***Bunscoil na Toirbhirte***

***Mitchelstown***

***Co. Cork***

****

**School Safety Statement**

**May 2017**

**REVISION SHEET**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Page | Changes | Date | Rev | Changed By |
| 26 | Organisational structure amended | 9/2/11 | A | PF |
| 38 | Redrafted hazards and controls | 22/8/13 | B | PF |
| 10 | Responsibilities of Safety Co-ordinator | 15/2/14 | C | PF |
| 82 | Addition of Induction Checklist (Appx.13) | 8/9/14 | D | PF |
|  | Document Review | 10/10/15 | E | PF |
|  | Document Review | 01/09/16 | F | PF |
|  | Document Review | 22/05/17 | G | PF |
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**Bunscoil Na Toirbhirte**

**Safety Statement – Declaration of Review/Compliance**

**I, *(undersigned)* as an employee of Bunscoil Na Toirbhirte, declare that I have reviewed, understand and agree to comply with all statutory requirements contained in the school safety statement.**

**I understand that any future amendments to this document, due to statutory or operational requirements, will be formally communicated to me by the principal/board of management. The safety statement will be reviewed by a competent person on an annual basis, or when there is any change to the school’s operation/safety management structure. A copy of the current document is available at all times for consultation.**

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This is a working document and the hazards identified within should **not** be considered a complete and exhaustive list.

It is the duty of the board of management, principal, vice principal and persons responsible for health, safety and welfare at the school to **continually assess** the school environment and it operation in order to eliminate all hazards associated with the school’s function, in so far as is reasonably practicable.

**IF IN DOUBT, ALWAYS ASK.**

**NEVER TAKE THE RISK**

**INTRODUCTION**

The purpose of the Safety, Health & Welfare at Work Act, 2005 is to ensure the safety, health and welfare of all employees/persons in the workplace. The Act applies to employers and employees in all types of work and so embraces all the activities of Bunscoil na Toirbhirte.

The Act requires the board of management, in consultation with the principal and teaching body, to prepare a written Safety Statement describing the school’s safety arrangements and the relevant co-operation necessary to achieve this purpose. In response to this requirement and to raise safety awareness at board of management, school management and employee levels, the school has prepared this safety statement covering all aspects of the current safety management programme, employee co-operation and school policies dealing with operational, human resource and welfare issues, and sets out the school’s requirements and expectations in relation to same.

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**SECTION 1:- GENERAL STATEMENT OF POLICY**

It is the policy of the board of management of **Bunscoil na Toirbhirte, Mitchelstown *(hereafter referred to as the board/the school/ or management)*** to comply fully with the Safety, Health and Welfare at Work Act, 2005 and to ensure so far as is reasonably practicable the safety, health and welfare of all employees, pupils and visitors at our school. We commit to provide such information, training and supervision as may be needed for this purpose, as far as is practicable and as funds allow. This safety statement is a plan to minimise and where possible eliminate the risk of injury and ill health at our school.

It is also the policy of the school to protect, so far as is reasonably practicable, persons not employed by this school who may be affected by our activities.

In pursuance of the general statement of safety policy the school will provide and maintain a safe place of work, safe plant and machinery and safe systems of work. We shall carry out a detailed hazard identification exercise, risk assessment and implement control measures as required. Resources shall be made available as necessary, as far as is practicable and as funds allow.

All employees have the responsibility to co-operate with management to achieve a healthy and safe workplace and to take reasonable care of themselves and others. This is a legal requirement under Section 13 of the Safety, Health and Welfare at Work Act 2005.

It is the policy of the school to consult with all staff on matters of health and safety through the Safety Committee structure. Employees are hereby notified of this policy and are encouraged to comply with their duties under the 2005 Act to notify management of identified hazards in the workplace.

The allocation of duties for safety matters and particular arrangements to implement the safety policies are set out in the school Safety Statement.

The safety policies will be kept up to date; to ensure this, the policies and the way in which they are operated will be reviewed regularly but at least on a yearly basis.

SIGNED ***Fr. Gabriel Burke, C.C.***

DATE

 ***3rd May 2018***

**On behalf of School Board of Management**

**SECTION 2:- SAFETY RESPONSIBILITIES**

* 1. **Board of Management**

The Board of Management of the school has overall responsibility for Health & Safety.

**The Board of management’s responsibilities include:**

1. Ensuring that the safety policies are established and current.
2. Ensuring that the safety policies are communicated at all levels in the organisation.
3. Manage and conduct work activities in such a way as to ensure the safety, health and welfare at work of employees, pupils and visitors.
4. Manage and conduct work activities so as to reduce and/or eliminate the risk of improper conduct or behaviour likely to put the health and safety of persons at risk.
5. Ensuring that the appropriate staff and resources are made available to meet the requirements of the school’s safety policies.
6. Ensuring that the safety management system is operating as described in this document.
7. Appointing competent persons to coordinate and manage safety within the school function.
8. Taking an active interest in the safety policies and proactively supporting all school Safety Committee initiatives.
9. Ensure the periodical auditing and assessing of safety policies and their effectiveness.

**2.2 School Principal, Deputy Principal and Assistant Principal - Responsibility for Safety.**

The principal and vice principal are responsible for school management, the implementation and monitoring of all policies, procedures and rules to ensure that all employees under their control and others such as contractors are made aware of and fully comply with the requirements of the school’s Safety Statement.

1. Manage and conduct school activities in such a way as to ensure the safety, health and welfare at work of employees and pupils.
2. Manage and conduct work activities so as to reduce the risk of improper conduct or behaviours likely to put the health and safety of employees and pupils at risk.
3. Ensuring that all employees within their department receive adequate safety training/instruction appropriate to the tasks they perform and ensuring that adequate supervision is provided, as far as is practicable and as funds allow.
4. Ensuring safe systems of work are in place within their department(s).
5. Ensuring prompt investigation takes place into all accidents, incidents and near misses.
6. Ensuring all the equipment in their control is properly maintained and safe to use.
7. Managing all health and safety related matters within their department(s).
8. Ensuring that the appropriate staff and resources are made available to meet the requirements of this safety policy.
9. Taking an active interest in the policy and proactively supporting any initiatives taken by the Health and Safety Committee.
10. Complete safety inspections and audits as required.
11. Acting as a **role model** for safety within their department.
12. Maintaining safety, health and welfare records in accordance with regulatory requirements.

2.3 Safety Function Responsibilities:

The coordination of Health and Safety within the school is the responsibility of **Sean Finn.** The brief for the safety role is to coordinate, assist and advise on the organisation of safety measures and the technical aspects of accident prevention. Technical and related support to this function will be obtained from outside agencies as required.

**Responsibilities include:**

1. Working with management on the implementation of health and safety strategies.
2. Attend the Safety Committee meetings.
3. Assisting in the safety consultation process in the school.
4. Developing and updating the school safety statement as necessary.
5. Developing safe practices, procedures and safe systems of work in conjunction with the relevant departments to help ensure the health, safety and welfare of all persons at the school.
6. Advising on regulatory requirements, codes and standards.
7. Preparation of emergency procedures for accidents and incidents.
8. Organisation and carrying out fire evacuation drills.
9. Identify hazards and risks as appropriate and ensure that the necessary assessments are completed either by competentpeople within the school or external consultants who will be retained for that purposein the detailed hazard identification and risk assessment
10. Ensure health and safety statutory training requirements are identified and training completed.
11. Liaise with any safety or emergency authorities, locally or nationally.
12. Assisting school staff in the investigation of accidents, incidents and near misses.
13. Carrying out safety inspections/ audits.

Note: The safety coordinator may delegate certain duties and tasks to other employees who are deemed competent, but overall responsibility is retained.

###### 2.4 Employee Responsibility for Safety

The Provisions of Section 13 of the Safety, Health and Welfare at Work Act of 2005 shall apply at all facilities/places of work under the control of the school. This section outlines the general duties of all employees in matters related to safety, health and welfare issues at work.

Employees of the school or those appointed by the board shall be required to: -

1. Comply with the relevant statutory provisions as appropriate and take reasonable care to protect his/her safety, health and welfare and that of any other person at work who may be affected by their omissions at work.
2. Ensure that s/he is not under the influence of an intoxicant to the extent that s/he is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person.
3. In accordance with 2005 Act if reasonably required by his or her employer, submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed.
4. Cooperate with his or her employer or any other person so far as is necessary to enable his or her employer or other person to comply with the relevant statutory provisions, as appropriate.
5. Not engage in improper conduct or other un-safe behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person.
6. Attend such training and as appropriate, undergo such assessment as may reasonably be required by his or her employer, or as may be prescribed relating to safety health and welfare at work, or relating to the work carried out by the employee.
7. Having regard to his or her training and instructions given by his or her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare at work, including personal protective clothing or equipment.
8. Report to his or her employer or to any other appropriate person, as soon as reasonably practicable:-
	1. Any work being carried on or likely to be carried on, in a manner which may endanger the safety, health or welfare at work of the employee or that of any other person.
	2. Any defect in the place of work, systems of work, any article or substance which might endanger the safety, health and welfare at work of the employee or that of any other person.
	3. Any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person, of which s/he is aware.
9. Each employee is personally responsible, within the limit of his/her knowledge, skill and experience for his/her own safety and that of others and for the safety of school property within the scope of his/her duties.
10. **Employees must report all accidents/incidents and near misses to the Principal/Acting Principal immediately.**

**SECTION 3:- MANNER FOR SECURING SAFETY**

The board of management are committed to ensuring that Health & Safety issues are given a high priority within the school. Resources both internal and external shall be made available (as appropriate), and as funds allow, for the management of health and safety and the implementation of improvement plans as necessary in compliance with the requirements of the Safety, Health & Welfare at Work Act 2005.

All safety measures are to be carried out in accordance with the principle of achieving an injury free workplace. In this area we endeavour to ensure that we, our co-workers and others working and/or visiting the work area are safe. School management and employees commit to maintaining a pro-active safety environment. Our approach to managing safety issues is based on:-

* The identification of all hazards.
* Assess as accurately as possible, the likelihood of unsafe conditions and/or accidents occurring and the consequences.
* Decide how hazards can be eliminated or controlled, so that the known risks are reduced to an acceptable level or eliminated fully.
* Put an action plan in place to ensure the effective management/control of hazards identified.
* Liaise with other relevant management groups or entities working in, or with responsibility for, areas and structures adjacent to facilities under the direct day to day control of the school.

**Resources for safety**

Resources shall be made available for safety as necessary in compliance with the requirements of Safety legislation specifically section 18 (1) of the Safety, Health and Welfare at Work Act 2005.

Resources shall be allocated to the implementation of the Safety Statement as funds allow.

**3.1 Safety Committee.**

A Safety Committee is in place to oversee safety and is chaired by the Chairperson, Board of Management. Details of the Safety Committee members are included in Appendix 1. All staff are encouraged to take part in Safety Committee process.

The function of the Safety Committee is to oversee the management of health & safety and to act as a consultation mechanism for health & safety within the school. A Safety Committee meeting will be scheduled to take place a minimum of six times per annum. Minutes of these meetings are maintained on file by the secretary.

**3.2 Safety Audit/ Inspections**

Safety audits/ inspections using a checklist will be carried out on a monthly basis to check for potential defects in safety around the school grounds and buildings. This will normally be conducted on the first Monday of the month by the Caretaker.

Safety auditing/inspections will, at a minimum, involve an intermittent assessment of procedures, employee training, place of work and work equipment. Remedial action, where required, shall be indicated.

Competent persons, Safety Committee members, Fire Wardens may assist (as necessary) in carrying out audit/ inspections.

The Responsibility for co-ordinating safety audits shall remain with the Safety Coordinator.

**3.3 Employee Induction Training.**

All new staff will be made aware of the Health and Safety Statement and will sign it.

All employees will have to complete any health safety induction training made available. Training records will be maintained on file by the Safety Co-ordinator.

**3.4 Safety Training.**

Safety training courses (as appropriate) will be available to all employees as required including

display screen equipment, manual handling, fire extinguishers and First Aid, as funds allow.

**3.5 Supervision for Safety.**

The Principal/Acting Principal will ensure that adequate supervision will always be made available for safety reasons, and will ensure that all tasks are risk assessed and safe systems of work are in place.

**3.6 Accident Response.**

The teacher on supervision administers basic First Aid. Basic First Aid Training will be provided at suitable intervals. We shall ensure that all First Aid equipment and First Aid boxes are maintained and replenished as necessary. This will normally be checked each Tuesday morning by the secretary and refilled if necessary.

**3.7 Accident/ Incident Investigation.**

Accident/Incident investigation policy (Refer to Section 8 of the Safety Statement) will be implemented and records kept of these investigations. Accident records shall be kept on site and submitted to the Health and Safety Authority as required under the relevant section of the SHWW (General Application) Regulations 2007. The school principal and the safety coordinator are responsible for ensuring all accidents/ near misses are investigated, reported and recorded.

**3.8 Hazard Reporting.**

All staff shall notify the Principal/Acting Principal immediately of any hazardous/unsafe conditions of the workplace, equipment, procedure or activities of personnel which they feel might result in an accident or safety incident. These must be recorded in the book normally kept on the press outside the Principal’s office.

**3.9 School Human Resource & Operational Policies**

In accordance with current regulations, the school has established a range of policies outlining school’s requirements and expectations of all employees. Policies are located in Appendix 11 of this document.

**3.10 Personal Protective Equipment (PPE)**

High Visibility vests issued to Fire Wardens and disposable gloves for treatment of injured persons for First Aid personnel are the only Personal Protective Equipment requirements for the school teaching staff. The caretaker has been provided with appropriate PPE for all relevant tasks, and includes foot, eye, hearing and hand protection.

**3.11 Health & Safety Procedures:**

Procedures (as required) shall be written up and reviewed regularly, at least annually. The following procedure is included in the Appendices:

* 1. **Emergency Evacuation Procedure**

The contents of procedures shall be communicated to the staff group by means of notices and/or Safety briefings and other formal training courses. Records of all training will be filed in the principal’s office.

**3.13 Fire Alarm Systems.**

A fully addressable fire alarm system is installed and maintained in accordance with IS 3218 standards. Fire extinguishers are installed and maintained in accordance with I.S. 291:2015

**3.14 Contractor (Building Services) Control:**

Refer to Subcontractor Code of Practice in the Appendices for details on the requirements for controlling contractors operations whilst on site.

**SECTION 4: HAZARD IDENTIFICATION & RISK ASSESSMENT**

**Hazard Identification and Risk Assessment:**

It is recognised that hazard identification and risk assessment is at the core of good safety management and the school commits that so far as is reasonably practicable all hazards in the workplaces of our employees are identified and our workforce are informed of the dangers and the controls as necessary.

**Hazard Control:**

Where hazards cannot be totally removed it is necessary to secure the safety of staff, pupils and others by putting in place hazard control measures to reduce the risk inherent in each identified hazard to an acceptable level. This shall take account of standards laid down by EU directives, Statutory Acts, Regulations, Codes of Practice, Guidelines, British and Irish Standards, and sound custom and practice in the management of safety in schools.

Where it is reasonably practicable the school commits itself to dealing with identified hazards by use of the following control measures;

1. Safe Work Procedures.
2. Information, training, instruction and supervision.
3. Training.
4. Preventative Maintenance Programme.
5. Safety Auditing.
6. Reporting of Accidents, Near Misses and Dangerous Occurrences.
7. Provision of Personal Protective Equipment (PPE).
8. Hazard Reporting Procedures.
9. Safety Signage.

**We shall not knowingly put our staff, pupils and visitors in any danger as they undertake any task.**

Where practicable the school commits itself to the elimination of hazards and to assess the risk to safety and health of its employees and pupils by means of regular safety audits, carried out by members of the Health and Safety Committee. The school also commits itself to control those risks to an acceptable level so far as is reasonably practicable. This approach will take into account normal good practice within this sector and the standards and guidelines where these are available.

**HAZARD**

A hazard is "any substance, article, material or practice which has the potential to cause harm to the Safety, Health or Welfare of employees at work, pupils, contractors or visitors".

**HAZARD IDENTIFICATION**

A systematic examination of all aspects of the premises and the behaviours of people in the work environment is undertaken to identify hazards in the actual circumstances of operation of the business.

**RISK**

A risk is taken to mean "the potential of the hazard to cause harm in the actual circumstances of use".

**RISK ASSESSMENT**

A risk assessment is based on the linking of the probability of occurrence with the severity of loss and /or injury. When the safety audit identifies hazards, it is necessary to rank them so that they can be controlled in an orderly way. The risk of a hazard is a measure of the likelihood or probability of an accident, coupled with the potential severity of the injury or loss that may result. A safety audit assesses the risk of each hazard in the Hazard Control Sheet by ranking according to the categories described below.

HIGH (H): Possibility of fatality, serious irreversible injury or significant loss, violation of statutory regulation. Immediate control is necessary, justifying special maintenance activity. Hazards which are assigned a high (H) risk are to be dealt with on a priority basis. Where it is not reasonable or practicable to immediately eliminate the hazard as recommended, the appropriate controls are put in place, or will be put in place shortly.

MEDIUM (M): Unlikely, though conceivable, possibility of fatality, serious injury to a worker or significant material loss. Possibility of minor injury to a large number of people. Control can be accommodated within normal maintenance activity.

LOW (L): Reversible minor injury or material loss. Control can be deferred until all other more serious hazards have been dealt with or until the machinery or building is being replaced/altered.

**SECTION 5:- ACTUAL HAZARDS IDENTIFIED AND ASSESSED**

The board of management has in conjunction with a competent external resource has carried out a systematic inspection of the school for the purpose of identifying the initial main hazards present. They have also assessed the risk and indicated some controls of the hazards as generally appropriate. The control measures mentioned in this document are non-exhaustive.

1. **Access & Egress.**
2. **Slip/ Trips/ Falls and Housekeeping.**
3. **Office.**
4. **Staffroom**
5. **V.D.U.’s.**
6. **Fire.**
7. **Manual Handling.**
8. **Chemicals.**
9. **Electricity.**
10. **Cookery Room**
11. **Pregnant Employees.**
12. **Stress and Bullying.**
13. **Lone Working.**
14. **Control of Contractors.**
15. **Smoking.**
16. **Car Park**
17. **Halla**
18. **Classrooms / Cloakrooms**
19. **Toilets.**
20. **School Grounds.**

**SECTION 6:- ORGANISATION AND CONSULTATION**

**CONSULTATION POLICY**

The consultative process concerning health, safety issues at the school is a two-way process:

The board of management will use the Safety Committee structure to communicate on health and safety issues with all staff. Employees are encouraged to use the Safety Committee structure as a mechanism to raise health and safety issues with school management.

Safety issues or concerns should be raised by employees in the first instance, with their principal or Safety Committee representatives.

Hazards in the workplace shall be reported in the first instance to the school principal/vice-principal. The hazard should be recorded. Any bona fide hazards should be remedied by the principal/supervisor as soon as is reasonably practicable. If the issue is not resolved within a reasonable time then the issue can be raised through the Safety Committee.

The Assistant Principal is the safety representative on matters of health, safety and other related issues at the workplace, as per her post of responsibilty. The safety representative shall be entitled to the following facilities.

* The information necessary to ensure safety in the workplace.
* The right to be informed when a Health and Safety Authority inspector enters the place of work to carry out an inspection.
* Accompany the Health and Safety Authority inspector on a tour of inspection, if requested.
* Make representations to Health and Safety Authority inspectors on safety matters.
* Investigate accidents and dangerous occurrences as long as the Safety Representative does not interfere with the statutory obligation of any other person.
* Investigate complaints and hazards.
* Receive advice and information from inspectors.

The Safety representative shall also be entitled to time off to discharge their functions and for any other necessary training.

**ORGANISATION**

The general organisational structure of the school is shown in the Organisation Chart in this document and will be updated as required.

**CONSULTATION**

The Safety Committee will be convened a minimum of six times per year to ensure adequate consultation on all matters relating to safety, health and welfare at work, the minutes recorded and retained on file in the principals office.

Current Safety Committee members are:

1. **Seán Finn**
2. **Kayren Hayes-Brennan**
3. **Catherine Horgan**
4. **Deputy Principal**
5. **Billy Murphy**

**CONSULTATION WITH THIRD PARTIES**

As required under section 21 of the Safety Health & Welfare at Work Act 2005 the school will co-operate with third parties to fulfil our statutory duties.

**SECTION 7:- WELFARE AND EMERGENCY RESPONSE**

In accordance with the Safety, Health and Welfare at Work Act, 2005 the school commits itself to providing welfare facilities for all its employees, pupils and guests.

These consist of:

* Adequate and convenient WC's with wash hand basins.
* Paper towels or equivalent.
* First Aid facilities.

**EMERGENCY FIRST AID PROCEDURE**

If you require medical treatment please contact the teacher on supervision. It is important to note that if you remove any first aid equipment out of the First Aid box, please inform a First Aider so that the first aid equipment can be re-stocked. Please do not misuse first aid equipment provided.

If no First Aid personnel are available and you require the emergency services please dial 999 or 112:

* Ask for the service required - Ambulance, Fire Brigade, etc.
* State your address or location at which help is needed.
* Provide your name/telephone number.
* State type of assistance required.

**EMERGENCY FIRST AID ARRANGEMENTS**

A fully stocked First Aid box is maintained in key locations in the school – their locations are clearly signed and demonstrated to all employees during the induction phase of their training.

**During school break a First Aid Kit is deployed in play areas and remains in the control of the supervising teacher.**

**MEDICATIONS:**

The First Aider is not empowered to dispense analgesics, pills or medications. Supplies of such items will not be kept in the First Aid box.

**EMERGENCY FIRE ARRANGEMENTS:**

In the event of a fire or fire alarm activation the building will be evacuated in accordance with the ‘Emergency Evacuation Plan’ see the Appendices for details.

**APPOINTED FIRE WARDENS:**

Teaching staff undertake the role of Fire Warden in the event of an emergency/fire at the school. Please refer to the Emergency Evacuation Plan for their details and roles.

Fire Assembly Point(s) are identified in the Fire Layout Plan:

**STANDARDS:**

1. Safety, Health and Welfare at Work Act, 2005.

2. SI 44 General Applications Regulations Part IX 'First Aid'.

**SECTION 8:- ACCIDENT/ INCIDENT INVESTIGATION POLICY**

Employees are encouraged to report all accidents, incidents, near misses and occupational illnesses immediately.

The accident/ incident investigation policy of the school includes the following:

* The school will hold a file on each accident, incident, near miss or ill-health report
* The Principal, Deputy Principal and Assistant Principal will ensure that the following details are recorded as soon as possible following each accident, incident, near miss or ill-health report:
1. Location.
2. Name of individual.
3. Date of accident, incident, near miss or ill-health report.
4. Employment description or other status
5. Description of accident, incident, near miss or ill-health report.
6. Severity of injury or ill health.
7. Root cause and contributory factors.
8. Suggested controls (short-term and/or long-term).
9. Close out of the investigation.
10. Witness statements where applicable.

The purpose of investigations is to prevent the recurrence of similar accidents/incidents or injuries.

The principal/vice principal will collate the information 1 to 10. All corrective actions from accident/ incident investigations will be identified and the necessary corrective actions will be taken. The assistance of the safety coordinator may also be obtained if deemed necessary.

The principal’s office will keep on file all accident/incident investigation reports.

The principal is responsible for ensuring that all notifiable accidents and dangerous occurrences are notified to the Health and Safety Authority on the statutory forms and that copies of these forms are maintained on site as required for a ten year period.

Where it has been indicated by an employee, that s/he has a medical complaint or injury which is work related, an accident/incident report will be completed as soon as possible. If required, the person will be referred for a medical assessment on behalf of the school. This will be arranged by the principal’s office.

**SECTION 9:- REVIEW of Safety StaTement**

The safety management programme will be reviewed annually by the board of management in consultation with the Safety Committee to assess health and safety performance and plan continuous improvement objectives.

The Safety Statement will be reviewed as necessary in accordance with the Safety

Health & Welfare at Work Act 2005 Section 20(5).

**Addendum to Safety Statement**

**Appendices**

This document is for reference by school staff. It is strictly prohibited to interfere with or remove any section of this document without authorisation. The following documentation will be filed on hard copy and made available to all employees:

**School Organisation Structure/ Safety Committee Structure**

**Risk Assessments**

**Emergency Evacuation Plan**

**First Aid Arrangements**

**Safety Induction Training**

**Procedures- Relevant**

**Records of Health and Safety Training**

**Records of Safety Audits/ Inspections**

**Records of Accidents, Dangerous Occurrences & Near Misses**

**Records of Safety Committee Meetings**

**School Human Resource & Operational Policies**

**Subcontractor Management System**

**Permit to Work System – Control Documentation**

**Appendix 1**

**Organisation Structure**

Bunscoil na Toirbhirte Organisation Chart

Board of Management

|  |  |
| --- | --- |
| **Fr. Gabriel Burke** | **Chairperson** |
| **Kayren Hayes** | **Secretary** |
| **Seán Joy** | **Safety Coordinator** |
| **Eilís Watson** | **Staff Representative** |
| **Willie Kenneally** | **Community Representative** |
| **Máire Corbett** | **Community Representative** |
| **Mary Rea** | **Patron’s Nominee** |
| **Mairéad Finn** | **Parental Representative** |
| **Seán Joy** | **Parental Representative** |

**Safety Committee Structure:**

1. Seán Joy
2. Kayren Hayes-Brennan
3. Catherine Horgan
4. Elaine Linehan
5. Billy Murphy

Meetings will be held six times per year:

Beginning of school year (August/September)

Halloween

Post-Christmas

March

May

Prior to Summer Holidays

**Appendix 2**

**Risk Assessments**

**ACCESS & EGRESS**

**HAZARD**

Blocking emergency exits.

Build up of combustible materials.

General obstructions on walkways/corridors

**WHO IS AFFECTED?**

All Staff / Pupils / Visitors

**CONTROL MEASURES IN PLACE**

All doors and access points should be kept clear of obstruction and clear access maintained.

All passageways should be kept clear of obstruction.

All floor covering and surfaces shall be kept clean and free of oil and grease and in good condition.

Stairways shall be provided with handrails and maintained in good condition.

Adequate lighting shall be provided at all entry, exit points and along corridors and passageways.

Adequate control shall be maintained to ensure that no overstocking of materials or equipment occurs which would impede access/egress.

Waste shall be removed regularly and systematically stored in a safe place until collected for disposal.

It is vital that fire escape doors are not obstructed at any time.

Safety Audits/ Inspections will be carried out on a regular basis.

**RESIDUAL RISK RATING:** Low

**SLIP/TRIP/FALLS & HOUSEKEEPING**

**HAZARDS**

Poor housekeeping on the premises can pose a wide variety of risks to health and safety.

Trips: Materials left lying in open aisles/corridors

Slips: On wet or greasy floors.

Collisions: Blockage of access aisles with materials/equipment.

Objects falling on people: Improper stacking of materials/equipment.

Fire: Inadequately and infrequent disposal of combustible rubbish/materials.

**WHO IS AFFECTED?**

All Staff / Pupils / Visitors

**CONTROL MEASURES**

All areas shall be kept clean and tidy at all times.

Do not allow cables/equipment leads to be left on the ground that present a trip hazard.

All floors shall be dry and free from obstruction at all times.

All spillages must be cleaned up immediately.

Report slip/trip/fall hazards immediately.

All refuse bins shall be emptied as frequently as necessary to prevent build up of rubbish.

Cleaning of wet floor areas shall be conducted with care and with due regard to pedestrian traffic.

Materials and equipment should be stored in designated area in a manner as to minimise the hazards of goods falling.

Do not overload shelves with files/consumables/equipment or other items.

**RESIDUAL RISK RATING:** Low

**OFFICES**

**HAZARDS**

While office work may not be considered as a high risk activity unsafe work systems and layout may result in injury or illness.

**WHO IS AFFECTED?**

All Staff.

**CONTROL MEASURES**

Adequate office space is allocated for each work station.

All furniture, fittings and equipment shall be arranged so that staff can move about without collision with sharp corners of desks/furniture.

Ensure that enough room is available for opening filing cabinets.

Only one drawer of a filing cabinet shall be opened at any one time. All drawers should be closed after use.

Sufficient lighting and ventilation shall be provided.

Electric or telephone cables shall not trail unprotected across the floor. Cable covers shall be supplied and used.

Chairs desks or drawers should never be used to access higher areas, step ladders shall be used.

A stepladder will be available in the Senior School to be kept in the Staff toilet area. This must only be handled by staff.

All items stored above head level shall be stored properly to prevent falling.

The mains power supply shall be disconnected before attempting to move electrical equipment.

All damaged floor covering, furniture equipment or machinery shall be reported and either be replaced or repaired.

Before using chemicals (e.g. photocopier toners) read the instructions on the container and avoid contact with skin or clothing as appropriate.

Floor areas shall be kept clear of materials and litter.

**RESIDUAL RISK RATING:** Low

**STAFFROOM**

**HAZARDS**

Trips, slips and falls.

Cuts from knifes, sharp objects or broken glass.

Burn from hot surfaces.

Food hygiene.

Fire.

**WHO IS AFFECTED?**

All Staff.

**CONTROL MEASURES**

The floor area must be kept clean and free from obstructions at all times.

Spillages on the floor should be cleaned up immediately.

Do not put metal cutlery, metallic plates or sealed containers in to the microwave.

Care should be taken to avoid contact with kettles/ hot water boilers as the unit may be hot and could cause burns.

Electrical equipment must never be used with wet hands.

Knives should be safely stored when not in use.

Detergents must be stored separate from food products.

Broken glass or crockery should be cleared up immediately and disposed of safely.

Care must be taken when dispensing boiling water. All hot drinks/beverages must be transported with safety covers, outside of break out areas.

Fridges to be kept clean of spills and food debris at all times. Food and drinks that have passed their use-by date will be removed, as required.

Fire extinguishers/blankets to be easily accessible at all times.

**RESIDUAL RISK RATING:** Low

**VISUAL DISPLAY UNITS**

**HAZARD**

Muscular strain / potential for musculo-skeletal disorders.

Visual discomfort and stress.

Headaches, neck and backache.

**WHO IS AFFECTED?**

All Habitual Users of Visual Display Units (V.D.U.’s)

**CONTROL MEASURES**

V.D.U. assessments are completed on all computer workstations.

A certified VDU Assessor will undertake VDU assessments at all workstations. Core aspects of this will include ensuring that all screens are at the correct height, they are straight in front of operator, the keyboard/mouse pad is located on desk where support is given by the wrists.

Workstation desks are suitable for computer use where funds allow.

Operators to be provided with footrests if deemed appropriate following V.D.U. assessment.

Document holders are provided on request, these should be arranged to minimise head, neck and eye movement.

Lighting provided in office areas are suitable for use in computer office environments. Particular attention is to be given to problems of glare or reflection, and all monitors will be positioned to avoid direct sunlight glare from the windows and/or adjust window blinds if available to shade your work area.

Detailed information and assistance is available on correct computer workstation set-up.

If necessary after prolonged continuous computer use, take micro-breaks (approx 2 minutes) at intervals (1 hr) to rest eyes, stretch neck and shoulders.

**RESIDUAL RISK RATING:** Medium

**FIRE**

**HAZARD**

Sources of fire include hot work, smoking, electrical faults and arson.

**WHO IS AFFECTED?**

All Staff / Pupils / Visitors

**CONTROL MEASURES**

Compliance with building Fire Certificate.

Addressable fire alarm system is installed, tested and maintained.

Fire extinguishers installed and maintained.

Fire escape routes are clearly indicated.

Emergency Lighting installed and maintained.

Fire Assembly points designated outside building.

Fire Evacuation procedure in place, tested, approved and regular simulations held twice per term.

Fire Wardens appointed and trained.

Any Hot Work is controlled by compliance with Hot Work Permit.

Smoking is prohibited in all but designated areas.

Monthly safety inspections carried out, generally the first Monday of each month.

Ensure that refuse/recyclables etc awaiting disposal are secured and cannot be accessed by members of the public.

**RESIDUAL RISK RATING:** Low

**MANUAL HANDLING**

### HAZARD

Spinal or soft tissue injury when undertaking manual handling tasks.

**WHO IS AFFECTED?**

All Staff who undertake manual handling.

**CONTROL MEASURES**

Where possible measures will be taken to reduce the amount of manual handling to a minimum.

All staff involved in manual handling will be trained in safe manual handling techniques.

Loads which must be manually handled will be assessed on the basis of their risk to health and safety and due caution exercised where there is a risk of back injury etc.

Get assistance/help if lifting a heavy or awkward item.

The method of handling will take account of the size, weight, shape, condition and position of the load to be handled.

Personal protective equipment will be worn where appropriate.

Hand trolleys will be used wherever practicable for transporting goods.

Adequate lighting will be supplied to ensure that visibility is sufficient at all times.

Use the provided mechanical aids correctly and in accordance with manufacturer’s instructions.

**RESIDUAL RISK RATING:** Medium

**HAZARDOUS CHEMICALS**

**HAZARDS**

Chemical burn to skin/eyes.

Swallowing of chemicals.

Inhalation of vapours.

**WHO IS AFFECTED?**

Persons in contact with hazardous chemicals e.g. Chemicals for cleaning etc

Staff / Pupils / Contract cleaners.

**CONTROL MEASURES**

Identify all potentially hazardous substances, chemical products in use.

Obtain Material Safety Data Sheets for all chemicals substances in use.

Read the label before using the chemical.

Wear the necessary Personal Protective Equipment, as per the label instructions.

Store chemicals in safe and secure location – this is especially important due to the presence of children, and some substances are flammable or emit toxic fumes if subjected to heat/fire.

**Spillages**

In the event of a spillage of hazardous chemicals, cordon off the area affected.

Do not allow other staff members into the area.

Clean the area wearing appropriate Personal Protective Equipment.

Ensure the waste is disposed of in an environmentally sound manner.

**RESIDUAL RISK RATING:** Low

**ELECTRICITY**

**HAZARDS**

Electrical Shock.

Burns.

Fatal injury.

**WHO IS AFFECTED?**

All Staff.

**CONTROL MEASURES**

Report damaged electrical equipment, cables or plug tags/sockets to the maintenance manager.

Do not interfere with electrical equipment.

Electrical equipment must be installed, maintained and used properly so as to prevent danger.

Electrical equipment must be suitable for the work environment.

Sufficient sockets are provided, overloading of sockets must be avoided.

All connections in circuit and protective conductors including connections to terminals, plugs and sockets must be adequate for purposes for which to be used.

Suitable means must be available for switching off and isolation of electricity supply.

All work activities including operation, use and maintenance of electrical equipment or installations shall be carried out so as not to cause danger.

Adequate working space, access and egress and lighting shall be provided at all electrical equipment on which work is being done where may give rise to danger.

First Aid facilities available on site.

Only certified electrical technicians will be engaged for the maintenance of the building’s fixed electrical installations.

**RESIDUAL RISK RATING:** Low

**COOKERY ROOM**

**HAZARDS**

Trips, slips and falls.

Cuts from knifes, sharp objects or broken glass.

Burn from hot surfaces.

Food hygiene/safety.

Fire.

**WHO IS AFFECTED?**

Teaching Staff & Pupils / Cleaning Staff

**CONTROL MEASURES**

The floor area must be kept clean and free from obstructions at all times.

Spillages on the floor should be cleaned up immediately.

Do not put metal cutlery, metallic plates or sealed containers in to the microwave.

Care should be taken to avoid contact with kettles/ hot water boilers as the unit may be hot and could cause burns.

Electrical equipment must never be used with wet hands.

Knives should be safely stored when not in use.

Detergents must be stored separate from food products.

Broken glass or crockery should be cleared up immediately and disposed of safely.

Care must be taken when dispensing boiling water. All hot liquids must be transported with safety covers, lids etc by teacher/supervisor. Only staff may carry hot/boiling water.

Fridges to be kept clean of spills and food debris at all times. Food and drinks that have passed their use-by date will be removed, as required.

Fire extinguishers/blankets to be easily accessible at all times.

Only teachers are permitted to place and retrieve foods, cookware, racks etc from any section of the cooker units. Ensure that there is sufficient space in the work area before moving hot items – ensure that there is sufficient space on worktop/destination etc before picking up hot items.

Comply with food safety practice at all times - avoid cross-contamination and related unhygienic practices – wash your hands after touching all raw meats/surfaces.

**RESIDUAL RISK RATING: M**edium

**PREGNANT EMPLOYEES**

**HAZARD**

Effects on Mother/Baby.

**WHO IS AFFECTED?**

A Pregnant Employee, an employee who is breastfeeding or an employee who has recently given birth or been pregnant.

**CONTROL MEASURES**

A pregnant employee risk assessment will be carried out to avoid any possible effect on the pregnancy of, or breastfeeding by employees, resulting from any activity at the place of work likely to involve a risk of exposure to any process or working condition and to take any preventative measures.

Where the risk assessment reveals a risk to an employees safety or health or any possible effect on the pregnancy or breastfeeding of an employee, arrangements will be discussed and agreed with the Human Resources department and if necessary the school doctor.

For further information consult with the General Application Regulations 2007.

**RESIDUAL RISK RATING:** Low

**STRESS AND BULLYING**

**HAZARD**

Stress and Bullying in the workplace.

**WHO IS AFFECTED?**

All Staff.

**CONTROL MEASURES**

The school has an anti-bullying policy which is communicated to all employees. (copies of this policy are available from the Principal’s office).

Inform your superior or a suitable member of the board of management immediately if you are subject to bullying or harassment.

The school will comply with the provisions of the Code of Practice on the prevention of workplace bullying produced by the Health & Safety Authority.

Employees will be provided with such information, instruction, training as is necessary to ensure the prevention of workplace bullying/harassment.

**Reference Document**: School Bullying & Harassment Policy – Appendix 11

**RESIDUAL RISK RATING:** Low

**LONE WORKING**

**HAZARDS**

Lone workers may be exposed to hazards such as suffering an assault, accident or health problem, which could lead to loss of mobility and / or consciousness.

**WHO IS AFFECTED?**

All Staff who work alone in the building.

**CONTROL MEASURES**

Access to the building out of normal hours is restricted and controlled by prior arrangement with principal’s office and teaching body.

The school access gate and all doors to the building (out of normal hours) are locked and access keys are held by the principal/deputy principal or assistant principal and caretaker.

General school activities normally ensure that more than one person is in/on the premises outside of normal business hours. In circumstances where this is not possible, a system of regular communication between the lone worker in the school and an outside monitoring station must be established.

There is CCTV coverage of the building common areas.

Staff should contact An Garda Siochana immediately in the event of an incident / accident.

Staff using outlying car parks should exercise caution when leaving the building and where possible avoid such situations after dark.

**RESIDUAL RISK RATING:** Low

**CONTROL OF CONTRACTORS (BUILDING SERVICES)**

**HAZARDS**

The school recognises that the necessary presence of persons on site who are not direct employees is a high risk activity that may give rise to hazardous situations by the use of unsafe materials, equipment and unsafe working practices if sufficient safety controls are not in place. Similarly, the school wishes to ensure the safety of Contractors/ school staff and pupils during any such work.

**WHO IS AFFECTED?**

All Contractors / Staff / Pupils

**CONTROL MEASURES**

The board of management are mainly responsible for the maintenance and control of building services contractors at Bunscoil na Toirbhirte. Contractors will be appointed directly by the board or as subcontractors to a main contractor on site.

The school has established a formal ‘Permit to Work’ system for certain high risk activities e.g. hot work and electrical work. (Appendix 13)

Where practical, maintenance work will be undertaken outside of normal office hours.

Where practical, maintenance work will be carried out in a segregated area – suitable cordons to be in place

Contractors work planned during normal office hours will be communicated in advance to all relevant staff.

Report any contractor’s unsafe conditions/work practises to your Supervisor/ school principal.

Contractors working for the school board of management must submit to the relevant contact a copy of their current Safety Statement, Liability Insurance and where relevant, personnel qualifications prior to commencing work. All subcontractors must comply with the school Subcontractor Safety Controls in order to remain on the Approved Contractors List.

**RESIDUAL RISK RATING:** Low

**SMOKING**

**HAZARD**

Ill Health / Passive Smoking.

Fire.

**WHO IS AFFECTED?**

All Staff.

**CONTROL MEASURES**

It is the policy of the school that all of its enclosed workplaces are smoke free and that all employees have a right to work in a smoke free environment. Smoking is prohibited throughout the enclosed workplace, with no exceptions. This policy applies to all employees, pupils, contractors, and visitors and complies with legislation introduced in March 2004.

Staff are not permitted to smoke on the premises.

**POLICY REGARDING INFRINGEMENTS**

Infringements by staff will be dealt with under the employee disciplinary procedures. Prosecution of offenders is also permitted, as per the legislation of March 2004.

**SMOKING CESSATION**

Information on how to obtain help quitting smoking is available from the National Smokers Quit line on call save 1850 201203 or the Health Promotion Department of local health boards.

**RESIDUAL RISK RATING:** Low

**CAR PARK**

***Although the car park is not school property, and the board of management accepts no responsibility for this area or vehicles/persons which use it, this risk assessment outlines the identified hazards in that location, and are communicated here to all staff in accordance with employers duty of care - provision of safety information.***

**HAZARDS**

Struck by another car while walking.

Struck by a car while cycling.

Collision with another vehicle.

Personal assault.

Slipping on ice

**WHO IS AFFECTED?**

All Staff / Pupils

**CONTROL MEASURES**

Keep to the designated walking routes.

Observe the “Right of Way” signs displayed.

Adhere to traffic management controls in place (Flow marked lanes).

Do not exceed speed limits.

Be observant at all times.

Do not park your car/bicycle on a walkway.

Do not leave your car engine running unnecessarily

Report any problems, incidents or confrontations etc to the Garda Siochana immediately, as well as school management.

During winter the area inside the school entrance is to be dressed with sand and salt as required in order to avoid slippery underfoot conditions by the caretaker. Any activities outside the gate are controlled by the local council

**RESIDUAL RISK RATING:** Low

**HALLA / STAGE**

**HAZARD**

Fire Outbreak

Blocking emergency exits.

Build up of combustible materials.

General obstructions on walkways/corridors

Falls from stage

**WHO IS AFFECTED?**

All Staff / Pupils / Visitors

**CONTROL MEASURES IN PLACE**

All doors and access points should be kept clear of obstruction and clear access maintained.

All passageways should be kept clear of obstruction.

All floor covering and surfaces shall be kept clean and free of oil and grease and in good condition.

Stairways shall be provided with handrails and maintained in good condition.

Adequate lighting shall be provided at all entry, exit points and along corridors and passageways.

Adequate control shall be maintained to ensure that no overstocking of materials or equipment occurs which would impede access/egress – this is especially important in the storage areas under the stage.

Waste shall be removed regularly and systematically stored in a safe place until collected for disposal.

It is vital that fire escape doors are not obstructed at any time.

Safety Audits/ Inspections will be carried out on a regular basis.

Ensure that adequate ‘In Case of Emergency’ instructions are clearly announced to assembled guests prior to any event in the halla, noting all exits routes and related safety information.

Teaching staff/coordinators will ensure that all persons on stage do not approach or go beyond the white safety line clearly marked behind the stage edge.

**RESIDUAL RISK RATING:** Low

**CLASSROOMS / CLOAKROOMS**

**HAZARD**

Fire Outbreak

Blocking emergency exits.

General obstructions on walkways/corridors

Slips Trips & Falls

Electrical hazards

**WHO IS AFFECTED?**

All Staff / Pupils / Visitors

**CONTROL MEASURES IN PLACE**

All doors and access points should be kept clear of obstruction and clear access maintained.

All passageways should be kept clear of obstruction. – Bags, coats and other materials are not to be left on floor

All floor covering and surfaces shall be kept clean and free of oil and grease and in good condition.

Classroom furniture is to be maintained in good order and repaired/replaced if necessary.

Pupils/staff are not permitted to bring substances, dangerous objects, objectional material or other items which could lead to the safety, health and welfare of others being compromised in any way.

Adequate lighting shall be provided at all entry, exit points and along corridors and passageways.

Adequate control shall be maintained to ensure that no overstocking of materials or equipment occurs which would impede access/egress.

Waste shall be removed regularly and systematically stored in a safe place until collected for disposal.

**It is vital that fire escape doors are not obstructed at any time.**

Safety Audits/ Inspections will be carried out on a regular basis.

All electrical equipment is to be maintained in good order and checked regularly – any defects will be attended to immediately

**RESIDUAL RISK RATING:** Low

**TOILETS**

**HAZARD**

Slips, Trips & Falls

Biological Contamination

Dangerous Behaviour – Horseplay

**WHO IS AFFECTED?**

All Staff / Pupils / Visitors

**CONTROL MEASURES IN PLACE**

All floor covering and surfaces shall be kept clean and free of oils, soaps and excess water. Flooring will be inspected periodically for damage etc which could result in trip/slip type hazards developing. and in good condition.

Toilet furniture and partitions will be maintained in good condition.

Warm water, soap and an adequate means of drying hands are to be provided at all times.

Adequate lighting shall be provided at all entry, exit points and along corridors and passageways.

Waste shall be removed regularly and systematically stored in a safe place until collected for disposal.

Adequate supervision of toilets is necessary to ensure the safety of pupils using such facilities – this supervision will be cognisant of pupil’s right to adequate privacy.

**RESIDUAL RISK RATING:** Low

**SCHOOL GROUNDS**

**HAZARD**

Slip Trip and Falls

Safety & security of pupils during Break/Playtime

Falls from heights

Animals

**WHO IS AFFECTED?**

All Staff / Pupils / Parents collecting children

**CONTROL MEASURES IN PLACE**

The school grounds will be inspected and maintained to ensure that no adverse underfoot conditions exist. The caretaker will walk the grounds at least once per week, usually a Monday morning, to do an inspection.

Adequate provision for staff and pupil safety is in place regarding inclement weather i.e. icy conditions and management of school break times will be adjusted accordingly – i.e. use halla for breaks

All play/break areas to be adequately supervised by a competent person when in use by pupils.

A First Aid Point is established at each break time, and suitable First Aid supplies are available in those locations.

Teachers remain vigilant for pupils straying from designated play areas.

Maintain adequate edge protection and handrails on sections of the grounds where there is a risk of a person falling from height

Any uncontrolled animals, i.e. dogs, will be escorted from the school grounds immediately. Any areas where such animals have soiled will be adequately cleaned and disinfected to ensure that pupils and staff are not unduly exposed to common diseases associated with animal waste.

**RESIDUAL RISK RATING:** Medium

**INFECTIOUS DISEASES**

**HAZARD**

Spread of infection throughout the school population

**WHO IS AFFECTED?**

All Staff / Pupils

**CONTROL MEASURES IN PLACE**

It is the policy of the school to instruct all teaching and support staff to be vigilant for signs/ symptoms of infections/diseases amongst the school population at all times. Staff members who discover or suspect that a child demonstrates particular signs of such illness will notify the school principal or assissant principal immediately If required the advice of a medical practioner will be sought, and the child’s parents/guardian notified. The relevant health authorites will also be informed of the situation.

If necessary, full quarantine measures will be implemented, including closing the school if necessary.

**RESIDUAL RISK RATING:** Low

**Appendix 3**

**Emergency Evacuation Plan**

***Evacuation Procedures***

**Bunscoil na Toirbhirte,**

**Mitchelstown,**

**Co. Cork.**



**Evacuation Procedures**

No plan can provide for all the various contingencies which could arise in order to put a full evacuation plan into action. All staff members in the school should be aware of their responsibilities in order to put an evacuation plan into operation without delay. It is not intended nor must it be interpreted as a restriction on common sense or initiative in the light of governing circumstances.

Individual departments should have their own procedures in place to initiate full evacuation of the school. The following are the different areas of the school and the evacuation plan which should apply to each area in the event of hearing the fire alarm.

**Senior School**

Those occupying **Rooms 1, 2, and 3** should leave through the lower exit (nearest the toilets) on hearing the fire alarm.

Those occupying **Rooms 5, 6 and Wheelchair Accessible WC** should leave through the upper exit (nearest the Secondary School) on hearing the fire alarm.

Those occupying **Room 4** should leave through cloakroom exit.

The above teachers and their pupils should proceed immediately to the **Assembly Point** via their designated exits. Should either exit be blocked by fire, they will be obliged to use the other exit.

**Teachers’ priority should be the safety of their pupils.**

Pupils should be the first to leave and teachers (keeping their own safety in mind at all times) should search toilets, cloakroom and classroom ensuring nobody is left behind in the building. Teacher in Room 1 should search toilets and Teacher in Room 3 should search cloakroom. Please ensure that the classroom doors are closed (not locked) on leaving, as this reduces the amount of smoke, flames and fumes.

Teacher in **Room 5** checks Wheelchair Accessible WC

Teacher in **Room 2** checks the pupil toilets

Teacher in **Room 3** checks the teachers’ toilets

Teacher in **Room 6** opens secondary school exit

Teacher in **Room 1** opens exit nearest toilets

The teacher must take the **roll book** and upon reaching the assembly point all children must be counted to ensure that everybody has safely left the building.

No attempt should be made to fight the fire unless it is quite small.

**ASSEMBLY POINT: UPPER PLAYGROUND AREA**

**THE MAIN BUILDING (JUNIOR SCHOOL)**

**UPSTAIRS AND CLASSROOMS 6 & 7**

Upon hearing the fire alarm any class or pupils in **Room 6 and in Room 7** should proceed in an orderly fashion downstairs (NO ATTEMPT SHOULD BE MADE TO RUN). As always the teacher should be the last person out, checking the toilets and classroom and closing all doors before leaving. Proceed to the nearest exit and assemble at your **assembly point.**

**Rooms 10. 9. 8, 7, 6, 5, 4, 3, 2, 1**

Upon hearing the fire alarm ensure that classes leave through nearest exit to **assembly point.** Follow the above procedure and bring **roll book** to assembly point. Follow the above procedure and bring the **roll book** to assembly point.

**Rooms 7, 6, 5** – exit to basketball court

**Rooms 4, 3, 2, 1** – exit near Room 2

**Room 8** – exit to basketball court

**Rooms 9, 10, 12, 13** – leave through the nearest exit following the above procedures

**Rooms 9, 10** - main entrance

The Principal will ensure that there is nobody in staff room (Room 8, Office (Room 12), or main hallway, assembly hall, stage (Room 11), basement (Room 13) before leaving the building by the nearest exit (main entrance).

**Rooms 16, 17** – before exiting, teacher in Room 16 checks toilets.

Leave through nearest exit. This area is connected to the Secondary School, so on hearing the alarm in Secondary School, it is best to evacuate immediately through the nearest exit.

**Assembly Hall (Room 11)**

Exit by nearest door and proceed to Assembly Point.

**Teachers’ Resource Room - 15 and Room 14** – classroom (attached to the main building)

In the event of hearing a fire alarm any teacher or pupils in this area should evacuate immediately and proceed to the Assembly Point using the nearest exit. No attempt should be made to investigate as to whether there is a fire. Always assume that there is a fire and leave in and orderly manner.

Teacher in **Room 14** checks toilets

**ASSEMBLY POINT: UPPER PLAYGROUND AREA**

**Emergency Contact Telephone No’s:**

**Doctor(s)**

**Fire Department**

**Garda Siochana**

**Board of Management Representative**

 **Appendix 4**

**First Aid Arrangements**

First Aid Kits/Presses are located in both schools.

A portable First-Aid Kit is available to staff going on school outings.

A small First Aid Box is brought out to the yard for supervision each day.

 *In the event of an emergency dial:* ***999 or 112***

First Aid Cabinet

The following are contents of First Aid Boxes in the school premises:

**1. Adhesive plasters** x 40

**2. Sterile eye pads** x 4

**3. Individual wrapped triangular bandages** x 6

**4. Safety pins** x 6

**5. Medium individual wrapped sterile medicated wound dressings**

 **(Approx 10cm x 8cm)** x 8

**6. Large individually wrapped sterile medicated wound dressings**

 **(Approx 13cm x 9cm)** x 4

**7. Extra large individually wrapped sterile medicated wound dressings**

 **(Approx 28cm x 17.5cm)** x 4

**8. Individually wrapped wipes** x 10

**9. Paramedic shears** x 1

**10. Pairs latex gloves** x 2

**11. Sterile Eye Wash (b)** x 2

The trained occupational First Aiders will be responsible for conducting regular inspections of First Aid boxes and their contents.

An adequate level of supplies will be maintained at all times.

**Appendix 5**

**Safety Induction Training Course Content**

**Appendix 6**

**Health & Safety Procedures**

***(As and when required)***

**Appendix 7**

**Records of Health and Safety Training**

***(Records retained in Principals Office)***

**Appendix 8**

**Records of Safety Audits/ Inspections**

***(Records retained in Principals Office)***

**Appendix 9**

**Records of Accidents, Dangerous Occurrences and Near Misses**

***(Records retained in Principals Office)***

**Appendix 10**

**Record of Safety Committee Meeting**

***(Minutes of Meetings retained in Principals Office in a separate book)***

**Appendix 11**

**School Policies**

**Revised Procedures for Suspension and Dismissal of Teachers**

**1. Background**

**Section 24(3) of the Education Act (1998)**

Section 24(3) of the Education Act 1998 provides for the suspension and dismissal of

teachers by boards of management. Under the terms of *Towards 2016* the parties

undertook to review and revise existing procedures and to agree new procedures in

time for implementation with effect from the commencement of the next school year.

The boards of management and Principal have a responsibility for the quality and

effectiveness of education and the management of staff in a school as set out in the

Education Act 1998.

While no procedures can be definitive about the range of circumstances which might

give rise to the initiation of disciplinary procedures in general these are likely to be

related to conduct, a threat to the health and safety of students and/or sustained failure

to perform adequately the professional duties and responsibilities expected of a

teacher.

The following agreed procedures provide for two separate and independent strands

which should be utilised in appropriate circumstances:

 Procedures relating to professional competence issues

 Procedures relating to work, conduct and matters other than professional

competence

The procedures apply to all teachers other than those teachers serving in a

probationary capacity. In relation to teachers serving in a probationary capacity the

existing probation arrangements will continue to apply.

The procedures are designed to deal solely with issues of employment and supersede

all disciplinary procedures in existence prior to this agreement. This is without

prejudice to appeals to patrons, where currently provided, pending any review of such

appeals.

Issues relating to registration are a matter for the Teaching Council.

It will be open to any of the parties to seek a review of these suspension and dismissal

procedures**.**

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**2. General Principles underpinning these procedures**

Apart from considerations of equity and justice, the maintenance of a good industrial

relations atmosphere at workplace level requires that acceptable procedures be in

place and be observed. Disciplinary procedures are necessary to ensure both that

discipline is maintained in the workplace and that disciplinary measures can be

applied in a fair and consistent manner.

Such procedures serve a dual purpose in that they provide a framework which enables

management to maintain satisfactory standards and employees to have access to

procedures whereby alleged failures to comply with these standards may be fairly and

sensitively addressed.

The essential elements of any procedures for dealing with disciplinary issues are that

they be rational and fair, that the basis for disciplinary action is clear, that the range of

penalties that can be imposed is well-defined and that an internal appeal mechanism is

available.

Every teacher is personally accountable for his/her own behaviour and work

performance. Early intervention at the appropriate level to address perceived

inappropriate behaviour is desirable for all parties so as to minimise the risk of having

to escalate sanctions as provided for in these procedures.

Every effort will be made by the Principal to address alleged or perceived

shortcomings in work and conduct through informal means without invoking the

formal disciplinary procedure.

Where circumstances warrant, a teacher may be placed on administrative leave with

full pay pending an investigation, or pending the outcome of an investigation, a

disciplinary hearing/meeting or the outcome of a disciplinary hearing/meeting.

The procedures are intended to comply with the general principles of natural justice

and provide:

 *that there will be a presumption of innocence. No decision regarding*

*disciplinary action can be made until a formal disciplinary meeting has*

*been convened and the employee has been afforded the opportunity to*

*respond to the allegations raised*

 *that the employee will be advised in writing in advance of a disciplinary*

*meeting of the precise nature of the matters concerned and will be given*

*copies of all relevant documentation. In the case of a complaint, this detail*

*will include the source and text of the complaint as received. A complaint*

*should be in writing.*

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 *that details of the allegations, complaints or issues of professional*

*competence be put to the teacher concerned*

 *that the right of a teacher concerned to have access to and to view his/her*

*personnel file (to include all records in relation to the teacher in hardcopy*

*or electronic format, held by the school) will be fully respected*

 *that the teacher concerned be given the opportunity to respond fully to any*

*such allegations, complaints or issues of professional competence*

 *that the teacher concerned is given the opportunity to avail of*

*representation by a work colleague or trade union representative/s*

  *that the teacher concerned has the right to examine and challenge all*

*evidence available and to call witnesses or persons providing such*

*evidence for questioning.*

 *that the teacher concerned has the right to a fair and impartial*

*examination of the issues being investigated, taking into account the*

*allegations or complaints themselves, the response of the teacher*

*concerned to them, any representations made by or on behalf of the*

*teacher concerned and any other relevant or appropriate evidence, factors*

*or circumstances*

 *that the board of management, as employer, has a duty to act reasonably*

*and fairly in all interactions with staff and to deal with issues relating to*

*conduct or professional competence in a confidential manner which*

*protects the dignity of the teacher.*

 *that all matters relating to the disciplinary procedure are strictly*

*confidential to the parties and their representatives*

 *that it will be considered a disciplinary offence for any person to*

*intimidate or exert inappropriate pressure on any person who may be*

*required to attend as a witness.*

 *that where a decision is taken to impose a disciplinary sanction, the*

*sanction imposed will be in proportion to the nature of the*

*conduct/behaviour/performance that has resulted in the sanction being*

*imposed.*

 *These procedures are without prejudice to the right of a teacher to have*

*recourse to the law to protect his/her employment*

Reasonable and appropriate support, training and assistance will be provided. In this

context, a major focus of the work of the Support Services at primary and post

Primary level will be the provision of appropriate advice and assistance to school

 management and teachers in the formulation of improvement plans and, where

relevant, in their implementation. Arrangements will also be put in place to provide

 for the timely accessing of those services as required.

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 **Procedures relating to professional competence issues**

 **Preamble**

 As is the norm with any profession it is a matter for the individual teacher, in

the first instance, to maintain appropriate standards of teaching and to

personally address competence issues if and when they arise. Furthermore it

is a teacher's responsibility and obligation to ensure that he or she avails fully

of all opportunities of assistance towards remediation of professional

competence issues.

 In this context it is fully accepted that a significant majority of teachers

discharge their duties in a competent and efficient way and provide a service

in line with the best traditions of teaching. Accordingly any process geared to

address matters of professional competence is aimed at a minority of

individuals within a profession. It is also the case that any such process must

recognise the reality that professional competence issues are often of a

transient nature and may have their origin in issues of a personal or

professional nature which are of relatively short time duration.

There may also be instances where concerns are raised regarding a teacher’s

professional competence through parental complaints. In such cases the

concerns will be addressed by the Principal in the first instance in accordance

with agreed complaint procedures**.** The Principal will consider the nature of

the complaint before determining whether the issue falls to be considered

under the procedures relating to professional competence. If the procedures

relating to professional competence are subsequently invoked the parent who

made the complaint will be so advised and informed of the final outcome of

the process.

 It follows that the approach to dealing with matters of professional

competence should involve a number of stages moving from informal stages

to formal stages which may at the end of the process have recourse to

disciplinary action (up to and including dismissal). This must of course have

regard to the right and duty of the board of management to act immediately in

matters of serious misconduct or where it considers that a threat exists to the

health, safety and welfare of students.

***Stage 1***

***Informal Stage***

1.1 As outlined in sections 22 and 23 of the Education Act 1998, the Principal, as

part of his/her day-to-day responsibility for the management of the school, has

responsibility for the guidance and direction of teachers, the provision of

leadership to teachers and students and the creation, together with the board of

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management, of an environment which is supportive of learning among the

students and which promotes the professional development of teachers. The

Education Act provides also that the Principal shall have all and such powers

as are necessary or expedient in that regard. The Principal is, therefore, in the

best position to identify when professional competence issues arise in a

teacher’s work.

1.2 Where the Principal has concerns that there may be issues of professional

competence in a teacher’s work s/he will advise the teacher, orally, of the

specific nature and extent of these concerns and furnish the teacher with any

relevant documentation relating to the issue.

1.3 At this stage the teacher should be given a copy of the agreed procedures and

be advised to familiarise himself/herself with the various stages of the

procedures that may be invoked and the range of sanctions available to the

board of management.

1.4 The Principal will seek to explore with the teacher the underlying cause(s) and

where possible agree the steps that need to be taken to address the matter. In

this context the Principal will advise the teacher of available internal and/or

external supports and endeavour to assist the teacher in accessing those

supports. These may include the Employee Assistance Service, the Primary

Professional Development Service, Leadership Development for Schools

(LDS), Second Level Support Service (SLSS) and /or other external agencies

that are relevant and/or appropriate in the circumstances having regard to the

nature of the particular issues.

1.5 It is intended that through dialogue between the Principal and the teacher the

issues are resolved to the satisfaction of the Principal and that both agree that

no further action is necessary.

1.6 It is intended that professional competence issues of a transient nature should

be resolved through informal mechanisms, normally within a three month

period excluding holiday periods.

1.7 Where a teacher has failed to engage positively with the processes and the

Principal continues to have concerns that there are professional competence

issues of a sustained nature, the Principal will notify the teacher of his/her

intention to refer the matter to the board of management with a view to the

initiation of the formal process

***Stage 2***

 ***Initiation of the formal process***

2.1 The Principal will advise the Chairperson of the board of his/her concerns and

provide a written report to the Board. The teacher will be given a copy of the

report simultaneously, and will be afforded an opportunity to provide a written

response as part of the process of consideration of the matter.

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2.2 At this stage it is open to the teacher to invoke Stage 3 of these procedures

within 10 school days of receipt of the report. Where the teacher adopts this

course of action it is on the strict understanding that he/she cannot then seek to

revert to any earlier stage of the process and that the Principal and board of

management may proceed to the next stage as appropriate.

2.3 Alternatively where the teacher does not take up this option the board will

consider the report of the Principal and any written response provided by the

teacher as soon as is practicable. At this stage the teacher will be provided

with an opportunity to address the board of management on the matter if

he/she so wishes. The board of management will then make a decision on how

to proceed. This decision may involve the board finding that:

 There are insufficient grounds to conclude that there is an issue of

professional competence,

 There are sufficient grounds as to warrant the initiation of the formal

process.

2.4 Where the Board is of the view that there are sufficient grounds it will charge

the Principal with defining the required improvement plan for the teacher in

question.

2.5 The Principal will meet with the teacher concerned to discuss the

improvement plan.

2.6 The plan will specify in writing the perceived deficiencies in the teacher’s

professional competence and the required improvement expected of that

teacher. It will also set out the range of supports and training available to the

teacher and suggestions as to which should be availed of by the teacher in the

context of improving his or her performance. The improvement plan will also

set out a timeframe within which the required improvement should be put into

effect. Appropriate supports will be made available to the Principal in drawing

up the Improvement plan.

2.7 While bringing about the improvement in his or her performance is the

primary responsibility of the individual teacher the Principal/board of

management will support and facilitate that teacher in bringing about the

required improvement.

2.8 Normally, it would be expected that the required remediation of professional

competence issues would take place within the timeframe set down in the

improvement plan which should be no less than a three month period

excluding holiday periods. This period may be extended by the Principal,

subject to the agreement of the board of management, to allow the teacher

further time to implement the improvement plan.

2.9 Following the conclusion of the time period provided for improvement, the

Principal will furnish a written report to the Board and the teacher setting out

his/her views on the outcome.

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2.10 Where the Principal reports that the required improvement has been brought

about the Board will inform the teacher in writing confirming its intention to

conclude the formal process.

2.11 Where the Principal reports to the Board that the required improvement in

teaching performance has not been brought about following the conclusion of

the period allowed for this process, the Board will consider the matter further,

as provided for below.

2.12 The teacher will be given an opportunity to provide an oral and written

response to the Principal’s report as part of the process of the board

considering the matter.

2.13 Following consideration of the Principal’s report and the teacher’s response

the Board may decide that

 Sufficient progress has been made by the teacher and that the

procedure is being brought to a conclusion

 The improvement plan should be modified

 the required improvement has not being brought about by the teacher

**Stage 3 External Review**

3.1 Where the board of management decides that the required improvement has

not been brought the Board will request the Chief Inspector to arrange for a

review of the work of the individual teacher. The teacher will be so informed

by the board of management in such instances. The request for a review

should include details of the nature of the Board’s concerns, the supports

offered to the teacher, the extent to which these supports were availed of by

the teacher and the outcomes.

3.2 Before approving the review the Chief Inspector\* will satisfy himself/herself

that the appropriate support has been offered to the teacher by the school and

that, despite this, the teacher’s work is still considered to be unsatisfactory.

The Chief Inspector may seek further information from the school as s/he

deems necessary. Where a teacher has availed of the option at Stage 2 to

invoke Stage 3 of the process the Chief Inspector will satisfy himself/herself

of this fact before initiating the review.

3.3 All documentation provided by the board of management to the Chief

Inspector shall also be furnished to the teacher by the Board of Management.

3.4 The function of carrying out an external review which is vested in the Chief

Inspector is in consequence of this agreement and is separate from and without

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prejudice to the statutory function of the Chief Inspector as set out in Section

13 of the Education Act 1998.

3.5 Where the Chief Inspector agrees to the request he/she may assign such and so

many personnel to conduct the review as appears to him/her to be necessary.

In assigning a person or persons to the conduct of this task the Chief Inspector

will have regard to the requirement that any individual/s so assigned have a

competence which is relevant to the review.

3.6 The review may involve a series of visits to the teaching and learning situation

and will normally be carried out by a member/members of the Inspectorate.

The person/persons assigned by the Chief Inspector will have whatever access

to the teaching and learning situation as is necessary by them in order to

provide a professional view on the competence of the teacher. There may be

instances, having regard to the nature of a particular case, where the

member/members of the Inspectorate may be accompanied by a person with

particular expertise relevant to the issues of concern raised by the board of

management. In all instances the review process will be led by a member of

the Inspectorate.

3.7 The teacher, who is the subject of an external review, shall cooperate in full

with the review process and any failure to so cooperate will, in itself, be a

disciplinary matter. Any such lack of cooperation may also be taken into

account when those conducting the review, on behalf of the Chief Inspector

are formulating their conclusions.

3.8 The person/persons assigned by the Chief Inspector will present a report to the

Chief Inspector who, in turn, will make this report available to the school’s

board of management and to the teacher. The report will set out the

conclusions reached in relation to the concerns raised by the board of

management.

3.9 The board of management will provide the teacher with an opportunity to

make a written response to the Chief Inspector’s report within 15 school days

of receipt of the report by the teacher.

3.10 The board of management will meet to consider the report of the Chief

Inspector and the written response from the teacher within 10 school days of

receipt of the written response from the teacher. The board of management

may decide:

 that no further action is warranted

 to proceed to a disciplinary hearing

Where it is decided that no action is warranted the teacher will be so informed

in writing within five school days

\**The reference to the Chief Inspector includes members of the Inspectorate to whom this function is*

*delegated by the Chief Inspector*

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**Stage 4**

***Hearing***

4.1 The teacher will be provided with an opportunity to attend at a meeting of

board of management accompanied by his/her trade union representative/s or a

colleague subject to an overall maximum of two.

4.2 The teacher will be given at least 7 school days’ notice of the meeting. The

notice should state the purpose of the hearing and the fact that disciplinary

action may be considered.

4.3 At the meeting the teacher will be given an opportunity to make his/her case in

full and to challenge any evidence that is being relied upon for a decision.

4.4 Following the hearing the board of management will make its judgement on

the matter. In formulating it’s judgement the board of management will take

account of the conclusions set out in the report of the Chief Inspector, any

other evidence and the teacher’s representations (if any) thereon.

4.5 Following the hearing, the Board will notify the teacher of its decision and any

intended disciplinary action, if that be the outcome of its deliberations.

4.6 If it is decided to take disciplinary action, the board of management may avail

of any of the following range of sanctions:

 Final written censure

 deferral of an increment

 withdrawal of an increment or increments

 Suspension (for a limited period and/or specific purpose) with pay

 Suspension (for a limited period and/or specific purpose) without pay

 Dismissal.

The board of management will act reasonably in all cases when deciding on

the appropriate disciplinary action. The nature of the disciplinary action

should be proportionate to the nature of the issue of professional competence.

Where disciplinary action short of dismissal is proposed the case will be

reviewed by the board of management within a specified time period to

consider whether further disciplinary action, if any, is required

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**Stage 5**

**Appeal**

5.1 It will be open to the teacher to appeal against the proposed action of the board

of management. Such an appeal will be heard by an independent appeal panel

appointed by the board of management.

5.2 The procedures for appealing to the independent appeal panel are as set out in

Appendix A.

**Notification to Department of Education and Science and the Teaching Council**

The board of management will inform the Department of Education and Science of

 the nature of the disciplinary action and will comply with any requirements of the

Teaching Council in accordance with the provisions of Section 37 of the Teaching

Council Act 2001

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**Disciplinary procedures for teachers in primary, voluntary**

**secondary, and community and comprehensive schools**

**Preamble**

This disciplinary procedure for teachers employed in primary, community and

comprehensive, and voluntary secondary schools was developed and agreed following

discussions between the Department of Education and Science, school managerial

bodies and recognised teacher unions representing teachers in these sectors. It takes

account of employment legislation and the Labour Relation Commission’s Code of

Practice on Disciplinary Procedures. This disciplinary procedure supersedes all

existing local and national disciplinary procedures. Principals, teachers and boards of

management will be made aware of and be made fully conversant with this procedure

and adhere to its terms

**Introduction**

As is the norm with any profession it is a matter for the individual teacher, in the first

instance, to maintain appropriate standards of work and conduct and to personally

address such issues if and when they arise. Furthermore it is a teacher's responsibility

and obligation to ensure that he or she avails fully of all opportunities of assistance

towards remediation of such issues.

In that context it is fully accepted that a significant majority of teachers discharge

their duties in a competent and efficient way and provide a service in line with the

best traditions of teaching. Accordingly any process geared to address matters of

work and conduct is aimed at a minority of individuals within the profession. It is

also the case that any such process must recognise the reality that such matters are

often of a transient nature and may have their origin in issues of a personal or

professional nature which are of relatively short time duration. Isolated issues or

omissions of a minor nature will where possible be dealt with informally.

It follows that the approach to dealing with matters of work and conduct should

involve a number of stages moving from informal stages to formal stages which may

at the end of the process have recourse to disciplinary action (up to and including

dismissal). Although disciplinary action will normally follow the progressive stages

the procedure may be commenced by the school at any stage of the process if the

alleged misconduct warrants such an approach.

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**Scope**

This procedure relates to work and conduct issues and matters other than professional

competence and applies to all teachers other than those serving in a probationary

capacity. Issues of professional competence are outside the scope of this procedure,

and should be addressed through the *Procedures Relating to Professional*

*Competence.*

Allegations in respect of child abuse as defined in the Child Protection Guidelines for

Primary and Post-Primary Schools are dealt with in the first instance under those

guidelines

**Informal Stage**

It is intended that problems relating to work and conduct are resolved, where possible,

through informal means. To this end the Principal will discuss any unsatisfactory

conduct with the teacher concerned and inform him/her of the required improvements.

The teacher will be given an opportunity to offer explanation and comment. Where

an improvement might be effected without recourse to disciplinary action guidance

will be provided as appropriate and due attention will be given to whether the

shortcoming is due to personal, health or domestic circumstances. In such cases help

and advice will be given where possible. The teacher will also be informed that

unless the necessary improvement is made the matter may proceed to the formal

disciplinary procedure

Where a teacher’s work or conduct does not meet the required standards despite

informal intervention as set out above the matter will be dealt with under the

following disciplinary procedure.

**Stage 1:**

**Verbal Warning**

A formal disciplinary meeting with the teacher will be convened by the Principal.

The teacher will be given at least five school days’ written notice of the meeting, the

notice should state the purpose of the meeting and the specific nature of the complaint

together with any supporting documentation. The teacher concerned may be

accompanied at any such meeting by his/her trade union representative or a work

colleague.

At the meeting the teacher will be given an opportunity to respond and state his/her

case fully and to challenge any evidence that is being relied upon for a decision.

Having considered the response the Principal will decide on the appropriate action to

be taken. Where it is decided that no action is warranted the teacher will be so

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informed in writing within five school days. Where it is decided that disciplinary

action at this stage is warranted the Principal will inform the teacher that he/she is

being given a verbal warning. Where a verbal warning is given it should state clearly

the improvement required and the timescale for improvement. The warning should

inform the teacher that further disciplinary action may be considered if there is no

sustained satisfactory improvement. The teacher will be advised of his/her right to

appeal against the disciplinary action being taken and the appeal process

A copy of the verbal warning will be retained on the personnel file by the Principal

and a copy will be given to the teacher. The verbal warning will be active for a period

of 6 months and subject to satisfactory service will cease to have effect following the

expiry of the 6 months period. The record will be removed from the file after the six

months period subject to satisfactory improvement during the period.

There may however be occasions where an employee’s work or conduct is

satisfactory throughout the period the warning is in force only to lapse very soon

thereafter. Where such a pattern emerges and there is evidence of an undermining of

the disciplinary process, the employee’s previous conduct and pattern of behaviour

may be considered as a whole in a future disciplinary procedure.

**Stage 2:**

**Written Warning**

If, having received a verbal warning, the teacher’s conduct is perceived by the

Principal to be less than satisfactory in relation to that required at Stage 1 a meeting

will be arranged between the teacher and the Principal and a nominee of the board of

management. The teacher will be given at least seven school days written notice of

the meeting, the notice should state the purpose of the meeting and the specific nature

of the complaint together with any supporting documentation. The teacher concerned

may be accompanied at any such meeting by his/her trade union representative/s or a

colleague/s subject to an overall maximum of two.

At the meeting the teacher should be given a clear statement of the areas/s where his

or her conduct is perceived as unsatisfactory. The teacher will be given an

opportunity to respond and state his/her case fully and to challenge any evidence that

is being relied upon for a decision and be given an opportunity to respond. Having

considered the response the Principal and nominee of the board of management will

decide on the appropriate action to be taken. Where it is decided that no action is

warranted the teacher will be so informed in writing within five school days. Where it

is decided that disciplinary action at this stage is warranted the teacher will be

informed that he/she is being given a written warning. Where a written warning is

given it should state clearly the improvement required and the timescale for

improvement. The written warning should inform the teacher that further disciplinary

action may be considered if there is no sustained satisfactory improvement. The

teacher will be advised of his/her right to appeal against the disciplinary action being

taken and the appeal process

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A copy of the written warning will be retained on the personnel file by the Principal

and a copy will be given to the teacher. The written warning will be active for a

period not exceeding 9 months and subject to satisfactory service will cease to have

effect following the expiry of the 9 month period. The record will be removed from

the file after the nine months period subject to satisfactory improvement during the

period.

There may however be occasions where an employee’s work or conduct is

satisfactory throughout the period the warning is in force only to lapse very soon

thereafter. Where such a pattern emerges and there is evidence of an undermining of

the disciplinary process, the employee’s previous conduct and pattern of behaviour

may be considered as a whole in a future disciplinary procedure.

**Stage 3:**

**Final Written warning**

If having received a written warning, the Principal perceives that the teacher’s

conduct remains less than satisfactory or there is an occurrence of a more serious

offence a meeting will be arranged between the teacher and the Principal and a

nominee of the Board of Management. The teacher should be given at least seven

school days’ written notice of the meeting. The notice should state the purpose of the

meeting and the specific nature of the complaint together with any supporting

documentation. The teacher concerned may be accompanied at any such meeting by

his/her trade union representative/s or a colleague/s subject to a maximum of two

At the meeting the teacher should be given a clear statement of the areas/s where his

or her conduct is perceived as unsatisfactory. The teacher will be given an

opportunity to respond and state his/her case fully and to challenge any evidence that

is being relied upon for a decision and be given an opportunity to respond. Having

considered the response the Principal and the nominee of the board of management

will decide on the appropriate action to be taken. Where it is decided that no action is

warranted the teacher will be so informed in writing within five school days. Where it

is decided that disciplinary action at this stage is warranted the teacher will be

informed that he/she is being given a final written warning. Where a final written

warning is given it should state clearly the improvement required and the timescale

for improvement. The final written warning should inform the teacher that further

disciplinary action may be considered if there is no sustained satisfactory

improvement. The teacher will be advised of his/her right to appeal against the

disciplinary action being taken and the appeal process.

A copy of the final written warning will be retained on the personnel file by the

Principal and a copy will be given to the teacher. The final written warning will be

active for a period not exceeding 12 months and subject to satisfactory service will

cease to have effect following the expiry of the 12 month period. The record will be

removed from the file after the twelve month period subject to satisfactory

improvement during the period.

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**Stage 4:**

If it is perceived that the poor work or conduct has continued after the final written

warning has issued or the work or conduct issue is of a serious nature a

comprehensive report on the facts of the case will be prepared by the Principal and

forwarded to the board of management. A copy will be given to the teacher.

The board of management will consider the matter and will seek the views of the

teacher in writing on the report prepared by the Principal. The board of management

shall afford the teacher an opportunity to make a formal presentation of his/her case.

The teacher should be given at least ten school days’ written notice of the meeting.

The notice should state the purpose of the meeting and the specific nature of the

complaint and any supporting documentation will be furnished to the teacher. The

teacher concerned may be accompanied at any such meeting by his/her trade union

representative/s or a colleague/s subject to a maximum of two. The teacher will be

given an opportunity to respond and state his/her case fully and to challenge any

evidence that is being relied upon for a decision and be given an opportunity to

respond. Having considered the response the board of management will decide on the

appropriate action to be taken. Where it is decided that no action is warranted the

teacher will be so informed in writing within five school days. Where following the

hearing it is decided that further disciplinary action is warranted the board of

management may avail any of the following options;

 deferral of an increment

 withdrawal of an increment or increments

 demotion (loss of post of responsibility)

 other disciplinary action short of suspension or dismissal

 suspension (for a limited period and/or specific purpose) with pay

 suspension (for a limited period and/or specific purpose) without pay

 dismissal.

The board of management will act reasonably in all cases when deciding on

appropriate disciplinary action. The nature of the disciplinary action should be

proportionate to the nature of the issue of work or conduct issue that has resulted in

the sanction being imposed.

Where disciplinary action short of dismissal is proposed the case will be reviewed by

the board of management within a specified time period to consider whether further

disciplinary action, if any, is required

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**Gross Misconduct**

In the cases of serious misconduct at work or a threat to health and safety to children

or other personnel in the school the stages outlined above do not normally apply and a

teacher may be dismissed without recourse to the previous stages.

The following are some examples of gross misconduct offences for which any or each

of stages 1 to 3 of the disciplinary procedure may not apply depending on the gravity

of the alleged offence:

 Theft

 Deliberate damage to school property

 Fraud or deliberate falsification of documents

 Gross negligence or dereliction of duties

 Refusal to comply with legitimate instructions resulting in serious

consequences

 Serious or persistent incapacity to perform duties due to being under

the influence of alcohol, unprescribed drugs or misuse of prescribed

medication.

 Serious breach of health & safety rules

 Serious abuse/misuse of the schools property/equipment

 Serious breaches of confidentiality

 Serious bullying, sexual harassment or harassment against an

employee, student or other members of the school community

 Violent/disruptive behaviour

 Downloading/disseminating pornographic material from the internet

 Circulation of offensive, obscene or indecent e-mails or text messages.

**Note: the above list is not exhaustive.**

For the purposes of this section gross misconduct may also relate to an act which took

place or allegedly took place outside the school where such act, or alleged act, gives

rise to a serious concern on the part of the board of management in relation to the

health and safety of students and/or staff of the school.

If there is an allegation of serious misconduct, the teacher may be suspended on full

pay pending an investigation and the conclusion of any appeal process.

In the course of investigation the teacher concerned has the right to have the

allegations brought to his/her attention and he/she has the right to respond to all

allegations. If the investigation upholds a case of serious misconduct the normal

consequence will be dismissal.

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**Stage 5**

**Appeal**

It will be open to the teacher to appeal against the proposed disciplinary action. In the

case of a sanction being imposed at stage 1 the appeal will be to a nominee of the

board of management. In the case of a sanction being imposed at Stage 2 and/or

Stage 3 of these procedures such an appeal will be heard by the board of management.

In the case of a sanction being imposed under stage 4 of the procedure an appeal will

be to a disciplinary appeal panel appointed by the board of management.

The procedures for appealing are as set out in Appendix A

**Notification to Department of Education and Science and the Teaching Council**

The Board of Management will inform the Department of Education and Science of

the nature of the disciplinary action and will comply with any requirements of the

Teaching Council in accordance with the provisions of Section 37 of the Teaching

Council Act 2001.

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**Appendix A**

**Teachers Disciplinary Appeal Panel**

1. The board of management shall appoint a Teachers Disciplinary Appeal Panel

which shall comprise;

 An independent Chairperson from a panel nominated by the Minister for

Education and Science

 A representative of the recognised management body

 A nominee of the relevant teacher union

2. No member shall be appointed to the Panel to consider a case referred to the

Panel who has had any prior interest in or dealings with that particular case.

**Appeal Process**

3. A teacher may seek a review of disciplinary proceedings by the Panel on one

or more of the following grounds:

i. the provisions of the agreed procedures were not adhered to

ii all the relevant facts were not ascertained

iii all the relevant facts were not considered or not considered in a

reasonable manner

iv the teacher concerned was not afforded a reasonable opportunity to

answer the allegation

v the teacher concerned could not be reasonably be expected to have

understood that the behaviour alleged would attract disciplinary action

vi the sanction recommended is disproportionate to the underperformance

or misconduct alleged

4. A teacher who has been notified that it has decided to take disciplinary action

against him or her may, within 10 school days of receiving the notification of

the decision, request in writing that the disciplinary proceedings be reviewed

by the Panel.

5. If no such request is received from the teacher concerned within the period of

ten school days the appropriate authority may proceed to implement the

disciplinary action proposed.

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6. Where a teacher requests that disciplinary proceedings be reviewed by the

Panel the following submissions shall be made;

i a written statement by the teacher concerned of the grounds on which

the review is being sought, to be furnished to the Panel and the

employer within 10 school days of the submission of the request for an

appeal referred to above.

ii a written counter statement by the employer, to be submitted to the

Panel and the teacher concerned within 10 school days of the receipt

by the employer of the teachers statement referred to above

iii any other submission which the Panel may request from the teacher

concerned or the appropriate authority, to be furnished in such form

and within such time as the Panel may specify in its request

7. The Panel may reject a request for a review of disciplinary proceedings where;

i the teacher concerned fails to make a submission required under

paragraph 6 i above within the prescribed time limit, or

ii the Panel, having considered any submissions made under paragraph 6

i above , is of the opinion that the case made by the teacher concerned

is frivolous, vexatious, or without substance or foundation.

8. Where a request is rejected by the Panel the employer may proceed in

accordance with the terms of this procedure as though the request had not been

made.

9. Where the Panel has decided to review the disciplinary procedures having

considered the submissions it shall set a date for a hearing within 20 school

days of receipt by the Panel of the request for an appeal.

10. The Panel may, at its sole discretion, invite any person to give evidence orally

or in writing. The Panel shall consider and decide on any request from a party

to the procedure to give evidence orally or in writing.

11. The teacher making the appeal is entitled, if he or she wishes, to make oral

submissions to the Panel either in person or through a serving teacher, a

wholetime official/s of the union holding recognition for his or her grade or

other such person as the Panel agrees may be present for that purpose.

12. Where the Panel meets for the purpose of taking oral evidence or hearing oral

submissions the following are entitled to be present;

 i the teacher concerned

ii any person/s in accordance with paragraph 11 above who is entitled

to make submissions on behalf of the teacher concerned

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iii The chair of the board of management and a serving member of the

Board, or Principal, designated to assist the Chair of the Board of

Management

iv any other person whom the Panel agrees may be present

13. Proceedings before the Panel shall be informal

14. Having made such enquiries as it considers necessary and having considered

any submissions made or evidence given the Panel shall form an opinion as to

whether or not grounds for a review of the case have been established and

shall issue its opinion within ten school days of the hearing to the Chair of the

board of management, the teacher concerned and their representative.

15. Where that opinion is to the effect that such a case has been established by the

teacher concerned, the Panel may, at its sole discretion, recommend to the

board of management that;

 i no further action should be taken in the matter, or

ii the disciplinary action decided by the board of management

should be amended in a specified manner, or

iii the case should be re-considered by the board of management

to remedy a specified deficiency in the disciplinary procedures

(in which event the provisions of this Code shall continue to

apply)

16. Where that opinion is to the effect that such a case has not been established the

 board of management will proceed with the disciplinary action.

17. A decision to take disciplinary action should be notified in writing to the

teacher concerned and his/her representative. Where no further action is to be

taken the allegation will be deemed to have been withdrawn.

18. The final decision in respect of the appeal panel recommendation rests with

the board of management which shall set out in writing the basis for its

decision.

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Disciplinary Procedure (non-teaching staff only)

**Policy statement**

The purpose of this policy is to provide a clear and transparent framework to deal with difficulties which may arise in the working relationship from the employer’s perspective. This policy aims to ensure that there is a fair and systematic approach when dealing with performance issues across the organisation.

The Disciplinary Policy is necessary to ensure that everybody is treated in the same way in similar circumstances, to ensure issues are dealt with fairly and reasonably and in line with current legislation.

This policy should not just be viewed as a means of imposing sanctions, it is also designed to emphasise and encourage improvement in individual standards and conduct.

**Policy objective**

To communicate to employees what is expected of them in terms of standards of performance or conduct, and the likely consequences of continued failure to meet these standards.

To ensure that all staff members know the steps which will be followed by the school in the event of a disciplinary issue arising after a staff member has completed their probationary period.

The Disciplinary Procedures are needed as a point of reference for an employment tribunal should someone make a complaint about the way in which they have been dismissed.

**Scope of policy**

This policy applies to all permanent and fixed term employees who have successfully completed their probationary period.

**Responsibility**

The Board of Management is responsible for the implementation and circulation of this policy. The principal is responsible for ensuring all school policies are complied with by providing guidance and direction on the policies and procedures within which staff are required to operate.

All employees have a duty to follow the principles set out in this policy statement. Each employee is responsible for their own conduct and while this policy provides a guideline to the conduct required by the school, common sense and good judgement should be applied to all situations.

**Procedure**

The board of management reserves the right to initiate the disciplinary procedure at any stage, to jump stages or to deviate from the procedure depending on the circumstances of the case in question. In cases of gross misconduct the employee may be dismissed without notice or paid in lieu of notice.

**Principles of the policy**

This disciplinary policy is based on certain principles of fairness: These include the following:

* The employee’s case will be fully investigated before any disciplinary action (excluding suspension) is taken
* The employee will be informed in advance why they have been asked to attend a disciplinary hearing and will be made aware that the meeting is a disciplinary interview.
* The employee has a right of representation at all stages of the disciplinary procedure and will be given at least 3 working days notice to attend any meetings so they have time to arrange an appropriate representative if they wish
* Disciplinary interviews will begin with an explanation of the complaint brought against the employee and any appropriate statements from people involved will be given.
* The employee will have the opportunity to state his/her case and call on any supporting witnesses.
* Either the board of management or the employee may call on a witness but they may only be present at the interview for the relevant part, not the duration
* Before any decision is made a break will be taken to consider and obtain any extra information needed
* The employee will be provided with a written confirmation of the decision or any action resulting from the disciplinary procedure. This will remain on the employees file for a period up to twelve months
* At each stage of the process the employee has the right to appeal the decision
* At each stage of the procedure formal action will not be taken without the relevant between all members of the board of management.

There are two main areas where the disciplinary procedures are used; performance (or capability) and conduct.

The following may constitute fair grounds for dismissal:

* An incapability for carrying out the work for which the employee was employed
* Incompetence or lack of qualifications to do the work for which the employee was hired
* Unacceptable conduct
* Redundancy
* A statutory or legal requirement for the employee to cease working of for the employer to dismiss the employee

**Counselling Meeting**

At any stage the board of management may decide to hold an informal counselling session with an employee. The aim of this is to deal with minor issues informally without invoking the formal process.

**Formal Process**

The stages of the formal process are as follows:

**Stage 1 – Verbal Warning**

In cases of misconduct or unsatisfactory performance, an employee will receive a verbal warning which will be in written form, signed by both parties and will be held on the employees file for a period of 6 months. The employee will be advised during the meeting of the standards of performance and improvements which will be expected.

If a Verbal Warning is deemed to be inappropriate or if the warning is not proving to be effective, the board can progress to Stage 2 having duly considered all evidence/information.

**Stage 2 – First Written Warning**

In the event of further or more serious misconduct or a failure to improve standards of performance, the employee will be requested to attend a meeting with his/her principal and the board of management. During this meeting the employee may comment or provide an explanation of the events in his/her opinion. The employee will have the right of representation at this stage of the process.

If it is decided to issue a written warning, it must be signed by both parties and will remain on the employees file for a period of 12 months. The employee will be advised during this meeting of the standards of performance and improvements which will be expected and of future consequences of not achieving these requirements.

If a First Written Warning is deemed to be inappropriate or if the warning is not proving to be effective, the board can progress to Stage 2 having duly considered all evidence/information

**Stage 3 – Final Written Warning**

In the event of further or more serious misconduct or a failure to improve standards of performance, the employee will be requested to attend a meeting with his/her principal and the board of management. During this meeting the employee may comment or provide an explanation of the events in his/her opinion. The employee will have the right of representation at this stage of the process.

Depending on the gravity of the situation an employee may be liable for dismissal at this stage. Alternatively the employee may be issued with a Final Written Warning.

If it is decided to issue a Final Written Warning, it must be signed by both parties and will remain on the employees file for a period of 12 months. The employee will be advised during this meeting of the standards of performance and improvements which will be expected and of future consequences of not achieving these requirements.

If a Final Written Warning is deemed to be inappropriate or if the warning is not proving to be effective, the board of management can progress to dismiss the employee after having consulted with the relevant governing bodies.

**Suspension**

If an investigation is required into the suspected or alleged misconduct or gross misconduct prior to a disciplinary meeting taking place, the school reserves the right to suspend the employee on full pay pending completion of the investigation. Suspension to conduct an investigation is not a disciplinary action.

**Summary Dismissal**

Acts of Gross Misconduct which can result in summary dismissal include the following:

1. Theft

2. Fraud

3. Sabotage including unauthorised interference with Computer Systems

4. Wilful damage to school property

5. Bringing the school into disrepute

6. Failure to obey a reasonable instruction

7. Bullying or Harassment

8. Serious breach of school policies

9. Being under the influence of alcohol/drugs during working hours

10. Unauthorised use of e-mail or internet

11. Failure to apply safe work practices and to adopt the Health and Safety Statement

**Note:** This list is not exhaustive.

The below listed steps will be followed before a decision is taken to summarily dismiss a staff member from the school:

1. A full investigation of the issue will be carried out by the board of management.
2. As part of this investigation, the staff member will be interviewed by management, presented with the allegations and the evidence and given the opportunity to respond. The staff member may be suspended, with pay, pending the completion of an investigation.
3. On completion of the investigation, the board of management will consider all the evidence including the employee’s response and a decision with reasons will normally be communicated to the staff member within 2/3 days.
4. The staff member may appeal to the relevant governing body or other appropriate office if a decision is taken to dismiss them.
5. If it is proved that there was gross misconduct, the employee will not be entitled to notice under the terms of Section 8 of the Minimum Notice and Terms of Employment Act 1973-91 prior to their dismissal.

**At each step of this procedure, the staff member will be afforded the right to be accompanied to each meeting(s) by a fellow staff member or other person of their choice.**

The above procedure is again a general guideline as to how the school will proceed in such situations but, within reason, it may be departed from where appropriate in the circumstances of each case.

Should any staff member require clarification of any aspect of these Disciplinary Procedures, they should contact their principal.

Bullying / Harassment Policy

Bunscoil na Toirbhirte is committed to providing all of its employees with an environment free from bullying/harassment.

This policy supports the schools positive promotion of a safe working environment and has been developed to complement other related policies, such as equality, discipline and grievance, which are all designed to advance diversity in the workplace, equality of opportunity and to enable the speedy and fair resolution of issues, for the benefit of both employees and management alike. This policy also reflects the schools support of the ‘fairness at work’ concept.

**Policy Objective**

The aim of this policy is to prevent bullying and harassment at work and set out the procedure for dealing with bullying and harassment at work. It aims to protect employees from bullying and harassment and to enable them, if necessary, to make a complaint or assist in an investigation without fear of reprisal.

**Scope of Policy**

All employees will be expected to comply with this policy and the board of management will take appropriate measures to ensure that bullying/harassment does not occur. Appropriate disciplinary action, including dismissal for serious offences, will be taken against any employee who violates this policy. The board of management, principal and vice principal are responsible for supporting this policy, identifying problem situations and taking appropriate corrective action where required.

The policy applies to employees both in the workplace and at work associated events such as meetings, conferences and work related social events, whether on the premises or off site.

The policy applies to bullying/harassment not only by fellow employees but also by pupils, parents, visitors and any other person(s) to which an employee might reasonably expect to come into contact with in the course of their employment.

**Definition of Bullying**

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

The bullying 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.

Other examples of bullying behaviour include:

• Personal insults and name calling

• Persistent unjustified criticism and sarcasm

• Public or private humiliation

• Shouting at staff in public and/or private

• Sneering

• Instantaneous rage, often over trivial issues

• Unfair delegation of duties and responsibilities

• Setting impossible deadlines

• Unnecessary work interference

• Making it difficult for staff to have access to necessary information

• Aggression

• Not giving credit for work contribution

• Continuously refusing reasonable requests without good reasons

• Intimidation and threats in general.

This list is not exhaustive. The actions listed above must be viewed in terms of the distress they cause the individual. It is the perception of the recipient that determines whether any action or statement can be viewed as bullying.

**Definition of Harassment**

Harassment on the grounds of marital status, family status, race, age, religion belief, sexual orientation, disability or membership of the traveller community is defined as any unwanted conduct which has the purpose or effect of violating a person’s dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person. The unwanted conduct may consist of acts, requests, spoken words, gestures or the production, display or circulation of written words, pictures or other material.

Sexual harassment is any form of verbal, non-verbal or physical conduct of a sexual nature which has the purpose or effect of violating a person’s dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person. The unwanted conduct may consist of acts, requests, spoken words, gestures or the production, display or circulation of written words, pictures or other material.

Examples of sexual harassment include:

• Sexual gestures

• Displaying sexually suggestive objectives, pictures, calendars

• Sending suggestive and pornographic correspondence including faxes, text messages or e-mails

• Unwelcome sexual comments and jokes

• Unwelcome physical conduct such as pinching, unnecessary touching, etc.

This list is not exhaustive. The actions listed above must be viewed in terms of the distress they cause the individual. It is the perception of the recipient that determines whether any action or statement can be viewed as harassment. .

**Complaints Procedure**

There is both an informal and formal procedure to deal with the issue of bullying/ harassment at work. Any investigation will be completed as quickly as possible. Any person of authority who receives a complaint of bullying, or is witness to bullying, must inform the principal/board of management and an investigation of the complaint or incident will be conducted to ensure that the problem is resolved as quickly as possible.

* All employees most comply with this policy and take steps to ensure that bullying does not occur.
* Any employee who feels bullied should have confidence that his/her complaints will be taken seriously and dealt with in confidence.
	+ Any complaint should be made to the principal or alternatively an appropriate member of the board of management.
	+ Complaints will be viewed seriously and treated confidentially.
	+ Care will be taken during an investigation to treat all employees involved with consideration.
	+ Once the investigation is completed, the board of management will decide, on the strength of the findings and in conjunction with the relevant authorities if deemed necessary, the appropriate action to be taken. This may include disciplinary action against the alleged offender.
	+ The complaints procedure can be informal or formal. The employee must decide which procedure to use.
	+ Any employee who receives a complaint of bullying must respect confidentiality and should encourage the person being bullied to consider using the complaints procedure.

**Informal Procedure**

It is often preferable for all concerned that complaints of bullying or harassment are dealt

with informally whenever possible. This is likely to produce solutions that are speedy, effective and minimise embarrassment and the risk of breaching confidentiality.

* Thus, in the first instance a person who believes that they are the subject of bullying/harassment should ask the person responsible to stop the offensive behaviour.
* If a person finds it difficult to approach the alleged perpetrator directly then a person should seek help and advice on a confidential basis from the principal, another work colleague, or an appropriate member of the board of management.
* Having consulted with the contact person, the complainant may request the assistance of the contact person in raising the issue with the alleged perpetrator(s). In this situation the approach of the contact person should be by way of a confidential, non-confrontational discussion with a view to resolving the issue in an informal low-key manner.
* A complainant may decide, for whatever reason, to bypass the informal procedure. Choosing not to use the informal procedure will not reflect negatively on a complainant in the formal procedure.

It is recognised that it may not always be practical to use the informal procedure particularly where the bullying or harassment is serious or where the people involved are at different levels in the place of employment. In such instances the employee should use the formal mechanism set out below.

**Formal Procedure**

* Where informal methods fail, or the employee chooses not to use them or considers that the problem is sufficiently serious, a formal complaint can be made. The complaint should be made in writing, describing the incident(s) as fully as possible. This complaint should be submitted to the principal or chairperson of the board of management, and it should clearly state that it is a ‘formal complaint’.
* In the interests of natural justice the alleged bully or harasser will be notified in writing of the nature of the complaint, given a copy of the allegation, informed of his or her right to representation and will be given every opportunity to rebut the detailed allegations made.
* The complaint will be subject to an initial examination by an agreed member of management, who can be considered impartial, with a view to determining an appropriate course of action. An appropriate course of action at this stage, for example, could be exploring a mediated solution or a view that the issue can be resolved informally. Should either of these approaches be deemed inappropriate or inconclusive, a formal investigation of the complaint will take place with a view to determining the facts and the credibility or otherwise of the allegation(s).
* Whilst it is desirable to maintain utmost confidentiality, once an investigation of an issue begins, it may be necessary to interview other staff. If this is so, the importance of confidentiality will be stressed to them. Any statements taken from witnesses will be circulated to the person making the complaint and the alleged bully/harasser for their comments before any conclusion is reached in the investigation.
* All efforts will be made to conclude the investigation within four weeks of the complaint being received. If this time limit is exceeded, the complainant will be advised of this and given a date when the investigation is likely to end.
* The investigating individual will keep a detailed written record of the investigation and findings. The complainant and the person(s) against whom the allegation has been made will be told of the findings by the investigating individual and these findings will also be in writing.
* When the investigation has been completed both parties will be informed as to whether or not the complaint has been upheld. Both parties will be given the opportunity to comment on the findings before any action is decided upon by the board of management. 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.

A record of all relevant discussions which take place during the course of the investigation will be maintained by the board of management.

* Both parties will be given an opportunity to comment on the conclusions of the investigation team. Both parties will be given a copy, in writing, of the conclusions

reached by the investigating team.

* If the complainant is dissatisfied with the outcome, or with the way in which the complaint was handled, then a written request for reconsideration should be made within five working days of receiving final decision. The board of management will review all of the written evidence and make a decision based upon this review. The resultant decision will be communicated to all parties in writing. This decision will be final.

**Action Post Investigation**

Where a complaint is upheld a disciplinary hearing will take place. The disciplinary action to be taken will be in line with the schools disciplinary policy. Should a case of bullying/harassment be proven then the school will take appropriate disciplinary action. This can include a warning, transfer, demotion or other appropriate action up to and including dismissal. Records of any warnings for bullying/harassment will remain in the employee’s file and will be used in determining disciplinary action to be taken if any further offences of the same or similar nature occur in the future.

The severity of the penalty imposed upon an employee where harassment has found to have taken place, will be consistent with those detailed in the disciplinary procedure (e.g. gross sexual harassment will normally result in summary dismissal). Where a lesser penalty is appropriate (e.g. written warning) this may be coupled with action to ensure that the victim is able to continue working without embarrassment or anxiety. After discussion with the victim, the board of management may order the transfer of the harasser to a different work area, or arrange for the amendment of working practices to minimise contact between the two employees. If the victim so wishes his or her own transfer will be arranged, subject to practical limitations.

Any employee who brings a complaint of harassment will not suffer victimisation for having brought the complaint. Regular checks will be made by a suitable representative of the board of management to ensure that the bullying/harassment has stopped and that there has been no victimisation for referring a complaint in good faith. Retaliation of any kind against an employee for complaining or taking part in an investigation concerning bullying/harassment at work is a serious disciplinary offence.

**Malicious Complaints**

If a complaint is found to be malicious, then the appropriate disciplinary action up to and including dismissal will be imposed.

**Further Information**

All questions relating to the execution or interpretation of this policy should be referred to the school principal

Equality & Diversity Policy

**Policy statement**

Bunscoil na Toirbhirte is an equal opportunities employer and values its employees as individuals. It is our belief that a diverse workplace will offer a wide range of skills and experience and greater flexibility to meet business challenges.

The school takes allegations of discrimination very seriously and is committed to the introduction and development of employment policies to support this.

**Policy objective**

To ensure all school and employment policies, procedures and practices do not discriminate on grounds such as gender, marital status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community.

**Scope of policy**

This policy covers all employees.

**Responsibility**

The Board of Management is responsible for the implementation and circulation of this policy. The board will ensure that fairness and consistency will apply to recruitment, selection and employment. The board and principal/vice principal are responsible for ensuring school policies are complied with by providing guidance and direction on the policies and procedures within which staff are required to operate.

It is also the responsibility of the board of management and the entire teaching group to lead by example and to demonstrate the highest standards of integrity in carrying out their duties on behalf of the school.

All employees have a duty to follow the principles set out in this policy statement. Each employee is responsible for their own conduct and while this policy provides a guideline to the type of conduct required by the school, common sense and good judgement should be applied to all situations.

**Procedure**

The principle of equality and diversity applies to areas such as recruitment and selection, training, career development, remuneration and termination of employment.

All employees should be aware that the school takes allegations of discrimination very seriously. An employee who believes that he/she has been discriminated against and wishes to raise a complaint can do so through the Grievance Procedure.

All suspected matters of discrimination will be investigated by the principal or board of management, with appropriate support from outside agencies as deemed necessary.

Internet & E-Mail Usage Policy

**Policy Statement**

Bunscoil na Toirbhirte recognises email, messaging and the Internet as powerful and essential business and teaching tools. As such their use is permitted and encouraged where such use is direct relevance to the function of the school. These services are to be used in a manner which supports the goals and objectives of the school and is consistent with the required standards of conduct.

**Policy Objective**

To communicate the schools policy on use of email, Internet and any other related communications and messaging media to all employees and any other individual with authorised access to the schools IT system.

**Scope of Policy**

The policy applies to all employees and to any other persons authorised for access to the school IT systems. The policy applies both during and outside normal working hours

**Responsibility**

The board of management is responsible for the implementation and circulation of this policy. The board, principal and vice principal are responsible for ensuring policies are complied with by providing guidance and direction on the policies and procedures within which staff are required to operate.

All employees have a duty to follow the principles set out in this policy statement. Each employee is responsible for their own conduct and while this policy provides a guideline to the type of conduct required by the school, common sense and good judgement should be applied to all situations.

**Procedure**

The school wishes to encourage the use of electronic and technological media in the course of teaching. The school expects you to use these facilities sensibly and act professionally as you would in the normal course of work. For example, when sending e-mail messages, you should always use the same safeguards and precautions as you would when sending a fax or letter. Similarly, you should exercise proper judgement as to which internet sites you visit. The presence of minors and their potential access to internet etc should be of primary concern at all times and teaching methods should be organised to ensure that unsupervised access to a computer by pupils is not permitted.

You will be liable to disciplinary action if you abuse or misuse the system. Depending upon the severity of the offence, you may also be liable to summary dismissal.

**General**

The system and its facilities should be used for teaching purposes and for carrying out activities consistent with your responsibilities. Just as with other modes of communication, in all your dealings on the internet and through the use of e-mail, you are required to observe all of the schools rules and procedures. You should not engage in any activity which is illegal, offensive or likely to have negative repercussions for the school or affect pupils or staff. Particularly, you must not upload, download, use, retain, distribute or disseminate any images, text, materials or software which:

* are or might be considered to be indecent or obscene; or
* are or might be offensive or abusive in that its content is or can be considered to be a personal attack, rude or personally critical, sexist, racist, or generally distasteful; or
* encourage or promote activities which would, if conducted, be illegal or unlawful; or
* involve activities outside the scope of your responsibilities – for example, unauthorised selling/advertising of goods and services; or
* might affect or have the potential to affect the performance of, damage or overload the school system, network and/or external communications in any way; or
* might be defamatory or incur liability on the part of the school or adversely impact on the image of the school.

The school’s internet and e-mail policy must be followed at all times and it applies to the use of all the schools computer equipment and facilities, whether or not it is part of the school network.

**Use of e-mail**

Care should be taken when using e-mail because e-mail messages are perceived to be less formal than paper-based communication and there is a tendency to be lax about their content. Bear in mind that all expressions of fact, intention and opinion via e-mail can be held against you and/or the school in the same way as verbal and written expressions or statements. Do not include anything in an e-mail which you cannot or are not prepared to account for. It is good practice to re-read each e-mail before sending it; an e-mail cannot be retrieved once it is dispatched.

E-mail messages which have been deleted from the system can be traced and retrieved. Therefore, all persons having a part in creating or forwarding any offending e-mail can be identified. E-mails, both in hard copy and electronic form, are admissible in a court of law.

If your e-mail message is confidential, ensure that the recipient is comfortable with this means of communication. Further, be aware that other persons may have access to the recipient’s messages. If the content is highly confidential, you should perhaps consider other more traditional but secure means of communication.

The school understands that the receiver does not always have control over the content of e-mails sent from outside of the school. If you receive e-mail that contravenes this policy please delete it immediately and inform the sender that such e-mail is not to be sent again.

**Use of the internet**

Use the internet for school/teaching purposes and use it sensibly. Bear in mind at all times that when visiting an internet site your identity (which is linked to the schools IP address) may be logged. Therefore, any activity engaged in, undertaking given or transaction made may impact on the school: for example, visiting illicit internet sites, posting messages or information to sites that could negatively effect the schools reputation, carrying searches in relation to litigation or corporate transactions.

 The school has blocked certain offensive, extremist, violent or unlawful Web-sites and key words for obvious reasons. Please contact the principal’s office if you find a site that has been blocked which you need to use - as long as it is safe to do so they will unblock it for you.

Always ensure that the school is neither embarrassed nor liable in any way by your use of the internet. If you are in doubt, avoid such action.

Except to the extent required for the proper performance of your duties, do not download any software, binary or bitmap files. In any event, before downloading any such files you should obtain the prior permission of your principal.

* Virus check all material which is downloaded from the internet or received from any external source. The same applies to any materials which you intend to load onto the system using other drives.
* Do not access or download any material, which is or may be considered to be pornographic, racist, offensive or illegal.

The following activities are expressly prohibited:

* The introduction of packet-sniffing or password detecting software
* Seeking to gain access to restricted areas of the network
* The introduction or knowingly retransmitting of any form of computer virus or harmful component
* The use of internet connected chat unless for legitimate school reasons
* Internet based file sharing services and applications
* Bypassing the schools computer network security and scanning by accessing the Internet directly by modem or other means; in particular ISP supplied software to connect to the internet
* Other hacking activities
* Knowingly seeking to access data which you know or ought to know to be confidential
* Retransmitting data or software in violation of copyright or intellectual property
* Sending work-related sensitive information by over the Internet without prior permission
* Using school provided internet access for personal gain

**Disciplinary action**

If you ignore the rules and guidance set out above or misuse and/or abuse the system, its facilities or any property belonging to the school, you will be liable to disciplinary action. It may also lead to summary dismissal. The school will take any breach of these rules very seriously.

At the same time, your conduct and/or action(s) may be unlawful or illegal and you may be personally liable.

If you are unclear about any of the issues discussed in this internet and e-mail policy, please speak to your immediate superior or the principal – always ask before acting.

**See also the acceptable user policy in the school.**

Smoking Policy

**Policy statement**

In line with statutory provisions on the issue of smoking in the workplace, Bunscoil na Toirbhirte operates a strict smoke-free workplace policy. Smoking is prohibited throughout the workplace with no exceptions.

**Policy objective**

To create a healthy environment for all employees by creating a smoke-free workplace, in compliance with the workplace smoking ban implemented in 2004.

**Scope of policy**

This policy applies to all employees, consultants and contractors.

**Responsibility**

The board of management is responsible for the implementation and circulation of this policy. The principal and vice principal are responsible for ensuring school policies are complied with by providing guidance and direction on the policies and procedures within which staff are required to operate.

All employees have a duty to follow the principles set out in this policy statement. Each employee is responsible for their own conduct and while this policy provides a guideline to the type of business conduct required by the school, common sense and good judgement should be applied to all situations.

**Procedure**

Employees are **not permitted** to smoke in areas which are not designated smoking areas.

**Infringements**

Infringements by staff will be dealt with, in the first instance, under employee disciplinary procedures. Employees, contractors and visitors who contravene the law prohibiting smoking in the workplace are also liable to prosecution.

**Smoking Advice**

Information on how to obtain help to quit smoking is available from the National Smokers’ Quitline on callsave 1850 201203.

Maternity Protection Policy

**Policy statement**

Bunscoil na Toirbhirte recognises the importance of keeping its employees informed regarding their statutory right to Maternity leave. The school is committed to ensure consistency of approach in line with employment legislation and good employment practice.

**Appendix 12**

**Permit to Work System**

PERMIT TO WORK

A permit to work must be issued by the principal before commencement of any work that involves:

(Tick all relevant permits required)

 HOT WORK HIGH WORK ELECTRICAL WORK CHEMICAL

Date: / /

Permission given to:

Of (Company Name):

Name of Contractor’s person in charge on site: Tel:

To work on/in (exact location):

Planned Start Time: Planned Finish Time:

# HOT WORK

Applicable to all operations involving fire, sparks, or heat, including welding, cutting, brazing, soldering, blowlamps, water boilers and other equipment producing heat or having naked flames and other heat sources.

The above location has been inspected.

The supervisor on site is aware of the hot work and has taken appropriate action. There are no combustible liquids, gases, vapours or dusts in the area. A trained person will be on standby with an extinguisher/hose reel while the work is in progress.

Name of person on standby:

The location of the nearest fire alarm and telephones has been clearly indicated to the persons involved and they understand what their course of action is in the event of a fire.

All combustible materials have been removed or are suitably protected against heat or sparks.

Upon completion of the hot work, the area and adjacent areas to which sparks and heat may have spread must be thoroughly inspected for 30 minutes afterwards by the person responsible for the work. No smouldering fires to be observed.

***CHEMICAL***

Any chemicals or substances not identified in the company Hazard Identification and Risk Assessment process must be declared to the manager/contact person on arrival on site.

Full Material Safety Data information will accompany all such substances whilst on site.

As required, sections of the building will be cleared during such work involving chemicals and cordons established as required. Vessels, containers, applicators and all packaging will remain in the care of the responsible person.

# ELECTRICAL

All electrical equipment to be worked on has been isolated and locked/tagged out by the responsible person.

Only qualified, competent persons will be allowed undertake any electrical work.

All electrical work will only be undertaken with the permission of the relevant manager, and specific detailed controls will be agreed locally before any work is undertaken on the IT / Server system or related systems/networks.

The responsible person is the only individual allowed to make the specified equipment live on completion of work.

# HIGH WORK

Appropriate access devices and equipment, including ladders, scaffolding, safety harnesses and safety lines will be used. All equipment has been inspected and found in good working order prior to use. The personnel carrying out this work have been trained in safe working at height and have been instructed to establish and maintain a safe cordon between their work and all client employees/pupils.

The responsible person will ensure that all ceilings, cabling, fixtures and any other fittings are reinstated correctly on completion of all tasks.

 **Signature of person authorising the work:**

**Signature of person responsible for the work:**

(I confirm that works are complete, all structures, furnishings and safeguards have been reinstated correctly, and that all related systems, circuitry and equipment are safe to use.)

**Time: Date:**

**Appendix 13**

**Staff Induction Checklist**

**Bunscoil Na Toirbhirte Staff Induction Programme**

**(for staff who will be in the school for a considerable period of time)**

**Induction Checklist**

***Note: Items marked (\*) must be completed on employees’ first day of employment.***

|  |  |  |
| --- | --- | --- |
|  | **Tick when Completed** | **Date** |
|  **Working Arrangements** |
| 1 | Job Description |  |  |
| 2 | School Management & Supervision |  |  |
| 3 | Conditions of Employment |  |  |
| 4 | Information on hours of work, including duty rotas, shift systems "on-call" breaks |  |  |
| 5 | Time Recording / Punctuality |  |  |
| 6 | Absenteeism / Illness / Reporting |  |  |
| 7 | Arrangements for requesting leave |  |  |
| 8 | Introduction to colleagues |  |  |
| 9 | Telephone system, sounders, paging and intercom system |  |  |
| 10 | Walkthrough entire facility and grounds Entrances & Exits Parking |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  **Health & Safety** |  |
| **1\*** | Emergency Procedures / Evacuations |  |  |
| **2\*** | Security Arrangements |  |  |
| 3 | First Aid |  |  |
| 4 | Accident/Incident reporting |  |  |
| 5 | Housekeeping standards |  |  |
| 6 | Fire Equipment |  |  |
| 7 | Personal Effects |  |  |
| 8 | Smoking |  |  |
| 9 | Location & Availability of Policies on: Bullying/Discipline/Equality/Harassment |  |  |
| 10 | Location & Availability of School Safety Statement – Review & Sign Declaration |  |  |
| 10 | Confidentiality / Dealing with Public |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

I confirm that the above information has been explained/demonstrated to me fully, and that I understand my duties and obligations as a member of staff.

Name:

Signature: Date: / /

I confirm that the above Induction Programme has been completed for the above member of staff.

Signature Principal: Date:

**Bunscoil na Toirbhirte Safety Statement**

 **Additional Notes**