

Glasnevin Educate Together National School
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Health & Safety Policy

Glasnevin Educate Together N.S 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
February 2022

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:	Catherine Clune Mulvaney
School Principal:	Róisín Conlon
Patron Representative:	
Staff Representative:	Colm Campbell
Parents' Representatives:	Ciarán Rehill Aisling Murnane
Community Representatives:	Áine Clancy Martin Deegan

The Board of Management 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.

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

- preventing improper conduct or behaviour (for example, violence, bullying or horseplay at school),
- the design, provision and maintenance of (i) safe workplaces (ii) safe means of access to and egress from the workplace,
- 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,
- provision of systems of work that are planned, organized, performed and maintained so as to be safe and without risk to health.
- providing adequate welfare facilities,
- 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 children displaying violent behaviours when necessary. (Refer to Positive Behaviour Policy),

- 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,
- 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,
 - to report accidents and dangerous occurrences to the Authority as may be required in Regulations under the Act, and
 - to obtain, where necessary, the services of a competent person to assist in ensuring the safety, health and welfare of his or her employees.

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

- 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.

- The Deputy Principal, Sorcha Brennan, is the Safety Officer, and Ciarán Rehill 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.

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.

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 E.T.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 E.T.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 E.T.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 E.T.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 E.T.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).

FIRST AID:

It is the policy of the Board of Management of Glasnevin E.T.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. 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. Parents will be informed of any rashes, stings, sunburn etc.

HEAD BUMPS

When a child bumps their head in school or on the yard a message will be sent via Aladdin to their parent/guardian to alert them. Where a more serious head injury has occurred, or a teacher is concerned about other symptoms the child's parent/guardian will be phoned.

HIGHLY POLISHED OR WET FLOORS:

It is the policy of the Board of Management of Glasnevin E.T.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.

ROAD SAFETY

Staff, parents and visitors will be expected:

- to drive with due care and slow speed on school premises
- and when entering or exiting the school,
- to respect staff instructions, school traffic signage and road safety policy.

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 Management's 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 and Dignity at Work Policy).

OTHER HAZARDS:

It is the policy of the Board of Management of Glasnevin E.T.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 very 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. The staff member in charge at the time of the incident completes the Accident Report (Refer to the Critical Incident Policy for detailed instruction June 2020)

Should accidents to children in school be reported to the Health and Safety Authority? No

The following types of accidents to school *employees* must be reported to the Health and Safety Authority, by the school either online at www.hsa.ie or on the Incident Report Form (IR1) from the Workplace Contact Unit of the Authority:

- a. the death of any employed or self-employed person, which was caused by an accident during the course of their work.
- b. an injury sustained in the course of their employment, which prevents any employed or self-employed person from performing the normal duties of their work for more than three calendar days, not including

the date of the accident. Calendar days include Saturdays and Sundays (e.g. if an employee, who is injured on Wednesday, and does not normally work on Saturdays, Sundays and bank holidays, returns to work the following Monday, the accident is reportable).

- c. 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. A road traffic accident that meets the criteria (a) and (b) above, excluding an accident that occurs while a person is commuting either to or from work.
- d. a road traffic accident that meets the criterion (c) above as a result of construction work on or adjacent to a public road.

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

Dangerous occurrences must also be reported to the Health and Safety Authority as per requirements of the IR3 form. The IR3 form is available from the Health and Safety Authority at www.hsa.ie.

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).

COVID 19:

Health and Safety procedures to protect staff, pupils and the school community from COVID 19 infection are detailed in our School COVID Response Plan. The COVID 19 section of our school website is updated regularly in line with most current Government guidance and restrictions.

VISITORS:

All persons coming into school premises must identify themselves clearly to the Secretary/Principal. All parents 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.

Whole School Community Events:

Ahead of any Whole School Community Events e.g. Autumn Fair, committee members will:

- ✓ familiarize themselves with this policy;
- ✓ prepare a PTA Risk Register with defined mitigation plans including familiarisation and training for any potentially hazardous situations;
- ✓ Appoint a designated Safety Officer;
- ✓ Have above signed off by the BoM.

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 14th October 2009

Reviewed December 2010

Reviewed May 2015

Reviewed February 2019

Reviewed February 2022

RATIFIED BY THE BOARD OF MANAGEMENT

Date: _____

**Glasnevin Educate Together National School,
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Tel: 01-8844563**



Checklist for Review of Health and Safety

		Yes/No
Health and Safety Audit	Has the Health and Safety Audit been completed?	
	Has the Health and Safety Audit been reported to the Board?	
	Has the Health and Safety Audit been reported to the staff, where relevant (reminders re: Health and Safety procedures)?	
	Have hazards in Health and Safety Audit been addressed?	
Fire Safety:	Has Fire Safety Checklist been completed by the Board?	
First Aid:	Is staff training up to date?	
	Is first aid equipment adequately stocked?	
	Has defibrillator been serviced?	
Infection Prevention	Is the COVID Response Plan up to date?	
Allergies/Medication	Is there an accessible list of children with allergies/requiring medication available to staff?	
	Are indemnity forms up to date?	
Road Safety	Is the Traffic Management Plan up to date?	
	Has the Traffic Management Plan been communicated clearly to the school community?	
	Is signage related to traffic management and parking clearly visible?	
	Are protocols in place for dealing with unsafe driving/parking in school grounds and environs?	
Managing challenging behaviour	Is the Code of Behaviour up to date and made available to all staff and parents annually?	
	Is training in management of challenging behaviour up to date ?	