

STATEMENT ON GENERAL POLICY

This Safety Statement sets out the Safety Policy of the Board of Management of Scoil Mhuire and sets out the means to achieve that policy. The Board of Management's main objective is to endeavour to provide a safe and healthy work environment for all its employees and pupils and to meet its duties to members of the public with whom it comes in contact.

This policy requires the co-operation of all employees.

Gerard Carty

Chairperson B.O.M.

POLICY STATEMENT ON SAFETY, HEALTH AND WELFARE AT WORK OF THE BOARD OF MANAGEMENT OF SCOIL MHUIRE:

1.1 The members of the Board of Management of Scoil Mhuire are:

Chairperson:	Gerard Carthy
Secretary / Principal:	Noel McKeon
Treasurer:	Chris McKenna
Other Board Members:	Maria O Loughlin
	Fr. Mc Govern
	Damien Shannon
	Sinéad Lynch
	Angela Crossan

1.2 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

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

- (a) the design, provision and maintenance of all places in the school that is safe and without risk to health;
- (b) there shall be a safe means of access to and from the school;
- (c) plant and machinery will be operated safely in so far as possible;
- (d) the provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health;
- (e) the provision of instruction to staff on dealing with pupils of challenging behaviour.
- (f) the provision of such information, instruction, training and supervision as is necessary to ensure safety and health at work of its employees;
- (g) the provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at work of its employees;
- (h) the preparation and revision as necessary of adequate plans to be followed in emergencies, e.g. fire drill, injuries, etc.
- (i) the safety and prevention of risk to health at work in connection with use of any article or substance;

- (j) the provision and maintenance of facilities and arrangements for the welfare of employees at work;
- (k) obtaining where necessary, the services of a competent person for the purpose of ensuring the safety and health at work of its employees;
- (l) the continuing updating of the Safety Statement;
- (m) the provision of arrangements for consultation with employees on matters of Health and Safety;
- (n) the provision of arrangements for the selection from amongst its employees of a safety representative.

1.4 The board of Management recognises that its' statutory obligations under legislation extends to employees, students, any person legitimately conducting school business and to the public.

1.5 The Board of Management of Scoil Mhuire will ensure that the provisions of the Safety Health and Welfare at Work Act, 1989 and 2005 are adhered to.

1.6 A Safety Committee may be established to monitor the implementation of the Safety and Health Policies of Scoil Mhuire and the requirement under the Safety, Health and Welfare at Work Act, 1989. and 2005

DUTIES OF EMPLOYEES:

1. It is the duty of every employee while at work in Scoil Mhuire:
 - (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 the B.O.M. and any other person to such extent as will enable the B.O.M. 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 anything 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 plant, equipment, place of 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, 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 Scoil Mhuire:

- to consult with staff in the preparation and completion of the Health and Safety Statement and of Hazard control notices;
- to give a copy of the Safety Statement to all present and future staff;
- 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;
- that Health, Safety and Welfare will form an integral part of any future staff training and development plans.

SPECIFIC HAZARDS

- **Outside Doors:** there is a security system on all external doors. These are closed from 9.30 – 3.00 p.m. These can be opened from the inside in the normal way at all times. Visitors are buzzed in by the Principal / Secretary.

CLASSROOMS.

- Drinking water clearly marked.
- **School bags placed under tables.**
- Pupils file in and out of rooms in an ordered manner.
- Coats, shoes and slippers **hung up** in bags on hangers.
- Lunch boxes arranged on lunch table or stand.
- School furniture is stable and is placed in a suitable place in rooms.
- Charts and maps placed on high laths by caretaker.
- High windows opened and closed by caretaker
- Blinds used to prevent very bright sunlight from inhibiting view of pupils.
- Spills cleaned up immediately.
- Children use toilets when required.
- Dustbins emptied daily.
- Windows opened to allow adequate ventilation.
- Doors are unobstructed.
- Doors with glass windows are toughened with laminated glass.
- All doors are in a proper state of repair, e.g.
 - no loose or broken hinges
 - damaged or sticking catches
 - no broken wood panels or glass panels

- no loose or stiff handles
- Doors are not allowed to swing freely without restraint.
- Doors open easily.
- Windows do not jut out dangerously:
 - windows in the new classroom block **which open vertically are not opened during break times.**
 - windows are cleaned regularly and windows do not have broken fastenings.

CORRIDORS:

- Floor surfaces are even and not slippery.
- Corridors are adequately lit.
- Litter or rubbish not allowed to accumulate.
- Mats etc. are not positioned in such a way as to be tripping hazards.
- There are no areas of loose, flaking or damaged paint, plaster or plasterboard.
- Doors are unobstructed.
- Doors with glass windows have laminated glass.
- Fire doors provided and closed at all times.
- Doors do not have loose or broken hinges, damaged or sticking catches, broken wood panels or glass panels, loose or stiff handles.
- Doors not allowed to swing freely without restraint.
- Windows are not broken or cracked.
- Windows open easily without undue force being applied.
- Windows are cleaned regularly.
- Windows do not have broken fastenings.

PLAYGROUND:

- Barriers are erected at the top of the hill to prevent pupils from running down too quickly.
- The playground is divided into class play areas at break times to ensure safety of all.
- Ice on yard is dissolved with salt.
- Pupils kept in classroom when there is snow lying
- Gates closed during school hours.
- Grass is mowed during growing season.

CONSTANT HAZARDS:

MACHINERY, KITCHEN EQUIPMENT AND ELECTRICAL APPLIANCES

It is the policy of the Board of Management of Scoil Mhuire that machinery, kitchen equipment and electrical appliances are used only by competent persons. Such appliances and equipment will be subject to regular maintenance checks.

Maintenance checks include:

Electrical:

- all equipment is wired and earthed
- plugs are correctly wired;
- ratings used that are correct for the type of equipment being used;
- mains supply is capable of meeting the maximum demand;
- isolating switches are marked, well sighted, assessable and known to staff;

Lighting:

- all light fittings are working and kept in a clean condition;
- light switches are not broken and appear to be in a safe condition;
- the lighting is adequate;

Plugs/Sockets/Leads:

- plugs are in good condition with no cracks or pieces missing;
- sockets are in good condition with no cracks or pieces missing;
- sockets are situated in safe positions convenient for the equipment being used and not subject to damp;
- indicator lights on sockets function correctly;
- insulation on leads is not cracked or frayed;
- leads are without knots or joins and are reasonably free of "kinks";
- leads are the correct length for the equipment being used;
- there are no trailing leads;
- multi-point adaptors are not used;
- leads and flexible cable are securely fixed to both equipment and plug ends;

Equipment:

- fixed and portable electrical equipment is not damaged and, as far as we are aware, is operating correctly;
- copies of manufacturers' instructions/operating manuals are easily

- accessible;
- equipment is only being used for purposes for which it was intended;
- where appropriate, all electrical equipment is switched off and, unplugged when not in use;
- mains isolating switches are easily accessible and known to staff;
- on/off indicator lights function correctly;
- equipment incorporating heating has a thermal safety cut-out in addition to a thermostat;
- all items of electrical equipment are properly and regularly maintained and serviced.

Chemicals:

It is the policy of the Board of Management of Scoil Mhuire that all chemicals, photocopier toner, 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 to be used when handling them. (Secretary/Cleaner/Principal where appropriate).

Drugs and Medication:

It is the policy of the Board of Management of Scoil Mhuire that all drugs, medications, etc be kept in a secure cabinet, out of reach of children. It is the policy of Scoil Mhuire that staff do not give medication to pupils. If this is necessary, all information and instructions must be provided by the child's medical doctor. Written permission and indemnity documents should be provided by the parent/s.

Welfare:

It is the policy of the Board of Management of Scoil Mhuire to ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A Staff Room separate from the work area is provided where tea and lunch breaks may be taken. The caretaker maintains a high standard of hygiene in this area.

A high standard of hygiene is achieved at all times. Adequate facilities for waste disposal are available. An adequate supply of hot and cold water, paper towels, liquid soap and sanitary disposal facilities are available.

Members of staff and students are reminded:

- (a) 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 effect or temporary physical disabilities which could hinder their work performance and may be a danger to either themselves or their fellow workers. The school will arrange or assign appropriate tasks for the person to carry out in the interim.

- (b) 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.

Highly Polished Floors:

It is the policy of the Board of Management of Scoil Mhuire that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted as far as possible, after school hours to eliminate as far as possible, the danger of slipping. Where floors are wet, warning signs regarding wet floors shall be used. Attention is drawn to the possibility of outside surfaces being affected by frost in cold weather.

Broken Glass:

As part of our green school policy pupils are advised not to bring glass_bottles to school. The Board of Management shall minimise the danger arising from broken glass. Staff are asked to report broken glass to the caretaker or Principal so that it may be immediately removed. The caretaker checks the grounds on a daily basis.

Visual Display Units:

It is the policy of the Board of Management of Scoil Mhuire that the advice contained in the guidelines of the safe operation of visual display units, issued by the Health and Safety Authority be carefully followed. Any up-to-date information regarding hazards relating to the use of VDU's will be studied and recommendations and directives implemented.

Photocopiers

Photocopiers are stored where the machine is operated, where they are adequately ventilated. Toner and other substances for use with the photocopier are stored correctly.

Infectious Diseases:

It is the policy of the Board of Management of Scoil Mhuire that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all diseases. The board of management will endeavour to minimise the risk by adherence to sound principals of cleanliness, hygiene and disinfecting and have provided disposable gloves for use in all First Aid

applications, cleaning tasks etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap in dispensers, paper towels, and a facility for the safe disposal of waste. Hand gel will be available in each classroom / main entrance doors from Sept 2020.

Kitchen area:

The kitchen/ staffroom is kept clean. The kitchen floor is sound and non-slip. Ice packs are available in the staffroom fridge.

Boiler Room:

No combustible waste is stored in boiler room.
All safety devices in the boiler room are in proper working order. The boiler is regularly maintained by a competent person.
All cleaning materials are securely stored.

Hygiene:

Sufficient hand-drying facilities, toilet paper, soap and sanitary facilities are available. Each classroom is provided with a litter bin.

Outside Areas:

Yard surfaces are regularly maintained. Roofs, guttering and drainpipes are as far as can be seen sound and well maintained.

All play areas are clean, and free from glass. Outside play appliances are securely anchored. Holes for basketball stands are covered when stands are not in position. Sufficient outside lighting is provided. Sufficient parking facilities for cars and cycles are provided and are safe in regard to the presence of pedestrians. All building materials, caretakers equipment, etc. are kept in a secure place. The external finish on the school building is rough dash. Pupils are asked to refrain from rough play in close proximity to the school wall.

Health and safety and subjects

The teaching of some curricular subjects has particular Health and Safety issues. These implications are clearly outlined in all these subject policy statements, in particular, Maths, Science, Art and Craft, Music.

Access to School:

Persons coming onto the school premises are asked to identify themselves clearly to the school Principal before making contact with members of the teaching and ancillary staff.

It is the policy of the Board of Management of Scoil Mhuire to minimise sound pollution - room to room - yard to room, etc. When people are working on the premises with drill or other loud implements, they must wear protective ear muffs. Where such work is taking place which constitutes any threat to health and safety the school will be closed and the work will not take place during school hours.

All flammable, toxic and corrosive substances must be kept in the locked room provided. All the above substances must be clearly and accurately labelled at all times.

Special Needs:

If a child who needs to be lifted is enrolled in the school, suitable support services must be provided, arrangements made and training provided for the lifting of the child in order to minimise strain on staff. A behavioural management plan is in operation for pupils with hyperactivity. The Board of Management will apply to the Dept. of Education for resources, personnel and otherwise when a pupil with low incidence disabilities is enrolled in the school.

PROCEDURES FOR PUPILS ENTERING AND LEAVING SCHOOL

Children who walk use the gate near the old school. Children who come by bus use the first gate near the main front door entrance. Parents who leave their children to school by car are asked to park in the GAA car park and walk their child onto the school yard, and to collect them from the school yard each evening. A teacher supervises this collection point each evening. Pupils cross the road by means of the junior school warden crossing points. School buses park parallel to the school wall /footpath area and parents who drop and collect their children by car use the complex car park. Teachers and ancillary staff park their cars outside the school in car park and/or in GAA car park.

CONCLUDING COMMENT

This safety 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 the conditions.

Ratification

This policy has now been reviewed in **May 2020** and has been ratified by the Board of Management on _____

Signature: _____

Date: _____

Accident, Injury and First Aid Policy

Rationale

The formulation of this policy enables our school to effectively –

- Provide for the immediate needs and requirements of students who have sustained either a serious or a minor injury
- Ensure that adequate resources and arrangements are in place to deal with injuries/accidents as they arise
- Ensure lines of communication with parents/guardians are in place if required
- Activate a known plan of action with which all staff are familiar

Roles and Responsibilities

The overall responsibility for the day to day management of school supervision /routines rests with the Principal. The class teacher is responsible for classroom supervision and teachers on yard duty are directly responsible for the supervision of pupils at break time. The schools Health and Safety Officer is Mr. Noel McKeon / Emer Doris. The First Aid Officer is Mrs. Emer Doris. Fire Drill coordinator is Mrs. Emer Doris.

School Ethos

This policy re-enforces the elements of the school mission statement which advocates providing a safe and secure learning environment for each child and ensuring a duty of care at all times when the school is in operation.

Aims/Objectives

- To ensure the physical safety and well being of all staff and pupils
- To develop a framework of procedures whereby all injuries are dealt with in a competent and safe manner
- To provide training staff development and the effective use of outside expertise so that children have access to proper interventions
- To comply with all legislation relating to safety and welfare at work

Procedures

Safety of pupils and staff is a priority for the Board of Management, and robust measures have been put in place to ensure no children or staff are put at risk.

- A comprehensive school Safety Statement has been recently revised whereby all hazards were identified and corrective action taken (Safety Audit March 2015)
- The school is insured by Allianz Insurance and a 24-hour policy, is in place for all children. A Risk Assessment was of the school and school grounds was carried out in Jan 2020 by Alan Carroll from Allianz Insurance. Some risk improvement measures have been suggested (see attached)
- Each classroom teacher regularly instructs his/her class on issues relating to safety in the class/yard. The school's Code of Behaviour and Anti Bullying policies are strictly adhered to. Certain procedures are in place in the event of accidents.

- The ratio of supervision in the senior yard is 1:40/50 and 1:30 in the Junior yard.

Minor Accident/Injury

The injured party is initially looked after by the teacher on yard duty. No medicines are administered but cuts are cleaned with anti septic wipes and bandages/plasters applied if deemed appropriate. The use of plastic gloves is advised at all times. Parents are notified if deemed necessary. Accidents and injuries are recorded in the Accident Book.

More Serious Accidents/Injuries

If considered safe to do so, the injured party is taken inside. Parents/guardians are immediately informed, particularly if there is a suspicion of broken bones/head or eye injuries. The child is kept under intense observation until parents /guardians arrive, with the emphasis on making the child as comfortable and as settled as possible.

Very Serious Injuries

In the event of a very serious injury, parents/guardians are immediately contacted. If the considered opinion of the staff is that immediate professional help is required, an ambulance is called. On rare occasions the staff may agree that taking the child to Accident & Emergency in a private car is a more prudent option particularly in the case of rapid blood loss. Parents are kept informed of developing situations.

Categories of Injury / School Procedures

Minor Cuts and Bruises

Method:

In all cases of injury, it is understood that there is at least one teacher on yard duty.

- Clean around cuts using antiseptic wash, cleaning from the centre outwards
- Gloves are used at all times to reduce risk of spread of infection

- A check is carried out to locate small bodies which may be embedded in the wound
- Plaster, gauze or lint is placed on the wound if appropriate – i.e. child has no allergies to these.
- Teacher observation is maintained
- Parents may be contact to discuss the incident if in the opinion of the teacher they feel the need to do so.
- Children are advised to show/tell parents
- In sports, helmets and mouth guards must be worn where there is a risk of facial or head injuries.

Sprains/Bruises

Method:

- In the event of a sprain/bruise, the process of rest, ice, compress and elevate is implemented
- If in doubt, parent/s are contacted
- Teacher observation is maintained

Faints and Shocks

- Lie the casualty down
- Raise the legs above the level of the heart
- Loosen any tight clothing
- Ensure there is fresh air
- Keep crowds away
- Reassure casualty when they recover
- Contact parents
- The event is subsequently recorded in the Accident Book

Severe Bleeding

- Act instantly – Go, Go, Go!
- Set or lie the injured party down
- Press down on wound using gloves
- Lift (if possible) the injured part above the level of the heart
- Put a clean dressing over the wound and secure it firmly with a bandage
- If blood shows through the dressing, then place another one over the first and bandage firmly
- Treat for shock
- **GET HELP!**
- Contact parents
- If very serious contact casualty immediately
- Record in accident book

Burns/Scalds

- Immediately remove child from danger area
- Cool burnt area with cold running water
- Remove rings etc. and other tight fitting accessories
- Do not remove objects stuck to skin
- In the event of a minor burn use a special burn gauze/burneze

Pupils with serious / potentially serious medical conditions:

Emergency medical plan are in place for these children. They are reviewed annually or according to information provided by the parents.

Unconsciousness

- Ring for medical help
- Place child in recovery position
- Ring for parents
- Check for broken bones, neck or back injury
- If subject is not breathing, artificial respiration is applied
- Other children are kept away

Stings/Bites

- Waspeze is used in the event of a sting unless the parents have instructed the school not to use same or reported that the child is allergic to this product.

The First Aid Policy is based on collective teacher input. The teacher on yard duty is automatically assisted by others in the case of a serious injury.

Resources

First Aid Boxes are located in strategic areas of the school. All staff are aware of these locations. The contents of such boxes are replenished when deemed necessary by the First Aid Officer or some other designated staff member. There will be an adequate supply of properly equipped First Aid Boxes available at all times to staff which will contain:

- Plasters
- Tape
- Savlon Antiseptic Disinfectant
- Savlon Antiseptic Cream
- Cotton Bandage
- Burn Eze
- Antiseptic Wipes
- Ice Packs
- Scissors
- Disposable gloves which must be used at all times when administering First Aid

Record Keeping

All accidents / injuries are recorded on Accident/Incident report forms. These are given to the Principal for safekeeping in the Accident Report Book which is located in the Secretary's office. There is also an incident book where poor or unacceptable behaviour on the yard is recorded. Teachers are encouraged to keep a separate copy of accident report forms relating to serious injuries sustained by children in their class. The accident report form lists date and time of accident, witnesses, nature of injuries, a brief description of the circumstance of the accident, procedures followed by staff etc.

Very serious injuries will be notified to the Schools Insurers on the special Incident Report Form.

Relevant medical information on all pupils is obtained at time of enrolment on a special section of the school's enrolment form. This section asks parents to list allergies and other medical conditions their child may have.

ADMINISTRATION OF MEDICATION TO PUPILS:

It is the policy of the Board of Management of Scoil Mhuire that as a general rule, teachers should not be involved in the administration of medication to pupils. In exceptional circumstances, where a teacher agrees to become involved in the administration of medication, the Board of Management advises that:

- (a) the parent(s) of the pupil concerned should write to the Board of Management requesting the Board to authorise a teacher to administer the medication;
- (b) the request should also contain written instructions of the procedure to be followed in administering the medication;
- (c) the Board of Management, having considered the matter, may authorise a teacher to administer medication to a pupil. If the teacher is so authorised she/he should be properly instructed by the Board of Management.
- (d) a teacher should not administer medication without the specific authorisation of the Board.
- (e) in administering medication to pupils, teachers should exercise the standard of care of a reasonable and prudent parent;
- (f) the Board of Management should inform the school's insurers accordingly;
- (g) the Board of Management should seek an indemnity from the parent(s) in respect of any liability that may arise regarding the administration of medication.

The Board of Management of Scoil Mhuire will authorise another member of staff to administer the medication in the event that the regular teacher is absent from school. Arrangements will also be made by the Board of Management for the safe storage of medication.

Ratification

This policy has now been reviewed in May 2020 and has been ratified by the Board of Management on _____

Signature: _____

Date: _____

Covid 19

Due to Covid 19 please see Covid 19 Policy and Response Plan