

## Health and Safety Policy

*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. The aim of this Act is the prevention of accidents and ill health at the place of work.*

*The Board of Management is required to document the school's Health and Safety Policy 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 is an integral part of any Health and Safety policy.*

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect pupils, 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, contractors and pupils of 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, as an employer, undertakes in so far as is reasonably practicable to:

- 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
- provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively
- maintain a constant and continuing interest in safety and health matters pertinent to the activities of the school
- continually improve the system in place for the management of occupational safety and health and review it periodically to ensure it remains relevant, appropriate and effective
- consult with staff on matters related to safety, health and welfare at work
- provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, pupils, contractors and visitors.

The Board of Management is committed to playing an active role in the implementation of this Health and Safety Policy and undertakes to regularly review and revise the policy in light of changes in legal requirements, experience and operational changes.

The Health and Safety Policy of Meentogues N.S. has been prepared and produced by the Board of Management in consultation with parents and staff in accordance with the Safety, Health and Welfare at Work Act, 2005.

The school is committed to the care of the whole school community and the provision of a safe and secure environment for learning. This policy is in keeping with those ideals.

**The Aims of this Health and Safety Policy are:**

- 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 exit 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 of Management in relation to Health and 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, grass cutters etc.)

 **Responsibilities of Employees**

- Not to be under the influence of an intoxicant to the extent that they endanger your own or other persons' safety.
- 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.

#### **Responsibilities 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 will conduct a Risk Assessment, identifying hazards, assessing the risks associated with these hazards, specify how best these can be dealt with in a “reasonable practicable” manner and detail arrangements made, resources supplied, and responsibility required to deal with the hazards and to keep them under review. Hazards may include Physical, Health, Biological, Chemical and Human hazards (Ref: Appendices).

#### **Emergency Plans and Procedures**

- Emergency Contact Procedures
  - Contact details on all pupils available and updated annually or as circumstances demand
  - A copy of these Contact Details are to be brought with staff on school outings
- Fire-drill and School Evacuation Procedures
  - See Fire Drill and Evacuation Policy
  - Serious Accident Procedure & Accident Report Form (Guidelines on Managing Safety, Health and welfare in Primary Schools-*Part 2 Tools and Templates*, P.112, 2013) Accident Report Form is written and stored in school in the event of a serious accident.
- Critical Incident Policy – Refer to policy, and Guidelines on Managing Safety, Health and welfare in Primary Schools-*Part 2 Tools and Templates*, P.112, 2013) responding to Critical Incidents, NEPS Advice and Information Pack for Schools, 2016

- **Exceptional Closures**

- Emergency Contact – All parents will be contacted by phone by staff in the event of an emergency closure

- **Health Issues**

- Enrolment Form – Parents are asked to report on Enrolment Form any health issues that a child may have (allergies, illnesses etc.). Parents will be informed of how accidents/illnesses are dealt with and the First-Aid that may be administered as outlined in the Information Booklet on our school (distributed in September of each year)
- Managing Specific Health Issues
  - Procedures for pupils with high risk health issues – the specific health issues of any child will be made known to all staff on a need to know basis. Any specific medication needed by a child will be stored in the teacher's desk in a locked drawer. The expiry date of these medicines will be checked regularly and frequent contact made with parents regarding the child's health and needs.
- Administration of Medication
  - Refer Administration of Medicines Policy, INTO Guidelines, CPSMA Management Board Member's Handbook / (Guidelines on Managing Safety, Health and welfare in Primary Schools-Part 2 Tools and Templates, P.36, Template 11, 2013)
  - Sickness or Injury Parents/guardians informed immediately of any illnesses or contagious infections in the school
  - Incidents are recorded and HSE informed if necessary
- First Aid
  - First-Aid Kit available and replenished as needed
  - Staff to receive training in First-Aid where possible
- Healthy Eating Policy in place and maintained throughout the school among children and staff
- An adequate supply of drinking water is supplied in the school for staff and children (tap water and water cooler which is serviced regularly)
- School Hygiene (wash facilities, soap, hand towels etc.) and general cleanliness of the school environment (clean surfaces, collection of refuse) are maintained to a high standard in the school
- Children are made aware of the need to wear adequate protection against various types of weather (sunscreen, hat, raincoat, suitable footwear etc.)

- **Safety and Welfare Issues**

- **Pupils**

- Assembly and Dismissal of Pupils
  - Pupils are supervised from 9.00am
- Infant pupils are escorted to school gate / other pupils are supervised unless collected by parent/guardian
- Pupils leaving the school premises during the school day e.g. dentist or doctor appointment
  - Collected by parent/guardian

- Note necessary
- Supervision of Pupils
  - Weekly roster for playground duty
- Incident / Accident book
  - report in the event of a serious incident recorded by staff member present and stored in the school
  - parent/guardian informed immediately
- Code of Behaviour and Anti-Bullying Policy in place
- Mobile Phone Policy in place
- Allegations or Suspicions of Child Abuse: Refer to Child Protection Procedures for Primary and Post-Primary Schools (DES, 2017) and Children First Guidelines (2015).
  - The school’s Child Protection Policy, in line with Child Protection Procedures for Primary and Post-Primary Schools (DES, 2017) and Children First (2015) are followed in the case of an allegation or suspicion of child abuse
- School Tours / Outings: Refer to school’s policy on School Tours
- Annual Audits to be carried out by staff and Board of Management (Fire Safety Audit, School Environment Audit, Accident Record (Ref: Appendices))

 **Staff**

- Annual Audits to be carried out by staff and Board of Management (Fire Safety Audit, School Environment Audit, Accident Record (Refer Appendices G, H, I))
- Garda Clearance Mandatory
- Positive Staff Relations: See Working Together. Procedures and Policies for Positive Staff Relations. INTO 2000. Also refer to CPSMA Management Board Members’ Handbook
- Assaults on Teachers/School Employees: See CPSMA Management Board Members’ Handbook. Also refer to Circular 40/97, DES (*Assaults on Teachers/School Employees*)
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- Grievance Procedure: Refer Policy, CPSMA Management Board Members’ Handbook pg. 101-103
- Employee Assistance Service: Contact [eam@vhics.ie](mailto:eam@vhics.ie) Telephone 1800 411 057

 **Equipment and materials**

- Equipment associated with school maintenance stored in a safe area, not accessible to children. Storage area locked during the school day. Access restricted to authorised personnel
- Solvents, chemicals, cleaning agents are stored safely. Storage area locked during the school day. Access restricted to authorised personnel
- Electrical equipment regularly checked.

**Safety Personnel**

Safety Officer \_\_\_\_\_ BOM Nominee

Safety Representative \_\_\_\_\_ Staff Nominee

**Review**

A review will be conducted when any changes have been made to work practices, personnel, where a practice is no longer valid or under the direction from the HSA Inspector. Otherwise the policy will be revised annually.

The Board of Management officially ratified this policy on Date: \_\_\_\_\_

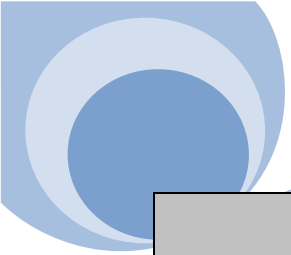
The Health and Safety Statement is available to staff and parents.

**Signed:** \_\_\_\_\_ **Chairperson, Board of Management**

<b>PHYSICAL HAZARDS</b>					
<b>Hazards</b>	<b>Low/Medium/ High Risk</b>	<b>Risk to persons</b>	<b>Action Taken</b>	<b>Date remedied</b>	<b>Person responsible</b>

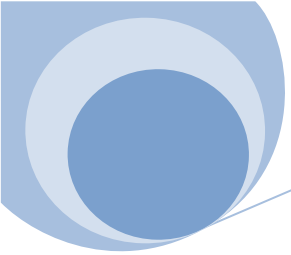
<b>HEALTH / BIOLOGICAL AND CHEMICAL HAZARDS</b>					
<b>Hazards</b>	<b>Low/Medium/ High Risk</b>	<b>Risk to persons</b>	<b>Action Taken</b>	<b>Date remedied</b>	<b>Person responsible</b>





### HUMAN HAZARDS

<b>Hazards</b>	<b>Low/Medium/ High Risk</b>	<b>Risk to persons</b>	<b>Action Taken</b>	<b>Date remedied</b>	<b>Person responsible</b>

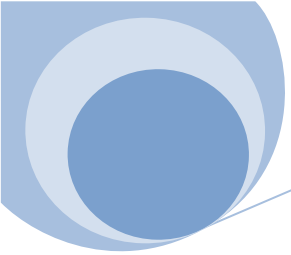


**Annual School Audit**  
**Fire Safety. School Record for School Year \_\_\_\_\_**

**Fire Drill**

**Fire Equipment**

<b>Date of Fire Drill</b>	<b>Observations</b>	<b>Areas identified that need to improve next time</b>	<b>Date Checked</b>	<b>Improvements made &amp; date</b>	<b>Observations</b>



**Annual School Audit**  
**School Environment. School Record for School Year \_\_\_\_\_**

<b>Date</b>	<b>Identified Damage/Hazard</b>	<b>Location in school</b>	<b>Reported to... Date</b>	<b>Action taken</b>	<b>Cost/Observations etc in maintaining safety</b>

**School Records: Accidents in the School Environment**

**Name:** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Date of Accident:** \_\_\_\_\_ **Time of accident:** \_\_\_\_\_

**Location of Accident:** \_\_\_\_\_

**Teacher on Supervision duties at time of accident:** \_\_\_\_\_

**Information regarding accident:**

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

**Witness 1** \_\_\_\_\_ **Witness 2** \_\_\_\_\_

**Any further information:**

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

**Action Taken:** \_\_\_\_\_

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_