## [Scoil Cholmcille](http://www.scoilcolmcillelk.ie/)

|  |
| --- |
| **HEALTH & SAFETY POLICY STATEMENT** |
| * **INTRODUCTORY STATEMENT**   This policy statement was adapted to the current format in accordance with the guidelines of the Primary Professional Development Service. |
| * **GUIDELINES**   **POLICY STATEMENT ON SAFETY, HEALTH AND WELFARE AT WORK OF THE BOARD OF MANAGEMENT OF SCOIL CHOLMCILLE**  1.1 The members of the Board of Management of Scoil Cholmcille are  **Chairperson**: Mr. Paschal Blake  **Secretary**: Mr Paraig Cannon,  **Recording Secretary:**Ms. Doreen Sheridan-Kennedy  **Treasurer:** Mr. Damien Daly  **Other Board Members:**   * Ms. Clodagh Hargadon * Mrs Elaine Dear * Fr. Kevin Gillespie * Staff representative:  1. The Board of Management will ensure that, in so far as is practicable, the highest standards of safety shall prevail and that, at a minimum, the provisions of the Safety, Health and Welfare at Work Act, 2005 are applied. 2. Specifically, the Board of Management wishes to ensure so far as is reasonably practicable:  * The design, provision and maintenance of all places in a condition that is safe and without risk to health. * The design, provision and maintenance of safe means of access to and egress from places of work * 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 proper lifting techniques of pupils and dealing with pupils with challenging behaviour when such children are enrolled. * The provision of such information, instruction, training and supervision as is necessary to ensure the 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 evacuation, injuries etc. * The safety and prevention of risk to health at work in connection with use of any article or substance. * The provision and maintenance of facilities and arrangements for the welfare of employees at work. * Obtaining where necessary, the services of competent persons for the purpose of advising on the safety and health at work of the employees e.g. Advisers from the HSE, Fire Officers, ICT Advisers re equipment, ergonomics etc. * An annual review of this **Health & Safety Statement**and a log of issues raised and remediated. * The provision of arrangements for consultation with employees on matters of Health and Safety * The provision of arrangements for the selection from among its employees of a Health and Safety Representative.  1. The Board of Management recognises that its statutory obligations under legislation extend to employees, pupils, and any person legitimately conducting school business and the public.     1.5 The Board of Management of Scoil Cholmcille will ensure that the provisions of the Safety, Health and Welfare at Work Act, 2005 are adhered to.  1.6 The Board of Management will form the Safety Committee to monitor the implementation of the Safety and Health policies of Scoil Cholmcille and the requirement under the Safety, Health and Welfare at Work Act, 2005.  1.7 The Board of Management has appointed a Safety Representative from the School Staff, Mrs Eilís Mc Clafferty and a Safety Officer from the BOM, Mr. Paschal Blake.      **CONSULTATION & INFORMATION**  It is the policy of the Board of Management of Scoil Cholmcille:   * To consult with staff in the preparation and completion of the Health andSafety Statement. * To make available the **Health & Safety Statement**to all present and future staff via the Aladdin G Suite & School Website. * That any additional information or instructions regarding safety, health and welfare at work not contained in the document will be conveyed to all staff as it becomes available. * That Health, Safety and Welfare will form an integral part of any future staff training and development plans.   **HAZARDS**  All staff will complete ***Hazard Control Forms*** **(Appendix 3)** as hazards are identified including completing a ***Classroom Maintenance Form***, as required and submitting it to the Principal, Mr. Paraig Cannon.  Some hazards can be rectified but others remain constant. The hazards have been divided into two categories.  Hazards that can be rectified or minimised will be dealt with as a matter of urgency. Hazard Control Forms are posted on the Staffroom Noticeboard. When a Staff Member identifies a hazard, he/she will fill in the form and give it to the Safety Representative (Eilís). She will meet with Seamus & Paraig, seek to rectify the issue and sign with date and time of when the issue was resolved. It will then be communicated to the BOM at their next meeting, under Principal report.  The Board of Management in consultation with the employees will review and make recommendations on the elimination of hazards.  **SPECIFIC HAZARDS**   1. **Fire**   It is the policy of the Board of Management of Scoil Cholmcille that   * There is an adequate supply of fire extinguishers, which will deal with any type of fire. * All fire equipment is identified and regularly serviced. * Regular fire drills take place at least twice a year. (See [**Appendix 1**](#bookmark=id.tyjcwt) for Fire Evacuation Procedure) * Instruction is given in the use of fire extinguishers for specific materials/equipment. * Signs will be clearly visible to ensure visitors are aware of exit doors. * All electrical equipment be unplugged or turned off outside school hours and when classrooms are vacated for lengthy periods. * An assembly area is designated in Main School Campus. Areas are marked for each class grouping. * Each teacher is provided with an evacuation plan by Ms. Keys, (AP 1) during Term 1. * Exit signs are clearly marked. * The teacher in each classroom will be responsible for familiarising pupils with fire evacuation and fire drills procedures. * A fire officer has checked the school and equipment and all recommendations made by him/her have been implemented. * The position AP 1,of Ms. Keys has as one of its duties to act as Fire Marshall and oversee in conjunction with the Safety Officer and Representative the above aspects of the policy.  1. **Other hazards**  * Some classroom windows open out at head level: relevant staff will be informed to monitor full extension of same. * Pupils are not allowed to play in the school grounds during weather which would pose a danger to their safety e.g. frost snow, and ice. * During particularly inclement weather the Board of Management reserves the right to keep the school closed if it is felt that a risk is posed to staff and pupils.   **CONSTANT HAZARDS**   1. **Electrical Appliances**   If a member of staff observe an electrical hazard, they will fill out the Hazard Control Form **(Appendix 3a)** and bring it to the Safety Representative.   1. **Chemicals**   It is the policy of the Board of Management that all chemicals, detergents etc., be stored in clearly identifiable containers bearing instructions and precautions for their use and kept in locked cupboards in both buildings. Keys are available to staff, out of the reach of children.   1. **Drugs/Medications**   It is the policy of the Board of Management of Scoil Cholmcille that no drugs or medication be administered to pupils by members of school staff due to the fact that staff are not qualified to do so and therefore could pose a threat to the welfare of the pupils. In exceptional circumstances where emergency medication is required to safeguard a seriously ill child’s welfare or where ongoing maintenance medication (Insulin) is required, a teacher or SNA may be requested to administer and/or assist in administering such medication. The procedure in such cases is included as **Appendix 2** Policy for Administration of Medication.  **The school also has a Substance Use Policy, please refer to Appendix 8.**   1. **Wet Floors**   It is the policy of the Board of Management of Scoil Cholmcille that the washing of floors is conducted after school hours to ensure, as far as is reasonably practicable, elimination of danger of slipping.   1. **The Code of Behaviour:**   The Code of Behaviour in the school provides for a level of appropriate behaviour to minimise personal risk or stress to any employee.   1. **Accidents and Injuries**   However vigilant the school staff is in relation to pupil safety, accidents will happen and correct procedures in the event of accidents can prevent or minimise injuries. Our Accident/Injury policy contains details of dealing with injuries etc. (**Appendix 5). For procedures dealing with an accident of a member of staff at work, please refer to section 1.11 Administrative Matters in Staff Guidelines Protocols & Procedures issued at the start of every new academic year.**  More serious injuries are to be recorded in the Accident Book which is kept on top of the filing cabinet in the general office. This will be placed in a locked cabinet by Mary, school secretary, at the end of the school day, to comply with GDPR.   1. **Bullying**   The Scoil Cholmcille Anti-Bullying Policy is a stand-alone policy, which provides a framework for dealing with instances of bullying among pupils. It is also incorporated in the school policy – Procedures to Address Staff Relations Difficulties.  The procedures for dealing with Adult Bullying are in accordance with the INTO publication **‘Working Together: Procedures and Policies for Positive Staff Relations (2000)’** and our **‘Dignity at Work Statement’.**  **A workshop on the Cineáltas Framework will be attended in December by the School Care Officer, Mrs. Mulrain and Mr. Cannon, Principal.**   1. **Access to Employees is by Consent**   When an 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.   1. **Trained First Aid Personnel**   It is the policy of the Board of Management that: -  Diabetes training is organised by Mrs. Shields with Diabetes Clinical Nurse Specialist Avril McCloskey and Rosemary Mc Carry, LUH, as required.(generally annually)  All required remedies and equipment are made available for first aid function.  First Aid Supplies:  Elastoplast plasters  Tape  Wound clean spray  Cotton Bandage  Antiseptic Wipes  Scissors  Ice Packs(reusable and disposable) Portable first aid kits for school outings: school tours, sports activities. **Staff have been issued with portable First Aid Kits.** 10.Infectious Diseases It is the policy of the Board of Management of Scoil Cholmcille that all infectious diseases shall be notified 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 waste.  **Please refer to Health Promotion Unit publication:**  **Managing Infectious Diseases in School**  **OTHER PROCEDURES**   1. **Educational Visits**   Educational visits will be booked with a reputable, properly insured coach service with fully seat-belted coaches. We will aim for a ratio of at least two adults per group, one to be a qualified teacher. Every effort will be made to ensure the safety of the pupils at events or activities they are participating in i.e. the theatre, swimming pool, playground, etc. will be properly equipped and manned by qualified staff. A male staff member will accompany class groups to the Aura for swimming lessons to manage changing room supervision.   1. **Visitors to the School**   Persons coming onto the school premises must identify themselves clearly to whoever answers the door before gaining admittance to the school premises. An intercom system is in place, managed by the school secretary. Any contractor should make direct contact with the Principal, or Deputy Principal before initiating any work on the school premises. All outside facilitators, teachers, coaches etc. who are delivering workshops to pupils will do so under the supervision and direction of the class teacher and must have appropriate qualifications and Garda vetting.   1. **Wet Days**   On wet days, children will be supervised indoors. The pupils stay in their classroom, where they read, draw, engage with interactive white board, play board games or chat under the supervision of a qualified teacher as per supervision rota.  On occasions where school is in progress and it becomes necessary to close the school for safety reasons, the school bus operators and parents who bring their children to school are contacted. Every effort is made to ensure that all parents are made aware of the situation through Aladdin connect, local media, school website etc. In the event of a staff member’s vehicle being used to bring a pupil home, it is policy to have an additional staff member in the vehicle to ensure that the pupil will not be alone with a staff member. |
| * **SUCCESS CRITERIA**   Our success criteria will be based on the achievement of our aims to provide a safe environment for our employees, pupils and visitors. We will use staff observation and parental feedback in addition to Health Inspector’s Reports and our safety record as our benchmark for success or otherwise of the policy. |
| * **ROLES AND RESPONSIBILITIES**   DUTIES OF ALL EMPLOYEES   * It is the duty of every employee while at work:  1. To take reasonable care for his/her own safety, health and welfare and that of any person who may be affected by his/her acts or omissions while at work.      1. To co-operate with his/her employer and any other person to such an extent as will enable his/her employer and the other person to comply with any of the relevant statutory obligations. 2. To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or anything provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health and welfare while at work. 3. To report to the H&S representative without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare, of which he/she might become aware. Hazard forms available in the staffrooms and all staff have been informed of protocols in relation to reporting of such hazards.  * No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or anything provided in pursuance of any of the relevant statutory provisions or otherwise, for securing safety, health and welfare arising out of work activities. * Employees will, by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible.   **DUTIES OF SAFETY Representative; Mrs. E. McClafferty**   * To co-ordinate the reporting of submitted hazard forms at Principal/caretaker weekly meetings and ensure that they are addressed (Appendix 3a). A sample checklist can be seen in Appendix 4. Please refer to caretaker’s weekly schedule of tasks for resolution of these matters.   **DUTIES OF SAFETY OFFICER: Mr. Paschal Blake**   * To liaise with the Safety Rep on matters of Health and Safety. * To co-report with the Safety representative on all of the above at BOM meetings, as necessary. |
| * **TIMEFRAME FOR IMPLEMENTATION**   The revised policy will be implemented from December 2024 |
| * **TIMEFRAME FOR REVIEW**   This policy is reviewed annually. |
| * **RESPONSIBILITY FOR REVIEW**   The Health & Safety Committee will be responsible for reviewing the policy, coordinated by Mrs Eilís Mc Clafferty. Committee members are Mrs Eilis Mc Clafferty, Safety Representative, Mr. Paschal Blake, Safety Officer, Mr. Seamus Coleman, Caretaker, Mr. Paraig Cannon, Principal, Mrs Shields, Injury and First Aid, Ms. Keys, Fire Safety Coordinator. |
| * **RATIFICATION AND COMMUNICATION**   **The Board of Management ratified this policy on the 26th November 2024.**  **Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (Chairperson, BOM)**  **Date of next review:November 2025**  **This policy is reviewed by the members of the BOM and is available to the wider school community through the school website. All Scoil Cholmcille policies are available for inspection in the school.** |

## APPENDICES

**Appendix 1:** Fire Evacuation Procedures

**Appendix 2:** Administration of Medicine Policy

**2a:** Form 1 (BOM) Letter of Indemnity

**2b:** Form 2 Doctor’s Letter

**2c:** Photo Consent

**Appendix 3:** Hazard Control Form

**3A**: Classroom Maintenance Forms

**Appendix 4:** Allianz Practical Risk Assessment

**Appendix 5:** Accident/Injury Policy

**5A:** Life Saving Procedures:

The Unconscious Adult

**Appendix 6:** Policy for the Management of Chronic Health Conditions.

**Appendix 7:** Critical Incident Management Policy

**Appendix 8:** Substance Use Policy