



## HEALTH AND SAFETY POLICY 2017

This health and safety policy has been developed as an interim policy for one school year. It provides guidelines on Health and Safety matters within Scoil Sinéad – Pelletstown while temporarily co-located with Educate Together Broombridge and allows for parental consultation and feedback.

The Board of Management (Single School Manager) recognises the importance of the Safety, Health and Welfare at Work Act, 2005. This policy document sets out the safety policy of our school and specifies how it will be achieved. The priority of the policy is to provide a safe and healthy work environment for all our employees, students and in relation to members of the wider school community.

For success, this policy requires the co-operation of all employees of the school. We expect that school management, teaching, support and ancillary staff will carry out their duties in the full knowledge that safety considerations are necessary to prevent injury and ill health, and that everyone will promote this view as part of their ongoing duties.

The policy will be reviewed annually, in light of experience, changes in legal requirements and operational changes and developments at Scoil Sinéad – Pelletstown.

Hazard identification, risk assessment and control measures will be undertaken annually using the form attached at Appendix I.

All records of accidents or ill health will be monitored to ensure that any safety measures necessary can be put into place to minimise the recurrence of such accidents and ill health. (Appendix II)

### Responsibility of Staff

It is the duty of every staff member while at work to;

1. Be aware of the first aid procedures in the school and to know the location of the first aid box
2. Take reasonable care for their own safety, health and welfare and that of any person who may be affected by what they do or do not do.
3. Ensure that the clothing and footwear worn at work are suitable from a safety view point.
4. Report any defects in teaching aids, equipment or machinery immediately to the principal.
5. Report any accident or damage, however minor, to the principal.
6. Ensure that the corridors, doorways etc., are kept clear and free from obstruction.
7. Ensure that they know the procedures in the event of fire.
8. Not to attempt to lift or move, on their own, articles or materials so heavy as likely to cause injury.
9. Not to try to use, repair or maintain any equipment for which they have not received full instructions or training.
10. Suggest ways of eliminating hazards and improving working methods in the school
11. Have read and understood the Safety Statement of Scoil Sinéad – Pelletstown and carry out their work in accordance with its requirements.

### Consultation and Information

Scoil Sinéad – Pelletstown will

1. Consult with staff in the preparation and completion of the Health, Safety and Welfare Statement
2. Issue a copy of the Safety Policy and Safety Statement to all present and future staff and to all members of the Board of Management.

3. Convey any additional information or instructions regarding Health, Safety and Welfare at work, not contained in this document to all staff as it becomes available.
4. Ensure that Health, Safety and Welfare at Work will form an integral part of future staff training and development plans.

### **Hazard Identification, Risk Assessment and Control Measures**

Activities within Scoil Sinéad – Pelletstown may present risks to health, safety and welfare. For that reason, once a term, a hazard identification and risk assessment will be carried out by management and staff and the results communicated to the safety officer (Appendix I). Following this hazard identification and risk assessment, necessary repairs/action will be carried out and procedures put in place to prevent risks to health and safety. To further facilitate communication and consultation, health and safety issues will be included on the agenda of each staff meeting, senior management meeting and Board of Management meeting throughout the school year. All possible control measures will be taken to reduce the risks to pupils, staff, parents and visitors.

Some hazards can be rectified, but others remain constant. Those that can be rectified or minimised will be dealt with as a matter of urgency. Those that cannot will be clearly indicated and procedures listed beside them.

#### **Hazards**

- Fire
- Machinery, Equipment and Electrical Appliances
- Chemicals
- Drugs/Medication
- First Aid
- Trips and Falls
- Access to Employees
- Stress in the Workplace
- Other Welfare and Health Issues

#### Fire

1. There will be an adequate supply of fire extinguishers which will deal with any type of fire
2. All fire equipment will be identified and checked annually
3. Fire drills will take place at least once a term
4. The school building will be checked by a Fire Officer and all recommendations made will be implemented
5. Instructions will be given on the use of fire extinguishers for specific materials/equipment.
6. Fire alarms will be clearly marked
7. Signs will be clearly visible to ensure visitors are aware of exit doors
8. An assembly point has been designated outside the building by ET Broombridge who has overall responsibility for co-ordinating evacuation. Scoil Sinéad will assemble at the Basketball Hoop closest to the wall in the playground.
9. All electrical equipment will be switched off or unplugged outside of school hours and when the school is closed for lengthy periods
10. 'Be safe' lessons will be taught at each class level as part of the SPHE programme.

#### Machinery, Equipment and Electrical Appliances

All machinery, equipment and electrical appliances will only be used by competent persons. All equipment will be subject to regular maintenance checks.

#### Chemicals

All chemicals, detergents etc. will be stored in clearly identifiable containers bearing instructions and precautions for their use. They will be kept in a covered area and protection provided for use when handling them.

### Drugs and Medication

All medications, drugs etc. will be kept in a secure cabinet, locked at all times to which the key is kept in a safe place. Parents will be encouraged to make children responsible for the administration of their own medication. Where children cannot do this, parents will be encouraged to administer the medication. In cases where this is not possible, teachers will only administer medication when specifically requested to do so by parents in writing.

### First Aid

1. There is currently one first aid box available in the school. It is located in the sink area of the Junior Infant classroom.
2. All classrooms and resource rooms have disposable gloves for use.
3. Disinfectants and sprays etc will not be applied in case of allergies. Plasters are hypo allergenic.
4. Ice packs are stored in the freezer in the staffroom. These must be returned after use.
5. If staff notice that supplies are low, they must inform the principal so that they can be replenished.

### Trips and Falls

1. All classrooms, corridors and stairways will be adequately lit.
2. Defects in flooring, stairs, handrails and lighting must be reported to the Principal immediately.
3. Floors will be cleaned and dried daily and kept in good condition. They will be washed outside of school hours to eliminate the danger of tripping.
4. All spillages must be cleaned up immediately.
5. Electrical cables must not be allowed to trail on the floor in such a way as to be hazardous to staff, pupils or visitors.
6. Waste must be removed daily to a secure external collecting area.
7. All light fittings, windows and skylights will be cleaned regularly and broken lightbulbs replaced
8. All external paths will be maintained by ET to ensure that they do not cause a trip hazard.
9. All covers to drains and gullies will be positioned in such a way as not to cause a trip hazard.
10. All corridors, doorways and pathways will be kept clear of obstruction.
11. Schoolbags will be stored on the backs of chairs or in the classroom cupboards.
12. Chairs should be pushed in when children are leaving the classroom.
13. Students will not be allowed out during break time if the yard is flooded or covered in ice or heavy frost.
14. Students must wear suitable footwear at all times – runners must be worn for PE. Jewellery is not allowed at school with the exception of a watch or stud earrings. Children will be asked to remove their watch before PE.
15. Coats must be hung on the hooks provided.
16. Stairways, steps and ramps have handrails and students must use them.
17. Our Code of Behaviour encourages children to move around the building in a calm and quiet way.
18. Hot liquids are not permitted outside the staffroom unless they are contained in an appropriately covered mug with lid.

### Access to employees

If an employee feels at risk from, or threatened by a particular person on school property this must be drawn to the attention of the Board of Management (School Manager). The School Manager will ensure that in such circumstances, all appropriate measures will be taken to protect employees (ref. Anti Bullying Policy).

### Stress in the Workplace

Occupational stress is an increasing concern for managers and staff in the education sector. It can arise when the demands of the job and the working environment on a person exceeds their capacity to meet them. Other factors which can cause stress include:

1. Staff's relationship with students

2. Staff's relationship with colleagues
3. Staff's relationship with parents
4. Management issues etc.

It is recognised that the pressure of work can trigger illness, that stress and illness can be related and that it does not indicate weakness, incompetence or laziness. Safeguards and controls will be implemented at organisational level which will include social support, career development and training, managerial support, control of one's own work and positive staff communication.

Other Welfare and Health Issues

1. Dampness and draughts will be minimised
2. Rubbish will not be allowed to accumulate
3. Proper ventilation will exist
4. Adequate toilet facilities are provided and maintained in good, clean, hygienic condition
5. Adequate washing facilities are provided.
6. Toilet paper, soap and hand towels are provided in each toilet.
7. School furniture will be maintained and repaired if necessary.
8. Arrangements for eating are provided in the form of a staff room.

**Other relevant information**

Dropping off and collecting children

1. All parents/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
2. Cars are advised to use the Set Down Area in the front of the school only when dropping off and collecting children.
3. Those using the Set Down Area at the front of the school grounds are advised to accompany children to and from the school building and enter via the second rear door.

**Dissemination of Policy**

The attention of all newly appointed staff will be drawn to this policy on their appointment to the school

The policy will be published on the school website and provided to the Parent body. A copy of this policy will be made available to the Department of Education and Skills and the Patron, if requested. Hard copies of this, and all school policies, are available at the school on request.

Signed: \_\_\_\_\_ (Principal)                      Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Manager)                      Date: \_\_\_\_\_

For review: June 2018



## SAFETY STATEMENT

In accordance with the Safety, Health and Welfare at Work Act, 2005, it is the policy of the Board of Management (Single School Manager) at Scoil Sinéad – Pelletstown to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, students, contractors and visitors to the school.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff.

The Board of Management (Single School Manager) as employer, undertakes in so far as is reasonably practicable to;

1. Promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act, 2005 and other relevant legislation, standards and codes of practice.
2. Provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively.
3. Maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school.
4. Continually improved the system in place for the management of occupational safety, health and welfare and review it periodically to ensure it remains relevant, appropriate and effective.
5. Consult with staff on matters related to safety, health and welfare at work.
6. Provided the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, students, contractors and visitors.

The Board of Management (Single School Manager) is committed to playing an active role in the implementation of this occupational safety, health and welfare policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Signed: \_\_\_\_\_ (Principal) Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Manager) Date: \_\_\_\_\_

