



St. Colman's N.S.

Stradbally,

Co. Laois

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Health and safety Policy

September, 2015

St. Colman's Health & Safety Policy

The Board of Management of St Colman's National School brings to the attention of its staff the following arrangements to ensure the safety, health and welfare of those employed and working in the school.

This policy requires the co-operation of all employees. It shall be reviewed annually or more frequently if necessary, in the light of experience, changes in legal requirements and operational changes. A safety audit shall be carried out annually. All records of accidents and ill-health will be monitored to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill-health.

The Board of Management of St. Colman's N.S. wishes to ensure that as far as is reasonably practical:

- The design, provision and maintenance of all places in the school shall be safe.
- There shall be safe access to and from places of work.
- Work systems shall be planned, organised, performed and maintained so as to be safe.
- Staff shall be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of all employees.
- Plans for emergencies shall be complied with and revised as necessary.
- This statement will be continually revised by the Board of Management as necessity arises, and shall be re-examined by the Board on at least an annual basis.
- Employees shall be consulted on matters of health and safety.
- The Board of Management of St. Colman's N.S. recognises that its statutory obligations under legislation extend to employees, students, to any person legitimately conducting school business and to the public.
- The Board of Management of St. Colman's N.S. undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act 2005 are adhered to.

Duties of Employees:

It is the duty of every employee while at work:

(a) 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.

(b) To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.

(c) To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for his/her lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at work.

(d) To report to the Board of Management without unreasonable delay, any defects in equipment, place or work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise, for securing safety, health or welfare of persons arising out of work activities.

Employees using available facilities and equipment provided should ensure that work practices are performed in the safest manner possible (see section 9 of Safety, Health and Welfare at Work Act 1989).

Consultation and Information:

It is the policy of the Board of Management of St. Colman's N.S. to consult with staff in preparation and completion of hazard control forms, to give a copy of the safety statement to all present and future staff, and to convey any additional information or instructions regarding health, safety and welfare at work will be considered in any future staff training and development plans.

Hazards:

Hazards shall be divided into two categories. Those which can be rectified will be dealt with as a matter of urgency. Those that cannot will be clearly indicated and appropriate procedures listed beside them. All hazards shall be eliminated in so far as resources and circumstances allow.

Fire:

It is the policy of the Board of Management of St. Colman's N.S. that:

(i) The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use.

(ii) The principal will ensure that fire drills shall take place at least once a term.

(iii) Fire alarms shall be clearly marked. (Responsibility of Board of Management Safety Officer)

(iv) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.

(Staff Safety Officer)

(v) All doors, corridors, and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building.

(vi) Assembly areas are designated outside the building, and the locations specified.

(viii) Exit signs shall be clearly marked.

(ix) All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The

secretary/Principal, as appropriate, are responsible for the office. Staff room is every teacher's responsibility. Cleaners will also check when cleaning.

(xi) The Deputy Principal shall be responsible for fire drills and evacuation procedures.

(xii) All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

The following hazards (in so much as can be identified) are considered by the Board of Management to be a source of potential danger and are brought to the attention of all concerned:

- School entrance
- Manhole at the furnace room door in the school yard
- Fire
- Storage of First Aid supplies
- Electrical and other classroom equipment
- Stairs
- P.E. Classes
- Storage of cleaning agents
- Storage of computer/photocopier ink
- Trailing leads
- Computers
- Guillotine
- Electric Kettles
- Ladders
- Protruding units and fittings
- Flat roof of hall and flat roof of school
- Icy surfaces on a cold day
- Mats in hall

To minimise these dangers the following safety/protective measures must be adhered to:

(a) Access to and operation of equipment is restricted to qualified members of the staff.

(b) In addition all such equipment is to be used in strict accordance with the manufacturer's instructions and recommendations.

(c) Where applicable Board of Management will ensure that members of the staff will have been instructed in the correct use of equipment.

(d) All machinery and electrical equipment are fitted with adequate safeguards.

(e) Precautionary notices, in respect of safety matters are displayed at relevant points.

- (f) Ladders must be used with another person's assistance.
- (g) Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery.
- (h) Board of Management will check that floors are clean, even, non-slip and splinter-proof.
- (i) Principal will check that PE equipment is stacked securely and in positioned so as not to cause a hazard.
- (j) Check that all PE and other mats are in good condition.
- (k) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. (Board of Management Safety Officer and Staff Safety Representative.)
- (l) Check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. (Board of Management Safety Officer.)
- (m) Check that outside lighting works and is sufficient. Board of Management.

Constant Hazards:

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.

Suitable undamaged fused plug tops are used and fitted with the correct fuse.

Follow official guidelines issued by the health and Safety Authority.

Chemicals:

It is the policy of the Board of Management of St. Colman's N.S. that all chemicals, photocopier toner, detergents etc be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area, and protection provided to be used when handling them.

Welfare:

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided with soap, sanitizers and hand dryers. Staff are asked to co-operate in keeping the staff room and fridges clean.

Members of staff and students are reminded:

- (a) 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.

(b) Staff and students are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary action.

Broken glass:

The Board of Management shall minimise the danger arising from broken glass. Staff are asked to report broken glass to the Principal so that it may be immediately removed.

First Aid:

It is the policy of the Board of Management of St. Colman's N.S. that members of staff shall be trained to provide First Aid. STAC First Aid provided training to staff members during the summer term of 2015.

The Principal will ensure that there is a properly maintained First Aid kit in the school.

Disposable gloves must be used at all times in administering First Aid.

Accidents/Injury:

All incidents, whether to employees, students or members of the public must be recorded in the incident book and reported to the principal. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required.

Access To School:

Parents and visitors entering the school premises are required to report to the office on arrival.

Collecting Children:

Parents or guardians collecting children early must report to the office and sign the record book.

Drugs/Medication:

It is the policy of the Board of Management of St. Colman's National School that all medications, inhalers, drugs, etc., be kept on the person of each student and he will be responsible for the administration of this medication.

Revision of this Safety Policy:

This policy shall be regularly revised by the Board of Management of St. Colman's Primary School in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Signed on behalf of the Board of Management:

Chairman: _____ Date: _____

Principal: _____ Date: _____

Safety Officer: _____ Date: _____ Nominee of BOM

Safety Officer: _____ Date: _____ Nominee of staff

This Policy statement is in accordance with Safety, Health and Welfare at Work Act 2005, and subsequent amendments 2006- 2007.