

St. Vincent's National School, Coolarne
Health, Safety & Wellbeing Statement
(Adopted by The Board of Management June 1994)
(Revised January 2011 and January 2015)
Updated October 2022

Introduction:

The Board of Management and school staff of St. Vincent's NS are committed to the promotion of a safe and healthy working and learning environment for staff, pupils and visitors to the school.

The Board of Management and school staff believe that the prevention of incidents, accidents and/or injury is essential to the efficient operation of the school and is part of the education of its pupils.

The Board of Management and school staff will take all reasonable steps to identify hazards and reduce the risks from them to a minimum.

All staff and pupils must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while participating in school led activities at other locations.

Roles and Responsibilities:

Board of Management:

The Board of Management is responsible for:

- Ensuring the appropriate documentation is in place
- Monitoring its implementation
- Reviewing it on an annual basis

This will be achieved by:

- The appointment of a Health, Safety & Welfare Co-Ordinator
- Receiving reports from the Principal

The Principal:

The Principal will be responsible for:

- The day-to-day management of Health, Safety & Welfare
- The implementation of the Policy
- Ensuring that all staff are aware of the information contained in this document
- Ensuring that all staff are aware of the procedures laid down in this document and of their own responsibilities to comply with them
- Reporting to the Board of Management on health, safety and welfare matters

Health, Safety & Welfare Co-Ordinator:

The Health, Safety and Welfare Co-Ordinator is responsible for:

- Undertaking regular checks of the school safety procedures to ensure they are kept up-to-date
- Ensuring health, safety and welfare education is taught and revised in all class rooms

Risk Assessment Checklist:

- Checklist to identify hazards and mitigate risks:

Hazards	Remedial/Control Measures
Allergies/Medical Conditions	Peanut free zone. Medical Conditions & Allergy List. Updated Medical Policy
Medicine storage cupboard	Medicines are stored in cupboard that is out of reach from children in the office. The office is manned at all times during school hours.
Administration of medications	Medications are clearly labelled. Parents are responsible for ensuring that medicines are current and within date. Parents are contacted immediately if medical attention is required. An emergency call is made if a serious accident occurs. In the event of an anaphylactic reaction instructions are given by the paramedic via the phone.
Tripping	School bags under tables. Flooring in good condition. Cables tied. Shoes on rack.
Steps	Signage in place
Slippery Surface/Wet floors	Spillages mopped up immediately. Use of newspaper to absorb spillage. Use of wet floor sign.
Scissors	Handle correctly
Fixtures & Fittings e.g. Blinds	Staff only to handle. Chord/chains are out of reach of juniors.
Cleaning Products	Stored out of children's reach in locked storeroom.
Sickness	Isolate and inform parent. Staff member remains with child until parent arrives.
Climbing Indoors & Outdoors	Children generally prohibited from climbing. Appropriate steps used for staff. Items regularly used are stored within easy and safe reach. Only archived records are stored at height.
Access and egress	Orderly line-up by Class. Roundabout System in carpark. School bus departs first. Staff cars reversed into parking spaces.
Fire	Regular Fire Drill takes place. All children and staff are aware of Assembly Point and evacuation procedures. Fire extinguishers serviced annually. Fire Blanket in kitchen.
PE Equipment Storage Room	Equipment stored properly, securely and safely. Good housekeeping practices.
Playground – minor cuts, scrapes, bruises	First Aid boxes are well stocked and in date. All staff are trained in First Aid.
Burns	Thermostat set and timed. Kettles in kitchens only. Free standing radiator on low setting and cable kept away from it.

Recording:

All incidents or accidents must be recorded in the Incident/Accident Book by the Supervising Teacher and reported to the Principal/Secretary/Class Teacher who informs parents.

Conclusion: This Health, Safety & Welfare Statement is specific to our school

Signed: Geraldine Whelan (Acting Principal) Date: 9th. November 2022

Signed: Ann Boland (Chairperson, BOM) Date: 9th. November 2022