

## HEALTH & SAFETY STATEMENT

The school opens at 8.30 a.m. to accommodate no more than the students arriving by early bus. There is limited supervision for these students only. All other students are expected to arrive in school between 8.45 and 8.55 a.m. when official supervision is in place. All students are expected to be organised and ready for class by 9.00 a.m.

Break times are supervised by a designated staff member, students are expected to cooperate with the teacher on duty and report any incidents.

The timetabled school day finishes at 3.20 p.m. on Monday, Wednesday, Friday and 4.00 p.m. on Tuesday and Thursday. Students should vacate the school premises immediately unless engaged in supervised after-school activities. Supervision by the designated teacher on duty finishes at 3.30 p.m. on Monday, Wednesday, Friday and 4.10 p.m. Tuesday and Thursday.

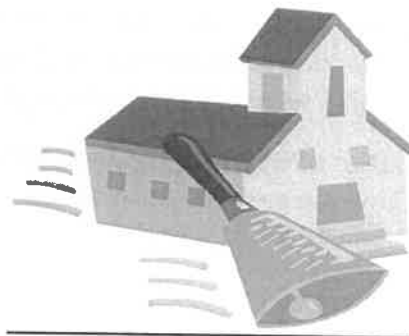
### INDOOR SAFETY

- Students should walk on the left side of the stairs in single file, up and down stairs, in the interests of safety.
- No running is allowed in any part of the school buildings.
- Games should not be played indoors (hurleys, sliotars, footballs, etc. will be confiscated if used inappropriately).
- Students are expected to follow the School Rules/Code of Behaviour between classes and are to be punctual if a change of classroom is required.
- 'Horseplay' is strictly forbidden.
- Please report any incidents to the teacher on duty or follow the ladder of referral.

### BREAK TIMES

**11.00 A.M.–11.15 A.M. /13.15 P.M. – 14.00 P.M.**

- Students should vacate the school buildings at the start of each break and not return until the bell rings at the end of each break.
- First Year/Sixth Year students will be allowed to remain in their classrooms during break times in inclement weather. The teacher(s) on duty and/or the Deputy Principal/Principal will supervise.
- The 'Big Hall' (and other classrooms if necessary) will be open to other students in inclement weather. Supervised activities such as chess or table tennis may be available.
- **Students are not allowed in the computer room/video room/resource room/laboratories during break time and are to be supervised while in these rooms at all other times.**



## **OUTDOOR SAFETY**

- Smoking and/or vaping (e.g. the use of electronic cigarettes) in or around the school or on any school trip or event is prohibited, in compliance with Health and Safety in the Workplace regulations.
- Throwing objects (stones/paper/planes/pens/horse chestnuts etc.) is not allowed.
- Students must use the designated area of the pitch when playing hurling, football or soccer at break times.
- Students are prohibited from climbing walls or trees or from entering the basement area of the school. In the case of a 'lost' football/sliotar contact the teacher(s) on duty or the Caretaker.
- Use the footpath coming to and from school.
- Students must observe the instructions of the supervising teacher(s) at all times.

## **STUDENT DRIVERS**

**Parking in the school grounds is prohibited. The school does not accept responsibility for damage to students' cars parked near the school. Students who, with their parents' written consent, drive to school must observe the rules of the road and drive extremely carefully in the vicinity of the school. Students are not permitted to return to their cars during school hours. Students who have reason to drive down town at lunch break must have written permission from their parents. Students are not permitted to carry other passengers, other than siblings.**

## **SPORTING ACTIVITIES**

- Games played at break time are to be supervised and helmets should be worn if playing hurling. Rugby tackling is not allowed, junior cycle students can play tag rugby under supervision during P.E. class. Full contact rugby is only played by experienced senior cycle players when supervised by a qualified rugby coach during school matches/official training.
- Students attending/playing in school matches must follow the instructions of their teachers/trainers. In the event of an emergency the teacher/coach will contact the emergency services/parents and the Principal.
- A first aid kit and a defibrillator are brought to all school matches.
- Water is also supplied.
- Students on school tours/trips must follow the instructions of their teachers/supervisors. In the event of an emergency the teacher/supervisor will contact the emergency services/parents and the Principal. A First Aid kit is made available on all trips/tours.
- The Principal remove the privilege of attending a sports game or representing the school in any capacity if a student's behaviour warrants such action.

## **FIRE EVACUATION PROCEDURES**

All staff and students are requested to familiarise themselves with school fire drill exit and assembly points. Information can be got from the school's Safety Officer.

The assembly point signs are coloured green and white and are clearly labelled A-F. Each room has a notice indicating the relevant assembly point.

Remember—exit the room with your class group or from the staffroom/office/laboratory/toilet as quickly as possible.

The last person to exit the room should close the door.

Everyone should proceed to their assembly point without delay. Walk, do not run!

Subject teachers should take a roll call at the assembly point and report any missing students to the Safety Officer/Deputy Principal/Principal.

Do not re-enter the building until the all clear has been given.

## **MEDICAL ASSISTANCE**

- A defibrillator is located in the main office. Staff are trained regularly in its basic use.
- Limited medical help is available from the staffroom/Deputy Principal's office/Principal's office.
- If a student is ill, the teacher should contact the Year Head/Deputy Principal/Principal or an available staff member to accompany the student to the office and to make arrangements with the student's parents to collect him.
- Parents are contacted by the Year Head/Deputy Principal/Principal in the event of an accident.
- In the event of a medical emergency contact the emergency services immediately and report the incident to the teacher on duty and the Principal/Deputy Principal. **The reporting teacher should complete an Accident Report form (available in main office).**
- In the case of minor accidents, contact the First Aid Officer. Students, with their parents' consent, will be brought to the school doctor, if necessary.

Staff do not administer any prescription medicines to students (designated personnel will intervene in the case of diabetic students who, on parent's request, keep an emergency insulin supply in the school).

## **GENERAL**

- Students are made aware and are expected to be familiar with the School Rules/Code of Behaviour.
- It is everybody's duty to act on and report any incident which could lead to an accident.

***Let's continue to keep Hamilton High School a safe environment for teaching and learning.***

***Think Health & Safety during the school day!***

# MANAGING A CRITICAL INCIDENT

## Introduction

Every school faces the real prospect of having to respond, at short or no notice, to crises of various types. While critical incidents of their very nature tend to occur without warning and at any time day or night, this set of guidelines provides advice for those whose task it is to manage such incidents. However, we are being more advisory than prescriptive - since each crisis situation will demand a different set of responses.

## What is a Critical Incident?

A Critical Incident is any incident or sequence of events which overwhelms the normal coping mechanisms of the school and disrupts the running of the school. It is important for the school to identify potential critical incidents and which procedures to follow in each instance. Some crises affecting schools are listed below:

- The death of a member of the school community through sudden death, accident, terminal illness or suicide.
- An accident involving pupils or staff on or off the school premises.
- A physical attack on staff members or students or intrusion into the school.
- Serious damage to the school building through fire, flood, vandalism etc.
- The disappearance of a member of the school community, a loss of a family member or school friends, a major accident locally or abroad etc.

The term 'suicide' will not be used without the consent of the family involved or until it has been established categorically that a person's death was as the result of suicide. **The terms 'traagic death' or 'sudden death' shall be used instead.**

## Critical Incident Management Team

To ensure that the school is in a position to respond effectively to any crisis that it may encounter, the School will establish a standing committee of the school staff comprising the following members of staff:

- Board of Management
- Principal
- Deputy Principal
- Year Heads
- Guidance Counsellor
- Programme Coordinators

If necessary others members of the school community may be involved such as:

- Teaching Staff
- Non Teaching staff
- Local clergy
- Parents

The critical incident team should meet on a regular basis to assess the schools readiness for a critical incident. The team will be familiar with the NEPS critical incident advice pack available in the main office and online at

***[http://www.education.ie/servlet/blobervlet/neps\\_critical\\_incidents\\_sch.pdf](http://www.education.ie/servlet/blobervlet/neps_critical_incidents_sch.pdf)***

## **Procedures to be followed in the Event of a Critical Incident Occurring**

### **Hearing the News**

Once a critical incident comes to the attention of a member of the school community, he/she should, where possible and practical, inform the Principal who will subsequently inform the Board of Management. **However, where it is apparent that an emergency situation exists, it may be necessary to call one or other of the emergency services in the first instance.**

### **Establish the Facts**

Before taking any action it is crucial that the school has the correct information regarding the crisis. Therefore, it is important that the Principal and appropriate staff gather to establish the facts as soon as practically possible.

### **Management to Convene a Meeting of the Critical Incident Team**

Once the facts of the crisis have been established, a meeting of available members of the Critical Incident Team should be called forthwith. This group will need to agree an immediate plan of action, which may include outlining the facts, contacting relevant agencies (Emergency Services, Health Personnel, NEPS and DES Inspectorate etc.), preparing a written statement liaising with the media and outside agencies and assigning roles to team members and other staff members as the incident requires. Provision for appropriate and relevant counseling services will also be made.

### **Staff Meeting**

The Principal/Deputy Principal will, where possible, meet with the staff to address some key issues such as:

- Facts of the Incident
- Convey a plan of action/information for staff about which outside agencies have been contacted or are involved and the supports that are in place for both students and staff.
- Needs of any staff member need to be acknowledged.
- How information is to be relayed to students.
- **How the school will communicate with the media through liaison person (Principal/Deputy Principal) only.**
- Identify students particularly affected.
- Agree the common response when dealing with public.
- Teacher support will be sought to provide supervision on an ad hoc basis when necessary.
- Visits to affected families organised.
- When normal school or abridged school practices should continue/resume

### **Office Procedure**

An agreed statement is to be issued when responding to phone enquiries. Further enquiries are to be directed to the Principal/Deputy Principal. It is important to maintain a log of events, letter(s) to parents, telephone calls made and received.

### **Room Allocation**

Students should follow the normal class timetable in so far as possible. Where needed the critical incident team may assign a room to outside agencies e.g. counselling service/school psychologist. A supervised area or support room can be available to facilitate meeting with concerned parents.

### **After Incident**

The Principal with the assistance of the critical incident team will prepare a report for the Board of Management and DES. Counseling of those affected will continue as needed. The school will offer any appropriate requested assistance to the family.

### **Long Term**

The critical incident team should meet as soon as possible to review the procedures followed, consult with the school community and amend as deemed necessary.

