

# Health & Safety Statement of Doolin N.S.

Roll: 175171

# **Review**

# **May 2014**

# Health & Safety Policy

## Title

Health and Safety Policy

## Introductory Statement:

This policy was formulated by the staff of Doolin N.S. A draft policy was put on the school website. Parents input were sought. A draft policy was presented to the Board of Management and it was subsequently ratified.

## 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 policy. 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 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 must be an integral part of any Health and Safety policy.

## Relationship to characteristic spirit of the school

The BOM seek the creation of a safe and healthy working environment for all members of the school community.

## Aims

- 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.*

### **Responsibilities of employer - Board of Management** (*See Solas, December 2005*)

- 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 (*Solas, December 2005*).

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.

### Carry Out a Risk Assessment

Each year, the Board of Management of Doolin N.S will 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.

<b>Identification of Hazards, Risk Assessment and Action(s) Taken</b>					
<b>Hazards</b>	<b>Low/Medium/ High Risk</b>	<b>Risk to persons</b>	<b>Action Taken</b>	<b>Date</b>	<b>Person responsible</b>
Tiled floors in corridors which get slippery when wet	Low	Fall	Mats placed on corridor and at each entry door	Nov 2013	Principal
Aggressive or violent behaviour by employees, pupils or parents	Medium-High	Bodily harm or ill health	Implementation of Code of Behaviour, Anti-bullying policy, Positive staff relations, Grievance procedure (CPSMA Handbook)		School community

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## ● **Procedures to deal with emergency:**

### **Fire:**

Place of assembly is front yard of school.

On discovery of a fire, Michelle Moroney (Principal), will be responsible for evacuating the building and calling the fire brigade.

Sequence: Alert, evacuate, roll call. Tackle fire if safe to do so. On discovering a fire children will inform the nearest teacher.

Evacuation: Children stand and leave the room in single file to the place of assembly via the nearest safe exit. Teachers follow ensuring that doors are closed behind her. No talking etc is permitted during the fire drill to allow all instructions to be heard. No one is allowed enter the building again for any purpose.

Fire drill to be carried out once a term.

### **First Aid Procedure:**

The Vice Principal is responsible for ensuring that the first aid box is always well stocked. The first aid box is located in the tea room. In case of serious injury the following procedures should be adhered to:

- (1) **Send for First Aid Box**
- (2) **Arrange for supervision of your own class where necessary.**
- (3) **Treat Casualty**
- (4) **Contact parent where necessary**
- (5) **Hospital**
- (6) **All serious accidents to be recorded in an accident book with details of date, time, location, witnesses and action taken. Accident book located in tea room.**

### **Health Checks:**

The HSE carries out periodic checks on the pupils. I.e. eyesight, hearing & dental check-ups. In the interim teachers are requested to be vigilant and to watch closely for signs of infectious viruses or bacteria. Similarly teachers should be watchful for epidemics such as hair infestations. Children with infectious viruses' are discouraged from attending school.

### **Classrooms:**

Teachers are requested to conduct periodic safety checks of their classrooms and to request immediate corrective action.

Heating & Ventilation:

The heating system is regularly maintained (September 2012) and complies with the requirement of circular 24.82. Windows are easily opened and provide ventilation.

### **Outside Areas:**

Regular checks are to be conducted to ensure that the yard is safe. Corrective action to be taken as soon as possible if necessary.

## **Supervision:**

Our school acknowledges that adequate supervision is intrinsic to the safety of children at the school. The teachers accept that they have a duty of care over pupils during school hours. Our school is open for school business at 9.20am in accordance with Rule 124 (4) All teachers will be present to exercise the required supervision of their classes at that time. It is recognised that the short break at 11am and lunch break at 12.30 pm require yard supervision. One teacher will be on yard duty each day. During extreme weather conditions children will remain seated in their classroom at lunchtime and the teacher on yard duty will supervise. Teachers will exercise prudent judgement at all times while supervising.

Children will not be allowed leave the school premises at any time during the school day without a signed authorisation from the parents.

Relevant safety equipment must be used in all sports. No child will be allowed play hurling / camogie without a helmet.

When arranging a school trip / tour teachers must obtain the written consent from parents or guardians and also the right to authorise any medical or surgical procedure.

## **Construction Work:**

Doolin N.S. Board of Management will undertake to carry out any repairs or improvements necessary to ensure the safety of all employees and pupils of Dolin N.S. Where possible any work of this nature will take place out of school hours.

It is the duty of all employees to take reasonable care with due regard for their own safety and for the safety of others affected by their work. Employees must take responsibility for reporting any defects in equipment or other hazards must be immediately reported to the Principal.



### Success criteria

Identify some practical indicators of the success of the policy.

### Roles and Responsibility

The following have particular responsibilities in relation to Health & Safety

- Board of Management
- Safety Officer (Pat Sweeney)
- Safety Representative (Michelle Moroney)
- Each member of staff

### Implementation Date

This policy will be implemented in December 2012.

### Timetable for Review

The HSA recommended that a review should 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. It is recommended by the HSA that the statement be reviewed at least annually.

Review Date: December 2012

### Ratification & Communication

This policy was ratified at a BOM meeting on \_\_\_\_\_. The policy was communicated to all parents via the school website. All staff members will be issued with a copy of the policy.

Signed: Pádraig Vaughan (Chairperson)

\_\_\_\_\_ Date: \_\_\_\_\_

This safety statement has been prepared on conditions existing in the premises of the school at the time of drafting this policy. It may be altered, revised or updated at a future date so as to comply with any changes of conditions.

### Reference Section

- Guidelines on Preparing your Safety Statement, HSA
- A short guide to The Safety, Health and Welfare at Work Act 2005 ([www.hsa.ie](http://www.hsa.ie))
- Report of the Advisory Committee on Health & Safety Statement for Schools. HSA. This report contains a format for a Safety Statement.
- CPSMA Management Board Members' Handbook
- A Supplementary Handbook for Primary Schools under Protestant Management. Second Edition. p.22 - 27 Compiling a Safety Statement
- INTO Guidelines for compiling a Safety Statement
- A Guide to Insurance, Safety and Security in the School (2002), Church & General p. 24-32

- Safety, Health and Welfare at Work Act, 2005 ([www.hsa.ie](http://www.hsa.ie))
- Round Hall's Primary Education Management Manual CD – ROM
- Mahon O. (2002) The Principal's Legal Handbook IVEA. Ch.3 Safety, Health & Welfare in School
- Working Together. Procedures and Policies for Positive Staff Relations. INTO 2000
- Guidelines on First Aid (Index chart) from the regional Health Promotion Units
- "Infection in School". A manual for school personnel, available from regional Health promotion units on [www.healthpromotion.ie](http://www.healthpromotion.ie)
- Responding to Critical Incidents - Advice and Information Pack for Schools from The National Educational Psychological Service, Frederick Court, 24-27 North Frederick Street, Dublin 1
- Employee Assistance Service (EAS) for teachers, managed by VHI Corporate Solutions. DES [www.vhi.ie](http://www.vhi.ie)
- Solas (CPMSA) Nov./Dec. 2006. *Safety, Health and Welfare at Work Act 2005*, p3
- Solas (CPMSA). Spring 2007, p14. Employee Assistance Service for Teachers.
- InTouch, December 2006, p10. Employee Assistance Service for Teachers.
- Solas (CPMSA), Summer 2007 p19. Supervision of pupils outside official school opening hours- a dilemma.
- Leadership <sup>+</sup>, IPPN April 2007. p16. Health & Safety for Senior Managers

**Websites:**

<b>DES</b>	<b><a href="http://www.education.ie">www.education.ie</a></b>
<b>CPSMA</b>	<b><a href="http://www.cpsma.ie">www.cpsma.ie</a></b>
<b>INTO</b>	<b><a href="http://www.into.ie">www.into.ie</a></b>
<b>IPPN</b>	<b><a href="http://www.ippn.ie">www.ippn.ie</a></b>
<b>Health and Safety Authority</b>	<b><a href="http://www.hsa.ie/osh">www.hsa.ie/osh</a></b>
<b>Allianz Insurance</b>	<b><a href="http://www.allscoil.ie">www.allscoil.ie</a></b>

## Appendix 1

Recommended Safety Statement Format from Report of the Advisory Committee on Occupational Safety and Health at First and Second Levels in the Education Sector to The Health and Safety Authority.

### FORMAT FOR A SAFETY STATEMENT FOR SCHOOLS

**SCHOOL NAME:** Doolin N.S.

**NAME / TEL OF:**

**DOCTOR:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SCHOOL TYPE:** Mainstream

**Hospital / Ambulance**

**Ennis General Hospital 065 6863100**

**Fire Brigade**

**Ennistymon Fire Brigade**

**Safety Officer**

**Patrick Sweeney**

**Safety Representative**

**Michelle Moroney**

**Person responsible for**

**First Aid:**

**Clare Howley**

This Safety Statement is aimed at protecting our employees from workplace accidents and ill health at work. It is our programme in writing to manage health and safety. The Safety Statement is available to our employees, outside services providers and Inspectors of the Health and Safety Authority. We will update it as necessary and it will be reviewed at least once a year. In particular we undertake, so far as is reasonably practicable, to comply with all relevant health and safety legislation to include the following areas:

- *Provision of a safe workplace*
- *Safe access and egress routes*
- *Safe handling and use of laboratory chemicals*
- *Safe equipment including maintenance and use of appropriate guards*
- *Provision of appropriate personal protective equipment.*

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Manager/Chairperson Board of Management

**Name of Deputy (in absence of above):** \_\_\_\_\_

*Employees are reminded of their responsibilities under the 1989 Safety, Health and Welfare at Work Act*

- *to take reasonable care for their own safety, health and welfare and that of others.*
- *to make proper use of all machinery, tools, substances etc.*
- *to make proper use of personal protective equipment.*

Appendix 2

<b>Identification of Hazards, Risk Assessment and Action(s) Taken</b>					
<b>Hazards</b>	<b>Low/Medium/ High Risk</b>	<b>Risk to persons</b>	<b>Action Taken</b>	<b>Date</b>	<b>Person responsible</b>

Appendix 3

Annual School Audit

A. Fire Safety. School Record for School Year \_\_\_\_\_

Drill			Fire	Fire Equipment		
Date of Fire Drill	Observations	Areas identified that need to improve next time	Date Checked	Improvements made & date	Observations	

Appendix 4

Annual School Audit

B. School Environment. School Record for School Year \_\_\_\_\_

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

Appendix 5

**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 1 \_\_\_\_\_

Witness 2 \_\_\_\_\_

Any further information:

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

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

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*(NOTE: By law, the Health & Safety Authority must be notified when an accident causes death or prevents an employed person from working for more than 3 days. This is explained in detail in the CPSMA Handbook and is accompanied by a standard reporting form. The school's insurance company should also be notified about serious accidents that occur in the school or while on school related activities.)*