

**Carriglea N.S.**

**Health and Safety  
Policy**

# Carriglea National School

## Safety Policy

The Board of Management of Carriglea N.S. recognise the importance of the legislation enacted in the Safety, Health and Welfare at Work Act, 2005 and the Safety, Health and Welfare at Work Act (General Application) Regulations 2007.

The Safety Statement sets out the Safety Policy of the Board of Management of Carriglea N.S. and sets out the means to achieve that policy. The Board of Management's objective is to endeavour to provide a safe and healthy work environment for all our employees and pupils and to meet our duties to members of the public with whom we come into contact.

This policy requires the co-operation of all employees.

It is our intention to undertake regular reviews of the Safety Statement in light of experience, changes in legal requirements and operational changes.

The Board of Management will undertake to carry out a safety audit annually and report to staff. This inspection / safety audit will be carried out more frequently if requested by either staff or Board of Management.

All records of accidents or ill-health will be monitored in order to ensure that any safety measures required can be put in place, wherever possible, to minimize the recurrence of such accidents or ill-health.

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Michéal Cosgrove

Chairperson, Board of Management,

Carriglea N.S.

# **Health and Safety**

## **Incorporating:**

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## **Aims:**

To provide a safe, healthy and comfortable environment for both pupils and staff and all visitors to our school.

To develop an awareness of health and safety issues.

## **Carriglea National School Safety Statement**

The Board of Management of Carriglea National School, charged with the direct government of the school, has prepared this safety statement in accordance with the requirements of the Safety, Health and Welfare Act 2005, Section 20 and the Safety, Health and Welfare at Work Act (General Application) Regulations 2007.

In doing so it is mindful of the unique place the school occupies as an extension of the home life of the pupil and of the responsibilities entrusted to the personnel within the school by the parents of the pupils. Safety, health and welfare within the school is and always has been, a most sacred duty incumbent on all members of the school community and one which calls for constant vigilance.

Under rule 123(4) and Circular 16/73 of the Dept. of Education, the Principal, is responsible for the discipline of the school, the other members of staff, including the co-ordination and supervision of their work, general organisation and other matters relating to the work of the school. In carrying out these duties the Principal is required to organise the supervision and behaviour of the pupils during school hours. When a teacher is absent, the teachers present should arrange adequate supervision and work for the pupils whose teacher is absent. The Deputy Principal is required to assist the principal in the day to day organisation of the school.

In accordance with Section 25 (1) of the Act, the teaching staff may select a Safety Representative who will conduct consultations with the Principal and/or the Board of Management pursuant to this section.

Persons coming into the school premises must identify themselves before gaining admittance to the school.

All contractors should make direct contact with the Principal, or the Deputy Principal, before commencing preparations for any work on the school premises. Copies of this Safety Statement will be given to contractors prior to work commencing and they will be expected to abide by its provisions.

## **Duties of Employer**

The Board of Management will ensure that, in so far as is reasonably practicable, the highest standard of safety shall prevail and at a minimum will ensure the provision of the Safety, Health and Welfare Act 2005 are applied within the school. The Board of Management recognises that its statutory obligation under the legislation extends to employees, pupils and any persons legitimately conducting school business within the school environment.

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

- The design, provision and maintenance of the school in a condition that is safe and minimises the risk to health.
- The design, provision and maintenance of safe means of access to and from the school.
- The design, provision and maintenance of plant and machinery.
- The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health.
- The provision of instruction to staff on the proper lifting technique of pupils when necessary.
- The provision of such information, instruction, training and supervision as is necessary to ensure safety and health at work of its employees.
- The preparation and revision as necessary of adequate plans to be followed in emergencies e.g. fire drill, injuries etc.
- The provision and maintenance of facilities and arrangements for the welfare of employees at work.
- Obtaining where necessary, the services of a competent person for the purpose of ensuring the health and safety of employees and pupils.

## **Duties of Employees**

It is the duty of every employee while at work:

- To take reasonable care for his/her own safety, health and welfare and that of any persons who may be affected by his/her actions or omissions at work.
- To co-operate with his/her employer and any other persons to such an extent as will enable his/her employer or other persons to comply with any of the relevant statutory provisions.
- To use in such a manner so as to provide the protection intended, any suitable appliance, protective clothing, equipment, convenience, or anything provided for securing his/her safety, health or welfare at work.
- To report to the Board of Management any defects in equipment, or in the place of work which might endanger safety, health or welfare.
- Employees will, by using facilities and equipment ensure that work practises are performed in the safest manner.

As a consequence of the Revised Curriculum the Social, Environmental and Scientific Programme raises new safety issues. During practical work all teachers will be conscious of the safety implications of any exploratory investigative work to be undertaken. Safety will permeate all aspects of the teaching of science, especially areas that will involve light, electricity, magnets, heat, designing and making. Pupils are taught safety procedures for carrying out science experiments.

Pupils will be expected to observe safety procedure during all tasks.

## **Consultation and Information**

It is the policy of the Board of Management to consult with staff in the preparation of this Health and Safety statement.

## **Hazards**

The Board of Management in consultation with the employees will review and make recommendations for the elimination of hazards.

### **1. Fire**

It is the policy of the Board of Management to ensure that:

- There is an adequate supply of fire extinguishers that will deal with any type of fire.
- All fire equipment is regularly serviced.
- Fire drills take place once a term.
- Instruction is given in the use of fire equipment.
- Fire alarms are maintained in working order.
- All electrical equipment can be unplugged or turned off outside school hours and when the school is vacated for lengthy periods.
- An assembly area is designated outside the building.

### **2. Electricity**

- Electrical appliances are only used by competent persons.
- Appliances and equipment will be subject to regular maintenance checks.
- Only CE approved and marked equipment and appliances will be used.

### **3. Medication**

- Any medication in the school is to be kept in a secure place. The school has a policy on the administration of medicine.

### **4. Chemicals**

- Detergents and cleaning equipment to be stored in a secure area.

## **5. Slips, trips and falls**

- Washing and cleaning of floors is conducted after school hours to minimize the danger of slipping.
- Any spills are promptly cleaned up to remove the hazard.
- Pupils are restricted from access to the school yard during periods of adverse weather conditions (e.g. ice, flooding).

## **6. Code of Discipline / Anti-Bulling Policy**

- The Code of Discipline in the school provides for a level of behaviour to minimize personal risk or stress.
- The Anti-Bullying Policy has procedures for reporting, investigating and dealing with incidents of bullying behaviour by any child or adult.

## **7. Access to Employees**

- Where the employee feels at risk from, or threatened by a particular person on school property, this must be brought to the attention of the Board of Management. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect the employees. Such measures will include meetings by appointment with/without witnesses and in extreme circumstances, appropriate legal steps.



## **School Environment**

It is the policy of the Board of Management to maintain the school to the highest standard both decoratively and structurally. In an effort to maintain this standard and to ensure the continued welfare of staff and pupils;

- The school is cleaned regularly and all pupils are encouraged to keep their school clean and tidy.
- Toilets have an adequate supply of water, soap and towels. Sanitary bins are available in female toilets and maintained by a maintenance company.
- To ensure safety when collecting / dismissing pupils the school has a Reception, Assembly and Dismissal of pupils Policy.
- The SPHE programme for pupils covers;
  - Safety in the home
  - Road Safety
  - Water Safety
  - Fire Safety
  - Personal Safety
- An annual safety checklist is circulated and problem areas highlighted. Furniture, floors, fittings, and equipment are checked and issues arising are dealt with by the caretaker or outside professionals when necessary.
- Pupils are involved in litter management. The school was awarded the Green Flag Environmental Award in February 2009 and the pupils and teachers will continue the work in this area for the foreseeable future.
- The school has a healthy lunch policy – no sweets, crisps or bars are allowed.
- Glass bottles are not allowed for lunches and chewing gum is forbidden. Pupils are asked to report broken glass to teachers for immediate removal.
- The school cooperates with external Health Awareness personnel in promoting health issues.
- Parents are alerted when appropriate in relation to areas of concern e.g. outbreaks of head lice.
- Parents are requested to inform the school concerning infectious diseases.
- Parents are encouraged to avail of Personal Health Insurance organised by the school.

## **First Aid**

It is the policy of the Board of Management of Carriglea N.S. that an employee is trained to apply first aids and that this training will be updated regularly. There will be an adequate supply of equipped First Aid boxes available to staff.

## **First Aid Equipment**

Elastoplasts

Wasp Eze

Savlon

Antiseptic cream

Antiseptic wipes

Siccors

Tape

Cotton bandage

Cream for burn treatment

Cold compress

Triangular bandage

Disposable gloves will be available for use when administering first aid.

## **Lifting of pupils**

When a child who needs to be lifted is enrolled in the school, suitable support services will be provided and arrangements made to provide training in order to minimise strain.

## **Accident Procedure**

### **Cuts and Abrasions**

Cuts and abrasions are dealt with by the class teacher if they occur during class time and by the teacher/SNA on the yard if they occur during break time.

### **Minor Injuries**

Teacher assesses situation and decides on a course of action e.g. cuts, contusions, nose bleeds etc. The opinion of the first aider on the staff may be sought.

### **More Serious Injuries**

If the teacher and the first aider suspect an injury is of a serious nature e.g. fracture, the parents will be contacted and informed of the situation. The pupil will be made as comfortable as possible in the meantime. If parents cannot be located the school authorities will ring the next contact number supplied on the enrolment form. If this option fails and the injury requires immediate medical attention, contact will be made with a doctor who may come to the school and failing this a teacher will take responsibility for taking the pupil to a doctor or hospital only if permission for this is given on school enrolment forms. In the meantime efforts will continue to try and make contact with the parents/guardians of the pupil.

### **Emergency situations**

In the case of a medical emergency an ambulance will be called. In the meantime the casualty will be placed in a safe position and assessed continually until medical help arrives. Parents will be informed immediately.

### **School Accident Book**

An account of such incidents will be written into the school accident book giving the date, time of accident, teacher in charge and a report on the incident.

# **Fire Drill**

**Carriglea N.S.**

- Two exits in the main building – front door and rear of hallway.
- All escape routes are to be kept free from objects at all times.
- Lessons on fire hazards and the procedure to be followed in the event of fire are held each term. Unannounced fire drills may be held from time to time. A record of fire drills will be kept.
- The aim of a fire drill is to ensure the safe, orderly and efficient evacuation of all the occupants of the school and to react rationally when confronted with a real fire.

## **Sequence**

1. Alarm
2. Call the fire brigade
3. Evacuation
4. Assembly
5. Roll Call
6. Tackle the fire

### **1. Alarm**

Anyone discovering an outbreak of fire should raise the alarm at once. If a pupil suspects a fire this should be reported immediately to his/her teacher who will then sound the fire alarm. The alarm is the signal to warn every person in the building that a state of emergency has arisen and that drill procedures should be put into operation at once.

### **2. Calling the Fire Brigade**

All outbreaks of fire should be reported immediately to the Fire Brigade. The call will be made by the Principal or in her absence by the Deputy Principal or Class Teacher.

### **3. Evacuation**

On hearing the alarm pupils should stand to attention by their desks and when instructed by the teacher in charge of the class as to the exit route to be followed, should leave the classroom in single file. Classes should then proceed at a steady pace to their assembly points. The teacher having checked the toilets should follow with attendance register. The door of the classroom and any other doors on the escape route should be closed. It is essential that the children obey the following rules:

**No talking**

**No running**

**No passing out others in the line**

With the exception of a search for missing persons, no one must be allowed to re-enter the building to retrieve books, clothing etc, until permission is given by the Fire Brigade or in the case of a drill by the Principal. Members of staff not in charge of pupils, on hearing the alarm should proceed to their assembly point. Pupils attending Learning Support/Resource classes should leave with the Learning Support/Resource teacher and then proceed to their own class assembly point.

### **4. Assembly**

At the assembly point each class or persons should stand in the prearranged position.

### **5. Roll Call**

A roll call should then be taken. If anyone is missing an immediate search by staff should be made as far as is practicable. The officer in charge of the Fire Brigade should be met on arrival and immediately informed whether or not all persons have been safely evacuated.

### **6. Tackling the Fire**

Circumstances will dictate whether fire fighting operations should be attempted. Fire fighting must always be secondary to life safety. A small

fire can often be dealt with, however in the case of a sizeable fire safe evacuation should be the primary concern.

This policy was reviewed by the staff and parents in 2014, it is our aim to review this policy every 2 years or as required.  
It was presented to the BOM and deemed ratified

Signed:

Date: