

# **Dalystown National School: Health and Safety Policy**

The Board of Management 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.

This policy requires the co-operation of all employees. It shall be reviewed annually or more frequently if necessary, in the light of experience, changes in legal requirements and operational changes. All records of accidents and ill-health will be monitored in order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill-health.

The Board of Management of Dalystown National School, wishes to ensure that 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 within the school grounds.
- Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health
- Staff shall be instructed so as to ensure the health and safety 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 an annual basis
- Employees shall be consulted on matters of health and safety
- Provisions shall be made for the election by the employees of a safety representative

The Board of Management of Dalystown National School recognises that its statutory obligation under legislation extends to employees, students, to any person legitimately conducting school business and to the public.

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

## **Duties of Employees**

It is the duty of every employee while at work:

1. 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.
2. To co-operate with his/her employer and any other person to such extent as will enable his/her employer to comply with any of the relevant statutory provisions.
3. To use in such manner so as to provide the protection intended, any suitable appliance, convenience, equipment or thing provided (whether for his/her own lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at work.
4. To report to the Board of Management without reasonable delay, any defects in equipment, place of work, or system of work, which might endanger safety, health or welfare of which she/he becomes aware.

No person will intentionally or recklessly interfere with or misuse any appliance, convenience or other means or thing provided in pursuance or any of the relevant statutory provisions or other wise, for securing safety, health or welfare of persons arising out of work activities.

Employees using available facilities and equipment provided, should ensure that work practices are performed in the safest manner possible. (cf. section 9 of Safety, Health and Welfare at Work Act 2005.)

## **Consultation and Information**

It is the policy of the Board of Management of Dalystown National School to consult with staff in preparation and completion of hazard control forms, to give access a copy of the safety statement to all present and future staff, and to convey any additional information or instructions regarding health, safety and welfare at work to all staff as it becomes available. Health, safety and welfare at work will be considered in any future staff training and development plans.

## **Hazards**

Hazards shall be divided into 2 categories:

1. Those which can be rectified will be dealt with as a matter of urgency.
2. 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 Board of Management of Dalystown National School that:

1. The B.O.M. will ensure that an adequate supply of fire extinguishers, suitable for the type of fire likely to occur in each area, is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use.
2. The principal shall ensure that fire drills take place at least once a term. When evacuating, children should walk calmly, exiting the building through the nearest exit. Teacher should bring the class list and high-vis vest.
3. Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.
4. All doors, corridors 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 his/ her classroom must ensure it is kept clear.
5. The assembly point outside the school will be at the assembly point sign in the school yard.
6. All electrical equipment shall be left unplugged when unattended for lengthy periods. Teachers are responsible for their own classroom. Photo copier is every teacher's responsibility. The Cleaner is 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.

1. Wet corridors.
2. Trailing leads.
3. Computers.
4. Electrical water heaters in staff room and classrooms.
5. Fuse Board.
6. Electric kettle, toaster and sandwich maker.
7. Boiler house.
8. Protruding units and fittings.
9. Icy surfaces on a cold day, including the yard and astro turf pitch.
10. Windows opening out.
11. Basketball hoops and goalposts.
12. Gutters and downpipes.
13. Trees, bushes, hedges, flowerpots, vegetable boxes and perimeter fencing.

To minimise these dangers, the following safety/protective measures must be adhered:

- (a) Access to and operation of equipment is restricted to qualified members of staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of equipment in the course of their normal duties. Copies of this Health & Safety Statement will be shown to all

contractors prior to contract by the Principal/B.O.M. Any other contractors entering the school must be shown a copy of the schools Health & Safety Statement and shall adhere to its provisions.

(b) In addition all such equipment is to be used in strict accordance with the manufacturers' instructions and recommendations.

(c) Where applicable, B.O.M. will ensure that members of the staff will have been instructed in the correct use of equipment.

(d) All electrical equipment is fitted with adequate safeguards.

(e) Precautionary notices, in respect of safety matters are displayed at relevant points.

(f) Ladders must be used with another person's assistance.

(g) Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery.

(h) Principal/teachers shall check that P.E. equipment is stacked securely and in position so as not to cause a hazard.

(i) Check that all mats are in good condition.

(j) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings is carried out.

(k) Check that there are no uneven/broken cracked paving slabs

(l) Check that roofs, guttering, drain pipes etc. as far as can be seen are sound and well maintained

(m) Check that manholes are safe.

(n) Check that all play areas are kept clean and free from hazards.

(o) Check that all outdoor lighting works and is sufficient

(p) Check that all maintenance equipment, external stores etc are stored securely

(q) Check that refuse is removed from building each week and is carefully stored outside

### **Constant Hazards:**

Machinery, kitchen equipment, electrical equipment.

It is the policy of The Board of Management of Dalystown National School 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 Appliances**

Arrangements will be made for all appliances to be checked on a regular basis 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 which are a normal part of the appliance are in working order.
- Power supply cables/leads are intact and free from cuts and 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 the Health and Safety Authority.

### **Chemicals:**

It is the policy of the Board of Management of Dalystown National School that all chemicals, detergents etc. shall be stored in the locked cabinet in the store room adjacent to the 3<sup>rd</sup>/4<sup>th</sup> classroom.

### **Medication**

It is the policy of the Board of Management of Dalystown National School that all prescribed medications, etc shall be kept in securely in the office and used only by authorised personnel (see administration of medicines policy).

### **Welfare**

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal must be available. An adequate supply of water, working hand dryers, soap and sanitary disposal facilities must be available.

Members of staff and students are reminded:

(a) A person who is under medical supervision or on prescribed medication and who has been certified fit to 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 to themselves or their fellow workers. The school will arrange 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.

### **Floors**

It is the policy of the Board of Management of Dalystown National School 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 possibility of slipping. Where floors are wet, verbal warnings regarding wet floors shall be given. Attention is drawn to the possibility of outside surfaces being affected by frost in cold weather, and staff and pupils shall be told to take extra care or remain off affected areas, or remain indoors in extreme instances.

### **Smoking**

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

### **Broken Glass**

The B.O.M. shall minimise the danger arising from broken glass. Staff are asked to report broken glass to Principal so that it may be removed immediately.

### **Infectious Diseases**

It is the policy of the B.O.M. of Dalystown National School, that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. The Board will endeavour to minimise the risk by adherence to sound principles 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.

Exposure to COVID-19 presents a health risk to workers and other persons Dalystown National School. A Risk Assessment outlining suitable control measures to mitigate the risk of COVID-19 infection in the school has been completed in response to this. This has been completed in line with the Department of Education and Skills guidelines and the public health official advice.

### **First Aid.**

It is the policy of the B.O.M. of Dalystown National School that all members of staff shall be trained to provide First Aid to staff and pupils.

- Arrangements for giving first aid: First Aid is normally given by the teacher on duty when injury is sustained during playtime. Other members of staff have agreed to be available if necessary. First Aid is normally given by the class teacher when injury is sustained in the classroom/ cloakroom/ corridor.
- Location of first aid box: on shelf in the staffroom.
- Procedures in an emergency: all parents are asked to sign a medical consent form when registering their child, giving permission to staff to seek immediate medical advice in the event of serious injury /medical emergency. In an emergency a child will be taken directly to the A&E in Mullingar or Tullamore.
- Telephone numbers of local doctor and Gardaí are on display in the Office. Telephone numbers of parents/guardians are on file in the Office. Every effort will be made to contact parents/guardians as soon as possible.

It is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. An accident report book is to be maintained for the recording of major accidents and incidents by the Principal.

The First Aid Box will contain:

- Sticking plasters
- Tape
- Cotton bandage
- Scissors
- Disposable gloves should be worn when administering First Aid.

### **Access To School**

- Whenever possible, anyone entering the school premises shall be required to identify themselves to the Principal/Secretary before gaining admittance to the school.
- The front door requires key code access.
- Any contractor or employee of said contractor must make direct contact with the Principal, Chairperson or B.O.M. before initiating any work on the premises and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions.
- Any contractor should provide a copy of his own Safety Statement and up to date Insurance, Tax Clearance Number and private copy of safe pass for all operatives on site prior to initiating any work on the premises and where necessary provide a method statement.

- The contractor and workmen shall not create any hazard, permanent or temporary, without informing the Principal/ Chairperson or his nominated agent and shall mark such hazard with warning signs and other suitable protection. Where possible any noise shall be avoided during school hours or reduced to the minimum necessary.

### **Collecting Children**

1. All parents/guardians/carers in the interest of safety, must obey all signs upon entering the school grounds.
2. Cars are advised to drive slowly in the vicinity of the school grounds when collecting children.
3. Those parking outside the school grounds are advised to accompany children to and from the school premises.
4. Parents are advised that it is the responsibility of the Parent/Guardian of this school to collect their child at the appropriate time of 2.30pm and bring them home. Parents who wish to have their children escorted home by others should make their own arrangements to have them met at the school gate and the person to escort them home should be at the school gate no later than 2.30pm as the school cannot accept responsibility for looking after the children after that time.
5. Parents must give consent, by means of a phone call, a letter or by email, if their child has to leave the school and be collected during the course of the school day.

### **Revision of This Safety Statement**

This statement shall be regularly revised by the Board of Management of Dalystown National School in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.