

Health and Safety Statement

Crosserlough National School



INTRODUCTION

This policy was reviewed following the issue of new guidelines under the Safety, Health and Welfare at Work Act, 2005. The whole school staff attended a planning day with input from the PPDS Advisor. The staff, Board of Management and Parent representatives were involved in reviewing and adapting this policy before being ratified by the Board of Management on December 10th, 2011. The Policy was reviewed in 2020.

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. The Board of Management of St. Mary's N.S. is committed to safety and health. This policy specifies the manner, the organisation and the resources necessary for maintaining and reviewing safety and health standards in our school.

The Board of Management in drafting this policy has outlined their health and safety programme and will make it available to all employees, outside services providers and Inspectors of Health and Safety Authority. The Board of Management is also taking into consideration its 'Duty of Care' role in the school and this is an integral part of our Health and Safety Statement.

RELATIONSHIP TO THE CHARACTERISTIC SPIRIT OF THE SCHOOL

The Board of Management of St. Mary's N.S. is committed to the creation of a safe and healthy working environment for all members of the school community.

AIMS

In drafting the policy the Board of Management hopes to achieve the following with this policy;

- To create a safe and healthy school environment by identifying, preventing and tackling hazards and their accompanying risks.
- To ensure understanding of the school's duty of care towards pupils.
- To protect the school community from workplace accidents and ill health at work.
- To outline procedures and practices in place to ensure safe systems of work.
- To comply with all relevant health and safety legislation (so far as is reasonably practicable) to include the following areas
 - Provision of a safe workplace for all employees- teachers, SNAs, secretary, caretaker, outside professionals etc
 - To ensure competent employees, who will carry out safe work practices
 - Safe equipment including maintenance and use of appropriate guards
 - Provision of appropriate personal protective equipment
- Investigate complaints made by employees.
- Accompany an inspector carrying out an inspection at the workplace.
- Make representations to the employer on matters relating to safety, health and welfare.
- Make representations to and receive information from, an inspector.
- Consult and liaise with other safety representatives in the same unde

CARRY OUT A RISK ASSESSMENT

Updated Risk Assessments to minimise the risk of being exposed to Covid-19 This revised Risk Assessment includes all relevant updates and necessary control measures to minimise the risk of staff and others being exposed to Covid-19 and these will be incorporated into the Safety Statement for St. Projects in line with requirements of section 20 of the 2005 Act. It is envisaged that additional reviews will be undertaken on a regular basis and in line with Government and public health advice to ensure that all information remains accurate, that controls are appropriate and where necessary risks are reassessed.

Please see Appendix 1 for full Covid 19 Risk Assessment

[Click on link to Appendix 1](#)

School's duty of care:

This must be considered in all areas of school life and policies e.g. PE, Visual Arts, School Tours, Administration of Medicines, Accidents and Illnesses, Child Protection, Code of Behaviour, Extra Curricular Activities, Supervision.

Procedures to deal with emergencies

Contact procedures: Contact details are provided by the parent upon the child's entry to the school. Parents asked to update the information if changes occur. These are kept on file in the secretary's office so parents/guardians can be contacted quickly.

Fire-drill and school evacuation procedures

Fire / Fire Drills

It is the policy of the BOM of Crosserlough National School to ensure that:

There is an adequate supply of fire extinguishers, which will deal with any type of fire, and that staff are aware of their location.

All fire equipment is regularly checked and maintained.

Fire drills take place at least once per term and all personnel be made fully aware of emergency procedures.

Instruction is given in the use of fire extinguishers for specific materials/equipment.

Location of fire extinguishers is clearly marked and positioned high enough for an adult to read.

An assembly area is designated in the yard.

Exit signs are clearly marked and easily accessible in case of emergency. These exits will be kept completely clear.

There will be a named person responsible for fire drills and evacuation procedures.

The school and equipment are checked by a Fire Officer and all recommendations made by him/her have been implemented.

Rubbish, particularly flammable material, is not allowed to accumulate and is regularly and properly disposed of.

Fire alarm system will be checked and maintained regularly.

Corridors will remain clear of obstruction.

Storage areas will be maintained in a tidy and safe condition.

Administration of Medicines

The Board of Management has a duty to safeguard the health and safety of pupils when they are engaged in school activities, however it does not follow teachers have a duty to personally undertake the administration of medicines.

Relevant medical information on all pupils is obtained at time of enrolment. Parents are asked to list any allergies/medical conditions their child has.

Procedures: Non prescriptive medicines will neither be stored nor administered to pupils in school. Prescription medicines will not be administered in the school without the written consent of parents.

Parents of a pupil requiring regular medication during school hours should write to the Board to authorize a member of staff to administer the medication in school.

Written details are required from the parent/guardian to the Board giving the name of the child,

- name and dose of medication
- whether the child should be responsible for his/her own medication
- the circumstances in which medication is to be given by the teacher
- and consent for it to be given
- the circumstances under which the parent is to be notified and where s/he can be contacted.

The medicine should be self administered, if possible, under the supervision of an authorized adult.

A teacher cannot administer medication without the specific authorization of the Board. No teacher can be required to administer medicine to a pupil.

It is the parent's responsibility to check each morning whether or not the authorized teacher is in school unless an alternative arrangement is made.

The medicine should not be kept by the pupil but in a cupboard inaccessible to pupils. Certain medicines, such as inhalers used by asthmatic children must be readily accessible at all times of the school day. Inhalers, labelled with the child's name are kept in the secretary's office.

In emergency situations qualified medical assistance will be secured at the earliest opportunity.

School Accident Policy

Procedures: Safety of pupils and staff is a priority for the Board of Management, and robust measures have been put in place to ensure no children or staff are put at risk. A comprehensive school Safety Statement identifies hazards. Remedial measures are outlined.

The overall responsibility for the day to day management of school supervision and routines rests with the principal. The class teacher is responsible for classroom supervision and teachers on yard duty are directly responsible for the supervision of pupils at break time.

Each classroom teacher regularly instructs his/her class on issues relating to safety in the class/yard e.g. care on the stairs, running and 'rough' play.

The teachers on yard duty are automatically assisted by others in the case of a significant injury.

Resources

A First Aid Box is located in every classroom and in the school office. Ice packs are kept in a fridge in the kitchen.

Record Keeping

All accidents/injuries are recorded in the Accident Report Book which is kept with the First Aid Book. A report form is filled in by the teacher on supervision duty.

The accident report form lists

- date and time of accident,
- witnesses,

- nature of injuries,
- a brief description of the circumstance of the accident,
- procedures followed by staff etc.

More significant injuries, where a child had to go to the doctors will be notified to the schools insurers on the accident report form.

CONSTANT HAZARDS

It is the policy of BOM of Crosserlough National School NS that machinery, kitchen equipment and electrical appliances are used only by competent persons.

Staff should report any defects immediately

Care should be taken with all electrical cables, phone lines, extension cables. Where possible these should be taped or fastened to prevent accidents.

Chemicals

It is the policy of the BOM of Crosserlough National School NS that all chemicals, detergents etc. be stored in clearly identifiable containers bearing instructions for their use and kept in a securely locked room. Children will not have access to this room. All spills should be cleaned up immediately.

First Aid

A First Aid Box is located in every classroom and in the school office. Ice packs are kept in a fridge in the kitchen.

Protective gloves will always be worn in the event of skin being broken.

In the event of an accident a full account of what happened, symptoms noted and treatment administered should be completed in the Incident Book, which is kept in the staff room.

Highly Polished or Wet Floors

It is the policy of the BOM of Crosserlough National School NS that floors not be polished to a dangerous level or made slippery. Washing of floors is conducted after school hours to eliminate the possibility of slipping. Wet floors will be dry mopped when there is an evening activity taking place in the school.

Code of Discipline

The Code of Discipline in the school provides for a level of behaviour to minimise personal risk or stress to any employee. It also aims to minimise the level of risk to pupils and other users of the school.

The school follows a consistent behaviour policy for general day-to-day management in the classroom and school.

Some children may require an individual behaviour plan.

Some children may require supervision depending on the level of identified risk.

All staff will be trained in the event of any situation where a pupil poses a danger to him/herself or others

A number of staff will be trained in the use of crisis prevention and restraint where required.

Health and Safety in the Classroom

Schoolbags will be stored under tables or in an agreed area of the classroom.

Coats will be hung on coat hooks.

Floors in both classroom and toilet area are kept dry.

Care will be taken with electrical cables.

Toilet paper, soap and paper towels are supplied in toilet and children are encouraged in best practice in toileting and personal hygiene.

Medication will be stored in the Office or teacher's drawer.

Children will be familiarised with Fire Evacuation Procedure.

Medication will be administered only to children whose Parents/Guardians have completed relevant documentation.

Materials will be stored in such a way as not to create hazards.

Care will be taken when treating injuries. Protective gloves will be worn for all injuries where the skin is cut, broken or grazed. Masks are to be worn by staff when attending a pupil.

In the event of a situation where a pupil may pose a threat to him/herself or others, pupils will be evacuated to a safe place.

On school tours all children and adults will have his/her own seat. There will be a minimum of one adult for every 16 pupils on all tours.

There will be a minimum of one adult per 16 children supervision on school tours.

Health and Safety in the School Building

Children will have no access to Staff Room or Utility Room unless accompanied by a member of Staff.

Staff and pupils will walk while inside the school building.

Children will not be allowed into storage areas unaccompanied

Corridors will be kept as clear as possible and bins should not obstruct doorways.

In the event of a situation where a pupil may pose a threat to him/herself or others, pupils will be moved into their classroom as quickly as possible. Where possible, the pupil will be prevented from entering the building. However, if the pupil succeeds, the classroom door will be made secure while the school calls for assistance to remove the pupil from the premises.

Storage areas will be maintained in a tidy and safe manner.

Health and Safety in School Grounds

While on the playground children will always be in full view of supervising staff.

Children will always be lined up and walked to the playground.

The teaching staff should lead the children out of the building at recreation and dismissal times.

The play area should be clearly defined. Staff and pupils should be made fully aware of all hazards.

The pupils should be informed of out of bounds areas inside and outside the building.

In the event of a situation where a pupil may pose a threat to him/herself or others, pupils will be moved into their classroom as quickly as possible. Where possible, the pupil will be

prevented from entering the building. However, if the pupil succeeds, the classroom door will be made secure while the school calls for assistance to remove the pupil from the premises.

Success Criteria

Our success criteria will be based on the achievement of our aims to provide a safe environment for our employees, pupils and visitors. We will use staff observation and parental feedback in addition to Health Inspector's Reports and our safety record as our benchmark for success or otherwise of the policy.

DUTIES OF ALL EMPLOYEES

It is the duty of every employee while at work:

To take reasonable care for his/her own safety, health and welfare and that of any person who may be affected by his/her acts or omissions while at work.

To co-operate with his/her employer and any other person to such an extent as will enable his/her employer and the other person to comply with any of the relevant statutory obligations.

To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or anything provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health and welfare while at work.

To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare, of which he/she might become aware.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or anything provided in pursuance of any of the relevant statutory provisions or otherwise, for securing safety, health and welfare arising out of work activities.

Employees will, by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible.

IMPLEMENTATION

Roles and Responsibilities

The plan will be implemented by the teaching staff, supported by the Board of Management.

TIMEFRAME

This plan will be implemented from September 2020

REVIEW

The safety statement will be reviewed annually.

The staff of St. Mary's will review the plan in September 2021.

RATIFIED BY

DATE:

Rev. Fr Peter Mc Kiernan, chairman of the Board of Management

Mrs Teresa Galligan, Principal of St. Mary's N.S.
