

Health and Safety Policy



Clocha Rince NS

Introductory Statement:

The Health & Safety Policy was initially developed and ratified during the 2012/2013 school year. The current review took place in the 2016/17 school year.

This safety statement outlines the Health & Safety Policy of Clocha Rince National School and in doing so, aims to fulfill the requirements of all relevant legislation.

- Safety, Health and Welfare at work Act, 2005.
- Safety, Health and Welfare at Work Act (General Application) Regulations, 2007.
- Relevant European legislation.
- The Children's Act 2001.
- Education for Persons with Special Needs Act 2004.
- Disability Act, 2005.

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.

Aims and purposes

Our school ethos promotes a place of learning and place of work that is safe. Pupils, staff and visitors to our school will experience a warm, welcome and safe environment.

The aim of the policy is to:

- Ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of equipment and substances.
- Develop safety awareness amongst staff, pupils and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

Procedures, Responsibilities and Guidelines

- Eithne Mhic Sheoin has been appointed as Safety Representative in the school.
- Yvonne Murphy has been appointed as Safety Officer on the Board of Management
- An 'Incident File' is kept in the office. It contains forms to be completed to record any accidents that occur in school or whilst on school business.
- A Fire Register is kept in the front office. It contains review forms, records of fire drills, alarms, certificates and a list of staff designated to the various zones and corridors within the school etc.
- 'Stay Safe' programme is implemented in the school. Children are taught the programme from Junior Infants to Sixth Class.
- Relevant programmes relating to health and safety are taught as part of the SPHE curriculum.
- An appointment system is in operation to allow parents and teachers to meet to discuss pupil's progress etc.

Monitoring, Evaluation, Reviewing

- All employee's personal safety to be considered in the policy
- The policy will be reviewed on an annual basis when the risk assessment is carried out, or if an incident occurs.

Responsibilities

The Act imposes a statutory obligation on all employers (including schools) and employees. Its fundamental aim is the prevention of accidents and ill health at the work place. It sets out general "duties of care" for employers and employees.

The maintenance of a healthy and safe school is the shared responsibility of the whole school community.

Duties of the Board of Management

1. Employers must protect the safety, health and welfare of the people who work for them. This includes providing and maintaining safe places of work, safe plant and equipment and safe systems of work. They must provide information and training to employees to ensure their safety and health.
2. Every employer must prepare a written safety statement which should:
 - Identify the hazards faced by workers
 - Assess the risks involved
 - Set out the arrangements to safeguard safety and health and the co-operation required from employees
 - Set out the names of persons who are given safety and health responsibilities
3. Every employer must consult his employees so as to make arrangements for a safe and healthy workplace. Employees may select a Safety Representative to represent them in

consultations with their employer. Safety Representatives may also investigate accidents and dangerous occurrences at their place of work.

4. Employers must also safeguard people who are not their employees such as members of the public, or other workers who would be affected by their work activity.

The Board of Management of Clocha Rince NS recognises that its statutory obligations under legislation extends to employees, students, to any person legitimately conducting school business, and to the public.

The Board of Management of Clocha Rince NS undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act 2005 are adhered to.

Duties of all Employees

Employees must take care to avoid injury to themselves or others by their work activities. They must co-operate with their employer and others in meeting the requirements of the Act.

Employees should report to their employer any defects they notice in the place or system of work which might be dangerous to safety or health.

It is an offence for anybody to interfere with or misuse anything provided to protect safety, health or welfare.

Whilst every possible effort must be made by the school community as a whole to ensure the health and safety of all, it must be accepted that the school is primarily a place of learning. Thus, by definition, must allow for reasonable risk to ensure maximum participation by all relevant parties to allow the pupils to attain their potential in all curricular areas.

Please consult the School's Safety Statement for further details of duties of Safety Officer and Safety Representative.

Clocha Rince National School, Clogherinkoe.

Safety Statement.

Introduction

Clocha Rince National School is located in Clogherinkoe, Moyvalley, Co. Kildare. Currently it has a staff of 13 teachers, 6 special needs assistants, secretary, librarian, cleaner and caretaker. At present there are 172 pupils enrolled in the school.

This Safety Statement has been written by Eithne Mhic Sheoin, Health & Safety Representative in Clocha Rince, with the assistance of the staff, the Principal as well as the Board of Management of the school. 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. As such the Health and Safety statement applies to the welfare and safety at work of employees under the management of the Board of Management.

Safety Organisation.

Safety is a line management responsibility. Teachers are responsible for safety in their own areas and for the implementation of relevant safety procedures. The Principal shall ensure that each employee shall obtain a copy of the Safety Statement and shall be familiar with same.

Aim

This Safety Statement is intended to assist in reducing the possibility of accidents and ill health by bringing to the attention of the management and staff identified hazards and associated risk levels.

Safety Officer and Safety Representative.

The Board of Management of Clocha Rince National School aims to ensure a safe working environment at all times for both staff and pupils and to improve our safety standards, where possible. This can only be accomplished by the persistent efforts of all of us. Responsibility for health and safety rests with **all staff at all levels** within the school. The Safety Statement will be revised on an ongoing basis by the Safety Representative in order to achieve our overall objective, improve safety awareness and reduce accidents and ill health within the school.

The Board of Management through the Safety Officer, shall be responsible for over-seeing the safety provisions on behalf of the school and the Safety Representative, elected from the staff, will sort out queries from the teaching and ancillary staff in matters of Health and Safety.

The Duties of the Safety Officer / Safety Representative. (Section 25 Safety, Health & Welfare at Work Act, 2005)

- To guide and advise on all health, safety and welfare matters.
- To ensure that adequate fire protection and prevention measures are provided.
- 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.
- To undertake regular and appropriate revision and auditing of the school safety procedures and methods of operation, to ensure that they are kept up to date. This includes the Fire Register.
- To ensure that the appropriate safety education and training are co-ordinated and carried out using both in house and external resources.
- Investigate accidents and dangerous occurrences. Causes of accidents shall be determined as far as practical and where appropriate, remedial action shall be specified.
- To ensure that the school fulfils all statutory requirements in respect of the Factories Act, 1995, Safety in Industry Act, 1980, and The Safety, Health and Welfare at Work Act 2005. They may make representations to the employer on matters relating to safety, health and welfare
- Accompany an inspector carrying out an inspection at the workplace
- Make representations to and receive information from, an inspector
- Consult and liaise with other safety representatives in the same undertaking.
- Ensure that adequate fire protection and prevention measures are provided. A fire drill must be conducted every term.

The Safety Statement will be located on file in the principal's office, the secretary's office, the Fire Register and on the school website at www.clocharince.ie . It will be available for viewing by any employee. A copy of the Safety Statement will also be given to each staff member.

The Safety, Health and Welfare at Work Act, 2005 requires employers, their representative, management, and employees alike to consider safety as a joint responsibility. **The safety and health of all Clocha Rince's employees is an important objective of the school.** Each of us at all levels of the school must co-operate to ensure that safe working becomes an instinctive habit.

We commit ourselves as a team to do the job right, first time, in a safe manner, while meeting our job requirements. We will achieve and maintain the highest possible standards of occupational health and safety in compliance with the requirements of all Irish and European legislation as it pertains to our activities. **The Safety Statement specifies the manner in which the safety and health of persons employed by the school will be addressed.** Please feel free to discuss the contents of this document and/or any ideas you may have to improve safety at any time. If a safety concern is not being properly addressed, you are asked to bring it to the personal attention of the Health & Safety Representative:

Staff Safety Representative: Eithne Mhic Sheoin.

As well as periodic safety inspections, the Health & Safety Representative with the assistance of the members of staff will complete a thorough safety inspection of the school area on an annual

basis. This will provide an ongoing upgrade of safety awareness within the school and provide the information necessary to upgrade and maintain the Safety Statement. It is recognised that the writing of a Safety Statement in itself will not increase safety awareness or improve safety standards. The Safety Statement provides a base line for management to build on. In order to increase safety awareness it is necessary for management and staff to have hands on involvement in support of the Safety Statement.

Clocha Rince NS will do all that is reasonably practicable to ensure a safe working environment for staff, contractors and visitors at all times.

In particular the Board of Management of Clocha Rince National School will:

- Provide a team structure that will value the health and safety of all personnel.
- Lead by example and respond to all reasonable health and safety concerns.
- Provide and maintain safe and healthy working conditions, in accordance with all statutory requirements.
- Provide employees with training, information and supervision in a form, manner and, as appropriate, a language that is reasonably likely to be understood
- Make available all applicable safety or protection devices, information, instruction, training and supervision as is necessary to generate a safe place of work.
- Maintain a constant and continuing interest in health and safety matters pertinent to all the Schools activities.
- Regularly review this Safety Statement and any other safety related documents.
- Carry out ongoing assessments of our operations through the medium of audits and inspections.

Each of us are reminded that every employee has a legal duty under the Safety, Health and Welfare at Work Act, 2005 to take reasonable care of the safety, health and welfare of ourselves and of others who may be affected by our acts and omissions at work. It is also the specific duty of any employee to report to their immediate manager any defects in the procedures, systems of work, structure or equipment which might endanger the safety, health or welfare of anyone on site and give the management a reasonable opportunity to correct the situation.

Signed: _____ **Chairperson**

Signed: _____ **Health & Safety Officer (Board of Management).**

Date: _____

Identified Hazards.

Hazards -Outside the Building

The following hazards (in as much as can be identified) are considered by the school to be a source of danger to students or others and are brought to the attention of all concerned.

- (a) The entrance gates, which is used by pedestrians/vehicles/cyclists.
- (b) Broken glass in the yard — particularly Mondays.
- (c) Car parking (continuous review)
- (d) Yards during snowy/icy conditions.
- (e) Cutting of grass — use of lawnmower.
- (f) Boiler house.
- (g) Oil tank.
- (h) Trees, particularly low hanging branches.
- (i) Playground equipment
- (j) Use of garden implements in School Garden.
- (k) Perimeter fence-continuous maintenance
- (l) Excess gravel or stones on the yard.
- (m) Flat roof of school.
- (n) External storage shed and container.
- (o) Large stones in front garden.
- (p) Windows opening outwards onto yard areas

Hazards — Inside the Building

- (a) Main fuse boards — in corridor at front office and also alarm board in entrance hall.
- (b) Power Distribution Board - in cupboard in lobby. Maintenance not to be carried out when children present.
- (c) Staff Room — cooker, water boiler, toaster and microwave.
- (d) Tír na nÓg kitchen - kettle, toaster, microwave and water heater
- (e) Electrical equipment including T.V./Video, computers, IWBs and projectors.
- (f) Photocopiers and printers
- (g) Cutting equipment — scissors, craft knives, guillotine.
- (h) Doors, windows and trap doors.
- (i) Protruding fixed units
- (j) Positioning and movement of furniture, equipment and children's bags, etc.
- (k) Movement of children in class, corridors, P.E. Hall, yard.
- (l) Cleaning Materials — solvents, bleach to be placed in locked cabinet.
- (m) Use of ladders

- (n) Broken glass.
- (o) Broken furniture.
- (p) Trailing leads.
- (q) Mats may present a trip hazard.
- (r) Wet corridors
- (s) PE equipment

To help minimise these dangers the following safety procedures must be adhered to: —

- a. Access to and operation of equipment is strictly restricted to qualified members of staff.
All contractors working in the school building will receive a copy of this policy.
- b. All school equipment must be used in strict accordance with the manufacturer's instructions and recommendations.
- c. Where applicable, members of staff will be instructed in the correct use of machinery/equipment.
- d. All equipment (electrical) is fitted with adequate safeguards.
- e. Precautionary notices, in respect of safety matters, are displayed at relevant points.
- f. Regular audits and maintenance are carried out on the premises in order that repairs can be carried out as soon as possible.
- g. Non-slip mats are used throughout the building
- h. 'Wet Floor' sign is erected when required. Spills are dealt with immediately.
- i. Ladders must be operated by two adults.
- j. Staff use safety mugs for tea/coffee on yard duty.
- k. Children use plastic utensils and plates/bowls where appropriate.
- l. Cleaner and caretaker have been issued with duties to ensure hygiene and safety are of a high standard.
- m. Broken glass is removed and disposed of safely.
- n. All staff ensure PE equipment is stored safely and is fit for purpose. Teacher with responsibility for the maintenance and upkeep of PE must be informed of any equipment requiring repair or replacement.
- o. Children are instructed on the safe storage of school bags, lunch boxes etc.
- p. Bins are provided in all classrooms and in specific areas in the corridor. The contract for removing rubbish from the school currently rests with 'Oxigen'.
- q. Berendsen Ltd. provide roller towels and maintain the mats within the school.

Safety, Training

Employees and Students will be: -

- a. Instructed in lifting and handling methods.

- b. Notified of any changes in safety procedures.
- c. Take part in first aid training.

Employees will be: -

- a. Advised of the protective clothing and safety equipment available and the areas where they must be worn.
- b. Advised of the nature and location of fire equipment and how it is operated.

Electrical Appliances:

Arrangements will be made for all electrical appliances to be checked as per manufacturer's specifications by a competent person i.e. maintenance person, the supplier or his agent, or a qualified electrician. Before using any electrical appliance the user shall check that: —

- a. All safety guards which are a normal part of the appliance are fitted and in working order.
- b. Power supply cables/leads are intact and free of cuts or abrasions. Suitable undamaged fused plug tops are used and fitted with correct fuse.

Chemicals, Solvents, Detergents, etc.

An inventory of the chemicals used at school will be kept. Members of staff using such materials should familiarise themselves with the hazards associated with the materials and precautions to be taken in the event of a spillage, splash, etc. These materials should be securely stored as instructed by the Board of Management.

Hazards

All hazards will be dealt with as a matter of urgency. Hazards which can be rectified will be done so as soon as is reasonably possible. Hazards which cannot be rectified will be made as reasonably safe as possible and clear procedures will be put in place to minimise any threat to health and safety.

Caretaker

1. Carry out all instructions of principal, etc. and follow his duties laid down in "Duties of Caretaker" in contract.

He should check regularly: -

- a. The boiler house, to see that all is in order and that no dangerous materials are stored there.
- b. Power Distribution Room — as above.
- c. If any vandalism has occurred e.g. broken windows, he should make them safe — board up, cordon off, etc.
- d. Check all electrical equipment regularly for loose fittings, frayed cables, etc.
- e. Check external playground and P.E. equipment regularly.
- f. Repair/report anything which could be a hazard to health, safety and welfare of teachers or students.

- g. Store tools, implements etc. in a safe place, inaccessible to children.
- h. Must not use lawn mower when children are in the vicinity.
- i. Wear appropriate clothing and hearing protection as deemed necessary by the operative.

Ancillary Staff

Cleaner

- 1. A copy of duties has been given to cleaner.
- 2. Starting time - Cleaners must not start their duties before 3 pm unless agreed by the Principal.
- 3. Cleaners should report any faults - electrical, etc. to the caretaker in the first instance or to the Principal.
- 4. Danger of trailing leads - Cleaners should avoid having trailing leads in corridors, etc. in as far as this is possible.
- 5. Danger of wet surfaces - Wet surface areas should be cordoned off with cones when appropriate.
- 6. Danger of bleaches, etc. Instructions should be read and followed.
- 7. Storage of bleaches polishes, etc. in designated areas only should be kept locked. Cleaning agents are to be stored in containers of a reasonable size. On no account are any cleaning materials to be stored in classrooms, or anywhere to which children have access.
- 8. Care when lifting.
- 9. There should **never** be children with cleaners when working.

First Aid Provision

It is the policy of the Board of Management of Clocha Rince NS that a member of staff shall be trained to provide first aid to staff and pupils. The First Aider's name is displayed in the Staffroom.

- a. If there is an accident/injury during break times the child should report this to a teacher on supervision duty.
- b. The teacher to whom the injury is reported to will record briefly the incident in their yard book and complete appropriate documentation when yard duty is complete. (See d below).
- c. If the injury is minor the child will be sent to the staff room where first aid will be administered.
- d. All incidents, accidents and treatment are reported in the accident /incident book. An incident/injury form is completed where appropriate and a copy is sent home as well as storing one in the child's file and in the Principal's office.
- e. Parents are contacted if there is any doubt over the health or welfare of a pupil.
- f. In the event of a serious incident/accident an ambulance is called and a member of staff accompanies the student to hospital.

- g. If staff is concerned about the welfare of a student they should contact the Principal immediately. The student should not be moved if there is any danger of further injury.
- h. In all incidents of head injury, parents will be notified and given the choice of taking the pupils home.
- i. Below are the First Aid Boxes held on the premises and their locations:-
 - ❖ Staffroom -Staff First Aid Box and School Trip/match First Aid Box.
 - ❖ Teachers/SNA bags for yard: contain plasters, tissue and disposable gloves. (See Supervision Policy). Each teacher retains these in classroom and inform Post Holder (Deputy Principal) when supplies are required.
- j. Designated first aider will ensure the maintenance of the contents of the First Aid boxes and other supplies. Adequate supplies of the following are maintained:
 - Dressings (non-adherent dressing , sterile gauze pads)
 - Disposable gloves.
 - Tape
 - Cotton pads.
 - Hypoallergenic plasters. Bandages for sprains etc.
 - Sterile eye wash.
 - Sterile wipes
 - Portable ice-packs
 - Scissors
 - Burneze/burn gauze
 - Anti-histamine for stings
 - Disinfectant
- k. All staff will be trained in any aspects of First Aid deemed necessary. E.g. asthma, epilepsy, the use of epi-pens etc.
- l. Surgical gloves must be used when administering First Aid.
- m. Injuries incurred during class instruction (or at any time other than break times) should be dealt with by the teacher and recorded as above in the Incident Book. The Principal/Deputy Principal may have to be consulted, a parent/doctor sent for or the child may have to be brought home, to a doctor or a hospital.
- n. Administration of Medication to a pupil:
As a general rule, teachers and SNAs should not be involved in the administration of medication to pupils. In exceptional circumstances the matter should be referred to the Board of Management in order that an Indemnity Form is completed.

Supervision

- 1) At 9.05am, children will be allowed to enter the school building when the bell rings. Each class teacher will be in their rooms before this time to greet and supervise the children. Children are not supervised before this time, except on wet days. (See Appendix on 'Dropping Off and Collection of Children).

- 2) If the weather is particularly inclement, the children will be brought to the school hall at 9am and will be supervised by the Principal or by a teacher whom the Principal designates, until 9.05am when they will be allowed to go to their classrooms.
- 3) In the event of a teacher being unavoidably delayed, the Principal or a teacher designated by the Principal will supervise the class.
- 4) If a teacher is absent from his/her classroom for an appreciable length of time, another teacher will be arranged by the Principal to supervise the class. No student should be left unsupervised at any stage.
- 5) Break Time/Lunch Time Supervision
 - (a) Three teachers and three SNAs will supervise each break period, as they are rostered. Staff should be punctual to yard when rostered. Each teacher are designated an area of the yard to supervise. On wet days, teachers are designated to particular corridors.
 - (b) A roster of personnel on playground duty will be displayed in the staffroom, front office and a copy given to each staff member.
 - (c) All staff on supervision duty should be on the yard promptly. A teacher may bring their class to the yard a minute before the bell sounds in order to be in place prior to the remaining children arriving on the yard.
 - (d) All staff on duty must only bring hot liquids to the yard in a safety container. Only plastic plates or lunchboxes should be brought out to the yard for foodstuffs.
 - (e) The secretary will arrange cover for any unexpected absence of a teacher and this will be noted on the staffroom and front office copy.
 - (f) Each teacher should arrange with a colleague to cover supervision when they are on EPV days or planned absences, such as attendance at Continuous Professional Development. They should note these changes on the roster in the staffroom.
 - (g) No food or drink wrapping, bottles of any type may be taken into the yard.
 - (h) During winter months or when the field areas are not suitable for play, only light footballs may be used in the yard. Each class will be given a football for this purpose.
 - (i) Teachers should endeavour to see that children have used the toilet before going out to lessen the chance of them needing to enter the school during breaks.
 - (j) On cold or damp days, children should dress appropriately.
 - (k) In the event of a wet break, teachers on duty will be designated corridors to supervise on the roster. Sixth Class pupils will be allocated to assist with classes from Infants to 4th Class. (See Supervision Policy).
 - (l) If any child needs immediate attention, medical etc. during this period, the class teacher or the Principal or the Deputy Principal should be requested to deal with it.
 - (m) At 11.10 am and 1pm the bell will be sounded and the children should line up under the

supervision of the teachers on yard duty. All other teachers should then go to the yard to bring his/her class to the classroom.

(n) Incidents/injuries shall be dealt with as outlined elsewhere. (See section on First Aid)

6) The following procedures should be adopted when children are entering or leaving the school.

(a) Children should be taught how to line up in an orderly fashion e.g. walk briskly to their line, stand in a straight line without any rough play.

(b) Children should be taught how to exit from the classroom in an orderly manner and how to move along corridors.

(c) Children must change into indoor shoes at 9.05 and after each break. 'Heelies' are not permitted.

7) It is the policy to split classes when a teacher is on an EPV day. The Tír na nÓg ASD classes are supervised by the Support Teachers on a rotating basis for these days.

8) If a parent/guardian fails to collect a student after school, staff must make every effort to contact the parent/guardian.

FURTHER PROVISIONS

Area: Classrooms and extra-curricular rooms.

1. Teachers must be present when visitors are working with classes.
2. There should be an annual inspection of the condition of the school furniture.
3. There should be a regular review made by the Principal/Safety Representative of the condition of the floor covering.

Area: Inside school, excluding classrooms.

1. Earrings such as hoops are not allowed; only small earrings such as studs are permitted.
2. A Fire Drill must be carried out termly.

Area: Outside school: school-tours, church, football etc.

1. Pupils are not allowed to go home to collect football gear or anything else.
2. The Principal will liaise with Kildare County Council and the Gardaí regarding the traffic situation outside the school gates.
3. Appropriate safety equipment must be worn by all children participating in football or hurley/camogie. If a child does not have a gum-shield and/or helmet, they will not be allowed to train/play.
4. On cycling trips to Rahan Woods for SESE, children and teachers must wear high visibility vests and appropriate cycling helmets. All bicycles must be in good working order with front and rear lights and fully operational front and rear brakes.
5. Children will use the footpath when walking to and from the church.
6. The Principal should be informed by class teachers which pupils are not going on school tour and or those who are not allowed go by the school either due to lack of payment of cost by

the appropriate date or due to breaches of the discipline code.

Cooking

- a. Cookers will not be used without essential fire precautions being immediately available. E.g. fire blanket, fire extinguisher.
- b. Staff will ensure that students are enabled to be safe during a cooking activity.

Manual Handling

- a. Pupils, staff and any other supervising adults should only lift equipment and furniture within their own individual capability. Children are instructed how to carry chairs, tables and gym mats safely.
- b. When a student who needs to be lifted is enrolled at Clocha Rince NS, suitable support services must be provided, arrangements made and training provided for the lifting of the student in order to minimise strain on the staff.
- c. Staff will complete a manual handling course and will be trained in the use of the hoist and slings in the disabled toilet, where necessary.

Playground

- a. The playground is closely supervised by a teacher and special needs assistants during breaks. Students may not use this playground unless a member of staff is in attendance.
- b. If the playground is used for extra playtime or a reward by any classes it must be closely supervised.
- c. Staff should regularly remind students of safe use of the equipment. (see Supervision Policy)
- d. The surface and equipment in this playground should be checked before use.

Parents and Community Groups using School Premises

- Support Clocha Rince National School in any health and safety matters reported to them on newsletters.
- Familiarise themselves with the Health and Safety Policy.
- Ensure that electrical appliances and taps etc. are switched off following meetings.
- Ensure doors are closed and locked and alarm set upon exit.
- Report any issues to the Principal that they may notice.
- Follow the school's policy on parking and Dropping Off and Collection of Children

Fire

Please see the school's 'Fire Policy'

It is the policy of the Board of Management of Clocha Rince National School that:

- There is an adequate supply of fire extinguishers which will deal with any type of fire. Each fire extinguisher shall have instructions for its use.
- All fire equipment is identified and regularly serviced. Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes (Staff Safety representative)
- Fire drills will take place once a term.
- The Principal and staff are responsible for fire drills and evacuation procedures.
- All electrical equipment, with the exception of the CCTV system, will be unplugged or turned off outside of school hours and when school is vacated for lengthy periods. Teachers are

responsible for their own classroom. The Secretary and Principal and Librarian are responsible for their respective rooms. The cleaner will check when cleaning where possible.

- All corridors and entries shall be kept clear of obstruction and shall be able to be opened from inside the building. Each teacher with an exit in their classroom must ensure it is kept clear. All staff are responsible for ensuring the P.E. hall and main door are free from obstruction.
- A plan of the school shows assembly points outside.
- Exit signs are clearly marked.
- Assembly areas are designated outside the building.
- Pupils leaving the school buildings must have written permission from parent/guardian. Parent/Guardian will complete a 'Sign Out' sheet in the office if collecting their children prior to the end of the school day or if collecting them for dental/doctor/hospital appointments.
- All staff must inform the Principal/Deputy Principal if leaving premises during school hours. A 'Sign Out' book is retained outside the Principal's office for this purpose.

Fire Drill/Evacuation Procedures

In the event of a fire or when the fire alarm sounds, evacuation should take place in an orderly fashion.

The assembly point is behind the school, on the top playing field. All classrooms and assembly areas have an evacuation route displayed in a clear and visible area. Primary routes are labelled with a green route, with alternative routes marked orange.

Teachers should ensure that:

- In all classrooms, resource areas etc., children are to stand up, push their chairs under the tables and calmly walk in single file.
- In the event of a fire drill, the school secretary will contact the alarm monitoring company (currently, Mac Alarms (01) 8058399), to inform them of the drill until further notice.
- All students have left the building and all classroom toilets have been checked.
- The roll sheet and Hi-Vis are collected. Each classroom has a fire pack with marker, laminated roll sheet and hi-vis vest. The hall and computer room have a pack with every class roll sheet and hi-vis in the event of a class being conducted there at the time of a drill or evacuation.
- The classroom door and windows are closed.
- The class should proceed to assembly point.
- Teachers should ensure that the pupils walk quietly and in single file to their assembly point in top playing field area.
- Class teacher (1st to 6th Class) should designate a child to lead the class line out whilst final checks are taking place.
- SNAs will assist the teachers in the fire drill procedures. One SNA will be designated to the Infant corridor to assist.
- Students attending resource and/or learning support must leave with attending teacher. The attending teacher should ensure that these students join their respective class lines at assembly point. The classroom teacher should be informed that they are there.
- School secretary will remove the fire register from the office and take it to the Fire Assembly point.
- At the assembly point classes and visitors must line up in an orderly fashion, in their designated places.
- A roll call of staff will be taken by the Principal /Deputy Principal.
- A roll call of pupils will be taken by their teachers.
- In the case of a fire drill, all classrooms as well as the building will be checked and deemed safe by the Principal and the Staff Safety Representative before the all clear is given.

- The children should then re-enter the building in an orderly fashion and the fire drill is complete.
- Secretary will inform the alarm company of completion of drill.

Smoking

Clocha Rince NS is a non-smoking area. This policy applies to the building and grounds.

Infectious Diseases

Please see our 'Accidents & Injuries Policy'

It is the policy of Clocha Rince NS that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all diseases. The Board of Management will endeavour to minimise the risk by adherence to sound principles of cleanliness, hygiene and disinfection and have provided disposable gloves in all First Aid applications, cleaning tasks etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, towels and a facility for the safe disposal of waste.

As part of the general approach to safety, other policies & practices which have a bearing on safety, health and welfare are in place and are communicated to employees, pupils, parents and others using the premises. Some examples are given below;

Health and safety issues have been considered in the development of Whole School Plans in all the Curricular Policies.

Accident Reporting & Investigation Procedures Policy

All accidents/near misses to persons (staff/contractor/visitor), however slight, must be reported to the Safety Representative/Principal and recorded on an Incident Form. Should the Principal not be available at the time of the accident, the Deputy Principal should be informed. The Principal must be informed within 24 hours of all accidents and where possible all other accident reporting will be completed before the end of the day in which the accident occurred.

A report must be made to the Health and Safety Authority (HAS) in respect of the following types of incident:

- An accident causing loss of life to any employed or self-employed person if sustained in the course of their employment.
- An accident sustained in the course of their employment which prevents any employed or self-employed person from performing the normal duties of their employment for more than 3 calendar days not including the date of the accident.
- An accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment.

All notification of accidents or dangerous occurrences to the HAS will be completed by the Staff Representative and/or Principal on form IR1 or IR3 (www.hsa.ie).

NOTE: An IR1 form must be completed if a person is away from their place of work for 3 consecutive days or more, or is unable to perform their normal duties for 3 or more days after the day of the accident.

- Upon notification of an accident, the Safety Representative and/or Principal/Deputy Principal should go immediately to the scene of the accident.
- The teacher/person in charge should ensure that first aid has been given and that outside assistance has been summoned (doctor or ambulance), where necessary.
- The teacher/person in charge should determine whether a camera is necessary. If so, send a member of staff to get a camera and photograph from several angles. Both close-up and general shots should be taken to give as full a picture as possible of the scene.
- The teacher on duty should complete the accident form by determining the underlying causes of the accident and identify the appropriate corrective action to avoid a reoccurrence.

Health issues

- Enrolment Form - Parents/Guardians can report any medical issues to the school
- Managing specific health issues - our Medi-Alert system
- Administration of Medicines Policy
- Illnesses and contagious infections such as rubella, chicken pox are reported using standard letter in the 'Infectious diseases in the Primary School: Health Service executive (H.S.E.)

- In the case of the above, members of staff who may be/are pregnant will be informed immediately in case they need to refer to their GP.
- First Aid - At least 1 member of staff will hold an up-to-date First Aid Certificate (See section on First Aid above)
- Healthy Lunch Policy
- **Head Lice:** A general letter is sent out to the parents of all pupils in the class informing them that there is a case of head lice in the class.
If live lice are noticed in a student's hair, the parents will be contacted by telephone and asked to collect the student and treat his/her hair.

Safety and welfare issues

Pupils

- The Clocha Rince NS 'Attendance Policy' and the addendum to this policy, outlines clearly the school's policy in relation to the procedures in place for the dropping off and collecting of pupils from school. These policies are in place to ensure the optimum level of safety exists for all pupils entering and exiting the premise. Please see addendum at end of policy.
- Our Supervision policy outlines clearly the procedures in place for supervision of pupils. (See section on Supervision above)
- Accident/Injuries Policy.
- An Accident/Incident Report Book is held with the main First Aid Box in the School Staffroom. This and the 'Accident/Injury Report Form' is used to report certain incidents of injury which occur during the school day. Please see the school's 'Injuries Policy' (See also section on First Aid above).
- Code of Behaviour & Discipline and Anti Bullying Policy applies to the procedures for promoting positive behaviour and those for dealing with misbehaviours. The Code also incorporates the school's application of our Anti-Bullying Policy which serves to be proactive as much as it is reactive.
- All issues relating to Child protection are clearly outlined in the school's 'Child Protection Policy'
- Our school 'Tours and Outings policy' outlines procedures relating to health and safety matters for occasions when the pupils are off school premise during the school day, for a school event.
- Pupils with roles of responsibility, such as sound system, placing of cones in yard and removal of 'wheelie bins' for collection, will be instructed beforehand on procedures. Children will wear hi-vis vests to carry out cone/bin duty and will always work in a minimum of pairs.

Assaults on Teachers/School Employees: - refer to addendum re; Assaults on Teachers

Success Criteria

- The continued safety of all members of our school community.
- A clear knowledge by applicable school partners on their individual role and responsibilities in every area of health & safety.

Roles and Responsibilities

The following people have particular responsibilities for aspects of the policy and how they fulfil their role

- Board of Management
- Safety Officer for the Board of Management - as elected and recorded in Board Minutes every 4 years
- Deputy Safety Officer for Board of Management - as elected by Board of Management
- First Aid Equipment/Materials - Mrs. Mc Carthy, Deputy Principal, Mrs. McConaghy Principal
- Staff Safety Representative - Eithne Mhic Sheoin
- Each member of staff

Ratification

This reviewed policy will be implemented with immediate effect on the date of ratification by the Board of Management.

Review

A review will be carried out in 2019/20 school year or sooner if required or if instructed by the HSA.

Communication

The policy will be posted on the school website. All staff members will receive annual reminders of its content and importance. This will be done at first staff meeting of the school year.

Signed: _____

Date: _____

Chairperson



Addendum to
Health and Safety Policy re:
Access to the School
Dropping Off and Collecting Pupils
&
The Prevention of Assaults on Staff

This Policy was developed by the school staff during the 2012/2013 school year. It has been reviewed in September 2016 as per procedure and to assist the school and Board of Management in identifying any issues that may have arisen since its initial implementation.

Rationale

This policy was developed to comply with Department of Education and Science Circular 40/97 relating to the duty on the Board of Management to provide a safe place of work for its employees by outlining measures to be taken to minimise the risk of assaults on teachers or other staff employed in Clocha Rince NS. This policy also meets the Board's requirement to set out the measures to be taken in support of staff that have been assaulted, verbally and/or physically and towards ensuring that appropriate action is taken to safeguard against a re-occurrence. The measures outlined below will serve to try ensuring the safety of both pupils, school staff, parents and other visitors to the school.

Access to the School

In so much as is compatible with the practical layout of the Clocha Rince NS, anyone entering the school premises shall be required to identify themselves to the Principal or Secretary.

Parents/Visitors must not visit a classroom unless having first been directed to do so by the principal/secretary.

The main door of the main building is fitted with an intercom and 'remote lock' by which access can be controlled. The main door is opened from 9:05am until 9:20am, during break times, Library opening times and at 2pm and 3pm.

The children are not permitted enter the school until 9:05am, when teachers begin supervising. Again, parents are reminded that pupils should be dropped to school at this time as the children are not supervised beforehand. Pupils are permitted to visit the public Library from 9:05 - 9:15am once they have obtained the permission of the class teacher.

Non-staff members are never permitted to enter a classroom and/or school office without prior approval/invitation by a member of school staff.

Dropping Off/Collecting Children

Parents of Junior Infant children may enter the Junior Infant Classroom for a designated period in September to aid their child's induction into the class. Parents may not then enter the Junior Infant Classroom unless invited to do so by a member of school staff.

Children arriving late to school (after 9:20am) should report to the school secretary with a parent. **Parents must never drop their child at the gate after 9:20am.** A register will be kept of pupils arriving late. A pupil arriving late at 9:20am is entered as being 15 minutes late.

Parents of a Junior and/or Senior Infant child must collect their child promptly at 2pm from the Infant Wing door. The Junior Infant teacher will line the children up at the door and release the pupils to each individual parent/guardian.

Parents must not enter their child's classroom unless invited to do so by a member of school staff.

Parents wishing to collect pupils before the designated dismissal time must report to the school secretary who will arrange to have the pupil withdrawn from their respective classroom. Teachers may not release a pupil from their class unless instructed to do so by the school secretary/principal. A register will be kept of all pupils removed from class before dismissal time and the reason for same. Teachers will record the early leaving of a pupil on the school data management system.

The Principal and school Secretary will be first port of call for a parent wishing to remove a child early from class. The Parent must complete an Early Removal Slip detailing the time and purpose for which the pupil is being removed. The secretary will contact the relevant classroom to arrange for the pupil to be released to the parent/guardian.

Once collected, pupils must not loiter on school grounds and should be kept under their parent/guardians control at all times.

Parking

There is a limited amount of parking available on the school grounds. There is a one-way system in place and no parking is permitted in the Staff section of the car park. This area is solely a drop-off zone. Parents of children from First Class upwards are encouraged to park in the Church car park and walk their child to the grounds. At the rear of the school, there is an exclusion zone marked by a solid white line. No car may turn or park in this area at any time as it is an assembly and collection area for the children. After 9.30am cones are placed across a section of the car park that may not be used for parking until collection times at 2pm and 3pm, as this marks the play area for winter months. Occasionally for events that are occurring in the school, this area will be made available for parking.

Prevention of Assaults on Teachers

Parents who wish to have a consultation with their child's class teacher and/or Principal must make a prior appointment with the relevant teacher. Appointments can be made by contacting the school secretary. **Parents must not approach a classroom directly.** In urgent cases where a pre-arranged appointment is not appropriate, parents must report in the first instance to the school secretary/principal.

Parents/guardians should consult the school's 'Parental Queries, Complaints and Commendations Policy' where appropriate.

The following are the steps to be taken where an assault on a member of staff, verbal and/or physical occurs;

- The incident will be reported immediately to the Principal/other colleague who should then inform the Principal.
- The details of the incident will be recorded in an Incident Book which will be kept by the Principal for this specific purpose. Situations where staff have been intimidated or threatened with physical violence will also be recorded.
- Where necessary, immediate medical treatment will be sought.
- An immediate report will be made by the victim, where practical, to the *Garda Siochana*. If the victim is unavailable the Principal teacher or other colleague will report the incident.
- An Emergency Meeting of the Board of Management will be called to inform members. The Board will arrange to notify its legal advisors of the assault. The board's insurance company should also be notified.
- Where the assault is committed by a pupil the matter will be dealt with in accordance with 'Clocha Rince NS Code of Behaviour and Discipline' and as provided for in Rule 130(5) of the 'Rules of National Schools'.
- Repeatedly aggressive pupils will be referred, with the consent of parents, for psychological assessment in order to assess the pupil's social and emotional needs and to determine how these can be best met.
- Where the assault is committed by a parent/guardian, the parent/guardian should be immediately instructed in writing not to make direct contact with the teacher/school pending full consideration of the matter by the Board. Subsequently the Board should correspond with the parent/guardian stating:
 1. That the Board considers the assault unacceptable.
 2. The action the Board intends to take.
 3. Outline of the preconditions to be met before access to the school is restored, if at all.
- The Board of Management will adhere to Department Guidelines in such an incident and the Board's duty of care to its employee will be regarded at all times. Applications for Leave of Absence in relation to a member of staff who has been assaulted will be dealt with without delay by the Board.
- Where an employee's personal property is damaged in the course of an assault, compensation for its replacement value may be paid, without prejudice, by the Board of Management under the schools extended School Protection Policy.

Success Criteria

- Provision of a safe place of work for its employees
- Provision of maximum level of health and safety standards for all the pupils.
- Smooth and safe flow of traffic during peak times.
- Central control on the movement of pupils throughout the school day.
- More accurate attendance figures.

Roles and Responsibilities

The Principal will be responsible for ensuring that the policy is implemented and complied with by all relevant parties. The Principal and school Secretary will be responsible for recording Early Removal Slips and arranging for the withdrawal of a pupil from class. The Principal will maintain the 'Incident Book'.

Staff will be responsible for accurately recording the late arrival times and early removal times of pupils in their class.

Ratification and Review

This reviewed policy was ratified by the Board of Management at a meeting on _____.

It will be reviewed in autumn 2019.

Signed: _____

Date: _____

Chairperson

Clocha Rince NS Safety Statement

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)
- 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)
- 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
- 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
- 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 +, IPPN April 2007. p16. Health & Safety for Senior Managers

Clocha Rince NS Safety Statement

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: _____

DOCTOR: _____

ADDRESS: _____

SCHOOL TYPE: _____

NAME / TEL OF:

Hospital / Ambulance _____

Fire Brigade _____

Fire Officer _____

Safety Officer _____

Safety Representative _____

Person responsible for _____

First Aid: _____

Clocha Rince NS Safety Statement

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 every Board of Management Term. We will carry out a H&S audit of the school once per 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 chemicals

Safe equipment including maintenance and use of appropriate guards

Provision of appropriate personal protective equipment.

Signed: _____ **Date:** _____

Manager/Chairperson Board of Management

Board Of Management Safety Representative: _____ **Date:** _____

Deputy: (in absence of above): _____

Staff Safety Rep: _____

Employees are reminded of their responsibilities under the 1989 & 2005 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.

Identification of Hazards, Risk Assessment and Action(s) Taken

[illegible]

See Fire Safety Policy for Fire Audit Document

Annual School Audit

School Environment. School Record for School Year _____

[illegible]



Accident/Injury/Incident Report Form for Students or Staff Members

Name of person reporting: _____

Accident or Incident: _____

Place: _____ Date: _____ Time: _____

Who else (if any) present: _____

Injury (describe topography and exact placement): _____

Which first aider was called? _____

Treatment (if any): _____

By whom: _____

Doctor/Ambulance called: Yes No By whom: _____

Class/Yard Teacher notified? _____ Time of notification: _____

Time of notification of parent: _____ By whom: _____

In your opinion could this have been prevented: Yes No

If yes, how? _____

Signature: _____ Date: _____

Principal's/Deputy Principal 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.)