

SCOIL FREASTOGAIL MUIRE

Statement on General Policy

The Board of Management (BOM) recognises the importance of the Legislation enacted in The Safety, Health and Welfare at Work Act, 2005.

This Safety Statement sets out the Safety Policy of Scoil Naomh Iosaf and sets out the means to achieve that policy. The Board's objective is to endeavour to provide a safe and healthy work environment for all our employees and pupils and to meet our duties to members of the public with whom we come in contact.

This policy requires the co-operation of all employees.

It is our intention to undertake regular reviews of the statement in light of experience, changes in legal requirements and operational changes.

The Board of Management will undertake to carry out a safety audit annually and report to staff. This inspection / safety audit will be carried out more frequently if requested by either staff or the B.O.M.

All records of accidents of ill-health will be monitored in order to ensure that any safety measures required can be put in place, wherever possible, to minimise the recurrence of such accidents and ill-health.

Signed _____

Brendan O Halloran

Chairperson B. O. M.

Date: 27/03/2006

The Board of Management will:

- provide a safe and healthy working/teaching/learning environment in compliance with, or improving upon statutory requirements.
- maintain the cleanliness and state of repair of the building.
- provide safe systems of working to ensure, so far as is reasonably practicable, the health and safety at work of all staff/pupils.
- provide safe plant and equipment.
- manage and maintain the use of personal protective equipment.
- provide adequate information and training on Health and Safety at work and fire prevention and ensure that all employees, pupils, contractors, visitors and others follow the School safety procedures, e.g. Health and Safety notices will be displayed at the following points within the School: Hall, Office, Notice boards, Entrance areas, Library/Computer room, Staff/Community toilets.
- provide safe storage for dangerous materials and substances.
- provide adequate statutory first aid facilities.
- establish, practice and maintain effective emergency evacuation procedures.
- If the School is used for community activities outside of the School day, variations to emergency procedures will apply. These should be included in this policy. It is advisable to work closely with the Fire service in such a case and comply with all of their requirements. The fire-warning signal is a continuous ringing of the automatic Fire Alarm bell. (See separate Section for Fire Drill Arrangements./Building evacuation).
- provide consultative measures to monitor and review the effectiveness of Health and Safety measures.
- carry out detailed reporting and investigation of all accidents and dangerous occurrences to persons and/or property to prevent a recurrence.
- liaise with recognised official bodies with the aim of improving all aspects of health and safety at work.

1. RESPONSIBILITIES

- a) The B.O.M. is responsible for ensuring that information is disseminated and monitoring and reviewing the School's Health, Safety and Welfare at work policy. The B.O.M. acknowledges its legal duty to notify the Health and Safety Executive of major accidents and dangerous occurrences. These responsibilities may be delegated to a sub-committee of the B.O.M. The B.O.M. must ensure that a high standard of Health and Safety is maintained in the school - this implies financial commitment. The B.O.M. member with special interests in health and safety is Mr. Liam Horgan
- b). The B.O.M. is responsible for instigating an investigation and, where appropriate, authorising remedial work or action and reporting on a termly basis to the B.O.M. The Principal teacher in conjunction with the teaching staff members still retains an overall responsibility for the implementation of the School's Health and Safety policy. The B.O.M. has appointed Mr. Liam Horgan as the School's Health and Safety Co-ordinator.
- c). The Health and Safety Co-ordinator is responsible for the day to day co-ordination of the School's Health and Safety Policy to include:
 - regular inspections and risk assessments.
 - liaising with contractors.
 - initiating action on reported hazards and accidents.
 - fire and emergency procedures.
 - maintaining an accurate record of completed training on Health and Safety issues for current staff. Temporary, part-time and supply staff must be informed of their responsibilities and the school's agreed policy prior to the commencement of their duties.
- d). The Health and Safety Representative bears no legal personal responsibility in fulfilling or not fulfilling the Board's duties and any failing on his/hers part will be the responsibility of the school BOM. Any Safety Rep. has the right to carry out his/her own inspections, investigations, and to make reports to the Principal teacher etc. The School's Health and Safety Reps are:
 - Tom Hannafin: School Principal,
 - Mary Farrell: Deputy Principal.
 - Bernie Donegan: Acting Assistant Principal
 - _____ (BOM)
- e). The office staff provides the School's First Aid Cover with the assistance and guidance of the child's teacher or supervising teacher:

- f). Staff having teaching/coaching responsibilities and those representing non-teaching, community employment staff or those who have buildings responsibilities will manage safety in those areas on a day to day basis. They will draw up a Health and Safety policy which:
- requires planning and risk assessment before a lesson starts.
 - Controls the Health and Safety by regular checks.
 - monitors and reviews Health and Safety, e.g. procedures for reviewing risk assessment and safety.
 - is reviewed annually.
 - arranges for staff to receive information and training.

Specific Areas: Persons Responsible:

- g). All staff members have a responsibility to:
- check that areas and equipment are safe before commencing activity;
 - ensure safe procedures are followed and use protective equipment as required;
 - report hazards to Safety Rep./Principal as described in the staff Health & Safety Policy;
 - encourage pupils and visitors to comply with the Health and Safety policy.

The B.O.M. recognises the responsibility for the Department of Education & Science to provide adequate funding for the provision of a Part-time/full- time Caretaker- cleaners for the school.

2. RISK ASSESSMENT

There are several aspects to risk assessment:

- annual Health and Safety Audit to be undertaken by Principal, Health and Safety Co-ordinator/Safety Rep. and B.O.M. member responsible for Health and Safety.
- termly Health and Safety Inspection of school premises to be undertaken by the Health and Safety Reps. and /or Committee.
- continuous identification of hazards and risks on a daily basis.
- assessment of any substance or material introduced into the School and school site to ensure compliance with Safety regulations.
- assessment of any new activity or procedure introduced into the School. Testing of electrical equipment will take place annually or as appropriate.
- See Appendix (i) Risk Assessment Log

The B.O.M. will enable Fire officers, Health and Safety officers etc. to carry out risk assessments from time to time.

3. PUPIL SUPERVISION

- a) Pupil Supervision
Member(s) of staff will be on duty at break times/ lunch times as per designated weekly/annual schedule. Pupils are escorted to the exits at each dismissal time. Supervision Guidelines have been compiled to create a uniform approach to school supervision.
- b) Pupils taking medicines - See policy document:
'Accidents; Injuries; Illness and Medication.'
- c) **Areas of Special Risk**

The School will follow any guidance issued by the B.O.M. in relation to the use of equipment or substances or the performance of activities recognised as being of special risk. The need for training in the use of equipment perceived to constitute a risk and the need for regular servicing and maintenance is acknowledged. The following areas/activities are recognised as potentially requiring additional attention in relation to management of health and safety and should all have their own safety codes:

- Technology .
- Art, PE and Drama.
- Science.
- Cleaning Detergents.
- Cleaning Equipment.
- Chemicals/Sprays.
- Machinery Use.
- Petrol Storage.
- Staff room area.

d) **Illness**

In the case of all pupils, parents are asked to provide an emergency contact number and to alert the School of any known health problems, e.g. diabetes, asthma etc. This record will be kept centrally in the school offices. Parents are requested to notify the school when changes occur re contact numbers and so forth.

See policy document;

'Accidents; Injuries; Illness and Medication.'

e) **School visits and 'off site' activities.**

The B.O.M. and staff will ensure that all Health and Safety Guidelines will be adhered to while pupils and staff members are partaking in

- The conduct of Outdoor Pursuits.
- the use of Mini-buses and coaches.
- Residential and trips abroad.

The Principal will be made aware of the following details by the tour organisers:

- the transport arrangements
- the arrangements for supervision of pupils (including the staff/adult: pupil ratio)
- the arrangement for first aid cover
- the level of qualified instruction and supervision that will be available for activities of special risk.

4. REPORTING, MONITORING AND REVIEWING SAFETY

The Health and Safety Committee should meet each term. Any person on these premises has a duty to report, in the agreed manner, to the principal or the appointed representative any item of concern relating to Health and Safety. The B.O.M. will review this Policy Statement on an annual basis or more frequently should the need arise, e.g. on the publication of new regulations or on the receipt of new circular/documentation from the Department of Education & Science. This policy has immediate effect from the date shown below.

5. ENVIRONMENTAL PROTECTION ACT

Schools will comply with the Environmental Act 1990 and the associated Code of Practice.

Compiled by: Tom Hannafin

Signed: _____ (Chairperson B.O.M.)

Approved by full B.O.M.

Revised 27/03/06

Policy Statement on Safety, Health and Welfare at Work Act, 2005.

Scoil Freastogail Muire Board of Management

Chairperson: Mr. Brendan O Halloran.

Treasurer: .

Secretary: Mr. Gerard Doyle N.T

Principal: Mr. Gerard Doyle N.T. .

BOM Members: Rev Denis O Mahony PP, John Parker, M/S Breda Shanahan Brendan Shahahan, Claire Savage, Brid Leonard N.T..

1.2 The B.O.M. 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 are applied.

1.3 Specifically, Catherine Burke, Chairperson BOM wishes to ensure so far as is reasonably practicable:

- a) The design, provision and maintenance of all places in a condition that is safe and without risk to health.**
- b) The design, provision and maintenance of safe means of access to and from places of work.**
- c) The design, provision and maintenance of machinery.**
- d) The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health.**
- e) The provision of instruction to staff on proper lifting techniques of pupils and dealing with pupil challenging behaviour.**
- f) The provision of such information, instruction, training and supervision as is necessary to ensure safety and health at work of its employees.**
- g) The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at work of its employees.**
- h) The preparation and revision as necessary of adequate plans to be followed in emergencies e.g. fire drill, injuries etc.**
- i) The safety and prevention of risk to health at work in connection with use of any article or substance.**
- j) The provision and maintenance of facilities and arrangements for the welfare of employees at work.**
- k) Obtaining where necessary, the services of a competent person for the purpose of ensuring the safety and health at work of its employees.**
- l) The continuing updating of the Safety Statement.**
- m) The provision of arrangements for consultation with employees on matters of health and safety.**
- n) The provision of arrangements for the selection from amongst its employees of a representative.**

1.4 The Board recognises that its statutory obligations under legislation extend to students, any person legitimately conducting school business and the public.

1.5 The Board of Management of Scoil Naomh Iosaf will ensure that the provisions of the Safety Health and Welfare at Work Act, 2005 are adhered to.

1.6 A Safety Committee may be established to monitor the implementation of the Safety and Health Policies of the B.O.M. and the requirement under the Safety, Health and Welfare at Work Act, 2005.

Duties of Employees

1. It is the duty of every employee while at work:

a) 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 of omissions while at work.

b) to co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.

c) to use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment of thing provided (whether for his/her safety, health or welfare while at work).

d) to report to the Board of Management / supervisor without unreasonable delay, any defects in plant, equipment, place of work, or system of work, which might endanger safety, health or welfare, of which he/she becomes aware.

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

3.Employees will, by using available facilities and equipment provide, ensure that work practices are performed in the safest manner possible.

CONSULTATION & INFORMATION

It is the policy of Board of Management to consult with staff in preparation and completion of Hazard Control Forms.

To provide a copy of the Safety Statement to all present and future staff.

That any additional information of instructions regarding Health Safety and Welfare at Work not contained in the document will be conveyed to all staff as it becomes available.

That Health, Safety and Welfare at Work will form an integral part of future staff training and development plans.

HAZARDS

All staff and the Board of Management will complete Hazard/Risk Assessment & Control Forms. Some hazards can be rectified but others remain constant. The Hazards have been divided into three categories- Low, Medium, or High risk.

Hazards that can be rectified or minimised will be dealt with as matter of urgency. Those that cannot 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.

SPECIFIC HAZARDS

1 FIRE

It is the policy of ScoilFreastogail Muire that: -

There is an adequate supply of fire extinguishers, which will deal with any perceived type of fire. Extra fire extinguishers were provided for re office equipment and a fire extinguisher suitable for computer room installed (22/09/02). Staff members were instructed in fire extinguisher use in autumn 2002 and 2005.

All fire equipment is identified, restocked and serviced annually.(October)

Fire blanket in school staff room provided.

Fire drills take place at least once a year

Instruction is given to staff members in the use to Fire Extinguishers for specific materials/equipment.

Signs will be clearly visible to ensure visitors are aware of exit doors.

External Fire doors kept clear for ease of exit.

Internal Fire doors closed

All electrical equipment be unplugged or turned off outside office hours and when offices are vacated for lengthy periods.

An Assembly Area is designated outside School building i.e. Top Hard Court Area. Fire Assembly Point Notice erected on wall.

Those leaving buildings/classrooms should let class teachers know.

Exit signs are clearly marked.

A fire has checked the school and equipment officer/service person and all recommendations made by him/her have been implemented.

Identification of other Hazards in the School buildings.

Passageways.

- 1. Floor surfaces can sometimes be slippery especially in wet weather. Staff requested to put Wet Floor Signs in place.*
- 2. Roof leaking in new extension can lead to slippery floor..*
- 3. Mats can sometimes be a tripping hazard. Monitored by cleaning staff.*
- 4. All personnel are expected to walk on right side of corridor.*

Doors

- 1. Doors in classrooms 1 to 3 do not have re-strainers. However, they have been observed not to slam.*
- 2. Side Door next to Room 4 is not a fire door and is locked for security reasons.*

Windows.

Windows in old school area need to be replaced. Ventilation cannot be controlled in this area. Huge heat loss in old school area

ROOF

Leaking/weeping roof in corridor in old school . Application for roof repair of school with the DES in 2011.refused

School Hall

School chairs after meetings, PE Equipment not stored away/removed from store, Benches and goalposts

Outside Areas

- 1. Playing areas at different sides of school*
- 2. Steps at front of school*
- 3. Steps at side and rear of school*
- 4. Application for Hand rails for steps at front entrance of school with the DES.*
- 5. Use of grounds after school hours by members of the public.*
- 6. Man holes in front of school need replacing – stones and grit come on to the playing surface*
- 7. Surface Water in Junior Yard after rain fall*

Hazards within the classroom.

Within the classroom and school building during normal school business,

The hazards with potential for injury for all within the school are: -

- 1. Activity involving the use of tools of any kind e.g. scissors, pointed knives, pointed implements.*
- 2. Activity involving the use of electrical power cables.*
- 3. Movable furniture and equipment e.g. Computers Trolley and TV trolley*
- 4. Chairs stored on tables at end of day to facilitate cleaning.*
- 5. Items Stored on ground e.g. pupils' schoolbags.*
- 6. Shelving provided to store pupils' books.*
- 7. Wet areas – sink - water spillages*

Teachers are requested to establish individual Classroom and Hall rules and organisational practices incorporating aspects of the Health and Safety Policy.

Building Security

Anyone who comes into the school premises must identify himself or herself clearly to whoever answers the door or school buzzer before gaining admittance to the school premises. (The children are instructed not to open the school doors for visitors). Any contractor must make direct contact with the Principal, Deputy Principal or a member of the Board of Management before initiating any work on the school premises.

** It is the policy of BOM to minimise sound pollution - room to room, yard to room etc.*

** When people are working on the premises with drills or other loud implements they must wear protective earmuffs. Where such work is taking place, which constitutes any threat to Health and Safety, the school will be closed or the work will not take place during school hours.*

** All flammable, toxic and corrosive substances must be kept in the locked press/room provided. All the above substances must be clearly and accurately labelled at all times.*

** Should any child requiring the need to be lifted, be enrolled in the school, then suitable arrangements will be made in terms of training in lifting and also support services, where practicable, in order to minimise strain on staff.*

** Where appropriate support services will be brought in to help in the case of physically violent and/or sexually active children. This does not reduce the B.O.M. responsibility to ensure that such pupils do not injure staff members.*

Arrangements for Attaining Safety.

Arrangements made for attaining safety, health and welfare of staff and pupils at Scoil Freastogail Muire.

- 1. The Principal & Deputy Principal, organise the effective supervision of pupils during breaks, lunch periods, assembly and dismissal times by staff members. A table of names and times of supervision is on display in the staff room and main corridors. The Play areas are subdivided into sections to be used by individual groups/classes.*
- 2. Children are expected to abide by general rules of behaviour, which include: -*
 - (a) Running pushing and shouting in school building is not allowed. Children walk in single file on right hand side of corridors and stairways/steps leading to playing areas.*
 - (b) Fighting, bullying, name-calling, offensive language, back answering and cheek are not tolerated as this type of behaviour could result in physical and mental damage to victims.*
- 3. Articles, which could be a source or moral or physical danger to children are forbidden in school.*
- 4. Children are encouraged to keep their classrooms, toilets, playing-areas, and surrounds litter-free. Bins are provided in classrooms and school grounds for this purpose. Teachers are*

encouraged to devise classroom rules and regulations in conjunction with the pupils with a view to reinforcing the concept of group and individual safety.

5. Children are encouraged to keep themselves and their belongings neat and clean and to wash their hands after using toilets etc.

6. The interior of the school has been decorated and painted to improve the working environment for pupils and staff. Both pupils and staff benefit physically, mentally and aesthetically from more stimulating comfortable surroundings. Built - in classroom furniture has also been provided to enhance the rooms. These improvements are on going.

Many hazards have already been dealt with and remedied and others (as far as practicable) are being attended to, so as to minimise dangers to pupils and staff.

Other hazards, which have been remedied, are: -

- 1. Schoolyards and entrances are brushed regularly.*
- 2. Fencing and play areas improved.*
- 3. Extra hard court area provided.*
- 4. Extra play ground provided.*
- 5. Car parking facilities including bus/car pull-in provided.*
- 6. Traffic calming Lights sought and provided.*
- 7. Floor mats provided at entrances to minimize the risk of slipping.*

The whole school area has been designated a Smoking Free Zone.

Children are not allowed to bring drinks in bottled glass so as to minimise the risks of breakages and cuts.

First Aid materials provided in School Office and in Learning Support room.

[See Policy on Accident/Injury/Illness/Medication](#)

VETTING EMPLOYEES RE SUITABILITY OF EMPLOYMENT

The BOM is responsible to ensure that all employees working in a school environment – those working with the children either before, during or after school hours, are suitable and are of such character that there would not be a risk that any such person would cause either physical, sexual or emotional harm to any of the school pupils.

The Chairperson of the BOM, in consultation with the school principal will seek to provide adequate evidence that all employees are suitable to work in the school prior to the BOM being requested to sanction any such person(s) as school employees.

Vetting Process

The Vetting process will entail

- ❖ The provision of references from all potential employees.*
- ❖ Contacting referees cited on CVs*
- ❖ Contacting previous employers (if appropriate.)*
- ❖ Other acceptable processes as identified.*

VETTING PERSONS RE SUITABILITY OF VOLUNTEER ASSISTANCE

The BOM is responsible to ensure that all who volunteer to work with children in the school are in the first instance working under the direct supervision of the teacher in charge.

The teacher is instructed to inform and act in a manner that does not delegate responsibility but engages the assistant in working in conjunction with the teacher.

The teacher is instructed to provide a copy of the ‘Courtesy to Pupils’ to each assistant and to clarify any aspect of the instruction sheet.

VETTING PERSONS RE SUITABILITY WHO WORK WITH CHILDREN IN THE SCHOOL AND ARE NOT EMPLOYEES OF THE SCHOOL

The BOM must be satisfied that the organiser of any activity involving children in the school premises is of such character that there would not be a risk that such a person would cause either physical, sexual or emotional harm to any of the school pupils.

The BOM must be satisfied that the organiser (particularly those activities which continue on following the instruction period/official closing time and are therefore not part of the school's normal daily activity), follows procedures to vet all assistants and that the BOM is supplied with written evidence that an adequate vetting procedure occurred.

Notification of these activities to parents/guardians must state categorically that such activities are not the responsibility of the school and indicate and acknowledge that permission to use the School, School hall etc. has been approved by the BOM.

(The BOM must be in receipt of the organiser's Certificate of Insurance indemnifying the BOM of any responsibility in relation to the activity).

27/03/2006