

Scoil Naomh Colmcille

■ Title

Health & Safety Policy Statement

■ Introductory Statement

The Board of Management brings to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of all those employed in and attending the school. It has been drafted through a collaborative school process in May 2017, reviewed by the staff in November 2018 and was ratified by the Board of Management (BOM) of Scoil Naomh Colmcille, Durrow, on November 12th, 2018.

■ Rationale

The Board of Management of Scoil Naomh Colmcille 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 Naomh Colmcille undertakes to ensure that the provisions of the safety, Health and welfare at Work Act 2005 are adhered to.

■ Aims

- to create a safe and healthy school environment for all pupils, employees and visitors 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).

■ Guidelines

The Board of Management wishes to ensure so far as is reasonably practicable:

- The design, provision and maintenance of all places in a condition that is safe and without risk to health.
- The design, provision and maintenance of safe means of access to and egress from places of work
- The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health.
- The provision of instruction to staff on proper lifting techniques of pupils and dealing with pupils with challenging behaviour when such children are enrolled.
- The provision of such information, instruction, training and supervision as is necessary to ensure the safety and health at work of its employees.
- The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at works of its employees.
- The preparation and revision as necessary of adequate plans to be followed in emergencies. e.g. fire evacuation, injuries etc..
- The safety and prevention of risk to health at work in connection with use of any article or substance.
- The provision and maintenance of facilities and arrangements for the welfare of employees at work.
- Obtaining where necessary, the services of competent persons for the purpose of advising on the safety and health at work of the employees e.g. Advisors from the HSE, Fire Officers, ICT Advisors re equipment, ergonomics etc.
- An annual review of this *Health & Safety Statement* and a log of issues raised and remediated.
- The provision of arrangements for consultation with employees on matters of Health and Safety
- The provision of arrangements for the selection from amongst its employees of a Health and Safety Representative.

CONSULTATION & INFORMATION

It is the policy of the Board of Management of Scoil Cholmcille:

- To consult with staff in the preparation and completion of the Health and Safety Statement.
- To make available the *Health & Safety Statement* to all present and future staff.
- That any additional information or instructions regarding safety, health and welfare at work not contained in the document will be conveyed to all staff as it becomes available.
- That Health, Safety and Welfare will form an integral part of any future staff training and development plans.

HAZARDS

Rectifiable Hazards:

Most recent action plan to eliminate the following hazards

- 1 Car Park– Staff car park is out of bounds to children. Parents and guardians are not allowed to use the car park when dropping off or collecting pupils from school.
- 2 Goalposts: caretaker will secure nets on goalposts on a monthly basis. The goalposts have been secured but this need further review.
- 3 New exit sign to be placed audience side of curtains in hall.
- 4 New assembly point signs to be erected.

Constant Hazards:

Access to and egress from school premises

1. Parking at main gate – parents encouraged to park on the opposite side of the road and leave bus space free. New signage has been attached to school railing stating this. Offaly Co. Council has introduced road markings and traffic calming measures.
2. Crossing the Road – While involved in school related activities, children will only cross the road when accompanied by an adult.
3. Icy surface on a cold day – Path leading up to the school is usually treated with salt.
4. Manholes - manhole covers have been treated with non-slip material.
5. Lighting- during night-time hours outside lighting is maintained to a sufficient standard to allow safe access to the school building.

Playground

Pupils are encouraged to follow the safety rules for the playground. These will be displayed in each classroom. See Appendix 1

6. Retrieving of balls – Children will only be permitted to retrieve balls if the supervising adult deems it safe to do so.
7. Fire Exit Gate – Kept closed and only opened to allow child to retrieve ball with the permission of the supervising teacher. A senior pupil will remain at gate while the ball is being retrieved.
8. Boat/P.O./Picnic table- Pupils are not allowed to jump off the boat/stand on the picnic table or bench. The door of the post office has been secured.

Within school building

9. Wet corridors- Signage will indicate wet surface and it will be mopped as soon as possible.
10. Trailing leads - secured behind furniture where possible.
11. Electrical Appliances – children will not plug or unplug.
12. Windows/Blinds – windows will only be opened and closed by adult. All blinds have been checked by a professional and safety measures upgraded where necessary.
13. Windows in Rang 1 - closed during break.
14. Moving furniture – the movement of any furniture, gym equipment, musical equipment, the laptop and ipad trolley will be carried out under adult supervision.
15. PE equipment is stacked securely and is positioned so as not to cause a hazard.
16. Scissors – safety scissors used from infants to fourth class. All children are instructed on how to use scissors safely and to do so only when supervised by an adult.
17. Water – Clear signs at sinks to indicate if Offaly Co. Council water is not drinkable.
18. Fuse board press – locked
19. Chemicals/solvents etc. - locked in cleaner's room.
20. Medication- Prescribed emergency medicines are stored in the staffroom.
21. Kitchen- Pupils will only be allowed to use kitchen appliances and equipment under the supervision of an adult.
22. Staff Room – children are not allowed in staff room.

Fire

It is the policy of the Board of Management of Scoil Naomh Colmcille that:

- The Board of Management will ensure that there is an adequate supply of fire extinguishers that are identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use.
- Instruction is given in the use of fire extinguishers for specific materials/equipment. The principal will ensure that fire drills shall take place at least once a year.
- Fire alarms shall be clearly marked.
- Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.
- 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.
- A plan of the school shows assembly points outside the school.
- Assembly areas are designated outside each building, and the locations specified.
- Exit signs shall be clearly marked.
- All electrical equipment shall be left switched off 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.
- Principal shall be responsible for fire drills and evacuation procedures. (See Fire Procedure.)
- All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

Infectious Diseases:

It is the policy of the Board of Management of Scoil Naomh Colmcille 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 principles 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, paper towels (for Junior classes), and Senior pupils use personal hand towels. There is a facility for the safe disposal of waste. Each room has a hand sanitizer dispenser.

First Aid:

It is the policy of Management of Scoil Naomh Colmcille that, every second year, all members of staff undertake training in first aid.

(1) Most staff have been trained in CPR & defibrillator use.

- First aid boxes are provided in school and for school outings.
- Procedures are in place for calling ambulances etc....,
- Telephone numbers of the Gardaí, Hospital are displayed in the office.
- Defibrillator- displayed at Principal's office and checked every two months.

(2) All incidents, no matter how trivial and whether to employees or to students or to members of the public should be reported. In the event that the accident/incident occurs in a place which has not been identified in the section dealing with hazards we will endeavour to ensure that proper safety measures are put in place to avoid a recurrence. Playtime Accidents will be recorded in Accident Report Book. Class teachers will keep a record of accidents that occur in class.

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

Access to School:

In as much as is compatible with the layout of the school premises, anyone entering the school premises shall be required to identify themselves to the Principal or Secretary before gaining admittance to the school. As part of the new safeguarding children policy, (Child Protection Act 2015), parents are asked to refrain from accompanying their child/ children to the back of the school unless by agreed arrangement. 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. School doors are locked in the morning, parents, guardians and visitors have to be buzzed into the school building and report to the principal or secretary.

The Code of Conduct

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

Accidents and Injuries

However vigilant the school staff is in relation to pupil safety, accidents will happen and correct procedures in the event of accidents can prevent or minimise injuries. For Accident procedures please see Supervision Policy Section 8. Accidents are recorded in the Accident Report Book

Anti-Bullying

The Anti-Bullying Policy of Scoil Cholmcille is a stand-alone policy, which provides a framework for dealing with instances of bullying among pupils. Procedures for dealing with Adult Bullying are to be reviewed.

Access to Employees is by Consent

When an employee feels at risk from or threatened by a particular person on school property, this must be drawn to the Board of Management's attention. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees.

OTHER PROCEDURES

1. Educational Visits

Educational visits will be booked with a reputable, properly insured coach service with fully seat-belted coaches. Every effort will be made to ensure the safety of the pupils at events or activities in which they are participating i.e. the theatre, swimming pool, playground, etc. Where both boys and girls are on a trip, both a male and female supervisor will accompany them.

2. Outside teachers/coaches/facilitators

All outside facilitators, teachers, coaches etc. who are delivering workshops to pupils will do so under the supervision and direction of the class teacher. Any outside professionals working with children must have appropriate qualifications and Garda vetting.

3. Wet Days

On wet days, children will be supervised indoors. The pupils stay in their classroom, where they read, draw, play board games, chat or watch dvds.

4. Break times

Pupils use outside toilets when outside during break. They must get permission from a supervising adult and go to the toilets in pairs- one waits outside while the other uses the facility. This is to avoid the need to lock the toilet door. Pupils are not allowed to enter the school building without permission from a teacher.

5. Practices during break times.

Children will be given time to eat lunch while sitting in classroom. Nuts, eggs and Nutella are not allowed because of allergies.

6. Toileting accidents.

Parents are contacted when a pupil is not able to change him/herself. If this is not possible, two adults will attend to the change.

7. Pupils leaving the school.

Pupils leaving the school during school hours have to be signed out by a parent or guardian.

8. Substitute teachers.

On first day of substitute work, new substitute teachers will be a Guidelines Document outlining procedures and routines agreed within the school.

9. Emergency Closures

On occasions where school is in progress and it becomes necessary to close the school for safety reasons, the school bus operators and parents who bring their children to school are contacted. Every effort is made to ensure that all parents are made aware of the situation through Text-a-Parent, local media, school website etc. Transport home is arranged and where there is nobody at home pupils can stay with neighbouring parents with their own parents' consent. In instances of staff members' vehicles being used to bring pupils home, it is policy to carry additional pupils to ensure that a pupil will not be alone in the vehicle with a staff member at any time.

Success Criteria

Our success criteria will be based on the achievement of our aims to provide a safe environment for our employees, pupils and visitors. We will use staff observation and parental feedback in addition to our safety record as our benchmark for success or otherwise of the policy.

Roles and Responsibility

DUTIES OF ALL EMPLOYEES

1. 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 an extent as will enable his/her employer and the other person to comply with any of the relevant statutory obligations.
 - (c) To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or anything provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health and welfare while at work.
 - (d) To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare, of which he/she might become aware.
2. 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 and welfare arising out of work activities.
3. Employees will, by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible.

Revision of This Safety Statement:

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

This policy was drawn up in 2003 in consultation with the school community and in accordance with the safety, Health and Welfare Act at Work Act 1989.

Revisited by the Principal in 2008.

Reviewed in 2010, 2014, 2017 and Nov 2018

It will be reviewed in Nov, 2019

Latest Draft Nov 2018.

Signed on behalf of the Board of Management:

Chairperson BOM: _____ Date: _____
(Mary Daly)

Principal: _____ Date: _____
(Frank Kelly)

Safety Officer: _____ Date: _____
Nominee of BOM
(Frank Kelly)

Safety Officer: _____ Date: _____
Nominee of staff
(James Hogan)