



Health, Safety and Welfare Policy 2022

Health & Safety Statement

Introduction

A Health & Safety statement is required by law under the Safety, Health & Welfare at Work Acts (1989 & 2005). This Statement is prepared by the Board of Management (BOM) of Parteen N.S. to set out in writing a programme for safeguarding Safety, Health & Welfare of staff in Parteen National School. School settings are complex from a health and safety perspective. On one hand, the teachers are considered as 'employees of the school, with the Board of management being responsible for their safety as their 'employer'. On the other hand, teachers have a group of students who they are responsible for as guardians of minors. Both the teachers and the students are subject to risks that need to be managed. This policy represents the commitments of the BOM to provide a workplace, which is as safe and as healthy as possible for its employees who are in turn responsible for our student community. It specifies the organisation and the manner necessary for maintaining and reviewing safety and health standards.

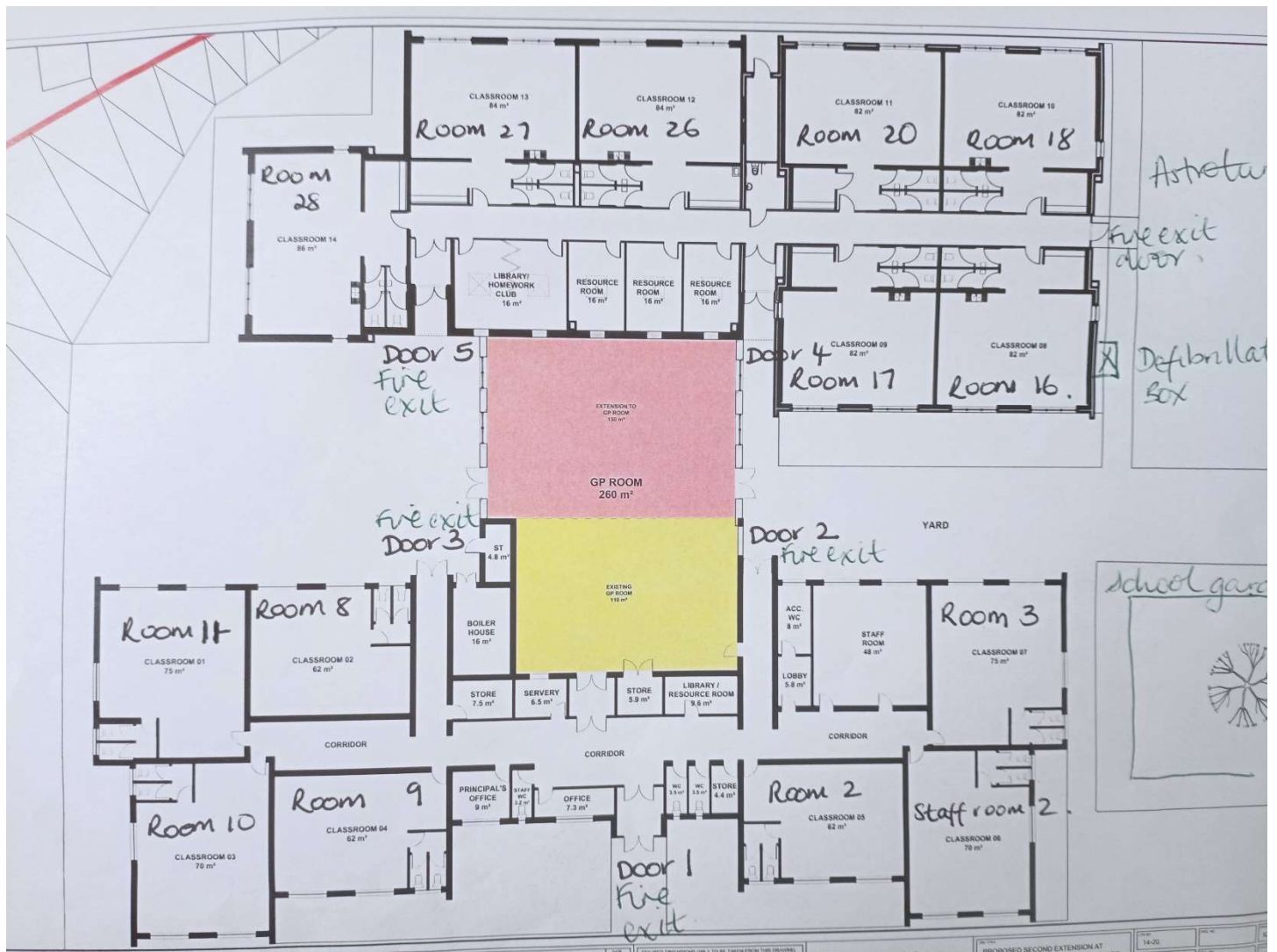
1.2 School Profile:

Our school is a dual-site building, both buildings approximately 8 metres apart. We have 294 pupils and 27 staff currently. We have 13 mainstream classes with 26 toilets, a



a multipurpose gym, a schoolyard, a playground, an astroturf, 8 support classrooms of which one has 2 adjoining toilets, 2 offices, cleaning cupboards, shed, 3 boiler rooms, 5 staff toilets, 2 of which are wheelchair accessible. All doors are fire proof throughout both buildings and external doors are secured
June 2022

with ACT fobs and access codes.



1.3 Resources for safety, health and welfare in the school:

- Security: all staff have ACT fobs to access the secure site
- Security: CCTV cameras in operation throughout the building operated by A and A alarms
- Fire Safety: fire extinguishers throughout both buildings checked annually by APEX fire.
- Fire Safety: fire doors throughout both buildings
- Fire Safety: fire drill procedures for all staff
- First Aid: Staff all trained in general first aid, 6 permanent staff certified to use Defibrillator

- First Aid: stock of first aid materials stowed in cupboard and shelves in corridor near Door 3. Daily re-stock of yard first aid box and 3 stocked travel first aid bags

Prep-pad wipes, plasters and large plasters, scissors, antiseptic gel, gloves, one-use ice packs, triangular bandages and safety clip, wound dressings, tweezers

- First Aid: Medical Noticeboard in Staff room informing use of medicines in Medicine Cabinet in Staff room. (Room 4 main building) Details of students' medical needs are displayed in three zones, asthma, allergies and epilepsy.
- First Aid: Staff record accidents in personal phones in First Aid Accident log cloud
- Defibrillator, for parish/community use, is stored in a case on the school wall adjacent to the Astroturf. The defibrillator is set up with the National Ambulance Service. All information is on display on the box and on the noticeboard in the Church.
- Accidents: Yard Assessment termly, Critical Incident Policy, Aladdin software for recording
- Hazards: Locked cupboards and Safety Statement for all potential hazards

1.4 Roles and responsibilities for safety, health and welfare

The BOM of PNS brings to the attention of staff, the following arrangements for safeguarding safety, health and welfare at work. Staff are reminded yearly to read and review the policy and once complete this is recorded. (Appendix 3) If new staff join during the year, Assistant Principal Saranne O'Rourke will invite them to read the policy. The policy is emailed in these cases for ease of access and referral. The policy is to be reviewed annually, or more frequently if necessary, in light of experience or changes in legal requirements. The safety statement will be re-examined by the Board on at least an annual basis. The safety statement requires the co-operation of all employees in order to be effective. All records of accidents and ill-health are monitored in order to ensure that any corrective measures required can be put in place to reduce the recurrence of such accidents and ill-health. The Assistant Principal will give the Board a summary of incidents as they arise.

The Board of Management of Parteen National School wishes to ensure, as far as is reasonably practicable, that:

- the design, provision and maintenance of all places in the school are safe and without risk to health.
- there is safe access to, and egress from, places of work.
- equipment may be operated safely.
- work systems are planned, organised, performed and maintained so as to be safe and without risk to health. (Yard duty rotas)
- staff are instructed and trained as necessary to ensure health and safety.
- protective clothing or other appropriate clothing are provided as necessary to ensure safety and health.
- plans for emergencies are complied with and revised as necessary.
- employees are consulted on matters of health and safety.

The BOM recognises that its statutory obligations under legislation extend to employees, pupils, student-teachers, to any person legitimately conducting school business off-site or legitimately conducting other business on the school premises. The Board of Management of PNS undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act 2005 are adhered to.

Duties of Employees

It is the duty of every employee while at work:

1. To take reasonable care for his/her own safety, health and welfare, and that of any person, who may be affected by his/ her acts or omissions while at work. Each employee has a duty to look after him/herself.
2. To co-operate with his/ her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
3. To use, in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided for securing his/her safety, health or welfare at work.
4. To report to the BOM without unreasonable delay, any defects in plant, equipment, place or work, or system of work, which might endanger safety, health or welfare.

5. The Chairperson of the BOM has a responsibility to ensure that all employees are not putting themselves in harm's way of the duties being undertaken.
6. Staff will inform school community of outing via email/Google Calendar
7. Members of staff who are pregnant will, with the Principal, discuss and complete the risk assessment for pregnant staff (Appendix 2).
8. h) Staff will carry out a risk assessment of the yard at the start of each term.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or other means or thing for securing safety, health or welfare at work. Employees using available facilities and equipment provided, must ensure that work practices are performed in the safest manner possible.

Role of In-School-Management Team

Health and Safety Officer	Saranne O'Rourke
Deputy Principal (OLCS)	Máiréad Guckian
DLP/Principal	Miriam Smyth
DDL P	Sheila Ryan
Lead Covid Representative	Olivia Parkinson

BOM will liaise with staff and consider further reasonable representations made on behalf of the staff.

Contractors:

Caretaker: Liam Quinn	087 2781767
Maintenance: Colin Beck	0868104099
A & A Alarms	0872588747
CCTV systems A & A Alarms	0872588747
ACT	
Acheson Boiler Services	0873285262
Munster Joinery	064 7751151
Pat Fitzgerald (rodents)	0878177016
Ryan's Locksmiths	061 414 173

Contractors & Access To School

Anyone entering the school premises must:

- identify themselves to a member of staff before gaining admittance to the school
- provide a copy of their current schedule of insurance.
- 'Visitors' to the school must follow certain protocols as laid out in 'Risk Assessment Covid-19'

Any contractor must make direct contact with the Principal or Assistant Principal, before initiating any work on the premises and be shown a copy of the Health & Safety statement applying to the school and must agree to its provisions. While work is in progress, noise shall be avoided wherever possible during school hours. The contractor and his/her work team shall not create any hazard, permanent or temporary, without informing the Principal/Assistant Principal and shall mark such hazard with suitable protection or at least with warning signs.

Any parent/guardian must present to the office. This ensures all interactions between visitors and staff/children come through safe channels.

1.5 Risk Assessments

Hazards

Hazards shall be divided into two categories. Those which can be rectified, will be dealt with as a matter of urgency. Those that cannot, will be clearly indicated and appropriate procedures listed beside them. All hazards shall be eliminated in so far as resources and circumstances allow.

The following hazards can be rectified and are considered by the BOM to be a source of potential danger and are brought to the attention of all concerned with the following safety/ protective measures to be followed by all/relevant staff

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|--|--|
| 1. Wet corridors | Staff clean floors outside of teaching hours
Staff clean any spills immediately and puts out signs |
| 2. Trailing leads | Staff keep leads as tidy as possible minimising risks of tripping |
| 3. Computers, desktops, laptops, tablets | Annual visit from consultant re desktop lead management
Staff maintain the lead management advice
Staff are careful with devices on and off site
Staff ensure students are careful with devices |
| 4. Visual display units | Staff careful with VDUs
Consultant can be called if damaged/faulty |

5.	Fuse Board	Caretaker/Electrician called
6.	Electrical appliances	<p>Appliances fitted with safeguards</p> <p>Staff use appliances in kitchen with care and caution</p> <p>Staff check power supply cables/leads are intact and free of cuts</p> <p>Staff ensure undamaged fused plug tops are used</p> <p>Staff unplug leads of appliances when not in use</p> <p>Staff are trained in use of plant, machinery/equipment</p> <p>Only trained staff use plant/machinery/equipment</p>
7.	External gas boiler	<p>Precautionary notices on display</p> <p>Only trained staff use boiler</p>
8.	Ladders	2 people use a ladder at all times
9.	Gardening tools in shed and in transit	<p>Staff overview the carrying of gardening tools</p> <p>Caretaker ensures all gardening equipment is stored safely</p>
10.	Surface of school yard	<p>Termly risk assessment of school yard</p> <p>Staff survey school yard daily, remove any items</p> <p>Students reminded to not touch broken glass</p>
11.	Playground	<p>Termly risk assessment of playground</p> <p>Staff survey playground daily</p> <p>Staff notify Assistant Principal personally or on Maintenance Doc</p>
12.	Protruding units and fittings	<p>Notify Assistant Principal personally or on Maintenance Doc</p> <p>Assistant Principal notifies Maintenance</p>
13.	PE equipment	All staff ensure PE equipment is stowed safely
14.	External stores	To be kept locked
15.	Icy surfaces on a cold day	Caretaker salt the yard at 8:30
16.	Drains/Roof/Guttering/Manholes	<p>Termly risk assessment of drains/roof/guttering/manholes</p> <p>Caretaker checks drains/roof/guttering weekly</p> <p>Staff notify Assistant Principal personally or on Maintenance Doc</p>
17.	Toilets	<p>Caretaker checks toilets weekly</p> <p>Staff notify Assistant Principal personally or on Maintenance Doc</p>
18.	Refuse	<p>Cleaners sort refuse daily</p> <p>Caretaker ensures bins are ready for collection and tidied away</p>
19.	Lighting	<p>Termly assessment of lighting</p> <p>Staff notify Assistant Principal personally or on Maintenance Doc</p>

*A detailed Risk Assessment in relation to COVID 19 has been undertaken by staff in 2020-2022 and approved by the BOM. This should be viewed in conjunction with the Health and Safety Statement.

Fire Hazard and measures the BOM has taken

1. The Board/Principal/Assistant Principal ensure all alarms are tested regularly and staff trained to deal with use of said alarms.
2. The Board ensures that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly (annually) serviced by authorised and qualified persons. Each fire extinguisher has instructions for its use. (Apex Dec 2021)
3. The Principal/Assistant Principal ensures that fire drills take place at least once per term. 2 designated members of staff are responsible for the running of said fire drill. Staff may receive notification and details of fire drill in advance of drill and sometimes they will not be notified.
4. Signs are clearly visible to ensure that visitors are aware of exit doors and routes.
5. All classroom doors and corridor doors are fire doors. All doors, corridors, and exits are kept clear of obstruction and are able to be opened at all times from within the building. Each teacher, who has an exit in the classroom, must ensure it is kept clear. Back and main doors must be free of obstruction.
6. The assembly point is in the yard as per morning duty.
7. In an effort to prevent a fire, all electrical devices should be left unplugged, when unattended for lengthy periods and when the building is empty, where practical. Teachers are responsible for their own classrooms. The Principal and the school secretary are responsible for their offices. The general kitchen area is each staff members' responsibility. Assistant Principal will email all staff in advance of breaks: Halloween, Christmas, Easter and Summer to unplug devices.
8. Any recommendations made by a Fire Officer in addition to these provisions will be implemented.
9. An outline of the fire escape plan is contained in the Critical Incident policy. In the event of a fire, only a person trained to extinguish a fire is responsible to do so.

Constant Hazards

Machinery, Kitchen Equipment, Electrical Appliances

It is the policy of the BOM that machinery, kitchen equipment and electrical appliances are to be used only by competent and authorised persons. Such appliances and equipment are visually checked at each use.

Chemicals

It is the policy of the Board that all chemicals, photocopier toner, detergents, etc be stored in clearly identifiable containers bearing instructions and precautions for their use. These are kept in a closed cupboard (cleaning rooms in both buildings) and where needed, protection is provided to be used when handling them.

Security

All entrance doors are secured with staff only having access to fobs. Principal has access to make the buildings secure in emergency situations. CCTV cameras in operation throughout the building.

Smoking

The entire school premises, both indoors and outdoors, is deemed a non-smoking premises to avoid any hazard of passive smoking and fire.

Broken Glass

Staff are asked to carefully remove broken glass. Class teachers should ensure that children are instructed to report broken glass to a teacher and are warned never to pick up broken glass or foreign items they may find on the yard.

Visual Display Units

The advice contained in the Health & Safety Authority's (HAS) guidelines on the safe operation of visual display units is followed. Any up-to-date information regarding hazards relating to the use of VDUs will be studied and recommendations and directives implemented.

Infectious Diseases and Head lice

It is the policy of the BOM that all infectious diseases should be notified to the school. Steps shall be taken to ensure the safety of staff and students against such diseases e.g. covid, measles etc. The BOM will endeavour to minimise the risk by adherence to the principles of cleanliness, hygiene and disinfection. ISM team and secretary will inform class groupings as necessary with health guidelines. The BOM will provide disposable gloves for use in all First Aid applications, cleaning tasks. Toilets and washrooms are provided at all times with a facility for the safe disposal of waste.

Specific COVID measures have been in place since 2020. These measures are under constant review.

First Aid

The first aid equipment is stored in the corridor near Door 3 in the old building, as outlined in 1.3 Resources

All staff are trained in *General First Aid* (April 2022). Training was delivered by Andy McNamara.

6 permanent staff members are Certified in the use of Defibrillator.

- (1) All incidents, no matter how trivial and whether to employees or to students or to members of the public, must be reported immediately to the member of staff on duty and/or the Principal. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. Staff members record medical incidents in the First Aid Accident Log cloud, accessed through personal phones.
- (2) Some students may need to be administered medication during the school day. This information is relayed through Assistant Principal Saranne O'Rourke. A database of medications for each academic year is stored digitally and displayed on Medical board. Each class teacher must familiarise themselves with their students' medication and administration of said medication.
- (3) A termly review of use by dates is carried out on medical supplies.

Student drop off zone and car park

Both the drop off zone and the church car park pose risks for our school community. Our school drop off area is a well observed one-way system. Congestion is lightened with the 8:50-9:00 window assembly time and with the school providing morning club from 8 am. Students are dismissed to their parents/guardians every evening by their class teacher. Students are encouraged to be road safe and take their time.

Staff Facilities

Tea and lunch breaks are taken in either the classroom (when the teacher is on out/inside supervision duty) or in the Staff Room.

Members of staff are reminded that:

- (a) A person, who is under medical supervision or on prescribed medication and who has been certified fit 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 either themselves or their fellow workers. The school will arrange or assign appropriate tasks for the person to carry out in the interim.
- (b) Staff members are not allowed to attend the premises or carry out duties whilst under the

influence of illicit drugs or alcohol.

(c) Members of staff will be required to sign a declaration stating that they do not have Covid-19 symptoms. Members of staff who display any symptoms of illness must not attend work.

1.6 Emergency procedures, fire safety, first-aid, accidents and dangerous occurrences

- Security emergency: Principal can lock all external doors until issue is resolved
- Fire Drill- termly
- First Aid administration policy: wear gloves and record on First Aid Accident Log in cloud
- Accidents and Dangerous Occurrences- see Critical Incident Policy
- Maintenance issues logged in Maintenance Shared Document

1.7 Instruction, training and supervision

- Health, Safety and Welfare statement addressed at first Staff Meeting every year
- Health, Safety and Welfare report at every Staff Meeting
- First Aid - General training: April 2022 and ongoing
- First Aid- Defibrillator certification for 8 staff (6 of whom are permanent) April 2022
- Fire Extinguisher training 2022/2023
- Yard Behaviour Committee and Procedures April 2022
- Shared Documents: Maintenance/Health and Safety in Google Suite

1.8 Communication and Consultation

It is the policy of the BOM, or the BOM representative, to consult with staff in an annual review of risk

assessments at the beginning of each school year. A copy of the safety statement is made available to all staff via email at the beginning of the school year.

Health, Safety and Welfare at work will be considered in any future staff training and development.

The Health & Safety Statement is displayed in a public place in the school. All staff members will be asked to read the Health & Safety Statement at the start of each school year and this will be recorded and dated. All work experience students and long term substitutes will be asked to read the Health and Safety Statement before commencing their role in our school. This will also be recorded (Appendix 3).

Contact Phone Numbers

Emergency Services	999/112
Mid-West Regional Hospital	061-301111
Roxboro Garda Station	061-419555
Henry St Garda Station	061-212400
ESB	061-414592
HSE Live	1850 241850

Review of this Health and Safety Statement

This statement shall be regularly revised by the Board of Management of Parteen NS in accordance with experience and the requirements of the Safety, Health and Welfare at Work Act 2005 and the Health and Safety Authority.

The Health and Safety Statement is also made available to all staff, who have been forwarded a copy and requested to read same.

Chairperson of BOM: _____

Date:

(The Health & Safety Statement was prepared by Assistant Principal Saranne O'Rourke in accordance with the Safety, Health and Welfare Act at Work Act 2005.)

Please note: *This plan is subject to change based on emerging needs .*

Revision History:

Revision	Date of Revision	Reason for Revision
A		
B		
C		

CONFIDENTIAL

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