



St. Patrick's NS Strangsmills

Health, Safety and welfare policy

Revised: 2022

www.strangsmillsns.ie
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Safety, Health and Welfare Policy

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, students, contractors and visitors to the school.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff.

The Board of Management, as employer, undertakes in so far as is reasonably practicable to:

- a. promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;*
- b. provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;*
- c. maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school;*
- d. continually improve the system in place for the management of occupational safety, health and welfare and review it periodically to ensure it remains relevant, appropriate and effective;*
- e. consult with staff on matters related to safety, health and welfare at work;*
- f. provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, students, contractors and visitors.*

The Board of Management is committed to playing an active role in the implementation of this occupational safety, health and welfare policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Signed: _____

Date: _____

Chairperson of the Board of management

1. School profile:

St. Patrick's NS is a rural mixed vertical Primary School. There are currently 197 pupils and 18 staff comprising of 12 teachers, 3 SNAs, a school secretary, a part time cleaner and a part-time care-taker. The school building is one structure containing 8 classrooms, 3 Special education rooms, a staff room, a school office, a cleaning store room, sensory room and the Principal's office. Outside rooms consist of a boiler house and a small store.

The Board of Management of St. Patrick's NS, charged with the direct government of the school, has prepared this "Safety Statement", in accordance with the requirements of the Health, Safety and Welfare at Work Act, 2005.

In doing so, it is mindful of the unique place the school occupies as an extension of the home life of the child and of the responsibilities entrusted to the personnel of the school, by the parents of the children.

"Health & Safety" within the school is and always has been an intrinsic duty incumbent on all employees and school community members, and one which calls for constant vigilance.

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect pupils, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, contractors and pupils of the school.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff, pupils and other within the school community.

2. Roles and responsibilities for safety, health and welfare:

Outlined below are the safety, health and welfare responsibilities of various members of the school community.

Responsibilities of the employer - Board of Management:

- complies with its legal obligations as employer under the 2005 Act;
- ensures that the school has written risk assessments and an up to date safety statement;
- reviews the implementation of the Safety Management System and the safety statement;

- sets safety, health and welfare objectives;
- receives regular reports on safety, health and welfare matters and matters arising from same are discussed;
- reviews the safety, health and welfare statement at least annually and when changes that might affect workers' safety, health and welfare occur;
- reviews the school's safety, health and welfare performance;
- allocates adequate resources to deal with safety, health and welfare issues;
- appoints competent persons as necessary, to advise and assist the board of management on safety, health and welfare at the school.

Responsibilities of the person for safety, health and welfare acting on behalf of the BOM – principal:

- complies with the requirements of the 2005 Act;
- reports to the board of management on safety, health and welfare performance;
- manages safety, health and welfare in the school on a day-to-day basis;
- communicates regularly with all members of the school community on safety health and welfare matters;
- ensures all accidents and incidents are investigated and all relevant statutory reports completed;
- organises fire drills, training, etc;
- carries out safety audits.

Responsibility of teacher with particular functions in safety, health and welfare – APII:

- Responsibility for first aid
 - Organising training for staff
 - Maintenance and organisation of first aid box
 - Co-ordinate/monitor accident and incident reports

Responsibility of teachers/SNAs/Non-teaching staff:

- comply with all statutory obligations on employees as designated under the 2005 Act;
- co-operate with school management in the implementation of the safety statement;
- inform students of the safety procedures associated with individual subjects, rooms, tasks;
- ensure that students follow safe procedures.
- formally check classroom/immediate work environment to ensure it is safe and free from fault or defect;
- check that equipment is safe before use;

- ensure that risk assessments are conducted for new hazards.
- select and appoint a safety representative as appropriate;
- co-operate with the school safety committee where one is established;
- report accidents, near misses and dangerous occurrences to relevant persons as outlined in the safety, health and welfare statement.
- Check that yard is safe and free from any hazard before use

Responsibility of other school users:

Other school users such as students, parents, volunteers and visitors must comply with school regulations and instructions relating to safety, health and welfare.

Responsibility of contractors:

Contractors must comply with statutory obligations as designated under the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007 and any other relevant legislation such as the Safety, Health and Welfare at Work (Construction) Regulations 2006.

- As appropriate the school will make available the relevant parts of the safety, health and welfare statement and safety file to any contractors working in the school on behalf of the school.
- When necessary the school will provide to contractors the school regulations and instructions relating to safety, health and welfare.
- Contractors must make available relevant parts of both their safety, health and welfare statement and risk assessments in relation to work being carried out.
- When the school is sharing a workplace with a contractor they must co-operate and coordinate their activities in order to prevent risks to safety, health and welfare at work.

3. Risk assessment

As per Section 19 of the Safety, Health and Welfare at Work Act 2005 which specifies that, “Every employer shall identify the hazards in the place of work under his or her control, assess the risk presented by those hazards and be in possession of a written risk assessment of the risks”, the BOM has carried out a risk assessment. Where possible risks are/will be eliminated. Where risks cannot be eliminated the general principles of prevention will be used as part of the risk assessment process.

See Appendix 1 for the general risk assessment grid.

See Specific Covid-19 risk assessment for risk associated with Covid-19.

4. Emergency procedures, fire safety, first-aid, accidents and dangerous occurrences

EMERGENCY PROCEDURES - FIRE SAFETY

The Principal is responsible for **Fire Safety**. She will:

- (a) Organise a **Fire Drill** at least once per term.
- (b) See that the **Fire Alarm System** and **Fire Extinguishers** are in working order.
- (c) Record the events of Fire Drills.
- (e) She has prepared the following **Fire Drill Organisation Plan** after consultation with the other members of the Teaching Staff.

Fire Drill Organisation

- 1: Assembly Point:** The wall with the railing on the approach to the school building. Assembly points according to alphabet are assigned per class.
- 2: Fire Drill Warning:** When fire alarm sounds there should be **Silence** in the classroom, or wherever you are.
- 3: Evacuation:** The teacher is **in sole charge** of his/her own class. Pupils stand up, push in their chairs and each class exits **in single file in silence**. The teacher checks the class toilet before leaving the classroom. Teacher leaves last, making sure all windows and doors are closed.
Teacher should bring **the class evacuation list** with him/her.
- 4: Exit Routes:** Each class exits through their regular entry / exit door.
- 5: Assembly:** When pupils arrive at the assembly points , they should line up, class by class.

The **teacher** will then **call the roll** and **report** the findings **to the Principal**. **If a child is missing** the class teacher will leave his/her class in the care of another teacher while he/she searches for the missing child with the Principal.

Pupils who had been attending the Resource Room at the time of the evacuation will be returned to their class groups by the Support teacher and the class teacher will be notified.

SNAs will exit with the class they are working with at the time of the evacuation.

Classroom	Fire Point
<i>Junior infants</i>	<i>A</i>
<i>Senior Infants</i>	<i>B</i>
<i>First class</i>	<i>E</i>
<i>Second class</i>	<i>F</i>
<i>Third class</i>	<i>H</i>
<i>Fourth class</i>	<i>G</i>
<i>Fifth class</i>	<i>D</i>
<i>Sixth class</i>	<i>C</i>
<i>SET rooms</i>	<i>Teacher will return students to their class outside</i>

Location of Fire Extinguishers

Location	Type of Extinguisher
Inside Main Door	Foam & Carbon Dioxide
Inside Side exit Door – Marin Hall side	Foam & Carbon Dioxide
Inside back door	Foam & Carbon Dioxide
Inside Senior Infant exit door	Foam & Carbon Dioxide
Classrooms and SET rooms	Fire blanket
Staffroom	Fire Blanket
Hall – staffroom/SET rooms	Foam
Hall – by photocopier	Carbon Dioxide
Kitchenette area – infant end	Dry powder

First Aid

A fully equipped First Aid box is available just above the photocopier. Additional ones are available for each playground and brought to the yard by assigned pupils

Any injuries in the playground during break times should be attended to, where possible, by the teacher/SNA on duty. Where further attention is required, a member of the management team will assist.

Head injuries will be reported to parents/guardians via email, phone or in person.

Any First Aid rendered by the school is intended to be purely of a temporary nature. Injuries should be fully examined by parents/guardians when children arrive home.

In the case of an injury / accident which requires further attention, the parent / guardian is informed. If they cannot be contacted, the child is taken for further medical attention where necessary. In the case of a very serious injury or accident an ambulance will be called.

The details of all accidents are recorded in the Accident Report forms which are available in the green folder above the photocopier and then stored in the Principal's office.

All staff completed a Paediatric First Aid course in November 2019 and all SNAs completed a one day basic First aid course in December 2019. An additional 5 members completed a CFR (Cardiac First Responder) course in September 2021.

Accidents and dangerous occurrences

Although we all aim to have no accidents, incidents or dangerous occurrences, it must be recognised that from time to time such situations may occur. In the interest of preventing the re-occurrence of such incidents by appropriate investigation and also to comply with statutory obligations, the school has an accident reporting and recording procedure. It is vital that all but the most trivial of incidents is reported and recorded and staff members should not deem an occurrence as insignificant or unworthy of reporting. It is also important that we don't overlook dangerous occurrences or "near misses" as these types of occurrence always indicate a deviation from safe conditions, even without damage or injury. Therefore, you should record these near misses as if they were an accident resulting in injury or damage.

1. All serious accidents and incidents **must be** reported in the Accident Report form;
2. The accident forms are regularly reviewed by The Principal ;

Requirements for Reporting to The Health and Safety Authority (H.S.A.)

Under certain circumstances, accidents, incidents or dangerous occurrences must be reported to the H.S.A. This is a legal responsibility of an employer and is undertaken by The Principal.

The following is an overview of what is deemed reportable by statute:

- The death of an employee at work;
- The incapacitation for work of an employee for 3 consecutive days or more, whether scheduled working days or not;
- A major injury, such as a broken large bone (arm, leg, wrist, ankle etc);
- Certain dangerous occurrences (e.g. contact with live electricity);
- Prescribed Occupational Diseases (e.g. Noise Induced Hearing Loss).

If the accident is fatal, then the scene of the accident must be left undisturbed for up to three days after notice has been given, other than for rescue purposes.

Emergency contact procedures

On the enrolment form mobile and work contact details of both parents are sought as well as one emergency contact person. Parents are reminded at the beginning of each year to inform the school if any of their contact details have changed. A contact list of all families is kept in the secretary's office and principal's office containing the contact details of each child. Staff have access to these details through the Aladdin software system.

In the event of an emergency the parents are phoned. If however contact cannot be made, the parents have signed a consent form on enrolment to allow the school to seek medical attention.

5. Instruction, training and supervision

Training

Inadequately trained employees may be a hazard to themselves or their colleagues. The Board of Management in conjunction with the principal and safety officer in St. Patrick's NS shall identify the training needs of staff and ensure they are fulfilled.

It is the policy of the school that every employee receives safety training on an ongoing basis. All new personnel shall receive safety training as part of their induction.

All the safety training will be monitored and updated by The Principal and the School's Safety Officer. St. Patrick's NS will keep training records to include:

1. Name of the employee being trained.
2. Date of training.

3. Training Details.
4. Signature of the trainer and employee to ensure that the training has been carried out documented and understood.

St. Patrick's NS shall provide the following training:

1. Induction training of all new employees.
2. As appropriate, training in first aid, fire safety and manual handling.
3. Any other training as recognised.

Supervision

Our aim in St. Patrick's NS, Strangsmills is to provide a safe place for all the children in our care to learn and play. As teachers we accept the duty of care which devolves to us. In St. Patrick's NS we make every effort to ensure that the children given into our care are adequately supervised.

Roles and Responsibilities

The School Principal is responsible for drawing up and updating the Supervision Rota, which is made known to each person on the rota. In the event of a planned absence the person arranges with another member of the teaching staff to swap supervision duties. The Principal/deputy Principal needs to be informed of these changes in advance. In the event of an unplanned absence the principal arranges for another member of the teaching staff to supervise.

The rules for the yard and for wet break times are revised and reviewed on a regular basis. These are well known by all Teaching and Ancillary staff. The children are also made aware and constantly reminded of these rules. Sanctions for breach of these rules are explained to the children and are fair and consistent.

The school day in St. Patrick's NS:

The school will open to receive pupils at 8.50 a.m. No responsibility is accepted for pupils arriving before that time.

The staff on yard Duty will supervise the children from 8.50 am until 9.00 am.

Children are supervised by the staff on duty as they proceed to class.

Break times:

Small Break 11:00 – 11:10 a.m

Lunch Break 12:35 – 1:00 p.m.

Arrangements for Break Times:

- During Break Time three teachers supervise the yards. All SNA's are also on yard supervision duty at all breaks.
- The bell for **small break** sounds at 10.50am to allow children to eat their snack. Children exit at 11:00 a.m. Break ends at 11:10 a.m.
- The **Lunch** bell which rings at 12:25 is to allow the children to eat their lunches. This is supervised by the class teacher generally. On the day on which a class teacher is on yard duty for lunch break a teacher from the SET team/Principal will supervise their class. The children exit only on hearing the lunch break bell at 12:35 p.m. The bell to signal the end of lunch break rings at 1:00 pm and the children are then supervised by the teachers on duty as they immediately line up and wait for their teacher to collect them to return to class.
- On wet days the supervisors patrol the classrooms. The SNAs are assigned to supervise in the classroom in which the children in their care are located. All children must remain seated and engage in quiet activities. On these days the teachers on supervision remain on corridor patrol until all teachers return to their classrooms. The classroom teachers will endeavour to return to class at the earliest possible time following the end of break bell, thus enabling the supervising teachers to return to their classes.
- The primary care of the SNAs is towards the children with whom they have been charged. However they also act as yard supervisors for the general school population.

Classes will end each day at 1.40 p.m. (infants) and 2.40 p.m. (all other classes).

Teachers ensure an orderly dismissal and that all classrooms are vacated at this time.

Children travelling by school bus will be supervised as they exit.

Parents who wish to have their children escorted home should make their own arrangements to have them met at the school gate and the person to escort them should be at the school gate not later than 1.40 p.m. (infants) and 2.40 p.m. (all other classes)

A teacher on yard duty on any day will supervise the children until 2.50 p.m. inside the front gate of the school until a parent or designated adult collects them.

Supervision ends at 2.50 p.m. The school cannot accept responsibility for the supervision of children after that time.

6. Health, safety and welfare issues

- **Managing specific health issues**
 - On the enrolment form parents are asked to identify any allergies/illnesses of the child.

Contact details are also requested for the child's doctor.

- All staff are made aware of health issues in relation to certain pupils at the beginning of each year at the first staff meeting or during the year in the event of a change of staff. A list of these pupils is displayed in the relevant classroom including emergency packs where necessary. Training on the implementation of any emergency treatment is provided as the need arises.
- **Administration of Medication** (Refer to appendix 2)
- **Illnesses and contagious infections:** refer to the HSE booklet 'Management of Infectious Disease in Schools' - October 2014.
- **Head-lice:** Parents are asked to inform the school immediately if their child presents with head lice. A standard letter is then issued to all families requiring them to check and treat head lice.
- **Pupils arriving late/leaving the school premises during the school day:**
In the case of a pupil arriving late or leaving early due to any reason the school day, teachers must document the reason and time of arrival/departure in Aladdin.

7. Communication and Consultation

In accordance with Section 20 (3) of the SHAWW Act 2005 this policy will be brought to all relevant person's attention and displayed on the school website www.strangsmillsns.ie to allow access to all parents. A copy of the statement is also available from the school office on request. The main persons concerned are as follows:

- Employees will be reminded at least annually and at any stage following any amendments
- Newly appointed staff on commencement of employment
- Other persons at the place of work who may be exposed to specific risks to which the safety statement applies such as contractors

All staff are expected to be aware of the content of the safety statement, policies and procedures, risks assessments, results of audits and reviews of practice and performance.

All employees are encouraged to bring safety, health and welfare matters to the attention of management. Staff are involved in the development of the Safety Management Practices within the school.

Emergency procedures and specific hazards and control measures will also be communicated to employees including substitute, temporary, and new employees and those returning from leave of absence.

8. Other supporting policies

A number of other standalone school policies pertain to Safety, Health and Welfare. These are all available to staff members on the school website as well as on the school internal Dropbox system. Each of these policies has been ratified by the BOM.

- ✓ Child safeguarding statement
- ✓ Code of Behaviour
- ✓ Anti-bullying policy
- ✓ Critical incident policy
- ✓ Supervision policy
- ✓ Administration of Medicines
- ✓ Healthy eating policy
- ✓ Special Educational Needs policy
- ✓ Substance use policy
- ✓ ICT policy
- ✓ Dignity at work: Adult bullying / anti-harassment / sexual harassment policy
- ✓ Intimate care and toileting policy
- ✓ Internet Safety: Acceptable Use Policy
- ✓ Relationships and Sexuality Education policy
- ✓ Covid-19 Policy

9. Monitoring and review

This policy will be monitored on an on-going basis by the Principal, post holder and Board of Management. Reviews of practice and policy will be taken on a regular basis and changes and amendments made as necessary. This policy will be reviewed in the school year 2025/2026 or earlier as necessary.

10. Ratification

This policy was ratified by the Board of management on October 4th 2022.

Signed: _____

Date: _____

Chairperson of the BOM