

Scoil San Nioclás

Health and Safety Policy

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management of Scoil San Nioclás 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 this policy requires the full support and active co-operation of all staff, pupils, contractors and visitors to the school.

It is recognised 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 reasonably practicable 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 when 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, pupils, contractors and visitors.

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.

Signed: Kathleen Moran (Chairperson, Board of Management)

Date: 25/9/2024

Scoil San Nioclás

Safety Statement

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1. Introduction and School Context

Scoil San Nioclás is a primary school located in Windgap, Co Kilkenny. Currently its staff include permanent teachers, part-time teachers, fixed-term teachers, Special Needs Assistants (SNAs), part-time Secretary and part-time Caretaker.

At present, there are 117 pupils enrolled in the school. The school at different times throughout the year also has a number of college students and secondary school student on work experience placement within the school. The school's Parent Association uses the school premises for meetings after school hours.

The Board of Management of Scoil San Nioclás aims to ensure a safe working environment at all times for both staff and pupils and to improve our safety standards, where possible. This can only be accomplished by the persistent efforts of all stakeholders. Day to day responsibility for health and safety rests with all staff at all levels within the school.

This Safety Statement has been compiled by Margaret Lowry (Principal) with the assistance of Deirdre O'Shea (Deputy Principal, Staff Health and Safety Officer), Rory Dullard and Dermot O'Shea (Health and Safety Officers on the Board of Management).

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 under the management of the Board of Management. 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.

The Safety Statement will be revised on an on-going basis by the Health and Safety Representatives in order to achieve our overall objective, improve safety awareness and reduce the risk of accidents and ill health within the school. The school's Risk Assessment File that informs this Safety Statement is a working document and as such is under regular review.

The working copy of the Safety Statement will be located on file in the Principal's Office. It will be available for viewing by any employee. The Safety Statement will be introduced to all new employees of Scoil San Nioclás by the staff Health and Safety Officer.

2. Circulation List

The following people will be issued with a controlled copy of the Safety Statement:

- Kathleen Moran – Chairperson of the BOM
- Margaret Lowry – Principal
- Deirdre O'Shea – Deputy Principal and staff H&S representative
- Rory Dullard – H&S representative on the BOM
- Dermot O'Shea – H&S representative and parent representative on the BOM

3. Safety Policy Statement

This safety statement is a written programme of the school's commitment to safeguarding the safety, health and welfare of staff (teaching and non-teaching) while they work and the safety, health and welfare of other people who might be affected by work activities in the school including visitors, parents and students. It details how the safety, health and welfare of staff, students, visitors and contractors is managed by the school.

The Board of Management of Scoil San Nioclás will do all that is reasonably practicable to ensure a safe working environment for staff, contractors and visitors at all times. In particular, the Board of Management will:

- Lead by example and respond to all reasonable health and safety concerns
- Provide and maintain safe and healthy working conditions, in accordance with all statutory requirements
- Provide employees with training, information and supervision in a form and manner that is likely to be understood
- Make available all applicable safety or protection devices, information, instruction, training and supervision as is necessary to generate a safe place of work
- Maintain a constant and continuing interest in health and safety matters pertinent to all the school's activities
- Regularly review this Safety Statement and any other safety related documents
- Carry out on-going assessments of our operations through the medium of audits and inspections

Every employee of Scoil San Nioclás has a legal duty under the Safety, Health and Welfare at Work Act, 2005 to take reasonable care of the safety, health and welfare of themselves and of others who may be affected by their acts and omissions at work. It is the specific duty of any employee to report to the staff Health and Safety Representative any defects in the procedures, systems of work, structure or equipment which might endanger the safety, health or welfare of anyone on site and give the Board of Management the opportunity to correct the situation.

Signed: Kathleen Moran (Chair, BOM)

Date: 25/9/2024

Signed: Margaret Horgan (Principal)

Date: 25/9/24

Signed: Paul O'Shea (H&S Rep, BOM)

Date: 25/9/2024

Signed: Roy Bell (H&S Rep, BOM)

Date: 25/09/2024

Signed: Deirdre O'Shea (H&S Rep, Staff)

Date: 7/10/24

4. Responsibilities

Under statutory legislation it is the management's responsibility to create an environment in which every individual employee is committed to health and safety improvement. The Board of Management, represented by the Health and Safety Representatives, is ultimately responsible for health and safety within the school.

Board of Management

The overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare at work rests with the Board of Management of the school. The members of the Board of Management will be supported by management and all other staff within the School. They will meet on a periodic basis to discuss health and safety issues within the School; safety will be a permanent agenda item in these meetings. Specifically, they will:

- Appoint a Health and Safety representative from within the Board of Management
- Arrange for the appointment of a Health and Safety representative from within the staff
- Support the principal in their role as the 'day-to-day manager' of the school
- Take a direct interest in health and safety to ensure compliance with all statutory requirements
- Endeavour to ensure that there are sufficient funds and facilities available to enable this safety statement to be reasonably implemented
- Support the Health and Safety Representative, Principal, Deputy Principal and all members of staff
- Ensure that the safety rules and procedures are adequately communicated to staff
- Ensure that all equipment in their area of responsibility is properly maintained and safe to use.

Health & Safety Representatives on the BOM (Rory Dullard and Dermot O'Shea)

The Board of Management Health & Safety Representatives are not members of the school staff and are not ordinarily in the school. The H&S Representatives will keep the BOM informed of staff health and safety concerns as raised by the H & S staff representative. They will any subsequent changes or upgrades to the H&S policy to all those on the circulation list.

School Health & Safety Representative (Deirdre O'Shea)

The Health & Safety Representative is responsible for coordinating the Safety, Health and Welfare issues dealt with in the Safety Statement. They will:

- Complete a safety inspection of the school premises on an annual basis
- Organise a fire drill on a termly basis
- Ensure that adequate First Aid provisions and arrangements are in place
- Ensure that all accidents involving employees, however slight, are reported, and where necessary fully investigated and remedial advice provided. She will support all staff in this function
- Ensure that where an accident removes a person from their place of work for three consecutive days or more after the day of the accident, the Health and Safety Authority are informed on the appropriate IR1 form (completed on line @ www.hsa.ie)

- Review the risk assessment and safety statements when there is reason to believe the risk assessment is no longer valid
- Following the review, liaise with the H&S representatives on the BOM and amend the safety statement as appropriate
- Report without delay, any health and safety issues or concerns to the BOM H&S representatives and Principal.

Teachers

Teachers are responsible for cultivating a culture of safety within the school. They will:

- Take a direct interest in health and safety
- Ensure that the safety rules and procedures are adequately communicated and fully understood by all staff
- Ensure that all activities are planned so that they may be carried out in a safe manner
- Ensure that all equipment in their area of responsibility is properly maintained and safe to use
- Regularly inspect their areas in a walk through inspection to ensure the standards in both safety and hygiene are being complied with
- Ensure their work area / classroom is secure and left in a safe condition at the end of the school day
- Report any H&S concerns to the Staff Health and Safety representative

Other Employees (SNAs, Caretaker, Secretary)

It is the responsibility of all school employees to co-operate with management in the implementation of the objectives of the Safety Statement within their areas of influence. Safety must be seen by all employees as a teamwork strategy.

Employees have a specific statutory responsibility under Section 13 of the Safety, Health and Welfare at Work Act, 2005, for their own safety. They are expected to discharge their work in a safe manner, so as to avoid injury to themselves or other employees and customers and avoid damage to company equipment and property. Management must make themselves aware of these requirements, led by example and inform employees of this legal duty.

Under Section 13 of the Safety, Health and Welfare at Work Act, 2005, the statutory responsibilities of every employee are as follows:

It shall be the duty of every employee while at work to:

- Take reasonable care for their own safety, health and welfare and that of any other person, who may be affected by their acts or omissions while at work
- Co-operate with their employer and any other person to such extent as will enable their employer or other person to comply with any of the relevant statutory provisions
- Use in such a manner, so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for their use alone or for use by them in common with others) for securing their safety, health and welfare while at work
- Report to their employer, without unreasonable delay any defects in plant, equipment, place of work or system of work which might endanger safety, health and welfare of which they become aware
- Not intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of

any of the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons arising out of work activities

- Ensure that they are not under the influence of a toxicant to an extent of endangering their health & safety
- Submit to any reasonable tests for intoxicants
- Attend such training as may be reasonably required by employer
- If suffering from a disease or illness that adds to risks, to tell their employer

5.Resources and Welfare Facilities

Scoil San Nioclás will provide the appropriate resources and welfare facilities necessary, be they time, finances, equipment or personnel necessary to ensure, in so far as is reasonably practicable, the safety, health and welfare of all its employees and pupils as well as others who may be affected by its operations and activities.

The following resources and welfare arrangements should be noted:

- The Health and Safety representatives on the Board of Management, with the assistance of the Principal and the staff Health & Safety Representative, will arrange for appropriate health and safety programmes, inspections, maintenance programmes and training activities
- The Principal will provide each new employee, on commencement of employment, with the necessary information and guidelines on the basic safety knowledge they require before they begin work
- A number of teachers/staff will undertake refresher training in 'First Aid'
- A fully stocked First Aid kit is located in the First Aid press in the Staffroom
- Smoking is prohibited within the boundary walls/fencing of the school
- Fire-fighting equipment (fire extinguishers and fire blanket) has been positioned throughout the school and is serviced regularly by the provider
- Training in the correct use of fire extinguishers has been arranged for all staff for the date of the next due service
- The fire alarm is serviced regularly and is monitored remotely by the provider
- Signs are in place throughout the school building and in external areas to provide directional information for emergency exits and emergency assembly points.

6.Health and Safety Training

Scoil San Nioclás is committed to providing appropriate health and safety training for all employees applicable to their function within the school. This training will begin with induction training on commencement of employment. The purpose of this is to ensure that new employees fully understand the potential hazards of their respective work activity and the safety precautions and emergency preparedness required ensuring a safe place of work. Training will be given on the job in specialised areas where staff may require the skills to ensure the high level of safety is maintained. All training on site will be co-ordinated by the Board of Management.

Course	Required Attendees	Arranged by
Induction Training	All new staff	Principal

Manual Handling	All staff	H & S BOM reps
Use of Fire Extinguishers	All staff	H & S Staff Rep
First Aid Training	All staff	H & S Staff Rep
Positive Handling	Applicable Staff	Principal

The Caretaker may be required to attend off-site training in specific areas relevant to his duties. Expenses will be paid to the Caretaker for attendance at these courses.

7.Employee Consultation

Under Section 25 & 26 of the Safety, Health and Welfare at Work Act, 2005 an obligation is placed on employers to consult with their employees on matters of health and safety. It is the policy of Scoil San Nioclás to consult with its employees on matters of health and safety and to carry this out through regular communications with all members of staff. The Health and Safety Representatives on the BOM will act as a conduit between the school H& S Reps and the BOM. The Staff H&S Rep will report staff safety concerns to the BOM H&S Reps. All safety matters that staff have raised will be discussed at the Board of Management meetings. The BOM H&S Reps will revert back to the Staff H&S Rep with recommendations.

8.Visitor Control

A visitor is defined as any person who goes beyond the boundary fence of the school for the purpose of physical work, meetings, visiting staff members or management. It will also apply to persons attending interviews for a potential job. The following conditions apply to all visitors:

- The visitor will not carry out any work without prior permission and will be accompanied by a member of staff at all times during the visit
- In the event of a fire, or emergency evacuation activation, the visitor will be instructed to accompany the staff member to the assembly point
- Any accidents to visitors, however minor, must be reported to the staff member and the appropriate accident form will be completed
- Visitors must observe and obey all safety signs posted throughout the school
- Visitors on site should not interfere with any equipment or hazardous materials stored or used on site even if left unattended

9.Contractor Control

A contractor is defined as anyone who undertakes or carries out work themselves or through their employees or who is self-employed and undertakes or carries out such work. This person or persons will work on site and will not be accompanied for the duration of the work by a staff member of the school. It will include contractors, sub-contractors, service call out staff etc. A control system is in place in order to control all contractors and visitors and ensure they are not affected by the operations of the staff and that the staff is not affected by the operations of the contractor.

All contractors who wish to work for Scoil San Nioclás must provide the following items to the Principal (when requested):

- Copy of all employers and public liability insurance certificates
- Copy of the Contractor Company Safety Statement
- Copy of any specific method statements applicable to the more hazardous work to be carried out
- Copy of any applicable statutory test or examination certificates for equipment brought or used on site

10. Emergency Evacuation

An Emergency Evacuation Procedure has been established at Scoil San Nioclás that will cover all operations of the school. The most likely emergency situation to occur on the premises is fire. All employees will be instructed in the location of all fire points and the minimum requirements on how to initiate the alarm and ensure that they are capable of a controlled evacuation, should an emergency arise in the school. All fire points will be wall mounted, indicated with fire point signs and kept clear of obstructions at all times. Emergency evacuation drills will be carried out on a termly basis. Records of all drills will be maintained.

While every incident is unique, the following procedure and allocation of responsibilities illustrates the principles to be followed:

Emergency Site Controller (Principal): The Emergency Site Controller will assume overall responsibility for the management and control of any emergency situation on site until the arrival of the Emergency Services

Deputy Emergency Site Controller (Deputy Principal): If the Emergency Site Controller is not present, the Deputy Emergency Site Controller will assume overall responsibility for the management and control of any emergency situation on site until the arrival of the Emergency Services

Teaching staff: If the alarm sounds the teaching staff will instruct everyone in their classroom to line up at the classroom door and walk calmly to their designated assembly point in the school grounds. They will take class roll call at the assembly points and await direction from the Emergency Site Controller.

Statutory Testing of Fire/Evacuation Equipment

Records of statutory examinations or tests should be filed with this Safety Statement. The statutory tests will be co-ordinated by the Staff Health & Safety Representative. Safety files are kept in the Principal's office. In accordance with the statutory requirements, certain examinations, testing and inspections must be completed on a regular basis:

- Fire Extinguishers - (Browne Fire Protection Ltd) annual inspection by provider
- Fire Detection and Alarm Systems - (Horizon Safety Systems Ltd) quarterly inspection by provider to include
 - Entries in the log book shall be checked and any necessary action taken
 - Where applicable, batteries should be examined to ensure that the specific gravity of electrolyte in each cell is correct. Any necessary remedial action shall be taken
 - Batteries, including reserves, shall be tested as specified by the supplier to verify that they are satisfactory for a further period of use by taking measurements that

are indicative of the conditions of each cell, by the use of a proprietary load test meter specific for the purpose.

Emergency Evacuation Procedure

Should a fire occur in any area of the school, the following actions should be taken:

- Ensure the fire alarm is activated
- Teachers evacuate the building with their class & move towards the Assembly Points
- Call the Fire Brigade (Emergency Site Controller)
- Do not return for anything that has been forgotten
- In the case of a small fire, if time permits close the door and windows of the room.
- Move to the Assembly Points (Located in the school yard)
- Class teachers call the roll
- Wait for direction from the Emergency Site Controller

Emergency Contacts

Service	Person	Telephone Number
Fire Brigade		112 / 999
Ambulance	<u>(056) 772 5237</u>	112/ 999
Doctor	Callan Medical Centre	(056)7725237
Key holders	Willie Bergin	(087)6422587
	Fr Fearghus O' Farrell	(085)8830756
	Lorraine O'Shea	(086)3260009
Fire Alarm Company	Horizon	(059) 918 2517

11. Accident Reporting and Investigation

All accidents/near misses to persons (staff/pupils/contractor/visitor), however slight, must be reported to the Health & Safety Representative and recorded on the appropriate accident form. The Principal will be informed immediately of all accidents and where possible all other accident reporting will be completed before the end of the day in which the accident occurred.

If the injured person has been away from their place of work for three consecutive days or more after the day of the accident, notification must be completed and sent to the Health and Safety Authority (HSA) by the Health and Safety staff representative or Principal on Form IR1 (www.hsa.ie).

Procedure

- Upon notification of an accident, the Health & Safety Representative or Principal should go immediately to the scene of the accident, bringing with them the injury accident log book to record details
- The teacher/person in charge should ensure that first aid treatment has been given and that outside medical assistance has been summoned (doctor or ambulance), where necessary, or if in any doubt

- The teacher/person in charge should determine whether a camera is necessary – if so, send a member of staff to get one and photograph the scene from several angles and get both close-up and general shots to give a full picture of the scene
- The teacher on duty should complete the accident form by determining the underlying causes of the accident and identify the appropriate corrective action to avoid a recurrence.

12.Administering of Medication (policy link....)

21.Anti-bullying (policy link....)

22.Dignity at Work (policy link.....)

23.Manual Handling

All staff will be given a copy of the following manual handling policy. Every employee will be made familiar with the correct lifting techniques which may be summarized as follows: -

- Check for sharp edges, splinters or nails
- Lift in easy stages – floor to knee then from knee to carrying position
- Hold weights close to body
- Don't jerk, shove or twist body
- Grip load with palms – not fingertips
- Don't let the load obstruct your view. This is particularly important when carrying loads up and down step
- Always consider whether help is necessary to lift an awkward or heavy load.
- No person will be expected to lift a load that would be likely to cause them injury
- Consideration must be given to the load and whether or not help is necessary
- Training in correct manual handling techniques will be provided as appropriate

16. Workstations

- Correct lighting is essential if eye fatigue is to be prevented. The general level of illumination within the school premises complies with EU guidelines
- The work surface at all workstations is a matte surface finish to prevent any glare that might normally be reflected off a highly-glossed veneer finish.
- Proper seating posture is essential if the long-term problems of muscular strain and backache are to be avoided. Seats are provided with adjustable; height and tilt for the Secretary, the Principal and other staff where appropriate

17. Food Safety

- The staff room is equipped and maintained by the Board of Management. Staff members are expected to keep the staff room clean and tidy and leave the room as they would like to find it.
- If staff members use the fridge, they are expected, in order to maintain hygiene, to take any food not eaten away on Friday of each week. The staff room does not have the facilities to store the food of all staff members on a long-term basis.

18. Dealing with Infectious Diseases

- The school will endeavour to minimise the spread of infectious diseases by adherence to sound principles of cleanliness, hygiene and disinfection
- Disposable gloves are provided for use in all first aid applications, cleaning tasks, etc.
- Toilets and washrooms are provided at all times with an adequate supply of hot water, soap, hand-dryers and a facility for the safe disposal of waste.

19. Electrical Appliances

Before using any appliance, the user should check that:

- Power supply cables/leads are intact and free of cuts or abrasions
- Unplug leads of appliances (e.g. interactive whiteboards, internet cables, microwaves, heaters) every evening
- Microwave is turned off at socket when not in use
- Stand-alone heaters are turned off at break times and when teacher is not in the room
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- Instructions for use of interactive whiteboards are given to each teacher
- Maintenance checks of electrical equipment are arranged by the Principal at the end of every year

20. Chemical / Cleaning Products

- All chemicals, photocopier toner, detergents etc. be stored in clearly identifiable containers bearing instructions and precautions for their use
- Cleaning products will be kept in storage under lock and key (sluice room). The key will be kept 'out of reach' of children but available to adults.

This Safety Statement was ratified by the Board of Management on 25th September, 2024.
It will be reviewed in September 2025 or earlier should the need arise.

Signed: Kathleen Moran (Chair, Board of Management)

Date: 25/9/2024

