

**Glasnevin Educate Together National School,  
Griffith Avenue, Glasnevin, Dublin 11**



# **Health and Safety Policy**

First written: October 2009  
Reviewed December 2010  
Reviewed May 2015  
Reviewed Feb 2019

## **Safety Statement**

The Board of Management (GETNS) is committed to ensuring the health and safety and welfare of the employees, pupils and all others involved in the running of the school.

The Board recognises the importance of the legislation enacted in the Safety, Health and Welfare at Work Act, 2005.

The policy requires the co-operation of all the employees of the school.

It is our intention to undertake regular reviews of the statement in the light of experience, changes in legal requirements and the changing nature of the school.

The Board of Management will undertake to carry out a safety audit annually and report findings to staff and Board of Management. This inspection/safety audit will be carried out more frequently if requested by either staff or the Board of Management.

All records of 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.

**Signed:**

\_\_\_\_\_  
**Chairperson, Board of Management**

# **POLICY STATEMENT ON SAFETY, HEALTH AND WELFARE AT WORK OF THE BOARD OF MANAGEMENT OF GLASNEVIN EDUCATE TOGETHER NATIONAL SCHOOL**

## **SCHOOL DETAILS**

Board of Management (BoM):

Chairperson:	Vincent Conway
School Principal:	Róisín Conlon
Patron Representative:	Aaron Copeland
Staff Representative:	Danielle Daly
Parent/Guardians' Representatives:	Ciarán Rehill Aoife Connolly
Community Representatives:	Francesci Lorenza Mary Gavin

The Board of Management (BoM) will ensure that, in so far as is reasonably practicable, the highest standard of safety shall prevail and that at a minimum, the provisions of the Safety, Health and Welfare at work Act, 2005 are applied and adhered to.

The BoM 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 cooperation of all employees

**Specifically, the BoM wishes to ensure in so far as is reasonably practicable:**

- a) preventing improper conduct or behaviour (for example, violence, bullying or horseplay at school),
- b) the design, provision and maintenance of all places in the school shall be safe and without risk to health.
- c) there shall be safe access to and from place of work.
- d) ensuring safety and prevention of risk from the use of any substances or articles, from noise, vibration or ionising or other radiations or any other physical agent at the place of work,
- e) provision of systems of work that are planned, organized, performed and maintained so as to be safe and without risk to health.
- f) providing adequate welfare facilities,

- g) provision of adequate instruction, training and supervision and any other necessary information. The provision of instruction to staff on dealing with pupils challenging behaviour and arrangements will be made to ensure protection of staff from violent and disturbed children when necessary. (Refer to Positive Behaviour Policy),
- h) preparing risk assessments and safety statements to take account of the general principles of prevention in the Act when implementing necessary safety, health and welfare measures,
- i) provision and maintenance of suitable personal protective equipment where risks cannot be eliminated, or where such equipment is prescribed, the preparation and, where necessary, the revision of adequate plans and procedures to be followed and measures to be taken in the case of an emergency or the presence of serious or imminent danger,
- j) to report accidents and dangerous occurrences to the Authority as may be required in Regulations under the Act, and
- k) to obtain, where necessary, the services of a competent person to assist in ensuring the safety, health and welfare of his or her employees.

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

1.2 In the case of groups of particularly sensitive employees and employees covered by specific safety and health legislation, such as persons with disabilities, pregnant workers or young persons, additional care will be given to ensure they are protected against the specific dangers that affect them.

1.3 The Deputy Principal, Sorcha Brennan, is the Safety Officer, and \_\_\_\_\_ is current Safety Representative on Board of Management

They should be consulted if any of the employees have queries regarding any of the Safety Provisions mentioned in this statement.

## DUTIES OF EMPLOYEES

It is the duty of every employee while at work to:

- comply with safety and health legislation, both in the 2005 Act and elsewhere,
  - take reasonable care to protect his or her own safety, health and welfare and that of any other person who may be affected by his or her acts or omissions at work,
  - not be under the influence of alcohol or drugs or a combination of alcohol and drugs to the extent that he or she is likely to endanger his or her own safety, health or welfare at work or that of any other person,
  - co-operate with his or her employer or any other person, as necessary, to assist that person in complying with safety and health legislation as appropriate,
  - not engage in improper conduct or other behavior such as violence, bullying or horseplay, which could endanger another person at work or his or her safety, health and welfare,
  - where safety and health training related to a particular task is required by the employer or by safety and health legislation, attend and undergo, as appropriate, any reasonable assessment required by his or her employer or as may be prescribed in Regulations,
  - taking account of the training and instructions given by the employer, correctly use any article or substance and protective clothing and equipment provided for use at work or for his or her protection.
  - To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place of work, or system or 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 AND INFORMATION**

It is the policy of the Board of Management of *Glasnevin Educate Together N.S.*

- To consult with staff in the preparation and completion of the Health and Safety Statement.
- To issue a copy of the Safety Statement to all present and future staff, all members of the Board of Management (and any subsequent revised copies).
- 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.
- The Health, Safety and Welfare will form an integral part of any future staff training and development plans.

## **HAZARDS**

These are divided into two categories:

- Hazards that are reported and can be rectified will be dealt with as a matter of urgency.
- Hazards that cannot be rectified will be clearly indicated and appropriate procedures listed beside them.

## **SPECIFIC HAZARDS**

### **FIRE**

It is the policy of the Board of Management of *Glasnevin Educate Together N.S.* that:

- There is an adequate supply of fire extinguishers which deal with any type of fire.
- All fire equipment is identified and regularly checked.
- Fire drills take place at least once per 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 electrical equipment will be unplugged or turned off outside office hours and when offices are vacated for lengthy periods.
- An assembly area is designated in the yard.
- All bottled gas is stored outdoors, away from main building.
- There will be a named person responsible for fire drills and evacuation procedures - Sorcha Brennan.
- The school and equipment have been checked by a fire officer and all recommendations made by him/her have been implemented.

## **CONSTANT HAZARDS**

### **MACHINERY, KITCHEN EQUIPMENT AND ELECTRICAL APPLIANCES**

It is the policy of the Board of Management of *Glasnevin Educate Together N.S.* that machinery, kitchen equipment and electrical appliances are used only by competent persons. Such appliances and equipment will be subject to regular maintenance checks.

### **CHEMICALS**

It is the policy of the Board of Management of *Glasnevin Educate Together N.S.* that all chemicals, detergents etc. to 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. Chemicals should never be stored near a boiler. Chemicals should never be stored where children may have access to them.

### **DRUGS/MEDICATION**

It is the policy of the Board of Management of *Glasnevin Educate Together N.S.* that all medications, drugs etc. be kept in a cabinet/drawer, locked at all times to which the key is kept in a secure and safe place. (Refer to document Administration of Medicines Policy).

### **SMOKING**

It is the policy of the BoM that the school should be a non-smoking area to avoid hazard to staff and pupils of passive smoking.

### **FIRST AID**

It is the policy of the Board of Management of *Glasnevin Educate Together N.S.* that an employee or employees will be trained to apply first aid.

All required remedies and equipment are made available for First Aid. There will be a First Aid Box available at all times. The procedures to be followed

in administering First Aid are those recommended in the `First Aid Index Chart` issued by the Health Promotion Unit of the Department of Health and Children. When an accident occurs, a full account of what happened and symptoms of distress noticed should be entered in the Accident Book. Procedures followed should also be entered. It is best practice not to apply any lotions (wasp stings etc.) to children for fear of them being allergic to substances. Parent/Guardians will be informed of any rashes, stings, sunburn etc.

Location of First Aid boxes are in the Office and at the bottom of the front stairwell.

Staff members are trained in First Aid.

Contact details of local Ambulance/Doctors/Hospital/Garda will be easily access in both Admin Offices.

All incidents to employees, students, the public must be reported immediately and recorded in Accident Report Book by the Safety Officer/Principal.

#### BROKEN GLASS

The BoM shall minimise the danger arising from broken glass. Staff are asked to report broken glass to the principal so that it may be immediately removed.

#### VISUAL DISPLAY UNIT

Guidelines on the safe operation of VDUs will be carefully followed.

#### INFECTIOUS DISEASES

All infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all diseases so the BoM will endeavour to minimise risk by adherence to sound principles of cleanliness hygiene and disinfection and provide disposal gloves for use in first aid applications, cleaning tasks, etc.

#### TOILETS/WASHROOMS

Toilets and washrooms shall be provided with an adequate supply of water, soap, towels and a facility of safe disposal of waste.

## HIGHLY POLISHED OR WET FLOORS

It is the policy of the Board of Management of Glasnevin Educate Together N.S. that:

- Floors will not be polished to a dangerous level or made slippery.
- Washing floors is conducted after school hours to ensure, as far as is reasonably practicable, elimination of danger of slipping. To this end, warning signs regarding wet floors will be used.

## CODE OF POSITIVE BEHAVIOUR

The code of positive behaviour in the school provides for a level of behaviour to minimise personal risk or stress to any employee or student.

## 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 Managements attention. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees (Refer to Anti-Bullying Policy).

## WELFARE

To ensure the continued welfare of staff and children toilet and cloakroom areas are provided. A staff room separate from the working area is provided where tea breaks and lunch can be taken. Staff must cooperate in maintaining a high standard of hygiene in this area. A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal must be available. Adequate supply of hot and cold water, towels and soap and sanitary disposable facilities must be available.

Members of staff and students are reminded:

- a person who is under medical supervision or on prescribed medication and who has been certified fit for work should notify the school of any known side effects or temporary physical disabilities which could hinder their work performance or which may be a danger to themselves or fellow workers. The school will arrange appropriate support in the event of this happening.
- Staff and students are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary action.



## OTHER HAZARDS

It is the policy of the Board of Management of Glasnevin Educate Together N.S. that:

- The school is properly maintained.
- Dampness is minimized.
- Draughts are minimized.
- The roof is properly maintained.
- School furniture is safe.
- Carpets are fitted properly.
- School bags are stored in cloak room area, under tables or on backs of chairs.
- Coats are hung on coat hooks.
- All electrical fittings are properly fitted and safe.
- Adequate lighting exists in all internal areas and there are external lights over the exit.
- Proper ventilation exists.
- Doors leading to toilet areas and all exit doors are properly sprung and are not allowed to swing freely. External classroom doors will not be used on windy days.
- The floors in hallways, passageways and toilets are kept dry.
- Mats are not positioned in a hazardous way.
- Rubbish is not allowed to accumulate.
- All individual classrooms are safe and healthy places.
- The children are not allowed in the yard when it is flooded or when there is ice on the ground or when the surface is slippery as a result of frost.
- Children must wear shoes at all times.
- Toilet paper, soap and clean towels are provided in each toilet.

## OTHER ITEMS FOR INCLUSION

### **Accident/Incident Reporting**

All potential serious accidents, whether involving employees, pupils or members of the public, must be reported immediately to the Principal. An accident report book will be retained for the recording of all such accidents.  
**(Refer to the Critical Incident Policy for detailed instruction June 2009)**

## **Should accidents to children in school be reported to the Health and Safety Authority?**

The following types of accidents to school pupils must be reported to the Health and Safety Authority, by the school either online at [www.hsa.ie](http://www.hsa.ie) or on the Incident Report Form (IR1):

A death, or an injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work, but is related to either a work activity or their place of work. This applies to pupils in certain circumstances.

If the pupil is injured as a result of a work-related activity and requires medical treatment by a registered medical practitioner, this is reportable to the Health and Safety Authority.

Example 1: if a pupil is injured when using a mallet and chisel during wood working class, and requires treatment by a registered medical practitioner, this is reportable. However, if a pupil trips in the school yard this is not reportable.

Example 2: if a student trips during PE class and requires treatment by a registered medical practitioner, this is reportable. Where students are taken on school trips, they are considered to be a normal part of the work activities. Therefore, if a pupil is injured during the school trip and requires medical treatment this too is reportable.

The school must keep records of all accidents which occur for a period of 10 years

### **SCHOOL TRIPS/TOURS**

The School has a School Tours Policy based on the risk assessment which gives details of the practices and procedures in the planning and execution of school trips. (Refer to School Trips/Tours Policy).

### **ACCESS TO SCHOOL**

Anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary before gaining admittance to the school. Any contractor must make direct contact with the Principal

before initiating any work on the premises and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions. While work is in progress any noise shall be avoided wherever possible during school hours. The contractor and the work men shall not create any hazard permanent or temporary without informing the Principal and shall mark such hazard with warning signs.

## VISITORS

All persons coming into school premises must identify themselves clearly to the Secretary/Principal. All Parent/Guardians who wish to remove their child/children from the school for dental appointments etc. must sign a release book in the Principal's/Secretary's office. This is in line with Child Protection Guidelines from DES.

All Parent/Guardians/carers in the interest of safety must obey all signs upon entering the school grounds. Cars are advised to drive slowly on entering school grounds and when collecting children. Those parking outside the school grounds are advised to accompany children to and from school premises.

## CONCLUDING COMMENT

This safety statement has been prepared based on conditions existing on the premises of the school at the time of writing. The safety statement will be reviewed and amended if it is no longer valid or if there is reason to believe it is no longer valid, or if there has been significant change in the matters to which it relates.

Revised 14<sup>th</sup> October 2009

Reviewed December 2010

Reviewed May 2015

Reviewed February 2019

RATIFIED BY THE BOARD OF MANAGEMENT ON : \_\_\_\_\_

SIGNED: \_\_\_\_\_

## **Chairperson, Board of Management**