

Appendix T: SAFETY STATEMENT

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 Safety Representative – Kevin Sheehy
 Principal Teacher- Aileen O'Donnell
 Chairperson BOM – Michael Mooney

Safety Policy

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect as far as is reasonably practicable, students, visitors, contractors and any other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, students, contractors and visitors to the school.

It is recognised that risk assessments (hazard identifications, assessment and controls) are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff.

The Board of Management, as employer, undertakes in so far as is reasonably practicable to:

- a. promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
- b. provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- c. maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school;
- d. continually improve the system in place for the management of occupational safety, health and welfare and review it periodically to ensure it remains relevant, appropriate and effective;
- e. consult with staff on matters related to safety, health and welfare at work;
- f. provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, students, contractors and visitors.

The Board of Management is committed to playing an active role in the implementation of this occupational safety, health and welfare policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Signed: Michael Mooney
 Chairperson of Board of Management

Signed: Aileen O'Donnell
 Principal

Date: 27/9/23

Date: 27/9/23

Date of next review: June 2024

(Template as Per Guidelines)

HEALTH AND SAFETY POLICY 2006 (Under Review)

The school ideally hopes to achieve with this statement:

- to create, as far as is reasonably practical (AFARP), a safe and healthy school environment by identifying hazards, their accompanying risks and introducing control measures as required.
- to ensure understanding of the school's duty of care towards pupils
- to 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 (so far as is reasonably practicable) to include the following areas
 - *Provision of a safe workplace (AFARP) for all employees – teachers, SNAs, secretary, caretaker, etc.*
 - *To ensure competent employees, who will carry out safe work practices*
 - *Safe access and egress routes*
 - *Safe handling and use of hazardous substances and equipment*
 - *Safe equipment including maintenance and use of appropriate guards*
 - *Provision of appropriate personal protective equipment.*

SUMMARY TABLE

FOR WHOM?	AIMS	RESPONSIBILITY OF BOM	RESPONSIBILITY OF EMPLOYEES
Applies to all teachers, pupils, ancillary staff and anyone who enters to work in the school.	To put good practices and procedures in place to ensure as far as practicable a safe and healthy environment for all persons using the school.	Provide a safe working environment for all persons using the school. Monitor and reduce/eliminate risks. Appoint a Health & Safety Officer on the BOM	Duty of Care. Not to be under any influences or act improperly in a way that would endanger others. Use equipment in an appropriate manner. Inform your BOM of anything which would add a risk to you or others.
THE SAFETY REPRESENTATIVE	EMERGENCY PROCEDURES	EQUIPMENT & MATERIALS	
Has the right to: Represent employees. Inspect the place of work. Receive training. Investigate accidents/complaints. Accompany an H&S inspector	Emergency contact procedures (*). Fire Drill Procedures (*). Accident Reporting (*). Contacting the HSA. Critical Incident Policy(**) Emergency Closures	Equipment - safe storage away from children Solvents, chemicals, cleaning agents etc. are stored in the cleaning room – access to staff only.	
		*Refer to Plean Scoile.	
		** See Plean Scoile in Appendix	
HEALTH ISSUES	SAFETY & WELFARE ISSUES	STAFF	RISK ASSESSMENT
Enrolment Form – Parents indicate issues. Details with teachers and Office. Permission to use First Aid Administration of Medication is the responsibility of parents. Sickness or Injury – Contact parents if child going home or apply First Aid. First Aid - Staff member will overall responsibility for First Aid and for maintaining the First Aid facilities.	Assembly and Dismissal of Pupils (*) Pupil safety on the grounds (*) Pupils leaving the school premises during the school day. See School Reg. No. 6 Supervision of Pupils (*) Incident / accident book (*) Code of Behaviour and Anti Bullying Policy (*) Allegations or Suspicions of Child Abuse DLP is the Principal, and in his absence the Deputy Principal. School tours / outings - school rules apply (**)	Vetted as required. 'Duty of Care'. Bi-annual training for using fire extinguishers. Keys are available within the school in case anyone gets locked inside.	Hazards noted, risk assessed as minor, medium or major, action required noted and responsibility assigned for dealing with it.

Head-lice - a letter to parents. Healthy Eating Policy in place.	At least 2 adults in Dressing Rooms for swimming Mobile phones – not allowed.		
	*See Plean Scoile		
	** See School Code of Behaviour		

RISK ASSESSMENTS

EMERGENCIES		
HAZARDS	RISK RATING Frequency (1-5) Severity (1-5)	CONTROL MEASURES
Fire	Sev = 5	Refer Fire Drill Policy
Flooding	Freq=2, Sev =	Contact Details: Local Fire Brigade 999
Bomb Threats	Medium Risk	Temple St Hospital Blanchardstown Hospital
ACCIDENTS		
Slips, Trips and Falls	Sev = 4 x Freq= 5 = 20	Complete the accident report form
Pulling & Lifting	Sev = 4 x Freq=2 = 8	Contact Parents as required
Infectious Diseases	Sev = 4 x Freq = 1 = 4	See HSE Booklet
Sickness	Sev = 1 x Freq=5 = 5	Contact Parents as required
Cardiac Arrest	Medium Risk	Contact emergency services First Aid located in staff room All staff have basic training in paediatric first aid

Risk Rating = Frequency x Severity

Low Risk 1-8

Med Risk 9-16

High Risk 17-25

SCHOOL POLICY

Rationale

This policy represents the Board of Management's commitment to safety and health, and specifies the manner, the organisation and the resources necessary for maintaining and reviewing safety and health standards.

It is available to all employees, outside services providers and Inspectors of the Health and Safety Authority. The Board of Management has a duty of care' role in the school and this is an integral part of the Health and Safety Statement.

Responsibilities of employer - Board of Management

- Provide and maintain a workplace that is safe (AFARP) and do likewise for all machinery and equipment etc.
- Manage work activities to ensure (AFARP) the safety, health and welfare of employees
- Ensure that risks are assessed and hazards are eliminated or minimized as far as is reasonably practicable
- 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 include:

- Not to be under the influence of an intoxicant to the extent that they endanger your own or other 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 any dangerous practices or situations that you are aware of to an appropriate person
- 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.

Entitlements of safety representative

The Board of Management shall appoint one of its members as H & S Officer. Staff may also elect a H&S representative. The safety representative has the right to:

- Represent the employees at the place of work in consultation with the employer on matters in relation to health and safety
- Inspect the place of work on a schedule agreed 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 employees
- Accompany an inspector carrying out an inspection at the workplace
- Make representations to the employer on matters relating to safety, health and welfare
- Make representations to and receive information from, an inspector
- Consult and liaise with other safety representatives in the same undertaking.

Risk Assessment

As part of the general approach to safety, other policies & practices which have a bearing on safety, health and welfare will be put in place and communicated to employees, pupils, parents and others using the premises. These policies will be monitored and updated regularly as required.

Health and safety will be considered when any policy or whole school plan is being drawn up e.g. PE, Visual Arts, School Excursions, etc. Our duty of care will also be considered in all areas and aspects of school life.

Procedures to deal with emergencies**Hazards: Fire, Flooding, Bomb Threats****Controls:**

- Emergency contact procedures
 - Contact details are updated by the school secretary on an annual basis. A master copy of these details is kept in the office and a copy appropriate to the particular class will be available to each teacher
 - Parents/guardians are contacted by the school secretary/ Principal as appropriate in case of an emergency.
- Fire-drill and school evacuation procedures
 - Refer to Fire Drill policy.

Hazards: Slips, Trips and Falls, Pulling and Lifting, Sickness, Cardiac Arrest**Controls:**

- Serious Accident Procedure & Accident Report Form
A report will be made to the HSA in respect of the following types of incident:
 - An accident causing loss of life to any employed or self-employed person if sustained in the course of their employment
 - An accident sustained in the course of their employment which prevents any employed or self-employed person from performing the normal duties of their employment for more than 3 calendar days not including the date of the accident
 - An accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment.
- Critical incident policy – Refer to Responding to Critical Incidents, NEPS.

Hazard: Emergency closures**Controls:**

When the school is opened to students it will remain open for the duration of the school day and children will be under the care of staff as normal. Parents will be informed if the school needs to be closed on the following day

Health issues**Hazards: Infectious Diseases, Vulnerable Pupils****Controls:**

- Enrolment Form
 - Parents should identify any allergies/illnesses of their children. A request of permission from parents/guardians to apply first aid, (in the event of an accident) if necessary, will be included in all Enrolment Forms.
- Managing specific health issues
 - Staff should be made aware of health issues in relation to certain pupils through their application/ enrolment forms. This information will be on the Contact Details given to each class teacher. Information on how to deal with specific illnesses, such as Asthma, Epilepsy, etc. will be made available to staff as it becomes available.
- Administration of Medication
 - Members of staff will take no responsibility for the administering of medication to pupils. This will be the responsibility of parents where appropriate.
- Sickness or Injury

- Minor sickness/ injuries will be dealt with by duty staff using first aid equipment as appropriate.
- Head-lice
 - A letter to parents will be sent home to inform them of outbreaks.
- First Aid
 - One member of staff will have overall responsibility for dealing with pupils in need of First Aid and in maintaining the First Aid facilities.
- Healthy eating: refer to school's Healthy Eating policy.

Safety and welfare issues Pupils

- Assembly and Dismissal of Pupils
 - Procedures are in place for the assembly and dismissal of pupils, reference 'A Handbook of Good Practice'.
 - Procedures are in place to ensure pupil safety on the grounds, reference 'A Handbook of Good Practice'.
 - These procedures will be reviewed as the need arises.
- Pupils leaving the school premises during the school day e.g. for dentist or doctor appointment. As per School Rules: "Pupils must have a note from parent/guardian if they are being collected early. Sign out takes place with the secretary at the front door of the school. Parents must not enter the school building. Classes must not be disturbed during the day. No pupil will be allowed to leave the school on his/her own. Please note that if anyone other than a parent/guardian is collecting a child, the school should be informed."
- Supervision of Pupils
The supervision roster for Yard Duty is clearly displayed in the staff room and the Duty of Care required of every teacher is explained in "A Handbook of Good Practice".
- Incident / accident book
 - The Duty teacher will write the report in the event of a serious incident or accident and this will be reported to and counter-signed by the Principal. This record will be kept in the office.
- Code of Behaviour and Anti Bullying Policy: Refer to school's policy for dealing with behaviour which causes a risk to others.
- Allegations or Suspicions of Child Abuse
 - The school's Child Protection Policy, in line with Child Protection Guidelines, must be followed in the case of an allegation or suspicion of child abuse. The principal is the Designated Liaison Officer. In his absence the Deputy Principal adopts the duty.
- School tours / outings
 - School rules, policies and procedures apply on all school tours and outings.
- Swimming:
 - Teachers supervising or assisting pupils in the Dressing Rooms must be accompanied by a second adult.
- Mobile phones
 - Children are not permitted mobile phones in school.

Safety and welfare issues

Staff

- Garda clearance
 - Any staff in contact with children are vetted in accordance with the requirements of the DES
- The school staff is reminded regularly at staff meetings of its 'Duty of Care'.
- Bi-annual training is given in the use of fire extinguishers.
- Keys are available within the school in case anyone gets locked inside.

Safety and welfare issues Equipment and materials

- Lawnmowers, drills, ladders and other equipment associated with school maintenance is stored in a safe and locked area, not accessible to children.
- Solvents, chemicals, cleaning agents etc. are stored in the locked cleaning room within the school and access is for staff only.

Appendices

Appendix U - Critical Incident Policy, Department of Education

Appendix P - Anti-bullying policy

Appendix Q – Code of Behaviour

In addition to this the Board of Management of Mary Queen of Ireland N.S. have ratified the following policies:
Internet Acceptable Use, Policy on Laptops, Fire Drill Policy, Sexual Harassment/ Adult Bullying, School Substance Use and Data Protection