

Scoil Chorp Chríost Health & Safety Policy

Scoil Chorp Chríost recognises the importance of the legislation enacted in the Health and Welfare at Work Act, 2005.

This Safety Statement sets out the Safety Policy of Scoil Chorp Chríost and sets out the means to achieve that policy. Scoil Chorp Chríost's objective is to endeavor 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, change in legal requirements and operational changes within the school.

The Board of Management will undertake to carry out a safety audit regularly and report to staff. This inspection/ safety audit will be carried out more frequently if requested by either staff or the Board of Management . All records of accidents or 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. Accidents are recorded in the accident notebook kept in the school office.

Scoil Chorp Chríost will appoint a staff member to act as Safety Representative who will have certain rights under the Act including the right to appropriate training, to make reports and to investigate accidents and as Safety Rep will represent all employees on Occupational Health and Safety matters. The Act also confers responsibility on the employees in so far as they are required to take care to avoid injury, to co-operate with the employer in matters of safety, to use any means provided for their protection and to report to the employer any dangerous situation they may encounter.

Board of Management:

Chairperson: Brenda Clancy

Secretary: Julienne Donegan

Treasurers: Kathy Kennelly

Names of other Board of Management Members:

Father Kevin McNamara

Breda Kiely

Alex McMahon

Eamon Whyte

Edna Murphy

Work Place Environment

Scoil Chorp Chríost will ensure that, in so far as practicable, the highest standards of safety shall prevail and that at a minimum, the provision of Safety, Health and Welfare Act, 2005 is applied.

Scoil Chorp Chríost wishes to ensure so far as is reasonably practicable

- a) The design, provision and maintenance of all places in a condition that is safe without risk to health and properly ventilated.
- b) The design, provision and maintenance of safe means of access to and from places of work.
- c) The design, provision and maintenance of plant and machinery (heating, electric, plumbing).
- d) The provisions of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health (Swimming, tours, trips, supervision).
- e) The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at work of its employees (gloves for accidents).
- f) The organisation and revision as necessary of adequate plans to be followed in emergencies e.g. fire drills – termly 3 times a year.
- g) The provisions and maintenance of facilities and arrangements for the welfare of employees at work .
- h) The continuing updating of the Safety Statement
- i) The provision of arrangements for consultation with employees on matters of health and safety.(on agenda at least once a year at staff meetings)

Scoil Chorp Chríost recognises that its statutory obligation under legislation extends to students, any person legitimately conducting school business and the public.

The BOM of Scoil Chorp Chríost will ensure that the provision of the Safety Health and Welfare at Work Act 2005 is adhered to.

Ratified by Board of Management on 2/02/2017
Date

Signed _____ *Brenda Clancy*
Chairperson, Board of Management

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 one 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 report to the Board of Management 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 or otherwise, for securing safety, health or welfare of persons arising out of work activities.

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

Emergency Plans:

An emergency is a situation which arises with little or no warning and causes or threatens death, injury, serious property damage or serious disruption to people and services. Examples include fire, explosion, collapsing buildings, notification of incendiary and bomb scares. The school has procedures in place for dealing with emergencies. Staff will be made aware of these procedures and regular practice drills will be undertaken. These activities are the responsibility of Breda Kiely.

Emergency Phone Numbers.

Fire Brigade 999

Ambulance 999

Garda Emergency 999/112

Local Garda Station 068 21000 (Listowel)
Local Dr. K. Murphy, Athea 068 - 42271
Kerry University Hospital 066-7184000

Emergency Evacuation Procedures

In the case of fire, or other emergency requiring evacuation of the work place:

- The person discovering the fire should raise the alarm. They contact the emergency services.
- All persons must leave the building without delay .
- All persons should go immediately to the assembly area.
- All teachers will take their class list and call the roll to identify any person missing from the assembly area.
- No one should re enter the workplace until emergency services give the “all clear”.
- Children who have been with L.S./R teachers all join their own class group.

Fire:

It is the policy of Scoil Chorp Chríost that:

There is an adequate supply of fire extinguishers, which will deal with any type of fire. All fire equipment is identified and annually serviced and records kept in office. Regular fire drills take place once a term.

Instruction is given in the use of fire extinguishers for specific materials/equipment.

Fire Extinguishers are clearly marked.

Exits are clearly marked.

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

An assembly area is designated outside the building.

The school and equipment will be checked by a fire officer and all recommendations made by him/her will be implemented.

Brief Absences:

- Those leaving buildings/ classrooms should let someone know (for nature walks, toilet, dentist, church)
- Children leaving the school during the day must always provide written explanations signed by parents/ guardian or a phone call for such absences and be signed out of the school.

Electrical Installations:

All electrical equipment will be installed, used, worked and maintained in a safe condition in order to prevent danger.

All fixed equipment must be earthed.

No damaged electrical equipment will be permitted to be used.

All employees must report to the board of management all damaged electrical equipment, plugs, sockets, and cables.

All electrical equipment must be turned off outside office hours and when offices are vacant for lengthy periods.

Drugs and Medication:

It is the policy of Scoil Chorp Chríost that:

Parents inform the class teacher in writing of any drug/ medication that needs to be taken by a pupil while in attendance at school.

Each child is responsible for the administration and care of his/her medication.

All medications are kept in the school office.

NO MEDICATION IS TO BE GIVEN BY STAFF TO PUPILS –
unless parents have signed indemnity form. Eg. Emergency Epi Pen use.

Highly Polished Or Wet Floors:

It is the policy of Scoil Chorp Chríost that:

The washing of floors is conducted after school hours to ensure, as far as is reasonably practicable, elimination of danger of slipping.

Employee Protection:

The code of Behaviour in the school provides for a level of behaviour to minimize personal risk or stress to any employee.

Access to employees is by consent. When the employee feels at risk from or threatened by a particular person on school property this must be drawn to the BOM's attention. The BOM will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees. Such measures will include meetings by appointment with/ without witnesses and in extreme circumstances an injunction/ barring order and any necessary legal steps.

Infectious Diseases:

It is the school policy to notify Parents, Employees and Board Of Managements members of all infectious diseases.

Scoil Chorp Chríost will endeavour to minimise risks by:

Adherence to sound principles of cleanliness, hygiene and disinfection and have provided disposable gloves to be used for all First Aid, applications, cleaning jobs etc.

The staff has been provided with a separate toilet with hand washing facilities, a disposal unit, soap and a towel/ hand dryer.

First Aid:

All required remedies and equipment are made available for first aid function. There will be an adequate supply of properly equipped First Aid Boxes available at all times to staff, which will contain:

- Adhesive Plasters (ordinary and non-allergenic) to be used only where absolutely necessary.
- Baby Wipes.
- Scissors
- Gloves

DISPOSABLE GLOVES MUST BE WORN AT ALL TIMES WHEN ADMINISTERING FIRST AID.

Significant injuries are recorded in Accident Report Book kept in school office, signed and dated by teacher on yard duty and Principal. Parents are informed about such accidents.

Work On The School Premises:

Anyone who comes onto the school premises must identify themselves clearly to a staff member. Any contractor must make direct contact with the Principal, Deputy Principal or the Chairperson of the BOM before initiating any work on the school premises.

All contractors are required to present their insurance to the Principal.

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.

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

Reporting Accidents:

The school will comply with the requirements for reporting accidents and dangerous occurrences to the

Health and Safety Authority,
10 Hogan Place,
Dublin 2
Tel (01) 6147000

The person responsible for reporting accidents and dangerous occurrences is Breda Kiely.

Any accident in the school which results in a staff member or pupil being injured and unable to perform his/her normal duties for more than 3 consecutive days will be reported to the Health and Safety Authority. Accidents will be reported by filling out the online Accident Reporting from the health and safety website. (www.has.ie) Accidents will be reported promptly – fatal or potentially fatal accidents will be reported immediately, by telephone in the first instance, while non-fatal accidents will be reported as soon as practicable, in most cases within 2 weeks of the occurrences will also be reported to the health and safety authority using Form IR3 which can be downloaded from the publications and Forms section of the Health and Safety Authority website (www.has.ie)

Consultation And Information:

It is the policy of Scoil Chorp Chríost to consult with staff in preparation and completion of Safety Statements . A copy of the Safety Statement is available to all staff in the staff room. It is the policy that any additional information or instruction 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 form will form an integral part of any future staff training and development plans.

Hazards And Risks:

On the following pages you will find a list of workplace hazards and risks showing appropriate:

- Risk assessment
- People at risk
- Actions and controls to eliminate or reduce the risk or provide protection from the risk
- Assigned responsibility for implementing the actions and controls
- Review plans.

This policy was ratified by the Board off Management on

Date 2/02/2017

Brenda Clancy
Chairperson of the Board of Management

Scoil Chorp Chríost Safety Statement

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. A safety audit shall be carried out annually by the Board of Management Safety Officers and a report made to staff. 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 Scoil Chorp Chríost 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 to and from places of work.
- ◆ Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
- ◆ Staff shall be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of its pupils and employees.
- ◆ Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health 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 nomination n by the employees of a safety representative.

The Board of Management of Scoil Chorp Chríost recognises that its statutory obligations under legislation extends to employees, students, to any person legitimately conducting school business, and to the public.

The Board of Management of Scoil Chorp Chríost 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:

- (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 or 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 or item provided (whether for his/her lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at work.
- (d) To report to the Board of Management 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.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or other means or item provided in pursuance of any of the relevant statutory provisions or otherwise, for securing safety, health or welfare or 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 (see section 9 of safety, health and welfare at Work Act 2005).

Consultation and Information:

It is the policy of the Board of Management of Scoil Chorp Chríost to consult with staff in preparation and completion of hazard control forms, to give 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 two categories. Those which can be rectified will be dealt with as a matter of urgency. 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 the Board of Management of **Scoil Chorp Chríost** that:

- (i) The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fires 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.
- (ii) The Deputy Principal will ensure that fire drills shall take place at least once a term.
- (iii) Fire alarms shall be clearly marked and checked. (Responsibility of Board of Management Safety Officer)
- (iv) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.(Staff Safety Officer)
- (v) 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.
- (vi) Each teacher who has an exit in her classroom must ensure it is kept clear, and that the main door is kept clear at all times – Principal will see they are free of obstruction.
- (vii) All staff and pupils know the location of assembly points outside the school.
- (viii) All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The secretary/Principal, as appropriate, is responsible for the office. Staff room is every teacher's responsibility.
- (ix) Principal shall be responsible for fire drills and evacuation procedures.

- (x) 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. Guillotine
5. Projectors
6. Fuse Board
7. Electric kettles
8. Boiler house
9. Ladders
10. Excess Gravel on school yard
11. Protruding units and fittings
12. Flat roof of school
13. External store to be kept locked
14. Lawnmower
15. Slabs around perimeter of school
16. Icy surfaces on a cold day
17. Mats in hall
18. Windows opening out

To minimise these dangers the following safety/ protective measures must be adhered to (see duties of employee pages 4 of this document):

- (a) Access to and operation of plant/equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties. ***Copies of this Safety Statement will be sent to all contractors prior to contract by the Principal/Board of Management. Any other contractors entering the school must be shown a copy of the schools Safety Statement and shall adhere to its provisions.***
- (b) In addition all such plant and machinery is to be used in strict accordance with the manufactures instructions and recommendations.
- (c) Where applicable Board of Management will ensure that members of the staff will have been instructed in the correct use of plant, machinery and equipment.
- (d) All machinery and electrical equipment are 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. Occasionally Senior Pupils may bring jars for Art/Craft.
- (h) Board of Management will check that floors are clean, even, non-slip and splinter-proof.
- (i) Principal will check that PE equipment is stacked securely and in positioned so as not to cause a hazard.
- (j) Check that all PE equipment is in good condition.
- (k) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. Board of Management Safety Officer and Staff Safety Representative.
- (l) Checks that there are no uneven/broken/cracked paving slabs. Caretaker under Board of Management.
- (m) Check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. Board of Management Safety Officer.
- (n) Teachers check that manholes are safe.
- (o) Checks that all play areas, especially sand pits, are kept clean and free from glass before use.
- (p) The Safety Officer checks that outside lighting works and is sufficient.
- (q) Principal and Safety Officer check that all builder's materials, caretaker's maintenance equipment, external stores etc are stored securely.
- (r) Principal checks that refuse is removed from building each week and is carefully stored outside.

Electrical Appliances:

Arrangements will be made for all appliances to be checked on a regular basis at least annually 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 in tact and free of cuts or 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 Scoil Chorp Chríost that all chemicals, photocopier toner, detergents etc be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area, and protection provided to be used when handling them. (Secretary/Cleaner/Principal where appropriate).

Drugs And Medication:

It is the policy of the Board of Management of Scoil Chorp Chríost that all drugs, medications, etc be kept in a secure place, locked at all times and the key kept in a separate and secure place and used only by trained and authorised personnel.

Welfare:

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A Staffroom separate from the work area is provided, where tea and lunch breaks may be taken. Staff must co-operate in maintaining a high standard of hygiene in this area.

A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal must be available. An adequate supply of hot and cold water, paper towels , 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 for 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 themselves or their fellow workers. The school will arrange or assign 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.

Highly Polished Floors

It is the policy of the Board of Management of Scoil Chorp Chríost that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as is possible, after school hours to eliminate as far as possible, the danger of slipping. Where floors are wet, warning signs regarding wet floors shall be used.

Smoking

It is the policy of the Board of Management of Scoil Chorp Chríost that the school shall be a non-smoking area to avoid hazard to staff and pupils of passive smoking.

Broken Glass

Staff are asked to remove or report broken glass to the Principal so that it may be immediately disposed of.

Infectious Diseases

It is the policy of the Board of Management of Scoil Chorp Chríost that all infectious diseases shall be notified and steps taken to ensure the safety of students and staff against all such diseases. The Board of Management will endeavour to minimise the risk by adherence to sound principles of cleanliness, hygiene and disinfection and 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, paper towels and a facility for the safe disposal of waste.

First Aid

It is the policy of the Board of Management of Scoil Chorp Chríost that a member of staff shall be trained to provide First Aid to staff and pupils.

(1) Notices are posted in office detailing:

- arrangements for giving first aid,
- location of first aid boxes,
- procedure of calling ambulances etc.....,
- telephone numbers of local Doctor, Gardaí, Hospital.

(2) All incidents, no matter how trivial and whether to employees or to students or to members of the public must be reported immediately to the person responsible for the hazard identified in the Statement or in the event that the accident/incident occurs in any other place to which that paragraph dealing with hazards does not relate to the Safety Officer. This is necessary to monitor

the progress of safety standards and to ensure that the proper medical attention is given where required. An Accident Report File is to be maintained for the recording of all accidents and incidents by the Safety Officer.

The Secretary will ensure that a properly maintained and equipped First Aid Box is available to staff at all times containing:

- Sticking plasters
- Tape
- Cotton Bandage
- Cream for First Aid treatment of Burns
- Baby Wipes
- Scissors
- Ice Pack – in staffroom fridge.

Medial devices such as Epi-Pens, Inhalers etc. are carefully stored on a high shelf in the office.

Disposable gloves must be used at all times in administering First Aid.

Parents are responsible for checking use by dates on their child's medication.

Access To School

In as much as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary as relevant before gaining admittance to the school. Any contractor must make direct contact with the Principal 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. Contractors must supply a current Insurance Certificate to the Principal.

While work is in progress, any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary. The contractor and his workmen shall not create any hazard, permanent or temporary, without informing the principal or his nominated agent and shall mark such hazard with warning signs or other suitable protection.

Collecting Children

(1) All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.

(2) Those parking outside the school grounds are advised to accompany children to and from the gate. **People driving are asked to please park in single file outside school.**

Revision of This Safety Statement

This statement shall be regularly revised by the Board Of Management of Scoil Chorp Chríost in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Signed on behalf of the Board of Management:

Chairman: *Brenda Clancy*

Date: *2/02/2017*

Principal: *Julienne Donegan*

Date: *2/02/2017*

Safety Officer: *Breda Kiely*

Date: *2/02/2017* **Nominee Of BOM**

Safety Officer: *Eamonn Whyte* **Date:** *2/02/2017* **Nominee Of Staff**

Policy statement in accordance with the Safety, Health and Welfare at Work

Act 2005