

Aughadreena N.S.

Health & Safety Policy Statement - Incorporating First Aid Procedures

The Board of Management of Aughadreena N.S. brings to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those employed in, working and attending the school.

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. It represents the Board of Management (BoM)'s commitment to safety and health, and specifies the manner, the organisation and the resources necessary for maintaining and reviewing safety and health standards. The BoM wishes to document their health and safety programme and make it available to all employees, outside services providers and Inspectors of the Health and Safety Authority.

Aims:

According to our Mission Statement Aughadreena N.S. strives to provide a well-ordered, caring, happy and safe environment for our pupils. In keeping with this philosophy our Health and Safety policy emphasises the importance of the health and safety of our pupils and that of all school employees. The Board of Management of Aughadreena N.S. recognises the importance of the Legislation enacted in the Safety, Health and Welfare at Work Act 2005. This Health and Safety Statement sets out the Safety Policy of the Board of Management of Aughadreena 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. The policy requires the co-operation of all employees.

It is our intention to undertake regular reviews of the 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. All records of accidents or ill-health will be monitored in order to ensure that any safety measures required can be put in place, whenever possible, to minimise the recurrence of such accidents and ill-health.

Aims:

- 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, SNA's, secretary, caretaker, etc.*
 - *To ensure competent employees, who will carry out safe work practices*
 - *Safe access and exit 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*
 - *Plans for emergencies shall be complied with and revised as necessary*

Duties of the 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 a 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 of which he/she becomes aware
- d) To report to the Board of Management without unreasonable delay, any defects in equipment, place of 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, convenience or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise for securing safety, health or welfare or 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

Consultation and Information:

It is the policy of the Board of Management of Aughadreena N.S. to consult with staff to convey any information or instructions regarding health, safety and welfare at work to all staff as it becomes available. The Board of Management will appoint a Health & Safety Officer for the school staff and a Health Safety Officer for the Board of Management.

Gillian Fay has been appointed the Health and Safety Officer from the BoM and Fran Reilly, Principal has been appointed the Health and Safety Officer from the school staff.

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 be rectified will be clearly indicated and appropriate procedures listed beside them. All hazards shall be eliminated in so far as resources and circumstances allow.

1. Specific Hazards – Fire:

It is the policy of the Board of Management of Aughadreena N.S. 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 every term
- 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 of school hours and when classrooms are vacated for lengthy periods
- An assembly area is designated – Basketball Court
- Exit signs are clearly marked
- The teacher in each classroom will be responsible for fire evacuation and fire drill procedures
- A fire officer has checked the school and equipment and all recommendations made by him/her have been implemented

2. **Other Hazards:**

- Pupils are not allowed to play in the school ground during weather which would pose a danger to their safety e.g. frost, snow and ice
- Pupils are instructed to behave in a responsible manner while playing in the activity play area. Pupils will be supervised at all times while using the play equipment. Junior and Senior Infant pupils will not be permitted to play in the activity playground for health and safety reasons.
- 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 by travelling to or attending school

3. **Constant Hazards:**

- **Electrical Appliances:** It is the policy of the Board of Management of Aughadreena N.S. that only competent persons use electrical appliances. Such appliances and equipment will be subject to regular maintenance checks.
- **Chemicals:** It is the policy of the Board of Management of Aughadreena N.S. that all chemicals, detergents, etc. be stored in clearly identifiable containers bearing instructions and precautions for their use and kept in a locked area, and protection provided for use when handling them
- **Drugs/Medications:** It is the policy of the Board of Management of Aughadreena N.S. that no drugs or medication be administered to pupils by members of the 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 staff to refer to Administration of Medicine Policy
- **Wet Floors:** It is the policy of the Board of Management of Aughadreena N.S. that washing of floors is conducted after school hours to ensure, as far as it is reasonably practicable, elimination of danger of slipping.

Further Safety Precautions:

The following will be undertaken and monitored on a regular basis:

- Road Safety – ensure gates are kept closed during school time. Children are aware that at no time during school hours are they allowed outside the gates.
- Hygiene – soap and clean towels in toilets each day. Paper towel (roll) available in each classroom
- School bags have to be positioned in orderly lines when waiting to start school. On wet days, bags must be carefully ordered along the sheltered front of the building so as not to cause hazardous obstructions at the main front entrance
- Notices in all toilets to remind and encourage children to wash their hands after using the toilet.
- If a child has wet or soiled him/herself, staff will follow procedures outlined in the school's Intimate Care & Toileting Policy.

Infectious Diseases:

If a parent suspects that a child is feeling unwell in the morning, the child should not be sent to school. Should a child become ill during school hours we will ring home or a contact number, requesting the child to be collected from school. Only in the case of an emergency is a child taken to the doctor or medical assistance by the school.

It is the policy of the Board of Management of Aughadreena N.S. that all infectious diseases shall be notified to all parents and steps taken to ensure the safety of the staff and pupils 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 cleaning tasks etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, towels, toilet paper and a facility for the safe disposal of waste.

First Aid:

As a matter of safety, any blood injuries that a child may receive on school property will be attended to immediately. In the case of any minor injury that occurs on school property, the injury is treated as above and a note is sent home. The note informs the parents of the incident and advises them to further attend the injury and decide whether it requires medical attention. Plasters, creams, antiseptics, ice packs, sprays or other medical treatments are generally not applied. However, if a child sustains a more serious running blood injury, a plaster may be applied to contain the bleeding while awaiting further attention. In case of a serious accident, parents will be notified immediately. A First Aid Box are available in the school staff room.

As a further measure of safety, the Board of Management of Aughadreena N.S. ensures that:

- Notices are posted in the office detailing:
 - Telephone numbers of local Doctor, Gardaí and Hospital
 - Parents contact numbers and details are in a separate phone book on the office desk
- All incidents, no matter how trivial and whether to employees or to the pupils or to members of the public are reported in the Yard Book. This is necessary to monitor the progress of safety standards in the school and on school grounds.

Access to School:

In as much as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to present themselves to the Secretary before gaining admittance to the school. Any contractor must make direct contact with the Principal before initiating any work on the premises. A buzzer entry system is in operation in the school.

Contract Works:

Exterior works should not in so far as is possible, impinge on class teaching. While work is in progress, any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary. The Contractors shall not create any hazard, permanent or temporary, without informing the Principal or a nominated agent and shall mark such hazard with warning signs or other suitable protection.

Collecting Children:

- All Parents/Guardians/Carers in the interest of safety must obey all signs upon entering the school grounds and follow the one-way system
- Cars are advised to drive slowly on entering and while travelling through the school car park when dropping/collecting children
- All children must be accompanied to and from the school gate and premises as a matter of safety

This policy will be reviewed as and when necessary.

This policy was ratified by the B.o.M. of Aughadreena National School.