

Holy Trinity NS, Fethard.

Health and Safety Policy

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1. Title

Health and Safety Policy, Holy Trinity N.S. Fethard

2. Introductory Statement

This statement was updated by the Principal and staff of Holy Trinity N.S. in February 2013.

3. 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 policy. It represents the Board of Management's commitment to safety and health, and specifies the manner, the organisation and the resources necessary for maintaining and reviewing safety and health standards.

The Board of Management is required to document the school's health and safety policy and make it available to all employees, outside services providers and Inspectors of the Health and Safety Authority. The Board of Management must also consider its 'duty of care' in the school and this must be an integral part of any Health and Safety policy.

4. Relationship

This Policy has been created to ensure a safe and healthy school environment for all employees who work in the school, for all children who attend the school and for all visitors to Holy Trinity N.S. The Board recognizes the importance of the legislation enacted in the Safety, Health and Welfare at Work Act, 2005. This Safety Statement sets out the Health and Safety Policy of the Board and the means to achieve that policy. The Board of Management's objective is to endeavor to provide a safe and healthy work environment for all our pupils and employees and to meet our duties to members of the public with whom we come into contact. This policy requires the co-operation of all employees.

The members of the Board of Management of Holy Trinity NS are

Chairperson: Mr. Robert Phelan

Secretary: Mrs. Triona Morrisson

Treasurer: Mrs. Carmel Kiely

Safety Officer: Mr. Brian Sheehy

Maintenance Officer: Mr. John Delaney

Other Board Members: Fr. Tom Breen, Mrs. Suzanna Manton, Mrs. Margaret Gleeson

5. Aims

The Following are the list of aims -:

5.1. Safe and healthy environment

To create safe and healthy school environment by identifying, preventing and tackling hazards and their accompanying risks

5.2. School's Duty of Care

To ensure understanding of the school's duty of care towards pupils

5.3. Protect the school community

To protect the school community from workplace accidents and ill health at work

5.4. Procedures and practices

To outline procedures and to put practices in place to ensure safe systems of work

5.5. Health and Safety compliance

To comply with all relevant health and safety legislation (so far as is reasonably possible) to include the following areas:

- Provision of a safe workplace for all employees
- To ensure competent employees, who will carry out safe work practices
- Safe access and exit routes to and from the building
- Safe handling and use of hazardous substances and equipment

6. Responsibilities of employer - Board of Management

- Provide and maintain a workplace that is safe and do likewise for all machinery and equipment etc.
- Ensure that risks are assessed and hazards are eliminated or minimized as far as is reasonably practicable
- Ratify an annual safety statement prepared by Staff
- Ratify procedures to deal with an emergency situations
- Appoint a competent person to oversee the functions of the Board in relation to Health & Safety – Mr. Brian Sheehy
- 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...*)

7. Responsibilities of employees

Health and safety is everyone's business. As a worker you have legal duties assigned to protect you and those you work with .

Responsibilities include:

- Not to be under the influence of an intoxicant to the extent that they endanger your own or other 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 improper conduct that will endanger you or anyone else

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- To attend Health and Safety training and correctly use any equipment at work
- To use protective clothes and equipment provided
- To report any dangerous practices or situations that you are aware of to an appropriate person
- Not to interfere or misuse any safety equipment at your workplace
- If you are suffering from a disease or illness that adds to risks, to tell your employer.

8. Entitlements of safety representative – Mrs. Eileen Fitzgerald

(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
- Inspect the place of work yearly with BoM Representative or immediately in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person – **See Appendix 4**
- 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.

9. Hazards

All staff will complete Hazard Control Forms (Appendix3) as hazards are identified.

Some hazards can be rectified but others remain constant

- Pupils are not allowed to play on the school grounds during weather which would pose a danger to their safety – frost, snow, ice
- During particularly inclement weather, the Board reserves the right to keep the school closed if it is felt that a risk is posed to staff and pupils by travelling to or attending school.
- There are goalposts on the pitch – **see Appendix 6**

Constant Hazards

- Electrical appliances – only competent persons use electrical appliances – these appliances will be subject to regular maintenance checks.
- Chemical – all chemical, detergents etc should be stored in clearly identifiable containers bearing instructions and precautions for their use and kept in a locked area, and protection provided for use when handling them
- Drugs/Medications – it is the policy of the Board that no drugs or medication be administered to pupils by member of school staff due to the fact that staff are not qualified to do so and therefore could pose a threat to the welfare of the pupils. In exceptional circumstances where emergency medication is required to safeguard a seriously ill child's, a teacher or SNA may be requested to administer such medication. **The procedure is included as Appendix 2.**
- Wet floors – it is the policy of the Board that the washing of floors is conducted after school hours to ensure as far as is reasonably practicable, elimination of danger of slipping. During heavy weather, condensation can cause areas to become slippery or in cases of wet weather, floors can become slippery. Use of mats will be requested and floors will be dried as often as practical.

10. Procedures to deal with Emergencies

10.1. Emergency contact procedures

- Emergency contact details are kept in the office. A copy is available for each classroom.

10.2. Fire-drill and school evacuation procedures –See Appendix 1

- Fire-drills held on a regular basis- at least twice per school year.
- There is adequate supply of fire extinguishers
- Fire equipment is serviced regularly
- Teachers and pupils are aware of the designated assembly points following evacuation of the building. These assembly points are clearly marked.
- Procedures for evacuation displayed in each classroom.
- School revise these procedures annually.

Serious Accident Procedure & Accident Report Form

See Appendix 5

The school commits to submitting a report 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.

10.3. Critical incident policy

Refer to Responding to Critical Incidents, NEPS Advice and Information pack for schools – Critical Incident Policy

10.4. Exceptional closures

- School will be closed with permission of the Board due to exceptional circumstances.

11. Health Issues

11.1. Enrolment Form

- Parents identify any allergies/illnesses of the applicant in the enrolment form.

11.2. Managing specific health issues

- Eye Sight/Hearing. If teacher has a particular concern regarding child's eyesight or hearing, this issue will be discussed with the parent/guardian.

11.3. Sickness or Injury

- If child suffers a serious injury in school or complains of illness repeatedly, parents/guardians are contacted by the school.

11.4. Head-lice

- If a case of head lice presents itself, a general notice is sent home to parents/guardians alerting them of situation in the classroom.

11.5. School hygiene

- Wash facilities are available for all classrooms. Soap and towels are available in all wash rooms.
- It is a school policy to teach children the importance of personal hygiene through the SPHE programme.

11.6. General cleanliness of school environment

- The school interior is cleaned daily after school closing – Classrooms, cloakrooms, corridors staffroom and toilets
- Refuse and items for recycling are removed from classrooms and stored in external shed until refuse collection day each fortnight. Items for composting are taken to the compost bin.
- Bin is available in yards for use during breaks.

11.7. First Aid

- The school requires staff members be trained in First Aid. There will be an adequate supply of properly equipped First Aid Boxes available at all times to staff.

11.8. Healthy eating:

- It is school policy to teach about healthy eating at all class levels. This is implemented through the SPHE curriculum.
- Notes regarding healthy lunches are issued at the start of the school year.

11.9. Water

- The water from the taps in the classrooms and staffroom is deemed safe for Human Consumption.

11.10. Clothing/protection

- Shoes suitable for school activities should be worn at all times.

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- School tracksuit should be worn on PE days and to sporting events. Appropriate footwear should be worn also.

12. Safety and Welfare Issues – Pupils

12.1. Assembly and Dismissal of Pupils

- If in school grounds before the doors open in the mornings, the children line up in the yard in their class groups. The teachers will bring them to their classrooms.
- All children leave school by the front door and walk to the gate.
- The staff car park is off limits to the children at all times.

12.2. Pupils leaving the school premises during the school day.

- In the event of a child leaving the premises during the school day, the person collecting him/her must sign out the child in Sign-out Book in the secretary's office.

12.3. Supervision of Pupils:

See Guidelines from Allianz website, www.allscoil.ie

- In the event of a teacher being absent, a substitute teacher replaces him / her. On the 1st day of uncertified sick leave or in the event of difficulty finding a substitute teacher, the class is split into groups and assigned to different classrooms with work.
- In the event of teacher taking a course day, the policy is to split the class into groups and assign each group to another classroom with assigned work.
- Supervision roster for lunch and break duty is clearly displayed in the staff room
- Roster is kept for 10 Years
- 1 teacher is present on each yard during breaks – an SNA, where allocated, will also be present in the yard

12.4. Incident / accident book

- In the event of a serious incident or accident the matter is recorded on an Incident/Accident Report sheet by the teacher on duty and sent to the office to be included in the Incident Folder.. Archive details are stored in the secure store.

12.5. Code of Behaviour and Anti Bullying Policy:

Refer to school's policy for dealing with behaviour which causes a risk to others.

12.6. Allegations or Suspicions of Child Abuse:

Refer to Child Protection Guidelines. Also refer to CPSMA Management Board Members' Handbook.

- 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

12.7. School tours / outings:

- A ratio of 15 pupils to 1 adult is put in place during school outings and tours

- Getting Lost Procedure – There will be an agreed meeting point. Children are informed to contact a responsible adult at tour venue. They will in turn contact the tour organiser.
- Bus – Regular bus safety procedures apply.

13. Safety and Welfare Issues – Staff

13.1. Garda clearance

A vetting disclosure is required from the Bureau prior to the employment, contract, permission or placement of a person to undertake relevant work or activities with children or vulnerable persons.

13.2. Positive Staff Relations: See Working Together.

Procedures and Policies for Positive Staff Relations. INTO 2000. Also refer to CPSMA Management Board Members' Handbook. **See Appendix 7** also.

- Regular staff meetings support positive working relations in the school.
- Positive relations are maintained through informal discussion between colleagues on a daily basis.

13.3. Assaults on Teachers/School Employees:

See CPSMA Management Board Members' Handbook

- Staff members model non-violent behaviour at all times in order to maintain a culture where acts of violence are not tolerated.

13.4. Safe Working Environment

- Employees work in a comfortable and safe environment
- The caretaker and cleaner are provided with appropriate safety gear.
- Vacuum cleaner, equipment, cleaning products, etc. are stored in school store.
- This store is kept locked.

Equipment and materials

- Lawnmowers, ladders and any other equipment associated with school maintenance are stored in caretaker's shed - not accessible to children.
- The storage area is locked during the school day.
- Solvents, chemicals, cleaning agents etc. are stored in the school store.
- Computers etc. are stored safely in individual classrooms.

14. Success Criteria

- Satisfaction of Board of Management with School Health and Safety Policies and Practices
- Satisfaction of Health and Safety Officer during inspections
- Satisfaction of Staff with low accident/injury statistics

15. Implementation Date

November 2010 and updated annually.

16. Timetable for Review

The Health and Safety Policy of Holy Trinity NS will be reviewed annually.

17. Ratification and Communication Dates and Timetable

The Health and Safety Policy of Holy Trinity N.S was first ratified in November 2010 and the updated policy was ratified in _____ 2016.

Ratified: _____
Chairperson BOM

Date: _____

17.1. References

- Guidelines on Preparing your Safety Statement, HSA
- 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.
- CPSMA Management Board Members' Handbook
- A Supplementary Handbook for Primary Schools under Protestant Management. Second Edition. p.22 - 27 Compiling a Safety Statement
- INTO Guidelines for 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)
- Round Hall's Primary Education Management Manual CD – ROM
- Mahon O. (2002) The Principal's Legal Handbook IVEA. Ch.3 Safety, Health & Welfare in School
- Working Together. Procedures and Policies for Positive Staff Relations. INTO 2000
- 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
- Employee Assistance Service (EAS) for teachers, managed by VHI Corporate Solutions. DES www.vhi.ie
- Solas (CPMSA) Nov./Dec. 2006. *Safety, Health and Welfare at Work Act 2005*, p3
- Solas (CPMSA). Spring 2007, p14. Employee Assistance Service for Teachers.
- InTouch, December 2006, p10. Employee Assistance Service for Teachers.
- Solas (CPMSA), Summer 2007 p19. Supervision of pupils outside official school opening hours- a dilemma.
- Leadership ⁺, IPPN April 2007. p16. Health & Safety for Senior Managers

Websites:

DES	www.education.ie
CPSMA	www.cpsma.ie
INTO	www.into.ie
IPPN	www.ippn.ie
Health and Safety Authority	www.hsa.ie/osh
Allianz Insurance	www.allscoil.ie

Appendix 8

Appendix

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.

FORMAT FOR A SAFETY STATEMENT FOR SCHOOLS	
SCHOOL NAME: _____	NAME / TEL OF: _____
DOCTOR: _____	
ADDRESS: _____	Hospital / Ambulance _____
_____	Fire Brigade _____
_____	Safety Officer _____
_____	Safety Representative _____
SCHOOL TYPE: _____	Person responsible for _____
	First Aid: _____

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:

- *Provision of a safe workplace*
- *Safe access and egress routes*
- *Safe handling and use of laboratory chemicals*
- *Safe equipment including maintenance and use of appropriate guards*
- *Provision of appropriate personal protective equipment.*

Signed: _____ **Date:** _____

Manager/Chairperson Board of Management

Name of Deputy (in absence of above): _____

Employees are reminded of their responsibilities under the 1989 Safety, Health and Welfare at Work Act

- *to take reasonable care for their own safety, health and welfare and that of others.*
- *to make proper use of all machinery, tools, substances etc.*
- *to make proper use of personal protective equipment.*

Appendix 9

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

Appendix 9

Annual School Audit

A. Fire Safety. School Record for School Year _____

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

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Annual School Audit

B. 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

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Holy Trinity N.S.**

Report on Accidents in the school environment *(For School's Internal Records)*

Name: _____

Class: _____

Date of Accident: _____

Time of accident: _____

Location of Accident: _____

Staff on supervision duties at time of accident: _____

Information regarding circumstances of accident:

Witness 1 _____

Witness 2 _____

Any further information:

Action Taken:

**Health and Safety
Holy Trinity N.S.**

Signature: _____ **Date:** _____

(NOTE: By law, the Health & Safety Authority must be notified when an accident causes death or prevents an employed person from working for more than 3 days. This is explained in detail in the CPSMA Handbook and is accompanied by a standard reporting form. The school's insurance company should also be notified about serious accidents that occur in the school or while on school related activities.)

Health and Safety Holy Trinity N.S.

Temporary Health and Safety Measures:

The contents of this policy will be brought to the attention of the Project Manager when the building contractor moves onto site to commence the building and renovation works as approved by the DoES.

The BOM will inform Allianz, our insurers, that this work will take place.

The BOM will observe and implement any guidelines, restrictions, etc. that the contractor deems necessary.

During the building process certain areas of the school grounds and building will be “off limits”