

# St. Philomena's N.S.



## Safety, Health and Welfare at Work Policy

## **Policy Statement on Safety, Health and Welfare at Work**

The Board of Management of St. Philomena's N.S. 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.

The Board of Management of St. Philomena's N.S wishes to ensure that as far as is reasonably 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.

Specifically, the Board of Management wishes to ensure so far as is reasonably practicable:

- ◆ 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.
- ◆ Plant and machinery may be opened safely in as far as is possible.
- ◆ Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
- ◆ The provision of such information, instruction, training and supervision as is necessary to ensure the safety and health at work of its employees.
- ◆ The preparation and revision as necessary of adequate plans to be followed in emergencies e.g. Fire drill, injuries etc.
- ◆ 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 election by the employees of a safety representative.
- ◆ The provision and maintenance of facilities and arrangements for the welfare of employees at work.
- ◆ Obtaining where necessary, the services of a competent person for the purpose of health at work of its employees.
- ◆ The provision of arrangements for the selection from amongst its employees of a safety representative.

The Board of Management of St. Philomena's N.S. 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 St. Philomena's N.S. undertakes to ensure that the provisions of the Safety, Health and welfare at Work Act 1989 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 thing 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 or 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, equipment or anything provided, in pursuance of any of the relevant statutory provisions or other wise, 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 1989).

Staff must not report for work under the influence of alcohol or other addictive substances. It will be necessary for a member of staff reporting in such a state to be suspended from duty for their own safety and the safety of their co- workers and pupils.

Staff should see to the good airing of classrooms to avoid a build-up of foul air, always being mindful that only a teacher or adult opens the windows.

### **Consultation and Information**

It is the policy of the Board of Management of St. Philomena's N.S. 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**

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.

### **Specific Hazards**

#### **Fire**

It is the policy of the Board of Management of St. Philomena's N.S. 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.

- (i) The principal and/or post holder will ensure that fire drills and evacuation procedures take place at least once a term.
- (ii) Fire alarms are clearly marked.

- (iii) Signs will be clearly visible to ensure that visitors are aware of exit doors and routes. 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. Each teacher and or other adult/s when using the Parents' Room must ensure the exit is kept clear at all times.
- (v) Main building exits – Principal will see they are free of obstruction.
- (vi) A floor plan showing exit routes to assembly point will be displayed in all classrooms and on each floor.
- (vii) Exit signs shall be clearly marked.
- (viii) An assembly area is designated in the grounds of the Church of the Assumption.
- (ix) All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty.
- (x) Teachers are responsible for their own classroom. The secretary/Principal, as appropriate, is responsible for the office/s. The staff room is every teacher's responsibility. Cleaner to check when cleaning.
- (xi) 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 / toilets
2. Trailing leads
3. Computers
4. Guillotine
5. Projectors
6. Fuse Board
7. Electric kettles
8. Boiler house
9. Ladders
10. School Bags left lying around.
11. Protruding units and fittings
12. Internal cleaner store rooms to be kept locked (cleaner)
13. Slabs around perimeter of school
14. Icy surfaces on a cold day
15. Mats in hall
16. Windows opening out

To minimise these dangers the following safety/ protective measures must be adhered to (see duties of employee pages 1-2 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 is 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 by pupils where possible. Remove broken glass immediately on discovery.
- (h) Board of Management will check that floors are clean, even, non-slip and splinter-proof.
- (i) Principal and/or post-holder will check that PE equipment is stacked securely and in positioned so as not to cause a hazard and that other mats are in good condition.
- (j) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. Board of Management Safety Officer and Staff Safety Representative.
- (k) Check that wooden benches etc. are free from splinters and generally sound. Caretaker.
- (l) Check that there are no uneven/broken/cracked paving slabs. Caretaker under Board of Management
- (m) Will check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. Board of Management Safety Officer.
- (n) Check that all play areas, are kept clean and free from glass before use.
- (o) Check that outside lighting works and is sufficient. Board of Management.
- (p) Check that all cleaner's materials, builder's materials, caretakers' maintenance equipment, etc. are stored securely. Principal and Board of Management Safety Officer.
- (q) Check that refuse is removed from building each day and is carefully stored outside. Class teachers and cleaner.

### **Constant Hazards**

Machinery, Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of St. Philomena's N.S. that machinery, kitchen equipment and electrical appliances are to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks.

### **Electrical Appliances**

Arrangements will be made for all appliances to be checked on a regular basis 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 St. Philomena's N.S. 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/Post holder where appropriate).

## **Drugs and Medication**

It is the policy of the Board of Management of St. Philomena's N.S. that all drugs, medications, etc be kept in a secure cabinet. (See policy on Administration of Medicines)

## **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 warm 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 Principal 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.
- (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 St. Philomena's N.S. that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors and stairs 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. Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather.

## **Stairs**

Staff and pupils shall be regularly reminded of school policy when going up or down stairs: To always walk one behind each other, taking one step at a time, leaving a clear step in front and to use handrails. Misbehaviour of any kind, while on the stairs is not tolerated.

## **Schoolbags**

Schoolbags should not be left in the middle of the yard. In classrooms /corridors /cloakrooms bags are not to be left where others can trip over them.

## **School Yard**

The school yard consists of a raised concrete area, a tarmac yard and areas with a wetpour surface. The yard can be icy during periods of frost and snow. Brightly coloured cones/markers will be placed so as to cordon off icy areas. Principal and teachers regularly remind the children that inside the cones is a 'no go' area

## **Windows**

- ◆ On no occasion is a child permitted to open any window, whether that is in classrooms, corridors, cloakrooms or toilet areas.
- ◆ Classroom windows have two levels of opening. The lower level windows are only to be opened as far as the safety lock by a teacher or other adult. Never beyond. This lock must always be engaged.
- ◆ The higher level openings may be opened out wider as needs be, by a teacher or other adult.

## **Visual Display Units**

It is the policy of the Board of Management of St. Philomena's N.S. that the advice contained in the guidelines on the safe operation of visual display units, issued by the Health and Safety Authority be carefully followed. Any up-to-date information regarding hazards relating to the use of VDU's will be studied and recommendations and directives implemented.

**Smoking** St. Philomena's N.S. is a non-smoking area.

## **Code of Behaviour**

St. Philomena's, Code of Behaviour provides a level of behaviour to minimise personal risk or stress to any pupil or employee.

## **Infectious Diseases**

It is the policy of the Board of Management of St. Philomena's N.S. that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students 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 have 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, towels and a facility for the safe disposal of waste.

## **First Aid**

It is the policy of the Board of Management of St. Philomena's N.S. that a member of staff will be trained, should one so wish, 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.

A separate Incident Report Book, where teachers on supervision duty, log minor incidents is kept in the office. (See School Accident/Injury Policy)

The Post holder will see that there will be maintained in the school a properly equipped First Aid Box available to staff at all times containing:

- Sticking plasters
- Tape
- Cotton Bandage
- Antiseptic Wipes
- Scissor
- Anti-histamine for Stings, etc.
- First Aid Chart
- Disposable gloves must be used at all times in administering First Aid
- Ice packs are kept in the fridge in the front hall.
- Warm water and soap is available and should be used before and after administering First Aid.

### **Other items for consideration**

#### **Access to School**

- Persons entering the school premises shall be required to identify themselves clearly to the Principal or the Secretary as relevant before gaining admittance to the school.
- All visitors must register their time in school in the visitor's book. (at office)
- Any contractor must make direct contact with the Principal or Deputy Principal before initiating any work on the premises.

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/her workmen shall not create any hazard, permanent or temporary, without informing the Principal/ Deputy Principal or a nominated agent and shall mark such hazard with warning signs or other suitable protection.

#### **Collecting and dropping off children**

- All parent/guardians/carers in the interest of safety must follow the road safety arrangements for outside St. Philomena's N.S. bearing in mind that the 'set down' area outside the school is not a parking area.
- If a child has to be collected during school hours, the adult collecting her must sign the child out and if returning, sign in again.

**Revision of This Safety Statement**

This statement shall be regularly revised by the Board of Management of St. Philomena's N.S. 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:

Chairperson \_\_\_\_\_ Date: \_\_\_\_\_  
Marie White

Principal: \_\_\_\_\_ Date: \_\_\_\_\_  
Bridget Clear

Safety Officer:-  
Nominee of BoM \_\_\_\_\_ Date: \_\_\_\_\_  
Willie Cronly

Safety Officer:  
Nominee of staff \_\_\_\_\_ Date: \_\_\_\_\_  
Geraldine Gaffey

Policy statement in accordance with the Safety, Health and Welfare at Work Act 2005

Prepared by representatives of the Board of Management, in consultation with parents and teachers in accordance with the Safety, Health and Welfare Act at Work Act 2005