



Health & Safety Statement

Introductory Statement

This policy statement was adapted to the current format in accordance with the most up to date guidelines. It was updated to take into account the most recent legislation in regard to Health and Safety. It was disseminated to the wider school community through the school website and ratified by the Board of Management on the 13th of March 2025.

Rationale

It is a legal requirement under the Safety, Health and Welfare at Work Act, 2005 for every employer, in conjunction with employees, to prepare a Health and Safety Statement. It represents the Board of Management (BOM)'s commitment to safety and health, and specifies the manner, the organisation and the resources necessary for maintaining and reviewing safety and health standards. The BOM wishes to document their health and safety programme and make it available to all employees, outside services providers and Inspectors of the Health and Safety Authority.

Relationship to Characteristic Spirit of the School

Our Health and Safety policy emphasises the importance of the health and safety of our pupils and that of all school employees. The Board of Management, St.John's NS recognises the importance of the Legislation enacted in the Safety, Health and Welfare at Work Act, 2005. This Safety Statement sets out the Safety Policy of the Board of Management, St.John's NS 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 into contact. This policy requires the cooperation 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.

Aims

- to create a safe and healthy school environment by identifying, preventing and tackling hazards and their accompanying risks
- to ensure understanding of the school's duty of care towards pupils
- to protect the school community from workplace accidents and ill health at work
- to outline procedures and practises in place to ensure safe systems of work
- to comply with all relevant health and safety legislation (so far as is reasonably practicable) to include the following areas
 - Provision of a safe workplace for all employees – teachers, SNAs, secretary, caretaker, etc.
 - To ensure competent employees, who will carry out safe work practises
 - Safe access and egress routes
 - Safe handling and use of hazardous substances and equipment
 - Safe equipment including maintenance and use of appropriate guards
 - Provision of appropriate personal protective equipment.

Guidelines (content of policy)

Policy Statement On Safety, Health And Welfare At Work Of The Board Of Management (BOM) Of St.John's NS

1.1 Members of the BOM

The members of the Board of Management are

- Chairperson: Fr. Declan Boyce
- Principal: Bernard Mulhern
- Treasurer: Pat Dolan
- Other Board Members:
 - Ger Hartnett
 - Fina Golden
 - Vanessa Callaghan
 - Rory Mc Bride
 - Vita Monaghan

1.2 Safety Standards

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, 2005 are applied.

1.3 Commitments of the BOM

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

- The design, provision and maintenance of all places in a condition that is safe and without risk to health.
- The design, provision and maintenance of safe means of access to and egress from places of work
- The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health.
- The provision of instruction to staff on proper lifting techniques of pupils when such practice is deemed necessary and advice has been received from other agencies.
- The provision of such information, instruction, training and supervision as is necessary to ensure the safety and health at work of its employees.
- The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at work of its employees.
- The preparation and revision as necessary of adequate plans to be followed in emergencies. e.g. fire evacuation, injuries etc..
- The safety and prevention of risk to health at work in connection with use of any article or substance.
- The provision and maintenance of facilities and arrangements for the welfare of employees at work.
- Obtaining where necessary, the services of competent persons for the purpose of advising on the safety and health at work of the employees e.g. Advisors from the HSE, Fire Officers, ICT Advisors re equipment, ergonomics etc.
- An annual review of this Health & Safety Statement and a log of issues raised and remediated.
- The provision of arrangements for consultation with employees on matters of Health and Safety
- The provision of arrangements for the selection from amongst its employees of a Health and Safety Representative.

1.4 Statutory Obligations

The Board of Management recognises that its statutory obligations under legislation extend to employees, pupils, and any person legitimately conducting school business and the public.

1.5 Provisions

The Board of Management of St. John's NS will ensure that the provisions of the Safety, Health and Welfare at Work Act, 2005 are adhered to.

1.6 Safety Committee

The Board of Management will form the Safety Committee to monitor the implementation of the Safety and Health policies of St. John's NS and the requirements under the Safety, Health and Welfare at Work Act, 2005.

1.7 Safety Representative

The Board of Management will appoint a Safety Representative from the School Staff, normally the School Caretaker and a Safety Officer to the BOM. (Bernard Mulhern, is the Safety Representative and Board Member)

Consultation & Information

It is the policy of the Board of Management of St. John's NS :

- To consult with staff in the preparation and completion of the Health and Safety Statement.
- To make available the Health & Safety Statement to all present and future staff.
- That any additional information or instructions regarding safety, health 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.

Hazards

All staff will complete Hazard Control Forms (Appendix 3) as hazards are identified. Some hazards can be rectified but others remain constant. The hazards have been divided into two categories.

- Specific Hazards
 - Hazards that can be rectified or minimised will be dealt with as a matter of urgency. Hazard Control Forms will be posted on the Staffroom Noticeboard. When a Staff Member notices a hazard, he/she will use the form to notify the Safety Representative, who will rectify the issue and sign with the date and time

of when the issue was resolved.

- Constant Hazards
 - Those hazards that cannot be rectified will be clearly indicated and appropriate procedures listed beside them.

The Board of Management in consultation with the employees will review and make recommendations on the elimination of hazards.

Specific Hazards

1. Fire

It is the policy of the Board of Management of St. John's NS that

- There is an adequate supply of fire extinguishers, which will deal with any type of fire.
- All fire equipment is identified and regularly serviced.
- Regular fire drills take place at least once per year. (See Appendix 1 for Fire Evacuation Procedure)
- Instruction is given in the use of fire extinguishers for specific materials/equipment.
- Signs will be clearly visible to ensure visitors are aware of exit doors.
- All electrical equipment be unplugged or turned off when classrooms are vacated for lengthy holidays.
- An assembly area is designated – (Front Pitch)
- Those leaving buildings/classrooms are accounted for at the assembly point
- Exit signs are clearly marked.
- The teacher in each classroom will be responsible for fire evacuation and fire drills procedures.
- A fire officer will be invited to check the school and equipment and all recommendations made by him/her have been implemented.
- The principal will act as Safety Officer and Mr. Gallagher will act as the Safety Representative. They will both liaise with the BOM and oversee in co the above aspects of the policy.

2. Other hazards

Sources of Potential Danger in School

The following hazards (in as much as can be identified) are considered by the BOM to be a source of potential danger and are brought to the attention of all concerned.

- Wet corridors
- Stairway leading to Hall (steep steps)

- Slope leading to Hall – outside (slippery surface in cold weather).
- Slope leading to Hall – indoors (steps and ramp).
- Infant Yard ledge.
- Leaking of skylight in middle of school building.
- Condensation in corridor, slippery floor surface.
- Protruding coat hangers in classrooms.
- Electrical sockets in classrooms etc.
- Activities involving use of tools of any kind e.g. scissors, knives, compass etc.
- Moveable furniture in classrooms.
- Activities involving use of electrical power
- Retrieving football on the roof.
- Climbing frames in hall
- Trailing leads
- Computers, laptops, ipads.
- Guillotine
- Projectors
- Fuse box
- Electric kettles
- Boiler house
- Ladders
- Protruding units and fittings
- Flat roof of Hall and flat roof of School
- External store to be kept locked
- Lawnmower
- Icy surfaces on a cold day
- Mats in hall
- Windows opening out
- Manhole Lids
- Piano
- Parking by parents along the driveway.

Safety Measures

To minimise these dangers the following safety/protective measures must be adhered to (see duties of employee).

- Access to and operation of plant/equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties. Copies of this Safety Statement will be sent to all contractors prior to contract by the Principal/BOM. Any other contractors entering the school must be shown a copy of the schools plant and machinery is to be used in strict accordance with the manufacturer's instructions and recommendations.
- Where applicable BOM will ensure those members of the staff will have been instructed in the correct use of plant, machinery and equipment.
- All machinery and electrical equipment are fitted with adequate safeguards.
- Precautionary notices, in respect of safety matters are displayed at relevant points.

- Ladders must be used with another person's assistance.
- Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery.
- BOM will check that floors are clean, even non-slip and splinter proof.
- All teachers will check that PE equipment is stacked securely and in position after use, so as not to cause a hazard.
- Check that all PE and other mats are in good condition.
- An annual routine for inspecting furniture, floor apparatus, equipment and fittings.
- Check that wooden beams, benches etc. are free from splinters and generally sound.
- Check that vaulting horses, beams, benches are stable and do not wobble when in use.
- Check that there are no uneven/cracked paving slabs.
- Check that roofs, guttering, drainpipes etc. as far as can be seen are sound and well maintained.
- Check that manholes are safe.
- Check that all play areas are kept clean and free from glass before use.
- Check that outside lighting works and is sufficient.
- Check that all builders' materials, caretaker's maintenance equipment, external stores etc. are secured securely.
- Check that refuse is removed from building each day and is carefully stored outside.

Constant Hazards

Machinery, kitchen equipment, electrical appliances.

It is the policy of the BOM that machinery, 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.

Electrical Appliances

Arrangements will be made for all appliances to be checked on a regular basis at least annually by a competent person i.e. maintenance person, the supplier or his agent. Before using any appliance the user should check that:

- All safety guards, which are a normal part of the appliance, are in working order.
- Power supply cables/leads are intact and free of cuts or abrasions.
- Unplug leads of appliances when not in use.
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- Follow official guidelines issued by the Health & Safety Authority.
- Ipad chargers or any chargers should not be plugged out.

Chemicals

It is the policy of the BOM of St. John's N.S. that all chemicals, photocopier toner, 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.

Drugs and Medication

It is the policy of the BOM that all drugs, medications etc be kept in a secure cabinet, locked at all times and the key kept in a separate and secure place and used only by trained and authorised personnel.

Welfare

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A Staff room separate from the work area is provided, where tea and lunch breaks may be taken. Staff must co-operate in maintaining a high standard of hygiene in this area. A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal must be available. An adequate supply of hot and cold water, towels, soap and sanitary disposal facilities must be available.

Members of staff and students are reminded:

- A person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the school of any known side effect or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers. The school will arrange or assign appropriate tasks for the person to carry out in the interim.
- Staff and students are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule would be liable to disciplinary action.

Highly Polished Floors

It is the policy of the BOM that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as possible, after school hours to eliminate as far as possible, the danger of slipping. Where floors are wet, warning signs regarding wet floors shall be used. Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather, and staff and pupils shall be told to use handrails when going up and down stairs. Step edges shall be fitted with clearly marked edges of a non-slip nature wherever practical.

Smoking

It is the policy of the BOM that the school shall be a non-smoking area to avoid hazard to staff and pupils of passive smoking.

Broken Glass

The BOM shall minimise the danger arising from broken glass. Staff is asked to report broken glass to the Principal so that it may be immediately removed.

Code of Behaviour

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

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 BOM's attention. The BOM will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees.

Infectious Diseases

It is the policy of the BOM that all infectious diseases shall be notified and steps taken to ensure that safety of staff and students against all such diseases. The BOM will endeavour to minimise the risk by adherence to sound principles of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all First Aid applications, cleaning tasks etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, towels and a facility for the safe disposal of waste.

First Aid

It is the policy of the BOM that a member of staff shall be trained to provide First Aid to staff and pupils.

1. Notices are posted in office detailing:
 - Arrangements for giving first aid

- Location of first aid boxes
 - Procedure of calling ambulances
 - Telephone numbers of local doctor, gardai, hospital.
2. All incidents, no matter how trivial and whether to employees or students or to members of the public must be reported immediately to the person responsible for the hazard identified in the Statement or in the event that the accident/ incident occurs in any other place to which that paragraph dealing with hazards does not relate to the Safety Officer. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. An Accident Report File is to be maintained for the recording of all accidents and incidents by the Safety Officer.

The Principal will see that there will be maintained in the school a properly equipped First Aid Box available to staff at all times containing:

- Sticking plasters
- Anti-histamine for stings etc.
- Tape
- Disinfectant e.g. savlon
- Eye lotion e.g. optrex
- Antiseptic cream
- Cream for First Aid treatment of burns
- Antiseptic wipes
- Scissors
- First Aid Chart

CPR Training has been provided to all staff.

Disposable gloves must be used at all times in administering First Aid.

Access to School

In as much as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves to the Principal or to the Secretary as relevant before gaining admittance to the school. Visitors must first buzz the intercom and then identify themselves before door will be released to admit them. Any contractor must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy of the Safety Statement applying to the school and shall agree to it's provisions. Parents collecting children during the day for appointments etc, must sign in/out in the signing in book.

While work is in progress, any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary. The contractor and his workmen shall not create any such hazard. Permanent or temporary, without informing the Principal or

his nominated agent and shall mark such hazard with warning signs or other suitable protection.

It is the policy of the BOM to minimise sound pollution – room to room, yard to yard etc.

Collecting Children

- All parents/guardians/carers in the interest of safety must obey all signs entering the school grounds.
- Cars are advised to drive slowly on entering school grounds when collecting children.
- Those parking outside the school grounds are advised to accompany children to and from the school premises using the pedestrian crossing and lollipop man.
- 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.

Violent or Disturbed Children

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

Nominations to the Board

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

Reporting and Recording

It is the responsibility of employees to report any hazards/risks, problems or concerns. All incidents will be recorded in writing by the staff member/s involved and passed on to the Health & Safety Representative. The Health and Safety Representative records the account. A report is passed to the BOM if deemed necessary by the Health & Safety Representative. The Health & Safety Officer appointed by the BOM will subsequently deal with the matter. All accidents/incidents involving pupils should be recorded in the Accident Report Book.

Other Procedures

1. Educational Visits

Educational visits will be booked with a reputable, properly insured coach service with fully seat-belted coaches. We will aim for a ratio of ten pupils per adult (teacher or parent) but not more than fifteen. Every effort will be made to ensure the safety of the pupils at events or activities they are participating in i.e. the theatre, swimming pool, playground, etc. will be properly equipped and manned by qualified staff.

2. Visitors to the School

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 Deputy Principal before initiating any work on the school premises. All outside facilitators, teachers, coaches etc. who are delivering workshops to pupils will do so under the supervision and direction of the class teacher. Any outside professionals working with children without such supervision must have appropriate qualifications and Garda vetting.

3. Wet Days

On wet days, children will be supervised indoors. The pupils stay in their classroom, where they read, draw, play board games or watch age appropriate movies

4. Emergency Closures

On occasions where school is in progress and it becomes necessary to close the school for safety reasons, the school bus operators and parents who bring their children to school are contacted. Every effort is made to ensure that all parents are made aware of the situation through Aladdin, texts, local media, school website etc. Transport home is arranged and where there is nobody at home pupils can stay with neighbouring parents with their own parents' consent. In instances of staff members' vehicles being used to bring pupils home, it is policy to always have two members of staff in the vehicle to ensure that a pupil will not be alone in the vehicle with one staff member at any time.

Success Criteria

Our success criteria will be based on the achievement of our aims to provide a safe environment for our employees, pupils and visitors. We will use staff observation and parental feedback in addition to Health Inspector's Reports and our safety record as our benchmark for success or otherwise of the policy.

Roles and Responsibility

Duties Of All 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 an extent as will enable his/her employer and the other person to comply with any of the relevant statutory obligations.
 - c. To use in such a manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or anything provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health and welfare while at work.
 - d. To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare, of which he/she might become aware.
2. No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or anything provided in pursuance of any of the relevant statutory provisions or otherwise, for securing safety, health and welfare arising out of work activities.
3. Employees will, by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible.

Duties Of Safety Representative -Declan Gallagher

1. Conduct an assessment to identify all hazards on the appropriate form (Appendix 3). A Sample Checklist is included as Appendix 4.
2. Assess the risks associated with these hazards.
3. Detail arrangements made, resources supplied, and responsibility required to deal with the hazards and to keep them under review.

Duties Of Safety Officer – B.Mulhern

1. To liaise with the Safety Rep on matters of Health and Safety.
2. To make recommendations for the alleviation of potential hazards.
3. To monitor progress in relation to dealing with hazards.

4. Report on all of the above at appropriate BOM meetings.

Timeframe for Implementation

The revised policy will be implemented from the 13th of March 2025.

Timeframe for Review

This policy is reviewed annually.

Responsibility for Review

The BOM will be responsible for reviewing the policy.

Ratification and Communication

The Board of Management ratified this policy on the 13th March 2025.

Signed: _____, (Chairperson, BOM)

Signed: _____,(Principal)

Appendix 1

Fire Evacuation Procedure

Sequence

1. Alarm
2. Call the fire brigade if fire confirmed
3. Evacuation
4. Assembly
5. Roll Call
6. Tackle the fire
7. Aim

To prevent panic and ensure the safe, orderly and efficient evacuation of all the occupants of the school using all the exit facilities available and to train the mind to react rationally when confronted with a fire or other emergency at school or elsewhere.

Alarm

Anyone discovering an outbreak of fire will raise the alarm at once by informing a teacher. The teacher will immediately sound the fire alarm.

Call the Fire Brigade

All outbreaks of fire however small, or any suspected fire will be reported immediately to the Fire Brigade by the Principal or Deputy Principal.

Evacuation

1. When fire alarm rings ask the children to quietly stand up and line up in the same manner as when they are going home. Check the class toilet for any child.
2. Teacher collects the white laminated card beside the classroom door and leads the children out their designated outside door quietly and calmly.
3. The last child in the line closes the classroom door and if they are the last class leaving, close the designated outside door.
4. The first child leading the line with the class teacher walks using the designated channel over to the appropriate number on the tennis court wall.
5. This child walks down to the number and when it is reached then turns around. The child behind him/her does the same so that the last child in the original lines becomes the first.

6. When the children are assembled in their line the teacher calls out the roll from the white card checking to see that each child is present.
7. When all this is complete we wait until told to go back into the school using the correct channel and in a neat and orderly manner.

Assembly

The place of assembly is the Tennis Court yard to the north of the main school building. If this area becomes unsafe, supervised evacuation from the school grounds will be by the Tennis Court gate to the community car park to the south of the school.

Roll Call

As soon as classes arrive at the place of assembly, a roll call or count will be taken, from the class list. If anyone is missing an immediate search by the staff will be made. As far as is practicable, no place to which pupils have access will be overlooked.

The officer in charge of the Fire Brigade will be met on arrival and immediately informed whether or not all persons have been safely evacuated.

Attacking Fire

Circumstances will dictate whether fire-fighting operations will be attempted. Fire fighting will always be secondary to life safety. While small fires may be dealt with summarily, in the case of a sizable fire, safe evacuation will be the primary concern.

Fire Drills and Testing Alarms

A Test fire drill will be held once per term. It will be carried out according to the above procedure with the exception of 'Calling the Fire Brigade' and 'Tackling the Fire'. A record of all fire drills will be kept. It will include details of drills including date, time, weather conditions, time taken for evacuation and any other relevant information. Fire Alarms will be tested once a term outside of school hours.

Appendix 2

Administration Of Medications

As a general rule, teachers will not be involved in the administration of medication to pupils. There are, however, exceptional circumstances where there is an ongoing condition such as diabetes, epilepsy, serious allergies etc. or a condition necessitating emergency treatment. In such circumstances and where a teacher or SNA is willing to become involved in the administration of medication a set procedure will be followed:

1. The parents of the pupils concerned will write to the Board Of Management requesting the board to authorise a teacher to administer the medication. The request should also contain written instructions of the procedure to be followed in administering the medication.
2. The Board Of Management, having considered the matter, may authorise a teacher to administer medication to a pupil. If the teacher is so authorised s/he should be properly instructed by the Board Of Management.
3. A teacher should not administer medication without the specific authorisation of the board.
4. In administering medication to pupils, teachers should exercise the standard of care of a reasonable and prudent parent.
5. The Board Of Management will inform the school's insurers accordingly.
6. The Board Of Management will seek an indemnity from the parent(s) in respect of any liability that may arise regarding the administration of medication.
7. Arrangements will be made for the safe storage of medication.

Appendix 2 (a)

Medical Condition and Administration of Medicines

Request to the Board of Management

Child's Name: _____

Address: _____

Date of Birth: _____

Emergency Contacts

1. Name: _____ Phone: _____

2. Name: _____ Phone: _____

3. Name: _____ Phone: _____

4. Name: _____ Phone: _____

Child's Doctor: _____ Phone: _____

Medical Condition: _____

Prescription Details: _____

Storage details: _____

Dosage required: _____

Is the child responsible for taking the prescription?

What action is required/ requested

- I/We request that the Board of Management authorise the taking of Prescription Medicine during the school day as it is absolutely necessary for the continued well being of my/our child.
- I/we understand that the school has no facilities for the safe storage of prescription medicines and that the prescribed amount must be brought in daily. Medicine that is to be used in an emergency will be stored in the school and it is our responsibility to ensure it is in date.
- I/We understand that we must inform the school/Teacher of any changes of medicine/dose in writing and that we must inform the Teacher each year of the prescription/medical condition.
- I/We understand that no school personnel have any medical training and we indemnify the Board from any liability that may arise from the administration of the medication.

Signed _____ Parent/Guardian

Signed _____ Parent/Guardian

Date _____

Appendix 2 (b)

Allergy Details

Type of Allergy: _____

Reaction Level: _____

Prescribed Medication: _____

Storage details: _____

Dosage required: _____

Administration Procedure (When, Why, How)

Signed _____ Parent/Guardian

Signed _____ Parent/Guardian

Date _____

Appendix 2 (c)

Emergency Procedures

To be displayed in the Staff Room & Classroom

In the event of _____ displaying any symptoms of his/her medical difficulty, the following procedures should be followed.

Symptoms:

Procedure:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

To include: Dial 999 and call emergency services.

Contact Parents

Any administration of medication must involve written communication to parents as well as a note on the child's school record.

Appendix 4

Safety Representatives' Checklist

Circulation Areas

1. Stairways

Check that:

- a. stairways are fitted with sound bannisters or rails;
- b. stairways are adequately lit;
- c. steps are not worn or broken or slippery.

2. Passages

Check that:

- a. floor surfaces are even and are not slippery;
- b. passages are adequately lit;
- c. litter or rubbish has not been allowed to accumulate;
- d. mats, etc, are not positioned in such a way as to be tripping hazards;
- e. there are no areas of loose, flaking or damaged paint, plaster or plasterboard.

3. Doors and Windows

Check that:

- a. doors are unobstructed;
- b. doors with glass windows have toughened or laminated glass;
- c. doors with a fire resistance requirement have wire reinforced glass;
- d. there are no doors with:
- e. loose or broken hinges;
- f. damaged or sticking catches;
- g. broken wood panels or glass panels;
- h. loose or stiff handles;
- i. doors are not allowed to swing freely without restraint;
- j. windows are not broken or cracked;
- k. windows open easily without undue force being applied;
- l. windows do not jut out dangerously when open;
- m. windows are cleaned regularly;
- n. windows do not have broken fastenings or cords;
- o. where necessary, a window pole is available.

4. Heating And Ventilation

Check that:

- a. The heating system is regularly serviced and maintained in good order.
- b. the heating system is adequate to comply with the requirements of circular 24/82;
- c. where there are large areas of glass facing direct sunlight, there is provision for shading, e.g. Venetian blinds;
- d. windows can be easily opened to allow for adequate ventilation.
- e. Further advice on heating and ventilation is given in the next section.

5. Fire Safety

Check that:

- a. the fire exits and escape routes are clear from obstructions;
- b. fire doors are kept unlocked and unobstructed whilst people are on the premises;
- c. all designated fire exits are clearly marked;
- d. evacuation procedures are clearly displayed;
- e. staff and children are familiar with evacuation procedures;
- f. staff are familiar with and have been adequately trained in the procedure to be followed when using fire fighting equipment;
- g. there have been practice evacuations/fire drills held at least once per term;
- h. fire doors open outwards and are not held or wedged open;
- i. fire extinguishers and fire blankets are checked and maintained in accordance with manufacturer's instructions;
- j. the fire fighting equipment available is that recommended by the local authority's fire officer and is located in accordance with the fire officers recommendations;
- k. the fire alarm system is tested at regular intervals whilst the school is in session to ensure that it works and is audible in all parts of the building;
- l. flammable substances e.g. cleaning fluids, photocopying chemicals etc, are stored correctly, away from any sources of heat.

More detailed advice on fire safety is given in the next section.

6. Electrical Equipment

a. General

All electrical equipment should be maintained and checked regularly by a competent person. Such maintenance should include checking that:

- 6.a.i. equipment is correctly wired and earthed;
- 6.a.ii. plugs are correctly wired;
- 6.a.iii. use ratings that are correct for the type of equipment being used (fuse ratings should be marked on the equipment and the plug).
- 6.a.iv. the mains supply is still capable of meeting the maximum demand;

- 6.a.v. the distribution system (i.e. sockets, bench supplies etc) is suitable for the type of work being carried out;
- 6.a.vi. the isolating switches are marked, well-sited, accessible and known to staff;
- 6.a.vii. residual current (earth leakage) circuit breakers are used where appropriate.

b. Lighting

Visually check that:

- 6.b.i. all the light fittings are working and are kept in a clean condition;
- 6.b.ii. light switches are not broken and appear to be in a safe condition;
- 6.b.iii. The lighting is adequate for the type of work being undertaken as specified in Circular 24/82.

c. Plugs/Sockets/Leads

Visually check that:

- 6.c.i. plugs are in good condition with no cracks or pieces missing;
- 6.c.ii. sockets are in good condition with no cracks or pieces missing;
- 6.c.iii. socket screws and mountings are secure;
- 6.c.iv. sockets are situated in safe positions, convenient for the equipment to be used and not subject to damp;
- 6.c.v. indicator lights on sockets function correctly;
- 6.c.vi. insulation on leads is not cracked or frayed;
- 6.c.vii. leads are without knots or joins and are reasonably free of 'kinks';
- 6.c.viii. Leads are the correct length for the equipment being used;
- 6.c.ix. there are no trailing leads;
- 6.c.x. surge protection adaptors are being used and not overloaded;
- 6.c.xi. leads and flexible cable are securely fixed at both equipment and plug ends.

d. Equipment

Check that:

- 6.d.i. fixed and portable electrical equipment is not damaged and, as far as you are aware, is operating correctly;
- 6.d.ii. copies of manufacturers' instructions/operating manuals are easily accessible;
- 6.d.iii. equipment is only being used for purposes for which it was intended;
- 6.d.iv. where appropriate, all electrical equipment is switched off and unplugged when not in use;
- 6.d.v. mains isolating switches are easily accessible and known to staff;

- 6.d.vi. on/off indicator lights function correctly;
- 6.d.vii. equipment incorporating heating has a thermal safety cut-out in addition to a thermostat;
- 6.d.viii. equipment containing liquid has a leakage detector;
- 6.d.ix. all items of electrical equipment are properly and regularly maintained and serviced.

7. First Aid

Check that:

- a. notices are posted in prominent positions detailing:
- b. procedure for calling ambulances etc;
- c. telephone number of local doctor, gardai, hospital.
- d. procedure for dealing with individual pupils emergencies due to known conditions/allergies etc
- e. first aid boxes are readily available and adequately stocked
- f. The accident book is readily available and kept up-to-date.

General Purpose Classrooms

Look again at sections 1-4;

Check that:

- 1. hazards are not arising from overcrowded classrooms;
- 2. all cupboards, fixed blackboards, display units are stable;
- 3. classroom furniture is not damaged;
- 4. wherever possible, there are no sharp edges or corners on the furniture;
- 5. furniture is positioned safely;
- 6. all shelf mountings are secure.

School Hall

Check that:

- 1. floors are clean, even, non-slip and splinter proof;
- 2. all brackets securing ropes, wall bars etc are sound;
- 3. PE equipment is stacked securely and positioned so as not to cause a hazard;
- 4. there is a regular routine for inspecting furniture, floors, apparatus, equipment and fittings;
- 5. wooden beams, benches etc are free from splinters and generally sound;

Non-Teaching Areas

Offices

Check that:

1. substances for use with photocopying/duplicating machines are stored correctly, and that the room where photocopying/duplicating machines are operated is adequately ventilated;

Kitchen Areas

Check that:

1. the kitchen/dining area is kept clean;
2. the kitchen floors are sound and non-slip, especially when wet;
3. first aid boxes are available in the kitchen area;
4. equipment is adequately guarded.

Boiler Rooms

Check that:

1. there is no combustible waste stored in boiler rooms or elsewhere (e.g. oily rags);
2. all safety devices in the boiler room are in proper working order;
3. the boiler is regularly maintained by a competent person;
4. all cleaning materials, particularly those which might be hazardous, are securely stored;
5. In the case of solid fuel boilers, there are covered containers to enable ashes to be removed without delay to an area where pupils are not liable to come into contact with them.

Staff Facilities

Check that:

1. the staffroom is clean, warm and well lit;
2. there are adequate cloakroom facilities and storage facilities for personal belongings, books etc;
3. the staffroom is large enough for the numbers to be accommodated and sufficient seating is provided, both with upright chairs and tables or desks for working and with comfortable
4. there is provision for tea and coffee to be made;
5. staff sanitary facilities are suitable, sufficient and properly cleaned.

Hygiene

Check that the following are available:

1. soap
2. hand drying facilities
3. hot water

4. toilet paper
5. litter bin per classroom
6. provision for disposal of sanitary towels
7. safe, suitable, sufficient and properly cleaned sanitary facilities.

Outside Areas

Check that:

1. there are no uneven/broken/cracked paving slabs;
2. outside steps are secure, with a firmly fixed handrail;
3. roofs, guttering, drain pipes etc are, as far as can be seen, sound and well maintained;
4. all play areas, are kept clean and free from glass;
5. outside play/PE appliances are securely anchored;
6. holes for goalposts, netball posts, tennis posts are covered when posts are not in position;
7. outside lighting works and is sufficient;
8. all parking facilities for cars and cycles are safe in regard to the presence of pedestrians;
9. all builders' materials, caretakers' maintenance equipment etc are kept securely.

Appendix 5

Procedure In The Event Of An Accident/Serious Illness

When a teacher witnesses an accident involving a pupil or other employee, or when an accident or serious illness is brought to the notice of a teacher the following procedure will be followed:

1. The teacher will ascertain the seriousness of injury or illness.
2. Minor injuries will be dealt with in a manner consistent with what any prudent parent would do in a similar situation. However, this treatment will not generally include administration of medication (See Appendix 2).
3. In a case where serious injury or illness is suspected, the teacher will make a decision in conjunction with a First Aid trained member of staff as to whether or not the injured/ill person can be moved. Where it is felt a breakage or other such serious injury has occurred, the injured/ill person will be made comfortable and kept warm in situ until the emergency services can be contacted.
4. If the injured/ ill person is a pupil, the parents or guardians will be contacted immediately in all instances.
5. If it is felt the pupil needs to be brought to the hospital emergency department, parental permission will be sought. If a parent/guardian cannot be contacted a decision will be made by a member of staff in the best interests of the child. This may involve a trip to

the emergency department by calling an ambulance. Written parental consent for such action will be a prerequisite for enrolling a child in the school.

6. In such circumstances, repeated attempts will be made to contact parents.
7. Where a pupil is carried in a member of staff's vehicle, it is policy to carry additional staff member(s) to ensure that a pupil will not be alone in the vehicle with a lone staff member at any time.
8. If the injured/ ill person is an adult, the next of kin will be contacted immediately in all instances. The procedure will follow the same lines as with a pupil adapted to an adult's circumstances having regard to the health & safety of the injured/ill person.
9. A written report will be kept of all serious accidents.

Appendix 6

Dignity At Work

Building & Maintaining A Positive & Effective Work Environment

The Board of Management of John's NS has adopted the following as part of the school's Health & Safety Statement.

This document was formulated in light of a number of background documents, including the Health & Safety Authority's Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work (2007) and the Equality Authority's Code of Practice, given legal effect in the Statutory Instrument entitled Employment Equality Act 1998 (Code of Practice) (Harassment) Order 2002 (S.I. No. 78 of 2002).

Core Principles

This school is committed to a positive work environment where work is done in an atmosphere of respect, collaboration, openness and equality.

Adult bullying and harassment in the workplace are phenomena which this school will seek to prevent and will not tolerate. All employees have the right to be treated with dignity and respect. Management is committed to intervening in an appropriate manner - utilising one of the accepted Management/INTO procedures - to investigate and deal with allegations of bullying or harassment. The provisions of Circular 40/97 on Assaults on Staff in Primary Schools will be utilised as appropriate.

What is Workplace Bullying and Harassment?

The Board of Management adopts the definition of adult bullying as set out by the Task Force (2001):

"Workplace Bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but, as a once off incident, is not considered to be bullying".

Harassment is covered by Employment Equality legislation and is based on a person's standing within one of the nine categories (or grounds) specified in that legislation (gender, marital status, religion, sexual orientation etc.) Harassment is defined in law as "unwanted conduct" related to one or more of the discriminatory grounds which "has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person."

It is recognised that bullying and harassment complaints may arise among work colleagues but may also arise in relation to visitors to the school. In either case, the commitment to a positive workplace, where dignity at work is respected, prevails.

A Positive Work Environment

It is agreed that we will all work to make this school a happy place to work. A happy place to work has a positive work environment characterised by

- Our Catholic Ethos
- A supportive atmosphere
- Good and open communication (e.g. through opportunities at regular staff meetings)
- Appropriate interpersonal behaviour
- Collaboration
- Open discussion and resolution of conflict
- Recognition, feedback and affirmation as appropriate
- Fair treatment of all staff (including fair systems of selection and promotion in line with agreed procedures)

Every person has a responsibility to play his/her part in contributing to a positive work environment. In this regard, a person who is a witness or bystander has a clear responsibility to raise concerns about dignity at work and threats to this, in an appropriate and timely manner.

The Safety Statement - as mandated under the Safety, Health and Welfare at Work Act 2005 – will also include a commitment to a positive work environment, in light of the Employer's obligations as outlined at Section 8 of that Act, including the duty to manage work activities in

such a way as to prevent “improper conduct or behaviour” likely to put health and safety at risk.

It is agreed that the adoption of this policy in our school will be accompanied by a number of steps to examine our work environment and, as necessary, to agree changes which reflect a commitment to dignity at work. These steps will be initiated by Management, and be repeated by way of review at appropriate intervals.

The actions to be undertaken may generally be described as Identification, Assessment, Implementing Strategies and Monitoring.

Adult Bullying as a Problem

Our school recognises that Adult Bullying and Harassment are problems where they occur in any workplace.

Bullying behaviour generally amounts to psychological abuse which causes serious pain and suffering. Studies have shown that any person may become a target, irrespective of their personality or ability. In addition to its unacceptable effects on persons who are its targets, workplace bullying and harassment is extremely detrimental to organisational effectiveness.

Bullying may include behaviours such as:

- Verbal abuse/insults, undermining remarks
- Excessive monitoring of work
- Withholding work-related information
- Exclusion with negative consequences.

Such behaviours need not and should not be part of a workplace. This policy aims to ensure that a positive environment prevents such behaviours from occurring. Where bullying or harassment does occur or is alleged to have occurred, there are means of tackling it through the agreed procedure.

What Happens if there is an Allegation of Bullying or Harassment?

Without prejudice to an individual’s right to take such advice or steps as they themselves may decide, the Board of Management will take any allegations or workplace bullying or harassment seriously.

Supportive and effective procedures, in accordance with nationally-agreed practice, are in place in this school. These procedures to address and investigate allegations will focus on the earliest possible resolution, will proceed as necessary from informal to formal stages and will have a stress on confidentiality.

Summary

Management has a duty of care towards employees. Similarly, employees have a duty of care towards one another. This policy seeks to set out principles and practices to support the exercise of that duty in our school.

Just as inappropriate and undermining behaviour among work colleagues is taken seriously, so is such behaviour when perpetrated against an employee of this school by any other person.

Together we are committed to building and maintaining a work environment where respectful, open and equal relationships are the norm.

In summary, we are committed to having a positive, happy place to work.