

# Westport Educate Together National School

## Health and Safety Policy

“Westport ETNS endeavours to provide a safe and healthy work environment for all our employees and pupils, and to meet our duties to all members of the school community, with whom we come in contact.”

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Created By	Niall Quinn (Principal)
Signed by Principal	
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## 1. Introduction and Rationale

This policy was formulated as an interim policy for one school year to provide guidelines on Health and Safety matters in the school and to allow for parental consultation and feedback.

The Board of Management of Westport Educate Together National School (ETNS) recognises the importance of the Safety, Health and Welfare at Work Act, 2005.

This document sets out the Safety Policy of Westport ETNS and specifies the means to achieve the policy. Westport ETNS endeavours to provide a safe and healthy work environment for all our employees and pupils, and to meet our duties to all members of the school community, with whom we come in contact.

This policy requires the co-operation of all employees of the school. We expect that the school management and teaching staff will carry out their duties in the full knowledge that safety considerations are necessary to prevent injury and ill-health and to promote this as part of their on-going duties.

This policy will be reviewed in light of experience, changes in legal requirements and operational changes and developments at Westport ETNS.

Hazard identifications, risk assessment and control measures will be undertaken annually (Appendix 1).

All records of accidents or ill-health will be monitored in order to ensure that any safety measures can be put in place, wherever possible, to minimize the recurrence of such accidents and ill-health. (Appendix 2)

## 2. Duties of Employees

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

- (a) be aware of the first aid procedures in the school and to know the location of the first aid boxes.
- (b) take reasonable care for their own safety, health and welfare and that of any person who may be affected by their acts or omissions at work.
- (c) ensure that the clothing and footwear worn at work are suitable from a safety viewpoint.
- (d) report any defects in teaching aids, equipment or machinery immediately to the principal.
- (e) report any accident or damage, however minor, to the principal or safety representative.
- (f) ensure that corridors, doorways etc, are kept clear and free from obstruction.
- (g) ensure that they know the procedures in the event of a fire.
- (h) not to attempt to lift or move, on their own, articles or materials so heavy as likely to cause injury.

(i) not to try to use, repair or maintain any equipment for which they have not received full instructions or training.

(j) suggest ways of eliminating hazards and improving working methods in the school.

(k) have read and understood the school's Safety Statement and carry out their work in accordance with its requirements.

### **3. Consultation and Information**

It is the policy of the BOM of Westport ETNS to:

(a) consult with staff in the preparation and completion of the Health, Safety and Welfare Statement

(b) issue a copy of the Safety Statement to all present and future staff and to all members of the Board of Management

(c) convey any additional information or instructions regarding Health, Safety and Welfare at work, not contained in this document, to all staff as it becomes available

(d) ensure that Health, Safety and Welfare at Work will form an integral part of future staff training and development plans.

### **4. Hazard Identification, Risk Assessment and Control Measures**

The BOM of Westport ETNS recognises that the activities within the school building and within the school grounds may present risks to health, safety and welfare.

It will be our policy that at the end of each school year a hazard identification and risk assessment will be carried out by management and staff and the results communicated to the safety representative (Appendix 1). Following this hazard identification and risk assessment, necessary repairs will be carried out and procedures put in place to prevent risks to health and safety. To further facilitate communication and consultation, health and safety issues will be included on the agenda of each staff meeting, senior management meeting and Board of Management meeting throughout the school year. All possible control measures will be taken to reduce the risks to pupils, staff, parents and visitors.

Some hazards can be rectified but others remain constant. Those that can be rectified or minimised will be dealt with as a matter of urgency. Those that cannot will be clearly indicated and procedures listed beside them.

## **Hazards**

### (a) Fire

It is the policy of the BOM of Westport ETNS that:

- There will be an adequate supply of fire extinguishers which will deal with any type of fire.
- All fire equipment will be identified and checked annually.
- Fire drills will take place at least once a term.
- The school building will be checked by a Fire Officer and all recommendations made by him/her will be implemented.
- Instructions will be given on the use of fire extinguishers for specific materials/equipment.
- Fire alarms will be clearly marked.
- Signs will be clearly visible to ensure visitors are aware of exit doors.
- An assembly point will be designated outside the building.
- All electrical equipment will be switched off or unplugged outside of school
- Hours and when the school is closed for lengthy periods.
- The “Be Safe” lessons will be taught at each class level as part of the SPHE programme.

### (b) Machinery, Equipment and Electrical Appliances

It is the policy of the BOM of Westport ETNS that all machinery, equipment and electrical appliances are used only by competent persons. All equipment will be subject to regular maintenance checks.

### (c) Chemicals

It is the policy of the BOM of Westport ETNS that all chemicals, detergents etc. be stored in clearly identifiable containers bearing instructions and precautions for their use. They will be kept in a locked area and protection provided for use when handling them.

### (d) Drugs/Medication

It is the policy of the BOM of Westport ETNS that all medications, drugs etc. will be kept in a secure cabinet, locked at all times to which the key is kept in a safe place. Parents will be encouraged to make children responsible for the administration of their own medication. Where children cannot do this, parents will be encouraged to administer the medication. In cases where this is not possible, teachers will only administer medication when specifically requested to do so by parents in writing. (See draft Substance Use/Administration of Medication Policy)

(e) First Aid

It is the policy of the BOM of Westport ETNS that:

- There are 2 First Aid boxes available in the school.
- First Aid boxes will be located in the classroom.
- There is a travel first aid bag for the yard containing plasters, tissue, sterile water and disposable gloves.
- The travel first aid bag will remain with the teacher on yard duty.
- All classrooms and resource rooms have disposable gloves for use.
- There is a first aid kit for school trips. These are stored in the School Staff room.
- Disinfectants and sprays etc. will not be applied in case of allergies. Hypo-allergenic plasters are available for use.
- Ice packs are stored in the freezer in the kitchen - these must be returned after use.
- If staff notice that supplies are low in any of the first aid kits they must inform the safety representative so that they can be replenished.

(f) Trips and Falls

It is the policy of the BOM of Westport ETNS that:

- All classrooms, corridors and stairways will be adequately lit.
- Defects in flooring, stairs, handrails and lighting must be reported immediately.
- Floors will be cleaned and dried daily and kept in good condition. Floors will be washed outside of school hours to eliminate the danger of slipping.
- All spillages must be cleaned up immediately.
- Electrical cables must not be allowed to trail on the floor in such a way as to be hazardous to staff, pupils or visitors.
- Food waste must be removed daily to a secure external collecting area or brought home by children and staff.
- All light fittings, windows and skylights will be cleaned regularly and broken light bulbs replaced.
- All external paths will be maintained to ensure that they do not cause a trip hazard.
- All covers to drains and gullies will be positioned in such a way as not to cause a trip hazard.
- All corridors, doorways and pathways will be kept clear of obstruction.
- Schoolbags will be stored under desks or on the back of chairs.
- Chairs should be pushed in when children are leaving the classroom.
- Pupils will not be allowed out during break time if the yard is flooded or when there is ice or heavy frost on the ground.
- Children must wear suitable footwear at all times- runners must be worn for P.E. Jewellery is not allowed at school, with the exception of stud earrings and watches. Children will be asked to remove their watches before PE lessons.

- Coats must be hung on coat hooks provided.
- Stairways, steps and ramps will be provided with handrails.
- Our Code of Good Behaviour will encourage the children to move around the building in a calm and quiet way. (See Code of Good Behaviour)
- Hot liquids are not permitted outside the staffroom unless they are contained in an appropriately covered mug with a lid.

(g) Access to Employees

It is the policy of the BOM of Westport ETNS that if an employee feels at risk from or threatened by a particular person on school property this must be drawn to the attention of the BOM. The BOM will ensure that in such circumstances all appropriate measures will be taken to protect employees. (See: Anti-Bullying Policy)

(h) Stress in the Workplace

Occupational stress is an increasing concern for managers and staff in the education sector. It can arise when the demands of the job and the working environment on a person exceeds their capacity to meet them. Other factors which can cause stress include:

- staff's relationships with pupils
- staff's relationships with colleagues
- staff's relationships with parents
- management issues etc.

The BOM recognises that the pressure of work can trigger illness, that stress and illness can be related and that it does not indicate weakness, incompetence or laziness. Safeguards and controls will be implemented at organisational level. This can include social support, career development and training, managerial support, control of one's own work and positive staff communication.

(i) Other Welfare and Health Issues

It is the policy of the BOM of Westport ETNS that:

- Dampness and draughts will be minimised.
- Rubbish will not be allowed to accumulate.
- Proper ventilation will exist.
- Adequate toilet facilities will be provided and maintained in a good, clean, hygienic condition.
- Adequate washing facilities will be provided.
- Toilet paper, soap and hand towels will be provided in each toilet.
- School furniture will be maintained and repaired if necessary.

- Arrangements for eating will be provided in the form of a staffroom.

## **5. Dissemination of Policy**

The attention of all newly appointed staff will be drawn to this policy upon their appointment to the school.

This policy will be published on the school website and provided to the Parent-Teacher Association, when established. A copy of this policy will be made available to the Department of Education and Skills and the Patron, if requested. Hard copies of this, and all school policies, are available at the school on request.



## Appendix 1. Safety Statement

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, 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, students, contractors and visitors to the school.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff.

The Board of Management, as employer, undertakes in so far as is reasonably practicable to:

- a. promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
- b. provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- c. maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school;
- d. continually improve the system in place for the management of occupational safety, health and welfare and review it periodically to ensure it remains relevant, appropriate and effective;
- e. consult with staff on matters related to safety, health and welfare at work;
- f. provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, students, contractors and visitors.

The Board of Management is committed to playing an active role in the implementation of this occupational safety, health and welfare policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Signed: \_\_\_\_\_ (School Manager)

Signed: \_\_\_\_\_ (School Principal)





### Appendix 3. Westport ETNS Accident/Incident Report Form

**INJURED/ILL PARTY DETAILS**

Name: \_\_\_\_\_ D.O.B \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**STATUS**

Student  Staff  Member  Visitor Contractor

Other: \_\_\_\_\_

**DETAILS**

Date and time of Accident/Incident: \_\_\_\_\_

Place of Accident/Incident: \_\_\_\_\_

Date and Time reported to Management: \_\_\_\_\_

**TYPE OF ACCIDENT:**

**MAIN AGENT WHICH CAUSED ACCIDENT:**

Injured/damaged by a person

Struck by/contact with

Caught in/under

Slip/trip/fall

Sharps

Road Traffic Accident

Exposure to substance Manual handling

Property damage

<input type="checkbox"/>
<input type="checkbox"/>
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**PART OF BODY INJURED:**

\_\_\_\_\_

**TYPE OF INJURY** (fatality, bruise, concussion, internal injury, abrasion, graze, fracture, sprain, torn ligaments, burns, scalds, frostbite, injury not ascertained, trauma, occupational disease, other):

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**CONSEQUENCES:** Fatal  Non-fatal

**RESULT:** Sick Leave  Excused  Light duty  Medicine  N/A

**ANTICIPATED ABSENCE:** 1-4 days  4-7 days  8-14 days  14+ days  None

**DETAILED DESCRIPTION OF ACCIDENT/INCIDENT**

Give a full description of:

- the work/activity being carried out when the accident occurred
- the equipment in use (if any)
- location of accident Detail how the accident occurred

Attach:

- (A) Injured party’s report
- (B) Witness list (level of detail required will vary depending on the severity of the accident)
- (C) Witness statements (level of detail required will vary depending on the severity of the accident)
- (D) Sketch or photograph of the scene, equipment etc. where appropriate

**Has the accident been reported to the Health and Safety Authority?**

Yes  No  N/A

**Have you informed your insurance company?**

Yes  No  N/A

**Investigating staff member (BLOCK CAPITALS):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Note 1: Certain accidents must be reported to the Health and Safety Authority. Reportable accidents are all workplace fatalities and those accidents where a person is injured in the course of their employment and cannot perform their normal work for more than 3 calendar days, not including the day of the accident. 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 is also reportable. Accidents may be reported on the Health and Safety Authority’s Incident Report Form (IR1) or online at [www.hsa.ie](http://www.hsa.ie) Further information can be found in Part 1 of the Guidelines in the FAQ’s on Accident Investigating and Reporting. Note 2: Please ensure all information gathered is in accordance with data protection principals outlined by the Data Protection Commissioner. For further information please log onto [www.dataprotection.ie](http://www.dataprotection.ie).