



Safety, Health and Welfare Statement

Introduction

The school safety policy has been reviewed by the Board of Management (2020-21) in accordance with the Safety, Health and Welfare at Work Act 2005 and with the Health and Safety Authority (HSA) - Safety and Health in Education Guidelines. It is the policy of the Board of Management to ensure, in 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 the policy requires the full support and active cooperation of all staff, students, contractors and visitors to the school.

The Board recognises 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 reasonable practical to:

- a. Promote 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;
- b. Provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- c. Maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school;
- d. 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;
- e. Consult with staff on matters related to safety, health and welfare at work;
- f. Provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, students, contractors and visitors.

To these ends the Board is committed to ensuring the following;

- 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.
- Plans for emergencies shall be complied with and revised as necessary.
- The Board of Management will continually revise this statement as necessity arises, and it shall be re-examined by the Board on an annual basis.
- Employees shall be consulted on matters of safety, health and welfare.



Relationship to Ethos

This policy has been drawn up in consultation with staff, parents' representatives and the Board of Management and with reference to the school's mission statement.

'Scoil Éanna is a Catholic Primary school which aims at promoting the full and harmonious development of all aspects of the pupil: intellectual, physical, cultural, moral and spiritual.'

This document sets out the safety policy of the school and specifies the means to achieve that policy. The successful implementation of the policy requires the full support and active cooperation of all staff, students, contractors and visitors to the school. It is important to read the document carefully and understand your own role in the overall arrangements for health and safety in the school. Staff, parents and others are encouraged to put forward suggestions for improvements to the statement. This document should be considered in conjunction with other policies of the Board of Management, including;

- Critical Incident Policy
- Anti - Bullying Policy
- Code of Behaviour
- AUP
- Administration of First Aid /Medicines Policy
- Substance Abuse Policy
- Child Safeguarding Statement
- COVID-19 Response Plan
- Fire-Drill/Evacuation Policy

Rationale

The Board of Management recognises and accepts not only its statutory responsibilities but also its obligations as an employer to direct, manage and achieve, in so far as it reasonably possible, the safety, health, and welfare at work of every employee, pupil and visitor alike.

The Board of Management believes that each employee accepts his or her legal and moral responsibilities for improving and maintaining safety, health and welfare in the workplace and for behaviour which does not jeopardise the individual's personal safety, health and welfare at work or that of others.

School Profile

Scoil Éanna is a rural co-educational school with an enrolment of approximately 200 pupils. We have single stream classes and an established SET department. The building is single story. All classrooms are built around a large assembly hall and have direct access to outdoors. All external entry points are flat and have a hand rail at point of entry. The main entrance to the school has ramp access. SET rooms towards the back left and right of the building are accessed via a flight of steps. Our senior AstroTurf playground is accessed by steps or ramp.



Resources for Health, Safety and Welfare

The following resources are in place within the school;

- Fire extinguishers break glass units and a fire alarm system is in place in the school and are maintained annually in line with fire safety guidelines.
- Three stocked first aid kits are kept on the premises.
- Policies regarding behaviour in the school and the schoolyard, bullying and administrations of medicines are in place in the school.
- New employees are informed of health and safety practices in the school.
- A member of staff is trained as an occupational first aiders.
- Procedures are in place for the monitoring of visitors/workers to the school.
- Access to the school is carefully monitored and procedures are in place for the safe collection of children.
- The health and safety officer on the Board together with the principal/safety, health & welfare representative undertakes safety audits and arrange for repairs as necessary.
- Fire drills are carried out regularly and pupils are instructed in the safe evacuation procedures and assembly points.

Roles and Responsibilities for Safety, Health & Welfare

Detailed below are the overall Safety Management structures in place and they indicate the people with responsibilities for safety:

Board of Management (Safety officer)

Overall responsibility for safety and health matters rests with the Board of Management and the Board has nominated one of its members as safety officer. This officer shall monitor safety generally and operation of safety procedures within the school. In addition, the Board will comply with its legal obligations as employer under the 2005 Act and will

- Ensure that the school has written risk assessments and an up - to - date safety statement
- Guide and advise on all health, safety and welfare at work matters
- Ensure that safety procedure is adequately communicated to staff
- Review the implementation of the safety management system and the safety statement at least annually or when changes that might affect workers'/pupils' safety, health and welfare occur
- Set safety, health and welfare objectives
- Receive regular reports on safety, health and welfare matters
- Allocate adequate resources to deal with safety, health and welfare issues



- Appoint competent persons as necessary, to advise and assist the board of management on safety, health and welfare at the school
- Arrange for the appointment of a safety, health & welfare rep within the school

Principal

In consultation with the safety officer, the principal has responsibility for co-ordination of all safety and health matters including:

- Complying with the requirements of the 2005 Act
- Managing safety, health and welfare in the school on a day-to-day basis
- Communicating regularly with all members of the school community on safety health and welfare matters. Bring any changes to the attention of staff
- Ensuring all accidents and incidents are investigated and all relevant statutory reports completed
- Coordinating fire drills, training, etc. with the relevant post holder
- Ensuring that fire - fighting equipment is tested annually
- Carrying out safety audits with the safety officer and safety rep
- Ensuring that all contractors provide a safety plan to the school before commencing work

Safety, Health & Welfare Representative (See staff notice board for current rep)

The responsibilities of the safety representative include:

- Organising fire drills on a regular basis and updating evacuation plan as necessary
- Bringing to the attention of the safety officer any items of health and safety that need attention
- Ensuring an adequate supply of first aid kits for use on school trips
- As far as reasonably practicable, taking account of any representations made on the subject of safety by the employees
- Supplying a copy of the Safety Statement, together with additional information or instructions as they become available, to all present and future staff
- Affording all possible co-operation to inspectors and officials of the relevant bodies concerned with safety, health and welfare standards

Employees

Employees have a specific responsibility (section 13 of the safety and Welfare at Work Act, 2005) for their own safety and that of any person who may be affected by his/her acts or omissions while at work. All staff are required to:



- co-operate with school management in the implementation of the safety statement
- inform students of the safety procedures associated with individual subjects, rooms, yard, hall or tasks
- ensure that all activities are planned so that they may be carried out safely
- check classroom/immediate work environment to ensure it is safe and free from fault or defect
- Co-operate with the employer and any other person to such extent as will enable the employer or the other person to comply with any of the relevant statutory provisions
- Use in such a manner as to provide the protection intended, any appliance, convenience equipment or other means or thing provided (whether for own use alone or for shared use) for securing fire safety, health or welfare while at work
- Report without delay, any health and safety issues or concerns to the school Safety, Health and Welfare representative or Health and Safety officer on the Board of Management

Other school users

Other school users such as students, parents, volunteers, visiting speakers, sales people and all other visitors must comply with school regulations and instructions relating to safety, health and welfare.

Large scale works contractors

Contractors must comply with statutory obligations as designated under the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007 and any other relevant legislation such as the Safety, Health and Welfare at Work (Construction) Regulations 2006.

- The Board of Management will make available the relevant parts of the safety, health and welfare statement and safety file to any contractors working in the school on behalf of the school
- The Board of Management will provide to contractors the school regulations and instructions relating to safety, health and welfare
- Contractors must make available relevant parts of both their safety, health and welfare statement and risk assessments in relation to work being carried out
- Contractors must make available their public liability insurance certificates before commencement of work
- If the school is sharing a workplace with a contractor it will co-operate and coordinate school activities in order to prevent risks to safety, health and welfare at work

Short duration, low risk, single contractor works involving routine maintenance, cleaning, decorating or repair

Where this work involves a single contractor and where there are no particular risks present and task duration will not exceed 30 working days or 500 person days, to comply with safety, health and welfare requirements



and to ensure this type of work is carried out safely with minimal disruptions, the following key points should be followed:

- The board of management must ensure that the contractor is competent. This means that the contractor is suitably qualified and experienced and is registered. For instance, an electrician should be registered with the Register of Electrical Contractors of Ireland (RECI) or the Electrical Contractors Safety and Standards Association (ECSSA).
- The contractor and the principal will meet before the project commences to ensure communication links are established before work starts and throughout the contract.

The contractor must advise the principal about the likely duration of the work, any possible hazards, and how these will be addressed. The contractor must also provide the principal with a copy of its safety statement including any relevant risk assessments for the project to be undertaken. Likewise, the principal will advise the contractor about necessary precautions which need to be considered, particularly if work is being carried out during school time.

Substantial building works, (e.g. extension to school building)

Where substantial building work lasting more than 30 days or 500 person days is being considered, the Board of Management take on the responsibility of "client". The client (Board of Management) will

- appoint, in writing before design work starts, a Project Supervisor for the Design Process (PSDP) who has adequate training, knowledge, experience and resources;
- appoint, in writing before construction begins, a Project Supervisor for the Construction Stage (PSCS) who has adequate training, knowledge, experience and resources;
- co-operate with the project supervisors and supply any necessary information;
- notify the HSA of the appointment of the PSDP on Approved Form AF1 "Particulars to be notified by the Client to the Health and Safety Authority before the design process begins";
- Retain and make available the safety file for the completed structure. The safety file contains information on the completed structure that will be required for future maintenance or renovation.

Prior to carrying out any construction work the board of Management, as client will familiarise itself with its legal health and safety responsibilities, as detailed in the Safety, Health and Welfare at Work (Construction) Regulations 2006. The Board of management will follow the advice laid down in the technical guidelines published by the Department of Education and Skills.

Risk Assessment

The Board of Management is committed to identifying and eliminating any hazards in the school through a risk assessment and annual audit. The Board will make use of advice available from such sources as the Department of Education, relevant national authorities such as the National Authority for Safety Health and Welfare at Work and Allianz Insurance.

Where necessary, competent consultants and bodies with special skills and services may be used for training and to augment the internal audits. The Board through its risk assessment will;



- Identify the hazards/risks
- Evaluate the risk in proportion to the hazard
- Put in place the appropriate control measure to eliminate or minimise the risk
- Consult with employees

A risk assessment is included as appendix 1

The board of management may delegate the task of completing the risk assessment to the appropriate person for example the individual teacher of each classroom, the Safety, Health & Welfare Representative. The services of an Allianz insurance risk assessment advisor may also be engaged. We understand that there is no need to consider every minor hazard or risk that we accept as part of our lives.

Emergency Procedures

Fire Safety

Fire drills take place every term. (The Alarm company is advised of fire drills).

Principal and Secretary (Fire drills/Emergencies)

- The Secretary will sound the alarm in the case of a practice fire drill.
- In the case of a real fire the teacher/principal/SNA/secretary/caretaker presses the nearest emergency red button at the source of the fire.
- Principal should contact the fire brigade and bring her phone on leaving the building.
- Teachers check their class toilets as they leave the building.

Teachers' Role (Fire drills/Emergencies)

- On hearing the alarm, the teacher encourages the children to remain calm.
- It is imperative that the teacher is last to leave the classroom. Teacher takes his/her evacuation class list, closes the exit door and remains at the rear of the line.
- The class moves swiftly, via the shortest route, to their designated assembly point in an orderly fashion. (as shown on plan beside each classroom door)
- Each class lines up on their specified line to allow the teacher to do the roll call.
- In the unlikely event that a child is not with his/her class, they join the nearest line, exit the building and join their own class in the designated assembly point.
- If they are with another class/teacher, they leave the building with this class/teacher and meet in the designated assembly area.



Lunchtime Evacuation

Children indoors:

- On sound of the alarm the staff will move swiftly to their own classroom, if it is safe to do so. The teachers on duty put the above procedures into operation.

Children outdoors:

- On sound of the alarm bell, the teachers proceed to the yard with their phones for assembly procedure as above.

Operation of Fire Extinguishers and Sprinklers

- They are serviced every year.

Parents' Role in the event of an emergency

- They must remain outside the gates to avoid panic and confusion unless notified to collect children.
- Teachers will record the names of children as they have been collected.

First Aid

Administration of Medicine

Prescription medicines.

- These will **not** be administered by school on the short term.
- Long term medication: Parents must apply in writing to the BOM seeking permission for the school to administer medication.
- Each individual case will be arranged between Board of Management and the parent.

Non-prescription medicines.

- Non-prescription medicines, eg paracetamol, will neither be stored nor administered to pupils in school.

See Administration of Medicines Policy for further details

Records

- Medical History-to be detailed by parents on enrolment form.
- Details of adult responsible for the child when parents are unavailable must be detailed on enrolment form. Information on Aladdin
- Incident Report (Aladdin): Major incidents to be detailed. This will be filled in by teacher on duty on the yard.



- Emergency phone numbers for staff and pupils are on Aladdin.

First aid Resources

- Each SNA carries a First Aid kit to their yard of duty
- An inventory of First Aid supplies is maintained
- First Aid kits stored in Room 17
- First Aid Kits are taken on school tours and to sports events
- Reminder to staff that children should not administer First Aid

When an accident happens

Break time – minor injuries

- Child may sit on a chair in the yard where teacher/SNA can see the child.
- SNA/ Teacher deals with it after break is over.

(More serious injury)

- Send an older child for the class teacher.
- Child with serious injuries brought to the office to be checked

(eg. eyes/ears/teeth/head etc.)

- Principal/Secretary contacts parents
- Major accidents to be entered on an Aladdin incident report
- Medical aid is sought if necessary.

(In the absence/unavailability of the Principal, the Deputy Principal will deal with the situation)

Procedure for conflict on the yard

- Verbal reprimand
- Time out
- If continuous a privilege can be withdrawn
- Consistent conflicts – Parents may be contacted
- Sanctions - Code of Behaviour

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.

During the COVID-19 pandemic access to school is restricted and no visitors can enter the school building without a pre-arranged appointment.

Safety Rules

Children should not enter school building before 9 a.m. unless supervised by a teacher.

Parents are reminded annually that children are not supervised in the yard before 9 a.m. or after school hours at 2.40 p.m. unless children are taking part in specific before-school or after-school activities. On wet days' children are usually supervised in their classroom (COVID times) or in the school hall (Non-Covid times).

It is the parents'/guardians' responsibility if children are left on school premises outside of these times.

Children should line up in school yard in the morning and await collection by the class teacher.

In the morning during COVID times children walk directly to their classroom via the established one way system.

At the end of the school day, pupils exit with their teachers and await collection by parents/guardians in the car park.

The main school gate is to be closed during break times and all visitors are to walk to the school building.

Designated pupils close/open gates before/after playtime.

Children are supervised entering the building in the morning and again when leaving the building in the evening.

Break Time Supervision

Outdoor Breaks: Three yards are currently supervised (during COVID times) by a teacher on duty and an SNA's.

Entering school for toilets during Break time: Children must use the bathroom before leaving the classroom and not during break time.

Teachers on duty will ensure that gates are closed over at beginning of break time.

Teachers will collect classes from yard promptly.

Indoor (wet) Breaks: All children will walk within room.

On wet days at break-time and lunch time, all children should remain seated.

Children should ask permission to use the bathroom from the teacher on duty.

Teacher on break-time supervision should ensure all classroom doors remain open. Teacher will visit each room at least once during the supervision period. Any accidents should be recorded on an Aladdin Incident Report.



Collecting Children

- (1) All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- (2) Cars are advised to drive slowly on entering school grounds when collecting children.
- (3) Any child leaving early must be collected from the school office by parent/guardian and this should be notified to secretary/principal/class teacher prior to collection.
- (4) During COVID-19 restrictions a rolling drop off/pick-up system is in place and children leave in a staggered format (Please see COVID-19 Response Plan for further details).

Infectious Disease

It is school policy to notify all infectious diseases to parents and staff. Risk will be minimised with adherence to sound principles of cleanliness, hygiene and disinfectant. Disposable gloves are provided for use in all first aid applications, cleaning jobs etc. Staff has been provided with separate toilets with hot water and cold water, a disposal unit and soap.

Covid - 19

- A Covid-19 risk assessment has been carried out regarding the prevention of the spread of Covid - 19. This risk assessment has been made available to all staff and is available to the school community on request.
- A detailed Covid-19 Response Plan is available to all staff members and visitors to the school.
- A detailed logistics plan is available to any visitors to the school e.g. student teachers/SNAs
- Contact details for all of the children have been updated
- HSE Covid - 19 information is freely available and is displayed around the school. Our website is updated regularly re Covid -19.
- Our Child Safeguarding Statement and our Code of Behaviour have been updated to include procedures around the prevention of the spread of Covid -19.

Electrical Appliances

Electrical appliances, machinery and kitchen equipment should only be used by competent persons. Arrangements will be made for all electrical appliances to be checked on an annual basis by a competent person, i.e. a maintenance person.

Before using any appliances, the user should check that: -

- All safety guards which are a normal part of the appliance are fitted and are in working order
- Power supply cables/leads are intact and free of cuts and abrasions
- Suitable undamaged fused plug-tops are used and fitted with the correct fuse.



Photocopiers/laminators/IWBs

Staff should be careful when using any of the above as injury may occur from moving parts and hot elements inside protective covers.

Chemicals, Solvents, Detergents

Members of staff using these materials should familiarise themselves with any hazard associated with the materials and precautions to be taken in the event of spillage, splashes etc. All such materials will be stored in clearly identifiable containers bearing instructions and precautions for their use. They will be kept in a locked storage area and protection for their use will be provided.

Welfare of Staff

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities are available. A staffroom separate from the work area is provided, where tea and lunch breaks may be taken. Staff must cooperate in maintaining a high standard of hygiene in this area. Adequate facilities for waste disposal are available. Staff members using the fridges are expected to remove any perishable uneaten food at the end of each week.

A dignity in work policy is in place in the school and the Board of Management is committed to providing a work environment free from harassment of any kind. The Board will ensure that any allegations of harassment are fully investigated and dealt with in a fair and objective manner. The school community will seek to develop a culture where a sense of belonging and connectedness is fostered.

During the COVID-19 pandemic all staff have assigned toilets.

Numbers gathering in the staff room during COVID-19 restrictions are restricted to a **maximum of five** at any one time and tables are placed more than 2 metres apart.

If a staff member has any concerns or observations in relation to the Covid-19 Response Plan, control measures or the adherence to such measures by staff, students or others, they should contact our LWR **Deirdre Mc Donald** who will engage with school management.

(Please refer to COVID-19 Response Plan for further details)

Communication, Monitoring and Review

All staff have been made aware of the contents of this safety statement, its procedures and the attached risk assessment. This Safety, Health & Welfare Statement has been made available to all school personnel, will be published on the school website and will otherwise be made available on request. The Board of Management will undertake a review of safety, health and welfare issues annually and any changes will be communicated to staff.



Ratification

This Health & Safety Statement has been based on conditions existing in the premises of the school at the time of writing. The Board of Management is committed to playing an active role in the implementation of this occupational safety, health and welfare policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

This Safety, Health and Welfare Statement was adopted by the Board of Management on 9th June 2021

The Safety, Health & Welfare Statement is ratified and signed on behalf of the Board of Management of Scoil Éanna.

Signed: *Fiona M'Guffee*
Chairperson, Board of Management

Signed: *Diane Murphy*
Principal

Date: 9th June 2021

