

CBS Primary School,

Chapel Street,

Dundalk,

Co. Louth.

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Health and Safety Policy/ Statement

Introductory Statement

This statement was reviewed following new guidelines under the Safety, Health and Welfare at Work Act, 2005. Input from the whole school staff along with guidance from the PPDS, Advisor and HSA documents. The principal drew up a provisional draft. The staff, Board of Management, and several parents reviewed and adapted this draft before being ratified by the Board at its meeting on 30th November 2009.

Rationale

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

Relationship to the Characteristic Spirit of the School

The Board of Management of CBS Primary Dundalk is committed to creating a safe and healthy working environment for all school community members.

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), including the following areas:

- *Provision of a safe workplace for all employees – teachers, SNA's, secretary, caretaker, cleaners etc.*
- *To ensure competent employees who will carry out safe work practices*
- *Safe access and egress 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 safe workplace and does likewise for all machinery and equipment etc.
- Manage work activities to ensure the safety, health and welfare of employees
- Ensure that risks are assessed, and hazards are eliminated or minimised 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 and communicate these procedures to employees
- Appoint a competent person to oversee the functions of the Board concerning 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 concerning 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, builders etc.*.)
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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 alongside.

Responsibilities of employees include:

- Not to be under the influence of an intoxicant to the extent that you endanger your own or another person's 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 you or anyone else
- To attend Health and Safety training and correctly use any equipment at work
- To use protective clothing 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
- Tell your employer if you suffer from a disease or illness that adds to the risks.
- To report any accidents to children in your care.
- To be answerable as far as possible, the health and safety of children in their care.

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 concerning 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 inspecting 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:

The Board of Management should carry out a risk assessment, identify hazards, assess the risks, and specify the actions required to eliminate or minimise them. Hazards may include physical, health, biological, chemical and human hazards.

<i>Identification of Hazards, Risk Assessment and Action(s) Taken</i>					
<i>Hazards</i>	<i>Low Med High</i>	<i>Risk To Persons</i>	<i>Action Taken/Proposed</i>	<i>Date</i>	<i>Person responsible</i>
Frost	Med.	Fall	Salt pathways. Pupils to walk in the yard.	<i>Ongoing</i>	Caretaker and Teachers

Snow	Low	Fall	Clearing & salting of pathways as far as possible. Pupils to walk with care in the yard.	Ongoing	Caretaker and Teachers
Aggressive or violent behaviour by employees, pupils or parents	Med./ High	Bodily harm or ill-health	Implementation of Code of Behaviour, Anti-bullying policy, Parent/teacher appointment policy, Positive staff relations, Grievance procedure	Ongoing	School Community
We are ensuring no potentially dangerous cleaning materials under sinks.	Low		Remove to the storage area.	Ongoing	Teachers
Storage areas unlocked	Low	Injury to person	Place locks on doors	09th October	Caretaker
Classroom furniture	Low	Fall/trip	Warn pupils regularly	Ongoing	Teachers
School Bags and boxes on the floor in classrooms	Med.	Fall/trip	Warn pupils to place bags and boxes safely under the desk	Ongoing	Teachers
Heavy School Bags	Med.	Back Injury	Monitor weight of school bags	Ongoing	Teacher Parents Pupils
Plugs/leads/wires	Low	Personal injury	Warn pupils regularly. Switch off/unplug if not in use. Use cable tidy.	<i>Ongoing</i>	Teachers

Over-hanging branches	Low	Personal injury	Trim back annually	Yearly	Caretaker
Smaller children being injured in the yard	Med.	Personal injury	Split Breaks. Separate play areas	Sept '16	Caretaker Teachers
Rough play in the yard	Low/ Med.	Injury	Supervision Reminding	Ongoing	Teachers SNAs
Pencils/pens in yard or corridor	Low	Cut/injury	Not allowed	09th May	Teachers
Storage boxes in classrooms	Low/ Med.	Injury	Do not stack boxes	09th November	
Wet stairs/Floors	Med.	Fall/injury	Wet floor signs	Ongoing	Cleaner Caretaker Teachers
Fire Assembly Signs	Med.	Missing children in emergency	Erect signs Fire drills Red Card System	Nov '09 Oct '17	Caretaker Teachers
Pedestrians entering/leaving by vehicle exit/entry	Med. High	Injury	*Warning signs *Reminders. *Driving very slowly. *Pedestrians are not allowed.	10th January Regular Reminders	School Community
Vehicles entering Car Park	Med./ High	Injury	Reminders to be aware of Pedestrians crossing on Street.	Sept '16	School Community

Children leaning back on chairs	Low/ Med.	Injury	Continual reminders	Ongoing	Teachers
Step up to urinal in boy's toilets (old building)	Low/Med	G	Rubber non-slip mat at the entrance to the toilet. Appropriate cleaning regime in place	Ongoing	Cleaners.
Running in corridors/stairs/ school building	Low	Injury	Insist on pupils walking Regular Reminders	Ongoing	School Community
Furniture in Assembly Hall (PE)	Med	Injury	Keep Halls free of furniture as much as possible	Ongoing	Caretaker Teachers
Swinging/Climbing on railings	Med High	Injury	Children are warned not to climb on railings	Ongoing	Teachers
Supervision of school teams playing away	Med		The teacher/SNA remains with the team (not the referee) More parental involvement	10th January	Teachers
Children in the yard before supervision at break times	Low	Fall/Injury	Children are not allowed in the yard unsupervised or until teachers are in the yard	09th September	Teachers SNAs
Manhole Covers in the yard	Med	Slip/Fall	Apply salt coating to manhole covers on icy mornings.	Ongoing	Caretaker

Stairs	Low	Fall	Supervision A constant reminder to use handrails	09th September	Pupils
Taking hot drinks from the staff room during pupil contact time	Low/ Med.	Scald/burn	Not permitted by staff or pupils	Ongoing	Whole school community
Unauthorised Entry	Low/ Med	Injury	Disclaimer Signs	13th March	
Visitors entering the school by other entrances	Med	Possible unauthorised Trespass/ Safety issues	New railings and locked gates were erected. No Adults in the yard when children are in the yard	Sept '16 Sept '19	

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 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 can access this information on Aladdin. The teachers and the secretary have access to these details.
 - In case of emergency, parents/guardians or emergency contact persons 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 the evacuation of the building. These assembly points are marked.
 - The school revises these procedures annually.

- ***Serious Accident Procedure & Accident Report Form***
 - (See Appendix 38 p.285 CPSMA Management Board Members' Handbook).
 - A report must be made to the HSA in respect of the following types of incidents:
 - 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 prevents any employed or self-employed person from performing the normal duties of their employment for more than three 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 and parents informed. Where such accidents occur during class time and require professional medical attention, an Accident Report Form will be completed and sent to HSA. Accidents requiring medical attention from the first aid person and informing 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 note/school text from the school, and an announcement may be made on the local radio station if suitable.

Health Issues

- **Enrolment Form**
 - Parents are requested to identify any allergies/illnesses about their child on the enrolment form.
- **Administration of Medication**
 - Medication is not administered as per policy. In specified exceptional circumstances, an application must be made to the Board of Management.
- **Sickness or Injury**
 - For children who become sick or injured during the school day, their parents are contacted. Children should then be collected and taken home.
 - The school will deal with minor accidents/illnesses, and a staff member will administer basic first-aid (including applying a small plaster).
- **Illnesses and contagious infections rubella, chickenpox etc.**
 - Where pupils have infectious diseases, parents must keep them at home.
 - Consult the infectious disease book, which is available in the office.
- **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 over a particular weekend and treat them as necessary.
- **School Hygiene**
 - Soap and hand dryers are available in all toilet areas.
 - Hot and cold water is available in all toilet areas.
 - Adequate toilet facilities are available.
- **General cleanliness of school environment**
 - A caretaker and cleaner are employed to maintain the school premises both inside and out.
- **Healthy eating: refer to the school's Healthy Eating Policy**

- **Water**
 - Drinking water is available in the school for staff and pupils.

Safety & Welfare Issues

Pupils

- ***Assembly and Dismissal of Pupils***
 - School gates open at 8:50 am, and children are supervised in the yard. At this stage, they assemble in their line. Children are not encouraged to be on the premises before 9.05 am.
 - All children leave the premises at 2.45 pm (Infants at 1.45 pm). If their transport or escort is late arriving, they remain at the school.
 - During Covid19, the Covid Response Plan will be used.
- ***Pupils leaving the school*** premises during the school day, e.g., dentist or doctor appointment
 - The parent/guardian must inform the school and call the office, and the secretary will call the pupil from the classroom.
 - A parent must sign out children leaving school during school time.
- ***Supervision of Pupils***
 - If a teacher is absent, another teacher is appointed to supervise the class until the class is divided up until a substitute can be employed.
 - The supervision roster for playground duty is agreed upon at the beginning of each school year, and the wet day roster is also agreed upon. This roster is kept as part of the school records.
 - Children cannot be supervised in the toilets due to Child Protection. They are shown their toilet area at the beginning of each year and made aware of expected behaviour in the toilet area.
- ***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 the school's policy for dealing with behaviour that causes a risk to others.
- ***Allegations or Suspicions of Child Abuse:***
 - In line with Child Protection Guidelines, the school's Child Protection Policy must be followed in the case of an allegation or suspicion of child abuse.
- ***School Tours/Outings:*** Refer to the school's policy on school tours.
- ***Mobile Telephones:*** Children are not permitted to have mobile phones in school; see Acceptable Use Policy.

Staff

- ***Garda Clearance***
 - All new persons employed must have Garda clearance.
- ***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. 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.
 - Outside Agencies: All who use the school facilities must have the permission of BOM and must present their Insurance and Health & Safety Statement and follow the school's Health & Safety Policy.
 - Caretaker: Carl Carr has undertaken a Manual Handling and Ladder Safety Course.
 - 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 will ensure that all appropriate measures will be taken to protect employees (refer to Anti-Bullying Policy).

Visitors

- All persons coming into the school must sign the book at the entrance and then report to the secretary and identify themselves.
- Entry is by being buzzed in at the front door only.

Equipment & Materials

- All lawnmowers, drills, ladders, and any other equipment associated with school maintenance are stored in an outside building, which is not accessible to children. The storage area is locked during the school day, and teachers, caretaker, SNAs, and cleaners have access.
- Solvents, chemicals, cleaning agents etc., are stored in the cleaning room, and school staff has access.
- Are electrical equipment, computers, televisions, and other technologies are stored safely. All plugs, leads etc., are checked annually.
- All outside agencies/contractors who work in the school will be made aware of the Health & Safety Policy of the school. They must present the school with their Health & Safety Policy and carry out their work concerning Health & Safety practices.

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 by implementing this policy.

Roles and Responsibilities

- The Board of Management is responsible for the school's overall safety, and they must maintain the building and ensure that repairs are carried out when identified as part of this role.
- Mrs Deirdre Kerr and Mrs Petrina Hanratty are the Safety Officers.
- Each staff member has responsibilities as outlined at the beginning of the policy. All staff should use their initiative concerning safety issues.

Implementation and Review

The Board of Management adopted this policy on December 2009.

Signed: Deirdre Kerr, Chairperson, BOM Date: April 2022.

Signed: Eileen Hart, Principal, Date: April 2022.

Date of next review: April 2023

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