**ORGANISATION POLICY FRAMEWORK**

**HEALTH AND SAFETY**

**INTRODUCTORY STATEMENT:**

The Board of Management in consultation with the staff have formulated and ratified this policy.

**RATIONALE:**

To conform with the 2005 Act – Safety, Health and Welfare at Work and in the interests of the safety and welfare of all who work, learn and visit the school.

**RELATIONSHIP TO CHARACTERISTIC SPIRIT OF THE SCHOOL**

The provision of a safe, healthy environment to ensure the physical and emotional well-being of everyone in the school.

**AIMS:**

To provide a safe environment for learning, teaching and work in the school – teachers, pupils, ancillary staff, visitors and parents.

To create safety awareness among the teachers and pupils.

To foster responsibility for safety.

To review regularly possible risks etc.

**STATEMENT ON GENERAL POLICY**

The Board of Management of Gleneely N.S. recognises the importance of the Legislation enacted in the Safety, Health and Welfare at Work Act, 2005.

The Safety Statement sets out the Safety Policy of the Board of Management of Gleneely N.S. and sets out the means to achieve that policy. The Board of Management’s objective is to endeavour to provide a safe and healthy work environment for all our employees and pupils and to meet our duties to members of the public with whom we come in contact.

This policy requires the co-operation of all employees.

It is our intention to undertake regular reviews of the statement in light of experience, changes in legal requirements and operational changes.

The Board of Management will undertake to carry out a safety audit annually and report to staff. This inspection/safety audit will be carried out more frequently if requested by either staff or the Board of Management.

All records of accidents or ill-health will be monitored in order to ensure that any safety measures required can be put in place, wherever possible, to minimise the recurrence of such accidents or ill-health.

Signed

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Chairperson Board of Management

**POLICY STATEMENT ON SAFETY, HEALTH AND WELFARE AT WORK OF THE BOARD OF MANAGEMENT OF GLENEELY NATIONAL SCHOOL**

1.1

The members of the Board of management of Gleneely N.S are

Chairperson Fr. Patrick Arkinson

Principal Pauline Dowds

Teachers Representative Lisa Doherty

Community Representative Stephen Stewart

Maranna Sweeney

Parents Representatives Nigel Mc Kelvey (treasurer)

Eithne Browne

Bishops Nominee Fr. Peter Devlin

1.2

The Board of Management will ensure that, in so far as is practicable, the highest standards of safety shall prevail and that, at a minimum, the provisions of the Safety, Health and welfare at Work Act, 1989 are applied.

1.3

Specifically, the Board of Management wishes to ensure so far as is reasonably practicable.

1. The design, provision and maintenance of all places in a condition that is safe and without risk to health.
2. The design, provision and maintenance of safe means of access to and exit from places of work.
3. The design, provision and maintenance of plant and machinery.
4. The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health.
5. The provision of instruction to staff on proper lifting techniques of pupils and dealing with pupil challenging behaviour.
6. The provision of such information, instruction, training and supervision as is necessary to ensure safety and health at work of its employees.
7. The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at work of its employees.
8. The preparation and revision as necessary of adequate plans to be followed in emergencies, e.g fire drill, injuries etc.
9. The safety and prevention of risk to health at work in connection with use of any article or substance.
10. The provision and maintenance of facilities and arrangements for employees at work.
11. Obtaining where necessary, the services of a competent person for the purpose of ensuring the safety and health at work of its employees.
12. The continuing updating of the Safety Statement.
13. The provision of arrangements for consultation with employees on matters of health and safety.
14. The provision of arrangements for the selection from amongst its employees of a representative.

1.4

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

1.5

The Board of Management of Gleneely N.S. will ensure that provisions of the Safety, Health and Welfare at work Act, 2005 are adhered to.

1.6

A safety committee may be established to monitor the implementation of the Safety, Health and Welfare at Work Act, 2005.

**DUTIES OF EMPLOYEES**

1. It is the duty of every employee while at work:

1. To take reasonable care for his/her own safety, health and welfare and that of any other person who may be affected by his/her acts or omissions while at work.
2. To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
3. 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 for him/her in common with others) for securing his/her safety, health or welfare while at work.
4. 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 becomes aware.

2 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 or welfare of persons arising out of work activities.

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

**CONSULTATION AND INFORMATION**

It is the policy of the Board of Management of Gleneely N.S.

-to consult with staff in the preparation and completion of the Health and Safety Statement.

-to give a copy of the Safety Statement to all present and future staff.

-that any additional information or instructions regarding Health, Safety and Welfare at Work not contained in the document will be conveyed to all staff as it becomes available.

-that Health, Safety and Welfare will form an integral part of any future staff training and development plans.

**FIRE DRILL ( Church & General Booklet p.46 & 47)**

1. Escape route should be clearly marked.
2. Make sure everyone in the building can hear the fire alarm bell.
3. Make it distinctive from the normal school bell e.g. a constant or intermittent ringing.
4. Ensure that everyone knows what the signal alarm is.
5. Have a designated assembly point and make sure you can account for all the people in the building.
6. A fire drill is best done unannounced.
7. Make sure that you keep the fire alarm system maintained and in good working order.

**FIRE DOORS, EXTINGUISHERS AND HOSE –REELS**

Fire doors are mandatory to avoid the spread of fire once ignited. Make sure they are kept closed and not wedged open.

Make sure you have fire extinguisher appliances and, most important that people know how to use them. When the service engineer comes to replace the contents of an extinguisher, ask him to let a member of staff let it off as a training exercise. There is no charge for this. Remember that a water extinguisher may not be right for the location e.g. you need a dry powder extinguisher for a computer room.

Install a fire and smoke detection system. The fire officer will advise.

The safety representative may consult with, and make representations to the employer on safety, health and welfare matters relating to the employees in the place of work.

He/she may investigate situations where there is reasonable fear or risk of personal injury to the employees represented, or where complaints have been made by employees about potential hazards.

The designated safety officer is appointed by management and is responsible for co-ordinating safety management within the particular educational establishment. The safety representative will normally liaise with the safety officer.

**HAZARDS**

All staff and the Board of Management will complete a hazard list when required. Some hazards can be rectified but others remain constant. The hazards have been divided into two categories:

Hazards that can be rectified or minimised will be dealt with as a matter of urgency. Those that cannot be rectified will be clearly indicated and appropriate procedures listed beside them.

The Board of Management in consultation with the employees will review and make recommendations on the elimination of hazards.

**SPECIFIC HAZARDS**

FIRE

It is the policy of the Board of Management of Gleneely N.S. that

1. There is an adequate supply of fire extinguishers which will deal with any type of fire.
2. All fire equipment is identified and regularly serviced.
3. Regular fire drills take place at least once a year.
4. Instruction is given in the use of fire extinguishers for specific materials/equipment.
5. Fire alarms are clearly marked.
6. Signs will be clearly visible to ensure visitors are aware of exit doors.
7. Most electrical equipment will be unplugged or turned off outside office hours and when offices are vacated for lengthy periods.
8. An assembly area is designated outside the school.
9. Those leaving buildings/classrooms should let someone know.
10. Exits signs are clearly marked.
11. There will be a main person in the school responsible for fire drills and evacuation procedures.
12. The school and equipment have been checked by a fire officer and all recommendations made by him/her have been implemented.

**SCHOOL RULES 9 (SEE CODE OF DISCIPLINE)**

**IDENTIFICATION OF HAZARDS**

Assessment of Risks

Hazards Identified (Physical) Remedial Steps

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| --- | --- |
| Slippery Floors | Mop as soon as possible. |
| Computer Leads | Fasten together and keep under table as far as possible.  Deny access between lead and plug. |
| Schoolbags | Keep under desks. |
| Kettles | Used only by adults. |
| P.E. Equipment | Stored appropriately and only used under supervision. |
| Broken furniture | Discard. |
| Uneven Surfaces | Cordon off until repaired. |
| Falling objects | Don’t clutter shelves. Keep heavier objects on bottom shelves. |
| Step Ladders | Used only by adults. |
| Heating | Repair if leaks occur. |
| Banging doors | Cut off draughts or use door stoppers. |
| Windows opening out | Teacher to ensure that windows that open low onto playground are closed for break times |
| Overloaded sockets | Use proper extension leads. |
| Electrical equipment | Plugged in & out by teacher and used by teacher. |
| Heavy objects | Instruct on how to lift. |
| Goal posts | Secured and checked regularly. |
| Scissors | No walking around classroom with scissors. |
| Fire extinguishers | Never to be touched by children. |
| Smoke alarms | Need to be tested regularly. |
| Mobile phones | Not allowed by children. |
| Lice | Notify parents via Health Board letter. |
| Rubbish disposal | Bins used at all times. Caretaker deals with disposal. |
| Snow/ice | Children not allowed in yard if deemed slippery. |
| Dust | Keep to a minimum by using whiteboard. |
| Toilets | Keep floors dry. Low locks on doors. |
| Paint | Supervision while using art paint and no other paint used during school hours. |
| Detergents | Never to be used by the children |
| Gardening tools | Stored and locked in general, but children will be supervised if using. |
| Lawnmower | To be used only by caretaker |
| Mice | Notify caretaker to assess situation. Children not allowed near affected area. |
| Car park | Cars parked outside school wall facing towards the road. |
| School gates | Children use side exits (turnstiles). Gate only opened by teachers. |
| Piercings | Children allowed one pair of stud earrings – no hoops or long earrings, no other piercings permitted. Children need to be able to remove and safely store the earrings (independently) before playing sport etc. |
| Science equipment | Stored in a secure place. |

Hazards identified (Human) Remedial Action

|  |  |
| --- | --- |
| Discipline | Children encouraged to keep to school rules. |
| Bullying | To be dealt with immediately when problem arises. |
| Injuries/accidents | Notify parent and record. |
| Heavy schoolbags | Encourage to leave unnecessary books in school or at home. |
| Cleanliness | Pupils are encouraged to wash hands regularly. |
| Supervision | Teachers supervise on a rota during 11am break and lunchtime 12.30 – 1.00pm. This is done by the teachers walking around and checking on any children who are seated inside the back door due to illness. |
| Opening/closing time | 9.20 am– 3.00pm daily. |
| Sick child | Parent contacted and taken home if at all possible. |
| People with additional needs | Ramp Provided. Adequate space provided. SNA support, SET support, Student Support File |
| Passive Smoking | No smoking at any time in any area of the school. |
| Noise | Keep to a reasonable level. |
| Access to staff | By appointment only / upon teacher’s agreement |
| Break-ins | Report to Gardaí and B.O.M. Make safe and secure as soon as possible. |
| Teacher Absences | Folder of work to be used by substitute or the other teachers. Pupils divided if no substitute is granted by the Department. |
| Theft | Any incident of theft by an external party will be reported to An Garda Síochanna for investigation.  Any incident of theft by a child will be dealt with under the schools code of discipline |
| Administration of medicines  As a general rule, teachers should not be involved in the administration of medication to pupils. In exceptional circumstances, where a teacher agrees to become involved in the administration of medicines, the I.N.T.O. advises that   1. The parents/guardians of the pupil concerned should write to the B.O.M. requesting the Board to authorise the teachers to administer the medication. 2. The request should also contain written instructions of the procedure to be followed administering the medication. 3. The B.O.M. having considered the matter may authorise the teacher to administer medication to a pupil. If the teachers are so authorised, they should be properly instructed by the parent. 4. A teacher should not administer medication without the approval of the Board. 5. In administering medication to pupils, teachers should exercise the standard of care of a responsible parent. 6. The B.O.M. should seek an indemnity from the parent/guardian in respect of any liability that may arise regarding the administration of medication. This will be done by way of a standard letter of authority. Where the above procedure is put into place, the B.O.M. should give consideration to authorising the other members of staff to administer the medication in the event that the regular teacher is absent from school. 7. The B.O.M. should inform the school’s insurance in the event of any accident/incident. | |

**SUPERVISION OF PUPILS**

Teachers supervise on a rota basis during 11am break and lunchtime 12.40 – 1.00pm. This is done by the teachers supervising the school grounds and checking in classrooms, toilets etc. See supervision policy for more information.

**Covid-19**

All information regarding the Health & Safety of staff and pupils in relation to Covid-19 related issues are outlined in the Covid-19 Policy Statement for Gleneely National School. This includes a Risk Assessment, Checklists for Staff, Management and Cleaning. Procedures for dealing with a suspected case of Covid-19 and a logistics plan.

**FIRST AID**

It is the policy of the Board of Management of Gleneely N.S. that basic remedies and equipment are made available for first aid function. There will be a properly equipped first aid box available at all times to staff which will contain:

Elastoplast plasters

Tape

Cotton bandages

Cotton wool

Scissors

First aid chart

Disposable gloves (which must be worn at all times when administering first aid)

Hot water and soap will be available and should be used before and after administering first aid.

**PROCEDURES IN CASE OF A SERIOUS ACCIDENT**

Try to make contact with parent/guardian immediately. Contact a doctor. Phone a doctor or ambulance if necessary.

**PROCEDURES IN CASE OF A MINOR ACCIDENT**

The Teacher on duty will assess the child.

The teacher will administer any first aid as necessary.

Minor incidents will be noted in the accident book or incident report forms

Parents will be contacted at the school gate or by telephone.

**NAMES OF SAFETY REPRESENTATIVE, OFFICER**

Board of Management

**MONITORING/REVIEW**

Yearly

**SUCCESS CRITERIA**

On a continual basis staff will be assessing the level of risk reduction within the school area. Success will be determined by the reduction in the number of accidents.

**ROLES AND RESPONSIBILITIES**

This policy will be supported, developed and implemented by the entire staff with input from the parents. Progress will be evaluated and monitored by all concerned, including the pupils.

**TIMEFRAME FOR IMPLEMENTATION**

This particular policy needs to be implemented on a continual basis.

**TIMEFRAME FOR REVIEW**

This policy will be reviewed and evaluated annually at the end of the school year.

**RESPONSIBILITY FOR REVIEW**

The entire staff, pupils and parents will share the responsibility of the plan’s review.

This policy was ratified on behalf of the Board of Management on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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