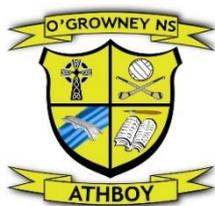


## Policy Document No. 4



# O' Growney National School

## Safety, Health & Welfare Statement

### INTRODUCTION

The Board of Management of O'Growney National School will ensure that, in so far as reasonably practicable, the safety, health and welfare at work of every employee, pupil and visitor to the school. The Board recognises that its' statutory obligations under legislation extends to employees, pupils, any person legitimately conducting school business and the public. The Board of Management will ensure that the provisions of the Safety, Health and Welfare at Work Act 2013 are adhered to.

Specifically, the Board of Management of O'Growney National School wishes to ensure so far, as is reasonably practicable:

- The design, provision and maintenance of all places in the school shall be safe and without risk to health.
- There shall be safe access to and from places of work.
- Staff shall be instructed and supervised, in so far as is reasonably possible, so as to ensure the health and safety at work of its employees.
- Protective clothing or equivalent shall be provided, as is necessary, to ensure the safety and health at work of its employees.
- Plans for emergencies shall be complied with and revised as necessary.
- The Board of Management will continually revise this statement as necessity arises, and shall be re-examined by the Board on an annual basis.
- Employees shall be consulted on matters of health and safety.

Our statement uses planning through self-evaluation of current safety, health and welfare needs, leading to identification of priorities for improvement and recording of changes implemented. The current Department of Education and Skills Inspectorate document, *School Self-Evaluation Guidelines for Primary Schools* makes reference to planning for safety, health and welfare in a number of instances, including as follows:

### The Teaching and Learning Quality Framework,

**2.1 Learning Environment** at page 32 lists the following four criteria for self-evaluation of safety in the classroom:

- Classrooms are properly heated, properly ventilated, clean and well maintained.
- Due attention is given to pupil safety in the organisation, layout and furnishing of classrooms and other learning settings.
- Due attention is given to pupil safety during lessons.
- Pupils are properly supervised at all times.

## Essential Terms:

All members of the school community should be familiar with the following essential terms:

**Employees/staff:** For ease of reading the term 'employee(s)' has been replaced with the word 'staff' in many instances. Where 'employee(s)' is mentioned the reader can interpret this to mean 'staff'. The definition of employee outlined in Section 2(1) of the *Safety Health and Welfare at Work Act 2013* is as follows:

"employee" means a person who has entered into or works under (or, where the employment has ceased, entered into or worked under) a contract of employment and includes a fixed-term employee and a temporary employee and references, in relation to an employer, to an employee shall be construed as references to an employee employed by that employer.

**Hazard:** A hazard is anything that has the potential to cause harm to people, property or the environment. It can be a work material, a piece of equipment or a work method or practice.

**Risk:** Risk is the likelihood that someone will be harmed by the hazard together with the severity of harm suffered. Risk also depends on the number of people exposed to the hazard.

**Controls/control measures:** Controls/control measures are the precautions taken to ensure that the risk is eliminated or reduced.

**Risk assessment:** A risk assessment is concerned with identifying the hazard, then estimating the severity and likelihood of harm arising from such a hazard. The employer can then put in place control measures to minimise the risk or weigh up whether he or she has taken enough precautions to prevent harm.

## Employee duties under the Safety, Health and Welfare at Work Act 2013

The attention of employees is drawn to the following duties of persons employed as laid down in Section 9 of the Safety, Health and Welfare at Work Act, 1989 (2005) (2013). In accordance with the 2013 Act, all employees (including full or part-time, permanent or temporary, regardless of any employment or contractual arrangements they may have) are required to co-operate fully with the employer so that appropriate safety, health and welfare policies are established, implemented and adhered to. All employees are to be familiar with the Safety, Health and Welfare statement.

### Employee duties while at work include:

1. It shall be the duty of every employee while at work:-

Be familiar with Health and Safety statement.

- (a) 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.
- (b) 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.
- (c) to use in such manner and so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided whether for his/her use alone or for use by him/her in common with others for securing his/her safety, health or welfare while at work and
- (d) To report to his/her employer or immediate supervisor without unreasonable delay, anything that might endanger safety, health or welfare of which he/she becomes aware.
- (e) Bring issues or problems to the attention of the Safety Rep.

2. No person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health or welfare of persons arising out of work activities.

## **SAFETY ORGANISATION**

Safety is a line management responsibility. Staff are responsible for safety in their own areas and the implementation of relevant safety procedures. The Safety Officer shall monitor safety generally and the operation of safety procedures. The Principal shall ensure that each employee shall obtain a copy of the Safety Statement and shall be familiar with its contents.

## **SAFETY OFFICER**

The Principal, Mr. John Brennan, is the Safety Officer. He shall be responsible for overseeing the safety provisions on behalf of the school and Mr. Jimmy Herward, caretaker, is Safety Representative elected under the provision of the Safety Health and Welfare at Work Act 2013. They should be consulted if any of the employees have queries regarding any of the safety provisions mentioned in this statement.

## **Responsibilities**

Day to day management of all health and safety matters in the school in accordance with the Safety Statement.

- Prepare and regularly review the Safety Statement
- Ensure regular safety inspections are undertaken
- Identify staff health and safety training needs
- Liaise with the BOM on any issues or problems associated with implementing the Safety Statement
- Ensure regular health and safety inspections are undertaken
- Ensure appropriate consultation with staff and nominated Safety Representative
- Keep up to date with changes in legislation and standards

The Safety Officer shall investigate and record all accidents and dangerous occurrence and shall ensure that appropriate statutory notification procedures are properly completed. Causes of accidents shall be determined as far as is practicable and where appropriate, remedial action shall be specified.

## **HAZARDS:**

The Board of Management in consultation with the teaching staff has identified the following areas of school life and activity as requiring special care in order to prevent injury or damage to members of the school community.

Our school opens for school business at 9.20 a.m. and in accordance with Rule 124(a) all teachers will be present to exercise the required supervision over their classes at that time. It is recognised that the morning break and the lunch break require special attention and care.

- **See Covid-19 Return to School Plan for O'Growney National School.**
- **Safety Risk Assessment**

Therefore,

- (a) Teachers must ensure that all children have left the classroom for the yard at break-times.
- (b) Supervising teachers must be on time to supervise pupils.
- (c) Students are to be supervised at all times during play.
- (d) Children line up in the yard and are collected by the class teacher.

## **ACTIVITY OUTSIDE THE CLASSROOM:**

In all pupil activities the teacher will exercise prudent judgement on the level of safety required and bring to the notice of the Principal any matter requiring corrective action.

Tours, trips etc. – see tours policy

## **ACTIVITY WITHIN THE CLASSROOM:**

Teacher Responsibilities:

- ❖ Ensure that the Safety Statement and any established safety procedures are followed
- ❖ Bring issues or problems to the attention of the school management
- ❖ Ensure all classroom / work areas are safe to use

Within the classroom and school building during normal school business the hazards, with potential for injury for all within the school are:

- 1) Activity using tools of any kind e.g. scissors, knives, pointed implements
- 2) Activity involving the use of electrical power (including cookers)
- 3) Moveable furniture – tables, computers etc.
- 4) Accidents on stairwell

Therefore teachers are asked to:

- (a) Exercise great care when such implements are being used
- (b) Be present or have another adult present when electrical equipment is being used
- (c) Exercise good judgement and safe methods when movable furniture is being used
- (d) Ensure children use stairwell correctly

Teachers and ancillary staff are requested to conduct an Annual and periodic safety check of their classrooms and/or workplace and to effect or request immediate corrective action. The teacher informs the Safety Representative who informs the Safety Officer who records incidents and actions taken.

## **RESTRICTED AREAS:**

The restricted areas in the school are as follows:

- (a) The boiler room
- (b) The parking area – reserved for staff and authorised personnel only. Delivery vans, gas lorry etc. to be supervised while on premises
- (c) The fenced area bordering the school
- (d) Caretaker's shed containing machinery and tools
- (e) Cleaners store room

**These areas are restricted to authorised personnel only and the principal teacher may only grant such authorisation**

## **PARENTS' ASSOCIATION:**

Members of the Parents' Association shall be made aware of this Safety Statement and any activity hosted by them should have regard to this policy.

## **BOILER**

The Boiler is to be serviced regularly by a qualified heating plumber. Any problems with the boiler also to be dealt with by a qualified person. Caretaker/ Principal to contact the same.

## **LAWNMOWER**

The lawnmower is to be kept in a locked shed except when in use. It is to be serviced regularly by qualified personnel. Lawns are to be cut only when pupils are in class or after school hours. Person cutting grass (school caretaker) to be aware of dangers associated with its use - sharp blades, flying stones etc. Ear muffs, goggles, masks are provided. The engine is always to be switched off before re-fuelling or clearing blockages.

## **SHREDDER**

Any member of staff who uses a shredder must be familiar with its handling instructions – know the dangers of loose clothing – ties, scarves, also items of jewellery, getting caught up in the same.

## **ELECTRICAL APPLIANCES**

Arrangements will be made for all electrical appliances to be checked out on an annual basis by a competent person or maintenance person (caretaker), the supplier or his agent. Before using any appliance the user should check that:

1. All safety guards which are a normal part of the appliance are fitted and in working order.
2. Power supply cables/leads are intact and free of cuts and abrasions.
3. Suitable undamaged fused plug tops are used and fitted with the correct fuse.
4. Children will be made aware of the dangers of tampering with electrical apparatus, sockets etc., children will never be allowed to connect/disconnect electrical appliances.

## **CHEMICALS, SOLVENTS DETERGENTS COPIER TONER, ETC.**

Chemicals, solvents, detergents, copier toner etc. These chemicals are to be clearly labelled and stored in the cleaners' storeroom. Access to this room is only permitted to authorised personnel.

Staff members using these materials are requested to familiarise themselves with the hazards associated with the same e.g. burns, poisoning, skin irritation, etc. and the precautions to be taken in the event of spillage, splashes etc. Users of these materials are supplied with protective clothing, gloves, and masks.

## **PULLING, PUSHING, LIFTING HEAVY OBJECTS**

Employees are advised that lifting, pushing, pulling of heavy objects is to be avoided if at all possible. A trolley is supplied for carrying heavy materials. More than one person to be involved when moving furniture etc.

## **ILLNESS DUE TO STRESS**

Our school recognises that pressure of work, poor working relationships etc. can trigger stress related illness. We have established good communication channels and our staff have input in the decision making process. We try to develop a supportive culture among our staff/pupils. Staff should be aware of The Employee Assistance Service (EAS) which provides access to confidential counselling and assists in coping with the effect of personal and work-related issues.

## **SLIPS, TRIPS, FALLS**

Trips and falls that occur in school yard are dealt with by teacher/sna on duty and recorded in the First Aid book. Cleaning of school is done after school hours. If spills do, accidentally, happen a warning sign should be displayed to caution staff and pupils of danger. The spill will be dealt with immediately by a member of staff.

## **SMOKING**

Smoking is prohibited on the school grounds

## **HYGIENE**

Good hygiene is the concern of everyone in the school. Good hygiene practice is essential for the health and welfare of all in our school. Teachers are requested to train their pupils in good hygiene practice. The teachers/special needs assistants and ancillary staff are required to be vigilant in this regard and to bring to the notice of the Principal teacher any corrective action, which may be deemed to be necessary.

- **See Covid-19 Return to School Plan for O'Growney National School.**
- **Safety Risk Assessment**

## **FIRE PROTECTION**

- (a) Fire extinguishers are provided and correctly sited to meet statutory and insurance requirements.
- (b) All fire-fighting equipment is regularly tested and serviced by specialised contractors. In accordance with the recommendation of the appropriate Irish Standard for Fire Equipment.
- (c) All fire exits and emergency paths of access are identified and kept clear at all times.
- (d) Evacuation Procedure + Map will be posted in each classroom (**As per Fire/Evacuation Plan**)
- (e) Teachers shall instruct their pupils in evacuation procedures

## **FIRE PREVENTION AND EVACUATION**

Fire Safety inspections and analysis of potential fire hazards are regularly carried out.

An evacuation procedure has been prepared as per S.18 (2) Fire Services Act 1981 and is provided to each employee. Evacuation drills will take place once each term. Employees are reminded to familiarise themselves with the procedures, so that a fast and effective evacuation of the premises can be completed in the event of an emergency.

## **ADMINISTRATION OF MEDICINES**

While the Board of Management has a duty to safeguard the health and safety of pupils when they are engaged in authorised school activities this does not imply a duty upon teachers to personally undertake the administration of medicines.

- The Board of Management requests parents to ensure that teachers be made aware in writing of any medical condition suffered by any children in their class.
- Non-prescriptive medicines will neither be stored nor administered to pupils in school. Prescribed medicines will not be administered in school without the written consent of parents and the specific authorisation of the Board of Management.
- The medicine should not be kept by the pupil but in a locked cupboard out of reach of pupils. Certain medicines, such as inhalers used by asthmatic children, must be readily accessible at all times of the school day.
- The medicine should be self-administered if possible, under the supervision of an authorised adult.
- A written record of the date and time of administration must be kept.
- A teacher should not administer medication without the specific authorisation of the Board.
- No teacher can be required to administer medicine or drugs to a pupil.
- In emergency situations qualified medical assistance will be secured at the earliest opportunity
- Parents of a pupil requiring regular medication during school hours should write to the Board to authorise a member of staff to administer the medication in school.
- Written details are required from the parent/guardian to the Board of Management 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; when the parent is to be notified and where s/he can be contacted. It is the parent's responsibility to check each morning whether or not the authorised teacher is in school unless an alternative arrangement is made locally.
- Where children are suffering from life threatening conditions, parents should outline clearly in writing, what can and can't be done in a particular emergency situation, with particular reference to what may be a risk to the child.

- Parents are further required to indemnify the Board of Management and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board of Management will inform the school's insurers accordingly.
- Where possible the family doctor should arrange for the administration of prescribed medicines outside of school hours.
- Where permission has been given by the Board of Management for the administration of medicine, the smallest possible dose should be brought to school, preferably by the parent, with clear written instructions for administration, giving the name of the pupil.
- Changes in prescribed medication (or dosage) should be notified immediately to the school with clear written instructions of the procedure to be followed in storing and administering the new medication.

Parents should ensure that these procedures are clearly understood before submitting any request to the Board of Management.

### **FIRST AID**

In the event of accidents it may be necessary to administer First Aid. Materials for cuts and bruises are available in First Aid Bags at all exits and also the medicine cabinet. Parents are to be contacted in the case of more serious injuries. Contact with home will be made in all incidents with head injuries. Names of children treated in first Aid shall be entered in the First Aid Logbook. This Logbook is to be signed by the teacher concerned.

First Aid bags will contain:

Elastoplast  
 Antiseptic Wipes  
 Gloves  
 Bandages – material  
 Scissors

**Note:** Disposable gloves must be used at all times in administering First Aid

### **ACCIDENT/INCIDENT REPORTING**

All potential serious accidents, whether involving employees, pupils or members of the public must be reported immediately to the Principal. This is necessary to monitor the progress of safety standards and to ensure that proper medical attention is given where required. An Accident Report File will be retained for recording of all such accidents.

**NOTE: Any accident to an employee where they are out of work for more than 3 days is a reportable accident to the HSA. Incident and accidents recorded and reported.**

### **SAFETY TRAINING**

All employees will be

- Instructed in lifting and handling methods.
- Advised of the protective clothing and safety equipment available and the areas where they must be worn.
- Advised of the nature and location of fire equipment and how it is safely operated.
- Notified of any change in safety procedures.
- Be offered first-aid training every few years.
- Health & Safety induction training for new staff members
- All pupils are taught S.P.H.E. which incorporates Road, Fire and Water Safety. Personal Safety is taught through the Stay Safe programme.
- Staff will have completed the Covid-19 Induction training.
- Lead Worker Representatives will have completed relevant training

## **DEFIBRILLATOR**

Staff will be provided with training on use of defibrillators annually.

## **ACCESS TO O’GROWNEY NATIONAL SCHOOL**

Anyone entering the school premises shall be required to identify themselves to the Principal, or his representative, before gaining admittance to the school. 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, Health & Welfare Statement** applying to this school and shall agree to its provisions.

This safety statement is available to our employees, outside services providers and inspectors of the Health & Safety Authority. This statement will be updated as necessary and it will be reviewed annually. The school is insured with Allianz Insurance and we shall comply with their requests or advice for remediation.

### **Review and Monitoring:**

This statement has been made available to school personnel and the Parents’ Association and is readily accessible to parents on request. A copy of this statement will be made available to the Department and the patron, if requested. This statement will be monitored and reviewed annually by the Board of Management.

*Policy ratified by the Board of Management on Friday, 23<sup>rd</sup> October, 2020.*