



# St. Eithne's Primary School



## Health and Safety Policy



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## **Introduction**

This policy is to provide and maintain safe and healthy working conditions, so far as is reasonably practicable, for all our staff and pupils and to encourage a safety culture within the school. The CCMS and WELB's Health and Safety Policy Statements are adopted and complemented by the school's policy statement.

All members of staff will be provided with this policy and the relevant sections of the WELB / CCMS Health & Safety Policy. (Document in school office)

The WELB / CCMS policy for Health and Safety is available in the office.. This policy has been used to formulate the school policy and is used for reference. All members of staff must acquaint themselves with this policy.

It is the school's policy to provide adequate information to identify needs in respect of training and provide supervision as necessary for the health and safety of staff and pupils.

The Board of Governors also accepts responsibility for the health and safety of other people who may be affected by the school's activities.

A complete audit will be carried out at least once per year and a report will be submitted to the council and the Board. The Board of Governors have adopted the Council's and the Board's health and safety Policies and this policy and the way in which it has operated will be reviewed on:- **February 09**

## **General Guidelines**

In adopting the Council's and the Board's health and safety Policies the Board of Governors by law are treating the school premises as a workplace. It their responsibility to provide a safe place of work, safe working procedures, safe equipment, safe access to it and safe egress from it.

It is the primary responsibility of the Trustees, Board of Governors, Principal and Supervisors for ensuring safe conditions of work. The CCMS/ WELB will be consulted where technical advice is required on health and safety matters.

All members of staff have a responsibility for their own and others health and safety in the school environment.

**WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE / HE MUST DRAW THESE TO THE ATTENTION OF THE HEADTEACHER.**

## **Roles & Responsibilities**

The WELB / CCMS policy details the roles and responsibilities of the following:

The Board of Governors, The Principal, the teachers, the supervisors and all members of staff.

**PLEASE NOTE:** All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. Each member of staff has a responsibility to exercise care and attention regarding themselves and pupils / students under their control.

## **Duties Delegated Teacher of Health and Safety**

The delegated person is Mr J. Meehan.

In the absence of the delegated Staff member, please refer any urgent matter to Mr Cosgrove.

The delegated person shall:

- implement , monitor the development of the safety policy within the school;
- monitor general advice on safety matters given by the WELB, the CCMS and other relevant bodies and advise on its application to the school;
- co-ordinate arrangements for the design and implementation of safe working practices within the school;
- investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
- order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Governors and Head teacher;
- assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;
- ensure that staff with control of resources (both financial and other) give due regard to safety;
- co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.

Please note the following:-

It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all-relevant health and safety matters are drawn to their attention at an early stage.

Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.

All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

## **Responsibilities of Pupils**

All pupils are expected, within their expertise and ability, to:

- exercise personal responsibility for the safety of themselves and their fellow pupils;
- observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
- observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
- use and not wilfully misuse, neglect or interfere with things provided safety purposes.

N.B. The Governors and Head teacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the school handbook and school rules.

## **Visitors**

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.

Architects and builders will be required to agree that all workmen should first visit the office and agree a time of work with the Principal. Special instructions and necessary safety precautions will also be agreed before any such work takes place. Tools and equipment will not be left where they can cause harm to any individual on the school premises.

On the same vane, parts of the building where work is being done may be off limits to staff and pupils. Staff members are to be watchful at all times when conducting pupils near to areas where building work might be in progress as such areas will likely contain hazards.

**Note: Visitors, and this includes parents, do not have an automatic legal right to enter the school premises.**

## **Other Users of the Premises**

The Governors and Head teacher must ensure that:

- the means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Principal knows of any hazard associated with the above, she / he should take action to make hirers aware of it;
- fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
- hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed;
- hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly;
- arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

## **Fire and Emergency Evacuation Procedures**

The school's procedures for fire and emergency evacuation are as follows:

Fire drill maps should be posted near the exit of each classroom door where pupils, staff members and visitors may easily acquaint themselves with the route out of the building.

All classes should walk in a calm manner along this route and assemble on the infant playground or pre-determined assembly point.

Teachers are to take their registers with them to the playground if they are still in class; If not the school secretary will bring these registers to the assembly point.

Teachers must ensure before leaving the building that all pupils have accompanied them from the class.

Check the toilets on the way out but do not go back into the main building in search of a missing person.

The principal / caretaker will check the toilets of the Admin. block as they leave the building.

All pupils must be informed what the procedure is for an emergency evacuation. E.g. Children and staff members must be made aware that if they are not in the classroom during an evacuation they must make their way to the nearest exit and on to the assembly point. NEVER walk towards a fire.

These procedures will be updated as appropriate and will be reviewed for term 2 when the whole building has been handed over to the Trustees.

There will be a fire drill once per term. The fire bell is a continuous electrically operated bell. Should this not work at the time of a fire a hand bell will be rung continuously until the ringer believes that the building has been completely evacuated.

A logbook for the recording and evaluation of the practice of evacuation drills will be kept in the office.

### **Fire Prevention Equipment**

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system. All fire-warning systems will be tested once a month and a record kept of these tests in the logbook. Clear and simple evacuation procedures are printed on A4 card and displayed with maps in all rooms and circulation areas.

## **First Aid and Accident Reporting Procedures**

- First aid is available in the office and an additional first aid box is kept in the staff room.
- First aid facilities are available for staff, pupils and when necessary visitors to the school.
- The name of the **first aider**/appointed person is **Mrs C. Brady (Secretary)** Mrs B. Deery is also a fully qualified first aider.
- The person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences is Mr G. Cosgrove.
- All accidents should be reported to the office and a form filled in by a supervisor present at the time. What might appear to be a minor accident may turn out to be more serious.
- The accident book and report forms and the arrangements to be followed if the person injured is unable to complete an accident report form or who is not an employee of the Authority are to be found in the Office.
- The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff. A small first aid kit is available at the school office for field trip supervisors (Usually the teacher in charge). This kit must be taken on any such field trip.

## **Assessing the Risks to staff and pupils.**

Teachers and other staff should be watchful at all times for potential hazards when pursuing the normal everyday activities and when other less frequent events are being organised.

To assess potential hazards and deal with them it is recommended that responsible adults follow a procedure entitled "Risk Assessment".

A risk assessment is a careful examination of what could cause harm to people, so that you may weigh up whether you have taken enough precautions to prevent harm.

The procedures for risk assessment are as follows:

### **Five Stage Procedure**

1. Identify the hazard/s;
2. Decide who might be harmed;
3. Evaluate the risks and decide whether existing precautions are adequate;
4. Record your findings;
5. Review your assessment.

Detailed checklists are available from the office on a number of possible areas where a risk assessment might be useful.

However, a risk assessment is a useful exercise for any number of activities conducted in the school environment. Below are only some of the events or activities which teachers and staff might need to carry out a risk assessment exercise.

Supervision on playgrounds etc., trips off site, sporting events e.g. sports day, general use of corridors when a large number of classes are moving to and from the canteen.

It is good practice to keep a watchful eye at all times as an adult involved in any similar activity.

NB. ALL DEFECTS IN THE CONDITION OF THE SCHOOL MUST BE REPORTED. e.g. adequate lighting, missing tiles, loose paving, broken rails, leaking toilets or other such appliances.

## **Safe Supervision, Care And Welfare Of Children**

Systems and procedures have been put in place whereby all children are supervised by adults all the time or at least within reason.. Exceptions to this are when children are being sent around the classes or to the office on a message.

Note: Pupils are not allowed outside the grounds unsupervised. Do not send pupils out to the shop. If you need a children to go to your car ask the Principal first. It is safer to send an adult.

Classroom assistants and supervisors should ensure that they are on duty in the playground before the children are out. Children should never be allowed onto the playground without an adult. Classroom assistants should only leave the playground with a child in the event of a serious accident. Leaving the playground inadequately supervised could result in a more serious accident. Small cuts can be dealt with at the office by the secretary. Please send the child to the office with one other responsible pupils. Please fill out an accident form as soon as you can if you were on duty whilst an accident occurred. Forms are available at the office and should be returned to the office as soon as possible.

### **Jewellery.**

Staff and pupils have a responsibility to themselves and others regarding safety and the wearing of clothing and jewellery which may cause harm or danger to others. Children are expected to wear the proper uniform and are not allowed to wear rings, earrings and other jewellery which could be conceived as causing such danger.

## **Teachers' children.**

In some cases, teachers' children may be on the grounds with their parents after school hours. These children must be accorded the same protection as all our pupils. There are no systems and procedures for after school hours. Teachers' children are at greater risk than during the school day. Teachers must make sure that their children are supervised at all times if they are staying behind. The child should stay with his/her parent in their class. Appropriate supervision arrangements should be made for these children on a Tuesday when all teachers meet for curriculum meetings. Please remember these procedures are for the protection of the children. Any compromise of these provisions will place these children in danger.

If any of these children are left alone in different parts of the building also goes against our Child protection policy. Staffs such as caretaker and cleaners also need protection.

REMEMBER: No child should be left unsupervised at any time in the school. Nor should a child be left alone with an adult other than their parent.

## **Other Areas Needing Supervision.**

Children are not allowed to leave the school grounds during the day unless a note has been received by the parent/guardian. Certain areas are also out of bounds.

Store rooms with plant equipment, cleaning fluids and other dangerous equipment. On no account should pupils be sent to the P.E. store without adult supervision to collect P.E. equipment for use in a lesson.

Teachers must make other arrangements to have the lesson equipment available for the lesson.

Remember common sense dictates that a child must not be sent alone where they might be in danger or where there is even a remote possibility of danger.

### **Cloakrooms, toilets and other areas**

The cloakrooms, toileting areas, canteen area pathways and steps all have potential dangers, especially when a number of pupils are using them together. Teachers should lead their classes to the playground with the help of supervisors and classroom assistants. Good order should be observed. The pupils should walk in single file in most cases and the General Rule "Walk don't Run" must apply at all times. There are only a couple of steps in the school and these must be avoided where possible. Children are more prone to fall when walking down the steps in lines but are less liable to injury whilst mounting the steps. A general safe rule is to conduct the class down the pathways and if necessary up the steps.

**Toileting:** Pupils must be supervised when going to the toilet as a large group. If a child asks to go to the toilet send two at a time. The teacher or staff member must be cognisant of how long the pupil spends there in case an unseen accident occurs. Keep main doors open so that pupils can be supervised to a reasonable extent whilst toileting, I.E. Make sure that you can HEAR all that goes on whilst pupils go to the toilet.

## **Access to the School premises from outside**

For the further safety of pupils adults may not walk to a classroom during class time to take a pupil out of class without a permission note from the office first. Teachers are to direct a parent back to the office explaining that this is a safety precaution. The DENI agreed to fund CCTV and a locking system at the front door. The secretary and principal have a clear view of the front door, the front of the school and the playgrounds. The back door will be kept closed during the main part of the day and only open at peak arriving and departure times. The front door will only be accessed using a code or the buzzer system. Visitors should always report to reception when using the front door. Side entrance doors are to be kept locked during the day except when in use at peak times. These doors must be opened to pupils at 8.45a.m. each morning and locked again between 9.15 and 9.30a.m.

In this way access to the school hall will be limited and the pupils and staff will be more secure from outside interference. Parents, however, will be welcome but they too will know that their children are as safe from outside dangers as we can reasonably make them. Children will not be released by teachers unless a parent /guardian can give the teacher a permission slip signed by the principal or secretary.

## **Safe use of Portable and other appliances**

All portable electrical equipment must be maintained in a safe condition. Staff members have a responsibility to report any faulty equipment. A formal visual inspection of such equipment may be carried out by a competent member of staff and record of inspection kept. A combined inspection and testing must be carried out by a qualified electrician or trained member of staff appointed by the Board of Governors and a record of this inspection kept.

Examples of potential lethal dangers are bare wires on frayed electrical cable, overload of sockets, broken power point sockets. Such hazards should be immediately reported to the principal.

Use of computers are subject to safety regulations (available from the ICT Co-ordinator ). All computers should have these safety regulations posted nearby.

The office should be a safe environment for secretary and other users of the office.

The following rules must be followed for the safety of such users:

- The office must be used mainly by the principal and secretary. The office is small and is not a safe place for crowds of staff members to congregate.
- Members of staff may use the phone for school business but in the interest of safety there should no more than four adults in the office at any one time.
- The secretary's office cannot be used as a storage place for teachers or staff members personal or general class items, clutter is a danger and the secretary will have little room to store much more than office equipment. Lost property will be kept in a box in the secretary's store but lost property is the secretary's responsibility and she will produce the box on request.
- Computer equipment will be kept to an acceptable standard. Monitor will have anti-glare and radiation filters, wrist supports will be provided and the office staff will be required to spend no more than an hour at a time working at the computer after which the task must be changed which takes them away from the screen and keyboard.
- All hazardous substances used in the office, e.g. ink cartridges, toner etc. must be kept under lock and key in the reprographics room and access to these will be allowed to the secretary, the Principal and members of staff who have been shown how to handle them with due care.

Changing of toner, ink cartridges etc. in the office and reprographics room is the sole responsibility of the secretary and in her absence the Principal.

## **MOBILE PHONES.**

Pupils are not allowed to use or have mobile phones at any time at St. Eithne's. The potential to use mobile phones for bullying is too much of a risk. If a child needs to ring home he/she will be able to on request at the office. Doubt has been cast on the safety of these phones especially for children. If a child is found to have a mobile phone it will be confiscated and only returned when the parent comes to the school to collect it.

## **Care-taking and Cleaning.**

The caretaker and cleaning staff will be using potential dangerous machinery and substances. Safety matters and requirements dealing with these issues are available to relevant personnel (ask the principal).

**NOTE: THE CLEANERS STORE IS OUT OF BOUNDS TO ALL EXCEPT THE CARETAKER, CLEANERS and PRINCIPAL.**

Do not send children to fetch anything out of the store. Mops and such equipment are the property of the DSO. If you wish to use any of this equipment you must first clear it with the Principal or better still the caretaker will clean up for you.

## **Safety in the Classroom, the Resource areas, the Gym and the Youth Wing.**

There are a number of potential hazards in the classroom or resource areas used by pupils and staff. It is the duty of all staff members to reduce or negate these hazards where possible.

### **General rules to follow:**

Good discipline should be kept at all times.

Teachers should never leave the pupils unsupervised in class or other areas at any time. If a teacher really must step out of class and there is no competent adult to supervise he/she must inform a neighbouring class teacher and the doors of both classrooms left ajar. The teacher now supervising must remember that they are responsible for both classes until the absent teacher returns. Watchful supervision must be observed and pupils must be involved in a quiet sensible disciplined activity.

Please ensure that the equipment used by the children is safe, e.g. scissors are suitable for the child, sharp knives are not easily accessed by pupils and there are no sharp nails protruding from boards or displays.

Water around water trays and sand around sand trays should be cleaned up by classroom assistants as soon as the activity is over and if possible during an activity if it becomes an apparent danger.

Children should be discouraged from putting toys in mouths and such equipment should be regularly sterilised and properly dried.

### **GYM:-**

The gym can be a potential hazard to all users. General safety Rules.

Pupils must never climb the bars, ropes or use the equipment unsupervised.

Note: - The P.E. stores are dangerous places for pupils. Pupils must never enter the stores unsupervised. Never send a child to fetch something in the stores unless accompanied by an adult. The P.E. store must be kept locked at all times. The key is available at the office.

P.E. lessons must be structured in such a way that the pupils pursue their activities safely.

The gym is not safe for indoor football so indoor football is not allowed.

Teachers should never ask pupils to pursue activities that are beyond the individual's means. Nor should they set out equipment without taking the proper precautions, e.g. deep mats should always be under climbing frame equipment and pupils must not be allowed to drop down from a dangerous height to land on these mats.

Do not tie knots in ropes as this will damage the ropes and make them dangerous.

Equipment must be stored away properly as the untidiness is a real hazard.

If pupils are allowed to assist in setting up or putting away the equipment they must be properly trained and not given tasks beyond their means.

## **Youth Wing**

The Youth wing can be an excellent facility and may be used by the school during the day. If permission has been granted for its use, perhaps as a reward for those pupils who have shown excellent behaviour over a month, staff must acquaint themselves with the appropriate supervision procedures within that area.

Classes could be allowed use of the facility on wet days at lunchtime or break time. However, pupils must be properly supervised. The area has a number of blind spots and teachers using the facility should ensure that all areas are covered. As part of our child protection policy no area should give pupils the opportunity to pick on or bully others. Use of dressing rooms will be a delicate matter and a procedure set out in the child protection policy should be adhered to for the safety of both pupils and adults. Adults should not place themselves in a position where their integrity can be questioned. (See our Child Protection Policy).

## **CLUBS**

Health and safety regulations for after school clubs should be considered in the same way as normal school time regulations. The more relaxed setting of the after school clubs is an essential ingredient for the social development of our pupils but their safety must always be the first priority. Children not used to this relaxed setting may over react and become a danger to themselves and others. Please make sure that pupils are acquainted with the necessary rules of the club for their own safety and enjoyment.

Clubs of a physical nature have their own potential hazards. The Swimming club is conducted offsite and the pool has its own set of safety rules. In such cases staff has a duty to acquaint themselves with such rules.

If you are involved in such a club make sure you know where the nearest phone is, where the first aid kit is and who is responsible for first aid in the facility.

## **Off Site Procedures**

We have a separate policy for Off-site activities. Teachers should acquaint themselves with this policy. Travel to sporting events and the transport of pupils to such events.

Children must be properly supervised when going on trips. If a teacher wishes to take his/her class out for a nature walk or some other similar activity he/she must first have the permission of the Principal and in his absence the Vice-principal. Supervision must be more than adequate. Normally the ratio of pupils to adults is 12 pupils to 1 adult. Parents may be recruited to help on school trips of walks but please make sure that responsible adults accompany such ventures. Some children may need one to one supervision on such journeys so please cater for this eventuality appropriately.

All pupils taking part in an off site activity will require a permission note. Driving pupils to events such as football matches may require appropriate insurance.

## **Procedure for Prescribed and Non-prescribed drugs**

It is generally agreed amongst Trade Unions that members of staff should not have anything to do with either prescribed or non-prescribed drugs in the workplace.

At St. Eithne's we cannot take responsibility for these drugs. Parents should contact the principal if their child needs medication. The school does have a comprehensive medication policy. A summary of this policy is available to parents on request.

### **Asthma Sufferers**

We have a Medication policy in the school. As part of this policy it has been agreed amongst the teaching staff that asthma sufferers will be allowed some provision to relieve any immediate distress. Details of access and supervision of inhalers can be found in the Medication Policy.

The parent of a child with asthma may leave an inhaler with the teacher or in the office in the case of an emergency. However a form must be completed and an agreement reached between parent and principal. During an emergency it is the school's responsibility to take appropriate action. However, it is the responsibility of parents to inform the school about any medical condition that their child might have.

Remember:- If a child is seen to be in distress the parent will be contacted immediately. Should the parent not be available other contact numbers will be used. It is the responsibility of the parent to make sure that they can be contacted. The school will inform parents of this responsibility and the school cannot accept responsibility if the contact cannot be made.

Other prescribed medication and Non-prescribed drugs are not the responsibility of the school. We cannot accept responsibility for administering such drugs as panadol. If the parent wishes the child to have medicines or drugs administered they should make arrangements to do so themselves.

This policy will be reviewed every year. Changes will be made where necessary.

NB. Changes to be made in 2008/2009.  
Medication Policy.  
Digital Images Policy