Health, Safety and Welfare Statement

St. Mary’s B.N.S.
Rathfarnham
Revised September 2010

First Edition September 2000
Third Edition November 2008
Fourth Edition September 2009
Safety Statement

(Required by section 20 of the Safety, Health and Welfare at work Act, 2005)

St Mary's BNS
Grange Road
Rathfarnham
Dublin 14

Roll number 19446
September 2010
# SAFETY DELEGATION

## Overall Responsibility

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<tr>
<td>Mr Tom Mullins</td>
<td>Principal</td>
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**Safety Systems**

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<th>Name</th>
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<tr>
<td>Edward O’Riordan</td>
<td>Deputy Principal</td>
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**Fire & Other Emergencies**

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<tr>
<th>Name</th>
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<tr>
<td>Mr Tom Mullins</td>
<td>Fire Officer</td>
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## Protective Equipment

**Fire Marshals**

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<tr>
<td>Niamh Hughes (Area A)</td>
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<td>Sheenagh Currie (Area C)</td>
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<td>Mr Oliver Egan</td>
<td>Caretaker</td>
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<td>Enda McCabe</td>
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## Staff Training

**First Aid Team**

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<td>Enda McCabe</td>
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## Instruction Training

**Stocking of First Aid Boxes**

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<th>Name</th>
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<td>Tom Mullins</td>
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## Equipment Hazards

**Consultation Arrangement**

<table>
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<tr>
<th>Name</th>
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<td>Oliver Egan</td>
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<td>Board of Management</td>
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## Engagement of Contractors

**Purchase of Safety Equipment**

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<thead>
<tr>
<th>Name</th>
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<td>Tom Mullins</td>
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<td>Edward O’Riordan</td>
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A.E.D Check

Name:
- Nuala Hendrick (Sept/Oct)
- Valerie McHugh (Nov/Dec)
- Breda Monaghan (Jan/Feb)
- Mary Curtin (Mar/April)
- Josephine Heffernan (May/June)

Sub: Edward O’Riordan

Safety Representative

Name: Ms Siobhan Brady—Staff (2010/11) Title: Teacher
Safe System of Work

PERSON RESPONSIBLE

NAME: Mr Tom Mullins
JOB TITLE: Principal

AUTHORISED DEPUTIES ARE:

NAME: Mr Edward O’Riordan
JOB TITLE: Deputy Principal

NAME: Don O’Neill
JOB TITLE: Assistant Principal

NAME: Josephine Heffernan
JOB TITLE: Assistant Principal
# St. Mary’s B.N.S.
## Health, Safety and Welfare Statement
### Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Aid Arrangements</td>
<td>8</td>
</tr>
<tr>
<td>Safety Policy of St Mary’s BNS</td>
<td>9</td>
</tr>
<tr>
<td>Statement on General Policy</td>
<td>10</td>
</tr>
<tr>
<td>Safety Delegation</td>
<td>11</td>
</tr>
<tr>
<td>Responsibilities of Safety Committee</td>
<td>12</td>
</tr>
<tr>
<td>Revision &amp; Monitoring</td>
<td></td>
</tr>
<tr>
<td>Specification of co-operation required from Staff Members</td>
<td></td>
</tr>
<tr>
<td>Co-operation of Members of Staff</td>
<td></td>
</tr>
<tr>
<td>Safety Committee</td>
<td>15</td>
</tr>
<tr>
<td>Informing Staff Members &amp; Visitors</td>
<td>16</td>
</tr>
<tr>
<td>School Description</td>
<td>18</td>
</tr>
<tr>
<td>Size &amp; grounds</td>
<td></td>
</tr>
<tr>
<td><strong>Supervision policy</strong></td>
<td></td>
</tr>
<tr>
<td>1. Yard &amp; break times (under review at present)</td>
<td>18</td>
</tr>
<tr>
<td>2. Yard supervision (see draft policy being submitted to board June 2007)</td>
<td>19</td>
</tr>
<tr>
<td>3. Wet days</td>
<td>19</td>
</tr>
<tr>
<td>4. Supervision of pupils</td>
<td>19</td>
</tr>
<tr>
<td>5. Outings</td>
<td>20</td>
</tr>
<tr>
<td>6. Overnight trips</td>
<td>20</td>
</tr>
<tr>
<td>7. Sick Bay</td>
<td>20</td>
</tr>
<tr>
<td>8. Early Collection</td>
<td>20</td>
</tr>
<tr>
<td>9. Hazards</td>
<td>20</td>
</tr>
<tr>
<td>Use of VDUs</td>
<td>20</td>
</tr>
<tr>
<td>Pregnant Staff Members</td>
<td>20</td>
</tr>
<tr>
<td><strong>Emergency Evacuation Procedures</strong></td>
<td>21</td>
</tr>
<tr>
<td><strong>School Evacuation Procedures</strong></td>
<td>22</td>
</tr>
<tr>
<td>Accidents, Dangers Occurrences &amp; First Aid Policy</td>
<td>24</td>
</tr>
<tr>
<td>Protective clothing</td>
<td></td>
</tr>
<tr>
<td><strong>General School Policies</strong></td>
<td></td>
</tr>
<tr>
<td>1) Non-smoking Policy</td>
<td>25</td>
</tr>
<tr>
<td>2) Assaults on Teachers</td>
<td>26</td>
</tr>
<tr>
<td>3) General Safety Policy</td>
<td>27</td>
</tr>
<tr>
<td>4) Goal Post Policy</td>
<td>29</td>
</tr>
<tr>
<td>5) Manual Handling Policy</td>
<td>30</td>
</tr>
</tbody>
</table>
6) Housekeeping Policy
7) Welfare Policy
8) Life Long Illness/Medical Condition Policy
9) Bullying, Sexual Harassment & Racial Discrimination
10) Anti- Bullying Policy for Pupils
11) Equality Policy
12) EU Directive on Car Seats
13) Weight of Schoolbags – Guidelines
14) Defibrillator Policy
15) Critical Incident and Management Plan

Appendix

1. Guidelines re. Bullying for Staff
2. St Mary’s policy on use of internet & e-mail
3. Physical Hazards
4. Fire
5. Health & Safety with respect to Science
6. Manual Handling
7. Working with Display Screen Equipment
8. Poor Housekeeping/slips, trips, falls
9. Human Factor Hazard
10. The Roof
11. The Grounds
12. Office Safety Checklist
13. Pregnancy Checklist for pregnant staff members
14. First Aid Boxes Checklist
15. Hazard Report Sheet – Classroom
16. Internet Acceptable Use Policy & Permission Form – Children
17. Evacuation Drill
18. Accident Report Form - Children
   • Accident Report Form – Adult & Incident Report Form HSA
   • Staff Members Details Form
   • Board of Management Acute Medical Form
   • Risk Assessment Pro-Forma
FIRST AID ARRANGEMENTS

FIRST AID BOX CONTENTS

Location(s) of First Aid Boxes:
- Corridor 15 +16
- Room 2
- Room 8
- Office
- Room 1
- Room 6
- Room 11

Person(s) Responsible for First Aid Training & Equipment:
- Mr Tom Mullins
- Ms Fiona Tighe

Safety Consultation Arrangements

Designated Safety Co-Ordinator: Mr Edward O’Riordan
Staff Safety Representative: Ms Siobhán Brady

Formal safety consultation meetings will be held every 12 months in October of each year.

These meetings will be attended by the Safety Officer and the Safety Committee.

Notice of such meetings will be displayed in the Staff Room.

Staff members with particular safety concerns will be invited to attend.

These meetings will also address safety training needs of employees and will draw up an ongoing programme of employee training. The minutes of these meetings will be made available to all employees.
Safety Policy of St. Mary's BNS.

The Board of Management (BOM) of St. Mary's Boys' National School acknowledges its role in protecting the safety and welfare of all people employed in and affected by the workplace. The BOM is committed to implementing, controlling and maintaining a programme that ensures, where possible, that all risks and hazards are eliminated or otherwise controlled to an acceptable level and in the process ensure the safety, health and welfare of all our pupils and of all who visit or use the school.

To this end we are committed to implementing safe work systems and methods to ensure the safety, health and welfare of all. Putting in place the safety and health measures required by the 2005 Act, and any other appropriate health and safety regulations. We expect all staff at St. Mary's BNS to co-operate with the Board in implementing this policy and to comply with all safety and health measures issued by Mr Tom Mullins, Principal, The Board of Management, and the Department of Education and Science.
Statement on General Policy

The Board of Management, St. Mary's Boys' National School, Grange Road, Rathfarnham, Dublin 14, accepts its responsibility under the Safety, Health and Welfare at Work Act, 2005.

This safety statement sets out the safety policy of the Board of Management, St. Mary's Boys' National School, Grange Road, Rathfarnham, Dublin 14, and sets out the means to comply with this policy. The Board of Management's objective is to endeavour to provide a safe and healthy work environment for all our Staff Members and pupils and to meet our duties to members of the public with whom we come in contact.

Co-operation will be expected and forthcoming from all school staff. The Board also aims to make St Mary's a safe place for all users of the facilities of the school.

Should anyone consider that a hazard or important issue has not been dealt with or dealt with appropriately, then he/she should bring the issue/hazard to the attention of the appropriate person (Edward O’Riordan (Safety Co-ordinator) – 2010).

It is our intention to undertake annual reviews (in October of each year) of the statement in light of experience, changes in legal requirements and operational changes.

The Board of Management undertakes to carry out regular reviews of Safety in consultation with staff, particularly Principal and Safety representative. The inspection/safety audit will be carried out more frequently if requested by either staff or the Board of Management.

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

Signed

________________________________________
Chairperson, Board of Management.

Safety Delegation
A Safety Delegation comprising safety representatives from the Board of Management, Parents Association, Staff and the safety officer. This committee will meet to review all safety issues and accidents/dangerous occurrences in order to ensure compliance with the provisions of the Safety Statement and National/EU Regulations.

The following persons have been appointed for 2009 to uphold the school’s health and safety policy:

**Mr Enda McCabe – Member of Board of Management**

*Enda McCabe is accountable to the BOM regarding all Health & Safety issues*

**Ms Siobhán Brady – Staff Representative**

*Ms Brady represents school staff and will bring to the attention of the Health & Safety Co-ordinator or the School Principal issues of concern.*

**Mr Edward O’Riordan (Deputy Principal) – Safety Co-ordinator**

*The safety Co-ordinator may investigate accidents and dangerous incidents, as well as undertake inspections. The Safety Co-ordinator may be in direct contact with the Health and Safety Officer*

**Mr Tom Mullins (Principal) – Fire Officer**

**Mr Alan Balfe – Board of Management**

*Patricia Conlon, Carina Cashman and Geraldine O’ Carroll.*

Parents Association representatives

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The Safety Committee is responsible for the
Provision and maintenance of fire protection equipment

Provision of written information and instructions regarding fire safety in the building.

Provision and maintenance of first-aid boxes throughout the building and on school field trips.

Provision of safety training as outlined in this document.

The BOM commits to dedicating at all times the financial resources necessary to ensure, as far as is reasonably practicable, the safety, health and welfare of the school’s Staff Members, pupils and visitors to the premises.

The BOM understands its legal obligations and its commitment to comply with the Safety, Health and Welfare at Work Act 2005 and associated Regulations and European Law and recognises that staff and pupils travelling during school trips are covered under this legislation.

Revision and Monitoring

The Safety Statement will be reviewed, where applicable, by the BOM and the Safety Committee and will be changed as appropriate. In the event of revisions in legislation, a review of the Statement will also be required.

Compliance with the Safety Statement will be monitored by: The Board of Management Representative (Mr Enda McCabe – 2010)

- Audits carried out by the safety committee
- Evaluation of accident reports and statistics.

The Staff Representative will notify staff Members through staff meetings and communications of any changes to the Safety Statement.

Specification of Co-operation Required from Staff Members

Co-operation of Members of Staff

In order to have an effective Health and Safety policy, the co-operation of the individuals in matters relating to Safety, Health and Welfare is of paramount importance and the BOM expects every member of staff, contractor and visitor to the school premises to:

- Take reasonable care of their own safety, health and welfare and that of any other person who may be affected by their acts or omissions while at work
- Co-operate with each other so that the school will be able to comply with any of the relevant statutory provisions
- Use any suitable personal protective equipment provided, in the correct way.
Personal Protective Equipment includes appliances, protective clothing, conveniences, equipment or other means or things provided for securing the safety, health and welfare while at work.

- Report to the Safety Co-ordinator, without unreasonable delay, any defects in equipment, place of work, or system of work, which he/she considers might endanger Safety, Health and Welfare
- Ensure that no member of staff shall intentionally or recklessly interfere with or misuse an appliance, protective clothing, convenience, equipment or other means or thing provided for securing the Safety, Health and Welfare of persons arising out of work activities
- Ensure that they are aware of the identity of all persons responsible for securing the Safety, Health and Welfare of persons working on the premises.

The BOM requires that members of staff clearly understand and comply with the rules and regulations pertaining to the following:

- Where a member of staff wilfully or knowingly disregards his/her duty in relation to an individual's health and safety, he/she may be subject to disciplinary action, including dismissal (Refer to INTO Guidelines).
- The proper use of equipment, the adherence to lifting methods and housekeeping procedures in order to maintain a safe and healthy workplace
- Emergency evacuation procedures. Detailed notices of the procedures are posted throughout the building. It is the responsibility of all to ensure that they are aware of these procedures, in particular, the evacuation point.
- The BOM has provided and will continue to maintain work areas and facilities, which are safe, clean and healthy. However, all staff have a duty, through proper use of work areas and facilities including toilets, kitchens, etc., to keep the workplace in a safe, clean and healthy condition for the continued benefit of themselves and their fellow staff members.
- Staff Members must inform the safety co-ordinator immediately of any injury no matter how minor. An accident report must be completed jointly by the staff member and safety co-ordinator and returned to the safety representative within 24 hours. Particular attention should be given to the details on the accident report form.
- Staff members are obliged to inform the safety co-ordinator of any hazard or incident (whether it be a machine or dangerous behaviour on the part of an individual or individuals) which may affect their own health and safety, or that of any other person. The safety co-ordinator must follow up on that information with a view to preventing any similar incidents in the future.

If staff members are in any doubt about actions to be taken in relation to safety, they must consult their safety co-ordinator immediately as failure or delay in doing so could result in injury, either to themselves or to others.
Roles and Responsibilities
The points which follow outline the School’s model for an effective health and safety work environment. It ensures mechanisms are in place for consistency, communication and responsibilities.

School’s Obligations

- Ensure that there are safe means of access to the place of work
- Endeavour to ensure that the equipment and facility is safe, and without risk to health
- Ensure that all Staff Members receive adequate safety training and instruction appropriate to the task performed
- Ensure that all Staff Members are aware of the actions to be taken in the case of an emergency and that properly maintained fire fighting equipment is available
- Ensure that good housekeeping standards are maintained and in particular that fire exit routes are kept clear
- Consider and support any representation about health and safety from any Staff Member
- Be fully familiar with the School’s Safety statement and ensure all Staff Members are informed of its contents and any subsequent revisions
- Demonstrate through personal behaviour, that only the highest standards of safety are acceptable
- Ensure that communication is maintained with other users in the building in relation to health and safety matters.
The Safety Committee

The names of the Safety Committee are outlined above. The function of the Safety Committee will be to discuss matters relevant to the safety and health of all people working in the school. The BOM will endeavour, through training and information, to ensure that members of the Safety Committee are kept up to date and informed of:

- The legal requirements relating to Health and Safety at Work
- The practical hazards of the workplace and measures deemed necessary to eliminate or minimise risks deriving from these hazards.

The Safety Committee will have the authority to:

- Request advice on matters of accident prevention and fire safety
- Carry out regular audits using the audit forms provided
- Represent the workplace when meeting with officers from the Health and Safety Authority (HSA).

The Safety Officer (Board of Management Representative – Mr Enda McCabe (2010-2011))

The Safety Officer will ensure through the safety co-ordinator to:

- Be aware of his/her duties and responsibilities required by legislation and will endeavour to ensure correct use of work area/equipment
- Endeavour to ensure that all repair and maintenance work is completed to standards meeting legal requirements so that all defects are attended to promptly
- Ensure that all accident report forms are completed and followed up as appropriate
- Accompany the HSA on all inspections of premises and ensure that their recommendations are carried out.
- Provide information on health and safety matters.
- Ensure that the safety statement is read and understood by all Staff Members and appropriate third parties
- Act as an advisor carrying out spot checks on all areas of the school from time to time and update and upgrade hazard identification and risk reduction statements as required.

Fire Safety Officer (Principal)

The role of the Fire Safety Officer is outlined in the emergency evacuation procedure.

Arrangements for Consultation with Staff Members on Health and Safety

Consultation Mechanism

The Board of Management is committed to meeting its obligations under Health and Safety legislation concerning consultation with safety representatives and others at the workplace.
The following process allows Staff Members to be fully informed and involved in the school's safety procedures.

This is accomplished through a Safety Committee structure involving the BOM, Staff Members and Parents, with representatives from each area. Staff Members should note that if they wish to sit on the safety committee they should communicate this wish to the Safety Co-ordinator.

It is recommended that Safety be a regular item on the agenda of all staff meetings, in order to heighten awareness.

The Safety Committee will meet twice yearly (1st & 2nd term). All staff members are actively encouraged to participate in the safety process on matters relating to Safety, Health and Welfare. Staff Members have access for addressing issues with anyone in the Committee.

Appropriate safety training will be provided to all safety team members to enable them to conduct their duties, as appropriate.

**Informing Staff Members and Visitors on Health and Safety**

**Staff Members**
The Safety Committee will be responsible for co-ordinating all staff safety training. In this regard:

- All staff members will receive training to ensure that they understand the safety precautions and the emergency procedures to be followed
- Training in Manual Handling Techniques has been given to all relevant Staff Members within 1 month of commencement. Any Staff Members directly involved in manual handling tasks will receive training on commencement. Training in first-aid has been given to a selected number of Staff Members. Training in fire prevention and procedures to be followed in the event of a fire, will be given to all staff members on their first day
- All formalised training courses attended by staff members will be tracked and retained.

**Visitors**
The following procedures must be upheld to ensure the safety of visitors to the premises and also staff members of St Mary’s.

- Reception must be aware of all visitors to the premises.
- Visitors are requested to observe the fire policy at all times and to conduct themselves in a safe manner
- Visitors should be accompanied while on the premises. While this is not always possible, staff members should follow this guideline as closely as is reasonably practicable
Responsibility for the safety of the visitor and ensuring that the visitor is aware of the school's Health & Safety policies, including their fire policy, rests with the visitor's host.

The Board of Management will report to the Health and Safety Authority 9HSA0, 12 Hogan Place, Dublin 2, accidents which result in a Staff Member's or student's absence from work/school for more than three days, which requires treatment from a registered medical practitioner or treatment in a hospital and an accident which results in the death of a Staff Member or student.
St. Mary's BNS, Grange Road, Rathfarnham, Dublin 14.

The school is located off the busy Grange Road in Rathfarnham, however it is well set back from the road. The entrance consists of both a vehicular and a pedestrian entrance and they are separated by a railing. The entrances are tarmacadamed as is the designated car park and play area for the pupils. As there are now more staff cars than parking spaces, staff cars are parked along the left side of the main entrance. Staff cars, which use the main entrance are parked in the car park and also at front of office. Refuse is also stored in bay area in the car park. The narrow entrance to the school yard at the end of the avenue has a moveable barrier which prevents cars from entering the school yard. This barrier is supervised when the children are playing at break times.

1 The pedestrian entrance is narrow and gets quite congested for a short period when the pupils are exiting at 1.30pm and 2.30pm. Also at 8.45am when the pupils/parents are entering. Only staff cars and parents with invalided pupils with special permission are allowed to drive into the school at entry time and exit times.

2 Outside of school hours other users of St Mary's are permitted to park in the school yard e.g. RCBS/Rathfarnham Theatre Group etc

3 Pupils who cycle to and from school are asked to dismount and walk in the pedestrian entrance. Helmets are recommended to be used by the cyclists. Parking for bicycles is provided in the school grounds and pupils must ensure their bicycles are locked safely at all times. The 5th class have the opportunity to do a certified safe cycling course in the school each spring.

4 Two lollipop persons are allocated. Both of them work at the lights at the junction of Grange RD/Nutgrove Ave. 30/40 metres from the gate of the school

School Size and Grounds
The school was opened in 1977 and the design and layout are typical of the period. It is a one storey building with a felt roof which has recently been upgraded. Presently the staff consists of 17 mainstream teachers, 6 learning support teachers, seven special needs assistants, a principal, a secretary, English teacher for non nationals and a part time caretaker. There are over 453 boys in the school, from junior infants to sixth class.

The school grounds are ample to cater for those numbers at recreation times. Children are assigned designated play areas, which are supervised at break times by three teachers and four SNAs. Organized team games, especially hurling, football and rounders are played on the school field, situated at the far side of the school.

Yard and Break.
Children generally spend two breaks in the yard. Lines divide the yard, and children are reminded to stay in their designated play area. Rough play is not permitted. Children
should enjoy their yard time, and in order to do so, all pupils must play safely. At a request from the BOM the yard is supervised from 8.40. There is no supervision before this. Parents are regularly informed of this.

To get to the yard, half the children exit towards the school field area to the rear of the school. The other half enter and exit towards the yard area to the front of the school. Two classes use one main exit from their classrooms. The above have been considered in our school evacuation plan. Teachers on the field side are requested to supervise the pupils as they make their way to the yard. An accident book is kept in sick bay to record all accidents that occur during break. This is done by one of the teachers on duty.

**Yard Supervision – (See Supervision Policy)**

Presently there are three teachers on a rota basis rostered to be on yard duty for the two lunch breaks 10.45-11.00 and 12.30 -1.00. Assisting the teachers are seven SNAs. In some cases the SNAs are requested to pay particular attention to the pupils assigned to them or other pupils needing extra supervision. Mostly, the SNAs assist the three teachers with general supervision of the pupils with one SNA delegated to Senior Infants and one delegated to Junior Infants. It is recommended that there should be at least four adults on the yard during breaks.

**Note:** There are presently ten adults on duty when the whole school is at break. It is desirable that this level of supervision should be maintained at all times. Those on supervision are reminded that they should be in the yard at 10.45 -11.00 and from 12.30 – 1.00.

**Wet days**

The following is indoor supervision on wet days – one teacher supervises rooms 1, 2, 9, 10, one teacher supervises rooms 11, 12, 13, 14, 15, 16 and one teacher supervises 3, 4, 5, 6, 7, 8.

**Supervision of Pupils**

- It is the aim of the Board of Management and of the school staff that 'best practice' regarding supervision is in operation at all times while the pupils are under our care:
  - If a teacher leaves the class, even for a short period, he/she should inform the teacher next door and leave the dividing doors open
  - Pupils should not enter the classroom unsupervised, returning from PE, computer room, church, swimming and outings, including lunch break.
  - When the whole class is moving in line outside of the class, the teacher should stand out of line so that he/she can supervise all of the pupils.
  - When returning from yard teachers on the field side should work together one teacher of class escorting pupils from yard while the other unlocks/opens the doors and supervise pupils entering the classrooms
Outings
Teachers must always have adequate supervision in place when taking pupils on outings. More than one adult should always be present. Pupils should be coached in advance regarding safety. If necessary parents should be invited to accompany School staff and aid in supervision of such outings.

Trips involving overnight stays
There are mostly international trips. Adequate supervision and guidelines for those involved should be in place and be presented to the principal in advance of such trips. See school policy on School Tours.

Early Collection
Pupils to be collected early must have a note from a parent/guardian. The parent/guardian should report to school reception at the designated time. Parents should not collect pupils from classrooms.

Hazards
Chemicals, detergents etc. should always be stored in clearly identifiable containers bearing warning signs, instructions and precautions for their use and kept in a locked area, and protection provided for use when handling them.

Use of Display Screen Equipment (DSE)
In compliance with the Safety, Health and Welfare (General Application) Regulations 1993, the School is committed to providing appropriate equipment and training to DSE Users (defined as those employees who use a display screen for more than one hour per day at work).

Pregnant Employees
In accordance with the Safety, Health & Welfare (Pregnant Employees) Regulations (Regulation 3) a pregnant employee must notify her Principal of her condition 'as soon as is practicable after it occurs and, at the time of the notification, give to her employer or produce for her employer's inspection a medical or other appropriate certificate confirming her condition'. Pregnant employees must complete the Pregnancy Employees Risk Assessment Form – Appendix 13 for submission to their Principal and the Health and Safety Co-Ordinator. Where the preliminary assessment highlights areas of concern, the Health and Safety Office will complete a more in-depth assessment in conjunction with the School/Unit and the employee to establish appropriate controls.
Emergency Evacuation Plan

This school has an evacuation plan so that in the event of any emergency, staff members, pupils and visitors can be evacuated in a quick and safe manner. All staff members will be informed of the evacuation plan during their health and safety training. All staff members must adhere to the plan and obey any orders given by appointed fire officer.

Fire Marshals
Fire Marshals will be Staff Members who will be responsible for:

- Evacuation of other staff members and pupils in their responsible areas in any emergency. Consultation with the fire officer concerning all emergency issues
- Communicating any changes in evacuation procedures to staff members.

Fire Marshals will also ensure that in their area of responsibility, equipment, articles, substances or work methods that could lead to a fire or other emergency, are always stored correctly and never left unattended.

Fire Marshals will also be a source of information should a staff member have any question concerning emergency procedures.

Fire Marshals will have deputies to act in their absence.

Fire Marshall Procedure
On hearing the alarm, encourage all Staff Members and pupils in your surrounding area to move quickly and calmly to the nearest exit.

Check your surrounding areas for remaining staff members or pupils and then leave the building immediately.

All Fire Marshals must be trained in the use of fire extinguishers. Do not tackle a fire that is not in your control. Staff member safety is of paramount importance.

Fire Marshals, once outside the building, should report to the fire officer and await further instruction.

The Fire Officer
The Fire Officer will have responsibility for the co-ordination of any emergency evacuation.

The Fire Officer will consult with and inform Fire Marshals and Staff Members on evacuation procedures within the school. Fire Officers will also be sources of information regarding health and safety.

It will be the Fire Officer's responsibility with the Safety Officer to devise, execute and regularly practice evacuation procedures by way of fire drills and to ensure that all Staff Members receive regular training in this area.
The Fire Officer will also carry out regular fire inspections of the premises and regular inspections of the fire protection systems.

The Fire Officer will liaise with the emergency services and will give instructions for re-entering the building. The Fire Officer will have a deputy to act in his/her absence.

**School Evacuation Procedures**

Anyone (child or staff) discovering an outbreak of fire or discovery of other hazard should raise the alarm at once. This should be done by alerting the office or dialling 999 from the Staff Room.

The function of the fire alarm signal is to warn every person in the building that a state of emergency has arisen and that drill procedure should be put into operation at once. In order that the evacuation is successful, all passage ways must be clear. To this end, pupils are reminded to keep their school bags underneath their tables at all times. Teachers are asked to train pupils to keep passage ways in classrooms free of bags for safety of movement for all at all times.

In the event of a fire the following procedure is followed

- Alarm is raised.
- Local Fire Brigade is called by the Principal or office or other adult
- School is evacuated
- Pupils and staff make their way to their assembly point
- Each teacher calls the roll.
- Children with an SNA, a special education teacher or an EAL Teacher, go with the teacher to their class assembly point
- Secretary will assist Junior Infants
- The Caretaker will assemble at Point B
- The Principal (Fire Officer) will assemble at Point B
- Fire Wardens from point A, B + C will report to the Principal at Point B. Stating names of missing persons if any.

In the event of evacuation, there are three main assembly areas; two in the school field,
and one in the schoolyard. On hearing the alarm, pupils should stand to attention by their desks and, when instructed by the teacher in charge of the class as to the exit route to be followed, should leave the classroom in single file. Classes should then proceed at a steady uniform pace to their place of assembly, the teacher following at the rear with the roll book, closing the door of the classroom and all doors on the escape route which will not be used again.

When the pupils have reached the place of assembly, a roll call or count should be taken, if possible from the roll, and each Marshall should report at once to the principal teacher "all present" or otherwise. If anyone is missing an immediate search by the staff should be made as far as is practicable, with no place to which pupils have access being overlooked.

All doors must be closed on departure.

The officer in charge of the Fire Brigade should be met on arrival by the Principal and immediately informed whether or not all persons have been safely evacuated.

**DO NOT RE-ENTER THE BUILDING UNTIL YOU HAVE PERMISSION FROM THE FIRE OFFICER**

**Evacuation Drill**

One evacuation drill is held a term

- October
- March
- May

Assemble points are clearly marked one is located in the yard area and two in the field area.
Accidents, Dangerous Occurrence and First-aid Policy

Accidents

Should any staff member or pupil be injured, and then if able, he/she should call for help. If the staff member or pupil is unable, then a colleague should locate a member of the first-aid team and bring him/her to the scene.

A witness to an injury should not attempt to move any staff member or pupil unless it is to remove him or her from immediate danger. A member of the first-aid team must always be called immediately. In the event of a child losing consciousness the emergency services should be called immediately.

The first-aid team will control all first-aid equipment, including first-aid boxes, but other staff members will know the location of the equipment in case a member of the first-aid team is unavailable.

All members of the first-aid team are trained by a recognised body, with a written exam at the end.

Members of the first-aid team will call on the emergency services when required. Members of the first-aid team will retain a written account of any incident on the appropriate form. Every staff member should report, to the safety officer, any accident or incident experienced or witnessed.

All staff members are required to complete a written account of any incident or accident they have witnessed or experienced on the accident report form and return it to the health, safety and welfare co-ordinator for signing and filing.

The health, safety and welfare officer will, when necessary, fill out and return to the HSA:

- The form of notice of accident
- The form of notice of dangerous occurrence.

The health, safety and welfare co-ordinator will keep a copy of all these forms and also the written accounts of the accidents and incidents for 10 years.

Protective Clothing

All staff if in contact with bodily fluids should use rubber gloves.

There is a box of rubber gloves made available to all teaching staff. Only to be used for H&S related incidents.

Staff Members have a duty to check their PPE and ensure that it is maintained and stored correctly. Should any Staff Member consider that there are any defects in his/her PPE or
that it does not meet his/her needs, he/she should immediately inform the supervisor.

Staff Members must not begin or continue to work if there is something wrong with their PPE.

The safety officer must regularly check the functionality of all PPE (Personal Protective Equipment).

Presently three S.N.A's, a teacher and the principal are first aid trained (Mary Bruton and Fiona Tighe, Jean Raymond, Tom Mullins, Manus Breathnach), and can be called on to assist in a crisis situation, all staff should be aware of who they are. The other SNAs have opted to do a basic First Aid Course. There are currently seven first aid boxes in the school. First aid is administered for minor ailments. I.e. cuts and bruises. If the situation is more serious, the pupil's parents and or a doctor or ambulance is called. Our approach is that if there is any concern that the parents and professional aid must be called.

As a general rule, teachers are not involved in the administration of medications to pupils. In exceptional circumstances a teacher may agree to become involved in the administration of medication. In this instance the following procedure must be followed:

- The parents of the pupils concerned must write to the Board of Management requesting the board to authorise a teacher to administer the medication. The request should also contain written instructions of the procedure to be followed in administering the medication.
- The Board of Management, having considered the matter, may authorise a teacher to administer medication to a pupil.

Non-smoking Policy

St Mary’s is committed to providing a healthy work environment for its Staff Members. Second-hand smoke is a known carcinogenic health hazard and therefore it will be treated in the same manner as any other health hazard.

Any person found smoking in a designated area (an area in which the consumption of tobacco products is either prohibited or restricted), may be subject to prosecution, which could result in a maximum fine of €126, and the person in charge of such areas, i.e. the principal, could be subject to a maximum fine of €634. (Section, 4 Tobacco {Health and Promotion and Protection}) Act, 1988). To this end, smoking is not permitted on St. Mary's school grounds. Outside groups and those renting the school are informed of this as part of the conditions of use.

While the Principal is responsible for ensuring strict compliance with this policy, all staff members share in the responsibility for adhering to and enforcing this policy. The disciplinary procedure will be used should any staff member choose not to adhere to this policy.
Assaults on Teachers

In line with the school's code of behaviour and Discipline for pupils, acts of violence of any kind are not tolerated. If a situation arises wherein one or more teachers feel threatened by or uncomfortable with a student, contact is made with the parents guardians immediately. St. Mary's recognizes the importance of open and positive contact with the pupil's guardians in such a situation.

St. Mary's staff have drawn up a procedure to follow in the event of actual assault. It is accepted that judgement will have to be exercised in each case, and although very infrequent, our staff recognise the importance of correct procedure. In the event of assault:

a) The incident should be immediately reported to the Principal teacher/other colleague.

The details of the incident should be recorded in an Incident Book kept for this purpose in the workplace. Situations in which members have been intimidated or threatened with physical violence should also be recorded.

b) Where necessary, immediate medical assistance should be sought.

c) The matter should be reported to the Gardaí, where appropriate. This report should be made by the teacher who was assaulted.

d) The Board of Management should be notified of the incident.

e) The pupil should be dealt with in accordance with the school's Code of Discipline and as provided for in Rule 130(5) of the Rules for National Schools.

f) Repeatedly aggressive pupils should be referred, with the consent of parents, for psychological assessment in order to assess the pupil's social and emotional needs and to determine how these can be best met.
General Safety Policy

In order to ensure the safety of pupils and staff alike:

• Passages/corridors are adequately lit.
• Doorways are kept clear and unobstructed at all times.
• Floors are washed after school hours to prevent pupils/staff slipping on the wet surface.
• All medication, drugs etc are kept in a secure medication cabinet, which is locked at all times.
• The school's heating system is serviced annually during the summer holidays in order to ensure it complies with the requirements if circular 24/82.
• All windows are fitted with blinds in order to provide shade.
• All electrical equipment is checked regularly to ensure it is correctly earthed.
• All lighting is checked regularly to ensure that it is adequate for the type of work being carried out, as specified in circular 24/82.
• Plugs and sockets are checked regularly to ensure they are in good condition.
• Leads are checked regularly to ensure they are not cracked or frayed, without knots and without kinks.
• Photocopiers are situated in well ventilated areas.
• The kitchen area/staff room is cleaned daily by the cleaning staff.
• The boiler room is maintained by the school's caretaker. No combustible waste is stored in the boiler room, and all safety devices within are checked regularly to ensure they are in proper working order.
• P.E equipment is stored in the designated area, so as not to cause a hazard.
• The school yard is checked regularly for uneven/broken/cracked surfaces. The yard is kept clean at all times, and free of glass.
• Roofs, guttering drainpipes etc are maintained by the school's caretaker.
• The school's grass is cut using a tractor. This does not take place while pupils are playing nearby.
• In line with recent measures by the Department of Education, Teachers and pupils are reminded that a well fitting backpack is best suited for carrying workbooks home in. Teachers have posted signs in each class room to re enforce this measure.
• Flat Roof. Balls sometimes, need to be retrieved from the flat roof. The caretaker sees after these. He and the Principal are the only members of staff authorized to climb the ladder which should always be attended while it is being climbed. Under no circumstances are pupils allowed on to flat roof.
• Deliveries. Those making regular deliveries are regularly reminded about the dangers of driving within the school. Vehicles should never enter the yard area when pupils are out playing without the utmost care.
• While pitches are in use parents/children on pitch sidelines or outside classrooms should exercise caution at exit times 1.30pm/2.30pm matches/training should cease where there is a danger to parents waiting.
• Tractor/Lawn Mowers. Pupils are never allowed to go close to the tractor or lawn
mower while they are in use. If a pupil approaches while either tractor or lawnmower are in operation the operator should stop the engines until pupils are at a safe distance.

• Goals. In the field there are three sets of moveable goalposts. The present type used is regarded as the safest type available. They are secured to the ground by plates. Moving these goals is a task carried out by the principal/deputy principal assisted by the caretaker and six class pupils. Under no circumstances are pupils to move/lift goalposts without being supervised by principal/deputy principal.

• Football Boots. Boys are forbidden to come into the school wearing football boots.

• Computer Room. The Computer Room area must always be kept tidy and clear of clutter. All machines must be maintained and be presented in a safe manner. The door/exit must be kept clear and unobstructed at all times.

• Gloves must be used when handling blood
• First Aid box in Staffroom
• Pupils are not allowed make tea or use geezer in staff room
• Manual handling procedures should be used
• When entering and leaving classrooms children are supervised.
• Pupils are not allowed to climb boundary walls to retrieve balls
• Pupils must use pedestrian entrance when entering and existing the school property.

• Gates in yard are closed during school hours.
Goalpost Safety Plan

Guidance for the general procurement, installation, maintenance, storage and other related matters.

1. Before use, ensure that the goalpost is secured at all times by means of the appropriate supplied anchoring system. This applies to all posts whether they are fixed, portable or free-standing. All goalposts are anchored using the spiral lock system.

2. Before assembly of equipment check that it is not damaged and that it is fit for use. Check for damages to nets, joints and that locking devices are in good working condition.

3. Check that the equipment for securing the product is intact and in good working order.

4. When goalposts that are tall or heavy are being erected/assembled, it is recommended that heavy lifting equipment is used and that correct tools for the job are used at all times. Assembly and erection of goals should be carried out by sufficient number of persons.

5. Consideration should be given to the proximity of overhead electrical cables during the erection and transportation of goalposts.

6. When dismantling goalposts follow the assembly instructions and recommendations. Ensure all ground sockets have been suitably blanked off when goalposts have been taken out to eliminate trip hazards.

7. Portable goalposts should be dismantled or removed to a secure area when not in use following the recommended storage instructions by the manufacturer/owner.

8. Moving: If a piece of equipment must be moved, and no transportation wheels are provided, the equipment should be lifted by a sufficient number of competent persons to prevent injury and to prevent damage to the product.

9. Procurement: All new goalposts should be purchased from manufactures/suppliers that comply with the following standards I.S.EN 748, I.S.EN 749, I.S.EN 750 and BS 8462. All products should carry a manufactures label and safety warning label. The manufacturers label should include instructions for installation, storage, dismantling, inspection and maintenance.

10. Maintenance: Regular maintenance of goalposts is essential to ensure that it is fit for use. In the absence of a standard, it is recommended that the user follow the guidelines set out by the manufacturer.

11. Alterations or additions/appendages (such as target sets) to parts of a goalpost that could affect the essential safety of the equipment should not be carried out.

Please note that the goalpost safety plan as outlined in this appendix is based on a document that originated from Elizabeth O Fen-all, Technical Secretariat, Goalpost Safety Committee, NSAI, Glasnevin, Dublin 9 on 13 July 2006 and is solely for guidance only. The Goalpost Safety Committee is not responsible for any omissions that may have occurred during its generation. Users are responsible for all aspects of goal safety from procurement to installation to storage. Please follow the manufactures instruction at all times. All users should generate their own safety plan in relation to these matters. Queries should not be sent to the NSAI Goalpost Safety Committee.
MANUAL HANDLING POLICY

It will be the policy of this School that, where possible, mechanical devices will be provided for handling so that the requirement for manual handling is minimised. An assessment will be carried out by a competent person from within or outside before manual handling proceeds.

The assessor will look at the following four areas to best decide whether manual handling should take place. The four areas are as follows:

- The characteristics of the load
- The physical effort required
- The characteristics of the working environment
- The requirements of the activity

The characteristics of the load

An assessor may find that the manual handling of a load may present a risk if it is:

- Too heavy or too large
- Unwieldy or difficult to grasp
- Unstable or has contents likely to shift
- Positioned in a manner requiring it to be held or manipulated at a distance from the trunk, or with a bending or twisting of the trunk
- Likely, because of its contours or consistency (or both), to result in injury to staff members or pupils, particularly in the event of a collision.

The physical effort required

An assessor may decide that the physical effort required may present a risk if it is:

- Too strenuous
- Only achieved by a twisting movement of the trunk
- Likely to result in a sudden movement of the load
- Made with the body in an unstable posture.

The characteristics of the working environment

The assessor may decide that the work environment may present increased risk if:

- There is not enough room, in particular vertically, to carry out the activity
- The floor is uneven, thus presenting tripping hazards or the floor is slippery in relation to the Staff Member's footwear.

The requirements of the activity

The assessor may decide that manual handling presents a risk if it entails one or more of the following:

- Over-frequent or over-prolonged physical effort involving, in particular, the spine
- Insufficient bodily rest or recovery periods
- Excessive lifting, lowering or carrying distances, or
- A rate of work imposed by a process which cannot be altered by the Staff
All staff members who receive manual handling training will be trained by a certified competent person. Records will be kept, for thirty years, of all those who receive training. Records will also be kept of both written and practical assessments made after manual-handling training has been given at the workplace.

Manual handling training must cover the following lifts:
- To and from the floor
- To and from a bench
- To and from a height.

Manual handling training must also cover the correct ways of:
- Pulling
- Pushing.

The Safety Committee must ensure that:
- Manual handling training is being carried out and implemented in the workplace.
- Should a staff member change his/her job or work role, then he/she is, if necessary, retrained in manual handling.

All staff members should note that if they are required to handle a load that is too heavy or awkward, then they should call for assistance.

**Procedure for Manual Handling**
The following eight principles must be adhered to when a person is manually handling a load. The person in question must:
- Assess the area and also the load to be handled
- Bend his/her knees
- Ensure that he/she is on a broad stable base
- Ensure that his/her back is straight, though not necessarily erect
- Ensure that when gripping the load, he/she uses the palm of the hand and also the tips and base of the fingers
- Ensure that his/her arms are kept as close as possible to his/her trunk
- Keep the weight as close to his/her centre of gravity as possible
- Point or move his/her feet in the direction he/she is going.
HOUSEKEEPING POLICY

Facilities
The school will ensure that all facilities are adequate and maintained in accordance with legislation; these facilities include heating, lighting, ventilation and sanitary facilities.

Should staff members consider that the facilities are not adequate or are not being maintained correctly, they should inform their safety co-ordinator.

Tidy Work Area
To protect the safety, health and welfare of all in St Mary’s, staff members must ensure that their work areas are kept tidy and free from rubbish. Only essential materials and items should be left on Staff Members' desks or in their work area.

Safe Work Environment
To maintain a safe work environment and to protect the health and safety of all, staff members carrying out tasks involving moving goods/materials must:
- Plan his/her specific path and destination to carry out the task
- Ensure the path is clear of obstructions
- Ensure the floor is not slippery
- Remove all rubbish and litter
- Use the correct PPE provided
- Not carry loads that he/she cannot manage,

Hygiene
A high standard of hygiene and cleanliness is expected. This is to ensure that working conditions are pleasant for all Staff Members and also to protect the safety, health and welfare of all.

Staff members are expected to help maintain these standards throughout.


Welfare Policy

The school is concerned about the welfare of all staff members whether the problems are of a physical or psychological nature.

All physical and psychological issues raised by staff members will be dealt with confidentially.

Should any staff member feel psychologically or physically unwell, whether or not the cause is a work issue, the staff member is encouraged to inform his/her Principal or holistic welfare person (Josephine Heffernan – 2010). For work related injury, the school doctor is obliged to inform the principal of any details relating to the staff member’s ability to perform their job and their likely progress/return to work. Information regarding a staff member’s general well being and issues unrelated to work will remain in strict confidence.

If a staff member does not wish to speak to his or her Principal he/she should approach any member of The Board of Management or a person they feel comfortable talking to. Staff Members are welcome to have a colleague accompany them.

If the School is aware of a problem, help may be provided by reducing workloads and by reorganisation.
Life-Long Illness/Medical Condition Policy

1. Purpose
The purpose of this policy is to ensure that Staff Members who have a life-long illness or medical condition can make the Principal aware of any special needs or requirements they may have and also to protect the health and safety of such Staff Members in line with School’s health and safety policies.

2. Scope
Any Staff Member of the School who has an illness or condition, which requires ongoing medical supervision or intervention and/or the use of long term prescribed medication.

3. Policy
It is School policy to ensure the health, safety and welfare of all Staff Members at all times and all health and safety practices in St Mary’s have been developed to comply with current legislation.

Any Staff Member who has a life-long illness or medical condition is required to notify the Principal on commencement of employment or on being diagnosed with the condition, with the following information:

- Nature of illness/condition (for example diabetes)
- Details of any medication or special procedures required in the event of an emergency (for example an Staff Member who has epilepsy may need to outline what steps are to be followed in the event of he/she having a seizure at work)
- Any allergies, substances or incidents that may affect the illness or condition
- Contact details in the event of an emergency - particularly if these details differ to standard contact details held on personnel file.
Bullying, Sexual Harassment and Racial Discrimination

This policy sets out St. Mary's commitment to creating and maintaining an environment where all members of the School Community are free to work and study without fear of bullying and harassment from any source. The purpose of the policy is to prevent and deter bullying behaviour and harassment and where it occurs to have effective procedures in place to address the matter.

This policy applies to the behaviour of students and staff of the School and others on School business or engaged in activities relating to the School or providing services to the School in all locations and situations including in writing, on the telephone, by email or on the internet in any School related activity.

Statement

St. Mary's BNS Grange Road, is committed to supporting the right of all members of the School community to work and study in an environment which is free from all forms of bullying, including sexual harassment, racial harassment and other forms of discriminatory harassment. Such behaviour can create an intimidating, hostile atmosphere and is unacceptable. It can damage an individual's welfare and can also undermine the School community. We aim to provide guidance towards creating such a work and study environment, and a framework for dealing effectively with complaints of workplace bullying, including sexual harassment, racial harassment and other forms of harassment when they arise.

The School is committed to reviewing this policy and procedure on a regular basis in line with changes in the law, relevant case law and other developments. This policy is underpinned by the Health and Safety Act 2005, equality legislation, in particular the Employment Equality Act 1998 and the Equal Status Act 2000. Breaches of the policy may constitute grounds for disciplinary action.

Definition of Bullying

Workplace bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted: by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but, as a once off incident, is not considered to be bullying.

Bullying can take many forms, from open aggression, threats, and shouting to subtle comments or exclusion. It can be verbal, physical or psychological. It is destructive and may have serious consequences. The impact of the behaviour on the recipient will be taken into consideration when dealing with cases of bullying.
It should be noted that the issuing of reasonable work related instructions or the exercise of lawful management rights or duties would not be construed as bullying.

 Examples of Bullying:

1. Verbal: personal insults, demeaning remarks, humiliation in front of others, nicknames, ridicule, persistent identification of one person 'as a joke', threats
2. Non-verbal or indirect: exclusion, hostile attitude, spreading malicious rumours
3. Abuse of power: excessive criticism, withholding essential information
4. Physical: aggressive behaviour, physical intimidation, unwelcome physical contact up to and including assault

 Definition of Sexual Harassment

Sexual harassment includes acts of physical intimacy, or requests for sexual favours or any act or conduct by a perpetrator, including spoken words, gestures or the production, display or circulation of written words, pictures or other material that is unwelcome to the recipient and could reasonably be regarded as sexually offensive, humiliating or intimidating to the recipient. The unwanted nature of sexual harassment distinguishes it from flirtatious or sexual behaviour, which is entered into freely and mutually. It is the damaging impact of the unwanted behaviour on the recipient, not the intention of the perpetrator, which counts. The impact of sexual harassment is taken into account when cases of sexual harassment are investigated.

 Examples of Sexual Harassment

· Verbal: unwelcome sexual advances, suggestive jokes and innuendo, requests for sexual favours, threats
· Non-verbal or indirect: sexually suggestive pictures or written material, leering or gestures; spreading rumours about a person's sexual behaviour or orientation
· Electronic: sexually suggestive messages or images transmitted by computer or other electronic means
· Physical: unwelcome physical contact, up to and including assault

 Definition of Racial Harassment

Racial harassment, which is harassment on the grounds of race, including national or ethnic origins, is defined as unwanted or unwelcome conduct, or incitement to such conduct, based on a person's race, which is offensive to the recipient and which might threaten a person's security or create a stressful, hostile or intimidating work or study environment.
Examples of Racial Harassment
Verbal: offensive jokes or remarks about a person's race or ethnic origin (including membership of the travelling community), ridicule or assumptions based on racial stereotypes

Non-verbal or indirect: exclusion, hostile or demeaning attitudes, spreading malicious rumours
Visual: production, display or circulation of materials offensive to particular racial or ethnic groups, such as cartoons or racial propaganda

Physical Harassment

Physical assault
Threats of physical assault

Definition of Other Forms of Harassment

Any act or conduct by a perpetrator is considered to be harassment if it is unwelcome to the recipient and could reasonably be seen as offensive, humiliating or intimidating to the recipient, in relation to one or more of the following characteristics of the recipient: gender; marital or family status; sexual orientation; religion; age; disability and membership of the traveller community. Such behaviour can take many forms, similar to those of sexual harassment, racial harassment or bullying. It should be noted that such behaviour may be destructive and is unacceptable.

Harassment by Outsiders

Harassment by persons not directly connected to the School, such as clients, service providers etc is unacceptable and should be promptly reported. Although the School has no power to discipline the offender in such cases, upon receipt of a complaint and after investigation, it will take action in an effort to prevent reoccurrence of such conduct.

Creating a positive environment

All members of the School community share the responsibility for ensuring an environment that is free from any form of bullying or harassment. It is not the intention of these guidelines to prevent normal good-humoured banter between colleagues. However, care needs to be taken not to cross the line into unacceptable behaviour, which is offensive, abusive, intimidating, malicious or insulting. In any case, such behaviour should stop immediately when a colleague indicates it is unacceptable to him or her.

Senior and Middle Management in the School have a specific responsibility to support and implement this anti-bullying and harassment policy, to provide a reasonable work and study environment, and to ensure that appropriate codes of behaviour are maintained
Individual staff members also have a responsibility to help to ensure that unacceptable behaviour does not continue unchecked or unreported. Individual responsibility includes awareness of one's own behaviour and its potential effects on others. Those who are concerned about incidents of bullying, sexual harassment, racial harassment or other forms of harassment, e.g. as colleagues, friends, witnesses, or as people against whom an allegation has been made, should feel free to seek confidential help and advice from the sources of help listed below.

**Reporting an incident:**
(see Positive Working Relations, Bullying/Harassment Document in Health, Safety and Welfare Statement for the hard copy as adopted as school policy November 2009)

All complaints of harassment, sexual harassment and bullying will be treated seriously and with due regard to the sensitivities of the complainant and to the rights of the person against whom the complaint has been made. Complaints will be dealt with promptly and sympathetically. As far as possible, every effort will be made to handle complaints in confidence.

An individual who feels that she / he is being bullied or harassed may wish to use one or all of the following steps. A person may prefer to proceed directly to the formal process and their decision to bypass the informal process should not be held against them.

**Stage 1: Informally address matters between the parties**

It is open to an individual teacher/group of teachers/entire staff to raise the matter of internal working relations in the school, particularly, where staff relations difficulties exist.

For the purpose of this procedure the teacher(s) who raises the matter shall be termed party A. Party A should raise the matter with the teacher(s) it considers to be the source of the difficulty or who is contributing to the difficulty and this may include the principal teacher, i.e. for the purpose of this procedure, party B.

The manner by which party A decides to raise matters, will to a large extent depend on the issues identified by the party, previous experience and the existing procedure in the school for raising matters. In general, the following steps should be taken:

1. Party A should identify the areas where staff relations difficulties exist or if applicable, where relations can be improved;
2. Party A should raise matters at the earliest opportunity directly with party B;
3. Party B should make every effort to respond in a constructive manner to the issues raised by party A;
2 The onus is now on both parties to engage constructively to sort out matters and it would be expected that the parties would be prepared to reach solutions and if appropriate, move their position in order to resolve matters at the earliest opportunity;
3 Both parties should agree realistic time frames which should not be later than 20 school days by which time a framework for resolution of issues should be agreed;
4 The outcome of the discussions should be recorded by the parties in a mutually agreeable manner;
5 By agreement the 20 school day period may be extended and the parties should take specific note of the new time frames.

Please note that if resolution is not achieved and the principal teacher is one of the parties at stage 1, then, where a party wishes to continue, the procedure should, after completion of stage 1, move directly to stage 3 or stage 4.

Stage 2: Role of the principal teacher

Where it has not been possible to resolve matters informally and directly between the parties and where the principal teacher is not a party to the conflict, the principal should be consulted by both parties as follows:

1 The principal teacher should be briefed by each party on the discussions which have occurred at the informal stage;
2 As part of effective leadership, the principal teacher has a role in promoting positive working relations and accordingly should hear the parties and seek to mediate and resolve the staff relations difficulty;
3 The principal should act in a fair and impartial manner and may exercise judgement and make decisions which he/she considers necessary to resolve matters;
4 The onus is on both parties, facilitated by the principal teacher, to engage constructively to resolve matters and it is expected that the parties would be prepared to reach solutions and, if appropriate, move their position in order to resolve matters at the earliest opportunity;
5 Where the principal teacher deems it prudent and appropriate, he/she may raise the matter at a staff meeting and seek to initiate a framework through full staff dialogue, to resolve matters. In these circumstances, it is recommended, that where possible, a neutral member of staff or a member of staff acceptable to both parties, should be selected to chair the staff meeting;
6 The outcome of the discussions should be recorded by the parties including the principal teacher in a mutually agreeable manner;
7 20 school days are provided to resolve matters at stage 2 and the parties should note the time frames which should only be extended by agreement.
Please note that where resolution is not achieved at stages 1 or 2, it is open to the parties to move to stage 3 or to go directly to stage 4.

**Stage 3: External intervention**

Where resolution has not been achieved at either stage 1 or stage 2, the parties and/or the principal teacher may request the board of management to appoint a mediator, agreeable to the parties.

Prior to entering a mediation process, each of the members of staff concerned, will be required to supply the following background information for the attention of the mediator only:

1. A written account of the issues involved;
2. A written account of the initiatives taken to date to resolve matters, detailing any progress made, together with a general outline of the sequence of dates. Where the principal teacher has been involved at stage 2, he/she should also supply an account;
3. A list of the outstanding issues and the resolutions sought by the parties; and
4. A written and signed undertaking, to the effect, that he/she:
   5. Will constructively participate in the mediation process;
   6. Will be flexible in order to achieve resolution; and
   7. Will abide by and act on the recommendations of the mediator.

The mediator shall:

1. Review all of the documentation;
2. Arrange to meet with the parties;
3. Decide on whether it is possible to achieve a framework for resolution in light of the attitudes of the parties; and
4. Where the mediator decides to proceed, he/she shall, following the mediation process, draft a conclusion.

The conclusion of the mediator shall solely state whether mediation has either achieved or failed to achieve a framework for resolution. The conclusion of the mediator shall be available to the parties and to the board of management.

In addition, if a framework for resolution is agreed between the parties, then a copy of it may be appended to the conclusion.

As a rule, the mediator shall complete his/her work within 20 school days.

A joint INTO/management panel of mediators will be established for the purpose of facilitating independent mediation.
Please note that any expenses involved at this stage will be shared by the parties, i.e. INTO and the relevant management body, provided that prior sanction for same has been obtained from those parties.

**Stage 4: Formally address matters with the board of management**

Where it has not been possible to agree a framework for resolution at previous stages, the matter should be referred, by the parties, to the board of management for investigation. The referral should be in writing.
Anti-Bullying Policy for Pupils

Anti-Bullying Charter

Every pupil has the right to be free from bullying during his time in St. Mary's.

Our school will not tolerate any unkind actions or remarks, even if these were not meant to hurt. Any series of unkind actions or comments will be called bullying.

Bullying can be physical, verbal or psychological.

*Pupils:* Remember your CODE be gentle
Be a friend
Tell about bullying

SAY NO - GET AWAY - TELL SOMEONE

*Parents:* Be alert to signs of bullying of your child *or* by your child. Look for support. Do *not* encourage your child to "give as good as you get";

We, the teachers, consider bullying to be a serious matter. We are a "TELLING" school. We recognise that victim and bully need help.

ADULTS MUST PROTECT CHILDREN
Equal Opportunities Policy

1. Purpose
The purpose of this policy is to demonstrate the School’s commitment to equality of opportunity for existing and potential staff members and pupils, by promoting a work environment free from discrimination in the following areas: gender, marital status, family status, race, religion, sexual orientation, disability, age and member of the traveller community.

Scope
All pupils
All present employees.
All potential employees.
All self-employed contractors and partners providing services personally to the organisation.
All past employees for twelve months after termination.

3. Policy
The School is committed to equal opportunity of employment and all employment decisions will be based on merit, qualifications, and abilities. All employment related decisions will not be influenced of affected by an employee's race, colour, nationality, religion, sex, marital status, family status, sexual orientation, disability, age or membership of the traveller community. Implied in all the School's contracts of employment is a commitment to equal pay for like work. The school fully endorses a working environment free from discrimination, harassment and sexual harassment.

The school will strive for recruitment, employment, training and promotion practices and policies that are free of barriers, both systemic and deliberate, that directly or indirectly discriminate against people. This includes those with disabilities, members of racial minorities, women, and all other protected groups.

Training, experience and promotional opportunities are open to all employees of the school. All decisions made will be based on staff members’ existing skills, knowledge and attitude required to perform the job effectively and efficiently, to the standards required by the school both now and for the future.

All staff members with similar job descriptions, or performing similar functions/roles within this school will be treated equally with regard to all aspects of their terms of employment, i.e. working conditions, selection for short term working, transfers, procedures for disciplinary measures and termination of employment.

It is the responsibility of the Principal in this school to support and communicate the Equal Opportunities Policy. The Principal must encourage open discussion with staff members to identify and resolve problem areas. All employees in turn must accept their personal responsibility to comply with this policy. This includes maintaining acceptable standards of behaviour at all times towards all colleagues and pupils alike.
Staff Members are encouraged to raise questions or concerns about the type of discrimination in the workplace and are advised to bring these issues to the attention of their immediate manager or staff holistic officer. The BOM assures its Staff Members that any concerns or reports made will be treated, without fear of reprisal. A staff member engaging in any form of discrimination will be subject to the disciplinary action up to and including termination.

4. Procedure

The School will always state: "We are an Equal Opportunities Employer" in any form of advertising for a job, either internally or externally.

The BOM will take appropriate disciplinary action towards a staff member who fails to follow the School’s Equal Opportunities Policy.

Any staff member who feels that they have been treated unfairly in terms of access to employment, conditions of employment, training, work experience or promotion, regarding or reclassification of posts should follow and apply the school’s Grievance Procedure.

The School will ensure that all staff members involved in making employment related decisions would be provided with training and guidance to ensure that they understand their position, the School’s policy and legal requirements.

When recruiting, full job specifications will be prepared as per CPMSA guidelines.

As cases referring to discrimination on any ground have to be lodged not later than six months from the date of the first alleged breach of the Acts which led to a charge of discrimination, except where a reasonable cause can be shown, all personnel records (these include training or work experience, CV’s applications, interview report forms or any similar documentation) of potential/past employees will be kept for one year after either the termination of application for employment, training or promotion.
EU Directive on Child Car Seats

Dear Parent(s)

A new EU law* has come into force relating to the safety of children travelling in cars.

The law stipulates that safety belts must be worn and that children must be restrained in the appropriate car seat, according to their height and weight.

In brief: children under the height of 1.5 m 150 cms (4' 11") and who weigh less than 36kg (5 stone, 9 pounds) must be restrained in a car seat. This relates to most children under the age of 12 years old.

For primary school children, the most appropriate car seats are booster seats or booster cushions (these can be bought at shops such as Argos or Mothercare).

Booster seats (with a high back) are designed for children who weigh between 15 and 25 kgs (33-55 lbs). This is most children between the ages of 4 and 6 years old.

Booster cushions (no high back) are designed for children who weigh between 22 and 36 kgs (48-79 lbs). This is most children between the ages of 6 and 12 years old.

Booster seats and booster cushions do not have an integral harness to hold the child in place. The adult seat belt goes around the child and the seat. So it is important that the seat belt is correctly adjusted ** so that:

- The belt is worn as tight as possible, with no slack
- The lap belt goes over the pelvic region, not the Stomach
- The diagonal strap should rest over the shoulder, not the neck

Please take 10 minutes to watch the DVD and read through the booklet produced by the Road Safety Authority.

For further information, please go to the Road Safety Authority's website - www.rsa.ie/childsaferincars (there is a link to their website from the school's website in the Child Safety section) or you can telephone the RSA on 1890 506080.

* EU Directive 2003/20/EC was transposed into Irish law by means of the European Communities (Compulsory Use of Safety Belts and Child Restraint Systems in Motor Vehicles) Regulations 2006.

** Some booster seats/cushions come with a seat belt adjuster/positioner when you buy them. If not, you can buy a seat belt adjuster/positioner at places such as Mothercare or Mamas and Papas. They cost around 10 euros.
WEIGHT OF SCHOOLBAGS

The Minister for Education and Science wishes to once again direct the attention of Boards of Management and Principal Teachers of National Schools to circular letter 51/98 which issued to all schools in October 1998 along with a copy of the Report of the Working Group on the Weight of Schoolbags and an information leaflet. One of the main recommendations of the Report was that a campaign of heightened awareness of the problem of overweight schoolbags should be initiated.

In view of the above recommendation it is important that the potential health hazards posed by overweight schoolbags are once again highlighted. While it is acknowledged that positive action has been taken by many schools by implementing a range of measures to minimise the weight children are obliged to carry to and from school, it is important that schools, where problems persist, re-examine their position in this regard. To this end the attention of school authorities is drawn in particular to the actions it is recommended they should take in tackling the problem of overweight schoolbags as outlined on page 4 of the Report.

It is incumbent on school authorities from a health and safety viewpoint to identify this problem where it exists and take whatever steps are appropriate to deal with it.

The Report acknowledges that many factors contribute to the problem and it therefore follows that any solution requires action not just from the Department of Education and Science or school authorities, but also from parents, publishers of educational books and indeed from children themselves.

Recommendations of the Working Group.

The following is a summary of the recommendations of the Working Group contained in the information leaflet, which issued to all schools:

Recommendations for Schools:

1. Create awareness of the issue
2. Assess the extent of the problem in the school
3. Promote home/school cooperation on the issue
4. Liase with publishers
5. Formulate suitable homework policies, which take this issue into account.
   Address timetabling issues (see Report)
6. Encourage the development of pupils' organizational skills
7. Include back care in health education programmes
8. Explore the feasibility of providing duplicate copies of some textbooks

Recommendations for Parents:

1. Raise awareness of the issue
2. Liase with the school in finding solutions. Purchase correct schoolbag design
**Recommendations for Publishers:**

1. Consider the weight of schoolbags when designing textbooks
2. Liase with school communities in finding solutions

The leaflet further pointed out that many primary schools have alleviated the problem by encouraging students to leave books in school overnight and that teachers and parents, particularly at second level, should liase with Irish educational publishers in order to reduce the size and weight of textbooks.

Please provide a copy of this circular to the appropriate representatives of parents and teachers for transmission to individual parents and teachers.

Any enquiries regarding this circular should be directed to Primary Administration Section 1, Department of Education & Science, Cornamaddy, Athlone, Co. Westmeath. Tel. 090 6483733 or 090 6483736.

This Circular and the Report of the Working Group is available on the Department of Education & Science website at www.education.ie.
APPENDIX
Appendix 1

Guidelines re Bullying - (Staff)

1. Purpose
As part of our commitment to the fairness, dignity and respect of each Staff Member, any form of bullying or harassment will not be tolerated by this School. The aim of this policy is to indicate what constitutes bullying and what action the School will take if they need to deal with an offence of this nature.

2. Scope
This policy is applicable to all Staff Members (temporary and permanent) irrespective of length of service and includes clients and service personnel both inside and outside the work environment.

3. Policy
The School acknowledges the right of all Staff Members to a workplace and environment free from any form of harassment or bullying. Every member of staff has an obligation to be aware of the affects of their own behaviour on others.

Any instances of bullying or harassment will be dealt with in an effective and efficient manner. In cases where the behaviour is proved to be repeated and consistent, causing unnecessary stress and anxiety, this will be considered gross misconduct.

As part of this School's code of conduct, it is imperative that all staff and suppliers respect the dignity of every colleague. Please consider the multi-cultural beliefs of all of your colleagues regarding your code of conduct, with particular reference to remarks, dress code, posters, e-mails and anything which may cause offence to a person's gender, marital status, race, religion, family status, age, sexual orientation, member of the travelling community and disability.

4. Definition
The task force on the prevention of workplace bullying defines bullying as: "repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but, as a once off is not considered to be bullying".

The following is an example of the types of behaviour considered as bullying and are prohibited by the School:

*Verbal Abuse*
Shouting, making jokes, unfair and excessive criticism, ridiculing the Staff Member in
front of other Staff Members and individuals, setting unrealistic and unattainable targets, spreading false truths about the individual around etc.

*Non Verbal Abuse*
Looks, gestures, displaying emblems on clothing, exclusion, whistling, isolation at lunch breaks or social events etc.

*Physical Abuse*
Hitting, bodily contact that is abusive in nature, shaking fists in a threatening manner, sabotaging a colleague's personal belongings etc.

The above list is not exhaustive and only serves as a guideline to Staff Members. Each case will be taken in isolation and dealt with in the appropriate manner.

This policy adopts a two tiered approach (the informal and formal procedures) to the issue of bullying and harassment in the workplace.

**5. The Informal Procedure**
The purpose of the informal procedure is to ensure that the majority of cases of this nature will be handled effectively, efficiently and in a confidential and sensitive manner.

The informal procedure is used in a situation where an offensive incident has occurred and the victim approaches the perpetrator directly and requests him/her to stop. The victim should inform the individual of the School's bullying policy and advise him/her that a second occurrence of this nature will result in a formal complaint.

In instances where you are unsure of whether the behaviour constitutes a form of bullying you should discuss this with either a senior member of staff or your Principal. Please be encouraged to seek support from your Principal or whoever you deem to be appropriate.

**6. Action to be taken if you are being bullied at work**
If you believe you are the victim of bullying/harassment please take account of the following key points:

- Remain as calm and collected as possible
- Record the incidents including days, dates, times and what was said during the alleged incidents and if there were any witnesses to help your case
- Write down how the incident of bullying made you feel at the time
- Try and confront the bully and inform him/her that you find his/her behaviour unacceptable and ask them to stop immediately
- Talk to a colleague or your Principal about the incidents
- Keep copies of any materials you receive from the perpetrator as this may be needed at a later date. Read the bullying policy in the School. Don't feel you have encouraged this behaviour or brought this on yourself.
APPENDIX 2

ST. MARY’S POLICY ON THE USE OF INTERNET AND E-MAIL

Staff Members are entrusted with access to the Internet in the interest of providing valuable tools and access to information. This is a usual practice among Schools and St Mary’s wishes to continue this practice provided that the use is directed as outlined below.

- Breaches of these policies will be viewed very seriously and may subject you to the School’s disciplinary code.
- The School’s Internet and email system is School property and should be used for school purposes only.
- No pictures, executable programs or other attachments should be sent or received by e-mail without a valid school reason. Any information of a pornographic/sexually explicit content, or reference to racism/harassment etc., as per the harassment policy is unacceptable and will subject the individual to the disciplinary code.
- If you receive attachments from outside the School, other than documents and spreadsheets on School business, inform the sender of our School policies and request that no more should be sent. If the problem persists, inform your Principal.
- You may disclose the contents of e-mail messages only to other authorised employees.

When you send an e-mail out through the School system, you are speaking for the School. Do not send any e-mail message, which would not be appropriate, as a signed document on School letterhead.

E-mail is not private or secure. Do not include any confidential material in any e-mail message to anyone outside the School.

All messages passing through the School e-mail system are School property.
(1) Physical Hazards

Below is a non-exhaustive listing of the types of physical hazards that may be encountered in work places - followed by limited examples of risk assessment & control measures that may be employed. Complete a risk assessment for all identified physical hazards and identify controls and persons responsible. Where persons external to the school are listed as having responsibility this must be agreed with the nominated person function.

- Fire
- Manual Handling
- Display Screen Equipment
- Electricity
- Slips I Trips
- Hand held & portable tools
- Work Equipment (list hazardous ones individually & risk assess)
- Poor Housekeeping
- Transport
- Hot surfaces
(2) Hazard: Fire

Risk Assessment: Medium

Who may be Harmed & How:

Staff, students, visitors - potential for multiple fatalities

Controls: Fire Safety Management Program

- All occupied areas fitted with fire alarm systems
- Detector and Alarm systems fully maintained
- Trained Fire Wardens in place to assist in evacuation & sweep of building in event of alarm activation
- Evacuation Drills held at least annually and results fed back to staff & management. Fire extinguishers fitted and maintained in all areas.
- Escape routes and exits inspected regularly to ensure that they are available for use.

Responsible Persons: Principal or other nominated personnel - Inspection of escape routes / exits provision of sufficient Fire Wardens to implement evacuation systems

School Office - Maintenance of alarm & lighting systems - Investigation of alarm activations and pre-alerts

Health & Safety Office - Coordination of evacuation drills & staff feedback provision of training for Fire Wardens

Staff: - to evacuate building on alarm activation - not to impede escape routes / exits - be familiar with means of escape, location of call points and fire extinguishers.
(3) Hazard: Health & Safety with respect to Science

Teachers have a duty of care to pupils. Fulfilment of duty with respect to the teaching of science involves drawing their pupil’s attention to any hazards that pertain to a particular activity. Teachers will familiarise themselves with safety issues that may pertain to particular activities. The following guide is recommended by the Science teachers Association and will be available to all teaching staff (http://ista.ie/primaryscience2004.htm):


- Pupils will not use any glassware, electrical equipment (including simple circuits, bulbs, wires, batteries) except under the direction of the teacher or a competent adult.

- Pupils will not be left unsupervised during a science based activity.

Simple Chemicals: These may need to be used during science classes. They will be restricted to chemicals found and used in the home. Precautions must still be taken about safe use i.e. No eating or drinking of these substances. Special care could be taken when food colourings are being used.

Electric Circuits: Simple circuits form part of the curriculum. Safe practice should be enforced when wiring circuits. Emphasis should be placed on the incompatibility of water and electricity in general. Experimentation at home should not be encouraged without appropriate supervision.

In addition pupils will sign a safe science practice contract (1st class and up) – see attached.
Safety Contract

I am learning to be a good scientist. I know that I must be organised, neat and well behaved to learn science best.

I promise to

- **Prepare for activities**: I will listen to directions and make sure I understand them before I can start.
- **Care for equipment**: I will handle objects carefully and put them away when I am done.
- **Follow directions**: I will do each step in order and I will not try unknown things.
- **Observe carefully**: I will be as quiet and calm as possible so that I can learn more.
- **Keep careful records**: I will write down my observations.
- **Clean up afterwards**: I will wash my hands and my workspace.
- **Follow all safety rules**.

I will share good science safety with students and family so that I can be a good investigator.

Signed: ______________________________________________________________

Student                       Parent

Date: _________________________________

In general teachers should be careful at all times to observe standard safety procedures.
(4) Hazard: Manual Handling

Risk Assessment: Medium

Who may be Harmed & How?

Staff engaged in routine lifting / pushing / pulling / accessing materials at height. Staff involved in once off lift - office moves etc.

Potential injuries include back injury / lacerations / crush injuries

Controls: The need for manual handling is eliminated where possible with the provision of mechanical lifting equipment

- Loads to be manually handled are risk assessed and the method of lifting established to take account of the weight, shape, condition and location of the load.
- Training in Manual Handling techniques will be provided to relevant staff.
- Staff with pre existing back problems may be required to undergo medical review prior to such training.
- In office areas, kick stools or stepladders are provided where access to materials at a height is required?
- In archiving areas etc mobile ladders are provided to provide a safe working platform at heights?
- Trolleys are provided to assist in the transfer of loads?
- Suitable gloves are available for handling loads with the potential to cause lacerations etc.
- When constructing the stage, manual handling guidelines should be strictly adhered to.

Responsible Persons: Principal or other nominated person - to ensure that individual loads are risk assessed and appropriate lifting techniques and mechanical aids are provided and used - to ensure that staff engaged in manual handling attend manual handling training

Health & Safety Co-ordinator - to provide manual handling training
Staff - to lift in accordance with training & risk assessment and to use mechanical aids and gloves where provided.

Note: Specific manual handling tasks e.g. transport of gas cylinders, transfer of equipment etc must be individually risk assessed and controls specifically noted.
(5) Hazard: Work with Display Screen Equipment (DSE)

Risk Assessment: Low

Who may be Harmed & How?

Office based staff and others who use a VDU for more than 1 hour per day. Prolonged use may result in Work Related Upper Limb Disorders (WRULDs) including muscle strain, back pain, carpal tunnel syndrome and eyesight problems

Controls:

- All furniture and VDU equipment in use complies with the requirements of the Safety, Health and Welfare at Work (General Applications Regulations) 1993
- All staff are required to complete the Computer Workstation Self Audit Checklist available on the Health & Safety Web. Where the assessment identifies particular issues that cannot be resolved locally, or where further advice is required staff members are required to seek assistance from the Health and Safety Office.
- VDU eyesight testing is available to all users. Where such testing indicates that special corrective lenses are required exclusively for VDU work the basic cost will be covered by
- Specific equipment, identified as required as a result of individual risk assessment, is supplied by the School/Unit etc (e.g. footrest, monitor stand etc)
- An Office Safety Checklist, including a VDU Section, is completed fortnightly for all open plan offices and escape routes. A copy of the Checklist is included in Appendix 3

Responsible Persons: Principal or other nominated person. - to ensure that correct VDU furniture and equipment is provided - to ensure that equipment specified as a result of individual risk assessment is made available

Staff - to report any symptoms of suspected ergonomic injury and seek H&S Co-Ordinator assistance in resolving their symptoms
(6) **Hazard:** Poor Housekeeping / Slips, Trips & Falls

**Risk Assessment:** Medium

**Who may be Harmed & How?**

All staff and students who operate in areas under our control. Poor housekeeping can result in the accumulation of combustible materials, the impeding of escape routes, the proliferation of trip hazards, slippery floors, objects falling from heights etc.

**Controls:**

- All areas must be kept clean & tidy at all times
- All corridors and passageways between desks in open plan areas must be kept free from obstruction at all times.
- All workplaces, passageways and stairs are adequately lit. Problems with lighting must be reported to the Estates Office for immediate repair
- All defects in flooring / stair treads and handrails must be similarly reported.
- Storage and stacking of materials / articles must be done in specifically designated areas. Heavier / bulkier articles must not be place above head height where mechanical lifting devices and/or appropriate steps or other access is not provided.
- All liquid spillages must be cleaned up as soon as possible. The Estates Office must be contacted to deal with significant spillages in corridors. All spillages must be cordoned off / warning signs erected if not immediately cleaned up.
- An Office Safety Checklist is completed fortnightly for all open plan offices and escape routes. A copy of the Checklist is contained in Appendix 3

**Responsible Persons:** *Principal or other nominated personnel* - to ensure office layouts are designed to minimize risks to staff; to ensure all staff are aware of requirements in relation to housekeeping - to ensure that all building defects are rectified

- School Office - to repair all notified defects
- Staff - to comply with all housekeeping requirements and to report defects
(7) Human Factor Hazards

Below is a non-exhaustive listing of the types of hazards that may be encountered in work places. Complete a risk assessment for all such identified hazards in your School and identify controls and persons responsible. Where persons external to the school are listed as having responsibility this must be agreed with the nominated person / function.

- Bullying and harassment
- Stress
- Etc

(8) The Roof

- Raising flags
- Retrieving Balls
- Cleaning Gutters

Ladders, 2 x people, Age considerations

(9) The Grounds

- Tractor (Use, Maintenance)
- Cutting of trees/ladders
- Loose surfaces
- Slippery surfaces

(8) OFFICE SAFETY CHECKLIST
Office Area Inspected:

Date:

Inspector 1:

<table>
<thead>
<tr>
<th>1.0</th>
<th>HOUSEKEEPING</th>
<th>Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Is the overall condition of room/area tidy with surplus items stored away safely?</td>
<td></td>
</tr>
<tr>
<td>1.2</td>
<td>Are heavy items stored at an appropriate height for ease of manual handling?</td>
<td></td>
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<tr>
<td>1.3</td>
<td>Are passageways, especially emergency exits, kept free of obstruction?</td>
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<td>1.4</td>
<td>Are floor coverings damaged or worn so as to be a tripping hazard?</td>
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<tr>
<td>1.5</td>
<td>Are there trailing cables, which are likely to be a tripping hazard?</td>
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<tr>
<td>1.6</td>
<td>Are filing cabinets anchored and interlocked (only 1 drawer opens at a time)?</td>
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<tr>
<td>1.7</td>
<td>Are sufficient bins provided for rubbish, and are they emptied regularly?</td>
<td></td>
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<tr>
<td>1.8</td>
<td>Are kettles, coffee machines, etc., securely fixed to avoid risk of scalds?</td>
<td></td>
</tr>
<tr>
<td>1.9</td>
<td>Are areas cleaned regularly?</td>
<td></td>
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<tr>
<td>1.10</td>
<td>ANY OTHER HOUSEKEEPING OBSERVATIONS</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2.0</th>
<th>ELECTRICAL SAFETY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Are all plugtops and sockets in good condition (Insulating tape / broken plug tops / loose sockets etc are unacceptable)</td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>Are all electrical leads / cables free from obvious damage (no exposed cores / frayed cables/ burn marks)</td>
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</tr>
<tr>
<td>2.3</td>
<td>Are electrical repairs carried out by trained and competent personnel only?</td>
<td></td>
</tr>
<tr>
<td>2.4</td>
<td>Are there any multi-point adapters in use?</td>
<td></td>
</tr>
<tr>
<td>2.5</td>
<td>ANY OTHER ELECTRICAL SAFETY OBSERVATIONS</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>3.0</th>
<th>FIRE SAFETY</th>
<th></th>
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<tbody>
<tr>
<td>3.1</td>
<td>Are Fire Wardens appointed for each floor of building</td>
<td></td>
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<tr>
<td>3.2</td>
<td>Have Fire Wardens undergone training in respect of their duties</td>
<td></td>
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<tr>
<td>3.3</td>
<td>Are fire exits &amp; escape routes accessible and unimpeded</td>
<td></td>
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<tr>
<td>3.4</td>
<td>Is a fire drill conducted at least annually?</td>
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<tr>
<td>3.5</td>
<td>Do all personnel know where fire extinguishers are located</td>
<td></td>
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<tr>
<td>3.6</td>
<td>Are all flammable materials stored securely in appropriate locations?</td>
<td></td>
</tr>
<tr>
<td>3.7</td>
<td>Do all staff know the alternative escape routes in the event of fire?</td>
<td></td>
</tr>
<tr>
<td>3.8</td>
<td>Are the escape routes clearly marked?</td>
<td></td>
</tr>
<tr>
<td>3.9</td>
<td>ANY OTHER FIRE SAFETY OBSERVATIONS</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4.0</th>
<th>VDU ERGONOMICS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>Are all chairs in use at VDU stations fully adjustable (Height adjustable, backrest height adjustable, backrest tilt able)</td>
<td></td>
</tr>
<tr>
<td>4.2</td>
<td>Do staff take regular breaks from display screen work (min 5 minutes in each hour)</td>
<td></td>
</tr>
<tr>
<td>4.3</td>
<td>Is there adequate space underneath desks to swivel knees 90 degrees in each direction</td>
<td></td>
</tr>
<tr>
<td>4.4</td>
<td>Are windows fitted with blinds to eliminate glare</td>
<td></td>
</tr>
<tr>
<td>4.5</td>
<td>Where chairs have armrests are these adjustable</td>
<td></td>
</tr>
<tr>
<td>4.6</td>
<td>Is the temperature in the office 17.5 degrees or above</td>
<td></td>
</tr>
<tr>
<td>4.7</td>
<td>Are headphones provided for staff who spend extended time on the phone</td>
<td></td>
</tr>
<tr>
<td>4.8</td>
<td><em>ANY OTHER VDU SAFETY OBSERVATIONS</em></td>
<td></td>
</tr>
</tbody>
</table>

### 5.0 MANUAL HANDLING

5.1 Are staff who routinely lift or pull loads trained in correct manual handling techniques?

5.2 Are ladders, kickalongs available to access higher shelving/storage space?

5.3 Are trolleys or other manual handling aids available to transport loads?

5.4 Are heavy items stored at an appropriate height for ease of manual handling?

5.5 *ANY OTHER MANUAL HANDLING OBSERVATIONS*

### 6.0 EMERGENCY PREPAREDNESS

6.1 Is a member of staff trained in occupational First Aid?

6.2 Is the First Aid box located in a prominent position - With contact details for First Aid Treatment?

6.3 Are all staff aware of what to do in the event of an emergency (requiring First Aid or spotting a fire etc)?

6.4 Is the Security Response Number prominently displayed for staff working out of hours?

6.5 *ANY OTHER OBSERVATIONS*

### REMEDIAL MEASURES REQUIRED

<table>
<thead>
<tr>
<th>List Issues For Rectification in order of Priority</th>
<th>Required Action</th>
<th>Responsible Person</th>
<th>Before Date</th>
</tr>
</thead>
</table>

*Note 1: Readily resolved Issues should be rectified during the inspection process*

*Note 2: Items for rectification of prioritised issues must be agreed by management with responsible person*

Inspector's Signatures: (1)

(2)

Date of next Scheduled Inspection:

*(13) Preliminary Checklist for Pregnant Worker*
NAME: 
STAFF NUMBER: 
JOB TITLE: 
LOCATION: 
NAME AND ADDRESS OF YOUR FAMILY DOCTOR: 

HAVE YOU BEEN CERTIFIED PREGNANT: YES NO 
HAVE YOU NOTIFIED YOUR SUPERVISOR/MANAGER YES NO 
SUPERVISOR/MANAGER NAME: 
CONTACT PHONE NUMBER 

PRELIMINARY JOB ASSESSMENT

Does your Job involve?
Working with a VDU YES NO 
Manual Handling? YES NO 
Night Work? YES NO 

THE WORKING ENVIRONMENT - GENERAL

Do you work alone? YES NO 
Do you have means of communicating in an emergency? YES NO 
Are you aware of first aid arrangements? YES NO 
Are you required to wear/provided with any personal protective equipment (PPE) YES NO 
If YES list PPE provided: 

THE WORKING ENVIRONMENT - VISUAL DISPLAY UNITS

Does the task involve using a VDU? YES NO 
Have you completed the web based VDU Risk Assessment on your workstation? YES NO 
Have you attended the office ergonomic training programme? YES NO 
Have you been provided with information on the safe use of VDUs? YES NO
### THE WORKING ENVIRONMENT - MANUAL HANDLING

<table>
<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you routinely lift items weighing more than 10kg?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you undergone manual handling training?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does your work involve periods in excess of 1 hour at a time sitting or standing?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you required to access ladders/platforms at height?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you wish the H&amp;S Co-ordinator to contact you regarding specific safety issues in pregnancy?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### (14) FIRST AID KITS - MONTHLY
## CHECK

<table>
<thead>
<tr>
<th>FIRST AID BOX LOCATION</th>
<th>DATE</th>
<th>CHECKED</th>
<th>TO ORDER</th>
<th>DATE ORDERED</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROOM 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CORRIDOR 15,16</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLAIRE ROOM 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BRENDA ROOM 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BRONWYN ROOM 6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NIAMH G ROOM 8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MANUS ROOM 11</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VALERIE J OFFICE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## FIRST AID KITS – RE-ORDER FORM

**DATE:**

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DESCRIPTION</th>
<th>Location of First aid box requiring items</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ice packs – Instant</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ice packs – re-usable</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Protective gloves</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hypoallergenic plaster strip</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sterile Wipes – individually wrapped</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Menopore Plasters 6x7 cm approx</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nappy Sacks/Disposal Bags</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kitchen Paper/Wipes Cotton Wool</td>
<td></td>
</tr>
</tbody>
</table>

First Aid Kits check lists.doc
(15) Hazard Report Sheet – Classroom
Please present completed form to your Safety Representative

FROM: ______________________  DATE: ______________

The following items need attention in Room No. ____________

<table>
<thead>
<tr>
<th>DESCRIPTION OF FAULT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows</td>
<td></td>
</tr>
<tr>
<td>Window Blinds</td>
<td></td>
</tr>
<tr>
<td>Lights</td>
<td></td>
</tr>
<tr>
<td>Light Switches</td>
<td></td>
</tr>
<tr>
<td>Sockets</td>
<td></td>
</tr>
<tr>
<td>Plugs</td>
<td></td>
</tr>
<tr>
<td>Over-Head Projector</td>
<td></td>
</tr>
<tr>
<td>Projector Screen</td>
<td></td>
</tr>
<tr>
<td>Tables</td>
<td></td>
</tr>
<tr>
<td>Chairs</td>
<td></td>
</tr>
<tr>
<td>Seats/Lecture Type</td>
<td></td>
</tr>
<tr>
<td>Stools</td>
<td></td>
</tr>
<tr>
<td>Benches</td>
<td></td>
</tr>
<tr>
<td>Blackboard/s</td>
<td></td>
</tr>
<tr>
<td>Radiator/Heaters</td>
<td></td>
</tr>
<tr>
<td>Doors</td>
<td></td>
</tr>
<tr>
<td>Notice Boards</td>
<td></td>
</tr>
<tr>
<td>Litter Bins</td>
<td></td>
</tr>
<tr>
<td>Toilets/Wash Basins</td>
<td></td>
</tr>
<tr>
<td>Other Items</td>
<td></td>
</tr>
</tbody>
</table>

Thank you for completing same.
Internet Acceptable Use Policy

We are all aware of the wealth of resources offered to us through the use of the Internet. We are also aware and worried about the potential for offensive, exploitive, abusive and downright dangerous sites and information to be accessed. At school as at home we are committed to protecting our boys from any harmful influences. To this end we have the following safeguards in place:

1. We use a programme designed to filter out any unsuitable sites and redirect children to more age appropriate ones.
2. Computers for children's use are in open areas such as the computer room or classrooms.
3. The teacher will closely monitor use of the Internet.
4. Online activities will be directed to previously evaluated educational resources or previously sourced safe sites.
5. All email contacts will be supervised by the class teacher no attachments from unsolicited or unknown sources are to be opened by any boy.

(Similar safeguards are recommended for home use also.)

Thanks to Mr Whelan we have a comprehensive and active website at www.marysbns.ie. In developing and maintaining the content for the school website we would envisage the following precautions.

1. Children's work would appear in an educational context with a notice prohibiting the copying of such work without written permission of the school.
2. Group photographs (4 or more people) would be used.
3. First names only with work or photographs.
4. No home address, telephone number, contact details, or personal information would appear with work or photographs.
INTERNET PERMISSION FORM
Please complete and return this form to the class teacher.

Aim:……………………………………………………………………..   Rang:………………………

Pupil’s agreement
I agree to comply with the school policy on the use of the Internet. I will
use the network in a responsible way and observe all the rules explained to
me by the teacher.

Pupil’s signature:..................................................   Date:..........................

Parent/Guardian
As the parent/guardian of the above named pupil, I have read St. Mary’s
Internet Acceptable Use Policy* and grant my son permission to access the
Internet.
I understand that Internet access is designed for educational purposes.
I also understand that the school will take every reasonable precaution to
provide online safety but that the school cannot be held responsible if pupils
access unsuitable websites.

Signature of Parent/Guardian.................................................. Date:............... 

School Website
I understand if the school deems it appropriate, my son’s schoolwork may be
chosen for inclusion on our school’s World Wide Web page to be published on
the Internet. My son’s photograph may be included in a group (minimum 4
people) published on the school website. No personal details will be given
with the pictures. The pupil continues to own the copyright on any work
published. Please sign to confirm you are aware of this.

Signature of Parent/Guardian.................................................. Date:............... 

*Available in ‘A Guide for Parents and Guardians’ or St. Mary’s Website.
(17) EVACUATION DRILL

**SIGNAL:** Fire Bell  5 rings

**PLACE OF ASSEMBLY:**

**POINT A**
(wall in yard opposite Room 4)
4th, 5th, & 6th class

**POINT B**
(wall opposite main door)
Junior, Senior Infants & 1st Class

**POINT C**
(wall at staffroom side of school)
2nd & 3rd class

COMPUTER ROOM occupants exit thru’ MAIN DOOR to Point B
HALL OCCUPANTS exit thru Room 4 to Point A
READING ROOM, (JUNIOR SIDE) occupants, exit thru Room 14 and are brought to their class assembly point and class teacher informed
ROOM 19 AND 20 occupants will exit outside door and will be brought to their class assembly point and their class teacher is informed
READING ROOMS 21 AND 22, (SENIOR SIDE) occupants, exit through Room 7, brought to their class assembly point and their class teacher is informed
READING ROOMS 17, 18, 23, 24 occupant, exit through Room 15, brought to their class assembly point and their class teacher is informed.
Office Staff evacuate through nearest exit and go to nearest Assembly Point.
S.N.A.’s evacuate though nearest exit and go to nearest Assembly Point.
ALL OTHER STAFF ABOUT THE SCHOOL evacuate through nearest exit and go to nearest Assembly Point.
ON HEARING ALARM BELL…

1. Teacher takes Roll Book and indicates route to be followed.

2. All doors to be closed by teachers on leaving premises.

3. Boys walk in single file to Assembly Point observing following rules:
   - COMPLETE SILENCE
   - DO NOT RUN
   - DO NOT ATTEMPT TO PASS OTHERS
   - DO NOT RETURN UNDER ANY CIRCUMSTANCES FOR ANYTHING YOU MAY HAVE FORGOTTEN.

4. As soon as class is at Assembly Point, the teacher will take a roll call and report to the most senior teacher present.

5. If anyone is unaccounted for, the class teacher or an adult who can recognise the person, will first check the other Assembly Points, and if still unaccounted for, will attempt to locate missing person.

6. Anyone not in class when the alarm bell sounds, should go directly to their designated Assembly Point.

7. Principal will alert Fire Brigade.
PUPIL FORM OF NOTICE OF ACCIDENT
ST. MARY'S BOYS NATIONAL SCHOOL

Name: ____________________          Date: ____________________________

Time: ____________________          Pupil's Teacher: ____________________

Class:       JI   SI   1   2   3   4   5   6

Any others involved in incident:
_________________________________________________________________

1. **Type of Injury:**

<table>
<thead>
<tr>
<th>Head</th>
<th>Hand</th>
<th>Arm</th>
<th>Leg</th>
<th>Knee</th>
<th>Other</th>
<th>Nose Bleed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>L/R</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>L/R</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>L/R</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>L/R</td>
</tr>
</tbody>
</table>

2. **Bleeding:**

If Cut or Nose Bleed/Type of Bleeding:  Grazed / Minor / Heavy / Prolonged

3. **Treatment Provided (In School):**

- Ice Pack Applied  □
- Antiseptic Wipe Used  □
- Plaster Applied  □

4. **Other Treatment:**– Child referred to hospital

- Taken by Ambulance:  □
- Taken by Parent:  □

5. **Notification Given:**

- Principal Informed  □
- Class Teacher Informed  □

- Blue Card Given  □
- Parent Informed  □
6. **Information Relating to Incident**

Teacher : ___________________________ Date: ___________________________

Was Blue Form Returned:  
Yes [ ] 
No [ ]
### Staff Rota for Checking Defibrillator 2010-2011

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Nuala Hendrick</td>
<td>September/October</td>
</tr>
<tr>
<td>2</td>
<td>Valerie Mc Hugh</td>
<td>November/December</td>
</tr>
<tr>
<td>3</td>
<td>Breda Monaghan</td>
<td>January/February</td>
</tr>
<tr>
<td>4</td>
<td>Mary Curtin</td>
<td>March/April</td>
</tr>
<tr>
<td>5</td>
<td>Josephine Heffernan</td>
<td>May/June</td>
</tr>
</tbody>
</table>