

Health and Safety Policy

S.N. Iorball Sionnaigh

An Bhoth

Muineachán

Uimhir Rolla: 16923 O

Guthán: 047 89594

Policy statement in accordance with the safety, health and welfare of work act 1989. This act has been superseded by the Safety, Health and Welfare at work act 2005.

Members of the Board of Management:

Chairman: Rev. B.Early

Board Members: Caroline Caulfield, Sean Morgan,
Edward Murphy, Pauline Kilpatrick,
Marie McKenna, Mary Garvey

Safety Officer: Gearóid Mac Thaidhg

Staff Nominee: Sandra Uí Thréinfhir

Safety, Health and Welfare Act, 2005

Summary

The Safety, Health and Welfare at Work Act, 1989 became effective on 1st November 1989 and was updated in 2005.

The main purpose of the Act is to make all work places safer and healthier.

The Act provides for the establishment of a National Authority for Occupational Safety and Health.

The Act covers all persons at work – employers, employees and the self employed and it requires in so far as is reasonably practicable that employers should protect the safety, health and welfare of all who work for them.

Employers must provide and maintain in so far as is reasonably practicable safe places of work, safe plant, safe systems and must provide their employees with information and training to ensure their health and safety. Specifically employers must produce a written Safety Statement which specifies the manner in which the safety and health of workers will be secured. Of particular importance are the requirements on health and safety issues.

A school staff member will be selected to act as Safety Representative and will have certain rights under the Act, including the right to appropriate training, to make reports and to investigate accidents and as Safety Representative, will represent all employees on Occupational Health and Safety matters.

The Act also confers responsibility on the employees in so far as they are required to take care to avoid injury, to co-operate with the employer in matters of safety, to use any means provided for their protection and to report to the employer any dangerous work situation they may encounter.

The National Authority for Occupational Safety and Health which is primarily there to advise and encourage, may also prosecute and close down a work place which remains dangerous despite advice to render it safer.

General Policy

The Board of Management of S.N. Iorball Sionnaigh recognises the importance of the legislation enacted in the Safety, Health and Welfare at Work Act, 2005.

This Document sets out the safety policy of this school and sets out the means to achieve that policy. The school's objective is to endeavour to provide a safe and healthy work environment for all our employees and pupils and to meet our duties to members of the public with whom we come in contact.

This policy requires the co-operation of all employees.

It is our intention to undertake regular reviews of the policy in light of experience, changes in legal requirements and operational changes.

The Board of Management will undertake to carry out a Safety audit annually and report to staff. This inspection/Safety Audit will be carried out more frequently if requested by staff or the Board of Management.

All records of accidents or ill-health will be monitored in order to ensure that any safety measures required can be put in place, whenever possible, to minimise the recurrence of such accidents and ill-health.

Signed:

Chairperson.

Safety Statement

The Board of Management brings to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those employed and working in the school.

The Board of Management of S.N. Iorball Sionnaigh wishes to ensure that as far as is reasonably practical:

- ◆ The design, provision and maintenance of all places in the school shall be safe and without risk to health.
- ◆ There shall be safe access to and from the school.
- ◆ All resources and equipment will be stored and used safely.
- ◆ Work systems shall be maintained so as to be safe and without risk to health.
- ◆ Staff shall be instructed in so far as is reasonably possible so as to ensure their health and safety at school.
- ◆ Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health of all pupils and staff.
- ◆ Plans for emergencies shall be complied with and revised as necessary.
- ◆ This statement will be continually revised by the Board of Management as necessity arises, and shall be re-examined by the Board on at least an annual basis.
- ◆ All staff members shall be consulted on matters of health and safety.
- ◆ Mrs. S. Meehan holds the post of responsibility of Health and Safety Officer.

The Board of Management recognises that its statutory obligation under legislation extends to employees, students, to any person legitimately conducting school business, and to the public.

The Board of Management of S.N. Iorball Sionnaigh undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act 2005 are adhered to:

Duties of Staff Members

It is the duty of every staff member while in school:

- (a) To take reasonable care for his/her own safety, health and welfare, and that of any person who may be affected by his/her acts or omissions while at work.
- (b) To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- (c) To use in such a manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for his/her lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at school.
- (d) To report to the Board of Management without unreasonable delay, any defects in equipment, place or work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or other means or thing provided in pursuance of any of the relevant statutory provisions or other wise, for securing safety, health or welfare of persons arising out of work activities.

Staff members using available facilities and equipment provided, should ensure that work practices are performed in the safest manner possible.

Consultation and Information

It is the policy of the Board of Management of S.N. Iorball Sionnaigh to give a copy of the Safety Statement to all present and future staff and to convey any additional information or instructions regarding health, safety and welfare at work to all staff as it becomes available. Health, safety and welfare at work will be considered in any future staff training and development plans.

Hazards

Hazards shall be divided into two categories. Those which can be rectified will be dealt with as a matter of urgency. Those that cannot will be clearly indicated and appropriate procedures listed beside them. All hazards shall be eliminated in so far as resources and circumstances allow.

Fire

It is the policy of the Board of Management of S.N. Iorball Sionnaigh that:

- (i) The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use.
- (ii) The principal will ensure that fire drills shall take place at least once a term.
- (iii) Fire alarms shall be clearly marked (Responsibility of the Board of Management)
- (iv) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes (Staff Safety Officer)
- (v) All doors, corridors, and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building. Each teacher who has an exit in her classroom must ensure it is kept clear. P.E. hall and main door Principal will see they are free of obstruction.
- (vi) All staff members will be familiarised with designated assembly points outside the school.
- (vii) Assembly areas are designated outside the building and the locations specified.
- (viii) Exit signs are clearly marked.
- (ix) All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The Principal is responsible for the office. Staff room is every teacher's responsibility.
- (x) The Principal, in consultation with the Health and Safety Officer, shall be responsible for fire drills and evacuation procedures.

- (xi) There will be a named person in each unit responsible as a co-ordinator to report to the Principal.
- (xii) All recommendations made by a Fire Officer in addition to these provisions shall be implemented

The following hazards (in so much as can be identified) are considered by the Board of Management to be a source of potential danger and are brought to the attention of all concerned.

1. Wet corridors
2. Climbing frames
3. Oil tanks
4. Trailing leads
5. Typewriters, Computers
6. Guillotine
7. Projectors
8. Fuse Board
9. Electric kettles/Water Boiler
10. Boiler house
11. Ladders/steps
12. Protruding units and fittings
13. Flat roof on shelter.
14. External store to be kept locked.
15. Lawnmower
16. Large container store
17. Icy surfaces on a cold day
18. Mats in hall
19. Windows opening out
20. Steps
21. Boundary walls
22. Fences

To minimise these dangers the following safety/protective measures must be adhered to:

General Safety Guidelines

- (a) Access to and operation of equipment is restricted to members of staff, whose job function is that of using particular items of equipment in the course of their normal duties.
- (b) All equipment and machinery is to be used in strict accordance with the manufacturer's instructions and recommendations.
- (c) Where applicable Board of Management will ensure that members of the staff will have been instructed in the correct use of equipment and machinery.
- (d) All machinery and electrical equipment are fitted with adequate safeguards.
- (e) Precautionary notices in respect of safety matters are displayed at relevant points.
- (f) Ladders must be used with another person's assistance.
- (g) Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery.
- (h) Board of Management will check that floors are clean, even, non-slip and splinter-proof.
- (i) Staff Safety Representative will check that P.E. equipment is stacked securely and in position so as not to cause a hazard.
- (j) Check that all P.E and other mats are in good condition.
- (k) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. Staff Safety Representative.
- (l) Check that wooden beams, benches etc. are free from splinters and generally sound. Staff Safety Representative.
- (m) Check that vaulting horses, beams and benches are stable and do not wobble when in use. Staff Safety Representative.
- (n) Check that there are no uneven/broken/cracked paving slabs. Caretaker under Board of Management.
- (o) Check that roofs, guttering, drain pipes etc. as far as can be seen are sound and well maintained. Board of Management/ Caretaker.
- (p) Check that manholes are safe. Caretaker.
- (q) Check that all play areas are kept clean and free from glass before use. Caretaker
- (r) Check that outside lighting works and is sufficient. Board of Management.
- (s) Check that all materials, caretakers' maintenance equipment, external stores etc. are stored securely. Caretaker and Safety Officer.
- (t) Check that refuse is removed from building each day and is carefully stored outside. Caretaker.

Constant Hazards

Equipment, Electrical appliances

It is the policy of the Board of Management of S.N. Iorball Sionnaigh that resource equipment and electrical appliances are to be used only by competent and authorised persons, such as secretary or staff members. Such appliances and equipment will be subject to regular maintenance checks.

Electrical appliances

Arrangements will be made for all appliances to be checked on a regular basis at least annually by a competent person (i.e) maintenance person, the supplier or his agent. Before using any appliance the user should check that:

- ◆ All safety guards which are a normal part of the appliance are in working order
- ◆ Power supply cables/leads are intact and free of cuts and abrasions
- ◆ Unplug leads of appliances when not in use.
- ◆ Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- ◆ Follow official guidelines followed by Health and Safety Authority.

Chemicals

It is the policy of the Board of Management of S.N Iorball Sionnaigh that all chemicals, photocopier toner, detergents etc. are stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area, and protection provided to be used when handling them.
(Secretary/Cleaner/Principal where appropriate).

Drugs And Medication

It is the policy of the Board of Management of S.N. Iorball Sionnaigh that all drugs, medications, etc. to be kept securely in the staff room (in the fridge if necessary) and used only by authorised personnel. Cf ‘Dáileadh Leighis’

Welfare

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A Staff room separate from the work area is provided, where tea and lunch breaks may be taken. Staff must co-operate in maintaining a high standard of hygiene in this area.

A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal will be made available. An adequate supply of hot and cold Water, towels and soap and sanitary disposal facilities will be made available.

Members of staff and students are reminded:

- (a) A person who is under medical supervision or on prescribed medication and who has been certified fit for school should notify the school of any known side effect or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow teachers/or pupils
- (b) Staff are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary action.

Highly Polished Floors

It is the policy of the Board of Management of S.N. Iorball Sionnaigh that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as possible, after school hours to eliminate as far as possible, the danger of slipping. Where floors are wet, warning signs regarding wet floors shall be used. Attention is drawn to the possibility of outside surfaces being affected by frost in cold weather, and staff and pupils shall be told to use handrails when going up or down stairs. Step edges shall be fitted with clearly marked edges of a non-slip nature wherever practical.

Smoking

It is the policy of the Board of Management of S.N. Iorball Sionnaigh that the school shall be a non-smoking area to avoid hazard to staff and pupils of passive smoking.

Broken Glass

The Board of Management shall minimise the danger arising from broken glass. Staff are asked to report broken glass to the Principal so that it may be immediately removed. Pupils are prohibited from taking drinks to school in glass bottles.

Infectious diseases

It is the policy of S.N. Iorball Sionnaigh that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. The Board of Management will endeavour to minimise the risk by adherence to sound principles of cleanliness, hygiene and disinfection and have provided

disposable gloves for use in all First Aid applications, cleaning tasks, etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, towels and a facility for the safe disposal of waste.

First Aid

It is the policy of the Board of Management of S.N. Iorball Sionnaigh that a member of staff shall be trained to provide First Aid to staff and pupils.

(1) Notices are posted in the Staff room detailing:

- ◆ Pupils with exceptional health issues
- ◆ Location of first aid boxes
- ◆ Procedure of calling ambulances etc.....,
- ◆ Telephone numbers of local Doctor, Gardaí, Hospital.

(2) All incidents of note and whether to employees or to students or to members of the public must be reported immediately to the Principal and the Safety Officer. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. An Accident Report File is to be maintained for the recording of all accidents and incidents by the Safety Officer. Where such accidents take place during play-time the details of same shall be recorded by the teacher on supervision duties.

The Principal will see that there will be maintained in the school a properly equipped First Aid Box available to staff at all times containing:

- ◆ Sticking plasters
- ◆ Anti-histamine for Stings, etc.
- ◆ Tape
- ◆ Disinfectant (e.g.) Savlon
- ◆ Eye lotion (e.g.) Optrex
- ◆ Antiseptic cream
- ◆ Cotton Bandage
- ◆ Cream for First Aid treatment of burns
- ◆ Antiseptic wipes
- ◆ Scissors
- ◆ First Aid Chart

Access To School

Inasmuch as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary as relevant before gaining admittance to the school. Any contractor must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions.

While work is in progress, any noise shall be avoided whenever possible during school hours and shall at all times be reduced to the minimum necessary. The contractor and his workmen shall not create any hazard, permanent or temporary, without informing the principal or her nominated agent and shall mark such hazard with warning signs or other suitable protection.

Collecting Children

- (1) All parent/guardians/carers, in the interest of safety must obey all signs upon entering the school grounds.
- (2) Cars are prohibited from entering school grounds when collecting or delivering children.
- (3) Those parking outside the school grounds are advised to accompany children to and from the school premises.
- (4) Parking is prohibited in the thoroughfare outside school.
- (5) All infant pupils should be collected punctually at 2.00 p.m.
- (6) All pupils, Rang 1-6, should exit via the main entrance gate at 3pm.

Procedures to deal with Emergencies:

1. Critical Incident Policy. C.f. Coping with Tragedy. Important information leaflet for schools in the North Eastern Health Board region.
2. Emergency Closures – It is the responsibility of the B.O.M of S.N Iorball Sionnaigh to make such a decision. In practice, the Principal and Chairperson of the B.O.M will assess all relevant factors and jointly make the decision to open or remain closed. This generally only occurs in the case of severe and inclement weather.

FACTORS TO BE CONSIDERED:

- Can the school be safely accessed by the parents, children and staff?

- What is the advice of the local gardai in relation to road safety?
- The children live close to the school, but the majority of staff is likely to be travelling much longer distances. Even if the children can come to school safely, will there be enough teachers to manage the children and ensure their safety?
- Will school transport be in operation? – Bus Eireann, private operators and transport for children with special needs.
- Is there a school caretaker to address dangerous ice patches on footpaths, steps, car park and playground?
- Will the heating system operate effectively?
- Is water available or sanitation and consumption?

It is always easy to be wise in hind-sight, but not so in advance. Where there is reasonable risk to the safety of children and staff to whom the Board of Management has a duty of care, common sense should apply in deciding whether the school should be open or closed.

IMPLICATIONS OF SCHOOL CLOSURE:

Where days are lost during a school year due to exceptional circumstances e.g. bad weather, heat/water systems failures, the Board of Management should make ‘all reasonable efforts’ to make up these school days during the remainder of the same school year.

N.B Contact will be made with parents by Text aParent.ie and local radio station.

HEALTH ISSUES:

1. Managing Specific Health Issues – Guidelines from the ‘Health Service Executive’ will be followed and acted upon immediately.
2. Healthy Eating – Refer to the ‘Healthy Eating Policy’
3. Water – Tap water is freely available from each tap outlet in the school.
4. Head Lice – In the event of a child having head lice, parents / guardians are asked to notify the principal immediately, so that all parents / guardians can be circularised regarding taking the necessary remedial action.

SAFETY AND WELFARE ISSUES:

1. Assembly and Dismissal of Pupils – Refer to policy on same.
2. Pupils leaving the school premises during the school day – Permission to leave school early will only be granted when requested by the parents/guardians. The principal should always be informed by the parents/guardians when a child is being removed from the school premises.
3. Supervision of Pupils – In the event of a teacher being absent, another teacher is appointed to supervise the class, or, the class may be divided up until a substitute can be employed. The supervision roster for playground duty is agreed at the beginning of the school year. The roster is kept as part of the school records.
4. Allegations or Suspicions of Child Abuse – Refer to ‘Child Protection Policy’.
5. School Tours – The class teachers, with the principal’s assistance, decide on all issues in relation to the organisation of a tour. The principal will report to the ‘Board of Management’ on all matters with regard to school tours. Parents will be notified well in advance, as soon, as is practically possible, of the date destination, cost and itinerary. This shall be done by letter sent home. Teachers will try to keep costs at a minimum level and will advise parents with regard to the children’s pocket/spending money. In some instances teachers may call on parents to accompany them on tours to facilitate supervision and safety. All teachers will report to the principal following tours with particular reference to any accidents or incidents. These will be noted in the school’s accident/incident book.
6. Mobile Phones – The use of mobile phones in the school is strictly prohibited.

STAFF

1. Garda Clearance/Vetting – A check on all new persons employed is required.
2. Positive Staff Relations – Respect for others is the principle at the heart of our school ethos.
3. Assaults on School Employees – See Plean Scoile

4. Storage of Keys

- Principal
- All teaching staff have access keys
- Caretaker
- Other keys stored in staff room

CURRICULAR SAFETY

1. Geography – Refer to ‘Guidelines to Fieldwork’ in ‘Plean Scoile’ for Geography
2. Science – Refer to ‘Safety Statement’ in ‘Plean Scoile’ for Science.
3. Visual Arts – Refer to ‘Plean Scoile’ for Visual Arts.
4. Physical Education – Refer to ‘Plean Scoile’ for Physical education.

FIRE FIGHTING FACILITIES

	<u>No:</u>	<u>Area:</u>
Extinguishers	2	Middle Corridor
	1	Back Door
	2	Corridor of Old School
	3	Main Entrance Area
	1	Infant Corridor
	1	PE Hall

	<u>No:</u>	<u>Area:</u>
Fire Hoses	1	Main Corridor
	1	Main Corridor of Old School

	<u>No:</u>	<u>Area:</u>
Exit Signs/ Escape	1	Top door off Main Corridor
	2	Main Entrance – double doors
	1	Back door – beside staff toilets
	1	Main Entrance of Old School
	1	End of corridor in Old School
	1	End of Infant Corridor
	2	PE Hall

All classrooms have fire doors or windows installed.

FIRE ALERT FACILITIES

	<u>No:</u>	<u>Area:</u>
Fire Detectors	3	Main Corridor
	1	Staff Toilets
	1	Main Entrance Hall
	2	Corridor of Old School
	1	Infant corridor
		Each room in extension.

	<u>No:</u>	<u>Area:</u>
Fire Alarms	1	Entrance of Old School
	1	Emergency door – Corridor of Old School
	1	Back door beside staff toilets
	1	Main Corridor
	2	Front Entrance Hall
	1	Infant Corridor

Revision Of This Safety Statement

This statement shall be regularly revised by the Board of Management in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Signed on behalf of the Board of Management:

Chairman: Rev Brian Early Date: 28th April 2016

Principal: Nuala Mhic Gabhainn Date: 28-04-2016

Safety Officer: Caroline Cassidy Date: 28-04-2016
Nominee of B.O.M.

Safety Officer: Sandra Meehan Date: 28-04-2016
Nominee of Staff