

St. Joseph's N.S., Leitrim Village Health and Safety Policy

Introduction

The existing Health and safety policy was reviewed during November and December 2016.

Rational

The Board of Management of St. Joseph's National School recognises its statutory obligations regarding health and safety extends to employees, students, to any person legitimately conducting school business and to the public. The Board undertakes to ensure that the provisions of the Safety, Health and Welfare Act 2005 are implemented.

The Board safety representative will undertake to carry out a safety inspections annually and report to staff. The inspections will be carried out more often if requested by staff or 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 wherever possible to minimize the recurrence of such accidents and ill-health.

Aims

This policy aims to: -

- Provide a safe environment for pupils and staff
- Outline the duties of the BOM as an employer
- Outline the duties of all school employees
- Identify common hazards
- Put strategies in place for minimising common hazards
- Ensure that the BOM and staff comply with legislative requirements and principles of good practice.

Roles and Responsibility

The Board of Management, principal, staff and pupils working together have responsibility for the implementation of this policy.

Content of Policy

This policy will be looked at under the following headings: -

1. Safety Statement
2. Duties of the BOM
3. Duties of all employees
4. Duties of parents/guardians
5. Pupils
6. Consultation and information
7. Hazards & Minimising Hazards
8. Constant Hazards
 - a. Electrical appliances/ work equipment
 - b. Work areas/ classrooms/ school corridors
 - c. Chemicals
 - d. School trips
 - e. Games
 - f. Drugs and medication
 - g. Welfare

- h. Polished/ wet floors
 - i. Visual display units
 - j. Infectious diseases
 - k. Access to the school
 - l. Depositing/ collecting children
 - m. smoking
 - n. animals
9. First Aid
 10. Fire Protection & Prevention
 11. Reporting
 12. Health Promotion
 13. Other Policies
 14. Success Criteria
 15. Implementation and Review

1. Safety Statement

The following safety statement will be displayed in the entrance area of the school: -

SAFETY, HEALTH AND WELFARE AT WORK MANAGEMENT PROGRAMME

The Board of Management of St. Joseph's N.S. shall ensure, so far as is reasonably practicable, the Safety Health and Welfare at Work of its Employees & Pupils as follows: -

- **MANAGE AND CONDUCT WORK ACTIVITIES SAFELY**
- **PREVENT IMPROPER CONDUCT AND BEHAVIOUR**
- **DESIGN, PROVIDE AND MAINTAIN A SAFE PLACE OF WORK**
- **DESIGN, PROVIDE AND MAINTAIN SAFE ACCESS AND EGRESS**
- **DESIGN, PROVIDE AND MAINTAIN SAFE PLANT AND MACHINERY OR ANY OTHER ARTICLES**
- **THE PREVENTION OF RISK TO HEALTH RELATING TO THE USE OF ANY ARTICLE OR SUBSTANCE OR THE EXPOSURE TO NOISE, VIBRATION OR IONISING OR OTHER RADIATIONS OR ANY OTHER PHYSICAL AGENT**
- **PROVIDE SYSTEMS OF WORK THAT ARE PLANNED, ORGANISED, PERFORMED, MAINTAINED AND REVISED AS APPROPRIATE**
- **PROVIDE APPROPRIATE RESOURCES, INFORMATION, INSTRUCTION, TRAINING AND SUPERVISION IN A FORM, MANNER AND LANGUAGE THAT IS LIKELY TO BE UNDERSTOOD**
- **IDENTIFY HAZARDS, CARRY OUT RISK ASSESSMENTS, PREPARE SAFETY STATEMENT AND ENSURE THAT THE MEASURES TAKE ACCOUNT OF CHANGING CIRCUMSTANCES AND THE GENERAL PRINCIPLES OF PREVENTION**
- **PROVIDE AND MAINTAIN, HAVING REGARD TO THE GENERAL PRINCIPLES OF PREVENTION, SUITABLE PROTECTIVE CLOTHING AND EQUIPMENT,**

- **WHERE RISKS CANNOT BE ELIMINATED OR ADEQUATELY CONTROLLED,**
- **THE PREPARATION AND REVISION OF ADEQUATE PLANS AND PROCEDURES TO BE FOLLOWED AND MEASURES TO BE TAKEN IN THE CASE OF AN EMERGENCY OR SERIOUS IMMINENT DANGER**
- **PROVIDE AND MAINTAIN WELFARE AND HYGIENE FACILITIES AS APPROPRIATE**
- **PROVIDE REGULAR SAFETY AUDITS AND REVIEWS TO MONITOR THE EFFECTIVENESS OF THE SAFETY POLICY AND TO MAINTAIN STANDARDS.**
- **COMPLIANCE WITH LEGAL SAFETY, HEALTH AND WELFARE REQUIREMENTS AS A MINIMUM STANDARD, AND WITH RELEVANT CODES OF PRACTICE AND GUIDELINES WHERE APPROPRIATE**
- **EMPLOYEE & PUPIL CONSULTATION AT ALL LEVELS**
- **REPORT ACCIDENTS AND DANGEROUS OCCURRENCES TO HSA**
- **OBTAIN THE SERVICES OF A COMPETENT PERSON**
- **PROMOTE A SAFETY CULTURE AND INCLUDE SAFETY CONSIDERATIONS AS AN INTEGRAL PART OF THE MANAGEMENT PROGRAMME**

- **N.B. In accordance with Part 1 Preliminary and General Cl. 2(6) of the Safety Health and Welfare at Work Act 2005 “Reasonably Practicable”, in relation to the duties of an employer, means that an employer has exercised all due care by putting in place the necessary protective and preventive measures, having identified the hazards and assessed the risks to safety and health likely to result in accidents or injury to health at the place of work concerned and where the putting in place of any further measures is grossly disproportionate having regard to the unusual, unforeseeable and exceptional nature of any circumstance that may result in an accident at work or injury to health at that place of work.**

SIGNED: _____

Chairperson of Board of Management

DATE: _____

2 The BOM

The Board of Management of St. Joseph's N.S. wishes to ensure that as far as is reasonably practicable: -

- The design, provision and maintenance of all areas in the school shall be safe and without risk to health.
- Safe access and egress from the school building.
- Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
- Plans for emergencies shall be complied with and revised as necessary. See the school policies on Emergency Closures and Critical Incidents.
- Undertake regular and appropriate revision and auditing for staff and pupils are co-ordinated and carried out, using both in-house and external resources.
- Ensure that adequate fire protection and prevention measures are provided.
- Consult all relevant partners on matters of health and safety.

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- Appoint a competent person as a safety representative- Gerry Noone, the elected parent on BOM has been elected.
- Ensure as far as is reasonably practicable that the school fulfils all statutory requirements in respect to the Safety, Health and Welfare Act (2005).
- Duties also extend to providing and maintaining facilities and arrangements for the welfare employees at work, providing the information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of his or her employees
- All accidents and dangerous occurrences shall be investigated and the appropriate statutory notification procedures properly completed. Causes of accidents shall be determined as far as is practicable and where appropriate, remedial action shall be specified. The BOM will be informed of any safety malpractice which could lead to injuries or otherwise.

3 Duties of Employees

An employee shall, while at work: -

- Comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions at work
- Co-operate with his or her employer or any other person to such an extent as will enable his/her employer or the other person to comply with the relevant statutory provisions.
- To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience or any equipment 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 work.
- Ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person
- 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
- Not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person.
- 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
- Report to the Board of Management or to any other appropriate person (e.g. Principal), either orally or in writing, without reasonable delay -
 - Any defect in the place of work, the systems of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person, of which he or she is aware of. Such defects are logged in the maintenance book
 - Accidents of any pupil, member of the public or employee, no matter how trivial, in the accident/ incident report book without unreasonable delay. Specifics of the accident, including the date and approximate time, must be recorded concisely. The written report should be signed by a teacher who was

present at the accident. This book is kept in the office. It must be ensured that proper medical attention is given where required.

- Report that work practices are performed in the safest manner possible, while using any equipment and facilities provided by the school.

4 Duties of Parents and Guardians.

Parents and guardians are requested to cooperate with the BOM and others to ensure health and safety law in general and this policy in particular, are implemented. They have responsibility to take reasonable care of their own safety, health and welfare and that of any person who may be affected by their acts or omissions. Parents are reminded that they must not allow their children to engage in dangerous play in and around the school. Parents and guardians are requested to report and health and safety concerns to the principal or BOM.

5 Pupils

Pupils will be advised of any relevant health and safety procedures and are required to comply with the staff and BOM in implementing these.

6 Consultation and Information

Safety is a line management responsibility. Staff are responsible for safety in their own areas and for the implementation of relevant safety procedures. A copy of the Safety Statement shall be made available to all staff members. Health, safety and welfare at work will be considered in any future staff training and development plans. Any other additional information or instructions regarding the health and safety, not contained in this document will be conveyed to staff as it becomes available.

Any concerns by teachers or parents should be brought immediately to the attention of the principal or the safety representative. This will inform the board as to the needs there may be for staff training.

7 General Hazards

All hazards shall be eliminated in so far as resources and circumstances allow.

The following hazards (in as much as can be identified) are considered by the school to be a source of potential danger and are brought to the attention of all concerned: -

- Wet corridors (after cleaning, wet days), slippery surfaces.
- Trailing leads should be positioned in a safe, unobtrusive manner.
- Computers
- Projectors
- Staffroom/kitchen appliances
- Basketball posts.
- Bins
- Area behind portocabin (First Class Room).
- Protruding units and fittings
- Storeroom
- Car park - front of school.
- Cars, bicycles and other vehicles in the school area
- Shores and drains in the yards
- Stoppers for sockets and chairs
- Doors and mats

- Yard at break time-
- Scissors and knives.
- Hall
- Broken glass or delph
- School doors
- Blind cords
- Boiler
- Computer trolley
- Emergency closures
- Work carried out by the caretaker/workmen
- Gardening by children

Minimising General Hazards

To minimise these dangers the following safety procedures must be adhered to: -

- Where applicable, all members of staff have been instructed in the correct use of plant, machinery and equipment.
- All machinery and electrical equipment have been fitted with adequate safeguards/instructions.
- Only safety scissors used by children, knives under strict supervision
- Precautionary notices in respect of safety matters are displayed at relevant points.
- Glass bottles are not permitted by pupils.
- Basketball posts are covered and any changes notified in the maintenance book.
- Class teachers will ensure that PE equipment is safe, well maintained, stacked securely and positioned so as not to cause a hazard after each PE class.
- Children are not permitted to access areas behind the school or portocabin and also are not permitted to play on the grass at break times.
- Care is exercised when moving bins.
- It is imperative that there should be adequate supervision. Supervising teachers are the first to enter the yard at break times and any dangers/incidents encountered notified without delay. See school '***Supervision Policy***' for more details. Class teachers will routinely and as needed inspect furniture, floors, apparatus, equipment and fittings in their classrooms.
- Care is exercised when leaving the school yard. Children are not permitted to get the ball during break times. Junior and Senior Infants are not allowed to leave at home time unsupervised. Children are aware that they return to the school building if no one has arrived to collect them.
- Only the caretaker has access to the boiler. Care exercised in the boiler.
- Only the principal or class teacher can move the trolley. Care is exercised when moving the trolley. All laptops are plugged out after school and stored appropriately and safely.
- Equipment used by the caretaker/cleaner is stored safely away. No machinery should be used in yards during break times and tools and equipment must not be accessibly to children.
- Proper and safe use of gardening equipment at all times. Children are supervised during such activities.

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- All school doors remain locked during lunch time and after school. During break times the school doors are only opened under the guidance and permission from teacher on yard.
- Care is exercised at all time in the hall. Children only allowed in hall under strict supervision. Climbing in this area is not permitted. The children play on the wooden floor in the hall space.
- At times furniture is safety stored in the hall. Children are not allowed access this area of the hall.
- Care must be exercise when using all kitchen appliances e.g. Microwave, kettle, toaster- all plugged out after 2 o'clock.
- Store rooms are kept locked
- All children have been instructed on how to enter the school grounds. Children are not permitted to leave the school grounds without permission from a parent or communicating with their teacher.
- Teachers escort their classes into the school each morning. In the afternoon, junior classes are escorted to a collection point and senior classes are escorted to the school exit.

8 Constant Hazards

a Electrical Appliances/ Work equipment

All machinery will be used in line with safety instructions provided and manufacturer's specifications. Paper shredders, photocopiers, fax machines, printing machines etc. will be used in accordance with safety instructions and suppliers instructions and will be maintained in good condition at all times. Employees should take all due care when using ladders or climbing. Defects to equipment will be reported to the Health & Safety Representative/ Officer and will be repaired or serviced by qualified persons only. Defects are also logged in the maintenance log book located in the staff room. Machinery, kitchen equipment and electrical appliances are to be used only by authorised persons. Such appliances and equipment will be subject to regular maintenance checks.

Arrangements will be made for all appliances to be checked on a regular basis, at least annually, by a competent maintenance person (school electrician), the supplier or his agent.

Before using any appliance the user should check that: -

- All safety guards which are part of the appliance are in working order.
- Power supply cables/leads are intact and free of cuts or abrasions.
- Leads of appliances, when not in use, are unplugged.
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- Official guidelines issued by the health and safety authority are followed.

b Work areas, Classrooms, School corridors etc

Staff will be responsible to keep classrooms and work areas safe and free of all hazards. This includes careful storage of sharp implements and potentially dangerous products. Children are encouraged to put their schoolbags under their tables to minimise tripping hazards.

It is the responsibility of management to provide a healthy working environment for employees. It is the responsibility of employees to use facilities provided by management to ensure a healthy environment is maintained for children and adults e.g. correct ventilation, temperature, lighting etc. floors are mopped when wet.

c Chemicals

All chemicals, photocopier toner, detergents, tippex etc. will be stored in clearly identifiable containers bearing instructions and precautions for their use and kept in locked areas with protection provided to be used when handling them. The cleaner's storage room is located at the end of the hall. Nothing will obstruct the entrance to this room. All cleaning products are stored and locked here. Please refer to the school ***Substance Use Policy*** for more details

d School Trips

The level of supervision required for school trips is the same as for other activities in the school. School rules remain in operation for all school activities and outings, even out of school hours, for the duration of the activity or trip. Please refer to the school ***Code of Behaviour and Anti-Bullying Policies*** for more information.

e Games

Teachers must encourage all pupils to acquire and use relevant safety equipment in all sports. This includes children wearing the school tracksuit and runners for P.E. activities.

f Drugs and Medication

Children who require inhalers or Ana/ Epi- pens will hold these in their school bags during school time. Parents are responsible for the maintenance and renewal of all medication. Please refer to the school policy on ***Accidents and Administration of Medicines*** for more information.

g Welfare

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A staff room is provided where tea and lunch breaks may be taken. Staff must co-operate in maintaining a high standard of hygiene in this area. Members of staff and students are reminded that: A person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the Principal 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 workers. Staff and students 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. See the school ***Substance Use Policy***.

h Polished/ Wet Floors

The washing and polishing of floors shall be conducted, as far as is possible, after school hours. Where floors are wet, warning signs shall be used. Attention is drawn to the possibility of outside surfaces being affected by frost/leaves in cold weather.

i Visual Display Units

Any up-to-date information regarding hazards relating to the use of VDUs will be studied and recommendations and directives implemented.

For staff working with display screen equipment, more than one-hour continuous use per day, eye and eyesight tests will be facilitated and funded by the B.O.M.

j Infectious Diseases

All infectious diseases shall be notified to the relevant bodies, and steps taken to ensure the safety of students and staff against all such diseases. Risks will be minimised by adherence to

sound principles of cleanliness and hygiene. Disposable gloves are provided for use in all First Aid applications and cleaning tasks.

k Access to School

In as much as is compatible with the practical layout of the school premises, anyone entering the school premises should be required to identify themselves to the Principal or the Secretary 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 wherever 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 his nominated agent and shall mark such hazard with warning signs or other suitable protection.

l Depositing/ Collecting Children

Parents/ guardians/ carers must obey all signs upon entering the school grounds, in the interest of safety. Drivers are not permitted to enter school grounds when collecting children. Parents/ guardians parking outside the school grounds are asked to accompany children to and from the school premises. Parents/ guardians are frequently reminded not to park in the bus space and to park responsibly every morning and afternoon.

m. Smoking

Smoking is prohibited at all times in the school, and on the school grounds, as is the law.

n. Animals

No animals may be brought into the school grounds, with the exception of assistance dogs or animals brought in as part of educational learning/lessons.

9 First Aid

A member of staff will administer First Aid to staff and pupils. Minor injuries are treated with water, cotton wool, ice packs or band-aid. In the case of head injuries and breakages, a parent is contacted.

Notices are posted in the office detailing: -

- Arrangements for giving first aid.
- Location of first aid boxes- at the main entrance to the building.
- Procedure for calling ambulances etc.
- Telephone numbers of local doctor, hospital and Garda.

A First Aid box is available to staff at all times containing:

- Plasters
- Medical tape
- Cotton bandage/ Cotton wool
- Sterile water
- Burn cream
- Scissors
- Disposable gloves (which must be used at all times in administering First Aid).

A list containing the medical conditions of all children in the school is circulated to all teachers every September.

In the case of epileptic or other attacks medical aid is administered (where the children have medication on site), medical assistance is called for immediately. Parents are then contacted. Please refer to the school policy on *Accidents and Administration of Medicines* for more information.

10 Fire Protection & Fire prevention

- Fire alarm system in place
- Fire extinguishers are provided, identified and regularly serviced by authorised and qualified persons.
- Termly fire drills take place, where evacuation procedures are followed. Fire alarm bells shall be heard clearly by all teachers, pupils and staff.
- Fire alarms shall be clearly marked.
- Exit signs shall be clearly marked so that visitors are aware of exit doors and routes.
- All doors, corridors and exits are kept clear of obstruction. PE hall doors are also be free of obstruction.
- Appropriate assembly areas are designated outside the school building. Teachers are familiar with their designated areas and a map is available in each class/room, which clearly states where these areas are.
- See *appendix A for Fire Drill* practices in the school. This appendix will be reviewed and updated annually, should the need arise.
- All electrical equipment shall be left unplugged or switched off when unattended for lengthy periods and when the building is empty.
- All recommendations made by a fire officer in addition to these provisions shall be implemented.
- Liaison with relevant authorities takes place as is necessary.

11. Health Promotion

The school will promote safe and healthy living, both through the curriculum and in other ways. For example, walking and cycling to school will be encouraged and guidelines will be issued to parents and guardians about the content of healthy lunch boxes.

12. Reporting

It is important that all instances of ill health, accident and 'near miss' that result from compromised health and safety circumstances are recorded, investigated and reported to the principal/BOM to ensure relevant lessons are learnt for the future. The principal will make a report to the Health and Safety Authority in the case of dangerous occurrences, death or serious accidents (that is, an accident requiring absence from work/school for more than three days, not including the day of the accident itself, or requiring medical treatment by a registered medical practitioner or hospital). Additionally, the principal will make a report to the school's insurance company if necessary.

12. Other Policies

This Health and Safety policy does not stand alone but works in conjunction with other school policies previously referred to. These policies include: -

- Code of Behaviour

- Anti-Bullying
- Child Protection
- Communications
- Substance Use
- School Tour
- Healthy Eating
- ICT
- R.S.E
- Special Educational Needs Policy
- Supervision Policy
- Policy on Student Teacher Placement
- Policy on record Keeping
- Policy of Equality of Access and Participation
- Critical Incidents
- Emergency Closures
- Accidents and Administration of Medicines

These policies can be accessed on the school website www.leitrim-ns.ie. This list is not exhaustive and may be added to at any time.

13. Success Criteria

The effectiveness and success of this policy will be measured in a number of ways: -

- Reduction in the number of incidents happening in the school.
- Dealing quickly with any incidents that should arise.

14. Implementation and review

This policy will be implemented, once ratified by the B.O.M of St. Joseph's N.S. We aim to implement it from early 2017. Once ratified every member of staff will have access to a copy of this policy. This policy will be circulated to parents of pupils enrolled in the school via the school website in due course.

This policy shall be reviewed annually by the Board of Management of St. Joseph's National School in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority, or sooner should the need arise.

Appendix A

Fire Drill Procedures for St. Joseph's N.S., Leitrim Village

In the event of fire please follow the instructions below: -

- Exit building on hearing fire alarm
- Bring nothing but the Roll Book

Exit doors as follows: -

- Junior and Senior Infants via side door
- Mrs McElgunn and Mrs. Hynes via main door
- Mrs Keaveney and Ms. McGowan via emergency exits in classrooms
- Mrs. Ryan and Mr. Blake via disability door (door with railing)
- Mrs. Griffin/Ms. Quinn, shared area via disability door (door with railing)
- Learning Support Room 2 (old staffroom) via disability door
- Staffroom via main door
- Teachers/ Children in hall will exit via the disability door in the shared area.
- Everyone walks quickly and quietly to the Assembly point on school yard (Green sign, near the road)
- Classes to line up as follows on the large number line on the school yard:
 - -10, Mrs. Keaveney
 - -7, Ms. Quigley (Junior Infants)
 - -4, Ms. Coggins (Senior Infants)
 - -1, Mrs. McElgunn
 - 1, Mrs. Hynes
 - 4, Ms. McGowan
 - 7, Mrs. Ryan
 - 10, Mr. Blake
- Mrs Griffin/ Ms Quinn and other Learning Support Teachers to the right of 10, when looking at the road.
- Roll call to ensure everyone is accounted for
- Principal and another appointed person will re-enter the building and check sensors
- The alarm will be turned off
- The principal will inform staff that the building is safe to re-enter
- All pupils and staff will re-enter the building in a safe manner, class by class.

Teachers are asked to practice this with their classes on a regular basis. It is aimed to have a full school fire drill once per term. Teachers will be given prior notice of the drill.