

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

1.1 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, 1989 are applied.

1.2 Holy Trinity Health and Safety Officer is Meriel Donaghy.

1.3 Specifically, the Board of Management wishes to ensure so far as is reasonably practicable:

- (a) The design, provision and maintenance of all places are kept 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 provision of systems of work that are planned, organised, and maintained so as to be safe and without risk to health
- (d) The provision of instruction to staff on proper lifting techniques of pupils and dealing with pupil challenging behaviour
- (e) The provision of such information, instruction, training and supervision as is necessary to ensure the 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 *Health and Safety Policy*
- (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 obligation under legislation extends to employees, students, any person legitimately conducting school business and to the public.

1.5 The Board of Management of Holy Trinity National School undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act 1989 are adhered to.

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 extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- (c) To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing 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 without unreasonable delay, any defects in equipment, place or 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 or other means or thing provided in pursuance or any of the relevant statutory provisions or other wise, for securing safety, health or welfare or persons arising out of work activities.

Employees using available facilities and equipment provided should ensure that work practices are performed in the safest manner possible.

Consultation and Information

It is the policy of the Board of Management of Holy Trinity National School:

- to consult with staff in preparation and completion of the Health and Safety Statement and of hazard control forms
- to have all employees aware of the Safety Statement
- that Health, Safety and Welfare will form an integral part of any future staff training and development plans.

Hazards

Every year the Board of Management will walk the school building and yard in to assess hazards and maintenance. Some hazards can be rectified but others remain constant.

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 Holy Trinity National School 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.
- (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 on the right hand corner of the wall facing the school.
- (ix) Those leaving buildings/classrooms should inform the class teacher and principal.
- (x) Exit signs are clearly marked.
- (xi) The principal is responsible for fire drills and evacuation procedures.
- (xii) The school and equipment have been checked by a Fire Officer and all recommendations made by him/her have been implemented.

2. Other Hazards

It is the policy of the Board of Management of Holy Trinity National School that:

- School buildings, electrical fittings, wires, roof, yard surface and windows will all be kept in good condition.
- P.E. equipment will be stored and maintained correctly
- Interior and exterior lighting will be well maintained
- Condensation, slippery floors, and protruding units will be addressed
- Toilets, water, towels, sanitary disposal units and hand dryers will be provided for children and staff.
- The staff room will be kept in good condition

- Steps will be taken so that ice/snow in the playground and flooding in school will be dealt with immediately. A bag of salt is stored under back stairs.

Constant Hazards

1. Machinery, Kitchen Equipment and Electrical appliances

It is the policy of the Board of Management of Holy Trinity National School 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.

Chemicals

It is the policy of the Board of Management of Holy Trinity National School that 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 in staff room, and protection provided to be used when handling them.

3. Drugs Medications

See attached Administration of Medicine Policy.

4. Highly Polished Floors

It is the policy of the Board of Management of Holy Trinity National School that:- Floors will not be polished or made slippery. The washing of floors is conducted after school hours to ensure, as far as is reasonably practicable, elimination of the danger of slipping. If the hall is slippery attention will be drawn to this fact by use of signage. The stairway is steep and attention is drawn to the fact that these steps may be slippery in cold and wet weather.

5. Code of Discipline and Behaviour

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

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

7. First Aid

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

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:

- Cold pack kept in fridge
- Elastoplast plasters
- Tape and dry dressings
- Disposable gloves
- Scissors

Where a minor injury occurs, first aid is applied. First Aid boxes are kept in each classroom and the staffroom. All accidents must be recorded in the Accident Book, which is kept in the Middle Room classroom.

When a more serious injury occurs, the child's parents are notified. If they are not available a teacher will bring the child to the nearest doctor. If a child becomes ill during the day, parents are contacted and asked to bring the child home. If parents are not available, the emergency carer is contacted. If no one is available the child remains in school until home time.

Disposable gloves 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.

HSE officials, doctors and nurses are given a space in the hall when administering MMR, BCG and general medical examinations. Parental/Guardian consent is always obtained prior to administration/examination.

When the Patron is making nominations to the Board of Management and when parents are electing parents' representatives to the Board of Management they are requested to bear the Health and Safety Act in mind and, where possible, to ensure that the Board of Management should contain at least one member with skills in this area.

Persons coming onto the school premises must identify themselves clearly to the principal or vice-principal before gaining admittance to the school premises. Any contractor should make direct contact with the Principal or Deputy Principal.

It is the policy of the Board of Management of Holy Trinity National School to minimise sound pollution – room to room, yard to room etc.

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 provided in staff room. All the above substances must be clearly and accurately labelled at all times.

When a child with special needs is enrolled in the school, suitable support services must be provided, arrangements made and training provided for care of the child.

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

The advice of the I.N.T.O is followed in regard to the administration of medicine. Consideration of the administration of any medicines would be given if a parent is unavailable to come to the school to administer the medicine at the prescribed time.

Fire Safety

All teachers are responsible for making the children in their class aware of evacuation procedures in the event of a fire. The school fire officer is the principal.. At least one fire drill will take place each year.

Evacuation procedures are as follows.

1. On hearing the alarm, each teacher collects the class list from poly pocket folder beside the classroom door and takes their class to the designated exit and assembly point outside. A map of the exits and assembly points is on display in each classroom. Toilets must be checked before leaving the room and the door closed.
2. Children in the SET classroom exit with the SET teacher and join their class for roll call.

Reviewed 2002

Reviewed 2005

Reviewed 2008

Reviewed 2010

Reviewed 2013

Reviewed 2023

_____ Date
next review 2026

Date:

Hazard/ Maintenance	Remedy	Responsibility

--	--	--

Date: _____