

Scoil Mhuire



Health and Safety Policy

1.1 School Background Information

Scoil Mhuire in Clondalkin was officially opened in 1956 and provides a safe, friendly learning haven for girls and boys. Scoil Mhuire is a Catholic primary school. It is committed to the aims and principles of the revised (1999) primary school curriculum. It celebrates the uniqueness of each child as expressed in each child's personality, intelligence and potential for development. This school seeks to nurture the child in all dimensions of his/her life – spiritual, moral, cognitive, emotional intelligence, imaginative, aesthetic, social and physical.

This school seeks to cherish and challenge children in a safe, secure and attractive learning environment. The school aims to provide quality learning experiences that are engaging, enriching and enjoyable through a broad, balanced and relevant curriculum. It is the duty of the Board of Management in accordance with the Safety, Health and Welfare at Work Act 2005, to ensure, as far as is reasonably practicable, the Safety, Health and Welfare at work of all. The Board has a responsibility to protect staff, pupils, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, pupils, visitors or contractors while on the premises.

1.2 Objectives of Safety Statement

The objectives of this Safety Statement are as follows:

- 1) To demonstrate the school's commitment in writing to safeguarding the health & safety of all staff, pupils, sub-contractors and visitors and to also ensuring that all health & safety laws and standards are reviewed and maintained.
- 2) To provide a controlled document accessible to all Scoil Mhuire staff in order to record the evolution of the school's health & safety policy which becomes necessary due to the changing environment.
- 3) To provide evidence that all policies used to ensure health & safety objectives are implemented & documented in order to assist those who must execute them, while also providing a reference for those who need to assess and audit the levels of health & safety being achieved.
- 4) To help identify any training requirements that need to be fulfilled for suitably qualified personnel to carry out the policies contained within this manual.

1.3 First Aid

In the event of an accident, it may be necessary to administer emergency First Aid. Medical assistance should be sought as soon as possible when the injury is serious.

- 1) First Aid bags are available at the doorway out to the bottom yard and a basic First Aid Box is in every class.
- 2) Accidents of a serious nature should be referred to the Principal or Deputy Principal. For any head injury a phone call is made by the school secretary to notify parents.
- 3) In the case where an ambulance is required the school's Eircode is painted on the top and bottom yard. Two teachers are to stay with the injured child while a pupil goes to alert the

office. A third teacher stays by school gate waiting to direct the paramedics to the injured child.

- 4) All head injuries should be reported and an accident form, available from the Secretary's Office, filled out and given to the Principal to be signed and stored in the school office.
- 5) It is advisable in the case of a suspected broken bone not to move the patient
- 6) Inhalers/Ana pen should not be administered by teachers unless with parents' permission.
- 7) A defibrillator was donated to the school by the Ciaran Carr Foundation and is fitted outside the Hall door. It is signalled by a green light and checked on a regular basis. The teachers who have undergone training are Siobhan McKiernan, Niamh McMahon and Joanne Carr. · First Aid Course taken by all staff in September 2013 by Emergency Services Institute of Ireland, Ballymount, Dublin 12. Certificates issued to all who completed training.
- 8) Whole staff training in the area of CPR and defibrillator took place in September and October 2022.
- 9) Due to nut allergies, Scoil Mhuire has become a nut free zone. All nuts and nut products are now excluded from school. All teachers were trained in the use of EpiPen in October 2014.

The Board will see that there will be maintained in the school a properly equipped First Aid Box containing: -

- Sticking Plasters
- Cotton Wool/ tissues
- Antiseptic Wipes
- Antiseptic cream
- PPE such as gloves and disposable aprons are also available

1.4 Waste Removal

The Board of Management is fully committed to a clean and healthy environment. Therefore, adequate and sufficient containers are located throughout the school for the safe collection of rubbish and waste.

1.5 Hygiene

Hygiene is the concern of everybody in our school.

Good hygiene practice is essential for the health and welfare of all in the school. Any infringement of the Code of Conduct in this regard will be viewed with particular seriousness.

- Under the Tobacco Act 1988 and the Tobacco Regulations 1995 - Smoking is prohibited in any area of the school and parents must be informed of these regulations.
- Litter or rubbish must not be allowed to accumulate.
- Running drinking water is available in each classroom.
- Teachers are requested, in the interest of hygiene and good training habits, to see that pupils participate in chores and to leave their room neat and tidy daily

1.6 Safety

- 1) Assembly and Dismissal - Pupils must enter and leave the school in an orderly fashion.
- 2) Administration of medicines - see 'First Aid' above
- 3) Accidents and illnesses - see 'First Aid' above
- 4) Child Protection - see Policy on Child Protection
- 5) One to one teaching. The door remains open, table between teacher and pupil. All doors are fitted with a glass panel. Parents are notified if child is receiving one to one teaching/ small group work
- 6) Enrolment regarding medical conditions - see Policy on Enrolment
- 7) Fire Drill - See Safety Statement above and Code of Behaviour
- 8) Substance Abuse – see Code of Behaviour
- 9) Bullying - see Policy on Bullying
- 10) Serious Accident Procedures - see First Aid in this statement and Policy on behaviour.
- 11) Tours are organised by class teachers and are covered in the Code of Behaviour

- 12) School related subjects, i.e. P.E. and Visual Arts - Pupils must wear school tracksuit and runners for P.E. Regarding Visual Arts, care must be taken in the use of scissors, craft knives and other dangerous objects

1.8 Hazard Identification

The Board of Management is fully committed to providing a hazard free working environment. A full school and site inspection of hazards to pupils and teachers is conducted by the Safety Officer and the following checklist will be used to highlight hazards and to take, where necessary, effective remedial action.

Hazards are divided into two categories:

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

The following hazards (in so much as can be identified) are considered by the Board of Management to be a source of potential danger and are brought to the attention of all concerned: -

- 1) Wet corridors
- 2) Climbing frames
- 3) Trailing leads
- 4) Computers
- 5) Guillotine/Laminators
- 6) Projectors
- 7) Fuse Board
- 8) Electric kettles
- 9) Boiler house
- 10) Ladders
- 11) Protruding units and fittings
- 12) Flat roof of hall and flat roof of school
- 13) External store to be kept locked
- 14) Lawnmower
- 15) Icy surfaces on a cold day
- 16) Mats in hall
- 17) Windows opening out
- 18) Basketball hoops in hall

To minimise these dangers the following safety/protective measures must be adhered to: -

- 1) 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 schools Safety statement and shall adhere to its provisions
- 2) In addition, all such plant and machinery is to be used in strict accordance with the manufacturer's instructions and recommendations
- 3) Where applicable the Board of Management will ensure that members of the staff will have been instructed in the correct use of plant, machinery and equipment
- 4) All machinery and electrical equipment are fitted with adequate safeguards

Internal

- 1) Special care must be taken when using stairways or newly polished corridors.
- 2) Visually check sockets and leads for cracks or signs of fraying.
- 3) Electrical equipment checked annually by a qualified personnel.
- 4) Access to and operation of plant and equipment in the boiler house and fuse room is strictly restricted to qualified members of staff whose job function is that of running, maintaining, cleaning or monitoring particular items of plant in the course of their normal duty

External

- 1) Boiler house is kept locked. The Caretaker and Principal have a key to it.
- 2) Arrangements for parking, setting down and collecting of children is outside the school grounds and is not part of the Safety Officer's job. A letter is sent annually to parents/guardians reminding them re. parking setting down and collecting children

Health & Safety Policy of Scoil Mhuire

It is the intention of the board of management that all school work and associated activities at Scoil Mhuire will be conducted in accordance with the relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005 and that all reasonable practicable measures will be taken to avoid risk to its teachers, contractors, pupils, visitors or others who may be affected.

The principal has the responsibility for implementing this policy and ensuring that all Health & Safety considerations are always given priority in planning and day to day supervision of work.

All staff members and contractors are expected to co-operate with the school management in carrying out this policy and must ensure that their own work, insofar as is reasonably practicable, is carried out without risk to themselves or others.

The safety representative shall represent the interests of all staff members and pupils with respect to health, safety & welfare and reference should be made to this person in the event of any difficulty arising in the implementation of this policy. The safety representative does not have responsibilities with respect to the implementation of health and safety in this school but is entitled to report on all safety issues that concern pupils, staff, parents and visitors to the principal / board of management.

The principal and school management will monitor the operation of this policy and this statement will be displayed prominently throughout the school. In addition, the organisation and arrangements for implementing this policy will be available for reference for any staff member, sub-contractor, parent or visitor, as required.



John Curran
Chairperson of Board of Management



Siobhán McKiernan,
Principal



Joanne Carr
Deputy Principal

Dated: 26 September 2022

HEALTH AND SAFETY POLICY UPDATE

- Internal and external safety signage.
- Internal directional signage on corridors.
- First aid box for visitors to school now located in the staff room.
- Yellow markings at front of school to indicate pedestrian walkway.
- New radiators fitted in PE Hall.
- Banisters and handrails fitted to steps of the stage.
- Removal of furniture from upstairs corridor.
- Smoke alarms are fitted in all classrooms, offices and passageways.
- Mats replaced at the front door and on corridors (non-slip variety).
- Surge protection in all classrooms and offices.
- Trolley for lifting heavy materials.
- Step ladders for putting up artwork. Two on each corridor.
- Hand gel in all classrooms, corridors and bathrooms.
- New hand dryers and toilet roll dispensers in all bathrooms.
- A number of staff members completed a summer course on Health and Safety.
- An audit is carried out in each classroom and throughout the school to see what issues may need attention, annually.