



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



St Louis Secondary School Safety Policy

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: _____



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Introduction

St Louis Secondary School is an exclusively girls' school located on the Glen Rd, Monaghan. There are approximately *520 students and 40 teachers, 1 SNA and 5 ancillary staff*, 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.**
Do you want me to change to this- 2 Biology Labs, Art Rooms, Computer Rooms?

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.
- ❖ *Maternity Protection Acts, 1994 and 2004*

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.

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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 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.

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Assignment of Responsibilities

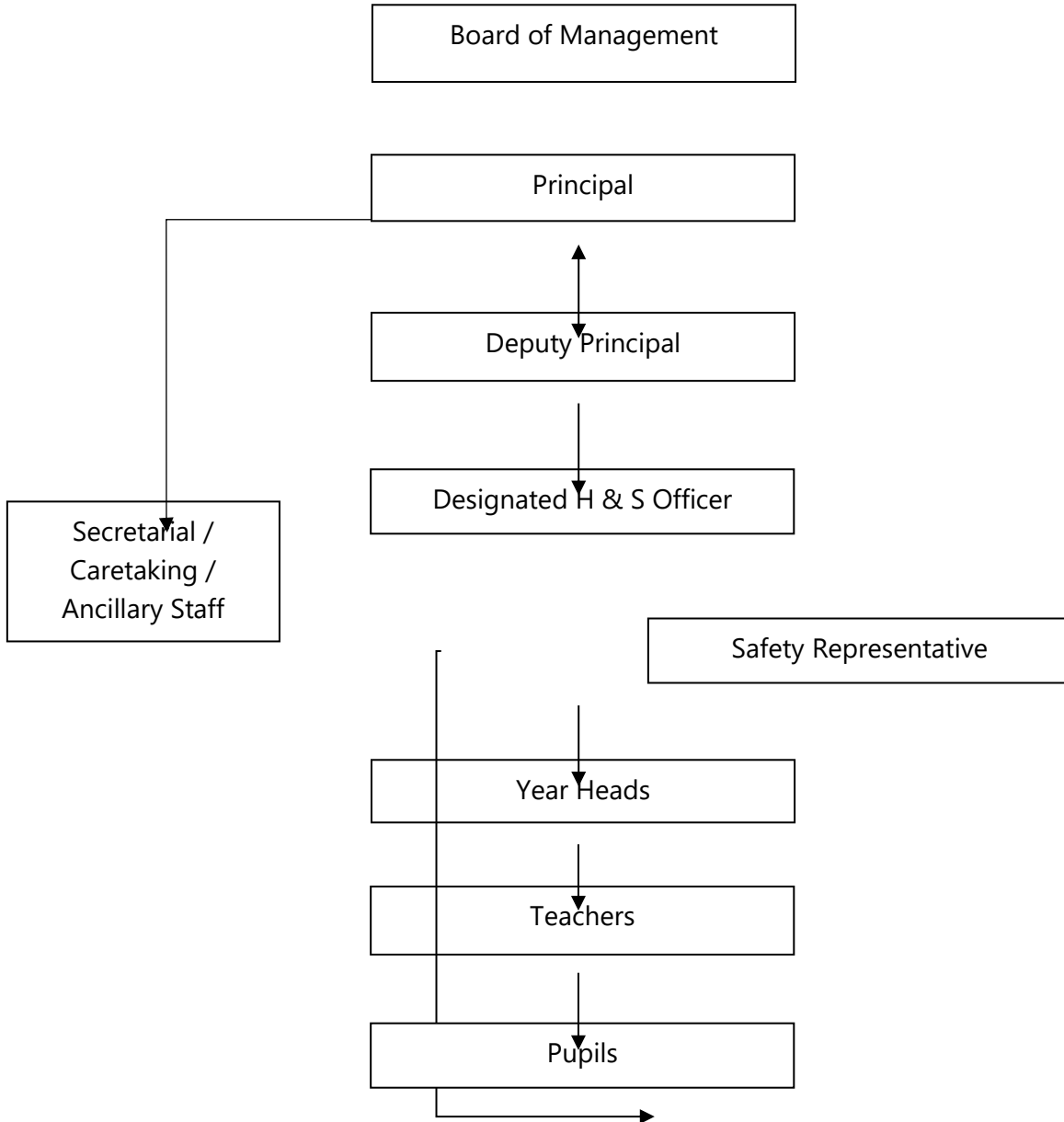


Fig 1 Health and Safety Organisation Chart

Board of Management

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

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- 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

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- Ensuring that safety considerations are observed by any and all contractors working within the School
- 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 Jen O'Leary is acting as Safety Rep.

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Year Head Teachers

Their main functions are:

- 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

School Caretaker

The caretaker, who reports directly to the school Principal, is responsible for the operation and maintenance of electrical, plumbing and security systems. This includes, but is not limited to:-

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- Maintenance and repair of furniture, windows, fixtures and fittings, and ensuring that they are kept to an agreed / appropriate standard and condition
- Upkeep and renewal of paintwork.
- General tidiness of school, disposal of rubbish, grass cutting.
- General cleaning and upkeep of school, organising of school cleaners.
- Opening and closing of the school/general security related duties.
- First keyholder, attending to alarm call outs.
- Making the school safe, particularly during bad weather conditions.
- Parking and traffic management.
- Strict compliance with School Child Protection Policy.
- Reporting of suspicious happenings or unauthorised persons on the premises
- Monitoring of the level of heat throughout the school during the year, and exercising economy in the use of fuel and light throughout the school buildings and preventing unauthorised use of the same.
- Health and safety responsibilities, including such as maintenance, care and storage of all equipment, maintaining of any registers as may be required (ladders, saws etc.)
- Organising where necessary for outside contractors to carry out such tasks as are outside his / her area of expertise or capability, and ensuring that said contractors
 - i. Adhere to all ST Louis Secondary School health and safety requirements
 - ii. Supply their own tools and equipment at all times, including ladders and other means of access to work at height
 - iii. Ensure that all work areas where they may be interaction with students are appropriately segregated and that such barriers etc remain in place for the duration of the works
 - iv. Providing adequate and suitable supervision of contractors and their staff
- The caretaker is also responsible for setting an example to contractors and / or other visitors by wearing agreed safety footwear at all times while on duty, and by wearing an approved high visibility vest or jacket at all times in outside areas of the school or grounds
- The caretaker must also undertake any course or training as required by the job (Manual Handling, abrasive Wheel training, Work at Height training) and deemed necessary by the Principal or the Board of Management

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	Jen O' Leary
First Aid	Jen O' Leary
	<i>Caoimhe Flanagan</i>
	<i>Sandra Roeser</i>
	<i>Niall Myers</i>
	<i>Colin Fox</i>
	<i>Barbara McDonald</i>

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Eleanor Connolly

Jonathan Williams

Katie O'Connor

Shauna Keogh

First Aid training was completed in 2023, and will remain current until 2025.

Stocking of First Aid boxes

Jen O'Leary

H & S Co-ordinator

Jen O'Leary

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

¹ As required by SHAWAWA, 2005

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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 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:

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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:

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. *A pregnant employee may request such a risk assessment once she has informed Management of her pregnancy.* 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.)

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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 **MUST BE taken at least two weeks before the date that the baby is due, and at least four weeks after birth***).

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

First Aid:

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:

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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:

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.

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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

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

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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.

Travelling to & From School - Health and Safety Issues

We would like to bring the following issues to your attention to ensure your daughter's personal safety and welfare.

1. We wish to emphasise the importance of students wearing seat belts **AT ALL TIMES** on buses travelling to and from school and on school trips. Any student who travels to school by bus should also be acutely aware of the possible dangers from other road users when alighting and exiting the bus and to exercise extreme caution in this regard. Students walking to or from bus pick up points **should** wear high vis vests for their personal safety.
2. Students should only cross the road at the pedestrian crossings provided throughout the town, exercising due caution and not using a mobile phone, especially at Dunnes Stores, where a filter system is in operation. Extra care should be taken in the vicinity of the Margaret Skinnider roundabout, where some buses allow students to alight at the roundabout; in such cases both pedestrian crossings **MUST ALWAYS BE USED** by students, as outlined above
3. Any student who requests permission to go home during the day must be collected from the school office by a parent, guardian or designated person.
4. Parents collecting or leaving students by car should only enter the school premises by the Glen Road entrance. (Leading to the lake side of the school). The Broad Road entrance (beside Dunnes Stores) is the private access to St. Louis Convent. **Only**

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students walking to school may use this entrance. There is no access from the secondary school to the infant or primary school.

5. Students who drive onto the school premises must provide a copy of their insurance and driving licence to the school office. Students must park in a designated area. The school **DOES NOT ACCEPT** any responsibility for any damage caused to student cars, they are parked at the student's own risk. Cars parked on school premises must remain there until the school day is over; students are not permitted to drive into town at lunchtime. Students are not permitted to carry passengers except family members.
6. Students may only avail of school facilities during term time.

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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

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

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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.

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- Harmful or toxic waste should be stored and disposed of in accordance with statutory provisions.
- 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 ETCI (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 electricians 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 –

- (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 –

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- (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.

Plug:

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

Socket-outlet:

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- 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.
- 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.

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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 **per term** 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.

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.

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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.
- 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.

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- 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.
- 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.

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- 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.
- The Assembly Points are:

On the Tennis courts, where students will line up in their base classes, and remain with their class teacher

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.

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.

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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 (15^o-25^oC) 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.

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.

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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. 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

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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.
- 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

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Health and Safety inspections carried out by staff. Notwithstanding this, a major review of this policy will take place before 28 February 2025.

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Amendment Register

Date	Revision No.	Amendments	Amended By
25/06/2024	03	Update to student and teacher numbers, page 3 Inclusion of Maternity Protection acts 1994 & 2004, page 3 Updated list of First Aid personnel, page 11 Updates to 'Pregnant Employees' section, pages 14 & 15 Addition of 'Travelling to & From School' section, pages 17 & 18	G McC