



Scoil Naomh Treasa

Health & Safety Statement

Introductory Statement:

This statement was prepared by Anne Dunne (safety representative) and reviewed at staff meeting with Avril Flynn (principal) before being circulated to B.o.M. members for ratification.

Rationale

It is a legal requirement under the Safety, Health and Welfare at Work Act, 2005, for every employer, in conjunction with employees, to prepare a Health and Safety Statement. It represents the Board of Management's commitment to safety and health, and specifies the manner, the organisation and the resources necessary for maintaining and reviewing safety and health standards.

The Board of Management is required to document the school's health and safety statement and make it available to all employees, outside services providers and Inspectors of the Health and Safety Authority. The Board of Management must also consider its 'duty of care' in the school and this must be an integral part of any Health and Safety statement.

Relationship to characteristic spirit of the school

While preparing this policy the Board is mindful of the unique place the school occupies as an extension of the home life of the child and the responsibilities entrusted to the personnel of the school by the parents of the pupils and by the Department of Education's Rules for National Schools. Safety, Health and Welfare within the school is, and has always been acknowledged as a most serious duty incumbent on all members of the school community and one which calls for constant vigilance.

Aims

With this policy the Board of management of Scoil Naomh Treasa hopes;

- to create a safe and healthy school environment by identifying, preventing and tackling hazards and their accompanying risks
- to ensure understanding of the school's duty of care towards pupils
- to protect the school community from workplace accidents and ill health at work
- to outline procedures and practices in place to ensure safe systems of work
- to comply with all relevant health and safety legislation (so far as is reasonably practicable) to include the following areas
 - *Provision of a safe workplace for all employees – teachers, SNAs, secretary, caretaker, etc.*
 - *To ensure competent employees, who will carry out safe work practices*

- *Safe access and egress routes*
- *Safe handling and use of hazardous substances and equipment*
- *Safe equipment including maintenance and use of appropriate guards*

Guidelines

Responsibilities of employer – Board of Management

- Provide and maintain a workplace that is safe and do likewise for all machinery and equipment etc.
- Manage work activities to ensure the safety, health and welfare of employees
- Ensure that risks are assessed and hazards are eliminated or minimized as far as is reasonably practicable
- Prepare a safety statement and regularly update it, particularly when there have been significant changes or when the risk assessment is no longer valid
- Provide and maintain decent welfare facilities for employees
- Prepare and update procedures to deal with an emergency situation and communicate these procedures to employees
- Appoint a competent person to oversee the functions of the Board in relation to Health & Safety
- Provide training and information to workers in a format and language that is appropriate, including training on the commencement of employment
- Report serious accidents to the Health and Safety Authority
- Consult annually with employees and provide them with information in relation to safety, health and welfare
- Require employers from whom services are contracted to have an up to date safety statement (*e.g. painters, contract cleaners, bus companies...*)

Responsibilities of employees

Health and safety is everyone's business. As a worker you have legal duties designed to protect you and those you work with

Responsibilities include:

- Not to be under the influence of an intoxicant to the extent that they endanger your own or other persons' safety. To submit to tests for intoxicants as and when regulations specifying testing procedures are adopted
- To co-operate with an employer or other people to ensure that the Health and Safety law is implemented
- Not to engage in improper conduct that will endanger you or anyone else
- To attend Health and Safety training and correctly use any equipment at work
- To use protective clothes and equipment provided
- To report any dangerous practices or situations that you are aware of to an appropriate person
- Not to interfere or misuse any safety equipment at your workplace

- If you are suffering from a disease or illness that adds to risks, to tell your employer.

Entitlements of safety representative (*Section 25 Safety, Health & Welfare at Work Act, 2005*)

The safety representative has the right to:

- Represent the employees at the place of work in consultation with the employer on matters in relation to health and safety
- Inspect the place of work on a schedule agreed with the employer or immediately in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person
- Receive appropriate training
- Investigate accidents and dangerous occurrences
- Investigate complaints made by employees
- Accompany an inspector carrying out an inspection at the workplace
- Make representations to the employer on matters relating to safety, health and welfare
- Make representations to and receive information from, an inspector
- Consult and liaise with other safety representatives in the same undertaking.

Risk Assessment

Each year, the Board of Management should carry out a risk assessment, identifying hazards, assessing the risks and specifying the actions required to eliminate or minimize them. Hazards may include physical, health, biological, chemical and human hazards.

1. Fire-drill and School Evacuation Procedures

Fire Drills will be held at least once a term.

The following are the correct agreed procedures in the event of a fire in the school

IT IS THE DUTY OF ANYONE DISCOVERING A FIRE TO RAISE THE ALARM AT ONCE AND SOUND THE FIRE WARNING SIGNAL.

On hearing the fire alarm:

- The Safety Representative will be responsible for ensuring that the Fire Brigade is called immediately
- Persons in charge of classes will take up their registers and marshal the class in an orderly manner to the assembly point by an exit route away from the fire. Adults in charge should check toilets on their way past.
- Other members of staff will immediately make their way to the assembly point.
- Anyone not with their class or group when the alarm sounds must make their way to the assembly point and join their appropriate class or group. As soon as classes and groups are assembled each teacher will take a roll call or count and report to the Principal teacher if anyone is missing.

- If any person is found to be missing an immediate check must be made by staff
- No other person must leave the assembly point to recover clothing, bags etc. until permission has been given- in the case of a drill by the Principal teacher- in the case of a fire by the Fire Officer in charge.
- These instructions are not intended to preclude an immediate attack on the fire with the available fire appliances, where this can be done without personal risk.
- The designated assembly points following evacuation are as follows;

Any employee/pupil/visitor on hearing the fire alarm will leave by the nearest safest exit and gather at the car parking area

Junior Classes will gather at the assembly point to the left of the entrance gate

Senior Classes will gather at the assembly point to the right of the entrance gate.

(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 deputy principal will ensure that fire drills shall take place at least once a term.

(iii) Fire alarms shall be clearly marked. (Responsibility of Board of Management)

(iv) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.(Responsibility of Board of Management)

(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.

(vi) Assembly areas are designated outside each building, and the locations specified.

(vii) Exit signs shall be clearly marked.

(viii) All electrical equipment shall be left unplugged when unattended for lengthy periods. Teachers are responsible for their own classroom. The secretary/Principal, as appropriate, is responsible for the office.

(ix) All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

2. Emergency Contact Procedures

2.1 Parents/Guardians provide contact arrangements (including their own contact details and those of another designated person) upon registering their children in Scoil Naomh Treasa. A copy of this information is stored in secretary's office and each teacher will keep a copy of it in their class folder.

2.2 In case of an emergency the Principal/Deputy principal will contact the parents/guardians. If no contact can be made and it is deemed necessary the Principal/Deputy Principal will accompany the child to the doctor/ hospital.

3. Serious Accident Procedure & Accident Report Form

3.1 A report must be made to the HSA in respect of the following types of incident:

- An accident causing loss of life to any employed or self-employed person if sustained in the course of their employment
- An accident sustained in the course of their employment which prevents any employed or self-employed person from performing the normal duties of their employment for more than 3 calendar days not including the date of the accident
- An accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment.

3.2 Critical incidents- see School Critical Incident Policy

4. Health Issues

4.1 Enrolment Form

There is a section on the enrolment form allowing parents to identify any allergies/illnesses of the applicant.

4.2 Managing specific health issues

Teachers and SNAs will be made aware of the health issues in relation to certain pupils during a staff meeting at the beginning of the school year and throughout the year. When classes are moving on at the end of the year the current teacher will inform the new teacher of any specific health issues in the class.

4.3 Administration of Medication – see child safeguarding statement/administration of medicine policy

4.4 Sickness or Injury

Children who become sick or seriously injured during the school day are to be sent home. The secretary or teacher will inform parents/guardians and they will be asked to collect their child.

4.5 Infectious Diseases

It is the policy of the Board of Management that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases.

The following is an example of some of the notifiable illnesses; Rubella, Chicken Pox, Measles, Ringworm, Swine Flu, Impetigo, Mumps, Scarlet fever, (this list is not exhaustive) In the event of a child contracting one of these illnesses the principal/deputy principal will source and circulate a letter to all other parents regarding the symptoms to watch for in their own children.

Head lice: If a case of head lice comes to the attention of the teacher a letter on treating head lice will be sent home with all the children in the class.

4.6 School Hygiene

Hygiene is the concern of everyone in our school. Good hygiene is essential for the health and welfare of all in the school. The staff, teachers and ancillary staff are requested to be vigilant in this regard. Teachers are asked to train their pupils in good hygiene practices and are asked to bring to the notice of the Principal teacher any corrective action which may be deemed to be necessary.

Toilets and washrooms shall be provided at all times with an adequate supply of water, and a space will be designated in each classroom where children can store their hand sanitizer. Each classroom will have soap and a towel available for handwashing.

4.7 General cleanliness of school environment

The caretaker, principal and deputy principal are generally responsible for the cleanliness of the communal areas of the school environment. All teachers should keep their classrooms/sink areas free of general litter and keep their classrooms tidy. Pupils are encouraged to take responsibility for their school environment by tidying up after themselves in the lunch area and keeping their classroom and desks clean and tidy.

Teachers/staff are encouraged to clean up after themselves in the kitchen and office at break times.

Refuse bins are to be emptied regularly by children in the senior classes.

4.8 Healthy Eating

Scoil Naomh Treasa has a Healthy Eating policy which is aided by the school lunch provider Bradbury's. The lunch options list provided to children is monitored by teachers and Bradbury's have been made aware of our school's objective to encourage children to have a varied and healthy diet.

Any children who chose to opt out of the school meals scheme or who bring additional lunch are encouraged to make good choices, this is monitored by class teachers.

5. First Aid

5.1 Ms Flynn has completed a first aid training course. Both Ms Flynn and Ms Dunne will take part in a refresher/first aid workshop in 2018/2019 school year as part of non-contact hours.

The teacher inside will be responsible for treating minor cuts/bumps during break and lunch time. An injured child will be sent inside for treatment with another student. The classroom teacher is responsible for the treatment of minor injuries during the rest of the school day and will carry out this treatment in the classroom or with at least two students present.

Parents will be notified if a child bangs his/her head during the school day.

Disposable gloves are provided for the persons treating cuts grazes etc. they should always be used and thrown away after each use. The sink in the kitchen area should not be used to treat cuts.

- The sinks in classroom areas or toilets will be used. A first Aid Box is kept in the press marked in the kitchen. The First Aid Kits include the following

Various sized plasters and non adhesive dressings, steri-strips/paper stitches, gauze, surgical tape, moist sterile wipes, ice can be found in the freezer ad wrapped in a clean teatowel to create an ice pack (towel to be washed after use) disposable gloves, antiseptic lotion and cream and anti-histamine spray for stings/bites

- If any staff member is in doubt about the seriousness of the injury or how to treat it they should seek advice from the Principal/Deputy principal and/or ring the parents.

6. Safety and Welfare Issues: Pupils

6.1 Assembly and Dismissal of Pupils

- Scoil Naomh Treasa opens for school business at 9:00 am, all teachers will be present to exercise the required supervision etc. over their classes at that time.
- As per supervision policy the principal and/or deputy principal will supervise children in the lunch hall from 8.50am.
- At dismissal time class teachers will supervise the children as they leave the school grounds. Infants will be supervised until they have been met by the person collecting them.

6.2 Pupils leaving the school premises during the school day e.g. dentist or doctor appointment

- The parent/guardian should first inform the secretary or class teacher as appropriate. The Parents/guardians must collect the child from school in person. The secretary/teacher logs the date and time in the sign in/out book.

6.3 Supervision of Pupils

- Under Rule 123(4) and Circular 16/73 of the Department of Education our Principal Teacher is responsible for the discipline of the school generally, the control of other members of staff including the coordination and effective supervision of their work, the organisation of the school and other matters relating to the work of the school.
- A supervision rota for the year is on display in the office and in each classroom.
- The teacher on duty during break provides their class with written work and takes their break in the classroom before or after break.
- The Deputy Principal is required to assist the Principal in the day to day organisation and supervision of the school and has responsibility for organising the supervision rota and carry out supervision in the principal's place where necessary.

6.3 Incident / Accident book

In the event of a serious incident or accident the teacher on duty when the accident took place will record the incident in an accident/incident report book which is stored in the office.

6.4 Code of Behaviour and Anti Bullying Policy: Refer to school's policy for dealing with behaviour which causes a risk to others.

6.5 Allegations or Suspicions of Child Abuse

The school's Child Safeguarding Statement, in line with Child Protection Guidelines, must be followed in the case of an allegation or suspicion of child abuse. The Principal is the Designated Liaison Person and the Deputy Principal is the Assistant Designated Liaison Person. Every teacher is given a copy of this statement and it is made available to all members of the school community at the entrance to the school.

6.6 School tours / Outings:

Teachers must have written permission from parents/guardians when taking the class on a trip or school tour. Adequate supervision should be arranged by the teacher/teachers involved. The health and safety aspects or risks involved in any trip should be considered carefully and planned for.

7. Safety and Welfare Issues: Staff

7.1 Garda vetting is mandatory for all people employed by the Board of Management and for visiting teachers or those on work experience/placement.

7.2 Employees work in a reasonably comfortable and safe environment. If they feel improvements are required they should bring this to the attention of the Principal

7.3 The caretaker is provided with appropriate safety gear and the onus is on him to maintain this equipment and ensure its proper use and to inform the board of management if any update of this equipment is necessary.

Hazards

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.

Inside school building

1. Wet corridors
2. Trailing leads
3. Guillotine

4. Electric kettles
5. Tea/coffee cups
6. Ladders
7. Protruding units and fittings
8. Cleaning press

Outside school building

1. Icy surfaces on cold days
2. Open windows near walkway (particularly at corners)
3. Manhole covers on wet/cold days
4. Muddy inclines on wet days
5. Railings/goal posts
6. Skipping ropes or hula hoops when used incorrectly
7. Broken glass/debris left by trespassers

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

(a) Access to and operation of plant/equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties. Copies of this Safety Statement will be sent to all contractors prior to contract by the Principal/Board of Management. Any other contractors entering the school must be shown a copy of the schools Safety Statement and shall adhere to its provisions. In addition, all such plant and machinery is to be used in strict accordance with the manufactures instructions and recommendations.

(b) Precautionary notices, in respect of safety matters are displayed at relevant points.

(c) Ladders must be used with another person's assistance.

(d) Glass bottles are not permitted for use by pupils. Broken glass must be removed immediately on discovery. Staff members are asked to inform the principal/deputy principal if assistance required with this.

(e) All staff members ensure that floors are non-slip before allowing children access to a room.

(f) PE equipment is stacked securely and in position so as not to cause a hazard, monitored by all staff members.

(g) An annual inspection of furniture, floors, apparatus, equipment and fittings carried out by teachers in their classrooms at the end of the school year. Communal rooms and furniture will be inspected by the caretaker during the summer break. All staff responsible for monitoring these communal areas throughout the year and informing the principal/caretaker when repairs are necessary.

(h) Caretaker checks that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained.

(i) Caretaker checks that manholes are safe. Teachers inform pupils of the hazard they may present on wet/cold days and encourage children to keep away from them.

(j) Caretaker is responsible for maintaining his tools and safety equipment and ensuring that they are safely stored if being kept on school grounds.

(k) Teacher on duty is mindful of hazards as listed above when supervising children at break/lunch time both inside and outside of school building. Children may stay inside on particularly cold days if the outside surface is deemed to be slippery.

Constant Hazards

Machinery, Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of Scoil Naomh Treasa that machinery, kitchen equipment and electrical appliances are to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks. Before using any appliance, the user should check that

- “ Power supply cables/leads are intact and free of cuts or 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 issued by the Health and Safety Authority.

Wet Floors

It is the policy of the Board of Management of Scoil Naomh Treasa that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as is possible, after school hours to eliminate as far as possible, the danger of slipping. Where floors are wet, teachers will supervise these areas when children are present, with appropriate signage being posted.

Smoking – (cigarettes and electronic vapour devices)

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

Role Of The School Caretaker

While the Board Of management of Scoil Naomh Treasa has the **ultimate responsibility** for maintaining the school building and grounds the school caretaker is responsible for ensuring:

1. That the fabric of the school building, the playground, the perimeter walls and fence, access gates and car park are so maintained that injury to any member of the school community or public shall not result.
2. He will ensure that obstructions of any nature that may cause injury to the school community shall not be left in halls, corridors, toilets, kitchen, library or staff room except designated items of furniture.
3. He will regularly check lighting, switches and sockets to ensure their safety
4. He will regularly inspect the yards and carry out any necessary repairs.
5. He will inform the board of management in the event that he needs to be provided with safety equipment that he does not already have access to.

Success criteria

This policy will be brought to the attention of staff at the beginning of each school year and new staff members will be informed of the policy.

These procedures will apply from April 2018

Timetable for Review

This policy will be reviewed in 2022 or as need arises; as stated below.

This policy will be available to all members of the school community.

The HSA recommended that a review should be conducted when any changes have been made to work practices, personnel, where a practice is no longer valid or under the direction from the HSA inspector.

This statement shall be regularly revised by the Board Of Management of Scoil Naomh Treasa 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: Fr. Francis McCarthy

Date: 14/03/'18