



Creagh National School
Scoil Mhuire Gan Smál 1939
Ballinasloe Co. Galway

Health, Safety and Welfare Statement

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1 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 in regard to Health and Safety, i.e. Safety, Health and Welfare at Work Act 2005.

2 Safety, Health and Welfare Policy

In accordance with the Safety, Health and Welfare at Work act 2005, it is the policy of the Board of Management of Creagh National School, 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 :

- Promote standards of safety, health and welfare that comply with the provisions of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
- Provide information, training, instruction and supervision where necessary, to enable staff to perform their work and enable the pupils to learn safely and effectively;
- Maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school;
- 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;
- Consult with staff on matters related to safety, health and welfare at work;
- Provide 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:

Chairperson, Board of Management

Creagh National School

Date: _____

3 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.

This statement represents the Board of management's commitment to the health and safety of the whole school community.

The statement specifies the manner, the organisation and the resources necessary for maintaining and reviewing safety and health standards in our school.

This statement should be read in conjunction with all other relevant school policies, such as the following:

- The Healthy Eating Policy
- The Code of Behaviour
- Administration of Medicines
- Anti-Bullying Policy
- Anti-Cyberbullying Policy
- Critical Incident Policy
- Child Protection Policy
- Substance Use Policy
- Relationships and Sexuality Education Policy
- Garda Vetting (as per legislation)
- Working Together Document
- Assault on Teachers and SNAs circular
- Parental Complaints Policy
- SPHE Policy
- Data Retention Policy

All the above policies are available to viewing and download on our school website.

4 Relationship to the characteristic spirit of the school

The Board of Management of Scoil Mhuire Gan Smál is committed to the creation of a safe and healthy working / learning environment for all members of the school community.

Ref. – School Mission Statement-

Our Catholic School in its diversity provides a safe and welcoming environment and promotes the full and harmonious development of the individual: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and with other people.

This development is nurtured in a spirit of love, respect and tolerance.

5 Aims

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

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

- To create a safe and healthy school environment by identifying, attempting to prevent and tackling hazards and their accompanying risks.
- To ensure 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
- Promote standards of safety, health and welfare that comply with the provisions of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
- Provide information, training, instruction and supervision where necessary, to enable staff to perform their work and enable the pupils to learn safely and effectively;
- Maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school;
- 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;
- Consult with staff on matters related to safety, health and welfare at work;
- Provide 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.

6 Roles and Responsibilities

The Board of Management is responsible for ensuring as far as reasonably practicable, the safety, health and welfare at work of its employees and the safety, health and welfare of those who are in anyway affected by the work activities of the school.

Everybody in the school has a role to play in ensuring good safety, health and welfare within the school; this includes teachers, special needs assistants, students, visitors and contractors.

Board of Management duties:

- Initiate safety, health and welfare audit
- Receive report on safety, health and welfare from the safety committee
- Review risk assessment
- Review / update safety statement in the light of safety committee's report / recommendations
- Agree actions required
- Allocate resources where necessary
- Identify short, medium and long-term priorities
- Approve / ratify safety, health and welfare policy
- Sign off on safety statement

Safety, Health and Welfare Representative

- Convene, in consultation with the Principal, meeting of safety committee
- Take necessary actions on foot of agreed safety committee decisions
- Ensure that required protocols for fire drills are fulfilled
- Respond to safety, health and welfare reports, events and issues
- Brief staff on safety, health and welfare and report on issues as required

Safety Committee

- Review safety statement and risk assessment
- Agree programme for the year – actions / priorities / changes
- Assess training needs – established (fire, first aid, manual handling etc.) and new / special requirements (new equipment, particular needs, administration of medicines)
- Agree training programme based on risk assessments
- Agree necessary corrective actions
- Decide on maintenance and servicing plan
- Report to the Board of Management

Staff

- Inspect work areas:
 - teaching staff – classroom, general purpose areas
 - Non-teaching staff – office, toilets, corridors, grounds
- Complete risk assessments as appropriate to one's own area of work as requested by the Board of Management. Each teacher should assess their own classroom
- Follow internal accident and incident reporting procedures
- Comply with safety, health and welfare decisions of the board of management

Staff Meetings

- Brief staff on key elements of the safety statement – accident reporting, incident reporting, risk assessment of their own areas and of areas of the school in general etc.
- Note relevant changes in risk, controls and procedures
- Routinely and as the need arises, discuss safety, health and welfare related issues

7 Procedures for Emergency Evacuation

Aim

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

Sequence

- Alarm
- Call the relevant emergency services
- Evacuation
- Assembly
- Roll call
- Tackle the emergency

Emergency Evacuation Plan

- Alarm sounds (5 bells)
Anyone discovering a fire or other emergency will raise the alarm at once by informing a teacher or other member of staff. The staff member will then have the alarm sounded (5 bells)
- Principal or Safety representative calls relevant emergency service
- Evacuation
Pupils, teachers and SNAs evacuate the building along routes outlined on classroom plans/maps, following the coloured arrows from the classrooms/rooms/library/office to the designated assembly areas.
- Assembly
Pupils stand in line in their designated assembly area.
Designated assembly areas are marked on the playground by yellow numbers.
Classroom numbers 1 – 24 for each mainstream and Special Education rooms,
L for Library, H for Hall, O for office,

Teacher bring roll sheet and is last to leave the classroom

- Roll Call

Teacher calls the roll.

Immediate search for anyone missing

Inform the officer in charge of the Fire Brigade/relevant emergency service in relation to anyone who may not have been safely evacuated.

- Tackle the fire/emergency

Circumstances will dictate whether fire-fighting operations will be attempted. Fire-fighting will be secondary to life safety.

- Pupils, teachers and SNAs remain in designated areas until it is safe to return to the building.

In the event that corridors are impassable emergency window exits are to be used and pupils proceed to their designated assembly areas.

Fire Drills and Alarm Testing

Test fire drills will be held once per term, according to the above procedure with the exception of 'Calling the Fire Brigade' and 'Tackling the fire / emergency'.

Serious accident Procedure

Please refer to the School's **Critical Incident Management Plan**

Exceptional Closures

School community is contacted via text

Other Emergencies

- Send for help / report to the Principal/Deputy Principal
- Assess incident
- Clear area of incident
- Ensure safety of all pupils – bring them to a safe area where supervision is available, e.g. into a classroom / the Astroturf pitch / hall

8 Health Issues

Informing the School of Allergies/Illnesses/Medical Conditions

Parents/guardians are requested to complete a section on the enrolment form, identifying any allergies/illnesses/medical conditions of their child.

Staff are informed of the relevant health conditions by the Principal. A confidential table of this information is given to the relevant staff members at the start of each new school year and updated accordingly. A master copy of this information is kept in the Principal's office.

Administration of Medicines

Please refer to the school policy on administration of medicines.

Storage of Medicines

Medicines are stored securely in a locked cabinet close to the Principal's office. Only staff members have access to this cabinet. It is the responsibility of parents to ensure that their child's medication is in date. A record is kept of medicines administered by staff and parents are informed accordingly.

First Aid Kits

First Aid kits are mounted safely on walls at various points throughout the school.

Sickness or Injury

Sickness

If a child becomes unwell during the school day, the teacher informs the Principal/Deputy Principal/Assistant Principal 1.

If a child is deemed unfit to remain in school by the Principal/Deputy Principal/Assistant Principal 1, parents are contacted and arrangements are made for the child to be collected.

The child is collected from the reception area and signed out at the front desk.

Injuries

Minor injuries are treated in school (cuts, scrapes, minor bruises etc). There is a First Aid Duty Rota for lunch-time each day.

All head injuries are reported to the Principal/Deputy Principal/Assistant Principal 1. Parents are notified of any head injury sustained.

Injuries which cause any concern and those which are more than the normal minor injuries, are reported to the Principal/Deputy Principal/Assistant Principal 1, who in turn makes contact with the parents and arranges for the child to be collected. The child is collected from the reception area and signed out at the front desk. A written report is made of any injuries which result in a child being sent home and of any injury which may require follow up professional medical treatment. (Appendix) The school insurance company, Allianz is informed when necessary of injuries to pupils/staff.

Infectious and Contagious Illnesses

The school refers to Public Health Guidelines when dealing with illnesses and contagious infections such as rubella, chicken pox, scabies etc. Staff are informed of all such illnesses via Aladdin. Parents are also notified by text if there is an outbreak of a contagious or infectious disease as the need arise.

Head Lice: Parents are notified by text when there is a case of head lice in their child's class. They are reminded to check their child's hair regularly and of ways in which to treat them if they are present.

School Hygiene

Children are encouraged to wash their hands. The use of wash facilities, including hot water, soap and disposable hand towels are available in each classroom.

General cleanliness of school environment

The school employs contract cleaners to ensure a consistent standard of cleanliness throughout the school, including refuse, toilets, classrooms, floors etc.

Table tops are washed thoroughly weekly as per rota.

First Aid

Whole Staff Training in First Aid was most recently provided in November 2017.

Training in CPR and the Use of the AED has been made available to all staff members and funded by the BOM.

The AED Unit is checked on a weekly basis.

Healthy Eating

Please refer to the school's Healthy Eating Policy.

Water

There is an adequate supply of drinking water in the school for staff and pupils.

Children are encouraged to bring an adequate supply of drinking water, to drink it regularly during the day and to refill if necessary.

Clothing

Pupils are made aware of the need for proper clothing and footwear for PE.

Helmets are compulsory for hurling and camogie.

Jewelry is not permitted apart from a wristwatch and stud ear rings as per school policy.

9 Methods of communication of Safety, Health and Welfare Information / Statement

Meetings

- Board of Management
- Staff
- Parents Association
- Parent / Teacher
- In-School Management
- Pastoral Care Team
- Special Education Needs Team

Information dissemination (oral)

- Safety, Health and Welfare briefings
- School Assemblies
- Classes

Information dissemination (written)

- Safety Statement
- Notices
- Newsletters
- Correspondence
- Policies
- Student journals
- School website
- Email / Text

Copies of the Safety, Health and Welfare statement are available to each member of staff.

A copy of the Safety, Health and Welfare Statement on display in each classroom and office.

The Safety, Health and Welfare Statement is available for download from the school website.

10 Success Criteria

The safety, health and welfare management system will be measured, monitored and evaluated in relation to the following:

- Legislative requirements.
- The school safety, health and welfare policy and risk assessment.
- The safety, health and welfare objectives.

This will reveal when and where improvements are needed.

Methods of monitoring/ measuring performance.

- Periodic reviews at staff meetings.
- Periodic reviews at Board of Management meetings.
- Formal inspections and checks of all school areas.
- Inspections and equipment checks on items such as fire detection installations and extraction systems.
- Periodic reviews of accidents, near misses and dangerous occurrences to establish if correct action was taken and if further action needs to be taken.

11 Ratification

The Safety, Health and Welfare Policy of Scoil Náisiúnta Mhuire Gan Smál, Creagh, is to be ratified by the School Community – Board of management, Staff and the Parents Association

12 Implementation

The Safety Health and Welfare policy/Statement of Scoil Náisiúnta Mhuire Gan Smál, Creagh , will be implemented, once ratified by the school community – Board of Management, Staff, parents association.

13 Timetable for Review

The Safety, Health and Welfare Policy will be reviewed annually from the date of ratification in 2018.

