

Lecarrow Community National School

The Safety Statement

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management of Lecarrow C.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, 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:

- 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;
- provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school;
- 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;
- consult with staff on matters related to safety, health and welfare at work;
- provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, students, contractors and visitors.

The Board of Management 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

Date: _____

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The Safety Health and Welfare Policy

1. Introduction

The Health Safety and Welfare statement was reviewed as part of the In School Management in The reviewed statement will be discussed with all staff and brought to the attention of the Board of Management.

2. School Profile

Lecarrow CNS is a national school providing education from Junior Infants to Sixth Class. The building was constructed in 1959 and has had improvement works completed since.

Lecarrow C.N.S now consists of:

- 2 classrooms
- 1 smaller rooms
- 1 Principals Office
- 1 Small staff room
- 2 Storage cupboards
- 2 Toilet areas

The building is heated by oil and the boiler is housed in a locked location. The school is all on ground level. The only steps are at the entrance to the building constructed on the right hand side. As such all areas of the school are wheelchair accessible. The building has exit doors that lead on to the school yard.

Tile flooring was installed in the hallways, the class rooms are wooden, the toilets are Marmolium and the smaller rooms are linoleum or carpet. Windows are PVC double glazed.

3. Resources for Health Safety and Welfare

- Shelving in all classrooms to store classroom resources.
- Coat hooks in hallways
- Step ladders and small platform steps to assist hanging charts/pictures.
- PE equipment storage shed
- 1st Aid boxes fully stocked HSA guidelines
- Administration of medication information
- Medication kept in safe place, labelled and with child's name on it.
- Photos of all children with information of illness displayed in staffroom.
- Fire blankets / fire extinguishers checked regularly.
- Cleaning products locked in cleaning press.
- Gloves provided for cleaners when using chemicals.
- Yard note books to record all incidents on the yard

This safety, health and welfare statement influences all work activities in the school. As such, all teaching and organisational practices have been developed with a view to managing a safe and healthy school environment for all staff, students and visitors. All staff have a folder with the

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agreed school policies and procedures. The following policies are particularly relevant to the safety, health and welfare statement and are reviewed regularly at staff meetings.

- Child Protection Policy
- Code of Behaviour Policy
- Anti Bullying Policy
- Data Protection Policy
- Work Experience Policy
- First Aid policy
- Critical Incidents Policy
- Communication Policy
- Dignity at Work Policy (being formulated and laying out procedures to investigate claims of work place bullying, grievance procedures and aggressive / threatening behaviour towards staff member.

Similarly all staff have the following information which is regularly reviewed and discussed at staff meetings

- Procedures for Arrival and Dismissal of pupils
- Procedures for School Tours and Outings
- Procedures for Supervision of Pupils
- Procedures for Fire Safety
- Procedures for Dealing with Sick Children
- Procedures for Accidents and Dangerous occurrences (to be formulated)

All substitute teachers are given a two page synopsis of the important health and safety information on the first day they sub in the school. All substitute teachers SNAs and volunteers must be Garda vetting prior to working with the children as per circ31/2016.

4 Aims of the Safety, Health and Welfare Statement

- To create a safe environment for children
- To create a safe and healthy working environment for all staff.
- To protect all employees, students and visitors against workplace accidents and ill health at work.
- To comply, so far as is reasonably practicable, with all relevant health and safety legislation.

5 The Policy in Action

The Health and Safety policy is a combination of responsibilities that require cooperation of all the parties involved in the management of Lecarrow C.N.S.

The parties involved are:

- Board of Management
- School employees
- Parents/guardians and children who attend the school

6. Roles and responsibilities for safety, health and welfare

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Responsibilities of employer - Board of Management

The Board of Management, as employer is responsible for ensuring as far as reasonably practicable the safety, health and welfare of its employees and the safety, health and welfare of those who are in anyway affected by the work activities of the school. Responsibilities include:

- complies with its legal obligations as employer under the 2005 Act;
- ensures that the school has written risk assessments and an up to date safety, health and welfare statement;
- reviews the safety, health and welfare statement at least annually and when changes that might affect workers' safety, health and welfare occur
- ensures that risks are assessed and hazards are eliminated or minimized as far as is reasonably practicable
- receives regular reports on safety, health and welfare matters and sets safety, health and welfare objectives
- allocates adequate resources to deal with safety, health and welfare issues;
- prepares and updates procedures to deal with an emergency situation and communicate these procedures to employees
- appoints a competent person to oversee the functions of the Board in relation to Health & Safety
- reports serious accidents to the Health and Safety Authority
- provides employees with information and, where possible, training in relation to safety, health and welfare
- requires employers from whom services are contracted to have an up to date safety statement (*e.g. painters, contract cleaners, bus companies...*)
- ensures that a member of the Board of Management is nominated as a Safety Officer
- ensures that a copy of the Health and Safety Statement is available in the school and for the members of the Board of Management

Responsibilities of employees:

Safety health and welfare is everyone's business. All employees have legal duties designed to protect themselves and others they work with.

Responsibilities include:

- complying with all statutory obligations on employees as designated under the 2005 Act;
- co-operating with school management and other people (Medical Officer, Fire Officer, Maintenance Contractor) in the implementation of the safety statement;
- informing students of the safety procedures associated with individual subjects, rooms, tasks;
- ensuring that students follow safe procedures.
- formally checking classroom/immediate work environment to ensure it is safe and free from fault or defect;
- checking that equipment is safe before use;
- ensuring that risk assessments are conducted for new hazards.
- reporting accidents, near misses and dangerous occurrences to relevant persons as outlined in the safety, health and welfare statement.

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- Not engaging in improper conduct that will endanger you or anyone else
- attending Health and Safety training, if provided, and correctly using any equipment at work
- using protective clothes and equipment provided
- reporting to an appropriate person if you are suffering from a disease or illness that adds to risks

Responsibilities of parents/guardians and children

Safety health and welfare is everyone's business. Parents/guardians, once informed of safety health and welfare regulations, are duly expected to observe the rules in their own interests and that of their children. Parents/guardians are notified of safety health and welfare regulations through emails/letters from the principal teacher, and/or the Board of Management and through signs on the school premises. Parental/Guardian responsibilities include:

- Encouraging the children to know, understand and observe school rules in relation to their own safety health and welfare and that of others in the school community.
- discouraging improper conduct that will endanger themselves or anyone else
- reporting any dangerous practices or situations that they become aware of to an appropriate person or the principal teacher
- Not interfering with or misusing any safety equipment in the school
- familiarising themselves with the school's safety health and welfare statement either through hard copy or email

Entitlements of safety representative (Section 25 Safety, Health & Welfare at Work Act 2005):

The safety representative (Special Duties teacher with responsibility for Safety and health) 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 Board of Management or immediately in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person
- Participate in appropriate training if provided
- Investigate accidents and dangerous occurrences
- Investigate complaints made by employees
- Accompany an inspector carrying out an inspection at the workplace
- Make representations to the Principal Teacher on matters relating to safety, health and welfare
- Make representations to and receive information from a Health and Safety inspector
- Consult and liaise with Principal Teacher on matters of safety on and off the school premises

7. Risk Assessment

a. Monthly Checks

The Principal teacher with responsibility for Health and Safety carries out a monthly review of safety in the school. The monthly review covers the following areas:

- Classroom safety

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- Electrical apparatus
- Issues that may give concern for the overall safety in the school and its environs

The completed monthly review is worked on by the principal to remedy matters as quickly as possible. If the matter in hand is considered to be of a serious nature that may involve considerable expenditure, the Principal Teacher informs the Chairperson of the Board of Management and if necessary, a meeting is called to deal with the matter.

A copy of the monthly review sheet is included in Appendix 2 and Appendix 3

b. Identification of Hazards

All staff members are requested to be vigilant in matters of safety in the school and its environs and report matters requiring attention to the Principal Teacher/Caretaker.

A list of hazards and the method of dealing with these has been drawn up in order to maintain the health and safety of the school community in Lecarrow C.N.S. This list is included in the policy (Appendix 1). All accidents, near misses and dangerous occurrences will be reviewed and corrective actions will be taken to avoid a reoccurrence of the same.

C. Long term planning

Some actions required may be planned over a long period of time. Lecarrow has had refurbishment, as outlined in School Profile above. Each year, the Board of Management will review standards of health and safety in Lecarrow CNS and if necessary, take steps to eliminate or minimize risks in/on the school premises. The school is currently improving the play area and school surrounds to ensure that it is a safe play area for children and a safe area for parents and visitors to walk through.

8. Emergency procedures, fire safety, first-aid, accidents and dangerous occurrences

All staff are aware of their responsibilities when there are children in the school and a proactive approach to safety, health and welfare is adopted by all staff.

C/F

- Child Protection Policy
- Code of Behaviour Policy
- Communication Policy
- Procedures for Arrival and Dismissal of pupils
- Procedures for School Tours and Outings
- Procedures for Supervision of Pupils
- Procedures for Fire Safety
- Procedure for children leaving school early

While every effort is made to avoid any compromise to safety, health and welfare, procedures are in place if necessary

C/F

- Anti Bullying Policy
- First Aid policy (Administration of medication)
- Critical Incidents Policy

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- Dignity at Work Policy
- Procedures for Accidents and Dangerous occurrences (to be formulated)
- Substance Use policy

9. Instruction, training and supervision

The school will look to organise training in the area of First Aid in the school year 2019-2020

10. Communication and Consultation

Communicating and sharing of best practice is central to the effective monitoring of the Safety, Health and Welfare Statement. Issues pertaining to the Safety, Health and Welfare Statement will be regularly discussed at the following meetings

- Board of Management Meetings
- Staff Meetings
- Parents' Association Meetings
- In-School Management Meetings
- School Self-evaluation and Planning Meetings
- Special Needs/Learning Support Meetings

Information will be disseminated orally at the following occasions

- Safety, health and welfare briefings
- School assemblies
- Public address system
- General parent meetings

Written information will be disseminated in the following ways:

- Safety statement notices
- Staff weekly emails
- Emails with minutes of staff meetings
- Parent memoranda newsletters and emails
- Correspondence reports
- School subject plans
- School organisational policies
- Teacher induction handbooks
- Substitute teacher information
- Website

Monitoring

The board of management, working with all staff has the following monitoring structures and procedures to monitor the school's safety, health and welfare performance:

- Monthly checks

Matters arising from the monthly checks are brought to the attention of the principal teacher for repair, replacement or removal.

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- Identification of hazards

The reviewing of accidents, near misses and dangerous occurrences will be conducted to ensure corrective actions are taken. Suggestions that may have arisen at staff meetings or offered by members of the school community or alerted to by professionals in the course of consultation will be considered and included in the Safety Health and Welfare statement as applicable

- Long term planning

Improvements and repairs to the school buildings and grounds which enhance the safety of those who frequent the school will be prioritised at staff meetings and Board of management meetings.

Review of the Policy

The BOM officially ratified the policy in December 2019. Copies are available in the school and on the school website. All relevant aspects of safety, health and welfare will be reviewed regularly and an annual review of this policy will be conducted at Staff and Board of management level annually

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Appendix 1

Hazards	H/M/ L Risk	Risk to persons	Action Taken	Person responsible
Area prone to constant wetting		Injury from slips and falls	Mats used at all school entrances	Cleaners
			Children reminded to wipe feet as they come in.	Class Teachers
			Washing of floors to be done after school hours, excess liquid is removed to assist the floor drying process	Cleaners
Floors wet due to liquid spills, drinks, Art Materials		Injury from slips and Falls	All Staff use covered travel mugs if taking drinks out of staff room.	
			Lunchtime supervision of children by class teacher (with door to nearest teacher left open)	
			Spills dealt with immediately with absorbent material located near high spill risk areas	
Wet Floors due to Vomiting or toilet Accidents		Injury Slips falls	Sawdust, newspaper absorbent blue towels available	Class Teacher Cleaner
Wet Floors due to leaks			Constant checks by Staff Principal alerted immediately	All Staff
Inadequate Storage of Classroom equipment and personal belongings		Injury due to slips trips and falls	Classroom equipment stored tidily	Class teachers
			Student belongings on hooks School bags stored tidily	
			Floors and access routes are kept clear.	
Broken Tables, Chairs and other furniture items		Falls and related injuries	Broken Furniture removed from service until repaired or replaced	Principal, teachers, Caretaker
Hanging up charts/pictures in classroom		Fall injury	Step ladders to be used Two people to use ladder together Small steps	Teachers

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Inadequate Storage of P.E. equipment			Teacher returns PE Equipment neatly to PE room children not allowed in PE storage room	All teachers and Catetaker
Damaged P.E. Equipment			Removed from service until repaired or replaced	
Child behaving aggressively on yard Slips Trips falls on yard			Code of Behaviour relevant to safe behaviour on yard. Yard Supervision roster established Condition of playground surveyed by supervising staff	Principal and supervising teachers
Incident of Sudden sickness/ injury on yard			Teacher brings child in for 1 st Aid C/F 1 st Aid policy.	Supervising teachers
Inadequate 1st Aid Kits and equipment			1 st Aid kits kept well stocked C/F HSA guidelines	all teachers
Students with Chronic Illness	Seizure Death		Written signed consent from parents/guardians for staff to administer medication. Staff given list of all pupils who need medication and a photo of child.	Principal
Fire			Staff know how to raise the alarm there are regularly serviced fire extinguishers close to classrooms Emergency evacuation plan has been developed with fire drills once a term. Exit Routes and corridors kept free from obstruction	Principal, all teachers and SNAs
Exit doors closing on Child		Finger Hand injury	All exit doors are clipped open.	All teachers and SNAs
Pathways with holes/damaged Surface		Trips and falls	All external areas including carpark checked for damage, rubbish, broken glass and other hazards	Principal and Caretaker

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Damaged Shores			Shores checked and repaired/ replaced as needed.	
Damaged gates		Finger/hand injuries	Checks to ensure gates are opening, closing, locking and hanging properly.	Caretaker
Person Struck by Vehicle in carpark		Collision with car Death	Pedestrian Routes clearly marked regular information sent home to parent to avoid walking through carpark	Principal
Person on premises without knowledge of principal or staff			Children not allowed to open main door. Visitors sign into Log Book at Secretary's office	Principal, and secretary
Child being collected by adult other than parent			Parent informs teacher in advance, secretary will double check if in doubt	Class teacher and Secretary
Child collected before the official time			Parent signs and dates if they take child early	Class teacher Secretary
Carrying Loads over distances pushing/pulling heavy items		Back strain Slipped disc Hernia	Items to be made lighter and less bulky where possible Individuals ask for help when moving heavy items	All staff
Defective portable electrical equipment Exposed wiring/live parts Failure in earth		Electrocution Fire Burns from hot surfaces	Visual Checks carried out as follows: Tools/appliance On/off switch is working correctly No signs of damage to casing No loose parts or missing screws Live parts are properly guarded so as not to be inadvertently accessible Cables Securely anchored to the plug with no signs of cuts, frays, brittleness, leads kinked or coiled, taped joints, overloading (overheating indicated by colour change or smell), cable cores not externally visible Plug Securely anchored, no sign of cracked casing, overheating, bent	All staff

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			<p>pins. Socket outlet No Cracks or damage or sign of overheating Report defects to person in control of the workplace to ensure all items are repaired or replaced</p>	
Improper Storage and use of solvents and flammable liquids			<p>Cleaning press to be locked by key on a hook near door and out of reach of children Ensure that cleaning staff wear gloves when using floor stripper</p>	Cleaners and Caretaker
Boiler House	L/M	Fall Burns	<p>Occasional inspections to maintain tidiness/order Maintenance checks by professionals</p>	Caretaker
Workplace Bullying		<p>Effects on physical mental and emotional health.</p> <p>Stress, anxiety depression.</p> <p>Isolation.</p> <p>Low Morale.</p>	<p>The school adheres to best practices as laid out in INTO and IMPACT anti-bullying procedure</p> <p>The Board and all employees are aware of their responsibility in creating and contributing to the maintenance of a work environment free from bullying.</p> <p>Allegations of workplace bullying are investigated fairly and thoroughly without reprisals for the complainant and respecting the need for confidentiality for parties concerned.</p> <p>Bullying at work by others such as parents or contractors, will not be tolerated and action will be taken to support the employee.</p> <p>A complaint of bullying which is found, following investigation, to be vexatious</p>	All staff

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			will be dealt with through the disciplinary procedure.	
Student Bullying	H	Damage physical, mental/ emotional health	The schools Anti-Bullying policy was amended in 2019 following DES Guidelines	Principal and teachers
Stress	M	<p>Increased Absences</p> <p>Increased conflicts</p> <p>Isolation</p> <p>Low Morale</p> <p>Effects on physical mental and emotional health.</p>	<p>Employee's serious health and safety concerns about their work environment are addressed. The school monitors employee's sickness absence and identifies reasons for absence.</p> <p>Demands in the employee body are achievable and within the role of the job holder. If necessary, employees are given training to support any changes in their job.</p> <p>There is employee input into decision-making and career progression. The school provides employees with timely information to enable them to understand the reasons for proposed changes</p> <p>Employees are able to approach the Principal or Deputy Principal to access appropriate support</p>	All staff
Aggressive threatening behaviour towards a staff member	M	Physical injury, stress psychological trauma	<p>Alert nearest staff member</p> <p>Immediately inform Principal or Deputy Principal</p>	Principal/ Deputy Principal and all staff

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Appendix 2

Room	Sockets	Lights	Furniture	Miscellaneous	Date	Signature
Senior Room						
Junior Room						
EAL/LS room						
Staff Room						
Principal						
Boys Toilet						
Girls Toilet						
Staff Toilet						

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Room	Sockets	Lights	Furniture	Miscellaneous	Date	Signature
Other						

Appendix 4 Accident Report

**Accident Report Form
Lecarrow CNS
Lecarrow
Co. Roscommon
Roll No: 18272J**

Place where accident occurred:

Date and time of accident:

Cause of accident

Account of accident:

Name and address of person injured:

Name and address of any witness of accident:

Signature of person in charge at time when accident occurred:



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Bord Oideachais agus Oiliúna
na Gaillimhe agus Ros Comáin
Galway and Roscommon
Education and Training Board

Lecarrow Community National School

Signature of Principal Teacher:

Date: