

Health & Safety Statement

St. Mary's Academy CBS

Approved by

Board of Management: 21.04.2026

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**Railway Road,
Carlow, Co. Carlow**

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1.0 MISSION STATEMENT

St. Mary's Academy CBS is a voluntary secondary school under the trusteeship of the Edmund Rice Schools Trust (ERST) for boys only. This policy is informed by the ERST charter, which has five key elements.

1. Nurturing faith, Christian spirituality and gospel-based values.
2. Promoting partnerships in the school community.
3. Excelling in teaching and learning.
4. Creating a caring school community.
5. Inspiring transformational leadership.

Our policy is to enhance our students' intellectual, spiritual, social, artistic, moral, and sporting development. The policy is implemented in line with our mission statement.

To create a Christian, caring community of learning in which each member

- Is encouraged to recognise his/her talents and abilities to the full
- Is respected as a unique human being; and
- Enjoys a sense of confidence and belonging

2.0 RATIONALE

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

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

1. The provision of a safe place of work, including safe access and egress.
2. The provision of safe plant and equipment.
3. The provision of safe systems of work.
4. The provision of welfare facilities.
5. The provision of appropriate information, instruction, training and supervision.



6. Determining and implementing appropriate preventative and protective measures.
7. Having regard to the general principles of prevention.
8. The provision of emergency plans and procedures.
9. Reporting prescribed accidents and dangerous occurrences to the Health & Safety Authority.
10. Obtaining, where necessary, the services of a competent person to advise on health and safety.

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

St Mary's Academy CBS is committed to upholding the standards outlined in this Safety Statement. Sufficient authority and resources, both financial and otherwise, will be made available to enable staff to carry out their responsibilities in a reasonable and efficient manner. All staff will be made aware of this Safety Statement and have access to it. The Safety Statement **will** also be available to third parties where appropriate. The Safety Statement will be reviewed annually, taking into account experience and future developments within the organisation.

3.0 ABOUT US

The school offers a broad-based educational programme to boys. This is provided by a multi-disciplinary team that teaches a wide range of subjects for both Junior and Leaving Certificate examinations.

The school curriculum offers students; Irish, English, Mathematics, History, Geography, French, German, CSPE, SPHE, Accounting, R.E., Business Studies, Economics, Biology, Chemistry, Physics, Technology, MTW, Technical Graphics, DCG, Construction Studies, Art, Agricultural Science and Music. Career guidance is also part of the school curriculum.

Students who have completed the Junior Certificate also have the option of doing a Transition Year before proceeding to Fifth Year.



The school compound comprises 4 sets of buildings on 1.6 acres, located on Railway Road beside Carlow railway station. The 4 sets are:

1. The main building (built in 1960, extended in 1979 and again in 2014) has two floors; the ground floor consists of 10 classrooms and one staffroom. Rooms G7 & GB are divided by a roll-back partition. **All** classrooms are referred to by the letter G (for ground floor). When the partition is opened, the combined room is used as a study room or a parent meeting room. There is also an office and reception area. The upper floor replicates the ground floor, and access is gained via 3 stairways. It includes the office of the DP, a serenity room and the Year Head's office. The building is also serviced by an elevator. All rooms are referred to by the letter "F" (for first floor)
2. The gym (12,600 sq. opened in 1988) which contains a main floor, a weights room, 2 changing rooms, toilets, A large store room containing a Trampoline (used by a student in our ASD class), 2 locker rooms, 2 classrooms, a small office, a canteen and a small kitchen.
3. A prefabricated unit with 3 classrooms in the yard of the adjoining school that we use for some of our ASD classes. It includes a sensory room.
4. A prefabricated unit for 2 classrooms and 1 specialist room beside the school gym.

Vehicular access to the school is through a single entrance from the Old Dublin Road.

4.0 BOARD OF MANAGEMENT

St Mary's Academy CBS is managed by a Board of Management. Boards of Management have been exceptionally successful in the school. This success is due to the generosity, talent and dedication of the various members of the Boards and to the leadership of the Chairperson.

There are eight members on the Board of Management: four nominees from the Trustees (including the chair), two nominees from teachers, and two nominees from parents. The principal is the Secretary to the Board but does not have a vote.

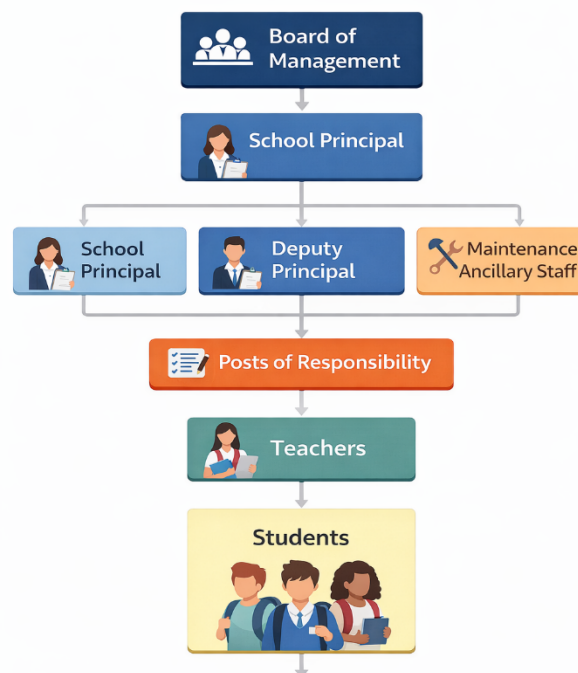


Board Of Management Members

Mr. Ronan Mulhall	Trustee Nominee (Chairperson)
Ms. Jo Shannon	Trustee Nominee
Ms. Maria Doyle	Trustee Nominee
Ms. Mary Sinnott	Trustee Nominee
Mr. Clive Byrne	Parent Nominee
Ms. Sharon O'Brien	Parent Nominee
Mr. Shane Storey	Staff Nominee
Mr. Cormac Mullins	Staff Nominee
Ms. Fiona Lennon	Secretary to the Board

5.0 ORGANISATIONAL CHART

The school is governed by a Board of Management. The principal manages the school, including all aspects of Health and Safety, with the teachers and staff.



6.0 PHYSICAL HEALTH & SAFETY RESOURCES

Some of the measures taken by the school to ensure the physical safety of the students include:

- Evacuation Plan formulated clearly visible in each room, and regular fire drills.
- Fully functional and regularly serviced Fire Alarm System in high-risk areas.
- Fire exits and extinguishers are regularly checked.
- Doors are locked during school hours.
- First Aid Kits are located throughout the school.
- Defibrillators located on site.
- Supervision in the school before and after school and during all breaks.
- Established Code of Behaviour (with behavioural expectations for the creation of a safe environment);
- Induction for all new students.
- Security doors & Security perimeter fencing.

6.1 PSYCHOLOGICAL HEALTH & SAFETY RESOURCES

The management and staff of St Mary's Academy CBS aim to use available programmes and resources to support students' personal and social development, enhance a sense of safety and security in the school, and provide opportunities for reflection and discussion. Some of the measures taken by the school to ensure the psychological wellbeing of the students include:

- Establishment of Year Heads Teams, TÚS Teachers, Student Support Team, Special Educational Needs Team, Wellbeing Team.
- Availability of Guidance Counsellors & SEN Coordinator.
- Senior Student Mentors.
- Comprehensive External Talks Program.
- Social, personal and health education (SPHE) is integrated into the work of the school. It is addressed in the curriculum by addressing issues such as grief and loss, communication skills, stress and anger management, resilience, conflict management, problem solving, help-seeking, bullying, decision making, and alcohol and drug prevention. This provision includes promoting mental health. Staff have access to training for their SPHE roles.



Health & Safety Statement

- Staff are familiar with the Child Protection Procedures, and the Principal is the Designated Liaison Person.
- Information is provided to students on mental health in general and such specific areas as signs and symptoms of depression and anxiety.
- Inputs to students by external providers are carefully considered in the light of criteria about student safety, the appropriateness of the content, and the expertise of the providers.
- There is a care system in place in the school comprised of the Principal, the Deputy Principal, the Guidance Counsellor, the SEN Coordinator, and the relevant Year Heads to meet regularly to review provision of care and to address specific cases.
- Students who are identified as being at risk are referred to this team, concerns are explored and the appropriate level of assistance and support is provided. Where appropriate, parents are informed and a referral is made to an appropriate agency.
- The school has developed links with a range of external agencies including:

NEPS	SENO
CAMHS	SPHE National Coordinator
Social Services	CRYS
NCSE	Gardaí
NEWB	Neighbouring schools
Tusla	Oide

7.0 RESPONSIBILITIES

Health and safety management is integrated into the school's existing management structure. Staff at all levels are responsible for health and safety, commensurate with their level of general responsibility.

7.1 THE BOARD OF MANAGEMENT

The Board of Management is responsible for the management and performance of occupational health and safety in the school. The Board is aware of the duties imposed on



themselves, the school and its staff by health and safety legislation.

The Board of Management includes health and safety on its meeting agenda, review performance for the previous period, and deal with any key issues that have been brought to its attention.

The Board will, annually, review occupational health and safety policies and performance at the school.

The Board is responsible for ensuring that adequate financial and physical resources are provided to address occupational health and safety issues as they arise.

The Board may be requested or request to review specific issues during the year as the need arises.

7.2 THE PRINCIPAL

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

- Implementing the health and safety policy.
- Ensuring that suitable and sufficient arrangements exist to identify all foreseeable significant risks and the measures necessary to eliminate or reduce them to an acceptable level, i.e. coordinate the risk assessment process through teachers responsible for individual rooms.
- Ensuring that routine inspections are carried out to ensure the workplace is adequate as regards health, safety and welfare.
- Ensuring that all services to buildings, including all firefighting and fire prevention equipment, are well-maintained.
- Ensuring that all statutory examinations and inspections of facilities and equipment are carried out and that records are maintained.
- Carrying out statutory reporting of accidents, i.e. to the Health & Safety Authority.
- Ensuring that teachers and any person given specific duties are aware of their responsibilities; are given sufficient information, training and time to perform their duties, and their activities are coordinated and monitored.
- Ensuring that there are adequate arrangements for communication and consultation between staff, management and others who may visit the workplace, i.e. the establishment of the H&S Post, Safety Committee & and Safety Representative.



- Ensuring that reports from staff on potential hazards are acted upon.
- Keeping abreast of health and safety legislation.
- Ensuring an interest in and enthusiasm for health and safety matters is promoted throughout the school, and a good personal example is set.
- Ensure that a minimum of two emergency evacuation drills are carried out on an annual basis.

7.3 THE DEPUTY PRINCIPAL

In the Principal's absence, the Deputy Principal assumes the Principal's responsibilities for health & safety matters. In the day-to-day running of the school, Deputy Principals have the following responsibilities:

- Keeping abreast of the duties of the school and its staff in relation to health and safety policy.
- Insisting that sound and safe working practices are observed at all times.
- Being familiar with fire drills and evacuation procedures.
- Arranging a suitable rota for teachers to attend safety training courses.
- Arranging for supervision of external areas and arranging random patrols of grounds within the site perimeter in conjunction with the Principal.

7.4 TEACHERS

Teachers are responsible for the day-to-day management of health and safety in their classroom and other areas affected by their teaching. Part 2, Chapter 2, Section 13 of the Safety, Health and Welfare at Work Act 2005 outlines the general duties of staff. The responsibilities of the teachers of St Mary's Academy CBS include the following:

- Ensuring an interest in and enthusiasm for health, safety and environmental matters is promoted, and a good personal example is set.
- Taking reasonable care for his/her own safety, health and welfare and that of any other person who may be affected by his/her acts or omissions while at work.
- Carrying out routine inspections (each term) to ensure the classroom/work area is adequate as regards health, safety and welfare and passing on this information to the Safety Committee.
- Ensuring that equipment, furniture and the work environment are suitable for the tasks undertaken and the needs of the individual, and they are adequately maintained.
- To report to the Principal without unreasonable delay, any defects in equipment, place



of work or system of work, which might endanger safety, health or welfare, of which he/she becomes aware.

- Carry out room-specific risk assessments annually and submit these to the Principal.
- Carry out risk assessments relating to students with Special Education Needs in their classroom to ensure they do not endanger themselves or others. Liaise with the SEN Coordinator and SNA as needed to implement appropriate control measures and safeguards.
- Ensuring that any measures identified as necessary by the risk assessments are fully implemented as soon as is reasonably practicable.
- Investigating, recording and reporting incidents/accidents that occur in their domain, as detailed in the school incident reporting procedure.
- Adequately supervising, instructing, informing and training students to enable them to participate in school activities safely.
- Wearing and insisting that all students wear personal protective clothing/equipment and apparel when needed.
- Bringing any problem that is outside the remit or authority of the teacher to the Principal's attention.
- Taking a full and active part in all training programs for safety that the school organises.
- Actively participating in fire safety, including drills and firefighting training, being familiar with firefighting equipment and its uses and ensuring that students are aware of evacuation procedures.

7.5 SEN DEPARTMENT INCLUDING SPECIAL NEEDS ASSISTANTS

The SEN Department including Special Needs Assistants have responsibilities for the students in their care. Chapter 2, Section 13 of the Safety, Health and Welfare at Work Act 2005 outlines the general duties of staff. The responsibilities of the SEN Department include Special Needs Assistants of St Mary's Academy CBS include the following:

- Ensuring an interest in and enthusiasm for health, safety and environmental matters is promoted and a good personal example is set.
- Taking reasonable care for his/her own safety, health and welfare and that of any other person who may be affected by his/her acts or omissions while at work.
- Participate in risk assessments relating to students with Special Education Needs in classrooms to ensure they do not endanger themselves or others. Liaise with the relevant teacher/ SEN Coordinator/ External Agency as needed to implement appropriate control measures and safeguards.
- To report to the Principal without unreasonable delay, any defects in equipment, place of work or system of work, which might endanger safety, health or welfare, of which



he/she becomes aware.

- following manual handling procedures if lifting students.
- taking a full and active part in all training programs for safety that the school organises.
- actively participating in fire safety, including drills and firefighting training, being familiar with firefighting equipment and its uses and ensuring that the students in their care are aware of evacuation procedures.

7.6 SAFETY COMMITTEE

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

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

7.7 SAFETY REPRESENTATIVE

The Safety Representative, may consult with and make representations to the Board of Management on safety, health and welfare matters relating to staff in the workplace. The Board of Management must consider these representations and act on them if necessary. The intention of these consultations is to prevent accidents and ill health, to highlight problems, and identify means of overcoming them. Consultations are particularly important when changes are taking place, for example, when drawing up a safety plan, or introducing new technology or work processes, including new substances. They also play a part in long-established work



practices and hazards.

The functions of the safety representatives also include:

- Accompanying an HSA inspector carrying out an inspection under Section 64 of the 2005 Act, other than the investigation of an accident or a dangerous occurrence (although this may be allowed at the discretion of the inspector).
- At the discretion of the HSA inspector, and where the employee concerned so requests, be present when an employee is being interviewed by an inspector about an accident or dangerous occurrence at a place of work.
- Make representations to the Board of Management on safety, health and welfare at the place of work.
- Make verbal or written representations to HSA inspectors, including on the investigation of accidents or dangerous occurrences.
- Receive advice and information from HSA inspectors in relation to safety, health and welfare at the place of work.
- Consult and liaise with other safety representatives appointed in the same undertaking.

7.8 ADMINISTRATIVE STAFF

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

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

7.9 MAINTENANCE STAFF

Maintenance Staff have responsibility for the general care and maintenance of the school. As such, in respect of occupational health and safety, they have specific responsibilities to:

- Take reasonable care for their own safety, health and welfare and that of any other person who may be affected by his acts or omissions while at work.



- Co-operate with the Principal on matters relating to Health & Safety
- Carrying out routine inspections to ensure all areas are adequate as regards health, safety and welfare.
- Report to the Principal, without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger the safety, health or welfare of students and staff, of which they become aware.
- Make correct use of personal protective equipment, machinery, apparatus, tools, dangerous substances and any other equipment.
- Be thoroughly familiar with machinery and power equipment before attempting to use it.
- Ensure that no people have access to areas whilst work is in progress.
- Prevent the build-up of rubbish and especially of combustible material.
- Maintain furniture, equipment or the work environment that is within their capabilities.
- Not carry out any tasks that they are not competent or permitted to carry out or which involve unreasonably high risks.
- Get help if there is any doubt whether an object to be moved is too heavy for one. Use any devices provided for assistance. Do not attempt to lift heavy loads single-handed.
- Take a full and active part in all training programs for safety that the school organises.

7.10 CLEANING STAFF

Cleaning staff have responsibility for the general cleanliness and hygiene of the school. Part 2, Chapter 2 Section 13 of the Safety, Health and Welfare at Work Act 2005 outlines the general duties of employees. As such in respect of occupational health and safety, they have specific responsibilities to:

- Take reasonable care for their own safety, health and welfare and that of any other person who may be affected by their acts or omissions while at work.
- Co-operate with the Principal and any other person to such extent as will enable the Principal or the other person to comply with any of the relevant statutory provisions.
- Report to the Principal, without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare, of which she becomes aware.
- Know what to do in case of fire, familiarise themselves with the best escape route from their workstation, so that in the event of an emergency, they are able to lead themselves to safety.
- Attend to spillages immediately and to barricade the area until completely dry.
- Dispose of rubbish as soon as possible to avoid build-up.
- Avoid leaving trailing cables. If this is necessary, use a notice to the effect that cleaning is in progress.



- Ensure all mats and carpets are properly laid and uncrumpled.

7.11 CONTRACTORS & SUBCONTRACTORS

It is the responsibility of all contractors to:

- Ensure that all their employees comply with the school safety rules and procedures.
- Not to put at risk any of the employees or students of the school.
- Promptly report all accidents or incidents to the Principal.
- Produce their safety statement, method statement and any other safety documentation to St Mary's Academy CBS on request.
- Carry appropriate insurance cover.
- Take all safety precautions with systems of work, equipment, personal protection, etc.
- Ensure all equipment and tools brought onto the school's premises are of sound construction and meet the statutory requirements applicable to these tools or equipment.
- Cordon off the boundaries of the contractor's operation, where possible, and mark them with warning signs.
- Provide emergency safety equipment, which may be required for their operation.
- Follow strictly the permit to work system in force at the time of the contract.
- Comply with all relevant legal obligations in particular the provisions of the Safety, Health and Welfare at Work Act, 2005, the Safety Health and Welfare (General Application) Regulations 2007 - 2016 and the Safety Health and Welfare (Construction Regulations) 2013

8.0 POLICIES & PROCEDURES

8.1 INTRODUCTION

This section of the policy provides details of St Mary's Academy CBS's general health and safety arrangements. It is the school's policy to bring arrangements to the attention of all staff and other relevant parties.

Typical issues included are:

- Emergency arrangements for fire evacuations, including alarm types, escape routes, assembly points and general instructions.
- Arrangements for first aid, including the location of first aid facilities.
- Arrangements for reporting accidents and other incidents.
- Arrangements for reporting defects and hazards.
- The names of any persons given special duties or responsibilities.



- Information about any special risks and the arrangements for their control.

8.2 ADVICE & ASSISTANCE

Staff can obtain advice and assistance on health and safety matters from the Principal and Safety Representative.

8.3 ACCIDENT INVESTIGATION AND REPORTING POLICY AND PROCEDURE

It is the policy of St Mary's Academy CBS to comply with all statutory requirements regarding the reporting of incidents, accidents and dangerous occurrences. All accidents, whether they result in injury or not, and ill health that may be associated with work, must be reported, recorded, and where appropriate, investigated.

No.	Authority/ Organisation	What Must Be Reported	Who Reports	Reported To
1	Internal School Reporting	Any accident, incident or safety concern occurring within the school involving students, staff or visitors.	Witness or one who becomes aware of incident.	Principal
2	Health & Safety Authority (HSA)	Any workplace accident causing death or injury to an employee that prevents them from performing normal duties for more than 3 consecutive days. Also includes non - employees where the person dies or suffers an injury requiring treatment from a registered medical practitioner or hospital treatment.	Principal	Health & Safety Authority (HSA)
3	Health & Safety Authority (HSA)	Dangerous occurrences (serious incidents that could have caused injury or death if no injury occurred	Principal	Health & Safety Authority (HSA)

Table 1 Internal and External Reporting Requirement

- Internal Reporting of Accidents/Incidents and Accident Investigation.
- All accidents must be reported by the teacher or other employee to the Principal/ Safety Committee using the School Accident Report Form within the time frames set out in the table below.



Document / Report	Timeframe for Completion	Notes
Preliminary Notification	Within 24 hours	Submitted using the Accident Report Form
Accident Investigation Report	As soon as possible, no later than one week	Completed after the incident investigation
Witness Report Form	As soon as possible, no later than one week	Completed by anyone who witnessed the incident
Injured Party Report Form	As soon as possible, no later than one week	Completed by the person who was injured

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

8.4 DUTIES OF THE PRINCIPAL

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

- Contact the specific teacher or employee in order to establish the level of investigation conducted and decide whether further investigation is necessary.
- Notify the Health and Safety Authority and/or the State Claims Agency using the



correct forms and procedures outlined below.

- Monitor the process of investigation, reporting and action to ensure that the necessary response times are met.
- Ensure the appropriate corrective action is implemented.

-

8.5 REPORTING TO THE HEALTH AND SAFETY AUTHORITY

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

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

Notification is required when:

- A work accident causes the death of an employee - immediate notification
- A work accident prevents an employee from performing his or her normal work for more than three consecutive days. (This does not include the day of the accident)
- An accident arising from a work activity causes death or injury to a non-employee, e.g., a student, a passerby, a visitor, etc., which results in the person requiring treatment from a registered medical practitioner or treatment in a hospital as an inpatient or outpatient

Dangerous Occurrences

In the event of a dangerous occurrence, the Principal will inform the Health and Safety Authority using Form IR3 as soon as possible.

Dangerous occurrences should be notified by post after the event, provided that no death has occurred. In the event of death, the procedure outlined above for the reporting of accidents to the Health and Safety Authority should be followed.

Maintaining Records

The Principal must keep a record of reported accidents or dangerous occurrences for a period of 10 years after their occurrence. A copy of the approved form sent to the Health and Safety Authority and any other relevant documentation will suffice.

8.6 AUDITING AND INSPECTIONS



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

8.7 CASH HANDLING

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

8.8 COMMUNICATION AND CONSULTATION

The Board of Management is committed to meeting its obligations under Chapter 3, Part 4 of the *Safety, Health and Welfare at Work Act, 2005*, on consultation with and participation of our staff. The Board recognises that staff involvement is an important cornerstone of a successful school safety program. Various channels exist for staff contact. The school recognises the staff's right to appoint a Safety Representative to represent them in consultations with management on safety issues. The school will co-operate with the Safety Representative in:

- providing information necessary for safety.
- advising the representative when an HSA inspector is touring the place of work.
- facilitating the representative in the discharge of his/her functions.
- allowing time off for training.

8.9 CONTRACTORS

The school has responsibilities regarding the safe management of contracts for building, engineering, and other services. The activities of contractors working for St Mary's Academy CBS are strictly controlled at all times using the following:

The following information is to be received annually (or before commencing work on the premises) from all contractors carrying out work in the school, including:

- Up-to-Date Health & Safety Statement.
- Method Statement & Risk Assessment for works carried out on the premises.
- Copies of Training Certificates (incl. Safe Pass etc.)
- Copies of Certificates for Equipment & Machinery brought on the premises.



- Up-to-date insurance details to be submitted prior to commencement on site.
- Proof of Garda Vetting.

8.10 CRITICAL INCIDENT MANAGEMENT

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

8.11 DIGNITY AND DIVERSITY AT WORK

St Mary's Academy CBS strives to create an environment that is inclusive of all persons, where its staff and students are free to perform their work without sexual harassment and bullying from other school members. In accordance with the ACCS, ASTI, IMPACT, and the TUI Code of Practice for Dealing with Complaints of Bullying and Harassment of Staff, St Mary's Academy CBS has adopted a Dignity at Work Policy. A separate policy in the Code of Discipline addresses bullying and harassment of students; please refer to it when appropriate.

8.12 DEFIBRILLATOR

Defibrillators are located in the Staff Room, DP's Office and the Gym Foyer. The defibrillator will be maintained by a designated teacher and checked regularly to ensure it is functioning correctly and stocked with the required items.

8.13 DRUGS AND ALCOHOL

Scope of Policy

The following outlines St Mary's Academy CBS's policy on drugs and alcohol in the workplace for staff. A separate Substance Abuse Policy deals with students. For the purpose of this policy, the term drugs will be defined as all mood-altering substances, either legal or illegal. This includes alcohol, prescribed and other medications, in addition to illegal and illicit substances. This policy does not address tobacco use, which is addressed separately.

Introduction

Alcohol and other drugs affect concentration, coordination, and performance. It is recognised that the effects of alcohol and other drugs may spill over from one's private life into the workplace, resulting in inefficiency, accidents and absenteeism. St Mary's Academy CBS recognises its staff as its most valuable resource and is committed to providing a healthy and safe working environment for the entire school population. This policy should be seen in the context of promoting the health, safety and welfare of all staff at St Mary's Academy CBS.



Principles

The Board of Management of St Mary's Academy CBS recognises the desirability of promoting the health and well-being of staff by:

- (a) encouraging a healthy lifestyle through preventing the development of alcohol and other drug-related problems;
- (b) offering assistance to staff who need it to overcome problems caused by alcohol or drug misuse.

Aims

This policy aims to:

- raise awareness of the risks of alcohol and other drug-related problems;
- promote the health and wellbeing of staff;
- minimise problems at work arising from the effects of alcohol and other drugs;
- identify staff with possible alcohol / drug related problems at an early stage;
- encouraging staff with alcohol and other drug related problems to seek help from an appropriate source for intervention and treatment if necessary.

Policy Statement

- This policy applies equally to all staff.
- St Mary's Academy CBS is an alcohol-free area.
- Staff shall be alcohol and drug free while on duty.

Procedure

- Observation of behaviour may lead you to believe that there is a problem. Signs, such as those mentioned above, may be evident, but do not automatically assume the problem is drink/drug-related; if the problem persists, it should be further investigated.
- The Principal should only deal with work-related issues and not try to diagnose personal problems.
- Where the Principal identifies a work performance or behaviour as an indication of a possible alcohol or drug-related problem, then the Principal should raise this with the employee and make them aware of the availability of local support services and of the Employee Assistance Service for teachers.
- The decision to seek help will be the responsibility of the individual staff member, and refusal to do so will not influence any present or future promotion or disciplinary procedures.



- St Mary's Academy CBS will endeavour to ensure that any employee who seeks help will be treated with discretion and in confidence.
- Staff will be given the same sick leave and the same protection and employment rights as other staff with ill-health problems. Time off will be granted for treatment, specialist care, or aftercare, provided that appropriate certification is submitted.
- If work-related problems persist, the normal disciplinary procedures will be activated specifically in relation to these issues. The employee will be entitled to representation and due process.

Alcohol and Drug Awareness

St Mary's Academy CBS encourages a healthy and sensible approach to alcohol and drugs for the whole school population. Through subjects such as Social, Personal, and Health Education, the school aims to provide education/training opportunities

- to increase awareness of responsible drinking;
- to increase knowledge of the risks associated with alcohol and drug misuse;
- to increase awareness of early signs of alcohol and drug dependency.

Co-ordination of Policy

The successful implementation and establishment of this policy is the responsibility of all staff of St Mary's Academy CBS. However, overall coordination and responsibility lie with the Principal.

For further information on drug and alcohol misuse, please contact your local doctor or:

- Alcoholics Anonymous 01 8420700
- Drugs HelpLine (Mon - Fri 9.00 am - 5.00 pm) 1800 459 459
- Narcotics Anonymous 016728000

8.14 ELECTRICAL SAFETY

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

8.15 EMERGENCY AND FIRE ARRANGEMENTS



St Mary's Academy CBS recognises the need for constant vigilance regarding the risks posed by fire in the workplace. A fire safety programme is in place to (a) guard against the outbreak of fire, and (b) ensure, as far as reasonably practicable, the safety of persons on the premises in the event of an outbreak of fire. The Fire Safety Programme incorporates arrangements for:

- the prevention of an outbreak of fire through the establishment of day-to-day fire prevention practices;
- the instruction and training of staff;
- the holding of fire and evacuation drills;
- informing the school community of the procedures to be used in the event of a fire or other emergency;
- the maintenance of escape routes;
- the provision of adequate fire protection equipment and systems and their inspection and maintenance;
- the provision of assistance to the fire brigade;
- a fire safety register;

Specific Arrangements are in place to meet the school's obligations:

- The Principal & Deputy Principal are responsible for conducting the fire drills.
- Fire Drills will take place once per term.
- Fire assembly points have been established in the Boundary wall (Tinteán Houses) at the rear of the school as indicated below. Signage has been posted each location.
- Directional fire evacuation signage is located throughout the school building.
- Site Layout plans and evacuation drawings will be posted in each classroom.

8.16 FIRE ASSEMBLY POINTS

Fire assembly points have been established in the Boundary wall (Tinteán Houses) at the rear of the school as indicated below. Signage has been posted at each location. Signage will be spaced appropriately to prevent the congregation of hundreds of staff and students during a drill.



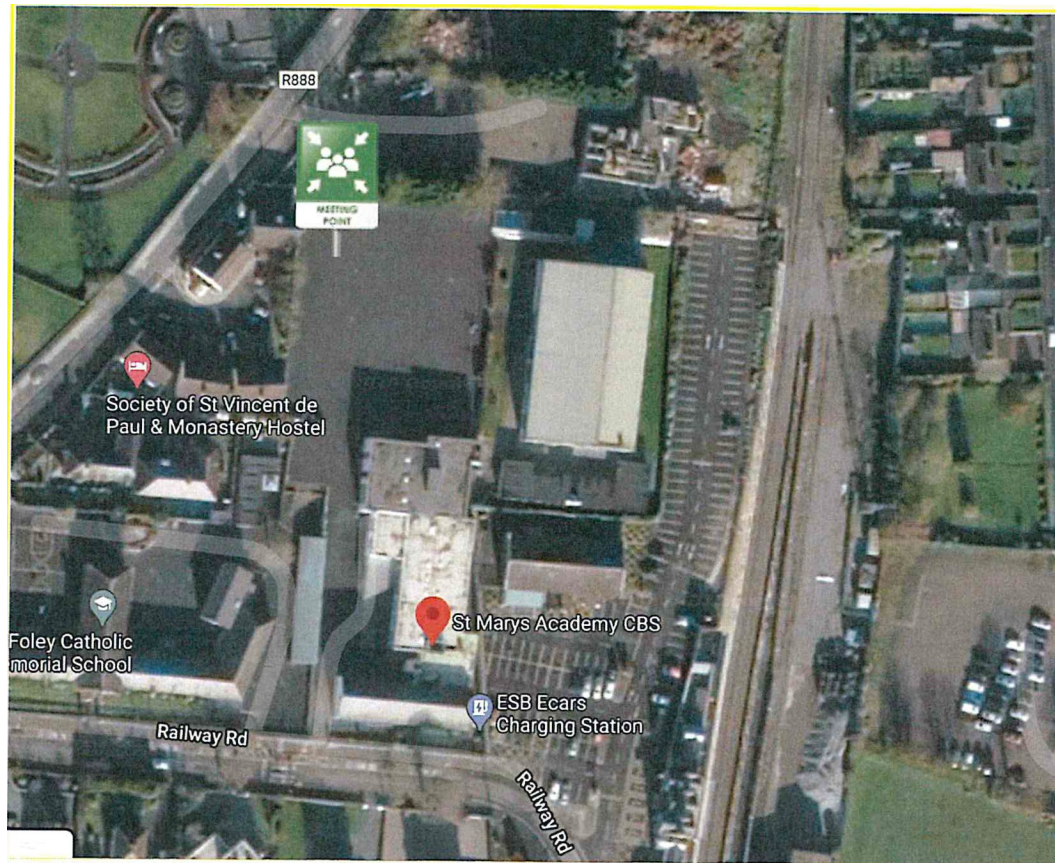


Figure: Approximate Location of Fire Assembly Points

8.17 FIRE AND EVACUATION DRILLS

Fire and evacuation drills are carried out each term in compliance with safety regulations. These drills are announced beforehand only to senior management. The Principal will formally evaluate each drill and report to the Board of Management on:

- Date and time of the drill
- The time it took to fully evacuate the building
- Issues identified, actions required to rectify issues and individuals responsible
- It is the responsibility of each student and teacher to comply with the fire drill

8.18 FIRE PREVENTION

- Rubbish and waste materials are not allowed to accumulate; such materials are

removed from the premises at regular intervals, and stored in suitable designated areas, pending disposal.

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

8.19 STAFF TRAINING

All staff are given training and instruction in relation to the following:

- The fire prevention measures.
- The emergency procedures, fire and evacuation drills devised for the premises.
- The evacuation of students, paying special attention to those who are disabled.
- The arrangements for the provision of assistance from the fire brigade.
- Fire control techniques, including:
 - The use of fire extinguishers, fire blankets and hose reels.
 - Closing doors (including those fitted with self-closers) and windows to inhibit Fire spread.
 - Shutting off electricity, fuel supplies and ventilation systems where applicable.
- The layout of the building/site, including:
 - Escape routes.
 - Location of alarm call points.
 - Location of firefighting equipment.
 - Location of assembly points



8.20 EVACUATION PROCEDURES

In the event of a fire/explosion, a teacher should:

- Raise the alarm. This is the most important action to take, as people who attempt and fail to control a fire by themselves often lose valuable seconds.
- Stay calm and don't panic.
- Tell staff, students, and anyone in your path what to do and where to assemble;
- Switch off equipment if possible and safe to do so.
- Do not run.
- Evacuate the classroom by the nearest safe exit and go to the designated assembly point.
- Close doors as you leave to reduce the spread of fire.
- Note: In making a path to the assembly points, lifts should not be used as people may be trapped if the electrical system fails.
- In the case that the fire is small and the risk of injury is low, and you are trained to do so, tackle the fire.
- Where possible, shut doors and windows and turn off electricity and gas.

When the alarm bell sounds (continuous ringing of the fire alarm bell) students should:

- Beside windows, close windows.
- Walk quickly, in silence, towards the exit.
- Do not take any belongings.
- Last to leave the room should close the door.
- Assemble in silence, with the teacher and form class, in the area designated for their form class, in the outside basketball area.

At the Assembly Point, students should:

- Look around for students who were with them in class.
- Should inform a teacher immediately if someone is missing.
- Remain in silence.

If in the toilet/cloakroom, students should:

- Move with the traffic flow to the assembly point and join their class.

Evacuation Routes:



- ⇒ Ground Floor: G1, G2, G4, G5, G6, G7, GB: To main student exit
- ⇒ Ground Floor: G9, staffroom & office: To the main reception door in the foyer
- ⇒ Ground Floor: G10, G11: To rear exit door in new extension
- ⇒ First Floor: F1, F2, F3, F4, F6: To main student exit on ground floor
- ⇒ First Floor: F5, F7, F8, F10, Year Head's Office, Guidance Office: Main reception door in foyer on ground floor
- ⇒ First Floor: F11, F12, F13, F14: To rear exit door via stairs in new extension
- ⇒ Prefabs: P1, P2, P3, P4, P5, P6 To assembly points
- Gym:
 - ⇒ Main Floor, Weights room & F11: To main exit
 - ⇒ F15 & F16: To the emergency exit downstairs
 - ⇒ Room with Trampoline: Emergency exit opposite Prefabs
 - ⇒ Dressing Rooms: Emergency exit opposite Prefabs



8.21 INFORMING THE PUBLIC



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

8.22 ESCAPE ROUTES

- Escape routes outside as well as inside the premises are kept unobstructed and immediately available for use.
- Escape routes are clearly indicated and adequately lit.
- Fire-resistant doors are maintained in a usable and fault-free condition.
- Exit doors are capable of being readily opened at all times while people are on the premises.
- Floor coverings and mats are fixed or laid so that people will not slip or trip on them during an evacuation..
- External areas at or near exits are to be kept free of vehicles and other obstructions to allow unimpeded escape to a place of safety.

8.23 INSPECTION AND MAINTENANCE OF FIRE PROTECTION EQUIPMENT

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

8.24 FIRE EXTINGUISHERS

- All fire extinguishers are to be inspected on a per-term basis. The maintenance team are responsible for carrying out a monthly visual inspection of fire. extinguishers to ensure that all pins and seals are in place, the gauge shows a full charge.
- Any extinguisher that fails the inspection should be reported to the maintenance team, and immediate arrangements should be made with the contractor to replace it.
- Each year, a service engineer should carry out a more thorough examination of extinguishers (In accordance with 1.5. 291: 2015- Use, Siting and Maintenance of Portable Fire Extinguishers and B.S. 5306 Part 3: 1985- Fire Extinguishing



Installations and Equipment on Premises). The date of inspection is to be noted on a durable adhesive label fixed to the extinguisher.

8.25 Emergency Lighting

- A service engineer will inspect and test procedures quarterly as described in 1.5. 3217:2013.

8.26 Fire Detection and Alarm System

- A service engineer will inspect and test procedures quarterly as described in 1.5. 3218:2013.

8.27 Assisting the Fire Brigade

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

Access routes should be kept clear for use by fire appliances

- The Principal should meet the officer-in-charge of the fire brigade and provide information on:
 - The number and location of persons still on the premises
 - The location of the fire
 - Any special hazards, e.g. chemicals, gas tank and cylinders, etc.
 - Entry points to the building
 - Available water supplies
 - Gas should be shut off when the alarm is raised. Electricity should be shut off if requested by the officer-in-charge of the fire brigade

8.29 Record Keeping

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

- The details of specific duties that have been assigned to staff.



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

8.30 Emergency Escape from Gas

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

- The first person becoming aware of it shall raise the alarm and ensure the building is evacuated as per the evacuation arrangements outlined above
- Do not switch on or off any electric device in or near the area affected, as both actions can generate a spark
- Turn off the gas supply by closing the isolating valve
- Open windows and external doors to ventilate the area

8.31 Employee Assistance Service

Through the Employee Assistance Service EAS, confidential counselling services are available to teachers whose positions are funded by the Department of Education, their spouses or partners, their dependents above the age of 16 and mother/father where appropriate. The purpose of the EAS is to provide teachers and their immediate family members with easy access to confidential counselling and to assist in coping with the effects of personal and work-related issues.

The EAS can help with issues in any of these areas:

- Work-related issues
- Family issues
- Emotional concerns
- Relationship difficulties



8.31 Expectant Mothers

Management acknowledges its statutory responsibility to provide a safe environment to staff and students who are pregnant or have recently given birth. In accordance with the *Safety, Health & Welfare (Pregnant Staff) Regulations, 2000* (Regulation 3) a pregnant employee of St Mary's Academy CBS must notify management of her condition '*as soon as is practicable after it occurs and, at the time of the notification, given to her employer or produce for her employer's inspection a medical or other appropriate certificate confirming her condition*'. In fulfilling legal obligations, it may be necessary to temporarily adjust duties and rest facilities to ensure staff are not exposed to ill health.

8.32 Expectant Breastfeeding Staff

The Board of Management of St Mary's Academy CBS is conscious of its obligations under the *Safety, Health and Welfare at Work (General Application) Regulations 2007, Part 6, Chapter 2 'Protection of Pregnant, Post Natal and Breastfeeding Employees.'*

It is the policy of St Mary's Academy CBS to ensure, as far as is reasonably practicable, that the normal safety precautions will adequately protect pregnant, post-natal and breastfeeding employees.

A pregnant employee who feels she may be at risk should inform the Principal without delay to ensure appropriate precautions can be taken. A detailed risk assessment for pregnant employees will be carried out and will inform the school's decisions.

Facilities and supports include:

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



8.33 External Locations - Car Park

Where applicable, arrangements for clearing snow, safe access and egress, response to spillages, etc., form part of the duties of the Board of Management.

In addition, the school has adopted a policy of reversing into car parking spaces. By doing so, staff will have greater visibility and avoid backing blindly into oncoming traffic or pedestrians. Suitable signage will be posted to reinforce this policy.

8.34 First Aid

From time to time, it may be necessary to administer First Aid to students or staff in the event of an accident or illness. If a fellow member of staff or student is ill he/she should not be left alone. If a teacher considers that a student should be sent home, the office should be informed, and arrangements should be made to contact parents and arrange transport home.

Under no circumstances should medicines be administered to students without expressed permission from the student's guardian/parent, witnessed by a member of staff.

In the event of an accident, the teacher in charge should arrange to bring the injured party to the office and contact the First Aider. If the injured party cannot be moved, the teacher in charge should notify the school management immediately. It is the policy of St Mary's Academy CBS to provide equipment and facilities which are adequate and appropriate for First Aid. First Aid boxes are located throughout the building. Staff are instructed to record all accidents, including injuries requiring only first aid, in the accident book provided in the office for this purpose.

Designated Teachers are responsible for the safekeeping and maintenance of first-aid boxes, equipment, and their contents. Teachers should report deficiencies to school management for action. The minimum first aid kit contents are listed below:

First Aid Kit Locations	
Main Office	Construction Studies / Woodwork Room GB
Staff Room	Science Rooms G4 and F4
Deputy Principal's Office	The Gym



First Aid Box Minimum Contents	Travel Kit	1–10 Persons	11–25 Persons	26–50 Persons
Adhesive Plasters	20	20	20	40
Sterile Eye Pads (No. 16) (bandage attached)	2	2	2	4
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	6	6	6	6
Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10 × 8 cm)	1	2	2	4
Individually Wrapped Sterile Unmedicated Wound Dressings Large (No. 9) (13 × 9 cm)	1	2	6	8
Individually Wrapped Sterile Unmedicated Wound Dressings Extra Large (No. 3) (28 × 17 cm)	1	2	3	4
Individually Wrapped Disinfectant Wipes	10	10	20	40
Paramedic Shears	1	1	1	1
Examination Gloves (Pairs)	3	5	10	10
Sterile Water	2 × 20ml	1 × 500ml	2 × 500ml	2 × 500ml
Pocket Face Mask	1	1	1	1
Water-Based Burns Dressing Small (10 × 10 cm)	1	1	1	1
Water-Based Burns Dressing Large	1	1	1	1
Crepe Bandage (7 cm)	1	1	2	3

8.35 Hazardous Substances

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

- Safety Data Sheets (SDS) made available for all chemicals in use on the premises
- If a new chemical substance is being considered for a specific purpose or project, before ordering, an SDS must be requested from the supplier. From the information on the SDS, an informed decision can be made as to the suitability of the chemical for use

- All involved staff must be given access to the risk assessment
- If training, information, supervision and instruction in the use of the control measures are needed, these must be undertaken before work with the substance

Management must ensure that third-party contractors provide assessments of hazardous materials they bring on-site and satisfy good environmental practice, including consideration of the materials' ultimate disposal.

8.36 Legionella

A competent contractor will be contracted to test the water on the school premises and treat it accordingly. Water storage tanks will be checked and cleaned as required, including removal of any sludge/slime buildup.

There are arrangements in place to address little-used outlets, to either:

- flush through showers/taps/water fountains and all other sources arising on at least a weekly basis, or carry out a safe purge of the water system before use, e.g. before reopening after summer holidays

8.37 Lone Working

It is the policy of the school that staff (except the Principal, Deputy Principal, Administrative Staff, and Maintenance Staff) are not permitted to be on the premises unaccompanied. At no stage will teaching staff be permitted to be on the premises unaccompanied outside school hours, i.e., at night or on weekends, regardless of the activity to be carried out.

If working alone, Maintenance Staff are required to 'report in' to the Principal or designated person to inform them that they are safely leaving the premises.

8.38 Manual Handling

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



8.39 Noise

St Mary's Academy CBS considers potential noise levels when selecting equipment and designing work environments. The technology rooms and other potentially noisy environments are identified and assessed, and appropriate precautions are recommended.

8.40 Personal Protective Equipment

St Mary's Academy CBS recognises that where there is a risk to the health, safety and welfare of their staff and students that cannot be controlled by technical or organisational measures, Personal Protective Equipment (PPE), e.g. goggles, earmuffs, and gloves, is provided and maintained.

The type of PPE provided for specific activities will be decided only after a suitable and sufficient risk assessment has been conducted. Management is responsible for ensuring that staff and students are trained in the use, care and maintenance of PPE.

8.41 Record Keeping

Maintaining records of things done for health and safety reasons is essential and, in some instances, a legal requirement. The school is responsible for keeping records relating to the building, facilities, machinery, and equipment. The Principal will maintain records relating to the operation of the school, i.e. policies, training, etc.

8.42 Risk Assessments

In selecting controls, the following hierarchy should be adopted.

- Elimination
- Substitution
- Enclosure
- Guarding
- Safe systems of work
- Supervision
- Training/Information
- Personal protective equipment (PPE)



All final decisions on risk control must consider the relevant legal requirements and industry codes of practice. Risk assessments are particularly important in the practical subjects. Activities including the use of hazardous chemicals or machinery, field trips, science-based practicals/ demonstrations /research projects, hazardous physical manipulations, maintenance of hazardous machinery, etc, require rigorous risk assessments with carefully documented and implemented controls. Where possible, controls and other safety measures identified in the risk assessment process must be implemented immediately. In other cases where the scale or cost prohibits immediate action, a programme of action must be planned by the relevant teacher in consultation with the Principal/Board of Management and implemented. Depending on the risks involved, appropriate interim action must be taken, i.e. if high, discontinuing the operation in the interim must be considered. These arrangements must be reviewed at regular intervals. Where the risk cannot be reduced to acceptable levels and finance is not available to implement appropriate controls, it is the policy of St Mary's Academy CBS to require that the activity cease or the area be closed.

8.43 Safety Statement

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

8.44 School Bags

St Mary's Academy CBS is dedicated to solving the issue of heavy school bags and their storage. It recognises that providing designated storage areas is crucial to reduce the risk. School bag racks have been installed downstairs to help with this.



8.45 School Trips/ Tours

Each trip is communicated and approved by the Board of Management. Parent/guardian's permission is obtained for each student before any excursions take place. Emergency preparedness is addressed (phone numbers, medical arrangements, first aid), and an adequate number of supervising adults are present on the trip. The trip supervisor carries out a head count before departure, routinely throughout the trip, in the event of an emergency, and before the return journey. Safety instructions are provided to students, including information on the required clothing and equipment, the code of behaviour, etc.

8.46 Smoking

In compliance with the *Public Health (Tobacco) (Amendment) Act 2004* regarding smoking in workplaces, smoking is strictly forbidden in the premises and on the grounds of St Mary's Academy CBS. The policy also applies to E-cigarettes.

8.47 Specialised Classrooms

Each specialised classroom has specific hazards unique to that room. These rooms should be locked when unoccupied. Where possible, classes in other subjects should not be taught in these rooms unless by the specialised teacher. If a specialised teacher is absent, the substitute teacher must be fully aware of the hazards in the room and the controls in place to address them. If the substitute teacher is not trained in the specialised area, classes should, where possible, be supervised elsewhere.

8.48 Students with Physical / Special Education Needs

Students who have ongoing medical problems, e.g. diabetic or other controlled conditions, may need medical interventions during the school day. Staff will be informed and trained on how to deal with an emergency situation of 'at-risk' students in their classrooms when the need arises.

Parents of children with known allergies are responsible for informing the Principal/Deputy Principal of any assistance that may be needed for a student with food allergies. Those students with significant medical needs will be identified in the staffroom to ensure that all staff are aware of any underlying conditions that may present during corridor supervision, break time supervision, etc.

Students with special educational needs will be supported by the school's SEN Department in



Health & Safety Statement

accordance with guidance from the National Council for Special Education. Where necessary, i.e., on a case-by-case basis, risk assessments may need to be carried out to ensure the safety of students, their peers, teachers, and other staff is maintained. Where teachers feel that there is a risk to the student, a risk assessment must take place in conjunction with SEN Coordinator/ Team.

In the event of an evacuation, these students will be escorted from the building by their SNA or teacher (for mainstream students).

8.49 Statutory Inspections

STATUTORY INSPECTIONS SCHEDULE

Statutory inspections of machinery, equipment, training etc. will be conducted as per the schedule below:

Description	Frequency							
	AS Required	Daily or before Use	Weekly Visual	Fortnightly	Monthly	Quarterly	6 Months	Annually
• Air Compressors		✓	✓	✓	✓	✓	✓	✓
• Boilers	✓				✓			✓
• Contractor Documentation			✓		✓	✓		✓
• Defibrillator	✓		✓					
• Emergency Lighting		✓	✓		✓		✓	
• Fire Detection Systems	✓		✓	✓		✓		✓
• Fire Extinguishers		✓	✓		✓	✓		
• First Aid Kits		✓				✓	✓	
• Fixed Wired Electrical	✓				✓	✓	✓	✓
• Fume Cupboards		✓					✓	✓
• Gas Proving System			✓			✓		✓
• Ladders		✓			✓	✓	✓	✓
• Mobile Scaffolding		2 x 20ml	1 x 500ml	2 x 500ml	2 x 500ml	2 x 500ml	8 x 500ml	60 Months
• Portable Appliance Testing	✓			✓	✓	✓		
• Practical Room Machinery & Equipment		✓				 Inspection Required		
• Review Training Requirements	✓	✓	✓	✓	✓			



8.50 Stress

What is Work-related Stress?

Stress can be broadly defined as the negative reactions people have to aspects of their environment. Work-related stress refers to reactions to workplace pressure.

"Stress occurs when an individual perceives an imbalance between the demands placed on them on the one hand, and their ability to cope on the other" (Professor Tom Cox, Institute of Work, Health and Organisation).

Each employee member brings their own particular personality, medical history, psychological makeup, and coping skills to the school. As a result, what may be stressful for one employee may not be for another. However, some workplace factors inevitably lead to stress, such as poor communication, role ambiguity, career stagnation, low participation in decision-making, and conflict.

Effects of Stress

The effects of stress differ from individual to individual. The experience of stress can change the way a person feels, thinks and behaves and can also produce physical changes. A person often experiences stress in various ways. When you are stressed, you are less likely to eat well, get adequate sleep, take exercise and relax. You can also experience irritability, reduced attention span and memory impairment. Irritability due to stress can lead to secondary problems, such as loss of social support. Being stressed over a prolonged period of time has been associated with increased blood pressure and cardiovascular problems.

How to cope with stress at work:

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



Develop Skills

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

Maintain Physical Fitness

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

8.51 Training

St Mary's Academy CBS recognises that training is one of the most effective ways to ensure that staff are competent and able to maintain a safe working environment. Therefore, we aim to provide ongoing safety training programs to meet the needs of staff at all levels of the organisation. Training initiatives include:

- Formal classroom training (using presenters from within and external to the organisation)
- On-the-job instruction and safety meetings

The Principal and the Safety Committee mainly identify training requirements. All staff are required to cooperate with the provided training programs. Training provided should include:

- Safety induction for all new staff
- As appropriate, manual handling, first aid, fire safety, and



- Basic health and safety training to ensure those responsible for health and safety are equipped to undertake their duties and responsibilities

Subject of Training	Who Requires Training
Induction training for all new staff (see policy)	All new staff
First Aid – Certified first aid training	As designated by the Principal
Emergency Procedures: • Evacuation concepts and principles • Fire prevention procedures • Use of fire extinguishers and fire blankets • Evacuation procedures and roles	All staff
Manual Handling – Training in manual handling techniques	Staff involved in regular lifting, lowering, pushing, and pulling of loads

8.52 Induction Training Policy

The objective of this policy is to ensure that new staff starting with the school are introduced to the premises, safety/evacuation procedures, rules and regulations, their immediate work environment, and colleagues, in compliance with all legal and contractual obligations. This induction training applies to all permanent, temporary and contracted staff of St Mary's Academy CBS. New staff include college students on temporary work experience. A short induction period will be provided by the Principal or a designated staff member for new employees joining the staff. This will include:

- Receiving a copy of the staff handbook/diary
- A tour of the premises for familiarisation purposes
- Fire emergency procedures, location of exits, assembly points and training on firefighting apparatus



- Details of accident reporting and investigation procedures
- A discussion on the hazards in the workplace (particularly those relating to their own area of work), preventative measures in force and the Safety Statement
- An explanation of the consultative process, name of Safety Representative and staff meetings;
- A detail of the new employee's safety responsibilities
- Details of further training (if required or identified)
- Receiving a copy of the School Safety Statement

Staff are also encouraged to be attentive to new staff and ensure their compliance with all safety procedures. All staff will be retrained periodically on safety rules, policies, and procedures, as well as on changes to the workplace safety statement.

8.53 Violence

Scope of Policy

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

Introduction

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

Principles

The Board of Management of St Mary's Academy CBS recognises its duties to:

- Provide a safe environment for staff and other persons present in the school
- Minimise the risk of assaults on teachers, Principal/ Deputy Principal, or other staff employed in the school



- Support staff who have been assaulted or threatened with assault, and ensure that appropriate action is taken to safeguard against a recurrence

Preventative Measures

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

Steps to be followed in the Event of an Assault

- In the event of an assault, a staff member should not try to resist if cash or goods are the obvious motive for the attack. Depending on the circumstances and the level of training, the member should endeavour to calm down the assailant and seek assistance as quickly as possible
- The incident should be immediately reported to the Principal/Deputy Principal.
- Where necessary, immediate medical assistance should be sought. Debriefing is essential as soon as possible after the event. Staff are entitled to time off work and counselling if needed
- The matter should be reported to the Gardaí, where appropriate. The staff member who was assaulted would normally make this report
- The details of the incident should be recorded. The information recorded should include personal details (name, age, occupation) of the victim and assailant, where available, a description of what happened, why it happened, when and where it happened, a description of any injuries sustained and weapons used, and which procedure failed. Situations in which staff members have been intimidated or threatened with physical violence should also be recorded. Reports should be made to the Health and Safety Authority and the States Claims Agency as required



- The Board of Management should be notified of the incident, and where necessary, an emergency meeting of the Board of Management should take place. The Board should consider notifying its legal advisors and insurance company of the incident as appropriate
- Where an assault is by a pupil, the matter should be dealt with in accordance with the school's Policy on Discipline in School.
- Repeatedly aggressive pupils should be referred, with the consent of parents/guardians, for psychological assessment to assess the pupils' social and emotional needs and to determine how these can be best met.
- Where a parent/guardian or visitor commits the assault, the Board of Management should immediately instruct the person in writing not to make direct contact with the staff member/school pending full consideration of the matter. Subsequently, the Board of Management should correspond with the parent/guardian or visitor stating:
 - that it considers the assault unacceptable and what action the Board of Management intends to take;
 - outlining what pre-conditions should be met before access to the school is restored.
- Where a staff member commits the alleged assault, the Board of Management should immediately instruct the member in writing not to make direct contact with the victim pending full consideration and investigation of the matter. The question of suspension may also need to be considered before further disciplinary measures are taken.

8.54 Visitors

For evacuation purposes, visitors are asked to sign in upon entering the premises and sign out upon exiting. Host staff are responsible for the safety and conduct of visitors and for informing them of local welfare facilities, emergency procedures and any specific risks.

8.55 Waste Management

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



8.56 Welfare Facilities

St Mary's Academy CBS shall ensure that adequate welfare facilities are provided on the premises for all staff and students. Adequate toilet facilities are provided and maintained in a good, clean, hygienic condition. Adequate washing facilities (including hot water where necessary) and washing and drying materials/equipment are provided and maintained.

8.57 Weather

Due to unforeseen weather conditions that constitute an issued Orange/Red Weather warning, staff and students may have difficulty getting to work at the standard start time. If this is the case, the Principal will monitor these weather reports and advise the school community accordingly on whether the school will be open or closed. The Principal reserves the right to finish or close early on days when the school deems the weather adverse to ensure students and staff can travel home safely.

8.58 Work Experience

It usually involves students working in a place of employment under the supervision and guidance of a mentor. Before any placement, students who wish to gain work experience in construction are obliged to have a 'Safe Pass' certificate. The teacher organising the work experience shall contact each employer to ensure that suitable arrangements are in place before the student takes up the work placement, e.g., safety induction, supervision arrangements, provision of appropriate PPE, and insurance arrangements.

Signed:  Date: 21st April 2026
Ronan Mulhall
Chairperson, BOM

Signed:  Date: 21st April 2026
Fiona Lennon
Principal

