

Health and Safety Policy

Health and Safety Statement

The Board of Management brings to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those employed and working in the school.

This policy requires the co-operation of all employees. 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 shall be carried out annually by the Board of Management Safety Officers and a report made to staff and to the Board of Management. All records of accidents and ill-health will be monitored in order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and / or ill-health.

The Board of Management of Faithlegg National School wishes to ensure that as far as is reasonably practical:

- The design, provision and maintenance of all places in the school shall be safe and without risk to health / safety.
- There shall be safe access to and from all places of work.
- Plant and machinery may be opened safely in so far as is possible.
- Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
- Staff shall be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of all employees.
- Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of its employees.
- Plans to deal with emergencies shall be complied with and revised as necessary.
- This statement will be revised by the Board of Management as necessity arises, and shall be re-examined by the Board on at least an annual basis.
- Employees shall be consulted on matters of health and safety.
- Provision shall be made for the election by the employees of a safety representative.

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

Duties of 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 extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for his/her safety, health or welfare at work.
- To report to the Board of Management (through the Principal) without unreasonable delay, any defects in plant, equipment, place or work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.

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

Employees using facilities and equipment provided should ensure that work practices are performed in the safest manner possible (see section 9 of safety, health and welfare at Work Act 1989).

Consultation and Information

It is the policy of the Board of Management of Faithlegg National School to consult with staff in preparation and completion of hazard control forms, to give a copy of the safety statement to all present and future staff, and to convey any additional information or instructions regarding health, safety and welfare at work to all staff as it becomes available. Health, safety and welfare at work will be considered in any future staff and development plans.

Hazards

Hazards shall be identified and divided into two categories i.e.those that can be rectified and those that cannot. Those which can be rectified 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 Faithlegg National School that:

- 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 type shall be identified and instructions for its use clearly illustrated. Staff shall be familiar with the instructions for use of each type.
- The Deputy Principal will ensure that fire drills shall take place at least once a term.
- Fire alarms shall be clearly marked. (Responsibility of Board of Management Safety Officer)
- Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.

- All doors corridors, and entry / exits 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 his/her classroom must ensure it is kept clear. The Principal will see that the P.E. hall and the main door are free of obstruction.
- Assembly areas are designated outside each building, and the locations specified.
- Exits signs shall be clearly marked.
- All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is unoccupied. Individual teachers are responsible for safety issues in the classroom in which they work. The secretary/Principal, as appropriate, is responsible for the office. Staff room is every teacher's responsibility. Cleaner to check when cleaning.
- Deputy Principal shall be responsible for fire drills and evacuation procedures.
- All recommendations made by the Fire Officer in addition to the provisions stated above 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. climbing frames
3. trailing leads
4. typewriters, Computers
5. Paper Guillotine
6. projectors
7. Fuse Board
8. electric kettles
9. boiler house
10. ladders
11. protruding units and fittings
12. flat roof of school
13. external store to be kept locked
14. garden stores
15. icy surfaces
16. mats in hall
17. windows opening out

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

- Access to and operation of plant/equipment is restricted to qualified members of the staff, whose job 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 school Safety Statement and shall adhere to its provisions.
- In addition all such plant and machinery is to be used in strict accordance with the manufactures instructions and recommendations.
- Where applicable Board of Management will ensure that members of staff will have been instructed in the correct use of plant, machinery and equipment.
- All machinery and electrical equipment are fitted with adequate safeguards.

- Precautionary notices, in respect of safety matters are displayed at relevant points.
- Ladders must be used only with another person's assistance.
- Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery.
- Board of Management will check that floors are clean, even non slip and splinter-proof.
- Deputy Principal will check that PE equipment is stacked securely and is positioned so as not to cause hazard.
- Check that all PE and other mats are in good condition.
- An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. Board of Management Safety Officer and Staff Safety Officer.
- Check that wooden beams, benches etc. are free from splinters and generally sound Principal.
- Check that the vaulting horses, beams and benches are stable and do not wobble when in use.
- Check that there are no uneven/broken/cracked paving slabs. Caretaker under Board of Management.
- Will check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. Board of Management Safety Officer.
- Teachers check that manholes are safe
- Check that all play areas, especially sand pits are kept clean and free from glass before use.
- Check that outside lighting works and is sufficient. Board of Management Safety Officer.
- Check that all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely. Staff Safety Officer.
- Check that refuse is removed from building and is carefully stored outside. Cleaner/Caretaker.

Constant Hazards

Machinery, Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of Faithlegg National School 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 the 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 in tact 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 Health and Safety Authority.

Chemicals

It is the policy of the Board of Management of Faithlegg National School that all chemicals, photocopier toner, detergents etc be stored on 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 Faithlegg National School that all drugs, medications etc be kept in a secure cabinet, locked at all times and the key kept in a separate 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 classrooms is provided, where tea and lunch breaks may be taken. Staff must 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 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 effects or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers. The school will arrange or assign appropriate tasks for the person to carry out in the interim.
- 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 Faithlegg National School that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted as far as 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 made slippery by frost in cold weather, and staff and pupils shall be told to use handrails when going up or down stairs.

Smoking

It is the policy of the Board of Management of Faithlegg National School that the school shall be a non-smoking area to avoid hazard to staff 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 Faithlegg National School 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 Faithlegg National School 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 principals 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.

First Aid

It is the policy of the Board of Management of Faithlegg National School that a staff member shall be trained to provide First Aid to staff and pupils.

- Notices are posted in office detailing:
 - Arrangements for giving first aid,
 - Location of first aid boxes,
 - Procedure of calling ambulances etc...,
 - Telephone number of local Doctor, Gardaí, Hospital.
- All incidents, arising from identified hazards, no matter how trivial and whether to employees or to students or to members of the public, must be reported immediately to the relevant In the event of an accident/incident occurring in any other place the accident / event and probable cause should be reported to the Principal / 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 Deputy principal will see that there will be maintained in the school a properly equipped First Aid Box available to staff at all times containing:

- sticking plasters
- Anti-histamine for stings, etc – Anthisan
- Tape
- Disinfectant (e.g.) Savlon
- Eye lotion (e.g.) Optrex
- Antiseptic cream – Germaline
- Cotton Bandage
- Cream for First Aid treatment of Burns – Hydrogel
- Antiseptic Wipes
- Scissors
- First Aid Chart

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

Access To School

Inasmuch as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to indemnify 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 the provisions contained therein.

Collecting Children

- All parent/ guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- Those taking children to or collecting children from the school are advised to drive slowly outside / near the school and be extra careful when parking.
- Children arriving in cars should be accompanied to and from the school premises. Cars are advised to drive slowly outside the school when collecting children.

Medical Emergencies on school trips

Teachers who are attending events outside of school with classes or groups of children from the school are required to carry a fully stocked and up to date first aid bag and any other required or specific medication for any pupil(s) who are in attendance.

Revision of This Safety Statement

This statement shall be regularly revised by the Board of Management of Faithlegg National School in accordance with the requirements of the Health and Safety Act and the Health and Safety Authority.

Faithlegg National School – 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