

Health and Safety Policy, Aghamore NS

Aghamore N.S

Health & Safety Policy

Aghamore NS., Aghamore, Ballyhaunis, Co. Mayo, Tel: 094 9367597, e-mail: aghamorens.ias@gmail.com

Introduction

The school policy on safety was drafted as a whole school exercise involving parents, pupils, staff and Board of management. It was available in 2000 and was reviewed in 2008, 2011, 2021.

Safety Statement:

The Board of Aghamore NS recognise 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 Aghamore NS. and sets out the means to achieve that policy. The Board of Management'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 if requested 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, wherever possible, to minimise the recurrence of such accidents and ill-health.

The members of the current Board of Management of Aghamore NS. are:

Chairperson: Seamus Tighe

Secretary: Mrs. Ann-Marie Stenson (Principal)

Treasurer: Georgina Ruane

Other Board members: Mrs. Deirdre Bracken (Deputy Principal)

Fr. Gerald David.

Mr. Sean Scahill (Parents Representative)

Mrs. Georgina Ruane. (Parents Representative)

Mrs. Angela Hession. (Community Representative)

Mr. Peter Cunnane. (Community Representative)

Rational

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.

Aims:

Specifically, the Board of Management wishes to ensure so far as is reasonably practicable, that work practices are performed in the safest manner possible.

Consultation and Information

It is the policy of the Board of Management of Aghamore NS to consult with staff in preparation and completion of the Health and Safety statement and to give a copy of the Safety Statement to all employees. Health, safety and welfare will be considered in any future staff training and development plans.

Hazards

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.

Fire

It is the policy of the Board of Management of Aghamore NS. that:

1. There is an adequate supply of fire extinguishers suitable for the type of fires likely to occur in each area. This will be identified and regularly serviced by authorised and qualified persons. Instructions will be given in the use of each Fire Extinguisher.
2. Regular Fire drills take place at least once a term
3. Fire alarms shall be clearly marked.
4. Signs will be clearly visible to ensure visitors are aware of exit doors.
5. All doors, corridors and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building. G.P. Room door, side door and main door will be kept clear of obstruction.
6. A plan of the school shows assembly points outside the school.
7. Assembly areas are designated outside the building and location specified.
8. Exit signs will be clearly marked
9. All electricity equipment be unplugged or turned off outside school hours and when school is vacated for lengthy periods.

Those leaving building/classrooms should let someone know.

10. There is a named person responsible for fire drills and evacuation procedures - Catherine Morris.
11. All recommendations made by a Fire Officer shall be implemented.

The following hazards (in as much as can be identified) 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 floors
2. Oil tank
3. Trailing leads
4. Computers
5. Guillotine
6. Projectors
7. Electric Kettles
8. Boiler House.
9. Ladders
10. Excess gravel on school yard
11. Icy surfaces on cold days
12. Windows opening out
13. Goal posts

Constant Hazards

Machinery, kitchen equipment and electrical appliances.

It is the policy of the Board of Management of Aghamore NS that machinery, kitchen equipment and electrical appliances are to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks.

Chemicals

It is the policy of the Board of Management of Aghamore NS. that all chemicals, photocopier toner, detergents etc., be stored in clearly identifiable containers

bearing instructions and precautions for their use and shall be kept in a secure area, and protection provided to be used when handling them.

Drugs/ Medications

It is the policy of the Board of Management of Aghamore NS that no medications, drugs be administered to pupils except in exceptional circumstances. First Aid Kit will be kept in a secure cabinet and used only by trained or authorised personnel.

Highly Polished Floors

It is the policy of the Board of Management of Aghamore NS that floors will not be polished or made slippery. That washing floors is conducted after school hours to ensure as far as is reasonably practical, elimination of the danger of slipping. To this end warning signs regarding wet floors will be used.

Smoking

Under current legislation smoking is prohibited in all parts of school building and grounds including staff room.

Broken Glass

It is the policy of the Board of Management of Aghamore NS to minimise the danger arising from broken glass. Broken glass will be removed immediately by an adult. School policy prohibits glass bottles being brought for lunch by pupils.

Infectious Diseases:

It is the policy of the Board of Management of Aghamore NS that all infectious diseases are notified and steps be taken to ensure the safety of pupils and staff against such diseases. We follow guidelines from the HSE "Infection in school 20006". The BOM will endeavour to provide a working environment that is:

- a) Safe and without risk to health.
- b) The design, provision and maintenance of safe means of access to and egress from place of work.
- c) The design, provision and maintenance of plant and 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 instruction to staff on proper lifting techniques of pupils and dealing with challenging behaviour.
- f) The provision of such information, instruction, training and supervision as is necessary to ensure the safety and health at work of its employees.
- g) The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at work of its employees.
- h) The preparation and revision as necessary of adequate plans to be followed in emergencies e.g. fire drill, injuries etc.
- i) The safety and prevention of risk to health at work in connection with use of any article or substance.
- j) The provision and maintenance of facilities and arrangements for the welfare of employees at work.
- k) Obtaining where necessary, the services of a competent person for the purpose of ensuring the safety and health at work of employees.
- l) The continuing updating of Safety Statement.
- m) The provision of arrangements for consultation with employees on matters of health and Safety.
- n) The provision of arrangements for the selection from amongst its employees of a representative.

The Board of Management recognises that its statutory obligations under legislation, extends to employees, students, any person legitimately conducting school business and to the public.

The Board of Management of Aghamore NS undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act 1989 are adhered to. A Safety Committee may be established to monitor the implementation of the Safety and

Health Policies of Aghamore NS. and the requirements under the Safety, Health and Welfare at work Act, 1989.

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 use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health or welfare while at work.
- d) 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.
- e) No persons will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or other means or thing provided in pursuance or any of the relevant statutory provisions or otherwise, for securing safety, health or welfare or persons arising out of work activities. Employees using available facilities and equipment provided should ensure cleanliness, hygiene and disinfection with the provision of disposable gloves for use in all first aid situations, cleaning tasks etc. Toilets and washrooms will be provided at all times with adequate supply of water, soap, paper towels and a facility for the safe disposal of waste.

First Aid

It is the policy of the Board of Management of Aghamore NS that notices relating to first aid are posted in the staff room. First Aid will be administered to an injured child by a member of staff other than the person on yard duty. First Aid boxes available at all times to staff will contain:

Elastoplast plasters

Tape

Disinfectant (eg. Savlon/Dettol)

Antiseptic cream.

Cotton Bandage

Cream for First Aid treatments of burns.

Antiseptic Wipes

Scissors

Disposable gloves must be used at all times when administering First Aid. Hot water and soap will be available and should be used before and after administering first aid.

As a general rule, teachers should not be involved in the administration of medications to pupils. In exceptional circumstances where a teacher agrees to become involved in the administration of medication then:

The parents of the pupils concerned should write to the board of management requesting the board to authorise a teacher to administer the medication. The request should also contain written instructions of the procedure to be followed in administering the medication.

Collecting children:

1. All parents/guardians/carers, in the interest of safety, must obey all signs upon entering school grounds.
2. Cars are advised to drive slowly and not to park on school grounds when collecting children.
3. Those parking outside the school grounds are advised to accompany children to and from the school premises. (see appendix 1)
4. Revision of Safety policy:
5. This statement will be regularly revised by the Board of Management of Aghamore NS. in accordance with experience and the requirements of the Health and Safety Act and Health and Safety Authorities.

Appendix 1

Safety: In the interest of safety we ask when dropping off and collecting your child/children that you use the turning circle provided and always turn and park your vehicle on the school side of the road that runs between the crèche and the school. Children will then not have to cross the road to get to the car. If for some unavoidable reason you must park on the main road then the parent or adult picking up the child /children should leave the car and come over the school barrier and escort the child/children to the car.

On no account should children cross the main road to or from a car unaccompanied by an adult.

As previously arranged with the Crèche, those children going over to "Glór na nÓg" activities **must wait inside the G.P room until an adult has come across the road from the Crèche to pick the children up.**

Review & Monitoring

This policy will be monitored and reviewed by the Board of Management. The Board of Management will ensure that adequate training and support is provided for all staff.

Policy adopted by the BoM on: _____.

Signed: _____. Date: _____.

Chairperson BoM

Signed: _____. Date: _____.

Principal/Secretary BoM

