



## SCOIL CHOLMÁIN TUAIRÍNÍ

### Safety, Health and Welfare Policy, November 2022

#### *Introduction:*

This Safety, Health and Welfare Policy with Safety Statement was drafted by the staff of Scoil Cholmáin Tuairíní in conjunction with *Guidelines on Managing Safety, Health and Welfare in primary Schools* in October 2022. All teaching staff and safety representatives were involved in this process

#### *Rationale:*

It is a legal requirement under the Safety, Health and Welfare Work Act 2005 for every employer, in conjunction with employees, to prepare and adhere to a Health and Safety Statement. This statement specifies the manner, the organization and the resources necessary for maintaining and reviewing safety and health welfare standards in our school.

#### *Aims:*

This policy aims:

- To facilitate the creation of a safe and healthy school environment by identifying and helping to prevent and tackle hazards and their accompanying risks
- To ensure understanding of the school's duty of care towards pupils
- To ensure that plans are in place in the event of emergencies and that they are complied with and revised as necessary
- To help protect the school community from workplace accidents and ill health at work
- To outline procedures and practices in place to ensure safe systems of work
- To comply with all relevant health and safety legislation

#### Responsibilities of Board of Management

It is the responsibility of the Board of Management to:

- Provide and maintain a workplace that is safe and do likewise for all machinery and equipment etc.

- Maintenance of an appropriate security and fire detection system
- Employ a suitable company to check all fire-fighting equipment in the school on an agreed regular basis (Once a year)
- Manage work activities to ensure the safety, health and welfare of employees
- Ensure that risks are assessed and hazards are eliminated or minimized as far as is reasonably practical.
- Ensure that an internal and external safety audit is carried out annually.
- Prepare a safety statement and regularly update it, particularly when there have been significant changes or when the risk assessment is no longer valid
- Provide and maintain decent welfare facilities for employees
- Prepare and update procedures to deal with an emergency situation and communicate these procedures to employees
- Appoint a competent person to oversee the functions of the Board in relation to Health & Safety
- Provide training and information to workers in a format and language that is appropriate, including training on the commencement of employment
- Report serious accidents to the Health and Safety Authority
- Consult annually with employees and provide them with information in relation to safety, health and welfare

### Responsibilities of Employees

Health and safety is everyone's business. As a worker you have legal duties designed to protect you and those you work with. Responsibilities of employees include:

- Not to be under the influence of an intoxicant to the extent that you endanger your own or another persons' safety.
- To submit to tests for intoxicants as and when regulations specifying testing procedures are adopted
- To co-operate with an employer or other people to ensure that the Health and Safety law is implemented
- Not to engage in improper conduct that will endanger you or anyone else
- To attend Health and Safety training and correctly use any equipment at work
- To use protective clothes and equipment provided
- To report without reasonable delay any dangerous practices or situations that you are aware of Aideen Molloy , Deirdre O'Neill or Áine Nic Dhonncha.
- To take responsibility for their own classrooms and to ensure that in so far as is reasonably practical that the means of access are safe and free from hazards or risk
- Not to interfere or misuse any safety equipment at your workplace
- If you are suffering from a disease or illness that adds to risks, to tell your employer.

### Responsibilities of the Safety Representatives

The safety representatives have the right to:

- Represent the employees at the place of work in consultation with the employer on matters relating to health and safety
- Inspect the place of work on a schedule agreed (annually) with the employer or immediately in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person
- Receive appropriate training
- Investigate accidents and dangerous occurrences
- Investigate complaints made by the employees
- Accompany an inspector carrying out an inspection at the workplace
- Make representations to and receive information from an inspector
- Consult and liaise with other safety representatives in the same undertaking
- Prepare an orderly evacuation system in the event of a fire or any other event which may require children and staff to leave the school building, including a fire drill.

### Responsibilities of the Care-taker

- To check all equipment and work areas to ensure they are safe to use and to report or repair any safety concerns
- To maintain the school building and environment in safe condition and to liaise directly with the principal when a safety issue arises
- Use the correct systems of work and equipment for each activity and job
- To participate in safety training when required
- To report immediately accidents or safety concerns or defects or any new hazards to the Principal and Safety Officer
- To support the annual Hazard Inspection, carried out each school year.

### Responsibilities of the Cleaner

- To protect their own health and safety and that of any other person likely to be affected by their work
- To report immediately accidents or safety concerns or defects to the Principal and Safety Officer

- Where a defect or safety concern is identified ensure suitable isolation to prevent reuse of equipment until it is made safe.

### Responsibilities Contractors

- All contractors employed by Scoil Cholmáin Tuairíní will be required to comply with the requirements of the School Safety Statement.
- To protect their own health and safety and that of any other person likely to be affected by
- their work
- For adhoc/minor works, the contractor will be required to submit a Safety Statement plus the insurance details prior to commencing work. These must relate specifically to the work being undertaken on the school's behalf.

### Hazard Identification Procedures

Each year the Board of Management will carry out a risk assessment, identifying hazards, assessing the risks and specifying the actions required to eliminate or minimize them. A hazard is anything that can cause harm or ill effects and may include physical health, biological, chemical and human hazards

The following hazards (in so much as can be identified) are considered by the school to be a source of potential danger and are brought to the attention of all concerned:



Identification of Hazards, Risk Assessment and Actions Taken Updated September 2022						
Hazard	Low/ Medium/ High Risk	Nature of risk	Action Taken/ Control Measure	Date	Person Responsible	Action/Measure in place/ completed?
Frost/Snow	Low	Fall	Salt pathways. Pupil remain indoors until clear	Ongoing	Caretaker, Principal and teachers on duty	Yes
Aggressive or violent behavior by employees, pupils or parents	Medium-High	Bodily harm or ill health	Implementation of Code of Behaviour, Anti-Bullying Policy, Grievance Procedure, Critical incident policy, Positive Handling Course completed	Ongoing	School Community	Yes
Trips/ falls/ accidents on yard	Medium	Injury	Supervision from teachers and SNA in place at each break time. Accidents & injuries and supervision policies in place. Teachers receive first aid training as necessary. First aid kits in place	Ongoing Review and restocking of first aid kits Term 2 2022. First Aid training term 2 2022	Teachers, principal, B.O.M.	No
Trips/Slips on yard due to wet leaves	Low-Medium	Injury	Leaves regularly swept, collected and cleared from areas where children play	Ongoing	Caretaker / Principal	Yes
Spills	Low	Injury due to slip or fall	Spills dealt with immediately by classroom teachers. Absorbent materials used to soak up liquid.	Ongoing	Classroom teachers	Yes
Student with chronic illness or	Medium-High	Danger of severe illness or injury	Parents/guardians provide school with necessary details of any child	Ongoing	Principal/ Teachers/SNA	Yes

condition				with chronic illness or condition that may require intervention. Administration of medicines policy is in place and regularly reviewed. All relevant staff are made aware of conditions and prevention and treatment measures as necessary			
Transition areas	Low	Injury due to trip, slip or fall. Doors slamming.		School hallway and foscadán kept clear of any hazards. Mat located inside front door to dry shoes and avoid excess wetting of floor on entry/exit. Naíonáin entry painted yellow to highlight step. Doors kept closed to prevent cross breeze.	Ongoing	All school personnel	Yes
Accidents/injuries on offsite trips	Low-Medium	Injury or harm		School tours and outings policy in place and appropriate level of supervision on all off-site trips	Ongoing	Teachers/Principal	Yes
Use of school after hours	Low	Injury or harm		All users of school property must have their own public liability and are aware of all health and safety protocols	Ongoing	Principal	Yes
Classroom furniture	Low	Fall/trip		Supervision of teacher and implementation of classroom rules	Ongoing	Teachers	Yes
Plugs/leads/wires	Low	Personal injury		Due care taken by pupils and school personnel not to create trip hazards	Ongoing	Teachers	Yes
Children exiting the school	High	Knock down/injury		Principal or other teacher to monitor and control exit via the gate	Ongoing	Principal & Deputy Principal	Yes
Steps to Gairdín	Low	Slip/fall while using		Children are reminded to walk	Ongoing	Teachers	Yes

Loose fencing on entry	Low	Minor injuries	Fence to be removed when new gate is in place	End of Term 1 2022/beginning of Term 2 2023		No
Bike Rack	Low	Children falling if climbing/playing on the frame	Teacher on duty to ensure no children climb/play on the frame	Ongoing	Teachers	Yes
Fire	Low	Fire	Fire evacuation plan in place. Extinguishers and alarm serviced regularly, regular fire drills each year.	Ongoing	Principal/ B.O.M.	Yes
Electrical Equipment/ wiring	Low	Injury or damage due to faulty electrics	Electrical installation survey carried out as necessary. Old or faulty equipment not in use and monitored regularly. Electrical equipment used according to guidelines	Electrical Installation survey Term 1 2022	Principal/ teachers	No
Display Screen Equipment	Low	Injury due to prolonged use	Display, Screen Equipment Assessment to be carried out with all personnel	DSE Assessment Term 2 2023	Principal/ B.O.M.	No
Covid Infection	Medium	Illness	Covid policy statement, response plan and prevention measures in place	Ongoing	Principal/ B.O.M.	Yes

### Action Plan

Below are the outstanding actions as identified by our Health and Safety audit and Safety Statement. These will be addressed before the policy in accordance with the timeline outlined below.

Action/Measure	Person Responsible	Timeline	Completed
First aid training provided to all staff	To be organised by principal	Term 2 2022	
First aid box to be reviewed and updated in line with HSA advice	Principal <i>and Áine Nic Dhonncha</i>	Term 2 2022	
Loose fencing to be repaired or replaced as necessary	Caretaker/Principal	Term 2 2022	
Electrical test installation survey conducted	To be organised by principal	Term 2 2022	
Display Screen Equipment Assessment conducted for all teachers	To be organised by principal	Term 2 2022	



### *Ratification and Review*

This policy was adopted by the Board of Management on 24. 11.-----2022 and will be reviewed annually. The policy has been made available to school personnel, published on the school website and provided to the Parent's Association.

Signed Michael Keane  
Chairperson, Board of Management

Date: 24/11/22

Signed Orideen Molloy  
School Principal

Date: 24. 11. 22