

# **Carriglea N.S.**

# **Health and Safety Policy**

## **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.

Chairperson, Board of Management,

Carriglea N.S.

# Carriglea N.S.: Health and Safety Policy

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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.

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## **1. 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 have selected a Safety Representative Gillian Collins 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.

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## **2. Roles and Responsibilities:**

### **Board of Management (BOM):**

Safety begins at management level and so the board of management has overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare in the school. The members of the Board of Management will be supported in implementing this policy by management and all other staff within the School.

Health and safety matters within the School will be discussed at least once every term at a Board of Management meeting.

Specifically, the board of management will:

- Ensure this policy is kept current and up to date
- Support the principal in her role as the ‘day-to-day manager’ of the school.
- Take a direct interest in health and safety to ensure compliance with all statutory requirements.
- Endeavour to ensure that there are sufficient funds and facilities available to enable this safety statement to be reasonably implemented.
- Support the principal and all members of staff in implementing this policy.
- Ensure that all equipment and buildings of the school are properly maintained and safe to use.
- Procure advice and assistance wherever necessary, to support the implementation of this policy.

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

### **All Employees (Teachers/SNA’s/Caretaking/Secretarial Staff etc)**

#### **Responsibilities:**

It is the responsibility of all School employees to co-operate with management in the implementation of the objectives of this policy within their areas of responsibility. Safety must be seen by all employees as a key responsibility. Employees have a specific statutory responsibility under Section 13 of the Safety, Health and Welfare at Work Act, 2005, for their own safety. They are expected to discharge their work in a safe manner, to avoid injury to themselves or other employees and pupils, and to avoid damage to school equipment and property. The BoM must make themselves aware of these requirements, lead by example and inform employees of this legal duty.

All employees must co-operate fully with all the provisions taken by Carriglea NS in ensuring the safety, health and welfare of all its employees and others. Each employee will immediately report all accidents, dangerous occurrences, unsafe conditions and unsafe acts to the Health and Safety representative on staff.

**Under Section 13, of the Safety, Health and Welfare at Work Act, 2005, the statutory responsibilities of every employee are as follows:**

- Take reasonable care for his/her own safety, health and welfare and that of any other person, who may be affected by his/her acts or omissions while at work.
- To co-operate with his/her employer and any other person to such extent as will enable his/her employer or other person to comply with any of the relevant statutory provisions

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- To use in such a manner, so as to provide the protection intended, any suitable appliance or equipment or other means or thing provided for securing his/her safety, health and welfare while at work
- To report to his/her employer, without unreasonable delay any defects in building, classroom, work area, equipment, or system of work which might endanger safety, health and welfare of which he/she becomes aware
- To not intentionally or recklessly interfere with or misuse any appliance, equipment, building or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons arising out of work activities
- Ensure that he/she is not under the influence of a toxicant to an extent of endangering their health & safety
- Submit to any reasonable tests for intoxicants
- Attend such training as may be reasonably required by employer
- If suffering from a disease or illness that adds to risks, to tell their employer

### **School Principal Responsibilities:**

The school principal is responsible for the day to day implementation of this policy in the school, and is responsible for:

- Ensuring all staff members are trained in this policy
- Ensuring that health and safety responsibilities are properly assigned, understood and accepted by all appropriate staff members
- Monitoring the competence of all members of staff under the control of the BoM to carry out their work safely and follow procedures. The principal shall ensure all staff are fully aware of all hazards in their job to themselves and others
- Ensuring that applicable equipment is available, tested at the defined intervals and replaced when used or defective
- Ensuring that an appropriate number of Fire Wardens (teachers) and First Aiders have been appointed from among the staff
- Ensuring that new employees and contractors are aware of this policy and associated procedures (as applicable), and that the policy and procedures are available to staff within the workplace.
- Ensure appropriate remedial actions are taken from matters arising from inspections or routine health and safety audits
- Organise a fire drill at defined interval
- Ensure that adequate First Aid provisions and arrangements are in place
- Ensure that all accidents involving employees or students are reported, and where necessary fully investigated and remedial advice provided.
- Ensure where an accident removes a person from their place of work for 3 consecutive days or more after the day of the accident, the Health and Safety Authority are informed on the appropriate IR1 form (completed on line @ [www.hsa.ie](http://www.hsa.ie))
- Review risk assessment and safety statements when there has been a significant change or there is another reason to believe the risk assessment is no longer valid and following the review, to amend as appropriate
- Keeping the BOM informed of activities, issues or concerns relating to this

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policy. Any issues or concerns should be reported to the BOM without delay.

- To provide an annual appraisal on the effectiveness of the statement to the board of management.

### **Teachers Responsibilities:**

All Teachers are responsible for creating a genuine safety culture within the School. Specifically they will:

- Take a direct interest in health and safety.
- Ensure that the safety rules and procedures are adequately communicated and fully understood by all relevant staff and pupils
- Ensure that all activities are planned so that they may be carried out in a safe manner.
- Ensure that all equipment in their area of responsibility is properly maintained and safe to use
- Regularly inspect their areas in a walk through inspection to ensure the standards in this policy are being complied with.

### **3.Resources and Welfare Facilities:**

It is the policy of the Board of Management to maintain the school to the highest standard both decoratively and structurally. To support this policy, the BoM will dedicate the appropriate resources and facilities necessary, whether time, finances, equipment or personnel necessary to ensure in so far as is reasonably practicable the safety, health and welfare of all its employees and pupils as well as others who may be affected by its operations and activities

To maintain the school to the highest possible and to ensure the continued welfare of staff and pupils, the BoM will ensure ;

- 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.
- health and safety inspections are carried out routinely (at least one per month) so that problem areas highlighted, furniture, floors, fittings, and equipment are checked and issues arising are dealt with by the appropriate person, caretaker or outside professionals when necessary.
- The school will continue to ensure the highest standards of litter management, as recognised by the awarding of the Green Flag Environmental Award in February 2009
- The school will maintain a healthy lunch policy – including 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.
- Smoking is prohibited on the grounds of the school i.e. within the boundary fence of the school
- It is the policy of Carriglea NS that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases (eg outbreak of head lice). The school will endeavour to minimise the

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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. The school cooperates with external Health Awareness personnel in promoting health issues. To support this policy, parents are requested to inform the school concerning infectious diseases. Parents are also encouraged to avail of Personal Health Insurance organised by the school

The following resources and welfare arrangements will be dedicated to ensure the highest possible standards :

- Each new employee will be provided, on commencement of employment, with the necessary information and guidelines on the basic safety knowledge they require before they begin work and sign a form to clarify this.
- All of the teachers/staff will be trained in 'First Aid' (see appendices)
- A fully stocked First Aid kit/bag for use in any accidents on site is located in the staff room
- Firefighting equipment is provided and positioned throughout the School. This equipment has been chosen and sited applicable to the fire risk. See appendix 3 for the location of all firefighting equipment in the School
- Various signs is in place throughout the School and external areas to provide directional information, emergency exits, and firefighting equipment and identification of any hazards.
- To ensure safety when collecting / dismissing pupils the school has a 'Reception, Assembly and Dismissal of pupils' policy.
- The school will, through the SPHE programme, cover the follow topics for its pupils;
  - Safety in the home
  - Road Safety
  - Water Safety
  - Fire Safety
  - Personal Safety

**Provision of First Aid;** It is the policy of the Board of Management of Carriglea N.S. that an employee(s) is trained to apply first aids and that this training will be updated at a minimum of every 3 years.

There will be an adequate supply of equipped First Aid boxes available to staff. First aid equipment will at a minimum include:

- Elastoplasts
- Wasp Eze
- Savlon
- Antiseptic cream
- Antiseptic wipes
- Siccors
- Tape
- Cotton bandage
- Cream for burn treatment
- Cold compress



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

School staff room; The school staff room will be equipped and maintained by the Board of Management. Staff members are expected to keep the staff room clean and tidy and leave the room as they would like to find it. If staff members use the fridge, they are expected, in order to maintain hygiene, to take any food not eaten away on Friday of each week. The staff room does not have the facilities to store the food of all staff members on a long-term basis.

Various welfare facilities are provided by the school and these are controlled by the following personnel:

- The provision of staff room facilities and toilets / changing areas
  - Responsible person is: the Principal/ the Cleaner
- The provision of a First Aid boxes and the filling of same.
  - Responsible person is: Gillian Collins Safety Rep/Deputy Principal, SNA'S -Elaine Shanahan/ Kate Kelleher-Identifying what is required. Ursula Power-Secretary-Ordering what is required.
- The liaison with insurance companies
  - Responsible person is: Principal/Deputy Principal(Safety Rep)
- The notification of reportable accidents to the Health & Safety Authority
  - Responsible person is: Principal/Deputy Principal(Safety Rep)
- The provision and testing of fire fighting equipment/maintenance of Fire Register:
  - Responsible person is: Principal/ Deputy Principal(Safety Rep)
- The investigation and management of any alleged incidents of harassment or bullying in the workplace
  - Responsible person is: the Principal
- The provision of adequate & suitable personal protective equipment (e.g. for Caretaker )
  - Responsible person is: Principal/the caretaker

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### 3. Health & Safety Training:

Carriglea NS will provide appropriate health and safety training for all employees applicable to their function within the School. This training will begin with induction training on commencement of employment. The purpose of induction training is to ensure that new employees fully understand the potential hazards of their respective work activity and the safety precautions and emergency preparedness required ensuring a safe place of work.

Training will also be given on the job in specialised areas where staff may require the skills to ensure the high level of safety is maintained. All training of school employees will be co-ordinated by the school principle / designate

These specialised areas will include the following:

<b>Course</b>	<b>Required Attendees</b>	<b>Frequency</b>
Induction Training	All new staff	On commencement
Manual Handling	All staff	On commencement and retraining every 3 years
Fire Extinguishers	Selected staff	On selection and every 5 years thereafter
Emergency Evacuation Training (Fire Drill)	All Staff / all pupils	At start of each term
First Aid Training	All staff	When elapses and every 3 years thereafter

A general obligation is placed on every employer under Section 25 & 26 of the Safety, Health and Welfare at Work Act, 2005 to consult with its employees on matters of health and safety. It is the policy of Carriglea NS to consult with their employees on matters of health and safety to encourage a team work strategy for safety and to carry this out through regular communications with all staff and communications. All safety matters that staff raise will be discussed at the Board of Management meetings. Any matter that requires the urgent attention of the Board of Management will be brought to them immediately by the school's Principal.

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### 4. Visitor and Contractor Control Policy:

#### Visitors:

A visitor is defined as any person who goes beyond the boundary fence of the school for meetings, visiting staff members or management.

- *The visitor will not carry out any work and will be accompanied by a member of staff at all times during the visit.*
- *In the event of a fire, or emergency evacuation activation, the visitor will be instructed to accompany the staff member to the assembly point. See Evacuation notice at the back of each classroom near the exit door.*
- *Any accidents to visitors, however minor, must be reported to the staff member and the appropriate accident form will be completed.*
- *Visitors to the site must observe and obey all safety signs posted throughout the school premises*
- *Visitors on site should not interfere with any equipment or hazardous materials stored or used on site even if left unattended*

#### Contractors:

A contractor is defined as anyone who undertakes or carries out work either himself/herself or through their employees or sub-contractors. This person or persons will work on site and will not be accompanied for the duration of the work by a staff member of the School. It will include contractors, sub-contractors, and service call out staff etc.

All contractors who wish to work for Carriglea NS must provide the following items to the Principal

- Copy of all employers and public liability insurance certificates.
- Copy of the Contractor Company Safety Statement.
- Copy of any specific method statements applicable to the more hazardous work to be carried out.
- Copy of any applicable statutory test or examination certificates for equipment brought or used on site.

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## 5. Hazards

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

### 5.1 Fire / Emergency Evacuation

An Emergency Evacuation Procedure has been established at Carriglea NS that will cover all operations of the School. The procedure details the guidelines to be followed in event of an emergency evacuation. The most likely emergency evacuation situation to occur is likely to be a fire. The procedure defined in appendix 1 has been drawn up to ensure a co-ordinated response to any on site fire or other emergencies.

The school principal or designate is responsible for ensuring that all employees or contractors working in the school will be instructed in the evacuation procedure. They will be instructed on the evacuation procedure, the location of all fire assembly points, how to initiate the alarm and how to evacuate the building in a controlled manner should an emergency arise in the School.

Class teachers are responsible for providing training for students on fire hazards and the emergency exit procedure to be followed in the event of fire at the start of each term.

Unannounced fire drills will be held at least once per year. A record of all fire drills will be kept by the school principal /safety rep. The objective of fire drills is to ensure that all school occupants demonstrate that they can evacuate the school in a safe, orderly and efficient manner, and ensure that they will react calmly and appropriately when confronted with a real evacuation. Records of all drills will be maintained and affixed to the wall next to the fire alarm.

The board of management will ensure there is an adequate supply of fire extinguishers that will deal with any type of fire. All fire points will be located in an appropriate place, indicated with fire point signs and kept clear of obstructions at all times.

Examination, testing and inspections of equipment must be completed at the following schedule;

<b><u>Test/Inspection/Examination</u></b>	<b><u>Frequency</u></b>	<b><u>Inspector</u></b>
Fire Fighting Equipment	12 Monthly	External – Contractor
Fire Alarm System	12 Monthly	External – Contractor
Emergency Lighting	12 Monthly	External - Contractor

Where appropriate designated members of staff will be trained on use of fire extinguishers, with re-training at least one every 3 years

The board of management, with the school principal will agree appropriate assembly evacuation points. Assembly points will be clearly marked with appropriate signs. (See Fire Drill Policy)

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### 5.2 Equipment Safety:

All equipment must be 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.

Any faulty equipment must be identified to the caretaker. Arrangements will be made for all appliances to be checked on a regular basis at least annually by a competent person. Before using any appliance the user should check that:

- All safety guards which are a normal part of the appliance are in working order
- Power supply cables/leads are intact and free of cuts or abrasions
- Unplug leads of appliances (e.g. Interactive whiteboards, internet cables, microwaves, heaters) every evening
- Microwave is turned off at socket when not in use
- Suitable undamaged fused plug tops are used and fitted with the correct fuse
- Instructions for use of interactive whiteboards are given to each teacher
- Computers turned off after each session

### 5.3 Display Screen Equipment:

The school is fully aware of its obligations under the General Application Regulations 2007 on use of Visual Display Units (VDUs) or Display screen Equipment (DSE).

**Lighting** Correct lighting is essential if eye fatigue is to be prevented. We have ensured that the general level of illumination within the school premises complies with EU guidelines.

**Reflection & Glare** Reflection and glare can cause great discomfort for the operator. In an effort to reduce problems in this area an anti-glare filter screen is available. Eye tests will be facilitated for the school secretary and funded by the BoM annually.

**Workstation** The work surface at all workstations is a matte surface finish to prevent any glare that might normally be reflected off a highly glossed veneer finish. Proper seating posture is essential if the long-term problems of muscular strain and backache are to be avoided. Seats are provided with adjustable; height and tilt for the principal's secretary and other staff where appropriate. All users will complete a risk assessment please see Appendix 8.0 for a copy of same.

### 5.4 Manual Handling:

Manual handling training will be carried out by all staff and with retraining been done every 3 years with new staff being trained in. No person will be expected to lift a load that would be likely to cause him / her injury. Consideration must be given to the load and whether or not help is necessary. Training in correct manual handling techniques will be provided as appropriate

Every employee must be familiar with the correct lifting techniques. These may be summarized as follows: -

- Check for sharp edges, splinters or nails
- Lift in easy stages – floor to knee then from knee to carrying position.
- Hold weights close to body

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- Don't jerk, shove or twist body
- Grip load with palms – not fingertips
- Don't let the load obstruct your view. This is particularly important when carrying loads up and down step
- Always consider whether help is necessary to lift an awkward or heavy load.

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

### **5.5 Slips, trips and falls / General Housekeeping**

All staff members are responsible for maintaining good housekeeping standards within the school and its environment, and minimising the risk of slips trips and falls. Any spills should be promptly cleaned up, once identified, to remove the hazard.

Classroom teachers are responsible for developing an awareness of good housekeeping within the pupils, and guiding them to identify and prevent potential hazards that could cause slips, trips or falls

Pupils are restricted from access to the school yard during periods of adverse weather conditions (e.g. ice, flooding).

Washing and cleaning of floors is conducted after school hours by the school cleaner to minimize the danger of slipping. The school cleaner is responsible for ensuring that the school is cleaned to an standard agreed with the school principal and after cleaning left in an appropriate state without hazards that may result in slips, trips or falls

### **5.6 Chemicals**

It is recognised that some chemicals, photocopier toners, paints and cleaning products are required for the running and upkeep of the school. All such products will always be stored in clearly identifiable containers bearing instructions and precautions for their use

Where necessary, these products will be stored in a secure store location which is a locked cupboard in the staffroom under the sink. This is to ensure that such chemicals are kept 'out of reach' of children but available to adults

The school cleaner is responsible for ensuring the appropriate storage of such cleaning products.

### **5.7 Storage & Administrating of Medication:**

Parents must inform the school in writing if their child suffers from any allergies, long term or short term illness, where the child is required to take medication in the school. Any medication that needs to be kept in the school must be kept in a secure place, out of the reach or access of other children in the school, and appropriate to the storage conditions required for the medication eg locked teacher's drawer/in the fridge in the staffroom.

The school has a separate policy on the administration of medicine.

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

Carriglea NS is committed to providing a working environment free from harassment of any kind and to protecting the dignity of each individual at work. The school recognises that conflict may occur between staff, between staff and contractors or between staff, and can include behaviour that is offensive to the recipients such as:

- Physical threats and assault
- Non-violent threats or implied threats
- Verbal harassment/ abuse of a person
- Unfair selection of tasks
- Sexist comments or other unwarranted conduct of a sexual nature
- Racism

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

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.

### **7. Stress at Work:**

Carriglea National School will utilise the following methods for eliminating stress:

- Management will have regular consultation and communication with all staff. They will ensure that complaints that may be related to stress are listened to in a confidential manner, documented and appropriate measures taken immediately.

If you as an employee feel that you are stressed due to work related issues you should immediately bring the matter to the attention of any member of staff. For more information please refer to Code of Behaviour Policy for Carriglea National School

### **8. Pregnant Employees:**

Carriglea NS will take all necessary steps to comply with the Pregnant Employees Regulations 2007, and related acts. In all cases:

- Employees should inform management if they are pregnant as early as possible in the pregnancy. Each case shall be treated on an individual basis according to the needs of the particular employee
- Management should identify those aspects of the work process that may place the mother or child at risk and steps should be taken to remove exposure to this risk. Every effort in terms of privacy, flexible work arrangements and facilities should be made to facilitate nursing mothers.



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Similarly when a breast-feeding mother returns to work an assessment of her work will be carried out. If a mother wishes to continue breast-feeding her child after returning to work, the Board of Management will make arrangements to facilitate this.

### **Procedure for dealing with Accidents:**

In the event of any accident, which could potentially require first aid, a trained First Aider is called. The First Aider will assess the scene and the patient, and will then take what they deem to be the appropriate action eg carry out basic first aid, call the appropriate assistance such as doctor, ambulance, etc if required.

### **Cuts and Abrasions**

Simple cuts and abrasions can be 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**

If the teacher assesses situation and decides if a First Aider should be called. A course of action can then be determined e.g. in event of cuts, contusions, nose bleeds etc.

### **More Serious Injuries**

A First Aids should always be called in event of an injury that may be of a serious nature e.g. fracture.

While the First Aider is attending the injured pupil or person, the parents or next of kin should be contacted and informed of the situation. If parents cannot be located the school authorities will ring the next contact number supplied on the enrolment form. Where deemed appropriate by the First Aider, contact will be made with a doctor / ambulance who may come to the school.

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.

### **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 Log 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. This is kept in the staffroom.

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### 18.0 Health & Safety / Risk assessment procedure:

Health and safety inspections should take place in the school at least once a term.

These audits will be carried out by a member of the school staff, and where available a member of the BOM should support.

The inspections should review the risks associated with the hazards identified in this policy, and where findings are made, a simple assessment of the risk and proposed measures to elimination or reduce the risk to an acceptable level.

The risk assessment is based on a probability of the accident occurring and an assessment of the accident consequences, if it occurs.

To use this system, one must use the chart below and choose a probability descriptive phrase and then choose a consequence descriptive phrase. Once chosen, both of these will present a numerical factor between 1 and 9. When the probability numerical factor and the consequence numerical factor are multiplied together they give a number between 1 and 81. This number fits into one of the following categories. This category identifies the risk level where there is a question over the scoring best practice would be to go with the worst case scenario when applying a rating to the risk.

**Risk Assessment Tool:** This Risk Assessment is based on a *Probability x Consequence Index* listed below using a 9 X9 scoring system

Risks rated  $\geq 2$  must be actioned urgently to find a permanent solution to reduce or eliminate the risk. Also immediate temporary actions put in place immediately to manage the risk

<b>RISK FACTOR INDEX</b>	
<b>PROBABILITY THAT AN ACCIDENT WILL HAPPEN</b>	
<b>Probability Index</b>	<u>Descriptive Phrase</u>
<b>9</b>	Highly likely or almost certain that an accident will happen
<b>3</b>	There is a probable chance that an accident will happen
<b>1</b>	It is very unlikely that an accident will happen
<b>CONSEQUENCE OF POTENTIAL ACCIDENT</b>	
<b>Consequence Index</b>	<u>Descriptive Phrase</u>
<b>9</b>	Potential for permanent sever injury causing incapacity or even death
<b>3</b>	Potential for minor incapacitating injury likely to cause $\geq 2$ days away from school / work for recovery
<b>1</b>	No injury, or minor injury such as cuts or abrasions Injury

Risks rated  $\geq 9$  must be actioned within 3 months, and an assessment made to determine if short term actions are required to mitigate the risk

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This policy was reviewed by the staff and parents in 2022 it is our aim to review this policy every 2 years or as required.  
It was presented to the BOM and deemed ratified

Signed:Conor Blackwell

Date: 14/6/2022

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### **Fire Drill Policy**

#### **Appendix 1: Procedure for emergency exit for Carriglea NS**

- There are two main exits in the main building – front door and rear of hallway. There is also an emergency exit located next to the new SEN room.
- All escape routes must always be kept free from obstructions

#### **Sequence of events in event of a fire or emergency evacuation**

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

#### **1. Alarm**

The person discovering a 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. Emergency Site Controller (Principal)**

The Emergency Site Controller will assume overall responsibility for the management and control of any emergency situation in the school until the arrival of the emergency services. If the school principal is not present, the Deputy Principal will assume overall responsibility for the management and control of the emergency situation on site until the arrival of the Emergency Services.

#### **3. Calling the Fire Brigade**

The emergency site controller or designate is responsible for notifying the emergency services / fire brigade. The call will be made by the Principal or in her absence by the Deputy Principal or a Class Teacher.

#### **4. Evacuation**

On hearing the alarm:

Class teacher is responsible for organising the evacuation of the pupils. In the classroom of the Emergency Site Controller, another adult eg SEN teacher, will manage the pupils in that classroom.

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Everyone will exit the building through the nearest exit or escape route .See evacuation plan next to exit door in each classroom /room.

The class teacher must check the toilets to ensure there are no pupils remaining and then follow the pupils out of the building with the attendance register.

If time permits, close classroom doors and any other doors on the escape route.

Everyone should proceed to their designated assembly points.

Children should be instructed to obey the following rules:

- **No talking**
- **No running**
- **No passing out others in the line**

Except for a search for missing persons, no one must be allowed to re-enter the building until permission is given by the Fire Brigade or in the case of a drill, permission is given by the Principal.

Members of staff, not in charge of pupils, should proceed to their assembly point on hearing an alarm.

Pupils attending SEN classes should leave with the SEN teacher and then proceed to their own class assembly point.

Each class will display the school's escape plan in their room and follow the steps outlined on it in the event of a fire.

### **5. Assembly**

At the assembly point each class or persons should stand in the prearranged position.(See map of assembly points attached.)

### **6. Roll Call**

A roll call should then be taken by each class teacher using Attendance record for emergencies kept in each room by each teacher.

If anyone is missing an immediate search by staff should be made as far is practicable. Under no circumstances should any person put themselves at risk.

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.

### **7. 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.

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### APPENDIX 2: H&S RESPONSIBILITIES

Employee Name	Emergency Controller	Fire Safety Equipment	First Aider's	First Aid Equipment
<b>Jillian Hayes(Principal)</b>	√		√	
<b>Gillian Collins (DP)</b>		√	√	
<b>Vicky Sheehan</b>		√	√	
<b>Yvonne Hilliard</b>			√	
<b>Lisa Collins</b>			√	
<b>Elaine Shanahan</b>			√	
<b>Kate Kelleher</b>			√	
<b>Ursula Power</b>			√	√

### APPENDIX 3. FIRE FIGHTING EQUIPMENT REGISTER

(See attached the Certificate of Compliance)

Equipment Type	Location of Equipment	Tested on	Due date
Fire Extinguishers	Front and back door	10/11/21	11/11/22
Fire Blankets	Staff Room	10/11/21	11/11/22

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### APPENDIX 4: RECORD OF COMPLETED FIRE DRILLS:

(See attached Fire Drill Record)

<b>Date of Fire Drill</b>	<b>Evacuation Time Alarm Activation to All Clear</b>	<b>Problems Identified During Fire Drill</b>
02/02/2018	1:05:.46	A couple of the older children were quite giddy in their lines and require more practice. Ensure all classes use their nearest exit to leave the building.
26/04/2021	1:05	Excellent Lines

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### **APPENDIX 5: ACCIDENT REPORT FORMS**

Folder with Accident Report Log is kept in the staff room and all staff are aware of when to log an incident. If an incident requires a phone call home to the child's parents then it is necessary to write it into the logbook.

### **APPENDIX 6: FIRST AID FORMS:**

A Fully stocked First Aid box is located in the toilet cabinet. Other First Aid boxes for use on school tours, sporting events etc. are also located in the staffroom.

**The following trained and certified First Aiders will be available within the company.**

<b>NAME</b>	<b>DATE OF TRAINING</b>	<b>VALID UNTIL</b>
Jillian Hayes	November 2021	November 2023
Michelle Dwyer	"	"
Gillian Collins	"	"
Vicky Sheehan	"	"
Lisa Collins	"	"
Elaine Shanahan	"	"
Kate Kelleher	"	"
Ursula Power	"	"



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### APPENDIX 7: HEALTH & SAFETY Inspection checklists

<b>SAFETY INSPECTION CHECKLIST</b>			
AREA _____	AUDITOR _____	DATE _____	
<b>Hazard Type: <u>Access and Egress</u></b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
Are there sufficient exits in the area for prompt escape?			
Are staff members aware of all immediate egress points from their work area?			
Have staff members taken part in an emergency evacuation drill?			
Are good housekeeping standards maintained in the workplace?			
Can all emergency exits be opened easily?			
Are all emergency exit routes kept clear of all obstructions?			
Are spaces between equipment sufficient for safe operation?			
Are floors free from slippery materials and loose objects?			
Are floors maintained in good condition?			
Is the emergency lighting checked on a 13-week basis?			
Are there suitable stepladders or kick stools available to safely access heights?			
Are there sufficient exits in the area for prompt escape?			

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<b>SAFETY INSPECTION CHECKLIST</b>			
AREA _____	AUDITOR _____	DATE _____	
<b>Hazard Type: <u>Fire</u></b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
Are all fire extinguishers, fire blankets and fire hoses wall mounted?			
Is all fire fighting equipment easily accessible?			
Is all fire fighting equipment serviced and labelled and fitted with a seal?			
Are staff trained in the correct use of fire fighting equipment?			
Are portable extinguishers applicable to the materials and equipment in the area and are they correctly colour coded?			
Are no smoking signs posted and observed?			
Are staff aware of the means of escape in case of fire?			
Are fire drills carried out on a regular basis, minimum 6 monthly?			
Are all flammable materials properly stored and labelled?			
Do all exit doors open outwards?			
Are all escape routes unobstructed?			
Are all escape routes sign-posted from the workplace?			

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<b>SAFETY INSPECTION CHECKLIST</b>			
AREA _____	AUDITOR _____	DATE _____	
<b>Hazard Type: <u>Slips/Trips and Falls</u></b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
Are any main aisle ways and passageways kept clear?			
Is the work area kept clean and orderly?			
Are non-slip materials used on the floor where applicable?			
Are all spillages dealt with immediately?			
Are extension leads and electrical cables kept out of the aisle ways?			
Are materials stored off the floor including personal equipment?			
Are floor materials checked and free from trip hazards?			
Are mats, false floors and platforms in good condition?			
Are work areas adequately illuminated during working hours?			
Are non-slip floor covering materials in use in canteens and possible wet areas?			
Is rubbish or litter only stored in designated storage containers?			
Is all rubbish or packaging picked up as soon as possible after it is produced?			

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<b>SAFETY INSPECTION CHECKLIST</b>			
AREA _____	AUDITOR _____	DATE _____	
<b>Hazard Type: <u>Manual Handling</u></b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
Are all persons informed of safe manual handling techniques?			
Are work areas arranged to minimise excessive twisting, bending, over reaching and pulling?			
Are steps or ladders available for all lifting from over shoulder height?			
Are all items to be lifted by hand, which are too heavy (i.e. over 25kgs), deemed a 2-person lift?			
Are floor surfaces kept clear and in good condition where staff have to lift?			
Are mechanical devices used where practical?			
Are heavier objects stored at waist to chest level?			

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<b>SAFETY INSPECTION CHECKLIST</b>			
AREA _____	AUDITOR _____	DATE _____	
<b>Hazard Type: <u>Electrical</u></b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
Are all sockets, plugs and switches in good working order?			
Are all cables visually free from defect or damage i.e. overheating, insulation damage?			
Do competent persons carry out all-electrical work?			
Are all electrical panels and enclosures kept closed with proper covers or doors?			
Do extension leads in use have a grounding conductor?			
Are all electrical circuit breaker panels accessible and unobstructed?			
Are all electrical panels protected against impact?			
Is there a one-metre space maintained between the electrical panel and all storage?			
Are all plug-tops correctly fused with cables clamped inside the plug?			
Are electrical panels kept free of all storage and rubbish?			

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<b>SAFETY INSPECTION CHECKLIST</b>			
AREA _____	AUDITOR _____	DATE _____	
<b>Hazard Type: <u>Housekeeping</u></b>	<b>Yes</b>	<b>No</b>	<b>Action</b>
Are floors kept free from all tripping hazards?			
Are tools and equipment returned to their proper places when not in use?			
Are suitable waste bins provided and used?			
Is waste removed on a regular basis i.e. daily?			
Are storage areas kept clean and tidy?			
Are leads from equipment prevented from trailing across aisle ways and walkways?			
Are there designated storage areas for stored materials?			
Are there separate disposal containers for broken glass?			

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### APPENDIX 9: PREGNANCY RISK ASSESSMENT FORM:

This risk assessment form must be maintained on the personnel file of the employee until 26 weeks post delivery.

<b>Section 1: PREGNANT PERSON'S RISK ASSESSMENT</b>	
<b>Department Name &amp; Address:</b>	
<b>Workplace Activity:</b>	
<b>Pregnant Employees Name:</b>	
<b>Assessment Carried Out By:</b>	
<b>Department Manager:</b>	
<b>Expected Date of Delivery:</b>	
Has the pregnant employee formally notified their employer that they have become pregnant or are a new mother within 6 months and are breast feeding?	Yes [ <input type="checkbox"/> ] No [ <input type="checkbox"/> ] To Whom: _____ Date: _____



<b>Section 2: Physical Agents Hazards</b>	<b>Yes</b>	<b>No</b>
Do the pregnant employees work activities involve exposure to shocks, vibration or movement: including sudden severe blow to the body, low frequency whole body vibration, e.g. driving in off road vehicles?		
Do the pregnant employees work activities involve exposure to manual handling of loads?		
Do the pregnant employees operations involve climbing steps, ladders or other heights?		
Do the pregnant employees work activities involve exposure to loud noise?		
Do the pregnant employees work activities involve exposure to ionising radiation?		
Is there any difficulty for the pregnant employee wearing protective equipment due their increased size as the pregnancy develops?		
Do the pregnant employees work activities involve exposure to non-ionising radiation or electromagnetic radiation e.g. ultraviolet (UV), visible and infrared) and electromagnetic fields (power frequencies, microwaves and radiofrequencies)?		
Do the pregnant employees work activities involve exposure to extremes of cold or heat?		
Is there exposure to physical assault and/or excessive and/or unpredictable physical activity from clients, members of the public?		
Do the pregnant employees work activities involve entry to tightly fitting workspaces which would present comfort difficulties to the pregnant person?		
Is there any difficulty in the pregnant person evacuating the building in an emergency due to lack of speed and movement? <i>If you have ticked yes to any of the above questions please ensure that you complete Section 4 as appropriate.</i>		
<b>Biological Agents Hazards</b>	<b>Yes</b>	<b>No</b>
Do the pregnant employees work activities involve exposure to Group 2, Group 3 or Group 4 biological agents, which cause human disease e.g. Measles, HIV or Rubella? <i>If you have ticked yes to the above question please ensure that you complete Section 4 as appropriate.</i>		
<b>Chemical Agents Hazards</b>	<b>Yes</b>	<b>No</b>
Do the pregnant employees work activities involve exposure to chemical agents labelled as: R40 Limited evidence of a carcinogenic effect R45/H350/H351 May cause cancer R46 /H340/H341 May cause heritable genetic damage R49 May cause cancer by Inhalation R61/ H361 May cause harm to unborn child R63/H360 Possible risk of harm to the unborn child R64/H362 May cause harm to breastfed babies R68 Possible risk of irreversible effects <i>If you have ticked yes to any of the above questions please ensure</i>		

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<i>that you complete Section 4 as appropriate.</i>		
Do the pregnant employees work activities involve exposure to mercury or mercury derivatives which could affect the foetus during pregnancy and slow its growth? <i>If you have ticked yes to the above question please ensure that you complete Section 4 as appropriate.</i>		
Do the pregnant employees work activities involve exposure to Antimitotic drugs also known as cytotoxic drugs? (Imuran, Cytoxan, and Rheumatrex taken for arthritis) <i>If you have ticked yes to the above question please ensure that you complete Section 4 as appropriate.</i>		
Do the pregnant employees work activities involve exposure to chemical agents which allow percutaneous absorption through the skin e.g. some laboratory work? <i>If you have ticked yes to the above question please ensure that you complete Section 4 as appropriate.</i>		
Do the pregnant employees work activities involve exposure to lead or lead derivatives? <i>If you have ticked yes to the above question please ensure that you complete Section 4 as appropriate.</i>		
<b>Display Screen Equipment Hazards</b>	<b>Yes</b>	<b>No</b>
Do the pregnant employees work activities involve work on display screen equipment? <i>If you have ticked yes to the above question please ensure that you complete Section 4 as appropriate.</i>		
<b>Other occupational safety and health hazards identified</b>	<b>Yes</b>	<b>No</b>
Have you identified any other safety and health hazards? <i>If you have ticked yes to this question please ensure that you complete Section 4 as appropriate.</i>		
<b>Section 3: Risk Assessment Recommendations:</b>		
<b>Assessment Carried out by:</b>		
<b>Pregnant Persons' Signature:</b>		
<b>Department Manager:</b>		
<b>Date of Completion of assessment:</b>		
<b>No of Weeks Pregnant:</b>	[    ] <i>The risk assessment is to be reviewed on a regular basis throughout the pregnancy or more frequently should circumstances dictate.</i>	
<i>Note: The Manager should ensure that the remedial action specified is implemented to ensure the safety health and welfare of the pregnant employee and their unborn child, as far as reasonably practicable.</i>		

### Findings & Recommendations:

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If you have answered “NO” to any of these questions please document your findings on the list below and consult with your employer.

Item no	Issue	Recommendations	Management sign off