



Ballyvongane Mixed National School

04578H

Health and Safety Statement

Ballyvongane NS

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Ballyvongane National School

HEALTH AND SAFETY STATEMENT

The Board of Management of Ballyvongane N.S. has prepared this Health and Safety Statement in accordance with the provisions of the Safety, Health and Welfare Act of 2005. It represents the Board of Management's Commitment to safety and health and specifies the manner, organisation and resources necessary for maintaining and reviewing safety and health standards.

The Board recognises the paramount importance of the safety, health and welfare of pupils, employees, the public and any person conducting business within the school.

AIMS

1. To create a safe and healthy school environment by identifying, preventing and tackling hazards and their accompanying risks.
2. To ensure understanding of the school's duty of care towards pupils
3. To protect the school community from workplace accidents and ill health at work
4. To outline procedures and practices in place to ensure safe systems of work
5. To comply with all health and safety legislation (so far as is reasonably practicable) to include the following areas: Provision of a safe workplace for all employees, Safe work practices carried out by competent employees, Safe access and egress routes, Safe handling and use of hazardous substances and equipment, Provision of appropriate personal protective equipment, Safe equipment including maintenance and use of appropriate guards.

RESPONSIBILITIES OF EMPLOYER--BOARD OF MANAGEMENT

The Board of Management wishes to ensure as far as is reasonably practicable: The design, provision, and maintenance of all places in a condition that is safe and without risk to health. The design, provision, and maintenance of safe means of access to and egress from places of work. The design, provision and maintenance of plant and machinery. The provision of systems of work that are planned, organised, performed, and maintained to be safe and without risk to health. The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at work of its employees. The provision of such information, instruction, training, and supervision as is necessary to ensure the safety and health of all employees

The preparation and revision as necessary of adequate plans to be followed in emergencies (e.g. fire drills, injuries etc) The safety and prevention of risk to health at work in connection with use of any article or substance. The provision and maintenance of facilities and arrangements for the welfare of

employees at work Obtaining where necessary, the services of a competent person for the purpose ensuring the safety and health at work of its employees The continuing updating of the Safety Statement The provision of arrangements for consultation with employees on matters of Health and Safety Appointment of a competent person from amongst its employees to oversee the functions of the Board in relation to Health and Safety Reporting of serious accidents to the Health and Safety Authority. Require employers from whom services are contracted to have an up to date Safety Statement (e.g. building contractors, electricians, plumbers, painters, bus companies, etc)

DUTIES OF EMPLOYEES

It is the duty of every employee while at work: 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. To co-operate with his/her employer to ensure that all Health and Safety regulations are implemented. To use protective clothing and equipment when deemed necessary. To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place of work, or systems of work, which might endanger safety, health, or welfare of he/she becomes aware. To attend Health and Safety training and correctly use any equipment at work.

SPECIFIC HAZARDS

Fire It is the policy of the Board of Management of Ballyvongane N.S. that: There is an adequate supply of fire extinguishers which will deal with any type of fire. All fire equipment is identified and regularly serviced. Regular Fire Drills take place at least once a term. Instruction is given in the use of Fire Extinguishers for specific materials/equipment. Fire alarms are clearly marked. Signs are clearly visible to ensure visitors are aware of exit doors. All electrical equipment be unplugged or turned off when the school is vacated for lengthy periods. An assembly area is designated outside the school building. Exit signs are clearly marked. The Principal will be responsible for Fire Drills and evacuation procedures

Other Hazards. Condition of school building, dampness, draughts, roof slates, leaks, electrical fittings, yard surface, etc. Storage, maintenance, and appropriate use of PE equipment. Individual classrooms, sockets, lights, etc. Hallway condensation, slippery floor surfaces, protruding units such as coat rails, etc. Toilets, water, towels, sanitary disposal units, hand dryers, Yard railings, steps, fencing, etc.

Constant Hazards

It is the policy of the Board of Management that: Machinery, kitchen equipment and electrical appliances are used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks. All chemicals, 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 when handling them. All medications, drugs, etc; be kept in a proper medicine cabinet and locked always. The school's Administration of Medication Policy is attached to this Health & Safety Statement. Washing of school floors is conducted after school hours to ensure, as far as is reasonably practicable, elimination of the danger of slipping. To this end warning signs regarding wet floors will be used. The Code of Behaviour in the school provides for a level of behaviour to minimise risk or stress to any employee. Appropriate measures will be taken to protect all employees where an employee feels threatened by a person on school property. Procedures to deal with emergencies

Emergency contact procedures

Contact details are provided in the school Enrolment Form and are updated annually. A copy is kept beside the telephone and each teacher also keeps one.

Fire- drill and evacuation procedures

Fire drills are held once a term. Assembly points are clearly marked. Procedures are displayed beside each fire extinguisher.

Serious Accident Procedure & Accident Report Form

A report will be made to the HSA in respect of the following types of incident: An accident causing loss of life to any employee or pupil. An accident sustained in the course of their employment which prevents any employee 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 attention

Critical Incident Policy

Procedures dealing with a critical incident are contained in the school's policy

Emergency Closures

In the case of emergency closures parents will be notified by telephone/text as will the Chairperson and members of the Board of Management

Health Issues

Enrolment Form: Contains a section allowing parents to identify any allergies/illnesses that their child may have

Explains how accidents/illnesses are dealt with and the First Aid that may be administered

Managing specific health issues: If certain health issues arise in relation to certain pupils (e.g. diabetes, asthma) a meeting will be held with the child's parents, teacher and Principal to determine the seriousness of the illness, emergency contact numbers and any other immediate action to be taken should the need arise

Administration of Medication: The procedures to be followed are contained in the school's Policy attached to this Statement.

Sickness or Injury:

In the case of injury: First aid is administered immediately, and parents are notified, and a decision is made as to whether the child remains in school. The injury is reported in the Accident Book by the teacher who witnessed the incident. If a child becomes too sick to remain in school, a parent will be notified to collect the child and upon collection to sign the "Sign Out" book

- Head-Lice: In the event of head lice being detected a standard letter is sent home containing methods of detection and various means of eradication.
- First-Aid There will be an adequate supply of properly equipped First Aid Boxes available to the staff which will contain:

Elastoplast plasters/Tape/Disinfectant (e.g. Savlon)/Eye Lotion (e.g. Optrex)/Antiseptic cream/Cotton Bandage/Cream for First Aid treatment of Burns/Antiseptic Wipes/Scissors/First Aid Chart/ Disposable gloves

- Healthy Eating: The school's Healthy Eating Policy is attached
- General Cleanliness of School Environment: Classrooms, toilets and cloakrooms are cleaned daily

An adequate supply of toilet paper and sanitary towels is provided. Soap dispensers are serviced on a regular basis. Teachers check toilets daily. Pupils are continually reminded both verbally and with written signs to wash hands after using the toilet. Litter bins are provided in each classroom. Refuse is collected on a weekly basis

Safety and Welfare Issues

Pupils

Assembly and Dismissal of Pupils. Pupils are assembled in the playground (the porch during inclement weather) at 9:20am and enter the classrooms in an orderly fashion. Pupils are dismissed in an orderly fashion at 3pm. The Board of Management does not accept responsibility for pupils arriving early unless prior notification is given to the Principal. This is clearly communicated to the parents on the 1st day of each school year in a School Information Letter. Pupils whose parents arrive late will be required to wait at a designated area until their parents arrive. No running or ball playing will be allowed while cars are in the car park. Pupils leaving the school premises during the school day: A note will be required in advance. Children will have to be collected by parents/guardians at the classroom door where a "Sign-Out" book will need to be filled in.

Supervision of Pupils: Pupils are supervised by a teacher at each break. The supervision roster is clearly displayed in the Principal's office. Children are not allowed to go outside the school boundary (e.g. to retrieve a football) without the expressed permission of the teacher on yard duty.

Allegations or Suspicions of child abuse: The school's Child Protection Policy, in line with Child Protection Guidelines, will be followed in the case of an allegation or suspicion of child abuse. School Tours/Outings: This is dealt with in the school's Tours and Excursions policy. Mobile Phones: Dealt with in the school's Mobile phone policy.

Staff

Garda Clearance: In keeping with current legislation, the school will conduct a garda check before any future employees take up a position of employment

Other Safety Measures: The Board of Management wishes to ensure that: Positive staff relations exist throughout the school. Staff are made aware of the procedures to address cases of adult bullying/harassment and procedures to initiate a grievance. Employees work in a reasonably comfortable and safe environment: e.g. adequate ventilation and light, safe and comfortable furniture, etc. o Safeguards are in place for pregnant staff members. Keys are available within the school in case anyone gets locked inside. Solvents, chemicals, cleaning agents, etc. are stored in a safe area and not accessible to children. Electrical equipment is checked on a regular basis. Implementation Date These procedures will become effective as and from _____

Timetable for Review A review will be conducted when any changes have been made to work practices, personnel or where a practice is no longer valid.

Ratification and Review

Signed: _____ Signed: _____
(Chairperson of Board of Management) (Principal)

Date: ___/___/_____ Date: ___/___/_____

Date of next review: ___/___/_____