

# Moneenroe National School



## Health & Safety Policy

September 2022

## HEALTH AND SAFETY POLICY

### **INTRODUCTION:**

This Policy is drawn up by the Board of Management of Moneenroe National School (hereinafter called the Board) in conjunction with the Principal and members of staff of the school.

The Board is comprised of the following members: -

|                        |                     |
|------------------------|---------------------|
| Chairperson:           | Mr. Thomas Lanigan  |
| Hon. Secretary:        | Ms. Ellen Mooney    |
| Hon. Treasurer.        | Ms. Orla Roche      |
| Mr. Philip Lonergan    | Principal Teacher   |
| Ms. Martha Dunphy      | Deputy Principal    |
| Mr. Eamon Mooney       |                     |
| Mr. John Brennan       |                     |
| Safety Officer:        | Mr. Philip Lonergan |
| Safety Representative: | Ms. Maria Coogan    |

### **AIMS:**

- To make the School Premises a safe environment and without risk to health, for Pupils, Staff, Parents and Visitors alike.
- To promote an understanding of safety issues among all who work in, or visit the School.
- To identify all hazards, assess risks arising from these hazards and specify how they can be eradicated or managed as the case might be.

### **GUIDELINES.**

- The Board will elect, from among its members, a Safety Officer who will carry the title for the lifetime of the Board. The main duties and responsibilities of the Safety Officer are as follows:
  - 1) to guide and advise on all health, safety and welfare matters
  - 2) to ensure that the school fulfils all statutory requirements
  - 3) to undertake regular and appropriate revision of the school safety procedures
  - 4) to ensure that adequate fire protection and prevention measures are provided
  - 5) to investigate all accidents and dangerous occurrences and to ensure that appropriate statutory notifications are properly completed.
- The Safety Officer will make information on health and safety measures available to pupils, parents/guardians and members of staff.
- The Safety Officer will prepare a list of hazards and repairs required for inclusion in the minutes of meetings of the Board.
- Safety is the responsibility of everybody. Teachers are responsible for safety in their own area and for the implementation of relevant safety procedures. The Safety Officer will monitor safety generally and the operation of safety procedures.

- The Safety Representative will bring to the attention of the Safety Officer any matter of concern to staff members relating to health or safety issues.
- Hazards: To successfully manage safety and health, employers should know what hazards are in the work place. A hazard is defined as anything with potential to cause harm. Hazards are divided into two categories. Those that can be rectified will be dealt with as a matter of urgency. Those that cannot will be identified as potential areas of danger. All hazards will be eliminated in so far as is practically possible. The Safety Officer with the school staff will identify the areas of school life and activity as requiring special care in order to prevent injury or damage to members of the school community.
- A fire drill will be held at periodic intervals. Each class will evacuate through the fire escapes and make their way to the designated assembly points. The three classes housed in the new extension will progress to point A and the other two classes will progress to point B. Class teachers will conduct an immediate audit at the assembly points to determine that all pupils have been safely evacuated from the building. Pupils in learning support classes shall be instructed frequently on procedures to be followed in the event that evacuation of classes coincides with a visit to toilet areas allocated to those classes.
- The fire alarm bell will be tested regularly to ensure that it is operating effectively.
- Each classroom will be equipped with a suitable fire extinguisher. The Safety Officer will arrange for an annual inspection of this equipment by a reputable firm and for the replacement of units where necessary. Smoke detectors will be fitted in each corridor.
- Fire doors will be kept in the closed position at all possible times.
- As the boiler house is the primary potential source of fire, it will be locked at all times and will be off limits to all pupils at all times.
- Class teachers will be encouraged to ensure that all electrical equipment used in classrooms is switched off or unplugged when not in use. All electrical sockets should be switched off at the end of each day.
- Candles used for ceremonial purposes in classrooms will be lit by the class teacher only. They must be extinguished at the earliest opportunity. Care must be taken to ensure that they are positioned well away from flammable materials.
- The Board will, through the safety officer, take all necessary steps to comply with its legal responsibility under the Fire Services Act 1981.
- The telephone number for Station Officer (Mr. Martin Carroll) in Castlecomer is 087 6979264, Kilkenny Fire Station – 7794400, as well as the telephone number for Castlecomer Garda Station – 4440650 and Kilkenny Regional Emergency Ambulance Services – 112 or 999, and Ambulance Officer 7765010, will be displayed in a prominent position in the school. (Fire Brigade Emergency 112)

#### **OUTDOOR ENVIRONMENT:**

- The public will be advised by the Board that the school premises are private property and that unauthorized entry is not permitted. This advice will be given by written notices prominently displayed and stated in clear terms.

- Parents/Guardians will be written to annually to request that they not park in the Bus Bay when setting down in the mornings or picking up in the afternoons. This is to preserve maximum visibility at assembly/departure times and thus reduce risk of accident.
- The school opens at 9.20 each morning. Infants go home at 2.00p.m and the remaining classes at 3.00p.m. Compliance by Parents and pupils with opening and closing times and disciplinary procedures for outings, trips, swimming, visits to Church and Parish Hall, is regarded as an integral part of the safety procedures of this Health and Safety Statement.
- Our Child Protection Policy, which is a separate document, re-enforces and supports all aspects of this Health and Safety Policy.
- Access to School: Anyone entering the school premises will be required to identify himself or herself to the Principal or the School Secretary before gaining admittance to the school. Any contractor must make direct contact with the Principal before initiating any work on the premises. They will be shown the safety statement and they in turn will be required to comply with all statutory regulations and provide evidence of their own insurance cover.
- Pupils bringing bicycles to school must dismount on arrival at the school grounds.
- Break-times will be supervised by two members of staff. A supervision roster will be displayed in the staff room at the start of each school year. Each member of staff will be given a copy of the roster. Arrangements will be made on a day-to-day basis by the principal/teacher in question in the event of the absence of a rostered member of staff.
- Pupils will be encouraged to walk in an orderly fashion to and from their breaks.
- Staff members on supervision duty will be alert for behaviour/activity likely to carry the risk of accident or damage to persons or property. The attention of those involved will be focused on the potential dangers and the behaviour/activity may be prohibited.
- Staff members are asked to be alert to the presence of occasional hazards in the grounds. Such hazards must be removed or reported immediately to the Safety Officer or Safety Representative.
- An Incident Book will be kept. Records of all serious incidents will be kept. All incidents whether to employees, pupils or members of the public must be reported immediately to the Principal/Safety Officer. The relevant rostered member of staff will be responsible for the compilation of the Incident Book when necessary.
- The procedures to be followed under the Notification of Accidents at Work Regulations 1993 will be followed within this school. The Form of Notice of Accident will form Appendix D of this document.
- A First Aid Kit will be kept in the secretary's office. The contents will be inspected when necessary. Our school secretary/S.NA will take responsibility for this. All staff members will be familiarised with the kit and its contents. The kit will at all times be returned to its storage area after use.
- Relevant details of a child's special medical requirements will be kept in a folder in the secretary's office.

- The Policy of this school on the Administration of Medicines will form part of this Health and Safety Statement.

#### **STAFF RELATED ISSUES:**

- The Board of Management is committed to the fostering of positive staff working relations. Towards this end, regular staff meetings will be held and access granted to the Board in relation to concerns expressed by staff members.
- All staff, teaching and other, will be made aware of the Policy of this school on bullying.
- All staff will be acquainted with the procedure for Complaints and Appeal adopted and implemented by the Board of Management of the school.
- All employees are entitled to feel safe in their place of work. As stated in the Code of Discipline of this school any assault on any staff member/employee or any action aimed at the destruction of their property will be regarded as a gross misdemeanour and will be treated accordingly.
- The school enrolment form will require parents to inform the school of any allergies, illnesses or conditions which impact on the health of the prospective pupil. In addition, parents are requested to notify the school of any such condition as might arise during the period of enrolment of a particular child. Class teachers will be made aware of all health implications involving children in their respective classes.
- Staff and students are not allowed to attend the place of work or carry out duties whilst under the influence of illicit drugs or alcohol.
- The school will be a non-smoking area. This complies with the Tobacco Smoking (Prohibition) Regulations 2003.
- The school recognises that under the terms of the Administration of Medicine Policy, individual teachers may opt not to administer medicines to a child in their care. In this case alternative arrangements will be made by the Principal.
- Consultation between management and staff will take place in regard to all major decisions taken by management, which affect the manner in which the school is run. Due regard will be given within the consultative process to the role of the Principal and the Board as defined by the Department of Education and Science and by relevant legislation.
- All staff will be consulted on matters of policy and copies of all draft policy documents will be freely circulated prior to their adoption by the Board.

#### **INDOOR ENVIRONMENT:**

- Pupils will be encouraged to move at all times within the building at normal walking pace.
- Teachers and staff will be requested to ensure as far as possible that classrooms and corridors are free from obstacles to normal progress.
- Teachers and ancillary staff have a responsibility to observe and report hazards which may from time to time arise within the building to the Safety Officer or Safety Representative.
- Teachers will use their judgement as professionals where hands-on activity is required in curricular areas to minimise risks to pupils under their care.

- P.E. classes: Runners are obligatory. Swimming lessons, which take place away from the school, will be supervised at all times by school personnel as well as making sure that an adequate number of qualified pool personnel are engaged to safely deal with our number of pupils.
- Use of Computers: A use of Computer policy is in place in our school
- Arts/Crafts and Science classes: Staff will exercise particular vigilance and supervision in the event of scissors/knives, glass, chemicals, electrical apparatus being used during these classes.
- The following areas of the building will be considered out of bounds to pupils by reason of undue risk of accident:
  - a) The Power Board Press beside the main entry point. This should be locked at all times and the key should be kept in the office.
  - b) The boiler house which should be similarly treated.
  - c) The store press for cleaning agents which must always be in a locked state during school hours.
- Every opportunity will be taken both formally and informally to promote a positive attitude to hygiene among pupils.
- The Board of Management will ensure that an adequate supply of water, soap and toiletries is available at all times in the appropriate areas of the building.
- The Board of Management will appoint a person or persons to carry out cleaning duties in the school on a day-to-day basis.

#### **ACCIDENT PROCEDURES:**

- Hazards are identified and reported on an annual basis or as they may arise by teachers or other staff members to the Safety Representative, Ms. Maria Coogan. If these hazards can be dealt with appropriately, the Safety Representative will ensure that the necessary actions are carried out. If not, the Safety Representative passes on these reports to the Safety Officer, who is a member of the Board of Management, for his/her attention.
- Pupils are supervised at all times in the classroom situation. If there is an urgent need for a teacher to leave the classroom, the classroom door should be left open and the teacher next door alerted to monitor behaviour. Pupils should never be left unsupervised in the yard during break time. See yard supervision rosters.
- In the event of a minor accident in the classroom, school building or yard, the injured child is treated by the teacher in charge using the school First Aid mobile kit which is kept in the secretary's office and is brought to the yard at break times. Slight cuts or grazes are treated by cleaning with cold water. A non-allergenic plaster may be applied to the wound. In the event of a child becoming ill or being involved in a serious accident, every possible effort will be made to contact the pupil's parents or the person delegated to take responsibility for the pupil. If a child is seriously injured in the classroom, the teacher notifies the teacher next door who reports the incident to the office. If necessary, the principal or secretary will ring for an ambulance. Arrangements will be made to take the other children out of the classroom. The injured child stays with a member of staff qualified in administration of first aid, until the arrival of his/her parents / guardians or the ambulance. If parents / guardians cannot be contacted, a teacher is delegated to accompany the child to hospital in the ambulance.

- If a teacher has a serious accident or illness, a child should report to the teacher next door. All pupils will be informed at assembly at the beginning of each term the need to report to the teacher next door in the case of serious accident or illness to the class teacher. The teacher next door sends a message to the office. Either the principal or secretary will ring for an ambulance if deemed necessary. The teacher next door takes the children out of the injured teacher's classroom. A staff member qualified in the administration of First Aid stays with the injured / ill teacher until the ambulance or medical aid arrives. A member of staff will be delegated to travel with the injured / ill teacher in the ambulance.
- In the event of an accident involving a pupil, a report should be written by the teacher in charge of the pupil at the time of the accident. This report should be written into the school accident report book.
- Parents are asked to fill in a confidential form each school year giving emergency address and telephone number.
- Pupils in Moneenroe National School are encouraged to take out separate insurance to cover medical expenses incurred as a result of an accident in school. Details of his scheme are circulated to all parents during the month of September.

**REVIEW:**

- (1) All Hazards mentioned in Identification of Hazard Report Sheets will be brought to the attention of a meeting of the Board of Management. All practices in areas under discussion will be reviewed at this point.
- (2) The Board will undertake to carry out a Safety Audit annually and report to staff. The inspection/safety audit will be carried out more frequently if requested by either staff or BOM.
- (3) 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.
- (4) This policy will be subject to annual review during Croke Park Hours allocation.

Ratified by the Board of Management on September 15<sup>th</sup> 2022

Signed: \_\_\_\_\_  
Chairperson,

Date: September 15<sup>th</sup> 2022