



Health and Safety Policy

Scoil an Chlochair, Kilbeggan

Introduction

The existing Health and Safety policy was reviewed during September 2020 due to the Covid pandemic. It has been reviewed again in September 2023.

General Guidelines

It is the policy of the Board of Management, Scoil an Chlochair, so far as is reasonably practicable, to:

1. Establish and maintain a safe and healthy environment throughout the school;
2. Establish and maintain safe working procedures among staff and pupils;
3. Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
4. Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
5. Maintain all areas under the control of the Board of Management and Principal in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
6. Formulate effective procedures for use in case of fire and for evacuating the school premises;
7. Lay down procedures to be followed in case of accident;
8. Teach safety as part of pupils' duties where appropriate;
9. Provide and maintain adequate welfare facilities and to make recommendations to the appropriate authority as required.

Roles and Responsibility

The Board of Management, principal, staff and pupils working together have responsibility for the implementation of this policy.

Responsibility of the Board of Management and Principal

The Board of Management and Principal are responsible for implementing this policy within the school. In particular they will:

1. Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
2. Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
3. Make arrangements to draw the attention of all staff employed at the school, to the school and departmental safety policies and procedures and of any relevant safety guidelines and information;
4. Make arrangements for the implementation of the school's accident reporting procedure and draw this to the attention of all staff at the school as necessary;
5. Make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed;
6. Ensure that regular safety inspections are undertaken.
7. Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment which is deemed to be unsafe as according to Health and Safety guidelines;
8. Report to the Department of Education any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.

N.B. The Board of Management will deal with all aspects of maintenance which are under their control. report to the Department of Education any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them;

9. Monitor, within the limits of their expertise, the activities of contractors (in liaison with the Department of Education), hirers and other organisations present on site, as far as is reasonably practicable;
10. Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Board of Management and Principal in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

Duties of the Person Delegated to Assist in the Management of Health and Safety

As part of their Post of Responsibility, the delegated person, Caroline Dunne, shall:

1. Assist the Principal in the implementation, monitoring and development of the safety policy within the school;
2. Monitor general advice on safety matters given by the Department of Education and other relevant bodies and advise on its application to the school;
3. Co-ordinate arrangements for the design and implementation of safe working practices within the school;
4. Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
5. Order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Board of Management and Principal;
6. Assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;
7. Ensure that staff with control of resources (both financial and other) give due regard to safety;
8. Co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.

Scoil an Chlochair
Roll number 20063M

Telephone (057) 9332338 9333558
email office@kilbeggannationalschool.com

Responsibilities of Staff Towards Pupils and Others in their Care

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. Exercise effective supervision over all those for whom they are responsible, including pupils;
2. Be aware of and implement safe working practices and to set a good example personally. Identify actual and potential hazards and introduce procedures to minimize the possibility of mishap;
3. Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
4. Provide written job instructions, warning notices and signs as appropriate;
5. Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
6. Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
7. Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
8. Provide the opportunity for discussion of health and safety arrangements;
9. Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
10. Provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
11. Where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Principal.

Responsibilities of all Employees

All employees have a responsibility under the Act to:

1. take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
2. Co-operate with the Department of Education, Board of Management and others in meeting statutory requirements. not interfere with or misuse anything provided in the interests of health, safety and welfare;
3. Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Principal;
4. Sign in and sign out daily when entering the school.
5. Ensure that tools and equipment are in good condition and report any defects to the Principal;
6. Use protective clothing and safety equipment provided and ensure that these are kept in good condition;
7. Ensure that offices, classrooms and other general areas are kept tidy;
8. Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Principal.
9. The incidents report book at reception should be filled in daily by teachers on the yard. Specifics of the accident, including the date and approximate time, must be recorded concisely. The report should be printed and signed by a teacher who was present at the accident. This report book is kept at the office reception desk. It must be ensured that proper medical attention is given where required.

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE PRINCIPAL.

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work

Scoil an Chlochair
Roll number 20063M

Telephone (057) 9332338 9333558
email office@kilbeggannationalschool.com

places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.

3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

Responsibilities of Parents and Guardians.

Parents and guardians are requested to cooperate with the BOM and others to ensure health and safety law in general and this policy in particular, are implemented. They have responsibility to take reasonable care of their own safety, health and welfare and that of any person who may be affected by their acts or omissions. Parents are reminded that they must not allow their children to engage in dangerous play in and around the school. Parents and guardians are requested to report and health and safety concerns to the principal or BOM.

Responsibilities of Pupils

All pupils are expected, within their expertise and ability, to:

1. Exercise personal responsibility for the safety of themselves and their fellow pupils;
2. Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous;
3. Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
4. Use and not willfully misuse, neglect or interfere with things provided safety purposes.

N.B. The Board of Management and Principal will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the school handbook.

Visitors

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school. All visitors must report to the office when entering the school premises and sign in the visitors book.

Scoil an Chlochair

Roll number 20063M

Telephone (057) 9332338 9333558

email office@kilbeggannationalschool.com

Lettings

The Board of Management and Principal must ensure that:

1. The means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Principal knows of any hazard associated with the above, she/he should take action to make hirers aware of it;
2. Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
3. Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed;
4. Hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly;
5. Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

General Hazards

All hazards shall be eliminated in so far as resources and circumstances allow.

The following hazards (in as 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: -

- Wet corridors (after cleaning, wet days), slippery surfaces.
- Trailing leads should be positioned in a safe, unobtrusive manner.
- Computers
- Projectors
- Staffroom/kitchen appliances
- Basketball posts.
- Bins
- Area behind portocabins
- Protruding units and fittings
- Car park - back of school.
- Cars, bicycles and other vehicles in the school area
- Shores and drains in the yards
- Doors and mats

Scoil an Chlochair
Roll number 20063M

Telephone (057) 9332338 9333558
email office@kilbeggannationalschool.com

- Yard at break time
- Doors on play houses
- Swings and slides on playground
- Scissors
- Hall
- Broken glass or delph
- School doors
- Blind cords
- Boiler
- Computer trolley
- Emergency door closures
- Work carried out by the caretaker/workmen
- Gardening by children

Minimising General Hazards

To minimise these dangers the following safety procedures must be adhered to: -

- Where applicable, all members of staff have been instructed in the correct use of plant, machinery and equipment.
- All machinery and electrical equipment have been fitted with adequate safeguards/instructions.
- Only safety scissors used by children.
- Precautionary notices in respect of safety matters are displayed at relevant points.
- Glass bottles are not permitted by pupils.
- Basketball posts have been covered.
- Basketball hoops will be lowered and replaced.
- Class teachers will ensure that PE equipment is safe, well maintained, stacked securely and positioned so as not to cause a hazard after each PE class.
- Children are not permitted to access areas behind the portocabin.
- Care is exercised when moving bins.
- It is imperative that there should be adequate supervision.
Supervising teachers are the first to enter the yard at break times and any dangers/incidents encountered notified without delay.
Class teachers will routinely and as needed inspect furniture, floors, apparatus, equipment and fittings in their classrooms.
- Care is exercised when leaving the school yard. Junior and Senior Infants are not allowed to leave at home time unsupervised.

Scoil an Chlochair
Roll number 20063M

Telephone (057) 9332338 9333558
email office@kilbeggannationalschool.com

Children are aware that they return to the school building if no one has arrived to collect them.

- Care exercised in the boiler.
- Only the principal, class teacher or 6th class pupils can move the IPAD and chrome book trolley. Care is exercised when moving the trolley. All laptops are plugged out after school and stored appropriately and safely.
- Equipment used by the caretaker/cleaner is stored safely away. No machinery should be used in yards during break times and tools and equipment must not be accessibly to children.
- Caretaker shed is locked at all times when he is not present on school grounds.
- Proper and safe use of gardening equipment at all times. Children are supervised during such activities.
- The brown door remains closed at all times during the school day. Parents must ring the school office to gain access to the school. Children cannot access the brown door without the presence of their teacher.
- Care is exercised at all time in the hall. Children only allowed in hall under strict supervision. Climbing in this area is not permitted.
- Care must be exercise when using all kitchen appliances e.g. Microwave, kettle, toaster etc.
- Store rooms are kept locked
- All children have been instructed on how to enter the school grounds. Children are not permitted to leave the school grounds without permission from a parent or communicating with their teacher.
- Teachers/SNA`s escort the children into the school each morning. In the afternoon, junior classes are escorted to a collection point and senior classes are escorted to the school exit.

Fire and Emergency Evacuation Procedures

1. The school's procedures for fire and emergency evacuation are appended. They are also posted in the school entrance hall.
2. These procedures will be updated as appropriate.
3. The log book for the recording and evaluation of practice and evacuation drills is available.
4. Fire drills take place once a term.

Scoil an Chlochair
Roll number 20063M

Telephone (057) 9332338 9333558
email office@kilbeggannationalschool.com

Fire Prevention Equipment

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system.

First Aid and Accident Reporting Procedures

First Aid Box

The First Aid Box is located outside the Office. There is also a smaller first aid bag which should be brought to all matches, tours etc by the organising teacher/ member of staff.

Health and Safety Officer

The health and safety officer for Scoil an Chlochair is Caroline Dunne (deputy principal)

Trained First Aiders

The following staff members have completed first aid courses including the Heartsaver AED course with paramedic James Mullins between the years 2019-2023.

Brenda Watts

Jean Wade

Robyn Grimes

Angie Doonan

Debbie Coughlan

Niamh Gavigan

Jennifer Barrett

Sheila Egan

Sinead McLoughlin

Florence Guilfoyle

Caroline Dunne

Katie McDonnell

Irene Hanlon

Derek Davey

Florrie Gill

It is hoped that further members of staff will receive training in this area in the near future.

Diabetes and Epilepsy Training

The following staff members have completed courses in the areas of diabetes and epilepsy training. They know what to do in a serious situation.

Mona Kelly

Brenda Watts

*Scoil an Chlochair
Roll number 20063M*

*Telephone (057) 9332338 9333558
email office@kilbeggannationalschool.com*

Noeleen Costello
Debbie Coughlan
Katie McDonnell

It is hoped that further members of staff will receive training in this area in the near future.

Accident Reporting Form

The person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences is Brenda Watts.

Accident report forms are available from the office and should be completed by the member of staff who witnessed/dealt with the child to whom the accident occurred.

Date of Review: 20th September 2023

Next review: September 2025

This policy was reviewed at the BOM meeting on the 20th of September 2023.

Signed: Geordie Jennell

Chairperson of Board of Management

Date: 20/9/23

Signed: Brenda Watts

Principal/Secretary to the B.O.M

Date: 20/9/23

Scoil an Chlochair
Roll number 20063M

Telephone (057) 9332338 9333558
email office@kilbeggannationalschool.com