



# Health & Safety Policy



**Scoil Naomh Chaitriona**

**Béal Átha Seanaidh**

Chairman: \_\_\_\_\_

Date: \_\_\_\_\_

Principal: \_\_\_\_\_

Date: \_\_\_\_\_

Safety Officer: \_\_\_\_\_  
(Nominee of BOM)

Date: \_\_\_\_\_

Safety Officer: \_\_\_\_\_  
(Nominee of staff)

Date: \_\_\_\_\_



## Health and Safety Statement

### Introduction

This Health and Safety Policy was first formulated during the school year 2016/17 by the staff and B.O.M. of Scoil Chaitríona and will be reviewed annually.

### Rationale

The Board of Management of Scoil Chaitríona is committed to protecting the safety, health and welfare of all its pupils, employees, voluntary workers, and visitors to the school insofar as is reasonably practicable.

The Board will determine and maintain appropriate policies on school safety, welfare and supervision for all school activities, whether taking place in or outside school premises. In order to fulfil this commitment the Board will identify and evaluate and then eliminate or reduce all hazards to which employees, pupils or other school users may be exposed.

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.

This policy requires the co-operation of all employees. It shall be reviewed annually or more frequently if necessary, in the light of experience, changes in legal requirements and operational changes. A safety audit shall be carried out annually by the Board of Management Safety Officers and a report made to staff. All records of accidents and ill-health will be monitored in order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill-health.

The Board of Management of **Scoil Chaitríona** 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 places of work.
- ◆ Plant and Machinery may be opened safely in so far as is possible.
- ◆ Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
- ◆ Staff shall be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of its employees.
- ◆ Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of its employees.
- ◆ Plans for emergencies shall be compiled 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.
- ◆ Employees shall be consulted on matters of health and safety.
- ◆ Provisions shall be made for the election by the employees of a safety representative.

The Board of Management of **Scoil Chaitríona** recognises that its statutory obligations under legislation extend to employees, students, to any person legitimately conducting school business, and to the public.

The Board of Management of **Scoil Chaitríona** undertakes to ensure that the provisions of the safety, Health and welfare at Work Act 1989 are adhered to:



### **Duties of Employees**

It is the duty of every employee while at work:

- (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 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 work.
- (d) To report to the Board of Management without unreasonable delay, any defects in plant, 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 or any of the relevant statutory provisions or otherwise, for securing safety, health or welfare or persons arising out of work activities.

Employees using available facilities and equipment provided should ensure that work practices are performed in the safest manner possible (see section 9 of safety, health and welfare at Work Act 1989).

### **Consultation and Information**

It is the policy of the Board of Management of **Scoil Chaitríona** to consult with staff in preparation and completion of hazard control forms, 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.

### **Emergency contact procedures**

- Contact details are updated annually by secretary and given to class teachers.
- Contact details are kept by class teacher, secretary and safety representative.
- Emergency contacts are outlined in the enrolment form.

### **Serious Accident Procedure & Accident Report Form**

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.



## **Fire**

It is the policy of the Board of Management of **Scoil Chaitríona** 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 Board of Management Safety Officer)
- (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) A plan of the school shows assembly points outside the school.
- (vii) Assembly areas are designated outside each building, and the locations specified.
- (viii) Exit signs shall be 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 secretary/Principal, as appropriate, is responsible for the office. Staff room is every teacher's responsibility. Cleaner to check when cleaning.
- (x) Bottled gas shall be stored in a secure place in such a manner as to minimise the danger of explosion in the case of fire.
- (xi) Principal shall be responsible for fire drills and evacuation procedures.
- (xii) All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

## **Hazards**

Each year, the Board of Management carries 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. Attached to this policy is a **Hazard Identification Form. (Appendix 2)**

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.

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. Computers
6. Guillotine
7. Projectors
8. Fuse Board
9. Electric kettles
10. Boiler house
11. Ladders
12. Excess Water on school yard/ Uneven surfaces on tarmacadam
13. Protruding units and fittings
14. Flat roof of hall and flat roof of school
15. External store to be kept locked
16. Lawnmower
17. Pebble Dash Walls around perimeter of school
18. Garden stores
19. Icy surfaces on a cold day
20. Mats in hall
21. Windows opening out

To minimise these dangers the following safety/ protective measures must be adhered to (see duties of employee page 3 of this document):

- (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.
- (b) In addition all such plant and machinery is to be used in strict accordance with the manufactures 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 plant, machinery and equipment.
- (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) Principal will check that PE equipment is stacked securely and in positioned so as not to cause a hazard.
- (j) Check that all PE and other mats are in good condition.
- (k) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. Board of Management Safety Officer and Staff Safety Representative.
- (l) Check that wooden beams, benches etc. Are free from splinters and generally sound.
- (m) Check that vaulting horses, beams and benches are stable and do not wobble when in use.
- (n) Check that there are no uneven/broken/cracked pieces of tarmac. Caretaker under Board of Management.
- (o) Will check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. Board of Management Safety Officer.
- (p) Teachers check that manholes are safe.
- (q) Check that all play areas, especially sand pits, are kept clean and free from glass before use.



- (r) Check that outside lighting works and is sufficient. Board of Management.
- (s) Check that all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely. Principal and Board of Management Safety Officer.
- (t) Check that refuse is removed from building each day and is carefully stored outside. Caretaker.

### **Constant Hazards**

Machinery, Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of **Scoil Chaitríona** 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.

### **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 in tact 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.

### **Chemicals**

It is the policy of the Board of Management of **Scoil Chaitríona** that all chemicals, photocopier toner, detergents etc be 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 **Scoil Chaitríona** that all drugs, medications, etc be kept in a secure cabinet, locked at all times and the key kept in a separate and secure place and used only by trained and authorised personnel.

### **Welfare**

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A Staffroom 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 must be available. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities must be 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 work, 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 workers. The school will arrange or assign appropriate tasks for the person to carry out in the Interim.
- (b) 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.



### **Highly Polished Floors**

It is the policy of the Board of Management of **Scoil Chaitríona** 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, warning signs regarding wet floors shall be used. Attention is drawn to the possibility of outside floors and 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 **Scoil Chaitríona** 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. Staffs are asked to report broken glass to the Principal so that it may be immediately removed.

### **Visual Display Units**

It is the policy of the Board of Management of **Scoil Chaitríona** that the advice contained in the guidelines on the safe operation of visual display units, issued by the Health and Safety Authority be carefully followed. Any up-to-date information regarding hazards relating to the use of VDU's will be studied and recommendations and directives implement

### **Infectious Diseases**

It is the policy of the Board of Management of **Scoil Chaitríona** 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 principals 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.

### **Use of Ladders/Steps**

The purpose of this section is to outline safety working procedure to reduce the risk of accidents associated with employees working with ladders/Steps e.g. fall from a height or slipping of rungs.

#### **Procedure**

- Ladders/Steps should only be used where necessary and for a short duration.
- Ladders/Steps should be inspected regularly for defects.
- Damaged Ladders/Steps should be replaced immediately
- Ensure that any surface upon which a Ladder/Steps rest shall be stable and of sufficient strength to give proper support.
- Face the Ladder/Steps at all times when climbing or dismounting
- Do not overreach from Ladder/Steps
- Do not carry any materials while on Ladder/Steps
- Only use Ladder/Steps after school when children have gone home.
- At all times ensure that another person is in the school when using Ladder/Steps in case of emergency
- Extreme care when using Ladder/Steps outside to water hanging baskets or window boxes.





### **Restricted Areas**

The following areas are restricted for pupils:

- Boiler rooms
- Oil tanks
- Storage area inside front door and back door
- Community Garden (unless supervised)
- Road, grounds along the river, walls surrounding the building.

### **First Aid**

It is the policy of the Board of Management of **Scoil Chaitríona** that a member of staff shall be trained to provide First Aid to staff and pupils.

(1) Notices are posted in office detailing:

- arrangements for giving first aid,
- location of first aid boxes,
- procedure of calling ambulances etc....,
- telephone numbers of local Doctor, Gardaí, Hospital.

(2) All incidents, no matter how trivial and whether to employees or to students or to members of the public must be reported immediately to the person responsible for the hazard identified in the Statement or in the event that the accident/incident occurs in any other place to which that paragraph dealing with hazards does not relate to 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.

The **Safety Officer** 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

Disposable gloves must be used at all times in administering First Aid.

### **Access To School**

In as much 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 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.





### **Collecting Children**

- (1) All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- (2) Cars are advised to drive slowly on entering school grounds when collecting children.
- (3) Those parking outside the school grounds are advised to accompany children to and from the school premises.

### **Assembly and Dismissal of Pupils**

#### **Assembly**

- Children assemble each morning between 9.10 a.m. and 9.20 a.m in the Assembly Room. They are supervised by the teacher on duty and SNAs. Class teachers collect their class at 9.20a.m. and lead them to their classroom.
- In September and October, the Junior Class are supervised in their classroom by the class teacher. After this, they will assemble in the Assembly Room with the rest of the children

#### **Dismissal**

- Junior Infants and Senior Infants are collected from the Main School Entrance at 2.00p.m by a parent/guardian/designated person. The teacher calls individual children as their parent/guardian/designated person arrive at the door and they are escorted off the premises by this person.
- First class are brought to the front door at 3.00 pm. On seeing a parent/guardian/designated person, the child tells the teacher. The teacher then gives permission for the child to walk independently to that person. They are escorted off the premises by the parent/guardian/designated person.
- The senior classes (2<sup>nd</sup> – 6<sup>th</sup>) are brought to the front of the school at 3.00p.m from where they walk independently to their parent/guardian/designated person or cycle/walk home on their own or in groups.
- In the event of a child not being collected, they are brought to the office, where the secretary/teacher calls home.
- A designated teaching staff member patrols the carpark at 3.00pm each day.

#### **Pupil leaving the school during the day**

- If a Pupil is leaving the school premises during the school day e.g. dentist or doctor appointment, the child's parent notifies the teacher by note in advance of the departure. Parent/guardian will sign out the child being collected.



## **Revision of This Safety Statement**

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

Date of next review : May 2024

Policy statement in accordance with the Safety, Health and Welfare at Work Act 1989

### **Members of the Board of Management:**

Chairman: Very Rev. Fr. Cathal Ó Fearraí

Board Members:

John Carr,  
Róisín O'Reilly  
Anna Radzik,  
Vincent Duffy,  
Mary Duggan,  
Denise Likely,  
Damien Gallagher

Prepared by representatives of the Board of Management, in consultation with parents and teachers in accordance with the safety, Health and Welfare Act at Work Act 1989



## Incident Report Form (Pupil)

Name of Pupil: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_

Class: \_\_\_\_\_ Class Teacher: \_\_\_\_\_ (Tick if substitute )

Staff Member Reporting: \_\_\_\_\_ Post Held: \_\_\_\_\_

### Details of Accident

Location: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

How did the accident occur? \_\_\_\_\_

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What was the presenting complaint/injury? \_\_\_\_\_

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What action was taken/treatment given and by whom? (If pupil's parents/guardians were contacted, give details) \_\_\_\_\_

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Witnesses (if any): \_\_\_\_\_

Other person(s) to whom incident was reported: \_\_\_\_\_

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Action taken to prevent recurrence (if applicable)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ (Person Reporting) Date: \_\_\_\_\_

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Were any after effects noticed/reported later on day of accident? Yes  No  (If yes, give details of same and of any further action taken): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was any resulting after effect reported by parent/guardian in days immediately following the accident? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Class Teacher (**Tick if substitute** )

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Principal

Date \_\_\_\_\_

(NOTE: By law, the Health & Safety Authority must be notified when an accident causes death or prevents an employed person from working for more than 3 days. This is explained in detail in the C.P.S.M.A. Handbook and is accompanied by a standard reporting form. The school's insurance company should also be notified about serious accidents that occur in the school or while on school related activities.)