



ST. FARNAN'S  
POST PRIMARY SCHOOL  
**PROSPEROUS**  
COUNTY KILDARE



St. Farnan's Post Primary School

Prosperous

Co. Kildare

# Health & Safety Statement

## Working Document

## 2024

# **St Farnan's Post Primary School**

## **Health and Safety Statement**

### **INTRODUCTION**

The purpose of this statement is to safeguard the safety, health and welfare at work of the school's employees and students and also the safety and health of other people who might be at the workplace including visitors, contractors and members of the public. This statement was written according to the Guidelines on Managing Safety and Health in Post Primary Schools Parts 1 and 2.

[http://www.hsa.ie/eng/Education/Managing\\_Safety\\_and\\_Health\\_in\\_Schools/Post-Primary\\_Guidelines - Part 1/](http://www.hsa.ie/eng/Education/Managing_Safety_and_Health_in_Schools/Post-Primary_Guidelines_-_Part_1/)

### **SCOPE**

This statement applies to the entire school community on the school's grounds and on any external school related activities including extracurricular and co-curricular programmes. St. Farnan's Post Primary School is committed to providing each student with a holistic education to enable him/her to achieve full potential. This must be done in a safe environment for the entire school community.

### **RATIONALE**

It is a legal requirement under Section 20 of the Safety, Health and Welfare at Work Act, 2005, for every employer, in conjunction with employees, to prepare a Health and Safety Statement. It represents the Board of Management's commitment to safety and health, and specifies how the schools Safety and Health Management System (SMS) should be implemented. This statement includes five key elements;

- Policy and Commitment,
- Planning,
- Implementation,
- Measuring Performance,
- Audit and Review.

The Board of Management and staff of the school under the auspices of Kildare and Wicklow ETB are committed to the implementation of the Health and Safety Policy that is displayed prominently in the school.

### **Definition**

**A Safety Statement** is a written programme of the school's commitment to safeguard the safety, health and welfare of staff while they work and the safety and health of other people who might be affected by work activities in the school including pupils, parents/guardians and visitors.

**A Safety and Health Policy** is a declaration that a workplace is as safe and healthy as reasonably practicable and that all statutory requirements will be complied with. (Guidelines on Managing Safety and Health in Post- Primary Schools)

## **SCHOOL PROFILE**

St. Farnan's Post-Primary School is a mixed, co-educational, non fee-paying school under the patronage of Kildare and Wicklow Education and Training Board. The school has been designated disadvantaged and is part of the Developing Equality of Opportunity in Education (DEIS) Programme. The socio-economic background of the students would range from working class to middle class families with the majority being working class. Approximately 39% of the students included are on the Continuum of support. The present school consists of a number of specialist rooms that form part of the main building. These are Woodwork, Science, Information Technology, Home Economics, Art, Construction studies and a purpose built ASD unit. The remainder of the building consists of a number of conventional class rooms, administration offices, staff offices, Gymnasium, toilets, canteen and a staff rooms. The rest of the school consists of 5 prefabricated buildings housing general purpose classrooms, a basketball court, a small fenced gardening area, playing field and two designated parking areas for staff and visitors. The entire school area is covered by CCTV for student and staff security. There are also storage sheds and a boiler house. The entire school grounds cover an area of approx. 12.48 acres.

## **RESOURCES FOR SAFETY AND HEALTH**

The school has the following resources in the school;

- Defibrillator located in Main Staffroom,
- First Aid boxes in various locations, classrooms, staffroom, canteen and for sports activities,
- Various wall, floor signage
- Fire extinguishers located throughout school, maintained on contract and in date.
- Fire alarm and emergency lighting
- Specific equipment pertaining to specialist classrooms e.g. Science Labs
- Trained personnel
- Intruder alarm and CCTV surveillance
- Effective supervision on the school campus and on school related trips
- A variety of related policies and procedures
- Good links with parents and members of the local community .
- A Safety Committee and a Safety Co-ordinator
- Access to skilled service and maintenance personnel

## St Farnan's Post Primary School Safety Policy

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management/ETB to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect pupils, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, contractors and pupils of the school. It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff.

Kildare and Wicklow ETB, as employer, undertakes in so far as is reasonably practicable to:

- A. promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
- B. provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- C. maintain a constant and continuing interest in safety and health matters pertinent to the activities of the school;
- D. continually improve the system in place for the management of occupational safety and health and review it periodically to ensure it remains relevant, appropriate and effective;
- E. consult with staff on matters related to safety, health and welfare at work
- F. provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, pupils, contractors and visitors.

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

*Anders Purcell*  
Principal

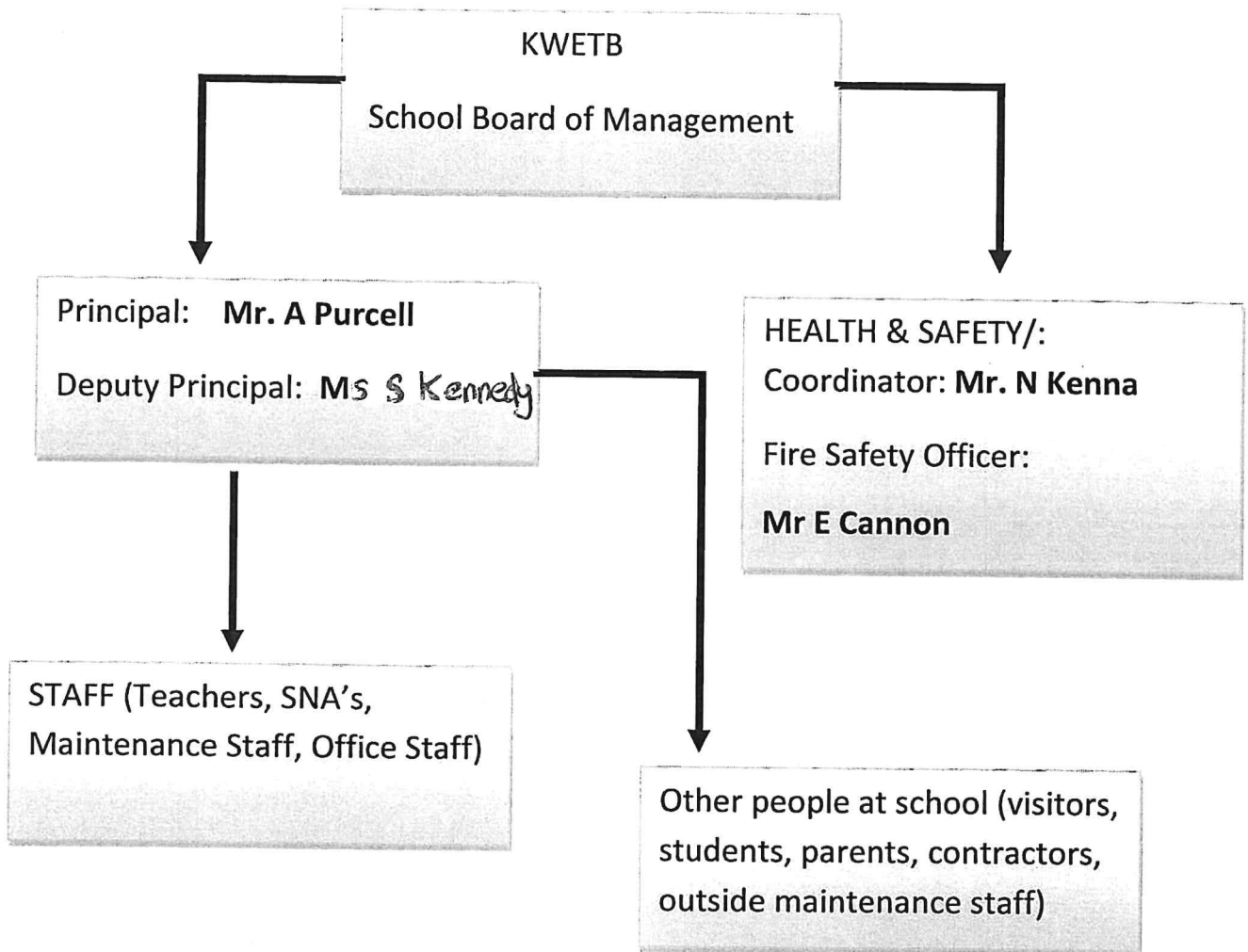
19/12/23

*Brendan Weld*  
Chairperson BOM

19/12/23



## Roles and responsibilities for Health and Safety



### Board of Management

- To comply with its legal obligations under the 2005 Act;
- To ensure that the school has written risk assessments and an up to date safety statement;
- To review the implementation of the SMS and the safety statement;
- To set safety and health objectives;
- To review the safety statement at least annually and when changes that might affect workers' safety and health occur;
- To review the school's safety and health performance;
- To allocate adequate resources to deal with safety and health issues;
-

### **The Principal/Deputy Principal**

- To comply with the requirements of the 2005 Act;
- To maintain the safe upkeep of the premises;
- To report to the Board of Management on safety and health performance;
- To manage safety and health in the school on a day-to-day basis;
- To communicate regularly with all members of the school community on safety and health matters;
- To ensure all accidents and incidents are investigated and all relevant statutory reports completed;
- To ensure fire drills are organised;
- To contact emergency services in the event of an accident;
- To ensure the fire alarm and fire extinguishers are regularly serviced;
- To organise safety and health training for staff;
- To ensure contractors and visitors comply with the school safety and health regulations;
- To ensure that KWETH and relevant bodies are informed of accidents where required;

### **Health and Safety Co-ordinator**

- To assist the principal in managing safety and health in the school;
- To check fire extinguishers and First Aid kits at the start of each term and replenish stock;
- To confer with the school management where supplies equipment and materials need to be purchased;
- To be vigilant about safety and health issues and advise school management of any concerns;
- To advise staff on safety and health issues and brief new staff on same;
- To call Safety Committee meetings at least once per term and to keep the minutes of such meetings;
- To co-ordinate fire drills once per term and get feedback from staff and keep records of same;
- To ensure all safety signage is in place around the school;
- To ensure safety audits are undertaken by staff and to prioritise and address concerns in consultation with the principal;
- To survey staff on training needs and to record all training undertaken in the Safety and Health folder;
- To ensure all accidents are recorded where relevant;
- To ensure students, going on work experience, are briefed on safety and health in the workplace;
- To monitor the HSA website and keep updated on H&S developments;
- To keep the Safety and Health folder up-to-date;

### **Fire Safety Officer**

- To co-ordinate fire drills once per term and get feedback from staff and keep records of same;
- To ensure all Fire safety signage is in place around the school;
- 

### **Teaching Staff**

- To comply with all statutory obligations on employees as designated under the 2005 Act;
- Take reasonable care of personal safety, health and welfare;
- To ensure the safety and health of students and other members of the school community are safeguarded at all times;
- To co-operate with school management in the implementation of the safety statement;
- To inform pupils of the safety procedures associated with individual subjects, e.g. Science, Technology subjects;
- To ensure that pupils follow safe procedures, e.g. use personal protective equipment (PPE) and adhere to laboratory rules;
- To conduct risk assessments of their immediate work environment;
- To formally check classroom/immediate work environment to ensure it is safe and free from fault or defect;
- To ensure passage ways and exits are free from obstruction at all times;
- To check that equipment is safe before use;
- To ensure that risk assessments are conducted for new hazards, e.g. new machine or chemical product;
- To advise students in relation to safety and Fire evacuation procedures;
- To report accidents and dangerous occurrences to the safety co-ordinator and school management;
- actively participating in fire safety including drills and firefighting training and being familiar with firefighting equipment and its uses;

### **Supervisors**

- Teachers who undertake supervision duties have responsibilities for the students prior to school starting and during breaks;
- The responsibilities of those supervising at St. Farnan's Post Primary School include the following;
- ensuring the level of supervision is suitable with the activities students are involved in and the age and the maturity of the students;
- enforce rules of conduct that are outlined in the school's Code of Behaviour;
- ensure students do not enter areas that are out of bounds during the break times;
- investigating, recording and reporting incidents/accidents that occur as detailed in the school incident reporting procedure;
- ensuring students involved in accidents receive first aid or medical attention as required;
- keeping order in the canteen area and yard area;
- actively participating in fire safety including drills and firefighting training and being familiar with firefighting equipment and its uses;

### Ancillary Staff

- To comply with all statutory obligations on employees as designated under the 2005 Act;
- To take reasonable care of personal safety, health and welfare;
- To get familiar with the school safety statement and undertake work in accordance with its requirements;
- To ensure wet floors in common areas are mopped and any obstructions removed;
- To check the safety of equipment before use and report defects to the principal ;
- To ensure that manufacturers/suppliers instructions are followed in relation to equipment, machinery and chemicals;
- To be vigilant to possible hazards and report findings to the safety co-ordinator;
- To wear personal protective equipment (PPE) as required;
- To report any potential bullying or dangerous activities by students to school management;
- To report accidents to the principal;

### Students

- Take reasonable care to protect his or her safety and health and the safety and health of other members of the school community;
- Cooperate with the safety systems and signage in place in the school;
- Observe any safety rules and procedures which may be defined for working in laboratories, workshops etc;
- Do not interfere with or misuse any safety equipment;
- Study the school safety statement and be familiar with emergency procedures;
- Report immediately to the **school management** any accident resulting in injury or any situation where a member of the school community may be in danger;
- Report potential safety risks to the safety co-ordinator;

### Canteen Staff

The canteen staff has responsibility for food storage and hygiene in the canteen. Part 2 Chapter 2 Section 13 of the *Safety, Health and Welfare at Work Act 2005*

Duties include:

- 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 he/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;
- ensure the canteen is run by HACCP principles;
- ensure scrupulous cleanliness is maintained at all times;

**Contractors:**

Contractors must comply with statutory obligations as designated under the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Application Regulations 2007 and any other relevant legislation such as the Safety, Health and Welfare at Work (Construction) Regulations 2006.

- Any contractor will require to be suitably qualified and experienced;
- The contractor and the principal meet in advance to discuss any likely hazards and how these will be addressed;
- Comply with the school safety statement and the company safety statement;
- Ensure the work area is secured and doesn't endanger workers or school personnel;
- Undertake work in accordance with site plan and relevant permit;
- The school management is consulted about moving plant equipment and materials safely onto the school campus;
- Plant and equipment moved onto the school site is in good working order;
- The contractor consults with the principal before using power tools or plant equipment;
- Workers wear personal protective equipment on site;
- Supply documentation and insurance details when required;

**Safety Committee**

- Monitors and reviews the school safety statement;
- Studies risk assessments and safety audits undertaken by staff;
- Organise walk-through inspections;
- Discuss safety training needs;
- Discuss issues impacting on safety and health;
- Assess fire drill evaluations;
- Examine accident reports;
- Draft action plans to address potential risks;
- Manage safety resources and assess that resources are being used effectively to remedy risks and to improve the Safety and Health Management System in the school;
- Provide on-going evaluation of safety and health practice in the school;

The safety committee consists of the following personnel:

- The principal
- The deputy principal
- The safety co-ordinator
- The caretaker
- Teacher representatives

The committee meets once per term and is chaired by the safety co-ordinator. Minutes of these meetings are taken and held.

## **Hazards**

Section 19 of the Safety, Health and Welfare at Work Act 2005 specifies that, "Every employer shall identify the hazards in the place of work under his or her control, assess the risk presented by those hazards and be in possession of a written risk assessment of the risks."

A hazard is anything that has the potential to cause harm to people, property or the environment

### **Physical Hazards**

Some common causes of accidents are:

- Manual handling (heavy awkward or hard-to-reach loads,)
- Slipping/tripping hazards (poorly maintained or untidy floors, passage ways or stairs)
- Falling from a height (from mezzanine floors or scaffolding)
- Getting caught or cut by machinery especially moving parts of machinery blades or rollers, equipment (poorly maintained or whose guards have been disabled)
- Falling objects
- Introduction of new machinery or work systems
- Fire (from flammable or combustible materials)
- Electricity (poor wiring or not being protected by residual current devices)
- Special hazards of maintenance of equipment and the workplace itself (the roof, windows or gutters)
- Injury by another person
- Hot substances or surfaces
- Hand tools (noise, eye injury, electrocution)
- Poor housekeeping

### **Health Hazards**

- Negative stress (e.g. from poor work organisation or control, repetitive strain, etc.)
- Noise (e.g. if people must raise their voices to be heard)
- Harmful dusts (e.g. from grinding)
- Unsuitable lighting levels
- Sources of radiation
- Extremes of temperature
- Injury through poor design of tasks or machinery
- School bags
- Bullying/Harassment

### **Chemical Hazards**

- Immediate problems, (e.g. acute toxic effects or catching fire)
- Long-term effects of exposure on health (e.g. cancer-causing)
- Likelihood of skin problems (e.g. skin irritation causing dermatitis)
- Likelihood of chest problems

### **Risk Assessment**

Risk means the likelihood, great or small, that someone will be harmed by a hazard together with the severity of the harm suffered.

Risk also depends on the number of people who might be exposed to the hazard.

It is the employer's duty under section 19 of the 2005 Act, to ensure a risk assessment is carried out. Risk assessment is a key component of any safety statement and involves the following steps:

1. Identify the hazards
2. Evaluate the risk in proportion to the hazard
3. Put in place appropriate control measures to eliminate or minimise the risk

### **EMERGENCY PROCEDURES, FIRE SAFETY, FIRST-AID, ACCIDENTS AND DANGEROUS OCCURRENCES**

Section 8 of the Safety, Health and Welfare at Work Act 2005 requires that every employer shall "prepare and revise as appropriate, adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious and imminent danger."

#### **Fire Safety**

The following controls are in place:

- There are fire extinguishers visibly located in each room and these are checked regularly and serviced annually
- There are fire blankets located in appropriate rooms and in the school canteen.
- The school has a fire alarm with sounders strategically situated throughout the school campus. This is serviced regularly.
- There is a designated Fire Assembly Area
- Evacuation routes have been designed for each classroom
- Fire exits are clearly marked
- Timed fire drills take place at least 3 a year. There is an evaluation of each drill to identify where there is room for improvement
- All school personnel are made aware of emergency evacuation procedures and these are posted in all rooms
- There is a roll call at the beginning of each lesson and teacher's carryout a roll call at the Assembly Point during a fire drill
- There is emergency lighting in the main corridors
- There are smoke detectors in the main building and in the canteen areas
- Smoking on school grounds is not permitted for all school personnel, visitors, contractors and workers
- The caretaker ensures that all appropriate lights, data projectors and photocopiers are switched off each evening
- Teachers are requested to ensure all computers are powered off at the end of the day
- There are gas detectors in the Home Economics and Science laboratory
- Teachers in specialist rooms are requested to check that appliances, power equipment and gas supplies are shut off each evening



## EMERGENCY EVACUATION PROCEDURES

- The school undertakes to have at least 3 fire drill procedures per year.

### Teachers/Staff – Fire Drill Procedure.

- In the event of hearing the fire alarm:
- If you have a class group, inform the students that they should leave the room through the emergency exit in an orderly manner and to leave all belongings behind them
- Inform them they should line up in the Assembly Area
- Guide the students to the Assembly Area using the evacuation route for your classroom, bring your teacher's journal/ VSWare to roll call students.
- At the Assembly Area, instruct the students to line up and call the roll to check all are present.
- When this is done, wait for further instruction. If the all-clear is given then instruct students to return to their classroom through the main doors of the classroom.
- If you do not have class you should proceed directly to the Assembly Area.

### Students – Fire Drill Procedure

In the event of hearing the fire alarm

1. Proceed to leave the classroom in an orderly manner
  - Do not run or push
  - Do not bring any belongings with you
2. Leave through the emergency exit and proceed to the Assembly Area using the evacuation route for the classroom you are in.
3. When at the Assembly Area, line up
4. Wait in the Assembly Area until your teacher has called the roll and gives you permission to return to class.

If the fire alarm sounds during **recreation time**, you should proceed immediately to the Assembly Area and line up. You should wait there until the roll is called and you are dismissed.

### First-aid

Chapter 2 of Part 7 of the General Application Regulations 2007 sets out the first-aid requirements for workplaces. "Employers have a duty to provide first-aid equipment at all places of work where working conditions require it. Precautionary measures include the following:

- The location of First Aid boxes are clearly displayed in rooms required.
- These boxes are checked once per year and restocked where necessary. This is co-ordinated by the Health & Safety Co-ordinator.
- A First Aid kit is brought on all sport outings
- There is a defibrillator located in the main staffroom and this is checked regularly by the Health & Safety Co-ordinator.
- A number of staff have participated in Basic First Aid training and defibrillator training
- A list of emergency telephone numbers is posted in the office
- Teachers are made aware of students with medical conditions at the start of the year
- A school mobile phone is available for staff to bring on overnight trips so that contact can be made to parents/gaurdians.

### **Procedures for managing ill students**

A student who feels ill during the day reports to the office and contact is made to a parent or guardian on the school phone only.

Depending on the severity of the illness he/she either returns to class or sits outside the office until s/he is signed out by a parent/designated person.

A student feeling ill in class is escorted to the office by another student and contact is made with home.

If a student is too ill to move, school management should be notified immediately.

In cases where contact cannot be made with a parent/guardian then school management will assess the situation. If the student is feeling extremely unwell then emergency services will be called for immediately by the principal/deputy principal or teacher in charge.

### **Accidents and Dangerous Occurrences**

#### **Prevention**

Students are supervised before schools begins each day and during recreational periods.

Teachers intervene where horseplay or where students are engaging in potentially dangerous behaviour.

Teachers are required to be punctual and not to leave classes unsupervised.

It is school policy not to place students outside classrooms unsupervised.

In classrooms bags should be safely stored and passage ways kept clear.

Teachers should ensure that cables and wires are not trailing as far as practicable.

In specialist rooms students are not to use equipment/appliances unsupervised where necessary.

It is the duty of class teachers to report broken furniture to the caretaker and to check equipment for visible faults before use.

Spills are to be cleaned up immediately / as soon as possible.

Handrails are used in conjunction with steps throughout the campus.

Signage is used to draw attention to wet floors especially on the main corridor during rainy days.

Students are not allowed access to concealed areas of the grounds during recreational periods.

Students are not permitted to leave school grounds during the day unless they are collected or have a permit to go home. Senior students may be allowed to the local shops at lunch time only.

Specialised rooms are locked before school starts and during recreational periods.

Students automatically participate in the personal accident insurance scheme which is available and must be paid by parent/guardian through the school on-line fee process.

## **Procedures for injuries and accidents**

### **Classroom**

The class representative or another student is sent to report the incident to a member of school management.

The principal/deputy principal will assess the injured party and decide on the next course of action.

Depending on the seriousness of the injury the student will:

- Remain in school following first aid treatment
- Be sent home with a parent/guardian
- Be brought to the doctor by a parent/guardian during school time
- Be ferried to hospital by ambulance

The teacher completes an incident report before the end of the day.

School management will investigate the incident to determine probable cause. If possible a strategy will be devised to minimise the risk of such an incident occurring in the future.

Parents to be advised of injuries when required.

### **Out of class**

Any incident occurring on school grounds is assessed by the staff member first on the scene.

The injured party is brought to the office area where initial first aid treatment is administered.

School management is informed and s/he determines the subsequent action to be taken.

Procedures as outlined for in-class incidents are followed.

The teacher completes an incident report before the end of the day.

### **Serious/Severe/Critical incidents**

If the injured party cannot stand up or is complaining of neck, back or leg injury then the school management should be summoned immediately and no attempt should be made to move him/her.

The person should be covered and kept warm.

All other students should be moved away from the scene .

The school management or teacher in charge determines the scale of the injury and what action is to be taken.

### **School trips and Games**

These are classified as work-related activities so the school's Safety Statement applies in such situations.

#### **Precautions**

A list of students and adults going on the outing is compiled by the organiser and a copy is given to school management

The roll is called on the outward and return journey.

A First Aid kit is brought to sporting events.

A copy of the trip details is given to school management.

### **Accidents and injuries**

The teacher assesses the injuries and administers basic first aid.

School management is to be contacted where an injury is serious and may require medical attention.

Accidents must always be reported to school management and an incident report completed.

Accidents, where relevant are recorded in the **Incident Recording File** in the office by the class teacher or the member of staff first on the scene.

Where relevant, accidents will be reported to the Board of Management by the principal

The following are reportable to the **Health and Safety Authority** (See HAS website):

- An injury to student;
- An injury to an employee in the course of their employment which prevents him/her from performing the normal duties of work for 3 calendar days not including the day of the accident
- The death of any employee which was caused by an accident during the course of their work
- The Incident Report is used for reporting work-related accidents
- The Incident Report is used for reporting dangerous occurrences

### **SPECIAL RISK PERSONNEL AND POTENTIAL RISK FACTORS**

The names of students with health issues are reported to staff at the start of the year as well as any specific details on how to manage situations which may arise with these students. A list with student picture will be displayed in the main staffroom to ensure that all teachers are aware of the students. Every care is taken to ensure the safety of this higher risk group.

### **STUDENTS WITH SPECIAL EDUCATIONAL NEEDS**

- Careful supervision
- Access and egress carefully considered
- Individual needs are assessed in relation to evacuation is considered

## **PREGNANT PERSONNEL**

The school will take all necessary steps to comply with **The Safety, Health and Welfare at Work Regulations 2007**. These regulations pertain to employees who are pregnant, just have had a baby or are breast-feeding

School management should be informed as early as possible when an employee or student becomes pregnant.

The school management will examine the school environment to identify any elevated risks to the health and safety of this female and her developing child

Risks including the following will be considered:

Physical shocks

Heavy load handling

Abrupt movement and postures

Exposure to harmful chemicals

Excessive standing

Increase risk of falling

Excessive heat exposure

(List of risks is not exhaustive)

If a risk is identified, then a strategy will be identified to minimise or eliminate the risk

The findings will be communicated to the pregnant staff member or student

## **WORK EXPERIENCE**

Leaving Certificate Vocational Programme students, Leaving Certificate Applied students and TY students spend time on work experience during the first year of their programme. For some it may be their first time in a work environment so students need to be familiar with the possible safety and health risks.

- Students are advised to seek experience with reputable companies and organisations
- Students are made aware of potential safety risks associated with the work environment. The **Choose Safety** teaching and learning resource pack may be used in preparing students for work experience
- Each student must furnish the programme coordinator with the name of the company/organisation as well as a contact name and telephone number
- The students are requested to enquire about safety and health procedures on site before they commence work experience
- Employers are requested in the cover letter from the school to provide induction training and to pay attention in particular to safety and health issues
- A copy of the school's insurance is given to the employer outlining what is/isn't covered while the student is on site
- Employers or supervisors are contacted during the placement by the programme coordinator. A random sample of sites will be visited by the coordinator
- All employers are required to complete an assessment report
- Students are required to complete an evaluation report which includes safety and health procedures
- Students are obliged to report any accidents or near misses to the programme coordinator and complete an incident report
- This will be examined by school management and the Safety Committee

## **Stress**

"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).

Causes of short-term stress include:

Tough deadlines,

Having to carry out tasks we find very difficult,

Having to do many things at once,

Having to act in difficult circumstances or under external pressures

Stress generally comes from aspects of personal lives but aspects of the work environment may exacerbate the state from time to time. Each individual employee brings into the school his/her own particular personality, medical history, psychological make-up and coping skills. As a result, what may be stressful for one employee may not be for another.

## **Effects of Stress**

The experience of stress can change the way a person feels, thinks and behaves and can also produce physical changes.

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 create secondary problems such as the loss of social support. Being stressed over a prolonged period of time has been associated with increased blood pressure and cardiovascular problems.

St Farnan's Post Primary is committed to a healthy workforce by placing value on both physical and mental health. The school acknowledges that stress problems have many causes and is committed to promoting a working environment where staff who feel they are at risk of suffering from the negative effects of stress can raise the issue in confidence, so that necessary support mechanisms can be put in place.

## **Aims**

Encourage staff well-being within the school and discourage the stigma attached to stress;

Raise awareness of ill health associated with stress, its causes and associated factors;

To reduce as far as is reasonably practicable within the confines of a school environment the sources of stress;

Enhance the factors within the school that reduce the risk of stress;

Educate staff in techniques for coping with pressure and stress;

Provide systems of support and make sure they are well publicised;

Encourage staff to get help at an early stage;

Make sure there is confidentiality for those who want help.

## **Procedures**

Clear policies on behaviour exist in the school and these should be consistently applied.

High priority is given to staff training and management supports and encourages participation in relevant in-service courses in so far as is reasonably practicable.

The Board of Management and the Principal ensure, as far as is reasonably practicable, that the physical work environments for staff are safe and do not expose them to risks that may give rise to stress at work.

It is school practice to ensure that staff takes time to review and celebrate positive achievements.

Social occasions for staff are organised throughout the school year to give staff a chance to relax and socialise with each other outside of the workplace.

If an employee feels that they are suffering from work-related stress it is important that they seek medical help. They should then discuss with the Principal the causes of their stress and as far as reasonably practicable the Principal will deal with the issue concerned.

## **As an employee how can I cope with stress at work?**

Employees should try to channel their energy into solving the problem rather than just worrying about it, thinking about what may resolve any issues and offering solutions.

Employees can use some of the following techniques for coping with stress at work:

### **Manage Your Work Load**

- 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
- 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



## **HARASSMENT AND BULLYING**

St Farnan's Post Primary School is committed to providing all of its employees with an environment free from harassment.

Harassment can be defined as behaviour, which is persistent and results in the person subjected to the behaviour feeling upset, threatened, humiliated or vulnerable. An individual can be harassed on grounds of their:

Race

Age

Religious belief

National/ethnic origin

Sexual orientation

Disability

Membership of the travelling community.

The harassment can include conduct offensive to a reasonable person, e.g. oral or written slurs, physical contact, gestures, jokes, displaying pictures, flags/emblems, graffiti or other material which state/imply prejudicial attitudes which are offensive to fellow employees.

Sexual harassment can be defined as conduct towards another person, which is sexual in nature, or has a sexual dimension, and is unwelcome to the recipient.

Examples of this type of harassment include:

Sexual gestures

Displaying sexually suggestive objects, pictures, calendars

Sending suggestive pornographic material

Unwelcome sexual comments and jokes

Unwelcome physical conduct such as pinching, unnecessary touching, etc

If you think that you are being harassed/ bullied at work you should seek advice from the principal.

### **Procedures**

It is often preferable for all concerned that complaints of harassment or bullying are dealt with informally whenever possible. This is likely to produce solutions, which are speedy, effective and minimise embarrassment and the risk of breaching confidentiality.

In the first instance a person who believes that they are the subject of harassment or bullying should ask the person responsible to stop the offensive behaviour.

When this action does not result in a cessation of the harassment or bullying, or where a more serious incident has arisen the employee should use the formal procedure.

Where formal complaints have been made, then the employee should contact their School Principal as soon as possible. Submission of all claims will be governed by the time limitation as outlined under the relevant legislation.

The person making the complaint will be required to put their allegation in writing. In the interests of natural justice, the alleged harasser will be made aware of the nature of the complaint, his or her right to representation and will be given every opportunity to rebut the detailed allegations made.

When the investigation has been completed both parties will be informed as to whether or not the complaint has been upheld.

All complaints received will be treated seriously, confidentially and dealt with as soon as is practicable.

Strict confidentiality and proper discretion will be maintained, as far as is possible, in any necessary consultation to safeguard both parties from innuendo and harmful gossip.

Management will maintain a record of all relevant discussions, which take place during the course of the investigation.

### **School Bags**

School bags may give rise to two possible risks:

The weight of schoolbags may cause back problems for students

Careless storage of bags could cause trips and falls for school personnel

There are three common school bag designs, namely the rucksack, shoulder strap bag and the sports bag. The rucksack design is the most efficient when it is worn correctly on the back and not over one shoulder.

The following are possible ways of reducing the risk;

Strap both handles of the bag on your shoulders if possible.

Stand and walk with a straight back. If your back is arched you could be doing damage to it.

Take care and be aware of others in the vicinity when removing your school bag from your back.

Don't stand for long periods with your school bag on your back.

Always store your bag safely.

Use your locker efficiently and only carry the books you need for class

### **Cash Handling**

Employees who have responsibilities for the canteen and collecting cash should deposit cash in the safe in the office. Under no circumstances should cash be kept in rooms. In the event an employee is responsible for lodging cash, they should vary their routine for lodgement.

### **Noise**

The daily personal noise exposure limit is 80 decibels. As a rough guide if a normal conversation cannot be heard 2M away from the speaker then it is likely that the noise levels are above this limit.

All personnel using machinery or electric tools should wear hearing protection. A noise audit should be undertaken at regular intervals to determine the levels of exposure.

## **LOGISTICAL ISSUES**

### **Pedestrians**

Pedestrians are requested to use the **Pedestrian Crossing** when crossing the street in front of the school.

Students are advised to be extremely careful when entering and exiting school grounds and to use the safe cross code

On school grounds pedestrians are advised to be extremely vigilant of vehicular traffic and walk carefully at all times.

Junior Students are not permitted to loiter in the village before school and are not allowed to leave school grounds during the day without permission. Pupils who break this regulation will receive a sanction from school management.

It is recommended that pupils wear an item of high visibility so that they are more readily visible in dark conditions

Students are recommended not to use personal electronic devices requiring the use of earphones whilst walking to or from school as this may compromise their awareness of other road users.

### **Vehicular Traffic**

Members of staff and visitors are to be extremely careful as they approach and drive onto the school grounds

Cars entering the grounds must give way to traffic parking and pedestrians on the driveway.

Motorists must drive slowly and park in designated parking areas.

Where possible reverse parking should be used.

Special care is needed when opening the car door onto the driveway.

Students are not allowed to park motor cycles or cars on school grounds.

Drivers must ensure that they do not block any of the access or exit routes to and from the school.

Staff or visitors should never bring an uninsured vehicle onto school grounds.

Drivers must obey signs and traffic controls in place on the school grounds.

Cars are parked on school grounds at the owner's risk.

### **Cyclists**

Cyclists must alight from their bicycle before they encroach on school grounds

They walk carefully with their bicycle paying attention to traffic and pedestrians on the driveway

Bicycles must be parked carefully and locked.

The school is not responsible for bicycles parked on school grounds

## **SECURITY**

The school is fitted with an intruder alarm and outdoor lighting

If the intruder alarm is sounding, do not approach the school until instructed by school management or the care taker that it is safe to do so.

Money collected from students is never to be left in classrooms but put in the school safe and lodged as soon as possible in the bank.

The school has introduced an electronic system of payment "Way to pay" to reduce the amount of cash being handled

Any visitors/parents must report immediately to the school office and are to remain in the foyer until contact is made with a member of staff.

Students are not allowed to loiter on the streets before school starts each morning.

There is a limited number of key holders for the school, this is updated annually.

The intruder alarm is monitored and serviced at regular intervals

## **Instruction, Training and Supervision**

Sections 8 and 10 of the Safety, Health and Welfare at Work Act 2005 require that every employer provide instruction, training and supervision to his/her employees in relation to safety, health and welfare at work.

### **The steps involved are as follows:**

The school assesses staff training needs

A training plan is then developed detailing the course type, the staff involved and the training schedule

Staff are notified

The course is delivered and the training record is retained

A review is undertaken annually to identify refresher and further training

## **Preventative Measures**

A Health and Safety coordinator and a Health and Safety committee have been appointed to oversee the provision for safety and health in the school.

All staff, workers, students and visitors are made aware of the Health and Safety Statement

Fire alarm, intruder alarm and fire extinguishers are serviced regularly

Machines and equipment throughout the school are checked regularly, maintained and serviced, this is carried out as part of the Risk Assessments.

A risk assessment is undertaken across the board to identify hazards and potential risks which are subsequently minimised or eliminated

There is a system in place for reporting accidents

A variety of associated policies and procedures have been created to safeguard the health and safety of school personnel, visitors and workers.

Waste is appropriately managed in the school and is not allowed to accumulate as much as is practicable

There is careful supervision of students at all times.

Students are only allowed to use tools and equipment following adequate training

Fire Drills with feedback are undertaken at least 3 times a year

A student management system (VSWARE) is in place in the school

There is a non-smoking policy for all school personnel, workers and visitors on school grounds

Chemicals and cleaning products are locked in cupboards when not in use

Staff are requested to take all necessary precautions when using these products

### **Communication and Consultation**

All staff, students, parents/guardians and visitors to the school have access to the safety statement. The statement is available on the school website and a copy can also be requested from the school.

The school personnel are encouraged to bring safety, health and welfare matters to the attention of management/ Health & Safety Co-ordinator or a member of the Health & Safety Committee.

Central to the communication framework within the school are the establishment of the safety committee and the selection and appointment of a safety co-ordinator.

The names of all persons with responsibilities for safety, such as, the safety co-ordinator and safety committee members are communicated to the staff. Emergency procedures and specific hazards and control measures are also communicated to employees including substitute, temporary and new employees and those returning from leave of absence as well as contractors.

### **MEASURING PERFORMANCE**

The school management and safety committee will undertake periodic review meetings to check if the risk assessments have been carried out and if and when measures have been taken to address issues arising from the assessments and when they have been signed off on. The safety committee may carry out walk through inspections and checks in all school areas particularly in areas such as fire detection installation and reviewing reported accidents and/or near misses.

The safety committee tracks the status of all hazards reported, indicate the control measures required and the action taken to date.

The safety committee conducts walk-through inspections to identify fire hazards or other safety and health hazards.

The Principal will contain in his report to the Board of Management information relevant to the school's safety and health management system.

### **AUDIT AND REVIEW**

Auditing and reviewing the SMS by the Board of Management are the final steps in the management cycle.

The school will evaluate the impact of the safety and health plan at the end of each school year taking into account feedback from the school community, significant incidents and/or accidents, dangerous occurrences, new regulatory and legislative requirements and other relevant developments.

An annual safety and health audit will be carried out a major review will take place **5 years** after the implementation of this plan. This is a comprehensive review and report on all aspects of safety and health management in the school. The safety statement will be revised as necessary, in light of the review and evaluation process. All members of the school community will be informed of the full contents of the revised safety statement.

## **Appendix 1**

### **Health & Safety Committee Members**

Niall Kenna (H&S Co-Ordinator)

Jennifer Reilly (HSL Officer)

Martin Furey (Science)

Michelle Dowling (History)

Michael Wilkinson (Art)

Laura Mullen (Science)

Sinead Cassidy (H-Economics)

Eamonn Cannon (Metalwork)

Jim Kelly

Joe Ivers

Mag MacNamee

## **Appendix 2**

### **Incident Report sheet template**





---

To be completed by the school principal/coordinator/programme manager or designated person in the case of a student, and  
by the line manager/designated person in the case of an employee.

## ACCIDENT/NEAR MISS REPORT FORM

1. Name of person involved in accident/near miss: \_\_\_\_\_

2. Address: \_\_\_\_\_  
\_\_\_\_\_

3. STUDENT: ☐ Age:  EMPLOYEE: ☐ VISITOR: ☐

Please tick as appropriate ✓

4. School/Centre: \_\_\_\_\_

5. Name of teacher/person in charge, if the injured person is a student:  
\_\_\_\_\_

6. Particulars of accident/near miss:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Place: \_\_\_\_\_

8. Time: \_\_\_\_\_ Date: \_\_\_\_\_

9. a) Witness: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_

b) Witness: \_\_\_\_\_ Phone No.: \_\_\_\_\_



---

Address: \_\_\_\_\_

10. When and to whom was the accident/near miss initially reported: \_\_\_\_\_

11. Any additional relevant information, follow up etc:

---

---

---

---

---

use additional pages if necessary

12. If injury occurred, details of injury:

Indicate type of injury (circle one only)

- |  |  |
|--|--|
| <input type="checkbox"/> Bruising, contusion               | <input type="checkbox"/> Suffocation, asphyxiation   |
| <input type="checkbox"/> Concussion                        | <input type="checkbox"/> Gassing                     |
| <input type="checkbox"/> Internal injuries                 | <input type="checkbox"/> Drowning                    |
| <input type="checkbox"/> Open wound                        | <input type="checkbox"/> Poisoning                   |
| <input type="checkbox"/> Abrasion, graze                   | <input type="checkbox"/> Infection                   |
| <input type="checkbox"/> Amputation                        | <input type="checkbox"/> Burns, scalds and frostbite |
| <input type="checkbox"/> Open fracture (i.e. bone exposed) | <input type="checkbox"/> Effects of radiation        |
| <input type="checkbox"/> Closed fracture                   | <input type="checkbox"/> Electrical injury           |
| <input type="checkbox"/> Dislocation                       | <input type="checkbox"/> Injury not ascertained      |
| <input type="checkbox"/> Sprain, torn ligaments            | <input type="checkbox"/> Other, please specify _____ |

13. Indicate part of body most seriously injured (circle one only)

- |   |   |
|---|---|
| <input type="checkbox"/> Head, except eyes          | <input type="checkbox"/> Fingers, one or more         |
| <input type="checkbox"/> Eyes                       | <input type="checkbox"/> Hip joint, thigh, knee cap   |
| <input type="checkbox"/> Neck                       | <input type="checkbox"/> Knee joint, lower leg, ankle |
| <input type="checkbox"/> Back, spine                | <input type="checkbox"/> Foot                         |
| <input type="checkbox"/> Chest                      | <input type="checkbox"/> Toes, one or more            |
| <input type="checkbox"/> Abdomen                    | <input type="checkbox"/> Extensive parts of the body  |
| <input type="checkbox"/> Shoulder, upper arm, elbow | <input type="checkbox"/> Multiple injuries            |
| <input type="checkbox"/> Lower arm, wrist, hand     | <input type="checkbox"/> Other, Please specify _____  |



14. Absence from school/work

Date of return to school/work: \_\_\_\_\_

Anticipated absence if not back: 4-7 days ☐ 8-14 days ☐ More than 14 days ☐

Comment: \_\_\_\_\_

15. Treatment/First Aid: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

16. Doctors report and recommendation if any: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature of person completing report:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Print name and job title: \_\_\_\_\_

**Signature of Principal/Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Print name: \_\_\_\_\_

**Signature of First Aider:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(If treatment was given)

Print name: \_\_\_\_\_

**Signature of Student/Employee/Visitor:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(If possible)

Print name: \_\_\_\_\_

Attach additional sheets if necessary

**THIS COMPLETED FORM WILL BE FORWARDED TO KWETB INSURANCE PROVIDER IPB**