

## **TITLE : HEALTH AND SAFETY POLICY**

### **Introductory Statement :**

This policy results from a review of a previous Health and Safety Policy of the Monastery School. The review took place in June 2010 following consultation with the teaching staff of the school.

### **Rationale :**

The Safety, Health and Welfare at Work Act 1998 became effective on 1<sup>st</sup> November 1989. The main purpose of the act is to make all work places safer and healthier.

The act covers all persons at work – employers, employees and self – employed and it requires in so far as is reasonably practicable that employers should protect the safety, health and welfare of all who work for them.

Employers must provide and maintain in so far as is reasonably practicable safe places of work, safe plant, safe systems and must provide their employees with information and training to ensure their health and safety. Specifically employers must produce a written Safety Statement which specifies the manner in which the safety and health of workers will be secured. Of particular importance are the requirements on health and safety issues. The Board of Management will set up arrangements to have candidates come forward from which a person may be selected by the staff to act as Safety Representative, who will have certain rights under the Act including the right to appropriate training, to make reports and to investigate accidents and as Safety Representative will represent all employees on occupational Health and safety matters. The Safety Representative in the Monastery C.B.S. Primary School is Breda McCall. The Safety Officer is Justin MacCarthy.

The act also confers responsibility on the employees in so far as they are required to take care to avoid injury, to co-operate with the employer in matter of safety, to use

any means provided for their protection and to report to the employer any dangerous work situation they may encounter.

The national Authority for Occupational Safety and Health which is primarily there to advise and encourage may also prosecute and close down a work place which remains dangerous despite advice to render it safer.

## **STATEMENT OF GENERAL POLICY**

The Board of Management of the Monastery School recognises the importance of the Legislation enacted in the Safety, Health and Welfare at Work Act 1989.

This Safety Statement sets out the Safety Policy of the Board of Management of the Monastery School and sets out the means to achieve that policy. The Board'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.

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 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, where ever possible, to minimise the recurrence of such accidents and ill-health.

Signed: \_\_\_\_\_  
Chairperson

## **SCHOOL NAME**

### **Policy Statement on Safety, Health and Welfare at Work Act, 1989.**

**Name of School: Monastery C. B. S. Primary School**

1.1 \_\_\_\_\_ Board of Management

**Chairperson: Rev. Fr. Edward Cleary**

**Treasurer: John O' Dwyer**

**Members: Breda Noonan - Secretary**

**Michael Hogan**

**Jane O' Dwyer**

**Pat Flanagan**

**Teachers' Justin MacCarthy**

**Representatives: Principal – Patrick O' Halloran**

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 from places of work.

- (c) The design, provision and maintenance of plant 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 such information, instruction, training and supervision as is necessary to ensure safety and health at work of its Employees.
  - (f) The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at work of its employees.
  - (g) The preparation and revision as necessary of adequate plans to be followed in emergencies e.g. fire drill injuries etc.
  - (h) The safety and prevention of risk to health at work in connection with use of any article or substance.
  - (i) The provision and maintenance of facilities and arrangements for the welfare of employees at work.
  - (j) Obtaining where necessary, the services of a competent person for the purpose of ensuring the safety and health at work of its employees, e.g. voice specialist.
  - (k) The continuing updating of the Safety Statement.
  - (l) The provision of arrangements for consultation with employees on matters of health and safety.
  - (m) 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 extends to students, any person legitimately conducting school business and the public.
- 1.5 The Board of management of the Monastery C.B.S. Primary School will ensure that the provisions of the Safety Health and Welfare at Work Act, 1989 are adhered to.
- 1.6 A Safety Committee may be established if deemed necessary to monitor the implementation of the Safety and Health Policies of the Board of Management and the requirement under the Safety, Health and Welfare at Work Act, 1989.

## **DUTIES OF EMPLOYEES**

1. It is the duty of every employee while at work:-
  - a) To take reasonable care for his/here own safety, health and welfare and that of any person who may be affected by his/her acts of 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 report to the Board of Management without unreasonable delay, any defects in plant, equipment, place of 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 of any of the relevant statutory provisions or otherwise, for securing safety, health or welfare of persons arising out of work activities.
3. Employees will, by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible.

## CONSULTATION & INFORMATION

It is the policy of the Board of Management of the Monastery C.B.S. Primary School: -

- To consult with staff in preparation and completion of Hazard Control Forms.
- To give a copy of the 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.

## HAZARDS

All staff and the Board of Management will complete Hazard Control Forms. Some hazards can be rectified but others remain constant. The hazards have been divided into two categories.

Hazards that can be rectified or minimised will be dealt with as a matter of urgency. Those that cannot will be clearly indicated and appropriate procedures listed beside them.

The Board of Management in consultation with the employees will review and make recommendations on the elimination of Hazards.

- |                                   |                                                                                                                                                                                           |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ■                                 | Stairway in new building<br>Instruction given on correct procedures<br>in ascending / descending stairs.                                                                                  |
| ■ Concrete Pillars in School Shed | - no running in school shed allowed                                                                                                                                                       |
| ■ Basketball Stands               | - To be covered with foam                                                                                                                                                                 |
| ■ Ramp to Field                   | - Pupils to walk at all times owing to<br>steep gradients.                                                                                                                                |
| ■ Upper Gate                      | - not to be used by pupils due to fact<br>That there is no footpath outside and gives pupils direct access to road without an<br>adequate view. Gate to be closed as<br>much as possible. |

- Main School Gate To forbid pupils to cycle bicycles out the school gates.
- Grass embankment to field. Pupils to use tarmacadam ramp at all times.
- Wall separating road & field. Low at school end of field. Easy access to road by scaling wall
- Boundary wall of school yard. Two large crevices / cracks in existence for a number of years. To monitor same.

## SPECIFIC HAZARDS

### 1. FIRE

It is the policy of the Board of Management of the Monastery C.B.S. Primary 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 once a year.

**N.B.** Instruction is given in the use of Fire extinguishers for specific materials/equipment.

Fire alarms are clearly marked.

Signs will be clearly visible to ensure visitors are aware of exit doors.

All electrical equipment be unplugged or turned off outside office hours and when offices are vacated for lengthy periods.

An assembly area is designated outside each building (specify location for our school)

School Yard: Pupils in old building

Basketball Court: Pupils in new building

Those leaving buildings/classrooms should let someone know.

Principal, or someone acting on his/her behalf, to be notified when any person/persons leave the building within school time –

**(9 a.m – 12.15 p.m.) (12.50 p.m. – 2.50p.m.)**

Exit signs are clearly marked.

All bottled gas is stored in outdoors sheds away from the main buildings.

There will be a named person responsible for fire drills and evacuation procedures-

Teacher Rm.7 - Old building



## 2. OTHER HAZARDS

**Hallways:** To ensure that terrazzo floor in main hallway, which may be slippery in wet conditions, is covered with mats especially in such instances.

- Yard - Can be slippery on frosty mornings
  - Step - Yard/Shed
  - Pillars - In shed
  - Bell - Loudness
  - Corridor - To ensure non-slip polish at all times.
3. To ensure toilets are maintained in a clean hygienic condition and that all necessary facilities are available. Three staff toilets in existence.
  4. To ensure that all potentially dangerous P.E. equipment is stored in a safe place.
  5. The wearing of ear-rings/studs by pupils is potentially dangerous, as it may be the source of an injury especially during pupils' interaction. Such objects are not to be worn by pupils within school precincts.

## CONSTANT HAZARDS

### 1. **Machinery, Kitchen Equipment and Electrical Appliances.**

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

Machinery and Kitchen Equipment are used only by adults.

Children should not be asked to plug in electrical appliances. Such appliances and equipment will be subject to regular maintenance checks.

### 2. **Chemicals**

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

All chemicals, detergents etc., be stored in clearly identifiable containers bearing instructions and precautions for their use and kept in a locked area, and protection provided to be used when handling them.

### 3. **Drugs Medications**

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

All medications, drugs etc., be kept in a proper medication cabinet, locked at all times, key to which is kept in a secure and safe place. No medication is to be given by staff to pupils. In emergency situations qualified medical assistance will be secured at the earliest opportunity.

### 4. **Highly Polished or Wet Floors.**

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

Floors will not be made slippy. That polish to be used will be of a non-slip nature. That washing of floors is conducted after school hours to ensure, as far as is reasonably practicable, elimination of danger of slipping. To this end warning signs regarding wet floors will be use. The external stairway is steep and attention is drawn to the fact that these steps may be slippy in cold weather. The handrail should be used at all times when using these stairs.

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

6. **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. Such measures will include meetings by appointment, with/without witnesses and, in extreme circumstances, an injunction/barring order and any necessary legal steps. It is the policy of this Board of Management that all visitors and callers to the school must firstly report to Principal's office.

7. **It is illegal to smoke** within any enclosed area of the school.
8. No children are allowed to bring drinks in bottled glass to school to minimise the risks of breakage's and cuts.

## 9. VISUAL DISPLAY UNITS

It is the policy of the Board of Management that:

The advice contained in the "Guidelines on the safe operation of Visual display Units" issued by the Health and Safety Authority be carefully followed. Any up-to-date information regarding hazards relating to the use of V.D.U.'s will be studied and recommendations and directives implemented.

## 10. INFECTIOUS DISEASES

It is the policy to notify all infectious diseases.

The Board of Management wishes to ensure as far as reasonably practicable, the safety of staff, permanent, temporary or voluntary against all infectious diseases to include Hepatitis "B".

The Board of Management will endeavour to minimise the risk by:-

Adherence to sound principles of cleanliness, hygiene and disinfection and have provided disposable gloves to be used for all first Aid applications, cleaning jobs etc. The staff has been provided with separate toilets with hot and cold water, a disposal unit and soap.

Two new water fountains have been installed in shed

### **TRAINED FIRST AID PERSONNEL**

It is the policy of the Board of Management that:

A member of staff will be trained to apply First Aid to other employees. Training will be provided in the use of Defibrillator by certain members of staff.

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.

- Elastoplast Plasters
- Wasp Eze
- Tape
- Savlon Antiseptic Disinfectant
- Panadol
- Optrex Eye Lotion
- Savlon Antiseptic cream
- Cotton Bandage
- Burn Eze
- Antiseptic wipes
- Scissors
- First Aid Chart
- Disposable gloves must be used at all times when administering First Aid.

