



## Health & Safety Policy

### *Introduction*

*Under the 1989 Safety, Health and Welfare Act, it is a legal requirement for every employer, together with employees, 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.*

*Should there be any discrepancy between the Irish and English in this policy, it is accepted that the Irish is the correct version and the English is provided as a translation.*

School's Characteristic Spirit:

*Rathbeggan NS provides excellent child-centered education for all children. An emphasis is placed on creating a safe, friendly, inspiring and content environment to allow children to develop holistically, prioritising academic development as well as physical literacy and mental wellbeing. There is a particular emphasis on showing respect in our school; respect for ourselves, for others and for the environment.*

### Aims

➤ *We aim to create a safe workplace for the school community. This will be achieved by identifying and tackling risks that can be prevented and by reducing and outlining procedures for risks that cannot be prevented.*

➤ *To ensure understanding of the school's duty of care towards the pupils.*

➤ *To protect school community potential accidents and ill health in school/work.*

➤ *To outline procedures and practices in place to ensure safe systems of work.*

➤ *It aims, in 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 access routes*
- *Safe handling and use of cleaning chemicals*
- *Safe equipment including maintenance and use of appropriate guards*
- *Provision of appropriate personal protective equipment*

## School profile

The school is located in Growtown, Dunshaughlin, Co.Meath. The staff consists of 1 principal, 12 teachers, four Special Needs Assistants and a caretaker, a cleaner and a secretary. There are 214 students enrolled in the school.

## Health and Safety Officers

*Below are the health and Safety Officers in Rathbeggan NS. Their names will be displayed in the health and safety statement that will be displayed outside the school office.*

- *The Board of Management itself*
- *The Board of Management Safety/Health Officer: James Minnock*
- *A staff Health/Safety representative: Cliodhna Horan*
- *The school Principal: Rob Small*

## Contents of policy

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### **1. Procedures in cases of emergency**

#### Making contact in cases of emergency

- *The school requests contact details from each parent at the time of enrolment and we also request an emergency contact should the parents not be available.*
- *The contact details are updated at the beginning of each school year.*
- *These details are maintained on the school database(Aladdin) which is available on the secretary's, teachers and Principal's computer.*
- *The Principal and deputy Principal hold a hard copy of these details. (in the office)*
- *Aladdin Connect is used to communicate messages to parents.*

#### B (i) . Fire Drill Preparation/Prevention

- *The fire exits are clearly marked/lit above each door.*
- *The fire alarm can be heard in each room.*
- *Each pupil and employee recognises the alarm sound*
- *Each class has a fixed meeting place outside and away from the building.*
- *Fire drill is practised by the whole school once per term.*
- *The fire extinguishers are serviced annually.*
- *Smoke alarms are installed in each room and around the school to detect smoke.*
- *Teachers are responsible for turning off all electrical equipment every day.*

- *The fire alarm is monitored by a registered company who also maintains the fire detection system.*

#### *B (ii) The Fire 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 and leave the building with that class.*
- *The teacher brings the sheet with the pupils' names hung at each exit door.*
- *The toilets are quickly checked.*
- *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 lines up at the Meeting 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 Health and Safety Officer asks if everyone is present.*
- *Everyone is asked to stand quietly.*

#### *B (iii) Recommendations for fire drill*

- *The Principal and the staff health and safety officer will organise a fire drill each term:*
  - The First Drill: Notice to be given to staff and pupils 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 Health and Safety officer times the drill to see how quickly it is done and records same*
- *A trainer visits the school to show staff how to use fire fighting equipment.*

#### *B (iv) After the Fire Drill*

- *The time taken to evacuate the building is recorded on the fire drill report sheet*
- *The staff discuss the report/drill at the next staff meeting*
- *The Board is informed of the drill, the length it took and any recommendations by staff*

### *C. Serious Accidents*

#### *C (i) In the Yard*

*If a child has an accident in the Yard:*

- 1. The teacher/SNA on supervision duty assesses the situation and makes the decision to send the child for first aid to the office*
- 2. The teacher/SNA brings the child to the office for First Aid.*
- 3. Cotton wool, water, plasters and ice-packs etc. will be used to deal with the injury.*
- 4. The secretary on duty monitors the child and makes the decision to call the parents to bring the child home/ to the doctor/hospital or whether to call for an ambulance but the secretary makes the call. If the child has suffered a bang to the head, parents will automatically be called.*

5. The secretary will complete the incident log book in the Google shared drive. In severe cases, details of care given to the child must also be included in the log and the principal is informed immediately. The principal and deputy principal monitor this log regularly. (At the monthly management meetings)

#### C (ii) In the Class

If there is an accident in the class:

1. The teacher makes the decision to call the parents to bring the child home/ to the doctor/hospital or whether to call for an ambulance if required.
2. The teacher writes a report of the accident in the Incident book on Google Drive.
3. The teacher/SNA / secretary or Principal administers first aid if necessary.
4. There is cotton wool, water, plasters and ice-packs etc. at their disposal to deal with the injury in the office.
5. In severe cases, details of care given to the child must be included in the log on the Google drive. The principal is informed immediately of the accident.

#### C (iii) Tours/Matches/Training (events taking place offsite)

1. A First Aid box is to be brought on all school trips, to all training and matches. (Epi Pen if pupils with those needs are in attendance)
2. The teacher in charge must have a mobile phone to call the school.
3. The parents will be contacted through the school.

#### C (iv) Accidents involving staff members

- The Principal/Safety officer must be informed
- First Aid is provided to the teacher
- The Principal decides whether a near relative needs to be called to bring the teacher home/to the doctor/hospital or whether an ambulance needs to be called.
- The accident is recorded in the accident report folder on Google Drive

#### C (v) Recording and Reporting

All injuries are recorded in the incident log book on Google Drive. The principal informs the school's insurance company of any incidents where there is a cost incurred by the parents. 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 will be reported to the Health & Safety Authority. Accidents will be reported by filling out the online Accident Reporting from the Health & Safety Authority website ([www.hsa.ie](http://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. Dangerous occurrences will also be reported to the Health & Safety Authority using Form IR3 which can be downloaded from the Publications and Forms Section of the Health and Safety Authority website ([www.hsa.ie](http://www.hsa.ie))

<https://www.hse.ie/eng/staff/safetywellbeing/healthsafetyand%20wellbeing/dangerous%20occurrence%20ir3%20form%20.pdf>

#### *D. Critical Incident Policy*

*Our Critical Incident Policy shall be followed should any critical incident arise. The roles and procedures will be outlined clearly in the Policy statement.*

#### *E. Exceptional School Closure*

*The Principal, in consultation with the Chairperson, will make the decision to close the school. Each nominated parent will be sent a message on Aladdin Connect. If this happens during school time, the message will be sent indicating why the closure is necessary and providing information regarding collection procedures. If this should happen outside of school hours, a message will be sent home as early as possible and the information may be reported through social media.*

### *2. Health Issues*

#### *A. Clárúcháin - 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 be diagnosed with allergies and /or illnesses during their time in school, they are requested to inform the school immediately.*

#### *B. Children with Specific Illnesses*

*Applications for children with specific illnesses are discussed at Board level to ensure that the school can provide adequate provision for this child. When a child with a specific illness is accepted, the school requires doctors' reports in order to apply for SNA support from our local SENO (Special Educational Needs Officer). The school makes every effort to facilitate every child in the school, it is the Board of management's responsibility to ensure everyone's safety to the best of their ability and there could be a case where the school may not be able to immediately accept a child because of this very reason. When there are children with specific illnesses in the school;*

- All staff are informed about the child's illness.*
- Appropriate training is provided to the class teacher and the rest of the staff is necessary.*
- A photo of the child and information in relation to this child is available to all staff through Google Drive to ensure everyone is aware of the child's specific illness.*

#### *C. Administration of Medicine*

*A staff member may not administer medication of any sort without the specific authorisation of the Board.*

#### *D. Páistí tinn - 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 secretary/teacher phones the child's parents.
3. The parent/ babysitter collects the child.

#### *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 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 sanitary waste.*

#### *F. Head Lice*

*Ag tús na scoilbhliana, seolfar bileog eolais abhaile chuig tuismitheoirí maidir le míoltóga gruaige. (bileog ón FSS)*

*At the beginning of the school year an information leaflet will be sent to all parents regarding head lice. (HSE leaflet)*

1. *At the first mention of headlice in the class, a message is sent to all parents of children in the school. Parents are expected to check their child's hair and treat them accordingly.*
2. *If there is a recurrence, a reminder letter is sent.*

#### *G. Hygiene*

*The cleaner / Principal ensures that the health and safety resources are appropriate, sufficient and cleaned regularly. The cleaner ensures that the following are in each room/toilet block:*

- *soap*
- *paper towel*
- *toilet paper*
- *refuse bin*
- *sanitary disposal unit in the staff toilet and in the toilets from 4th to 6th Class*

#### *H. First Aid*

*The First-Aid Box is kept in the office. Disposable gloves should be used when administering first aid. The Health and Safety Officer will check regularly that there are sufficient supplies.*

#### *I. Healthy Lunch*

Parents are requested to adhere to the school's Healthy Eating Policy. We ask that the children do not bring sweet food into school. Nuts are not allowed in the school in certain classes due to severe nut and seed allergies. These details are in the Administration of Medication Policy.

#### J. Smoking

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

### 3. Safety and Welfare Issues

#### **3.1. Children**

##### 3.1.1 Supervision of pupils under the direction of the principal

###### (A) If a class teacher is absent

- The principal / secretary checks staff attendance each day
- All teachers are to leave three days extra work with the secretary in case they are absent.
- If it is a planned absence (EPV, doctor appointment, graduation etc.) the teacher leaves the work on the teacher's table and they send the work to the secretary.
- All teachers must complete their timetable for the following day before leaving the school (hard copy on the table or on the Google drive)

###### (B) Traveling to and from the yard / home

- Each teacher collects their class from the yard at 9:20am.
- Each class teacher escorts their class to the yard at each breaktime.
- Teachers are to be in the yard three minutes after the bell rings.
- The classroom teachers bring the children to the front of the school at home time.

###### (C) Wet Day Supervision

- The children go out to the yard even when it is wet. The parents are aware of this and the children have good coats in school. The teachers on yard duty decide when to send the children inside or when not to allow them outside if the rain is too heavy.
- The teacher/s on yard duty rota will supervise the classes, walking from class to class.

##### 3.1.2. Supervision of children before/after school

- *School begins at 9:20a.m every day. The school provides twenty minutes of supervision from 9:00a.m before school starts. Parents are responsible for their child(ren) before 9.00 a.m.*
- *Infants finish at 2p.m. All other classes finish at 3p.m. The school cannot accept responsibility for the children after these times (except when involved in school tours or school activities under teacher supervision)*

### 3.1.3. Visitors who come to the school

- *Appointments must be made before coming to the school.*

### 3.1.4. Safety on School Campus

- *The children are taught the Safe Cross Code and road safety as part of the SPHE curriculum. Parents are informed of drop-off and collection procedures at the beginning of the year.*
- *Children are instructed to walk around the carpark and cross at the lights if they are walking cycling to school*
- *The gate is closed at all times while students are on the campus*
- *Visitors must call the secretary or ring the bell before entering the school*

### 3.1.5. Children leaving school early or arriving late

- *Parents / Guardians must ring the bell to drop children off late or to collect children early*
- *Parents / Guardians must send a message to the class teacher on Aladdin Connect if their child is going to late/leaving early*
- *The children will not be released to someone unknown to school staff unless the parent has informed us that this will be the case.*

### Code of Behaviour & Anti-Bullying Code

- *A Code of Behaviour was created by the school to provide guidelines regarding acceptable behaviour, unacceptable behaviour and how best to deal with them. Staff and parents are requested to familiarise themselves with this policy and adhere to it.*
- *Bullying is always unacceptable and it is never tolerated in this school. In cases of bullying, the Anti-Bullying policy should be referred to.*

### 3.1.7. Child Protection

- *The school's Child Protection Policy, in line with Child Protection Procedures for Primary & Post-Primary Schools 2023, must be followed in the case of an allegation or suspicion of child abuse*

### 3.1.8. School Tours



- *Staff arrange school tours or any activity that requires the children to leave the school grounds with the Principal's permission.*

### **3.2. School Staff**

#### **3.2.1. 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 Foras Pátrúnachta.*
- *Guidelines in relation to vetting as set out in the Department of Education Circular 31/2016 are followed.*

#### **3.2.2. Positive Staff Relations**

*Every effort will be made to resolve staff disagreements etc. as quickly as is possible following the structures laid down by the school.*

##### **(A) *Informal Communication***

- *Talking together*
- *Identifying problem*
- *Looking for solution*
- *Observing due process*
- *Set realistic goals*
- *Keep records*

##### **(B) *Intervention by the Principal***

##### **(C) *Investigation by the Board of Management***

#### **3.2.3. Sexual Harassment**

- *The same steps as above are followed.*

#### **3.2.4. Stress**

*Workplace stress arises when the demands on a person exceed the 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 have been made aware of their obligations and fair divisions of BOM work.*

#### **3.2.5. Assaults on staff members**

*When the employee feels at risk from or threatened by a particular person on school property, this must be drawn to the Board of Management's attention. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees.*

*The following steps should be followed in the event of an assault:*

- *The incident should be reported to the Principal teacher/other colleague. The school's complaints procedures and critical incident policies will be followed.*
- *The details of the incident should be recorded in an Incident Book on Google Docs. 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 teacher who was assaulted.*
- *The Board of Management should be notified of the incident and where necessary an emergency meeting of the Board should take place. The Board should notify its legal advisors of the assault. The Board's insurance company should also be notified*

*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.*

*External support will be sought for a repeatedly aggressive child and for the school.*

*Where the assault is committed by a parent/guardian, the parent/ guardian should be immediately instructed in writing not to make direct contact with the teacher/school pending full consideration of the matter by the Board. Subsequently the Board should correspond with the parent/ guardian stating:*

- *That the Board considers the assault unacceptable.*
- *What action the Board intends to take.*
- *Outlining what pre-conditions should be met before access to the school is restored.*

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

### 3.2.6. Training

*The Board of Management undertakes that all necessary training, instruction and information will be supplied to each employee to secure their safety and health in the workplace. 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 carry out that training and to assess the competence of employees in safety procedures.*

*Training courses will be provided on fire prevention and the use of fire-fighting appliances. Fire prevention and evacuation procedures are also included in the induction-training course for new employees. All staff will be responsible for evacuation 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. All staff are expected to cooperate with the training provided.*

*It is recognised that maintaining a safe working environment needs constant vigilance and it is accepted that training of employees will continue to have an important role in this regard.*

*Members of staff and students are reminded:*

*A person who is under medical supervision or on prescribed medication and 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.*

*Staff 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.*

### **3.3. Equipment and materials**

#### **3.3.1. 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.*

#### **3.3.2. 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 contained area.*

#### **3.3.3. Heating & Ventilation**

- *There is a heating system available in each classroom.*
- *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.*
- *Windows will be open on each side of the classroom throughout the school day.*

#### **3.3.4. Lighting**

Teachers visually check 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;

### 3.3.5. Plug, Sockets and Leads

Teachers visually check 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.

### 3.3.6. Equipment and School Furniture

Teachers visually check that:

- Fixed and portable electrical equipment is not damaged and, as far as you are 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;

## **3.4. Risk Assessment**

- Risk assessment is reviewed / updated at the beginning of each school year by the Principal, Board of Management Safety Officer and the Staff Safety Officer. This is added each year.

## **3.5. Roles and Responsibilities**

### 3.5.1. Board of Management

The Board will be responsible for:

- Providing and maintaining a workplace that is safe
- Managing work activities to ensure the safety, health and welfare of employees
- 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*
- *Providing and maintaining decent welfare facilities for employees*
- *Preparing and updating procedures to deal with an emergency situation and communicate these procedures to employees*
- *Appointing a competent person to oversee the functions of the Board in relation to Health & Safety*
- *Providing training and information to workers in a format and language that is appropriate, including training on the commencement of employment*
- *Reporting serious accidents to the Health and Safety Authority*
- *Consulting annually with employees and provide them with information in relation to safety, health and welfare*

### 3. 5. 2. The Board of Management's Safety Officer

*The Board of Management Safety Officer 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 safety policy to be implemented.*
- *Periodically appraising the effectiveness of the Safety, Health & Welfare 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.(FAR)*
- *Consulting with the Staff Safety Officer 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.*

### 3. 5. 3. Staff

*Beidh foireann na scoile freagrach as:*

*The school staff shall ensure that:*

- *They are not 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*
- *They co-operate with an employer or other people to ensure that the Health and Safety law is implemented*
- *They do not engage in improper conduct that will endanger you or anyone else*

- They attend Health and Safety training and correctly use any equipment at work
- They use protective clothes and equipment provided
- They report any dangerous practices or situations that you are aware of to an appropriate person
- Do not interfere or misuse any safety equipment at your workplace
- They tell their employer if they are suffering from a disease or illness that adds to risks.

#### 3.5.4. Staff Safety Representative

*This representative will be responsible for:*

- Representing the employees at the place of work in consultation with the employer on matters in relation to health and safety
- Inspecting 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
- Receiving appropriate training
- Investigating accidents and dangerous occurrences
- Investigating complaints made by employees
- Accompanying an inspector carrying out an inspection at the workplace
- Making representations to the employer on matters relating to safety, health and welfare
- Making representations to and receive information from, an inspector
- Consulting and liaising with other safety representatives in the same undertaking.

#### 3.5.5. 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.
- Requesting from the Board of Management sufficient funds and facilities to enable the safety policy to be implemented.
- Periodically appraising the effectiveness of the Safety, Health & Welfare Policy.
- Procuring advice and assistance whenever necessary and taking heed, together with remedial action, on any matters brought to his /her attention.
- Ensuring the implementation 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 the Safety Statement.
- Investigating all accidents and dangerous occurrences, in conjunction with external Safety Consultants if necessary.

- Ensuring that there are an adequate number of First Aid Responders (FAR) and that those First Aid Responders 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 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. Also the appointment of a Safety Officer.
- Ensuring that all staff are made aware of and accept their specific responsibilities and comply with the school's Safety, Health & Welfare Policy and the organisation and arrangements for carrying it out.
- 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.
- 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 the Safety Statement.
- Ensuring that this Safety, Health & Welfare Policy is available to all staff within the school and appropriate third parties.

4. Implementation date

- The entire school staff is responsible, along with the Board of Management, for ensuring this policy is implemented. The Principal and staff health and safety representatives are responsible for ensuring all staff members have received a copy of this policy. However, it is each individual staff members' duty and obligation to read and understand this policy.

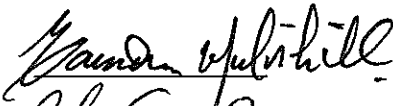
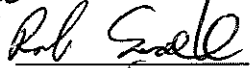

5. Success Criteria

- Feedback from teaching staff, all non-teaching staff, parents, pupils is obtained regularly to ensure the structures outlined in this policy are working effectively.

6. Review

- This statement shall be regularly revised by the Board Of Management of Rathbeggan NS in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority

7. Ratification:

Chairperson:		Dáta: 26/9/2024.
Principal:		Dáta: 26/09/24
Staff H & S Officer		Dáta: 26/9/24,
BOM Representative.	_____	Dáta: _____

## Appendices

### Appendix 1- Risk Assessment

<b>Outside Building Hazards</b>	<b>Assessor: Rob Small/Clíodhna Horan/Gerry Mulvaney</b>	<b>Date:</b>
<i>Hazards</i>	<i>Who is Affected</i>	<i>Control</i>
<p><b>Exterior fabric of buildings.</b>            Prefab Buildings.            Damaged fabric can cause a range of hazards from items falling, to people being injured on protruding objects.</p>	All on site	<ul style="list-style-type: none"> <li>● Regular inspection by head or other senior member of Staff, BOM and safety rep.</li> <li>● Staff to be instructed to report any damage they notice on a day to day basis.</li> <li>● Where damage is reported and there is a risk of items falling the area that could be affected to be cordoned off until repair works completed.</li> <li>● Staff, pupils and visitors to be informed of risks and reasons for cordoning off as soon as possible.</li> <li>● Safety signage to be displayed e.g. prohibiting access to cordoned off area to be arranged by caretaker.</li> <li>● Regular checks of cordoned area to be carried out by Safety rep.</li> </ul>
<p><b>Windows</b>            Damaged windows and other glazing can cause cuts/grazes and potentially more serious injuries.</p>	All on site	<ul style="list-style-type: none"> <li>● Staff instructed to report any damage they notice on a day to day basis.</li> <li>● Where damage is reported and there is a risk of glass falling the area to be cordoned off by the Caretaker/Safety representative until repair works completed.</li> <li>● If there is danger of high winds or storms carrying glass over access/play areas, consideration to be given to suspending use of playground if it could be affected.</li> <li>● Signage and staff awareness to be in line with action to take for damage to exterior of the building.</li> </ul>
<p><b>Grassed Play Areas</b>            Injuries from falling on uneven surfaces or on items left on the grass.            Injuries from falling down steep slopes.  <b>Goal posts</b></p>	All on site	<ul style="list-style-type: none"> <li>● Grassed areas inspected for damage e.g. broken glass etc. before use by the Safety representative. This inspection should take place after each term break.</li> <li>● Staff to be instructed to report any damage they notice on a day to day</li> </ul>



Injuries from falling on uneven surfaces or on items left on the grass. Injuries from falling down steep slopes Steel goal posts		<p>basis.</p> <ul style="list-style-type: none"> <li>• Goal posts are placed flat on the ground during bad weather and over the weekend.</li> </ul>
<b>Lighting</b> Inadequate lighting may contribute to a range of accidents	All on site	<ul style="list-style-type: none"> <li>• Staff to be instructed to report any damaged lighting.</li> <li>• Sufficient internal/external lighting is provided to ensure all walkways can be used safely.</li> <li>• Spare replacement light fittings to be stored in caretaker shed.</li> </ul>
<b>Roofs</b> Items falling off the roof may cause a variety of injuries	All on site	<ul style="list-style-type: none"> <li>• Regular inspection by head, caretaker or safety representative.</li> <li>• Staff to be instructed to report any damage they notice on a day to day basis.</li> <li>• Where damage is reported and there is a risk of items falling the area to be cordoned off by the Safety representative until repair works completed.</li> </ul>
<b>Walkways</b> Injuries from slips, trips and falls are likely where walkways are not well maintained	All on site	<ul style="list-style-type: none"> <li>• Regular inspection by members of staff, safety representative and caretaker.</li> <li>• Staff instructed to report any damage they notice on a day to day basis.</li> <li>• Where areas become slippery they are cleaned and/or treated to reduce slips.</li> <li>• Slopes are kept to a minimum gradient and where wheelchair access is required a handrail is fitted.</li> <li>• In the winter caretaker grits walkways and car park when frost or snow is forecast. Some areas may be put out of use. The Principal will take the decision and keep staff informed.</li> </ul>

<b>Inside Building Hazards</b>	<b>Assessor: Rob Small/Clíodhna Horan/Gerry Mulvaney</b>	<b>Date:</b>
Hazards	Who is Affected	Control

<p><b>Boiler Room</b> Hazards come from the fuel used and general storage that these rooms are often used for</p>	<p>Everyone who enters or walks around boiler room</p>	<ul style="list-style-type: none"> <li>● Boiler room is kept locked at all times when they are not occupied.</li> <li>● The boilers are maintained every year and service records kept in the office.</li> <li>● Boiler rooms are kept clear of storage as far as is possible, especially flammable materials.</li> <li>● Fire risks are covered in the fire risk assessment.</li> </ul>
<p><b>Doors</b> Hazards include finger traps and injuries from glazing.  Hazards associated with fire are dealt with in the fire risk assessment</p>	<p>Everyone using doors</p>	<ul style="list-style-type: none"> <li>● Doors and closures to be checked by the Caretaker and safety representative every term or more regularly where necessary.</li> </ul>
<p><b>Entrances</b> May become wet after rain</p>	<p>Everyone</p>	<ul style="list-style-type: none"> <li>● Non-slip mats are placed at entrances where floors become slippery when wet and staff and pupils asked to wipe their feet before entering the building.</li> <li>● Caution wet floor signs are available.</li> </ul>
<p><b>Electricity</b> If the fixed wiring or portable electrical appliances are not maintained it can lead to fires and/or electrocution</p>	<p>Anyone using the building</p>	<ul style="list-style-type: none"> <li>● The fixed wiring is inspected by a suitable qualified electrician every five years. The safety rep arranges the inspection/test and keeps a record of when the inspection took place.</li> <li>● Portable electrical equipment and associated leads and plugs are inspected and tested periodically.</li> <li>● Tests must not be solely relied upon and users must check that equipment looks safe to use. Staff to report any damage they notice on a day to day basis. Damaged equipment to be taken out of use and labeled ' damaged awaiting repair, do not use'.</li> <li>● Normally staff are not to repair equipment themselves or bring equipment from home.</li> <li>● Where user checks or</li> </ul>

		inspection and tests shows that there are many faults being found then the frequency of inspection and test should be reviewed and an investigation made as to why there are so many faults.
<b>Floors</b> Slips, trips and falls	Everyone	<ul style="list-style-type: none"> <li>• Floors are maintained in a safe condition and staff instructed to report any damage they notice on a day to day basis.</li> <li>• Temporary repairs are made to damage flooring by the Safety representative or caretaker.</li> <li>• Where regular activities are likely to lead to the floor getting wet, anti-slip flooring is laid.</li> <li>• Accidental spillages are mopped up immediately and a wet floor sign placed over the wet area until the area is dry. Care is taken to ensure that sufficient time is allowed for the floor to dry before being used. If the spillage is a body fluid see the control of infection risk assessment.</li> </ul>
<b>Glazing</b> Damaged glazing can cause cuts/grazes and potentially more serious injuries.	Everyone	<ul style="list-style-type: none"> <li>• See outside building hazards risk assessment</li> </ul>
<b>Lighting</b> Poor lighting can contribute to trips and eye strain	Everyone	<ul style="list-style-type: none"> <li>• All areas of the school have adequate lighting to enable people to work, use facilities and move from place to place safely and without experiencing eye strain.</li> <li>• There is sufficient lighting to ensure people can leave the building after dark safe.</li> </ul>
<b>Stairs and Steps</b> Poorly maintained stairs and steps can cause slip and trip accidents	Everyone	<ul style="list-style-type: none"> <li>• A handrail is provided at least on one side of every staircase except where it would obstruct access.</li> </ul>
<b>Water Supply</b> Hot water can cause	Everyone	As a guide the hot water system should be:

<p>scalds and poor quality drinking water can cause a number of illnesses. In certain situations, there may also be a potential for legionella to pose a threat.</p>		<p>Well maintained, clean and properly insulated          Purpose-built          Correct size for intended use          Frequently used          Regularly cleaned and maintained</p>
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<p>Arrival and departure of children</p>	<p>Assessor: Rob Small/Clíodhna Horan</p>	<p>Date:</p>
<p>Hazards</p>	<p>Who is Affected</p>	<p>Control</p>
<p><b>Children playing in grounds before school</b></p>	<p>Children</p>	<ul style="list-style-type: none"> <li>• Adequate supervision is required at all times young children are on school grounds.</li> <li>• If before or after the school day there is no supervision either in the playground or as part of an organised activity children should not be allowed on school premises.</li> <li>• Parents should be reminded of school start and finish times.</li> </ul>
<p><b>Child leaving with an 'unknown' person</b></p>	<p>Children</p>	<ul style="list-style-type: none"> <li>• Secretary/Principal/Teacher to only allow parent or other 'known' person to collect children.</li> </ul>

Appendix 2 -

## *Safety, Health and welfare Statement:*

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management of Rathbeggan NS to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, visitors, contractors and 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 cooperation of all staff, students, contractors and visitors to the school.

It is recognised that hazard identification, risk assessment and control measures 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:

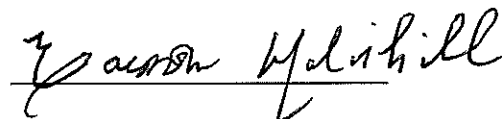
- *promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;*
- *provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;*
- *maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school;*
- *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;*
- *consult with staff on matters related to safety, health and welfare at work;*
- *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.

The full policy is available in the school and on the school's website.

Signed:

Chairperson:



Date: 26/09/24

