

# Health and Safety Statement

## Mullaghbuoy

### Introductory Statement

This statement was reviewed following the issue of new guidelines under the Safety, Health and Welfare at Work Act, 2005. The policy was originally drafted by the staff and principal in Mullaghbuoy NS following a whole-school planning day using the expertise of the School Development Planning facilitator. [The staff, Board of Management and a number of parents were involved in reviewing and adapting this draft prior to its being ratified by the Board at its meeting on \\_\\_\\_\\_\\_.](#)

### 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. The Board of Management of Mullaghbuoy NS is committed to safety and health. This statement specifies the manner, the organisation and the resources necessary for maintaining and reviewing safety and health standards in our school.

The Board of Management in drafting this statement has outlined their health and safety programme and will make it available to all employees, outside services providers and Inspectors of the Health and Safety Authority. The Board of Management is also taking into consideration its 'duty of care' role in the school and this is an integral part of our Health and Safety Statement.

### Relationship to the characteristic Spirit of the School

The Board of Management of Mullaghbuoy NS is committed to the creation of a safe and healthy working environment for all members of the school community.

### Aims

In drafting this policy the Board of Management hopes to achieve the following with this statement:

- to create a safe and healthy school environment by identifying, preventing and tackling hazards\* and their accompanying risks
- to ensure understanding of the school's duty of care towards pupils;
- to protect the school community from workplace accidents and ill health (physical health, mental health and emotional health) at school;
- to outline procedures and practices in place to ensure safe systems of work;
- to comply with all relevant health and safety legislation (so far as is reasonably practicable) to include the following areas
  - *Provision of a safe workplace for all employees – teachers, SNAs, secretary, caretaker, etc.*
  - *To ensure competent employees, who will carry out safe work practices*
  - *Safe access and egress routes*
  - *Safe handling and use of hazardous substances and equipment*
  - *Safe equipment including maintenance and use of appropriate guards*
  - *Provision of appropriate personal protective equipment.*

## **Responsibilities of employer - Board of Management**

It is the responsibility of the Board of Management to

- Provide and maintain a workplace that is safe and do likewise for all machinery and equipment etc.
- Manage work activities to ensure the safety, health and welfare of employees
- Ensure that risks are assessed and hazards are eliminated or minimized as far as is reasonably practicable
- Prepare a safety statement and regularly update it, particularly when there have been significant changes or when the risk assessment is no longer valid
- Provide and maintain decent welfare facilities for employees
- Prepare and update procedures to deal with an emergency situation and communicate these procedures to employees
- Appoint a competent person to oversee the functions of the Board in relation to Health & Safety
- Provide training and information to workers in a format and language that is appropriate, including training on the commencement of employment
- 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...*)

## **Responsibilities of employees:**

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

Responsibilities of employees include:

- Not to be under the influence of an intoxicant to the extent that you endanger your own or another 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
- To attend Health and Safety training and correctly use any equipment at work
- To use protective clothes and equipment provided when necessary
- To report without reasonable delay 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.

## **Entitlements of safety representative (Section 25 Safety, Health & Welfare at Work Act 2):**

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 on a schedule agreed (annually) with the employer, or immediately in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person
- 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.

### Carry Out a Risk Assessment

Each year, the Board of Management should carry out a risk assessment, identifying hazards, assessing the risks and specifying the actions required to eliminate or minimize them. Hazards may include physical, health, biological, chemical and human hazards.

Identification of Hazards, Risk Assessment and Action(s) Taken					
Hazards	Low/Medium/High	Risk to persons	Action Taken/Proposed	Date	Person responsible
Frost on cement areas	Medium	Fall	Advise children to take care. Pupils remain indoors if there is frost. Children directed to use the grass area to reach school. Salt may be used to relieve the problem.	Feb 10	Teachers
Snow	Medium	Fall	Clearing pathway as far as possible. Pupils remain indoors at break times	Feb 10	Teachers
Aggressive or violent behaviour by employees, pupils or parents	Medium-High	Bodily harm or ill health	Implementation of Code of Behaviour, Anti-bullying policy, Parent/teacher appointment policy, Positive staff relations, Grievance procedure	Feb 10	School community
grassy bank overlooking playground	Medium	Personal injury	Strict rules regarding this – area is prohibited	Feb 10	Teachers/Supervision
surrounding wall	Medium	Personal injury	Children are not allowed to sit or climb on it.	Feb 10	Teachers/Supervision
Railings and gate at	Low	Personal injury,	No running allowed	Feb	Teachers/Supervi

front		contact with passing animals	towards them, no contact with animals/Supervision	10	sion
Junior goalposts	Low	Personal injury	moved under supervision and used only when secured under supervision; chain and lock to be handled by teacher/SNA only	Feb 10	Teachers
Main goalposts	Medium	Personal Injury	No swinging allowed	Feb 10	Teachers
Classroom furniture	Low	Fall/trip	Warn pupils on a regular basis	Feb 10	Teachers
School Bags on floor in classrooms	Medium	Fall/trip	Warn pupils to place bags closed safely under desk	Feb 10	Teachers
Cleaning fluids under sink in classroom	Medium/High	Poisoning	Place out of reach or under lock and key	Feb 10	Teacher/Cleaner
Scissors	Low	Personal injury	Keep out of reach. Only use under supervision	Feb 10	Teachers
Chairs on tables at "Hometime"	Medium	Personal Injury	Warn children to be careful on a regular basis	Feb 10	Teachers
Tiles slippery in toilets/hallways when wet due to wet day	Medium	Personal injury	Warn children to use mat and to walk carefully	Feb 10	Teachers
Loose cables around computers	Medium	Personal Injury	Tie up. Place behind computers	Feb 10	Teacher
Fire	High	Personal Injury	Fire drills – one each term, children trained in the evacuation process	Feb 10	Teachers
First Aid Box	Medium	Misuse of	Locked in filing	Feb	Teachers

		contents	cabinet	10	
Work in progress during school	Medium	Personal Injury	Works which are deemed hazardous to children will not be undertaken during school hours	Feb 10	Teachers
Pupils not sitting properly on chairs	Low	Personal injury	Remind them to keep all four legs on floor	Feb 10	Teachers
Carrying chairs around room	Low	Personal injury	Remind children to carry chairs with legs down	Feb 10	Teachers
Windows in classrooms high	Medium	Fall	Only adults allowed open windows	Feb 10	Teachers
	Medium	Stress		Feb 10	BOM
Kettle	Medium	Personal Injury	Boiled in staff room	Feb 10	Teachers

**As part of the general approach to safety, other policies and practices which have a bearing on safety, health and welfare will need to be put in place and communicated to employees, pupils, parents and others using the premises. Some examples are given below. These need to be monitored and updated regularly e.g. an annual fire safety audit or school environment audit (See appendices).**

**Health and safety should be considered when any policy/plan is being drawn up e.g. PE, Visual Arts, School Excursions, etc. Our duty of care must also be considered in all areas and aspects of school life.**

#### **Procedures to deal with emergencies**

- Emergency contact procedures
  - The secretary updates contact details annually. These are kept in the office and each teacher receives a copy for her class. The teachers and the secretary have access to these details.
  - In case of emergency parents/guardians or emergency contact person nominated by parents/guardians are contacted by telephone.
- Fire-drill and school evacuation procedures
  - Fire-drills are held once each term.
  - All teachers and pupils are aware of the designated assembly points following evacuation of the building. All children assemble at front school wall. Roll books must be taken and roll carried out.
  - The school revises these procedures annually.
- Serious Accident Procedure & Accident Report Form (See Appendix 38 p.285 CPSMA Management Board Members' Handbook):

A report must be made 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 on the premises;
- 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;
- All accidents sustained by students will be recorded in an Incident Report book. Where such accidents require medical attention it will be recorded.
- Emergency closures
  - Where the school needs to close for particular emergencies parents will be notified by phone from the school. An announcement may be made on the local radio station or at Mass, if suitable.

### **Health issues**

- Enrolment Form
  - Parents are requested to identify any allergies/illnesses pertaining to their child on the enrolment form
- Administration of Medication
  - Medication is not administered as per policy on same which is included in the substance use policy and circulated to all parents on the enrolment of their child. In specified exceptional circumstances application must be made to the Board of Management.
- Sickness or Injury
  - Children who become sick or are seriously injured during the school day are sent home.
  - The school will deal with minor accidents/illnesses and basic first-aid that will be administered by a member of staff.
- Illnesses and contagious infections rubella, chicken pox etc;  
Where pupils have infectious diseases parents are required to keep them at home.
- Head-lice
  - When parents inform the school about an outbreak of head-lice a letter/notice is sent home requesting parents to check their children over a particular weekend and treat as necessary.
- School hygiene
  - Foam-soap dispensers and paper towels are available in all toilet areas and within the classroom.
- General cleanliness of school environment
  - A caretaker/cleaner is employed to maintain the school premises both inside and out.
- Healthy eating
  - The school promotes healthy eating
- Water
  - Drinking water is available on tap in the school for staff and pupils.

### **Safety and welfare issues**

#### **Pupils**

- Assembly and Dismissal of Pupils
  - Children are not encouraged to be on the premises prior to 9.20a.m. At that stage they assemble in their classrooms where they will be supervised by a teacher.
  - All children leave the premises by 3.00p.m. If their transport or escort is late arriving they remain under the supervision of a teacher.

- Pupils leaving the school premises during the school day e.g. dentist or doctor appointment
  - The parent/guardian must collect the child from the classroom having informed the school in writing prior to the appointment time.
- Supervision of Pupils:
  - In the event of a teacher being absent and a substitute being unavailable the children are distributed among other teachers.
  - The supervision roster for playground duty is agreed at the beginning of each school year.
  - This roster is kept as part of the school records.
- Incident / accident book
  - The supervising/witnessing teacher will write the report in the event of a serious incident or accident. The SNAs may also record in the incident book. This record will be kept in the filing cabinet in the principal's office.
- Code of Behaviour and Anti Bullying Policy: Refer to school's policy for dealing with behaviour which causes a risk to others.
- Allegations or Suspicions of Child Abuse:
  - 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.
- School tours/outings: Refer to school's policy on school tours
- Mobile phones: Refer to school's policy on mobile phones.

## Staff

- Garda clearance
  - The school conducts a garda check on all persons employed.
- Assaults on Teachers/School Employees: See Appendix 23 p.210 CPSMA Management Board Members' Handbook
  - **Respect for others is the principle at the heart of our school's ethos. With this in mind the school aims to maintain a culture where abuse of any nature is not tolerated.**
  - **If an incident did occur the Board of Management would convene an emergency meeting.**
- Staff work in a comfortable and safe environment.
- Staff are instructed in the use of fire extinguishers.
- Appropriate safety gear is available where necessary for all members of staff.

## Equipment and materials

- All equipment associated with school maintenance is stored in a safe area which is not accessible to children. The storage area is locked during the school day. Teachers and caretaker have access.
- Solvents, chemicals, cleaning agents etc. are stored out of reach of children. Teachers and caretaker/cleaner have access.
- All electrical equipment, computers, televisions and other technologies are stored safely. All plugs, leads etc. are checked annually.

**Success Criteria**

The effectiveness of this policy will be evident in the day to day running of the school. It is hoped that all serious misadventures will be avoided through the implementation of this policy.

**Roles and Responsibilities**

- The Board of Management is responsible for the overall safety of the school. As part of this role they must maintain the building and ensure that repairs are carried out as when identified.
- The Safety Officer, \_\_\_\_\_, liaises with the Safety Representative prior to board meetings and assists in the compilation of a risk assessment annually.
- \_\_\_\_\_ is the Safety Representative.
- Each member of staff has responsibilities as outlined at the beginning of the policy. All staff should use their own initiative in relation to safety issues.

**Implementation**

These procedures will apply from 8<sup>th</sup> February 2010.

**Timetable for Review**

The Safety Statement will be reviewed annually.

**Ratification and Communication**

The Board of Management officially ratified the policy on \_\_\_\_\_.

The Health and Safety Statement will be on display in the school and is available to parents on request.



## Reference Section

- Guidelines on Preparing your Safety Statement, HSA
- [www.safework.ie](http://www.safework.ie)
- A short guide to The Safety, Health and Welfare at Work Act 2005 ([www.hsa.ie](http://www.hsa.ie))
- Report of the Advisory Committee on Health & Safety Statement for Schools. HSA. This report contains a format for a Safety Statement.
- INTO Guidelines for compiling a Safety Statement
- INTO Safety Representatives Checklist for School Inspections (Under H &S Background information on [www.sdps.ie](http://www.sdps.ie))
- CPSMA Management Board Members' Handbook. Appendix 36, 37, 38
- A Supplementary Handbook for Primary Schools under Protestant Management. Second Edition. p.22 - 27 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](http://www.hsa.ie))
- "The Report of the Advisory Committee on Health and Safety in Schools." Health and Safety Authority, 10 Hogan Place, Dublin 2. Tel.: 01 - 6147000
- A Short Guide to Health and Safety Law. HSA
- Round Hall's Primary Education Management Manual CD – ROM
- Glendenning D. (1999) Education and the Law. Ch. 9 The Teacher's Duty of Care: Negligence
- Mahon O. (2002) The Principal's Legal Handbook.IVEA.Ch.3 Safety, Health & Welfare in School
- Guidelines on Countering Bullying Behaviour in Primary and Post Primary Schools (DES1993)
- Working Together. Procedures and Policies for Positive Staff Relations. INTO 2000
- Code of Practice on the Prevention of Workplace Bullying. HSA 2002
- Guidelines for developing a School Substance Use Policy. DES Oct. 2002
- Child Protection. Guidelines and Procedures. DES 2001
- Children First. National Guidelines for the Protection and Welfare of Children. Department of Health and Children 1999
- 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](http://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

### Websites:

<b>DES</b>	<a href="http://www.education.ie">www.education.ie</a>
<b>SPDS</b>	<a href="http://www.sdps.ie">www.sdps.ie</a>
<b>INTO</b>	<a href="http://www.into.ie">www.into.ie</a>
<b>IPPN</b>	<a href="http://www.ippn.ie">www.ippn.ie</a>
<b>Health and Safety Authority</b>	<a href="http://www.hsa.ie/osh">www.hsa.ie/osh</a>
<b>Church and General</b>	<a href="http://www.cg-online.ie">www.cg-online.ie</a>







