

Policy statement on Health, Safety & Welfare at work of the Board of Management of

YOUGHALARRA NATIONAL SCHOOL

1.1 Board of Management members of *Youghalarra National School*

<i>Chairperson/Patrons Nominee:</i>	Pat Griffin
<i>Principal/Secretary:</i>	Denis Barry
<i>Teachers Rep:</i>	Mary O'Dwyer
<i>Treasurer/Parents Nominees:</i>	David Kyne Breda Conneally
<i>Community Nominees:</i>	Pat Stanley Marion Quigley

1.2 The Board of Management of *Youghalarra National School* will ensure that, in so far as is reasonably practical, the highest standards of safety shall prevail and that at a minimum, the provisions of the Health, Safety & welfare at Work Act, 1998 are applied.

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

- 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 opened safely in so far as is possible.
- Work system 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 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.
- This statement will be continually revised by the board of Management as necessity arises, and shall be re-examined by the Board on at least a regular basis.
- Employees shall be consulted on matters of health and safety.
- Provisions shall be made for the election by employees of a safety representative.
- To take such care of the pupils as sensible, careful and solicitous parent would take if placed in circumstances similar to those which pertain in a school (in loco parentis).

1.4 The Board of Management recognises that its statutory obligations under legislation extend to employees, students, any person conducting school business and the public.

1.5 The Board of Management of *Youghalarra National School* will ensure that the provisions of the Health, safety and Welfare at Work Act 1989 are adhered to:

DUTIES OF EMPLOYEES

1. It is the duty of every employee while at work:
 - a) 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.
 - b) 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.
 - c) To use in such a manner so as to provide the protective intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for his/her lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at work.
 - d) To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place or work, or system of work, which might endanger safety or welfare of which he/she becomes aware.
2. No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or other means or thing provided in pursuance or any of the relevant statutory provisions or otherwise, for securing safety, health or welfare or persons arising out of work activities.
3. Employees will, by using the facilities and equipment provided, ensure that work practices are performed in the safest manner possible.

CONSULTATION AND INFORMATION

It is the policy of the Board of Management of *Youghalarra National School*:

- a) to consult with staff in preparation and completion of the Health and safety Statement and of Hazard Control Forms,
- b) to give a copy of safety statements to all present and future staff,
- c) to ensure that any additional information or instructions regarding health, safety and welfare at work not contained in this document at present, will be included as soon as it becomes available and be conveyed to all staff,
- d) that health, safety and welfare will form an integral part of any future staff training and development plans.

HAZARDS

Hazards shall be divided into two categories. Those which can be ratified 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.

FIRE

It is the policy of the Board of Management that:

- 1) Fire extinguishers will be fitted and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use.
- 2) The Safety representative will ensure that fire drills shall take place twice a term as follows:
 - Last week of September
 - Last week of November
 - 1st week of February
 - 2nd week of March
 - 1st week of May
 - 1st week of June

The day and time is to be decided by the Safety Representative.

- 3) Exit signs shall be clearly marked and visible to ensure that visitors are aware of exit doors routes. (Staff safety Officer).
- 4) All doors and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building. Each teacher who has an exit in her/his classroom must ensure it is kept clear. P.E. hall and main door are the responsibility of the Principal to ensure they are free of obstruction.
- 5) A plan of the school shows assembly points outside the school.

The assembly points are as follows:

- | | |
|---|--|
| ✓ Junior Infants: | On path to church in designated, marked areas. |
| ✓ Senior Infants: | “ |
| ✓ 1 st : | “ |
| ✓ 2 nd & 3 rd : | “ |
| ✓ 4 th , 5 th & 6 th : | “ |
| ✓ Resource room: | “ |
| ✓ Learning Support room: | “ |

Procedure for evacuation:

- Blow whistle around school
- Remove children, in single file, to assembly points
- Each teacher checks bathrooms and cloakrooms
- At assembly point, an accurate roll call is to be taken
- No laughing or talking is permitted during fire drill to allow instructions to be heard
- Try fire extinguisher on small fire
- Call fire brigade if necessary
- With the exception of a search for missing person, no one is allowed to enter the school again for any purpose until drill is over.

6) All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. Staff room is every teacher's responsibility. Cleaner to check when cleaning.

7) All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

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).

01. Wet areas (toilets, exit/entry areas and grass)
02. Oil tanks
03. Fuse Board
04. Electric kettles
05. Boiler house
06. Ladders
07. Lawnmower
08. Garden shed
09. Icy surfaces on a cold day
10. Mats in halla
11. Windows opening out
12. Doors (catching fingers)

13. Avenue as a play area
14. Manhole at the back of first room
15. Doors under sinks
16. Basketball posts

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

- Access to and operation of equipment is restricted to qualified members of the staff. The Principal/Board of Management will send copies of this Safety statement to all contractors prior to contract. Any other contractors entering the school must be shown a copy of the school Safety Statement and shall adhere to its provisions.
- In addition all such equipment is to be used in strict accordance with the manufactures instructions and recommendations.
- 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.
- All machinery and electrical equipment are fitted with adequate safeguards.
- Precautionary notices, in respect of safety matters are displayed at relevant points.
- Ladders must be used with another person's assistance.
- Glass bottles are not to be used by pupils. Remove broken glass immediately on discovery.
- Board of Management will check that floors are clean, even, non-slip and splinter-proof.
- Emulsion polishes with non-slip properties will be used.

The Principal will check that:

- All PE and other mats are in good condition.
 - Wooden beams, benches etc. are free from splinters and generally sound.
 - Vaulting horses, beams and benches are stable and do not wobble when in use.
- The Board of Management's safety Officer and the Staff Safety Representative will carry out an annual inspection of furniture, floor, apparatus, equipment and fittings.
 - The safety representative will check that there are no broken/uneven/cracked paving slabs.
 - The Board of Management's Safety Officer will check that roof, guttering, drainpipes, etc. as far as can be seen are sound and well maintained.
 - Teachers check that manholes are safe.
 - All play areas, are kept clean and free from glass before use.
 - Outside lighting is sufficient and in working order
 - The Principal and Board of Management Safety Officer will check that all builders' materials, caretaker's maintenance equipment, are stored securely and that the external sheds are securely locked.
 - All refuse is removed from the building each day and is stored outside. Children will be encouraged to be litter conscious.
 - Children will not be allowed to play on grass during very wet weather.
 - No traffic allowed in schoolyard during school day except in exceptional circumstances.
 - Children will not be allowed to undertake messages beyond the ability.
 - Children will not be allowed to undertake messages outside of school grounds.

CONSTANT HAZARDS

Machinery, kitchen equipment, electrical appliances.

It is policy of the Board of Management 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.

ELECTRICAL EQUIPMENT

Arrangements will be made for all appliances to be checked on a regular basis at least annually by a competent person (i.e.) maintenance person, the supplier or his agent. Before using any appliance the user should check that:

- All safety guards that are a normal part of the appliance are in working order.
- Power supply cables/leads are in tact and free of cuts or abrasions.
- Unplug leads of appliances when not in use.
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- Follow official guidelines issued by Health and Safety Authority.

CHEMICALS

It is the policy of the Board of Management that all chemicals, photocopier toner, detergents etc., be stored in clearly identified 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.
(Secretary/Cleaner/Principal where appropriate).

DRUGS

Administration of drugs:

- 1) It is the parent's responsibility to arrange for the administration of medication to their children.
- 2) In the event of a child needing hospital treatment, the parents must first be contacted. If the parents cannot be contacted then a teacher takes the child to hospital

WELFARE

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A Staffroom separate from the work area is provided, where tea and lunch breaks may be taken. Staff must co-operate 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 water, towels and soap and sanitary disposal facilities must be available.

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. The school will arrange or assign appropriate tasks for the person to carry out in the Interim.
- 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.
- c) To prevent back injuries all latches/hinges on windows/doors etc will be kept well oiled.

HIGHLY POLISHED FLOOR

It is the policy of the Board of Management that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as possible, after school hours to eliminate as far as possible, the danger of slipping. Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather. Steep edges shall be fitted with clearly marked edges of a non-slip nature wherever practical.

SMOKING

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

HEATING AND VENTILATION

The heating system is regularly maintained and complies with the requirements of circular 24/82. Blinds of the window provide adequate shading from the sun. Windows are easily opened and provide for ventilation.

BROKEN GLASS

The Board of Management shall minimise the danger arising from broken glass. Staff are asked to report broken glass to the Principal so that it may be immediately removed.

INFECTIOUS DISEASES

It is the policy of the Board of Management 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.

HEALTH CHECKS

The Mid Western Health Board carries out periodic health checks on the pupils. In the interim the teachers are requested to be vigilant and to watch closely for signs of infectious viruses or bacteria in pupils. Similarly teachers should be watchful for epidemics such as hair infestation. Where necessary all precautions will be taken to protect the health and welfare of all pupils to the point of closing the school for a certain period of time should the need arise. Notes will be sent to all parents advising them if there is an infestation in the school. Parents will be reminded to comb/treat hair especially at holidays, breaks and weekends. The teacher or Principal will notify parents discreetly if infestation has been detected and will be discouraged from attending school until the problem has been dealt with. Children with infectious viruses etc are to be discouraged from attending school. It is important that teachers also find out if children in the class suffer from chest problems and if so use their own discretion in seating them away from chalk dust etc. Teachers themselves should be aware of the correct procedure for bending and the consequential back pain from incorrectly bending over poorly designed furniture.

FIRST AID

It is the policy of the Board of Management that limited first aid will be provided by the staff e.g. washing, drying applying plasters / icepack. The first aid boxes are situated in the Halla and should be returned after use. The first aid boxes will be properly equipped with:

- A variety of plasters
- Tape
- Cotton bandage
- Cotton wool
- Scissors
- Disposable gloves – which must be worn at all times when administering first aid.

In the case of serious accident, doctor will be called, parents called, in case of a parent not being contactable a teacher will accompany the child to the hospital if necessary.

The following are the phone numbers of the doctor, garda and hospital;

- **EMERGENCY;** **999/112**
- **DOCTOR;**
- **GARDA;** **067 50450**
- **HOSPITAL;** **067 31491**

All incidents, no matter how trivial and whether to employees, students or members of the public must be reported immediately to the Principal or staff Safety Representative. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. An accident Report File is to be maintained for the recording of all accidents and incidents by the safety Officer. All accidents will be recorded in an accident book with details of date/time/location/witnesses and action taken by the teacher on supervision duty at the time of the accident.

ACCESS TO SCHOOL

In as much 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 in the premises, shall be shown a copy of the safety statement applying to the school, and shall agree to its provisions.

While working 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.

COLLECTING OF CHILDREN

It is the policy of the Board of Management of *Youghalarra N.S.* that children who are brought to school and taken home from school by car should be dropped off and picked up in the church car park and allowed to walk down to the school and up from school via the path at the back of Monroe.

Junior and Senior Infants may be picked up after school at 2 p.m. at the school door until such time as parents & teachers feel that they are able to walk unaccompanied up to the car park.

Those children travelling to and from school by bus will be dropped and collected at the school gate. All parent/guardian/carers in the interest of safety must obey all signs upon entering the school grounds.

Cars are advised to drive slowly on entering school grounds when collecting children.

The Board of Management does not accept liability for loss or damage to cars parked in school grounds.

SUPERVISION OF PUPILS

School commences at 9.00 a.m. each morning. Children who are on the school premises from 8.55 a.m. to 9.00 a.m. will be supervised. No responsibility is accepted for children arriving before 8.55 a.m.

Classes end each day at 1.45 p.m. for Junior/Senior Infants and at 2.45 p.m. for all other classes.

Parents who wish to have their children escorted home should make their own arrangements to have them met at school closing time. The person to escort them should be at the school not later than 1.45 p.m. for Infants and be at the church car park not later than 2:50 p.m. for children of all other classes.

Children from 1st to 6th are supervised as they walk from school to the Church car park. The school is not responsible for children once they leave school premises.

In case of children travelling by the school bus, the school cannot accept responsibility for escorting them from the bus to the school or from the school to the bus. Those parents, who feel that their children need to be escorted on these occasions, should make arrangements to ensure that some escort is provided.

Your children are not safe and are not supervised if they are on or at school premises outside these times.

Teachers, who may be on the premises earlier or later than these times, are there for work purpose i.e. correction or preparation of school work/activities and are not there for supervision purpose.

School tours:

Parents/guardians must furnish a signed form indicating their consent to the pupil going on the trip, and also giving the teacher the right to authorise any medical or surgical procedure necessary.

(3) Action to be taken to avoid injury due to aggression/bullying:

Where obvious animosity exists between particular students, every effort must be made to keep them apart. This cannot, of course, be done on a permanent basis. However, if evidence can be produced that every effort has been made, and then it may assist in the defence of a claim, which may be brought against the teacher or the Board of Management for any injury suffered.

If at any time a student is found to be in possession of any item that could be considered to be an offensive weapon then it must be taken from him/her. In addition, it is essential that it be placed in an area where it cannot be easily retrieved.

If, in any game, there is an undue level of violence or very rough play, the game should be discontinued on the basis that if it is allowed to continue serious injury could result.

ACCESS TO EMPLOYEES IS BY CONSENT

When an employee feels at risk from or threatened by a particular person or persons on school property, this must be drawn to the attention of the Board of Management. The Board will undertake to ensure that in such circumstances all appropriate measures will be taken to protect the employee.

The Code of Behaviour in the school provides for a level of behaviour to minimise personal risk or stress to any employee.

It is the policy of the Board of Management of *Youghalarra National School* that arrangement will be made to ensure the protection of all staff and pupils from violent or disturbed children.

It is the policy of the Board of Management that when a **child who needs to be lifted** is enrolled in the school, suitable support services must be provided, arrangements made and training provided for the lifting of the child in order to minimise strain on staff.

SOUND POLLUTION

It is the policy of the Board of Management to minimise sound pollution – room to room, yard to room, field to room. When people are working on the premises with drills or other loud equipment they must wear protective earmuffs. All such work must, where at all possible, take place after school hours; otherwise the school will be closed while there is a threat to health and safety.

Revision of this safety statement

The Board of Management of *Youghalarra National School* shall regularly revise this statement in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Signed of behalf of the Board of Management:

Chairman: _____ Date: _____

Principal: _____ Date: _____

Safety Officer: _____ Date: _____
Nominee of BOM

Safety Officer: _____ Date: _____
Nominee of Staff

Policy statement in accordance with the safety, health and Welfare at work act 1989