

Health & Safety Policy

Introductory Statement:

This policy was reviewed by all the stakeholders in Winter 2017 with the express aim of making this school as safe as is humanely possible.

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 policy. It represents the Board of Management'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 is required to document the school's health and safety policy and make it available to all employees, outside services providers and Inspectors of the Health and Safety Authority. The Board of Management must also consider its 'duty of care' in the school and this must be an integral part of any Health and Safety policy.

Philosophy of Board of Management in relation to Health and Safety of the school

The Board of Management recognises and accepts not only its statutory responsibilities but also its obligations as an employer to directly manage and achieve the Safety, Health and Welfare at Work of every employee, student and visitor alike.

The Board of Management believes that each employee accepts his or her legal and moral responsibilities for improving and maintaining Safety, Health and Welfare in the workplace and for behaviour which does not jeopardise the individual's personal Safety, Health and Welfare or that of others.

Aims

The school ideally hopes:

- 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 at work
- 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) As part of the general approach to safety, other policies & practices which have a bearing on safety, health and welfare are in place and have been communicated to employees, pupils, parents and others using the premises. These need to be monitored and updated regularly e.g. an annual fire safety audit or school environment audit.

Health and safety has been considered when any policy/plan is being drawn up e.g. PE, Visual Arts, etc. The duty of care is a prime consideration in all areas and aspects of school life.

Procedures to deal with emergencies

- Emergency contact procedures
 - Contact details will be updated every Sept.- will be kept in the office and all members of staff have access to them. The principal, teachers and secretary have access to this information. The school secretary will be responsible for this.
 - Parents/guardians will be notified by phone/ text in case of an emergency.

- Fire-drill and school evacuation procedures
 - Fire-drills will be held in Sept and March.
 - The designated assembly point is clearly marked on the west perimeter of the ball court and all teachers and pupils have been shown this point.
 - Procedures for evacuation will be displayed in main hall.
 - The school will revise these procedures at the first staff meeting following the Sept. fire drill.
 - Principal will instruct new staff regarding the Health and Safety Policy.
 - New pupils will be notified of these procedures by their class teacher.

- Serious Accident Procedure & Accident Report

Forms for such eventualities will be in the Health and Safety folder which is to be kept in the Main Office. A report must and will 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
 - 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 –

This policy is in the Main Office and the Principal is the Designated Liaison Officer.

- Exceptional closures
 - All parents will be notified either by text-a-parent, phone or by using local radio.

Health issues

- Enrolment Form
 - There is a section allowing parents to identify any allergies/illnesses of the applicant on the enrolment form
 - The manner in which accidents/illnesses are dealt with including the way first-aid may be administered is outlined in an Information Booklet which is circulated to all parents of new pupils to the school

- Managing specific health issues
 - Principal will ensure that staff are made aware of any health issues in relation to certain pupils. Teachers will be advised to read the enrolment forms of new pupils entering their class. Staff must inform the Principal if Health Issues arise during the school day.
- Sickness or Injury
 - When children become sick or injured the secretary, class teacher or principal will immediately telephone the parent/guardian. Parents will be expected to take their child home and seek medical advice.
- Head-lice
 - If there is a report of head lice, a letter/notice will be sent home immediately to alert all parents. The parents of an infected child will be notified immediately and advised to solve the problem by seeking advice from their doctor, Health Centre or pharmacist.
- School hygiene
 - There are adequate wash facilities including availability of warm water, soap, and paper towels in the school.
 - A universal toilet for physically challenged personnel is available in the school also.
- General cleanliness of school environment
 - The whole school community has a duty to ensure the school environment is kept clean

- First Aid
 - Members of staff have completed First Aid Courses.
 - The First Aid kit is kept in the office and the Deputy Principal will ensure that it is well stocked.
- Healthy eating is as per the S.P.H.E. plan or Healthy Eating Policy which is in the Pleain Scoile.
- Water
 - Drinking water is available in the main hall.

Safety and Welfare issues

Pupils

- Assembly and Dismissal of Pupils
 - The bell announces the start of the School Day and assembly is at designated areas at 9:00 a.m. During dismissal of pupils in the evening teachers will supervise the pupils as far as the school gates. Junior and Senior Infants will be collected by parents from their classroom door and only by people who the teachers recognise. Parking spaces are available to the front of the school, at St. Kevin's Football pitch and at St. Kevin's Community Centre. Children should only cross the road when accompanied by a parent. A parking space at the front gate has also been provided for the physically challenged.
 - Parents have been advised that any change to pick-up arrangements must be communicated to the infant teachers by note or telephone.
 - Cars belonging to the teachers may be parked at the western boundary of the school grounds and must be locked at all times.
- Pupils leaving the school premises during the school day e.g. dentist or doctor appointment
 - the parent/guardian will collect the pupil from the classroom
 - a note is required from the parent if the pupil is to be collected by someone else.

- Supervision of Pupils: The Supervision Rota is in the Pleain Scoile and it is also displayed in the staffroom.
 - in the event of a teacher being absent the next teacher on the roster will be responsible for supervision.
 - a supervision roster for playground duty is clearly displayed in the staff room and is reviewed at the start of each new school year.
 - Supervision duties by pregnant members of staff of the school yard is optional.
- Incident / accident book
 - The principal will write the report in the event of a serious incident or accident.
- A Code of Behaviour and an Anti-Bullying Policy are part of the Pleain Scoile and is included in this booklet.
- A Policy on Child Protection Guidelines is part of the Pleain Scoile and is included in this Parent Information Booklet.
 - 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

Staff

- Vetting Process
 - The school conducts a vetting process on all newly appointed teaching staff to be employed. All new staff regardless of service elsewhere will need to produce evidence that they have been vetted. All ancillary staff are vetted also. New appointments will be provisional to vetting clearance.
- Positive Staff Relations:
 - In the event of a teacher being bullied by a work colleague then that employee has the right to report this to either the principal or the Teachers Representative on the Board of Management. The manager will be informed immediately of such allegations. All such allegations will be recorded in an Incident Book. If efforts at conciliation meet with failure then a Board of Management meeting will be called to deal with the situation.

Assaults on Teachers/School Employees:

- Acts of violence (verbal or physical) against employees will not be tolerated.
- All such incidents will be recorded in the Incident Book and the principal will inform the manager. The Garda Siochana will also be informed.

Running in School – Running is strictly forbidden in corridors and classrooms. Strict discipline will be maintained. Children should walk in lines, bags and equipment should be placed neatly in an area so as not to cause a “tripping” hazard.

Wet corridors/ floors – It is the policy of the Board of Management of St Kevin's National School that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as is possible, after school hours to eliminate, the danger of slipping. Where floors are wet, warning signs regarding wet floors shall be used. Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather, and staff and pupils shall be told to use handrails when going up or down steps.

ACCESS TO SCHOOL

Insofar as it 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 before proceeding through 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.

The children will be advised of the dangers inherent with any construction work and will be advised by the class teachers and the principal of the need to "STAY AWAY". The children are forbidden from going near any construction site by the erection of safety fencing and from interacting with the workmen/women during the course of their work.

Roles and Responsibilities

Board of Management will oversee the implementation of the policy

- Safety Officer will see to the assessment of the policy annually
- Each member of staff will make known their concerns and observations regarding Health and Safety issues to the Safety Representative

Implementation Date

These procedures were reviewed by the Board of Management in Sept 2017

Timetable for Review

The Health and Safety Statement will be reviewed annually at the first staff meeting of the year

