



# Health and Safety Policy

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## ***Safety Statement***

*The Board of Management* is committed to ensuring the Health and Safety and Welfare of the employees, pupils and all others involved in the running of the school. The Board recognises that the importance of the legislation enacted in the Safety, Health and Welfare at Work Act, 2005. The policy requires the co-operation of all the employees of the school. It is our intention to undertake regular reviews of the statement in the light of experience, changes in legal requirements and the changing nature of the school.

The Board of management will undertake to carry out a safety audit annually and report findings to the staff and Board of management. This inspection/safety audit will be carried out more frequently if requested by either 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, wherever possible, to minimise the recurrence of such accidents and ill health.

Signed: \_\_\_Noel Gildea\_\_\_      Date \_\_\_26/06/2014\_\_\_

Noel Gildea

Chairperson Board of Management

Ashbourne Educate Together National School

***POLICY STATEMENT ON SAFETY, HEALTH AND WELFARE AT WORK OF THE BOARD OF MANAGEMENT OF ASHBOURNE EDUCATE TOGETHER NATIONAL SCHOOL.***

The members of the Board of Management Ashbourne Educate Together N.S

Chairperson: Noel Gildea

Principal: Barbara Nugent

Members: Sarah May , Michael Kennedy, Lynn Ridgeway, Louise Martin , Alan Tobin,  
Meg Houlihan.

Specifically, the Board of Management wishes to ensure in so far as is reasonably practicable:

- Preventing improper conduct or behaviour (for example, violence, bullying or horseplay at school).
- The design provision and maintenance of (i) safe workplaces (ii) safe means of access to and from the workplace.
- Ensuring safety and prevention of risk from the use of any substances or articles, from noise, vibration, ionising or other radiations or any other physical agent at the place of work.
- Provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health.
- Providing adequate welfare facilities.
- Provision of adequate instruction, training and supervision and any other necessary information. The provision of instruction to staff on dealing with pupils with challenging behaviour and arrangements will be made to ensure protection of Staff from violent and disturbed children when necessary.
- Preparing risk assessments and safety statements to take account of the general principles of prevention in the Act when implementing necessary safety health and welfare measures.
- Provision and maintenance of suitable personal protective equipment where risks cannot be eliminated, or where such equipment is prescribed the preparation and, where necessary, the revision of adequate plans and procedures to be followed and measures to be taken in the case of an emergency or the presence of serious or imminent danger.
- To report accidents and dangerous occurrences to the Authority as may be required in regulations under the Act.
- To obtain, where necessary, the service of competent persons to assist in ensuring the Safety, Health and Welfare of his or her employees.

***THE BOARD OF MANAGEMENT RECOGNISES THAT ITS STATUTORY OBLIGATIONS UNDER LEGISLATION EXTEND TO EMPLOYEES, STUDENTS, AND ANY PERSON LEGITIMATELY CONDUCTING SCHOOL BUSINESS AND THE PUBLIC.***

*In the case of groups particularly sensitive employees and those employees covered by specific Safety and Health legislation, such as persons with disabilities, pregnant workers or young persons, additional care will be given to ensure they are protected against the specific dangers that affect them.*

*Róisín Ní Bhaoill is the Safety Officer, and should be consulted if any of the employees, children or parents have queries regarding any of the Safety Provisions mentioned in this statement.*

### **DUTIES OF EMPLOYEES**

*It is the duty of every employee while at work to:*

- *Comply with Safety and Health legislation, both in the 2005 Act and elsewhere. Take reasonable care to protect his or her own safety, health and welfare and that of any other person who may be affected by his or her acts or omissions at work.*
- *Not to be under the influence of alcohol or drugs or a combination of alcohol and drugs to the extent that he or she is likely to endanger his or her own safety, health or welfare at work or that of any other person.*
- *Co-operate with his or her employer or any other person, as necessary, to assist that person in complying with safety and health legislation as appropriate.*
- *Not engage in improper conduct or other behaviour such as violence, bullying or horseplay, which could endanger another person at work or his or her safety, health and welfare.*
- *Where safety and health training related to a particular task is required by the employer or by safety and health legislation, attend and undergo, as appropriate any reasonable assessment required by his or her employer or as may be prescribed in Regulations*
- *Taking account of the Training and Instructions given by the employer, correct use of any article or substance and protective clothing and equipment provided for use at work or for his or her protection.*
- *To report to the Board of Management without reasonable delay, any defects in plant, equipment, place of work, or systems 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, equipment or anything provided in pursuance of any of the relevant statutory provisions or otherwise, for securing safety, health or welfare of persons arising out of work activities.

Employees will, by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible.

### **CONSULTATION AND INFORMATION**

It is the policy of the *Board of Management of Ashbourne Educate Together N.S.*

- ❖ To consult with Staff in the preparation and completion of the Health and Safety Statement
- ❖ To issue a copy of the Safety Statement to all present and future staff, all members of the Board of Management (and any subsequent revised copies)
- ❖ That any additional information or instructions regarding Health, Safety and Welfare at work, not contained in the document will be conveyed to all Staff as it become available.
- ❖ Health, Safety and Welfare will form an integral part of any future staff training and development plans.

## ***FIRE/FIRE DRILLS***

It is the policy of the ***Board of Management of Ashbourne Educate Together National School*** to ensure that:

- ❖ There is an adequate supply of fire extinguishers, which will deal with any type of fire, and that Staff are aware of their location.
- ❖ All fire equipment is regularly checked and maintained.
- ❖ Fire drills take place at least once per term and all personnel be made fully aware of the emergency procedures.
- ❖ Instruction is given in the use of fire extinguishers for specific materials/equipment.
- ❖ Location of fire extinguishers is clearly marked and positioned high enough for the adult to read.
- ❖ All electrical equipment is unplugged or turned off outside office hours and when offices are vacated for lengthy periods.
- ❖ An assembly area is designated in the yard.
- ❖ Exit signs are clearly marked and easily accessible in the case of emergency. These exits will be kept completely clear.
- ❖ There will be a named person responsible for fire drills and evacuation procedures ( Róisín)
- ❖ The school and its equipment are checked by a Fire Officer and all recommendations made by him/her are to be implemented.
- ❖ Fire Evacuation Procedure is displayed prominently in all classrooms and throughout the school and this procedure is communicated to all those using the school building.
- ❖ Rubbish, particularly flammable material, is not allowed to accumulate and is regularly and properly disposed of.
- ❖ Fire Alarm System will be checked and maintained regularly.
- ❖ Fire doors will be kept closed at all times.
- ❖ Corridors will remain clear of obstructions.
- ❖ Storage areas will be maintained in a tidy and safe condition.

## ***CONSTANT HAZARDS***

It is the policy of the Board of Management of Ashbourne Educate Together NS that machinery, kitchen equipment and electrical appliances are used only by competent persons.

- ❖ Staff should report any defects immediately.
- ❖ Electrical boxes on the outside of the building will have hazard-warning labels
- ❖ Care should be taken with all electrical cables, phone lines, extension cables. Where possible these should be taped or fastened to prevent accidents.

## ***CHEMICALS***

It is the policy of *the Board of Management of Ashbourne Educate Together National School* that all chemicals, detergents etc. be stored in clearly identifiable containers bearing instructions for their use and kept in a securely locked room. Children will never have access to this room. All spills should be cleaned up immediately.

### ***DRUGS/MEDICATION***

It is the policy of the *Board of Management of Ashbourne Educate Together National School* that all medications, drugs etc be kept in a secure drawer.

### ***FIRST AID***

It is the policy of the Board of Management of Ashbourne Educate Together National School that an employee or employees be trained to apply First Aid.

- A First Aid box will be available at all times and will be kept within easy access to all Staff Members
- Protective gloves will always be worn in the event of skin being broken.
- In the event of an accident a full account of what happened, symptoms noted and treatment administered should be completed in the Incident Book, which is kept in the office.

### ***HIGHLY POLISHED OR WET FLOORS***

It is the policy of the *Board of Management of Ashbourne Educate Together NS* that floors not be polished to a dangerous level or made slippery. The washing of floors is conducted after school hours to eliminate the possibility of slipping. Wet floors will be dry mopped when there is an evening activity taking place in the school. On rainy mornings floors will be dry mopped at 8.30am once all children are in their classrooms.

### ***CODE OF BEHAVIOUR***

The Code of Behaviour in the school provides for a level of behaviour to minimise personal risk or stress to any employee.

### ***HEALTH AND SAFETY IN THE CLASSROOM***

- Schoolbags will be stored under tables or under the sinks in classrooms.
- No trolley bags allowed
- Coats will be hung on coat hooks in classroom
- Floors in both classrooms and toilet areas to be kept dry
- Care will be taken with electrical cables
- Staff only, will handle electrical equipment
- Toilet paper and soap are supplied in the toilets and children are encouraged in best practice in toileting and personal hygiene
- Medication will be stored in the office
- Children will be familiarised with Fire Evacuation Procedure.
- Medication will be administered to children only whose Parents/Guardians have completed relevant documentation
- Materials will be stored in such a way as not to create hazards
- Care will be taken when treating injuries . Protective gloves will be worn for all injuries where the skin is cut or broken or grazed

- On school tours all children will use a seatbelt and each child and adult will have his/her own seat. There will be a minimum of one adult for every 10 pupils on school tours.

### **HEALTH AND SAFETY IN SCHOOL BUILDING**

- Children will have no access to Staffroom or Utility Room unless accompanied by a member of Staff.
- Staff and pupils will walk on corridors and inside school building.
- Fire doors will be kept closed at all times and nothing will be positioned near them
- Children will not be allowed into storage areas unaccompanied
- Corridors will be kept as clear as possible and bins should not obstruct doorways
- External doors will be kept closed or locked and children will not open these at any time. Only staff will admit visitors to the building.
- Storage areas will be maintained in a tidy and safe manner

### **HEALTH AND SAFETY IN THE SCHOOL GROUNDS**

- While in the playground children will always be in full view of supervising staff.
- Children will always be lined up and walked to and from the playground
- No dogs (except guide dogs) will be allowed in the school building
- The teaching staff should lead the children out of the building at recreation and dismissal times
- The play area should be clearly defined. Staff and pupils should be made fully aware of all hazards
- The pupils should be informed of out of bounds area inside and outside the building
- The main entrance should be secured during the school day

### **OTHER HAZARDS**

It is the policy of the Board of Management of Ashbourne Educate Together National School that :

- The school is properly maintained
- Dampness is minimised
- Draughts are minimised
- The roof is properly maintained
- School furniture is safe
- Carpets/linoleum are fitted properly
- School bags are stored under tables or under sink area
- Coats are hung on coat hooks
- All electrical fittings are properly fitted and safe
- Adequate lighting exists in all internal areas and there are external lights over the exits
- Proper ventilation exists
- Doors leading to toilet areas and all exit doors are properly sprung and are not allowed to swing freely
- The floors in hallways, passageways and toilets are kept dry
- Mats are not positioned in a hazardous way

- Rubbish is not allowed to accumulate
- All individual classrooms are safe and healthy places
- The children are not allowed in the yard when it is flooded or when there is ice on the ground or when the surface is slippery as a result of frost
- Children must wear shoes at all times
- Toilet paper and are soap provided in each toilet- Children are to bring their own facecloth to dry hands.

### **OTHER ITEMS FOR INCLUSION**

### **ACCIDENT/INCIDENT REPORTS**

All potential serious accidents, whether involving employees, pupils or members of the public must be reported immediately for the Principal. An accident report book will be retained for the recording of all such accidents.

**Critical incident Policy has been formulated and ratified by the Board of Management.**

**Should accidents to children in school be reported to the Health and Safety Authority?**

The following types of accidents to school pupils must be reported to the Health and Safety Authority, by the school either online at [www.hsa.ie](http://www.hsa.ie) or on the Incident Report Form (IR1).

- A death or injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work, but is related to either a work activity or their place of work. This applies to pupils in certain circumstances.
- If the pupil is injured as a result of work-related activity and requires medical treatment by a registered practitioner, this is reportable to the Health & Safety Authority.
- Example 1: If a pupil is seriously injured when using materials during class, and requires treatment by a registered medical practitioner, this is reportable . However, if a pupil trips in the school yard this is not reportable.
- Example 2: If a student trips during PE class and requires treatment by a registered medical practitioner, this is reportable. Where students are taken on school trips, they are considered to be a normal part of the work activities. Therefore, if a pupil is injured during the school trip and requires medical treatment this too is reportable. The school must keep records of all accidents which occur for a period of 10 years.

### **SCHOOL TRIPS/TOURS:**

The School will draw up a School Tours Policy based on the risk assessment which will give details of the practices and procedures in the planning and execution of school trips.

### **VISITORS:**

All persons coming into school premises must identify themselves clearly to the Secretary/Principal; sign their name in the visitor book. If they are staying in the school for a significant amount of time they must wear a visitor's badge. All parents who wish to remove their child/children from the

school for dental appointments etc must sign a release book in the Principal's/Secretary's office.  
This is in line with Child Protection Guidelines from DES.

**CONCLUDING STATEMENT:**

This Safety Statement has been prepared based on conditions in the Temporary Accommodation of the school from November 2012 for a period of 3 years.

SIGNED: \_\_\_\_Barbara Nugent\_                      Date: 26<sup>th</sup> June 2014

Ms .Barbara Nugent (Principal)

Ratified: Noel Gildea                                      Date: \_ 26<sup>th</sup> June 2014

Mr Noel Gildea ( Chairperson)

Review Date: **June 2015**