

Holy Family School,

Old Bridge Road, Cootehill, Co. Cavan.

Health & Safety Policy

Introductory Statement

The Board of Management of the Holy Family School brings to the attention of its employees the following arrangements for safeguarding the safety, health and welfare of those employed and working in the school. This is also extended to the safety, health and welfare of the pupils.

This Safety Statement has been written by the Safety Rep of the Holy Family School with assistance of the Principal, Deputy Principal, Post Holders, Safety Committee and Board of Management. This Safety Statement is available to all staff members, students on work placement, outside service providers and inspectors of Health & Safety.

This revision has been written in compliance with the requirements of the Safety, Health and Welfare at Work Act, 2005, the General Application Regulations, 2007 and all other relevant safety legislation applicable to its operations. As such the Health and Safety statement applies to the welfare and safety at work of employees and pupils under the management of the Board of Management.

Rationale

The Board of Management of the Holy Family School will ensure that, in so far as is practicable, the highest standard of safety shall prevail and that, at a minimum the provisions of the Safety, Health & Welfare at Work Act 2005 are applied. The Health & Safety Welfare Act, 2005 highlights the importance of risk identification and associated measures in place to control these risks.

Board of Management

Fr. Owen Collins	Chairperson
Catherine Farrell	Secretary
Marian Foy	Treasurer
Rachel Moynagh	Teachers Representative
Rita Clarke	Parents Representative
Rory Moore	Parents Representative
Pat Crosbie	Member
Stephen Cawley	Member

The 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 and Safety Committee. This Safety Statement is intended to assist in reducing the possibility of accidents and ill health by bringing to the attention of the management and staff identified hazards and associated risk levels.

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 minimize the recurrence of such accidents and ill-health.

Aims

The Board of Management of the Holy Family School wishes to ensure in 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 operated safely in so far as is possible.
- Work systems shall be planned, organized, 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 employees.
- The provision of instruction to staff on proper lifting techniques of pupils i.e. manual handling, hoist training.
- The provision of instruction in dealing with pupil challenging behaviour.
- The safety and prevention of risk to health at work in connection with use of any particular substance
- 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 i.e. fire drills, injuries etc.
- Employees shall be consulted on matters of health and safety, ensuring the health and safety of all staff and pupils in school
- Provisions shall be made for the election of a safety representative (presently Kathleen Baird).
- Safety committee established to monitor the implementation of safety and health policies in the Holy Family School.
- 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.

Safety Committee

Catherine Farrell	Principal
Isobel Lord	Deputy Principal
Kathleen Baird	Health & Safety Rep
Rachel Moynagh Nuala Hall	Junior School
Breda Wynne Kathleen Clarke	Senior School
J.P. Canavan Patricia Smyth	SCC
Sinead Tierney Eileen Kelly	ASD
Eamon Donnelly	P.E. / Woodwork
Cathy McCabe	Cook
Pauline Smith	Nurse

- The Board of Management of the Holy Family School recognizes that its statutory obligations under legislation extends to employees, students or any person legitimately conducting school business and the public.

The Board of Management of the Holy Family School undertakes to ensure that the provisions of the Safety, Health and Welfare Act 2005 are adhered to.

DUTIES OF EMPLOYEES

1. It is the duty of every employee while at work:

- To take reasonable care of his/her own safety, health and welfare and that of any person who may be affected by his/her acts of omissions while at work.
- To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- To use in such manner, so as to provide the protection intended, any suitable appliance, protective clothing, convenience equipment, or what is provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health or welfare while at work.
- To report to the Board of Management / Principal, without unreasonable delay, any defects in plant, places of work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.

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

3. Employees using available facilities and equipment provided, should ensure that work practices are performed in the safest manner possible.

CONSULTATION & INFORMATION

It is the policy of the Board of Management of the Holy Family School:

- To consult with staff in preparation and completion of Hazard Control Forms
- To give a copy of the safety statement to all present and future staff
- To convey any additional information or instructions regarding health, safety and welfare at work to all staff as it becomes available.
- That Health, safety and welfare at work will be considered in any future staff training and development plans.

HAZARDS

The Board of Management and staff of the Holy Family School will identify hazards and complete Hazard Control Forms. Hazards shall be divided into two categories. Those which can be rectified or minimised will be dealt with as a matter of urgency. Those that cannot will be clearly indicated and appropriate procedures listed beside them. The Board of Management of the Holy Family School in consultation with the Principal and Safety committee will review and made recommendations on the elimination of hazards. All hazards shall be eliminated in so far as resources and circumstances allow.

SPECIFIC HAZARDS

FIRE

It is the policy of the Board of Management of the Holy Family School that:

- There is an adequate supply of fire extinguishers which will deal with any type of fire.
- All fire equipment is identified and regularly serviced.
- Regular fire drills take place at least once a term in main school and White Star – all fire drills logged.
- Instruction is given in the use of fire extinguishers for specific materials / equipment.
- Signs to be clearly visible to ensure that visitors are aware of exit doors and routes.
- Fire alarms are clearly marked / Fire alarms to be tested regularly.
- All exit doors to be unlocked in morning and locked after school. If an exit door needs to remain locked throughout the school day for safety reasons the key must be kept above the door and all staff to be aware of position of same key.

- All electrical equipment except fridge and freezer to be unplugged or turned off outside school hours and when classes are vacated for lengthy periods. Teachers / SNAs responsible for own classes and areas around class.
- An assembly area is designated outside the building i.e. basketball court. Assembly area for classes in White Star outside Senior 6.
- Classes leaving the school should complete outings book. Main school log book at secretary's office, white star – front hallway.
- Exit doors are clearly marked and free from obstruction.
- All bottled gas is stored in outdoor sheds, away from the main building.
- A plan of main school and White Star shows assembly points outside the buildings
- The school and equipment have been checked by a fire officer and all recommendations made by him/her have been implemented.
- Fire safety talk annually to senior pupils by fire officer currently Malachi Lennon.
- Evacuation procedures to be clearly displayed on back of classroom door in all teaching areas, kitchen, office etc. Staff and pupils should be familiar with evacuation procedure.
- Stated procedure for notifying emergency authorities.

Emergency Phone Numbers

Ambulance	999 / 112
Hospital	049-4361399
Gardai	999 / 049-5552105
Doctor	049-5556320
Doctor on call	1850777911
Fire	999 / 112
ESB	1850372999
Gas (leaks etc) Calor	01-2694800 or 999 / 112

- Emergency phone numbers are displayed on the notice boards in the school areas.
- It is the policy of the Board of Management of the Holy Family School that the following recommendations are in place to ensure the Health & Safety of staff and pupils.

CIRCULATION AREA

- Passages to be adequately lit and free from litter or rubbish
- Exits to be clearly lit
- Doors – all exit doors to be opened in the mornings and locked in evenings. If an exit door need to remain locked throughout the school day for safety reasons the key must be kept above the door. All staff must be made aware of position of door key.
- Windows – to open and close freely and safely and to have secure closing catches. Windows that don't adhere to this should not be opened.

FLOORS

- All floors to be kept free from any unnecessary obstruction.
- Spillage and wet floors – cleaning equipment is provided and should be used to clean spills as they occur (running and rushing is prohibited throughout school).
- Floors to be cleaned after school hours
- Wet floor areas should be clearly indicated by use of wet floor sign

HEATING & VENTILATION

- It is the policy of the Board of Management of the Holy Family School that adequate heating and ventilation systems are in place.
- Heating systems to be serviced and maintained regularly so that system is adequate to maintain minimum temperature of 16°C throughout school day.
- Storage heaters in the White Star Complex left on overnight as needed – convector switch to be put on each morning as required.
- Portable gas heater only to be used for meetings outside school hours. Regulator to be taken off cylinder after use.
- Windows where possible should be easily opened for ventilation.

ELECTRICAL EQUIPMENT

- All equipment must be correctly wired and earthed, plugs correctly wired, fuse ratings correct, mains supply capable of meeting maximum demand. Circuit breakers used and isolation switches marked and accessible and known to staff.
- Lighting – All light fittings to be kept in working and clean condition. Light switches to be unbroken and in safe condition. Lighting must be adequate.
- Plugs, sockets and leads to be kept in good condition, secure and free from cracks, not subject to damp. Leads without knots and free from kinks.
- Electrical Equipment – ensure all equipment is not damaged and operating correctly, copies of manuals easily accessible. All equipment to be switched off and unplugged when not in use. Equipment to be properly maintained and serviced.
- All leads from equipment etc are prevented from trailing across classrooms / hallways.

CLASSROOMS

- Pupil coats and bags to be hung up or stored so as not to obstruct the floor.
- Pieces of equipment which fall on the floor to be lifted immediately and stored properly.

- All cleaning and disinfectant to be stored away safely in locked cabinets.
- All cupboards, fixed blackboards and display units to be stable. Furniture not damaged, no sharp edges or corners, all furniture positioned safely and all shelf mounting to be secure.
- Filing cabinet drawers and doors to be kept in closed position when not in use.
- Where possible classes must be laid out in such a way that allows easy access for wheelchair users / staff / pupils.

KITCHEN

- Careful use of electrical equipment by authorized personnel only i.e. deep fat fryer, potato peeler, cooker etc.
- Due care and attention to be given to use of hot surfaces.
- Fridges to be kept at appropriate temperature
- Cooked / uncooked food stored separately in fridge
- Students are not permitted into the kitchen.
- Food is served from the hatch and utensils are trayed to hatch. This area to be constantly supervised at breaks by staff to ensure safety of pupils.
- Kitchen door to be locked when kitchen staff are not in kitchen.
- Separate toilet / wash area is provided for use by kitchen staff.
- S.C.U. kitchen – 2 staff in kitchen at any time

HOME ECONOMICS ROOM

- Class size limited
- All substances to be labeled correctly, stored and marked with shelf life.
- Cleaning substances to be used according to label instructions and stored correctly.
- Gas and electric cookers to be used only under supervision.
- Gas cooker to be kept switched off from supply when not in use.
- Storage press doors to be kept closed when not in use, with particular attention to overhanging doors.
- Students to be constantly supervised in the Home Economics Room.
- Refrigerators and freezers to operate properly and within safety temperature ranges and only to be used for the storage of foods.
- There is a wash basin with hot water, soap, nail brush and disposable towels for washing hands prior to handling food.
- Unwanted equipment is quickly and properly disposed of.
- Out of date food is properly disposed of.
- Equipment is properly stored i.e. sharp knives, electrical equipment. Hazardous substances are locked away.

- SNA to accompany student to Home Economics where deemed necessary.
- Safety guidelines displayed in Home Economics room

WOODWORK AREA

- Room to be kept tidy and floors free from unnecessary material.
- All hand tools to be maintained in good condition, safe storage of tools.
- Tools not to be taken from woodwork area.
- Students to be constantly supervised in woodwork area. SNA to accompany students to woodwork room.

P.E. HALL / PLAY EQUIPMENT

- Floors are to be kept clean and dry.
- P.E. equipment to be stacked safely and securely.
- All P.E. mats should be in good condition.
- Wooden beams and benches to be free from splinters.
- Beams and benches to be stable.
- Swings to be used under supervision of teacher / SNA.
- Trampoline can be used on grass surface and under strict supervision as part of structured class. Only one student can use trampoline at a time with at least 2 staff. All other students must be kept away from sides of trampoline.
- Small trampette to be used under supervision of staff member.
- Treadmill / bicycle to be used under supervision.

BOILER ROOM

- No combustible waste to be stored in the boiler room.
- All safety devices must be in proper working order.
- Boiler must be regularly maintained.

OUTSIDE AREAS

- There should be no broken or cracked paving.
- Roofs, guttering, drain pipes must be sound and well maintained.
- Man holes should be safe

- All play areas to be kept clean and free from glass etc. Outside play equipment to be securely anchored. Holes for goal posts to be covered when posts are not in use
- All caretaker's maintenance equipment to be kept securely.
- Refuse to be removed from building and stored outside each day
- Lawnmower to be used according to instruction manual and only by qualified personnel
- Ladders should be used with another person's assistance
- All staff should maintain a high level of awareness of potentially dangerous situations. All faults, failures, breakages should be reported to safety rep / principal.

FIRST AID

It is the policy of the Board of Management of the Holy Family School that members of staff shall be trained to provide First Aid to staff and pupils. Presently 2 nurses (Ann Keenan / Pauline Smith) have occupational first aid training which is renewed every 3 years. In addition to this teachers and SNAs have completed basic first aid training. List and certificates with Safety Rep. list also in Principal's Health & Safety folder.

First Aid Boxes – The principal / H&S Rep will ensure that these will be maintained in the school properly. First Aid boxes 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.

First Aid boxes are located in the following areas:

SCC (Nurses office)

Junior School

ASD Classes

Home Economics Kitchen

Catering kitchens

Outside housekeeper's kitchen

Eamon

School bus

White Star – Senior School

1. Open plan area
 2. Kitchen (downstairs)
 3. Kitchens (upstairs)
- A check will be carried out regularly to identify if any replacement stocks are needed, following this check, a list of stocks will be purchased (H/S Rep)
 - It is the policy of the Holy Family School that all pupils are protected against sun damage while at school. Sun cream is applied when deemed necessary before play time, outings, etc. The duration in strong sunlight not to exceed 20 minutes.
 - Students are encouraged to wear protective hats during hot weather.
 - Staff ensure that where necessary pupils are kept out of direct strong sunlight

DEFIBRILLATOR

The Holy Family School has a defibrillator which is in place outside secretary's office. Staff have been trained in its use and training is reviewed every 2 years. Names of trained staff in Principal's office / H&S Folder. Certificates with H&S Rep.

ACCIDENT / INCIDENT REPORTING

- All incidents no matter how trivial and whether to employees or to students or to members of the public must be reported immediately to school principal or H/S Rep. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where necessary.
- An accident report form is available for this purpose and must be completed by the person responsible for the area.
- In the case of school outings / trips the teacher in charge is responsible for recording the accident on appropriate form and for notifying school principal.
- An incident / accident report forms available in Principal's office and with all class teachers. When completed they are to be put into appropriate folder in office and in child's file.

- In the event of an accident to an employee – Form IR1 must be completed and sent to the HSE.

PREGNANT EMPLOYEES

The Board of Management of the Holy Family School adheres to the provision of the Safety, Health and Welfare at Work Act 2005 (pregnant employees). In the event of pregnancy it is the responsibility of each employee to notify the Principal as soon as possible. It is the policy of the Holy Family School to assess any hazardous activities relating to the employee by completing a risk assessment for each member of staff. The following hazards will be considered:

- Physical shocks including direct blows to the abdomen
- Handling a load
- Movement and postures which are abrupt or severe or give rise to excessive fatigue
- Chemicals in particular any chemical which is harmful by inhalation or when absorbed through the skin i.e. organic solvents.

If any of these risks are present they will be either eliminated or safe guards put in place to protect the employee's health and safety. These safe guards include:

- Changing the type of work within class
- Moving the employee to another class
- Continuing to complete risk assessments according to needs of employee

CONSTANT HAZARDS

Machinery, Kitchen Equipment and Electrical Appliances

- It is the policy of the Holy Family School that machinery, kitchen equipment and electrical appliances are used only by competent persons.
- Such appliances and equipment will be subject to regular maintenance checks.

Chemicals

- It is the policy of the Holy Family School that all chemicals, detergents etc. to be stored in clearly identifiable containers bearing instructions and precautions for their use and kept in a locked area, and protection provided, to be used when handling them. Chemicals carried to the White Star are to be taken in staff car (not school bus)

Drugs / Medications

- It is the policy of the Holy Family School that all medications , drugs etc. be kept in a proper medication cabinet, locked at all times, key to which is kept in secure and safe place. Medication to be administered by nursing staff only except in case where parents have consented to a teacher administering it.

Highly Polished or Wet Floors

- It is the policy of the Holy Family School that every attempt will be made to avoid the creation of slippery surfaces.
- The washing of floors shall be conducted, as far as possible after school hours to eliminate as far as possible the danger of slipping.
- Where floors are wet, warning signs will be appropriately placed and procedures will be put in place to have them cleaned immediately.
- It is the duty of every staff member to be aware of and help eliminate slippery surfaces.
- Cleaning equipment is provided and all staff are obliged to clean up spills as they occur.
- During frost weather conditions care will be taken to keep pathway from school bus to school safe.
- Students in the White Star will be encouraged to use hand railings of decking area going in and out of school.

Smoking

- The whole school has been designated a Smoke Free Zone. No smoking inside school grounds or within sight of pupils.

Broken Glass

- Children are not allowed to bring drinks in bottled glass to school to minimize the risk of breakages and cuts.
- The recycling of glass used in kitchen areas will be the responsibility of staff members in that area. (glass jars, bottles etc.)
- Teachers / SNAs must take extra care when using glass within class situations i.e. art / craft, science, home economics etc.

Welfare

- To ensure the continued welfare of staff and pupils, toilet and cloakroom areas are provided.
- A high standard of hygiene must be maintained by staff and encouraged for pupils at all times.
- Where appropriate adequate facilities for waste disposal are available.

- An adequate supply of hot and cold water, towels, soap and sanitary disposal facilities have been made available.

Members of staff are reminded that:

- 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.
- Staff 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.

The code of behaviour in the school provides for a level of behavior to minimize personal risk to any employee. Other staff (non-teaching) who have a problem with a pupil should immediately notify a member of teaching staff.

Pupils

- It is the policy of the Holy Family School that all procedures are put in place for the Safety and Welfare of our pupils.
- Playground – all pupils are constantly monitored in the playground (playground timetable and safety in the playground guidelines)
- Classroom – pupils are constantly supervised in class
- Transport – pupils are escorted to and from school transport (rota)
- Outings – staff are assigned to named pupils for all outings.
- White Star Pupils – teachers / SNAs travel with pupils on bus for lunch
- Pupils leaving school with parent / guardian – class teacher / principal is informed in writing or by phone call in advance.
- Our Child Protection Policy and Children First Guidelines are integrated into all health and safety issues within school.

Infectious Diseases

It is the policy of the Board of Management of the Holy Family School that all infectious diseases shall be notified and steps taken to ensure safety of staff and students against all such diseases. The Board of Management will endeavour to minimize the risk by:

- Adherence to sound principles of cleanliness, hygiene and disinfection
- Providing disposable gloves to be used for all first aid application, toileting of pupils, oral motor skills and cleaning jobs etc.
- Toilets and washrooms shall be provided at all times with an adequate supply of water, soap and paper towels and a facility for the safe disposal of waste.

- Kitchen staff are provided with separate toilet / washroom facilities.

To ensure the continued welfare of staff and pupils a high standard of hygiene must be maintained by staff and encouraged for pupils at all times.

Pandemic

To ensure that welfare of staff and pupils the Board of Management of the Holy Family School has put in place the following guidelines in the event of a Pandemic

- Guidelines from HSE and DES distributed to staff / parents, bus drivers / escorts.
- Information websites available to staff / parents
- Posters on respiratory hygiene and cough etiquette displayed throughout the school
- Parents notified if student / staff are infected
- Teachers include lessons on personal hygiene and self help skills as part of SPHE programme.

Sound Pollution

- It is the policy of the Board of Management of the Holy Family School to minimize sound pollution – room to room, room to yard.
- When people are working on the premises with drills or other loud implements, they must wear protective ear muffs.
- Where such work is taking place which constitutes any threat to Health & Safety, the school will be closed or the work will not take place during school hours.

School Transport

It is the policy of the Board of Management of the Holy Family School that all students be escorted safely to and from school transport. To ensure this the following have been put in place:

- No student is permitted off transport without assistance of staff member
- Staff to follow morning / evening rotas
- Messages from bus escort about individual children must be given to class teacher as soon as possible
- Student must be escorted to class by staff each morning
- Students travelling from White Star daily for lunch must be supervised according to bus rota for staff and pupils.

HEALTHY EATING

It is the policy of the Board of Management of the Holy Family School that healthy eating is practiced:

- Students are encouraged to make healthy choices for lunch in home economics class
- Food tasting is practiced to introduce new fruit / veg
- Healthy choices are encouraged for breaks / lunch
- Healthy lunchboxes

Students are encouraged to make healthy choices through lessons from SPHE school plans and Healthy Eating Policy.

MANUAL HANDLING

It is the policy of the Board of Management of the Holy Family School that all staff are trained in appropriate lifting and handling technique

- All staff complete lifting and handling given by school physiotherapist Alice O'Reilly
- Basic lifting guidelines are displayed in each class
- Hoist training is given as deemed necessary
- Each class teacher / SNA's complete hoist / manual handling training to meet the needs of the students in their care
- Staff members have completed manual handling courses outside school hours (names and copies of certs with H/S Rep. or principal)

STRESS

The Holy Family School adheres to all aspects of the 2005 Safety, Health and Welfare at Work Act which obliges employers to identify and safeguard against ALL risks to the health and safety of its staff, including workplace stress. Workplace stress arises when the demands of the job and the working environment exceed the capacity to meet them. Causes of stress in the workplace:

- Faulty work organisation
- Poor working relationships
- Poor communication at work
- Ill identified work roles
- Highly demanding tasks

The Holy Family School will utilize the following methods for eliminating stress.

- Management will have regular consultation and communication with all staff. They will ensure that complaints that may be related to stress are listened to in a confidential manner, documented and appropriate measures taken immediately.
- Senior staff members will monitor new staff members in their area and be available for guidance and reassurance

- Teachers and SNAs will work co-operatively to ensure the smooth running of classes

ACCESS TO EMPLOYEES

Access to employees is by consent. When the employee feels at risk or threatened by a particular person on school property, this must be drawn to the Board of Management's attention. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees. Such measures will include meeting by appointment, with / without witness and in extreme circumstances, an injunction / barring order and any necessary legal steps.

ACCESS TO SCHOOL

Visitors

The Holy Family School wishes to ensure in so far as is reasonably practicable the safety of visitors while on the school premises. To that end the following will apply:

- All visitors to report to reception
- All appointments to meet teachers to be made through school principal or with class teacher in advance.
- If requested by a teacher, a third party may attend such meeting
- Visitors are to obey the School Safety rules and emergency procedures at all times
- All visitors must sign in and out of school premises.

CONTRACTORS

Contractors will not be allowed on the school premises to carry out work there, until the School Principal or designated representative has checked, and is satisfied with their insurances. For major contracts, the provisions of the Safety, Health and Welfare at Work Act (construction) Regulations, 2001, must be adhered to. The contractor must liaise with the school principal and discuss and agree the safety precautions deemed necessary by either party. Contractors must take all due care of their own safety, the safety of their employees and all other affected by their work.

Every contractor working on school premises must comply with all applicable statutory requirements, best industry practices and any special safety rules or conditions imposed by the school. In this regard, it is the responsibility of the contractors to:

- Provide all necessary instruction, training and information on health and safety matters to their employees.
- Provide competent and adequate supervision of their employees and activities.

- Provide all necessary safety equipment and clothing for their employees.
- Ensure that all plant and equipment brought onto the school site is safe and in good working order and check all necessary certificates.
- Ensure that all accidents and dangerous occurrences are reported to the school principal.
- Ensure that all school safety notices and alarms are obeyed at all times.
- Ensure that hazardous substances are not brought onto the premises without prior notice and permission.
- Ensure that 'approved' hazardous substances are stored and used safely whilst on the premises.
- Ensure that all hazardous substances are removed from the premises
- Monitor and assess the safety performance of their employees.

REFERENCE TO OTHER POLICIES

This Health & Safety Policy of the Holy Family School is strongly linked to the following policy documents and form our complete Health & Safety Policy. The following policies are implemented under Health & Safety regulations

- Child Protection
- Stay Safe & Intimate Care
- Code of Behaviour Policy
- Disciplinary Policy
- Substance Abuse Policy
- Countering Bullying Behaviour
- Harassment in the Work Place
- Accident Policy
- Internet Acceptable Use Policy
- Bus Policy
- Swimming Policy
- Feeding Policy

SUCCESS CRITERIA

1. Appointment of safety committee to oversee all areas of school
2. Safety committee meetings termly or as deemed necessary
3. Participation by all staff in Health & Safety Awareness
4. The success of this policy will benefit from co-operation of staff, pupils, parents and board of management.
5. Policy will be reviewed and amended (if required) on an annual basis

ROLES AND RESPONSIBILITY

- This policy will be developed and supported by staff and board of management of the Holy Family School.
- It will be implemented by staff and pupils.
- The co-ordination of this policy will be the responsibility of the principal, safety rep, safety committee and staff of school.
- The policy will be evaluated based on feedback from all concerned

TIMEFRAME FOR IMPLEMENTATION

- All items contained in this document are currently in use.

Revision of this Safety Statement

This statement shall be regularly revised by the Board of Management of the Holy Family School in accordance with experience and the requirement of the Health & Safety Act 2005 and the Health & Safety Authority. It will be reviewed on an annual basis or as deemed necessary.

Ratification

The Board of Management of the Holy Family School have reviewed and examined all aspects of this policy and agree that it should be ratified as a school policy.

Signed:

_____ Date: _____
Chairperson BOM

_____ Date: _____
Principal

_____ Date: _____
Safety Officer