

Coill Dubh N.S.
Coill Dubh
Naas
Co. Kildare
Phone: (045) 860023
Fax: (045) 860023



S.N. Coill Dubh
Coill Dubh
Nás na Ríogh
Co. Chill Dara
Guthán: (045) 860023
Fax: (045) 860023

HEALTH & SAFETY POLICY

Statement on General Policy

The Board of Management of Coill Dubh N.S. recognises the importance of the Legislation enacted in the Safety, Health and Welfare at Work Act, 1989. The Safety Statement sets out the Safety Policy of the Board of Management of Coill Dubh N.S sets out 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.

The 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. Details of accidents are to be written into the Incident Book in the Staff Room.

Signed

Chairperson Board of Management

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Policy Statement on Safety, Health and Welfare at Work of the Board of Management of Coill Dubh N.S.

1.1 The members of the Board of Management of Coill Dubh N.S. are:

Chairperson: Mr. Albert Perris

Treasurer: Mrs. Mary Gordon

Other Board members: Mr. Joe Leacy, Ms. Sarah Henebry,, Ms. Jill O'Connell, Mr. Thomas Hogan, Mr Joe Butler, Ms Sabrina Earley.

1.2 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.

1.3 Specifically, the Board of Management wishes to ensure so far as is reasonably practicable:

(a) The design, provision and maintenance of all places be in a condition that is safe and without risk to health

(b) The design, provision and maintenance of safe means of access to and egress from places 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 pupil 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 its employees

(l) The continuing updating of the *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

1.4 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.

1.5 The Board of Management of Coill Dubh N.S. undertakes to ensure that the provisions of the Safety, Health and welfare at Work Act 1989 are adhered to.

1.6 The post holder will monitor the implementation of the Health and Safety Plan

Duties of Employees

1. 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 or work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.

2. 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 other wise, 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.

Consultation and Information

It is the policy of the Board of Management of Coill Dubh N.S.

- to consult with staff in preparation and completion of the Health and Safety Statement
- to give a copy of the *Safety Statement* to all present and future staff
- that any additional information or instructions regarding Health, Safety and Welfare at work not contained in the document will be conveyed to all staff as it becomes available
- that Health, Safety and Welfare will form an integral part of any future staff training and development plans.

Risk Assessment Section

- **Child with S.V.T(Very Fast Heart Beat);** In the event of an attack, phone her parents and the child should put her thumb in her mouth and blow, put in a handstand position, Dip her head in cold water or if her lips turn blue ring for an ambulance.
- **Child with Cyclic Vomiting Syndrome;** In the event of an attack stay calm, Call the parents and phone an ambulance.
- **Child with Severe Allergies;** Give Jext Pen, Call parents and ambulance stating that the child is having an anaphylactic reaction. If there is no improvement within five minutes a second Jext pen should be administered.

All medication is stored in the childrens classrooms and in the emergency medication cabinet in the school office.

In the event of any other seizure parents are to be contacted to take the child home.
A letter of indemnity has been signed in relation to this matter

Hazards

All staff and the Board of Management will complete Hazard Control Forms. Some Hazards can be rectified but others remain constant. The Hazards have been divided into two categories.

Hazards that can be rectified or minimized 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.

Specific Hazards

1. Fire

It is the policy of the Board of Management of Coill Dubh N.S. that:

- (i) There is an adequate supply of fire extinguishers which will deal with any type of fire
- (ii) All fire equipment is identified and regularly serviced
- (iii) Regular Fire drills take place at least once a term
- (iv) Instruction is given in the use of Fire Extinguishers for specific materials/equipment
- (v) Fire alarms are clearly marked
- (vi) Signs will be clearly visible to ensure visitors are aware of exit doors
- (vii) All electrical equipment be unplugged or turned off outside of school hours and when schools are vacated for lengthy periods
- (viii) An assembly area is designated at the main gate
- (ix) Those leaving buildings/classrooms should inform someone in authority
- (x) Exit signs are clearly marked
- (xi) Any bottled gas is stored in outdoor sheds away from the main buildings
- (xii) Mr. Joe Leacy will be responsible for fire drills and evacuation procedures
- (xiii) The school and equipment will be checked by a Fire Officer and all recommendations made by him/her will be implemented.

2. The following will also be monitored.

- o Condition of school buildings, dampness, draughts, roof slates, leaks, electrical fittings, windows opening out at head level, yard surface etc.
- o Storage, maintenance, and appropriate use of PE equipment
- o Individual classrooms, sockets, lights, etc.
- o Hallway condensation, slippery floor surface, protruding units such as coat rails etc.
- o Toilets, water, towels, sanitary disposal units, hand dryers, floors, cleaning policy etc. Arrangements for separate staff toilets etc.
- o Water, drinking/non drinking areas clearly marked and specified

- o Staff room, facilities, safety measures etc. See attached checklist
- o Ice/flooding on yards, steps etc.

Constant Hazards

1. Machinery, Kitchen Equipment and Electrical appliances

It is the policy of the Board of Management of Coill Dubh N.S. 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 Coill Dubh N.S. that all chemicals, 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.

3. Drugs Medications

It is the policy of the Board of Management of Coill Dubh N.S. that all medications, drugs, etc be kept in a proper medication cabinet, locked at all times, keys to be kept in a secure and safe place. See school's policy on Administration of Medication

4. Highly Polished Floors

It is the policy of the Board of Management of Coill Dubh N.S. that:-

Floors will not be polished or made slippy.

That washing of floors is conducted after school hours to ensure, as far as is reasonably practicable, elimination of the danger of slipping. To this end warning signs regarding wet floors will be used.

5. Code of Discipline

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

6. Access to employees is by consent

When the employee feels at risk from or threatened by a particular person on school property, this must be drawn to the Board of Management's attention. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees.

7. Trained First Aid Personnel

It is the policy of the Board of Management of Coill Dubh N.S. that: -

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

All required remedies and equipment are made available for first aid function.

There will be an adequate supply of properly equipped First Aid Boxes available at all times to staff which will contain:

- **Elastoplast plasters**
- **Wasp Eze**
- **Tape**
- * **Sudocream**
- **Antiseptic cream**
- **Cotton Bandage**

Ice Packs

- **Antiseptic Wipes**

- **Scissors**
- **First Aid Chart**

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.

Additional Items

When the Patron is making nominations to the Board of Management and when parents are electing parents' representatives to the Board of Management they are requested to bear the Health and Safety Act in mind and, where possible, to ensure that the Board of Management should contain at least one member with skills in this area.

Persons coming onto the school premises must identify themselves clearly at the office before gaining admittance to the school premises.

Any contractor should make direct contact with the Principal, or Vice Principal before initiating any work on the school premises.

It is the policy of the Board of Management Coill Dubh N.S. to minimise sound pollution – room to room, yard to room etc.

When people are working on the premises with drills or other loud implements they must wear protective earmuffs. Where such work is taking place which constitutes any threat to Health and Safety the school will be closed or the work will not take place during school hours.

All flammable, toxic and corrosive substances must be kept in the locked press/room provided. All the above substances must be clearly and accurately labelled at all times.

When a child who needs to be lifted is enrolled in the school, suitable support services must be provided, arrangements made and training provided for the lifting of the child in order to minimise strain on staff.

Arrangements will be made to ensure the protection of staff from violent or disturbed children.

A safety audit using a checklist (Appendix A) will be conducted each term.

Concerns regarding safety should be reported to the post holder with responsibility for health and safety.