

# *Scoil Náisiúnta na Carraige*

Telephone: 067 24355  
e-mail: [carrigns1@gmail.com](mailto:carrigns1@gmail.com)  
Website: [www.carrigschool.ie](http://www.carrigschool.ie)



*Ní neart go cur le chéile.*

## **CARRIG N.S. SAFETY STATEMENT**

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management of Carrig N.S. to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, visitors and contractors from injury and ill health arising from any work activity. protect students, visitors, contractors and other persons at the school from injury and ill health arising from any work activity.

The successful implementation of this policy requires the full support and active co-operation of all staff, students, contractors and visitors to the school.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff.

The Board of Management, as employer, undertakes in so far as is reasonably practicable to:

- a. Promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice.
- b. Provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively.
- c. Maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school.
- d. Continually improve the system in place for the management of occupational safety, health and welfare and review it periodically to ensure it remains relevant, appropriate and effective.
- e. Consult with staff on matters related to safety, health and welfare at work.

- f. Provide the necessary resources to ensure the safety, health and welfare of all those whom it owes a duty of care, including staff, students, contractors and visitors.

The Board of Management of Carrig National School is committed to playing an active role in the implementation of this occupational safety, health and welfare policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

**Signed:**

\_\_\_\_\_

\_\_\_\_\_

**Chairperson, Board of Management**

**School**

**Date:** \_\_\_\_\_

# *Scoil Náisiúnta na Carraige*

Telephone: 067 24355  
e-mail: [carrigns1@gmail.com](mailto:carrigns1@gmail.com)  
Website: [www.carrigschool.ie](http://www.carrigschool.ie)



*Ní neart go cur le chéile.*

## CARRIG N.S. SAFETY, HEALTH AND WELFARE POLICY

### Index

<u>SECTION</u>	<u>DESCRIPTION</u>	<u>PAGE NOs.</u>
1.0	Emergency Contact Numbers	5
2.0	Introduction	6-7
3.0	Safety System Design	8
4.0	Duties and Responsibilities	9-13
5.0	Training and Employee Consultation	14
6.0	Fire and Emergency Evacuation	15-18
7.0	Procedure for violent situations	19
8.0	Accident Reporting & Investigation Policy	20
9.0	First Aid	21
10.0	Opening & Closing Policy	22
11.0	Policy for Pregnant Employees	23
12.0	Environmental and Waste Policy	24
13.0	Food Safety Policy	25
14.0	Dealing with Infectious Diseases Policy	26
15.0	Health Issues	27-28
16.0	Investigation, Recording & Reporting	29
17.0	Chemical/Cleaning Products Safety Policy	30
18.0	Use of lift	31
19.0	Audit & Review	32
20.0	Other School Safety Related Policies	33

21.0	Appendices	34-49
	Appendix A - Fire Evacuation	34-35
	Appendix B - Risk Assessment	36-47
	Appendix C – Staff Safety, Health & Welfare Training Records	48
	Appendix D – Communications to Staff Form	49

<u>SECTION</u>	<u>DESCRIPTION</u>	
1.0	Emergency Contact Numbers	

Local Hospital                      Tel: 067 31491

Ambulance                              Tel: 999/112

Fire                                        Tel: 999/112

Gardai                                     Tel: 067 50450

ESB Emergency line                  Tel: 1850 372999

HAS                                        Tel: 061 419900

<u>SECTION</u>	<u>DESCRIPTION</u>	
2.0	Introduction	

### **2.1 Introduction**

The Board of Management of Carrig National School hereby sets out its Safety, Health and Welfare Policy in accordance with the provisions of the Safety, Health and Welfare Act 2005. This policy was reviewed and redrafted in September 2022 in consultation with staff. It was ratified at a meeting of the Board of Management in October 2022

### **2.2 Rationale for Managing Safety, Health and Welfare**

The school community is cognisant that there are moral, legal and ethical reasons for managing safety, health and welfare at work. Hazards and risks are present in schools, just as in any other workplace. Schools are a unique environment as the workplace is shared with students, to whom a high duty of care is owed because of their vulnerability

In line with the Guidelines on Managing Health, Safety and Welfare in Primary Schools, 2013 the Board of Management accepts that a proactive safety, health and welfare management system promotes a safer working environment and results in the avoidance of accidents and incidents.

### **2.3 School Profile**

Carrig School is a rural school, with 9 classroom teachers and a total staff of 17. The buildings consist of the main school building (ground floor & upstairs) and additional buildings including a P.E shed and water tower. There are three distinct play areas for the students; the infant yard at the front of the school site, the side yard and the basketball court and grass area. There is also a small school garden area. There is no car park, hence staff must park their cars in the church grounds.

### **2.4 Resources for Safety, Health and Welfare in the School**

A vast range of resources are provided by school management to equip staff to stay safe at work. Control measures are in place to prevent accidents and injuries. Please see the Risk Assessment attached for more detailed information with regard to controls which are in place in the following areas:

- Classrooms
- Playground
- First Aid
- Administration of Medicines
- Fire Evacuation
- Parking of staff cars
- General access to the school
- Extra-curricular Classes
- Drop Offs and Pick ups
- Computers
- Staffroom
- Bullying
- Stress
- Aggressive Behaviour towards staff
- Pregnant Employees
- Lone worker
- Noise

- Manual Handling
- Platforms
- Radon, Mould, Asbestos
- Football Goal Posts
- Multi-Purpose Room
- School Tours
- Outdoor adventure activity
- Cleaning
- Work at height (ladders)
- Toilets
- Maintenance (caretaker)

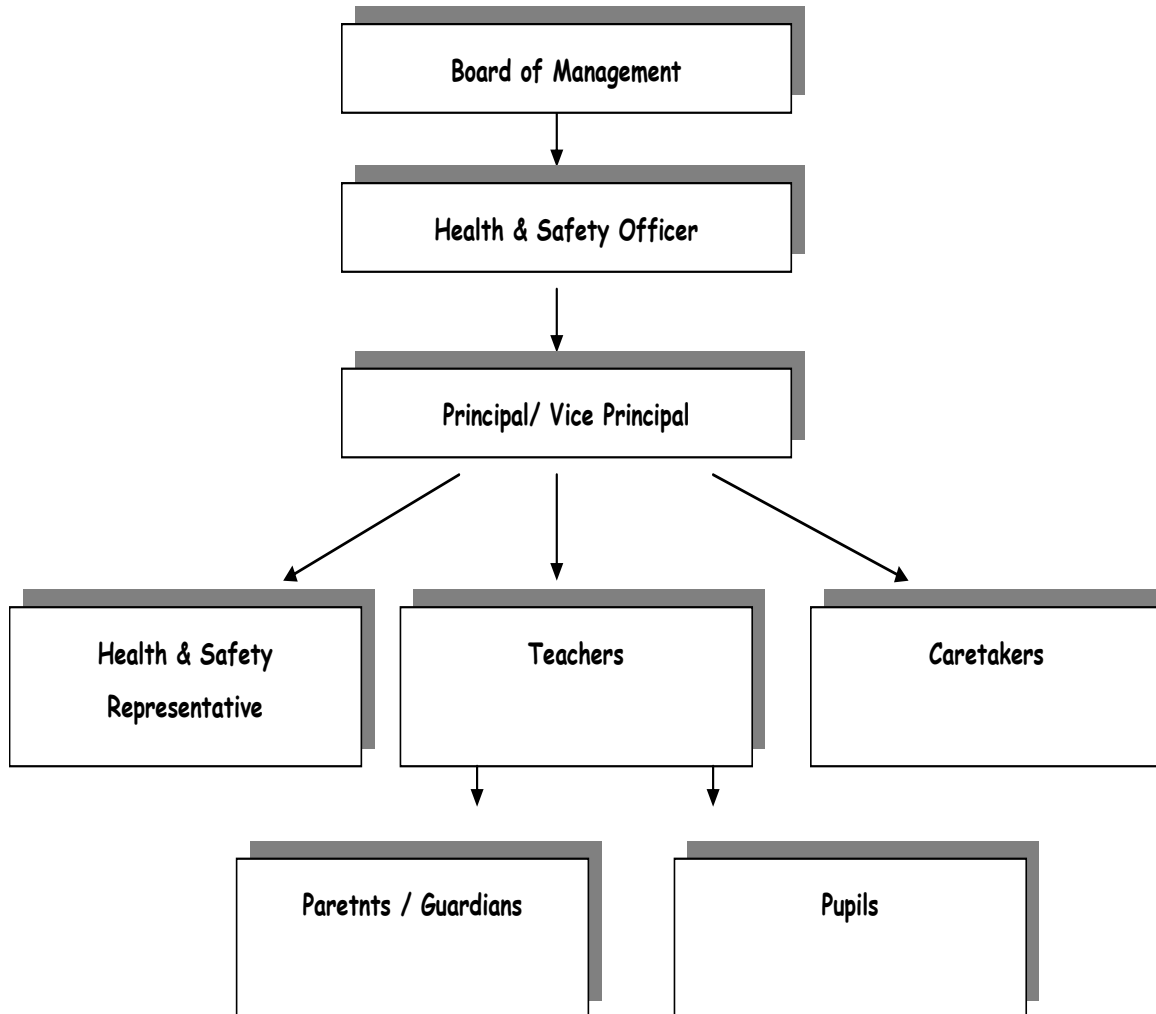
SECTION	DESCRIPTION	
3.0	Safety System Design	



The safety system is an ongoing process of assessment, planning, implementing, auditing and fixing. It is part of the culture of the school from the Board of Management and the Principal to all Teachers and Staff.



<u>SECTION</u>	<u>DESCRIPTION</u>	
4.0	Duties and Responsibilities	



## **4.1 Board of Management**

The Board of Management of Carrig N.S, charged with the direct governance of the school, has prepared this Safety Statement, in accordance with the requirement of the Safety, Health and Welfare Act 2005, Section 20, sub-sections 1 - 9. In doing so it is mindful of The Board's responsibility as employers of the Staff of the School and the unique place the school occupies in the community.

Safety begins at management level and so the overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare at work rests with the Board of Management of the school. The Board of Management are supported by all staff members within the school, to maintain a safe environment.

In particular, the Board of Management will:

- Ensure that an up-to-date safety statement is in place. It will undertake a regular risk assessment and will ensure that identified hazards are eliminated or minimised as far as is reasonably practical. The Board will devote sufficient resources to ensuring the health and safety of all members of the school community and will ensure that there is adequate insurance in place to cover the activities of the school.
- appoint at least one person to the role of Safety Officer to assure health and safety compliance. This may be an external expert or a BOM member, but not the Principal or Teachers' Representative on the BOM. The BOM will sanction relevant health and safety training for this person if necessary.

Responsibilities include:

- Be familiar with the Safety, Health and Welfare at Work Act, 2005 and relevant responsibility as an employer.
- Ownership of the school safety policy and how it is implemented
- Arrange to annually appraise the effectiveness of the safety statement and keep up to date.
- Carry out ongoing assessment through arranging an annual audit of the school

## **4.2 The Principal/Deputy Principal.**

- The Principal is the link between the BOM and the staff.
- The Principal will ensure that all staff, including temporary and part-time staff, receive induction, on-going training and regular information on health and safety matters and will consult with them, on behalf of the BOM, at least annually on such matters.
- The Principal will support and assist staff to enable them to reach correct decisions about health and safety and will check at intervals that safe working methods are being observed that are in accordance with school and statutory procedures.
- The Principal will also receive and deal initially with any health and safety concerns that she receives from staff, parents, guardians and others.
- The Deputy Principal will take on the duties of the Principal in her absence.

## **4.3 Other Employees**

- All staff, including temporary and part-time staff, are required to cooperate with the Board and others to ensure health and safety law in general, and this policy in particular, are implemented.
- They have responsibility to take reasonable care of their own safety, health and welfare and that of any person who may be affected by their acts or omissions. This applies to any work they do on behalf of the school, both within the school premises and outside.
- Specifically in terms of child welfare, teachers are in loco parentis and are expected to do what a reasonably careful parent would do in any situation involving risk.
- Being mindful of their role as being in loco parentis, if any member of staff suspects that a parent/guardian may be under the influence of a medication and/or intoxicant to the extent that it endangers their own or another person's safety, the Principal must be informed immediately.
- Staff are required to attend any health and safety training that is deemed essential by the BOM and are encouraged to undertake appropriate additional training. All training must be delivered by individuals/organisations competent to do so.
- Records of all health and safety training completed by staff will be maintained by the school (see Appendix C). Staff must use available facilities and equipment and other forms of protection to ensure work practices are performed in the safest manner possible and must never intentionally or recklessly interfere with or misuse any such facilities, equipment or protection.

- Staff may not be under the influence of a medication and/or intoxicant to the extent that it endangers their own or another person's safety and must inform the Principal if they are suffering from any injury, disease or illness or are taking any medication that potentially adds to risks within the school.
- Any dangerous practices or situations that staff become aware of must be reported to the Principal and/or staff Safety Representative without unreasonable delay.

#### **4.4 Health & Safety Representative**

The Health & Safety Representative is responsible for coordinating the Safety, Health and Welfare issues dealt with in this Safety Statement. This policy names Gary Prout as Safety Representative.

Responsibilities include:

- Take direct ownership of health and safety controls implementation in the school.
- Participate in an independent safety audit of the school premises on an annual basis
- Organise fire drills on a termly basis and ensure that evacuation response by staff and pupils, is as it should be
- Ensure that adequate First Aid provisions are in place.
- Ensure that adequate Fire Equipment checks and training is implemented
- Ensure that accidents that require first aid or medical attention and all significant "near misses" to persons, are recorded in an accident log book and reviewed for avoidance measures to be taken
- Ensure where an accident removes a person from their place of work for 3 consecutive days or more after the day of the accident, the Board of Management are informed of their responsibility to advise the Health and Safety Authority.
- Review risk assessment and safety statements when there has been a significant change or there is another reason to believe the risk assessment is no longer valid and following the review, to amend as appropriate
- Report without delay, any health and safety issues or concerns to the school Health and Safety Officer, on the Board of Management.
- Receive appropriate training for this role.

#### **4.5 Parents and Guardians**

Parents and guardians are requested to cooperate with the Board and others to ensure health and safety law in general and this policy in particular, are implemented.

They have responsibility to take reasonable care of their own safety, health and welfare and that of any person who may be affected by their acts or omissions. Parents are especially reminded that they must not allow their children to engage in dangerous play in and around the school.

Once a pupil enters the school building, the teachers and specifically assigned Special Needs Assistants are in loco parentis and thus primarily responsible for the children's health, safety and welfare.

Parents and guardians, however, must take specific responsibility for other children not enrolled in the school, especially young children, accompanying them in the school and its environs.

Parents and guardians are requested to report any health and safety concerns to the Principal and/or the Chairperson of the Board. Additionally, or alternatively, they may raise any concerns with the Chairperson of the Parents' Association Committee. High-risk concerns must be reported promptly to the Principal.

Parents and guardians are also entitled to receive information on, and be consulted on, the school's health and safety policy and procedures.

#### **4.6 Pupils**

All students have a responsibility for their own Safety, Health and Welfare, and that of others who may be affected by their acts or omissions.

Pupils will be advised of any relevant health and safety procedures and are required to comply with the staff and Board in implementing these.

#### **4.7 Members of the Public**

Members of the public who visit the school will be informed of any relevant health and safety regulations in place and will be required to abide by these.

Reasonable efforts will be made to ensure that any outside contractors used by the school are covered by adequate insurance and comply with safety, health and welfare legislation.

<u>SECTION</u>	<u>DESCRIPTION</u>	
5.0	Training and Employee Consultation	

### **5.1 Health and Safety Training**

Carrig N.S. is committed to providing appropriate health and safety training for all employees applicable to their function within the School. This training will begin with induction training on commencement of employment. The purpose of induction training is to ensure that new employees fully understand the potential hazards of their respective work activity and the safety precautions and emergency preparedness required, ensuring a safe place of work.

Training will also be given on the job in specialised areas where staff may require the skills to ensure the high level of safety is maintained This will be recorded in Safety, Health and Welfare training record (Appendix C).

### **5.2 Employee Consultation**

A general obligation is placed on every employer under Section 25 & 26 of the Safety, Health and Welfare at Work Act, 2005 to consult with his employees on matters of health and safety. It is the policy of Carrig N.S.to consult with employees on all matters of health and safety to encourage a team work strategy for safety and to carry this out through regular communications with all staff and communications. The Health and Safety Officer on the BoM, Gragham Finch, is responsible for consulting with and providing appropriate information to the workforce on all matters pertaining to safety, health and welfare. Each employee will be given the opportunity to discuss any topic of safety concern at staff meetings.

All safety matters that staff raise will be discussed at Board of Management meetings.

Staff members will be required to sign a communications form indicating that they have read and are familiar with the school Safety, Health and Welfare Policy (Appendix D).

<u>SECTION</u>	<u>DESCRIPTION</u>	
6.0	Fire Safety and Emergency Evacuation	

**6.1 Introduction to Emergency Evacuation Procedure**

An Emergency Evacuation Procedure has been established that will cover all operations of the School. Since every incident is unique, the procedure will illustrate the principles to be followed. The most likely emergency situation to occur on the premises is a fire. An “Evacuation Procedure in case of fire” has been drawn up to ensure a co-ordinated response to any on site fire or other emergencies - See Appendix A

The aim of our fire safety plan is to provide instruction on how to assume a state of readiness in anticipation of an emergency. It provides for a network of communications to alert those who may become involved as to the level of threat. It also ensures a controlled and effective response is in place in line with the requirements of The Fire Services Act 1981 and Amendments 2003, and The Safety, Health and Welfare at Work Act 2005.

All employees will be instructed in and should make themselves aware of the location of all fire points, exits and the minimum requirements on how to initiate the alarm and ensure that they are capable of a controlled evacuation, should an emergency arise in the School. This will include practical training on the use of fire extinguishers. All fire points will be wall mounted, indicated with fire point signs and kept clear of obstructions at all times.

Emergency Site Controller (Principal): The Emergency Site Controller will assume overall responsibility for the management and control of any emergency situation on site until the arrival of the emergency services

Deputy Emergency Site Controller (Deputy Principal): If the Emergency Site Controller is not present, the Deputy Emergency Site Controller will assume overall responsibility for the management and control of any emergency situation on site until the arrival of the Emergency Services.

Teaching staff

If the alarm sounds the teaching staff will proceed with the children to the assembly point. They will call class rolls at the assembly points and await direction from the Emergency Site Controller.

## **6.2 Fire Prevention**

### 1. Smoking.

Smoking is not permitted anywhere within the School.

### 2. Electricity.

All electrical installation is to current Electrotechnical Council of Ireland standards. All maintenance/installations/repairs and inspections will be carried out by an R.E.C.I. certified electrician.

Problems that need to be reported to management include:

- Fuses blowing or circuits breaking on a regular basis.
- Insulation broken
- Poor wiring connections
- Overloading of sockets

### 3. Kitchen.

Cooking equipment must be kept clean, in good repair and free from grease.

Burners and pilot lights will be regularly cleaned.

Never store flammables or aerosols near a source of heat.

### 4. Contractors / maintenance.

Contractors and maintenance workers need to clean as they go.

Any hazardous work including hot work, sawdust, flammable liquids, gases, welding, cutting and power tools, etc. will need to be permitted by Board of Management, who will ensure the area is clear to work in for the duration of the work, that the work will be carried out in a safe manner, and ensure that the area is safe to return to upon completion.

### 5. Storage Rooms.

Storage rooms need to be kept tidy and secure, not blocking access / exit.

Aerosols and flammable liquids must be stored away from sources of heat.

Any flammable or toxic liquids need to be stored in containers with tight fitting seals to prevent release of vapour.



6. Arson.

Ensure all doors and windows are locked at night.

Keep grounds of school free from waste.

Ensure external sensor lighting is on at night.

7. Furnishings and fittings.

These comply with relevant standards with regard to flammability, ease of ignition and resistance to flame spread.

8. Gas Burner / Boiler.

Should be annually inspected and maintained.

Ensure adequate ventilation.

Follow Manufacturer's Instructions.

### **6.3 Fire Safety Design.**

1. Exits/escape routes.

All exit doors will be easily opened at all times.

Escape routes will be kept clear at all times.

All mats at exits properly fixed in place.

2. Alarms.

Staff will be made aware of how to sound the Alarm and it will be regularly tested during Fire Drills.

3. Firefighting equipment.

Staff will also be made aware of the location of firefighting equipment and how to use it.

### **6.4 Statutory Testing of Fire/Evacuation Equipment**

In accordance with the statutory requirements, certain examinations, testing and inspections must be completed.

<u>Test/Inspection/Examination</u>	<u>Frequency</u>	<u>Inspector</u>
Fire Fighting Equipment	12 Monthly	External – Contractor

## **6.5 Fire Drills**

Carrig National School is committed to carrying out fire drills on a regular basis,(one a term) as these are seen as essential to the safety of all staff, students and visitors.

The Health and Safety Representative is responsible to co-ordinate fire drills and ensure that staff and pupils are trained on how to respond promptly and safely.

All fire safety instructions for staff are contained in the Fire and Emergency Plan (Appendix A)

The school has, and will maintain, appropriate fire detection and fire-fighting equipment, which meets statutory obligations.

Fire drills will be held at least three times per school year and a logbook will be maintained of all such drills.

Staff will be trained in the use of fire-fighting equipment on a regular basis to ensure that at any given time that there are sufficient staff with such knowledge employed.

New staff are notified of these procedures by the Staff Safety Representative at the first staff meeting each year. Staff taking up positions during the school year are informed by the Principal.

Pupils are notified of these procedures by the class teachers at the start of the year and they are regularly reminded throughout the year

Reports on fire drills will be discussed at staff meetings to ensure their effectiveness

<u>SECTION</u>	<u>DESCRIPTION</u>	
7.0	Procedure for violent situations	

If a violent situation arises in the school, contact the Principal immediately.

In the case of an attempted robbery the following steps need to be taken:

1. Remain calm.
2. If possible, leave the school and raise the alarm from a safe area. / If feasible push panic button in Principal's or secretary's office.
3. If you cannot leave the school cooperate with the intruders, do not become confrontational – no heroics.

As a deterrent to potential robbers only small amounts of cash are ever kept on the school premises.

<u>SECTION</u>	<u>DESCRIPTION</u>	
8.0	Accident Reporting and Investigation	

It is important and good practice to record all accidents that occur in the school or during any school-related activity. The school must ensure that the information gleaned in the accident report is reviewed and that control measures are put in place to ensure a similar accident is avoided in the future. All records must be kept of incidents and accidents.

The school has an accident reporting system, which is communicated to all staff at the start of the school year. Information in relation to accidents and near-misses are recorded on accident report forms or in the yard book.

Important information regarding accidents includes:

1. Date of incident
2. Time of incident
3. Person injured or involved and relevant contact details recorded
4. Witnesses and relevant contact details recorded
5. Detail of the activity being undertaken at the time of the incident
6. Exact location of the incident and photographic evidence if appropriate
7. Circumstances of the incident – detailed description and cause of the accident
8. Injuries sustained
9. Medical treatment administered e.g. First Aid
10. Emergency Services involved or called to scene of accident
11. Details of equipment and service records for same if equipment was involved
12. Details of notifier of accident, time and date.

Certain accidents must be reported to the school insurers and to the Health & Safety Authority. If reporting a serious accident to the HSA, staff must use the IR1 Form or report directly online at [www.hsa.ie](http://www.hsa.ie)

The school has a Critical Incident Policy which is reviewed and updated annually in September. This policy is designed to support school staff in dealing with any incident or sequence of events, which overwhelm the normal coping mechanisms of the school and which disrupts the running of the school.

<u>SECTION</u>	<u>DESCRIPTION</u>	
9.0	First Aid	

An appropriately stocked First Aid box is located in the staff room and also in the sports shed for use on the yard. A stock of disposable ice-packs and kept near back door also for use on basketball court.

Other First Aid boxes for use on school tours, sporting events etc. are also maintained and stored .

No medicines or pills should be kept in the first aid box.

<u>SECTION</u>	<u>DESCRIPTION</u>	
10.0	Opening and Closing Policy	

All teaching staff have keys to open the main door to access the school building.

8.40a.m. is the guideline opening time for pupil access.

The school will only be opened when there are enough teachers in the school to safely supervise the children. A Rota for supervision is in place from 8.40.a.m. Between 8.40a.m. and 8.50.a.m. downstairs children assemble in their class lines under the supervision of the teachers on duty downstairs. Upstairs children proceed to classroom and will be supervised by the teacher on duty.

(See supervision policy in plan scoile)

The caretaker locks the school at end of day and sets the alarm after ensuring that the school is empty of all staff and pupils. If the caretaker is not available to lock the school, he will arrange with another member of staff to do so.

When workmen need access to the school the Principal or caretaker makes arrangements to open the school as required.

### **Emergency contact details**

Emergency contact details of the parents and guardians of all children in the school as well the next of kin of all staff, will be kept in the school office and online via Aladdin, our online records system.

The responsibility lies with parents/guardians to inform the school of any changes to the emergency contact details.

### **Emergency closures**

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 BOM 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 BOM.

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 (SMS, 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.

<u>SECTION</u>	<u>DESCRIPTION</u>	
11.0	Policy for Pregnant Employees	

All female employees who become pregnant should notify us as soon as is reasonably possible.

New employees should also make us aware if they are new mothers or breastfeeding upon taking up employment.

This will enable us to arrange cover for maternity leave, time off for medical visits, antenatal classes, etc. We would also be happy to discuss your entitlements under Maternity Protection Legislation.

On receiving notification of a pregnancy we will carry out a risk assessment to ensure the employees' job role and work environment poses no risk to the expectant mother or unborn baby. This risk will take into account chemical, physical and biological risks as outlined in the Safety, Health and Welfare at Work (Pregnant Employees) Regulations 2000.

If this risk assessment shows an unacceptable risk to the pregnant employee, we will facilitate an alternative role for the employee, or where this cannot be reasonably accommodated Health and Safety leave will be offered.

We will always do our best to be flexible and accommodating, but please notify as soon as is possible.

<u>SECTION</u>	<u>DESCRIPTION</u>	
12.0	Environmental and Waste Policy	

Carrig National School is committed to enhancing the wider environment and minimising waste.

We will always attempt to use environmentally friendly products over others and minimise amount of detergents we use during our operation.

We recycle and compost as much waste as is possible.

All employees are required to comply with this policy by minimising waste and actively co-operating with recycling programmes.

All waste, for recycling and disposal is collected by Ryan's waste.



<u>SECTION</u>	<u>DESCRIPTION</u>	
13.0	Food Safety Policy	

A staff room / kitchen will be equipped and maintained by the Board of Management. Staff members are expected to keep these facilities clean and tidy and leave the room as they would like to find it.

If staff members use the fridge, they are expected, in order to maintain hygiene, to take any food not eaten away on Friday of each week. The staff room does not have the facilities to store the food of all staff members on a long-term basis.

Alcohol is not permitted to be stored in the staff room / kitchen outside of exceptional cases, with the permission of the Principal.

<u>SECTION</u>	<u>DESCRIPTION</u>	
14.0	Dealing with Infectious Diseases Policy	

It is the policy of Carrig National School that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. The school will endeavor to minimise the risk by adherence to sound principles of cleanliness, hygiene and disinfection and have 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, paper towels/hand-dryers/clean towels and a facility for the safe disposal of waste.

In the event of an infectious disease occurring in the school management will refer to and implement the advice in the “Infectious diseases in schools manual”

<u>SECTION</u>	<u>DESCRIPTION</u>	
15.0	Health Issues	

Administration of Medicine

No teacher can be required to administer medicine or drugs to a pupil and it is the general policy of the school not to do so.

Parents are asked to inform the school in writing if their child suffers from any allergies, long term or short-term illness and if their child is on medication.

In exceptional circumstances the BoM may appoint a staff member to give medication if a request has been received from a family doctor and parent to do so. If a child has for example a serious nut allergy/ allergy to wasp sting etc. the parents will inform the class teacher who will inform the Principal. Each class teacher has a list of the children in her class who have allergies. For children who have on-going medical needs a care plan is in place and each teacher is informed.

If parents have been advised that immediate action may be needed, they must inform the Board of Management in writing, with advice from the family doctor as to what procedure should take place. If necessary, the BoM will appoint a staff member to administer necessary medication provided that member of staff is willing to do so. (Parents are requested to sign an indemnity form before any member of staff can administer medication)

Necessary medication will be kept in a secure and ‘out of child’s reach’ place in the child’s classroom.

(See administration of medicines policy)

Sickness

- Parents/guardians should not send a child to school who is sick or who may have a contagious infection.
- While the Board of Management encourage full attendance, parents/guardians should use their best judgment in deciding if a child is sick and therefore should not be in school.
- Should a teacher, acting in loco parentis, determine that a child is sick and should not be in school, he/she will inform the Principal for a second opinion. The parent/guardian will, if necessary, be contacted to collect the child during the school day.
- A written note is required should your child need to remain indoors at break/lunchtime.

- If pupils have a medical condition which may affect their work at school, parents should tell their teacher. This is particularly important with any physical, hearing or eyesight problems.

### Injury/Accidents

- Parents/guardians are reminded that although children will be supervised by designated teachers and other staff who are in loco parentis during breaks and at all other times, accidents can occur.
- The Board of Management and all parents/guardians recognise that members of staff are not medical professionals but rather act in loco parentis.
- Minor accidents are treated at school, such as slight cuts and abrasions etc. The supervising staff or other designated staff members at the school will deal with these using the first aid kit. Parents/guardians are expected to check injuries when the child returns home from school.
- A fully stocked first aid kit is kept in the staffroom and shed and contains the following:  
Various sized plasters and non-adhesive dressings, steri-strips/paper stitches, gauze, surgical tape, moist sterile wipes, instant icepacks, (frozen ice packs and covers are kept in the fridge), disposable gloves, antiseptic lotion and cream and antihistamine spray for stings/bites
- When a child receives a blow to the head, no matter how minor it may be deemed by the supervising teacher, parents/guardians will be notified (by note in journal or phone call depending on the severity)
- When an accident occurs during the school day that the supervising teacher deems more serious than a minor accident, an entry into the Yard Incident book must be made and signed by the supervising teacher and by any other members of staff who witnessed or attended the accident as a true and accurate reflection of what occurred.
- In the event of an accident, every possible effort will be made to contact the child's parents/guardians or the persons delegated to take responsibility for the child.

<u>SECTION</u>	<u>DESCRIPTION</u>	
16.0	Investigation, Recording and Reporting	

All instances of serious and potentially serious accidents are recorded and investigated. To this end, the school maintains a logbook of all such instances, which is kept in the staffroom.

The Principal will report on these at the next meeting of the BOM (and sooner to the Chairperson of the BOM if the instance is deemed sufficiently serious).

Any accident deemed serious involving a child will also be notified on the day itself to the relevant parent/guardian, ordinarily by the class teacher.

Furthermore, the Principal will make a report to the Health and Safety Authority in the case of dangerous occurrences, death or serious accidents (that is, an accident requiring absence from work/school for more than three days, not including the day of the accident itself, or requiring medical treatment by a registered medical practitioner or hospital).

Additionally, if required, the Principal will make a report to the school's insurance company

<u>SECTION</u>	<u>DESCRIPTION</u>	
17.0	Chemical/Cleaning Products Safety Policy	

It is the policy of Carrig National School that all chemicals, photocopier toner, detergents etc be stored in clearly identifiable containers bearing instructions and precautions for their use. If deemed necessary products shall be kept in a locked area, and protection provided for using when handling them.

Cleaning products will be kept in storage under lock and key. The key will be kept 'out of reach' of children but available to adults.

<u>SECTION</u>	<u>DESCRIPTION</u>	
18.0	Use of Lift	

**Who will use the lift?**

- Staff
- Visitors to the school who may have a disability which prevents them from using the stairs or if they need to bring equipment up the stairs
- Children who have a disability or an injury which prevents them from using the stairs. Children must be accompanied on the lift by an adult or if by another child an adult must be awaiting them when the doors open. No children are allowed use the lift without the express permission of the teacher. It is the duty of that teacher to ensure the lift is used safely.

**Maintenance**

The lift is under a service contract and will be serviced on a twice-yearly basis. It will also be inspected annually by a representative from Allianz insurance as it is covered in a separate policy to the school building policy.

**Emergencies**

In the event of a fire or during a fire drill the lift cannot be used.  
In the event of the lift getting stuck the keys to open it are in the Principal’s Office.

<u>SECTION</u>	<u>DESCRIPTION</u>	
19.0	Audit and Review	

The Board of Management has completed the initial audit and review of the school in order to enable the school to maintain and develop its ability to reduce risks and ensure the effectiveness of the system. (Appendix B)

The Board will evaluate the impact of the safety, health and welfare plan on an annual basis taking into account feedback from the school community, significant incidents and / or accidents, dangerous occurrences, new regulatory and legislative requirements and other relevant developments. Information produced from on-going monitoring will be used to review current policies and procedures and so help improve performance.

An annual safety, health and welfare audit will be carried out (Appendix B). This is comprehensive review and report on all aspects of safety, health and welfare management in the school and is available on request.

### **Persons currently responsible for Health & Safety**

Principal	Perry Maloney
Deputy Principal	Laura Boland
Health & Safety Officer	Gary Prout
BOM Health & Safety Rep	Graham Finch
Staff Health and Safety Rep	Gary Prout
Fire Warden	Perry Maloney / Gary Prout
First Aiders	All Staff



<u>SECTION</u>	<u>DESCRIPTION</u>	
20.0	Other School Safety Related Policies	

Please also refer the following individual school policy documents:

- Code of Behaviour,
- Child Protection,
- Anti-Bullying,
- Administration of Medicines,
- Critical Incident,
- Supervision
- Substance Use.

### **Timetable for Review**

The Health and Safety Policy will be reviewed annually or as the need arises. A risk assessment will be carried out annually during September. This will be carried out by the Board of Management Safety Officer and Staff Safety Representative in consultation with all staff members.

### **Ratification & Communication**

This revised plan was ratified at a Board of Management meeting in term one of the school year 2022/2023.

Date of ratification: 4<sup>th</sup> October 2022

Signed:

\_\_\_\_\_  
Brian Geraghty, Chairperson

\_\_\_\_\_  
Perry Maloney, Principal

<u>SECTION</u>	<u>DESCRIPTION</u>	
21.0	Appendices to Safety Policy – Document 1	

**Available on request**