



Health and Safety Policy, Scoil Chroí Íosa, Blarney (June 2013)

Introductory Statement

This Health and Safety Policy was formulated during the school year 2012/13 by the staff and B.O.M. of Scoil Chroí Íosa .

Rationale

It is a legal requirement under the Safety, Health and Welfare at Work Act, 2005, for every employer, in conjunction with employees, to prepare a Health and Safety policy. It represents the Board of Management'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 Board of Management is required to document the schools' health and safety policy 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.

This policy was formulated during the school year 2012/2013 following consultation with the Board of Management, Staff and the wider school community including the Parents' Association.

Relationship to characteristic spirit of the school

The Scoil Chroí Íosa policy reflects the characteristic spirit of our school which states that all children are educated in a safe, secure environment and that it is a safe place for all employees and all who visit it.

Aims

The aims of this statement are as follows :

- 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 work place 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, gloves, masks etc.*

Responsibility of employer - Board of Management

- 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 work of employees.
- 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 has 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 (B.O.M decision).
- Provide training and information to workers in a format and language that is appropriate, including training on the commencement of employment.
- 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 at the first staff meeting in September.
- Require employers from whom services are contracted to have an up to date safety statement (e.g. painters, contract cleaners, bus companies)

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.

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

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.

Risk Assessment

Each year, the Board of Management carries out a risk assessment, identifying hazards, assessing the risks and specifying the actions required to eliminate or minimize them. Hazards may include physical, health, biological, chemical and human hazards.

Attached to this policy is a hazard identification form.

Associated Policies and Practices

As part of the general approach to safety, other policies & practices which have a bearing on safety, health and welfare have been put in place and communicated to employees, pupils, parents and others using the premises. These policies and practices are outlined below. Health and safety is considered when all policies/plans are being drawn up. The duty of care is also considered in all areas and aspects of school life.

Health

First Aid
Administration of medicine
Hygiene
Illness or injury or contagious infection
Healthy Eating
Clothing and Protection
Head - Lice
General cleanliness of school
Water
Enrolment
Managing specific health issues, < see Administration of Medicine >

Emergencies

Emergency closures
Emergency contact procedures
Critical incident

Serious accident procedures and accident report form

Safety and Welfare Issues

Assembly and Dismissal of pupils (see Supervision Policy)

Pupils leaving school premises during the day (see School Guidelines)

Supervision of pupils

Accident book

Code of Behaviour and Anti Bullying Policy

Allegations of Suspicion of Child Abuse (see Child Protection Policy)

School Tours / Outings

Mobile Phones

Procedures to deal with emergencies

Emergency contact procedures

- Contact details are updated annually by class teachers.
- Contact details are kept by class teacher, secretary and safety representative.
- Teacher, secretary and principal has access to them.
- Emergency arrangements are outlined in the consent form.

Fire-drill and school evacuation procedures

- Fire-drills are held once a term.
- All teachers and pupils are aware of the designated assembly points following evacuation of the building- these assembly points are clearly marked.
- These procedures are displayed in the school.
- These procedures are revised after every fire-drill.
- New staff and pupils are notified of these procedures prior to and during the fire-drills.

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.

Exceptional Closures

Parents will be notified by text or telephone call.

Health Issues

Enrolment Forms

- There is a section allowing parents to identify any allergies / illnesses of the applicant
- The school explains how accidents/illnesses are dealt with and the first-aid that may be administered (orange form).

Managing specific health issues

- In the school application form the parent/guardian states the specific health issue of their child.
- This is communicated to the staff and is dealt with through the Administration of Medicine Policy.

Sickness or Injury

- In the event of illness/injury the teacher/secretary phones the parent/guardian.
- The parent/guardian then collects the child. If the parent/guardian cannot be contacted permission has already been granted to contact the doctor on the Scoil Chroí Íosa contact and consent form (orange form).
- Illnesses and contagious infections such as rubella, chicken pox etc: If there is an outbreak of any viral/bacterial infectious disease the school contacts the H.S.E. and abides by the advice/guidelines given.
- All school personnel recovering from an infectious illness i.e. M.R.S.A., T.B., Hepatitis, Shingles, Meningitis etc. are required to present a certificate of fitness to ensure the safety of all in the school environment.

Head-lice

Scoil Chroí Íosa has a policy on head lice which is communicated to parents every September in a letter. It is indicated to parents that they have a responsibility to be continuously vigilant with regard to checking and if necessary, treating their children's hair.

School Hygiene

Due care and diligence is practised in relation to personal hygiene.

General cleanliness of school environment

- Each classroom has a list of duties which is suitable for all children to carry out under the Guidance of their teacher. This reflects the objectives of the S.E.S.E. Curriculum (Geography and Science) and S.P.H.E.
- Contract cleaners clean Scoil Chroí Íosa.
- The caretaker also has additional duties. He has full responsibility for the collection of rubbish, and is also vigilant with regard to the cleanliness of the school playground.
- No packaging from lunches is allowed on the playground. Children eat lunch in the classroom.

First Aid

- Two First Aid boxes are kept in the staff room. A staff member is assigned to same.
- If an accident occurs in school the body part is cleaned and washed.
- A plaster or bandage is applied if deemed necessary.
- No ointment is used.
- If First Aid needs to be administered outside school a similar procedure is followed.
- N.B. Serious Accidents must be reported to the H.S.A.
- Defrillator – permission has been granted for access to the defibrillators in both Scoil Mhuire gan Smálh

and Blarney Medical Centre (Whichever is closer). It is envisaged that staff training will be provided for use of same.

Healthy Eating

The school's information and guidelines state the Scoil Chroí Íosa policy on healthy eating.

Water

There is an adequate supply of drinking water in the school for staff and pupils.

Clothing/protection

The school uniform and tracksuit is outlined in the school guidelines which is issued annually. Parents are advised to prepare their children appropriately for weather conditions.

Safety and welfare issues

Pupils

- Procedures for the assembly and dismissal of pupils are in the Supervision Policy.
- Procedures to ensure pupil safety on the grounds - parking / traffic / coming off the bus /footpath for buggies etc. are in the car park procedures.
- Procedures to deal with pupils leaving the school premises during the school day e.g. dentist or doctor appointment are in the school guidelines.
- Supervision of Pupils: See Guidelines from Allianz website, www.allscoil.ie. See also the Scoil Chroí Íosa supervision policy (to be formulated).

Code of Behaviour and Anti Bullying Policy

These are currently being formulated in line with the N.E.W.B. Guidelines.

Allegations or Suspicions of Child Abuse

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.

School Tours/Outings Policy

- Parental permission is sought and received on paper for school outings (see tour consent form)
- First Aid provisions are assured for any out of school trip. (see First Aid Policy)
- Each teacher / S.N.A. has children contact details (see form)
- All helpers/teachers are given a briefing of their duties for the day and a contact list.
- See the school policy (currently being formulated) on mobile phones.

Staff

The Scoil Chroí Íosa policy on Garda clearance is strictly in line with the D.E.S. Guidelines.

Positive Staff Relations

See Working Together. Procedures and Policies for Positive Staff Relations. INTO 2000. Always refer to C.P.S.M.A. Management Board Members' Handbook.

- Positive staff relations are always promoted in the school, each member of staff is valued for their contribution to the daily life of the school.
- Staff meetings are inclusive of teaching staff and all S.N.A.'s the latter which attend part of.
- All staff meeting thereby involving all staff in decision making.
- In relation to many issues a consensus is reached or a vote is taken.
- Relevant staff information is circulated to all staff members through the daily diary, the staff information baskets, the staff notice board, via e-mail, text and the school web-site.
- The above ensures courtesy, equality and mutual respect.
Positive staff relations are enhanced by regular staff outings.
- The staff are aware that the DES website, the INTO handbook and the In-Touch magazine provide information to address any problems.
- The DES circulars assist both teachers and S.N.A.'s in this regard.
- The secretary will access this information for self and the caretaker when necessary.

Assaults on Teachers/School Employees

See C.P.M.S.A. Management Board Members' Handbook.

- Each member of staff is provided with the relevant DES circulars and C.P.S.M.A. Guidelines.
- The schools ethos reflects a safe secure environment and a positive happy atmosphere which is promoted on a daily basis. This ethos is enhanced by pastoral visits.
- In the event of an incident the code of discipline in conjunction with the school's anti-bullying policy and the relevant circulars are consulted and adhered to.

Safety in the School Environment

- Employees work in a comfortable and safe environment.
- Staff have been provided with new laptops and comfortable chairs.
- Pregnant staff members are made aware of the importance of their own safety and the responsibility they must take for themselves.
- The caretaker is provided with appropriate safety gear. The caretaker is required to maintain and update a supply of same.
- School cleaners are advised that it is essential that no leads from equipment are trailing on the floor. They are also strongly advised to leave wet floor safety signs clearly visible.

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 day. The caretaker and staff have access.
- Solvents, chemicals, cleaning agents etc. are stored safely.

Success criteria

The Health and Safety Policy is communicated to all who have designated access to Scoil Chroí Íosa and is therefore successfully implemented. A clean school is promoted and good behaviour is evident resulting in Scoil Chroí Íosa being a safe, healthy and happy environment.

Roles and Responsibility

- Board of Management
- Safety Officer (The Safety officer is Dr. John Sheehan).
- Safety Representative (Anne Humphreys in the old building and Therese Tobin in the new building).
- Each member of staff

Implementation Date

6th June 2013

Timetable for Review

Regularly (On-going).

Ratification & Communication

This policy was ratified by the B.O.M. on 06-06-2013.

Reference Section

- Guidelines on Preparing your Safety Statement, HSA
- A short guide to the Safety, Health and Welfare at Work Act 2005 (www.has.ie)
- Report of the Advisory Committee on Health & Safety Statement for Schools. HSA
This report contains a format for a Safety Statement.
- C.P.S.M.A. Management Board Members' Handbook
- A Supplementary Handbook for Primary Schools under Protestant Management. Second Edition p.22 - 27 compiling a Safety Statement.
- INTO Guidelines for compiling a Safety Statement.
- A Guide to Insurance, Safety and Security in the School (2002), Church & General p.24 - 32
- Safety, Health and Welfare at Work Act, 2005 (www.has.ie)
- Round Hall's Primary Education Management Manual CD - ROM.
- Mahon O.(2002) The Principal's Legal Handbook IVEA, Ch.3 Safety, Health & Welfare in School.
- Working Together. Procedures and Policies for Positive Staff Relations. INTO 2000.
- Guidelines on First Aid (Index chart) from the Regional Health Promotion Units.
- "Infection in School". A manual for school personnel, available from Regional Health Promotion Units on www.healthpromotion.ie.
- Responding to Critical Incidents - Advice and Information Pack for Schools from the National Educational Psychological Service, Frederick Court, 24 - 27 North Frederick Street, Dublin 1.

- Employee Assistance Service (EAS) for teachers, managed by VHI Corporate Solutions, DES www.vhi.ie
- Solas (C.P.M.S.A.) Nov./Dec. 2006. Safety, Health and Welfare at Work Act 2005, p3
- Solas (C.P.M.S.A.). Spring 2007, p.14. Employee Assistance Service for Teachers.
- In Touch, December 2006, p.10. Employee Assistance Service for Teachers.
- Solas (C.P.M.S.A.), Summer 2007 p.19. Supervision of pupils outside official school opening hours - a dilemma.
- Leadership + , IPPN April 2007. P.16. Health & Safety for Senior Managers.

Websites

DES	www.education.ie
C.P.S.M.A.	www.cpsma.ie
INTO	www.into.ie
IPPN	www.ippn.ie
Health and Safety Authority	www.hsa.ie/osh
Allianz Insurance	www.allscoil.ie

Appendices

- A) Safety Statement
- B) Health & Safety Contact and Consent Form
- C) Hazard Identification Form
- D) Staff Emergency Contact Form
- E) Pupil Emergency Contact Form
- F) Accident Report Form
- G) Fire Safety Audit Form

**FORMAT FOR A SAFETY STATEMENT FOR SCHOOLS
(BOM)**

SCHOOL NAME: Scoil Chroí Íosa

NAME/TEL OF DOCTOR: _____

ADDRESS: _____

SCHOOL TYPE: _____

Hospital / Ambulance _____

Fire Brigade _____

Safety Officer _____

Safety Representative _____

**Person responsible for
First Aid :** _____

This Safety Statement is aimed at protecting our employees from workplace accidents and ill health at work. This Safety Statement is available to our employees, outside service providers and Inspectors of the Health and Safety Authority. It reviewed regularly. In particular we undertake, so far as is reasonably practicable, to comply with all relevant health areas.

- . Provision of a safe workplace
- . Safe access and egress routes
- . Safe handling and use of laboratory chemicals
- . Safe equipment including maintenance and use of appropriate guards
- . Provision of appropriate personal protective equipment

Signed : _____ **Date :** _____
Manager / Chairperson Board of Management

Name of Deputy (in absence of above): _____

Employees are reminded of their responsibilities under the 1989 Safety, Health and Welfare at Work Act

- . To take reasonable care for their own safety, health and welfare and that of others.
- . To make proper use of all machinery, tools, substances etc.
- . To make proper use of personal protective equipment.

HEALTH AND SAFETY CONTACT AND CONSENT FORM
SCOIL CHROÍ ÍOSA,

*Scoil Chroí Íosa,
Primary School,
Blarney,
Co. Cork
021 – 4385504*

Dear Parent/Guardian,

In the interest of Health & Safety all Parents/Guardians are requested to complete the attached form.

Yours sincerely,

Feargal Hurley,
Principal

Name of Pupil _____ Class _____

Name of Parents/Guardians _____

Address _____

Please write all contact details (home number, work numbers, mobile numbers etc.) and inform us of any changes throughout the year.

Doctor's Name & Address _____

Doctor's Number _____

If my child becomes ill or is involved in an accident in school, I understand that I will be contacted if necessary. In the event that I cannot be contacted, I give consent to the teaching staff of Scoil Chroí Íosa, Blarney, to contact medical expertise if they deem it necessary to do so.

I give my child permission to go on short visits in the local environment to complete aspects of the Curriculum e.g. S.E.S.E. accompanied by their teacher.

I allow my child's photo to be displayed on local newspapers, newsletters or on the school web-site.

Signed _____

Date _____

[illegible]

DATE:_____

[illegible]

STAFF EMERGENCY CONTACT FORM

SCOIL CHROÍ ÍOSA

[illegible]

PUPIL EMERGENCY CONTACT FORM

SCOIL CHROÍ ÍOSA

CLASS: _____

YEAR: _____

CLASS TEACHER:_____

[illegible]

ACCIDENT REPORT FORM
SCOIL CHROÍ ÍOSA

Name : _____ **Class :** _____

Date of Accident : _____ **Time of accident :** _____

Location of Accident : _____

Staff on supervision duties at time of accident: _____

Information regarding circumstances of accident :

Witness 1 _____ **Witness 2** _____

Any further information:

Action Taken:

Signature : _____ **Date :** _____

(NOTE : By law, the Health & Safety Authority must be notified when an accident causes death or prevents an employed person from working for more than 3 days. This is explained in detail in the C.P.S.M.A. Handbook and is accompanied by a standard reporting form. The school's insurance company should also be notified about serious accidents that occur in the school or while on school related activities.)

Scoil Chroi Íosa, Acceptable Usage of the Internet Policy



Dear Parents/Guardians,

As part of the school's ICT programme, we will be offering pupils supervised access to the Internet. As you are probably aware, the Internet contains a vast amount of information but unfortunately not all of this is suitable for children and so we have produced an Acceptable Use Policy specifying our guidelines.

Before being allowed to use the Internet, all pupils must obtain parental permission. We therefore ask that both you and your child sign the enclosed form, as evidence of your approval and acceptance of the school rules on this matter. A copy of our Acceptance Use Policy is attached.

We have installed a filter system called AUP/Interim Content Filtering system. Please tick the appropriate box below.

Please read the Acceptable Use Policy carefully.

- I allow my child (name) _____ to use the Internet in school and accept school rules on this matter. Yes ☐ No ☐
- I allow my child's work samples (poems, stories and performances) to be displayed on our newly arriving website – photo or video. Yes ☐ No ☐
- I allow my child's photo to be displayed on local newspapers or newsletters. Yes ☐ No ☐

If there are any issues/queries with the above please contact the class teacher.

Signature of Parent: _____ Date: _____

Signature of Pupil: _____ Date: _____

Feargal Hurley
Principal

Cliona Corkery
IT Co-ordinator

Restricted Areas

The following areas are restricted for pupils:

- Staff car parks
- Staff entrances
- Fire escapes
- Boiler rooms
- Oil tanks
- Storage areas for wheelie bins
- Fences and trees bordering secondary school grounds /neighbouring houses/woods
- Road, wall and front of both buildings (areas restricted during playtime)