

Scoil Éanna

Health and Safety Statement

Introductory Statement

This statement 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 Principal drew up a provisional draft. The staff, Board of Management and a number of parents were involved in reviewing and adapting this draft prior to its being ratified by the Board at its meeting on 9th February 2009.

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 Statement. The Board of Management of Scoil Éanna is committed to safety and health. This statement 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 statement has outlined their health and safety programme and will make it available to all employees, outside services providers and Inspectors of the 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 Scoil Éanna is committed to the creation of a safe and healthy working environment for all members of the school community.

Aims

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

- 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.*
 - *To ensure competent employees, who will carry out safe work practices*
 - *Safe access and egress routes*
 - *Safe handling and use of hazardous substances and equipment*
 - *Safe equipment including maintenance and use of appropriate guards*
 - *Provision of appropriate personal protective equipment*

Responsibilities of employer - Board of Management

It is the responsibility of the Board of Management to

- 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
- 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, including training on the commencement of employment
- 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 business. As a worker you have legal duties designed to protect you and those you work with.

Responsibilities of employees include:

- Not to be under the influence of an intoxicant to the extent that you endanger your own or another persons' safety.
- To submit to tests for intoxicants as and when regulations specifying testing procedures are adopted
- To co-operate with an employer or other people to ensure that the Health and Safety law is implemented
- Not to engage in 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 without reasonable delay 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
- If you are suffering from a disease or illness that adds to risks, to tell your employer.

Entitlements of safety representative (*Section 25 Safety, Health & Welfare at Work Act 2*):

The safety representative has the right to:

- Represent the employees at the place of work in consultation with the employer on matters in relation to health and safety
- Inspect the place of work on a schedule agreed (annually) with the employer or immediately in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person
- Receive appropriate training

- Investigate accidents and dangerous occurrences
- 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 undertaking.

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. Hazards may include physical, health, biological, chemical and human hazards.

Identification of Hazards, Risk Assessment and Action(s) Taken					
Hazards	Low/Medium/High	Risk to persons	Action Taken/Proposed	Date	Person responsible
Frost	Medium	Fall	Sand pathways. Pupils remain indoors until clear	September 09	Caretaker, Principal, and Teachers on duty
Snow	Low	Fall	Clearing & sanding of pathway as far as possible. Pupils remain indoors at break times	September 09	Caretaker, Principal and teachers on duty
Aggressive or violent behaviour by employees, pupils or parents	Medium-High	Bodily harm or ill health	Implementation of Code of Behaviour, Anti-bullying policy, Parent/teacher appointment policy, Positive staff relations, Grievance procedure	September 09	School community
Position of TV	Low	Adults bumping into it	Remove	September 09	Caretaker
Boundary fence broken	Medium	Injury to person	Repair/replace	September 09	Caretaker
Classroom furniture	Low	Fall/trip	Warn pupils on a regular basis	September 09	Teachers
School Bags and	Medium	Fall/trip	Warn pupils to place	September	Teachers

boxes on floor in classrooms			bags and boxes safely under desk	ber 2009	
Plugs/leads/wires	Low	Personal injury	Warn pupils on a regular basis. Switch off/unplug if not in use. Use cable tidy.	September 09	Teachers
Edges of radiators	Low	Personal injury	Warn pupils to be careful	September 09	Teachers
Children entering school	High	Knock down/injury	Pupils to use steps or stay inside line on hill. Caretaker to repaint line	September 09	Caretaker, Principal and Teachers
Over-hanging branches	Low	Personal injury	Trim back annually	September 09	Caretaker
Door lock sticking in DP's room	Low	Slows entrance/exit	Caretaker to replace lock	September 09	Caretaker BOM
Staff room door swollen and sticking	medium	Slows entrance/exit. Personal injury	Replace door	September 09	Principal, BOM
Flip charts/mobile whiteboard	Medium	Injury	Advise children to be careful	September 09	Teachers
Table tops	Low	Infection	Wash tables weekly	September 09	SNAs cleaner
Lids of drains broken outside room	medium	Personal Injury	Replace lids on drains	September 09	Caretaker
Gap in concrete at end of steps	medium	Personal injury	Insert concrete	September 2009	Maintenance officer BOM
Broken and jagged door of prefab	high	Personal injury	Replace door	September 2009	Caretaker
Blocked drains along wall in car park	medium	Accumulation of grime etc	Contact County Council	September 2009	Green schools co-ordinator Caretaker

Hill up to school	high	Personal Injury	Pupils must walk up and down hill when entering/exiting school and returning from breaks/outdoor classes	September 2009	All Staff. Pupils supervised exiting school. Yellow line on hill.
Waiting for school buses	high	Personal injury	Pupils to remain at bottom of steps until bus turns and stops in car park.	September 2009	Principal and staff.
Cars driving down hill at 3pm	high	Personal injury	No staff/visitor cars to drive down hill while pupils are exiting from school	September 2009	All Staff and visitors to school. Teachers on duty.
Coat hangers in hall	high	Personal injury	Children warned not to stand on coat hangers	September 2009	All Staff
Hand rail loose at steps in computer room	medium	Personal injury	Handrail to be tightened	September 2009	Principal Contractor, Kevin Duffy
Exit at Principal's door locked	High	Blocked fire exit	Replace current lock with press and release system as at Secretary's entrance	September 2009	Principal Clive Gilmore

Procedures to deal with emergencies

1. Emergency contact procedures
 - a. The secretary updates contact details annually. These are kept in the Secretary's office, the Principal's office and each teacher receives a copy for her class. The teachers and the secretary have access to these details.
 - b. In case of emergency parents/guardians or emergency contact person nominated by parents/guardians are contacted by telephone.
2. Fire-drill and school evacuation procedures
 - a. Fire-drills are held once each term in the first month of the term.
 - b. All teachers and pupils are aware of the designated assembly point/s following evacuation of the building. These assembly points are clearly marked.
 - c. The school revises these procedures annually in October.
3. Serious Accident Procedure & Accident Report Form (See Appendix 38 p.285 CPSMA Management Board Members' Handbook):

A report must be made to the HSE in respect of the following types of incident:

 - a. An accident causing loss of life to any employed or self-employed person if sustained in the course of their employment on the premises;
 - b. 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;
4. All accidents (requiring first aid) sustained by students will be recorded in an Incident Report book. Where such accidents require medical attention an Accident Report form will be completed. Accidents requiring medical attention from the first aid person AND informing of parents of the accident will be recorded on an accident report form.
5. Emergency closures
 - a. Where the school needs to close for particular emergencies parents will be notified by letter from the school. Failing this they will be contacted by telephone or an announcement may be made on the local radio station if suitable. The text-a-parent facility is to be implemented by end of school year 2009-2010

Health issues

6. Enrolment Form
 - a. Parents are requested to identify any allergies/illnesses pertaining to their child on the enrolment form
7. Administration of Medication
 - a. Medication is not administered except per policy on same which is included in the substance use policy. In specified exceptional circumstances application must be made to the Board of Management.
8. Sickness or Injury
 - a. Children who become sick or are seriously injured during the school day are sent home.
 - b. The school will deal with minor accidents/illnesses and basic first-aid (including applying a small hypoallergenic plaster) will be administered by a member of staff.
9. Illnesses and contagious infections rubella, chicken pox etc;
 - o Where pupils have infectious diseases parents are required to keep them at home.
10. Head-lice
 - a. When parents inform the school about an outbreak of head-lice a letter/notice is sent home requesting parents to check their children over a particular weekend and treat as necessary.
11. School hygiene
 - a. Soap, paper towels are available in all toilet areas and sink areas
 - b. Adequate toilet facilities are available.
12. General cleanliness of school environment

- a. A caretaker/ cleaner is employed to maintain the school premises both inside and out.
- 13. Healthy eating: refer to school's Healthy Eating policy.
- 14. Water
 - a. Drinking water is available in the school for staff and pupils.

Safety and welfare issues

Pupils

- 15. Assembly and Dismissal of Pupils
 - a. Children are not encouraged to be on the premises prior to 9.05am
 - b. All children leave the premises at 3.00p.m. (Infants at 2.00p.m.) If their transport or escort is late arriving they remain at end of school steps/return to school office.
- 16. Pupils leaving the school premises during the school day e.g. dentist or doctor appointment
 - a. The parent/guardian must inform the school in writing/by phone prior to the appointment time and call to the office and the secretary will call the pupil from the classroom. If someone other than parent/guardian is collecting the child the school must be notified of this beforehand.
- 17. Supervision of Pupils:
 - a. In the event of a teacher being absent another teacher is appointed to supervise the class or the class may be divided up until a substitute can be employed.
 - b. The supervision roster for playground duty is agreed at the beginning of each school year.
 - c. This roster is kept as part of the school records.
- 18. Incident / accident book
 - a. The supervising/witnessing teacher will write the report in the event of a serious incident or accident. This record will be kept in the in the principal's office.
- 19. Code of Behaviour and Anti Bullying Policy: Refer to school's policy for dealing with behaviour which causes a risk to others.
- 20. Allegations or Suspicions of Child Abuse:
 - a. The school's Child Protection Policy, in line with Child Protection Guidelines, must be followed in the case of an allegation or suspicion of child abuse.
- 21. School tours / outings: Refer to school's policy on school tours
- 22. Mobile phones: Refer to school's policy on mobile phones.

Staff

- 23. Garda clearance
 - a. The school requires a garda check on all persons newly employed.
- 24. Assaults on Teachers/School Employees: See Appendix 23 p.210 CPSMA Management Board Members' Handbook
 - a. Respect for others is the principle at the heart of our school's ethos. With this in mind the school aims to maintain a culture where abuse of any nature is not tolerated.
 - b. If an incident did occur the Board of Management will convene an emergency meeting.
- 25. Staff are entitled to work in a comfortable and safe environment.
- 26. Staff are instructed in the use of fire extinguishers.

Equipment and materials

27. All lawnmowers, drills, ladders and any other equipment associated with school maintenance are stored in a safe area which is not accessible to children. The storage area is locked during the school day. Caretaker and Secretary have access.
28. Solvents, chemicals, cleaning agents etc. are stored in the cleaning room. Secretary and caretaker have access.
29. Are electrical equipment, computers, televisions and other technologies are stored safely. All plugs, leads etc. are checked annually in conjunction with the review of risk assessment.

Success Criteria

The effectiveness of this policy will be evident in the day to day running of the school. It is hoped that all serious misadventures will be avoided through the implementation of this policy.

Roles and Responsibilities

- The Board of Management is responsible for the overall safety of the school. As part of this role they must maintain the building and ensure that repairs are carried out as when identified.
- Margaret McCluskey is the Safety Representative for the year 2009/10
- The Safety Officer, Francis Linden, liaises with the Safety Representative prior to board meetings and assists in the compilation of a risk assessment annually.
- Each member of staff has responsibilities as outlined in this statement. All staff should use their own initiative in relation to safety issues in keeping with the overall provisions of this policy.

Implementation

These procedures will apply from February 2009

Timetable for Review

The Safety Statement will be review annually.

Ratification and Communication

The Board of Management officially ratified the policy on 9th February 2009.

The Health and Safety Statement will be on display in the school and is available to parents on request.

Reference Section

- Guidelines on Preparing your Safety Statement, HSA
- www.safework.ie
- A short guide to The Safety, Health and Welfare at Work Act 2005 (www.hsa.ie)
- Report of the Advisory Committee on Health & Safety Statement for Schools. HSA. This report contains a format for a Safety Statement.
- INTO Guidelines for compiling a Safety Statement
- INTO Safety Representatives Checklist for School Inspections (Under H &S Background information on archived sdps website available on www.ppds.ie)
- CPSMA Management Board Members' Handbook. Appendix 36, 37, 38
- A Supplementary Handbook for Primary Schools under Protestant Management. Second Edition. p.22 - 27 Compiling a Safety Statement
- A Guide to Insurance, Safety and Security in the School. (2002). Church & General p. 24-32
- Safety, Health and Welfare at Work Act, 2005 (www.hsa.ie)
- "The Report of the Advisory Committee on Health and Safety in Schools." Health and Safety Authority, 10 Hogan Place, Dublin 2. Tel.: 01 - 6147000
- A Short Guide to Health and Safety Law. HSA
- **Round Hall's Primary Education Management Manual CD – ROM**
- **Glendenning D. (1999) Education and the Law. Ch. 9 The Teacher's Duty of Care: Negligence**
- **Mahon O. (2002) The Principal's Legal Handbook.IVEA.Ch.3 Safety, Health & Welfare in School**
- Guidelines on Countering Bullying Behaviour in Primary and Post Primary Schools (DES1993)
- Working Together. Procedures and Policies for Positive Staff Relations. INTO 2000
- Code of Practice on the Prevention of Workplace Bullying. HSA 2002
- **Guidelines for developing a School Substance Use Policy. DES Oct. 2002**
- **Child Protection. Guidelines and Procedures. DES 2001**
- **Children First. National Guidelines for the Protection and Welfare of Children. Department of Health and Children 1999**
- **Guidelines on First Aid (Index chart) from the regional Health Promotion Units**
- **"Infection in School". A manual for school personnel, available from regional Health promotion units on www.healthpromotion.ie**
- **Responding to Critical Incidents - Advice and Information Pack for Schools from The National Educational Psychological Service, Frederick Court, 24-27 North Frederick Street, Dublin 1**

Websites:

DES	www.education.ie
PPDS (see archived SPDS)	www.ppds.ie
INTO	www.into.ie
IPPN	www.ippn.ie
Health and Safety Authority	www.hsa.ie/osh
Church and General	www.cg-online.ie

Appendix 1

School Safety Statement

The Board of Management of Scoil Éanna, Ballybay is committed to protecting the safety, health and welfare of all its employees, voluntary workers, pupils and visitors to the school (school users) insofar as is reasonably practicable, by compliance with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work Act (General application) regulations 2007, the Safety, Health and Welfare at Work Act (construction) regulations 2001, as well as all other relevant statutory provisions and Codes of Practice.

The Board will determine and maintain appropriate policies on school safety, welfare and supervision for all school activities, whether taking place in or outside school premises. In order to fulfil this commitment the board will identify and evaluate and then eliminate or reduce all hazards to which employees, pupils or other school users may be exposed.

The Board will follow the under noted procedure to identify and control risks:

- Carry out a safety inspection of the school at least annually and identify any hazards that might expose any of the school users to risks of injury or property damage.
- Implement a programme of risk assessment and reduction to eliminate or reduce the risks identified during these inspections.
- Provide and maintain a safe system of work, including safe access and egress from the school, for all employees and school users having regard to statutory requirements.
- Provide as far as is reasonable, resources of time, personnel, training and finance necessary to support the safety standards adopted in the safety policy of the school.
- Encourage and integrate a climate of safety and health into all school work and school activities.
- Review the safety policy each year in June to repeat the safety inspection, update the policy, and take into account any changes in school activities or premises.
- Consult with teachers, employees, voluntary workers and school committees on safety and health and supervision matters.
- Make copies of the school safety policy available to employees, voluntary workers, school committees and any other persons who are entitled to see it.
- Appoint if necessary by the Board, a school safety officer and/or obtain competent outside advice on safety and health issues.

This statement was discussed and approved by the Board on

Signed: _____
(Chairperson of the Board)

Appendix 2

Identification of Hazards, Risk Assessment and Action(s) Taken					
Hazards	Low/Medium/ High	Risk to persons	Action Taken	Date	Person responsible

**Appendix 3
Annual School Audit**

- Fire Safety. School Record for School Year _____

Fire Drill			Fire Equipment		
Date of Fire Drill	Observations	Areas identified that need to improve next time	Date Checked	Improvements made & date	Observations

**Appendix 4
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

Appendix 5

Recommended Safety Statement Format from Report of the Advisory Committee on Occupational Safety and Health at First and Second Levels in the Education Sector to The Health and Safety Authority.

SAFETY STATEMENT FOR SCHOOLS	
SCHOOL NAME: _____ DOCTOR: _____ ADDRESS: _____ _____ _____ _____	NAME / TEL OF: Hospital / Ambulance _____ Fire Brigade _____ Safety Officer _____ Safety Representative _____ Person responsible for First Aid: _____
SCHOOL TYPE: _____	
<p>This Safety Statement is aimed at protecting our employees from workplace accidents and ill health at work. It is our programme in writing to manage health and safety. The Safety Statement is available to our employees, outside services providers and Inspectors of the Health and Safety Authority. We will update it as necessary and it will be reviewed at least once a year. In particular we undertake, so far as is reasonably practicable, to comply with all relevant health and safety legislation to include the following areas:</p> <ul style="list-style-type: none">• <i>Provision of a safe workplace</i>• <i>Safe access and egress routes</i>• <i>Safe handling and use of laboratory chemicals</i>• <i>Safe equipment including maintenance and use of appropriate guards</i>• <i>Provision of appropriate personal protective equipment.</i>	
Signed: _____ Date: _____ Manager/Chairperson Board of Management	
Name of Deputy (in absence of above): _____ <i>Employees are reminded of their responsibilities under the 1989 and 2005 Safety, Health and Welfare at Work Acts</i>	
<ul style="list-style-type: none">• <i>to take reasonable care for their own safety, health and welfare and that of others.</i>• <i>to make proper use of all machinery, tools, substances etc.</i>• <i>to make proper use of personal protective equipment.</i>	

