



St. Peter's National School
Church of Ireland,
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Health and Safety Statement

Rationale

It is a legal requirement under the Safety, Health and Welfare at Work Act, 2005, for every employer, in conjunction with employees, to prepare a Health and Safety Statement. It represents the Board of Management's commitment to safety and health, and specifies the manner, the organisation and the resources necessary for maintaining and reviewing safety and health standards. The Board of Management is required to document the school's health and safety statement 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 statement.

While preparing this policy the Board is mindful of the unique place the school occupies as an extension of the home life of the child and the responsibilities entrusted to the personnel of the school by the parents of the pupils and by the Department of Education's Rules for National Schools. Safety, Health and Welfare within the school is, and has always been acknowledged as a most serious duty incumbent on all members of the school community and one which calls for constant vigilance.

Aims

With this policy the Board of management of St. Peter's N.S hopes;

- to create a safe and healthy school environment by identifying, preventing and tackling hazards and their accompanying risks
- to ensure understanding of the school's duty of care towards pupils
- to protect the school community from workplace accidents and ill health at work
- to outline procedures and practices in place to ensure safe systems of work
- to comply with all relevant health and safety legislation (so far as is reasonably practicable) to include the following areas
 - *Provision of a safe workplace for all employees - teachers, SNAs, secretary, caretaker, etc.*
 - *To ensure competent employees, who will carry out safe work practices*
 - *Safe access and egress routes*
 - *Safe handling and use of hazardous substances and equipment*
 - *Safe equipment including maintenance and use of appropriate guards*
 - *Provision of appropriate personal protective equipment.*

Guidelines

Responsibilities of employer - Board of Management

- Provide and maintain a workplace that is safe and do likewise for all machinery and equipment etc.
- Manage work activities to ensure the safety, health and welfare of employees
- Ensure that risks are assessed and hazards are eliminated or minimized as far as is reasonably practicable

- Prepare a safety statement and regularly update it, particularly when there have been significant changes or when the risk assessment is no longer valid
- Provide and maintain decent welfare facilities for employees
- Prepare and update procedures to deal with an emergency situation and communicate these procedures to employees
- Appoint a competent person to oversee the functions of the Board in relation to Health & Safety
- Provide training and information to workers in a format and language that is appropriate, including training on the commencement of employment
- Report serious accidents to the Health and Safety Authority
- Consult annually with employees and provide them with information in relation to safety, health and welfare
- Require employers from whom services are contracted to have an up to date safety statement (e.g. painters, contract cleaners, bus companies...)

Responsibilities of employees

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 submit to tests for intoxicants as and when regulations specifying testing procedures are adopted
- 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.

Risk Assessment

Each year, the Board of Management should carry out a risk assessment, identifying hazards, assessing the risks and specifying the actions required to eliminate or minimize them. Hazards may include physical, health, biological, chemical and human hazards.

Fire / Fire Drills

It is the policy of the BOM of St. Peter's N.S. to ensure that:

- ❖ There is an adequate supply of fire extinguishers, which will deal with any type of fire, and that staff are aware of their location.
- ❖ All fire equipment is regularly checked and maintained.
- ❖ Fire drills take place at least once per term and all personnel be made fully aware of emergency procedures.
- ❖ Instruction is given in the use of fire extinguishers for specific materials/equipment.
- ❖ Location of fire extinguishers is clearly marked and positioned high enough for an adult to read.
- ❖ All electrical equipment shall be left unplugged when unattended for lengthy periods and when the buildings are empty. Teachers are responsible for their own classroom. The secretary/Principal, as appropriate, are responsible for the office. Staff room is every teachers' responsibility. Cleaner to check when cleaning.
- ❖ An assembly area is designated in the yard.
- ❖ Exit signs are clearly marked and easily accessible in case of emergency. These exits will be kept completely clear.
- ❖ There will be a named person responsible for fire drills and evacuation procedures.
- ❖ The school and equipment are checked by a Fire Officer.
- ❖ Fire Evacuation Procedure is displayed prominently in all classrooms and throughout the school and this

procedure is communicated to all those using the school building.

- ❖ Rubbish, particularly flammable material, is not allowed to accumulate and is regularly and properly disposed of.
 - ❖ Fire alarm system will be checked and maintained regularly.
 - ❖ Fire doors will be kept closed at all times.
 - ❖ Fire doors will remain clear of obstruction.
 - ❖ Storage areas will be maintained in a tidy and safe condition.
- See Fire Drill procedure attached

Emergency Contacts Procedures:

- Parents/Guardians provide contact arrangements upon registering their children in St. Peter's N.S. These contact details are kept on file on the school computer and teachers can access them via the Databiz computer programme. Teachers are to print off a copy of these contacts and store them in their top drawer. A hard copy of this information is stored in secretary's office.
- In case of an emergency the Principal/Deputy principal will contact the parents/guardians. If no contact can be made and it is deemed necessary the Principal/Deputy Principal will accompany the child to the doctor/ hospital.
- All staff to provide I.C.E (In case of emergency) contact details which will be stored in the office

Serious Accident Procedure & Accident Report Form

A report must be made to the HSA in respect of the following types of incident:

- An accident causing loss of life to any employed or self-employed person if sustained in the course of their employment
- An accident sustained in the course of their employment which prevents any employed or self-

employed person from performing the normal duties of their employment for more than 3 calendar days not including the date of the accident

- An accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment.

Critical incidents- see School Critical Incident Policy

Health Issues

Enrolment Form

There is a section on the enrolment form allowing parents to identify any allergies/illnesses of the applicant.

Managing specific health issues

Teachers and SNAs are made aware of the health issues in relation to certain pupils during a staff meeting at the beginning of the school year and throughout the year.

When classes are moving on at the end of the year the current teacher will inform the new teacher of any specific health issues in the class

Administration of Medication - see school Substance Use Policy

Sickness or Injury

Children who become sick or seriously injured during the school day are to be sent home. The teacher will fill out a parent alert form and give to the secretary who will then inform parents/guardians and they will be asked to collect their child.

Infectious Diseases

It is the policy of the Board of Management that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. A file containing letters for parents/guardians regarding such illnesses is kept in the secretary's office.

The following is an example of some of the notifiable illnesses; Rubella, Chicken Pox, Measles, Ringworm, Swine Flu, Impetigo, Mumps, Scarlet fever, (this list is not exhaustive)

Head lice: If a case of head lice comes to the attention of the teacher a letter on treating head lice will be sent home with all the children in the class.

School Hygiene

Hygiene is the concern of everyone in our school. Good hygiene is essential for the health and welfare of all in the school. The staff, teachers and ancillary staff are requested to be vigilant in this regard. Teachers are asked to train their pupils in good hygiene practices and are asked to bring to the notice of the Principal teacher any corrective action which may be deemed to be necessary. 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.

General cleanliness of school environment

The caretaker and housekeepers are generally responsible for the general cleanliness of the school environment. Children are encouraged to keep our school clean and tidy and to be watchful for litter. Teachers should help to keep their classrooms/ sink areas free of general litter and encourage their classes to do the same. Teachers/staff are encouraged to clean up after themselves in the staff room at break times.

Healthy Eating

St. Peter's N.S has a Healthy Eating policy. Healthy eating is part of the S.P.H.E. curriculum (see school S.P.H.E. plan)

Safety and Welfare Issues: Pupils

Assembly and Dismissal of Pupils

- St. Peter's N.S opens for school business at 8:30 am and in accordance with Rule 124(4) all teachers will be present to exercise the required supervision etc. over their classes at that time.
- As per school rules the children are not allowed to cycle/skate/use scooters in the school grounds, they must dismount at the school gates.
- Pupils leaving the school premises during the school day e.g. dentist or doctor appointment
- Upon collection and return of pupils, parents/guardians must fill in the sign in/out sheet located in each classroom

Supervision of Pupils

- Under Rule 123(4) and Circular 16/73 of the Department of Education, our Principal Teacher is responsible for the discipline of the school generally, the control of other members of staff including the coordination and effective supervision of their work, the organisation of the school and other matters relating to the work of the school. In carrying out these duties, the Principal is required to organise supervision of the order and general behaviour of the pupils during school hours. In particular he/she should organise and participate in the effective supervision of the pupils during breaks, lunch periods assembly and dismissal.
- A table of names and times of supervision duties for yard time is on display each month in the staff room and a copy is given to every teacher undertaking yard supervision duties.
- The Deputy Principal is required to assist the Principal in the day to day organisation and supervision of the school

Incident / Accident book

- In the event of a serious incident or accident the teacher in charge or on duty when the accident took place will record the incident in an accident/incident report form which is stored in the secretary's office in a Folder. This form should be countersigned by the Principal or in his/her absence the Deputy Principal.
- Code of Behaviour and Anti Bullying Policy: Refer to school's policy for dealing with behaviour which causes a risk to others.

Allegations or Suspicions of Child Abuse

The school's Child Safe Guarding Policy, in line with Child Protection Guidelines, must be followed in the case of an allegation or suspicion of child abuse. The Principal is the Designated Liaison Person and the Deputy Principal is the Assistant Designated Liaison Person. Every teacher is given a copy of the school's Child Safe Guarding Guidelines and the child safe guarding statement is visible in each classroom

School tours / Outings:

Teachers must have written permission from parents/guardians when taking the class on a trip or school tour. Adequate supervision should be arranged by the teacher/teachers involved. The health and safety aspects or risks involved in any trip should be considered carefully and planned for.

Safety and Welfare Issues: Staff

Garda clearance

- Garda vetting is mandatory for all people employed by the Board of Management and for visiting teachers.

- Employees work in a reasonably comfortable and safe environment. If they feel improvements are required they should bring this to the attention of the Principal

Constant hazards

The following hazards (in so 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. Fences
3. Trailing leads
4. Computers
5. Laptops
6. I-pads
7. Projectors
8. Fuse Board
9. Electric kettles
10. Storage container
11. Access to bin area
12. Ladders
13. Excess gravel on school yard
14. Protruding units and fittings
15. Flat roof pre-fabs
16. Storage container to be kept locked
17. Area to rear of pre-fabs
18. Compost bin
19. Icy surfaces on a cold day (see severe weather plan attached)
20. Coat hooks
21. Mats in halls and classrooms

To minimise these dangers the following safety/ protective measures must be adhered to:

- Access to and operation of plant/equipment is restricted to qualified members of the staff, whose job

function is that of running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties. Copies of this Safety Statement will be sent to all contractors prior to contract by the Principal/Board of Management. Any other contractors entering the school must be shown a copy of the schools Safety Statement and shall adhere to its provisions.

- In addition, all such plant and machinery is to be used in strict accordance with the manufacturer's instructions and recommendations.
- Where applicable the Board of Management will ensure that members of the staff will have been instructed in the correct use of plant, machinery and equipment.
- All machinery and electrical equipment are fitted with adequate safeguards.
- Precautionary notices, in respect of safety matters are displayed at relevant points.
- Ladders must be used with another person's assistance.
- Board of Management will check that floors are clean, even and non-slip.
- Check that all PE and other mats are in good condition.
- An annual routine for inspecting furniture, floors, apparatus, equipment and fittings. (Board of Management Safety Officer).
- Check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained (Board of Management Safety Officer.)
- Teachers check that manholes are safe.
- Check that outside lighting works and is sufficient (Board of Management.)
- Check that refuse is removed from building each day and is carefully stored outside. (Staff)
- Electrical boxes on the outside of the building will have hazard-warning labels...
- Care should be taken with all electrical cables, phone lines, extension cables. Where possible these should be taped or fastened to prevent accidents.

- Staff should report any defects immediately

Chemicals

All chemicals, detergents etc. be stored in clearly identifiable containers bearing instructions for their use and kept in a secure cupboard. Children will not have access to this cupboard. All spills should be cleaned up immediately.

Drugs/Medication

All medication, drugs etc. be kept in a secure drawer.

First Aid

An employee or employees will be trained to apply First Aid.

- ❖ A First Aid box will be available at all times and will be kept within easy access to all staff members. (hall of staffroom)
- ❖ A first aid kit will be available in every classroom
- ❖ A separate first aid kit will be available for school excursions and trips
- ❖ Protective gloves will always be worn in the event of skin being broken.
- ❖ In the event of an accident a full account of what happened, symptoms noted and treatment administered should be completed in the Incident Book, which is kept in the office.
- ❖ In the case of a bump appearing on the head after an accident, parents will be notified.

Highly Polished or Wet Floors

Floors will not be polished to a dangerous level or made slippery. Washing of floors is conducted after school hours

to eliminate the possibility of slipping. Wet floors will be dry mopped when there is an evening activity taking place in the school.

Code of Discipline

The Code of Discipline in the school provides for a level of behaviour to minimize personal risk or stress to any employee.

Access to School

In as much as is compatible with the layout of the school premises, anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary as relevant before gaining admittance to the school. Any contractor must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions

Health and Safety in the Classroom

- ❖ Schoolbags will be stored under tables.
- ❖ Coats will be hung on coat hooks in hall.
- ❖ Floors in both classroom and toilet area are kept dry.
- ❖ Care will be taken with electrical cables.
- ❖ Staff only will handle electrical equipment.
- ❖ Toilet paper, soap and paper towels are supplied in toilet and children are encouraged in best practice in toileting and personal hygiene.
- ❖ Medication will be stored in the Office or teacher's drawer pedestal.
- ❖ Children will be familiarized with Fire Evacuation Procedure.
- ❖ Medication will be administered only to children whose Parents/Guardians have completed relevant documentation.

- ❖ Materials will be stored in such a way as not to create hazards.
- ❖ Care will be taken when treating injuries. Protective gloves will be worn for all injuries where the skin is cut, broken or grazed.
- ❖ On school tours all children will use a seatbelt and each child and adult will have his/her own seat. There will be a minimum of one adult for every 15 pupils on all tours.
- ❖ There will be a minimum of one adult per 15 children supervision on school tours.

Health and Safety in the School Building

- ❖ Children will have no access to Staffroom or Storage Container or P.E storage unless accompanied by a member of Staff.
- ❖ Staff and pupils will walk to and from classrooms.
- ❖ Fire doors will be kept closed at all times and nothing will be positioned near them.
- ❖ Children will not be allowed into storage areas unaccompanied
- ❖ Classrooms will be kept as clear as possible and bins should not obstruct doorways.
- ❖ Only staff will admit visitors to the office and classrooms
- ❖ Storage areas will be maintained in a tidy and safe manner.

Health and Safety in School Grounds

- ❖ While on the playground children will always be in full view of supervising staff.
- ❖ Children will always be lined up and walked to and from the playground.
- ❖ No dogs (except guide dogs) will be allowed in the school grounds.

- ❖ The teaching staff will supervise the children leaving and entering the classrooms at break times and dismissal times.
- ❖ The play area will be clearly defined. Staff and pupils should be made fully aware of all hazards.
- ❖ The pupils will be informed of out of bounds areas inside and outside the pre-fabs.
- ❖ The main entrance should be secured during the school day.

See attached sheet (which is displayed in school) outlining Health and Safety procedures in the school yard.

Health and Safety in relation to COVID19 -

- Separate COVID 19 policy has been viewed and agreed upon by staff - see policy attached
- Separate risk assessment carried out by the staff of St. Peter's in relation to COVID 19 in the school - See page attached.
- School induction training information has been updated to include any additional information relating to COVID 19 in St. Peter's National School.

Revision of this Safety Statement

This statement shall be regularly revised by the Board Of Management of St. Peter's National School in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Signed on behalf of the Board of Management:

Chairman: Paul Byrne Date: 3 September 2020

Principal: [Signature] Date: 3-9-2020

Safety Officer: Marianne Oyle Date: 7-09-20.
Nominee of BOM

(signed copy on file)

Useful websites

DES	www.education.ie
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CPSMA	www.cpsma.ie
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INTO	www.into.ie
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IPPN	www.ippn.ie
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Health and Safety Authority	www.hsa.ie/osh
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Allianz Insurance	www.allscoil.ie
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Following an in school review of Health & Safety procedures, the Board of Management have agreed that the following safe guards be put in place.

- Adults and children must dismount from bicycles, scooters, etc. before entering school premises; i.e. at the school gate. Similarly roller blades etc. must be removed before entering the school premises.
- Due care must be taken when entering and exiting the school premises. Special care and attention is required when school buses are arriving and leaving the school. Footpath must be used at all times and pedestrians must stay on left of parked buses when going to classes; i.e. walk alongside the pre-fabs.
- At the end of school, 2.10pm, adults and children should remain behind the green gates until the buses have left. Once buses have exited the gate, classrooms may be approached.
- Parents/guardians should remind children regularly of safety on the bus; i.e. remain seated with seatbelts fastened, do not distract driver.
- Animals should not be brought onto the school premises to avoid issues of allergies, fears, phobias etc.

- The school would again like to stress that parking is not available outside the school gates and therefore request that people park elsewhere in the village and walk to the school to bring/collect their child.
- The school encourages pupils to walk/cycle to school. A bike rack will be provided to facilitate this.
- All classes will be revising Road Safety Rules through our SPHE programme and should be reminded regularly of the Safe Cross Code, the importance of wearing cycling helmets etc.

Thanking you in anticipation of your co-operation with these procedures which have been put in place to help ensure the safety and welfare of the whole school community.