

Kildangan NS Safety Statement

In accordance with the Safety, Health and Welfare at Work Act 2005, is it the policy of the Board of Management of Kildangan National School 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 reasonable practicable to:

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

The Board of Management of Kildangan National School 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

School

Date: _____

Safety, Health and Welfare Policy

Kildangan National School

1. Introduction

The Board of Management of Kildangan National School hereby sets out its Safety, Health and Welfare Policy in accordance with the provisions of the Safety, Health and Welfare Act 2005. This policy was reviewed and redrafted in September 2016 in consultation with staff. It was ratified at a meeting of the Board of Management on the 20th September 2016.

2. School Profile

Kildangan School is a rural school, with 8 classroom teachers and a total staff of 15. The buildings consist of the main school building (ground floor & upstairs) and additional buildings including a bicycle shed and boiler house. There are three distinct play areas for the students; the infant yard at the back of the school site, the 1st/2nd class yard to the front and the 3rd-6th class yard (basketball court, grass area and new tarmac zone). There is also a small school garden area. There is no car park, hence staff must park their cars on the roadside.

3. Resources for Safety, Health and Welfare in the School

A vast range of resources are provided by school management to equip staff to stay safe at work. Control measures are in place to prevent accidents and injuries. Please see the Risk Assessment attached for more detailed information with regard to controls which are in place in the following areas:

Classrooms	Playground	First Aid	Administration of Medicines
Fire Evacuation	Parking of staff cars	General Access to the school	
Extra-Curricular Classes	Drop Off & Pick Ups	Computers	Staffroom
Bullying	Stress	Aggressive Behaviour towards staff	
Pregnant Employees	Lone Worker	Noise	Manual Handling
Platforms	Radon, Mould, Asbestos	Football Goal Posts	
Multi-Purpose Room	School Tours	Outdoor Adventure Activity	
Cleaning	Working at height (ladders)	Toilets	
Maintenance (Caretaker)			

4. Roles and Responsibilities for Safety, Health and Welfare

The Board of Management:

- 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 Statement

- Receives regular reports on safety, health and welfare matters and matters arising from same are discussed
- Reviews the safety, health and welfare statement annually and when changes that might affect worker's safety, health and welfare occur.
- Allocates adequate resources to deal with safety, health and welfare issues
- Appoints competent persons as necessary, to advise and assist the board on safety, health and welfare at the school.

Designated Person for Safety, Health and Welfare (The Principal acting on behalf of the Board)

- Complies with the requirements of the Act 2005.
- Reports to the Board of Management on safety, health and welfare performance
- Manages safety, health and welfare in the school on a day-to-day basis
- Communicates regularly with all members of the school community on safety, health and welfare matters
- Ensures accidents and incidents are recorded and any statutory reports are completed
- Organises fire drills and any other relevant training
- Carries out safety audits.

Teacher (with special duties in safety, health and welfare)

- A Special Duties teacher, with duties related to safety, health and welfare must fulfil the duties assigned by the Principal and to which he/she has agreed.

Teachers/Special Needs Assistants/School Secretary/School Caretaker

- Comply with all statutory obligations on employees as designated under the 2005 Act.
- Cooperate with school management in the implementation of the safety statement.
- Inform students of the safety procedures associated with the school
- Ensure the students follow safe procedures
- Formally check classroom/immediate work environment to ensure it is safe and free from fault or defect.
- Check that equipment is safe to use
- Ensure that risk assessments are conducted for new hazards
- Cooperate with the school safety committee, where one is established.
- Report accidents, near misses and dangerous occurrences to relevant persons as outlined in the Safety Statement.

Other School Users:

- Other school users such as students, parents, volunteers and visitors should comply with school regulations and instructions relating to safety, health and welfare.

Contractors:

- The school must make available the relevant parts of the safety, health and welfare statement and safety file to any contractors working in the school on behalf of the school.
- The school must provide to contractors the school regulations and instructions relating to safety, health and welfare.
- Contractors must make available relevant parts of both their safety, health and welfare statement and risk assessments in relation to work being carried out.
- Where the school is sharing a work-place with a contractor they must cooperate and coordinate their activities in order to prevent risks to safety, health and welfare at work.

5. Risk Assessment (available on request)**6. Emergency Procedures, Fire Safety, First-Aid, Accidents and Dangerous Occurrences**

Emergency procedures must be developed in advance, clearly communicated and understood and practised on a planned basis.

Fire Safety

- The school has an emergency evacuation plan - Fire Drill Procedure
- This is reviewed and updated at the start of each school year and communicated to all staff at the first staff meeting, teachers then inform students and practice the drill before a formal drill is called for the whole school.
- The plan provides for those with special needs.
- Fire Assembly Points are identified and clearly marked.
- The school has emergency lighting systems in place, which are checked and maintained on a regular basis. (See Emergency Lighting File)
- Fire Exits are kept clear
- The school holds a minimum of two fire drills per year.
- These drills are timed (Please see Fire Drill File)
- Outcomes of fire drills are recorded and actions are taken where necessary (See Fire Drill File)

- The Emergency Evacuation Plan is reviewed annually, at the start of each school year and again if necessary.
- Fire-Fighting Equipment (fire extinguishers, fire blankets and emergency lighting) are in place at suitable points in the building.
- All Fire installations and equipment are inspected and serviced as per legal requirements
- Staff receive training in the use of fire equipment

First Aid

1. The school provides first-aid training to an appropriate number of staff every three years.
2. Everyone is aware of who is trained in first aid.
3. First-Aid Kits are available at the reception desk of the school
4. First-Aid Kits are fully compliant with legislation and guidance. The Principal or Designated Special Duties Teacher is responsible for checking the kit.
5. Teachers/Non-Teaching Staff will administer First Aid in circumstances where their professional judgement deems it appropriate. Agreed procedures will be discussed and agreed with staff each September.

Accidents and Dangerous Occurrences

It is important and good practice to record all accidents that occur in the school or during any school-related activity. The school must ensure that the information gleaned in the accident report is reviewed and that control measures are put in place to ensure a similar accident is avoided in the future. All records must be kept of incidents and accidents.

The school has an accident reporting system, which is communicated to all staff at the start of the school year. Information in relation to accidents and near-misses are recorded on accident report forms or in the yard book.

Important information regarding accidents includes:

- 1. Date of incident**
- 2. Time of incident**
- 3. Person injured or involved and relevant contact details recorded**
- 4. Witnesses and relevant contact details recorded**
- 5. Detail of the activity being undertaken at the time of the incident**
- 6. Exact location of the incident and photographic evidence if appropriate**
- 7. Circumstances of the incident – detailed description and cause of the accident**

- 8. Injuries sustained**
- 9. Medical treatment administered e.g. First Aid**
- 10. Emergency Services involved or called to scene of accident**
- 11. Details of equipment and service records for same if equipment was involved**
- 12. Details of notifier of accident, time and date.**

Certain accidents must be reported to the school insurers and to the Health & Safety Authority. If reporting a serious accident to the HSA, staff must use the IR1 Form or report directly online at www.hsa.ie

The school has a **Critical Incident Policy** which is reviewed and updated annually in September. This policy is designed to support school staff in dealing with any incident or sequence of events, which overwhelm the normal coping mechanisms of the school and which disrupts the running of the school.

7. Instruction, training and supervision

Section 8 and 10 of the Safety, Health and Welfare Act 2005 require that every employer provide instruction, training and supervision to his/her employees in relation to safety, health and welfare at work.

Training needs of staff in Kildangan National School will be identified through the completed Risk Assessment and in consultation with teachers at regular staff meetings.

Records of all training, information and briefing sessions attended by staff members will be kept on file.

The Principal or designated Special Duties Teacher will keep a schedule of dates for when refresher training falls due. This includes training in: First Aid, Administration of Emergency Medicine, Manual Handling, and Fire Safety.

8. Communication and Consultation

In accordance with Section 20(3) of the Safety, Health and Welfare at Work Act 2005, every employer must bring the safety statement to the attention of:

- Employees (at least annually or following its amendment)
- Newly recruited employees
- Other persons at the place of work who may be exposed to risk to which the safety statement applies (contractors carrying out work at the school)

All students, parents and visitors to the school should also have access to the Safety Statement.

The names of persons with responsibilities for safety, health and welfare should be communicated to employees (names of first-aiders, those trained to use fire extinguishers etc.)

Emergency procedures and specific hazards and control measures should also be communicated to employees including substitute, temporary and new employees and those returning from a leave of absence.

All policies and procedures should be ratified by the Board of Management and communicated to the school community where relevant. Safety, Health and Welfare information can be communicated in the following ways:

- Meetings
- School Assemblies
- Disseminated in written format in newsletters, on the school website or by email.

9. Review Procedure

The policy will be reviewed annually by the full staff and Board of Management. Next review of this policy will occur before or during the school year of 2017/2018.