

St. Louis Infant School
Health & Safety Policy Statement
Ratified on 6th December 2021

Content

1. Health and Safety Statement
2. Fire Evaluation Procedures (Appendix I)
3. Administration of Medicine (Appendix 2)
4. Risk Assessment and Hazards Checklist (Appendix 3)
5. Safety Representative Checklist (Appendix 4)
6. Procedures in the event of a Serious Accident or Injury (Appendix 5)
7. Goalpost Safety Plan (Appendix 6)
8. Dignity at Work: Building & Maintaining a Positive & Effective Work Environment (Appendix 7)

Introductory Statement

This policy statement was adapted to the current format in accordance with the guidelines of the Primary Professional Development Service. Our previous Safety Statement was reviewed and updated to take into account the most recent legislation regarding Health and Safety. It was disseminated to the wider school community through the school website and ratified by the Board of Management.

Rationale

It is a legal requirement under the Safety, Health and Welfare at Work Act, 2005 for every employer, in conjunction with employees, to prepare a Health and Safety Statement. It represents the Board of Management (BOM)'s commitment to safety and health and specifies the manner, the organisation and the resources necessary for maintaining and reviewing safety and health standards.

The BOM wishes to document their health and safety programme and make it available to all employees, outside services providers and

Inspectors of the Health and Safety Authority.

Relationship to Characteristic Spirit of the School

According to our Mission Statement of St. Louis Infant School strives to provide a well-ordered, caring, happy and safe environment for our pupils. In keeping with this philosophy our Health and Safety policy emphasises the importance of the health and safety of our pupils and that of all school employees. The Board of Management recognises the importance of the legislation enacted in the Safety, Health and Welfare at Work Act, 2005. This Safety Statement sets out the Safety Policy of the Board of Management and sets out the means to achieve that policy. 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 we come into contact. This policy requires the cooperation of all employees.

We intend to undertake regular reviews of the statement in light of experience, legal requirements and operational changes. The Board of Management will undertake to carry out a safety audit annually and report to staff. 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.

Aims

- to create a safe and healthy school environment by identifying, preventing and tackling hazards and their accompanying risks
- to ensure understanding of the school's duty of care towards pupils
- to protect the school community from workplace accidents and ill health at work
- to outline procedures and practices in place to ensure safe systems of work
- to comply with all relevant health and safety legislation (so far as is reasonably practicable) to include the following areas
 - *Provision of a safe workplace for all employees – teachers, SNAs, secretary, caretaker, etc.*

- *To ensure competent employees who will carry out safe work practices*
- *Safe access and egress routes*
- *Safe handling and use of hazardous substances and equipment*
- *Safe equipment, including maintenance and use of appropriate guards*
- *Provision of appropriate personal protective equipment.*

Guidelines *(the content of policy)*

POLICY STATEMENT ON SAFETY, HEALTH AND WELFARE AT WORK OF THE BOARD OF MANAGEMENT OF St. Louis Infant School

The members of the Board of Management of St. Louis Infant School are

Chairperson: Fr. Stephen Joyce

Secretary: Carmel McCarroll

Treasurer: Mark McElwain

Other Board Members: Noel Cunningham, Kieran Regan, Deirdre Carville, Pdraig Treanor, Erin Nic Airt

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, 2005 are applied. Specifically, the Board of Management wishes to ensure so far as is reasonably practicable:

- The design, provision, and maintenance of all places in a condition that is safe and without risk to health.

- The design, provision, and maintenance of safe means of access to and egress from places of work
- The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health.
- The provision of instruction to staff on proper lifting techniques of pupils and dealing with pupils with challenging behaviour when such children are enrolled.
- The provision of such information, instruction, training and supervision as is necessary to ensure the safety and health at work of its employees.
- The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at works of its employees.
- The preparation and revision as necessary of adequate plans to be followed in emergencies. e.g. fire evacuation, injuries etc.
- The safety and prevention of risk to health at work in connection with use of any article or substance.
- The provision and maintenance of facilities and arrangements for the welfare of employees at work.
- Obtaining, where necessary, the services of competent persons for the purpose of advising on the safety and health at work of the employees e.g. Advisors from the HSE, Fire Officers, ICT Advisors re-equipment, ergonomics etc.
- An annual review of this *Health & Safety Statement* and a log of issues raised and remediated.

- The provision of arrangements for consultation with employees on matters of Health and Safety
- The provision of arrangements for the selection from amongst its employees of a Health and Safety Representative.
- The Board of Management recognises that its statutory obligations under legislation extend to employees, pupils, and anyone legitimately conducting school business and the public.
- The Board of Management of St. Louis Infant School will ensure that the provisions of the Safety, Health and Welfare at Work Act, 2005 are adhered to.
- The Board of Management will form the Safety Committee to monitor the implementation of the Safety and Health policies of St. Louis Infant School and the requirement under the Safety, Health and Welfare at Work Act, 2005.
- The Board of Management will appoint a Safety Representative from the School Staff, normally the School Caretaker and a Safety Officer from the BOM.
- (Aisling Fitzpatrick is the Safety Representative and Board Member, Kieran Regan was appointed as Safety Officer for the term 2019-2023)

CONSULTATION and INFORMATION

It is the policy of the Board of Management of St. Louis Infant School:

- To consult with staff in the preparation and completion of the Health and Safety Statement.
- To make available the *Health & Safety Statement* to all present and future staff.
- That any additional information or instructions regarding safety, health and welfare at work not contained in the document will be conveyed to all staff as it becomes available.
- Health, Safety and Welfare will form an integral part of any future staff training and development plans.

Risk Assessment

Each year, the Board of Management will carry out a risk assessment, identify hazards, assess the risks, and specify the actions required to eliminate or minimise them. Hazards may include physical, health, biological, chemical and human hazards.

Procedures to deal with emergencies

- Emergency contact procedures
 - The secretary updates contact details annually. These are kept in the office, and each teacher receives a copy for her class. The teachers and the secretary have access to these details.
 - In case of emergency, parents/guardians or emergency contact persons nominated by parents/guardians are contacted by telephone.
- Fire drill and school evacuation procedures (PLEASE SEE BELOW)
 - Fire drills are held once each term.
 - All teachers and pupils are aware of the designated assembly point/s following the evacuation of the building. These assembly points are clearly marked.
 - The school revises these procedures annually.
 - Red Fire Drill Folders are located inside every classroom and SET room
- Serious Accident Procedure & Accident Report Form
 - A report must be made to the HSA in respect of the following types of incidents:
 - An accident causing loss of life to any employed or self-employed person if sustained in the course of their employment on

the premises;

- An accident sustained in the course of their employment which prevents any employed or self-employed person from performing the normal duties of their employment for more than three calendar days, not including the date of the accident;
- All accidents sustained by students (involving bumps on the head) will be recorded in an Incident Report. Where such accidents require medical attention, an Accident Report Form will be completed. (See Appendix)
- Emergency closures
 - Where the school needs to close for particular emergencies, parents will be notified by a letter from the school. Failing this, they will be contacted by telephone, text, email or an announcement will be made on the local radio station. Text a Parent also used.

Health issues

- Enrolment Form
 - Parents are requested to identify any allergies/illnesses pertaining to their child on the enrolment form.
- Administration of Medication (See below)
 - Medication is administered in exceptional circumstances. In specified exceptional circumstances, an application must be made to the Board of Management on the appropriate form. A second adult will be present when the medicine is administered.
 - EpiPen / inhalers are kept in the classroom of the child, and the location is displayed.
- Sickness or Injury
 - Children who become sick or are seriously injured during the school day are sent home. Parents will be contacted if the child sustains any bump or injury to the head.
 - The school will deal with minor accidents/illnesses and basic first-aid that will be administered by a member of staff. Each staff member has a first aid bag and supplies are located in Room 3 (New Covid procedures)
- Illnesses and contagious infections rubella, chickenpox, COVID-19 etc;
 - Where pupils have infectious diseases, parents are required to keep them at home.

- Head-lice
 - When parents inform the school or the school becomes aware of an outbreak of head-lice, a letter/notice is sent home requesting parents to check their children over a particular weekend and treat them as necessary.
- School hygiene
 - Soap and towels are available in all toilet areas.
- General cleanliness of school environment
 - A caretaker and cleaner are employed to maintain the school premises both inside and out.
- Healthy eating: refer to school's Healthy Eating policy.
- Smoking
 - It is the policy of the Board of Management that St. Louis Infant school is a no smoking area to avoid hazards to staff and pupils from passive smoking.
- Covid – See Covid Response Plan

Safety and Welfare Issues

Pupils

- Assembly and Dismissal of Pupils
 - Children are not encouraged to be on the premises before 8.50 am. The door will be opened at 8.50 am.
 - All children leave the premises at 1.40 pm. If their transport or escort is late arriving, they remain inside the school door.
 - No parent cars are allowed on the school grounds.
 - Buses park in the rear car park – playground
- Pupils leaving the school premises during the school day, e.g. dentist or doctor appointment
 - The parent/guardian must collect the pupil from the office/classroom, having informed the school in advance (when

possible).

- Parents or those collecting children from school must identify themselves via the buzzer system before entering the premises during school hours.

- Supervision of Pupils:

- If a teacher is absent, the principal or another teacher is appointed to supervise until a substitute can be employed.
- The supervision roster for playground yard duty is agreed upon at the beginning of each school year and displayed in the staffroom and office.
- This roster is kept as part of the school records.

- Incident / accident book/form

- The supervising teacher will write the report in the event of a serious incident or accident. This record will be kept in the principal's office.

- **Code of Behaviour and Anti Bullying Policy:** Refer to school's policy for dealing with behaviour that causes a risk to others.

- Allegations or Suspicions of Child Protection or Bullying concerns:

- The school's **Child Protection Policy**, in line with **Child Protection and Safeguarding Guidelines**, must be followed in the case of an allegation or suspicion of child protection issues. All teachers are mandated, persons. DLP – Carmel McCarroll
DDLDP – Brenda McCarey

- School tours/outings: Supervision by school staff/parents is provided. Written permission from parents/guardians to be obtained beforehand. Permission slips will be kept in the child's blue folder. Parents will be notified by text, email or letter.

- Mobile phones: The use of mobile phones by pupils is forbidden. Phones will be confiscated and returned to parents/guardians.
- Between 9.05 am. and 1.40 pm., all doors will be locked, and entry to the school will be through the front door only. All visitors will be required to identify themselves, and when staff are satisfied with their integrity, the safety lock on the door will be released and entry permitted.

Staff

- Garda clearance / Vetting
 - The school conducts a garda vetting on all new persons employed.
 - Teachers complete their vetting through the Teaching Council
- Assaults on Teachers/School Employees: See Appendix
 - Respect for others is the principle at the heart of our school's ethos. With this in mind, the school aims to maintain a culture where abuse of any nature is not tolerated.
 - If an incident did occur, the Board of Management would convene an emergency meeting.
- Staff work in a comfortable and safe environment.
- Staff are instructed in the use of fire extinguishers.
- Appropriate safety gear is available where necessary for all members of staff.
- Staff will have a staffroom separate from the work area where lunch breaks may be taken.
- An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities will be available for staff.

Equipment and materials

- All lawnmowers, drills, ladders and any other equipment associated with school maintenance are stored in a safe area that is not accessible to children. The storage area is locked during the school day. Teachers and caretaker have access.
- Solvents, chemicals, cleaning agents etc., are stored in the cleaning room under lock and key. Teachers and caretaker have access to a keypad locking system.

- Are electrical equipment, computers, televisions and other technologies are stored safely.

Hazards

In consultation with the employees, the Board of Management will review and make recommendations on the elimination of hazards.

SPECIFIC HAZARDS

1. Fire

It is the policy of the Board of Management of St. Louis Infant School that.

- * There is an adequate supply of fire extinguishers, which will deal with any type of fire.
- * All fire equipment is identified and regularly serviced.
- * Regular fire drills take place at least twice a year. (See [Appendix I](#) for Fire Evacuation Procedure)
- * Instruction is given in the use of fire extinguishers for specific materials/equipment.
- * Signs will be clearly visible to ensure visitors are aware of exit doors.
- * All electrical equipment be unplugged or turned off outside school hours and when classrooms are vacated for lengthy periods.
- * An assembly area is designated (Tennis Court Area at the back of the school)
- * Those leaving buildings/classrooms should let someone know.
- * Exit signs are clearly marked.
- * The teacher in each classroom will be responsible for fire evacuation and fire drills procedures.
- * A fire officer has checked the school and equipment and all recommendations made by them have been implemented.
- * The Board of Management acts as a Fire Marshall and oversees the above aspects of the policy in conjunction with the Safety Officer and Representative.

2. Other hazards

- * The surface of some of the playing areas is uneven, rocky and potentially hazardous.
- * Some classroom windows open out at head level.
- * On occasions, the tiled surface of classrooms, hallways, stairs and toilets become slippery due to condensation and pose a risk.
- * Pupils are not allowed to play on the school grounds during weather that would pose a danger to their safety, e.g. frost, snow, and ice.
- * During particularly inclement weather, the Board of Management reserves the right to keep the school closed if it is felt that risk is posed to staff and pupils by travelling to or attending school.

CONSTANT HAZARDS

1. Electrical Appliances

It is the policy of the Board of Management of St. Louis Infant School that only competent persons use Electrical Appliances. Such appliances and equipment will be subject to regular maintenance checks.

2. Chemicals

The Board of Management's policy that all chemicals, detergents etc., be stored in clearly identifiable containers bearing instructions. Precautions for their use are kept in a KEYPAD 1234 locked area, and protection is provided when handling them.

3. Drugs/Medications

It is the policy of the Board of Management of St. Louis Infant School that no drugs or medication be administered to pupils by members of school staff because staff are not qualified to do so and therefore could pose a threat to the welfare of the pupils. In exceptional

circumstances where emergency medication is required to safeguard a seriously ill child's welfare, a teacher or SNA may be requested to administer such medication. The procedure in such cases is included in Appendix 2.

4. Wet Floors

It is the policy of the Board of Management of St. Louis Infant School that the washing of floors is conducted after school hours to ensure, as far as is reasonably practicable, elimination of the danger of slipping. During heavy weather, condensation can cause tiled areas to become slippery.

5. The Code of Conduct

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

6. Accidents and Injuries

However vigilant the school staff is in relation to pupil safety, accidents will happen and correct procedures in the event of accidents can prevent or minimise injuries. Our accident/illness procedure is included as Appendix 5.

7. Bullying

The St. Louis Infant Anti-Bullying Policy is a stand-alone policy that provides a framework for dealing with bullying among pupils. The procedures for dealing with Adult Bullying are in accordance with the INTO publication '**Working Together: Procedures and Policies for Positive Staff Relations (2000)**' and our '**Dignity at Work Statement**' included in Appendix 7.

8. Access to Employees is by Consent

When an 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 ensure that in such circumstances, all appropriate measures will be taken to protect employees.

9. Trained First Aid Personnel

It is the policy of the Board of Management that: -

Employees will be trained to apply First Aid to pupils and other employees.

All required remedies and equipment are made available for first-aid function.

There will be an adequate supply of properly equipped First Aid Boxes available at all times to staff which will contain:

Mask (COVID)

Elastoplast plasters

Tape

Cotton Bandage

Tissues

10. Asbestos

In July 2016, Asbestos Removal Works were carried out at the school. After which the school was certified for re-occupation. The accompanying report forms part of this Health & Safety Statement and is available for inspection in the school.

OTHER PROCEDURES

I. Educational Visits

Educational visits will be booked with a reputable, adequately insured coach service with fully seat-belted coaches. We will aim for a ratio of ten pupils per adult (teacher or parent) but not more than fifteen. Every effort will be made to ensure the safety of the pupils at events or activities they are participating in i.e. the theatre, swimming pool, playground, etc. will be properly equipped and manned by qualified staff.

2. Visitors to the School

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 Deputy Principal before initiating any work on the school premises. All outside facilitators, teachers, coaches, etc. who deliver workshops to pupils will do so under the supervision and direction of the class teacher. Any outdoor professionals working with children without such supervision must have appropriate qualifications and Garda vetting.

3. Wet Days

On wet days, children will be supervised indoors. The pupils stay in their classroom, where they watch a DVD, read, draw, play board games or chat.

4. Emergency Closures

When school is in progress, and it becomes necessary to close the school for safety reasons, the school bus operators and parents who bring their children to school are contacted. Every effort is made to ensure that all parents are made aware of the situation through email, Text-a-Parent, local media, school website etc. Transport home is arranged and where there is nobody at home pupils can stay with neighbouring parents with their own parents' consent. In instances of staff members' vehicles being used to bring pupils home, it is policy to carry additional pupils to ensure that a pupil will not be alone in the car with a staff member at any time.

■ Success Criteria

Our success criteria will be based on our aims to provide a safe environment for our employees, pupils and visitors. We will use staff observation, parental feedback, the BoM Health and Safety Officer's Report, and our safety record as our benchmark for success or otherwise of the policy.

Roles and Responsibility

DUTIES OF ALL EMPLOYEES

I. It is the duty of every employee while at work:

- (a) To take reasonable care for their own safety, health, and welfare and that of any person who may be affected by their acts or omissions while at work.
 - (b) To co-operate with his/her employer and any other person to such an extent will enable his/her employer and the other person to comply with any relevant statutory obligations.
 - (c) To use in such manner 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 them in common with others) for securing his/her safety, health and welfare while at work.
 - (d) To report to the Board of Management without unreasonable delay any defects in the school, equipment, place of work or system of work, which might endanger safety, health or welfare, of which he/she might become 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 and welfare arising out of work activities.
 3. By using available facilities and equipment provided, employees will ensure that work practices are performed in the safest manner possible.

DUTIES OF SAFETY REPRESENTATIVE

- Conduct an assessment to identify all hazards on the appropriate form (Appendix 3). A Sample Checklist is included in Appendix 4.
- Assess the risks associated with these hazards.
- Detail arrangements made, resources supplied, and responsibilities required to deal with the hazards and to keep them under review.

DUTIES OF SAFETY OFFICER

- To liaise with the Safety Rep on matters of Health and Safety.
- To make recommendations for the alleviation of potential hazards.
- To monitor progress in relation to dealing with hazards.
- Report on all of the above at appropriate BOM meetings.

■ Timeframe for Implementation

The revised policy will be implemented from December 2021.

■ Timeframe for Review

This policy is reviewed annually.

■ Responsibility for Review

The BOM is responsible for reviewing the policy.

■ Ratification and Communication

The Board of Management ratified this policy on the 6th of December 2021.

Signed: Fr. Stephen Joyce (Chairperson, BOM)

St. Louis Infant School does not have adequate resources to disseminate all of its policies to all the concerned members of the wider school community. The policy is communicated to the members of the BOM and is available to the wider school community through the website www.stlouisinfants.ie. All school policies are available for inspection in the school.

APPENDIX I

FIRE EVACUATION PROCEDURE

Sequence

- Alarm
- Call the fire brigade
- Evacuation
- Assembly
- Roll Call
- Tackle the fire

Aim

To prevent panic and ensure the safe, orderly and efficient evacuation of all the school occupants using all the exit facilities available and to train the mind to react rationally when confronted with a fire or other emergency at school or elsewhere.

Alarm

Anyone discovering an outbreak of fire will raise the alarm at once by informing a teacher. The teacher will immediately sound the fire alarm.

Call the Fire Brigade

All outbreaks of fire, however small, or any suspected fire will be reported immediately to the Fire Brigade by the emergency phone number.

Evacuation

On hearing the alarm, pupils will stand to attention by their desks and, when instructed by the teacher in charge of the class as to the exit route to be followed, will leave the classroom in single file. Classes will then proceed at a steady uniform pace to the place of assembly, followed by

the teacher, who will bring the Red Folders with a class list and keys for the gate and close the classroom door and any other doors used to exit. On her way to the tennis court, the principal will 'sweep' the main building to ensure no pupils remain in the toilet or other areas if safe to do so. She will carry the school register to the assembly area.

Assembly

The place of assembly is the Tennis Court in the park behind the Main Building, and all classes will stand together in lines according to class. If this area becomes unsafe, supervised evacuation from the school grounds will be by the front gate onto Park Road and St. Louis GNS reassembling on the yard there.

Roll Call

Immediately the classes have mustered at the place of assembly, a roll call or count will be taken from the roll book. If anyone is missing, an immediate search by the staff will be made. As far as is practicable, no place to which pupils have access is overlooked.

The school secretary is in charge of contacting the Fire Brigade will be met on arrival and immediately informed whether or not all persons have been safely evacuated.

Attacking Fire

Circumstances will dictate whether fire-fighting operations will be attempted. Fire fighting will always be secondary to life safety. While small fires may be dealt with summarily, safe evacuation will be the primary concern in the case of a sizeable fire.

Fire Drills and Testing Alarms

A test fire drill will be held once per term. It will be carried out according to the above procedure with the exception of 'Calling the Fire Brigade' and 'Tackling the Fire'. A record of all fire drills will be kept. It will include details of drills including date, time, weather conditions, time is taken for evacuation and any other relevant information. Fire Alarms will be tested once a term outside of school hours.

APPENDIX 2

ADMINISTRATION OF MEDICATIONS

As a general rule, teachers will not be involved in the administration of medication to pupils. There are, however, exceptional circumstances where there is an ongoing condition such as diabetes, epilepsy etc. or a condition necessitating emergency treatment. In such cases and where a teacher or SNA is willing to become involved in the administration of medication, a set procedure will be followed:

- The parents of the pupils concerned will write to the Board of Management requesting the board to authorise a teacher to administer the medication. The request should also contain written instructions of the procedure to be followed in administering the medication.
- Having considered the matter, the board of management may authorise a teacher to administer medication to a pupil. If the teacher is so authorised, s/he should be properly instructed by the board of management.
- A teacher should not administer medication without the specific authorisation of the board.
- In administering medication to pupils, teachers should exercise the standard of care of a reasonable and prudent parent.
- The board of management will inform the school's insurers accordingly.
- The board of management will seek an indemnity from the parent(s) regarding any liability that may arise regarding the administration of medication.

Arrangements will be made for the safe storage of medication

Appendix 3

Identification of Hazards, Risk Assessment and Action(s) Taken Completed by Kieran Regan and Carmel McCarroll @ 9am on 2 nd December 2021					
Hazards	Low/Medium/ High	Risk to persons	Action Taken	Date	Person responsible
Burco in the staffrooms	Medium	Burns / Slips	Ensure burco is a safe distance from the ledge and if it leaks onto floor or counter top the water is cleaned up water.	02.12.21	All staff that use the Burco
Man holes on the side and bottom yard	Medium	Slips and Falls	Action to cover the manholes is required.	02.12.21	Caretaker
Concrete hole outside Room 10	Medium	Fall, ankle injury	Concrete is needed to fill the hole.	02.12.21	Caretaker
Heights	High	Fall and injury	Caretaker is asked to assist all members of staff when putting up displays or storage It is the personal responsibility of all staff to ask for help	02.12.21	All staff

Heavy Objects	High	Injury	The caretaker is asked to assist all members of staff when putting up displays or storage. It is the personal responsibility of all staff to ask for help	02.12.21	All Staff
Door Stops	Low	Injury	Door stops installed to stop doors swinging back and catching the children's fingers.	02.12.21	Caretaker installed door stoppers. Staff to put stopper at the door.
Manual Handling	Medium	Back injury	Online course to be organised for caretaker and SNAs	02.12.21	Principal to organise.
COVID-19	Medium	Covid-19 infection	Signs to be put up outside to remind parents to wear masks while on the school grounds	02.12.21	Parents
Cleaner's Room	Low	Pest Control	Hole in the wall. Risk of mice coming in through. Plaster needed to seal the hole	02.12.21	Principal and Caretaker

APPENDIX 4

SAFETY REPRESENTATIVES' CHECKLIST

I CIRCULATION AREAS

I.1 Stairways

Check that:

- I.1.1. stairways are fitted with sound bannisters or rails;
- I.1.2 stairways are adequately lit;
- I.1.3 steps are not worn or broken or slippery.

I.2 Passages

Check that:

- I.2.1 floor surfaces are even and are not slippery;
- I.2.2 passages are adequately lit;
- I.2.3 litter or rubbish has not been allowed to accumulate;
- I.2.4 mats, etc, are not positioned in such a way as to be tripping hazards;
- I.2.5 there are no areas of loose, flaking or damaged paint, plaster or plasterboard.

I.3 Doors and Windows

Check that:

- I.3.1 doors are unobstructed;
- I.3.2 doors with glass windows have toughened or laminated glass;
- I.3.3 doors with a fire-resistance requirement have wire-reinforced glass;

I.3.4 there are no doors with:

- loose or broken hinges;
- damaged or sticking catches;
- broken wood panels or glass panels;
- loose or stiff handles;

I.3.5 doors are not allowed to swing freely without restraint;

I.3.6 windows are not broken or cracked;

I.3.7 windows open easily without undue force being applied;

I.3.8 windows do not jut out dangerously when open;

I.3.9 windows are cleaned regularly;

I.3.10 windows do not have broken fastenings or cords;

I.3.11 where necessary, a window pole is available.

2 HEATING AND VENTILATION

Check that:

2.1 the heating system is regularly serviced and maintained in good order.

2.2 the heating system is adequate to comply with the requirements of circular 24/82;

2.3 where there are large areas of glass facing direct sunlight, there is provision for shading, e.g. Venetian blinds;

2.4 windows can be easily opened to allow for adequate ventilation.

Further advice on heating and ventilation is given in the next section.

3 FIRE SAFETY

Check that:

3.1 the fire exits and escape routes are clear from obstructions;

3.2 fire doors are kept unlocked and unobstructed whilst people are on the premises;

3.3 all designated fire exits are clearly marked;

- 3.4 evacuation procedures are clearly displayed;
 - 3.5 staff and children are familiar with evacuation procedures;
 - 3.6 staff are familiar with and have been adequately trained in the procedure to be followed when using fire fighting equipment;
 - 3.7 there have been practice evacuations/fire drills held at least once per term;
 - 3.8 fire doors open outwards and are not held or wedged open;
 - 3.9 fire extinguishers and fire blankets are checked and maintained in accordance with manufacturer's instructions;
 - 3.10 the fire fighting equipment available is that recommended by the local authority's fire officer and is located in accordance with the fire officers recommendations;
 - 3.11 the fire alarm system is tested at regular intervals whilst the school is in session to ensure that it works and is audible in all parts of the building;
 - 3.12 flammable substances e.g. cleaning fluids, photocopying chemicals etc, are stored correctly, away from any heat sources.
- More detailed advice on fire safety is given in the next section.

4 ELECTRICAL EQUIPMENT

4.1 General

All electrical equipment should be maintained and checked regularly by a competent person. Such maintenance should include checking that:

- equipment is correctly wired and earthed;
- plugs are correctly wired;
- use ratings that are correct for the type of equipment used (fuse ratings should be marked on the equipment and the plug).
- the mains supply is still capable of meeting the maximum demand;
- the distribution system (i.e. sockets, bench supplies etc.) is suitable for the type of work being carried out;
- the isolating switches are marked, well-sited, accessible and known to staff;
- residual current (earth leakage) circuit breakers are used where appropriate.

4.2 Lighting

Visually check that:

- 4.2.1 all the light fittings are working and are kept in a clean condition;
- 4.2.2 light switches are not broken and appear to be in a safe condition;
- 4.2.3 the lighting is adequate for the type of work being undertaken as specified in Circular 24/82.

4.3 Plugs/Sockets/Leads

Visually check that:

- 4.3.1 plugs are in good condition with no cracks or pieces missing;
- 4.3.2 sockets are in good condition with no cracks or pieces missing;
- 4.3.3 socket screws and mountings are secure;
- 4.3.4 sockets are situated in safe positions, convenient for the equipment to be used and not subject to damp;
- 4.3.5 indicator lights on sockets function correctly;
- 4.3.6 insulation on leads is not cracked or frayed;
- 4.3.7 leads are without knots or joins and are reasonably free of 'kinks';
- 4.3.8 Leads are the correct length for the equipment being used;
- 4.3.9 there are no trailing leads;
- 4.3.10 surge protection adaptors are being used and not overloaded;
- 4.3.11 leads and flexible cable are securely fixed at both equipment and plug ends.

4.4 Equipment

Check that:

- 4.4.1 fixed and portable electrical equipment is not damaged and, as far as you are aware, is operating correctly;
- 4.4.2 copies of manufacturers' instructions/operating manuals are easily accessible;
- 4.4.3 equipment is only being used for purposes for which it was intended;
- 4.4.4 where appropriate, all electrical equipment is switched off and, unplugged when not in use;
- 4.4.5 mains isolating switches are easily accessible and known to staff;

- 4.4.6 on/off indicator lights function correctly;
- 4.4.7 equipment incorporating heating has a thermal safety cut-out in addition to a thermostat;
- 4.4.8 equipment containing liquid has a leakage detector;
- 4.4.9 all items of electrical equipment are correctly and regularly maintained and serviced.

5 USE OF GAS

There are currently no gas installations in the school.

6 FIRST AID

Check that:

- 6.1 notices are posted in prominent positions detailing:
 - procedure for calling ambulances etc.;
 - telephone number of the local doctor, gardai, hospital.
 - procedure for dealing with individual pupils emergencies due to known conditions/allergies etc
- 6.2 first aid boxes are readily available and adequately stocked
- 6.3 the accident book is readily available and kept up-to-date.

7 GENERAL PURPOSE CLASSROOMS

7.1 look again at sections 1-4;

Check that:

- 7.2 hazards are not arising from overcrowded classrooms;
- 7.3 all cupboards, fixed blackboards, display units are stable;
- 7.4 classroom furniture is not damaged;
- 7.5 wherever possible, there are no sharp edges or corners on the furniture;
- 7.6 furniture is positioned safely;
- 7.7 all shelf mountings are secure.

10 HALLA

Check that:

- 10.1 floors are clean, even, non-slip and splinter proof;
- 10.2 all brackets securing ropes, wall bars etc. are sound;
- 10.3 PE equipment is stacked securely and positioned so as not to cause a hazard;
- 10.5 there is a routine for inspecting furniture, floors, apparatus, equipment and fittings;
- 10.6 wooden beams, benches etc. are free from splinters and generally sound;
- 10.7 vaulting horses, beams and benches are stable and do not wobble when in use;
- 10.8 where there is a stage:
 - steps are not damaged;
 - steps have an adequate handrail;
 - stage lighting is wired correctly and earthed, and stored correctly when not in use;
 - curtains run freely.

11 NON-TEACHING AREAS

11.1 Offices

Check that:

11.1.1 substances for use with photocopying/duplicating machines are stored correctly, and that the room where photocopying/duplicating machines are operated is adequately ventilated;

11.3 Boiler Rooms

- 11.3.1 there is no combustible waste stored in boiler rooms or elsewhere (e.g. oily rags);
- 11.3.2 all safety devices in the boiler room are in proper working order;

II.3.3 the boiler is regularly maintained by a competent person;

II.3.4 all cleaning materials, particularly those which might be hazardous, are securely stored;

II.3.5 in the case of solid fuel boilers, there are covered containers to enable ashes to be removed without delay to an area where pupils are not liable to come into contact with them.

II.4 Staff Facilities

II.4.1 the staffroom is clean, warm and well lit;

II.4.2 there are adequate cloakroom facilities and storage facilities for personal belongings, books etc;

II.4.3 the staffroom is large enough for the numbers to be accommodated and sufficient seating is provided, both with upright chairs and tables or desks for working and with comfortable seating;

II.4.4 there is provision for tea and coffee to be made;

II.4.5 staff sanitary facilities are suitable, sufficient and properly cleaned.

II.5 Hygiene

Check that the following are available:

II.5.1 soap

II.5.2 hand drying facilities

II.5.3 hot water

II.5.4 toilet paper

II.5.5 litter bin per classroom

II.5.6 provision for disposal of sanitary towels

II.5.7 safe, suitable, sufficient and properly cleaned sanitary facilities.

II.6 Outside Areas

II.6.1 there are no uneven/broken/cracked paving slabs;

II.6.2 outside steps are secure, with a firmly fixed handrail;

- II.6.3 roofs, guttering, drainpipes etc are, as far as can be seen, sound and well maintained;
- II.6.4 all play areas, are kept clean and free from glass;
- II.6.5 outside play/PE appliances are securely anchored;
- II.6.6 holes for goalposts, netball posts, tennis posts are covered when posts are not in position;
- II.6.7 outside lighting works and is sufficient;
- II.6.8 all parking facilities for cars and cycles are safe regarding the presence of pedestrians;
- II.6.9 all builders' materials, caretakers' maintenance equipment etc, are kept securely.

APPENDIX 5

PROCEDURE IN THE EVENT OF AN ACCIDENT/SERIOUS ILLNESS

When a teacher witnesses an accident involving a pupil or other employee, or when an accident or serious illness is brought to the notice of a teacher the following procedure will be followed:

- The teacher will ascertain the seriousness of injury or illness.
- Minor injuries will be dealt with in a manner consistent with what any prudent parent would do in a similar situation. However, this treatment will not generally include the administration of medication (See Appendix 2).
- In a case where serious injury or illness is suspected, the teacher will decide whether or not the injured/ill person can be moved. Where it is felt a breakage or other such serious injury has occurred, the injured/ill person will be made comfortable and kept warm in situ until the emergency services can be contacted.
- If the injured/ill person is a pupil, the parents or guardians will be contacted immediately in all instances.
 - If it is felt the pupil needs to be brought to casualty, parental permission will be sought. If a parent/guardian cannot be contacted, a decision will be made by a member of staff in the best interests of the child. This may involve a trip to casualty or the calling of an ambulance. Written parental consent for such action will be a prerequisite for enrolling a child in the school.
 - In such circumstances, repeated attempts will be made to contact parents.
 - Where a pupil is carried in a member of staff's vehicle, it is policy to carry additional pupils to ensure that a pupil will not be alone in the car with a staff member at any time.
- If the injured/ill person is an adult, the next of kin will be contacted immediately in all instances. The procedure will follow the same lines as with a pupil adapted to an adult's circumstances having regard to the health & safety of the injured/ill person.
- A written report will be kept of all serious accidents.

APPENDIX 6

Goalpost Safety Plan

Guidance for the general procurement, installation, maintenance, storage and other related matters.

- 1 Before use, ensure that the goalpost is secured at all times using the appropriate supplied anchoring system. This applies to all posts, whether they are fixed, portable or free-standing. All goalposts should be anchored, weighted, pinned, chained, pegged or otherwise made secure to prevent overturning.
- 2 Before assembly of equipment, check that it is not damaged and that it is fit for use. Check for damages to nets, joints and that locking devices are in good working condition.
- 3 Check that the equipment for securing the product is intact and in good working order.
- 4 When goalposts that are tall or heavy are being erected/assembled, it is recommended that heavy lifting equipment is used and that correct tools for the job are used at all times. A sufficient number of persons should carry out assembly and erection of goals.
- 5 Consideration should be given to the proximity of overhead electrical cables during the erection and transportation of goalposts.
- 6 When dismantling goalposts, follow the assembly instructions and recommendations. Ensure all ground sockets have been suitably blanked off when goalposts have been taken out to eliminate trip hazards.
- 7 Portable goalposts should be dismantled or removed to a secure area when not in use following the recommended storage instructions by the manufacturer/owner.
- 8 Moving: If a piece of equipment must be moved, and no transportation wheels are provided, the equipment should be lifted by a sufficient number of competent persons to prevent injury and to prevent damage to the product.
- 9 Procurement: All new goalposts should be purchased from manufactures/suppliers that comply with the following standards I.S.EN 748,

I.S.EN 749, I.S.EN 750 and BS 8462. All products should carry a manufacturer's label and safety warning label. The manufacturer's label should include instructions for installation, storage, dismantling, inspection and maintenance.

I0 Maintenance: Regular maintenance of goalposts is essential to ensure that it is fit for use. In the absence of a standard, it is recommended that the user follow the guidelines set out by the manufacturer.

II Alterations or additions/appendages (such as target sets) to parts of a goalpost that could affect the essential safety of the equipment should not be carried out.

APPENDIX 7

Dignity at Work: Building & Maintaining a Positive & Effective Work Environment

- The Board of Management of St. Louis Infant School has adopted the following as part of the school's Health & Safety Statement.
- This document was formulated in light of a number of background documents, including the Health & Safety Authority's *Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work* (2007) and the Equality Authority's *Code of Practice*, given legal effect in the Statutory Instrument entitled *Employment Equality Act 1998 (Code of Practice) (Harassment) Order 2002* (S.I. No. 78 of 2002).

A. Core Principles

This school is committed to a positive work environment where work is done in an atmosphere of respect, collaboration, openness and equality.

Adult bullying and harassment in the workplace are phenomena this school will seek to prevent and not tolerate. All employees have the right to be treated with dignity and respect. Management is committed to intervening appropriately - utilising one of the accepted Management/INTO procedures - to investigate and deal with allegations of bullying or harassment. The provisions of Circular 40/97 on *Assaults on Staff in Primary Schools* will be utilised as appropriate.

B. What is Workplace Bullying and Harassment?

The Board of Management adopts the definition of adult bullying as set out by the Task Force (2001):

"Workplace Bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but, as a once off incident, is not considered to be bullying".

Harassment is covered by Employment Equality legislation and is based on a person's standing within one of the nine categories (or grounds) specified in that legislation (gender, marital status, religion, sexual orientation etc.) Harassment is defined in law as "*unwanted conduct*" related to one or more of the discriminatory grounds which "*has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.*"

It is recognised that bullying and harassment complaints may arise among work colleagues but may also occur in relation to visitors to the school. In either case, the commitment to a positive workplace, where dignity at work is respected, prevails.

C. A Positive Work Environment

It is agreed that we will all work to make this school a happy place to work. A happy place to work has a positive work environment characterised by

- Our Catholic Ethos and our St. Louis Philosophy
- A supportive atmosphere
- Good and open communication (e.g. through opportunities at regular staff meetings)
- Appropriate interpersonal behaviour
- Collaboration
- Open discussion and resolution of conflict
- Recognition, feedback and affirmation as appropriate
- Fair treatment of all staff (including fair systems of selection and promotion in line with agreed procedures)

Every person has a responsibility to play his/her part in contributing to a positive work environment. In this regard, a person who is a witness or bystander has a clear responsibility to raise concerns about dignity at work and threats to this in an appropriate and timely manner.

The Safety Statement - as mandated under the Safety, Health and Welfare at Work Act 2005 and HSA 2013 GUIDELINES. It will also include a commitment to a positive work environment, in light of the Employer's obligations as outlined at Section 8 of that Act, including the duty to manage work activities in such a way as to prevent "*improper conduct or behaviour*" likely to put health and safety at risk.

It is agreed that the adoption of this policy in our school will be accompanied by a number of steps to examine our work environment and, as necessary, to agree changes that reflect a commitment to dignity at work. These steps will be initiated by management, and be repeated by way of review at appropriate intervals.

The actions to be undertaken may generally be described as Identification, Assessment, Implementing Strategies and Monitoring.

D. Adult Bullying as a Problem

Our school recognises that Adult Bullying and Harassment are problems where they occur in any workplace.

Bullying behaviour generally amounts to psychological abuse, which causes severe pain and suffering. Studies have shown that any person may become a target, irrespective of their personality or ability. In addition to its unacceptable effects on its targets, workplace bullying and harassment are extremely detrimental to organisational effectiveness.

Bullying may include behaviours such as:

- Verbal abuse/insults, undermining remarks
- Excessive monitoring of work
- Withholding work-related information

- Exclusion with negative consequences.

Such behaviours need not and should not be part of a workplace. This policy aims to ensure that a positive environment prevents such behaviours from occurring. Where bullying or harassment does occur or is alleged to have occurred, there are means of tackling it through the agreed procedure.

E. What Happens if there is an Allegation of Bullying or Harassment?

Without prejudice to an individual's right to take such advice or steps as they may decide, the Board of Management will take any workplace bullying or harassment allegations seriously.

Supportive and effective procedures, in accordance with nationally-agreed practice, are in place in this school. These procedures to address and investigate allegations will focus on the earliest possible resolution, proceed as necessary from informal to formal stages, and stress confidentiality.

F. Summary

Management has a duty of care towards employees. Similarly, employees have a duty of care towards one another. This policy seeks to set out principles and practices to support the exercise of that duty in our school.

Just as inappropriate and undermining behaviour among work colleagues is taken seriously, such behaviour is perpetrated against an employee of this school by any other person.

Together we are committed to building and maintaining a work environment where respectful, open and equal relationships are the norm.

In summary, we are committed to having a positive, happy place to work.