

Claddaghduff N.S Health and Safety Policy

Introductory Statement

The Board of Management of Claddaghduff N.S is committed to securing high standards of health and safety in and around the school. It strives at all times to create a working and learning environment that is safe and healthy for all that use it, namely staff, pupils, parents/guardians and relevant members of the public.

The school will apply the provisions of all applicable health, safety and welfare legislation and codes of practice to ensure that places and systems of work are safe and without risk to health. Continuous improvements in health and safety performance will be sought, but interventions will reflect the reality of identified risks

Rationale:

It is a legal requirement under the Safety, Health and Welfare at Work Act, 2005, for every employer, in conjunction with employees, to prepare a Health and Safety Statement. It represents the Board of Management's commitment to safety and health, and specifies the manner, the organisation and the resources necessary for maintaining and reviewing safety and health standards.

The Board of Management is required to document the school's health and safety statement and make it available to all employees, outside services providers and Inspectors of the Health and Safety Authority. The Board of Management must also consider its 'duty of care' in the school and this must be an integral part of any Health and Safety statement.

Relationship to Characteristic Spirit of School

While preparing this policy the Board is mindful of the unique place the school occupies as an extension of the home life of the child and the responsibilities entrusted to the personnel of the school by the parents of the pupils and by the Department of Education's Rules for National Schools. Safety, Health and Welfare within the school is, and has always been acknowledged as a most serious duty incumbent on all members of the school community and one which calls for constant vigilance.

Aims:

With this policy the Board of management of Claddaghduff N.S hopes;

- to create a safe and healthy school environment 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) to include the following areas

-Provision of a safe workplace for all employees – teachers, SNAs, secretary, caretaker, etc.

-To ensure competent employees, who will carry out safe work practices

-Safe access and egress routes

-Safe handling and use of hazardous substances and equipment

-Safe equipment including maintenance and use of appropriate guards

-Provision of appropriate personal protective equipment.

Roles and Responsibilities

Responsibilities of employer – Board of Management

- Provide and maintain a workplace that is safe and do likewise for all machinery and equipment etc.
- Manage work activities to ensure the safety, health and welfare of employees
- Ensure that risks are assessed and hazards are eliminated or minimized as far as is reasonably practicable
- Prepare a safety statement and regularly update it, particularly when there have been significant changes or when the risk assessment is no longer valid
- Provide and maintain decent welfare facilities for employees
- Prepare and update procedures to deal with an emergency situation and communicate these procedures to employees
- Appoint a competent person to oversee the functions of the Board in relation to Health & Safety
- Provide training and information to workers in a format and language that is appropriate, including training on the commencement of employment
- Report serious accidents to the Health and Safety Authority
- Consult annually with employees and provide them with information in relation to safety, health and welfare

- Require employers from whom services are contracted to have an up to date safety statement (*e.g. painters, contract cleaners, bus companies...*)

Responsibilities of employees

Health and safety is everyone's business. As a worker you have legal duties designed to protect you and those you work with

Responsibilities include:

- Not to be under the influence of an intoxicant to the extent that they endanger your own or other persons' safety. To submit to tests for intoxicants as and when regulations specifying testing procedures are adopted
- To co-operate with an employer or other people to ensure that the Health and Safety law is implemented
- Not to engage in improper conduct that will endanger you or anyone else
- To attend Health and Safety training and correctly use any equipment at work
- To use protective clothes and equipment provided
- To report any dangerous practices or situations that you are aware of to an appropriate person
- Not to interfere or misuse any safety equipment at your workplace
- If you are suffering from a disease or illness that adds to risks, to tell your employer.

Entitlements of safety representative (*Section 25 Safety, Health & Welfare at Work Act, 2005*)

The safety representative has the right to:

- Represent the employees at the place of work in consultation with the employer on matters in relation to health and safety
- Inspect the place of work on a schedule agreed with the employer or immediately in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person
- Receive appropriate training
- Investigate accidents and dangerous occurrences
- Investigate complaints made by employees
- Accompany an inspector carrying out an inspection at the workplace

- Make representations to the employer on matters relating to safety, health and welfare
- Make representations to and receive information from, an inspector
- Consult and liaise with other safety representatives in the same undertaking.

Risk Assessment

Each year, the Board of Management should carry 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.

Guidelines:

Step 1 -Audit of school environs to identify hazards

Step 2 -Record information on grid and prioritise

Step 3 -Examine other policies with regard to health and safety issues e.g. Supervision, fire drill, school tours, EPV days provision of substitute pack, administration of medicines, pupil injuries, ICT (safe usage)

Safety Statement

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 Claddaghduff N.S 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 complied 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.

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 other wise, 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 Claddaghduff N.S, 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.

Hazards

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.

Fire

It is the policy of the Board of Management of Claddaghduff N.S 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.
- (vi) A plan of the school shows assembly points outside the school. Assembly Point is at the front gate and clearly marked
- (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, are responsible for the office. Cleaner to check when cleaning.
- (x) The Principal shall be responsible for fire drills and evacuation procedures.
- (xi) All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

Evacuation

An evacuation procedure -Fire Drill has been prepared and is provided to each employee. Evacuation drills will take place at least twice per year or more if required. Employees are reminded to familiarise themselves with the evacuation procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency.

See Appendix No. 1- Health and Safety Audit 2020

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- cleaner must always put out wet sign alerting people to wet floors
2. Playground equipment must be checked monthly by person on supervision duty and record kept in the office
3. Trailing leads should be kept as tidy as possible and out of way of walkways
4. Computers shut down each evening and plug sockets powered off at the wall.
5. Whiteboard filters to be cleaned regularly
6. Boiler house – must be kept locked
7. Flat roof of hall and flat roof of school – children must not climb onto it to retrieve ball. They must tell teacher on duty if ball goes on flat roof.
8. External store to be kept locked only for equipment under supervision of teacher

9. Icy surfaces to be checked on a cold day
10. Windows opening out- teachers should be aware of the danger of windows opening out and close them before play times. Each teacher must check that their classroom windows are closed securely at the end of the day.

Outside

Regular checks needed on playground e.g.

- Wooden fence structure – sound
- Fence at back of school
- Stones in drainage system – children must be reminded regularly about not throwing stones.
- Low boundary walls – children are not allowed to walk on it.
- The gate must be kept closed at all times during the school day.

To minimise these dangers, the following safety/ protective measures must be adhered to (see duties of employee pages 1-2 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 it's 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 is 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.
- (l) Check that there are no uneven/broken/cracked paving slabs. (Board of Management Safety Officer.)
- (m) Will check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. (Board of Management Safety Officer.)
- (n) Safety officer checks that manholes are safe.

- (o) Check that all play areas, especially sand pits, are kept clean and free from glass before use.
- (p) Check that outside lighting works and is sufficient.
- (q) Check that all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely. (Principal and Board of Management Safety Officer.)
- (r) Check that refuse is removed from building each week. (Principal)
- (s) All visual display units should have a screen in front of the computer.

Constant Hazards

Machinery, Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of Scoil Mhuire Gan Smál 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. 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 Claddaghduff N.S 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 secure 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 Claddaghduff N.S that all drugs, medications, etc be kept in a secure cabinet in the Principals Office. This is locked when not in use.

Welfare

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided.

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 Claddaghduff N.S 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. 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 Claddaghduff N.S 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. Staff 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 Claddaghduff N.S 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 implemented.

Infectious Diseases

It is the policy of the Board of Management of Claddaghduff N.S 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.

First Aid

It is the policy of the Board of Management of Claddaghduff N.S that members of staff shall be trained to provide First Aid to staff and pupils.

(1) Notices are posted in office detailing:

- 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 in the Principals Office.

The Principal 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) Those parking outside the school grounds are advised to not park in front of the school gate.

Success Criteria:

The provision of a safe environment will be the priority of the Board of Management. Updating of this policy will be ongoing. The policy will be reviewed annually or as the need arises.

Ratification and Communication:

A copy of this policy will be given to members of staff, members of the Board of Management and published on our school website for parents.

Signed and ratified on behalf of the Board of Management on 9th March 2020

Principal:  Date: 10/3/20

Chairperson:  Date: 10/3/20

Appendix 1: Health & Safety Audit/ Review 2020

Senior Room

- Bags must be stored & pathways kept clear in classroom
- All electronic equipment must be powered off correctly when not in use

Junior Classroom

- Bags must be stored away and pathway kept clear
- Children must not have access to very hot water

Corridor

- The corridor must be kept clear of all obstruction
- No running signs in corridor

Bathrooms

- Fresh supply of handtowels
- Soap to be provided
- Wash your hands notices to prevent spread of infection
- Proper bins in place for waste

Kitchen

- All staff trained to use equipment correctly
- Bins emptied everyday
- All appliances to be turned off after use

Library

- All equipment to be checked and turned off every evening, sockets powered off at the end of the day
- No trailing leads
- Laptops to be secured into cabinet

Special Ed. Teacher Room

- Equipment must be turned off after use
- Pathways must be kept clear and free of clutter

General purpose room

- All equipment must be stored away properly when not in use
- All musical instruments must be put into their respective cases and stored on the shelves/ presses provided
- Floor must be kept free of spillages (i.e. water, paint, sand) and small objects

Appendix 2: Report on Accidents in the school environment (For School's Internal Records)

Name: _____

Class: _____

Date of Accident: _____

Time of accident: _____

Location of Accident:

Staff on supervision duties at time of accident:

Information regarding circumstances of accident:

Witness _____

Any further information:

Action Taken:

Signature:

Date: _____