

# ST. PATRICK'S G.N.S.

## HEALTH AND SAFETY POLICY

### Introduction

This document has been prepared in compliance with The Safety, Health and Welfare at Work Act 2005.

### Board of Management Philosophy

The Board of Management recognises and accepts not only its statutory responsibilities, including its obligations as an employer to direct, manage and achieve, in so far as it is reasonable and predictable, the Safety, Health and Welfare at Work of every employee, pupil and visitor to the school.

The Board of Management believes that each employee accepts his or her legal and moral responsibilities for maintaining and improving safety, health and welfare in the workplace and for behaviour, which does not jeopardise the individual's personal safety, health and welfare or that of others.

### Safety Organisation

Safety is a management responsibility. Teachers are responsible for safety in their own areas and for the implementation of relevant safety procedures. The Safety Officer shall monitor safety generally and the operation of safety procedures and ensure that each employee shall obtain a copy of the Safety Statement and be familiar with its contents.

### Safety Officer

Ms. Joan Casey, The Safety Officer is responsible for overseeing the safety provision on behalf of the school and Mrs Geraldine Dineen is the Safety Representative. They should be consulted if any of the employees have queries regarding any of the safety provisions mentioned in this statement. Their main duties and responsibilities are as follows: -

- a) To guide and advise on all health, safety and welfare matters
- b) To ensure that the school fulfils all the statutory requirements in respect of the Safety, Health and Welfare at Work Act 2005.
- c) To ensure that the appropriate safety education and training are co-ordinated and implemented using both in house and external resources.
- d) To undertake regular and appropriate revision and auditing of the school safety procedures and methods of operation to ensure they are kept up to date.
- e) To ensure that adequate fire protection and prevention measures are provided.

The Safety Officer shall investigate all accidents and dangerous occurrences and shall ensure that appropriate statutory notifications are properly completed. Causes of accidents shall be determined as far as practical and where appropriate, remedial action shall be specified.

### Hazards

#### Safety and Delivery of the Curriculum

It is acknowledged that there are potential hazards and danger spots involved in many aspects of teaching and learning, where there are children gathered together e.g. Science classes, outdoor activities, using stairways, Arts & Crafts etc. It is agreed that children need to be supervised at all times, that potential hazards are identified as far as possible and that children are reminded of safety routines and precautions and that their awareness of safety in general is raised.

Many of our policies include aspects of Safety e.g. Child Protection, Tours and Outings, Anti-bullying, Response to Critical incidences etc. For details see relevant policies.

The following policies are considered by the school to be a source of potential danger and are brought to the attention of all concerned:-

- 1) Main fuse board cupboard.
- 2) Fuse boxes on corridor and classrooms.
- 3) Boiler House.
- 4) Maintenance Shed.
- 5) Photocopiers and Risograph.
- 6) Guillotines.
- 7) VDUs.
- 8) Trailing Leads.
- 9) Manholes.
- 10) Stairs.
- 11) Railings in Yard.
- 12) Steps from staff car park to school.

### Safety Training

All employees will be

- a) Advised of the nature and location of fire equipment and how it is safely operated.
- b) Notified of any changes in safety procedures.
- c) Appropriate training is provided as required.

### Electrical Appliances

Arrangements will be made for all electrical appliances to be checked on a regular basis by a competent person. Before using any appliances the user should check that:-

- All safety guards which are a normal part of the appliance are fitted and in working order.
- Power supply cables/ leads are intact and free of cuts or abrasions.
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.

## Welfare

Members of staff and trainee teachers are reminded that:

- a) Any person who is under medical supervision or prescribed medication and who has been certified fit for work, should notify the Principal of any known side effects or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers or pupils. The Principal will arrange or assign appropriate tasks for that person to carry out in the interim.
- b) Illegal drugs and alcohol: Staff are not allowed to attend the premises or carry out duties whilst under the influence of illegal drugs or alcohol.

## First Aid

While a few members of staff have been trained in First Aid, we are anxious to have at least basic training for the whole staff and this is under consideration by Ms. Sláine Sweeney.

In addition, there is a First Aid box available in the staff room for very minor cuts or grazes. For further details – see separate policy.

## Fire Protection

- a) Fire extinguishers are provided and correctly sited to meet statutory and insurance requirements.
- b) All fire fighting equipment is regularly tested and serviced by specialised contractors. In accordance with the recommendations of the appropriate Irish Standard for Fire Equipment, the staff are trained in the safe use of the equipment.
- c) All fire exits and emergency paths or access/ exit are marked using appropriate symbols.

## Evacuation

Evacuation drills take place at least twice a year. Employees are reminded to familiarise themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency.

## Smoking

Smoking is prohibited in the school including the yard.

## Employer Duties

- Provide a safe place of work
- Manage health and safety
- Provide appropriate training, information and supervision

### Duties of Employees

- Take reasonable care for their own safety and that of others.
- Co-operate with employer on issues of health and safety.
- Attend training as required.
- Report defects to the Safety Officer or Safety Representative.
- Not to interfere, misuse equipment, clothing or appliances.
- Not be under the influence of an intoxicant to the extent that they endanger their own or other person's safety.
- If they are suffering from a disease or illness that adds to risks, to advise the Principal.

### Accident/ Incident Reporting

All accidents, no matter how trivial, involving the children are recorded by the teacher on duty in the First Aid Room. All potentially serious accidents, whether to employees, pupils or members of the public must be reported immediately to the Safety Officer. This is necessary to monitor the progress of safety standards and to ensure that proper medical care is provided. If an employee is absent following an accident at work more than three days the HSE must be notified. Procedures for the management of critical incident see Critical Incident Response Policy.

### General Safety

The aim of the Board of Management is to provide a healthy and safe working environment. This can be achieved with the help and assistance of all employees and pupils by

- i. Observing the general rules of safety.
- ii. Using all plant, machinery and equipment in a safe and proper manner.
- iii. Employing the proper procedures when carrying out tasks and ensuring that no practices are used which may act as a source of danger to themselves and/ or others.
- iv. Keeping work areas clean and tidy at all times.
- v. Making sure all corridors and passageways, particularly those leading to escape routes are kept free of obstruction at all times.
- vi. Taking care that fire points are not blocked or covered up in any way and that they are ready for use if the need arises.

### Concluding Comment

This Safety Statement has been prepared on conditions existing in the premises of the school at the time of writing. It will be revised regularly and altered, revised or updated as required.

SIGNED: \_\_\_\_\_

CHAIRPERSON

DATE: \_\_\_\_\_