



Health and Safety Policy/Statement
Crecora National School

Introductory Statement

This statement was formulated by the staff of Crecora N.S. during Croke Park hours in February 2015. All staff were involved.

Rationale

It is a legal requirement under the Safety, Health & Welfare at work Act 2005 for every employer, in conjunction with employees to prepare a Health & Safety policy. This policy represents Crecora National School Board of Management's commitment to safety & health, and specifies the manner, the organisation & the resources necessary for maintaining & reviewing safety & health standards.

The Board of Management will make this policy available to all employees, outside service providers & inspectors of the H.S.A. Crecora N.S. B.O.M. is cogniscent of its "duty of care" in this school and this is an integral part of our policy.

Relationship to Characteristic Spirit of the School

This policy will help to create a safe and healthy working environment for all members of the school community.

Aims

The Board of Management of Crecora N.S. wishes to ensure that as far as is reasonably practical:

- ◆ The design, provision and maintenance of all places in the school shall be safe and without risk to health.
- ◆ There shall be safe access to and from places of work.
- ◆ Plant and Machinery may be operated safely in so far as is possible.
- ◆ Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
- ◆ Staff shall be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of its employees.
- ◆ Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of its employees.
- ◆ Plans for emergencies shall be complied with and revised as necessary. (see Critical Incident Policy)
- ◆ This statement will be reviewed by the Board of Management on an annual basis, or as necessity arises.
- ◆ Employees shall be consulted on matters of health and safety.

- ◆ The Deputy Principal will act as staff safety officer.

The Board of Management of Crecora N.S. recognises that its statutory obligations under legislation extends to employees, students, to any person legitimately conducting school business, and to the public. The Board of Management may delegate some of the responsibilities to the principal, safety officer or another person.

Responsibilities of the Board of Management

In discharging its responsibilities, the Board of Management will:

- Make itself familiar with the requirements of the appropriate legislation and codes of practise.
- Create and monitor a management structure for health and safety.
- Ensure that there is an effective and enforceable policy for the provision of Health and Safety throughout the school and that this is implemented.
- Periodically assess the effectiveness of the policy and ensure through review that any necessary changes are made.
- Identify and evaluate risks relating to policy accidents and incidents.

In particular, the BOM undertakes to provide as far as is reasonable:

- A safe place for all users of the premises to work including safe means of entry and exit.
- School, equipment and systems of work that is safe.
- Safe arrangements for the handling, storage and transportation of substances.
- Safe and healthy working conditions that take account of appropriate statutory requirements, code of practise and guidance.
- Supervision, training and instruction so that all staff and students can perform their related activities in a healthy and safe manner.
- Provide safety and protective equipment & clothing with instruction and supervision where appropriate.

Responsibilities of Employees

All staff are expected to familiarise themselves with the Health & Safety aspects of their work and to avoid conduct that would put themselves or anybody else at risk.

In particular members of staff will:

- Be familiar with the Health & Safety Policy and all safety requirements laid down by the BOM.
- Ensure that staff, students, visitors & contractors are applying Health & Safety regulations, rules and routines effectively.

- See that all school machinery and equipment are in good, safe working order and adequately guarded and not make or allow improper of such school machinery and equipment.
- Use correct equipment and tools for the task to be undertaken and any protective equipment of safety devices which may be supplied.
- Report any defects on the premises, school, equipment and facilities to the appropriate person i.e. Principal, Safety Officer or caretaker via the Health & Safety logbook which the Safety Officer will keep in her room. It will also be brought to monthly staff meetings.
- Take an active interest in promoting health and safety and suggest ways of reducing risk.
- All teachers through the SPHE curriculum must ensure that children are regularly made aware of Health & Safety practises around the school premises.

Responsibilities of Principal

The Principal has the responsibility of the day to day development and implementation of safe working practices and conditions for all staff, students and visitors. The Principal will take reasonably practicable steps to ensure that the Health and Safety Policy is implemented.

Responsibilities and Entitlements of Safety Representatives (Section 25 Safety, Health and Welfare at Work Act, 2005)

Frances Barrett (deputy principal) is the staff Safety Officer of Crecora N.S. and will be responsible for the day to day implementation of the Health & Safety Policy & conduct reviews where appropriate in consultation with the Principal and the Safety officer on the Board of Management (Mark Leahy). The safety representative is entitled to:

- Represent the employees at the place of work in consultation with the employer in relation to health and safety.
- Inspect the place of work on a regular basis 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.
- Make representations to the employer on matters relating to safety, health and welfare.
- Carry Out an annual school audit using the prompt sheet in Appendix 2.
- Have a designated Health and Safety logbook which will be brought to monthly staff meetings. Any health and safety issues will be noted at these times.

Carrying out a Risk Assessment

Each year the Board of Management should ensure that a risk assessment is carried out by the safety officers, 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.

The following format from the HSA will assist in recording the process:

Hazards	Low/Medium/High risk	Risk to Persons	Action Taken	Person responsible	Date when reviewed
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Wet Corridors	Low	Fall	Principal to mop up when necessary	Principal	
PE Equipment	Low	Fall	PE equipment to be placed in correct place. Children not allowed access to PE store. PE store to be tidied regularly.	All staff	
Computers and Electrical leads	Medium	Bodily harm	Teachers to ensure leads are safe	All staff	
Metal barrier in yard near ESB box	Low	Bodily harm	Cover with protective padding	Principal/Caretaker	
Icy surfaces on a cold day	Low	Fall	Ice melt to be spread on frosty mornings	Principal	
Sharp branches of hedging around yard	Low	Scratches	Such branches to be cut by caretaker	Caretaker	
Statue in rear entrance	Low	Bodily harm	Keep children away from it and ensure it is kept close to the corner	All staff	
Fire Extinguishers	Low	Bodily harm	Ensure they are fastened to wall	School Community	
Untidy bags	Low	Fall	Ensure they are kept off passageways	Class teachers	
Steps outside door number 1	Low	Fall	Ensure children are supervised while using them	School Community	
HEALTH HAZARDS					
Rubbish disposal	Low	Ill health	Removed on a daily basis	Cleaners	
Toilets	Low	Ill health	Cleaned on a daily basis	Cleaners	
Sewage	Low	Ill health	Septic Tank emptied every two years. Annual service	Annua Company Caretaker Principal	
Headlice infestations	High	Infestation	Letters/emails/texts to parents to inform them.	Principal Secretary	
Childhood illnesses	Low	Ill health	Letters/emails/texts to parents to	Principal Secretary	

			inform them	Parents	
CHEMICAL HAZARDS					
Science chemicals	Low	Ingestion by children	Ensure they are kept in a box on a high shelf in the storeroom between Rooms 2 & 3	Principal Fifth Class Teacher	
Vermin poisons	Low	Ill health	Alphasan Company check regularly both inside and outside and a sign a log kept in the Secretary's office.	Principal Pest Patrol Company	
Medications	Low	Ingestion by children	Medication to be kept in a locked press in the staffroom. Some emergency anapens to be kept in teachers' locked drawer. Medications such as inhalers which may be in child's bag should be kept on class teacher's desk during day.	Principal Class Teacher	

To minimise these dangers the following safety/ protective measures must be adhered to (see duties of employee pages 1-2 of this document):

- (a) Access to and operation of plant/equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties. Copies of this Safety Statement will be sent to all contractors prior to contract by the Principal/Board of Management. Any other contractors entering the school must be shown a copy of the schools Safety Statement and shall adhere to its provisions.
- (b) In addition all such plant and machinery is to be used in strict accordance with the manufactures instructions and recommendations.
- (c) Where applicable Board of Management will ensure that members of the staff will have been instructed in the correct use of plant, machinery and equipment.
- (d) All machinery and electrical equipment are fitted with adequate safeguards.
- (e) Precautionary notices, in respect of safety matters are displayed at relevant points.
- (f) Ladders must be used with another person's assistance.
- (g) Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery

- (h) Board of Management will check that floors are clean, even, non-slip and splinter-proof.
- (i) Principal will check that PE equipment is stacked securely and in positioned so as not to cause a hazard.
- (j) Check that all PE and other mats are in good condition.
- (k) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. Board of Management Safety Officer and Staff Safety Representative.
- (l) Check that wooden beams, benches etc. are free from splinters and generally sound Vice Principal.
- (m) Check that vaulting horses, beams and benches are stable and do not wobble when in use. Principal.
- (n) Check that there are no uneven/broken/cracked paving slabs. Caretaker under Board of Management.
- (o) Check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained- Board of Management Safety Officer.
- (p) Teachers check that manholes are safe.
- (q) Check that all play areas, are kept clean and free from glass before use.
- (r) Check that outside lighting works and is sufficient. Board of Management.
- (s) Check that all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely. Board of Management Safety Officer.
- (t) Check that refuse is removed from building and is carefully stored outside. Principal

Procedures to Deal with Emergencies:

Emergency contact procedures:

- The secretary will be responsible for updating contact details on an annual basis. These details are kept on an IT system called Pupil Manager which sits on the PCs in the Secretary's office and the Principal's office. Paper details are kept in a box file on the secretary's desk. These are available to everybody. These details include contact details for parents, guardians and emergency contact numbers.
- The secretary also updates the "Text a Parent" database. This database may be accessed by secretary or principal in the event of a school emergency.

Fire Safety

- In terms of fire safety, the following measures will be taken:

Fire Issue	Responsibility of
Fire Drill	Safety Officer (at least one per term). All staff and pupils are made fully aware of the evacuation procedures.
Visible clearly marked signs e.g. exit, assembly point	Safety Officer and Caretaker
Supply and Servicing of Fire Extinguishers	Board of Management. All equipment is checked annually and records kept.
Exit routes to be kept clear	Principal and staff
A school plan to be displayed with assembly signs clearly marked	Safety officer
Class List available to take in the event of a fire	Class Teachers
Number of children absent in each class	Class Teacher
An Rolla	Principal
Unplugging of electrical equipment	Class Teachers---classrooms Secretary ----office Principal-----office Staffroom----Principal Common areas----Principal, Safety Officer and staff

Fire Extinguishers	One per room which are checked regularly by Apex company personnel
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Serious Accident Procedure & Accident Report Form

- All serious accidents must be reported in writing using the accident report form (see Appendix 1). A serious accident is one in which parents are contacted with regard to injuries sustained by a child. The completed forms are kept in a book called Accidents and Incidents which is stored in the filing cabinet in the Principal’s office. The Principal must be informed of accidents where deemed appropriate by the supervising adult/s. If the supervising adult/class teacher deems it appropriate to contact a child’s parents/guardians, either verbally or in writing, the Principal must be informed.
- Any accident in the school which results in a staff member or pupil being injured and unable to perform his/her normal duties for more than 3 consecutive days will be reported to the Health and Safety Authority. Such accidents will be reported by completing the online Accident Reporting from the HAS website www.hsa.ie. Accidents will be reported promptly—fatal or potentially fatal accidents will be reported immediately, by telephone in the first instance, while non fatal accidents will be reported as soon as practicable, in most cases within two weeks of the occurrence of the accident.
- Dangerous occurrences will also be reported to the HSA using form IR3 which can be downloaded from the Publications and Forms section of the Health and Safety Authority.

Critical Incident Policy

The school has a policy in place to deal with critical incidents. This deals with procedures to be adopted in the event of a critical incident occurring either on the school premises or away from the school site. These procedures are outlined in the Critical Incident Policy available in the Principal’s Office.

Exceptional Closures

In the case of exceptional closing, the website is used to disseminate information. Parents/Guardians are contacted via text a parent and notice is also given to the local radio (Live 95fm). The secretary will update these contact lists annually and the Principal and Secretary have access to the text a parent data base. Both will be responsible for sending exceptional alerts. The school twitter account will also be used to alert people.

Health Issues

Enrolment Form:

When a child has been accepted into the school the parents guardians are asked to complete an enrolment form. On this form is a section to allow parents to identify any allergies/illnesses of the child. On the website is a policy on the “Administration of Medicine” which outlines procedures that the school follows when dealing with such illnesses/allergies.

Managing Specific Health Issues:

When the school becomes aware of a child with a specific health issue, the parents/guardians are referred to the care plan which is part of the Administration of Medicine Policy. They are asked to complete the form and supply the school with any necessary medicines. They are also asked to provide training for the staff to make them aware of the implications of the illness. The Principal compiles a protocol to be used for this child. A photo is taken of the child. There is a press in the staff room dedicated to medical information. Here the specific children’s photos are displayed and a brief description of any necessary information/protocols along with any necessary medicines e.g. anapen, inhalers etc. A copy of this is kept in

a file in the Principal's office and another copy is circulated with the Pastoral Care Book. In this way information is disseminated among staff. The Deputy Principal is responsible for updating substitute information packs so that each substitute becomes familiar with this information on receiving this pack.

Sickness or Injury

Children who become sick during the day are monitored by the class teacher. If the class teacher deems it appropriate for the child to go home, either he/she or the school secretary contacts the parents/guardian. On collection, children are signed out by the person who collects him/her. If a child sustains a cut /injury not severe enough to warrant a call home, the secretary cleans the injured area and applies a plaster where necessary. A log is kept in the secretary's office of any child who receives a plaster and a note is sent home to inform the parents.

Illnesses and contagious infections:

When the school becomes aware that a child in the school has a contagious illness, a standard letter is issued to all parents in the class of the said child informing them of same.

Head Lice

When the school becomes aware of an outbreak of head lice, a letter /email is issued to parents of that class. Parents are asked to treat their children's hair as a preventative measure.

School hygiene

The school is cleaned by contract cleaners on a daily basis. Toilets are cleaned and a plentiful supply of toilet paper is available from the secretary's office. Liquid soap and sanitising gel is provided by the school. Children are encouraged to bring their own towels to school and to bring them home regularly for laundering. Towels are also provided by the school and are changed and washed on a daily basis. Sanitary bins are provided and changed regularly by an outside service. The cleaners are responsible for taking the rubbish to the bins. Cleaners/the caretaker put the bins outside the gate on Monday nights for collection. A book is circulated among all staff every Friday for jobs for the caretaker. He then looks after these tasks which often include jobs to enhance the general cleanliness of the school environment.

First Aid & Defibrillator Training

A number of staff members have a qualification in first aid and defibrillator including the secretary. The secretary checks the battery in the defibrillator every three months. She keeps a basic first aid box in her office and treats minor injuries as already explained. She is responsible for replenishing the box as the need arises. Ice packs are kept in the staffroom fridge. It is the responsibility of the BoM in Crecora to fund and organise training for interested staff members every two years.

Healthy Eating Policy

The school has a healthy eating policy which can be viewed on the website.

Safety and Welfare Issues

Pupils

Assembly and Dismissal of Pupils

Pupils are allowed on the premises from 9 a.m. They are supervised until 9.15. The Principal then blows the whistle and the children line up on the yard according to class. Each teacher collects his/her class from the yard.

Teachers accompany the Junior and Senior Infants children to the back yard at 1.55 p.m. Teachers wait with the children until they are collected. At 2.55 school ends. Children who have written permission to walk home exit through the front door and use the crossing point to safely cross the road. The rest of the children walk to the back door where they are supervised by teacher/s until they have been collected up to 3.05 p.m. A rota is in place for the supervision of these children. Any child still waiting to be collected after 3.05 p.m. waits near the front office.

Collection of Pupils and Leaving the premises during the day.

All parents/guardians must obey all signs on entering the school grounds. Parents are reminded at the start of every school year of the procedures of collecting children and parking. Written consent is required from parents of children who walk home. In particular, parents are advised to inform the school if anyone other than themselves is collecting a child or if the arrangement is different to what normally happens. Cars are advised to drive slowly on entering school grounds. They are asked not to park in the set down areas nor in the staff car park. They are also asked to observe the crossing point and not to park in the vicinity of the crossing point. Parents are advised to park in the nearby church car park and walk down to collect their children. Parents are regularly reminded to collect their children from the back gate of the school. Parents are regularly reminded on the need for safety in this regard in school newsletters.

Pupils leaving the premises during the day for a doctor or dental appointment etc. must get permission from the class teacher. Adults collecting such children must sign them in and out in a book at reception.

Supervision of Pupils

Pupils are supervised at all times. Two teachers and all SNAs supervise the children during break and lunch. Teachers patrol the corridor while the children eat their food between 12.45 and 12.55 p.m. SNAs supervise at designated rooms. When the bell chimes to give permission for children to exit, SNAs exit immediately and are on the yard and teachers ensure that all pupils have exited the building before exiting themselves. A roster is designed by Denise Dillon (POR) and clearly displayed on the staffroom. In the event of a teacher being ill or unexpectedly absent, teachers cover this absence in turn by seniority. For all other teacher absences, it is the responsibility of the supervising teacher to swop duty with another teacher. Should a teacher need to leave his/her room during the day, it is his/her responsibility to ensure they have asked the teacher in the adjoining room to keep an eye on his/her class.

The following policies should be read in conjunction to pupil safety and welfare issues. They are:

- Code Of Behaviour
- Anti-Bullying Policy
- Child Protection Policy
- School Tours/Outings Policy

Staff

Garda Clearance

All new and substitute staff must provide garda vetting which is kept on file. In addition, substitutes are obliged to provide a statutory declaration and sign a form of undertaking. These are kept on file in the Principal's office.

Workplace Environment

The BoM will ensure that a healthy working environment is provided. Ventilation will be adequate. Suitable chairs and desks will be provided. The temperature will be comfortable, normally above 17.5 degrees

centigrade. Adequate lighting will be provided. Adequate facilities for boiling water and taking meals will be provided. Smoking will not be permitted in our workplace.

Adequate facilities are provided in terms of toilets, sanitary bins, and a staffroom which is separate from the work area and where breaks are taken. An adequate supply of water, towels and soap must be available. All staff must co-operate in maintaining a high standard of hygiene in this area. A roster will be followed where each staff member is responsible for staffroom/kitchen duty. This duty requires that the staff member carry out the following duty at this time:

- Turns on the dishwasher and empties it on completion.
- Puts dirty towels into washing machine and transfers them to the drier.
- Empties the tray under the drier
- Empties the rubbish in the kitchen daily
- Cleans the microwaves
- Cleans and empties the fridge on Fridays.
- Cleans the kitchen table
- Cleans the sink and worktop area
- Changes the staff toilet towels

Members of staff are reminded that ;

1. A person who is under medical supervision or on prescribed medication and who has been certified for work, should notify the school of any known side effect or temporary physical disabilities which could hinder their work performance and which may be a danger to themselves or fellow workers.
2. A person on certified illness leave cannot be at work.
3. Staff are not allowed to attend the premises or carry out duties while under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary action.

Working alone in the building

Staff are encouraged to desist from being alone on the school premises. However, should the situation arise, staff should lock the outside door and keep the mobile phone with them at all times. The last person to leave the building should ensure that all lights are off, all windows closed, the door between the kitchen and the hall locked, the door to the school corridor locked and the office and strong room doors are locked. The last person to exit is also responsible for setting the alarm.

Security

Maintaining security is aimed at reducing the opportunity for unauthorised to enter the buildings through non-designated access points. The main gate to the yard must remain locked at all times. The front and side gates should be closed by staff if they are open. The two back doors are locked at all times apart from opening and closing times. This is to ensure that visitors can only gain access by using the front door. Visitors to the school are required to sign a visitors' book. Keys are left on the inside of the doors at all times in case of fire. The school is monitored by CCTV cameras. Overseeing the access and maintenance of this system is the responsibility of the Principal.

Equipment and Materials

Electrical Appliances:

It is the policy of the Board of Management of Crecora National School that all machinery, kitchen equipment and electrical appliances are only to be used by competent and authorised persons. Such equipment will be subject to regular maintenance checks.

Before using any appliance, the user should ensure that:

1. All safety guards which are a normal part of the appliance are in working order
2. Power supply cables/leads are intact and free of cuts and abrasions
3. Switch off appliances when not in use
4. Suitable undamaged fused plug tops are used and fitted with the correct fuse
5. Follow manufacturers guidelines
6. Follow official guidelines issued by the Health and Safety Authority

NB It is the responsibility of individual teachers to ensure all electrical equipment is turned off at the end of the day.

Chemicals:

It is the policy of the Board of Management of Crecora National School that all cleaning chemicals and detergents etc. be stored in clearly identifiable containers bearing instructions and precautions for their use. Cleaning materials will be stored in a locked area. This locked area is the first door on the left going down the corridor. Where appropriate, protection will be provided when handling cleaning agents & chemicals of any kind.

Other solvents such as toner etc. are kept in a press in the secretary's office. Children do not have access to this area.

Maintenance Equipment

Lawnmowers and other equipment associated with school maintenance are stored in the pump house. This room is a locked room outside the school. No children have access to this area. The caretaker and principal have sole access to this area.

Please note that the caretaker works on a part time basis.

Success Criteria

This policy will be deemed successful if accidents can be avoided and if all above procedures are followed.

Implementation Date:

These procedures will be implemented from _____.

Timetable for Review

The risk assessment will be carried out on an annual basis. In accordance with the HAS, a review will be carried out when any changes have been recommended to work practices, personnel, where a practice is no longer valid or under the direction from the HAS inspector. Apart from that, a review will take place in 2018.

Ratification and Communication.

This policy was ratified by the Board of Management on 23rd March, 2015. A copy will be given to each staff member and published on the school website. It will also be displayed at reception.

Signed on behalf of the Board of Management:

Chairperson: _____ Date: _____

Principal: _____ Date: _____

Safety Officer: _____ Date: _____
(Nominee of the Board of Management)

Safety Officer: _____ Date: _____
(Nominee of Staff)

The signed copy is kept on file in the Principal's office.

Appendix 1

Report on Accidents in School Environment

Name _____ Class _____

Date of Accident _____ Time of accident _____

Location of Accident _____

Staff on supervision at time of accident _____

Information regarding circumstances of accident

Witness 1 _____ Witness 2 _____

Any further information:

Action Taken:

Signature: _____ Date: _____

