**School Policy: Health & Safety**

**Scoil Phádraig, Corduff**

**Roll Number: 19736H**

**Introductory Statement and Rationale**

**(a)Introductory Statement**

This plan was formulated during school planning days and staff meetings by the whole staff, individual Class Teachers, Principal and Learning Support Teacher and Resource Teacher. A Health and Safety Audit was completed by two Safety Officers appointed by the Board of Management. This Health and Safety Audit informed the basis for this policy as well as all relevant Health and Safety legislation.

The Board of Management of Scoil Phádraig brings to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those employed and working in the school.

**(b) Rationale**

* To review the existing plan for Health & Safety
* To inform all staff members and employees of the necessary procedures to ensure their own welfare and safety and that of others
* To provide clarity and understanding for all employees of their rights and obligations in terms of Health and Safety within their place of work
* To inform all employees of emergency and accident procedures.

**Safety Audit**

The Board of Management accepts that this policy requires the co-operation of all employees. It shall be reviewed annually or more frequently if necessary according to the changes in relevant legislation.

A Health and Safety Audit will be carried out annually by two Safety Officers appointed by the Board of Management. The Safety Officer (s) will report to the Board of Management. The Board of Management accepts responsibility to ensure that all safety measures are monitored and that the welfare and safety of its employees are safeguarded.

**Accident / Incident Report Procedures**

All accidents involving school pupils are recorded in the Incident Report Book in the office. The Board of Management will be advised of all serious accidents and it will ensure that all safety measures required will be put in place to minimise the recurrence of such accidents and ill-health in future.

Accidents involving employees will be advised to the Board of Management with immediate effect or as soon as is reasonably possible so as to provide the Board of Management with the opportunity to respond appropriately.

**Responsibility of the Board of Management**

The Board of Management of Scoil Phádraig recognises its statutory obligations under legislation and that this obligation extends to employees, pupils, persons legitimately conducting school business and visitors/members of the public in the school premises for school related matters.

The Board of Management undertakes to ensure that the provisions of the Health, Safety and Welfare at Work Act 2005 are adhered to correctly.

The Board of Management wishes to ensure 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 and exit to and from places of work
  + Work systems shall be planned, organised safely in so far as is possible
  + 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 suitable 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
  + To place a sign at the entrance to the school with details relating to its responsibility towards persons who enter the school grounds without the consent of the Board of Management
  + Employees shall be consulted on matters of health and safety
  + There shall be two Safety Officers nominated to complete a Health and Safety Audit each year and report to the BOM.

**Duties of Employees**

It is the duty of every employee:

* To take reasonable care for his/her own personal safety and welfare and that of any person who may be affected by his/her acts or omissions
* To co-operate with his/her employer and any other person to such an extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions
* To adequately protect themselves by wearing protective clothing/equipment in the course of their work and/or performing their duties at work
* To report to the Board of Management without unreasonable delay, any defects in equipment, buildings, work systems etc., which may endanger the welfare and safety of others as well as him/herself

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, or work system which may endanger the health and safety of others including him/herself.

Any defects/faults detected by an employee in relation to appliances and/or protective clothing and equipment, shall be reported promptly to the Principal and Board of Management. The Board of Management shall then arrange for such faults/defects to be repaired by a specialist/professional.

Employees using facilities and equipment provided should ensure that work practices are performed in the safest manner possible (Please refer to the Safety, Health and Welfare at Work Act 2005).

**Consultation and Information**

It is the policy of the Board of Management of Scoil Phádraig to consult with staff in preparation and completion of Hazard Control Forms, to give a copy of the Health and Safety Policy/Statement to all present and future staff, and to convey any additional information or instructions regarding health, safety and welfare at work as it becomes available. Health, safety and welfare at work will be considered in any future staff training. First Aid Training for all employees is supported by this Board of Management.

**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 in the Health and Safety Audit. All hazards shall be eliminated in so far as resources and circumstances allow.

**Fire:**

It is the policy of the Board of Management of Scoil Phádraig that:

* Fire alarms shall be clearly marked
* Fire extinguishers shall be located in suitable places within the school.
* These fire extinguishers shall be serviced regularly by authorised and qualified persons. Each fire extinguisher shall have instructions for its use.
* The Principal shall arrange for a Fire Drill to be completed at least twice per year.
* Signs shall be clearly visible to ensure that visitors are aware of the exit doors and routes
* All doors, corridors and entrances shall be kept clear of obstruction and shall be able to be opened at all times from within the school building. Each teacher who has an exit in her/his classroom must ensure that this access area/exit area is kept clear and free from obstruction. This also applies to the GP Room, kitchen, staffroom and main entrance area.
* A plan of the school shows assembly points outside of the school
* The Assembly point is designated outside in the playground with a Fire Assembly sign to clearly indicate the place to assemble
* All electrical equipment shall be unplugged when unattended for lengthy periods of time and when the school building is empty. Teachers are responsible for the electrical appliances and equipment in their own classroom. The secretary and Principal, as far as is reasonably possible, are responsible for the office equipment. The staffroom is every teacher’s responsibility.
* The school cleaner is responsible for the electrical equipment and appliances that he/she uses
* The Principal shall be responsible for the Fire Drills and evacuation procedures
* All recommendations made by a Fire Officer in addition to these provisions shall be implemented in as far as reasonably possible.
* A fire blanket shall be available in the school kitchen

The following items are regarded by the Board of Management as sources of potential danger and have been noted by the Board.

* Wet/Slippery corridors
* Guillotine in the office
* Basketball nets in the yard
* Electric kettles
* Icy surfaces in severe frosty weather
* Boiler House
* Storage of the Ladder
* Fencing around the playground area outside
* Photo Frames to be securely attached
* Computer leads to the interactive whiteboard
* Threshold strips leading into some of the classrooms
* Doors into the classrooms a potential hazard for catching fingers.

A complete list is available in the Health and Safety Audit (attached)

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

**Chemicals**

It is the policy of the Board of Management of Scoil Phádraig, 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 safe area and out of the reach of young pupils.

**Drugs and Medication**

It is the policy of the Board of Management that the First Aid Kit be stored in a safe place. Medication is not administered to the children.

**Welfare**

To ensure the continued welfare of all the staff and pupils, a high standard of hygiene is maintained in school. Adequate facilities are available and sanitary disposal bins are also available. The water in the tap is cold but the cleaner has access to hot water for cleaning the floor. Soap is provided through a hand dispenser.

Members of staff are reminded:

* 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 disability which could hinder their work performance and which may be a danger to either themselves or their fellow workers.
* Staff and pupils are not allowed to be on the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable for disciplinary action.

**Polished Floors**

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.

**Severe Weather Conditions**

During severe frosty weather conditions, the Board will pay due attention to the safety and welfare of staff, pupils and parents using the car park and entrance to the school. Pupils will be advised to use the hand rails and salt will be spread onto the surface area affected so as to make the pathway safe to walk on.

**Smoking**

The school shall be a non-smoking area.

**Broken Glass**

Staff members are requested to report broken glass to the Principal and take reasonable precautions to have the glass removed immediately.

**Infectious Diseases/Hair Lice**

All infectious diseases shall be reported to the Principal and Board of Management and all necessary precautions shall be taken to prevent the spread of infectious disease. A high standard of personal and general hygiene shall be promoted and supported in order to prevent the spread of infectious disease and head lice.

**First Aid**

All incidents requiring First Aid shall be reported immediately to the Principal and recorded in the Incident Report Book.

In the case of a pupil, the parent will be informed of the incident and First Aid administered to the child. Medication is not administered to the pupils and Band-Aids, etc. are administered unless instructed by parents/ guardians not to do so.

**Access to School**

Any person entering the school premises shall be required to report to the school Principal or Secretary before gaining admittance to the school and also to identify himself/herself. Any contractor must make direct contact with the Principal before initiating any work on the premises. The contractor shall not create any hazard without informing the Principal and shall mark such area with warning signs or other suitable protection.

**Arrival and collection of children at school**

All parents/guardians must obey all signs upon entering the school premises.

Cars are advised to drive carefully in the area of the car park and not block access to the school gate/entrance area. Children shall be allowed enter the school yard at 9.10am. Parents are advised not to leave their children at the school before this time as teachers will not be able to supervise them.

**Roles and Responsibilities**

This policy will be supported, implemented and updated by all teaching staff and school employees on an on-going basis. It will be monitored on an on-going basis and evaluated at the end of each year

The plan will be reviewed by:

* Teachers
* Principal
* Board of Management
* Safety Officers

This plan was discussed at the staff meeting in September 2013.

This plan was ratified by the Board of Management at a meeting on:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson: Fr. Brendan McCague

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal: Ms. Pauline Clarke

Date for review: School Year 2014/15