

Ar scéith a chéile a mhairimid



Scoil an Linbh Íosa

Health and Safety Policy

The Safety Statement

Introduction

The Safety Statement is the policy of this school, Scoil an Linbh Íosa, for safeguarding the health and safety of staff, pupils and visitors while on the school premises. It has been drawn up to comply with legislative requirements and compliance with this statement is required by all staff, visitors to the school and contractors employed by the Board of Management.

Aims of the Safety Statement

The safety statement represents our commitment to the health and safety of staff, pupils and visitors and the means by which they are maintained.

In more detail, the objectives of our safety statement include, but are not limited to the following:

- To comply with The Safety, Health and Welfare at Work Act, 1989/2005
- To manage and conduct all work activities so as to ensure the safety, health and welfare of staff, pupils, visitors and contractors
- To identify hazards
- To assess risks on the premises
- To implement systems of control and/or eliminate the hazards and risks identified
- To identify and assign responsibilities for health and safety and assign resources
- To gain the commitment of all members in the work place to implementing this policy
- To provide adequate plans and procedures to be followed and measures to be taken in the case of an emergency or in the presence of serious or imminent danger
- To ensure that all staff, both permanent and temporary, are aware of the actions to be taken in the case of an emergency
- To provide adequate information, instruction, training and any necessary information regarding health and safety to staff
- To ensure that pupils are aware of safety procedures
- To make this Safety Statement available to all staff, both permanent and temporary, and others, such as contractors, who may also require access to the Safety Statement

- To ensure that regular safety inspections/ audits are carried out to monitor compliance with the Safety Statement and legal requirements
- To report accidents and dangerous occurrences to the Health and Safety Authority (HSA)
- To ensure good housekeeping standards are maintained
- To provide for a review procedure

The safety measures put in place in this document have been reached in consultation with the staff so as to be sufficient to eliminate, control or minimise the risk of injury and protect staff, pupils and visitors. Feedback has also been gathered from parents/ guardians.

This Safety Statement is available to all persons affected by the operation of the school, the Board of Management, staff, pupils, parents/guardians, contractors and visitors to the school.

Review of Safety Statement

The Safety Statement will be reviewed annually by the Designated Safety Officer and also:

- a. In the light of new legislation, staff feedback, structural changes, procedural changes and practical experience
- b. Under the direction of a HSA Inspector

Following the review the Safety Statement will be amended as appropriate.

Board of Management Commitment

The Board of Management is committed to providing appropriate health and safety information, instruction, training and supervision for all staff in line with health and safety legislative requirements to safeguard the health and safety of all staff, pupils, visitors and contractors to the school.

All staff are expected to co-operate with all health and safety training provided in line with their duties under the *Safety Health & Welfare at Work Act 2005*.

Training will be adapted to take account of new or changed risks to health and safety and refresher training will be provided as appropriate.

Staff Duties (Both permanent and temporary)

Staff are reminded of their responsibilities under the Safety, Health and Welfare 1989/2005 at Work Act including:

- To take reasonable care for their own safety, health and welfare and that of any other person who may be affected by his or her acts or omissions at work
- To co-operate fully in the implementation and maintenance of safety procedures as set out in this statement
- To attend any health and safety training provided by the Board of Management
- To report any Health and Safety concerns to the Safety Representative and or Principal/Deputy Principal

- To make proper use of all machinery, tools, substances and equipment
- To make proper use of personal protective equipment
- To comply with the relevant Health and Safety laws
- To be aware of the correct action to take in the event of an accident or fire or emergency

Designated Safety Officer

Designated Safety Officer: Conor Carmody (Board of Management)

The Board of Management of the school has appointed the above named person as the Designated Safety Officer. It is this person's responsibility to:

- Take overall responsibility for the aims of the statement and compliance with this statement
- Co-ordinate safety management
- Liaise with the Safety Representative
- Oversee activities specified by the Board of Management related to the protection from, and prevention of, occupational risk in the school
- Agree timely reviews of the safety standards so as to ensure documentation is kept up-to-date and fully complete and also to implement improvements arising from such reviews.

Safety Representative

Safety Representative: Muireann Kavanagh (Teacher)

This person named above has been selected by staff to be their Safety Representative and has the following responsibilities:

- To make oral and written submissions to the Designated Safety Officer on health and welfare matters, as requested
- To investigate, as requested, accidents to find causes and identify preventative measures
- To consult with the Health and Safety Inspector about any aspects of safety, health and welfare at work
- To carry out inspections, as requested, in the school premises to identify hazards and risks
- To investigate, as requested, complaints by staff about potential hazards.

Workplace and the Environment

The Board of Management of the school aim to provide the following environment in the workplace:

- Ventilation by natural means through windows and doors

- Maintenance of an adequate overall temperature in according with DES guidelines
- Ensure additional lighting is available where unsuitable shading causes discomfort or glare of light into the eyes
- Maintenance and cleaning of flooring to prevent slipping, trips and falls
- The safe storage and stacking of school resources, furniture and equipment
- Maintenance of school fabric

Access to roofs is only for maintenance works by person(s) authorised to undertake a specific task.

All play areas are checked daily so they are clean and free from glass and any other foreign objects before use. This is the responsibility of the caretaker.

First Aid

First Aid Co-ordinator: Geraldine Hetherton

12 members of staff are currently trained in *First Aid*.

Anne McIntyre
Deirdre Smyth
Fiona Murphy
Gerry Mullins
Gillian Jackman
Janet McWeeney

Margaret McGrattan
Natalie Curran
Nicola O'Connor
Nodlaig Lowe
Renata Johnston
Ruth Comerford

Scoil an Linbh Iosa is committed to having an adequate supply of first-aid kits available. First-aid kits are located throughout the premises at the following locations:

- Staff Room
- Special Needs toilet (beside the hall)
- At the exit to the All Weather Play area
- In all classrooms (Classroom kits for minor cuts and bruises)

The First Aid Co-ordinator is responsible for checking the first-aid kits on a regular basis and ensuring that they are adequately stocked.

It is the individual teacher's responsibility to maintain the classroom kit.

All kits can be replenished from a stock of supplies in the Admin office, maintained by the First Aid Co-ordinator.

Communication of First Aid Information

It is the responsibility of the First Aid Co-ordinator to ensure that the following is very clearly communicated to all staff :

- Name of First Aid Representatives
- Location of first aid box
- Telephone number of local doctor, guards, hospital
- List of children/staff with allergies/special conditions (photographs may be placed in the yard supervision book to enable staff easily identify these children)
- This list will also be displayed inside the First Aid press in the staffroom.

Accident/Incident Report Lines

Minor incidents	More Serious Incidents	Incidents involving adults
Class <ul style="list-style-type: none"> Teacher deals with incident 	<ul style="list-style-type: none"> Teacher and /or SNA organises admin of First Aid If required teacher or SNA arranges further medical attention <i>Eg: First Responder, Doctor, Ambulance</i> 	<ul style="list-style-type: none"> Member of staff will organise First Aid If required further medical attention is organised by staff member <i>Eg: First Responder, Doctor, Ambulance</i>
Yard <ul style="list-style-type: none"> Teacher and/or SNA on duty deals with the incident Teacher and /or SNA on duty may inform class teacher if deemed necessary 	<ul style="list-style-type: none"> Principal/Deputy Principal informed Parents/Guardians are informed Designated Safety Officer is informed Teacher completes an First Aid Report 	<ul style="list-style-type: none"> Principal/Deputy Principal is informed If deemed necessary Next of Kin is informed Designated Safety Officer is informed Member of staff who dealt with the incident completes an Incident Report

Note: All adults must use gloves when dealing with blood injuries. These are kept with the first aid kits.

The Safety Officer must report all accidents that result in the person involved being absent for three days, to the Health and Safety Authority.

First Aid and Accident/ Incident Books

A record of the First Aid given to pupils is kept in the principal's office. There is also an Accident/Incident Book to record situations involving adults. Both are used to record the following details:

- Name of the injured person
- Type of injury
- Time of injury
- Action taken
- Who administered First Aid
- Type of follow-up (if any)

It is the responsibility of the First Aid Co-ordinator to review the First Aid and Accident/Incident Books:

- To ensure they are being correctly completed
- To identify if a particular activity or feature is causing the accidents; and report same to Designated Safety Officer

Informing parents of accident/incident

For accidents/incidents involving pupils, parents/guardians are informed of the injury whenever first aid has been administered.

For the following types of injuries a parent/guardian is contacted, where possible:

- All facial injuries
- All head injuries
- When bleeding does not stop or slow down after 5 minutes (as this could indicate the need for stitches)
- On the advice of a First Aid Representative or class teacher when they are concerned about the way a child is responding, following the injury

Drugs and Medication

The administration of drugs and medicine is in line with the school's Administration of Medication Policy.

Infectious and Airborne Diseases

In a situation where a highly contagious disease develops, the school will act according to the Health Board's direction including, if necessary, a temporary closing of the school.

This will be communicated to the parents and will include all necessary information to avoid any inaccurate details being passed on.

Information may be communicated to parents:

- In writing
- Through the school website
- Text-a-parent
- Local radio

Sick Pupils

As a general rule, parents are requested to keep pupils at home if they have any of the following symptoms:

- Temperature
- Vomiting
- Diarrhoea

Should a pupil become sick at school, parent/ guardian is called to take them home.

Fire Safety

The following section details the precautions in place to protect staff, pupils and visitors in the event of fire and should be read in conjunction with The Fire Drill and Evacuation Policy. In addition to these guidelines, any recommendations made by an external Fire Officer shall be implemented.

Note: The Fire Risk Assessment was completed in September 2015. This is reviewed annually by the Designated Safety Officer.

In the event of a situation arising in the course of work involving serious, imminent and unavoidable danger staff will evacuate building with children in their care.

Staff have received training in Fire Safety.

Fire Officer: Principal/ Deputy Principal

Fire Extinguishers

- There must be an adequate supply of fire extinguishers which deal with the type of fire likely to occur in that area
- Fire extinguishers are labelled and regularly serviced by qualified people
- Each fire extinguisher has instructions for its use

It is the responsibility of the Safety Officer to manage the above.

Fire Alarms

- Fire alarms are clearly marked
- Fire alarms are tested regularly
- The sound of the fire alarm is different from the normal school bell.

The caretaker keeps a signed and dated record of the fire alarm test. This is reviewed by the Safety Officer to check for compliance.

Fire Drill: House Keeping

- Exit signs are clearly marked
- Exits are kept clear at all times
- Signs are clearly visible to ensure visitors are aware of exit doors
- An assembly area is designated for each class, secretarial staff, caretaker, cleaning staff and visitors
- The Fire Officer is responsible for fire drills and evacuation procedures.

Fire Drill Procedures

- All new staff is informed of the fire drill procedure by the Fire Officer.
- A signed record is kept, by the Fire Officer, showing that the training has taken place.
- Teachers are responsible for training the pupils in fire drill procedure. The training of pupils is to be conducted formally on a specified date and time in September (after new staff have been trained) - the alarm is sounded as part of the training exercise.
- All new pupils are to be made familiar with all exits from the school (this is to be conducted as part of their induction to the school by their teacher).
- Unannounced fire drills take place **at least** once a term, with the first one taking place in September so pupils and staff are familiar with emergency exits from their new classrooms.
- A written record is kept of when the fire drill took place listing:
 - Time taken to evacuate
 - Problems encountered so improvements are made
- The Fire Officer completes the record.
- Teachers to give children opportunities to exit the building using a number of exit routes.

Pupil Supervision

It is the policy of the school to ensure adequate supervision of all pupils throughout the school day.

Morning Supervision (From 9.05am until school starts at 9.20 am)

- Pupils are supervised in their classrooms by members of the staff.
- Entrances to the school are also supervised.
- Pupils are expected to respect the staff on duty.
- Staff are encouraged to report any concerns to Principal/ Deputy Principal

Break time supervision

There are three break time areas - the main yard, the all weather area (Astro) and the small playground. All these areas are supervised when pupils are present.

- Teachers/ SNAs are expected to be punctual
- Teachers/ SNAs are expected to remain vigilant
- Pupils line up at designated areas
- All teachers/SNAs are requested to ensure that pupils follow the rules consistently
- Children are encouraged to walk in an orderly manner to and from the play areas
- On wet days pupils are supervised inside

A schedule of teachers on duty is on the board in the staff room. A copy is also made available to each teacher. Teachers should have the 'Yard Book' while on duty and record as necessary.

All adults should be aware of children with special needs/allergies. The procedure for all incidents should be closely adhered to at all times.

Other general play areas include:

- The Hall
- The Central Activity Area in the ALC
- The Swings

Pupils must be supervised by a teacher/SNA when in any of these areas.

Note: At no point are pupils allowed to enter the car park unaccompanied by an adult.

End of the School Day

Teacher and /or SNA accompany the pupils to the school door. If for any reason a pupil is not collected as planned then he/she is brought to office and parent/guardian is contacted.

Playground Rules (Yard)

This is a list of the playground rules that are specific to Health & Safety and taken from the Code of Discipline:

- No pupil may leave the school premises, during school hours, without the permission of the Principal or Class Teacher. Each pupil must be signed out by a parent/guardian.
- Children are expected to be kind to each other and to uphold the anti bullying pledge.

- Nuts, crisps, chewing gum, lollipops and glass bottles are forbidden.
- Cycling is not allowed within the school grounds.
- Unsupervised ball playing is not allowed within the school grounds.
- Rough and dangerous games such as Bulldog /Trains /Wrestling are not permitted.
- When entering and leaving class, pupils must do so in an orderly manner.

Classroom Rules

The classroom rules for the purposes of this document are as follow: *(please note this list excludes other rules that apply to the general management of the school)*:

- All coats should be hung up
- Children are expected to keep the classroom, corridors and play areas tidy; care is to be taken that school bags are not placed in the walkways
- Exit routes must be kept clear
- Children are forbidden to run in corridors
- When entering and leaving class, pupils must do so in an orderly manner

Playground Area

- Children must be supervised by teacher/ SNA at all times
- Children must be made aware of the correct usage of the equipment
- No more than 16 pupils are to be in the green area at any one time

Swings

- Children must be under the supervision of teacher/ SNA
- Children must be made aware of the correct usage of the equipment

Out of School

Permission to take a class off the school grounds, other than within the boundaries of the village, must be sought from the Board of Management/ and or principal having submitted details of the trip to include destination, pupil numbers, and names of staff members.

The school acknowledges that:

- The level of supervision will be dictated by the destination and nature of the activities involved and will form part of the submission
- The duty of care to special needs children may be increased

Consent from parents/guardians is required for pupils going on trips.

The teacher must take a first aid kit on all school tours, including sports trips. The teacher is responsible for returning the box to the school and replacing any used items. Extra First Aid materials are kept in the Admin office.

In addition teachers should bring contact telephone numbers for all parents/guardians.

Accident/Incident

- In the event of an accident or injury to a pupil, the teacher/SNA will take such action as would be exercised by a careful or solicitous parent/guardian placed in similar circumstances.
- If the injury/illness is a cause for concern, professional medical assistance will be sought and every effort will be made to immediately contact the parents/guardians. The principal will also be notified as soon as possible.

- Upon return to the school, a written report of all accidents/incidents will be recorded and the parents informed, if they have not already been contacted.

Conduct on Tours

- Pupils behaviour on tour should comply with the standard set down in the school's 'Code of Behaviour'.
- Where it is felt that the pupil's conduct would pose a safety risk or inhibit the educational benefit for self or others, the teacher, in consultation with the principal, may refuse the pupil permission to travel.

Parents will be advised of this in advance.

Visitors to the School

All visitors to the school should report to the secretary at the main entrance –a notice to this effect is displayed at all entrances to the school.

All exits must be clearly marked.

Should a staff member notice a person walking unaccompanied on the school premises, it is their responsibility to direct them to whichever office is manned at that time.

P.E

- Only approved equipment to CE safety standards is used for PE.
- Any faulty equipment is taken out of use by the staff member who notices the problem. It is then reported to the Sports Co-ordinator who will then organise the repair or replacement of the faulty equipment.
- Helmets are worn for hurling, training and matches, by all pupils. It is the responsibility of the relevant teacher to ensure compliance with this statement.
- PE equipment is to be replaced safely and correctly according to the instructions. This is to be supervised and checked by the class teacher.
- Children must receive clear instructions from the teacher concerning correct usage of equipment.
- All activities should be age appropriate.
- Pupils must be dressed appropriately for P.E
 - School track suit
 - Suitable footwear

Manual Handling

Based on Area/Task Risk Assessment, where it is not possible to avoid manual handling, appropriate steps are taken to minimise the risk. Training is provided, where necessary, to relevant personnel.

Ladders

The following is to be noted by staff when using ladders:

- Ladders greater than 10 feet should be secured at the top or footed at the base
- Faulty ladders removed from service.

When staff are hanging any item on the walls and/or ceilings in the classroom, due care must be taken at all times. At no point should chairs be placed on top of tables.

Chemical Storage

It is the policy of the school that chemicals, photocopier toner, detergents, glues, bleach, etc. are stored in identifiable containers bearing instructions and precautions for use. It is necessary that staff follow official guidelines for usage. Chemicals are to be kept out of reach of children at all times.

Electricity

All works relating to electricity must be undertaken by an authorised person only, that is, those with adequate training/expertise.

All new installations must be tested by a competent person and certified.

Electrical Appliances are subject to regular maintenance checks.

Outside Contractors

A copy of the schools Safety Statement is to be provided to all outside contractors, so they are aware of the necessary safety precautions, especially those highlighted in the risk assessment.

Likewise, the school, especially for building works, must request a copy of the Safety Policy written by contractors working on the school premises. This is to ensure the safety of staff and pupils on the school premises. (The Health and Safety Officer is responsible for this.)

No work shall be carried out on the school premises until the relevant contractor has been evaluated with regard to safety competence. Should there be any areas of inadequacy the schools Safety Policy will take precedence.

Temporary Staff

All temporary employees should be advised of the Safety Statement, which they must read, understand and observe.

Temporary employees are treated in the same way as permanent employees as far as health, safety and welfare matters are concerned. Therefore all accidents involving temporary employees are reported.

Health Issues

Staff Room Facilities

The staff room is to be kept clean and tidy at all times. Staff co-operation is sought to ensure that the facilities are kept in such conditions at all times.

Smoking

Smoking, including E cigarettes, is prohibited throughout the school premises and grounds.

Expectant Mothers

Pregnant employees of Scoil an Linbh Íosa must make the principal aware of their condition as soon as possible. Scoil an Linbh Íosa adheres to the provisions of chapter 2, part 6, of the Safety Health and Welfare at Work (General Application) regulations 2007.

The management will take all steps that are reasonably practicable to safeguard the health, safety, and welfare of expectant mothers employed by the school and that of their unborn child.

Stress

Scoil an Linbh Íosa adheres to all aspects of the Safety, Health and Welfare Act 2005, which obliges employers to identify and safeguard against all risks to health and safety, including stress.

The Board of Management acknowledges that stress related illnesses, within the workplace, are a health and safety issue and uses best endeavours to implement policies, procedures and practices that should minimise work related stress.

Bullying

The Board of Management acknowledges that bullying, within the workplace, is a health and safety issue and takes a proactive approach to the management of bullying within the workplace, be it among pupils, employees, or outside sources such as parents/guardians or visitors to the school.

The Anti Bullying policy of the school is deemed to form part of this document.

Training and Communication

The content of the Safety Statement is brought to the attention of staff and pupils at least once each school year, or whenever the Statement is updated.

Re-evaluation of Safety Statement

It is the policy of the school to evaluate and if necessary to update the Safety Statement annually or sooner if an incident occurs which deems the systems/order of work in place is unsatisfactory.

Any changes to the Statement and safety precautions will be communicated with all staff and, if appropriate, to the pupils.

Document Control and Responsibilities

Safety Officer

- Collation of First Aid training records and updates
- Review of First Aid treatment record book
- Maintenance of fire extinguishers record
- Review of Fire Drill sheets
- Review of fire alarm test records
- Report accidents to the H&S if person absent for 3 day
- Re-evaluation of Safety Statement

Safety Representative

- Completion of Incident Report Form
- Review of Fire Drill record book
- Record issue of Safety Statement to all staff
- Record issues of safety updates to all staff
- On-going update of risk assessment

First Aid Representative

- Maintenance of first aid box
- Completion and review of treatment record book
- Spot checks of classroom kits
- Maintenance of record book to log drugs and medication administered to pupils

Fire Officer

- Fire Drill record book completion and review
- Record of fire drill training given to new staff and pupils

Caretaker

- Completion of fire alarm test record book
- Safety check of grounds before school opens and sign log book

Ratified by The Board of Management of Scoil an Linbh Íosa

Date : _____

Signed: _____

Chairperson of the Board of Management