

Our Lady Queen of the Apostles NS

Health and Safety Policy



Reviewed May 2021

Health and Safety Policy

Introduction:

This policy statement for Our Lady Queen of the Apostles NS has been reviewed by the Board of Management in accordance with the Safety, Health and Welfare at Work Act 2005 and with the Health and Safety Authority (HSA) – Safety and Health in Education Guidelines.

The Board of Management of Our Lady Queen of the Apostles NS brings to the attention of its staff the following arrangements for safeguarding the safety, health, and welfare of those employed and working in the school.

This policy requires the co-operation of all employees. It shall be reviewed annually in the light of experience, changes in legal requirements and operational changes. A safety audit shall be carried out annually by the Board of Management safety officer and Staff safety officer and a report made to the staff. All records of accidents and ill-health will be monitored in order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill-health. This record will be monitored by David Toomey, staff safety officer.

The Board of Management wishes to ensure that, as far as is reasonably practical:

- The design, provision and maintenance of all places in the school shall be safe and without risk to health.
- There shall be safe access to and from places of work.
- Plant and machinery may be operated safely in so far as is possible.
- Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
- Staff shall be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of its employees.
- Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of its employees.
- Plans for emergencies shall be complied with and revised as necessary.
- The Board of Management will continually revise this statement as necessity arises.
- Employees shall be consulted on matters of health and safety.

Signed on behalf of the Board of Management:

Chairperson: Damian Farnior

Date: 27/05/2021

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Relationship to Ethos

This policy is intended to lead to the creation of a safe and healthy environment for all members of the school community in line with our caring Catholic and ethos and our commitment to life-long learning.

Rationale

The Board of Management of Our Lady Queen of the Apostles recognises that its statutory obligations under legislation extend to employees, students, to any person legitimately conducting school business and to the public.

The Board of Management believes that each employee accepts his or her legal and moral responsibilities for improving and maintaining safety, health and welfare in the workplace and for behaviour which does not jeopardise the individual's personal safety, health and welfare at work or that of others.

Responsibilities of the employer – Board of Management

Overall responsibility for safety and health matters rests with the Board of Management and the Board has nominated one of its members (Colm Kelly) as safety officer. This officer shall monitor safety generally and operation of safety procedures within the school. In addition, the Board will comply with its legal obligations as employer under the 2005 Act and will:

- Ensure that the Safety Statement is brought to the attention of all employees, pupils and visitors to the school.
- Ensure that the Safety Statement is revised annually.
- To organise and document the Safety Audit each year with the Staff Safety Officer.
- Ensure appropriate supervision is in place to monitor and control school activities.
- Establish an emergency evacuation procedure and ensure evacuation drills are practiced each term.
- Ensure that all escape routes are properly marked, access to emergency exits is not obstructed and assembly points are clearly marked.
- Provide necessary safety training for employees as required.
- Monitor recording of reported accidents on school grounds or relating to school activities in the Incident Book (located in Principal's office) and undertake remedial action where necessary.

Responsibilities of the Principal

In consultation with the safety officer, the principal has responsibility for co-ordination of all safety and health matters including:

- Complying with the requirements of the 2005 Act.
- Managing safety, health and welfare in the school on a day-to-day basis.
- Communicating regularly with all members of the school community on safety health and welfare matters. Bring any changes to the attention of staff.
- Ensuring accidents and incidents are investigated and all relevant statutory reports completed.
- Coordinating fire drills, training, etc. with the Staff Safety Officer.
- Ensuring that fire-fighting equipment is tested annually.
- Carrying out safety audits with the BOM safety officer and Staff safety officer.
- Ensuring that all contractors receive a copy of the school's Health and Safety Statement before commencing work and adhere to its provisions.

Responsibilities of Employees (teachers, SNAs and ancillary staff):

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 of omission while at work.
- Co-operate with the Principal and the Board of Management in line with the school's Health and Safety Policy.
- 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.
- Inform students of the safety procedures associated with individual subjects, rooms, yard, hall or tasks.
- To attend Health and Safety training when required and correctly use any equipment at work.
- Not to be under the influence of drugs or alcohol to the extent that it affects their own safety or the safety of others.
- To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or items provided (whether for his/her lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at work.

- To report to the Staff Safety Officer, 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.
- No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or other means or thing 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.
- Employees using available facilities and equipment provided should ensure that work practices are performed in the safest manner possible.

It is the policy of the Board of Management to consult with staff in preparation of safety instructions, to give a copy of the safety statement to all present and future staff, and to convey any additional information or instructions regarding health, safety and welfare at work to all staff as it becomes available. Health, safety and welfare at work will be considered in any future staff training and development plans.

Responsibilities of Staff Safety Officer

- Co-ordinating fire drills and updating evacuation plan as necessary, in consultation with the BOM and principal.
- Bringing to the attention of the Principal any items of health and safety that need attention.
- Ensuring an adequate supply of first aid kits for use within school or on trips.
- Ensure that the defibrillators in the school are working properly and that batteries/pads are replaced on time.
- Consult the First Aid Officers at the start of each year regarding up to date Anapens or other medication listed on the school forms.
- As far as reasonably practicable, taking account of any representations made on the subject of safety by the employees.
- Affording all possible co-operation to inspectors and officials of the relevant bodies concerned with safety and health standards.

Safety/Protective Measures

- Access to and operation of plant/equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties. Copies of this Safety Statement will be sent to all contractors prior to contract by the Principal/Board of Management. Any other contractors entering the school must be shown a copy of the school's Safety Statement and shall adhere to its provisions.
- In addition, all such plant and machinery is to be used in strict accordance with the manufacturer's instructions and recommendations.
- Where applicable Board of Management will ensure that members of the staff will have been instructed in the correct use of plant, machinery and equipment.
- Staff having curricular responsibilities to monitor safety procedures in these areas.

Workplace Hazards and Risks

The following pages show a list of workplace hazards and risks showing appropriate:

- Risk assessment
- Actions and controls to eliminate or reduce the risk or provide protection from the risk
- Assigned responsibility for implementing the actions and controls
- Review comments

SAFETY HAZARDS	RISK ASSESSMENT			CONTROL MEASURES	REVIEW
	LOW	MED	HIGH		
Trailing leads	X			Ensure all machinery and electrical equipment is fitted with adequate safeguards. Appliances to be checked annually by Principal/Staff Safety Officer or caretaker. User check that: <ul style="list-style-type: none"> ➤ All normal appliance safety guards working ➤ Power supply cables/ leads intact and free of cuts or abrasions. ➤ Unplug leads when not in use ➤ Report any faulty piece of equipment to the Principal. ➤ Electrical safety test to be carried out annually. 	Monitor
Computers	X				Working well
Projectors and other electrical equipment in classrooms	X				Working well.
Electric Kettles, Burko Boiler		X		Children may not enter the kitchen area or carry electric kettle. Hot drinks must be carried by staff in container which has a lid	Working well.

<p>Staff room – broken furniture, obstruction of exit route, broken sockets/light fittings, mould growth, unwashed items, fire.</p>	<p>X</p>			<p>Furniture and electrical equipment checked regularly by users and hazard reported to Principal/Staff Safety Officer – repaired as soon as possible by caretaker or external expert.</p> <p>Personal items kept away from exit route.</p> <p>Fridges cleared each term. Dishwasher filled each day.</p> <p>Fire blanket available.</p>	<p>Working well.</p>
<p>Classroom – broken furniture, protruding nails, broken light fittings/sockets</p>	<p>X</p>			<p>Furniture and fittings checked regularly by class teacher and hazard reported to Principal/Staff Safety Officer – repaired as soon as possible by caretaker or external professional.</p>	<p>Working well</p>
<p>Toilets – loose fittings, broken seats, mould growth</p>	<p>X</p>			<p>Cleaners check toilets daily – report any hazards to Principal/Staff Safety Officer. Repair/replace as soon as possible.</p>	<p>Working well.</p>
<p>Ladders</p>		<p>X</p>		<p>Ladders must be used with another person's assistance. High cleaning to be carried out from the ground level where possible.</p> <p>Ladders stored in area inaccessible to students.</p>	<p>Monitor.</p>

Legionnaire's disease	X			School to follow Department control recommendations (Principal/BOM Safety Officer)	Monitor
Manual handling – heavy/awkward objects, incorrect lifting method	Variable			Reduce amount of manual handling to a minimum. Caretaker to be trained in safe manual handling techniques. Staff to seek assistance where required.	To be done 2021/22 Working well.

SAFETY HAZARDS	RISK ASSESSMENT			CONTROL MEASURES	REVIEW
	LOW	MED	HIGH		
Yard furniture – seats.		X		Broken seats in the yard to be reported to Principal who monitors the caretaker's work.	Monitor regularly.
Uneven/broken/cracked paving slabs.		X		Caretaker to check and repair/replace.	Working well.
Roofs, guttering, drain pipes.	X			Check that, as far as can be seen, these are sound and well maintained. (BoM Officer and caretaker)	Monitor
Outside lighting	X			Caretaker to check that outside lighting works and is sufficient.	Monitor

Builder's materials, caretaker's maintenance equipment, external stores.			X	Check that all of these are stored securely. (Caretaker).	Working well.
Cleaning equipment (cleaners)	X			Hazardous chemicals are stored securely - not accessible to students. (Cleaners and Caretaker)	Working well
Biological fluids		X		Gloves are worn during clean up by any staff member	Working well.
Icy surfaces on a cold day		X		Salt to be spread by caretaker to affected areas.	Working well.
Wet floors around sinks in each room.		X		Non-slip floor surfaces in these areas to be monitored annually (class teacher) and repaired, if deemed necessary (caretaker)	Working well.

SAFETY HAZARDS	RISK ASSESSMENT			CONTROL MEASURES	REVIEW
	LOW	MED	HIGH		
Broken glass		X		Remove broken glass immediately on discovery. (Staff member)	Working well.
School refuse	X			Check that refuse is removed from building each day and is carefully stored outside. (Caretaker and Cleaners)	Working well.

Chemicals, photocopier toner, detergents etc.		X		All to be stored in a locked area (School secretary and cleaners)	Working well.
External paths, parking areas and playgrounds		X		Caretaker to sweep as required. Parents reminded regularly of safety procedures when driving/parking near the school.	Working well
Boiler – flammable gas, storage, access	X			(Caretaker) Boiler serviced annually. Gas detectors in place Combustible materials not stored in boiler room. Extinguisher is serviced annually. (Principal) Boiler room is locked. (Caretaker)	Monitor
Protruding units and fittings			X	Annual routine for inspecting furniture, floors, apparatus, equipment and fittings. (Principal/Staff Safety Officer/Caretaker)	Annually Monitor during the year.
Building entrances/exits		X		Maintain mats in good condition (caretaker). Site door catches and door stops safely. (Caretaker)	If problem exists repair or replace mats. Working well.

Sports Hall		X		<p>Ensure suitable footwear is worn. (class teacher)</p> <p>Keep floors clean (cleaners)</p> <p>Fire extinguisher is available.</p> <p>PE equipment and storage area checked by post holder/Principal. Defective equipment removed.</p>	Working well.
Use of facilities by external clubs	X			<p>Contact name of group, nature of activities, number of participants (Principal)</p> <p>Safety Information given to group. (Principal)</p>	Working well.
Radon gas	X			<p>Radon measurements carried out.</p>	No further action required.
Fire – whole school events/after school events	X			<p>Principal/Staff Safety Officer/Caretaker check that all fire- fighting equipment is operational, that emergency exits are known to attendees and that exit routes are free from obstruction.</p>	Working well.

SAFETY HAZARDS	RISK ASSESSMENT			CONTROL MEASURES	REVIEW
	LOW	MED	HIGH		
Tree roots through paving stones in Senior Infant yard			X	Fencing installed around affected areas.	Working well. Monitor regularly. (caretaker)
Torn and curly carpet.			X	Class teacher to report to Principal. Caretaker to fix carpet.	If problem persists, replace carpet.
Spillages – slips and trips.		X		Area to be sealed off and wet cone to be put in place until spillage is cleaned up. (Cleaners/staff members) Mats at entrances during wet weather. (Caretaker) Faults in flooring to be reported to Principal/Staff Safety Officer.	Working well
Children being collected early from school.	X			See Pupil Supervision	
Hot water/drinks on corridor	X			Written memo prohibiting carrying of drinks by pupils on corridor.	No problems to date.
Internal stairs, fire escape stairs and corridors			X	Measures for traffic streaming up and down stairs/fire escapes and on corridors. Ensure staggered release of students at break and	Working well. Class teacher leads class out. Children to walk on left of corridor and stairs/fire escape.

Unauthorised access during the school day.			X	Security doors to be kept closed. Main door accessed by buzzer system – operated by staff only.	Monitor regularly.
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SAFETY HAZARDS	RISK ASSESSMENT			CONTROL MEASURES	REVIEW
	LOW	MED	HIGH		
Playgrounds		X		Ensure supervision rota in place. See Pupil Supervision	Rota in place.
School trips/matches	Variable			Correct pupil-teacher ratio to be followed at all times. Seat belts to be worn on buses provided with seat belts. First aid bag with class teacher. Pupils to be made aware of action if separated from group. (Teachers)	Working well.
Unauthorised access after a school day when a school is at risk.			X	CCTV cameras, adequate fencing, alarm. Security shutters installed in vulnerable classrooms.	Monitor

Assaults on members of staff by pupils	X			Refer to the Code of Discipline and powers of suspension and expulsion.	The isolated incidents involved have been dealt with using the Code of Discipline and Behaviour policy.
Assaults on pupils by other pupils.	X			Refer to the Code of Discipline and powers of suspension and expulsion.	
Bullying of pupils	X			Refer to Anti-Bullying Policy	Isolated incidents dealt with using our Anti-Bullying Policy
Workplace bullying/stress	X			Refer to Dignity in the Workplace Policy	Review 2021/22

Safety Audit

A safety audit shall be carried out annually by the Board of Management safety officer, Staff safety officer and Principal and a report made to the Board and staff. The Health and Safety Statement will be reviewed and amendments made if necessary. The Principal will revise the Statement in consultation with the Staff Safety Officer and will implement changes agreed by the Board.

FIRE

- A fire drill/evacuation procedure for the school has been produced and is practised with classes regularly.
- The **BoM** will ensure that an adequate supply of fire extinguishers is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher will have instructions for its use.
- The **principal** will ensure that fire drills shall take place once a term.
- Fire alarms shall be clearly marked (**principal**)
- Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes (**Staff Safety Officer**).
- All doors, corridors and entries shall be kept clear of obstructions and shall be able to be opened at all times from within the building. **Each teacher who has an exit in his/her classroom** must ensure it is kept clear. **Principal** will see that the main door and the hall exit are kept clear of obstruction.
- Assembly areas are designated outside each building and the location specified.
- Exit signs shall be clearly marked.
- A roll call will be taken once classes reach their designated area outside the building.
- All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty - **teachers** responsible for their own classrooms

Secretary/principal as appropriate, responsible for the office

c/f Fire Drill Policy

FIRST AID

- **Ms. Lanigan, Mr. Murray, Ms de Oliveira and Pamela Owens** have been trained as Occupational first aiders with The Order of Malta. For serious incidents the Principal or Staff Safety Officer may be consulted to decide if parent/guardian (and ambulance if necessary) should be contacted.
- A number of staff has been trained in the use of the Automated External Defibrillator (AED). The AED equipment is (1) stored in a secure box, situated outside the principal's office and (2) stored on the top corridor outside Room 21. The batteries of the AEDs are checked regularly and replaced if necessary. Pads will also be checked to ensure they are in date.
- One SNA in each yard will carry a first aid bag to attend to minor injuries.

First Aid/ bum bags – regular inventory test (**Staff Safety Officer**)

- During class times, if a teacher is concerned about a child, contact a parent/guardian.
- If there is a sudden accident requiring immediate attention, send for the nearest staff member trained in Occupational First Aid. For serious incidents parents/guardians will be contacted and an ambulance where necessary.
- David Toomey will see that there will be maintained in the school a properly equipped First Aid Box available to staff at all times. A further First Aid Box/Bag will be provided for trips and matches. Other bum bags will be kept in SNA room for use on corridors.
- Notices are posted in the secretary's office detailing:
 - Arrangements for giving First Aid
 - Location of first aid
 - Procedure for calling ambulances etc...
- An incident book is kept in the Principal's office to record all serious injuries. The teachers on yard duty are responsible for ensuring that the details of the injuries are entered in that book. A first aid officer, the Staff Safety Officer or the principal will complete the report. Class teachers are informed of any incidents involving pupils in their class.
- All incidents, no matter how trivial, and whether to employees, students or members of the public, must be reported immediately to person with assigned responsibility for a particular hazard (outlined in list of workplace hazards and risks). If an incident is not mentioned in the school's list of hazards and risks, it should be reported immediately to the **Staff Safety Officer**. The Safety Officer will complete recording of such incidents.

First Aid Box Contents

The first aid box will include the following:

Adhesive plasters

Sterile Eye Pads

Triangular bandages

Safety Pins

Sterile eye wash

Hand sanitiser

Various sized sterile wound dressings

Disinfectant wipes

Paramedic shears

Disposable sterile gloves

Crepe bandage

Drugs and Medication

- Parents are requested not to send medication with their children to school.

Exceptions: **Inhalers**, to be used in the relief of asthma attacks – child will be responsible for using the inhaler.

Anapens: to be stored in a secure cabinet in **the Staff Room** for treatment of anaphylactic shock.

If a child has a condition that requires any special care (medication or otherwise), it is essential that the parent/guardian ask for the necessary school form. This must be completed and returned to the school with the necessary medication e.g., inhalers and anapens, if required. It is the responsibility of the parent/guardian to renew the instructions at the beginning of each school year.

- A reminder will be issued to parents in the first term.

Illness

At the beginning of the school year, parents will be asked to provide contact phone numbers on a blank template provided by the school for such information. In the case of illness, parents/guardians will be contacted and children will be collected from their classroom or secretary's office. (c/f pupil supervision)

It is the school policy to notify all infectious diseases to relevant parents and staff.

In the case of an outbreak of head lice, notices will be circulated to parents in that particular class.

Pupil Supervision

- Children will be allowed to their classrooms from 8.45 a.m.
- At break times four teachers and SNAs will be on yard duty.
- On wet days the children will remain in their rooms and extra staff members will be on duty.
- Children being collected early, due to illness etc. by parent(s)/guardian(s) must be signed out in book, located in the secretary's office.

Concluding Comment

This Health & Safety Policy Statement has been prepared based on conditions existing in the premises of the school at the time of writing. It may be altered, revised or updated at a future date so as to comply with any changes in conditions. (Revised May 2021)

The Covid Risk Assessment for Our Lady Queen of the Apostles NS was updated and ratified by the BOM in February 2021 and was published on the school website (www.clonburrissns.ie).

Next review date: May/June 2022

Signed on behalf of the Board of Management:

Chairperson:	<u>Damian Farnon</u>	Date: <u>27/05/2021</u>
Principal:	<u>Fiona Morley</u>	Date: <u>27/05/2021</u>
Safety Officer (BoM)	<u>Colm Kelly</u>	Date: <u>27/05/2021</u>
Safety Officer (Staff)	<u>David Dooney</u>	Date: <u>27/05/2021</u>

Appendix 1

Emergency Phone Numbers

Emergency Services	999 or 112
Clondalkin Garda Station	01 6667600
Tallaght Hospital	01 4142000
St. James' Hospital	01 4103000
Our Lady's Hospital, Crumlin	01 4096100
ESB	1850 372 999
Gas (Leaks etc)	1850 205 050