

Greystones Community National School

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Health and Safety Policy

Under the Safety, Health and Welfare at Work Act 2005, it is a legal requirement for every employer, together with school staff, to prepare a Health and Safety Statement. It represents the Board of Management's commitment to safety and health, and specifies the manner, organisation and resources necessary for maintaining and reviewing standards.

All school policies link to this Health and Safety Policy. Although some specific policies are individually mentioned within this document, it is understood that this policy also pertains to those school policies and procedures not referenced within this document. This policy pertains to all those using the school building. All school policies are available from the school office or on our website.

This policy is formulated for use in the schools present temporary accommodation at the Rugby Club as well as when we move to the new building in Charlesland.

Link to School Ethos

In Greystones CNS, we aim to provide a safe and healthy environment for all who work in or attend the school.

Aims

The aims of the policy are:

- *To create a safe workplace for the school community. This will be achieved by identifying and tackling risks that can be prevented and by highlighting and outlining procedures for risks that cannot be prevented.*
- *To provide understanding of the school's duty of care towards the pupils.*
- *To protect the school community from potential accidents and ill health in school.*
- *To outline procedures and practices in place to promote safe systems of work.*
- *It aims, so far as is reasonably practicable, to comply with all relevant health and safety legislation, to include the following areas:*
 - *Provision of a safe workplace*
 - *Safe entrance and exit routes*
 - *Safe handling, usage and storage of cleaning chemicals*
 - *Safety equipment including maintenance and use of appropriate guards*
 - *Provision of appropriate personal protective equipment.*

Health and Safety Officers

Below are the Health and Safety Officers in Greystones CNS. Their names will be displayed in the health and safety statement that will be displayed outside the school office.

- *The Single School Manager/Board of Management has responsibility for all aspects of school health and safety*
- *The Single School Manager/Board of Management must designate a Health and Safety Officer every year*
- *The staff must designate a Health and Safety Rep every year*
- *The school principal.*

Policy

<i>1. Emergency Procedures</i>
<i>2. Health Issues</i>
<i>3. Safety and Welfare Issues</i>
<i>4. Risk Assessment</i>
<i>5. Roles and Responsibilities</i>
<i>6. Implementation Date</i>
<i>7. Success Criteria</i>
<i>8. Review</i>
<i>9. Ratification</i>

Emergency Procedures

A. Emergency Contacts

- *The school requests contact details from each parent/guardian at the time of enrolment and we also request an emergency contact should the parents/guardians not be available. Parents/guardians are responsible for providing this information.*
- *The contact details are updated at the beginning of each school year.*
- *These details are maintained on the school database Aladdin system.*
- *The principal holds a hard copy of these contact details. These are stored in a secure location.*
- *The principal holds emergency contact details for all staff members.*

B. Fire Drill

Preparation/Prevention

- *Teachers/Caretaker are responsible for turning off all electrical equipment every day*
- *A trainer will visit the school to show staff how to use fire fighting equipment as required.*
- *The fire exits are clearly marked/lit above each door*
- *The fire alarm sounds in each classroom and in the hallways*
- *Each pupil and employee recognises the alarm sound*

- Each class has a fixed meeting place outside and away from the building. The exit route and assembly point is indicated in each room
- Fire drill is practised by the whole school once a term
- The fire extinguishers are serviced bi-annually
- The kitchen, the hallways and the library have fire extinguishers
- Smoke alarms are installed in each room and around the school to detect smoke
- The fire alarm is monitored by a registered company who also maintain the fire detection system annually
- The evacuation route and location of fire extinguishers are available in Appendix 2 & 3
- The Principal or staff Health and Safety Officer informs when it is safe to re-enter the school.

The Drill

- The fire alarm sounds in every room in the school
- Children stand in a line in the class
- If a child is out of the classroom when the alarm sounds, they go to the nearest classroom, leave the building with that class and are brought to their own line
- The teacher brings the roll book
- The teacher quickly checks the toilets
- Children walk out quietly, **without** bags/coats, under the teacher's direction
- The class teacher shuts the class door once everyone has left
- Each class walks to the Fire Assembly Point. Each class stands in its own line
- The class roll is called
- The principal/deputy principal ensures that all staff members are present
- The staff Health and Safety Officer asks if everyone is present
- Everyone is asked to stand quietly
- A lift cannot be used in the case of fire.

Recommendations for fire drill

- The staff health and safety officer, school secretary and principal will have access to a complete school list
- The staff health and safety officer will organise a fire drill each term
 - The First Drill: Notice to be given to staff beforehand
 - The Second Drill: Notice to be given to staff only on the week of the drill
 - The Third Drill: No advance notice is given.
- The staff health and safety officer times the drill to see how quickly it is done and records same.

After the fire drill

- The time taken to evacuate the building is recorded
- The staff discuss the drill at the next staff meeting
- A report is made to The Board of Management at the next meeting regarding the drill, any recommendations are discussed and implemented as appropriate.

C. Serious Accidents

In the Yard

If a child has an accident in the Yard:

1. The teacher on supervision duty makes the decision to send in the child for first aid to the Secretary/principal
2. The teacher writes a report of the accident in the accident report form
3. First aid is applied as appropriate

4. *The principal makes the decision to call the parents/guardians to bring the child home/to the doctor/to hospital or whether to call for an ambulance*
5. *In cases like this, details of care given to the child must be included in the incident form (Appendix 4) and given to the (deputy) principal to sign.*

In the event that the child cannot be removed from the yard,

1. *A safe space is created around the injured child*
2. *The principal/deputy principal is called to care for the child*
3. *He/She decides on the best course of action depending on the circumstance (call the parent/doctor/ambulance)*
4. *In the case that the child must be taken to the hospital by ambulance and that the parent/guardian is unavailable or delayed, an adult from the school will accompany the child in the ambulance and stay with the child in hospital until the arrival of the parent/guardian.*

In the Classroom

If there is an accident in the class:

1. *The teacher decides whether to send the child to the principal/secretary or calls for assistance in the classroom, if necessary*
2. *The teacher writes a report of the accident on an Accident Report Form*
3. *The principal/secretary administers first aid if necessary*
4. *Cotton wool, water, plasters and icepack are used as appropriate*
5. *The principal/deputy principal makes the decision to call the parents/guardians to bring the child home/to the doctor/hospital or whether to call for an ambulance*
6. *In cases like this, details of care given to the child must be included in the Incident form and given to the (Deputy) principal to sign.*

Events taking place offsite

1. *Please refer to the **School Tour Policy**.*

Accidents involving staff members

- 1) *The principal/safety officer must be informed*
- 2) *The principal/secretary/teacher provide First Aid to the teacher/staff member*
- 3) *The principal decides whether the next of kin needs to be called to bring the teacher home/to the doctor/hospital or whether an ambulance needs to be called*
- 4) *The accident is recorded on an accident report form.*

Recording and Reporting

There is an incident folder in the secretary's office. Each teacher is given a number of incidence report forms at the beginning of the school year. They are asked to fill in these forms and to give them to the principal/deputy principal to sign before they are placed in the incidence folder.

Any accident in the school which results in a staff member or pupil being injured and unable to perform his/her normal duties for more than 3 consecutive days (weekends included) will be reported to the Health & Safety Authority. Accidents will be reported by filling out the online Accident Report Form from the Health & Safety Authority website (www.hsa.ie). Accidents will be reported promptly – fatal or potentially fatal accidents will be reported immediately, by telephone in the first instance, while non-fatal accidents will be reported as soon as practicable, in most cases within two weeks of the occurrence of the accident.

All records regarding accidents in school are retained in the school for 10 years or until the child has reached their 21st birthday.

D. Critical Incident Policy

Our Critical Incident Policy is followed should any critical incident arise. The roles and procedures are outlined clearly in that Policy statement.

E. Exceptional School Closure

The principal in consultation with the Single School Manager/Chairperson of the Board of Management will make the decision to close the school. Each nominated parent will be sent an email and text.

If this happens during school time, the text will be sent indicating why the closure is necessary and providing information regarding collection procedures.

If this should happen outside of school hours, a text and email will be sent as early as possible and the information will be reported to local media (eg East Coast FM).

Health Issues

A. Enrolment

Parents are requested to inform the school of any illnesses or allergies the child may have when completing the enrolment form. They are also reminded that, should the child's health change during their time in the school, they must inform the school immediately. The school is not liable if uninformed of any illnesses/allergies. Parents are asked to provide the school with permission to contact a doctor or call an ambulance on the permission form that is completed when the child starts in the school.

B. Children with Specific Illnesses/Disabilities

Enrolment applications for children with specific illnesses/disability are discussed at board level to ensure that the school can make adequate provision for this child.

When a child with a specific illness/disability is accepted, the school requires medical reports/ assessment report or any other reports in order to apply for resource hours or SNA support from our local SENO (Special Educational Needs Officer).

All staff are informed about the child's illness or disability.

Appropriate training is provided to the class teacher and the rest of the staff if necessary.

A photo of the child is placed on the staff noticeboard indicating the child's medical needs as appropriate.

C. Administration of Medicine

*No staff member may administer medication without the specific authorisation of the principal and appropriate paperwork completed by Parent/Carer. Please refer to the schools **Administration of Medication Policy**.*

D. Sick Children

If a pupil feels ill in class:

- 1. The teacher can decide if the child is too ill to remain in school.*
- 2. The teachers can seek the principal's opinion if they are unsure.*
- 3. The secretary/principal phones the child's parents/guardians.*
- 4. The parent/guardian/nominee collects the child.*
- 5. They child must be signed out.*
- 6.*

E. Infectious Disease

It is the policy of the Board of Management that all infectious diseases shall be notified to the HSE 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 principals of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all First Aid applications, cleaning tasks, etc. Toilets and washrooms are available at all times with an adequate supply of warm water, soap, towels and a facility for the appropriate disposal of waste.

F. Headlice

- 1. Parents/Guardians are asked to inform the school if they find headlice in their child's hair.*
- 2. When the school is informed of this, a letter is sent home to parents/guardians detailing what they are and how best to treat them.*
- 3. If there is a reoccurrence, a reminder letter is sent.*
- 4. A record is kept in the office detailing which classes have received the detailed letter and which classes required reminders also.*

G. Hygiene

The caretaker is responsible for ensuring that the following are in each room:

- soap*
- towel*
- hot water*
- toilet paper*
- refuse bin*
- sanitary disposal unit in the staff toilets and in the toilets from 3rd to 6th Class.*

The cleaner and caretaker check that the health and safety resources are appropriate, sufficient and cleaned regularly.

H. First Aid

The first aid box is kept in the Secretary's Office and another in the staffroom. Disposable gloves should be used when administering first aid. The Health and Safety Officer will check on a monthly basis that there are sufficient supplies, in accordance with the HSE recommendations. (Appendix 5)

I. Healthy Lunch

*Certain foods such as egg or nuts will not be allowed in the school due to severe allergies amongst the children and will be clearly stated in our Healthy Eating policy. Healthy lunches are insisted upon at Greystones CNS.. Please refer to the schools **Healthy Eating Policy** for further information.*

J. Smoking

Staff members, visitors and parents are reminded that smoking is not permitted on school grounds or in the building. Signs are on display indicating this.

K. Broken Glass

Staff members are asked to report broken glass to the principal so that it may be immediately removed.

Safety and Welfare Issues

A. Children

A. If a class teacher is absent (and a substitute unavailable)

- *The principal will notify the staff of the teacher's absence to prepare them to receive extra pupils*
- *The class teacher must leave work prepared in advance. Teachers are asked to leave two days extra work in the class in case they are sick*
- *The receiving class teacher arranges appropriate seating for the new children spending the day in their class*
- *The receiving class teacher assumes full responsibility for the additional pupils for the time they are in their class.*

A. Travelling to and from the yard

- *Each teacher collects their class from the yard after breaktime/lunchtime*
- *Each teacher escorts their class to the yard at each breaktime and to the correct door at home time*
- *The children are taught/reminded at the beginning of each school year as to how they should behave when using the stairs.*

B. Wet Day Supervision

- *Class teachers are responsible for providing worksheets/games etc on wet days*
- *The teacher/s on yard duty rota will supervise the classes, walking from class to class*
- *This practice will be reviewed as the school enrolment increases.*

1. Supervision of children before/after school hours

- *Children are not permitted to play in the school yard before or after school*
- *School begins at 8.45am every day. All pupils should be in on time. The children will be allowed in when the bell rings. Parents are responsible for their child(ren) before 8.45am with the exception of those travelling to school on the school bus, (These children are supervised)*
- *Infants finish at 1.25pm. 1st – 6th classes finish at 2.25pm. The school cannot accept responsibility for the children after these times (except when involved in school tours or after-school activities under a staff member's supervision).*

2. Visitors who come to the school

- *Appointments should be made before coming to the school, if possible*
- *Everyone (including parents/guardians) visiting, must meet the secretary or a staff member first*
- *Visitors are not permitted to walk through the school unaccompanied by a staff member.*

3. Safety on School Campus

The children are taught the Safe Cross Code and road safety as part of the SPHE curriculum. They are taught/reminded how to use the pedestrian crossings correctly. This is practiced during the Fire Drill each term.

4. Children leaving school early

The parent/guardian or nominee must call into the office to sign the child out. The secretary/principal will then collect the child from the class. The children will only be released to a nominated contact.

5. Code of Behaviour & Anti-Bullying Policy

*Bullying and inappropriate behaviour are not tolerated in this school. Please refer to our **Code of Behaviour & Anti-Bullying Policy**.*

6. Child Protection

Schools have an obligation to provide students with the highest possible standard of care in order to promote their well-being and protect them from harm. School personnel are especially well placed to observe changes in behaviour, failure to develop or outward signs of abuse in children. The Staff, the Parents' Association Committee and the Board of Management formulated our Child Protection policy in order to identify how the Child Protection Procedures for Primary and Post-Primary Schools, from the Department of Education & Skills (DES), 2011, Children First 2011, and other Department of Education and Skills (hereafter referred to as the Department) circulars relating to child protection are implemented at Greystones CNS.

*Please refer to our **Child Protection Policy**.*

7. School Tours

*Staff must follow the school tour policy when arranging school tours or any activity that requires the children to leave the school grounds. Please refer to our **School Tour Policy**.*

B. School Staff

1. Garda Vetting

As part of the Department of Education's employment regulations, no teacher/staff member will be employed without Garda vetting having been completed. In the case of teachers, Garda vetting is carried out by the Teaching Council. In the case of other staff, Garda vetting is carried out through KWETB. Guidelines in relation to vetting as set out in the Department of Education circular 63/2010 are followed.

2. Dignity at Work

a) Positive Staff Relations

Every staff member has a responsibility to maintain and encourage a positive working and social environment within the school. Where disagreements arise between staff members, every effort will be made to resolve these disagreements, as quickly as is possible, following the structures laid down by the school;

- 1. Informal Communication-*
 - Talking together*
 - Identifying problem*
 - Looking for solution*
 - Observing due process*
 - Setting realistic goals*
 - Keeping records*
- 2. Intervention by the principal*
- 3. Investigation by the Board of Management*

There is more information available in the Board of Management Handbook and the INTO document “Working Together”.

b) Bullying/Sexual Harassment

*Bullying and inappropriate behaviour are not tolerated in this school. Please refer to our **Dignity at Work Policy**.*

c) Stress

Workplace stress arises when the demands on a person exceed the capacity to meet them. If a staff member feels under stress due to demands that exceed their capacity to meet them, the following are available:

- *An Employee Assistance Programme is available for the School Teachers and principal through the INTO*
- *Regular revision of Middle Management workload to provide fair division of the work*
- *BOM ensures fair divisions of its own workload.*

d) Assaults on staff members

When the employee feels at risk from or threatened by any particular person on school property, this must be drawn to the Single School Manager/Board of Management’s attention. They will undertake to ensure that in such circumstances all appropriate measures will be taken to protect school staff. The following steps should be followed in the event of an assault:

- *The incident should be reported to principal/other colleague immediately*
- *The details of the incident should be recorded on an incident form kept for this purpose in the workplace. Situations in which members have been intimidated or threatened with physical violence should also be recorded*
- *Where necessary, immediate medical assistance should be sought*
- *The matter should be reported to the Gardaí, where appropriate. This report would normally be made by the victim of the assault*
- *The Board of Management should be notified of the incident and where necessary an emergency meeting of the Board should take place. The Board will notify its legal advisors and its insurance company of the assault.*

Where the assault is by a pupil, the matter should be dealt with in accordance with the school's Code of Discipline and as provided for in Rule 130(5) of the Rules for National Schools.

Repeatedly aggressive pupils should be referred, with the consent of parents/guardians, for psychological assessment in order to assess the pupil's social and emotional needs and to determine how these can be best met.

Where an aggressive incident is committed by a parent/guardian, the parent/guardian should be immediately contacted by the principal and requested, verbally and in writing, not to make direct contact with the staff member pending full consideration of the matter by the Board.

Applications for leave of absence in relation to a member who has been assaulted should be forwarded to Department of Education and Science. Each application will be assessed on its merits.

3. Training

The Board of Management undertakes that all necessary training, instruction and information will be made available to each employee to secure their safety and health in the work place. The primary responsibility for this rests with the Board of Management.

There is a commitment by the Board of Management to identify safety training needs, to make that training available and to ensure that school staff is competent in regard the safety procedures.

First Aid training will be made available every second year. Training courses on fire prevention and the use of fire-fighting appliances will be made available as appropriate. Fire prevention and evacuation procedures are also included in the induction-training course for new school staff. All staff will be responsible for our evacuation and safety procedures.

Additional training courses will be provided to meet specific needs as they arise from time to time. Such courses may be carried out in-house or at an appropriate outside agency.

It is recognised that maintaining a safe working environment needs constant vigilance and it is accepted that training of school staff will assist in this regard.

4. Staff members under medical care

A staff member who is under medical supervision or on prescribed medication, who has been certified fit for work, should notify the school 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. The school will arrange or assign appropriate tasks for the person to carry out in the Interim.

5. Drugs and Alcohol

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.

C. Equipment and materials

1. Machinery, Kitchen Equipment and Electrical Appliances

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 by qualified technicians.

2. Chemicals

All chemicals, photocopier toner, detergents etc. are 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. The school principal, cleaner, secretary and caretaker use these.

3. Heating & Ventilation

The gas boiler and heating system is serviced annually and maintained appropriately.

There are blinds provided on each window in order that children and teachers do not have to work in direct sunlight.

The windows can be opened easily to provide ventilation. They open a safe distance for children. Children should not open or close windows.

4. School Building

The caretaker/principal is responsible for ensuring that everything in the building is undamaged and in working order. The following items are checked regularly, amongst other things:

*Doors Lights Floors Toilets
Windows Electrical Equipment*

If he identifies any risk or damaged items, he records this using the form in Appendix 8.

5. Lighting

The caretaker is responsible for checking that:

- *all the light fittings are working and are kept in a clean condition*
- *light switches are not broken and appear to be in a safe condition.*

6. Plug, Sockets and Leads

The caretaker is responsible for checking that:

- *plugs are in good condition with no cracks or pieces missing*
- *sockets are in good condition with no cracks or pieces missing*
- *sockets screws and mountings are secure*
- *sockets are situated in safe positions, convenient for the equipment to be used and not subject to damp*
- *indicator lights on sockets function correctly*
- *insulation on leads is not cracked or frayed*
- *leads are without knots or joins and are reasonably free of 'kinks'*
- *leads are the correct length for the equipment being used*
- *there are no trailing leads*
- *leads and flexible cable are securely fixed at both equipment and plug ends.*

7. Equipment and School Furniture

The caretaker is responsible for checking that:

- *fixed and portable electrical equipment is not damaged and, as far as he is aware, is operating correctly*
- *copies of manufacturers' instructions/operating manuals are easily accessible*
- *equipment is only being used for purposes for which it was intended*
- *where appropriate, all electrical equipment is switched off and, unplugged when not in use.*

8. Computers and ICT Equipment

The advice contained in the guidelines on the safe operation of visual display units, issued by the Health and Safety Authority will be followed. Any up-to-date information regarding hazards relating to the use of VDU's will be studied and recommendations and directives implemented.
*The **Acceptable Use of Internet Policy** is followed when the internet is used in the school.*

Risk Assessment

The risk assessment is reviewed at the beginning of each school year by the principal, Board of Management Health and Safety Officer and the Staff Health and Safety Officer. This is added to Appendix 1 each year.

Roles and Responsibilities

Board of Management/Patron

The Board will be responsible for:

- *Making provision of and maintaining a workplace that is safe*
- *Managing work activities to ensure the safety, health and welfare of school staff*
- *Ensuring that risks are assessed and hazards are eliminated or minimized as far as is reasonably practicable*
- *Preparing a safety statement and regularly updating it, particularly when there have been significant changes or when the risk assessment is no longer valid. The statement in Appendix 6 will be updated by the Board at the beginning of each school year and will be displayed outside the school office*
- *Preparing and updating procedures to deal with an emergency situation and communicate these procedures to school staff*
- *Appointing a competent person to oversee the functions of the Board in relation to Health & Safety*
- *Making provision of training, including induction and up-to-date information to workers in a format and language that is appropriate*
- *Reporting serious accidents to the Health and Safety Authority*
- *Consulting annually with school staff and provide them with information in relation to safety, health and welfare*
- *Checking that contractors employed by the school have an up to date safety statement (e.g. painters, contract cleaners, bus companies, etc.)*
- *Provision of secure storage of personal and sensitive data.*

The Board of Management's Health and Safety Officer/Principal

Will be responsible for:

- *Planned implementation of effective health and safety standards within the school in conjunction and cooperation with the principal*
- *Requesting from the Board of Management sufficient funds and facilities to enable the Health and Safety Policy to be implemented*
- *Periodically appraising the effectiveness of the Health and Safety Policy*
- *Procuring advice and assistance whenever necessary and take heed, together with remedial action, on any matters brought to his /her attention*
- *Investigating all accidents and dangerous occurrences, in conjunction with external Safety Consultants if necessary*
- *Ensuring that there are an adequate number of occupational first aiders and that those occupational first aiders have received regular and relevant training so as to help them to discharge the duties of this role*

- *Consulting with the Staff Health and Safety Rep in the preparation of the safety statement, the hazard identification and the risk assessment carried out under section 19 and 20 of the Safety, Health and Welfare at Work Act 2005*
- *Ensuring that any contractors working within the school observe reasonable safety considerations and that they are aware that any work carried out must be in accordance with current health and safety regulations and any codes of safe practice governing the work being done.*

School Staff

The school staff will undertake:

- *Appointing a staff Health and Safety Rep*
- *Not to engage in improper conduct that will endanger themselves or anyone else*
- *To attend Health and Safety training and correctly use any equipment at work*
- *To use protective clothes and equipment provided*
- *Not to be under the influence of an intoxicant to the extent that they endanger their own or other persons' safety. To submit to tests for intoxicants as and when regulations specifying testing procedures are adopted*
- *To co-operate with the principal or other people to ensure that the Health and Safety law is implemented*
- *To report any dangerous practices or situations to an appropriate person*
- *Not to interfere or misuse any safety equipment in the school*
- *To inform the principal if they are suffering from a disease, condition or illness that adds to risks.*

Staff Safety Representative

Will be responsible for:

- *Representing the staff members in consultation with the principal on matters in relation to health and safety*
- *Inspecting the place of work on a schedule agreed with the principal or immediately in the event of an accident, dangerous occurrence or imminent danger or risk to the health and safety of any person*
- *Receiving appropriate training*
- *Investigating accidents and dangerous occurrences*
- *Investigating complaints made by staff members*
- *Accompanying an inspector carrying out an inspection of the school, recording any recommendations and report same to the principal/Board of Management*
- *Making representations to the principal on matters relating to health and safety*
- *Making representations to and receive information from a Health and Safety inspector*
- *Liaising with other safety representatives.*

School Principal

The principal will be responsible for:

- *Planned implementation of effective health and safety standards within the school according to agreed objectives and for ensuring that health and safety standards are taken into account in planning, administration and maintenance activities and in organising work generally*
- *Ensuring that staff members are given correct information and training for them to do their job effectively and that their work targets are realistic and do not compromise health and safety requirements*
- *Ensuring that personal and sensitive data is stored appropriately*
- *Requesting from the Board of Management sufficient funds and facilities to enable the Health and Safety policy to be implemented*
- *Periodically appraising the effectiveness of this policy.*

- *Procuring advice and assistance whenever necessary and take heed, together with remedial action, on any matters brought to his/her attention*
- *Ensuring the implementation and regular updating of an efficient communication procedure so that all Staff are aware of workplace standards and are provided with information on accidents and other safety, health and welfare information*
- *Ensuring that staff reporting to him/her are supported in enabling them to reach the correct decisions in respect of health and safety matters*
- *Planning and supervising all work processes in a safe manner and in accordance with the standards set out in this policy*
- *Investigating all accidents and dangerous occurrences, in conjunction with external Safety Consultants if necessary*
- *Ensuring that there are an adequate number of occupational first aiders and that those occupational first aiders have received regular and relevant training so as to help them to discharge the duties of this role*
- *Consulting with all staff in the preparation of the health and safety policy, the hazard identification and the risk assessment carried out under section 19 and 20 of the Safety, Health and Welfare at Work Act 2005.*
- *Ensuring that all staff are made aware of and accept their specific responsibilities and comply with the school's Health and Safety Policy and the organisation and arrangements for carrying it out*
- *Ensuring that any contractors working within the school observe reasonable safety considerations, having particular regard for the nature of the school environment where children are present, and that they are aware that any work carried out must be in accordance with current health and safety regulations and any codes of safe practice governing the work being done*
- *Ensuring in so far as reasonably practicable, equipment and materials purchased by the school are only purchased with the necessary consideration of the standards required and laid down in this policy*
- *Ensuring that this Health and Safety Policy is available to all staff within the school and appropriate third parties.*

The children are responsible for:

- *Following school rules and teachers' instructions*
- *Avoiding any hazard they identify*
- *Informing teachers of any hazard they identify*
- *Informing teachers of any incidents of bullying*
- *Showing respect for staff members, other children and for the school environment.*

Parents/Guardians

Parents/Guardians are responsible for:

- *Providing the school with contact details*
- *Ensuring that these details are kept up-to-date*
- *Looking after their own child on the school site before the school opens at 8.30am*
- *Collecting their own child on time in the afternoon*
- *Avoiding any hazard they identify*
- *Informing teachers of any hazard they identify*
- *Informing the school if their child has any special needs/health problem*
- *Informing teachers of any incidents of bullying that may come to light at home*
- *Following school instructions (e.g. parking)*
- *Respect professional boundaries and understand that teachers are entitled to their private lives*
- *Showing respect for staff members, children and for the school environment.*

Implementation

The entire school staff is responsible, under the direction of the SCM/Board of Management, for ensuring that this policy is implemented. The principal and staff health and safety representative are responsible for ensuring all staff members understand the policy entirely.

Success Criteria

Feedback from school staff, parents, pupils, etc to see how the policy is working.

Review

This policy will be reviewed yearly.

Ratification

Ratified on _____

Signed: _____ Date _____
Single School Manager

Signed: _____ Date _____
Principal

Appendix– First Aid kit

First Aid Materials	Travel Kit Contents	First Aid Box Contents		
		1–10 persons	11–25 persons	26–50 persons ¹
Adhesive plasters	20	20	20	40
Sterile eye pads (No. 16) (bandage attached)	2	2	2	4
Individually wrapped triangular bandages	2	2	6	6
Individually wrapped sterile unmedicated wound dressings medium (No. 8) (10 x 8 cm)	1	2	2	4
Safety pins	6	6	6	6
Individually wrapped sterile unmedicated wound dressings large (No. 9) (13 x 9 cm)	1	2	6	8
Individually wrapped sterile unmedicated wound dressings extra large (No. 3) (28 x 17.5 cm)	1	2	3	4
Individually wrapped disinfectant wipes	10	10	20	40
Paramedic shears	1	1	1	1
Examination gloves (pairs)	3	5	10	10
Sterile water where there is no clear running water ²	2 x 20ml	1 x 500ml	2 x 500ml	2 x 500ml
Pocket face mask	1	1	1	1
Water-based burns dressing small (10 x 10 cm) ³	1	1	1	1
Water-based burns dressing large ³	1	1	1	1
Crepe bandage (7 cm)	1	1	2	3

Notes:

1. Where more than fifty persons are employed, pro rata provision should be made.
2. Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9 per cent) in sealed disposable containers should be provided. Each container should hold at least 20 ml and should be discarded once the seal is broken. Eye bath/eye cups/refillable containers should not be used for eye irrigation due to risk of cross-infection. The container should be CE marked.
3. Where mains tap water is not readily available for cooling burnt