

*St Joseph's NS
Hacketstown,
Co. Carlow
059 – 6471199
Roll No: 17127S
htownns@gmail.com*



St. Joseph's National School

Health & Safety Statement

Health and Safety Statement

The Board of Management of St. Joseph's National School, Hacketstown recognises the importance of the Legislation enacted in the 2005 Health and Safety Act.

This Safety Statement sets out the Safety Policy of the Board of Management of St. Joseph's National School, Hacketstown. The Board of Management's objective is to endeavour to provide a safe and healthy work environment for all our employees and pupils and to meet our duties to members of the public with whom we come in contact.

This policy requires the co-operation of all employees.

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

All records of the 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.

1.1 The members of the Board of Management of St. Josephs National School Hacketstown are:

- | | |
|-------------------|--------------------------|
| • Ted Forde | Chairperson |
| • Doireann Hester | Secretary |
| • Patrick Quigley | Treasurer |
| • Barry Murphy | Teacher Representative |
| • Paula Butler | Parents' Representative |
| • Patrick Quigley | Parents' Representative |
| • Johnny Kelly | Community Representative |
| • Stephen Murphy | Community Representative |

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 a condition that is safe and without risk to health
- (b) The design, provision and maintenance of safe means of access to and egress from places of work
- (c) The design, provision and maintenance of plant and machinery
- (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 pupil challenging behaviour
- (f) The provision of such information, instruction, training and supervision as is necessary to ensure the 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 representative

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

1.5 The Board of Management of St. Joseph's National School Hacketstown undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act 1989 are adhered to.

Duties of Employees

1. It is the duty of every employee while at work:
 - (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 his/her employer and any other person to such extent as will enable his/her employer 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 thing 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 Managements without unreasonable delay, any defects in plant, equipment, place or 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 or other means or thing provided in pursuance or any of the relevant statutory provisions or otherwise, for securing safety, health or welfare or persons arising out of work activities.

Consultation and Information

It is the policy of the Board of Managements of St. Joseph's National School Hacketstown:

- to consult with staff in preparation and completion of the Health and Safety Statement and of hazard control forms
- to give a copy of the Health and 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

1. Fire

It is the policy of the Board of Management of St. Josephs National School Hacketstown that:

- (a) There is an adequate supply of fire extinguishers which will deal with any type of fire
- (b) All fire equipment is identified and regularly serviced
- (c) Regular fire drills take place at least once a term.
- (d) An assembly area is designated outside at the front of school

Appendix 1: Fire Drill Report Form

2. Other Hazards

1. The steps leading at the front gate are to be salted in frosty weather when necessary.
3. Hand dryers, soap dispenser in all toilets.
4. Cleaning of floors to be carried out after school.
5. Access to safe drinking water in school.
6. Care to be taken to avoid tripping at all exit doors.
7. No running in corridors

3. Constant Hazards

1. Machinery, Kitchen Equipment and Electrical Appliances

It is the policy of the Board of Management of St. Joseph's National School, Hacketstown that Machinery, Kitchen Equipment and Electrical Appliances are to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular checks.

2. Chemicals

It is the policy of the Board of Management of St. Joseph's National School that all chemicals, detergents etc., be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a safe area, and protection provided to be used when handling them.

3. Drugs and Medications

It is the policy of the board of Management of St. Joseph's National School Hacketstown that all medications, drugs, etc be kept safely at all times. The school's policy in regard to the administration of medication to pupils is as follows:

There has been increasing concern in recent years with regard to the extent to which teachers should become involved in administering various forms of medication to pupils. While teachers in schools act "in loco parentis", there is no obligation to either administer medicines regularly or to supervise children taking them. Teachers do their utmost to make provision for children who are ill. Teachers will always be prepared to help when an accident or emergency situation arises – by contacting parents/guardians or by calling a doctor or ambulance. The aim of this policy is to clarify areas of responsibility and to lay down procedures for administering medication to children.

Teachers have a professional duty to safeguard the health and safety of pupils both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere. This does not imply a duty upon teachers personally to undertake the administration of

medication. Indeed, it is important that teachers do not take responsibility for administering any medication which, if administered incorrectly or for other reasons, could have a damaging effect on a child.

Procedures

It is the policy of St. Joseph's N.S. that children who have short term illnesses, such as colds and flus, should not be in school. We recognise that it is desirable for children with long term recurring health problems, such as asthma, epilepsy and diabetes to be accommodated within school in order that they may continue their education. If this is done, however, proper and clearly understood arrangements for administering of medicines must be made.

The following principles apply to this policy

- No teacher can be required to administer medicine or drugs to a pupil.
- In emergencies teachers will do no more than is obviously necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. Qualified medical treatment will be secured at the earliest opportunity.
- Parents must ensure that teachers are made aware in writing of any medical condition suffered by any pupil in their class. Children who are epileptics or diabetics may have an attack at any time and it is vital therefore to identify the symptoms in order that treatment can be given by an appropriate person if necessary. Parents must provide maximum support and assistance in helping the school accommodate the pupil.
- Non-prescriptive medicines will neither be stored nor administered to pupils in school.
- Children suffering from asthma: Parents will ensure that children have inhalers in school and are able to use them correctly. Inhalers will be brought on all outings and trips. It is the responsibility of the parent to ensure that his/her child has inhaler.
- The medicine should be self-administered if possible.
- Where possible the family doctor should arrange for the administration of prescribed medicines outside of school hours.
- Where children are suffering from life threatening conditions, parents should arrange to meet the class teacher and outline clearly what can and can't be done in a particular emergency situation, with particular reference to what may be a risk to the child. This should then be put in writing to make the whole staff aware.

When administration of medication is necessary for a child during the school day the following procedure will be used:

The parents will arrange with the Principal to administer the medication themselves to their own child. If they are unable to do so they may appoint another adult to administer same. They must inform the Principal in writing of the name of the person and that consent to allow him/her to administer the medication (see appendix 3 – Administration of prescription medication consent form). On school trips, it is the responsibility of above designated adult to administer this medicine.

4. Code of Practice

The Code of Behaviour in the school provides for a level of behaviour to minimise personal risk or stress to any employee.

5. 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.

6. Trained First Aid Personnel

It is the policy of the Board of Management of St. Joseph's National School, Hacketstown that an employee will be trained to apply First Aid to other employees. All required remedies and equipment are made available for the first aid functions. There will be an adequate supply of properly equipped

First aid Boxes available to staff which will contain:

- Elastoplast plasters
- Anthisan cream
- Antiseptic cream
- Cotton Bandage
- Antiseptic Wipes

Large First Aid Kits available to staff will include:

- Scissors
- Adhesive tape
- Notepad and pencil
- Safety pins
- Plastic face shield
- Disposable gloves
- Cotton wool
- Cleansing wipes
- Tweezers
- Triangular bandage
- Sterile eye pads
- Sterile dressings
- Crepe roller bandage

Disposable gloves must be used at all times when administering First Aid. Water and soap will be available and should be used before and after administering First Aid. There are two permanent first aid locations which are located in store room beside the main office and outside the general purpose hall toilets. An additional first aid grab bag is stored in the store room and is used for school trips.

Maureen Farrell: Trained First Aid person on staff.

Appendix 2: Incident Report Form

7. Other items

1. Persons coming onto the school premises must identify themselves clearly to whoever answers the door before gaining admittance to the school premises. Any contractor should make direct contact with the Principal or Vice Principal before initiating any work on the school premises. Visitors must wear a 'visitor's badge' upon entering the school.
2. It is the policy of the Board of Management St. Joseph's National School to minimise sound pollution-room to room, yard to room etc.
3. All flammable, toxic and corrosive substances must be kept in the room provided. All the above substances must be clearly and accurately labelled at all times.
4. When a child who needs to be lifted is enrolled in the school, suitable support must be provided, arrangements made and training provided for the lifting of the child in order to minimise strain on staff.

Safety Officer: Ted Forde

Safety Representative: Ciara Ní Mhaoldomhnaigh

Review/Ratification/Communication:

This policy was ratified and communicated on _____.

It will be reviewed on an annual basis.

Signed: _____ **Chairperson Board of Management**

Reference Section

- Guidelines on Preparing your Safety Statement, HSE
- Report of the Advisory Committee on Health & Safety Statement. HSA. This report contains a format for a Safety Statement.
- INTO Guidelines for compiling a Safety Statement
- INTO safety Representatives Checklist for School Inspections.
- CPSMA Management Board Members Handbook Appendix 36, 37,38
- A supplementary Handbook for Primary School's Under Protestant Management, Second Edition .p22-27 Compiling a Safety Statement.
- A Guide to Insurance, Safety and Security in the school. (2002). Church & General .p 24-32
- Safety, Health and Welfare at Work Act, 1989
- The Report of the advisory Committee on Health and Safety in School's. Health and Safety Authority, 10 Hogan Place, Dublin 2. Tel : 01-6147000
- A Short Guide to Health and Safety Law. HSA
- Round Hall's Primary Education Management Manual CD- ROM
- Glendenning d. (1999) Education and the Law. Ch. 9 the Teachers Duty of Care: Negligence
- Mahon O. (2002) The Principal's Legal Handbook IVEA. Ch.4 Safety, health & welfare in School
- Guidelines on countering bullying behaviour in primary and post primary schools(DES1993)
- Working together. Procedures and Policies for positive staff relations. INTO 2000
- Code of practice on the prevention of Workplace bullying.HSE 2002
- Guidelines for developing a school substances use policy. DES Oct 2002
- Child protection. Guidelines and procedures. Des 2001
- Children First. National Guidelines for the protection and welfare of children. Department of health and children 1999
- Guidelines on first aid(chart) from health promotion unit Hawkins house, D 2

Websites:

DES	www.education.ie
SPDS	www.sdps.ie
INTO	www.into.ie
IPPN	www.ippn.ie
Health & Safety Authority	www.hsa.ie/osh
Church & General	www.cg-online.ie

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Fire Drill Report

Date of Drill	Evacuation Time	Person in Charge	Comments

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Incident Report

Name:	
Child/Adult:	
Date and Time of accident:	
Place of accident:	
Details of what happened:	
Treatment given:	
Staff members involved:	
Parent informed:	
Further information:	

Sketch of site: (Must be completed for serious accidents)

Signed: _____

Date: _____

Outcome:

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Administration of Prescription Medication

I request that a designated adult will administer medication to my child until further notice.

Child's name: _____

Designated adult: _____

In the case that this adult is not available, I ask that they elect another adult to do the same in their place.

Medication: _____

Frequency/dosage/time: _____

Doctor who prescribed medication: _____

Medical Condition for which medicine is to be administered:

Start date: _____

Signed: _____ (Parent's signature)

Date: _____

Please attach doctor's note to this form