



Christ the King BNS

Safety, Health and Welfare at Work Act, 1989

Summary

The Safety, Health and Welfare at Work Act, 1989 became effective on 1 November, 1989. The main purpose of the Act is to make all workplaces safer and healthier. The Act provides for the establishment of a National Authority for Occupational Safety and Health. The act covers all persons at work – employers, employees, and the self-employed and it requires in so far as is reasonably practicable that employers should protect the safety, health and welfare of all who work for them. Employers must provide and maintain in so far as is reasonably practicable safe places of work, safe plant, safe systems and must provide their employees with information and training to ensure their health and safety. Specifically employers must produce a written Safety Statement which specifies the manner in which the safety and health of workers will be secured. Of particular importance are the requirements on health and safety issues.

The Board of Management of Christ the King BNS will set up arrangements to have candidates come forward from which a person may be selected by the employees to act as Safety Representative, who will have certain rights under the Act including the right to appropriate training, to make reports and to investigate accidents. The Safety Representative will have the right to represent all employees on Occupational Health and Safety matters.

The Act also confers responsibility on the employees in so far as they are required to take care to avoid injury, to co-operate with the employer in matters of safety, to use any means provided for their protection and to report to the employer any dangerous work situation they may encounter.

The National Authority for Occupational Safety and Health which is primarily there to advise and encourage may also prosecute and close down a workplace which remains dangerous despite advice to render it safer.

Statement on General Policy

The Board of Management of Christ the King BNS recognises the importance of the Legislation enacted in the Safety, Health and Welfare at Work Act, 1989.

This Safety Statement sets out the Safety Policy of the Board of Management of Christ the King BNS and sets out the means 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.

This 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.

1. Policy Statement on Safety, Health and Welfare at Work of the Board of Management of Christ the King BNS

1.1 The members of the Board of Management of Christ the King BNS are

Chairperson: Anne Dollard

Secretary: Clodagh Vahey

Treasurer: Pdraig Marron

Other Board members: Fr. Pat Carroll P.P., Damien Murphy, Neasa Hourigan and Adelene McWeeney.

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 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 such information, instruction, training and supervision as is necessary to ensure the safety and health at work of its employees

(f) The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at work of its employees

(g) The preparation and revision as necessary of adequate plans to be followed in emergencies e.g. fire drill, injuries etc.

(h) The safety and prevention of risk to health at work in connection with use of any article or substance

(i) The provision and maintenance of facilities and arrangements for the welfare of

employees at work

(j) Obtaining where necessary, the services of a competent person for the purpose of ensuring the safety and health at work of its employees

(k) The continuing updating of the Safety Statement

(l) 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 Christ the King BNS undertakes to ensure that the provisions of the Safety, Health and welfare at Work Act 1989 are adhered to.

1.6 A Safety Committee may be established to monitor the implementation of the Safety and Health Policies of Christ the King BNS) and the requirements under the Safety, Health and Welfare at Work Act, 1989.

2. 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 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.

Consultation and Information

It is the policy of the Board of Management of Christ the King BNS:

- to consult with staff in preparation and completion of the Health and Safety Statement and of Hazard control forms

- 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.

3. Specific Hazards

3.1 Fire

It is the policy of the Board of Management of Christ the King BNS 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 per term.
- (iv) Fire alarms are clearly marked
- (v) Signs will be clearly visible to ensure visitors are aware of exit doors
- (vi) All electrical equipment be unplugged or turned off outside school hours and when the school is vacated for lengthy periods
- (vii) An assembly area is designated in the school yard.
- (ix) Those leaving buildings/classrooms should inform the principal (Deputy Principal if Principal is unavailable).
- (x) Exit signs are clearly marked

3.2 Other hazards

- 1) Condition of school buildings, dampness, draughts, roof slates, leaks, electrical fittings, windows opening out at head level, yard surface etc.
- 2) Storage, maintenance, and appropriate use of PE equipment
- 3) Individual classrooms, sockets, lights, etc.
- 4) Hallway condensation, slippery floor surface, protruding units such as coat rails etc.
- 5) Toilets, water, towels, sanitary disposal units, hand dryers, floors, cleaning policy etc. Arrangements for separate staff toilets etc.
- 6) Water, drinking/non drinking areas clearly marked and specified
- 7) Staff room, facilities, safety measures etc. See INTO checklist.
- 8) Ice/flooding on yards, steps etc.

3.3 Constant Hazards

1) Machinery, Kitchen Equipment and Electrical appliances

It is the policy of the Board of Management of Christ the King BNS 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.

Photocopiers/laminators/IWBs

Staff should be careful when using any of the above as injury may occur from moving parts and hot elements inside protective covers. Laminator labelled HOT with signage. Interactive White Boards are to be turned off every evening by staff and unplugged during holidays.

2) Chemicals

It is the policy of the Board of Management of Christ the King BNS 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.

3.4 Drugs Medications

It is the policy of the Board of Management of Christ the King BNS 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.

4. ADMINISTRATION OF MEDICATION POLICY

This policy is formulated in accordance with guidelines issued by the (Primary Schools' Managerial Bodies) and the Irish National Teachers' Organisation.

Introduction

While the Board of Management has a duty to safeguard the health and safety of pupils when they are engaged in authorised school activities, this does not imply a duty upon teachers to personally undertake the administration of medication.

The Board of Management requests parents to ensure that staff members are made aware in writing of any medical condition suffered by their child. This information should be provided at enrolment or at the development of any medical conditions at a later date.

Medication in this policy refers to medicines, tablets and sprays administered by mouth only.

Policy Content

Procedure to be followed by parents who require the administration of medication for their children

- The parent/guardian should write to the Board of Management requesting the Board to authorise a staff member to administer the medication or to monitor self-administration of the medication.
- Parents are required to provide written instructions of the procedure to be followed in the administration and storing of the medication. Parents are responsible for ensuring that the medication is delivered to the school and handed over to a responsible adult and for ensuring that an adequate supply is available.
- Parents are further required to indemnify the Board and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board will inform the school's insurers accordingly.
- Changes in prescribed medication (or dosage) should be notified immediately to the school with clear written instructions of the procedure to be followed in storing and administering the new medication.
- Where children are suffering from life threatening conditions, parents should outline clearly in writing, what should and what should not be done in a particular emergency situation, with particular reference to what may be a risk to the child.
- Parents are required to provide a telephone number where they may be contacted in the event of an emergency arising.

Procedures to be followed by the Board of Management

- The Board, having considered the matter, may authorise a staff member to administer medication to a pupil or to monitor the self-administration by a pupil.
- The Board will ensure that the authorised person is properly instructed in how to administer the medicine.
- The Board shall seek an indemnity from parents in respect of liability that may arise regarding the administration of the medicine
- The Board shall inform the school insurers accordingly
- The Board shall make arrangements for the safe storage of medication and procedures for the administration of medication in the event of the authorised staff member's absence.

Responsibilities of Staff Members

- No staff member can be required to administer medication to a pupil.
- Any staff member who is willing to administer medicines should do so under strictly controlled guidelines in the belief that the administration is safe.
- Written instructions on the administration of the medication must be provided.
- Medication must not be administered without the specific authorisation of the Board of Management.
- In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent.
- A written record of the date and time of administration will be kept.
- In emergency situations, staff should do no more than is obviously necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. Qualified medical treatment should be secured in emergencies at the earliest opportunity.
- Parents should be contacted should any questions or emergencies arise.

5. Highly Polished Floors

It is the policy of the Board of Management of Christ the King BNS that:- Floors will not be polished or made slippery. 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.

6. Code of Discipline

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

7. 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.

8. Defibrillator

A defibrillator is available in CTK Community Centre. Updated defibrillator training will be provided to all staff during the academic year 2021-2022

9. Infectious Diseases

It is school policy to notify all infectious diseases to parents and staff. Risk will be minimised with adherence to sound principles of cleanliness, hygiene and disinfectant. Disposable gloves are provided for use in all first aid applications, cleaning jobs etc. Staff has been provided with separate toilets with hot water and cold water, a disposal unit, soap dispenser and paper towels.

In August 2020 a Covid 19 risk assessment was completed. It was updated in February 2021 and August 2021 in line with Covid 19 guidelines and recommendations from the government Department of Health and NPHET. A Covid 19 school responses plan and logistics plan was completed in August 2020 and updated in Feb 2021 and August 2021 in line with public health advice and guidance. This will be reviewed as the need arises throughout Covid 19.

10. Accident Reporting and Investigation

All accidents/near misses to persons (staff/contractor/visitors), must be recorded on the appropriate accident form. The Principal will be informed within 24 hours of all accidents and where possible all other accident reporting will be completed before the end of the day on which the accident occurred.

All notification of accidents or dangerous occurrences to the enforcement authority (Health and Safety Authority) will be completed by the principal on Form IR1 or IR3 (www.hsa.ie). Note: An IR1 must be completed if a person is away from their place of work for 3 consecutive days or more after the day of the accident.

11. Accidents on the yard/in the hall/ in classrooms

The teacher who is supervising should complete the accident form, detail any actions taken and where necessary determine the underlying causes of the accident and identify the appropriate corrective action to avoid a recurrence. Yard incidents are recorded in the yard book stored in the office. In case of any head injury a phone call is made to parents as soon as possible. Classroom incidents are recorded by class teachers in the class incident form. Where necessary the appropriate form will be forwarded to Insurance Company ALLIANZ via Marsh Insurance the insurance broker for the school

12. Other

- 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. Persons coming onto the school premises must identify themselves clearly to whoever answers the door 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 of Christ the King BNS 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.
- When a child is showing aggressive behaviour to a teacher and or SNA who are at risk of injury or have been injured or where other children in the class are at risk the child's parents will be contacted to collect the child from school.

14. School Yard – Procedures

- It is the policy of Christ the King BNS to enable each child to benefit from adequate exercise during playtime. Therefore we allow
 - Running
 - Jumping
 - Football
 - Basketball and other games, as deemed safe and appropriate by the teachers on supervision duty.
- To minimise risk, separate play areas are designated for each class. The SNAs help to supervise both junior and senior areas and are available to assist in case of falls etc. It is the policy of Christ the King BNS that parents are notified when any bang to the head is sustained by any pupil. Lunch breaks are split into junior and senior break times to allow adequate space for children to play and increased supervision levels.

15. Entering and leaving the school - Procedures

- To minimise risk of injury when pupils are entering and leaving the school premises, the following procedures are in place in Christ the King BNS.
Morning Time:
 - All children enter the school via the yard and line up at their class specific line.
 - On very wet mornings, children are allowed to come into the senior corridor and wait until the bell rings. Principal and Deputy Principal will supervise when children are in the school building before 8.50am.
 - The bell is rung at 8.50am & 9.00 am. Children enter the school via designated doors supervised by classroom teachers and/or Principal / Deputy Principal.
 - Throughout the school day, classes use designated entrances (Blue door 1: junior infants, senior infants and 1st & 2nd class. Yard door 3 (middle brown door) for 3rd class and 4th class. Yard door nos 4 (bottom brown door) for 5th & 6th class. SNAs are there to help accompany children with additional needs to and from their classroom.

- Children from LC1 & LC2 will disembark the school bus under the supervision of the bus escort and with the help and aid of the Le Chéile SNA's and the students are escorted safely into their classroom.

Dismissal Time

- Junior and Senior Infant children are brought out to the yard via yard door no. 1. Teachers and students line up in their class line and students are handed over to their parents one by one.
- 1st and 2nd class are brought out to the yard via yard door no. 1. Teachers and students line up in their class line and pupils are handed over to their parents one by one.
- 3rd and 4th class are dismissed via middle door no. 4 and line up in their class line and are collected by their parents or walk home themselves.
- 5th and 6th class are dismissed via end door no. 5 and line up in their class line and are collected by their parents or walk home themselves
- In the afternoon students from LC1 & LC2 will be brought out to the school bus with the classroom SNA's and will get on the bus under the supervision of the bus escort. To ensure the children are safely on the bus, the classroom SNA's remain at the bus until the bus door is closed.

16: Covid 19 Response Plan additional guidelines for parents to follow and adopt:

- As per our Covid Response plan parents are advised to adhere to social distancing guidelines when standing in the school yard.
- Parents and guardians are requested to wear a face mask when in the school yard and when approaching a member of school staff.
- Parents are requested to leave the school yard immediately after collecting their children and avoid congregating around the school building once school is finished.
- When parents are waiting between the 2.30pm and 2.40pm finish time they are requested to supervise younger children who are not permitted to run around or climb on any school property as children are not insured once school is finished and they have been collected by their parents.
- Parents and students are not allowed to cycle or scoot around the school yard while students are still in school, in the morning before school or when school finishes. This is to protect the health and safety of all people who are waiting in the school yard.

17.Welfare of staff and Students

- To ensure the continued welfare of employees, two staff rooms and staff toilets are provided.
- As per the schools' Covid 19 Response Plan each staff room has a maximum capacity number of staff allowed to use the staffroom for breaks and lunchtime. This is to allow for 2m social distancing and in line with the school risk assessment plan.
- Teacher and SNA's roster allows for all staff to be able to use the staff rooms at various different times
- Staff are required to cooperate as per the school Covid -19 Response Plan and disinfect and sanitise table and chair after use and to wash and dry personal cutlery and ware.
- Staff should cooperate in maintaining a high standard of hygiene in these areas.
- Staff members using the fridges are expected to remove any perishable uneaten food at the end of each week.
- Staff members who use the microwave are expected to clean any spills that may occur while food is cooking.
- A dignity in work policy is in place in the school and issued to all staff at the beginning of each school year. The Board of Management is committed to providing a work environment free from harassment of any kind. The Board will ensure that any allegations of harassment are fully investigated and will be dealt with in a fair and objective manner.

The Board acknowledges recent research by the ESRI that noted that stress, anxiety and depression are the second highest causes of work-related illness in Ireland and are associated with the longest absence from work. Through the means of staff and peer support, Medmark and Employee Assistance Scheme staff will be supported through illness and or injury. In addition, the school community will seek to continue developing a culture where there is a sense of belonging and connectedness. 'Wellbeing Together: Folláine le Chéile'. See Information Note TTC 004/2020. See also, Information Note TTC 009/2020 which extends the EAS to all school staff.

18.Communication of Policy

Copies of the policy will be given to all staff members. It will be published on the school website.

The Board of Management will undertake a review of health and safety issues annually and any changes will be communicated to staff.

17.Concluding Comment

The Safety Statement has been based on conditions existing in the premises of the school at the time of writing. 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.

Health and Safety Policy reviewed by Board of Management on ;

Signed *Anne Dollard*
Chairperson, Board of Management
Date: 02/12/2021

Signed *Clodagh Vahey*
Principal
Date: 02/12/2021

APPENDICES

Appendix 1 :(Refers to risk assessment)

Principal/Safety Rep/relevant Post Holder is informed of all hazards/potential hazards

Classroom Hazards Hazards	Risk	Risk rating	Controls
Spilled liquid	Injury due to slip/trip/fall	H	<ul style="list-style-type: none"> • Spills dealt with immediately • Absorbent materials located near high spill risk areas
Slip/trip	Injury from slip, trip or fall	H	<ul style="list-style-type: none"> • High risk areas for slips, trips, and falls are identified and dealt with
Equipment stored away	Injury from slip, trip or fall	H	<ul style="list-style-type: none"> • School equipment is stored tidily • School bags stored tidily • Pupil belongings on hooks or safely under desks in boxes • Floors and access routes are kept clear
Floor mats	Injury from slips, trips and falls	H	<ul style="list-style-type: none"> • Heavy mats are used as necessary • Mats and rugs are properly designed/fitted
Wet area (floors)	Injury from slips, trips and falls	H	<ul style="list-style-type: none"> • All areas prone to constant wetting are identified

			<ul style="list-style-type: none"> • Signs available when the floor is wet • Sinks are kept clear to avoid overflow
Cables/flexes	Injury from slips, trips and falls	H	<ul style="list-style-type: none"> • Electrical outlets sited to avoid trailing cables • No trailing cables and flexes, extension leads or overfull sockets
Damaged flooring	Injury from slips, trips and falls	H	<ul style="list-style-type: none"> • Poorly maintained or damaged floors or paving identified • Repairs carried out and step taken to prevent future damage
Floor cleaning	Injury from slips, trips and falls	H	<ul style="list-style-type: none"> • Where wet cleaning, detergent is used and water is at the right temperature excess liquid is removed to assist the floor drying process. As far as possible, the floor is cleaned until dry • A system is used to keep pedestrians away from wet/ moist floors, e.g. physical barriers • Warning signs are used
Overused signs	Injury from slips, trips and falls	H	<ul style="list-style-type: none"> • Where warning signs are used these are removed when no longer required
Shoes/footwear	Injury from slips, trips and falls	H	<ul style="list-style-type: none"> • Suitable slip resistant footwear is worn as needed • Parents are reminded of the need to provide adequate footwear • Children do not participate in PE without suitable footwear
Damaged furniture	Falls and related injuries	H	

Damaged Doors/ Windows/Ceilings/Locks/ Electrics/Glass			<ul style="list-style-type: none"> • Broken furniture removed from service until repaired or replaced • Identified and removed from service until repaired or replaced
Liquid spills/burns	Liquid spills, burns	H	<ul style="list-style-type: none"> • All staff members utilise covered travel mugs/ flasks • Students remain seated and are requested to exercise due caution when having hot drinks for lunch • Pupils are not allowed to eat in unsupervised classrooms
Defective electrics	Electrocution Fire Burns from hot surfaces	H	<ul style="list-style-type: none"> • Defective electrical equipment shall be clearly identified, labelled as out of use, and stored away until repaired, • Visual checks carried out as follows to prevent accidental use. <p>Tools/appliance</p> <ul style="list-style-type: none"> • 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 <p>Cables</p> <ul style="list-style-type: none"> • 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 <p>Plug</p>

			<ul style="list-style-type: none"> • Securely anchored, no sign of cracked casing, overheating, loose or bent pins <p>Socket outlet</p> <ul style="list-style-type: none"> • No cracks or damage or sign of overheating • Report defects to the caretaker and principal to ensure all items are repaired or replaced.
Sharp objects	Cuts/lacerations	H	<ul style="list-style-type: none"> • Children’s scissors used in all classrooms. • Pupils are instructed in safe use of scissors, cutters and staplers. • cutters and scissors checked for damaged blades or handles disposed of if damaged. • cutters and scissors counted out to students and counted back in at the end of class. • Caretaker regularly checks the playground for the removal of any sharp or dangerous objects

