



Safety Statement of Loreto Secondary School Fermoy

General Policy Statement

It is the objective of the Board of Management to endeavour to provide and manage a safe and healthy work environment for all staff members and to meet our duties, as far as is reasonably practical, to students, contractors and members of the public who may be affected by our operations. Management will endeavour to achieve these objectives by providing adequate training, managing proper emergency planning, full consultation, and provision of personal protective equipment when necessary.

A safe working environment is a condition of employment. Every staff member in Loreto Secondary School Fermoy must assume responsibility for working safely. The success of the policy will depend on the co-operation of all staff members. It is therefore important that this document is read carefully and that all staff understands their role and the overall arrangements for health & safety at Loreto Secondary School Fermoy.

It is our intention to review this statement in the light of experience and developments at Loreto Secondary School Fermoy. Staff are encouraged to put forward suggestions for improvement to the statement.

The Safety, Health and Welfare at Work Act, 2005

Roles and Responsibilities

The role of the Board of Management

In discharging its responsibilities, the Board of Management will:

- Make itself familiar with the requirements of the appropriate legislation and codes of practice;
- Create and monitor a management structure for Health and Safety;
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school, and that it is implemented;
- Periodically assess the effectiveness of the policy and ensure that any necessary changes are made.

In particular, the Board of Management undertakes to provide as far as is reasonably practicable:

- A safe place for all users of the site to work, including safe means of entry and exit;
- School, equipment and systems of work that are safe;
- Safe arrangements for the handling, storage and transportation of articles and substances;
- Safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance;
- Supervision, training and instruction so that all staff and students can perform their related activities in a healthy and safe manner; and
- Provide safety and protective equipment and clothing, with associated guidance, instruction and supervision when appropriate.

The Board of Management may delegate some of the above responsibilities to the principal or another person.

Role of the Principal / Deputy Principal

The Principal has responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors. The Principal / Deputy Principal will take all reasonably practicable steps to ensure that the Health and Safety policy is implemented.

Role of Staff Members

The Safety, Health and Welfare at Work Act, 2005, (Section 13) places a number of obligations on staff members while at work. These are:

- To take reasonable care of your own health and safety, and that of other personnel who may be affected by your acts or omissions.
- To cooperate with your employer on issues pertaining to health and safety.
- To use any suitable appliance, protective clothing/equipment provided for securing safety, health and welfare.
- To report to management without delay any defects of which you become aware in equipment, place of work, or system of work, which might endanger safety, health and welfare.
- To be familiar with the full safety procedures and safe work methods.
- To immediately report to management or safety representative, all accidents
- In the case of an accident complete an Accident Report Form. (Appendix 1)

Role of Students

- Each student is expected to contribute towards a safe and secure environment for all.
- Students must never behave in a way that endangers the safety of any person in the school.

- Students must always move around the building in an orderly fashion.
- Junior students must never leave the school grounds without the express permission of the school authorities. Senior students may leave the school grounds at lunchtime.
- Students must not interfere with, or damage fire equipment, safety equipment or safety signs.
- Specific guidelines for the Technology, Home Economics, Science, Art, Music, and PE Departments must be followed to govern the safe use of equipment
- Each student shares responsibility for cleanliness in the following areas – classroom, toilets, cloakroom, dining hall, corridors and the school yard.
- Students must store school bags in a safe place to allow for free movement. Passageways or exits must not be obstructed.
- It is the responsibility of each student to familiarise themselves and to comply with fire notices and the fire drill. Fire drills will take place each term, and whenever the Fire Alarm signal is given, the presumption is that an emergency exists.
- The fire drill instructions given by the teacher are to be strictly adhered to. Students on hearing the fire alarm exit the designated exit from their classroom to assemble in front of the main entrance with their teacher. All belongings should be left behind.
- Students are to remain at the assembly points until requested to return to the classroom under the direction of their teacher.
- Interference with the fire-fighting equipment or the fire alarm system is a serious offence and will be dealt with accordingly.

Students involved in evening study and extra curricular activities must abide by the procedures and protocols pertaining to each activity.

First Aid

The Board of Management has facilitated the training of a number of staff in First Aid in compliance with the demands of legislation. Staff should refer to the information on First Aid and familiarise themselves with the personnel qualified in First Aid and the location of First Aid boxes.

Details of all qualified First Aid staff are publicly displayed in a prominent place in each of the two buildings.

In addition to the issues of Health Safety and Welfare staff are expected to advise the Principal of any hazards or hazardous activities taking place in the classroom. Teachers should take reasonable care to protect their own safety and that of others.

Fire Drill/ Emergency Evacuation Procedures

In case of a fire, the total evacuation of the premises is our first priority.

Evacuation drills will take place at least once a term or more often if required. Procedures have been developed for orderly evacuations, which are designed to protect staff, students and visitors in the

event of a fire or other emergency happening on the premises. Staff members are reminded to familiarise themselves with procedures so a fast and effective evacuation of the premises can be completed in the event of an emergency. Fire drill procedure is posted in every classroom.

An alert to evacuate the building will be given by the sounding of the alarm bell. All staff and students are required to evacuate the building every time the alarm sounds.

All staff and students are requested to familiarise themselves with school fire drill exit and assembly points. The assembly point is the green area at the front of the old convent building. Students will line up in order of year groups with First Years closest to the convent building.

The secretary in the main office will take the visitors log outside with her.

Students

- It is the responsibility of each student to familiarise themselves and to comply with fire notices and the fire drill. Fire drills will take place twice yearly, and whenever the Fire Alarm signal is given, the presumption is that an emergency exists.
- The fire drill instructions given by the teacher are to be strictly adhered to. Students on hearing the fire alarm exit the designated exit from their classroom and proceed to their exit door and assemble outside in the designated area. All belongings should be left behind.
- Students are to remain at the assembly points until requested to return to the classroom under the direction of their teacher.
- Interference with the fire-fighting equipment or the fire alarm system is a serious offence and will be dealt with accordingly. Teachers should familiarise themselves with the Fire Exit Notices in each classroom and point these out to students.

If the fire alarm sounds

- Teachers and students should leave the classroom as quickly as possible, through the designated EXIT route for your room.
- Do not stop to collect personal items & do not return to your classroom.
- Students should walk in a single line and in silence
- The teacher should be the last to leave the room counting the students as they are leaving
- All staff, students and guests are to assemble at the area to the front of the old convent. Each class will line up quietly at their designated area
- Teachers should check their students at the assembly point and report any missing students to the deputy principal/principal.
- Do not re-enter the building for any reason until the all clear has been given.

Principal/ Deputy Principal

- Checks with teachers that all students in the previous class are present.
- Checks all ancillary staff are present.
- Grants permission to re-enter building

Procedure when alarm sounds

- Follow instructions of staff member in charge
- Walk through designated fire exit (each room is assigned a particular exit which is posted in each classroom).
- Do not stop to collect personal items & do not return to your classroom.
- All staff, students and guests to assemble at the area in front of the old convent. Each class will line up quietly at their designated area.

Medical Assistance

It is school policy not to provide medication to students without parental consent.

Students needing to take prescription medicines during the school day are facilitated. The medicines are kept in the SNA room and the medication administered with the support of a member of staff.

Ana and Epipens are held in the school for students with allergies and staff are made aware of the names of these students and their particular needs.

Student illness

It is preferable that a student who is ill would remain at home due to the risk of infection. If a student is ill in school, s/he must remain in class where possible. If they are too unwell to remain in class they must report to the School office where a parent will be contacted and advised to bring the student home. A parent must sign the student out before bringing them home.

Visitors to the School

- All parents should report to the School Office.
- All other visitors to the School should sign in at the School Office. Visitors will be issued with a visitors tag and collected from office by the member of staff concerned or escorted to the appropriate area of the School. Visitors should sign out on leaving the premises.
- If a member of staff meets someone on site who they do not recognise they should, enquire if the person needs assistance and direct them either to the School Office or off the site, as appropriate
- During a fire evacuation the person in the main office is responsible for the visitors book.

Critical Incidents

As part of its commitment for the well being of staff, students and visitors, the school has set out a procedure which is to be adopted in the event of a critical incident occurring either on the school premises. (Appendix 3)

Related Policies

- Code of Behaviour
- Anti Bullying Policy

Specific Practical Rooms

1. Technology.

All machinery should be considered dangerous. Each pupil is instructed, in detail as to how to operate the equipment and how to prevent accidents. No person should be allowed to use machinery unless supervised. No equipment may be used without the teacher's permission.

All fixed machines are fitted with isolation switches and emergency stop switches.

All Personal Protective Equipment (PPE) for the use of machines is supplied.

A basic first aid kit is available in the room, which can be used to treat minor ailments such as cuts, splinters etc.

2. Home Economics Room.

All kitchen equipment is dangerous. Each piece of equipment in the kitchen has specific instructions for its safe use. Each pupil is instructed, in detail as to how to operate the equipment and how to prevent accidents. No student should be allowed to use equipment unless supervised. No equipment may be used without the teacher's permission.

Students studying Home Economics are instructed, in detail as to how to operate the equipment in the room and how to prevent accidents.

Students will not use any sharp knives, glassware, cleaning solutions, electrical equipment or gas in the kitchen except under the direction of the teacher.

Students are required to bring their own aprons. Spare aprons are available. Oven gloves and other PPE are available for students to use when carrying out practical work.

The emergency stop is located at source and also at the teachers desk at the top of the room only. The emergency stop is limited to hobs, ovens and fan – it does not turn off plugs and overhead projector.

A basic first aid kit is available in the kitchen, which can be used to treat minor ailments such as cuts, burns etc.

3. Science Laboratories.

Students are instructed about laboratory rules at the start of each year.

Students will not use any glassware, chemicals, electrical equipment or gas in the laboratories except under direction of the teacher.

No teacher should, leave pupils in an unsupervised laboratory.

Each student and parent/guardian is obliged to sign a science contract every year.

Lab coats and safety glasses are available for the students when carrying out practical work and Lab rules are posted on lab walls

Chemical storage

There are substances in the science labs that have dangerous properties such as being toxic, corrosive, highly flammable, explosive etc. Dangerous substances are stored in a safe manner having regard to their properties.

Any hazards and associated precautions in the handling of and storage of dangerous should be understood.

All dangerous substances are kept in labelled or suitable containers. Dangerous substances for are never used for purposes other than for which they were supplied.

Protective equipment is always used in a proper manner.

First Aid boxes in the labs are inspected and restocked on an annual basis.

4. Art Rooms

Art Room equipment such as guillotine, wax heater and kiln are dangerous if misused.

Each piece of equipment in the Art Rooms has specific instructions for its use. Each pupil should be instructed, in detail as to how to operate the equipment and how to prevent accidents.

Signature _____ Date _____

(Chairperson of the Board of Management)

Date of Review