



Policy Statement on Safety, Health and Welfare at Work of the Board of Management of St.Molua's NS Ardagh.

1.1 The Board of Management will ensure that, in so far as is practicable, the highest standards of safety shall prevail and that, at a minimum, the provisions of the Safety, Health and Welfare at Work Act, 2005 are applied.

1.2 Specifically, the Board of Management wishes to ensure so far as is reasonably practicable:

- a. The design, provision and maintenance of all places in the school shall be safe and without risk to health
- b. There shall be safe access to and from places of work
- c. The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health
- d. The provision of instruction to staff on proper lifting techniques of pupils and dealing with pupil challenging behaviour.
- e. The provision of such information, instruction, training and supervision as is necessary to ensure the safety and health at work of its staff
- f. The provision and maintenance of suitable personal protective clothing or equivalent as necessary to ensure the safety and health at work of its staff
- g. The preparation and revision as necessary of adequate plans to be followed in emergencies e.g. fire drill, injuries etc.
- h. The safety and prevention of risk to health at work in connection with use of any article or substance
- i. The provision and maintenance of facilities and arrangements for the welfare of staff at work
- j. Obtaining where necessary, the services of a competent person for the purpose of ensuring the safety and health at work of its staff
- k. The continuing updating of the Safety Statement
- l. The provision of arrangements for consultation with staff on matters of Health and Safety
- m. The provision of arrangements for the selection from amongst its staff of a representative

1.3 The Board of Management recognises that its statutory obligations under legislation extends to staff, students, and any person legitimately conducting school business and to the public.

1.4 The Board of Management of St. Molua's NS Ardagh undertakes to ensure that the provisions of the Safety, Health and welfare at Work Act 2005 are adhered to.

Duties of Staff

1. It is the duty of every staff member while at work:
 - To comply with all statutory obligations on employees as designated under the 2005 Act.
 - Co-operate with school management in the implementation of the safety statement
 - Inform students of the safety procedures associated with individual curricular areas, rooms and tasks
 - Ensure that students follow safe procedures
 - Formally check classroom/immediate work environment to ensure it is safe and free from fault or defect.
 - Check that equipment is safe before use.
 - Report accidents, near misses and dangerous occurrences to relevant persons as outlined in the safety statement.
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 complying with the school safety statement.
3. Staff using available facilities and equipment provided, should ensure that work practices are performed in the safest manner possible.

Duties of other school users

Other school users such as students, parents, volunteers and visitors should comply with school regulations and instructions relating to safety, health and welfare.

Consultation and Information

It is the policy of the Board of Management of St. Molua's Ardagh:

- to consult with staff in preparation and completion of the Health and Safety Statement and of Hazard control forms
- to give a copy of the Safety Statement to all present and future staff
- that any additional information or instructions regarding Health, Safety and Welfare at work not contained in the document will be conveyed to all staff as it becomes available

- that Health, Safety and Welfare will form an integral part of any future staff training and development plans.

Hazards

Some Hazards can be rectified promptly but others remain constant. The Hazards have been divided into two categories.

- Hazards that 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 in consultation with the staff will review and make recommendations on the elimination of Hazards.

Specific Hazards

1. Fire

It is the policy of the Board of Management of St. Molua's Ardagh that:

- i. There is an adequate supply of fire extinguishers which will deal with any type of fire
- ii. All fire equipment is identified and regularly serviced
- iii. Regular Fire drills take place at least once a term
- iv. Instruction is given in the use of Fire Extinguishers for specific materials/ equipment
- v. Signs will be clearly visible to ensure visitors are aware of exit doors
- vi. All electrical equipment be unplugged or turned off, i.e. not left on standby, outside school hours and when rooms are vacated for lengthy periods
- vii. An assembly area is designated outside each building - School Yard
- viii. Those leaving buildings/classrooms should let someone know and inform the Principal of all timetabled visits outside school.
- ix. All electrical heaters should be unplugged when not needed outside of school hours.
- x. The teacher or agreed substitute in each class will be responsible for fire drills and evacuation procedures
- xi. All recommendations made by a Fire Officer in addition to these provisions shall be implemented

2. Our school specific hazards

It is the policy of the Board of Management of St. Molua's NS Ardagh to act upon any potential hazard identified by a staff member as promptly as possible. These hazards will be included in the Maintenance Log held in the principal's office. The hazards will be assigned a response task for a named person, such as Principal/Caretaker etc., who should attend to the hazard where possible or contact the relevant services etc.

Where such work is taking place in the school environs which constitutes any threat to Health and Safety the school will be closed or the work will not take place during school hours. Where this is not practicable, provision will be made to relocate the affected children to an area away from the works.

When a child who needs to be lifted is enrolled in the school, suitable support / training (services) must be provided, arrangements made and training provided for the lifting of the child in order to minimise strain on staff. Application for Support services will be made to the DES/SENO/HSE where applicable.

Constant Hazards

1. Machinery, Kitchen Equipment and Electrical appliances

It is the policy of the Board of Management of St.Molua's NS Ardagh that:

Equipment and Electrical Appliances are to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks.

2. Chemicals

It is the policy of the Board of Management of St.Molua's NS Ardagh that all chemicals, detergents etc., be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area, and protection provided to be used when handling them. All flammable, toxic and corrosive substances must be kept in the locked press/room provided. All the above substances must be clearly and accurately labelled at all times.

3. Drugs Medications

It is the policy of the Board of Management of St.Molua's NS Ardagh that all medications, drugs, etc. be kept in a proper medication cabinet, locked at all times, keys to be kept in a secure and safe place.

4. Highly Polished Floors

It is the policy of the Board of Management of St.Molua's NS Ardagh that:

Floors will not be polished or made slippery (or specify a non-slip polish).

That washing of floors is conducted after school hours to ensure, as far as is reasonably practicable, elimination of the danger of slipping. To this end warning signs regarding wet floors will be used.

5. Code of Discipline

The Code of Behaviour in the school provides for a level of behaviour to minimise personal risk or stress to any employee. Arrangements will be made to ensure the protection of staff from any violent or disturbed people.
Refer to School's Code of Behaviour Policy

6. Access to staff is by consent

When the employee feels at risk from 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 staff.

7. Trained First Aid Personnel

It is the policy of the Board of Management of St.Molua's NS Ardagh that:

A member of staff will be trained to provide First Aid to staff and pupils.

All required remedies and equipment are made available for first aid function.

There will be an adequate supply of properly equipped First Aid Boxes available at all times to staff which will contain:

- Elastoplast plasters
- Wasp Eze
- 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 when administering First Aid. Hot water and soap will be available and should be used before and after administering First Aid.

8. Broken Glass

The Board of Management shall minimise the danger arising from broken glass. Students are not allowed to bring drinks in glass bottles. Staff are asked to report broken glass that may be found on school premises to the Principal so that it may be immediately removed.

9. Visual Display Units

It is the policy of the Board of Management that:

- The advice contained in the "Guidelines on the safe operation of Visual Display Units" issued by the Health and Safety Authority is carefully followed.
- Any up-to-date information regarding hazards relating to the use of VDU's will be studied and recommendations and directives implemented.

- All liquids including children's drinks to be kept/stored safe distance from VDU's.
Ideally **dry** fire extinguisher to be located nearby.

8. Visitors to the School

Inasmuch as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary as relevant before gaining admittance to the school. Any contractor must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions.

While work is in progress, any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary. The contractor and his workmen shall not create any hazard, permanent or temporary, without informing the principal or his nominated agent and shall mark such hazard with warning signs or other suitable protection.

9. Infectious Diseases

It is the policy of the Board of Management of St. Molua's NS Ardagh that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. The Board of Management will endeavour to minimise the risk by adherence to sound principals of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all First Aid applications, cleaning tasks, etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, towels and a facility for the safe disposal of waste.

10. Management of Health and Safety

Regular reviews of the statement will be undertaken in light of experience, changes in legal requirements and operational changes.

The Board of Management will undertake to carry out a safety audit bi-annually and report to staff. This inspection/safety audit will be carried out more frequently if requested by either staff or the Board of Management.

All records of accidents or ill health will be monitored and listed in the appended log sheets, in order to ensure that any safety measures required can be put in place, wherever possible, to minimise the recurrence of such accidents and ill-health.

11. Collecting Children

- (1) All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- (2) Cars are advised to take care when driving outside the school grounds when collecting and dropping off children.

Accidents

Classroom

All accidents that occur during the school day and are deemed to be of a serious nature are recorded. Teachers keep their own record of such accidents that may happen in the classroom.

Yard

Children report yard accidents to a supervising teacher. Accidents that happen on the yard are recorded in the Yard Incident Book. The supervising teacher notes these incidents in the "Yard Book." All significant accidents and incidents are entered into the book. The record should be dated and signed by the reporting teacher. It may be necessary to fill in a separate accident/incident report for more serious accidents / incidents a copy of which should be placed in the child's file. The teacher's professional judgement will decide this.

An accident/ incident may be such that the child may need to be sent to the office. A younger child will always be accompanied by two senior children.

Class teachers should be informed of accidents and incidents involving children in their class.

The principal should also be informed of serious incidents.

Parents may need to be informed of accidents or incidents. This may be by phone or a note home.

Child Protection

Mr. Ger Kelleher is the Designated Liaison Person (DLP) and the Mrs Joan O'Callaghan is the Deputy Designated Liaison Person.

St. Molua's follows the **3 Ps** in relation to child protection:

- Prevention;
Education covered in SPHE strand "Myself "and strand unit "Safety & Protection".
RSE strand "Myself and strand unit "Taking care of my body".
- Procedures for reporting suspected abuse;
 - Person who suspects abuse reports it to the DLP/DDPL.
 - DLP/DDPL decides whether to seek advice from HSE makes a report to them. This report is also recorded in school records. The Chairperson of the BOM needs to be informed. If it is not possible to contact the HSE and it is felt a child is in danger the Gardaí are contacted.

- Practices:

St Molua's NS Ardagh endeavours at all times to ensure the safety of the children and adults in our school.

Classroom Procedures

Each teacher is responsible for establishing safe procedures and practices in their classroom. They also share a common responsibility to promote and implement safe practices and procedures throughout the school.

Each teacher is responsible for ensuring that their classroom is ventilated sufficiently by the opening of windows during both yard breaks and during the school day as necessary and by creating a cross-draught by opening a door/ and or window on the opposite side of corridor.

There are procedures that are common to all classrooms.

- Supervision is provided in the morning from 9.00am. Parents have been advised that supervision is not provided before this time.
- All movement within the classroom will be in an orderly fashion e.g. one table / row/ group at a time.
- School bags are under tables and children are reminded not to leave them where they are a danger to others passing by.
- Children are required to sit on chairs in a safe manner. They are reminded of "all legs on the floor"
- Chairs are always carried with two hands on the seat and legs facing down
- Children are not permitted to leave their classroom without a teacher's permission.
- Safety procedures re. Use of equipment in subjects such as Arts / Crafts, Science and PE are followed.

Custody Orders

If there is a custody order regarding a child it is important that the school is informed. The school can seek an extract from a separation agreement / court order if such exists. If no such order exists and this is posing a difficulty we will request that one is sought and made available to the school. In the absence of such an agreement or order both parents will be treated as equal partners as regards parenting rights and responsibilities. The school cannot withhold a child from either parent in the absence of a custody arrangement.

Emergency Contact Numbers

Parents / Pupils

Parents / guardians are asked to supply the school with their up to date addresses and phone numbers, contact numbers for child minders and crèches. Parents are also reminded of the need to inform the school if any of the details on the child's personal information form changes. St. Molua's NS Ardagh also communicates with parents via Text a Parent. The first contact number supplied on the personal Information form is that submitted to this service.

A Contact Book is compiled each year by the School Secretary and updated as necessary. A copy is kept in the school office and the Principal's office.

Staff

Staff is asked to give up to date contact information to the school office and Principal so that they are contactable in the case of an emergency.

Staff is advised not to give their contact details to parents or pupils or give out any anybody else's details. All contact with staff by parents is in person or through the school office.

Emergency numbers of staff and parents are held in school by the Principal and School Secretary and out of school by the Principal & Deputy Principal.

The Principal has a school mobile for BOM contact.

Fire Drills

Fire drills are held each term. See Fire drill Procedures.

Fire Safety

The Board of Management arranges for fire safety equipment to be checked regularly.

Garda Vetting

The Vetting Authority for teachers is the Teaching Council

Absences

Under the Education Welfare Act 2000 parents and guardians must inform the school in writing when their child is absent and state the reason for the absence. It is not necessary for parents to ring the office to inform us that their child is absent unless they have been absent for a long period or they have a contagious illness and other parents may need to be notified. St. Molua's NS Ardagh requests parents to send a note to the class teacher on the child's return to school. The note should be dated and give the date/s of the child's absence. Each class teacher receives a folder at the start of the school year for the storage of these notes. If a child does not bring a note to school on their return after an absence the class teacher reminds them to bring one the following day.

Medication

If it is necessary for a child to take prescription medicine the school need to be informed and parents are required to fill in all necessary documentation. It is the responsibility of parents to keep this information updated.

Head Lice

We ask parents to inform us in confidence if their child has head lice. We then notify through a general letter that there is an outbreak in the school. No child is ever named or identified. We ask parents to check heads and treat if necessary. We also request that all children with long hair tie it back in school as heads bent close together over desks etc. are ideal conditions for head lice to spread. Also for general health and safety reasons.

Movement through the School

In the interests of pupil safety the following strict procedures must be adhered to.

- Children walk when moving within the building.
- When moving in groups or with their class within the building they walk in single file.

- Children will be supervised at all times when engaged in activities in the school grounds - nature walks, farm visits, PE etc. Children are not permitted to wander off on their own.

Outside Personnel working with pupils

St. Molua's NS Ardagh welcomes the involvement of outside personal - parents, speakers, GAA coaches etc. in our school. These activities require the advance permission of the Principal. The activity should comply with the school ethos and curriculum. A teacher is always present and the visiting person has no unsupervised access to pupils.

Supervision Procedures

- Break time /yard supervision is covered by designated teacher.
- The supervision roster is drawn up by the Vice Principal.
- A copy of the supervision roster is displayed in the staffroom.
- The Principal is responsible for deploying SNA provision for children with special needs.
- It is the responsibility of each staff member to familiarise themselves with their own schedule.
- If a teacher knows in advance that they will be absent on a day that they are due to be on supervision duty they should arrange a swap with another teacher.
- All incidents and accidents of a serious nature are recorded in the yard book by a supervising teacher.

Yard Times 11.00-11.10 and 12.30-1.00

The children go to the yard, weather permitting. The supervising teacher and his/her classes need to be on the yard before other classes arrive. Children are not allowed to leave the yard without a teacher's permission. This is only granted if a child needs to go to the toilet or the office. Children are encouraged to go to the toilet before yard time.

Children are reminded regularly of yard rules contained in our Code of Behaviour. Refer to policy.

At line up time the supervising teacher rings the bell. The children walk to their lines and line up quietly. Children return to their class rooms class by class in a quiet orderly way accompanied by SNAs and teachers on yard duty. The supervising teacher's classes return to their rooms last. The supervising teacher ensure that the yard doors are closed firmly behind them. It is essential that all incidents and accidents of a serious nature are recorded in the yard book by a supervising teacher.

Wet day arrangements

- The children remain in their classroom.
- Teacher who was scheduled to supervise does so indoors.

Home Time

Junior / Senior Infants 2.00

Junior & Senior Infants are brought to the yard by a teacher. Children are handed over one by one to a collecting adult. Parents need to let the class teacher know at the start of the year what adult/s will be collecting their child. Children wait in line until it is their turn.

Adults are requested not to collect children from their line. Parents need to inform the class teacher by note if somebody different is collecting their child as children will not be handed over to unknown people. Any uncollected children are brought back to the school office and their parent are contacted.

1st - 6th Clas

- Children who are walking home on their own leave the yard promptly.
- Children who are travelling home on the bus go directly to the collection point.
- Children who are being collected by an adult go directly to that adult. If a collecting adult is running late they should contact the school. If there is nobody to collect a child the child immediately returns to the designated waiting area. Under no circumstances are they to leave the yard on their own. Parents are contacted at 3.20 if a child is still uncollected and this is recorded.
- Children attending an after school activity go directly to the designated collection point.

These procedures also apply to children attending After School Activities.

Once children leave the school building they are not to return unless accompanied by an adult.

Parents are reminded at the beginning of each year of these procedures.

Children are regularly reminded of them either by teachers or at school assemblies.

Children may use the toilets at any time with a teacher's permission. The class teacher uses their own discretion re. The number of children permitted at the same time. Each teacher is mindful of safety when allowing children to use the toilets. At break time they need the permission of the supervising teacher.

Trips /Tours

Teachers discuss all potential outings & trips in advance with the Principal. Prior to any tour or trip teachers discuss behaviour and safety issues with their class. Parents are also asked in the tour information letter to talk to their child and reinforce the importance of safe behaviour. Teachers bring a class emergency contact list on tours/ trips so that parents may be contacted if necessary.

Date ratified: _____

Chairperson's signature: _____

Principal's signature: _____

Review: May 2016

Management of Health and Safety Log - Held in Office

| DATE | HAZARD | ASSESSING RISK | METHOD OF DEALING WITH RISK | IMPLEMENTATION / RECOMMENDATIO NS |
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Hazard Identification and Risk Assessment Form

Definitions

A **hazard** is considered to be any substance, article, material or practice, which has the potential to cause harm to the safety, health and welfare of employees, students or visitors to the school.

A **risk** means the potential of a hazard to cause harm. The risk of a hazard is the measure of the likelihood of an accident with the severity of the damage, injury or loss factored in.

In completing a risk assessment, some of the following questions may help in reaching a risk rating for each hazard identified;

- Is anyone exposed to the hazard?
- Is the hazard likely to cause injury?
- How serious would that injury be?
- Is the hazard well controlled?
- Is the supervision adequate?

Control measures are the actions that need to be taken to eliminate or minimise the risks identified.

Health and Safety structure within the school - who is the safety manager/officer, appointment of safety representative, safety committee and meeting schedules etc.

| |
|---------------------------------------------------|
| is the safety representative in the School |
| is the safety officer on the Board of Management. |
| Christy Moloney is the School caretaker |
| |

Suggested headings for hazard identification

Fire

- Fire alarms
- Fire equipment (extinguishers, fire blankets etc.)
- Fire register (fire drills, extinguisher checks, alarm servicing etc.)
- Signage

Building conditions

- Access and egress to buildings and campus
- General building conditions (external and internal, glazing, floor coverings)
- Windows (access by children, teachers)
- Electrical systems (standards for wiring, main distribution board etc.)
- School yard
- Classrooms
- Heating and ventilation
- Potential for slips, trips and falls
- Welfare facilities (children's and staff toilets, access to drinking water etc.)
- Building maintenance

Traffic on site

- Traffic circulation
- Car parking
- Drop off and collection of pupils

General housekeeping

- All corridors and circulation areas kept clear (trip hazards, obstructions)
- Storage facilities
- Manual handling
- Furniture
- Waste disposal
- Storage facilities
- Cleaning
- Window cleaning

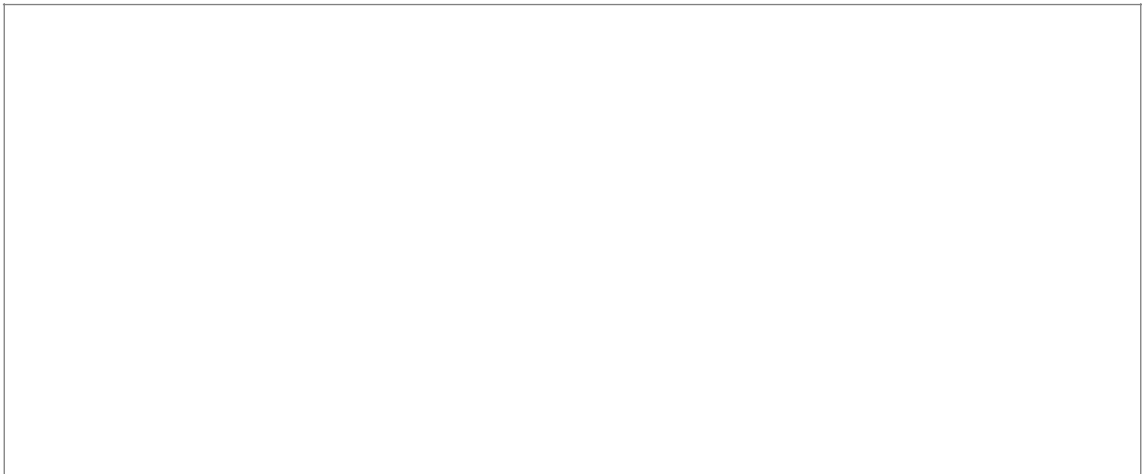
Machinery, equipment and electrical appliances

- List of all equipment and appliances in use
- Electrical supply (sockets, cables etc.)



Hazardous substances

- List all chemicals on site (including all cleaning materials etc.)
- Storage arrangements
- Medications (is there a school policy on children requiring medication?)



First Aid

- Location of first aid boxes
- Training for staff

Other school policies

- Code Of Behaviour
- Anti-Bullying Policy
- Administration of Medicines
- Child Protection Policy
- Fire Drill Policy
- Any other relevant policy

Date of Assessment:

Carried out by:
