

# **Health and Safety Statement**

## **Drumacruttin National School**

### **Introductory Statement**

This statement was reviewed following the issue of new guidelines under the Safety, Health and Welfare at Work Act, 2005. The Principal attended a planning day with input from the PPDS Advisor. The Principal drew up a provisional draft. The staff, Board of Management and a number of parents were involved in reviewing and adapting this draft prior to its being ratified by the Board at its meeting on 11<sup>th</sup> April 2011. An annual health and Safety Audit is carried out by the Principal and BOM Health and Safety Rep each June. This plan was reviewed by the Board at a meeting in April 2016 and again in March 2019. A further review was carried out in August 2020 in light of the risks posed by the Covid 19 pandemic and the requirement to plan for the safe reopening of schools.

### **Rationale**

It is a legal requirement under the Safety, Health and Welfare at Work Act, 2005, for every employer, in conjunction with employees, to prepare a Health and Safety Statement. The Board of Management of Drumacruttin National School is committed to safety and health. This statement specifies the manner, the organisation and the resources necessary for maintaining and reviewing safety and health standards in our school.

The Board of Management, in drafting this statement, has outlined their health and safety programme and will make it available to all employees, outside services providers and Inspectors of the Health and Safety Authority. The Board of Management is also taking into consideration its 'duty of care' role in the school and this is an integral part of our Health and Safety Statement.

### **Relationship to the Characteristic Spirit of the School**

The Board of Management of Drumacruttin National School is committed to the creation of a safe and healthy working environment for all members of the school community.

### **Aims**

In drafting this policy the Board of Management hopes to achieve the following with this statement:

- to create a safe and healthy school environment by identifying, preventing and tackling hazards and their accompanying risks;
- to ensure understanding of the school's duty of care towards pupils;
- to protect the school community from workplace accidents and ill health at work;
- to outline procedures and practices in place to ensure safe systems of work;
- to comply with all relevant health and safety legislation (so far as is reasonably practicable) to include the following areas
  - *Provision of a safe workplace for all employees – teachers, SNAs, secretary, cleaner, etc.*
  - *To ensure employees are competent and will carry out safe work practices*
  - *Safe access and regress routes*
  - *Safe handling and use of hazardous substances and equipment*
  - *Safe equipment including maintenance and use of appropriate guards*
  - *Provision of appropriate personal protective equipment*

## **Responsibilities of employer - Board of Management**

It is the responsibility of the Board of Management to

- Provide and maintain a workplace that is safe and do likewise for all machinery and equipment.
- Manage work activities to ensure the safety, health and welfare of employees
- Ensure that risks are assessed and hazards are eliminated or minimized as far as is reasonably practicable
- Prepare a safety statement and regularly update it, particularly when there have been significant changes or when the risk assessment is no longer valid
- Provide and maintain decent welfare facilities for employees
- Prepare and update procedures to deal with an emergency situation and communicate these procedures to employees
- Appoint a competent person to oversee the functions of the Board in relation to Health & Safety
- Provide training and information to workers in a format and language that is appropriate, including training on the commencement of employment
- Report serious accidents to the Health and Safety Authority
- Consult annually with employees and provide them with information in relation to safety, health and welfare
- Require employers from whom services are contracted to have an up to date safety statement (*e.g. painters, contract cleaners, bus companies...*)

## **Responsibilities of employees:**

Health and safety is everyone's business. As a worker you have legal duties designed to protect you and those you work with.

Responsibilities of employees include:

- Not to be under the influence of an intoxicant to the extent that you endanger your own or another persons' safety.
- To submit to tests for intoxicants as and when regulations specifying testing procedures are adopted
- To co-operate with an employer or other people to ensure that Health and Safety regulations are implemented
- Not to engage in improper conduct that will endanger you or anyone else
- To attend Health and Safety training and correctly use any equipment at work
- To use protective clothes and equipment provided
- To report without reasonable delay any dangerous practices or situations that you are aware of to an appropriate person.
- Not to interfere or misuse any safety equipment at your workplace
- If you are suffering from a disease or illness that adds to risks, to tell your employer.
- To follow the Covid 19 Response Plan and to follow guidance regarding social distancing and wearing of PPE when appropriate.

## **Entitlements of safety representative (Section 25 Safety, Health & Welfare at Work Act 2):**

The safety representative has the right to:

- Represent the employees at the place of work in consultation with the employer on matters in relation to health and safety
- Inspect the place of work on a schedule agreed (annually) with the employer or immediately in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person

- Receive appropriate training
- Investigate accidents and dangerous occurrences
- Investigate complaints made by employees
- Accompany an inspector carrying out an inspection at the workplace
- Make representations to the employer on matters relating to safety, health and welfare
- Make representations to and receive information from, an inspector
- Consult and liaise with other safety representatives in the same undertaking.

### Carry Out a Risk Assessment

Each year, the Board of Management should carry out a risk assessment, identifying hazards, assessing the risks and specifying the actions required to eliminate or minimize them. Hazards may include physical, health, biological, chemical and human hazards.

Identification of Hazards, Risk Assessment and Action(s) Taken					
Hazards	Low/Medium/High	Risk to persons	Action Taken/Proposed	Date	Person responsible
Frost	Medium	Fall	Pupils remain off dangerous areas until clear	Aug 20	Caretaker and Teachers
Snow	Low	Fall	Clearing of pathway as far as possible. Pupils remain indoors at break times	Aug 20	Caretaker and teachers
Aggressive or violent behaviour by employees, pupils or parents	Medium-High	Bodily harm or ill health	Implementation of Code of Behaviour, Anti-bullying policy, Parent/teacher appointment policy, Positive staff relations, Grievance procedure	Aug 20	School community
Cleaning materials in caretaker/cleaner's room	Low	Ingestion by children	Lock room	Aug 20	Caretaker/Cleaner
Kettles/toaster/sandwich maker in staffroom	Low	Burn	Warn everyone to be careful	Aug 20	Principal
Classroom furniture	Low	Fall/trip	Warn pupils on a regular basis. Include in classroom rules.	Aug 20	Teachers
School Bags on floor in classrooms	Medium	Fall/trip	Warn pupils to place bags safely under table regularly.	Aug 20	Teachers
High cabinet in staffroom	Low	Personal injury	Secure items and tidy loose, stray wires	Aug 20	Principal

[illegible]

As part of the general approach to safety, other policies and practices which have a bearing on safety, health and welfare will need to be put in place and communicated to employees, pupils, parents and others using the premises. Some examples are given below. These need to be monitored and updated regularly e.g. an annual fire safety audit or school environment audit (See *appendices*).

Health and safety should be considered when any policy/plan is being drawn up e.g. PE, Visual Arts, School Excursions, etc. Our duty of care must also be considered in all areas and aspects of school life.

### **Procedures to deal with emergencies**

- Emergency contact procedures
  - The secretary updates contact details annually. These are kept in the office and each teacher receives a copy for his/her class. The teachers and the secretary have access to these details.
  - In case of emergency parents/guardians or emergency contact person nominated by parents/guardians are contacted by telephone.
- Fire-drill and school evacuation procedures
  - Fire-drills are held once each term.
  - All teachers and pupils are aware of the designated assembly point/s following evacuation of the building. These assembly points are clearly marked.
  - The school revises these procedures annually.
- Serious Accident Procedure & Accident Report Form (See HSA Report an Accident IR1 form. To be completed online)  
A report must be made to the HSA in respect of the following types of incident:
  - An accident causing loss of life to any employed or self-employed person if sustained in the course of their employment on the premises;
  - An accident sustained in the course of their employment which prevents any employed or self-employed person from performing the normal duties of their employment for more than 3 calendar days not including the date of the accident;
- All accidents (requiring first aid) sustained by students will be recorded in an Incident Report book. Where such accidents occur during class time and require a medical procedure from a qualified medical practitioner must be reported to the HSA on form IR1. Accidents requiring medical attention from the first aid person AND informing of parents of the accident will be recorded on an accident report form.
- Emergency closures
  - Where the school needs to close for particular emergencies parents will be notified by letter from the school. Failing this they will be contacted by telephone, the Schooltext service or an announcement may be made on the local radio station if suitable.

### **Health issues**

- Enrolment Form
  - Parents are requested to identify any allergies/illnesses pertaining to their child on the enrolment form
- Administration of Medication
  - Medication is not administered as per policy on same. In specified exceptional circumstances application must be made to the Board of Management.
- Sickness or Injury
  - Children who become sick or are seriously injured during the school day are sent home. Pupils and Staff displaying Covid 19 symptoms will go to an allocated isolation area as per Covid 19 Response Plan.

- The school will deal with minor accidents/illnesses and basic first-aid (including applying a small plaster) will be administered by a member of staff. Staff must wear appropriate PPE when administering First Aid. (See First Aid Policy / Covid 19 Response Plan)
- Illnesses and contagious infections rubella, chicken pox etc;
  - Where pupils have infectious diseases parents are required to keep them at home.
  - Where pupils have any Covid 19 symptoms parents are required to keep them at home.
- Head-lice
  - When parents inform the school about an outbreak of head-lice a letter/notice is sent home requesting parents to check their children and treat as necessary.
- School hygiene
  - Antibacterial liquid soap and paper towels are available in all toilet areas.
  - Adequate toilet facilities are available.
  - Antibacterial liquid soap and paper towels are available in the two main classrooms.
  - Antibacterial liquid soap and paper towels are available in the staff room
  - Seven hand sanitising stations are located around the school: Entrance, Exit, 3 classrooms, Office, Hallway.
- General cleanliness of school environment
  - A caretaker and cleaner are employed to maintain the school premises both inside and out on a daily basis.
  - An enhancing cleaning regime will be adopted from August 2020 as per Covid 19 Response Plan.
- Healthy eating: refer to school's Healthy Eating policy.
- Water
  - Drinking water is available in the school for staff and pupils. Water drinks must be filled into own bottle.

## Safety and welfare issues

### Pupils

- Assembly and Dismissal of Pupils
  - Children are not encouraged to be on the premises prior to 9.10a.m. At that stage they assemble in their class. Children must be dropped off inside the school gate in the designated drop-off/pick-up area to reduce the risk of an accident to pupil or parent.
  - All children leave the premises at 3.00p.m. Children must be collected inside in school gate in the designated drop off/pick up area. If their transport or escort is late arriving they remain at the school.
- Pupils leaving the school premises during the school day e.g. dentist or doctor appointment
  - The parent/guardian must inform the school in writing/by phone prior to the appointment time. Parents should ring the door buzzer and remain outside and their child will exit the building at the side door.
- Visitors to the school
  - Arrangements for necessary visitors such as contractors and parents will be restricted to essential purposes and limited to those who have obtained prior approval from the principal. A detailed sign in/sign out log of those entering the school facilities will be maintained. The school should maintain a log of staff and pupil contacts. A copy of the contact log is available at **Appendix 7**.

- Supervision of Pupils:
  - In the event of a teacher being absent another teacher is appointed to supervise the class or the class may be divided up until a substitute can be employed.
  - The supervision roster for playground duty is agreed at the beginning of each school term.
  - This roster is kept as part of the school records.
- Incident / accident book
  - The supervising/witnessing teacher will write the report in the event of a serious incident or accident. This record will be kept in the filing cabinet in the office.
- Code of Behaviour and Anti Bullying Policy: Refer to school's policy for dealing with behaviour which causes a risk to others.
- Allegations or Suspicions of Child Abuse:
  - The school's Child Safeguarding Statement, in line with Child Protection Guidelines, must be followed in the case of an allegation or suspicion of child abuse.
- School tours / outings: Refer to school's policy on school tours
- Mobile phones: Refer to school's policy on mobile phones.

### **Staff**

- Garda clearance
  - The school conducts a garda check on all new persons employed.
- Assaults on Teachers/School Employees: See Appendix 23 p.210 CPSMA Management Board Members' Handbook
  - Respect for others is the principle at the heart of our school's ethos. With this in mind the school aims to maintain a culture where abuse of any nature is not tolerated.
  - If an incident did occur the Board of Management would convene an emergency meeting.
- Staff work in a comfortable and safe environment.
- Staff are instructed in the use of fire extinguishers.
- Appropriate safety gear is available where necessary for all members of staff.
- Appropriate PPE must be worn by staff in the administration of First Aid and where 2m social distance cannot be maintained.

### **Equipment and materials**

- All ladders and any other equipment associated with school maintenance are stored in a safe area which is not accessible to children. The storage cupboard is locked during the school day. Teachers and caretaker have access.
- Solvents, chemicals, cleaning agents etc. are stored in the cleaning press. The cleaning cupboard is locked during the school day. Teachers and caretaker have access.
- All electrical equipment, computers, televisions and other technologies are stored safely. All plugs, leads etc. are checked annually.

### **Success Criteria**

The effectiveness of this policy will be evident in the day to day running of the school. It is hoped that all serious misadventures will be avoided through the implementation of this policy.

### **Roles and Responsibilities**

- The Board of Management is responsible for the overall safety of the school. As part of this role they must maintain the building and ensure that repairs are carried out as when identified.

- Mrs. Victoria Bradford is the Safety Representative.
- The Safety Officer, Mrs. Dawn Hutchinson , liaises with the Safety Representative prior to board meetings and assists in the compilation of a risk assessment annually.
- Mrs. Eva Douglas, Community Rep on the Board of Management will also assist with the annual risk assessment.
- Each member of staff has responsibilities as outlined at the beginning of the policy. All staff should use their own initiative in relation to safety issues.

**Implementation**

These procedures will apply from August 2020.

**Timetable for Review**

The Safety Statement will be reviewed annually in June.

**Ratification and Communication**

The Board of Management officially ratified the policy on 12<sup>th</sup> August 2020

The Health and Safety Statement will be on display in the school and is available to parents on request.

Signed: Canon Ian Berry

Date: 12/8/20



# **Drumacrutin National School**

## **School Safety Statement**

The Board of Management of Drumacrutin National School is committed to protecting the safety, health and welfare of all its employees, voluntary workers, pupils and visitors to the school (school users) insofar as is reasonably practicable, by compliance with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work Act (General application) regulations 2007, the Safety, Health and Welfare at Work Act (construction) regulations 2001, as well as all other relevant statutory provisions and Codes of Practice.

The Board will determine and maintain appropriate policies on school safety, welfare and supervision for all school activities, whether taking place in or outside school premises. In order to fulfil this commitment the board will identify and evaluate and then eliminate or reduce all hazards to which employees, pupils or other school users may be exposed.

The Board will follow the under noted procedure to identify and control risks:

1. Carry out a safety inspection of the school at least annually and identify any hazards that might expose any of the school users to risks of injury or property damage.
2. Implement a programme of risk assessment and reduction to eliminate or reduce the risks identified during these inspections.
3. Provide and maintain a safe system of work, including safe access and egress from the school, for all employees and school users having regard to statutory requirements.
4. Provide as far as is reasonable, resources of time, personnel, training and finance necessary to support the safety standards adopted in the safety policy of the school.
5. Encourage and integrate a climate of safety and health into all school work and school activities.
6. Review the safety policy each year in June to repeat the safety inspection, update the policy, and take into account any changes in school activities or premises.
7. Consult with teachers, employees, voluntary workers and school committees on safety and health and supervision matters.
8. Make copies of the school safety policy available to employees, voluntary workers, school committees and any other persons who are entitled to see it.
9. Appoint if necessary by the Board, a school safety officer and/or obtain competent outside advice on safety and health issues.

This statement was discussed and approved by the Board on  
12/8/2020.

Signed: \_\_\_\_\_  
(Chairperson of the Board)

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Identification of Hazards, Risk Assessment and Action(s) Taken	
1	<p>1.1. The first hazard identified was the potential for fire. This was assessed as a high risk due to the presence of flammable materials and the use of open flames. The action taken was to ensure that all flammable materials were properly stored and that open flames were controlled.</p> <p>1.2. The second hazard identified was the potential for chemical spills. This was assessed as a medium risk due to the use of various chemicals. The action taken was to ensure that all chemicals were properly labeled and that spill kits were readily available.</p> <p>1.3. The third hazard identified was the potential for slips, trips, and falls. This was assessed as a low risk due to the use of clean and dry surfaces. The action taken was to ensure that all surfaces were kept clean and dry.</p>

[illegible]

**Appendix 3**  
**Fire Safety.**  
**Drumacruttin National School Annual School Audit**  
**School Record for School Year \_\_\_\_\_**

[illegible]

**Appendix 4**  
**School Environment**  
**Drumacruttin National School Annual School Audit**  
**School Record for School Year \_\_\_\_\_**

[illegible]

**Appendix 5: Drumacruttin National School    Report on Accidents in the school environment *(For School's Internal Records)***

**Name:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Date of Accident:** \_\_\_\_\_

**Time of accident:** \_\_\_\_\_

**Location of Accident:** \_\_\_\_\_

**Staff on supervision duties at time of accident:** \_\_\_\_\_

**Information regarding circumstances of accident:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Witness 1** \_\_\_\_\_ **Witness 2** \_\_\_\_\_

**Any further information:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Action Taken:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(NOTE: By law, the Health & Safety Authority must be notified when an accident causes death or prevents an employed person from working for more than 3 days. This is explained in detail in the CPSMA Handbook and is accompanied by a standard reporting form. The school's insurance company should also be notified about serious accidents that occur in the school or while on school related activities.)*

## Appendix 6 Risk Assessment

### COVID-19 Risk Assessment

Hazards	Is the hazard present ? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
COVID-19	N	Illness	H	School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice		<i>Examples of Actions</i>	Name of staff member	
						Follow public health guidance from HSE re hygiene and respiratory etiquette		
						Complete School COVID-19 Policy Statement		
						Return to Work Forms received and reviewed		
						Induction Training provided		
						Contact log in place		
						Complete checklists as required: School Management How to deal with a suspected case Other school specific checklist		

If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.

Risk Assessment carried out by: \_\_\_\_\_

Date:     /     /

**Appendix 7****Contact Tracing Log**

<b>Name of School</b>			<b>School Contact Person</b>		
<b>Address of School</b>			<b>For Queries only: Phone No</b>		
			<b>Email</b>		
<b>Name of Visitor</b>					Was the visit pre-arranged with the Principal? Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Date of Visit</b>	__ __ / __ __ / __ __	<b>Time</b>	<b>Entry to school</b> _____ am <input type="checkbox"/> pm <input type="checkbox"/>		<b>Exit from School</b> _____ am <input type="checkbox"/> pm <input type="checkbox"/>
<b>Visitor Status</b>	Contractor <input type="checkbox"/>	Parent/Guardian <input type="checkbox"/>	Other <input type="checkbox"/> Please complete: _____		
<b>Contact details of visitor</b>	Company Name (if applicable)				
	Address				
	Contact No.		Email Address		
	Reason for Visit				
<b>Who the visitor met (separate line required for each person the visitor met)</b>					
<b>Name of Person visited</b>					<b>Length of time spent with each person in the school</b>

### **FOA Board of Management: Health and Safety Policy**

#### *Points to note*

- Eye test for secretary
- Incident / Accident Folder – Template form to be completed – Retained in office. Incident reports to be filed in the folder. Copies of Completed accident Report form to be filed in filing cabinet. Original sent to HSA.
- Secretary to update contact details annually
- All members of staff to have relevant contact details
- Fire Drill once per term – Fire safety audit to be completed
  
- **Serious accidents – Accident report form -** A report must be made to the HSA in respect of the following types of incident:
  - An accident causing loss of life to any employed or self-employed person if sustained in the course of their employment on the premises;
  - An accident sustained in the course of their employment which prevents any employed or self-employed person from performing the normal duties of their employment for more than 3 calendar days not including the date of the accident;
- All accidents (requiring first aid) sustained by students will be recorded in an **Incident Report book**.
- Where such accidents occur during class time and require a medical procedure from a qualified medical practitioner must be reported to the HSA on **form IR1**.
- Accidents requiring medical attention from the first aid person AND informing of parents of the accident will be recorded on an **accident report form**.