

1. SAFETY AND HEALTH POLICY Safety and Health Statement

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect pupils, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, pupils, contractors and visitors to the school. It is based on the HAS guidelines for Primary Schools and our aim is to comply with the standards laid down in the guidelines.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff.

The Board of Management, as employer, undertakes in so far as is reasonably practicable to:

- a. promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
- b. provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- c. maintain a constant and continuing interest in safety and health matters pertinent to the activities of the school;
- d. continually improve the system in place for the management of occupational safety and health and review it periodically to ensure it remains relevant, appropriate and effective;
- e. consult with staff on matters related to safety, health and welfare at work;
- f. provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, pupils, contractors and visitors.
- g. The Board of Management is committed to playing an active role in the implementation of this occupational safety and health policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Signed:

Fr Peter Gallagher
Chairperson, Board of Management

Deirdre Kelly
School Principal

2. SCHOOL PROFILE

St Michael's N.S. is a co-educational primary school, catering for pupils from Junior Infants to Sixth Class.

The School operates under the Rules for National Schools which are drawn up by the Minister for Education and Skills. The school is under Catholic patronage and the Patron nominates a Board of Management for the school, comprised of nominees of the patron, parents, teachers and the local community.

3. ROLES AND RESPONSIBILITIES FOR SAFETY AND HEALTH

a. Board of Management

It is the Board of Management's responsibility to ensure the following:

- a) That a safety statement is set up & maintained in order to ensure that all work is carried out in accordance with the relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005 and that all reasonable, practicable measures are taken to avoid risk to staff members, pupils or others who may be affected.
- b) That a safety statement is set up & maintained in order to ensure that all work is carried out in accordance with the relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005 and that all reasonable, practicable measures are taken to avoid risk to staff members, pupils or others who may be affected.
- c) To oversee and review the implementation of the Safety Management System and the safety statement for the school.
- d) To establish a set of safety and health objectives.
- e) To receive regular reports on safety and health matters and matters arising from same are discussed.
- f) To review the safety statement at least annually and when changes that might affect workers' safety and health occur.
- g) To review the school's safety and health performance.
- h) To allocate adequate resources to deal with safety and health issues.
- i) To appoint competent persons as necessary, to advise and assist the Board of Management on safety and health at the school.

b. Safety Officer

It is the safety officer's responsibility, as the designated person for safety and health acting on behalf of the Board, to ensure the following:

- a) To comply with the requirements of the 2005 act.
- b) To report to the BOM on Health and Safety performance.
- c) To assist and review the implementation of the safety management system and the safety statement of the school.
- d) Review of H&S policies and H&S performance in a co-operated effort with the Principal and Safety Representative.
- e) Assist in the investigation of situations where there is reasonable fear of risk of personal injury to employees or students or where complaints have been made by

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employees, students and/or parents about potential hazards in a co-operated effort with the Principal and Safety Representative.

- f) To survey all accidents and incidents, overseeing their investigation by a competent person and all relevant statutory reports completed by a competent person.

c. School Principal

- a) To manage Health and Safety in the school on a day to day basis.
- b) To consult the Health & Safety Authority/inspector either orally or in writing about any aspect of Health, Safety and Welfare in the school and engage with the Health and Safety Authority/inspectors upon arrival at the school.

d. Safety Representative Role

A designated teacher with duties relating to Safety and Health must fulfil the duties as assigned, however ultimate responsibility for safety and health rests with the Board of Management as the employer.

The responsibilities of the Safety Representative in St Michael's National School are as follows :

- a) To organise fire drills, training, etc.
- b) To assist the Principal in the day to day management of Safety, Health and Welfare in the school.
- c) To facilitate regular communication with all members of the school community on safety and health matters.
- d) To discuss Health and Safety matters in confidence with other members of staff.

e. Staff Responsibilities

- a) To comply with all statutory obligations on employees as designated under the 2005 Act.
- b) To co-operate with school management in the implementation of the safety statement.
- c) To inform pupils of the safety procedures associated with individual subjects, e.g. Science, Physical Education (PE) etc.
- d) To ensure that pupils follow safe procedures and adhere to school policies.
- e) Conduct risk assessments of their immediate work environment. Formally check classroom/immediate work environment to ensure it is safe and free from fault or defect (Tool 8 HAS Guidelines on Safety, Health and Welfare in Primary Schools) https://www.hsa.ie/eng/Education/Managing_Safety_and_Health_in_Schools/Interactive_Risk_Assessments_%E2%80%93_Primary/Tool-8-A.pdf
- f) Check that equipment is safe before use
- g) Ensure that risk assessments are conducted for new hazards, e.g. new machine or chemical product.
- h) Select and appoint a safety representative.
- i) Co-operate with the school safety committee.
- j) Report accidents, near misses, and dangerous occurrences to relevant persons as outlined in the safety statement.

f. Safety Consultation Committee

- a) The internal safety consultation committee (principal, deputy principal, safety officer, safety representative) must ensure that the safety interests of all employees, pupils, visitors e.tc is represented in a structured manner.

g. Other school users

- a) Other school users, e.g. pupils and visitors should comply with school regulations and instructions relating to safety and health.

h. Contractors

Contractors must comply with statutory obligations as designated under the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007 and any other relevant legislation such as the Safety, Health and Welfare at Work (Construction) Regulations 2006.

- a) Schools must make available the relevant parts of the safety statement and safety file (where one exists) to any contractors working in the school on behalf of the school.
- b) Schools must provide the school regulations and instructions relating to safety and health.
- c) Contractors must make available relevant parts of both their safety statement and risk assessments in relation to work being carried out.
- d) Where schools are sharing a workplace with a contractor they must co-operate and coordinate their activities in order to prevent risks to safety and health at work.

4. RISK ASSESSMENT

Management recognises that its activities and buildings may present a health and safety risk and shall identify the areas where control measures are required in order to ensure a safe working environment.

Hazards will be identified in the school and risk assessments will be completed by management / safety Representative as required while all subsequent impacts, consequences & existing control measures raised will be reviewed & categorised into high, medium or low risk.

Management will subsequently ensure that all hazards identified are eliminated or controlled as far as is practicable so that they are reduced to an acceptable level.

St Michael's National School will place particular attention on the following:

- a) "Hazard" is taken to mean "any substance, article, material or practice which has the potential to cause harm to the Safety, Health or Welfare of employees at work".
- b) "Risk" means "the potential of the hazard to cause harm in the actual circumstances of use".

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- c) "Risk Assessment" is based on the linking of the probability of occurrence with the severity of loss and/or injury. In this exercise, risks are graded "High", "Medium" or "Low". This is to ensure prioritisation in the implementation of controls and allocation of resources.

St Michael's National School's working copy of this Safety Statement is located on file in the office. It will be available for viewing by any employee, parent or contractor. The Safety Statement will be introduced to all new employees during the induction period.

<u>Grade of Risk</u>	<u>Abbreviation</u>	<u>Characteristics</u>
High Risk	"H"	Possibility of fatality / serious / minor injury to a number of people. Possibility of significant material loss.
Medium Risk	"M"	Possibility of minor injury to a small number of people. Risk of some material loss. The possibility of a fatality / serious injury or significant material loss is unlikely although conceivable.
Low Risk	"L"	The possibility of injury or material loss is unlikely although conceivable.

4.1 General Hazards

The following hazards (in so much as can be identified) are considered by the Board of Management to be a source of potential danger and are brought to the attention of all concerned.

1. Wet corridors
2. PE Equipment
3. Trailing leads Computers
4. Guillotine
5. Projectors
6. Fuse Board
7. Electric kettles
8. Boiler house
9. Ladders
10. Excess Gravel on school yard
11. Protruding units and fittings
12. External store to be kept closed
13. Lawnmower locked in shed
14. Icy surfaces on a cold day
15. Windows opening out
16. Playground equipment

To minimise these dangers the following safety/ protective measures must be adhered to:

- 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 machinery and equipment.
 - d) All machinery and electrical equipment are fitted with adequate safeguards.
 - e) Ladders must be used with another person's assistance.

4.1 Constant Hazards

4.1.1 Machinery, Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of St Michael's National School that machinery, kitchen 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.

4.2.2 Electrical Appliances

Arrangements will be made for all appliances to be checked on a regular basis. Before using any appliance, the user should check that:

- a) All safety guards, which are a normal part of the appliance, are in working order.
- b) Power supply cables/leads are intact and free of cuts or abrasions.
- c) Unplug leads of appliances when not in use.
- d) Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- e) Follow official guidelines issued by the health and Safety Authority.

4.2.3 Chemicals

It is the policy of the Board of Management of St Michael's National School that all chemicals, photocopier toner, detergents etc. be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a specified area

4.2.4 Drugs and Medication

It is the policy of the Board of Management of St Michael's National School that all drugs, medications, etc. be kept in the secure cabinet in the office which is out of reach of children. (Refer to Policy for Administration of Medicines)

4.2.5 Welfare

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A Staff Room separate from the work area is provided, where tea and lunch breaks may be taken. Staff must cooperate in maintaining a high standard of hygiene in this area.

A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal must be available. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities must be available.

As per our Covid19 Response Plan hand sanitiser stations are now available at entrance, exit and in all classrooms.

Members of staff and students 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.
- b) Staff and students are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary action.

4.2.6 Highly Polished Floors/Slippery Surfaces

It is the policy of the Board of Management of St Michael's National School that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, after school hours to eliminate as far as possible, the danger of slipping. Attention is drawn to the possibility of outside paths and surfaces being affected by frost in cold weather.

4.2.7 Smoking

It is the policy of the Board of Management of St Michael's National School that the school shall be a non-smoking area to avoid hazard to staff and pupils of passive smoking.

4.2.8 Broken Glass

All staff members shall minimise the danger arising from broken glass. Staff are asked to safely remove broken glass if discovered and report immediately to the Principal.

4.2.9 Visual Display Units

It is the policy of the Board of Management of St Michael's School that the advice contained in the guidelines on the safe operation of visual display units, issued by the Health and Safety Authority be carefully followed. Any up-to-date information regarding hazards relating to the use of VDU's will be studied and recommendations and directives implemented.

4.2.10 Infectious Diseases

It is the policy of the Board of Management of St Michael's National School 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.

Covid19 Response Plan has been shared with school community and ratified by the Board of Management.

4.2.11 Access to 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 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.

4.2.12 Collecting Children

Collection:

Junior Infants and Senior Infants are collected at the front door at 2pm. To help ensure safety children travelling on school bus leave the premises before those travelling by car/walking.

Traffic Management:

- Please exercise extreme caution at all times when dropping off and collecting pupils.
- Consider carpooling with friends or neighbours to reduce traffic.
- Always reverse into a parking space rather than driving in and reversing out.
- Do not park close to the pedestrian crossing.
- Do not use the pedestrian area around the bus parking space for parking or set-down at any time as moving vehicles in this area pose a serious risk to all children as they enter and exit the school premises, whether they travel by bus or by car. This applies even when the bus is not in situ.
- Avoid doing a U-turn anywhere in the vicinity of the school.
- Please show consideration to other parents by exiting the car park promptly in the mornings as soon as you have dropped off your child. This will ensure that there will be spaces available for others to do likewise.
- A designated parking spot nearest to the front door may be used in the event of a person with a disability or reduced mobility, due to an accident or injury, wishing to gain access to the building.
- Children should be made aware of who is to collect them each day. If there any change of plan and a different person will now collect, the parents should contact the class teacher.
- If, due to a court order or protection order, access to a particular pupil or pupils is denied to another person, the school must be informed of this situation and furnished with a copy of the court order or protection order.
- It is important to pass on this information to child minders or anybody else who collects your child.

5 EMERGENCY PROCEDURES, FIRE SAFETY, FIRST-AID, ACCIDENTS AND DANGEROUS OCCURRENCES

5.1.1 Emergency procedures

The St Michael's National School Emergency response procedures have been developed in line with recommendations contained in the "Responding to Critical Incidents, Advice and Information Pack for Schools" and "Responding to Critical Incidents, Guidelines for Schools" (Dept of Education and Science/National Educational Psychological Service).

Emergency procedures have been prepared for fire, flood, bomb scare and other major incidents.

The emergency procedures set out clearly what is to be done, who is to do it, who will liaise with families, who will co-ordinate actions on the day (designated roles e.tc), follow-up care (where necessary) and local emergency service details etc.

“A critical incident can be defined as any incident or sequence of events, which overwhelms the normal coping mechanisms of the school and disrupts the running of the school”. Please refer to our schools Critical Incidents Policy.

5.1.2 Accidents and Injury

An accident and injury policy has been developed by St Michael’s National School which addresses the procedures to be followed in the event of an accident or dangerous occurrence (i.e. first-aid, doctor called, parents/guardians called, ambulance called).

The principle procedures included in the school policy for accidents and dangerous occurrences include the following:

- a) Standardised internal reporting and recording procedures for all types of accidents.
- b) Designated responsibility for ensuring that online reporting of accidents to the Health and Safety Authority is undertaken, i.e. IR1 and IR3 forms.
- c) Undertaking that all serious accidents are investigated and records are kept of such accidents
- d) Corrective action is taken where required.
- e) Reports of such actions are made available to the Board of Management.

5.1.3 Fire Safety

It is the policy of the Board of Management of St Michael’s National School that:

- a) The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly serviced by authorised and qualified persons.
- b) The safety representative in consultation with the school Principal will ensure that fire drills shall take place at least once a term.
- c) Fire alarms system is installed
- d) Assembly areas are designated on Basketball Court
- e) All heavy-duty electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The secretary and Principal are responsible for the office. Staff room is every teacher’s responsibility.

5.1.4 First Aid

Equipped First Aid Box is available to each staff member and further First Aid supplies are available in the office. Disposable gloves should be used by anyone administering first Aid. Accident Report form book is kept in the office.

6. INSTRUCTION, TRAINING AND SUPERVISION

It is the policy of St Michael’s National School to provide all necessary instruction, training and supervision to school employees in relation to safety, health and welfare at work. The Board fully supports any such training as required.

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Training will also be given on the job in specialised areas where staff may require the skills to ensure the high level of safety is maintained. All training on site will be co-ordinated by the Board of Management.

Course	Required Attendees
Induction Training	All new staff
Manual Handling	Caretaker N/A
Fire Drills/Awareness and use of Fire Extinguishers	All staff
Emergency Evacuation Training (Fire Drill)	All Staff
Child Protection Procedures	All Staff
First Aid Training	As required

7. COMMUNICATION AND CONSULTATION

It is the policy of St Michael's National School to bring the safety statement, in a form, manner and, as appropriate, language that is reasonably likely be understood, to the attention of:

- the school's employees, at least annually and, at any other time, following its amendment.
- newly recruited employees upon commencement of employment.
- other persons at the place of work who may be exposed to any specific risk to which the safety statement applies, e.g. contractors carrying out work at the school.
- parents/guardians and visitors to the school.

It is also the policy of the Management of St Michael's National School to consult with staff in preparation and completion of risk assessment, to give a copy of the safety statement to all present and future staff, and to convey any additional information or instructions regarding Health, Safety and Welfare at work to all staff as it becomes available.

8. REVIEW OF THIS SAFETY STATEMENT

This statement shall be regularly reviewed and revised as necessary by the Board of Management of St Michael's National School in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

This Policy Statement is in accordance with the Safety, Health and Welfare at work Act 2005 and subsequent amendments. This policy will be renewed **2024**.

Members of the Board of Management:

Chairman: Fr Peter Gallagher

Safety Officer: Bill Carty

Staff Nominee: Colette Toolan

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Principal: Deirdre Kelly

Board Members: Agnes Durkin, Edel Haran, James Mullarkey, Michael Cully

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Other important contact details are available to postholders via Leadership Admin File