

Health and Safety Statement Inver N.S

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. 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 ill-health.

The Board of Management of Inver N.S. 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.
- ◆ There shall be safe access to and from 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 its employees.
- ◆ Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of its employees.
- ◆ Plans for emergencies shall be complied with and revised as necessary.
- ◆ This statement will be continually 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.
- ◆ Provisions shall be made for the election by the employees of a safety representative.

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

The Board of Management of Inver N.S. undertakes to ensure that the provisions of the 'Safety, Health and Welfare at Work Acts 1989 & 2005' are adhered to:

Duties of Employees:

It is the duty of every employee while at work:

- (a) To take reasonable care for his/her own safety, health and welfare, and that of any person who may be affected by his/her acts or omissions while at work.
- (b) To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- (c) To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for his/her lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at work.
- (d) To report to the Board of Management 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 of the relevant statutory provisions or otherwise, for securing safety, health or welfare of persons arising out of work activities.

Employees using available 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 Inver N.S.:

- To consult with staff in the preparation and completion of the Health and Safety Statement and of hazard control forms.
- To give a copy of the Safety Statement to all present and future staff.
- That any additional information or instructions regarding health, safety and welfare at work, not contained in the document, will be conveyed to all staff as it becomes available.
- That health, safety and welfare at work will form an integral part of any future staff training and development plans.

Entitlements of Safety Representative (*Section 25 Safety, Health & Welfare at Work Act, 2005*)

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.
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- Inspect the place of work on a schedule agreed 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.

Carrying Out a Risk Assessment/Safety Audit

A safety audit and risk assessment will be carried out in Inver N.S by the safety officer twice during the school year. The purpose of these audits is to identify hazards, assess their risks and specify the actions required to eliminate them. It will consider the school activities, whether in or outside of the premises and at organised events.

The first audit will take place in September and the second in April.

They will include

- The perimeter, entrances and approaches.
- The play area and grounds
- The school building.

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

Findings are included in the Hazard Identification sheet and steps are taken to eliminate hazards.

Using the HSA format in Appendix 1 will assist the recording of the whole process.

Hazards

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 Inver N.S. that:

- (i) There is an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use.
 - (ii) All staff shall receive instruction on use of equipment.
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- (iii) The principal will ensure that fire drills and evacuation procedures shall take place regularly.
- (iv) Fire alarms shall be clearly marked. (Responsibility of Board of Management Safety Officer)
- (v) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.(Staff Safety Officer)
- (vi) 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 his/her classroom must ensure it is kept clear.
- (vii) Assembly areas are designated outside each building, and the locations specified.
- (viii) A plan of the school showing assembly points outside the school is clearly displayed.
- (ix) 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.
- (x) All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

Fire Drills:

Fire drills carried out properly and on a regular basis contribute greatly, not only to the safety of the children and teachers while at school, but also to their safety outside of the school environment. A fire drill is carried out once per term in the school. All staff and pupils are aware of the correct evacuation procedures and the designated assembly point.

- Inform all occupants of the school about your intention to carry out a fire drill to prevent avoidable injuries caused by unnecessary panic.
 - Ensure that the teacher/responsible adult is the last to leave the room once they have established that all the occupants have left.
 - Ensure that on evacuation all doors are closed (not locked) to prevent spread of fire/smoke throughout the building.
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- Ensure that there is an orderly evacuation and assembly at your pre-determined assembly point where a roll call is carried out.
- Ensure that nobody tries to re-enter the building until the fire drill is over.

Alarm

Anyone (child or staff) discovering an outbreak of fire should raise the alarm at once by pushing down hard on the nearest fire alarm button (red) located throughout the school.

Evacuation

On hearing the alarm, pupils should stand by their desks and, when instructed by the teacher in charge of the class as to the exit route to be followed, should leave the classroom in single file. Classes should then proceed at a steady uniform pace to the fire assembly point located at the front wall of the school. The teacher following at the rear with the attendance register should close the door of the classroom and all doors on the escape route which will not be used again.

Assembly

All children and staff members assemble at the fire assembly point.

Call the fire Brigade

A member of staff will call the fire brigade.

Roll Call

As soon as the classes have arrived at the place of assembly, a roll call or count should be taken, and each Class Teacher should report at once to the Principal Teacher "all present" or otherwise. If anyone is missing an immediate search by the staff should be made as far as is practicable, no place to which pupils have access being overlooked.

Tackling the Fire

Circumstances will dictate whether fire fighting operations should be attempted. The important thing to be remembered is that fire fighting must always be secondary to life safety. In the event of a minor fire in the school (i.e. a small fire in a bin), common sense will prevail. If the fire is a serious one, safe evacuation should be the primary concern.

Constant Hazards

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. Oil tank
 3. Trailing leads
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4. Computers/ Laptops /Interactive Whiteboards/Projectors/Visualisers
5. Fuse Boards
6. Electric kettles
7. Boiler house
8. Ladders
9. Loose stones on school yard
10. Leaves on schoolyard
11. Playground painted markings on wet days
12. Protruding units and fittings
13. Icy surfaces on a cold day
14. Mats in hall
15. Free standing bins
16. Windows opening out
17. IWB platform steps in junior room

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 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 manufacturer's 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) The Principal and Board of Management Safety Officer will ensure that:
 - All machinery and electrical equipment are fitted with adequate safeguards.
 - Precautionary notices, in respect of safety matters are displayed at relevant points.
 - An annual routine for inspecting furniture, floors, apparatus, equipment and fittings is carried out by the Board of Management Safety Officer.
 - Roofs, guttering, drain pipes etc. as far as can be seen, are sound and well maintained.
 - Floors are clean, even, non-slip and splinter-proof.
 - Outside lighting works and is sufficient.
 - Manholes and surfaces are safe.
 - All builder's materials, caretakers' maintenance equipment, external stores etc. are stored securely.
 - Ladders are used with another person's assistance.
 - The use of glass bottles is avoided where possible by pupils and that broken glass is removed immediately on discovery.
 - Refuse is removed from the building each day and is carefully stored outside.
 - Teachers will check that PE equipment is stacked securely and is positioned so as not to cause a hazard.
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- Teachers will check all play areas are kept clean and free from glass before use.

Machinery, Kitchen Equipment, Electrical Appliances

It is the policy of the Board of Management of Inver 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 Inver 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 cabinet in the staff toilet, 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 Inver N.S. that all drugs, medications, etc. be kept in a secure cabinet, locked at all times, and used only by trained and authorised personnel. (See Inver N.S. Policy on 'Administration of Medication'.)

Code of Behaviour

Inver N.S.'s Code of Behaviour provides for a level of behaviour to minimise personal risk or stress to children and employees alike.

Welfare

To ensure the continued welfare of the staff and children, a toilet and staffroom separate from the classroom area 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, paper 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. The school will arrange or assign appropriate tasks for the person to carry out in the interim.
- (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.

Allegations or Suspicions of Child Abuse

See Inver N.S. policy on 'Child Protection'.

Wet Floors/Slippery surfaces

It is the policy of the Board of Management of Inver 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 surfaces being affected by frost/ice in cold weather, and if necessary salt will be used to make a safe pathway along the wall for safe access to the school's main door. If the playground surface is icy children will be kept indoors for break and lunchtimes.

Smoking

It is the policy of the Board of Management of Inver 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 members are asked to report broken glass to the Principal so that it may be immediately removed.

Infectious Diseases

It is the policy of the Board of Management of Inver 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, paper towels and a facility for the safe disposal of waste.

H1N1 – Swine Flu

Inver N.S. will continue to follow HSE guidelines in preventing the spread of germs that cause respiratory illnesses by encouraging and facilitating everyday actions including:

- Raising Awareness – Posters on respiratory etiquette
- Training in Respiratory Etiquette – Promote the covering of mouths and noses when coughing or sneezing/ Disposal of tissues
- Routine Cleaning – The use of appropriate cleaning products for the virus
- Recognition of symptoms – Staff have familiarised themselves with the symptoms
- Hand Hygiene – Promotion of proper hand washing techniques and use of disinfectant hand gel in each classroom.

First Aid

It is the policy of the Board of Management of Inver 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:

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

(2) All incidents concerning children, employees or members of the public, no matter how trivial, must be reported immediately to the Safety Officer. 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 a properly equipped First Aid Box maintained in the school and available to staff at all times containing:

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

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

Allergies / Illnesses

Inver N.S. provides a section on its enrolment form allowing Parents/Guardians to identify any allergies/illnesses children may have. An Update of Medical Information form is sent out annually to parents and a database of medical information is kept on each child.

Bullying

Inver N.S. guidelines for dealing with bullying behaviour are available in the 'Anti-Bullying Policy'.

Emergency Contact Procedures

Parents are sent a note each September asking them to inform the school of all current contact numbers. These are kept in the school office where they can be accessed by the staff.

Alternative numbers are also requested in the event that parents/guardians are not available, e.g. grandparents, etc.

Serious Accident Procedure & Accident Report Form

A report will 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.

Health Issues

Managing specific health issues

- The Principal will inform all staff members if there are specific health issues in relation to certain pupils.

Sickness or Injury

- If a teacher feels that a child is ill the parents are contacted and a decision as to whether the child will remain at school is taken.

Illnesses and contagious infections such as rubella, chicken pox etc:

- In the event of an outbreak of a contagious infection/disease, the Board of Management will consult the publication 'Infection in School – a Manual for School Personnel' 2006. This is published by the HSE.
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Head-lice

- If the school is made aware of a head lice infection in a child, a letter is sent home to parents informing them of the outbreak and the procedures that should be followed.

School hygiene

- Each bathroom is supplied with soap and paper hand towels for use by the pupils.

Clothing /Protective wear

- Coats and jackets are worn in cold/wet weather. Parents should send sunscreen and sun hats with their children for use in hot weather.

Safety and Welfare Issues

Pupils leaving the school premises during the school day e.g. dentist or doctor appointment

- Parents are requested to inform the school in writing/ by phone if they are collecting their child for an appointment.

Minor Accident/Injury

- The injured party is initially looked after by the staff member on yard duty. If deemed necessary, the child will be seated in the hallway/staffroom. If necessary, cuts will be cleaned and plasters/bandages applied. Parents are notified if it is deemed necessary.

Incident / Accident Book

- In the event of a serious incident or accident on yard, the teacher on duty will write the report in the Accident Report Book. This book is kept in the school office. The Class Teacher and Principal will be informed. Parents are to be informed about all head injuries.
- In the event of an emergency where any child requires urgent assistance, an ambulance will be sent for. Parents to be contacted for permission if time allows. The safety and well-being of the child will be paramount. Principal/Deputy Principal may travel with the child and the parents/guardian of the child informed immediately.

Code of Behaviour and Anti Bullying Policy: Refer to school's Code of Behaviour Policy.

Allegations or Suspicions of Child Abuse: Refer to Child Protection Policy.

- 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.

Garda clearance

- All teaching staff are Garda vetted by the Teaching Council. Copies of the Garda Clearance Certificates are kept on file in the school office. SNAs and the school secretary have also been Garda vetted. All employees/ visiting coaches are vetted through the relevant authorities.
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Access to School

All doors of the school are kept closed/locked during school hours. A door lock is enabled and visitors must press a buzzer to gain access to the building. All staff have the key code to gain entry. Visitors are then directed to the school office, where the secretary will deal with their enquiries, or in the absence of the secretary; to the Principal's room. Pupils cannot leave the school premises unaccompanied by an adult during school hours without written or oral permission to the school from their parents.

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.

Supervision of Pupils

Each teacher will supervise the yard for either break-time or lunch-time as directed by the monthly rota. The supervising teacher will continuously circulate all yard areas throughout the break-times.

To minimise falls/collisions etc. in a small playground area, break times are staggered and at lunch the playground divided into two separate play areas.

Break Times:

10.50 – 11.00 [Senior Room]

11.00 – 11.10 [Junior Room]

Lunch Time:

12.30 – 1.00 [All children but the yard will be divided into junior and senior play areas and supervised by the teacher on duty and SNA]

During wet breaks, children will remain in their respective classrooms under the supervision of the teacher on yard duty.

Collecting Children- Arrival and Departure

Pupils are not permitted on school grounds prior to 9am as per school policy. Parents will be informed of school opening and closing times and the supervision arrangements that are in place. From 9.00 am until formal instruction begins at 9.20am, pupils are supervised in their own classrooms by their classroom teacher. Should their teacher be absent, the substitute teacher undertakes this role. Infant pupils are dismissed at 2.00pm and are supervised by a teacher at the school gate until they have been collected by their parent/guardian.

All other pupils are dismissed at 2.50pm and are supervised by a teacher at the school gate until they have been collected by their parent/guardian/ school bus. Any child with access to an SNA will be accompanied to and from the school gates by their SNA.

- (1) Parent/Guardians/Carers are advised to drive slowly and carefully when approaching the school.
- (2) Parents/Guardians/Carers are advised to accompany children to and from the school gates.
- (3) The area immediately in front of the school gates should be kept clear at all times.
- (4) Junior and Senior Infant children shall remain on school grounds until collected by Parent/Guardian/Carer from the school grounds.
- (5) 1st -6th class children shall remain on school grounds until Parent/ Guardian /Carer arrives.
- (6) On a wet day children in Junior and Senior Infant children should be collected at the front door of the school.

Revision Of This Safety Statement

This statement shall be regularly revised by the Board of Management of Inver 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: _____ Date: _____

Principal: _____ Date: _____

Safety Officer: _____ Date: _____ Nominee of BOM

Policy statement in accordance with the Safety, Health and Welfare at Work Acts 1989 & 2005.

Members of the Board of Management:

Rev. Lindsey Farrell [Chairperson]

Wendy Boyd [Secretary]

Emma Duncan

Billy Torrens

Margaret Henderson

Donna Boyd

James Maxwell

Anne-Claire Morrow

Board of Management Safety Officer: Wendy Boyd

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 Acts 1989 & 2005.

