

Health and Safety Policy
Scoil Mhuire Murroe
2023

Health and Safety Policy Scoil Mhuire Murroe

Introductory Statement

This policy was first worked on by the staff at a planning day on 27 March 2006. The policy has been reviewed annually since then.

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 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.

Relationship to characteristic spirit of the school

This policy was drawn up for the purpose of the creation of a safe and healthy working environment for all members of the school community.

Aims

- This Health and Safety Statement aims to create a safe and healthy working environment
- 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
 - *Provision of a safe workplace*
 - *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*

Roles and Responsibility

Board of Management:

- Provide and maintain a workplace that is safe and do 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 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statement and regularly update it, particularly when there have been significant changes or when the risk assessment is no longer valid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 (*Solas, December 2005*).

Responsibilities include:

- Not to be under the influence of an intoxicant to the extent that they endanger one's 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 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 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.

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

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.
- **Safety representative: Principal**

Content of policy

1.
 - (a) Identification of hazards: see *Action Plan framework*
 - (b) Assess the risks associated with these hazards: see *Action Plan framework*
 - (c) How to deal with these risks: see *Action Plan framework*
 - (d) Arrangements to deal with these hazards, resources supplied, and responsibility required to deal with the hazards and to keep them under review: see *Action Plan framework*
2.
 - **Identification of Hazards Risk Assessment and Actions.**
 - **Assessing risk:** Teachers were given an Identification of Hazards sheet to identify hazards and an *Action Plan* was drawn up following this assessment.
 - **Arrangements for dealing with risk:** see *Action Plan*
 - **Responsibility for implementation and review of safety procedures:** Our policy will be reviewed annually in the first term. The review will be initiated by the Principal and will be brought to the attention of the Board of Management at the first Board meeting each year.

3. **Assembly of children**

The school opens to receive children at **9.10 am** and **all teachers provide supervision from that time.** Children from 1st, 2nd, 5th and 6th class will use the main door to go to their classrooms. The 3rd & 4th class will be in the enlarged classroom in the main building and will use the lower main door. 1st class will be in the hall, 6th class will be in the enlarged classroom opposite the hall, 2ndclass and 5th class will be in the two classrooms built in 2014. Children from Juniors and Seniors will line up on the path in the front of the school where their teachers will be waiting to receive them. Junior Infants and Senior Infants will be in the two infant classrooms at the back of the school. We will continue to have two lunch breaks.

- At **9:20** Junior Infants & Senior Infants (go directly to their classrooms)

Dismissal at 2.00 pm

Children in Junior and Senior Infants leave the school at 2.00 pm. They are walked to the gate by their teachers to meet the person who is collecting each child.

Dismissal at 3.00 pm

- Children leave the school one class at a time at 3:00 starting with 6th class in descending order of classes and are expected to leave the area of the school promptly. This is to avoid congregation outside the school.
- **Administration of Medication** – See *Administration of Medication Policy* attached.
- **Accident Procedure:** Parents are telephoned and made aware that their child is sick or injured. If a child is injured at school the parents are contacted if the teacher, in consultation with the Principal, deems that the situation warrants this. Otherwise, a note is written in the child's journal informing the parents of what occurred. Ice packs are available and we have a *First Aid* chart in the staff room. *First Aid* training was undertaken by all the teachers and SNA Kay Healy in 2014. Refresher course was undertaken by staff in October and November 2016 and also in November 2017 and 2018.
- **Serious Accident Procedure:** Parents are contacted immediately
- **Accident Form:** contact CPSMA & Allianz

Children should stay at home if: they have symptoms of COVID-19 and feel unwell; have a high temperature (38 degrees Celsius or higher); have got a positive COVID-19 test result; have diarrhoea and are aged 12 or younger. It is usually OK to send a child a to school if they only have nasal symptoms such as a runny nose or a sneeze but otherwise feel well. (Advice from HSE 18th April 2023)

Emergency contact procedures: All pupils are entered on their class list with contact numbers listed. Parents are contacted immediately in the event of an emergency.

- **Enrolment Registration Form:** Parents identify any allergies/illnesses pupils may have. Parents are informed at New Parents' Meeting of our procedures in the event of an accident.
- **Managing specific health issues:** A list of children with medical issues is located in the staffroom. In order that all members of staff are enabled to identify these children, parents have been requested to provide a passport photo of their child. This photo will be displayed with the child's name and medical issue on the list. The list will be stored in a folder in the staffroom. The list will be reviewed annually and as need arises.

- **Fire-drill Procedure:** See *Fire Drill in Scoil Mhuire Murroe* See Fire Safety in the School (*Guide to Insurance, Safety and Security in the School – Allianz.*)
- Fire drill to be held in each term. **Children from Junior Infants to Second class will assemble in their class group on the lower yard. Children from Third to Sixth will assemble on the Basketball court. Each teacher takes a class list.**
- **Movement around the classroom and school:** Pupils request permission from their teacher to leave their seat. Pupils may not leave their seat if the teacher has to leave the room. *School bags on the floor were identified as a tripping hazard and have been removed from the floor of some classrooms.*
- **Junior Infants (Infant classroom)** place bags in large boxes in the classroom.
- **Senior Infants (Infant classroom)** place bags at the back of the chair.
- **First class** contents of bags are placed in child’s box or on shelves and bag is placed at back of chair.
- **Second class** contents of bags are placed in child’s box or on shelves and bag is placed at back of chair.
- **Third class** books are placed in box and bags are at the back of the chair.
- **Fourth class** bags are on back of chairs.
- **Fifth class** bags are on back of chairs.
- **Sixth class** bags are on the back of the chair
- **Pupils walk in the school building.** “No running” rule is strictly enforced. When going to the toilet they walk on the right hand side of the corridor. Children from First, Third, Fourth and Sixth who are in the main building have specific toilet break times. They walk to the yard in an orderly manner. Pupils request permission from the teacher on yard duty to return to the school to go to the toilet. Pupils know that they are to take particular care when coming down the steps in the basketball court / new yard. They are reminded of this at Assembly frequently and the teacher on yard duty watches the pupils walk down the steps. Pupils are reminded that there is a prohibition on swinging on the bars located in the Junior Infant yard and the bars near the new yard. Pupils are reminded of this at Assembly by the principal and by their class teachers. On yard duty teachers and SNAs are vigilant about this. There is also a prohibition in standing between the gate and the fence enclosing the sheds and a prohibition on climbing on this fence. Also, the children are not allowed to climb the railings near the front gate or to climb on the walls or the piers.
- **Care with chairs:** Children are made aware that they are not to swing back on their chair. Also, children are taught to put their chair under the table when leaving their chair. Children are aware that they are not to step on a chair to get around the chair.

Small Break and Lunch Break

We have two morning breaks and two lunch breaks.

- Junior Infants to 2nd class will have their break from 10:50-11:00.
- 3rd class to 6th class will have their break from 11:10-11:20.

- Lunch break for Junior Infants to 2nd class will be 12:30-1:00. Children will eat their lunch from 12:30-12:40 and then go to the yard.
- Lunch break for 3rd class to 6th class will be 1:00-1:30. Children will eat their lunch from 1:00-1:10 and then go to the yard.

Supervision of pupils on wet day 10:50-11:00 & 12:30 -1:00.

- Teacher who was due to supervise the Junior Infant Yard supervises the Junior Infants in their classroom.
- Teacher who was due to supervise the Lower Yard supervises the Senior Infants in their classroom.
- Teacher who was due to supervise the New Yard supervises the 1st & 2nd class in their classrooms with the support of the SNA.

Supervision on wet day 11:10-11:20 & 1:00 -1:30.

- Teacher who was due to supervise 3rd & 4th will supervise in that classroom. Teacher who was due to supervise 5th will supervise in that classroom. Teacher who was due to supervise 6th will supervise in that classroom.

Respiratory Hygiene

Children are reminded to cover their nose and mouth with a tissue or bent elbow when coughing and sneezing. The child then disposes of the tissue safely in a nearby bin. We will also teach this message and give daily reminders of this.

Hand hygiene

Hand hygiene can be achieved by hand washing or use of a hand sanitiser when hands look clean. Hand sanitisers have been installed at points of entry in our school and in all the classrooms. SPHE lessons will be taught on hand washing. Posters displaying hand washing techniques and promoting hand washing will be displayed on walls adjacent to hand washing facilities.

Frequency of Hand Hygiene

Children should perform hand hygiene:

- On arrival at school
 - Before eating or drinking
 - After using the toilet
 - After playing outdoors
 - When their hands are physically dirty
 - When they cough or sneeze
-
- Allegations of Bullying: See *Anti-Bullying Policy*
 - Allegations or Suspicions of Child Abuse: See *Child Safeguarding Statement*

- **Teacher Absences:** Contact is made with the Principal and work for the day will be prepared by class teacher.
- **Grievance Procedure:** contact CPSMA
- **Serious Accident Procedure & Accident Report Form** contact CPSMA & Allianz
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
- **Emergency closures:** In the event of an emergency closure, all parents are contacted and teachers remain until all pupils are collected. We have email addresses for all parents and all parents are contacted by email.

Health issues

- **Illnesses and contagious infections rubella, chicken pox etc:** See ‘Infectious diseases in the Primary School: Health Service executive (H.S.E.)
- **Head-lice:** Children are required to have long hair tied back at school. A general letter/notice is sent home in the case of head lice and if this is not successful then a special head treatment weekend is designated.
- **School hygiene:** There is daily cleaning of the school. There is liquid soap, paper towels and electric hand dryers. Bins for disposal of used paper towels.
- **General cleanliness of school environment:** Our school is cleaned daily by our contract cleaners. The cleaners put out the bins for collection by Mr. Binman every alternate Friday.
- **Healthy eating:** See our *Healthy Eating Policy*.
- **Water:** Pupils bring water in plastic bottles. Water is available for pupils in the Supplies room and on the Upper yard/ new classrooms. *Children are not permitted to enter the Supplies room.* A teacher or SNA will get water for the children from this area if required.
- **Clothing/protection:** Parents/pupils made aware of the need for proper clothing and protection. Pupils are reminded to wear coats/jackets in cold and wet weather. In the summer pupils are advised to wear sun screen especially if we are attending outdoor events in hot weather.

Safety and welfare issues

Pupils

- **Assembly and Dismissal of Pupils:** see above

- **Permission to Leave/Late Arrival Policy:** Pupils leaving the school premises during the school day e.g. dentist or doctor appointment: Parents are notified that note in the journal will be required if they wish their child to leave school before normal closing time. Also pupils must be collected from the school by their parent/guardian. An early departure is recorded by the class teacher on *Aladdin*.
- **Access Control System:** School is entered using key fobs at the three entrance doors. The bell is located at the main front door. To gain access it is necessary to ring bell. The secretary meets visitors and if parents are collecting children, the secretary collects the child. If a parent wishes to collect a child, the parent notifies the school and the secretary collects the child and delivers the child to the parent. If a parent wishes to deliver an item for their child it is delivered to the front door of the school. In the afternoon when the secretary has finished, the Principal or one of the SETs will follow the procedure outlined above.

Visitors to the school

- **Visitors** to the school who are on business are required prior to sign a visitor book on arrival and at departure. **Visitors** will wear a “Visitor” badge while on business in the school.
- **Supervision of Pupils:** See *Guide to Insurance, Safety and Security in the School – Allianz*. In the event of a teacher being absent the class will be divided. The teacher will provide work for the class for the day. The supervision roster for playground duty is clearly displayed in the staff room. This roster is kept as part of the school records for the school year.
- **Incident at school:** The supervising teacher will write the report in the event of a serious incident. Principal is informed. This record is kept on *Aladdin* recorded under the names of the children involved.
- **Accident book:** The supervising teacher will write the report in the event of a serious accident. Principal is informed. This record is kept on *Aladdin* recorded under the names of the children involved.
- **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:** See *Child Safeguarding Statement*
 - The school’s **Child Safeguarding Statement**, in line with *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)*, must be followed in the case of an allegation or suspicion of child abuse. These procedures have been revised and are effective from **1st September 2023**.
- **School tours / outings:** We ensure adequate supervision on school tours. Our notification letter to parents includes a notice to inform the school of any health issues of pupils. See *School Tours/Outings Policy*.
- **Mobile phones:** See *Mobile Phone Policy*

Staff

- **Recruitment of school personnel including teachers and SNAs:** All members of staff are Garda vetted. For substitute teachers Statutory Declaration and signed Form of Undertaking (Circular 31/2016) are required.

- **Positive Staff Relations:** See Working Together. Procedures and Policies for Positive Staff Relations. INTO 2000. Refer also to CPSMA. *Dignity at Work Policy* is in place.
- **Assaults on Teachers/School Employees:** contact CPSMA. See also DES Circular
- Employees work in a reasonably comfortable and safe environment
- Training is given for using fire extinguishers.
- **Personal Protective Equipment (PPE)**
- The caretaker/cleaner wears appropriate safety gear as required.
- Procedures are followed by the cleaner e.g.
 - Vacuum cleaner leads not trailing on the floor
 - Safety signs clearly visible – wet floors.
- Keys are available within the school in case anyone gets locked inside. Staff aware of how to obtain these keys.

Equipment and materials

- Bike rack with spaces for 9 bicycles has been installed. Children wheel the bicycle to and from the gate. See *Bike Storage Policy*
- Scooter rack has been installed
- Equipment associated with school maintenance is stored in a shed and are not accessible to children. The storage area is locked during the school day and caretaker has access.
- Solvents, chemicals and cleaning agents etc. are stored in the Supplies room out of the reach of children.

Staff identified areas of risk as per attached *Identification of Hazards, Risk Assessments and Action(s) Taken*. These areas were dealt with and rectified as necessary. See *Maintenance File*. Fencing was undertaken in the summer of 2019 to prevent balls from leaving the school grounds. Netting was also installed for the same purpose. The fence was damaged in a recent storm and was repaired. Trees near the fence were topped for safety. Protective material was obtained to put around the poles supporting the netting in basketball court. Fencing and gates close off the sheds in both yards outside of school hours. This was installed in 2022.

Success criteria

We will know that this policy has been successful if we can avoid all preventable accidents. These procedures will apply from ratification by the Board.

Timetable for Review

Health and Safety Statement will be reviewed annually.

Ratification & Communication

Reviewed policy will be presented for ratification by the BOM at first BOM meeting of 2023-2024 school year. There will be constant vigilance as making safe areas identified as hazards will be dealt with if and when they arise. Parents have been informed that this policy is in place.

Signed:

Breda White (Chairperson)

Date:

Action Plan Framework
Health and Safety Policy Review September 2023

Identification of Hazards, Risk Assessment and Action(s) Taken					
Hazards	Low/Medium High	Risk to persons	Action Taken	Date	Person Responsible
Child running out of the classroom	Low	Child and other children in the class	Teacher will alert a colleague to supervise class as teacher takes action to bring the child back to the classroom	As arises	Class teacher or SET as applicable
Two children fighting on the yard	Low	Child and other children on the yard	Teacher on yard duty will alert a colleague to supervise yard as teacher takes action to deal with the incident.	As arises	Teachers supervising the yard and adjacent yard.