



Health & Safety Policy

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Our Lady of Lourdes NS.

Health and Safety Policy

Introductory Statement

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, students, contractors and visitors to the school. It shall be reviewed annually or more frequently if necessary, in the light of experience, changes in legal requirements and operational changes. A safety audit will be carried out annually by The Board of Management Safety Officers and a report made to staff. All records of accidents and ill-health will be monitored to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill-health.

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

The Board of Management, as employer, undertakes in so far as is reasonably practicable to ensure:

- The promotion of standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
- The provision of information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- To maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school;
- To continually improve the system in place for the management of occupational safety, health and welfare and review it periodically to ensure it remains relevant, appropriate and effective;
- To consult with staff on matters related to safety, health and welfare at work;
- 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.
- Plant and machinery must be stored safely, in so far as is possible.
- Work systems shall be planned, organised, performed and maintained so as to be safe and without risk.
- Plans for emergencies shall be complied with and revised as necessary.
- Provisions shall be made for the election by the employees of a safety representative.

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

Aims:

With this policy, the school ideally hopes:

- 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, etc.
 - Provision of a safe environment for pupils, staff etc.
 - Ensuring competent employees, who will carry out safe work practices, ensuring safe access and escape routes.
 - Ensuring safe handling and use of hazardous substances and equipment.

An integral part of a school's Safety, Health & Welfare Policy is the preparation and display of a Safety Statement

Responsibilities of Employer - Board of Management

- Provide and maintain a workplace that is safe and do likewise for all machinery and equipment etc.
- Manage work activities to ensure the safety, health and welfare of employees
- Ensure that risks are assessed and hazards are eliminated or minimized as far as is reasonably practicable
- Prepare a safety statement and regularly update it, particularly when there have been significant changes or when the risk assessment is no longer valid.
- Provide and maintain decent welfare facilities for employees including the provision of a safe place of work in which the risk of assault to staff is prevented or minimised.
- Prepare and update procedures to deal with an emergency situation and communicate these procedures to employees.
- Appoint a competent person to oversee the functions of the Board in relation to Health & Safety
- Provide training and information to workers in a format and language that is appropriate.
- Report serious accidents to the Health and Safety Authority
- Consult annually with employees and provide them with information in relation to safety, health and welfare
- Require employers from whom services are contracted to have an up to date safety statement (*e.g. painters, contract cleaners, bus companies...*)

Responsibilities of employees

Health and safety is everyone's responsibility. It is the duty of every employee while at work:

- Not to be under the influence of an intoxicant that might endanger your own or other persons' safety.
- 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 an employer or other people to ensure that the Health and Safety law is implemented
- Not to engage in improper conduct that will endanger you or anyone else.

- To attend Health and Safety training and correctly use any equipment at work.
- To use protective clothes and equipment provided.
- To report any dangerous practices or situations that you are aware of to an appropriate person.
- Not to interfere or misuse any safety equipment at your workplace.
- To tell your employer, if you are suffering from a disease or illness that adds to risks **Entitlements of safety representative of the Board of Management** (*Section 25 Safety, Health & Welfare at Work Act, 2005*).

Carrying Out of a Risk Assessment

Each year, the Board of Management should carry out a risk assessment, identifying hazards, assessing the risks and specifying the actions required to eliminate or minimize them. They will enlist the help of the teachers, safety officer, safety representative, caretaker, secretary and other relevant parties to carry this out. Hazards may include physical, health, biological, chemical and human hazards. Using the HSA format from their publication '*Guidelines on Managing Safety, Health and Welfare in Primary Schools*' available on [http://www.hsa.ie/eng/Education/Guidelines on Managing Safety Health and Welfare in Primary Schools.pdf](http://www.hsa.ie/eng/Education/Guidelines%20on%20Managing%20Safety%20Health%20and%20Welfare%20in%20Primary%20Schools.pdf) will assist the recording of the whole process. Please refer to *Part 2, Pages 18110*.

As part of the general approach to safety, other policies & practices which have a bearing on safety, health and welfare have been put in place and communicated to employees, pupils, parents and others using the premises. These include Anti-bullying, Child Protection, Code of Behaviour, Critical Incident Management Plan, ICT (Information Communications Technology, Relationship & Sexuality Education (R.S.E.), Special Educational Needs, Substance Use Policy, Vetting (Garda Clearance). This is not an exhaustive list. These policies are monitored and updated regularly.

Health and safety are considered when any policy/plan is being drawn up e.g. PE, Visual Arts, etc. The duty of care is also considered in all areas and aspects of school life.

Consultation and Information.

It is the policy of the Board of Management of Our Lady of Lourdes NS

- To consult with staff in the preparation and completion of the Health and Safety Statement.
- To make available a copy of the Safety Statement to all staff.
- To convey any additional information or instructions regarding health, safety and welfare at work to all staff as it becomes available.
- That health, safety and welfare will be considered in any future staff training and development plans.

Hazards

Hazards have been divided into two categories – Specific and Constant.

Hazards that can be rectified or minimised will be dealt with as a matter of urgency. Those that cannot will be clearly indicated and appropriate procedures listed beside them. All hazards shall be eliminated in so far as resources and circumstances allow.

Fire

It is the policy of the Board of Management of Our Lady of Lourdes N.S. that:

1. The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use.
2. The principal will ensure that fire drills shall take place at least once a term.
3. Fire alarms shall be clearly marked. (Responsibility of Board of Management Safety Officer)

4. Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.(Staff Safety Rep.)
5. All doors, corridors, and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building. Each teacher who has an exit in her classroom must ensure it is kept clear. P.E. hall and main door – Principal will see they are free of obstruction.
6. Assembly areas are designated outside each building, and the locations specified.
7. Exit signs shall be clearly marked.
8. All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The secretary/Principal, as appropriate, is responsible for the office. Staff room is every teacher's responsibility. Cleaner to check when cleaning.
9. Principal shall be responsible for fire drills and evacuation procedures.
10. All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

The following hazards (in so much as can be identified) are considered by the Board of Management to be a source of potential danger and are brought to the attention of all concerned.

1. Wet corridors
2. Trailing leads
3. Computers
4. Guillotine
5. Projectors
6. Fuse Board
7. Electric kettles
8. Boiler house
9. Ladders
10. Protruding units and fittings
11. Flat roof of hall and flat roof of school
12. External store to be kept locked
13. Lawnmower
14. Boiler
15. Garden stores
16. Icy surfaces on a cold day
17. Mats in hall and corridor
18. Windows opening out
19. Electronic Changing Unit

To minimise these dangers the following safety/ protective measures must be adhered to (see duties of employee pages 1-2 of this document):

- (a) Access to and operation of plant/equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties. Copies of this Safety Statement will be sent to all contractors prior to contract by the Principal/Board of Management. Any other contractors entering the school must be shown a copy of the schools Safety Statement and shall adhere to its provisions.
- (b) In addition all such plant and machinery is to be used in strict accordance with the manufactures instructions and recommendations.
- (c) Where applicable Board of Management will ensure that members of the staff will have been instructed in the correct use of plant, machinery and equipment.
- (d) All machinery and electrical equipment are fitted with adequate safeguards.
- (e) Precautionary notices, in respect of safety matters are displayed at relevant points.

- (f) Ladders must be used with another person's assistance.
- (g) Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery
- (h) Board of Management will check that floors are clean, even, non-slip and splinter-proof.
- (i) Principal will check that PE equipment is stacked securely and in positioned so as not to cause a hazard.
- (j) Check that all PE and other mats are in good condition.
- (k) Will check that roofs, guttering, manholes, drain pipes etc. as far as can be seen are sound and well maintained. Board of Management Safety Officer.
- (l) Check that all play areas, especially sand pits, are kept clean and free from glass before use.
- (m) Check that outside lighting works and is sufficient.
- (l) Check that all builder's materials, caretakers' maintenance equipment, external stores etc. are stored securely. Principal and Board of Management Safety Officer.
- (m) Check that refuse is removed from building and is carefully stored outside. Cleaner.

Constant Hazards

Machinery, Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of Our Lady of Lourdes N.S. that machinery, kitchen equipment and electrical appliances are to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks.

Electrical Appliances

Arrangements will be made for all appliances to be checked on a regular basis at least annually by a competent person (i.e.) maintenance person, the supplier or his agent. Before using any appliance the user should check that:

- ◆ All safety guards which are a normal part of the appliance are in working order
- ◆ Power supply cables/leads are intact and free of cuts or abrasions.
- ◆ Unplug leads of appliances when not in use.
- ◆ Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- ◆ Follow official guidelines issued by the Health and Safety Authority.

Chemicals

It is the policy of the Board of Management of Our Lady of Lourdes N.S. that all chemicals, photocopier toner, detergents etc. be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area, and protection provided to be used when handling them. (Secretary/Cleaner/Principal where appropriate).

Drugs and Medication

It is the policy of the Board of Management of Our Lady of Lourdes N.S. that all drugs, medications etc. be kept in a secure cabinet, locked at all times and the key kept in a separate and secure place and used only by trained and authorised personnel.

Welfare

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A Staffroom separate from the work area is provided, where tea and lunch breaks may be taken. Staff will co-operate in maintaining a high standard of hygiene in this area.

A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal must be available. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities must be available.

Members of staff and students are reminded:

- (a) A person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the school of any known side effect or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers.
- (b) Staff and students are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary action.

Highly Polished Floors

It is the policy of the Board of Management of Our Lady of Lourdes N.S. that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as is possible, after school hours to eliminate as far as possible, the danger of slipping. Where floors are wet, warning signs regarding wet floors shall be used. Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather, and staff and pupils shall be told to use handrails when going up or down stairs. Step edges shall be fitted with clearly marked edges of a non-slip nature wherever practical.

Smoking

It is the policy of the Board of Management of Our Lady of Lourdes N.S. that the school shall be a non-smoking area to avoid hazard to staff and pupils of passive smoking.

Broken Glass

The Board of Management shall minimise the danger arising from broken glass. Staff are asked to report broken glass to the Principal so that it may be immediately removed.

Visual Display Units

It is the policy of the Board of Management of Our Lady of Lourdes N.S. that the advice contained in the guidelines on the safe operation of visual display units, issued by the Health and Safety Authority be carefully followed. Any up-to-date information regarding hazards relating to the use of VDU's will be studied and recommendations and directives implemented.

Infectious Diseases

It is the policy of the Board of Management of Our Lady of Lourdes N.S. that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such 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 for use 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.

Parents are to notify Principal if their child has any infectious condition and will abide by the following guidelines re when their child returns to school:

Chicken pox: Children do not come to school until all the spots are crusted.

Measles: Children can return on the fifth day after the rash appears.

Rubella (German Measles): Children can return seven days after the appearance of the rash.

Mumps: Children can return nine days after onset of the cheek/jaw swelling.

Slapped cheek: By the time the rash appears, the illness is over. Pregnant females who have been exposed to slapped cheek in the first 20 weeks of pregnancy should visit their GP for a blood test.

Impetigo: Children stay out of school until they have received at least 24 hours of treatment.

Scabies: Children can return after they are treated.

Scarlet Fever: Children can return when they have finished 1 full day of antibiotic.

Whooping Cough: Children should stay at home until they have finished a five day course of antibiotics.

Conjunctivitis: Children can return once they have been evaluated by their doctor and deemed fit to return.

First Aid

It is the policy of the Board of Management of Our Lady of Lourdes N.S. that a member of staff shall be trained to provide First Aid to staff and pupils.

(1) Notices are posted in office detailing:

- arrangements for giving first aid
- location of first aid boxes
- procedure of calling ambulances etc.
- telephone numbers of local Doctor, Gardaí, Hospital

(2) All incidents, no matter how trivial and whether to employees or to students or to members of the public must be reported immediately to the person responsible for the hazard identified in the Statement or in the event that the accident/incident occurs in any other place to which that paragraph dealing with hazards does not relate to the Safety Officer. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. An Accident Report File is to be maintained for the recording of all accidents and incidents by the Safety Officer.

The Principal will see that there will be maintained in the school a properly equipped First Aid Box available to staff at all times containing:

- Hypoallergenic sticking plasters
- Tape
- Cotton Bandage
- Antiseptic Wipes
- Scissors
- First Aid Chart

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

Access to School

In as much as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary as relevant 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 statement applying to the school and shall agree to its provisions.

While work is in progress, any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary. The contractor and his workmen shall not create any hazard, permanent or temporary, without informing the principal or his nominated agent and shall mark such hazard with warning signs or other suitable protection.

Collecting Children

- (1) All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- (2) Those parking outside the school grounds are advised to accompany children to and from the school premises.

Procedures to deal with emergencies

- Emergency contact procedures: Contact details are updated annually by the school's secretary. The contact details are kept on Aladdin. A copy of staff emergency contact details are also kept in the Critical Incident Management Plan. The Principal, Deputy Principal and secretary have access to all records on Aladdin. Each individual class teacher has access to their own class' information on Aladdin
- The secretary usually contacts parents/guardians in case of an emergency, though depending on the severity of the emergency, the Principal or a teacher may contact them.
- A Serious Accident Procedure & Accident Report Form is available in the HSA Primary School Guidelines. A report of this kind must be made to the HSA 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.

Revision of this Safety Statement

This statement shall be regularly revised by the Board of Management of Our Lady of Lourdes N.S. in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Signed on behalf of the Board of Management:

Chairperson: Mandy Fogarty

Date: 17/6/21

Principal: Mercedes Campion

Date: 17/6/21

Policy statement in accordance with the Safety, Health and Welfare at Work Act 1989

Prepared by representatives of the Board of Management, in consultation with parents and teachers in accordance with the safety, Health and Welfare Act at Work Act 1989

This policy will be reviewed every two years.

Annual School Audit
School Environment. School Record for School Year _____

Date	Identified Damage/Hazard	Location in school	Reported to... Date	Action taken	Cost/Observations etc. in maintaining safety

Name: _____ Class: _____

Date of Accident: _____ Time of accident: _____

Location of Accident: _____

Staff on supervision duties at time of accident: _____

Information regarding circumstances of accident:

Witness 1 _____

Witness 2 _____

Any further information:

Action Taken:

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.)