appropriate interventions.
- In line with the school's Data Protection Policy, staff will ensure confidentiality in handling sensitive information.



Supporting Staff

- The school will support staff dealing with behaviours of concern, through revisions of this policy and providing appropriate training as needed.
- The school will collaborate with agencies like NCSE, NEPS, and others. These agencies will provide resources, support, and interventions to assist in managing challenging behaviours.



Interventions

- The School encourages positive behaviour through recognition.
- At all times, staff will set clear, consistent expectations for student behaviour so as to ensure consistent application of our policy.
- The school will base interventions on thorough preparation, including knowing the child, auditing the environment, and analysing needs.
- The school will document and analyse behaviours continuously, consulting with relevant staff and parents to address underlying causes.
- When behaviours persist, the school will consider additional support from external agencies.
- If necessary, the school will discuss alternative placements.
- Options like a shortened school day, suspension, or expulsion will be last resorts, following thorough documentation and consultation.



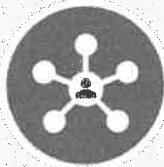
30. Contractors

The school has responsibilities in regard to the safe management of contracts providing building, engineering and other services. The activities of contractors working for St. Mary's Secondary School are strictly controlled at all times using the following:



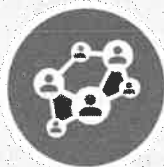
- The following information to be received annually (or before commencing work on the premises) from all contractors carrying out work in the school including:
 - Up to Date Health & Safety Statement.
 - Method Statement & Risk Assessment for works carried out on the premises.
 - Copies of Training Certificates (incl. Safe Pass etc.)
 - Copies of Certificates for Equipment & Machinery brought on the premises.
 - Up to date Insurance details to be submitted prior to commencement on site.
 - Proof of Garda Vetting (where on site part-time / full time).

31. Critical Incident Management



- A Critical Incident Management Plan (separate from this document) has been prepared for the school and should be referred to and used should the need arise.
- Staff and students should review this document separately.

32. Dignity at Work



- St. Mary's Secondary School strives to create an environment that is inclusive of all persons, where its staff and students are free to perform their work without sexual harassment and bullying from other school members.
- In accordance with the ACCS, ASTI, IMPACT and the TUI Code of Practice for Dealing with Complaints of Bullying and Harassment of Staff, St. Mary's Secondary School has a Dignity at Work Policy in place.
- The Code of Behaviour and the Anti-Bullying Policy deals with bullying and harassment of students – please refer to these when appropriate.

33. Defibrillator



- Defibrillators are located Main Hall.
- Defibrillators will be checked and maintained by a designated teacher to ensure that it is functioning correctly and is stocked appropriately.





Policy

- This policy should be seen in the context of the promotion of health, safety and welfare of all staff and students in St. Mary's Secondary School.
- Alcohol and drug use affect concentration, co-ordination and performance. As a result, St. Mary's Secondary School is an alcohol, tobacco (including vape pens) and drug free workplace.
- St. Mary's Secondary School recognises its staff as its most valuable resource and is committed to providing a working environment, which is a healthy and safe one for the entire school population.
- St. Mary's Secondary School recognises that alcohol and drug related problems are primarily health and social concerns and staff with such problems require help and treatment.
- Staff are prohibited from being under the influence of alcohol and non-prescription drug use whilst on the school premises.
- Staff taking prescription drugs or over the counter medication which could affect performance and/or create a safety risk, he/she should inform the Principal.



Aims

This policy aims to:

- Raise awareness of the risks of alcohol and other drug related problems.
- Promote the health and wellbeing of staff.
- Minimise effects arising from the misuse of alcohol and other drugs.
- To encourage and support staff with alcohol or drugs related problems to seek help at an early stage.
- Provide a framework for staff who are experiencing alcohol or drug related problems to address those problems and access help and support at an early stage.
- Reduce and help prevent the incidence of alcohol and drug related work impairment.



Scope

- This policy applies equally to all staff. For the purpose of this policy the term drugs will be defined as all mood-altering substances, either legal or illegal. This includes alcohol, prescribed and other medications, in addition to illegal and illicit substances.
- This policy is limited to the effect of alcohol or drug related problems on the health and/or work performance or conduct of Staff.
- It does not apply to Staff who, because of over indulgence in alcohol, or the use of drugs, behave in a manner contrary to the standard of safety and conduct required by St. Mary's Secondary School. Such instances will be dealt with in accordance with the Disciplinary Procedure.





Periods of Absence / Return to Work

- St. Mary's Secondary School will endeavour to ensure that any employee who seeks help will be treated with discretion and in confidence.
- Staff will be given the same sick leave and the same protection and employment rights as other staff with ill-health problems.
- Time off will be given for the treatment or other specialist help or aftercare provided appropriate certification is submitted.
- Where staff have been absent due to medical reasons St. Mary's Secondary School may require confirmation from their GP as to the member of staff's fitness to resume duties.
- Staff returning to work may need ongoing support and treatment, for example, ongoing counselling sessions etc. Staff should arrange these appointments outside school hours.
- Staff will be monitored on his/her return to work and if there is a relapse the Principal, with the advice of the Board of Management, will consider the new situation on its merits and a further opportunity to seek and cooperate with help may be offered.

36. Electrical Safety



- Work on electrical equipment is restricted to the supplier or authorised competent contractors.
- Staff are required to use only equipment, plant, machinery, tools provided by the school.
- All electrical installations will be thoroughly inspected every 5 years.

37. E-Scooters



- Under the Road Traffic (Electric Scooters) Regulations 2024, e-scooter users must:
 - Be 16 years or older and obey a speed limit of 20km/h.
 - Drive on the left. E-scooters are allowed in cycle or bus lanes and on local, regional or national roads.
 - Have lights, a bell or audible warning device, reflectors and brakes on their e-scooter and it must be kept in a roadworthy condition at all times.
 - Obey signals given by a Garda or School and follow the same rules of the road that apply to cyclists, including traffic lights, road signs, and all types of pedestrian crossings.
- An Electric Scooter or E-Scooter is a vehicle with a small standing platform and no seat, for use by one person only, with two or more wheels and propelled by an electric motor. The rider can also propel the E-Scooter forward by pushing off the ground.
- The use of Electrical Bikes & Scooters on the school campus is not permitted.
- Students are permitted to store their Electrical Scooters on the campus in a designated area at the risk of the owner.
- For the avoidance of all doubt, students can travel as far as the school gate but must walk their Electrical Bikes / Scooter to and from the school building – they cannot use their vehicle on the school campus.

40. Emergency Numbers

Service	Location	Telephone No.
Fire Service	Nationwide	999 Or 112
Ambulance	Nationwide	999 Or 112
Garda Siochana	Nationwide	999 Or 112
Health And Safety Authority	Nationwide	1890 289389
Gas Networks	Nationwide	1850 205050
ESB	Nationwide	1850 372999

41. Fire - Events, Functions & Large Public Gatherings



- When functions, musicals, evening classes or supervised study etc. are held on the school premises, participants are made aware of the safety procedures that apply in the event of a fire or other emergency.
- This takes the form of the fire notices (posted in each room) and announcements.

42. Fire Detection / Emergency Lighting System



- A service engineer will inspect and test the Fire Detection System quarterly as described in I.S. 3218:2013.
- A service engineer will inspect and test the Emergency Lighting System quarterly as described in I.S. 3217:2013.

46. Fire Assembly Points



- Fire assembly points have been established as indicated below.
- Signage has been posted at each location.
- Signage will be spaced appropriately to prevent the congregation of hundreds of staff / students in the event of a drill.
- The location and condition of fire assembly points will be reviewed annually.



47. Fire - Inspection and Maintenance of Fire Protection Equipment



- Adequate fire protection systems and equipment are in place i.e. refuge points, smoke ventilation, fire detection and emergency lighting.
- All equipment will be inspected and maintained.
- All data relating to the inspection, testing and maintenance of fire protection systems and equipment will be recorded in the Fire Safety Register.

50. Personal Emergency Evacuation Plans



St. Mary's Secondary School will develop Personal Emergency Evacuation Plan (PEEPs) for students and members of staff with certain physical or cognitive needs. The process will include:

- Consultation with the student for whom the plan is drafted.
- Ensuring students / staff with certain needs have a PEEP while maintaining appropriate confidentiality.
- Ensuring that the needs of students / staff members with cognitive or mental health impairments (such as understanding alarm warnings, avoiding panic reactions or distress) are met.
- Ensuring cover is arranged for PEEP assistants who are on holiday, sick or away from the place of work.
- Training for staff including practical elements such as drills and use of equipment (where needed).
- PEEPs are to be reviewed regularly and updated as necessary.

51. 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:

- External 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:
 - The number and location of persons still on the premises.
 - The location of the fire.
 - Any special hazards, e.g. chemicals, gas tank and cylinders etc.
 - Entry points to the building.
 - Available water supplies.
- Gas should be shut off when the alarm is raised. Electricity should be shut off if requested by the "Incident Commander" from the Fire & Rescue Service.

52. Record Keeping



Fire Safety Register is kept on the premises at all times and is made available for inspection by any authorised officer of the fire authority.

- 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.

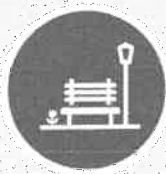
55. Expectant Breastfeeding Staff

The Board of Management of St. Mary's Secondary School is conscious of its obligations under the Safety, Health and Welfare at Work (General Application) Regulations 2007, Part 6, Chapter 2 'Protection of Pregnant, Post Natal and Breastfeeding Employees.' It is the policy of St. Mary's Secondary School to ensure, as far as is reasonably practicable, that the normal safety precautions will adequately protect pregnant, post-natal and breastfeeding staff. A pregnant staff member who feels she may be at risk should inform the Principal without delay to ensure appropriate precautions can be taken. A detailed risk assessment for pregnant employees will be carried out and will inform the decisions of the school. Facilities and supports include:



- The provision of breastfeeding breaks agreed in advance with the Principal giving due consideration to the unique working environment of schools i.e., timetabled classes and the availability of cover.
- The timing of these breaks must be negotiated between the breastfeeding mother and Principal in conjunction with the Board of Management.
- For the purposes of breastfeeding or breast milk expression, access will be provided to a clean, private room with power points, lockable door, comfortable chairs, a table, hand washing facilities and a secure breast pump storage area if required.
- Provision of breastfeeding breaks will be guided by Department of Education Circular 0052/2023.

56. External Locations



- Where applicable, arrangements for clearing snow, safe access and egress, form part of the duties of the Board of Management.
- Students, staff and visitors are expected to take due care and caution when on campus i.e. using handrails in situ when using steps, zebra crossings and walkways.

First Aid Box Minimum Contents

	Travel Kit	1-10 persons	11-25 persons	26-50 persons*
Adhesive Plasters	20	20	20	40
Sterile Eye Pads (No. 16) (bandage attached)	2	2	2	4
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	6	6	6	6
Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10 x 8cm's)	1	2	2	4
Individually Wrapped Sterile Unmedicated Wound Dressings Large (No. 9) (13 x 9cm's)	1	2	6	8
Individually Wrapped Sterile Unmedicated Wound Dressings Extra Large (No. 3) (28 x 17.5cm's)	1	2	3	4
Individually Wrapped Disinfectant Wipes	10	10	20	40
Paramedic Shears	1	1	1	1
Examination Gloves Pairs	3	5	10	10
Sterile water	2 x 20mls	1 x 500mls	2 x 500mls	2 x 500mls
Pocket Face Mask	1	1	1	1
Water Based Burns Dressing Small (10x10cms)	1	1	1	1
Water Based Burns Dressing Large	1	1	1	1
Crepe Bandage (7cm)	1	1	2	3

58. Hazardous Substances & Chemicals

The Safety Committee is responsible for coordinating risk assessments of hazardous substances brought onto the premises and taking any necessary action required by the *Safety Health and Welfare at Work (Chemical Agents)*, 2013.



- Safety Data Sheets (SDS) must be available for all chemicals in use in each classroom / area or the school.
- If a new chemical substance is being considered for a specific purpose or project, prior to ordering, an SDS must be requested from the supplier. From the information on the SDS an informed decision can be made as to the suitability of the chemical for use.
- All involved staff must be given access to the risk assessment.
- If training, information, supervision and instruction in the use of the control measures are needed, this must be undertaken prior to work with the substance.
- Management must ensure that third party contractors provide assessments for hazardous materials they bring on site and satisfy good environmental practice, including consideration of the ultimate disposal of the materials.
- Waste / out of date chemicals will be disposed of through a licenced waste contractor.



62. Lone Working

It is the policy of the school that staff (with the exception of the Senior Management, Administrative Staff, Maintenance Staff) are not permitted to be on the premises unaccompanied. At no stage will teaching staff be permitted to be on the premises unaccompanied out of school hours i.e. at night or weekends regardless of the activity to be carried out. If working alone, permitted staff are required to 'report in' to the Principal or designated person to inform that they are safely leaving the premises.



- You should not work alone if you know you have a medical condition that might cause you to become incapacitated or unconscious. Also, when working alone, do not attempt any tasks which have been identified as medium or high risk, or which common sense tells you are potentially hazardous.
- If you arrive at school outside of normal school hours and find another colleague is already in the building, let them know you are on site.
- If you are about to leave the building, and just one or two other colleagues are remaining on site, let them know you are going.
- Park your car close to the main entrance where there is an external light. Move it there whilst there are still others on site if you are planning to work late.
- If possible, carry a mobile phone with you.
- Lock the doors and close the windows to prevent intruders.
- Know the location of your nearest fire exit and how to open it in an emergency.
- Know the location of the nearest first aid kit.
- Ensure someone knows where you are and your estimated time of arrival home.
- If you arrive at school and find any sign of intruders, do not enter the building. Instead, call the Gardaí.
- If you become aware of intruders or vandals, do not challenge them. Instead, call the Gardaí.

63. Manual Handling



- Risks to staff from manual handling activities are eliminated or reduced through the provision of good task and workplace design, the provision of mechanical aids where appropriate, and the provision of information and training to those staff whose work involves significant manual handling.

64. Medical Register



- Staff / Students who have ongoing medical problems e.g., diabetic or other controlled conditions may need medical interventions on occasion.
- Staff will be informed through the medical register maintained by the Principal on how to deal with an emergency where the need arises.
- Parents of children with known allergies are responsible for informing the Principal/Deputy Principals of any assistance that may be needed for a student with food allergies / medical conditions etc.



69. Risk Assessments



- Risk Assessments will be carried out / reviewed annually in line with the Health & Safety Authority's Guidelines for Post Primary Schools.
- Risk assessments are particularly important in the practical subjects. Activities including the use of hazardous chemicals or machinery, field trips, science based practical's/ demonstrations /research projects, hazardous physical manipulations, maintenance of hazardous machinery, etc, require rigorous risk assessments with carefully documented and implemented controls.
- Where possible, controls and other safety measures identified in the risk assessment process must be put in place immediately.
- In other cases where the scale or cost prohibits immediate action, a programme of action must be planned by the relevant teacher with the Principal/ Board of Management and put into effect.
- Depending on the risks involved, appropriate interim action must be taken i.e. if high, discontinuing the operation in the interim must be considered.
- The implementation of these arrangements must be reviewed at regular intervals.
- Where the risk cannot be reduced to acceptable levels and finance is not available to implement appropriate controls, it is our policy that the activity will cease, or the area closed.
- All final decisions on risk control must take into account the relevant legal requirements and industry codes of practice.

70. Safety Statement



- In accordance with the obligations placed on employers by the *Safety Health and Welfare at Work Act, 2005*, St. Mary's Secondary School has prepared a safety statement based on an identification of hazards at the workplace.
- Risk assessments are routinely carried out and control arrangements and resources are detailed in the statement.
- The safety statement is brought to the attention of all staff and third parties as necessary.
- Staff will be asked to sign a form stating they have read the statement and fully understand all the details therein.
- St. Mary's Secondary School plan to review the safety statement at least once annually in order to consider new legislation etc.
- If new working equipment, procedures, work practices, chemicals, materials or renovations etc. are introduced then the safety statement needs to be reviewed to take these into account.

71. School Bags



- St. Mary's Secondary School is committed to making efforts to alleviate the problem of heavy school bags and school bag storage issues.
- It recognises that the provision of marked storage areas is essential to alleviate the hazard.



75. Sports Facilities



- Staff using these areas for classes are responsible for instructing and supervising students on the safe use of sports and other equipment.
- Sports equipment will be maintained in good working order to ensure the safety of all staff and students.
- Staff are responsible for reporting defects to equipment. Defective items must be taken out of use until such a time as the item is made safe by a competent person.
- Appropriate First Aid equipment will be located in the area and checked regularly by designated staff.
- Outdoor areas will be maintained in good order – free from risk to students, staff and the wider school community. Where this cannot be achieved the area will be fenced off and secured.

76. Statutory Inspections

Statutory inspections of machinery, equipment, training etc. will be conducted in accordance with below:

Description	Frequency										
	Per Manufacturer	As Required	Daily before use	Weekly Visual	Fortnightly	Monthly	Quarterly	6 Months	Annually	14 Months	18 months
Boilers									•		
Contractor Documentation		•							•		
Defibrillator				•							
Emergency Lighting							•				
Fire Detection Systems							•				
Fire Extinguishers				•					•		
First Aid Kits				•							
Fixed Wired Electrical											•
Fume Cupboards	•										
Gas Proving Systems									•		
Health and Safety Audit									•		
Ladders		•	•								
Lift								•			
Passenger & Wheelchair List	•							•			
Portable Appliance Testing									•		
Practical Room Equipment			•						•		
Review Policy & Risk Assessments									•		
Review Training Requirements									•		



79. Traffic Management Plan



Introduction

- Traffic management is the organisation, arrangement, guidance and control of both stationary and moving traffic, including pedestrians, cyclists and all other types of vehicles.
- Our school's Health & Safety Statement underpins the entitlement of all students and staff to coexist in a safe environment.



Traffic Management Measures

Our school has introduced a number of measures designed to manage traffic safely. These measures will be reviewed on an ongoing basis.

- Clear lane markings distinguish different types of traffic, including through traffic, turning lanes, and dedicated pedestrian crossings.
- Special markings identify no parking or stopping zones, especially around pedestrian crossings, bus stops, and drop-off areas, preventing congestion and enhancing safety.
- We ensure that the line markings are regularly repainted to remain visible and effective, particularly in poor light conditions.
- To manage traffic flow and reduce congestion during peak times, the school has implemented a one-way system for pickup and drop off.
- Entrances and exits are clearly marked and strategically located to streamline traffic and prevent confusion among drivers.
- Prominent signs indicate the one-way direction, speed limits, and no stopping zones.
- Gate / barriers are used to reinforce the one-way system, preventing illegal manoeuvres and ensuring compliance. The gate to the car park will be serviced in line with the manufacturer's recommendations.
- Pedestrian crossings are placed to minimise crossing busy areas, enhancing the safety of students and staff.
- A dedicated bus pickup area has been established to streamline bus operations and ensure the safety of students.
- Separate zones are designated for staff, visitors, and disabled parking, clearly marked with appropriate signage. The parking layout is designed for maximum efficiency, allowing easy access to the building while maintaining smooth traffic flow.
- In addition, the school has adopted a policy of reversing into car parking spaces. By doing so, staff will have more visibility and will avoid backing out blindly into oncoming traffic or into the path of pedestrians. Suitable signage will be posted to reinforce this policy.
- Staff should exercise due care when exiting the school property due to restricted visibility at the end of the school day and volume of traffic.



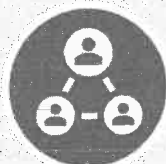
81. Induction Training

New staff will be introduced to the premises, safety/evacuation procedures, rules, regulations, their immediate work environment and colleagues in compliance with all legal and contractual obligations. This induction training applies to all permanent, temporary and contracted staff of St. Mary's Secondary School. New staff include college students on temporary work experience. A short period of induction will be given by the Principal or a designated staff member for new employees joining the staff. This will include:



- Receiving a copy of the staff handbook/diary.
- A tour of the premises for familiarisation purposes.
- Fire emergency procedures, location of exits, assembly points and training on firefighting apparatus.
- Details of accident reporting and investigation procedures.
- A discussion on the hazards in the workplace (relating to their own area of work), preventative measures and the Safety Statement.
- An explanation of the consultative process, name of Safety Representative and staff meetings.
- A detail of the new employee's safety responsibilities.
- Details of further training (if required or identified).
- Receiving a copy of the School Safety Statement.
- Staff are also encouraged to be attentive to new staff and ensure their compliance with all safety procedures. All staff will be retrained periodically on safety rules, policies and procedures, and when changes are made to the workplace safety statement.

82. Visitors



- Visitors are only permitted on the premise by appointment.
- For evacuation reasons, visitors are asked to sign in on entering the premises and sign out on exiting.
- Host staff are responsible for the safety and conduct of visitors and for informing them of local welfare facilities, emergency procedures and any specific risks.

83. Waste Management



- All waste is segregated at source and recycled where possible. Approved waste contractors are engaged for waste removal and recycling.
- In cases where staff cannot safely dispose of waste chemicals, specialist hazardous waste disposal firms must be consulted with.

87. Work Experience



- The work experience program is an integral part of our school.
- Where possible we intend to facilitate student's participation where it is safe to do so.
- Prior to any placement being made, the course organisers should discuss the safety policy of the workplace with the employer and students should be made aware of the potential hazards in the workplace.
- Students who wish to gain work experience on construction sites are obliged to have a 'Safe Pass' certificate.
- The teacher organising the work experience shall contact each employer to ensure suitable arrangements are in place before student takes up work placement, e.g. Garda Vetting if applicable, safety induction, supervision arrangements, provision of appropriate PPE and insurance arrangements.

88. Wellbeing - Students



- St. Mary's Secondary School is committed to establishing and maintaining a School Self-Evaluation Wellbeing Promotion Process in line with the Department of Education circulars.
- This will involve the development, implementation and review of wellbeing promotion in our schools, which includes tracking impact.
- Our school will play a vital role in the promotion of wellbeing through a range of activities and approaches to support the academic, physical, mental, emotional, social and spiritual development of our students.
- We will continue to develop innovative approaches to wellbeing promotion supported by strong leadership, quality teaching and learning that enhances, promotes, values and nurtures student wellbeing.
- Our vision and ambition to Wellbeing Promotion is in line with the Wellbeing Policy Statement and Framework for Practice, 2018-2023, Revised October 2019 i.e. the promotion of wellbeing is core to the ethos of our school.
- We will also seek evidence-informed approaches and support, appropriate to need, to promote the wellbeing of all their children and young people
- We will seek the support (where needed) of the Department of Education Support Services through the Wellbeing Practice Framework and online Wellbeing Resources.





As staff how can I cope with stress at work?

Manage Your Workload

- Set priorities & Manage time effectively.
- Set limits to work and draw boundaries.
- Define problems precisely.
- Break work up into manageable units.
- Recognise your own worth.

Develop Skills

- Improve communication.
- Be more assertive.
- Make decisions.
- Plan your time – including your free time.
- Decide your career goals.
- Avail of training opportunities.

Maintain Physical Fitness

- Eat a sensible diet.
- Have sufficient rest.
- Decide on some agreeable form of exercise and make it a habit.
- Develop interests outside work.



90. Wellbeing – Resources for Staff



Your family doctor is usually the first person to approach in relation to mental health.

St. Mary's Secondary School will support you through this time. In addition to seeing your GP the following organisations provide mental support and advice:

- **Staff only: Employee Assistance and Wellbeing Programme (EAWP run by Spectrum Life).** The service is accessible through the Freephone Helpline at 1800 411 057 and is available 24 hours a day, 365 days a year.
- **Aware**
Depression & Bipolar Disorder Support
www.aware.ie | Tel: 1800 80 48 48 | Email: supportmail@aware.ie
- **Pieta House**
Free therapeutic support to people who are in suicidal distress and those who engage in self-harm.
T: 1800 247 247 | W: www.pieta.ie
- **Turn2me**
They offer self-help, peer support and professional support through an online platform for those who are experiencing poor mental health.
www.Turn2Me.org
- **Grow**
Mental Health support and Recovery Organisation
Tel: 1890 474 474 | Email: alex@bodywhys.ie | www.grow.ie
- **Parentline**
The national helpline for parents
www.parentline.ie
Helpline: 1890 92 72 77 | or 01 873 3500
- **Childline**
The national helpline for young persons
www.childline.ie
Helpline: 1800 666 666



92. Violence

The Board of Management of St. Mary's Secondary School is committed to the continuance of a school characterised by mutual respect, free from threat or intimidation. To this end dangerous, threatening, aggressive or violent behaviour (hereafter called violent behaviour), whether verbal or physical, is not permitted in the school or among the school community. A separate Code of Behaviour Policy deals with students.

During the course of their work school staff may be at risk in the form of verbal abuse, threats, assaults or other forms of intimidation. This behaviour may come from pupils, parents, guardians, other staff members or visitors. Violent behaviour is categorised as acts against people or property.

The Board of Management of St. Mary's Secondary School recognises its duties to:

- Provide a safe environment for staff and other persons present in the school.
- Minimise the risk of assaults on teachers / principal / Deputy Principals or other staff employed in the school.
- Support staff that have been assaulted or threatened with assault. And ensuring that appropriate action is taken to safeguard against a recurrence.



Preventative Measures

- Policies on violence go hand in hand with policies in relation to bullying, harassment, behaviour etc. These policies need to be reviewed frequently to identify and resolve weaknesses to lessen the threat of violence.
- Communication between home and school should be frequent, open and positive. In this context policies and procedures in relation to visits to the school, meeting with teachers, school discipline, complaint procedures etc. should be in place and parents/ guardians encouraged to communicate with the school as appropriate.
- Parents /visitors who wish to have a consultation with a class teacher should make a prior appointment with the relevant teacher. In urgent cases where a prearranged appointment is not appropriate, parents should, in the first instance, report to the school secretary.
- All visitors are required to report to the school secretary's office. Signs displayed within the school grounds and premises outline this.
- Video surveillance equipment has been installed to help deter violent acts.



93. Health & Safety Statement Acknowledgement

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