

EDMONDSTOWN NATIONAL SCHOOL

SAFETY STATEMENT 2016

Safety, Health and Welfare at Work Act, 2005.

Summary

The Safety, Health and Welfare at Work Act, 2005, became effective on 1st of September, 2005.

The main purpose of the Act is to make all work places safer and healthier.

The Act provides for the establishment of a National Authority for Occupational Safety and Health.

The Act covers all persons at work - employers, employees and the self-employed and it requires, in so far as is reasonably practicable, that employers would protect the safety, health and welfare of all who work for them.

Employers must provide and maintain, in so far as is reasonably practicable, safe places of work, safe plant, safe systems, and must provide their employees with information and training to ensure their health and safety. Specifically, employers must produce a written *Safety Statement*, which specifies the manner in which the safety and health of workers will be secured. Of particular importance are the requirements on health and safety issues.

The Board of Management of Edmondstown National School will set up arrangements to have candidates come forward from which a person may be selected by the employees to act as *Safety Representative*, who will have certain *rights* under the Act including the right to appropriate training, to make reports and to investigate accidents. The Safety Representative will have the right to represent all employees on Occupational Health and Safety matters.

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 the employer 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.

The *National Authority for Occupational Safety and Health*, which is primarily there to advise and encourage, may also prosecute and close down a workplace which remains dangerous despite advice to render it safer.

STATEMENT OF GENERAL POLICY

The Board of Management of Edmondstown National School recognises the importance of the Legislation enacted in the Safety, Health and Welfare at Work Act, 2005.

This Safety Statement sets out the Safety Policy of the Board of Management of Edmondstown National School 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 in contact.

This 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. This inspection / safety audit will be carried out more frequently if requested by either staff or the Board of Management.

All records of serious accidents or ill health will be monitored in order to ensure that any safety measures required can be put in place, wherever possible, to minimise the recurrence of such accidents and ill health.

Fr. Dick Lyng OSA

21/6/16

Chairperson - Board of Management

Date

Policy Statement on Safety, Health and Welfare at Work of the Board of Management of Edmondstown National School.

- 1.1 The members of the Board of Management of Edmondstown National School are:

Chairperson	Father Dick Lyng, OSA
Secretary	Mrs Philomena Cleary
Recording Secretary	Mrs Breda Heavey
Treasurer	Mr Dermot Keating
Maintenance Officer	Mrs Joanne McGrath
Capital Project & Safety Officer	Mr Justin Morton
Other Board Members	Ms Marie Therese Wallnutt Ms Linda Molloy

- 1.2 The Board of Management will ensure that, in so far as is practicable, the highest standards of safety shall prevail and that, at a minimum, the provisions of the Safety, Health and Welfare at Work Act, 2005, are applied.
- 1.3 Specifically, the Board of Management wishes to ensure in 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 egress 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 provision of such information, instruction, training and supervision as is necessary to ensure safety and health at work of its employees.
 - (f) the provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at work of its employees
 - (g) the preparation and revision as necessary of adequate

- plans to be followed in emergencies - e.g. fire drill, injuries, etc.
 - (h) the safety and prevention of risk to health at work in connection with use of any article or substance
 - (i) the provision and maintenance of facilities and arrangements for the welfare of employees at work
 - (j) obtaining, where necessary, the services of a competent person for the purpose of ensuring the safety and health at work of its employees.
 - (k) the continuing updating of the *Safety Statement*
 - (l) the provision of arrangements for consultation with employees on matters of Health and Safety
 - (m) the provision of arrangements for the selection from amongst its employees of a representative
- 1.4 The Board of Management recognises that its statutory obligations under legislation extends to employees, students, any person legitimately conducting school business and the public.
- 1.5 The Board of Management of Edmondstown National School will ensure that the provisions of the Safety, Health and Welfare at Work Act, 1989, are adhered to.
- 1.6 A safety Committee may be established to monitor the implementation of the Safety and Health Policies of Edmondstown National School and the requirement under the Safety, Health and Welfare at Work Act, 1989.
- 1.7 Health and Safety Officers:
Mr Justin Morton is Health and Safety Representative on the Board of Management
Mrs Philomena Cleary is Assistant Health and Safety Officer

Duties of Employees

1. 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 an extent as will enable his / her employer or the other person to

- (c) to use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or anything provided (whether for his / her use alone or for use by him / her in common with others) for securing his / her safety, health or welfare while at work
 - (d) to report to the Board of Management / Principal without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare, of which he / she becomes aware
- 2. No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or anything provided in pursuance of any of the relevant statutory provisions or otherwise, for securing safety, health or welfare of persons arising out of work activities.
- 3. Employees will, by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible.

Consultation & Information

It is the policy of the Board of Management of Edmondstown National School

- to consult with staff in the preparation and completion of the Health and Safety Statement and of Hazard Control forms
- to make a copy of the *Safety Statement* available to all present and future staff
- that any additional information or instructions regarding Health, Safety and Welfare at work not contained in the document will be conveyed to all staff as it becomes available
- that Health, Safety and Welfare will form an integral part of any future staff training and development plans

Hazards

Initially, all staff and the Board of Management will complete **Hazard Control Forms**. Some Hazards can be rectified but others remain constant. The Hazards have been divided into two categories.

Hazards that can be rectified or minimised will be dealt with as a matter of urgency. Those that cannot will be clearly indicated and appropriate procedures listed beside them.

The Board of Management, in consultation with the employees, will review and make recommendations on the elimination of Hazards.

Specific Hazards

1. Fire

It is the policy of the Board of Management of Edmondstown National School that: -

there is an adequate supply of fire extinguishers which will deal with any type of fire

all fire equipment is identified and fire extinguishers are serviced once a year and fire alarms are serviced quarterly

regular Fire Drills take place at least once a term

instruction is given in the use of Fire Extinguishers for specific materials / equipment

fire alarms are clearly marked

signs will be clearly visible to ensure visitors are aware of exit doors

all unnecessary electrical equipment be unplugged or turned off outside office hours and when offices are vacated for lengthy periods

an assembly area is designated outside the school building
Children will line up in the back yard for roll call.

those leaving buildings / classrooms should let someone know

exit signs are clearly marked

there will be a Safety Representative responsible for fire drills and evacuation procedures

all fire equipment is identified and serviced under contract four times a year

the school and equipment have been checked by a fire officer and all recommendations made by him / her have been implemented

2. Other Hazards should be specified here

Examples

River

We have a contract with pest control

Procedures for dismissal are contained in the Discipline Policy

A wall has been erected

Busy road

Barriers have been erected at the school entrance

Parents have been asked not to park within so many metres of the school

Procedures for dismissal of pupils reduce danger posed by the road

Yard

Certain areas of the yard are restricted during Winter and bad weather

The Discipline Policy specifies desirable behaviour

Constant Hazards

1. Machinery, Kitchen Equipment and Electrical Appliances

It is the policy of the Board of Management of Edmondstown National School that Machinery, Kitchen Equipment and Electrical Appliances are used only by competent persons. Such appliances and equipment will be subject to regular maintenance checks.

2. Chemicals

It is the policy of the Board of Management of Edmondstown National School 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.

3. Drugs / Medications

It is the policy of the Board of Management of Edmondstown National School that all medications, drugs, etc., be kept in a proper medication cabinet, locked at all times, the key to which is kept in a secure and safe place.

Teachers and Administration of Medicines in Schools

1. No teacher can be required to administer medicine or drugs to a pupil.

- 2.** Any teacher who is willing to administer medicines should only do so under strictly controlled guidelines, fully confident that the administration will be safe. It is wise to limit this willingness to emergency situations only. A teacher who does take responsibility for administering medicines takes on a heavy legal duty of care to discharge the responsibility correctly. Every reasonable precaution must be taken. Clear instructions about medicines requiring regular administration must be obtained and strictly followed. The INTO advises that:
- (a)** the parent(s) of the pupil concerned should write to the Board of Management requesting the Board to authorise a member of the teaching staff to administer the medication.
 - (b)** the request should also contain written instructions of the procedure to be followed in administering the medication.
 - (c)** the Board of Management, having considered the matter, may authorise a teacher to administer medication to a pupil. If the teacher is so authorised, she/he should be properly instructed by the Board of Management.
 - (d)** a teacher should not administer medication without the specific authorisation of the Board.
 - (e)** in administering medication to pupils, teachers should exercise the standard of care of a reasonable and prudent parent.
 - (f)** the Board of Management should inform the school's insurers accordingly.
 - (g)** the Board of Management should seek an indemnity from the parent(s) in respect of any liability that may arise regarding the administration of the medication.

Arrangements should also be made by the Board of Management for the safe storage of medication and procedures for the administration of medication in the event of the authorised teacher's absence. It is the parents' responsibility to check each morning whether or not the authorised teacher is in school unless an alternative arrangement is made locally.

- 3.** In emergencies, teachers should do no more than is obviously necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. Qualified medical treatment should be secured in emergencies at the earliest opportunity.

Where possible, schools should request that medical practitioners would arrange times for medication so that they don't coincide with school time.

It is important that Boards of Management request parents to ensure that teachers be made aware in writing of any medical condition suffered by any children in their class.

Children who are epileptics or diabetics or who are prone to anaphylactic shock syndrome may have an attack at any time and it is vital, therefore, to identify the symptoms in order that treatment can be given by an appropriate person if necessary.

Where teachers have been given medication to administer in cases of emergency, e.g. adrenaline in case of anaphylaxis, this medication should be the smallest dose possible to ensure recovery until a medical expert can take over. At no time should an emergency dose be such that it could harm the child if inappropriately administered. Confirmation of this should be obtained in writing from the medical practitioner responsible for the child before a school would agree to hold such life-saving medication in its care. Where possible, injection needles should not be held on the premises and epipen type injections should be used.

Where children are suffering from life-threatening conditions such as the above, parents should outline clearly in writing, what can and can't be done in a particular situation, with particular reference to what may be a risk to the child.

Arrangements in School

Wherever possible, parents should be asked to make arrangements to come into school or for pupils to return home at lunchtime for medication. The Board of Management should give maximum assistance in facilitating such arrangements. Where this is not feasible, the following procedure should operate: -

- (a)** Written details from the parent to the Board of Management giving - the name of the child, name and dose of medication, whether the child should be responsible for his or her own medication, the circumstances in which medication is to be given by the teacher and consent for it to be given, when the parent is to be notified and where he or she can be contacted.
- (b)** Written advice to the Board of Management on the storage of medication, including both pharmaceutical requirements (e.g. refrigeration if necessary) and ways of ensuring access for the child.
- (c)** Where permission has been given by the Board of Management for the administration of medicine, the smallest possible dose should be brought to the school, preferably by the parent, with clear written instructions for administration, giving the name of the pupil. Glass containers are unsuitable to be carried by pupils.

(Note: It is not practicable to bring one measured dose of a liquid medicine; adhesion of the liquid to the container results in the dose being less than sufficient.)

- (d)** The medicine should not be kept by the pupil but in a locked cupboard out of reach of pupils. Certain medicines, however, such as inhalers used by

asthmatic children, must be made readily accessible at all times of the school day. The means by which this is done would remain a matter for teachers' professional judgment.

- (e) The medicine should be self-administered if possible, under the supervision of an adult. This may be the Principal or someone acting with the Principal's authority. It would be advisable to keep a written record of the date and time of the administration.

Teachers should be aware of the Infection Control Guidelines and schools should notify parents when infectious diseases are in the school, as children with an immune deficiency may die as a result of exposure to such infections.

4. Highly Polished or Wet Floors

It is the policy of the Board of Management of Edmondstown National School that: -

Floors will not be polished or made slippery

Washing of floors is conducted after school hours to ensure, as far as is reasonably practicable, elimination of danger of slipping.

5. The Code of Discipline

The Code of Discipline in the school provides for a level of behaviour to minimise personal risk or stress to any employee. See attached.

6. 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 attention of the Board of Management. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees.

Trained First Aid Personnel

It is the policy of the Board of Management of Edmondstown National School that -

Ms. Wallnutt will apply First Aid to other employees

All required remedies and equipment are made available for First Aid function

There will be an adequate supply of properly equipped First Aid Boxes available at all times to staff which will contain:

Elastoplast Plasters

Wasp Eze

Tape

Savlon Antiseptic Cream

Panadol

Optrex Eye Lotion

Savlon Antiseptic Disinfectant

Cotton Bandage

Burn Eze

Antiseptic Wipes

Scissors

First Aid Chart

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

Additional Information

Persons coming onto the school premises must identify themselves clearly to whoever answers the door before gaining admittance to the school premises. Any Contractor should make direct contact with the Principal or Vice-Principal before initiating any work on the school premises.

It is the policy of the Board of Management of Edmondstown National School to minimize sound pollution - room to room, - yard to room, etc.

When people are working on the premises with drills or other loud implements, they must wear protective ear muffs. Where such work is taking place which constitutes any threat to Health and Safety, the school will be closed or the work will not take place during school hours.

All flammable, toxic and corrosive substances must be kept in the locked press/room provided. All the above substances must be clearly and accurately labelled at all times.

When a child who needs to be lifted is enrolled in the school, suitable support services must be provided, arrangements made and training provided for the lifting of the child in order to minimise strain on staff.

Arrangements will be made to ensure the protection of staff from violent or disturbed children.

First Aid

The Board of Management of Edmondstown National School, when enrolling a child, will ask parents for a letter or permission slip to bring their child to hospital / doctor at the teacher's / Principal's discretion.

This letter will be kept permanently on file during the child's time in the school.

The treatment of injuries will always be undertaken by a responsible adult.

If it is necessary to bring a child to a doctor or a hospital, every effort will be made to make contact first with a parent or guardian.

Each teacher has access to a record of telephone numbers where parents can be contacted both at work and at home. (In the case of an emergency, teachers will use their best judgment in the particular situation. In the interests of the safety of the staff and children, care will be taken in administering First Aid in order to avoid contact with communicable illnesses / diseases. The Board of Management will follow the guidelines recommended by the Department of Health on the application of First Aid in the school.