

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. 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

- 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.

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.

Identification of Hazards, Risk Assessment and Action(s) Taken					
Hazards	Low/Medium/High Risk	Risk to persons	Action Taken	Date	Person responsible
Tiled floors in corridors which get slippery when wet	Low	Fall	Mats placed on corridor and at each entry door	Nov 2022	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
Lifting a heavy load above shoulder height.	High	Bodily Harm	Storage of regularly accessed equipment is arranged so that heavier items are stored on middle shelves not on floor or above shoulder height.	Nov 22	School Community
Carrying loads over distances, eg storage of classroom supplies such as art room materials.	H	Back strain Bodily harm	* ask for help with moving items * all potential obstructions are removed. * chose safest route	Nov 22	All staff
Burco Boiler in tea room / kettle	High	Burns / scalds	Burco on secure table and leads not a trip hazard.	Nov 22	All staff

Identification of Hazards, Risk Assessment and Action(s) Taken					
Hazards	Low/Medium/ High Risk	Risk to persons	Action Taken	Date	Person responsible
Water Heaters	High	Burns / scalds	Stats all checked and water in taps checked to ensure it is at an acceptable temperature for children.	Nov 22	Principal
IT Equipment	High	Trips over cables / electrocution	Check classrooms for trip hazards and advise teachers to keep secure. Check cables for damage	Nov 22	Principal

● 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 Deputy 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) **(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 2022) 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 breaks require yard supervision. One teacher and will be on yard duty each day and an SNA. During extreme weather conditions children will remain seated in their classroom at lunchtime and the teacher & SNA 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 (Peter Fitzpatrick)
- Safety Representative (Michelle Moroney)
- Each member of staff

Implementation Date

This policy will be implemented in January 2023.

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: As needed.

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.