



Health and Safety Policy

Health and Safety Policy of Tramore Educate Together National School

Rationale:

Tramore ETNS is required to document the school's health and safety policy and make it available to all employees, outside services providers and Inspectors of the Health and Safety Authority. The Board of Management must also consider its 'duty of care' in the school and this must be an integral part of any Health and Safety policy. This safety policy aims to create a safe and healthy working environment for children, staff and visitors. It aims to protect employees from workplace accidents and ill health at work. It also aims as far as possibly practicable, to comply with all relevant health and safety legislation to include the following areas:

- *Provision of a safe workplace.
- *Safe entrance and exit routes.
- *Safe handling and use of chemicals and equipment.
- *Safe equipment including maintenance and use of protective guards.
- *Provision of appropriate personal protective equipment.

Responsibility of employer (BOM):

- Provide a safe school for the staff, children, parents and visitors as far as is reasonably practicable.
- Manage work activities to ensure the safety, health and welfare of employees.
- Organise an annual inspection of hazards or risks to employees, children or third parties and ensure that risks and hazards are eliminated or minimized as far as is reasonably practicable.
- Appoint from within the staff a Health and Safety Representative, who will oversee the implementation of the Health and Safety Policy (as school grows).
- Ensure a Health and Safety Officer is appointed from within the board.
- Organise training for staff on Health and Safety, Fire Drill and Fire Equipment.
- Report serious accidents to the Health and Safety Authority www.hsa.ie.
- Require employers from whom services are contracted to have an up to date safety statement (*e.g. painters, contract cleaners, bus companies*).

Responsibility of staff members:

Health and safety is everyone's business. As a worker you have legal duties designed to protect you and those you work with.

Responsibilities include:

- Not to be under the influence of an intoxicant to the extent that they endanger your own or other persons' safety.
- To co-operate with an employer or other people to ensure that the Health and Safety law is implemented.
- Not to engage in improper conduct that will endanger you or anyone else.
- To attend Health and Safety training and correctly use any equipment at work.
- To use protective clothes and equipment provided.
- To report any dangerous practices or situations that you are aware of to an appropriate person.
- Not to interfere or misuse any safety equipment at your workplace.

- If you are suffering from a disease or illness that adds to risks, to tell your employer.

Entitlements of safety representative

(Section 25 Safety, Health & Welfare at Work Act, 2005) The safety representative has the right to:

- Represent the employees at the place of work in consultation with the employer on matters in relation to health and safety.
- Inspect the place of work on a schedule agreed with the employer or immediately in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person.
- Receive appropriate training.
- Investigate accidents and dangerous occurrences.
- Investigate complaints made by employees.
- Accompany an inspector carrying out an inspection at the workplace.
- Make representations to the employer on matters relating to safety, health and welfare.
- Make representations to and receive information from, an inspector.

Consult and liaise with other safety representatives in the same undertaking.

Hazards:

The Board of Management has identified the following areas of school life and activity as requiring special care in order to prevent injury or damage to members of the school community:

- I. Activity outside of the classroom
- II. Hazards within the classroom/school
- III. Emergency closures
- IV. Hygiene
- V. Fire
- VI. First Aid
- VII. Administration of medicines
- VIII. Discipline
 - I. *Activity outside of the classroom:* Tramore Educate Together National School opens for school business at 8.40 a.m. and teachers will be present to exercise the required supervision over children at that time. It is recognised that the short break and the lunch break require special attention and care. Supervision for these times will be by a member of staff.

In all pupil activity involving games, P.E. etc., teachers will exercise prudent judgement on the level of safety required and bring to the notice of the Principal any matter requiring corrective action.

Activities which involve pupils travelling from the school, such as School Tours, School Sports, Swimming Classes, etc. will require specific rules to ensure the safety of all participating. In these instances the rules will often be specific to the nature of the places being visited and the activities being engaged in.

Children will be escorted to the gate/door by their teacher at 1.30pm (2.30pm 1st Class and older), where they will be collected by their parents or a person designated by their parents.

- II. *Hazards within the classroom/school:* The teachers take appropriate precautionary measures when dealing with hazards that have the potential for injury within the classroom and school building during normal school business. E.g. *Spillages of*

liquids will be cleaned up as soon as possible. Children will be encouraged to walk when they are inside the building.

Teachers and ancillary staff are requested to report any dangerous practices or situations to the principal or the safety representative.

- III. In the event of, for instance, heavy snowfall, high winds, thunderstorms, disconnection of services, death or critical incident, the Principal will consult as soon as feasible with the Chairperson of the Board of Management to decide whether it is in the interests of all parties to close the school. If it is decided that it would be unsafe to keep the school open, an exceptional closure will be deemed to have been granted by the Board of Management. Exceptional closures will be kept to an absolute minimum. Parents and guardians will be informed at the earliest opportunity of any such closure using a range of communication techniques (text, email, telephone calls, posting on school website, message on school voicemail, note at school gate, etc.). If school is open when an incident occurs, staff will remain on the premises until all children have been collected.
- IV. *Hygiene:* Hygiene is the concern of everyone in our school. Good hygiene practice is essential for the health and welfare of all in the school. Teachers educate their pupils in good hygiene practice as part of the SPHE curriculum. The staff, teaching and ancillary, is requested to be vigilant in this regard and to bring to the notice of the Principal any corrective action which may be deemed necessary. Paper towels and soap are provided in the school.
- V. *Fire:*
- Exits and entrances will be unobstructed whilst people are on the premises.
 - There is an adequate supply of fire extinguishers.
 - Regular fire drills take place, at least once a term.
 - Instruction is given in the use of fire extinguishers for specific materials/equipment.
 - An Assembly Area is designated outside (school yard).
 - Those leaving the school building, except those specified on a regular timetable, should let the Principal know where they are going.
- VI. *First Aid:* In the event of accidents it may be necessary to administer First Aid. First Aid equipment is under the care of an appointed teacher (Eilish Kelly). If a child gets ill during the school day:
- a) a parent is contacted (if parents are uncontactable, we will call the designated contacts as provided by parents). Contact details for parents are in the office and the classrooms.
 - b) In case of a serious accident, a child may be taken to casualty by a member of staff or by ambulance.

Medical information the school would need in the event of a pupil needing urgent medical attention will be sought on the Pupil Information Form.

Accidents are reported and recorded by the member of staff who is present or who is on supervision at the time. These reports are kept on file in the School Office.

- VII. *Administration of medicines*
Any medication belonging to a child is kept in a secure and clearly visible location in the child's classroom.

No teacher will be required to administer medicines or to supervise children taking medicines. If teachers are willing to do so, specific authorisation will be given in writing by the Board of Management.

Parents and guardians of children requiring medication will need to fill in a form. They will also be required to complete an indemnity form in respect of any liability that may arise from the administration of medication. They will inform the teacher(s) how the medication should be administered. (See Appendix 2)

Parents and guardians will have responsibility to check each morning that the authorised teacher(s) is/are in school, that the teacher(s) has/have the medication on trip/swimming days, and that the medication is available and in date. If at all possible, any medication should be self-administered, under the supervision of an authorised adult. A written record of the date and time of administration will be filled out by the teacher and put in the child's class medical file on the same day (with the exception of asthma inhalers). The child's parent/guardian will be informed on the same day that medication has been administered.

- VIII. *Discipline:* The Code of Behaviour of Tramore ETNS provides for a level of behaviour to minimise personal risk and stress to all.

When the employees feel 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.

Ratification and Review:

This Safety Statement has been prepared based on conditions existing in the premises of the school at the time of writing. It may be altered, revised or updated at a future date so as to comply with any changes in conditions. This policy will be reviewed annually and amended as necessary.