



Welfare, Health and Safety in the Workplace **Policy**

September 2024

This Safety Statement, in accordance with Section 20, Safety, Health and Welfare at Work Act 2005, outlines the policy of Scoil Chóca Naofa in relation to the management of health and safety.

Scoil Chóca Naofa is committed to managing and conducting their work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of their members of staff and others who may be affected by their business activities.

This will be achieved by the following (so far as is reasonably practicable):

- The provision of a safe place of work, including safe access and egress;
- The provision of safe plant and equipment, articles and substances;
- The provision of safe systems of work;
- The provision of welfare facilities;
- The provision of appropriate information, instruction, training and supervision;
- Determining and implementing appropriate preventative and protective measures;
- Having regard to the general principles of prevention (See Appendix I);
- The provision of emergency plans and procedures;
- Reporting prescribed accidents and dangerous occurrences to the Health & Safety Authority;
- Obtaining, where necessary, the services of a competent person to advise on health and safety.

The detailed arrangements for achieving these objectives are set out in the main body of the Safety Statement. Scoil Chóca Naofa is also committed to managing and conducting work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour (including bullying/harassment) likely to put the safety, health or welfare at work of their members of staff at risk.

The Board of Management has overall responsibility for health and safety at Scoil Chóca Naofa. Day to day management of health and safety is the responsibility of management and supervisory personnel. Members of staff share a responsibility with management in ensuring their own safety while at work. This Safety Statement requires the co-operation of all staff, visitors, contractors and others to enable Scoil Chóca Naofa to discharge its responsibilities under law.

Scoil Chóca Naofa is committed to upholding the standards outlined in this Safety Statement. Sufficient authority and resources, both financial and otherwise, will be made available to enable staff to carry out their responsibilities in a reasonable and efficient manner.

All members of staff will be made aware of and have access to this Safety Statement. The Safety Statement will also be available to third parties where appropriate. Members of staff are encouraged to put forward suggestions for improvement to this document. The Safety Statement will be reviewed in light of experience and future developments within the school.

Signed _____
Elaine Mahon
Chairperson Board of Management

Date: 26th Sept. 2024

Health, Safety and Welfare Policy

September 2024

Scoil Chóca Naofa

The Board of Management brings to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those employed and working in the school.

This policy requires the co-operation of all employees. It shall be reviewed annually or more frequently if necessary, in the light of experiences, changes in legal requirements and operational changes.

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 of Scoil Chóca Naofa 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 places of work.
 - ◆ Plans for emergencies shall be complied with and revised as necessary.
 - ◆ Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
 - ◆ Staff shall be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of its employees.
 - ◆ Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of its employees.
 - ◆ Employers and employees will follow relevant codes of practice for providing fresh air and other safety measures in enclosed workplaces (Irish statute book).
 - ◆ Employees shall be consulted on matters of health and safety.
 - ◆ In line with the Working Together – Ag Obair le Chéile 2024 document employers and employees should work to create safer, healthier, and more harmonious work environments in schools through clear, fair, and standardized procedures:
 - ◆ **Prevention of Workplace Disputes:** The document emphasizes proactive measures to prevent workplace disputes by fostering a collaborative and respectful environment. This aligns with health and safety policies by aiming to reduce stress, conflict, and any form of workplace harassment or bullying.
 - ◆ **Standardized Procedures:** The revised document ensures that primary schools across Ireland adopt a consistent approach to handling workplace issues, including disputes related to staff welfare, health, and safety. This standardization helps to ensure that all schools follow the same procedures in addressing and resolving any conflicts or safety concerns.
 - ◆ **Health and Safety Compliance:** The document ties into existing Irish health and safety legislation, particularly the **Safety, Health, and Welfare at Work Act 2005**, which mandates employers (including schools) to ensure a safe working environment. This includes risk assessments, proper safety measures, and training for staff to prevent accidents and health risks ([Irish National Teachers' Organisation](#)) ([CPSMA](#)).
 - ◆ **Positive Staff Relations:** There is a strong focus on creating positive relationships among staff members, which is crucial for mental health and overall well-being. The document provides guidance on maintaining a healthy work culture where staff can support each other, thus improving their mental and emotional welfare.
- ◆ This statement will be continually revised by the Board of Management as necessity arises, and shall be re-examined by the Board on at least an annual basis.

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

The Board of Management of Scoil Chóca Naofa undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Act 1989 are adhered to:

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 lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at work.
- (d) To report to Principal Linda Daly /the Board of Management **without unreasonable delay**, any defects in plant, equipment, place or work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware. **LOG THE REPORTS IMMEDIATELY ON HEALTH AND SAFETY BOOK IN PRINCIPAL'S OFFICE**

No person 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 that work practices are performed in the safest manner possible (see section 9 of safety, health and welfare at Work Act 1989).

Consultation and Information

The Board of Management of Scoil Chóca Naofa consults with staff in identifying hazard.

- A list of hazards is circulated to staff at start of year.
- An annual audit by The Health and Safety staff representative and Tommy Sims will identify if hazard controls are being complied with.
- The Health and Safety staff representative will circulate an email to all staff on a monthly basis to record any concerns and then these are forwarded on to Principal Linda Daly. These concerns are brought to the attention of the BOM if they cannot be easily remedied locally.
- A copy of the current Safety Statement is displayed in entrance foyer.
- Additional information or instructions regarding health, safety and welfare at work is conveyed to staff regularly at Staff Meetings where staff are reminded of their own responsibility vis-à-vis H&S
- Health, safety and welfare at work is considered in future staff training and development plans.

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** will be clearly indicated and appropriate procedures listed beside them.

An inspection/audit to identify hazards will be completed by the Health and Safety staff representative and Tommy Sims. Teachers will be encouraged to identify and report hazards.

These reports will be brought to the attention of the BOM.

The BOM undertakes to eliminate all hazards in so far as resources and circumstances allow.

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.

CORRIDORS

1. Wet corridors – SIGNAGE
2. Doors labelled “FIRE DOOR” must NEVER be restricted from closing.
3. **Walking** in single file **only** on corridors and stairs **AT ALL TIMES** .
4. Entrance/exit doors MUST be locked each evening. Access and exit to school AFTER 3.00 pm is through MAIN DOOR ONLY for the safety of all.

IN CLASSROOM

5. Trailing leads- CARETAKER
6. Computers- Stephen Condell (IT Consultant)
7. Projectors-Stephen Condell (IT Consultant)
8. Blinds – OPENING AND CLOSING BY RESPONSIBLE ADULT
9. Furniture arrangement in classes should allow for easy CIRCULATION AND ACCESS for all.
10. Storage of SCHOOLBAGS should allow clear passageways for EASY CIRCULATION.
11. Coats should be hung appropriately in all classrooms.

OFFICE

12. Guillotine- SAFETY PROCEDURES IN PLACE
13. Windows opening out- Linda/Erin.
14. DOOR TO OFFICE LOCKED IF NO ONE IN ATTENDANCE

HALL

15. Climbing frames
16. Mats in hall
17. Access to PE Store – TEACHER SUPERVISED ONLY
18. PE Equipment - Heavy items – CARETAKER with TROLLEY
19. Chairs/benches to/from Hall – CARETAKER
20. PA SYSTEM – ALWAYS UNDER ADULT SUPERVISION

STAFF ROOM

21. Boiler in Staff Room.
22. Furniture arrangement to allow ease of CIRCULATION.

CAR PARK AND BIKE PARK

23. All cars to reverse into parking spaces only. **Please note** that parking spaces between the small gate leading to Church and gate to the Junior yard to be **reversed into only if pathway is clear**. Staff cars to fill places against the wall by the church first to avoid having to reverse into those spaces at busier times. (New teachers, substitute teachers and students to be informed of this.)
24. Strict guidelines re. using pedestrian crossings to be adhered to by pedestrians and cyclists.
25. No cycling or scooting in the school grounds at anytime.

YARD SUPERVISION AS PER ROTA

- 26. Any changes to rota should be noted on hard copy in staff room.
- 27. Parents are requested NOT to bring dogs into playground area.

OUTSIDE/GENERAL MAINTENANCE - CARETAKER

- 28. Fuse Board
- 29. Gas tanks
- 30. Boiler house
- 31. Ladders
- 32. Storage spaces appropriately ordered
- 33. Excess Gravel on school yard
- 34. Protruding units and fittings
- 35. Lower branches of trees on main yard to be kept cut back.
- 36. Flat roof of hall and flat roof of school
- 37. External store to be kept locked
- 38. Lawnmower
- 39. Slabs around perimeter of school
- 40. Garden stores
- 41. Icy surfaces on a cold day
- 42. Annual Maintenance Calendar for equipment.
- 43. Report book to log call to Leixlip Garda Station (**01 6667800**) about intruders in school area after school

To minimise these dangers the following safety/ protective measures must be adhered to and form the basis of the **Duties of the Caretaker**

- (a) 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.
- (b) All such plant and machinery is to be used in strict accordance with the manufactures instructions and recommendations.
- (c) Where applicable Board of Management will ensure that members of the staff will have been instructed in the correct use of plant, machinery and equipment.
- (d) All machinery and electrical equipment is fitted with adequate safeguards.
- (e) Precautionary notices, in respect of safety matters are displayed at relevant points.
- (f) Ladders must be used with another person's assistance.
- (g) Maintenance equipment is **ALWAYS** stored appropriately
- (h) Broken glass is removed immediately it's discovered.
- (i) Floors are clean, even, non-slip and splinter-proof.
- (j) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings is organised and recorded.
- (k) Uneven/broken/cracked paving slabs are repaired/removed.
- (l) Roofs, guttering, drain pipes etc. sound and well maintained.
- (m) Manholes are safe.
- (n) Play areas are clean (free from dog dirt) and dangerous materials (glass, tins, etc.) every morning.
- (o) Outside lighting works and is sufficient.
- (p) Boiler House is NOT used for storage.
- (q) Outside litter bins are emptied every afternoon (not left overnight). Children eat their lunch inside and classroom bins to be emptied daily. Refuse is removed from building each day.
- (q) Bins Store MUST be secured at all times
- (r) Vermin is removed appropriately
- (s) Check that all PE and other mats are in good condition; Check that wooden beams, benches etc. are free from splinters and generally sound; Check that vaulting horses, beams and benches are stable and do not wobble when in use. PE equipment is stacked securely and in positioned so as not to cause a hazard.
- (t) Access to school and grounds is locked every night.

- (u) Gates are opened at appropriate times every morning

Constant Hazards

Machinery, Kitchen equipment, Electrical appliances.

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

Electrical Appliances

Arrangements will be made for all appliances to be checked on a regular basis at least annually by a competent person (i.e.) maintenance person, the supplier or his agent. 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 supply cables/leads are intact and free of cuts or abrasions.
- ◆ Unplug leads of appliances when not in use.
- ◆ Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- ◆ Follow official guidelines issued by the Health and Safety Authority.

Chemicals

It is the policy of the Board of Management of Scoil Chóca Naofa 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 locked area, and protection provided to be used when handling them. (Secretary/Cleaner/Principal where appropriate).

Fire

It is the policy of the Board of Management of Scoil Chóca Naofa that:

- (v) The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use. **EACH FIRE EXTINGUISHER MUST BE STORED AS DIRECTED**
- (ii) The Deputy Principal will ensure that fire drills shall take place at least once a term.
- (iii) Fire EXITS shall be clearly marked.
- (iv) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.
- (v) **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.** Each teacher who has an exit in her classroom must ensure it is kept clear of obstructions
- (vi) A plan of the school shows assembly points outside the school.
- (vii) Assembly areas are designated outside each building, and the locations specified.
- (viii) Exit signs shall be clearly marked.
- (ix) All electrical equipment shall be switched off at weekends and when the building is empty. Teachers are responsible for their own classroom. The secretary/Principal, as appropriate, is responsible for the office. Staff room is every teacher's responsibility. Cleaner will check when cleaning.
- (x) Deputy Principal shall be responsible for fire drills and evacuation procedures.
- (xi) All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

Drugs and Medication

It is the policy of the Board of Management of Scoil Chóca Naofa that anaphalytic medicines will be kept in a secure press in the Staff room and will only be administered as directed by parents. This year,2023, we will ask a parent to come in and demonstrate how to correctly administer the anapen.

Each Class Teacher will ensure that all appropriate forms are completed and stored. Medical Files Team will oversee this process .One inhaler and other drugs e.g. antihistamine will be kept in the classroom in a container labelled with the class teacher's name, (A note indicating the location of the medical container to be stuck to the teacher's desk.) Another clearly labelled container to be kept in the staffroom press. Photographs and details of children with medical needs will be displayed in an orderly way on the staffroom noticeboard.

Welfare

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A Staffroom separate from the work area is provided, where tea and lunch breaks may be taken. Staff must co-operate in maintaining a high standard of hygiene in this area. **Covered containers MUST be used for hot drinks brought outside Staff Room.**

All staff will be required to bring their own cup/mug, cutlery and eating utensils.

If there is an emergency all staff members have a “HELP” card called ‘Fóir Orm’ which they send to the next door teacher.

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. There will also be hand sanitizers in each classroom. Face masks are available for staff members. The procedures for cough /sneeze etiquette continues to be adhered to. All surfaces to be thoroughly cleaned each evening.

Members of staff and students are reminded:

- (a) It is good practice that a person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the school of any known side effect or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers.
- (b) Staff and students are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary action.]

Highly Polished Floors

It is the policy of the Board of Management of Scoil Chóca Naofa 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 regarding wet floors shall be used. Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather, and staff and pupils shall be told to use handrails when going up or down stairs. Step edges shall be fitted with clearly marked edges of a non-slip nature wherever practical.

Smoking

It is the policy of the Board of Management of Scoil Chóca Naofa that the school shall be a non-smoking area to avoid hazard to staff and pupils of passive smoking.

Broken Glass

The Board of Management shall minimise the danger arising from broken glass. Staffs are asked to report broken glass to the Principal so that it may be immediately removed.

Visual Display Units

It is the policy of the Board of Management of Scoil Chóca Naofa that the advice contained in the guidelines on the safe operation of visual display units, issued by the Health and Safety Authority be carefully followed. Any

up-to-date information regarding hazards relating to the use of VDU's will be studied and recommendations and directives implemented.

Infectious Diseases

It is the policy of the Board of Management of Scoil Chóca Naofa that all infectious diseases shall be notified and steps taken to ensure the safety of staff 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 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, towels and a facility for the safe disposal of waste.

First Aid

- (1) Notices are posted in office detailing:
 - arrangements for giving first aid,
 - location of first aid boxes,
 - procedure of calling ambulances etc....,
 - telephone numbers of local Doctor, Gardaí, Hospital.
- (2) All incidents must be reported immediately to a member of the H&S team. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. An Accident Report File is to be maintained for the recording of all accidents and incidents by the Principal.
- (3) ACCIDENTS should be logged in ACCIDENT LOG in office as soon as possible after accident – **ALWAYS SIGN AND DATE**

It is part of Middle Management duties that a member of the ISM team will see that a properly equipped First Aid Box is available to staff at all times containing:

- sticking plasters
- Anti-histamine Cream for Stings, etc.
- Tape
- Cotton Bandage
- Triangular Bandage
- Antiseptic Wipes
- Scissors
- First Aid Chart

Disposable gloves must be used at all times in administering First Aid

The First Aid Document has been updated separately and will be attached to this document. September '24

Access to School

In as much as is compatible with the practical 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.

While 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 his workmen shall not create any hazard, permanent or temporary, without informing the principal or his nominated agent and shall mark such hazard with warning signs or other suitable protection.

Collecting Children

- (1) All parent/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- (2) Cars are advised to drive slowly in the environs of the school especially at opening and closing times.
- (3) Parking in Staff Car Park is for Staff ONLY or permit holders. (other exceptions to be discussed with Principal). **Cars must be reversed in** except between small gate leading to Church and gate into Junior yard where cars are to be **faced in** if **the footpath is busy**. New teachers, substitutes and students must be notified of this.
- (4) Pedestrian access to school is as indicated by signs and regular reminders to children.
- (5) Those parking outside the school grounds are advised to accompany children to and from the school premises or instruct them on road safety. Car parking is available for parents in Supervalu carpark.
- (6) The teacher receives a message over the intercom if child is being collected early.

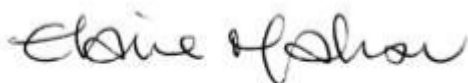
Revision of This Safety Statement

This statement shall be regularly revised by the Board of Management of Scoil Chóca Naofa in accordance with experience and the requirements of the Health and Safety, Health and Welfare at Work Act 1989.

This statement has been reviewed on the 20/09/23.

The Risk Assessment Policy was updated in August 2021 and reviewed again in September 2024.

Signed on behalf of the Board of Management:



Chairperson:

Date: 26th September 2024



Principal:

Date: 26th September 2024