

# San Carlo Senior School



## Safety Statement 2014

This Safety Statement has been drawn up by the Board of Management of Scoil San Carlo Senior, with the assistance of the staff and Principal. This revision has been written in compliance with the requirements of the Safety, Health and Welfare at Work Act, 2005, the General Application Regulations, 2007 and all other relevant safety legislation applicable to its operations.

# **Safety, Health and Welfare Policy.**

## General Statement of Policy

In accordance with the Safety, Health and Welfare at Work Act 2005, and General Applications 2007, and the Safety, Construction Regulations 2013 it is the policy of the Board of Management of Scoil San Carlo Senior to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, 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, students, contractors and visitors to the school.

It is the policy of the Board of Management of San Carlo Senior School Confey to consult all staff and employees on matters of health and safety. Employees are hereby notified of San Carlo Senior School Confey policy and are encouraged to comply with their duties under the Safety, Health & Welfare at Work Act 2005 to notify the San Carlo Senior School Confey management of identified hazards in the workplace.

The allocation of duties for safety matters and particular arrangements to implement the policy are set out in San Carlo Senior School Confey Safety Statement

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the Board to ensure the safety, health and welfare of all staff.

The Board of Management of Scoil San Carlo is committed to introducing any safety measures required minimise or prevent accidents and ill-health.

The policy will be kept up to date particularly as the school changes in nature and size. To ensure this, the policy and the way in which it has operates will be reviewed as required.

This statement is distributed to the School principal and staff and is available in the school office and on the school website.

The Board of Management of Scoil San Carlo Senior as employer, undertakes in so far as is reasonably practicable

- That the design, provision and maintenance of all places in Scoil San Carlo senior shall be safe and without risk to health
- That plant and machinery may be operated safely in so far as possible
- That protective clothing or equipment shall be provided as is necessary to ensure the health and safety of all its employees
- That there shall be safe access to and egress from the school

- That standards of safety, health and welfare will 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;
- That information, training, instruction and supervision shall be provided where necessary, to enable staff to perform their work safely and effectively;
- That it will strive to continually improve the system in place for the management of occupational safety, health and welfare
- :That it shall review and revise this policy, including emergency plans, in the light of changes in legislation, experience and other relevant developments, and at least annually and communicate this policy to all relevant parties.
- That it shall consult with staff on matters related to safety, health and welfare at work;
- That it shall provide the necessary resources, as far as is possible, to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, students, contractors and visitors.

Signed: \_\_\_\_\_

Chairperson, Board of Management of Scoil San Carlo  
Senior

Date \_\_\_\_\_

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# Safety Statement. San Carlo SNS

## School Profile

San Carlo Senior National School is a mixed primary school from 3<sup>rd</sup> to 6<sup>th</sup> class, under the patronage of the Archbishop of Dublin. Current enrolment stands at 254 in ten classes. Pupils range in age from 8-12 years approximately.

Staff: Principal, 10 class teachers, 3 Learning Support/Resource teachers, 1 Special Needs Assistant.

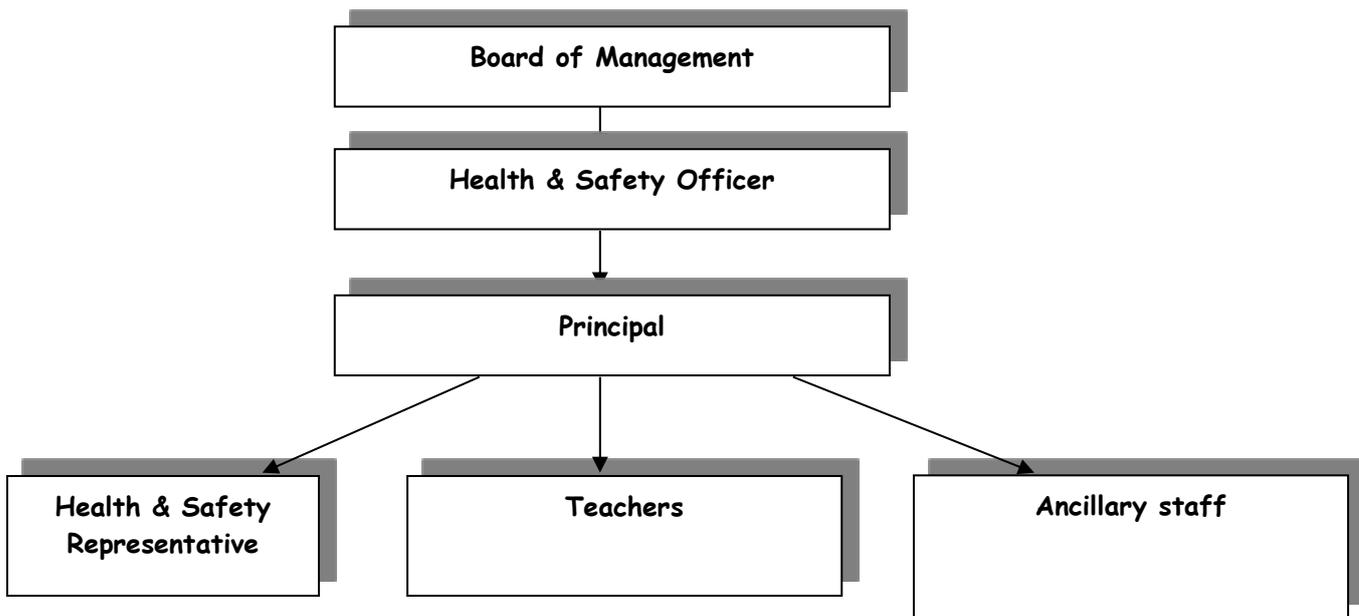
Ancillary staff, (caretaker, 2 secretaries, 2 cleaning staff) all part time.

The school is a flat roofed, single story school of 16 general classrooms, GP hall, store rooms, kitchenette, offices and staffroom, opened in 1985. There are 3 other prefab classrooms on the school grounds, no longer used by the school but used by playschool groups and community groups.

The school shares the campus with San Carlo Junior School. Both schools share a common exit on to Captain's Hill.

There is also a pedestrian exit from the rear of the school to SuperValu shopping centre car park

# Organisational Structures for Health and Safety



## Planning for Health and Safety

Health and Safety is tabled for discussion by the Board of Management at every meeting, approximately, 10 meetings per year. The Board sets in place targets and improvements which it hopes to implement in each school year, where resources are available.

Safety issues are reported and discussed and appropriate decisions taken.

Matters arising from Health and Safety issues are discussed informally and formally among staff at staff meetings, cohort meetings, ISM (in-school- management) meetings.

“Croke Park” hours are used for training in Health and Safety legislation, skills and procedures, and reviewing policies which impact directly or indirectly on Health and Safety. As part of the SSE (school self -evaluation) process, we will also look at the Health and Safety component of each policy.

Risks are assessed constantly:

- The Principal conducts daily walk –through inspections of the premises to informally assess for risks.
- The caretaker monitors the physical structure and fabric of the building and the condition of the yard on a daily basis.
- The culture of the school is actively safety conscious and issues of behaviour or supervision are communicated and dealt with promptly.
- Formal risk assessment takes annually during second term.
- Special provision is made for pupils with specific needs on an individual basis, as part of responsibility of class teacher initially.

## Resources for Health and Safety

Scoil San Carlo Senior School will dedicate the appropriate resources and welfare facilities necessary, whether time, finances, equipment or personnel necessary to ensure in so far as is reasonably practicable the safety, health and welfare of all its employees and pupils as well as others who may be affected by its operations and activities.

### **The following resources and welfare arrangements have been dedicated:**

- The Health and Safety officer on the Board of Management with the assistance of the School Principal and the Health & Safety Representative will develop appropriate health and safety programmes, inspections, maintenance programmes and training activities etc.
- Scoil San Carlo Senior will provide each new employee, on commencement of employment, with the necessary information and guidelines on the basic safety knowledge they require before they begin work.
- The majority of the staff is trained in 'First Aid' and use of defibrillator
- The caretaker has been trained in manual handling.
- Personal protective equipment has been provided for ancillary staff.
- There is a full time secretarial presence at school entrance with buzzer /keypad entry to school
- Doors to rear of school can be click locked to open from inside only
- All classrooms are connected by an internal phone system and intercom.
- A fully stocked First Aid press is located in the staff room and in Rooms. Other First Aid kits are available for tours /matches etc. Teacher Sean O'Caseide with post of responsibility for SPHE is responsible for supplies and maintenance of first aid kits.
- Fire -fighting equipment (alarms, hoses, extinguishers) has been positioned throughout the School. This equipment has been chosen and sited applicable to the fire risk. See p 2 for the location of all fire- fighting equipment in the School
- Various signs are in place throughout the School and external areas to provide directional information, emergency exits, and firefighting equipment and identification of any hazards. All signs must meet the European Community Colour Coding.

## **Roles and Responsibilities**

### **Board of Management**

The Board of Management is the employer of the school's staff. As such, it has overall responsibility for ensuring healthy and safe places and systems of work for staff, as well as a duty of care to all other building users.

The Board will:

- ensure that an up-to-date Safety Statement is in place and communicated to relevant parties.
- review the school's Health and Safety policy annually, including any issues of non-compliance.
- discuss Health and Safety issues at Board meetings on an ongoing basis.
- set goals and targets for Health and Safety within the school
- monitor implementation of planned actions in Health and Safety
- undertake a risk assessment at least once per year
- ensure that identified hazards are eliminated or minimised as far as is reasonably practical
- support the tenets of the "Dignity in the Workplace Charter"
- devote sufficient resources, as far as is practicable to ensuring health and safety in the school
- ensure that there is adequate insurance in place to cover the activities of the school. support the Principal in his role as day-to-day manager of the school
- appoint at least one person to the role of Safety Officer to assure health and safety compliance.
- sanction relevant health and safety training for the Health and Safety officer and other employees as is necessary.
- investigate safety complaints, accidents or dangerous occurrences
- stay abreast of legal requirements through legal training from the CPSMA (Catholic Primary Schools Managers' Association)

### **Principal**

The Principal (Geraldine Convery) is the link between the Board of Management and the staff. She will ensure that all staff, including temporary and part-time staff, receive induction, ongoing training and regular information on health and safety matters and will consult with them, on behalf of the Board of Management, at staff meetings on such matters.

He/she will

- support, monitor and assist staff to enable them to reach correct decisions about health and safety and will check at intervals that safe working methods are being observed that are in accordance with school and statutory procedures.
- bring safety statements to employees' attention on commencement of employment
- ensure employers from whom the school contracts services have up-to-date safety statements.
- procure advice and assistance whenever necessary from the Health and Safety authority.
- ensure so far as reasonably practicable that safe procedures of work are in place.

- maintain a tidy workplace, arranging for regular clean-up periods with responsibility specifically assigned.
- identify any hazard that arises from time to time, as part of her regular walk through inspections of the school
- inform staff and pupils of safety concerns and procedures
- receive and deal initially with any health and safety concerns that she receives from staff, parents, guardians and others.
- ensure that all accidents and incidents that occur or are reported to her have been investigated and reported to the HSA if applicable.
- ensure that appropriate fire- fighting equipment is available, tested on an annual basis and replaced when used or defective.
- arrange for the timetabling of regular fire drills and review of same.
- take heed, together with remedial action, on any matters brought to the attention of the Board of Management.
- ensure the First Aid boxes are maintained properly.
- ensure safety data sheet for products are available.
- ensure all contractors comply with the school safety procedures.
- record and investigate all accidents with a view to preventing recurrence.
- show a personal example of following Safety, Health and Welfare

The Deputy Principal, Pat Letford, will take on the duties of the Principal, if she is absent.)

## **All Employees**

All staff, including temporary and part-time staff, are required to cooperate with the Board of Management and others to ensure health and safety law in general, and this policy in particular, are implemented. They have responsibility to take reasonable care of their own safety, health and welfare and that of any person who may be affected by their acts or omissions, both within the school premises and outside.

## **Employees**

- must use available facilities and equipment and other forms of protection to ensure work practices are performed in the safest manner possible
- must never intentionally or recklessly interfere with or misuse any such facilities, equipment or protection.
- must avoid any action, which would be a source of danger to themselves or others which may result in a personal injury.
- must not carry out any tasks, which they feel they are not competent to undertake or which involve unreasonable high risks.
- are directed to study San Carlo Senior School Confey Safety Policy Statement and confirm that this has been done.
- may not be under the influence of an intoxicant to the extent that it endangers their own or another person's health, safety or welfare and must submit to any reasonable tests for intoxicants
- must inform the Principal /Board of Management if they are suffering from any injury, disease or illness that adds to risks within the school.
- must attend such training as may be reasonably required by employer.

- must report to the school principal without unreasonable delay any defect in the plant, equipment, place of work or system of work which might endanger safety, health and welfare of which they become aware of.

### **Additional responsibilities for teachers.**

- Teachers will ensure that all activities are planned so that they may be carried out in a safe manner.
- Specifically in terms of child welfare, teachers are *in loco parentis* and are expected to do what a reasonably careful parent would do in any situation involving risk.
- Teachers will monitor own classrooms in particular to ensure it is a safe environment and will complete risk assessment forms as part of annual safety review.

### **Training**

Members of staff are required to attend any health and safety training that is deemed essential by the Board of Management and are encouraged to undertake appropriate additional training.

All training must be delivered by individuals/organisations competent to do so.

Records of all health and safety training completed will be maintained by the school.

### **Board of Management Safety Officer/Staff Safety Representative**

The Safety Officer on the Board of Management, Sheila O'Shea, will deal with Health and Safety issues on behalf of the board and on behalf of the staff as staff representative.

Duties will include preparation and review of the Health and Safety statements, liaising with principal, and others, organising health and safety reviews and risk assessments, communicating and reporting on health and safety issues to all personnel.

- Represent employees on health and safety matters
- Inspect the place of work on health and safety grounds when alerted to a problem.
- Make representations to, and receive information from, an inspector
- Make representations to the Board of Management on health and safety matters
- Liaise with other relevant persons engaged in health and safety matters

### **Parents and guardians**

Parents and guardians are requested to cooperate with the Board of Management and others to ensure health and safety law in general and this policy in particular, are implemented.

- They have responsibility to take reasonable care of their own safety, health and welfare and that of any person who may be affected by their acts or omissions.
- Parents are especially reminded that they must not allow their children to engage in dangerous play in and around the school.
- Parents should enter the school via the main entrance only and should report to the school office
- Once a pupil enters the school building, the teachers are *in loco parentis* and thus primarily responsible for the child's health, safety and welfare.

- Parents and guardians, however, must take specific responsibility for other children, especially young children, accompanying them in the school and its environs.
- Parents and guardians are requested to report any health and safety concerns to the Principal and/or the Chairperson of the Board of Management).
- High risk concerns must be reported promptly to the Principal. Parents and guardians are also entitled to receive information on the school's health and safety policy and procedures.

### **Pupils**

- Parents and guardians are requested to ensure that their children attend school in the appropriate school uniform and footwear.
- Pupils will be advised of any relevant health and safety procedures and are required to comply with the staff and Board of Management in implementing these.
- As part of the SPHE programme, safety training will form an ongoing component in the life of the school in the form of Fire Drills, Road Safety, Healthy Eating policy, codes of behaviour, anti-bullying measures, RSE and school assemblies

### **Users of the school premises after hours**

- All groups and individuals who use Scoil San Carlo must comply with the Safety Statement of Scoil San Carlo

### **Visitors to the School**

- All visitors to the school should report to reception.
- Visitors will be collected from the office by the member of staff concerned or escorted to the appropriate area of the school.
- If a member of staff meets someone on site whom they do not recognise they should enquire if the person needs assistance and direct them appropriately.
- Members of the public who visit the school will be informed of any relevant health and safety regulations in place and will be required to abide by these.

### **Outside Contractors**

- Reasonable efforts will be made to ensure that any outside contractors used by the school are covered by adequate insurance and comply with health, safety and welfare legislation.
- Contractors and self-employed persons have a duty to bring to the attention of The Board of San Carlo Senior School Confey, and anyone else who may be affected by, any process or use of materials which may endanger health and safety while at work

- 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.
- The contractor must have an up to date safety statement.
- Contractors must only use competent and suitable personnel.
- Self-employed persons must conform generally with the duties and responsibilities as for employees.
- Contractors and self-employed persons must comply with the requirements of this Safety Statement and co-operate with management in providing a safe place of work, a safe system of operation and wearing of protective clothing.
- Contractors must get the consent of The Board of San Carlo Senior School Confey to engage persons other than their direct employees on site.
- Contractors and Self Employed must not sub-let work without the expressed approval off San Carlo Senior School Confey in writing.
- 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.
- Contractors and sub- contractors shall be advised on specific hazards arising within the school which might interfere with their operations or affect their safety, health and welfare or that of their employees.

# Section 3

## Hazards and Controls

1. A hazard and risk assessment has been completed in March 2012, March 2013, 2014, as part of this review and all such hazards shall be eliminated or reduced in so far as resources and circumstances allow. Hazards shall be divided into two categories, rectifiable and non-rectifiable. All hazards shall be eliminated in so far as resources and circumstances allow.
2. See Section 7 for completed risk assessment and controls

The following hazards (in so far 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
2. Gas tanks
3. Trailing leads
4. Projectors, Computers
5. Guillotine
6. Fuse Board
7. Sharp or pointed objects such as staples, blades, nails, scissors, hammer etc.
8. Electrical appliances such as kettles, microwave, projectors
9. Boiler house
10. Ladders
11. Excess Gravel on school yard
12. Protruding units and fittings
13. Flat roof of hall and flat roof of school
14. External store to be kept locked
15. Lawnmower
16. Garden stores
17. Icy surfaces on a cold day
18. Mats in hall

To minimise these dangers the following safety/ protective measures must be adhered to (see duties of employee page 10 of this document):

### **General controls:**

The following general safety procedures must be adhered to:

1. Access to and operation of plant/equipment is restricted to qualified members of staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties.
2. In addition, all such plant and machinery is to be used in strict accordance with the manufacturer's instructions and recommendations.
3. Where applicable, all members of staff have been instructed in the correct use of plant, machinery and equipment.
4. All machinery and electrical equipment have been fitted with adequate safeguards.
5. Precautionary notices in respect of safety matters are displayed at relevant points.
6. The Boards of Management has the responsibility to see that the floors are kept in good condition.

7. All chemicals and cleaning materials will be stored in clearly identifiable containers bearing instructions and precautions for their use and kept in locked areas with protection provided to be used when handling them
8. The school will provide safe equipment for both its staff and pupils, including where necessary, guards and appropriate personal protective equipment. Equipment will be appropriately certified, maintained to a high standard and disposed of if it poses a safety risk.
9. Electrical equipment will only be used and maintained by staff qualified to do so.
10. Wherever possible, fuses and power breakers shall be used and all portable power equipment shall operate on 110V.
11. Defective electrical equipment will be removed from use immediately.
12. All connections to power points will be made by proper plugs
13. All adapters must have surge protection
14. Plugs and sockets are checked regularly.
15. Care and attention will be given to the layout of extensions leads and electric cables. Cables and extension leads are strategically routed where possible to minimise trailing. Floor mats should be used to cover trailing cables where necessary
16. Equipment and substances for maintenance, cleaning, catering and similar will be stored securely away from children.
17. Cleaning and maintenance will normally be done as far as is practicable outside of school hours.
18. Appropriate training will be provided in the safe handling and use of equipment and hazardous substances, where necessary
19. This will include training in manual handling, which will focus on: avoidance of manual handling wherever possible, reduction of manual handling through the use of mechanical aids and the sharing of loads, and skills for safe manual handling.
20. Work at height will be avoided wherever possible and must never take place without other people being on the premises.
21. Stepladders have been provided for use by cleaners in storage room opposite R4 and for teacher use.
22. Safe ladder practice must be observed.
23. Where employees are exposed to noise from machinery, hearing equipment will be provided and must be worn.
24. Class teachers will routinely inspect furniture, floors, apparatus, equipment and fittings in their classrooms.
25. Care and attention must be taken when using sharp objects and they must be stored in appropriate place when not in use.

### **Security and public liability**

- The board will endeavour through the principal to prevent the admission to its premises of unauthorised persons.
- Fences around the side and back of the school will be kept in good condition.
- All staff should be conscious of all aspects of the security of people and property.
- Access doors to school must be secured.
- No admittance of people wearing motorcycle helmet.
- Secretary not to open door unless person is vetted.
- Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non designated access points, who may constitute a threat to staff, students and bona-fide visitors.

- Lone working is to be avoided where possible. Teachers will not work after hours in school without other adult present. Where lone working is unavoidable, due care will be taken with regard to personal safety.

### **Accidents and Emergencies-** See Critical Incident policy also

The school recognises the importance of taking the appropriate measures in cases of accidents and injury, including, where necessary, securing the site and immediately telephoning the emergency services, parents and guardians.

### **When a serious accident occurs the procedures below must be followed**

- The Principal and the Chairman of the Board of Management of San Carlo Senior School Confey, safety officer / safety advisor must be notified immediately of any accidents

The School principal, or other nominated persons, must take charge of the proceedings as follow:

- Observe accident location and status of injured person.
- If there is a risk of further injury move injured person to safety.
- Call for immediate medical assistance or emergency service.
- Ensure First Aid is administered as required by a competent person.
- If an ambulance is called make sure exact location is given and the ambulance can access as near as possible to the injured person.
- Notify family of injured person and if required arrange for transport to take them to the hospital.
- Gather all information immediately about the accident and what lead up to it.
- Obtain witnesses statements, writing them down as they are given.
- Complete accident report book and report form and check with Principal / Chairman before sending to Health and Safety Authority as required.
- Take sketches / photographs of area where accident happened.
- If H.S.A. is to inspect the scene of the accident, do not move anything unless further serious risks have to be avoided.
- The Board of San Carlo Senior School Confey to notify insurance company of San Carlo Senior School Confey and seek guidance on further reports, investigations and position of San Carlo Senior School Confey.

### **Emergency contact details**

- Emergency contact details of the parents and guardians of all children in the school will be kept in the school office and recorded at the front of the school journal. Emergency contact/next of kin details of all staff will be kept in the school office
- Mobile phone numbers for parents are also stored in the SMS text messaging service. These will be updated regularly.
- Emergency service contact numbers will be maintained in the office.

### **Emergency routes and exits**

- The school has, and will maintain, an adequate number of emergency routes and exits, which meet statutory regulations.
- These will be clearly signed and kept free from obstruction at all times.
- All rooms will have evacuation instructions on the inside of each door.
- School evacuation will be practised as part of regular fire drills.
- All users of the school after hours will be given a copy of fire drill procedures and fire safety policy.

### **Safe access and egress routes**

- Every effort will be made to ensure that all building users can safely access, egress and move around the school grounds and building. Corridors will not be used for storage of desks, trolleys etc.
- Teachers and principal monitor movements at peak times.
- Mats are checked regularly for wear and tear.

### **Highly Polished Floors**

It is the policy of the Board of Management of Scoil San Carlo Senior 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.

### **Fire protection**

- The school has, and will maintain, appropriate fire detection and fire-fighting equipment, which meets statutory obligations
- The school has a fire equipment maintenance contract with the Apex Company. Appliances are tested annually. Exit signs are clearly marked.
- All doors, corridors and entries shall be kept clear of obstruction. All exit doors on corridors can be opened from inside at all times
- Fire drills will be held at two or three times per school year and a logbook will be maintained of all such drills.
- Staff will be made aware of the location and uses of fire protection equipment within the school. A map showing fire equipment will be displayed in a prominent place.
- Any contractor completing hot work (including welding, soldering, use of blow lamps, blow torches and cutting equipment) must be qualified to do so and must have an up to date safety statement.
- Any recommendations made by a Fire Officer in addition to these provision shall be implemented

### **First aid**

First aid boxes are maintained in different locations including staff room, office, and classrooms and in school tour kit. There is a defibrillator located at the entrance. The Staff has received training in First Aid and use of defibrillator  
. See First Aid policy also

**Illness and Medication:** See Administration of Medicine policy

### **Communicable disease**

In the case of any infectious disease, parents, guardians and the HSE will be informed as soon as possible and appropriate action will be taken by the Principal and Board of Management to limit the associated risks, on the advice of the appropriate health authority.

### **Health promotion**

The school will promote safe and healthy living, both through the curriculum and in other ways. For example, walking and cycling to school will be encouraged and guidelines will be issued to parents and guardians about the content of healthy lunch boxes.

### **Child Protection policy**

The school has an up to date Child Protection policy (see appendices) ratified by the Board of Management. Staff members Seán O'Casea and Sheila O'Shea are the Designated Liaison person and Deputy Designated Liaison person respectively. All teachers have a copy of this policy which is also available on the school website.

### **Facilities. Welfare Hygiene**

- The building and grounds will be maintained on an ongoing basis according to a defined maintenance schedule. The school will adhere to, and exceed where possible, statutory regulations regarding asbestos, room dimensions, air space, freedom of movement, temperature, ventilation, light and other general welfare matters.
- Good levels of hygiene will be observed, including regular cleaning and collection of litter.
- Cleaning staff will follow procedures agreed by Board of Management of routine cleaning during term time and special attention to other areas during school closures.
- To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided.
- A staff room is provided where tea and lunch breaks may be taken. Staff must co-operate in maintaining a high standard of hygiene in this area.
- Any spills etc. will be dealt with immediately.
- Taps dispensing drinking water are clearly marked throughout the school.
- Particular care will be paid to employees with specific needs, (pregnancy, post natal, returning from sick leave, medical conditions or disabilities). They will be consulted as to what measures the Board or Principal can put in place to assist them.
- Other welfare issues e.g. Child protection, anti-bullying, cyber bullying, discipline, dignity at work and play, school tours, P.E are dealt with in separate school policies.

### **Emergency Closures/ Adverse Weather**

- In the event of, for instance, heavy snowfall, high winds, thunderstorms, disconnection of services, death or critical incident, the Principal will consult as soon as feasible with

the Chairperson of the Board of Management and the Junior School to decide whether it is in the interests of all parties to close the school.

- If it is decided that it would be unsafe to keep the school open, an exceptional closure will be deemed to have been granted by the Board of Management.
- Exceptional closures will be kept to an absolute minimum. Parents and guardians will be informed at the earliest opportunity of any such closure using a range of communication techniques (SMS text service, email, telephone calls, posting on school website, message on school voicemail, note on school door etc.).
- If school is open when an incident occurs, staff will remain on the premises until all children have been collected.
- In the event of sudden bad weather the procedures on Emergency closures will be followed.
- In the event of forecasted snow and icy conditions, parents and teachers will be informed by school texting service of arrangements for opening times, clearing of paths and other safety considerations.

## **Road Safety**

### **Traffic management**

The school recognises that great numbers of staff, pupils, parents, guardians, community centre users and other members of the public travel within the direct vicinity of the school. This poses safety concerns.

- A school lollipop lady is on duty at school opening and closing times.
- There is a pedestrian traffic light located within 30 m of the main exit also.
- The Board of Management wants traffic in and around the school to be managed as safely as possible, but this requires the full cooperation of all parties concerned.
- The local authority has been contacted with regard to road markings and traffic management.
- Staff, parents/guardians and children are informed on an ongoing basis that there are no car parking facilities available to the school at this time and parents depositing or collecting their children are asked not to park in the school grounds
- All vehicle users coming to the school must comply with the rules set down by the Road Safety Authority. In instances of illegal road usage, the school may inform the local Garda station.
- A few pupils cycle to school and a safe and secure location for the parking of bicycles has been provided in the small yard to the rear of the staffroom.

### **Children arriving at school**

- School opens at 9.20. Children should line up on arrival and will be escorted into school building.
- Parents and guardians are informed on an ongoing basis that children should not come to school before 9.20

### **Children leaving during school hours**

- Children are dismissed from their classrooms at 15.00 and must leave the school via the routes and exits assigned to their class.

- Pupils will be reminded on an ongoing basis that if they are not collected on time, they must make their way to the office where school staff will attend to their immediate safety needs.
- If pupils need to leave school early (for example, for a dental appointment), the parents or guardians must notify the class teacher in advance by phoning or writing a note in the school journal.
- In cases where there is a child custody dispute, parents should inform the school in writing of who has legal custody of the child.
- If a person other than a parent or guardian is collecting the child, the parent/guardian must give written permission to the class teacher (unless it is an emergency situation, in which case the school office may be contacted by telephone).
- Any child who leaves early must be collected by a parent and the class teacher informed
- Parents who collect children early must sign them out in register at front entrance.

### **Supervision of children during the school day-**

- Children are supervised throughout the school day, by their class teachers and/or colleagues.
- If class teachers are absent, deputies are assigned immediately and children may be divided up between the other classes for the school day.
- Substitute teachers will be employed as soon as possible according to DES guidelines.
- On occasion, a teacher may have to leave the classroom for a short period of time. If so, s/he will ensure that a colleague will provide temporary supervision cover.
- Sometimes children may be allowed to leave their classrooms for limited periods of time to undertake specific errands.

### **Broken glass:**

- Glass usage will be excluded or avoided as far as possible in classrooms.
- Children may not use or carry glass cups.
- Broken glass is disposed of by caretaker in special bin.

### **Trip Hazards**

- Safety signs have been fitted to remind children to keep aisles and gangways clear.
- Teachers are cognisant of the hazards associated with busy classrooms and safety instruction is given to children before and during particular activities.
- Mops and wet floor sign are located at front exit and in classrooms adjacent to other exits for occasional spillages or wet mornings.
- Warning signs have been provided for use during floor cleaning.
- Class teachers will ensure that PE equipment is safe, well maintained, stacked securely and positioned so as not to cause a hazard after each PE class.
- Class teachers will routinely check PE before use and will be alert to any possible hazards in PE equipment. E.g. splinters in benches, torn mats and will report fault to principal.
- Children moving PE equipment will be supervised.

### **Break Time. School-yard.**

- The caretaker checks the yard in the mornings for hazards.
- Teachers/SNAs on supervision duty are alert to potential hazards
- The yard supervision roster will be displayed in the staff room and circulated to class teachers.
- If the supervising teacher/principal deems the weather inclement, children will remain in their classroom supervised by the staff on that day's roster.

### **Animals**

- No animals may be brought into the school grounds at any time, with the exception of assistance dogs, class pets.
- Teachers will take appropriate action to deal with any issues that may arise if dogs come into the school yard when children are at play.

### **Office**

- Guillotine= Ellison letter machine) Children are not allowed carry or use the "guillotine"

### **Chemicals/ Equipment**

- Art materials used in classrooms are non- toxic, non-solvent.
- Pupils do not have access to caretaker and cleaners stores

### **School excursions**

Educational trips and visits must be organised in accordance with the school's Field Trips and Excursions Policy. (See attached)

Safety is taken very seriously during all excursions away from the school grounds, whether local or further afield.

**Matches.** See Matches/ Away Games policy

### **Electrical/internet**

- The school's mobile phone and camera policy has been updated
- Teachers are aware of Internet safety concerns
- The electrical system has been upgraded in 2014

## **Section 4**

### **Investigation, recording and reporting**

Instances of ill health, accident and 'near miss' that result from compromised health and safety circumstances are recorded and investigated, to ensure relevant lessons are learnt for the future.

The principal will maintain such records.

The Principal will comply with the statutory duties of reporting incidents to the Health and Safety Authority as described in the 2005 act

### **Accident / Incident Reporting**

All accidents, no matter how trivial, and whether to employees or visitors must be reported immediately to school principal or in their absence the senior staff member

This is necessary to monitor the progress of safety standards and to ensure proper medical attention is given where required.

Where an accident investigation is necessary all employees are obliged to co-operate fully with such investigations and to provide any information which may be useful in establishing the circumstances surrounding the accident

All accidents causing injury to an employee resulting in absence from work for more the 3 consecutive days or accidents causing injuries to a member of a public which results in treatment by a registered practitioner will be reported to the Health and Safety Authority on the prescribed form IR1

### **Communication**

1. This Health and Safety statement will be made available to parents and school users on the school website. Staff, including new staff will have access to it on the school network, Teacher Saving Area.
2. A hard copy will also be displayed prominently in the school

### **Review**

1. This policy will be monitored on an ongoing basis.
2. Health and safety risk assessments will take place at least annually and sooner if circumstances require this.
3. Records of accidents and occurrences will be maintained for analysis and review as part of the ongoing policy review of the school

## **Section 5 Checklists and Risk assessment forms**

### **Contents**

- **School safety, health and welfare management audit tool**

**School Safety, health and welfare management audit tool.**  
**To be Completed by B.o.M Safety Officer or School Principal.**

**Safety Statement**    **Yes**    ✓    **No**    ✗

Does your school have a safety statement?

Is it current? (i.e. reviewed in the last 12 months)

Is it authorised/signed/ratified by the board of management?

Does it contain a clearly defined safety, health and welfare policy?

Does the safety, health and welfare policy include a commitment to prevent injury and ill-health and continual improvement in safety, health and welfare management and performance?

Does it include a commitment to comply with identified legislative requirements that relate to occupational safety, health and welfare hazards?

Does it provide a framework for setting and reviewing safety, health and welfare action plan?

Is the safety statement documented - in a written format either on paper or electronically?

Is the safety statement communicated to all persons within the school?

Is the safety statement communicated to interested parties, visitors, and contractors?

Have formal risk assessments been completed

**Hazard identification, risk assessment and determining controls**    **Yes**    **No**

Has your school a written procedure for conducting hazard identification, risk assessment and determining of control measures?

Does this procedure take into account routine and non-routine activities?

Are the risk assessments documented and kept up to date?

**Legal and other requirements**    **Yes**    **No**

Is there a written procedure for identifying and assessing the legal and other safety, health and welfare requirements?

Is the information kept up to date?

Is the relevant information communicated to interested parties?

**Action Plan**    **Yes**    **No**

Has the board of management a written safety, health and welfare action plan?

Are the safety, health and welfare tasks identified in the action plan assigned a timeframe for completion as far as lies within budgetary constraints

**Resources, roles, responsibilities, accountability and authority**    **Yes**    **No**

Are safety, health and welfare roles and responsibilities defined?

Are safety, health and welfare roles and responsibilities assigned to individuals?

Are safety, health and welfare roles and responsibilities documented?

Are safety, health and welfare roles and responsibilities communicated to individuals?

### **Competence, training and awareness Yes No**

Are employees appropriately competent regarding safety, health and welfare?

Does the board of management identify staff safety, health and welfare training needs and set this out in a written plan? e.g. fire safety, first aid, etc.

Once training needs are identified, is the appropriate training provided to meet these needs?

Are training records retained?

### **Communication Yes No**

Has the board of management established a formal procedure for internal communication within the school?

Has the board of management established a formal procedure for communication with contractors and other visitors to the school?

### **Participation and consultation Yes No**

Has the board of management established a formal procedure for the participation of staff in hazard identification, risk assessment and the implementation of control measures?

Has the board of management established a procedure for the involvement of staff in incident investigation?

Has the board of management established a procedure for the participation of staff in the development of safety, health and welfare policies?

Does this procedure ensure adequate attention is paid to the needs of individuals with disabilities?

Has the board of management established a procedure for consulting staff if any changes are made that affect safety, health and welfare policy?

Has the board of management established a procedure for the representation of staff on safety, health and welfare matters?

Has the board of management established a procedure for consulting with contractors on safety, health and welfare issues?

### **Emergency preparedness and response Yes No**

Has the board of management established procedures to identify potential emergency situations?

Does this procedure establish how the school should respond to such emergency situations?

Is the procedure subject to periodic review and update and revised where necessary?

Is there an audible fire warning system in your school?

Are fire assembly points identified and clearly demarcated?

Does your school have emergency lighting systems in place?

Are fire exits kept clear at all times?

Are fire drills carried out?

Are the outcomes of fire drills recorded, e.g. time taken, reports of faults or hindrances that require action?

Is all first-aid equipment and fire fighting equipment (fire hose reels, emergency lighting, fire extinguishers, fire blankets, etc.) in place?

Are all fire installations and equipment inspected and serviced as per requirements?

### **Performance, measurement and monitoring Yes No**

Are written procedures in place for the measurement and monitoring of safety, health and welfare performance – ongoing/periodic review of the school safety, health and welfare plan?

Is safety, health and welfare reviewed throughout the school year?

### **Incident investigation Yes No**

Are written procedures in place to investigate and record incidents in order to determine underlying safety, health and welfare deficiencies and to identify corrective actions required?

Are the safety, health and welfare tasks identified in the action plan assigned a timeframe for completion?

Are accident reports documented and recorded in a timely manner?

Are reportable accidents and dangerous occurrences reported to the Health and Safety Authority when necessary?

### **Non-compliance, corrective action and preventive action Yes No**

Are written procedures in place for dealing with actual and potential noncompliance and for taking corrective action and preventive action? e.g. inspections, outcomes of fire drills, etc.

As new hazards are identified, are they risk assessed?

### **Safety, Health and Welfare Reviews Yes No**

Are safety, health and welfare reviews conducted at planned intervals to ensure the school is conforming to safety, health and welfare requirements?

Are safety, health and welfare reviews documented?

### **Management Review Yes No**

Is the feedback from other interested parties?, e.g. fire services, contractors reviewed?

Are decisions of the board of management review communicated formally to staff and parents?

<b>Health and Safety Audit for Teachers.</b> Please tick yes/no or n/a and return to Safety Representative/Safety Officer.				
Room number:	Date:		Yes Applies	No.
<b>1. Slips and Trips</b>				
Is flooring in good condition?				
I keep gangways clear as far as possible and remind children to store belongings properly, within confines of space available.				
Are trailing leads kept tidy?				
Procedures in place for dealing with spillages, water, blood from cuts etc.				
Traffic along corridors and through doors is orderly and supervised.				
Corridors kept free from extra tables, furniture, apart from temporary art displays				
I am familiar with the arrangements in place for wet mornings?				
<b>2. Supervision</b>				
If I have to leave the classroom, I make arrangements for my class to be supervised?				
<b>3. Sharp objects</b>				
All glass jars bottles etc. been removed from my classroom?				
Craft knives, needles, scissors etc. are used by children only under supervision and after instruction in safe use?				
Arrangements are in place to store scissors centrally/safely in my classroom				
Children know they are not allowed use/ carry guillotine or take glasses or cups, knives from kitchen?				
I do not send children to kitchen or storage rooms.				
I use the dedicated bin for storage of sharp /dangerous objects before disposal?				
<b>4. Liquid spill and burns</b>				
There are no portable heaters or other heated appliances in my classroom.				
<b>5. Chemicals/glue</b>				
Children do not have access/ are not sent to storage rooms.				
Art materials are age appropriate, non toxic, non-solvent (eg. no Tippex)				
<b>6. Fixtures and Furniture</b>				
Are shelves and tall presses securely fastened?				
Are heavier objects stored on low shelves?				
<b>7. Electrical</b>				
Are all plugs, cables and switches, sockets in good repair?				
If any equipment is defective or damaged, has it been taken out of use?				
<b>8. Fire</b>				
Are fire evacuation procedures clearly displayed?				
Have you received training in use of fire extinguishers or fire blankets?				
Are you familiar or practised fire evacuation procedures?				
Have you made arrangements for children with specific disabilities, (visually impaired/ physically disabled, EFL) in case of fire?				
Do you know the location of nearest fire extinguisher/hose/alarm to your classroom				
<b>9. Work at height</b>				
When changing displays etc in my classroom, due care is taken and I use the available, stepladders where necessary?				
Children/adults never use chairs or tables to reach notice boards etc.				
<b>10. Working alone</b>				
I follow the school policy of no lone working.				
<b>11. Yard</b>				
Do you supervise your class going to and from yard and check that supervising teacher is present?				
Are procedures in place for dealing with emergencies/violent behaviour?				
Are procedures in place for dealing with students with challenging behaviour?				
If on duty, do you inspect the condition of the yard and act accordingly, as far as is within your control?				
Are children routinely informed of school code of behaviour in relation to behaviour in playground?				
<b>12. First Aid</b>				
Have you been trained in occupational first aid?				

Have you been trained in using a defibrillator?		
Do you bring a first aid kit when leaving school on excursions?		
Are you familiar with guidelines for administration of medicine in the school?		
Do you wear gloves when dealing with cuts/biological hazards?		
Are you aware of the school's responsibilities and procedures re. reporting accidents?		
<b>13. School tours and excursions</b> Are you familiar with the school policy and procedures when taking children on tours, field trips and excursions?		
<b>14. Security</b> Are procedures in place for preventing access by people unknown to staff or principal?		
Are you familiar with the school policy in relation to collection of students by people other than parents or in custody cases?		
Are you familiar with the school's critical incident policy?		
<b>15. Manual Handling</b> I take due care when lifting and carrying objects and all heavy lifting/moving furniture is done by the caretaker.		
<b>16. Employees with specific requirements/work demands</b> I inform the principal if I have specific health needs or requirements.		
<b>17. Communication. Roles. Reporting. Responsibilities</b> I know school policy in relation to accidents and emergencies, reporting and recording.		
<b>18. P.E</b> I check equipment before children use it		
I supervise children moving goalposts/equipment.		
When teaching P.E, I am very aware of safety considerations.		
<b>19. Please include below any other safety concerns, training needs or issues we may need to address</b>		

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

**Date:**

## **Checklist for Kitchen.**

**Name:**

**Date:**

### **Access**

Is access to the kitchen restricted to appropriate personnel?

### **Slips and Trips**

Is the flooring in good condition?

Are items stored appropriately?

Is there a condensation problem?

Is there a danger of collision?

### **Work at Height. Falls**

Do you have a stepladder available for use where necessary?

### **Furniture and Fixtures**

Are permanent fixtures in good condition and securely fastened e.g shelves and cupboards?

### **Electrical Equipment and Services**

Are sockets and switches in good repair?

Are there any sockets overloaded?

### **Fire**

Is there a fire blanket or extinguisher available?

Are fire evacuation procedures clearly displayed?

Are you aware of the fire evacuation drill?

### **Boiling Water/Scalds**

Is there any risk of burns or scalds in the kitchen?

### **Signage**

Are appropriate safety signs in place?

**Checklist for Cleaning staff. Please specify where necessary.**

**Name:**

**Date:**

**Manual handling:** Do you have access to a trolley for moving heavy objects?  
Do you have to move heavy or awkward items frequently?

**Storage:**

Are all supplies easily accessible?

**Chemicals**

Are chemicals and supplies stored in a safe location and clearly labelled?

Do you have gloves or other personal protective equipment when using chemicals?

Are chemicals used as directed? (e.g not mixing acidic toilet cleaners and bleach?)

**Glass :** Is there a separate procedure and bins for dealing with broken glass/ sharps?

**Equipment:** Is all equipment in good working order?

Do you have access to a step ladder if necessary?

**Slips and Trips**

Do you have wet floor signs and other caution signs when working?

Are the mats in the school suitable and in good repair

**Signage:**

Do you need any signs or other equipment for your work?

**Welfare**

Do you ever have to work alone in the school? If so do you have arrangements in place for alerting others?

**Other**

Do you have any suggestions for improving health and safety in your area of work?

## **Checklist for Caretaker**

### **Lone working**

Have you access to first aid facilities?

Do you have to respond to incidents in the school outside of hours on your own?

If yes, do you have arrangements for back up in place?

### **Equipment**

#### **Stepladders**

Are stepladders available for use and in good condition?

#### **Ladders**

Are ladders in stored safely and in good condition?

Are ladders only used for periods of time less than 30 minutes?

Are you experienced or trained in correct use of ladders?

Do you ever use ladders while working on own?

#### **Lawnmowers Strimmers and Electrical equipment**

Is the equipment provided in good working order and adequate for the purposes intended?

Do you have PPE (personal protective equipment) when operating machinery.

#### **Yard**

Do your have PPE for dealing with yard hazards such as needle sticks and broken glass?

Are there procedures in place for dealing with broken glass?

#### **Manual Handling**

Do you have appropriate trolleys or other equipment for transport of heavy loads?

#### **Other**

Do you have any health or safety concerns about your work?

Do you require any extra equipment or training ?

**Detailed Hazard Identification and Risk Assessment. Date:**

***Risk Assessment Location:***

Assessed by____	Hazard identified	Control Measures to eliminate or reduce risk	Person responsible	Action complete / pending	Reviewed by _____ Date:	Reviewed by _____ Date:	Reviewed by _____ Date:

## **Section 8 Appendices**

Critical incident policy  
Anti-bullying policy  
Administration of medicines policy  
First Aid policy  
Healthy Eating policy  
Mobile phone policy  
Child protection policy.  
Substance Use policy  
School Field Trips and Excursions policy.

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