



St. Louis Secondary School Monaghan

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St. Louis Secondary School

COVID 19 Response Plan

2020-2021

This COVID 19 Response Plan has been prepared on the basis of the current public health advice and will continue to be updated as further public health advice is received.

This COVID 19 Response Plan is designed to support the staff and the Board of Management in putting measures in place that will prevent the spread of COVID 19 in St. Louis secondary school.

The COVID 19 Response Plan details the policies and practices necessary for a school to meet the government's Return to Work Safety Protocol, the Department of Education and Skills plan for school re-opening and to prevent the spread of COVID 19 in the school environment. The plan incorporates current advice about measures to reduce the spread of COVID 19 in the school environment.

It is important that the resumption of school based teaching and learning and the re-opening of school facilities comply with the protocol to minimise the risk to students, staff and others. As the advice issued by NPHET continues to evolve this protocol and the measures management and staff need to address may also change.

The Response Plan will support the sustainable re-opening of our school where the overriding objective is to protect the health of staff and pupils while promoting the educational and developmental needs of the pupils in the school.

In line with the Return to Work safety protocol, the key to a safe and continued return to work, and re-opening of our school requires strong communication and a shared collaborative approach between the Board of Management , staff, pupils and parents.

This document provides details of:

1. COVID 19 School Policy
2. Planning and Preparing for Return to School
3. Return to work Safely and Lead Worker Representatives
4. Safety statement and Risk assessments
5. General advice to prevent the spread of the virus
6. Procedure for returning to work
7. Control Measures
8. Dealing with a suspected case of COVID 19
9. Staff Duties

10. COVID related absence management
11. Employee Assistance and Wellbeing
12. Addendum to the Code of Behaviour

The assistance and co-operation of all staff, pupils, parents/guardians/contractors and visitors is critical to the success of this plan.

Every effort is made to ensure the accuracy of the information provided in this document, however should errors or omissions be identified, please notify us so that appropriate measures can be taken to rectify same.

NOTE: The plan is a living working document and may be reviewed and amended to take into account new guidance from:

www.gov.ie

www.dbei.ie

www.hse.ie

www.hpsc.ie

www.hsa.ie

www.education.ie.

St. Louis Secondary School

Monaghan



COVID -19 Policy Statement

St. Louis Secondary School, Glen Road, Monaghan is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our students. To ensure that, we have developed the following COVID-19 Response Plan. The board of Management and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- provide up to date information to our staff and students on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan in relation to summer provision
- inform all staff and students of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the public health guidance and direction of the Department of Education
- keep a contact log to help with contact tracing
- ensure staff and students engage with the induction / familiarisation briefing provided by the Department of Education
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and students to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education advice

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

This can be done through the Lead Worker Representative(s), who will be supported in line with the agreement between the Department and education partners.

Signed: *Gerry Shankey*

Chairperson board of Management

Date 13/08/2020

Planning and Preparing for Return to School

The Board of Management aims to facilitate the resumption of school based teaching and learning and the return to the workplace of staff. The return to work must be done safely and in strict adherence to the advice and instructions of public health authorities and the government.

Details for the re-opening of St. Louis Secondary School and the applicable controls are outlined in this document.

School Buildings:

- Water systems to be flushed to prevent legionella disease
- School equipment and mechanical ventilation checked for signs of damage or deterioration before being used again
- Bin collections and other services resumed
- Water font closed off

Signage:

Signs have been displayed throughout the school, supporting good hand and respiratory hygiene.

Return to Work:

In order to return to the workplace staff must complete a Return to Work form which is available on the Drive. The form must only be completed 3 days prior to any return to work. (**Appendix 1**)

Induction training will be required to be completed by all staff prior to their return to work and on the first day back to work.

Return to Work and the Lead Worker Representatives:

Responsibility for the development and implementation of the COVID 19 Response Plan and the associated control measures lies primarily with the Board of Management and the School Leadership.

The Return to Work Safely Protocol provides for an agreed procedure between management and staff to appoint Lead Worker Representatives.

The LWR's will ensure that COVID 19 measures are adhered to in the workplace as follows:

- Work collaboratively with the employer to ensure in so far as is reasonably practicable the safety, health and welfare of employees in relation to COVID 1.
- Promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice.
- Assist with the implementation of measures to suppress COVID 19 in the workplace.
- Monitor adherence to measures put in place to prevent the spread of COVID 19
- Consult with colleagues in relation to matters relating to COVID 19 in the workplace
- Make representations on behalf of their colleagues on matters relating to COVID 19 in the workplace

Staff members with any concerns or observations in relation to COVID 19 Response Plan and control measures or the adherence to control measures by staff/parents/guardians/contractors or visitors they should contact one of the Lead Worker Representatives who will engage with the Principal or Board of Management.

Leader Worker Representatives:

Jen O' Leary	0861546603	jen.oleary@stlouismonaghan.com
Johnny Williams	0873886883	jonathan.williams@stlouismonaghan.com

All staff/parents/guardians/contractors/visitors have a responsibility both as individuals or collectively to have due regard for their own health and safety and that of others and to assist with the implementation of the COVID 19 Response Pan and associated control measures.

Safety Statement and Risk Assessment:

COVID 19 represents a hazard in the context of health and safety in the school environment.

Please see updated St. Louis Secondary School Safety Statement and Risk Assessment in **(Appendix 2)**

St. Louis Secondary School has reviewed all of the emergency procedures involving fire safety, first aid, accidents and dangerous occurrences. New risks have been identified.

General advice to prevent the spread of the virus

In order to prevent the spread of COVID 19 it is important to know and recognise the symptoms.

They are:

- High temperature
- Cough
- Shortness of breath or breathing difficulties
- Loss of smell, taste or distortion of taste.

The best way to prevent the spread of COVID 19 is to minimise the risk of the introduction of the disease into the school setting in the first instance.

This will be achieved through the following measures:

- Promote awareness of COVID 19 and its symptoms among staff, pupils, parents and visitors. Staff and students will have induction training.
- Staff, parents and pupils have been advised if they are showing symptoms of COVID 19 or if they have been in contact with someone showing symptoms of COVID 19 not to attend school, to phone their GP and follow the HSE guidance on self-isolation.
- If staff or students develop symptoms at school they must report to the principal or Deputy Principal immediately. Students will have their temperature taken and if they have a temperature they will be requested to remain in the isolation unit until collected by a parent or guardian. A staff member will be advised to contact their GP; they may go home if able to do so or may need to be collected.
- Everyone entering the school building must sign the contact tracing log and ensure they sanitise. All visitors must wear a mask.

- In so far as is possible the school will be a closed community and all visitors to the school should be by prior appointment and must enter via the main entrance.
- The Department of Education and Skills will ensure that all updated advice is circulated to schools. St. Louis Secondary school will ensure that this advice is circulated to all stakeholders in a timely manner.

Managing the risk of spread of COVID19

- Staff and students are advised to practice good hand hygiene. Regular handwashing with soap and water is effective. Hand sanitisers are placed outside all classrooms and at entry points to the school. Hot water has been installed on the ground floor and will be installed in all toilets over the course of the year.
- Advice given to all to avoid touching eyes, nose and mouth and correct wearing of facial coverings.
- Physical distancing is recommended and will be closely monitored by supervisors. Where 1m social distance cannot be implemented masks must be worn. Teachers will have masks and visors and Perspex around their desks. All students will be supplied with a 3 ply reusable mask. Additional masks are available to buy through the school office.
- Temperature screening units have been installed at the entrances to the school.
- Contact tracing log located at main entrance, visitors by appointment only.
- Practice good respiratory hygiene. Cover mouth and nose with a tissue or bent elbow when coughing or sneezing. Tissue should be disposed of in the PPE bin.
- Cleaning liquids, wipes and disinfectant provided to all classrooms, teachers are responsible for ensuring their work space is regularly cleaned.
- No sharing of items for staff or students. Students must not share pens, rulers, calculators, paper, lunch, water bottles etc. Staff will bring their own equipment to school, no tea, coffee or milk provided. If staff members use boiler, fridge, microwave etc., the item must be wiped clean before next person uses it.
- No lockers provided, students advised not to bring heavy books to school, teachers provided with new laptops and will use Ebooks.

People at high risk:

Current public health guidelines have identified groups who are at high risk. Advice is available from the HSE. Any staff member who is in the vulnerable category should declare on the Return to Work form if they believe they are at high risk. The Board and Principal will seek advice in relation to this. If the Board/Principal is unsure whether or not a staff member falls into this category, advice will be sought from the Occupational Health Service.

Control Measures:

A range of control measures have been implemented by St. Louis Secondary School to reduce the spread of COVID 19 and to protect the safety, health and welfare of staff, students, parents/guardians and visitors as far as possible within the school. These will be reviewed regularly and updated as required. It is critical that staff, pupils, parents/guardians and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements.

Staff, in particular, should note that they have a legal obligation under Section 13 of the Safety, health and welfare at work Act 2005 to comply with health and safety requirements and to take reasonable care for the health and safety of themselves, their colleagues and other parties within the workplace.

The following control measures have been put in place in St. Louis Secondary School:

- **Return to Work Form:**

All staff will be required to complete a RTW form at least 3 days prior to any return to the school facility.

- **Return to School Form:**

All students are required to complete a RTS form at least 3 days prior to any return to the school facility.

- **Induction Training:**

All staff members have received the training videos received from the DES. Staff will receive COVID training on the first day back to school. This is to ensure that staff have full knowledge and understanding of the following;

1. Latest up to date advice and guidance on public health
2. COVID 19 symptoms
3. What to do if a staff member student develops COVID 19 symptoms at school
4. Outline of the COVID 19 Response Plan

Staff will be kept informed of the control measures in place in the school and their duties and responsibilities in preventing the spread of COVID 19 and with any changes to the control measures or guidance available from the public health service.

If a staff member is unsure about any aspect of the COVID 19 Response plan, the associated measures or his/her duties, he/she should immediately seek guidance from the Principal.

- **Hygiene and Respiratory Etiquette:**

It is crucial that staff, pupils, parents/guardians and visitors are familiar with and adopt good hand and respiratory hygiene practices. Guidance documentation and information posters displayed throughout the school e.g. at main entrance, on corridors, staffrooms, classrooms and toilet areas. Handwashing facilities available, ground floor has hot water installed. Sanitisers located outside all classrooms and on corridors.

- **Use of PPE:**

All students provided with a 3 ply reusable mask which must be worn when entering the school building, on corridors and in classes where the 1m social distance cannot be maintained or as directed by any staff member. Disposable masks are available if a student forgets their mask. Staff have been provided with a visor and a mask. Perspex to be installed on all teachers' desks. Plastic gloves and aprons available for staff that may require the, however in the general school setting this is not advised as they do not protect the wearer and may expose others to risk from contaminated gloves. Routine use of gloves is not a substitute for good hand hygiene.

If any student would prefer to wear a visor they may do so. Any student who has difficulty wearing a facial covering will have their case examined by senior management on a case by case basis.

Cleaning:

Arrangements for more regular and thorough cleaning of the school will be made. Contract cleaners will be employed from August 31st for 2 hours per day.

Regular and thorough cleaning of communal areas and frequently touched surfaces will be conducted e.g. toilets, lift, door handles and kitchens. Cleaning will be performed regularly and whenever facilities or surfaces are visibly dirty.

All staff will have access to cleaning materials and will be responsible for the cleanliness of their own work area. Staff should thoroughly clean and disinfect their work area before and after use each day.

Students will be requested to wipe their work space before they leave the classroom.

There will be regular collection of used waste disposal bags. Two bins will be placed in each classroom the black one is solely for PPE and will be double bagged when being disposed of.

No communal changing areas for PE, students will wear their PE gear to school.

Staff to bring in their own equipment and utensils. Minimal storage in classrooms, majority of books/resources to be stored at home.

Access to the school building/contact log:

Access to the school facility will be through the main entrance on the Glen Road for all visitors to the school.

Arrangements for necessary visitors such as contractors, parents/guardians will be restricted to essential purposes and limited to those who have obtained prior approval from the Principal. A detailed contact tracing log must be completed at reception. Visitors should wear a mask and use the sanitiser.

First Aid/Emergency Procedure:

The standard first aid/ emergency procedure shall continue to apply in St. Louis Secondary School.

In case of emergency or if a serious incident occurs, call for emergency services on 112 or 999.

Contact the Principal or first aiders giving details of location and type of medical incident. The first aiders are: Bonnie Fleming, Olga Tavey Amy Rooney and Jen O' Leary.

- **Dealing with a suspected case of COVID 19:**

Staff or pupils should not attend school if displaying any symptoms of COVID 19. The following outlines how St. Louis Secondary School will deal with a suspected case that may arise during the course of the school day.

A designated isolation area has been identified- prefab on its own close to the gym, this area is away from all staff and pupils.

If a student displays symptoms, they will have their temperature taken, requested to remain in the isolation unit. parents/guardians will be contacted and asked to collect their daughter as soon as possible. The student will be accompanied to the isolation area and the Principal/ Deputy Principal

will keep a distance of 2 m from the symptomatic person. The student and staff member will all be wearing masks.

If the student/ staff member cannot immediately go home they will remain in isolation and the school will facilitate them in calling their GP, the symptomatic person should avoid touching any surfaces and should refrain from touching their eyes, nose or mouth.

They should practice good cough etiquette and place any used tissues in a waste bag provided.

An assessment of the incident will be carried out which will determine follow up actions.

Appropriate and thorough cleaning of the isolation area and work areas will take place.

The HSE will inform any staff/ parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant stakeholders when a diagnosis of COVID 19 is made. The school will follow the instructions of the HSE and public health advice while maintaining staff and student confidentiality at all times.

- **Staff Duties:**

Staff have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties. In order to facilitate a safe return to work, these duties include but are not limited to the following:

1. Adhere to the COVID 19 Response Plan and the control measures outlined. The cooperation and assistance of all staff is essential to reduce the risk of spread of COVID 19 and to protect the health and safety of the school community. All staff have a key role to play.
2. Coordinate and work with colleagues to ensure that physical distancing is maintained. To this end 3 staff areas have been set up, the original staffroom, the double prefab (old kitchen) and an area at the back of the staffroom.
3. Be aware of symptoms of COVID 19 and monitor your own wellbeing.
4. Self-isolate at home and contact your GP if you display any symptoms of COVID 19.
5. Do not return to school if you have symptoms of COVID 19 under any circumstance.
6. If a staff member develops symptoms of COVID 19 during the school day contact the Principal or Deputy Principal immediately.
7. Complete the RTW form.
8. Must inform the Principal if there are any other circumstances relating to COVID 19 not included on the form which may need to be disclosed to facilitate a safe return to the workplace.
9. Must complete COVID 19 Induction training.

10. Maintain good hygiene and respiratory etiquette practices.
11. Ensure that your workspace is kept clean, disinfect before and after use.
12. No copies, paper to be collected from students. Homework to be completed online.
13. No photocopies to be handed to students unless left untouched for 72 hours..
14. Use your own utensils, no tea, coffee or milk can be provided.
15. No entrance to the main office
16. If staff wish to use one of the larger learning pods for class please use the booking form provided.
17. Keep informed of updated advice of public health authorities and comply with same.

All of the above will be kept under review and amended as required.

COVID Related Absence Management:

The health, safety and welfare of pupils and staff is of paramount importance to all education employers in the sector. The following guidance has been produced so employers and employees are aware of arrangements regarding the sickness absence scheme in relation to coronavirus (COVID-19). The decision on whether an employee should attend work, if they believe they have been exposed to coronavirus, should be taken in conjunction with the Public Health Agency (PHA) guidance and medical advice at all times.

SCENARIO 1: No symptoms of coronavirus • If an employee has no symptoms of coronavirus the current PHA advice is that staff can attend their workplace as normal.

SCENARIO 2: Symptoms of coronavirus • If an employee is displaying symptoms of coronavirus they must self-isolate, they should refrain from attending work for a minimum of 7 days and follow medical advice (available via your GP or NHS 111). Any coronavirus absences will be excluded from any calculation of contractual sick pay. The employee will receive normal pay. There will therefore be no impact on absence trigger points or contractual sick pay.

Definition of COVID-19 Symptoms → Fever of 37.8 and above and/ or → recent onset of a continuous cough
•

An employee must not return to work for 7 days or until their symptoms have gone (whichever is later). If an employee's symptoms are continuing after 7 days they should seek advice from their GP or NHS 111 before returning to work. • The employee must keep their Principal/Line manager informed throughout this period.

SCENARIO 3: Employee is directed by their Principal/Line Manager not to attend their place of work due to a temporary closure relating to coronavirus • If an employee is directed by their Principal/Line Manager not to attend their place of work due to a temporary closure relating to coronavirus they shall receive their normal pay. . Where possible these employees should work from home or other agreed workplace and return to work when directed to do so.

Please Note This guidance includes current advices from the PHA and may be subject to change. In the event of new information or guidance a further update will be issued.

SCENARIOS 1, 2 and 3 will apply to both substitute teachers and non-teaching staff providing emergency cover for the period of time they have been engaged to work.

Importance of medical advice •

Where no symptoms are present and/or the medical guidance from the PHA or your GP does not direct you to stay at home, you will be expected to attend work as normal. •

If an employee has any concerns regarding their attendance at work they should discuss this with their Principal/Line Manager who will contact the Employing Authority if necessary.

Certification information •

Staff may be required to provide evidence of the necessity to self-isolate and where applicable diagnosis. Staff will be afforded a reasonable period of time to provide evidence post recovery, of any isolation (e.g. medical correspondence). If diagnosed with an illness unrelated to coronavirus then the absence will revert to normal sickness scheme procedures.

Employee assistance and Wellbeing Programme:

The Board of Management aims to protect the health and wellbeing of all staff (physical, mental, spiritual etc.) both at work, whether in the school facility or at home and outside of work. The Board of Management is mindful that the support and promotion of staff health and wellbeing is particularly important in the current context where COVID 19 has caused considerable challenges for, and disruption to, people's personal family and social lives as well as their work arrangements.

The Board of Management aims to foster a culture and work environment that supports healthy behaviours and staff wellbeing and shall continue to make health and well-being tools and guidance available to staff as well as organizing suitable support programmes, initiatives and events. This will be done in consultation with the LWR's and the Wellbeing committee.

These are challenging times for everyone. Should a staff member experience any stress or anxiety in respect of work or work arrangements, he/she should feel free to speak to the Principal.

COVID 19 Addendum to the Code of Behaviour in St. Louis Secondary School.

This addendum should be read in conjunction with the COVID 19 Response Plan

- All students will be supplied with one 3 ply reusable face mask. If a student wishes to wear a visor that is acceptable. If the mask is lost and needs to be replaced there will be a fee. Students can purchase additional masks from the school office.
- All students must wear a facial covering where social distancing of 1 m is not possible in the classroom or at the request of any staff member. If a student has forgotten their facial covering a disposable mask will be provided for a fee.
- A facial covering must be worn on the corridor, coming into the school building, moving from class to class and on school buses.
- Students must not share any items e.g. pens, rulers, calculators, books, water bottles, lunch etc.....
- Any student caught spitting or coughing on any member of the school community will face a serious sanction.
- Hand sanitizers should only be used for the purpose intended. Any student caught interfering with the sanitizing equipment or using it in an inappropriate manner will face a serious sanction.
- Social distancing, hand hygiene and good respiratory etiquette should be observed by all students. Good respiratory etiquette means covering your mouth and nose when coughing or sneezing by using a tissue or your bent elbow. The tissue must then be disposed of by placing it in the appropriate bin.
- Where students have option subjects they must move quickly to their new classroom following the one way system and the direction of the supervisors on duty, observing as much social distance as is possible while wearing a mask.
- No student should attend school if they are feeling unwell or if any members of their household are unwell with symptoms consistent with COVID19. Parents/guardians should check the temperature of the student before they leave for school every morning. Temperatures will be checked in school every morning.
- Any student who feels unwell or develops symptoms of COVID 19 during the school day should report to the Principal or Deputy Principal without delay. The student will have their temperature taken and may have to be isolated until collected by a parent or guardian.
- Any behaviour deemed to be inappropriate or disrespectful towards any member of the school community in relation to the COVID 19 protocols may incur a serious sanction.
- The school operates a one way system which must be strictly enforced for the health and safety of the whole school community. Any student who breaches this will receive a detention.
- Entrance and Exit doors have been assigned to each year group to avoid congestion and these must be strictly adhered to. Students will have their temperature recorded as they move to their base class in the morning.
- We are discouraging students from going out town at lunch time and would prefer if the school was a closed community in so far as is possible. Students who wish to go out town for lunch may do so provided the permission form has been completed by a parent or guardian. The student must wear a mask and maintain good social distance. Students are the responsibility of their parents/guardians while out town. Students must keep a record of those whom they have been in contact with while out for lunch and the shops visited. This record must be kept in your school journal for contact

tracing. The entrance/exit doors for the year group must be adhered to while going out and returning. Students must sanitize leaving school and when returning.

Signed: Student

Rang

Parent/Guardian

Date



St. Louis Secondary School Monaghan

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Safety Statement for St. Louis Secondary School Monaghan Co. Monaghan

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

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

The Board of Management, as employer, undertakes insofar as is reasonably practicable to:

- a. Promote standards of safety, health and welfare that comply with or exceed 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 and health matters pertaining to the school;
- d. Continually improve the occupational health and safety management system, 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, pupils, contractors and visitors to the school.

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

Signed:

Chairperson, Board of Management

Date: _____



Safety Statement for St Louis Secondary School

Glen Road, Monaghan

Prepared By: *General Safety Services*

May 2020

Introduction

St Louis Secondary School is an exclusively girls' school located on the Glen Rd, Monaghan. There are approximately 450 students and 38 teachers, complemented by office, kitchen and maintenance staff. There are 2 kitchens, Home Economics room, Textile room, 2 biology labs, Chemistry Lab, Physics Lab, 2 Art rooms and a P.E. Dept. along with 2 computer rooms, a Technology room and general purpose classrooms.

The health, safety and welfare of all members of the School community is of utmost importance. This includes teaching staff, students, non-teaching staff and visitors. Each individual has an obligation to ensure that every person who comes into the school each day will enter a safe environment, and will be free from undue risk of injury.

This policy has been formulated in accordance with:

- ❖ Safety, Health and Welfare at Work Act, 2005
- ❖ Safety, Health and Welfare at Work regulations, 2006
- ❖ The Education Act 1998
- ❖ The school Mission statement
- ❖ Safety, Health and Welfare at Work (General Application) Regulations, 2007
- ❖ Safety, Health and Welfare at Work (General Application)(Amendment) Regulations, 2012
- ❖ Public Health (Tobacco)(Amendment) Act, 2004
- ❖ Chemicals Acts, 2008 and 2010.

Part 1: Policies and Arrangements for Health and Safety

Management Safety policy:

The Safety, Health and Welfare at Work Act, 2005 requires the School to prepare and issue a safety statement setting out its policy on safety and health. This statement, together with the following, will be known collectively as the "**Safety Statement**".

- Hazard identification and risk reduction guidelines
- Allocation of responsibilities
- Consultation procedure
- H&S arrangements

It is St Louis' policy to do all that is reasonably practicable to prevent injury to people or damage to property, and to protect everyone (including staff, pupils, public, contractors and visitors) from foreseeable hazards. The detailed arrangements for achieving these objectives are set out in the main body of the Statement. Sufficient authority and resources, both financial and otherwise, will be made available to enable staff to carry out their duties in a reasonable and efficient manner.

The Safety Statement should be read in conjunction with other relevant policies, particularly those relating to behaviour, including Behaviour Code, Substance Abuse Policy, Anti- Bullying policy, School Trips Policy, Critical Incidents Policy, Pastoral Care Policy, Admissions Policy, and School Mission

Safety Statement for St Louis Secondary School		
Glen Road, Monaghan	Prepared By: <i>General Safety Services</i>	May 2020

Statement etc. All members of staff will be made aware of their respective roles in, and responsibilities under, the H&S management systems, and have access to these in the Safety Statement. Arrangements for consultation with staff on H&S matters will be an integral part of the school's safety policy. This Safety Statement will be subject to an annual review, and will be revised and amended as necessary.

Safety Statement for St Louis Secondary School

Glen Road, Monaghan

Prepared By: *General Safety Services*

May 2020

Assignment of Responsibilities

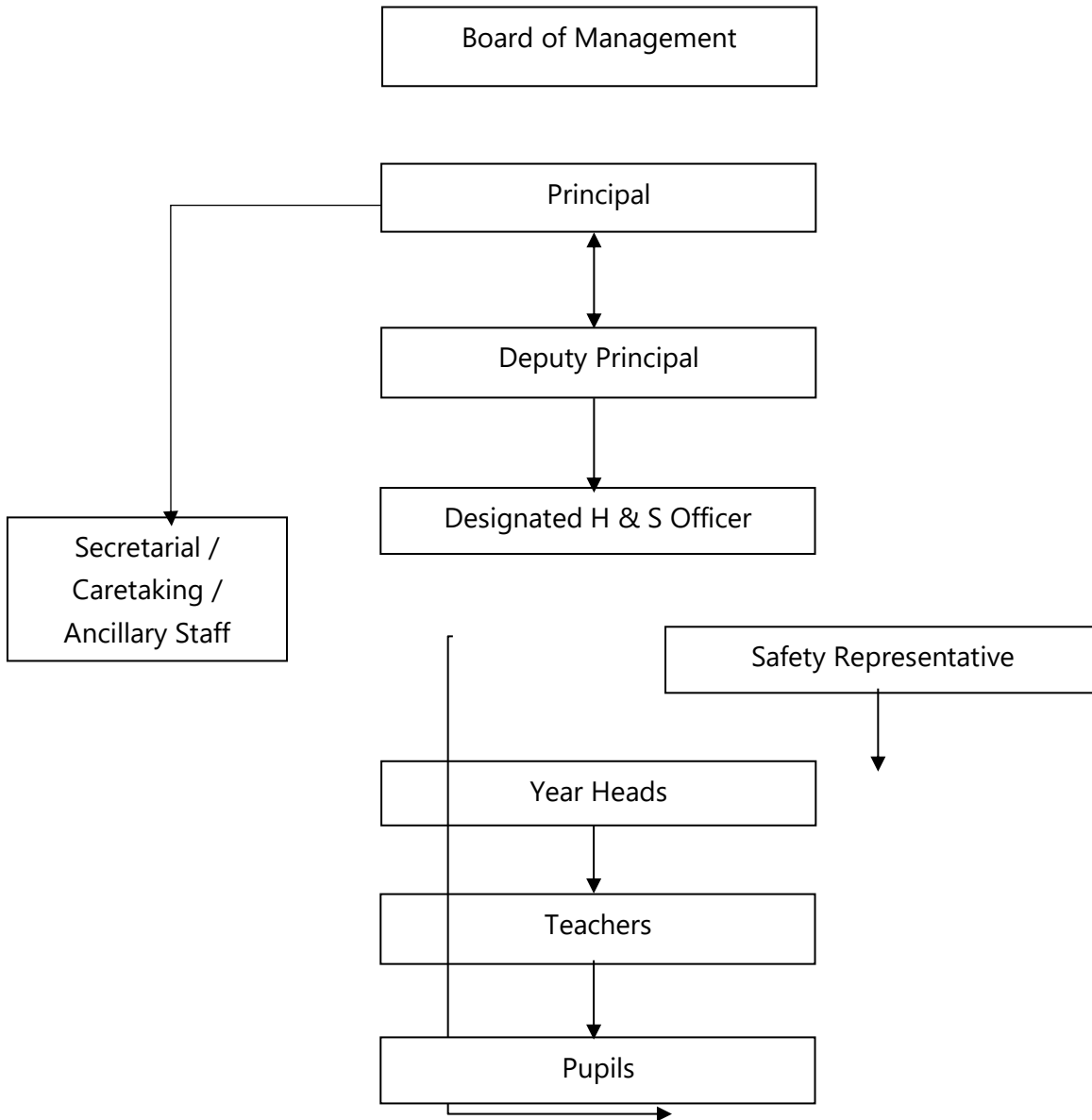


Fig 1 Health and Safety Organisation Chart

Board of Management

The BOM recognises its overall responsibility for Health & Safety and meets this through:

Safety Statement for St Louis Secondary School

Glen Road, Monaghan

Prepared By: *General Safety Services*

May 2020

- Recognising and accepting its statutory responsibility to comply with the requirements of safety legislation, and to ensure their implementation as far as is reasonably practicable.
- Taking all steps within its power to provide a safe and healthy workplace and working environment for all its employees, students, contractors and visitors to the school, taking account of statutory requirements.
- Providing information, training and instruction, where necessary, to enable employees to perform their work safely and effectively.
- Ensuring that safe equipment is available, that safe systems of work are set up, and that safe working procedures are adhered to
- Making available, where possible, all necessary safety devices and personal protective equipment (PPE) to employees as determined by a risk assessment of their operations, and **specifying their use.**
- Prioritising actions on H&S issues where resources are required
- Maintaining a constant and continual interest in H & S matters pertinent to the School's activities
- Including H&S on the Board's meeting agenda
- Monitoring the H&S performance of the school
- Ratifying the School's H&S policy
- Monitoring the effectiveness of said policy, and providing for its revision where necessary

Safety Officer (Principal/ Deputy Principal)

The Principal is the Safety Officer and has overall responsibility to the Board of Management for the implementation of policy on H&S in the school. Safety begins at management level and so the overall responsibility for the establishment and maintenance of an effective H&S policy rests with the Principal, in conjunction with the BOM. Obligations under the Safety, Health and Welfare at Work Act 2005 will rest in the main with the Principal, these duties will fall to the Deputy Principal in her absence. The Principal's role includes:

- Trying to ensure that there are sufficient funds and facilities available to enable the safety policy to be implemented
- Ensuring the day to day management of all H&S matters are in accordance with the Safety Statement
- Ensuring regular inspections are carried out, and submitting inspection reports to the Board as appropriate
- Carrying out accident investigations with the relevant teacher as appropriate
- Identifying staff H&S training needs
- Passing on information received on H&S matters to appropriate people
- Liaising with the Board on policy and implementation issues
- Checking the effectiveness of the statement and ensuring that responsibility is properly assigned
- Procuring advice and assistance whenever necessary, and taking heed, together with corrective actions, on any matters brought to attention
- Ensuring that safety considerations are observed by any and all contractors working within the School

Safety Statement for St Louis Secondary School

Glen Road, Monaghan

Prepared By: *General Safety Services*

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- Ensuring that this statement is available to, and read by, all staff and appropriate third parties

Designated H&S Co-ordinator

The Designated H & S Co-ordinator is responsible for the co-ordination of safety policy. This is achieved by:

- Co-ordinating implementation of H & S regulations
- Advising the Board of Management and the Principal on matters relating to the safety, health and welfare of employees
- Providing safety information and advice to staff and school users on request
- Ensuring all H&S documentation is kept up to date
- Assisting the Principal in reviewing the H & S management system on an ongoing basis
- Co-ordinating the emergency procedures for the school
- Maintaining a high degree of competency by observing current industry best practice
- Conducting ad hoc safety audits and hazard spotting inspections throughout the premises with the Safety Representative, and reporting to relevant personnel
- Assisting in drafting the H & S policy
- Assisting in the review and updating of the Safety Statement and H&S procedures
- Preparing a report on his/her work once a term

Safety Representative

The Safety Representative is a member of staff who acts as spokesperson for the staff on all matters of health, safety and welfare. Section 13 (3) of the Safety, Health and Welfare at Work Act, 2005 states that employees may elect a Safety Representative who has the following rights under the legislation:

- May make representations on any aspects of safety, health and welfare at the place of work
- May investigate accidents and dangerous occurrences
- He/she shall not interfere with or obstruct the performance of any statutory obligation required to be performed by any persons under the relevant statutory provisions
- May make oral or written submissions to inspectors on matters of safety, health and welfare at work
- May receive advice and information from inspectors on matters of safety, health and welfare at work
- May accompany an inspector on any tour of inspection other than a tour of inspection made by an inspector for the purpose of investigating an accident
- Subject to prior notice to the employer, he/she may carry out inspections of the premises to determine any potential hazards on the premises.

Currently Caoimhe Flanagan is acting as Safety Rep.

Year Head Teachers

Their main functions are:

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- The day-to-day management of health and safety in accordance with the school's Health and Safety policy.
- To demonstrate at all times an exemplary approach to safety and health in order to engender in their students a total commitment to safety and health.
- To be accountable to the Principal for any breach or omission regarding safety and health matters.
- To be involved in drawing up and reviewing departmental (within the school) Health and Safety procedures regularly.
- To carry out regular Health and Safety inspections of their appointed department/area, make reports to the Principal on any issues identified and ensure that appropriate action is carried out.
- To pass on Health and Safety information to appropriate people.
- To be aware of statutory obligations and the best available working practices and methods of training which they should apply.
- To ensure all accidents and injuries are recorded.

Teachers

Teachers will ensure that a reasonable account of health and safety is taken in all departmental procedures and arrangements. They are accountable to the Principal for any breach or omission in relation to H&S matters. Their main functions are:

- Day to day management of H&S in accordance with the H&S policy
- Checking classrooms / work areas are safe
- Checking equipment is safe prior to use
- Ensuring safety procedures are followed
- Ensuring PPE is used when needed
- Carrying out regular H&S inspections of their department / area, making reports to the Principal on any issues identified and ensuring that any actions are carried out
- Participating in inspections and H&S meetings, as appropriate
- Bringing problems to the Principal's attention
- Demonstrating an exemplary approach to H&S at all times, in order to engender in their students a total commitment to safety and health
- Passing on H&S information received to appropriate people
- Being aware of statutory regulations and the best available working practices and methods of training that they should apply
- Ensuring all injuries are recorded

All Employees

Employees have general statutory obligations under the Safety, Health and Welfare at Work Act, 2005 which places a duty of care on all employees (including full or part-time, permanent or temporary, regardless of any employment or contractual arrangements they may have). While at work, employees have a duty to:

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- Comply with relevant laws and protect their own H &S by taking care of their own safety, health and welfare as well as that of any other person who may be affected by their actions or omissions at work
- Ensure that they are not under the influence of any intoxicant to the extent that they could be a danger to themselves or others while at work
- Co-operate with the School Board of Management, Principal and any other person in order to comply with any of the relevant statutory provisions
- Not engage in any improper conduct or improper hazardous activity that could endanger their safety and health or that of anyone else
- Participate in safety training offered by their employer
- Make proper use of all machinery, tools, substances etc. and of all personal protective equipment provided for use at work
- Report to the Principal, without delay, any defects in equipment, place of work or systems of work, which might create a danger to the safety, health or welfare of themselves and others
- Not intentionally or recklessly interfere with or misuse any appliance or safety equipment provided to secure the safety, health or welfare of persons arising out of work activities
- Keep work areas clean
- Take care when moving items

Students

Each student has an important role to play in ensuring the safety of herself, of other students and the staff in the school. While in the school or on school excursions, every student should be conscious of safety and endeavour to avoid creating the risk of injury.

Safety Delegation

Overall Responsibility	Board of Management
Safety Officer	Margaret Conlon, Principal
Safety Representative	Niall Mooney
First Aid	Bonnie Fleming Geraldine McCaffrey Jen O' Leary Amy Rooney
Stocking of First Aid boxes	Caoimhe Flanagan
H & S Co-ordinator	Caoimhe Flanagan

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Policies and procedures

Documentation & distribution of Safety Statement

The Principal holds the master copy of the Safety Statement. Copies of the Safety Statement will be issued to relevant personnel. It is school policy that all employees and pupils will also have access to copies. The Principal is responsible for the issue of new documentation and the retrieval of obsolete documentation. All copies of the Statement will be dated, and only the latest edition will be applicable.

Provision of Safety Training and instruction

The Board of Management undertakes that all necessary information, instruction, training and supervision will be supplied to each employee to secure their safety, health and welfare in the workplace. The primary responsibility for this rests with management in conjunction and co-operation with specialists as appropriate. The BOM recognises that even with best work arrangements in place, people may still need clearly defined safety procedures and instructions. For that reason, there is a commitment by the school to identify safety training needs, to carry out that training and to assess the competence of employees.

The BOM expects that all employees will co-operate in the training provided.¹ Certain tasks require that strict safety procedures be followed. Where this arises, the employees involved will receive special instructions by a competent person. It is essential that no person attempts a hazardous task without proper instruction and training. Both formal and on-the-job training programmes are designed so that employees become fully conscious of the need to work safely and have the necessary skills and knowledge to do so.

The induction training programme includes information on the school's approach to safety and the safety procedures and requirements throughout the premises. On-the-job training focuses particularly on hazardous aspects of each job, with a view to ensuring that employees are fully acquainted with the dangers associated with their day-to-day tasks.

Provision of safe systems of work

It is the policy of the BOM, in conjunction with the Principal and/or relevant teachers, when purchasing new equipment, altering existing equipment, or changing a system of work, to examine such proposed purchases or changes to ensure insofar as is reasonably practicable that they are without significant risk. Systems of work include all routine work, electrical work, maintenance work and work by contractors on site. They will include consideration for the safety and health of visitors.

Provision of PPE

It is the policy of St Louis to provide students and employees with appropriate personal protective equipment, and to replace it as required. The relevant subject teacher is responsible for identifying and procuring the appropriate equipment for tasks which cannot be made safe by any other practicable means. Responsibility for ensuring that the equipment is used properly rests with the

¹ As required by SHAWAWA, 2005

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Principal and/or relevant subject teacher, who will ensure that all those within his/her area of responsibility are properly instructed in the maintenance and safe use of protective clothing and safety equipment.

This policy will be reviewed regularly by the school and will be updated as required. The review will take account of experiences to date, changes in work arrangements and the use of new materials and/or processes.

Consultation:

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

- a safety briefing is held on an annual basis to discuss and review health and safety arrangements and responsibilities at St Louis
- in addition regular, scheduled meetings are held between the Principal and the school's Safety Representative who will be responsible for making representations on behalf of the staff on matters concerning the safety, health and welfare in the place of work
- St Louis recognises the statutory rights of the Safety Representative as set out in Section 13 of the Act and is committed to co-operating with the person appointed. In accordance with the Regulations, the Safety Representative will be given access to any information in the possession of management that pertains to the safety, health and welfare of employees and pupils. The Safety Representative will be given the opportunity to receive appropriate training. The Safety Representative will not suffer any disadvantage through discharging these functions.

Welfare:

Welfare facilities required by legislation will be provided in accordance with the Safety, Health and Welfare at Work (General Application) Regulations, 2007 and the Safety, Health and Welfare at Work (Miscellaneous Welfare Provisions) Regulations, 1995. To ensure the continued welfare of employees, toilet and kitchen areas are provided. Staff must co-operate in maintaining a high standard of hygiene in these areas. Employees are reminded that:

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

Non-Harassment/Bullying policy:

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St Louis School acknowledges its responsibilities in regard to bullying and harassment as referred to in the general duties in Section 6 and 12 of the Safety, Health and Welfare at Work Act 2005, and Employment Equality Act 1988, Section 8 and 32. To this effect, the school has developed an 'Anti-Bullying Policy' which in addition takes account of the Department of Education's Guidelines on Countering Bullying Behaviour in Primary and Post-Primary Schools.

Smoking Policy:

No smoking is allowed in any enclosed area of the workplace. This policy is in accordance with The Public Health (Tobacco) Acts, 2002 & 2004 – Section 47, Smoking Prohibitions. Any person found to be smoking and in breach of this regulation will face disciplinary measures.

Pregnant Employees:

St Louis School adheres to the provision of the Safety, Health and Welfare at Work (Pregnant Employees etc.) Regulations 2000 (SI 218/2000). These regulations apply to employees who are pregnant, have just had a baby or are breast-feeding (within the first 26 weeks after birth). If Management is notified of any of the above, an assessment of any hazardous activities relating to the employee will be carried out. The following hazards must be considered:

- physical shocks, including direct blows to the abdomen
- handling a load
- movement and postures, which are abrupt or severe, or give, rise to excessive fatigue
- non-ionising radiation
- chemicals: in particular any chemical which is harmful by inhalation or when absorbed through the skin, i.e. organic solvents

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

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

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

- changing the type of work, working hours, etc.
- moving the employee to other safe work

If these safeguards are not possible then the employee must be granted safety and health leave.

This is paid leave, which continues until either the condition changes or else the pregnant employee becomes eligible for paid maternity leave. (Note: Maternity leave is usually taken four weeks before and ten weeks after birth).

Pregnant women and nursing mothers will have the facility to lie down in a rest room as necessary.

First Aid:

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The provision of first aid equipment required by legislation is provided in accordance with First Aid Regulations 1993, contained in Part IX of the General Application Regulations 2007. First Aid Boxes are located in the:

- Staff Room
- Laboratories
- School Gym
- Secretary's Office
- Cookery Kitchens
- Art Room

A check will be carried out regularly to identify any replacement stocks needed. Following this check, a list of stocks required will be purchased. The restocking of the first aid boxes will be the responsibility of administration.

St Louis School has trained First Aid personnel but also relies on the medical treatment at the local hospital where appropriate. If considered necessary, students are brought to the Treatment Room at Monaghan General Hospital, Monaghan for treatment and/or assessment. A member of staff always accompanies students, but they must be met at the hospital by a parent or guardian of the injured student.

Following an accident requiring first aid treatment, an accident report form is completed. In the event of a serious injury the ambulance service must be called, the Principal is notified and a full accident investigation is carried out.

Disciplinary Action:

Where advice and persuasion fail to achieve compliance with safety and health rules, it is the policy of St Louis School to take disciplinary action on the matter. The principles of natural justice and agreed grievance procedures will be followed. In general the following basic procedure will be followed:

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

Contractors and Visitors:

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St Louis School has a responsibility to ensure, as far as is reasonably practicable, the safety of visitors and contractors while on the site. To that end the following policies will apply:

- all visitors to the school should present themselves to the general office before entering the main school building
- all contractors/subcontractors must produce a Safety Statement that is acceptable to management prior to commencement of work
- all persons entering the premises must observe the safety rules and the instructions given by persons enforcing the safety policy
- contractors/subcontractors may not work on the premises until the relevant safety rules are followed
- contractors/subcontractors may not work on the premises until covered by insurance against risk

Contractors:

Contractors will not be allowed on the premises to carry out work until the School Principal or designated representative has checked and is satisfied with their insurances. The degree of risk assessment that must be carried out before work begins will depend on the nature and extent of activities associated with each individual contract. For major contracts, the provisions of the Safety, Health and Welfare at Work (Construction) (Amendment) Regulations, 2010 must be adhered to. The contractor must liaise with a school-appointed official and discuss and agree the safety precautions deemed necessary by either party. Contractors must take all due care of their own safety, the safety of their employees and all others affected by their work. Contractors must not use any equipment or the service of personnel belonging to or engaged by the school Board of Management without prior approval being granted by the school-appointed official. Every contractor working on school premises must comply with all applicable statutory requirements, best industry practices and any special safety rules or conditions imposed by the school. In this regard, it is the responsibility of the contractor to:

- provide all necessary instruction, training and information on health and safety matters to their employees
- provide competent and adequate supervision of their employees and activities
- provide all necessary safety equipment and clothing for their employees
- all plant and equipment brought onto the School site must be safe and in good working order and with any necessary certificates available for checking
- ensure that all accidents and dangerous occurrences are reported to the School Principal
- ensure that all School safety notices and alarms are followed at all times
- ensure that hazardous substances are not brought on to the premises without prior notice and permission
- ensure that 'approved' hazardous substances are stored and used safely whilst on the premises
- ensure that all hazardous substances are removed from the premises
- monitor and assess the safety performance of their employees

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Contractor/Self-Employed Person:

All contractors and self-employed persons shall provide their safety statement when requested to do so and shall:

- conform generally with the duties and responsibilities as for employees
- provide evidence when requested, showing that appropriate employer's liability and public liability insurances are in place
- bring to the attention of the Principal, DSO and anyone else who may be affected by any process or use of materials, which may endanger health and safety while at work
- comply with the requirements of this safety statement, and co-operate with the school Board of Management in providing a safe place of work and a safe system of operation
- ensure all their employees and others under their care are provided with and wear protective clothing and equipment appropriate to the task
- report any defect in the plant and equipment, place of work, or system of work without unreasonable delay
- only use competent and suitable persons on site
- obtain the consent of the Principal before engaging persons other than their direct employees on site
- ensure that their managers, supervisors and employees are aware of the obligations placed upon them with regard to health and safety

CCTV Monitoring

St. Louis School and grounds are constantly monitored by means of 16 CCTV cameras located throughout the school grounds. CCTV evidence can and will be used as evidence in the event of injury / incident (both inside and outside of school hours) to establish details of what occurred. CCTV evidence can and will also be used where possible to assist in the prosecution of trespassers on school property. Warning signs are posted throughout the property advising persons of the presence of cameras.

School gates are closed during standard school holidays, and on weekends from Friday evening to Monday morning during term time.

Fire Alarm

St Louis School is protected by Platinum Fire Protection, in accordance with the requirements of Sections 8, 11, 12 and 19 of the Safety, Health and Welfare at Work Act 2005, and The Workplace Chapter of the Safety, Health and Welfare at Work (General Application) Regulations 2007.

Firefighting equipment and alarm system is supplied and Maintained by Platinum Fire Protection, Monaghan. Servicing is carried out quarterly in accordance with legal requirements. The alarm system is linked to John Treanor and the key holder for the premises is Watch It Security.

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PART 2: Risk Assessment

Health and Safety – Glossary of terms

Accident:	An accident is an unexpected event that leads to injury to a person and/or damage to equipment.
Incident:	An incident is an unexpected event that could lead to an accident if not dealt with.
Hazard:	A hazard is defined as something with the potential to cause harm.
Risk:	Risk is the likelihood, great or small, that someone will be harmed by the hazard, together with the severity of that harm suffered and the number of people who might be exposed to the hazard.
Risk Assessment:	Risk assessment is a careful examination of what, in the workplace, could cause harm to people, so that one can weigh up whether one has taken enough precautions or should one do more to prevent harm.
Control Measure:	This is a procedure put in place to reduce the risk due to a hazard

Hazard Identification and Control Measures

Risk assessment is based on the possible consequence of an accident occurring in the workplace. Risks will be classified as either High (H), Medium (M) or Low (L) depending on the possible worst case consequences of a particular occurrence.

- Where the consequences of an incident could be fatal, the risk will be classified as High.
- Where long term fatal illness or disease is a possible consequence the risk will be classified as High.
- Where the consequence of an incident is likely to be serious injury and permanent incapacitation, the risk will be classified as High.
- Where the consequence is less serious injury but there is frequent exposure to the hazard, the risk will be classified as High.
- Where short to medium term injury or illness is a likely consequence, the risk will be classified as Medium.
- Where the consequence is likely to be minor injury or illness with no long term or permanent ill effects, but there is frequent exposure to the hazard, the risk will be classified as Medium.
- Where the consequence is likely to be short term illness or minor injury with no long term or permanent ill effects, the risk will be classified as Low.

Hazards

1.) Housekeeping Arrangements

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Good housekeeping is one of the foundation stones of safety. Many serious accidents result from people tripping, slipping and falling over materials and equipment that are poorly stored or placed on access routes in a hazardous manner. Good housekeeping means maintaining the area and ancillary accommodation in a clean, tidy, safe and hygienic manner. All employees should accept responsibility for housekeeping practices with a view to preventing accidents and promoting good health.

The main objectives of a good housekeeping policy are:

1. To eliminate accident and fire hazards.
2. To conserve space, time, materials and effort.
3. To provide and maintain safe and healthy working conditions.

Material Storage:

Improper storage arrangements for materials, equipment and substances can result in serious accidents.

- Materials should be stored in designated areas with stacking arrangements supervised by a competent person. Hazardous substances should be stored, transported and used safely and only stored in properly labelled and approved containers in designated areas or compounds.
- Adequate clearance should be provided between stacks and all storage facilities kept secure in terms of stability.
- Specific arrangements should be in place covering the storage of highly flammable liquids and gases, with designated well-ventilated stores. Highly flammable liquids and gases should never be stored overnight in buildings. They should be removed to a secure compound or designated store.
- Suitable and sufficient lighting should be provided at all storage locations and along access routes. The lighting should be maintained on an ongoing basis and any defects corrected without delay.

Floors and Access Ways:

- All access ways should be kept clear at all times.
- Stacked materials should not project into the access way or passageway.
- Inclined ramps should have raised slats fixed on their surface, with an opening to enable wheelchairs, etc. to move safely along them.
- Floors and access ways should be cleaned regularly and kept firm and level to prevent sudden drops.
- Suitable and sufficient lighting should be provided and maintained on an ongoing basis.

Disposal of Waste:

- Adequate provisions should be made for the storage and disposal of waste materials.
- Waste should not be allowed to accumulate on the premises and never stored along access routes or passageways.
- Harmful or toxic waste should be stored and disposed of in accordance with statutory provisions.

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- Waste food should be stored in lidded containers and disposed of safely.

Hygiene:

- Welfare facilities, including toilets and canteens, should be kept clean at all times and inspected on a regular basis.
- Separate toilets for each sex, marked appropriately. Toilets ventilated, kept in working order, contain wash basin with hot and cold (or warm) running water, contain soap and towels and waste bins that are emptied daily.
- Employees should be encouraged to maintain high standards of cleanliness in welfare facilities and to report any defects or deficiencies.

2.) Manual Handling

Heavy objects should be lifted and carried properly. If duties require manual handling, an assessment can be carried out, see Appendix 1.

Students:

Students should not be asked to lift or carry objects unless the staff member is confident that they can do so safely. Students are encouraged to carry their schoolbags properly, e.g. not excessively overweight and, if heavy, not slung across one shoulder.

3.) Electricity

Risks:

Harm may be caused by:

- Use of faulty electrical equipment.
- Overloading of electrical circuits.
- Improperly installed and maintained electrics.

Accidents are mainly due to misuse of badly maintained equipment and an increased risk of electric shock during cleaning operations. Based on the likelihood of an electrical accident and the severity of injury, electricity is thought to present a Medium risk.

Control Measures:

- Ensure that all wiring installations are checked and repaired by a competent electrician on a regular basis.
- Ensure that all extensions, alterations and repairs to electrical circuits are carried out in accordance with ETCl (Electro-Technical Council of Ireland Limited) rules.
- Ensure that all electrical work that involves more than fuse, bulb or plug changing is attended to by qualified personnel.

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- Ensure that all socket outlets carrying 220V a.c. or more shall be protected with earth leakage circuit breakers with 30mA/30msec sensitivity. This is recommended as a fire precaution and to prevent electric shock.
- Ensure that all electrical equipment used out of doors should be suitably insulated and should be supplied through a circuit protected by a 30mA residual current device.
- Ensure that damaged power leads are shortened to remove the damaged section or are replaced – they should never be repaired.
- Ensure that multi adapters are only used for low powered equipment such as VDUs, adding machines, etc on a temporary basis. Ensure that all circuits are provided with suitable safety trips and fuses. Where necessary have additional power point installed by a competent qualified electrician (RECI – Register of Electrical Contractors of Ireland).
- Ensure all electrics are kept under review to ensure that they do not provide sources of ignition.
- Circuits at distribution boards should be properly marked as a precaution for maintenance work.
- Ensure that flexible cables are adequately protected against external mechanical damage. Flexible cables are not allowed to run across floors. Where damage at floor level to cables is possible, protection by ramps, conduit or armouring should be used.
- Unless absolutely necessary, no work is carried out on live electrical equipment. To work on live equipment special precautions are taken by competent electricians.

Employees are obliged to report any faulty or defective electrical equipment or installation and are advised to report any loose electrical connections, any electrical shocks, any burning smell or blackening of leads or plug pins to management.

The school will adhere to its obligations under the Safety, Health and Welfare at Work (General Application) Regulations 2010) and the amendment Regulation 74 (Interpretation) insofar as it applies to schools:

Portable Equipment

This means equipment including hand-held portable equipment which:

- (a) because of the manner in which it is to be used, requires to be moved while it is working,
- (b) is designed so that it can be moved while it is working, or
- (c) is moved from time to time between the periods during which it is working.

Use of Portable Equipment: Portable equipment should be used in accordance with the manufacturers' instructions and be used for its intended purpose.

St Louis School shall ensure that –

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- (a) a circuit supplying equipment or a socket outlet intended to supply portable equipment, including any circuit supplied by an electrical generator and in which is used alternating current at a voltage –
- (i) exceeding 125 volts and
 - (ii) not exceeding 1,000 volts,

is protected by one or more residual current devices having a tripping current not exceeding 30 milliamperes operating within such period of time so as to provide the necessary protection to prevent danger to any person coming into direct contact with any live part of the circuit;

- (b) portable equipment is maintained in a manner fit for safe use.

Maintenance:

All portable equipment must

- be stored in a careful manner when not in use.
- be transported in a secure manner so that the equipment is not subjected to unnecessary shocks or vibrations.
- be used in its intended manner, in its intended environment and never overloaded
- use correctly rated protective devices and never by-pass these devices.

Visual checking by the user before use

It is recommended that before using any portable equipment the user should ensure that it is correctly rated for use in the proposed location and environment. Then visually check that it is safe to use, with no signs of damage or defects.

Check:

Tool/Appliance:

- is the on/off switch working correctly?
- is there any sign of damage to casing?
- are there any loose parts or missing screws?
- is there evidence of overheating or moisture?
- are live parts properly guarded, so as not to be inadvertently accessible?

Examine its voltage rating to ensure that it is the right voltage for the purpose and the appropriate plug-top for that voltage.

Cable/mains lead:

- It should be securely anchored to the plug and to the appliance/tool.
- No signs of cuts, fraying, brittle cable, leads kinked or coiled, taped joints or overloading.
- Cable cores should not be externally visible.

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Plug:

- The cable should be securely anchored with no signs of cracked casing, overheating, loose or bent pins.

Socket-outlet:

- Is it free from cracks or other damage?
- Are there any signs of over-heating?

Periodic inspection by a competent person

St Louis School shall ensure, where appropriate, that a competent person:

- tests any portable equipment that is designed for use and supplied at a voltage exceeding 125V ac and which is exposed (in use) to conditions causing deterioration liable to result in danger.
- Certifies whether or not the portable equipment (including any cables and plugs) was, on the day of test, as far as could reasonably be ascertained, safe and without risk to persons coming into direct or indirect contact with any live part of the equipment.

The school will keep records of inspections and tests carried out by competent persons.

4.) Office Arrangements

Hazards include:

- Improper use of power points
- Trailing cables
- Poor layout/inadequate space.

Risks:

- Overloaded power points can create a fire hazard.
- Trailing cables can result in trips and falls.
- Improper layout/inadequate space can result in bumping into fittings etc.

Control Measures:

- Ensure that suitable lighting arrangements are provided for office work.
- Ensure that sufficient fixed socket outlets are provided throughout the office areas to minimise the use of adapters and extension leads.
- Ensure that cables do not run across open areas; where trailing cables are a problem they shall be covered and the risk of tripping eliminated.
- Ensure that adequate and suitable storage facilities are provided.
- Ensure that adequate space is provided to prevent overcrowding and to allow free movement around the office areas.
- Ensure that bins are emptied regularly.

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- Ensure that drawers of filing cabinets etc are kept closed unless being accessed for materials.
- Ensure that all office furniture and equipment is kept in good condition. Any defective, broken or faulty materials shall be replaced/repaired immediately.

5.) Fire/Evacuation

All Teachers have been briefed on the school's evacuation procedures and are responsible for the safe evacuation of their respective class. Evacuation routes and assembly points have been identified for all areas. Maps detailing the escape routes have been prepared and are located in rooms as necessary. All firefighting equipment is tested and serviced annually by specialised contractors. Alarm systems are regularly checked and maintained.

Evacuation drills take place at least once a year or more often if required. Employees are reminded to familiarise themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency. All emergency exits are clearly marked and unobstructed at all times.

New teachers and employees will receive basic fire training and will be instructed on the following:

- policy on smoking, electrical equipment etc. and how to raise the alarm
- actions to be taken on discovering a fire
- location and use of escape routes
- the evacuation procedure
- assisting disabled people, visitors and others during evacuation
- location and use of fire extinguishers

List of Emergency phone numbers

- Ambulance 999 or 112
- Monaghan Hospital 047 81811
- Cavan General Hospital 049 4376000
- Gardaí 999 or 112
- Fire 999 or 112
- ESB Emergency 1850-372-999
- Gas (Leaks etc.) 1850-200-550

Common fire hazards in premises include faulty electrical equipment, improperly stored flammable materials, gas leaks and smoking.

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Risks

Fire can cause severe burns and death. Health and safety risks from an outbreak of a fire on the premises must be considered as High.

Control Measures

A fire safety programme shall be developed to guard against the outbreak of fire and to ensure as far as is reasonably practicable the safety of persons on the premises in the event of fire, and to:

- ensure that adequate means of escape are available, unobstructed and clearly identifiable throughout the premises
- ensure that an adequate supply of fire extinguishers are provided throughout the premises. Fire extinguishing appliances are readily identified and clearly visible, with easy access and will be unobstructed at all times. The appliances must not be interfered with in any way. These should be checked and maintained on a regular basis.
- ensure that all staff are informed of the location of this equipment and of its proper use in the event of a fire breaking out. These appliances are provided to deal with incipient fires. Personnel using these appliances will tackle small fires if they feel they can do so without endangering themselves.
- ensure that notices are posted indicating the proper use of firefighting equipment and all fire stations are adequately indicated
- ensure that a fire risk emergency plan has been drawn up and notices are prominently displayed
- ensure that all staff are instructed to read the 'Fire Orders'.

All personnel shall be instructed on:

- how to call the fire brigade
- the correct use of the fire appliances provided
- escape routes

Safe emergency procedures to:

- ensure that all electrical arrangements are kept under review to prevent the risk of electrical fire
- ensure that good housekeeping practices are operating to prevent the build-up of combustible materials that constitute a fire risk
- restrict the use of portable electric bar heaters on the premises

Fire Protection

- Ensure that all fire extinguishers, hose reels and hydrants (if fitted) are correctly suited and meet the statutory regulations.
- Ensure that any smoke or heat detectors are regularly tested by a competent person.
- Ensure that fire alarm bells (break glass activation) are fitted and maintained regularly.
- Ensure that all firefighting equipment is regularly tested and serviced by specialised contractors.

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- Ensure that all fire exits and emergency paths of egress are marked using the standard symbols. Staff must ensure they are kept clear at all times.
- Ensure that fire assembly points are clearly defined.

Fire Prevention and Safety

- Ensure that special care is taken when working with naked flames, hot surfaces and heated elements and, where practicable, protective guards will be used.
- Ensure that all combustible materials are stored in a safe manner and are removed on a daily basis.
- Ensure that all electrical switch systems, motors, cabling, plugs and sockets are of the highest safety standards. They must comply with all the safety regulations as regards earthing, fusing and insulation.
- Ensure that fire safety inspections and analysis of potential fire hazards are regularly carried out.
- Ensure that a fire safety register is maintained.

Anyone discovering a fire should:

- Activate the alarm system
- Ensure that the fire brigade are called.
- Alert others.

Fire Evacuation Procedure:

When the fire alarm bell sounds:

- Staff and students should immediately exit the building along the nearest exit route. Do not stop to collect personal belongings.
- If a room or corridor is filled with smoke, crawl low on your hands and knees to the nearest exit. The cleaner air is closer to the ground.
- The teacher should be the last person to leave the room. Before leaving he or she should, if possible, turn off the lights, close the windows, unplug any electrical equipment in use at the time, close the classroom door and leave the building with a class attendance record.
- Everyone should move quietly in single file along her/his exit route to the designated assembly point. Students must maintain silence, in case instructions have to be given regarding alternate routes etc.
(Please Note: If it is necessary to direct part of your group to use another exit to avoid congestion, they must still go to the original Assembly Point for the roll call. They should be advised of this.)
- The teacher will take a roll call at the Assembly Point.
- The Assembly Points are:

In the yard at the front of the New School Building – separate lines for individual classes, starting with 1st year's closest to school. (*In the event that*

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this area is not accessible, the old assembly point at the Tennis courts will be the back-up location)

- Report names of missing students to the Principal on and the Deputy Principal on, or if unavailable, to the teacher taking responsibility
- Remember, once outside, remain there. Do not return to the building until you have been given permission to re-enter the building.
- If the alarm sounds **between classes** or during **break/lunchtime** you should leave the building by the nearest exit door and then once outside make your way to the assembly point for the previous class.

Assembly Points



Disabled Staff and Students

Arrangements will be made for the safe evacuation of those with disabilities, which may include learning, physical and sensory difficulties. This may require special training of staff. Such arrangements will depend on the actual disabilities involved and in the event of an evacuation shall be put into operation.

Management Duties

Arrangements have been put in place by management to execute the following elements of the Fire Safety Programme.

- The instruction and training of staff in general fire safety.
- The holding of fire evacuation drills, **at least once per term**
- The maintenance of escape routes.
- The provisions of adequate fire protection on equipment and systems and their inspection and maintenance.
- Keeping fire drill records.

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General Instruction:

The tasks of prevention and extinction of fire, if possible, and evacuation of persons on the premises rest equally on every member of staff, regardless of status.

- All members of staff must familiarise themselves with:
- The position of fire exits.
- The location of fire appliances.
- The raising of the fire alarm.
- All members of staff must attend fire drill instruction when detailed to do so.
- All must investigate and raise the alarm if a fire is suspected.

6.) Chemical Hazards

Chemicals used in the school range from common everyday products such as glues, correction fluids, bleach, dishwasher tablets, photocopy machine toner, printer cartridges to acids and other substances used in the school laboratories. The hazards associated with such chemicals and the safety precautions to be taken are documented by the manufacturers and suppliers in the form of Material Safety Data Sheets. These should be consulted before using any chemical substance.

7.) Biological Agent Hazards

These include fungi, viruses and bacteria that can cause infection.

Moulds are fungi which may begin growing indoors when spores land on surfaces that are wet. Some moulds can produce vapours, which are detectable by the human nose at very low concentrations. This is what gives the unpleasant 'musty' odour associated with dampness and mould growth.

Most moulds grow well at warm ambient (15⁰-25⁰C) temperatures, but a few prefer lower or higher temperatures. All moulds require a steady supply of nutrition and moisture to live and grow. Nutrition, in the context of St Louis School buildings, is provided by flour dust, cooking oil droplets, skin scales, hair, spiders' webs, plaster-board, wood etc. Indoors, moisture can result from flooding, leaking pipes, damp etc.

Mould growth could cause the following ill health effects;

- Allergic Reactions
- Asthma - can trigger attacks or worsen existing conditions
- Irritant Effects of the eyes, skin, nose, throat, and lungs
- Opportunistic Infections - people with weakened immune systems may be more vulnerable to infections by moulds.

The school prevents mould growth by eliminating all sources of moisture.

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Measures taken include:

- Fixing leaky plumbing immediately
- Preventing water leaking in from the exterior, clearing gutters regularly and repairing any damage to gutters.
- Preventing condensation by increasing the surface temperature or by reducing the humidity in the air.
- Venting dryers to the outdoors
- Fixing rising damp problems

If you suspect mould growth in the school, you should report to the Principal immediately. Under no circumstances should you attempt to clean or interfere with the mould growth in any way even if this prevents the completion of your normal duties. The area may have to be fully cleaned before normal duties may resume.

8.) Display Screen Equipment

Display screen equipment means any alphanumeric or graphic display screen, regardless of the display process involved.

The definition of “display screen equipment” covers computer screens and microfiche readers and applies to both conventional cathode ray tube (CRT) display screens and other display processes such as liquid crystal displays.

Employee means an employee who habitually uses display screen equipment as a significant part of his or her normal work;

Workstation means an assembly comprising display screen equipment, which may be

provided with a keyboard or input device or software, or a combination of the foregoing, determining the operator and machine interface, and includes—

- (a) a work chair and work desk or work surface,
- (b) any optional accessories and peripherals, and
- (c) the immediate work environment of the display screen equipment.

Users of VDUs in St Louis will take the control measures outlined in the risk assessment for VDU equipment.

9.) Stress and Coping

Stress Policy:

St Louis School adheres to all aspects of the 2005 Safety, Health and Welfare at Work Act, which obliges employers to identify and safeguard against all risks to health and safety, including stress.

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Workplace stress arises when the demands of the job and the working environment on a person exceed their capacity to meet them. Causes of stress in the workplace can include:

- faulty work organisation
- poor working relationships
- poor communication at work
- ill-defined work roles
- highly demanding tasks
- the threat of violence

Stress means a negative reaction to pressure, accompanied by fear of not coping, loss of control and lack of support. It is a physical and emotional experience and involves increases in blood pressure, hormone activity, digestive disturbance and sleep patterns. Thoughts are also affected and mood and behaviour changes considerably. Stressed people often do not realise they are stressed, but those around them probably do.

Safeguarding health and safety from the effects of stress is based on the same approach as that of any other hazard:

- identification of potential problems
- assessment of risks
- implementation of safeguards
- monitoring the effectiveness of safeguards.

Management will support members of staff who are, or feel that they are, at risk from stress. School policies including the behaviour code and the admissions policy are designed to help control the hazard of stress. Other actions may be taken by management from time to time as necessary, including staff development programmes and interventions including counselling and the seeking of medical or other assistance. To minimise the risk of stress for all members of the school community, it is important that our community adhere at all times to the policies and partake in any such programmes and interventions.

10.) Particular General Hazards

The attention of the school community and visitors is drawn to the following general hazards:

- Tiled and *terrazzo* floors: please take care if these floors are unavoidably wet.
- School yard, paths etc: please be careful, especially when wet or in frost or snow.
- Stairs and ramps: please be careful using stairs and ramps, particularly when unavoidably wet or when crowded. *When floors are wet, warning signs are placed to advise students and staff to take extra care.*
- Schoolbags and equipment placed on the floor in classrooms, staffroom etc. Please be aware that these should not form an unacceptable hazard for our school community. If possible place them elsewhere.

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- Room furniture, desks and chairs: please do not block access, use furniture properly. Do not sit on furniture not designed for that purpose –e.g. worktops, tables. Sit on chairs and stools properly.
- The stage: please be careful when using the stage. The edge of the stage should be clearly marked.
- Please take particular care when using equipment, appliances, chemicals etc. in specialist areas such as the Art Department, Science Department, ICT Department and Home Economics Department and in the Maintenance Department. Please refer to specific appendices for particular rules and procedures.
- Please see other policies, particularly the Behaviour Code, Anti-bullying Policy, Pastoral Care Policy and Substance Abuse Policy for other relevant Health and Safety issues.

There is a duty on all members of the school community to reduce insofar as is possible the risks from these hazards, e.g. by wearing appropriate footwear, behaving responsibly and always considering the health and safety implications of their actions.

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11.) Accident Investigation and Reporting

The first priority of those who are at the scene of an accident should be:

- care and protection of the person involved
- immediate protection against the risk of any further injury

All incidents no matter how trivial, whether to employees, students or visitors must be reported immediately or as soon as possible to the Principal or in their absence, the Deputy Principal. It is essential that a report be drawn up as soon as possible after an accident. Failure to investigate an accident and implement its findings could allow a recurrence of a similar accident. The accident report should give the following:

- Time and location of accident.
- Nature of injuries sustained and individuals affected.
- Others present as witnesses.
- Damage sustained.
- A comprehensive description of the events leading up to the accident and the emergency action undertaken. A sketch or photographs of the accident scene may be included as necessary.
- Name of reporter and name(s) of staff assistants.
- Recommendations to prevent recurrence with a view to prevent similar accidents in future.

A copy of the report must be given to the Principal for keeping in school records and a copy kept in the Subject Department or laboratory accident report file if one is maintained. An Accident Report form is available for this purpose and must be completed by the staff-member to whom the incident was first reported or who first came upon the incident. This also applies to school trips.

Where an accident investigation is necessary, all employees are obliged to co-operate fully with such an investigation and to provide any information, which may be useful in establishing the circumstances leading up to the accident. Under the Safety, Health and Welfare at Work (General Application) Regulations 2007 (Part X) all accidents at work which cause an employee to be away from their normal work duties for more than three calendar days must be reported to the Health and Safety Authority on Form No. I.R. 1. This includes accidents to staff when they are away from the school on school business, i.e. field trips, and school tours. The Principal is responsible for completion, where necessary of this form. The form can be obtained from the HSA web site (www.hsa.ie) and filled in directly on the web site. The normal accident reports to the school Principal and for the school's insurance company should also be completed.

First Aid: Adequate first aid provisions are available and maintained under the control of a qualified first aid person.

The Board of Management will continue to review this policy from time to time. Changes may be made in the light of new legislation, recommendations from consultant(s) and as a result of Health

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and Safety inspections carried out by staff. Notwithstanding this, a major review of this policy will take place before 30 May 2021.