

Monkstown Educate Together National School

Health and Safety Policy

May 2009

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1 Introduction

The Board of Management of Monkstown Educate Together National School (METNS), Kill Avenue, Dun Laoghaire, brings to the attention of its employees the following arrangements for safeguarding the safety, health and welfare of school employees, pupils and visitors.

The METNS Health & Safety Policy requires the co-operation of all employees. It shall be reviewed annually or more frequently if necessary, in the light of experience, changes in legal requirements and operational changes. A safety audit shall be carried out annually by the Board of Management Safety Officer and a report made to the Board. All records of accidents and ill-health will be monitored in order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill-health.

The Board of Management wishes to ensure that as far as is reasonably practical:

- ◆ The design, provision and maintenance of all places in the school shall be safe and without risk to health;
- ◆ There shall be safe access to and from the school.
- ◆ Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health;
- ◆ Employees shall be consulted by the Board of Management on matters of health and safety;
- ◆ Employees shall be instructed so as to ensure the health and safety at work of employees, pupils and visitors;
- ◆ Plans for emergencies shall be complied with and revised as necessary;
- ◆ This statement will be revised as necessary by the Board of Management, and shall be reviewed by the Board annually;
- ◆ Provision shall be made for the election by the employees of a Employees Safety Officer.

The Board of Management recognises that its statutory obligations under legislation extend to employees, pupils and visitors.

The Board of Management undertakes to ensure that the provisions of the safety, Health and Welfare at Work Act 2005 are adhered to.

2 Duties of Employees

It is the duty of every employee while at work:

- (a) To take reasonable care for his/her own safety, health and welfare, and that of any person who may be affected by his/her acts or 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 school equipment, place or work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or other means or thing for securing safety, health or welfare of all persons in the school.

3 Consultation and Information

It is the policy of the Board of Management to:

1. consult employees in all aspects of health, safety and welfare at work;
2. give a copy of the Safety Statement to all present and future employees, and ;
3. convey any additional information or instructions regarding health, safety and welfare at work to all employees as it becomes available. Health, safety and welfare at work will be considered in any future employee training and development plans.

4 Fire

It is the policy of the Board of Management that:

1. An adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, clearly visible and regularly serviced by authorised and qualified persons.
2. Each fire extinguisher shall have instructions for its use.
3. The Principal shall be responsible for fire drills and evacuation procedures.
4. The Principal will ensure that a fire drill takes place at least once a term.
5. Fire alarm activators shall be clearly marked.
6. Fire exits will be clearly labelled so that all employees, pupils and visitors are aware of their location.
7. All doors, corridors, and entries shall be kept clear of obstruction and can be opened at all times from within the building.
8. Each teacher must that the exit route through the classroom door is kept clear at all times.
9. Assembly points outside the school will be designated at specific locations.
10. Assembly points will be clearly marked on a plan of the school, which will be on display in the school building.
11. Exit signs shall be clearly marked.
12. All electrical equipment that poses a risk of fire shall be left unplugged when unattended for lengthy periods. Responsibility for this rests with each teacher in the case of their classroom, the secretary in the case of the office; the Principal in the case of the Principal's office; and all employees in the case of the Staff Room.
13. All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

5 Hazards

Hazards shall be divided into two categories:

- Those which can be rectified will be dealt with as a matter of urgency.
- Those that cannot be rectified quickly will be clearly marked and appropriate warnings issued.

5.1 Identified Hazards

The following hazards are considered by the Board of Management to be a source of potential danger and are brought to the attention of all concerned:

1. Wet corridors;
2. Trailing leads;
3. Computers;
4. Paper guillotine;
5. Overhead and data projectors;
6. Electrical supply points;
7. Electric kettles;
8. Toasters;
9. Microwaves and electric ovens;
10. Ladders;
11. Excess gravel on school yard;
12. Protruding units and fittings;
13. Icy surfaces on a cold day;
14. Mats in hallways;
15. Low wall in yard;
16. Open doors on windy days;
17. Cyclists on school grounds;
18. Dogs.

5.2 Safety Procedures

To minimise potential dangers from the above the following safety/ protective measures must be adhered to (see Section on Duties of Employees):

Plant & Equipment

- (a) Access to and operation of plant/equipment is restricted to qualified employees, in the course of their normal duties.
- (b) All plant and machinery in the school is to be used in strict accordance with the manufacturer's instructions and recommendations.
- (c) Where applicable, the Board of Management will ensure that employees are instructed in the correct use of plant, machinery and equipment.
- (d) All machinery and electrical equipment must be fitted with adequate safeguards.
- (e) Ladders must be used with another person's assistance when appropriate.

Monitoring

The Board of Management Safety Officer will:

- (f) together with the Staff Safety Officer conduct an annual inspection of the school premises, equipment and fittings;
- (g) together with the Staff Safety Officer periodically check that floors are maintained in a clean and safe condition;
- (h) periodically check the school grounds to ensure that there are no surfaces/manholes etc. that could pose a danger to pupils, employees or visitors;
- (i) periodically check that outside lighting works and is sufficient for its purpose.

The Staff Safety Officer will:

- (j) check that all play areas, are kept clean and free from glass before use;
- (k) Check that all builder's materials, caretaker's maintenance equipment, external stores etc. are stored securely.

All Employees will:

- (l) prior to use check that all PE and other mats are in good condition;
- (m) prior to use check that wooden beams, benches etc. are free from splinters and generally sound;
- (n) prior to use check that vaulting horses, beams and benches are stable and safe to use;
- (o) after use check that PE equipment is stacked securely and positioned so as not to cause a hazard.

General

The use of glass bottles by pupils should be discouraged. Broken glass must be removed immediately on discovery by the employee concerned.

6 Constant Hazards

6.3 Machinery, Kitchen equipment, Electrical appliances

It is the policy of the Board of Management that machinery, kitchen equipment and electrical appliances are to be used only by employees or adults with the permission of the Principal. Pupils may only use kitchen equipment under the supervision of teachers. Appliances and equipment will be subject to regular maintenance checks.

All cutlery and crockery is to be neatly stored in the sink area, to minimize the danger of cuts.

Arrangements will be made for all appliances to be checked annually by a competent person.

Before using any appliance the user should check that:

- ◆ all safety guards which are a normal part of the appliance are in working order;
- ◆ power leads are intact and free of cuts or abrasions;
- ◆ plug casings are undamaged.

6.4 Chemicals

It is the policy of the Board of Management that all chemicals, including photocopier toner and detergents, be stored in clearly identifiable containers. The containers must bear instructions and precautions for safe use and must be kept in a locked area. Appropriate protective clothing must be used when handling chemicals.

6.5 Drugs And Medication

Refer to the Monkstown Educate Together National School Substance Use and Abuse Policy.

6.6 Hot Drinks

Hot drinks must not be taken outside the Staff Room, except in a securely covered cup.

6.7 Hygiene

To ensure the continued welfare of the employees and pupils, toilet and cloakroom areas are provided. A Staff Room is provided, where tea and lunch breaks may be taken. Employees must co-operate in maintaining a high standard of hygiene in this area.

A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal must be available. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities must be available.

6.8 Highly Polished Floors

It is the policy of the Board of Management that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as is possible, after school hours to eliminate as far as possible, the danger of slipping. Where floors are wet, warning signs shall be used. Attention is drawn to the possibility of outside surfaces being affected by frost in cold weather. Employees and pupils should use handrails when going up or down stairs.

6.9 Smoking

Smoking inside the premises is strictly prohibited, in accordance with the law. In addition, smoking is prohibited in all outdoor areas in the school grounds.

6.10 Visual Display Units

Refer to the Monkstown Educate Together National School ICT Policy

6.11 Infectious Diseases

It is the policy of the Board of Management that all incidences of infectious disease amongst employees, pupils and visitors shall be notified to the Principal and that steps taken to ensure the safety of employees and students against all such diseases. The Board of Management will endeavour to minimise the risk by adherence to sound principals of cleanliness, hygiene and disinfection and has provided disposable gloves for use in all First Aid applications, cleaning tasks, etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, towels and a facility for the safe disposal of waste.

7 First Aid

It is the policy of the Board of Management that employees will be provided with training in First Aid.

(1) Notices are posted in office detailing:

- arrangements for giving first aid;
- procedures for dealing with injuries in the school;
- location of first aid boxes;
- procedure for summoning medical assistance, including ambulances;
- telephone numbers of local Doctor, Garda Station, Hospital.

(2) All incidents involving injury to employees, pupils or visitors, whether in the school or off-site on school activities must be reported immediately to the Staff Safety Officer or the Board of Management Safety Officer. This is necessary to monitor the effectiveness of safety standards and to ensure that the proper medical attention is given where required. An Incident Report Book is to be maintained for the recording of all accidents and incidents by the Staff Safety Officer.

The Staff Safety Officer will ensure that a properly equipped First Aid Box is available to employees in the school at all times. This will contain:

- Anti-allergic sticking plasters;
- Tape;
- cotton bandage / gauze;
- cream for First Aid treatment of burns;
- scissors;
- disposable gloves.

Disposable gloves must be used at all times in administering First Aid. It is the policy of the Board of Management not to use plasters and creams wherever possible in case of allergic reactions.

8 Nut Allergies

It is the policy of the Board of Management that nuts are forbidden in school. Parents are made aware of this ruling and neither pupils nor employees may take in any form of nuts for consumption in the school. Pupils and employees with sensitivities to nuts and who have a high risk of anaphylactic shock reaction are to be identified, and employees are to be vigilant in their monitoring of the situation.

9 Access To School

Anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary before gaining admittance to the school.

9.12 Contractors

Copies of the Safety Statement will be sent to all contractors prior to contract, by the Principal or Board of Management. Any other contractors entering the school must be shown a copy of the Safety Statement and agree to its provisions.

Precautionary notices in respect of safety matters must be displayed in relevant locations.

While building/repair work is in progress, any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary. The contractor and workmen shall not create any hazard, permanent or temporary, without informing the Principal or their nominated agent and shall mark such hazard with warning signs or other suitable protection.

10 Collecting Children

- (1) All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- (2) Drivers must adhere to speed regulations and the IADT traffic management plan.
- (3) Those parking outside the school grounds are advised to accompany children to and from the school premises.

11 Revision of This Health and Safety Policy

This statement shall be regularly reviewed and, if necessary, revised by the Board of Management in accordance with the requirements of the Health and Safety Acts.

12 Appendix 1: Policy Statement

Monkstown Educate Together National School Safety Statement, in accordance with the Safety, Health and Welfare at Work Act 1989.

Prepared by representatives of the Board of Management, in consultation with parents and teachers in accordance with the Safety, Health and Welfare Act at Work Act 1989.

Monkstown Educate Together National School undertakes to:

- Provide, as far as possible, a safe and healthy workplace.
- Provide safe access and exit routes.
- Provide training, information and appropriate protection from the use of plant, machinery, chemicals, equipment etc.
- Provide instruction to employees on proper lifting techniques of pupils if necessary and assistance in dealing with pupils with challenging behaviour.
- Make information available to employees, contractors, visitors and the school community.
- Provide arrangements for consultation with employees on matters of health and safety.
- Prepare and revise emergency plans.
- Endeavour to create a safe and positive work and school environment.

Equally, M.E.T.N.S. requests and expects the co-operation of all employees, contractors, visitors and members of the school community to comply with the Safety Policy by:

- Observing the general rules of safety.
- Carrying out everyday tasks with awareness for safety.
- Keeping work areas clean and tidy and particularly ensuring that corridors and escape routes are kept free from obstruction at all times.
- Familiarising themselves with this statement and any other relevant information and literature provided.
- Reporting without unreasonable delay, any defects in the school, which might endanger safety, health or welfare.

We have prepared a more detailed Health & Safety Policy, which sets out in more depth, our responsibilities in the health and safety area, in every area of school life.

13 Appendix 2: Procedures For Dealing With Injuries In The Yard

- Class teacher is notified if injury is received in the yard and the child requires attention.
- If class teacher is unavailable, another teacher will deal with the child.
- Adult attending wears plastic gloves if there is any open cut.
- Cut is washed with water only.
- Depending on the nature of the cut, a record is made of the injury in the incident report book and a note is sent home.
- If the teacher in attendance is concerned about the nature of the injury, the parents are notified and are requested to come to school.

14 Appendix 3: Procedures To Be Adopted In The Event Of Illness Or Accident To A Pupil

The action taken will depend on the gravity of the injury. In general, the following principles will apply:

- Where a child requires hospital treatment, the Principal (or responsible adult acting on their behalf) will try to contact a parent or guardian to arrange for the transport of the child to hospital. The parents are responsible for up to date contact numbers and these numbers should be made available on medical profile forms in the Principal's office.
- If the parent/guardian is not available, the Principal or responsible adult will call for an ambulance and request for a teacher to accompany the child to hospital. Medical profile forms will be made available to emergency personnel.
- School will continue to try and make contact with the parent/guardian.
- Arrangements will be made to supervise the class of the attending teacher.
- The teacher witness to the incident will ensure that the incident will be recorded in the Accident Book. This entry should indicate:
 - The date and approximate time of the accident
 - The nature of the injury
 - The subsequent care of the child
- The class teacher should be informed of the accident.
- In the case of a child becoming ill during the day, the parents will be contacted and asked to collect the child from school at the earliest opportunity.
- Teachers requested to administer medication to a child during the course of the school day, should only do so in accordance with the school medication policy.

15 Appendix 4: Policy On Administration Of Medication

When administration of medication is necessary for a child during the school day, the following procedure will be used:

- A Parent/Guardian will complete the relevant school form, with details of;
 - Child's name and address
 - The name of medication to be administered
 - The exact dosage and time of medication
 - Signature of parent/guardian
- Parent's are responsible for the provision of medication and should check to ensure that medication is available.
- Medication should be kept in a safe place or in the Principal's office.
- Medication shall be administered in a suitable designated place.
- Where there are changes of dosage and times parents/guardians should write a letter requesting these changes.
- Request for administration of medications should be renewed annually.
- A record of all medication administered will be kept in the Principal's office.

16 Appendix 5: Fire Evacuation Routine

Aims: To prevent panic and ensure the safe, orderly and efficient egress of all occupants of the school, using all the exit facilities available and to develop an attitude of mind which reacts rationally when confronted with a fire or other emergency.

Instruction: The instruction is given by a competent person, in a way that is fully understood, the sequence of events being:

- Alarm
- Evacuation
- Call the Fire Brigade
- Assembly and roll call

Alarm: Any person discovering an outbreak of fire should without hesitation, operate the nearest break glass fire alarm point. It is the Staff Safety Officer's responsibility to ensure that every class is aware that the fire alarm has been activated and that evacuation procedures are in place. The Staff Safety Officer can use any available employee to inform others if he/she is engaged in the evacuation of his/her own class.

Evacuation: On hearing the alarm, pupils in class should stand up and when instructed by the person in charge of the class, leave the class in single file through the designated fire escape, to the assembly point. The person in charge should follow with the register and close the door when they leave. During evacuation, no talking, laughing, running or overtaking to be permitted. Any person not actually in class when the alarm sounded should go immediately to the assembly point. The Principal or Secretary is responsible for contacting the Fire Brigade.

Assembly: The person in charge of each class should conduct a roll call at the assembly point and report to the most senior person that all pupils are accounted for or if a pupil is missing.

No person should be allowed to re-enter the school unless permission is granted by the Fire Brigade.

Assembly points in the case of evacuation

See attached diagram.

17 Appendix 6: Policy On Tours / Outings

- Tours will be arranged at the discretion of the teacher and with the approval of the Principal.
- The duty of care under which the teacher operates at the school premises, will apply when off site. The school safety policy will inform every decision taken.
- The school will endeavour to ensure that all transport supplied is of the highest quality and suitable for children.
- The teacher will endeavour to ensure that the buses will be left as they were found.
- Leaders will take a kit which will contain basic first aid materials, tissues, illness bags etc., accident report forms and other provisions that may be needed in cases of emergency.
- Teachers will take phone numbers of the parents, emergency numbers and a mobile phone.
- When parent volunteers come to help out, they will work under the direction of the teacher(s). Teachers will bring to their attention relevant aspects of the Health & Safety Policy. There will be a minimum pupil / leader ratio of 15:1.
- Pupils' behaviour will comply with the standard set down by our schools Code of Behaviour.
- Parents will be informed of leaving and returning times.
- Parents will have signed permission slips without which the children will not be allowed to leave the school.
- General Permission slips will be signed in September, for local field trips.

18 Appendix 7: Procedures For The Arrival And Departure Of Pupils

- School opens at 8.30am and closes at 2:10pm.
- The school gate will open at 8:20am.
- Children should line-up in designated areas in schoolyard and teachers will accompany children to their classrooms.
- If, for any reason, a child is late, he/she should enter by the main door, and sign the late book before going to their class.
- School finishes at 1:10pm for Infant Classes, and children can be collected from their classroom. At departure, responsibility for the care of Infant children is passed to the parent/guardian/designated adult.
- Infant and younger siblings should avoid the main playground area at departure time and refrain from climbing on bars. Infants and younger siblings should not play or climb on any walls/apparatus in the playground at time of arrival or departure.
- The care of children from 1st to 6th ceases to be the responsibility of the school at the end of the school day, 2.10pm. Children should have clear instructions from parents/guardians as to collection arrangements. They are expected to exit the school grounds promptly. If there is a delay in being collected, they should return to the school and inform the class teacher/office/Principal's office.
- Playing/horseplay/skateboarding on IADT Campus is strictly forbidden.
- Cycling/scooting on the school grounds is strictly forbidden. Children should dismount at the school gate.
- Adherence to the IADT and school traffic plan is essential.
- Children/adults should be aware of traffic in and around the school area at all times.

Note:-

- Parents/guardians must provide and up-date emergency contact numbers.
- Emergency closing: parents/guardians should note that the Board of Management might not be in a position to allow children into the school building/grounds because of an unforeseen emergency.

19 Appendix 8: Form To Be Signed By All Members Of Employees

I, _____, as an employee of Monkstown Educate Together National School have read the Safety Statement and Health & Safety Policy produced by the Board of Management, and agree at all times to adhere to the procedures set down by these policies and to observe the general rules of safety.

I further agree, as far as possible, to contribute to a safe and healthy school by carrying out all tasks with an awareness for the safety of both the children and employees in mind.

Signed: _____

Date: _____

Principal's signature: _____

Signed on behalf of the Board of Management:

Chairperson: _____ Date: _____

Principal: _____ Date: _____

Safety Officer: _____ Date: _____
Nominee of BOM

Safety Officer: _____ Date: _____
Nominee of employees