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| Seir Kieran’s N.S.  **Uimhir Rolla: 11203B Fón: 057-9131158 E-mail:** [**seirkieransns@gmail.com**](mailto:seirkieransns@gmail.com)  Health & Safety Policy Statement |
| Introductory Statement  To meet moral, legal and ethical obligations for managing safety, health and welfare at work in compliance with Safety, Health and Welfare at Work Act 2005/20, and other relevant statutory legislation. The Board of Management of Seir Kieran’s National School will as far as is reasonably practicable, identify hazards and risks to teachers, students, contractors and visitors in the workplace and take all measures that are reasonably expected to eliminate such hazards and reduce risk to a minimum in the school buildings and surrounding grounds. This policy was initially drafted in 1992 and revised on several occasions. The policy was recently redrafted through a collaborative school process and was adopted by the Board of Management in September 2022.  Rationale  It is a legal requirement under the Safety, Health and Welfare at Work Act, 2005/20 for every employer, in conjunction with employees, to prepare a Health and Safety Statement. It represents the Board of Management (BOM)’s commitment to safety and health, and specifies the manner, the organisation and the resources necessary for maintaining and reviewing safety and health standards.  The BOM wishes to document their health and safety programme and make it available to all employees, outside services providers and Inspectors of the Health and Safety Authority. The Board of Management must also consider its ‘duty of care’ in the school and this must be an integral part of any Health and Safety policy. |

Aims

* to create a safe and healthy school environment by identifying, preventing and tackling hazards and their accompanying risks
* to ensure understanding of the school’s duty of care towards pupils
* to protect the school community from workplace accidents and ill health at work
* to outline procedures and practices in place to ensure safe systems of work
* to comply with all relevant health and safety legislation (so far as is reasonably practicable) to include the following areas
* Provision of a safe workplace for all employees – teachers, SNAs, secretary, caretaker, etc.
* To ensure competent employees, who will carry out safe work practices
* Safe access and egress routes
* Safe handling and use of hazardous substances and equipment
* Safe equipment including maintenance and use of appropriate guards
* Provision of appropriate personal protective equipment.

**POLICY STATEMENT ON SAFETY, HEALTH AND WELFARE AT WORK OF THE BOARD OF MANAGEMENT OF SEIR KIERAN’S N.S.**

The members of the Board of Management of Seir Kieran’s N.S are

* Chairperson: John Kirwan
* Treasurer: Ethel Carroll
* Other Board Members: Mr. Dunne, Ms. Murphy, Fr. Michael Reddan, Michelle Makim, Emmett Scully and Paddy Connors.

The Board of Management will ensure that, in so far as is practicable, the highest standards of safety shall prevail and that, at a minimum, the provisions of the Safety, Health and Welfare at Work Act, 2005/20 are applied.

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

**Responsibilities of employer – (Board of Management)**

*(See Solas, December 2005)*

* Provide and maintain a workplace that is safe and do likewise for all machinery and equipment etc.
* Manage work activities to ensure the safety, health and welfare of employees.
* Covid 19 in particular presents many risks and challenges for our school. These risks and challenges are specifically addressed within our School Re-opening Plan. We will keep this plan under constant review and updated in line with any Public Health advice which is provided.
* Ensure that risks are assessed and hazards are eliminated or minimized as far as is reasonably practicable
* Prepare a safety statement and regularly update it, particularly when there have been significant changes or when the risk assessment is no longer valid
* Provide and maintain decent welfare facilities for employees
* Prepare and update procedures to deal with an emergency situation and communicate these procedures to employees
* Appoint a competent person to oversee the functions of the Board in relation to Health & Safety.???
* Report serious accidents to the Health and Safety Authority
* Consult annually with employees and provide them with information in relation to safety, health and welfare
* Require employers from whom services are contracted to have an up to date safety statement *(e.g. painters, contract cleaners, bus companies…)*
* The Safety Officer appointed by the Board of Management is Emmett Scully.
* The provision of instruction to staff on proper lifting techniques of pupils and dealing with pupils with challenging behaviour when such children are enrolled.
* The provision of such information, instruction, training and supervision as is necessary to ensure the safety and health at work of its employees.
* The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at works of its employees
* The safety and prevention of risk to health at work in connection with use of any article or substance.
* The provision and maintenance of facilities and arrangements for the welfare of employees at work.
* Obtaining where necessary, the services of competent persons for the purpose of advising on the safety and health at work of the employees e.g. Advisors from the HSE, Fire Officers, ICT Advisors re-equipment, ergonomics etc.

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

The Board of Management of Seir Kieran’s N.S will ensure that the provisions of the Safety, Health and Welfare at Work Act, 2005/20 are adhered to.

* It is the responsibility of the Board of Management, Principal teacher, other teachers and employees of Seir Kieran’s N S. to ensure that this policy is implemented.
* The Board of Management and all staff working in the school are responsible for complying with this policy.
* The Board of Management are responsible for the evaluation and audit of this policy.
* The Principal and other teachers are responsible for auditing this policy under the direction of the BoM and the health and safety representative of the school.
* The School Safety Officer will report to the Board of Management
* The School Safety Officer may delegate some duties to one or more staff members, however overall responsibility for safety, health and welfare cannot be delegated and remains with the Safety Officer. Overall responsibility for safety, health and welfare in the school rests with the Board of Management.
* The Safety Representative (usually a member of the teaching staff or Board of Management) will consult with and make representation to the principal or the Board of Management on safety, health and welfare matters relating to employees in the school.

**CONSULTATION & INFORMATION**

It is the policy of the Board of Management of Seir Kieran’s N.S :

* To consult with staff in the preparation and completion of the Health andSafety Statement.
* To make available the *Health &* *Safety Statement* to all present and future staff.
* That any additional information or instructions regarding safety, health and welfare at work not contained in the document will be conveyed to all staff as it becomes available.
* That Health, Safety and Welfare will form an integral part of any future staff training and development plans.

**Responsibilities of employees**

Health and safety is everyone’s business. As a worker you have legal duties designed to protect you and those you work with *(Solas, December 2005)*.

Responsibilities include:

* Not to be under the influence of an intoxicant to the extent that they endanger your own or other persons’ safety. To submit to tests for intoxicants as and when regulations specifying testing procedures are adopted
* To co-operate with an employer or other people to ensure that the Health and Safety law is implemented
* Not to engage in improper conduct that will endanger you or anyone else
* To attend Health and Safety training and correctly use any equipment at work
* To use protective clothes and equipment provided
* To report any dangerous practices or situations that you are aware of to an appropriate person
* Not to interfere or misuse any safety equipment at your workplace
* If you are suffering from a disease or illness that adds to risks, to tell your employer.

**Entitlements of safety representative**

*(Section 25 Safety, Health & Welfare at Work Act, 2005/20)*

The safety representative has the right to:

* Represent the employees at the place of work in consultation with the employer on matters in relation to health and safety
* Inspect the place of work on a schedule agreed with the employer 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
* Accompany an inspector carrying out an inspection at the workplace
* Make representations to the employer on matters relating to safety, health and welfare
* Make representations to and receive information from, an inspector
* Consult and liaise with other safety representatives in the same undertaking.
* The designated Safety Representative of Seir Kieran’s N.S. is Ms. Fiona Birmingham

**HAZARDS**

All staff will complete Hazard Control Forms (Appendix 3) as hazards are identified. A checklist of possible hazards to raise awareness and aid identification is attached to the policy. (Appendix 2)

Some hazards can be rectified but others remain constant.

Hazards that can be rectified or minimised will be dealt with as a matter of urgency. Hazard Control Forms will be posted on the Staffroom Noticeboard. When a Staff Member notices a hazard, he/she will use the form to notify the Safety Representative, who will rectify the issue and sign with date and time of when the issue was resolved. Those hazards that cannot be rectified will be clearly indicated and appropriate procedures listed beside them.

The Board of Management in consultation with the employees will review and make recommendations on the elimination of hazards

Carry Out a Risk Assessment

Each year, the Board of Management should carry out a risk assessment, identifying hazards, assessing the risks and specifying the actions required to eliminate or minimize them. The safety representative together with the staff will assist in carrying out the risk assessment by using the checklist Appendix 2 .Hazards may include physical, health, biological, chemical and human hazards. Using the HSA format in Appendix 3/4 hazards, risks and actions taken can be recorded.

As part of the general approach to safety, other policies & practices which have a bearing on safety, health and welfare will need to be put in place and communicated to employees, pupils, parents and others using the premises. Some examples are given below. These need to be monitored and updated regularly e.g. an annual fire safety audit or school environment audit (Appendix 4*)*

Health and safety should be considered when any policy/plan is being drawn up e.g. PE, Visual Arts, School Excursions, etc.

The duty of care must also be considered in all areas and aspects of school life.

In the case of Covid 19, the school has carried out a specific risk assessment which can be viewed along side our School Re-opening Plan.

**Procedures to deal with emergencies**

* Emergency contact procedures
* Parents/Guardians contact details are updated annually and kept on the office noticeboard where all staff can access them.
* Each family is asked to provide the school with at least two contact names and phone numbers which can be used to contact them in an emergency.
* Serious Accident Procedure & Accident Report Form

A report must be made to the HSA in respect of the following types of incident:

* An accident causing loss of life to any employed or self-employed person if sustained in the course of their employment
* An accident sustained in the course of their employment which prevents any employed or self-employed person from performing the normal duties of their employment for more than 3 calendar days not including the date of the accident
* An accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment.
* Critical incident
* We have a critical incident policy in our school
* Exceptional closures

If the school has to close for exceptional circumstances a list of contact numbers is consulted. Every effort will be made to contact the relevant people as soon as the decision to close has been made. We will use contact numbers for parents in the office for this purpose

**SPECIFIC HAZARDS**

**Fire**

* Fire-drill and school evacuation
* Fire drills are carried out at least once a term.
* All staff are advised of the emergency procedures and designated assembly areas and in turn asked to advise pupils in their class of same.
* Assembly points are clearly marked
* All evacuation procedures are displayed on doors /walls of rooms. These are reviewed regularly and revised as necessary.
* New staff /pupils are shown assembly areas and asked to familiarise themselves with evacuation procedures on arrival in school by the health and safety representative. In the case of new pupils the class teacher is asked to explain the procedures.
* 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. Each fire extinguisher must have instructions for use clearly displayed on the piece of equipment.
* The Safety Officer of Seir Kieran’s National School will ensure that fire drills shall take place at least once per term and a written record maintained of all fire drills including names of teachers and students absent on the day of the fire drill. (Appendix 4B)
* An assembly area is designated.
* The teacher in each classroom will be responsible for fire evacuation and fire drills procedures. On hearing the fire-alarm the children will stand in their “line”. The class teacher will check the room and toilets to make sure all the children are ready to exit. Children will exit the school in an orderly fashion and proceed to the assembly area. SET teachers will accompany the children in their care at that time to the designated area. The teachers will close the doors as they exit. Children line up in their class groups and the Rolla is called.
* All doors, corridors, and entrances shall be kept clear of obstruction and shall be able to be opened at all times from within the building.
* Exit signs are clearly marked.
* All electrical equipment be unplugged or turned off outside school hours and when classrooms are vacated for lengthy periods.

**CONSTANT HAZARDS**

**Electrical Appliances**

* It is the policy of the Board of Management of Seir Kieran’s N.S that only competent persons use Electrical Appliances. Such appliances and equipment will be subject to regular maintenance checks.

**Chemicals**

* It is the policy of the Board of Management of Seir Kieran’s N.S. that all chemicals, detergents etc., be stored in clearly identifiable containers bearing instructions and precautions for their use and kept in a locked area, and protection provided for use when handling them.
* In the event of a chemical accident involving adults or children in the school immediate first aid must be given and prompt or immediate medical help sought by a registered medical practitioner or attendance at the emergency department of the nearest hospital.
* A chemical accident may include exposure to chemicals by way of spillages of detergents either directly on the skin, splashes to the eyes, or by ingestion and/or inhalation which causes irritation, illness or injury or exacerbation of an existing medical condition.
* The usual protocols following any accident involving a child/pupil at the school must be followed i.e. parents/guardians informed as soon as possible, administration of first aid by a person qualified in first aid, seek medical attention and fill out an accident report form. (Appendix 5)
* A full follow up investigation must take place to determine the cause and any action taken to prevent a recurrence must be clearly documented on the accident report form.

**Wet Floors**

* It is the policy of the Board of Management of Seir Kieran’s N.S. that the washing of floors is conducted after school hours to ensure, as far as is reasonably practicable, elimination of danger of slipping.
* During heavy weather condensation can cause floors to become slippery.

**Classrooms**

• All whiteboards and display units must be stable and fixed.

* Classroom furniture must be positioned safely and any damaged or broken furniture must be reported immediately.
* All shelves and mountings in classrooms, store rooms and general purpose rooms must be secure at all times. Any faults must be reported immediately if there is a risk to staff or pupil safety.
* Any sharp utensils e.g. scissors, knives etc. that may be used for Arts/Craft/Science must be used under strict supervision of the teacher

**Accidents and Injuries**

* However vigilant the school staff is in relation to pupil safety, accidents will happen and correct procedures in the event of accidents can prevent or minimise injuries.

**Health issues**

* Enrolment Form
* On our enrolment form we have a section for any allergies/illness which a pupil might have to be reported
* The school informs parents/Guardians of procedures which will be followed in the event of their child becoming ill or injured in an accident.
* Managing specific health issues
* School enrolment forms are used to inform staff of health issues in relation to certain pupils. The principal with the permission of parents/guardians may inform staff as required.

* Administration of Medication
* We have in place a policy on the administration of medicines.
* Sickness or Injury
* If pupils become sick or injured in school the teacher will make every effort to contact the parents/guardians or the two alternative numbers provided on the pupils enrolment form .If they cannot be contacted a doctor or ambulance will be called for if deemed necessary.
* Illnesses and contagious infections such as rubella, chicken pox etc:

See ‘Infectious diseases in the Primary School: Health Service executive (H.S.E.) also Covid Response Plan for school.

* Head-lice
* If a report of headlice is received, a letter will be circulated to all families.
* School hygiene
* Each classroom has its own toilet and washbasin. Each pupil /staff member is expected to flush toilet, wash and dry hands after using the bathroom. An adequate supply of soap, paper towels etc is supplied.
* Sanitising Units are provided in each classroom.
* General cleanliness of school environment
* Our school has its own cleaner who attends to all aspects of the cleaning of our school interior. We have a fortnightly bin collection.
* Adequate provision for disposal of sanitary towels must be provided.
* All toilets, bathrooms, sanitary and washroom facilities must be suitable and fit for purpose and be maintained in a clean and hygienic manner reducing the risk of infection.
* All classrooms must be hovered/swept regularly and floors washed with appropriate detergents to avoid the risk of infection to pupils and staff.
* All hard surfaces must be washed regularly to avoid the build-up of dust and any substances that could potentially pose a threat of infection to pupils or staff.
* First Aid
* A First Aid box/kit is kept in the staffroom and regularly checked and items replaced as necessary.
* Healthy eating:
* Our school promotes Healthy Eating (refer to school’s SPHE plan)

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* Water
* We have an adequate supply of clean drinking water.
* Clothing/protection
* In the event of special activities/circumstances staff/pupils /Parents/Guardians are advised of specialist/protective clothing which may be required. Persons not having same will not be permitted to participate in such activities e.g. hurling helmets
* Covid 19
* We have a Covid Response Plan in place to deal with the risks and challenges which Covid presents.

**Safety and welfare issues**

All visitors report to the school secretary upon arrival. We have a security door which restricts visitors from entering the main building without authorisation.

**Access to Employees.**

* Access to staff is by consent. If a staff member feels at risk from or threatened by a particular person on school property, this must be drawn to the Board of Management’s attention. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees.

**Visitors to the School**

Persons coming onto the school premises must identify themselves clearly to whoever answers the door before gaining admittance to the school premises. Any contractor should make direct contact with the Principal before initiating any work on the school premises. All outside facilitators, teachers, coaches etc. who are delivering workshops to pupils will do so under the supervision and direction of the class teacher. Any outside professionals working with children without such supervision must have appropriate qualifications and Garda vetting.

**Pupils**

* Assembly and Dismissal of Pupils
* Pupils are dropped in the carpark and a teacher will be at the gate from 8.45am to receive them. They will go directly to their own classroom where a teacher will supervise them until school begins.
* In the evenings Junior and Senior infant pupils are escorted by their teacher to the front entrance to be collected by parents/guardians or designated person.
* Pupils from 1st to 6th exit in assigned groups from G.P. room under the supervision of class teacher to be met by parents/guardians.
* Any pupil whose parents/guardians are not in the car park will be asked to remain in the school building under teacher supervision until their parents/guardians are contacted.
* A special space is reserved for busses in the car park. Teachers have also been assigned parking spaces to aid with free movement of safety. Pupils are requested to walk from their car to the school on the footpath.
* Pupils leaving the school premises during the school day e.g. dentist or doctor appointment
* Pupils who need to leave the school during the day must be collected from the school by parent/guardian. Pupils who need to leave school premises during the day are required to present a written explanation for same. Parents will collect from school lobby having informed school secretary of their arrival.
* Supervision of Pupils:

See Guidelines from *Allianz* website, [www.allianz.ie](http://www.allianz.ie)

* In the event of a teachers absence pupils will be accommodated in other classrooms. Every effort will be made to employ a substitute teacher as soon as possible.
* A rota for supervision of pupils in the playground is displayed in the staffroom. The roster is kept for one year as part of school records.
* Incident / accident book
* The teacher on duty will write a report of any serious incident/accident in the accident report book which is kept in the office and also fill out the accident report form.
* Code of Behaviour and Anti Bullying Policy:

Refer to school’s policy for dealing with behaviour which causes a risk to others

* Allegations or Suspicions of Child Abuse: Refer to Child Protection Policy. The school’s Child Protection Policy, in line with Child Protection Guidelines, must be followed in the case of an allegation or suspicion of child abuse. All staff are required to keep a copy of this policy in their classrooms.
* School tours / outings:

Refer to school’s policy on school tours

**Staff**

* Garda clearance
* All new employees must have Garda clearance before commencing employment. This will form part of the duties of the BOM .The staff and BOM through its awareness of the various policies will endeavour to maintain a high standard of duty of care.
  + Positive Staff Relations:
* By involving all staff in decision making and policy formulation we will strive to promote positive staff relations. Ensuring good communication practices will also promote this.
* Policies are available for all staff relating to bullying and/or harassment.
  + Assaults on Teachers/School Employees:

See CPSMA Management Board Members’ Handbook

* Our code of discipline and our anti bullying policy help to maintain and create a culture where acts of violence are not tolerated
* If an incident occurs, procedures for reporting a grievance are followed.
* We are fortunate to work in premises which are comfortable and safe. If improvements are required these are reported firstly to Safety Representative who then reports to the teacher’s representative on the BOM. These are then brought to the attention of the BOM.
* Staff are not trained to operate fire equipment.
* The caretaker is provided with appropriate safety gear
* Proper procedures are followed by cleaners. For example, vacuum cleaner leads not trailing on the floor, wearing of protective clothing, etc.

**Safe moving and handling**

* The BoM is responsible for providing training to all staff in relation to safe moving and handling of objects or loads in the work place.
* All staff are required to adhere to the safe principles of lifting, moving and handling of objects or loads in the work place and have a responsibility to report to the health and safety officer within the school any issues or areas of risk that might cause injury while persons are engaged in moving and handling within the classroom or school.
* The BoM has overall responsibility when purchasing stock or materials for use in the school and must ensure that items purchased can be safely handled and transported without risk of injury to staff.
* The BoM are responsible for providing appropriate equipment for the safe transport/transfer of heavy loads, ie an approved trolley or hand truck etc.
* All staff must take particular care when lifting loads above shoulder height and must never lift any load which is too heavy to avoid back or upper limb injury.
* The BoM must ensure that storage of regularly accessed utensils are arranged so that heavier items are stored middle shelves and not on the floor or above shoulder height.
* Under the health and safety act there is an onus on all staff to report immediately any awkward or repetitive bending postures that might lead to any type of musculoskeletal injury, particularly in the use of any floor cleaning equipment e.g a hoover hose or handle that is not the correct length etc.
* The BoM must ensure that all equipment is in good working order and there is also an onus on staff to report any defective, broken or mal-functioning equipment immediately or at the earliest opportunity.
* The BoM are responsible for ensuring that work areas are organised (as far as is reasonably practicable) and that materials are stored close to the point of use or source of handling or transporting aid.
* Staff must not push, pull or lift awkward items on their own and must use safety equipment supplied for this purpose, thus avoiding back or other injuries.
* Staff must get help from another co-worker when lifting or moving awkward or bulky loads that would not be considered heavy, but could impede or cause injury due to the nature of the item being transported.
* All staff are responsible for their own safety and must assess the work area before they engage in the moving of any loads and also ensure the way is clear of any obstruction.
* All staff must ensure they choose the safest route for moving items particularly where there may be variations in the level of the floor and requiring the load to be manipulated on different levels. The use of a ramp might need to be explored in such instances.
* As there are no absolute weight limits, staff are responsible for assessing the weight of loads and must never lift or move any object that is too heavy or awkward to be handled by one person. This will avoid the risk of injury to self and others.

**Equipment and materials**

* Equipment associated with school maintenance is stored in a safe area, not accessible to children. The storage area is locked during the school da
* Solvents and cleaning agents are stored in a locked storage area. The key is kept in the office.
* Each member of staff is expected to report any damage to or evidence of wear to any equipment which they are using.

**Success criteria**

All records of accidents or ill-health will be monitored to ensure that any safety measures can be put in place whenever possible to minimise the recurrence of such events.

**Roles and Responsibility**

* Board of Management; see section on responsibilities of BOM
* Safety Officer; Emmett Scully to liaise with BOM and staff in relation to any safety issues which may arise
* Safety Representative; Ms. Birmingham to ensure safety statement is updated regularly, to ensure staff are familiar with procedures relating to health and safety, to report to Principal and Safety Officer any concerns relating to health and safety in the school
* Each member of staff is responsible for informing of any safety issues that come to their attention.
* 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.
* To co-operate with his/her employer and any other person to such an extent as will enable his/her employer and the other person to comply with any of the relevant statutory obligations.

**Implementation Date**

This policy will be implemented by end of September 2022.

**Review**

This policy will be reviewed in the school year 2024/2025.

**Ratification & Communication**

The Board of Management officially ratified the policy on the 28th September, 2022. A copy of the Safety Statement will be made available to all staff. A copy of the statement will be kept in the staffroom and also on file in the principal’s office with other administration policies. Parents are informed of the availability of the policy for inspection in the school.