

Scoil Íosagáin

Policy on: Health and Safety

Health and Safety Policy

Introductory Statement

The B.O.M of Scoil Íosagáin undertakes to ensure adherence to the safety, health and Welfare at Work Act 2005 & 2010, for every employer, in conjunction with employees thus ensuring the prevention of accidents and ill health at the place of work.

The Board of Management of Scoil Íosagáin is charged with the direct government of the school, has prepared this Safety Policy in accordance with requirements of the Safety, Health and Welfare at Work Act, 2005 & 2010. In doing so, it is mindful of the unique place the school occupies as an extension of the home life of the child and of the responsibilities entrusted to personnel of the school by the parents/guardians of the pupils.

Safety, health and welfare within the school is, and has always been a most important duty incumbent on all members of the school community and one which calls for constant vigilance.

Rationale

This statement represents the B.O.M of Scoil Íosagáin commitment to the Health and Safety of employees, students and any person legitimately conducting school business and to the public. It specifies the manner, organisation and resources necessary for maintaining and revising safety and Health standards.

The Board of Management is required 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. The board of Management must also consider its 'duty of care' role in the school and this must be an integral part of any Health and Safety Statement.

The act also confers responsibility on the employees in so far as they are required to take care to avoid injury, to co-operate with employer (Board of Management via Principal) in matters of safety, to use any means provided for their protection and to report to the employer any dangerous work situation they may encounter.

A safety officer will be appointed at the first BOM meeting of each school year to establish and monitor the implementation of the health and safety policies of the school and their requirements under the Safety, Health and Welfare at Work Act, 2005 & 2010.

Aims:

- This safety Statement aims to create a safe and healthy working environment by identifying, preventing and tackling hazards and the accompanying risks.
- It aims to protect employees from workplace accidents and ill health at work
- It aims, so far as is reasonably practicable, to comply with all relevant health and safety legislation to include the following areas:
 - a) Provision of a safe workplace for all employees, teachers, SNA's, secretary, caretaker etc...
 - b) Safe access and regress areas
 - c) Safe handling and use of chemicals, cleaning products, sprays etc.
 - d) Safe equipment including maintenance and use of appropriate guards.
 - e) Provision of appropriate personal protective equipment.

Roles and Responsibilities

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

- Employees of Scoil Íosagáin
- Principal/ B.O.M Safety officer (nominated by the B.O.M)
- Safety officer (nominated by principal and staff)
- Caretaker

Safety is a line management responsibility. Teachers are responsible for safety in their own areas and for the implementation of relevant safety procedures. The Safety Officer will monitor safety generally and the operation of safety procedures. The principal will ensure that each employee will obtain a copy of the Safety Statement and will be familiar with its contents.

Duties of the Board of Management

1. Specifically, the Board of Management wishes to ensure so far as is reasonably practicable:
 - (a) The design, provision and maintenance of all places in a condition that is safe and without risk to health
 - (b) The design, provision and maintenance of safe means of access to and regress from places of work
 - (c) The design, provision and maintenance of plant and machinery
 - (d) The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health
 - (e) The provisions of instruction to staff on proper lifting techniques of pupils and dealing with pupil challenging behaviour
 - (f) The provision of such information, instructions, training and supervision as is necessary to ensure the safety and health at work of its employees.
 - (g) The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at work of its employees.
 - (h) The preparation and revision as necessary of adequate plans to be followed in emergencies e.g. fire drill, injuries etc...
 - (i) The safety and prevention of risk to health at work in connection with use of any article or substance
 - (j) The provision and maintenance of facilities and arrangements for the welfare of employees at work
 - (k) Obtaining where necessary, the services of a competent person for the purpose of ensuring the safety and health at work of its employees
 - (l) The continuing updating of the Safety Statement
 - (m) The provision of arrangements for consultation with employees on matters of Health and Safety
 - (n) The provision of arrangements for the selection from amongst its employees of a representative
2. The Board of Management recognises that its statutory obligations under legislation extend to employees, students, any person legitimately conducting school business and to the public.

3. The Board of Management of Scoil Íosagáin undertakes to ensure that the provision of the Safety, Health and Welfare at Work Act 2005 & 2010 are adhered to.
4. A Safety Committee may be established to monitor the implementation of the Safety and Health Policies of Scoil Íosagáin and the requirements under the Safety, Health and Welfare at Work Act, 2005 & 2010.

Responsibilities of Safety Officer:

The Safety Officer shall be responsible for overseeing the safety provisions on behalf of the Board of Management.

The main duties and responsibilities are as follows:

- (a) To assist the principal and BOM in minimizing dangers by ensuring that the safety measures outlined are adhere to.
- (b) To guide and advise on all health, safety and welfare matters.
- (c) To ensure that the school fulfils all statutory requirements in respect of the Factories Act 1955, safety in Industry Act 1980 and the Safety, Health and Welfare at Work Act, 2005 & 2010.
- (d) To ensure that appropriate safety education and training are co-ordinated and carried out using both in-house and external resources.
- (e) To undertake regular and appropriate revision and auditing of the school's safety procedures and methods of operation. To ensure that they are kept up to date.
- (f) To ensure that adequate fire protection and prevention measures are provided.
- (g) The safety officer shall investigate all accidents and dangerous occurrences, shall ensure that appropriate statutory notifications are properly completed. Causes of accidents shall be determined as far as practicable and where appropriate, remedial action shall be specified.
- (h) To record any accident or incident in an accident report book/file to ensure correct procedure and proper medical attention is given when required.

Staff Safety Representative:

The Staff Safety Representative is elected under the provision of the Safety, Health and Welfare Act 2005 & 2010.

Entitlements of safety representative (Section 25 Safety, Health and Welfare at Work Act 2005 & 2010):

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 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.

The Staff Safety Representative should be consulted if any of the employees have queries regarding any of the safety provisions mentioned in this statement. The Staff Safety Representative will then consult with the Safety Officer.

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 (*Solas, December 2005*).

Responsibilities include:

- 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.
- Not to be under the influence of an intoxicant to the extent that you endanger your own or other 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 the Health and Safety law is implemented.
- Not to engage in improper conduct that will endanger anyone else.
- To attend Health and Safety training and correctly use any equipment at work.
- To use protective clothes and equipment provided.
- To report any dangerous practices or situations that you are aware of to an appropriate person (Principal or delegated 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.

Duties of the Maintenance Officer

It is the duty of the Maintenance Officer of the Board of Management to ensure that:

- a) The school is cleaned satisfactorily
- b) To inform the class teacher/principal of any problems with the safety of the premises, repair/replacement of equipment.

Consultation and Information:

It is the policy of the Board of Management of Scoil Íosagáin 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 to all staff as it becomes available. 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.

Specific Hazards:

Fire:

It is the policy of the Board of Management of Scoil Íosagáin that:

- i. There is an adequate supply of fire extinguishers which will deal with any type of fire
- ii. All fire equipment is identified and regularly serviced
- iii. Regular Fire drills take place at least once a year/term
- iv. Instruction is given in the use of Fire Extinguishers for specific materials/equipment
- v. Fire alarms are clearly marked
- vi. Signs will be clearly visible to ensure visitors are aware of exit doors
- vii. All electrical equipment be unplugged or turned off outside office hours and when offices are vacated for lengthy periods
- viii. An assembly area is designated outside the building (Refer to Evacuation Plan)
- ix. Those leaving buildings/classrooms should let someone know (School Principal)
- x. Exit signs are clearly marked
- xi. The principal is the named person in our school unit responsible for the evacuation procedures
- xii. The school and equipment have been checked by a Fire Officer and all recommendations made by him/her have been implemented
- xiii. The post holder is responsible for fire drills.

Smoking

It is the policy of the Board of Management of Scoil Íosagáin that the school shall be a non-smoking area to avoid a hazard to staff and pupils of passive smoking.

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.

Hygiene:

It is the policy of the Board of Management of Scoil Íosagáin 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 principals of cleanliness, hygiene and disinfections 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 adequate supply of water, soap, towels and a facility for safe disposal of waste.

Welfare

To ensure the continued welfare of the staff and children, toilet areas are provided. A Staff room separate from the work area is provided, where tea and lunch breaks may be taken. Staff must co-operate in maintaining a high standard of hygiene in this area.

A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal must be available. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities must be available.

Members of staff and students are reminded:

1. Smoking is not permitted in the school.
2. 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.
3. 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.

Constant Hazards:

Machinery, Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of Scoil Íosagáin that machinery, kitchen equipment and electrical appliances are to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks.

Electrical Appliances

Arrangements will be made for all appliances to be checked on a regular basis at least annually by a competent person (i.e.) maintenance person, the supplier or his agent. 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 in tact and free of cuts or abrasions.
- Unplug leads of appliances when not in use.
- 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 Scoil Íosagáin 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.

Drugs and Medication

It is the policy of the Board of Management of Scoil Íosagáin that all drugs, medications, etc be kept in the office and used only by trained and authorised personnel.

Highly Polished Floors

It is the policy of the Board of Management of Scoil Íosagáin that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as is possible, after school hours to eliminate as far as possible, the danger of slipping. Where floors are wet, warning signs regarding wet floors shall be used. Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather, the principal or other staff member on arrival to the school grounds will salt the affected area before children arrive in school.

Code of Behaviour

The Code of Behaviour in our school provides for a level of behaviour to minimise personal risk or stress to any employees.

Access to employees is by consent

When the 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 BOM will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees.

First Aid:

It is the policy of the Board of Management of Scoil Íosagáin that staff members shall be trained to provide First Aid to staff and pupils.

(1) Notices are posted in office detailing:

- arrangements for giving first aid,
- location of first aid boxes,
- Procedure for calling ambulances etc.....,
- Telephone numbers of local Doctor, Gardaí, and Hospital.

The Safety Representative (Staff post holder) will see that there will be maintained in the school a properly equipped First Aid Box available to staff at all times containing:

- Sticking plasters
- Anti-histamine for stings etc.
- Tape
- Disinfectant e.g Savlon
- Eye lotion
- Antiseptic wipes
- Cotton bandages
- Cream for First Aid treatment of burns.
- Scissors
- First Aid chart.
- Disposable gloves.

Smaller First Aid kits are available for different purposes.

A first aid bag will be worn by an S.N.A. while on duty in the yard. This will contain the following;

- Rubber gloves
- Antiseptic wipes
- Plasters
- Anapen (if child suffering from severe allergies is present).

Larger First Aid Bags will be brought by teachers or S.N.A.s on trips outside of school, such as matches, sporting events, school tours etc. These should contain the following;

- Ice packs which can be activated by the supervising adult.
- Plasters/Bandages
- Antiseptic wipes
- Anapen (if child suffering from severe allergies is present).
- Freeze sprays
- Contacts Folder

Disposable gloves should be used at all times in administering First Aid. Hot water and soap will be available and should be used before and after administering First Aid.

All incidents, no matter how trivial and whether to employees or to students or to members of the public must be reported immediately to the person responsible for the hazard identified in the Statement or in the event that the accident/incident occurs in any other place to which that paragraph dealing with hazards does not relate to, the matter must be reported immediately to the Safety Officer. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. An Accident Report File is to be maintained for the recording of all accidents and incidents by the Safety Officer and other Staff members.

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. The Safety officer is responsible for recording the details of a risk assessment discussed at Board of management and documenting the results annually (See Attachment).

Procedures to deal with emergencies

- Emergency contact procedures
 - Contact details are updated annually. New parents must complete a registration form which is stored in the office. All teachers have access to this file
 - Arrangements to contact parents/guardians in case of an emergency are made by the class teacher under the guidance of the principal.
- Fire-drill and school evacuation procedures (see Fire Drill and Evacuation Policy.)
 - fire-drills are held on a regular basis
 - Teachers and pupils are aware of the designated assembly points following evacuation of the building. These assembly points are clearly marked in the school yard and are displayed on the inside of each classroom door.
 - The procedures for evacuation are also displayed on the inside of each classroom door.
 - The school revises these procedures on an annual basis.
 - New staff and pupils are notified of these procedures by Principal.
- Serious Accident Procedure & Accident Report Form (See p.170-171 CPSMA Management Board Members' Handbook):

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
- 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
- An accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment.
- Critical Incident Policy – Refer to Responding to Critical Incidents, NEPS Advice and Information pack for schools
 - The following procedures are in place to deal with a critical incident:

Procedures to be followed in the Event of Critical Incidents:

Short Term Actions:

1. Gather the facts – Who? What? When? Where?
2. Contact appropriate agencies
 - a. Emergency services
 - b. Medical services
 - c. NEPS
 - d. BOM
 - e. School Inspector
 - f. Health Service Executive
3. Convene the Critical Incident Management team. Prepare statement of facts for staff, students, parents and the media, delegate responsibilities, decide on and organise for an outside professional to be involved.
4. Hold staff meeting to inform all staff including auxiliary staff
5. Agree on a statement of facts
6. Identify high risk children
7. Appoint someone to deal with phone enquiries
8. Organise timetable for the day, maintain normal school routine where possible
9. Inform parents/guardians
10. Inform children, all information should be age appropriate and be told by teachers to their individual classes. Give facts and allow children to ask questions, tell their story and express their feelings
11. Make contact with the bereaved family
12. Organise support with the appropriate agencies
13. Respond to the media.

Medium-Term Actions

1. Review the events of the first 24hours
 - i. How are staff, parents, children coping
 - ii. Is there need for extra support and support meetings
2. Arrange support for individual students, groups of students and parents if necessary.
3. Plan for the re-integration of students and staff
4. Plan visits to injured
5. Liaise with family regarding funeral arrangements, memorial service
6. School closure.

Long Term Actions

1. Monitor students for signs of continuing distress
2. Evaluate response to incident and amend the Critical Incident Management Plan where appropriate.
3. Formalise the Critical Incident Plan for the future
4. Inform new staff/new school pupils affected by critical incidents where appropriate.
5. Decide an appropriate ways to deal with anniversaries
 - Emergency closures
 - Procedures are in place to deal with an emergency closure:
All parents/guardians are contacted by phone by the secretary under the guidance of the Principal.

Health issues

- Enrolment Form
 - There is a section allowing parents to identify any allergies/illnesses of the applicant
 - It will also request parents/guardians to update the emergency contact details for each child.
- Managing specific health issues
 - When a serious health condition is identified on a school enrolment form a health care plan may need to be established.
Step 1: Parents are requested to complete a health care questionnaire informing us of the important details of their child's condition.
Step 2: Having received this information the principal informs the staff of the details relevant to the care and supervision of the child during the school day.
Step 3: Together, the staff compiles an action plan for management of the child's condition safely and effectively through the implementation of necessary routines
Step 4: School collaborates with parents to ensure the action plan is acceptable to them. Parents receive an action for parents/guardians form outlining their responsibilities.
Step 5: A photo and details of any child with a chronic health condition is displayed in the staffroom in order to inform all staff full time or other on how to manage the child's condition.
- Administration of Medication
 - No teacher is required to administer medicine or drugs to a pupil. However in the case of a child with a chronic health condition, and as part of the health care plan for the named pupil, staff members will attend a demonstration and/or training for the administration of necessary emergency medication (eg Anapen)
- Sickness or Injury

If a child is ill a parent will be contacted immediately at the teacher's discretion. The incident is recorded in the Incident Book and reported to the Principal.

In the case of minor injuries: The wound is cleaned with water and pressure is applied by the teacher who is wearing gloves. The use of medication is not permitted. Parents/Guardians are contacted if a child receives a knock or bump to the head. A parent will be contacted immediately at the teacher's discretion. A plaster or simple dressing may be applied to a wound unless a child has an allergy to it.

- Contacting Parent in the event of an emergency
Home/Emergency contact numbers are listed on registration forms. Contact lists are compiled, kept in the office and can be accessed by school personnel as required.
- In the event of an accident/emergency
 - Render immediate aid
 - Contact next of Kin
 - Contact emergency services (if necessary)
 - Contact child's doctor (if necessary) as listed on child's contact list which is kept in the office.

- Head-Lice
 - A letter/notice is sent home to all parents of children in the school.
- School hygiene
 - Wash facilities are available outside each set of toilets. Water, soap, paper towels are available in each classroom.
- General cleanliness of school environment
 - The caretaker/maintenance officer will carry out weekly checks to ensure the school environment is kept clean i.e., classrooms and toilets. 5th/6th class teacher ensures collection of refuse is carried out in each classroom
- The school has a Healthy Eating policy
- Water
 - There is an adequate supply of drinking water in the school for staff and pupils
- Clothing/protection
 - Children are expected to wear full school uniform or school tracksuit
 - Wearing coats/jackets in cold or wet weather is advised.

Safety and Welfare issues

Pupils

- Assembly and Dismissal of Pupils

The school opens at 9.00 for the assembly of pupils. Supervision on a rota system, is provided by teachers from 9am. Assembly is between 9.00am and 9.20am when formal teaching begins. Junior/Senior Infants are collected by parents/caregivers at 2.00pm at the allocated exit. If a child is not collected on time, the teacher reassures the child that they will be collected soon. Contact is made with the contacts listed on the registration form.

To ensure pupil safety on the grounds all staff are requested to be mindful of safety when parking or entering/exiting school grounds.

- Pupils leaving the school premises during the school day e.g. dentist or doctor appointment
 - The parent/guardian collects the pupil from the classroom having sent a written request to the class teacher beforehand

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 identify themselves to the Principal or the Secretary as relevant before gaining admittance to the school. Any contractor must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions.

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 contractor and his workmen shall not create any hazard, permanent or temporary, without informing the principal or his nominated agent and shall mark such hazard with warning signs or other suitable protection.

Collecting Children

- (1) All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- (2) Only staff cars are allowed in the school grounds- exceptions are made for those with disabilities and persons making deliveries.
- (3) Those parking outside the school grounds are advised to accompany children to and from the school premises.

- Supervision of Pupils: See 7.0 pg. 55-59 Allianz Guide to Insurance, Safety & Security in the School.
 - In the event of a teacher being absent the Deputy Principal will arrange alternative arrangements for supervision at lunch time.
 - The supervision roster for morning supervision and lunchtime playground duty is clearly displayed in the staff room.
 - This roster is kept as part of the school records. These will be held for 10 years.
- Incident/accident book
 - The teacher(s) or staff member(s) who are primarily involved will write the report in the event of a serious incident or accident in consultation with the Safety Officer.
 - These reports will be passed onto the Principal for storage in the Health and safety file
- Code of Behaviour and Anti Bullying Policy: School's policy for dealing with behaviour which causes a risk to others:

When a behaviour problem arises the following should happen:

1. The class teacher on duty deals with it and may impose a sanction

2. If the problem is not solved the class teacher shall consult the Principal and / or the parents /guardians of the child with a view to helping the child overcome the difficulty.
 3. If the problem persists or in the case of serious misbehaviour it may be necessary to have ongoing discussions between the Parent/Guardian, Teacher/Principal to monitor the situation always with the objective of helping the child.
 4. Where there are repeated incidents of serious misbehaviour or in the case of gross misbehaviour, the board of management will be requested in writing to attend at the school to meet with the chairperson and principal who may then suspend the pupil.
 5. All incidents of misbehaviour should be recorded in class behaviour record book. Inform child and parents that this is being recorded. Details should include advice and/or warnings given, consequences of its repetition.
 6. Teacher may need to complete an incident form.
- Allegations or Suspicions of Child Abuse: Refer to Child Protection Guidelines issued by the Department of Education.
 - The school's Child Protection Policy, 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. Private telephone use (including mobile phones) is not allowed during class time.

Staff

- Garda Vetting
 - The board of management observes the legal requirement in relation to Garda clearance.
- Positive Staff Relations: See Working Together. Procedures and Policies for Positive Staff Relations. INTO 2000.
Also refer to CPSMA Management Board Members' Handbook:
 - Positive Staff Working Relations Procedures pg. 124 & 125
 - Bullying and harassment pg. 134-139
 - Grievance Procedure pg. 140-141
 - The following practices support positive staff relations in the school:
 - Social committee
 - All In School Management team members have a pastoral care element in their duties

Staff are made aware of the procedures to address cases of adult bullying/harassment or to initiate a grievance procedure. See INTO guidelines Procedure to Address Staff Relations Difficulties

- Assaults on Teachers/ School Employees: See DES Circular 40/1997
 - Acts of violence are not tolerated throughout the school. Refer to Code of Behaviour. If an incident occurs parents/guardians will be called immediately to the school by the principal or deputy principal or senior staff member on site
- No member of staff taking into account their physical position/condition should knowingly place themselves in a hazardous position.
- Training is given for lifting heavy equipment and for using fire extinguishers.
- The school cleaner is provided with appropriate safety gear i.e. gloves, masks, protective gear.
- Procedures are followed by cleaners/staff e.g.
 - Vacuum cleaner leads not trailing on the floor
 - Safety signs clearly visible – wet floors.

Equipment and materials

- Lawnmowers, drills, ladders and any other equipment associated with school maintenance stored in a safe area, not accessible to children. The storage area is locked during the school day. The school cleaner has access to these.
- Solvents, chemicals, cleaning agents etc. are stored in a locked room. The caretaker/cleaner has access to these.
- Computers, televisions, other technologies are stored safely.
- Plugs, leads etc are checked on a regular basis.

Revision of This Safety Statement

This statement shall be regularly revised by the Board of Management of Scoil Íosagáin 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: P.J. Harrington Date: 12th Feb 2018

Principal: Alma Quirk Date: Feb. 12th 2018

Safety Officer: Michael Corcoran Date: 12/12/18 Nominee of BOM

Safety Representative: Suzead Butler Date: 13/2/18 Nominee of staff

Policy statement in accordance with the Safety, Health and Welfare at Work Act 2005 and 2010.

Members of the Board of Management:

Chairman: P.J. Harrington

Board Members:

Alma Quirk
Mastina Rey
Paula Ly
Jean Corcoran

Safety Officer: Michael Corcoran

Staff Nominee: Suzead Butler

Prepared by representatives of the Board of Management, in consultation with parents and teachers in accordance with the Safety, Health and Welfare Act at Work Act 2005 and 2010.

