



## Riverview Educate Together National School Health & Safety Policy

Ratified 13<sup>th</sup> March 2017

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#### **1. Health & Safety Statement**

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

This document sets out the Safety Policy of Riverview Educate Together National School and specifies the means to achieve the policy. Our objective is to endeavour to provide a safe and healthy work environment for all our employees and pupils, and to meet our duties to all members of the school community, with whom we come in contact.

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

This policy will be reviewed in light of experience, changes in legal requirements and operational changes and developments at Riverview Educate Together National School.

Ratified 13<sup>th</sup> March 2017. Next Review planned for August 2017.

Signed and approved by Chairperson, Board of Management  
13<sup>th</sup> March 2017.

## **2. Health & Safety Policy**

### **2.1 Board of Management (BOM) Responsibilities**

The members of the Board of Management of Riverview Educate Together National School are:

**Chairperson:** Nichola Murphy

**Members:** Nicola Murphy, Joan Ward, Ciara Tuc, Margaret Burke.

**Principal:** Margaret Burke.

**Staff Health and Safety Rep:**

The Board of Management will ensure, that so far as is reasonably practicable, the highest standard of safety shall prevail and that, at a minimum, the provisions of the Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (General Application) Regulations 2007 are adhered to.

The Board of Management has overall responsibility for Safety, Health and Welfare within the workplace, this includes:

- Taking a direct interest in the Safety Statement and implementing policies and procedures written in it and ensuring it is updated as required.
- Allocating resources within the constraints of the schools budget to implement safety policies within the Safety Statement.
  - Ensuring that a Risk Assessment of the school environment is carried out on an annual basis and that risks identified are eliminated, where possible or otherwise reduced through risk control measures.
- Provide staff with safety training, information and supervision in a form, manner and, as appropriate a language that is reasonably likely to be understood. Training will be provided on the commencement of employment, in the event of a transfer or change of task, or the introduction of new systems of work or technology.
- The contents of the workplace Safety Statement will be brought to the attention of all school personnel on commencement of employment and annually thereafter.
- Requiring employers from whom it contracts services to have an up-to-date safety statement.
- 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 school personnel dealing with pupils with challenging behaviour. Arrangements will be made to ensure the protection of staff from violent and distressed children when necessary.
- The BOM will, as far as is reasonably practicable, take all necessary measures to protect school personnel from acts of violence or aggression during the course of their work and will act immediately on complaints made by school staff.
- The preparation, revision as necessary and communication of adequate plans to be followed in emergencies e.g. fire drills, accidents etc.

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- The provision and maintenance of facilities and arrangements for the welfare of persons at work and pupils at school.
- The provision of arrangements for the selection of a Safety Representative who will work in cooperation and consultation with the Board of Management. These should be consulted/informed if any school personnel have queries or concerns regarding any Health and Safety issues.
- Ensuring adequate first aid and fire -fighting facilities and equipment are available on the school premises and in the school vehicle.
- Ensuring where reasonable practicable the health and safety of school personnel including school pupils, any person legitimately conducting school business, contractors and 3<sup>rd</sup> parties/the public.
- Ensure that an Accident Report is completed as soon as possible following an accident or incident.
  - Health & Safety will be a standing agenda point at Board of Management meetings.

## **2.2 School Staff Responsibilities**

In accordance with the requirements of *the Safety, Health and Welfare at Work Act 2005*, school staff has the following responsibilities:

- All school staff are required to co-operate fully with all provisions taken by the BOM and the school for ensuring the safety, health and welfare of other school staff, contractors, pupils and 3<sup>rd</sup> parties.
- All school staff are required to adhere to all safe systems of work, wear any personal protective equipment and use any safety equipment provided. School staff are also responsible for reporting damage to equipment and the need for repair/replacement of items of personal protective equipment to their immediate superior.
- All school staff are required to discharge their work in a safe manner so as to avoid injury to themselves/other staff and avoid damage to equipment and property.
- Any member of staff who does not adhere to the school safety rules will be subject to appropriate disciplinary action.
- Not to be under the influence of an intoxicant to the extent that they may endanger their own or others' health and safety.
- To comply with statutory provisions and take reasonable care to protect their own health and safety and that of others who may be affected by their acts or omissions.
- To attend training and undergo such assessment as may reasonably be required.
- Co-operate with the Board of Management or any other person to comply with statutory requirements.
- Not to engage in improper conduct or behaviour that is likely to endanger their own or others' health and safety.
- To make correct use - having regard to training and instructions - of articles or substances, including protective clothing, supplied to protect health and safety.
- Report, as soon as possible, defects in systems of work, articles or substances, or work being carried on which might endanger health and safety.
- To ensure that an Accident Report is completed thoroughly and promptly for all accidents.
- To ensure, as far as is reasonably practicable, that pupils in their care are made aware of, and comply with, relevant sections of the Safety Statement.

## **3. Training**

### **3.1 Training for Safety**

Riverview Educate Together National School will provide such training as required or is recognised through risk assessment, to safeguard the safety, health and welfare of school staff. Instruction, training and supervision is to be provided in a form, manner and, as appropriate, language that is reasonably likely to be understood by the employee concerned. Specifically, school personnel will be given the following safety training:

- All school personnel will receive induction training to ensure that they fully understand the hazards to which they may be exposed within their specific area, and the safety precautions and emergency procedures required.
- Staff will be familiarised with the fire protection equipment in place in the school.

### **3.2 Records of Training**

Training Records will be maintained by management and will contain the following information (for example):

1. Date of instruction or exercise
2. Duration
3. Name of instructor
4. Name of person receiving instruction
5. Nature and content of instruction

### **3.3 Induction Training**

All school personnel employed by Riverview Educate Together National School will receive induction training on commencement of employment, to ensure they fully understand the hazards of their workplace and what safety precautions and emergency procedures are required.

Induction Training will include the following (for example):

- Safety Statement including Risk Assessments
- Emergency / Fire Evacuation Procedures
- Accident Reporting / Investigation Procedures
- First Aid Facilities

## **4. Consultation**

It is the policy of the Board of Management of Riverview Educate Together National School:

- To consult with staff in the preparation and completion of the Health and Safety Statement.
- To issue a copy of the Safety Statement to all present and future staff, all member members of the Board of Management (and any subsequent revised copies).
- That any additional information or instructions regarding Health, Safety and Welfare at work, not contained in the document will be conveyed to all school personnel as it becomes available
- That Health, Safety and Welfare will form an integral part of any future employee training and development plans.

### **4.1 Safety Representative**

A Safety Representative may be selected in accordance with the Safety, Health and Welfare at Work Act 2005 to make representations to the Board of Management regarding matters related to health and safety.

A Safety Representative has not been selected at the present time.

#### **4.2 Duties of Safety Representatives**

- Make oral or written representations to Riverview Educate Together National School management on matters of safety, health and welfare at work, on behalf of the school staff.
- Investigate accidents and dangerous occurrences.
- Receive relevant advice and information from inspectors on matters of safety, health and welfare at work.
- Arising from the discharge of his or her functions under the Regulations, a site safety representative shall not be placed at any disadvantage in relation to his employment.

#### **5. First Aid**

Riverview Educate Together National School will ensure a First Aid box is located in the school office and a smaller one in the classroom as well as ensuring that there are adequate staff members trained in First Aid.

Minor Illnesses: A child who is ill and unfit to attend school should normally be kept at home until fully recovered. Requests from parents to keep their children in at lunch break are not encouraged. A child too sick to play with peers should not be in school.

#### **5.1 Nominated First Aiders**

The following person(s) is the nominated First Aider(s) and has received appropriate training and certification in November 2016:

1. Margaret Burke, Principal.
2. Roisin Kelly, Secretary.

Training will be carried out by an organisation competent to do so. Refresher training will be provided at intervals not greater than 2 years.

#### **5.2 Administering First Aid**

- The class teacher will bring the child to the school office, where the Secretary will administer First Aid. If the child should not be moved, the teacher will alert the Secretary via the walkie-talkie or by sending another child or teacher to fetch her.
- Protective gloves will always be worn.
- The First Aider will attend the injury as per training received.
- No member of staff may administer medication to a child. For exceptions, see separate Policy on Administering Medications.
- Once the child has been best attended to, the Secretary will ring the parent to inform them of what has happened.
- If an ambulance has been called, the parent will be advised of this. If the ambulance arrives to the school before the parent has come to the school, then a member of staff will travel with the child. The member of staff will bring the child's school file so that s/he has all information on the child that the parents have shared with the school (e.g. details of pre-existing allergies or conditions). The parent will be telephoned to tell them to what hospital the child is being brought so that they can travel there instead.

- A child can only be accompanied to hospital, if there are enough adult numbers in the school at the time to allow this.

### **5.3 First Aid Supplies**

- The First Aid box in the office will contain disposable safety gloves, adhesive plasters, sterile eye pads, individually-wrapped triangular bandages, safety pins, individually-wrapped sterile unmedicated wound dressings (medium and large), pocket face mask, water-based burns dressings, crepe bandage, paramedic shears.
- A blanket will also be kept, should a child need to be treated for shock.

### **5.4 First Aid Recording**

In the event of an accident or incident a full account of what happened, symptoms noted and treatment administered should be completed in the School Incident Book, which is kept in the school office.

## **6. Fire Protection and Evacuation Procedures**

Fire evacuation procedures are posted throughout the building in all classrooms and staff areas.

### **6.1 Fire Protection:**

- The fire alarm system and it's sensors are checked and maintained twice a year by Fire Technology Ireland.
- Fire drill will take place at least once a term. The teachers and pupils will be notified of the first practice and rules for evacuation and assembly points will be outlined. A second or third drill practice shall be without prior notice. Any problems/directions arising from these fire drills will be notified to and recorded by the Principal.
- A fire chart, showing exit points and assembly point, will be hung prominently in the school for visitors' awareness.
- There are 2 fire extinguishers in the school's main corridor, beside the children's toilet. There is also another 2 fire extinguishers in the PE Hall. There is also a single extinguisher in the hallway between Riverview's corridor and the PE Hall.
- A roll-sheet will be kept by each class teacher, ready to take with her/him, in the case of an evacuation.
- The school assembly point is the tarmac section inside the blue front gates, marked with the green Assembly Point sign.

### **6.2 Fire Alarm and Evacuation Procedures**

#### **6.2.1 Visitors Hearing the fire alarm:**

- When you hear the alarm, please don't panic.
- Walk to the nearest exit point and gather at the assembly point.
- Wait at the assembly point until the roll call is carried out and the all clear has been given by the Principal. Only then may you return to the building.

#### **6.2.2 Discovering Fire:**

- If you discover fire or smoke you should sound the alarm verbally or otherwise.
- Use the break glass system (beside the main entrance door) to sound the fire alarm.
- Ring the Fire Brigade (see Emergency Contact Numbers).

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- Try to extinguish the fire using the correct fire extinguisher and if you are trained to do so. If it is impossible to extinguish the fire, exit the building and go quickly to the assembly point.
- Remain there until you have been told otherwise by the Principal.

### 6.2.3 Evacuating on hearing fire alarm

The following are the procedures for teachers, staff and classes in the event of an alarm going off. The alarm you will hear will be the school alarm which will ring for a long period.

1. The class teacher will walk his/her class calmly from the classroom to the closest exit and to the assembly point (see table below for class and exit to be taken).
2. The Roll-sheet is the only item to be taken from the classroom (all coats, school bags etc. are to left in the classroom).
3. Pupils are to walk in single file staying close to the wall at all times.
4. Each class will walk to the school assembly point (the tarmac section inside the blue front gates, marked with the green Assembly Point sign).
5. The class teacher will call the roll immediately on arrival.
6. Those pupils who are attending the Learning Support or Resource Teachers will be accompanied to their designated line and handed over to the class teacher by these teachers.
7. The Secretary will take a mobile phone and Visitor Book with her.
8. Staff, teachers, pupils and visitors remain at the Assembly Point until they have been told otherwise by the Principal.
9. Once outside, the Secretary (or in her absence, other staff member) will call the fire brigade, if they have not already been alerted. She will do this at the Assembly Point using the school telephone.
10. If the fire alarm was triggered by a fire sensor, but there is no sign or smell of fire, then a member of staff will do a perimeter walk to check for any sign of what triggered the alarm. If there is no sign of a fire, the Principal will enter the building and cancel the fire alarm sound. Once all have returned to the building, the Secretary will ring Fire Protection Ireland to come as soon as possible to investigate trigger source.

### 6.2.4 Closest Exit paths for school rooms

Junior Infants. Margaret's Class	Room 1	Enter/exit through front door of school and proceed to Assembly Point.
Aistear Room	Room 2	Enter/exit through front door of school and proceed to Assembly Point.
School Office		Enter/exit through front door of school and proceed to Assembly Point.
Staff Room		Enter/exit through front door of school and proceed to Assembly Point.
School Yard		Proceed to Assembly Point.
PE Hall	Hall	Exit via the exit door at the back of the hall, using the key hanging to the right side of the door (in red 'Break Glass for Key' box).
Pupil toilets		Secretary will check children's toilets.

## **7. Other Serious Situations**

This policy cannot cover every scenario that may occur. However, staff will keep the welfare of the children to the fore in all situations.

Should a serious incident occur, such as death or suicide in the school's community, the Board of Management will make use of the Department of Education and Skill's resources available. In coming years, the Board will prioritise the development of a Critical Incident Plan.

Next of kin contact details for staff are filed on the school computer drive, under Staff. Children's details, in the form of their registration forms, are kept in the Administration Filing cabinet, under Enrolment Records. This information is also available on the school's soft copy files, which are accessible from off-site.

These numbers will be displayed on the Secretary's desk in the school Office. The numbers are also saved into the handset's 'Phonebook'.

<b>Emergency Telephone Numbers</b>		
Ambulance		999 or 112
Fire Brigade		999 or 112
Gardai		999 or 112
Local Gardai	Crumlin Garda Station, 23 St. Agnes Road, Crumlin	666 6200
ESB Networks	Emergency	1850 37 29 99
Gas Networks Ireland	Smell of gas or emergency	1850 20 50 50

## **8. Accident Investigation and Reporting**

It is important that all accidents and incidents with potential for injury are reported to the Safety Representative or a member of the Board of Management and where necessary, action is taken to prevent recurrence.

### **8.1 Accident Recording**

All accidents or incidents however minor must be recorded in the Incident Book.

### **8.2 Accidents Reportable to the HSA**

The Safety, Health and Welfare at Work (General Application) Regulation 2007 require the Board of Management to report to the Health and Safety Authority on prescribed forms in the following situations:

- Accidents at work resulting in a fatality, or a person not being able to carry out their normal functions for more than 3 days – IR1 Form (notification can also be made via the HSA online accident notification process available at [www.hsa.ie](http://www.hsa.ie) )
- Dangerous occurrence – IR3 Form (notification can also be made via the HSA online accident notification process available at [www.hsa.ie](http://www.hsa.ie) )
- Records are to be maintained on file for 10 years.

## **9. General Safety Policies and Risk Controls**

### **9.1 Housekeeping**

Ratified 13<sup>th</sup> March 2017. Next Review planned for August 2017.

- A high standard of housekeeping must be maintained at all times.
- Everybody will be responsible for his or her own area, ensuring that general clean-up of the workplace or classroom takes place on a daily basis or upon the completion of work.
- All access/egress routes, as well as fire exits, must be kept clear at all times.
- Materials should never be stored in positions, which would create hazards to other school personnel, pupils, 3rd Parties/visitors and parents; this includes storing materials safely on shelves, access stairs/walkways or the materials storage areas.
- Waste material must be disposed of correctly.

## **9.2 Electrical Equipment**

- All electrical equipment brought into the school must be of safe design and construction and properly maintained at all times.
- All equipment which may be exposed to mechanical damage, the effects of weather, wet conditions or flammable / explosive environments must be protected.
- The use of fuses or circuit breakers to protect electrical systems is required.
- Only authorised, competent, personnel should be using or working on live electrical equipment.
- All equipment is to be properly maintained and grounded.

## **9.3 Visitors and Contractors**

Riverview Educate Together National School, has a responsibility to ensure, as far as is reasonably possible, the safety of visitors and contractors while on the school premises. See the Riverview ETNS Visitor Policy also which has regard to protecting the safety of the children.

### **9.3.1 Contractors**

Contractors on Riverview Educate Together National School, work sites are bound by the following:

- Co-operate with Riverview Educate Together National School Board of Management.
- Comply with relevant health and Safety legislation and implement and work to a Safe System of Work.
- Provide a copy of their safety statement and relevant information to the Board of Management, if requested.
- Report accidents to the authority and to Riverview Educate Together National School BOM where an employee cannot perform their normal work for more than 3 days.
- Comply with school policies and their safety and health plan and ensure that their personnel comply.
- Identify hazards, eliminate the hazards or reduce risks during works.
- Facilitate the Safety Representative, where applicable.
- Ensure that relevant workers have a SOLAS Safe Pass card and a construction skills card (CSCS) where required
- Provide workers with site specific induction.
- Appoint a safety officer where there are more than 20 on site or 30 employed
- Contractors should not work on the premises/sites unless covered by adequate employers and public liability insurance.
- Contractor's insurance policies must be available for examination prior to work commencing to ensure they conform to Riverview Educate Together National School, requirements.

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## **9.4 Manual Handling**

Where it is not possible to avoid manual handling appropriate steps need to be taken to minimise the risk. It is the policy of Riverview Educate Together National School is that no person is expected to lift a load that would be likely to cause him/her injury.

Every employee must be familiar with the correct lifting techniques. These may be summarised as follows:

- Lift in easy stages - floor to knee then from knee to carrying position.
- Hold weights close to body.
- Don't jerk, shove or twist body.
- Grip load with palms - not fingertips.
- Don't let the load obstruct your view.

The risk of injury from manual handling is further reduced by having each employee ensure that the working environment is maintained in a safe condition. This includes gangways and floors being kept in a good condition and free from obstruction.

See Appendix 1 for Additional Precautions.

## **9.5 Violence and Aggression**

Riverview Educate Together National School will take all necessary measures to protect school staff from acts of violence, or aggression during the course of work and will act on any complaints made by school staff, or other persons. Riverview Educate Together National School will investigate any reports made.

## **9.6 Stress**

Riverview Educate Together National School will take all necessary steps to ensure so far as reasonably practicable that school personnel are not exposed to excessive stress levels. School personnel must approach a member of the Board of Management if suffering from excessive stress levels. Measures will be taken internally to relieve their workload and to identify the origin of the stress.

## **9.7 Harassment and Bullying**

Riverview Educate Together National School is committed to providing a workplace free from harassment and bullying. Harassment or bullying by any member of the school, regardless of status, will not be tolerated. Victimisation of the complainant, and the alleged accused or an employee who gives evidence will be subject to disciplinary action.

Riverview Educate Together National School will not condone any behaviour relating to the adverse, differential treatment of a person due to sex, marital status, family status, sexual orientation, religion, disability, race, or membership of the traveller community.

Riverview Educate Together National School will deal with all allegations of bullying. All complaints will be dealt with fairly, with discretion and as far as reasonably practicable confidentially maintained.

## **9.8 Alcohol and Drug Policy**

Riverview Educate Together National School will not tolerate the consumption of drugs, or alcohol before, or during the working period. Any employee found to be taking drugs, or alcohol will be subject to disciplinary proceedings. Any employee that is taking prescription drugs that may interfere with their work should inform a member of the Board of Management. All school personnel will be made aware that it is now an illegal offence to present for work in an intoxicated state.

### **9.9 Smoking Policy**

Riverview Educate Together National School will comply with the Tobacco Act 2002. Smoking is not permitted in any of the workplace buildings or grounds.

### **9.10 Assembly/Dismissal Procedure and Supervision Policy**

1. Parents will be advised that the school will be open to receive pupils at 8.30am. No responsibility is taken for pupils arriving before that time.
2. Parents who wish to speak to a teacher or the principal can make an appointment via the school office.
3. At 1.10pm, classes will be conducted by their teachers to the main door. Parents who wish to have their children escorted home should make their own arrangements to have them met at the school door. Parents or the nominated collector should be at the school door not later than 1.10pm as the school cannot accept responsibility for looking after the children after that time.
4. Pupils will only be released to the parent/guardian or a nominated collector. On enrolment, parents are asked to list the people that they nominate to escort their child and parents can update this list during the school-year in writing. If an unauthorised person arrives to escort a child, the school will make contact with the child's parents to verify that they wish the person to escort their child.
5. For the safety of the children no unauthorised vehicles are allowed in the school yard (i.e. inside the black gates) during school hours.
6. After School Activities – parents collect children from teacher and then parents proceed with children to activity room.
7. Supervision of Pupils – a teacher will at all times be present in the yard while the pupils are at play there.
8. During inclement weather pupils will remain in their classroom and be supervised by a teacher. Pupils must remain seated in their own places and occupy themselves quietly.

## **10 Monitoring and Review**

This version of the policy was ratified by the BoM on 13<sup>th</sup> March 2017.

The Safety Statement will be reviewed by Riverview Educate Together National School BOM, when significant changes occur, and will be modified as names of responsible persons change, as risk changes, or as changes in legislation occur.

In addition to the above, the Safety Statement will also be reviewed on an annual basis as a requirement under the Safety, Health and Welfare at Work Act 2015.

Ratified 13<sup>th</sup> March 2017. Next Review planned for August 2017.

## **Appendix 1 – Manual Handling, Additional Precautions**

### **Additional Precautions**

1. Only manually lift loads which you know you can lift easily, comfortably and safely. If in doubt ask a colleague for assistance.
2. Examine the load before lifting. The obscure sides could contain exposed and dangerous staples, wire, and other objects that could cut or puncture the skin.
3. Factors which could make manual lifting dangerous are as follows:-

#### **(i) Characteristics of the load**

The manual handling of a load may present a risk, particularly of back injury if it is:

- (a) Too heavy or too large.
- (b) Unwieldy or difficult to grasp.
- (c) Unstable or has contents likely to shift.
- (d) Positioned in a manner requiring it to be held or manipulated at a distance from the trunk, or with a bending or twisting of the trunk, or likely, because of its contours or consistency (or both) to result in injury to persons, particularly in the event of a collision.

#### **(ii) Physical effort required**

A physical effort may present a risk particularly of back injury if it is:

- (a) Too strenuous.
- (b) Only achieved by a twisting movement of the trunk.
- (c) Likely to result in a sudden movement of the load.
- (d) Made with the body in an unstable posture.

#### **(iii) Characteristics of the Working Environment**

The characteristics of the work environment may increase a risk, particularly of back injury if:

- (a) There is not enough room, in particular vertically, to carry out the activity.
- (b) The floor is uneven, thus presenting tripping hazards, or is slippery in relation to the employee's footwear.
- (c) The place of work or the working environment prevents the handling of loads at a safe height or with a good posture by the employee.
- (d) There are variations in the level of the floor or the working surface, requiring the load to be manipulated on different levels.
- (e) The floor, or footrest, is unstable.
- (f) The temperature, humidity or ventilation is unsuitable.

#### **(iv) Requirements of the Activity**

The activity may present a risk, particularly of back injury, if it entails one or more of the following requirements:

- (a) Over-frequent or over-prolonged physical effort involving in particular the spine.
- (b) An insufficient bodily rest or recovery period.
- (c) Excessive lifting, lowering or carrying distances.

(d) A rate of work imposed by a process which cannot be altered by the employee.

**(v) Personal Factors**

The employee may be at risk if he/she:

- (a) Is physically unsuited to carry out the task in question.
- (b) Is wearing unsuitable clothing, footwear or other personal effects.
- (c) Does not have adequate or appropriate knowledge or training.

If you have reason to believe that any of these factors are relevant in any circumstance, refer the matter to your Supervisor before attempting to complete a lift.