

# Health and Safety Policy September 2016

## Introductory Statement:

The statement was drafted based on current practice and agreed following consultation from September to November 2015 and involved staff, Parents Association and B.O.M. The revision is association in with revisions in other related policy areas.

## 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 Statement. This policy represents the Board of Management of St Clare's P.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 will as required document the health and safety programme in St Clare's P.S. and make it available to all employees, outside services providers and Inspectors of the Health and Safety Authority. The Board of Management also accepts its 'duty of care' role in the school and understands this is an integral part of our Health and Safety Statement.

## Relationship to characteristic spirit of the school

This policy is intended to lead to the creation of a safe and healthy environment for all members of the school community in line with our caring catholic ethos and our commitment to life long learning.

We ideally aim to create a safe and healthy school environment by identifying, preventing and tackling hazards and their accompanying risks to ensure understanding of the School Board of Managements duty of care towards pupils, staff and visitors and to protect the school community, staff, pupils and visitors from workplace accidents and ill health at work. In this policy we outline procedures and practices currently in place to ensure a safe work environment and in compliance with all relevant health and safety legislation and in so far as is reasonably practicable to include the following objectives are achieved.

- *Provision of a safe workplace for all employees*
- *(i.e. minimal physical / emotional risk )*
- *Ensure competent employees, who will carry out safe work practice following training and good communication.*
- *Safe access and egress routes (e.g. Assembly and dismissal )*
- *Safe handling and use of hazardous substances and equipment (e.g. cleaning)*
- *Safe equipment including maintenance and use of appropriate guards(e.g. electrical)*
- *Provision of appropriate personal protective equipment.( e.g. protective gloves)*

#### Who and Where is included in the Health and Safety policy provisions.

All permanent and part time staff: currently 20 staff members and 230 children approximately attending the school daily. Contract staff and parent/ community volunteers. Private service providers and local clubs and organisations who use the school premises.

Our area of concern include all school Buildings and prefab, school yard and all weather area ,the roadway, footpaths and the 2 Car parking areas. The garden area and waste ground (The adjacent area of waste ground outside the school grounds is not the Board's responsibility)

#### Responsibilities of employer - Board of Management:

The duties and responsibilities outlined below will be carried out through the Designated Safety Officer (Principal /Deputy Principal) in consultation with the Health and Safety Representative under the direction and with the full authority of the Board of Management.

- Provide and maintain a workplace that is safe
- Manage work activities to ensure the safety, health and welfare of employees and all persons on school premises.
- Ensure that risks are assessed and hazards are eliminated or minimized as far as is reasonably practicable
- Regularly update this safety statement particularly when there have been significant changes and when the risk assessment report has been discussed.
- Provide and maintain facilities for the welfare for employees.

- Prepare and update procedures to deal with an emergency situation and communicate these procedures to employees.

The safety officer in consultation with the Safety Representative shall arrange to provide training and information to workers in a format and language that is appropriate. This will include

1. Initial staff training and mentoring and visitor protocols.
2. Health and Safety Training – All staff members will be given access to a First Aid Certified Course every 5 years (Year 1 2015/2016. CPR and Defibrillator refresher course every 2 years.
3. Training in areas of concern as they arise, Epipens, Medicines, inhalers etc...

The Safety Officer will report serious accidents to the Health and Safety Authority , Consult with employees and provide them with information in relation to safety, health and welfare and require employers from whom services are contracted to have an up to date safety statement and Insurance cover(*e.g. painters, contract cleaners, buses, tradesmen etc.....*)

Responsibilities of Staff (Including Part time staff and volunteers) Health and safety is everyone's business. As an employee of St. Clare's P.S. there are responsibilities and duties assigned to you designed to protect you and those you work with.

Staff Responsibilities include (List not exhaustive): As a staff member .....

- You must not be under the influence of an intoxicant (Alcohol, drugs (illegal or prescribed) to the extent that they endanger your own or other persons' safety. To submit to tests for intoxicantson request or as and when regulations specifying testing procedures are adopted.
- You must co-operate with the Safety Officer (School Principal / Deputy Principal) and safety representative (Mrs Fox ) to ensure that the Health and Safety law is implemented
- You should not engage in improper conduct that will endanger you or anyone else either physically or memtally at any time .
- You must attend Health and Safety training when required and correctly use any equipment at work .You must also to use protective clothes and equipment provided as required

- You are requested to report any dangerous practices or situations that you are aware of to the safety representative Mrs Fox or safety officer (School Principal / Deputy Principal)
- If you are suffering from a disease or illness (e.g. allergies, stress , physical or mental disability of any kind ) that adds to risks to yourself or others in the workplace you must tell your employer.

## Entitlements of Safety Representative Mrs Fox

The Safety Representative has the right to:

- Represent all staff of St. Clare's PS in consultation with the BOM on matters in relation to health and safety
- Inspect the place of work during the first week of each term and immediately in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person and make report to the safety officer
- Receive appropriate training on request.
- Insure that investigation and recording of accidents and dangerous occurrences is carried out as required .Insure new staff are suitably informed as to agreed procedures.
- Investigate complaints in relation to H and S made by employees.
- Accompany an inspector carrying out an inspection at the workplace.
- Make representations to the B.O.M. on matters relating to safety, health and welfare
- Make representations to and receive information from, a Safety Inspector, B.O.M.
- Consult and liaise with Safety Representatives in other schools or workplaces in the same undertaking.

## Carry Out a Risk Assessment

Each year, the Board of Management Safety Officer (School Principal) will carry out a risk assessment or engage a person or persons to do so and consult with the safety representative , identifying hazards, assessing the risks and specifying the actions required to eliminate or minimize them. Hazards may include physical or mental health, biological, chemical and human hazards.

The Safety Officer will use the HSA format to assist the recording of the whole process and recommendations will be presented to the BOM on request. All risks will be recorded and dealt with by the Safety Officer and reported to the Board.

Other policies & practices which have a bearing on safety, health and welfare will be put in place and communicated to employees, pupils, parents and others using the premises. These will be monitored and updated regularly and be available for inspection in school planning folder. Each member of staff will be required to have their copies in their planning folder / google drive class location.

Health and safety will be considered when all policy / plan are being drawn up e.g. Codes of Behaviour for staff and pupils, Anti bullying, Adult bullying, Sexual Harassment, PE, Visual Arts, School Excursions, etc.

The Board of Management of St. Clare's P.S. will be mindful that our duty of care will also be considered in all areas and aspects of school life.

#### Procedures to deal with emergencies

- Emergency contact procedures
  - Parent Contact details updated twice annually through the weekly notes and the text a parent service.
  - Emergency Contact details are kept in every classroom and in the school office
  - Parents/guardians are called /texted immediately in case of an emergency.
- Fire-drill and school evacuation procedures
  - Fire-drills are held once per term. Staff use tablet /laptop or phone for Fire-drill roll call.
  - Teachers and pupils are made aware of the designated assembly points following evacuation of the buildings
  - Procedures for evacuation are practiced with each class every term and the staff revise these procedures as necessary following each drill.
  - New staff and pupils are notified of these procedures through information guide for new staff in each classroom.

Serious Accident Procedure & Accident Report Form (See Appendix 38 p. 159-160 CPSMA Management Board Members' Handbook):

A report must and will be made by the safety officer (School principal) 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.

Critical incident policy – Tasks and Responsibilities Sheet attached

- The procedures are in place to deal with a critical incident
- Emergency closures
  - In the event of an emergency closure all parents are contacted by means of text, and phone call. Children not collected will be supervised by 2 members of staff until collected where possible otherwise phone contact will be maintained for Child Protection reasons.

Health issues

- Enrolment Form
  - There is / requesting a section allowing parents to identify any allergies/illnesses of the applicant.
  - The school requests detail of how parents wish accidents/illnesses to be dealt with.
- Managing specific health issues

Staff are made aware of the health issues in relation to certain pupils by being given a copy of the enrolment form to file in the individual pupil classroom file. Pupils who are at serious risk from a health and safety viewpoint will have application made for SNA support by the Organiser and by approval the BOM will be required to proceed with such an enrolment request.

- Administration of Medication is carried out strictly in line with INTO Guidelines/See Appendix 45 and 46 p. 172-175 CPSMA Management Board Members' Handbook.
- The Administration of Medicine will only be carried out on a voluntary basis by school staff and only when appropriate training has been received.
- Sickness or Injury
  - Parents are notified when children are sick or injured at the discretion of the individual teacher following consultation with S.O or S.R.
- Parents are notified by note/text in the case of Illnesses and contagious infections rubella, chicken pox , Head-lice
- School hygiene
  - Wash facilities/availability of hot water, soap, towels in all classroom toilets
- General cleanliness of school environment
  - The school environment is kept clean –classrooms, toilets, playground, and collection of refuse through cleaner duties arrangements. Reviewed as required at staff / BOM meetings
- First Aid: All Staff members will be provided with a certified First Aid training and refresher courses will be provided every 2 years.
- Healthy eating: Refer to school's SPHE plan.
- Water
  - Drinking water is not supplied in the school for staff and pupils. All employees and pupils may keep their own supply of water readily available in a closed plastic bottle/container (On desk )
- Clothing/protection. Parents/pupils are made aware by note/text of the need for
  - Weather appropriate clothing and footwear.
  - Using sun protection e.g. use of sunscreen/hat.

#### Daily Safety and Welfare issues-Pupils

- Assembly and Dismissal of Pupils
  - Assembly 9:00 to 9:20. Late arrivals must be signed in by a parent/guardian in the school office.

- Dismissal Infants. 1:45pm – Infant Pupils dismissal area is inside the gates of the All-weather area. Parents/guardians collecting must collect inside the gates.
- Designated collecting adult only are allowed collect pupils.
- Children with SNA access will be monitored at assembly and dismissal as required and as agreed with parents/guardians and safety officer.
- 1<sup>st</sup> to 6<sup>th</sup> are dismissed at 2:55 Monday to Thursday.
- On Fridays dismissal will be for infants at 1:30 pm and all other classes at 1:45pm.

Pupil safety on the grounds – parking/traffic/ coming off the bus/footpaths for buggies etc., are the focus on ongoing risk assessment and parents/staff are advised accordingly and procedures are revised on a termly basis or as required.

- Supervision of Pupils:
  - Supervision will be arranged by the principal in the event of a teacher being absent.
  - For brief absences from the classroom the teacher next door should supervise both classes.
  - Supervision roster for playground duty is clearly displayed in all rooms, staffroom and hall. 3 teachers are on duty each break with designated supervision areas.
  - Pupils with Special needs Assistant access will be supervised or monitored during breaks as agreed between class teacher and SNA.
- Pupils leaving the school premises during the school day e.g. dentist or doctor appointment
  - The parent/guardian must collect the pupil from the classroom / school hall.
  - The pupil must be signed out by a parent / guardian in the school office.

### School tours/SESE outings/Swimming.

The option of complete permissions for outings and trips are given by parents at enrolment on Consent 8 on Enrolment Form B , If consent is not given at enrolment then a specific consent will be requested if possible or the child will not be allowed attend if time does not allow this



option . A specific consent will be requested from parents for trips where the level of risk is assessed by the safety officer to be higher than

The following ratios apply for supervision on all outings outside of school premises Jun inf. to 1<sup>st</sup> class 10:1, 2<sup>nd</sup> to 6<sup>th</sup> classes 15:1. Pupils with SNA access will always be accompanied on school outings by an SNA. Those with medical needs will have an administrator of medicine present on outings or a parent if required.

All outings will be accompanied by a male and female adult whenever possible. Parents will be requested to assist when required for supervision purposes.

Buses will have seatbelts and clear instructions will be given to all participants.

The Principal will inform the guardian of any child who does not comply with H and S procedures for outings immediately if there is any behavioural or compliance issue

If the safety officer has specific concerns regarding the inclusion of any child or group of children on outings in relation to Health and safety then the parents/guardians will be asked to accompany them on trips.

- Code of Behaviour and Anti Bullying Policy are implemented and revised annually:

Allegations or Suspicions of Child Abuse: Refer to School Policy on Child Protection Procedures for staff and non-staff doc. (Summary on school staff notice board for reference). 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

- Special Needs: Refer to Special Needs and SNA policy.
- Mobile phones: Refer to school's policy on mobile phones

### Staff Safety

- Gardaí clearance
  - The school requests a Garda vetting before a person is employed.
  - Volunteers fill a declaration form (appendix 1)

- Volunteers are fully vetted if it the volunteer is a regular assistant in the school community.
- A volunteer clearance permission will be gathered from all parents at enrolment (See Enrolment policy)

### Positive Staff Relations:

- All staff are requested to follow an appropriate code of conduct
- Teaching Staff follow Teaching Council Guidelines.
- All staff required to follow agreed procedures in relation to issues as outlined in the BOM CPMSA Handbook which is available to all staff from staffroom shelf or from the principal ( Refer to Appendix 20 p.116-121, Appendix 21 Bullying and Harassment pg.122-125, Appendix 22 Grievance Procedure p.126).
- Positive staff relations in the school are enabled by the ISMT who have joint responsibility for promoting good relations Individual members have specific duties of a pastoral nature to assist in achieving this objective. All staff have copies of the duties of the ISMT.
- Staff are made aware of the procedures to address cases of adult bullying/ harassment or to initiate a grievance procedure through the teacher information folder.
- Staff with concerns consult the principal /Deputy Principal or Chairperson with immediate concerns.

### Incident / accident book

- The teacher on duty will write the report in the event of a serious incident or accident to pupil or staff member. This record is kept in the Hall office
- Employees work in a reasonably comfortable and safe environment. Improvements are made e.g. ventilation, light, anti-glare computer screens, chairs, desks where requested and feasible.
- Pregnant staff members are considered and protected from any potential hazard on request or on the advice of the safety representative.

## Ancillary Staff/Part Time Staff/Substitutes and Visitors.

Everyday Safe Procedures to be followed are clarified by the Safety Officer for all substitutes / visitors and for caretaking and cleaning staff. Examples include ....

- Vacuum cleaner leads not trailing on the floor
- Safety signs clearly visible – wet floors.
- Salting of paths when required.
- Supervision on trips ratio.
- Interactions with pupils/staff generally.

Mrs Fox - Safety representative (Assistant Principal) oversees the cleanliness of the school premises and advises the Cleaner accordingly. The Principal – Safety officer (or Deputy Principal) maintains a constant risk assessment and advises the Caretaker accordingly.

## Equipment and materials –

- Lawnmowers, drills, ladder and any other equipment associated with school maintenance are stored in the yard shed. The storage area is locked during the school day.
- All tools ( hammer/ screws/drills etc...) must be kept in the Caretakers/Storage Shed.
- Solvents, chemicals, cleaning agents etc. are stored in the cleaning room accessed by staff only.

## Success criteria

Practical indicators of the success of the policy will be.

1. Amount of accidents – We will work off the belief that many accidents do not happen by accident.
2. Incidents of major/minor injury in record book will be minimised
3. Feedback Staff and pupils indicate a safe and happy work environment.
4. Roles and responsibilities are clearly understood and procedures always followed.

## Roles and Responsibility

- Board of Management.
- Safety Officer –John Conlon/Deputy Stephanie Kelly
- Safety Representative-Fidelma Fox.
- Each member of staff.

## Implementation Date

These procedures will apply from November 2015 and the statement will be reviewed annually.

The B.O.M. officially ratified the policy at Board Meeting on November 26<sup>th</sup> 2015.

The Health and Safety Statement is communicated to the school community via Aladdin Communications and School Website. Hard Copies available on request.