

Health and Safety Statement **Goggins Hill N.S.**

Introductory Statement

The Board of Management of Goggins Hill N.S. recognises the importance of the legislation enacted in the Safety, Health and Welfare at Work act 1989 and more recently the Safety, Health and Welfare at Work Act 2005.

Rationale:

The Board of Management of Goggins Hill N.S. endeavours to provide a safe and healthy working environment for all our employees and pupils and to meet our duties to the members of the public to whom we come into contact.

Relationship to characteristic spirit of the school:

This policy is intended to create a safe and healthy working environment for all members of the school community.

Aims

- To create a safe and healthy working environment
- To promote the safety, protection and welfare of all the pupils and employees in the school.
- To inform all members of the school community of the procedures in place in this school for dealing with all aspects of child protection.
- The Board of Management will ensure that, in so far as is practicable, to comply with all relevant health and safety legislation including the following:
 - Provision of a safe workplace
 - Safe access and exit routes
 - Safe handling and use of chemicals
 - Safe equipment including maintenance and use of appropriate guards
 - Provision of appropriate personal protective equipment

Procedures and Practices

Administration of Medicine

- The policy and procedures relating to the administration of medicine are outlined in a separate document. A copy of the **Administration of Medicine Policy** is attached to this document.

Accidents/Injuries

- In general most school accidents/ injuries which occur in school are minor and are assessed by the teacher on duty.
- If the teacher is in any doubt that s/he is dealing with a serious accident or injury then qualified help should be sought at once.
- If an accident or injury occurs on yard time an S.N.A. or responsible child should be sent to the staff room to seek help and the teacher on wet day duty should take over supervision and the teacher on hand should attend to the accident/injury.
- Advice should be sought from those members of staff qualified in First Aid if in doubt over suitable treatment.
- If a serious accident or injury takes place the child's parents should be contacted first, then qualified help should be sought. The doctor named on the enrollment form will be contacted. However in the event of the nominated doctor being unavailable, the nearest local doctor available will be contacted. In the event of an emergency the emergency services will be contacted.
- If the injury is minor the child may return to the yard.
- Class teachers will be notified of any incidents as they come to collect their classes.
- The accident will be recorded as soon as possible on an Accident Report Form. The report will be filed in the Incident Report /Folder in the office.
- The class teacher will monitor the child in the classroom and will inform parents/guardians at home time either in writing in the journal, by phone call or in person, especially with regard to head injury.
- If in doubt about the seriousness of an injury staff are advised to err on the side of caution and seek qualified medical aid as soon as possible.
- Parents/guardians will be notified as soon as possible by phone, normally by the secretary on taking the above steps.
- Every second year the emergency contact list is updated by the school secretary. It is the responsibility of parents/guardians to advise the school of any change to these contact details. (text system in place)
- Where a child has a minor accident that does not require the parents' presence in the school the incident will be noted by the teacher on duty on an Accident Report Form and filed in the office.

- A copy of this statement is available to view in the office and temporary/substitute teachers should take advice from a permanent member of staff as to procedure to be followed.
- There are several First Aid kit(s) stored in the main office. The standard basic first aid materials are kept in these kits. The health and safety representative has responsibility for restocking the kit.
- Under the staff development policy as many staff as possible are encouraged by the Board of Management to undergo some basic first aid training.
- Generally water is used to clean cuts/grazes, blood, and icepacks wrapped in disposable clean towels are applied to bruising/swelling. Any injuries requiring additional attention are referred to parents immediately.
- Those treating injuries are asked to wear disposable gloves supplied and discard safely in the lined bin provided inside the kitchen door after treating each injury.
- If parents/guardians cannot be contacted, a member of staff accompanies the pupil in the event that he/she needs medical treatment.

Records

- Records of accidents/injuries are kept in the Accident Report file in the main office.
- A standard accident report form is used throughout the school. Copies are available in the office.
- The records are kept in the main office. The member of staff who deals with the incident or injury is responsible for recording same. These records should be submitted to the Chairperson of the Board of Management in line with Appendix 47 on a regular basis.
- The school maintains its records of accidents until pupils reach the age of 21.
- Serious injuries are reported to school insurance company and, where appropriate, to the Health & Safety Authority in line with requirements of that body.
- In the event of any serious or significant accident or injury, the health and safety officer on the B.O.M. will inform the school's insurers, complete the usual Incident Report Form, etc.

Enrolment

- At the time of enrollment parents/guardians are asked to include any health issues relating to their child.
- Parents/Guardians are asked to update us if the conditions mentioned at enrollment change, (i.e. improve or deteriorate) or if a child develops a new illness.
- Information regarding pupils health issues are kept on file in the office and each year an up-dated list is kept in each roll book.

First Aid

- Firstly assess the situation. If you are unsure, or it appears serious call the emergency services immediately. Ask for the poison unit if something has been ingested.
- Airway
- Breathing
- Circulation
- The first Aid box is kept in the office. A separate mobile first aid is kept in the office for trips away from school.

Serious Accident Procedure

- **All serious accidents must be reported to HSA as well as the school's insurance company using (Appendix 38. B.O.M. Handbook)**

Critical Incident Policy

- Identify critical incident
- Call emergency services
- Administer First Aid
- Contact parents/guardians
- Accident form (see copy attached)

Fire drill and school evacuation procedures:

Aims

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.

- Fire drills are held once per term.
- Fire Assembly area is marked 1 - 7 on the yard and there is an Assembly Point sign.
- A copy of evacuation procedures will be placed in each room in the school.

- Procedures will be reviewed every three years. New pupils and staff are notified by regular fire drill and signs in the rooms.

In the event of fire

- On hearing the alarm activated, everyone walks to the nearest exit and assembles at designated fire assembly points on the yard closing doors and windows as they go. The toilet area should be checked by the teacher.
- The secretary rings the emergency services.
- Children attending Resource/Learning Support should exit the prefabricated classrooms with the teacher and join with their regular class group at the Assembly Point.
- The teacher in each classroom brings the roll book (or class list pinned to the back of the classroom door as applicable.)
- Once the class/each has assembled teacher conducts a head count.
- If unsure or if the number is short, the teacher proceeds to call the roll to establish the missing child/ren.
- Non-teaching staff and resource/ learning support teachers are assigned to different rooms and should assemble with these classes. (A note should be kept inside the roll book to be checked by class teacher at the assembly point.)
- Visitors to the school should also assemble with the secretary or principal.
- Once the all clear has been given by the fire services people may re enter in an orderly fashion, group by group.

In Summary

1. Alarm
2. Call the Fire Brigade
3. Evacuation
4. Assembly
5. Roll Call
6. Tackle the fire

Assembly and Dismissal of Pupils:

- The school bell rings at 9.20. Children line up in single file in the hall in class groups.
- At 2pm Junior and Senior infants are collected by their parent/guardian or other designated adult from the classroom door.
- At 3pm the bell rings for close of school, children from 1st class upwards leave their classroom in single file and walk to school gate.

Those collected by their parents or those who use the school bus leave the school grounds.

- Children who go home on the second bus wait on the school yard or in the school hall if the weather is inclement.
- In the event of early closures the children follow the procedures for the 3pm finish with the exception of infant classes who are collected at their classroom door. If they are returning home on the school bus they must be collected by an older sibling or by another child nominated by their parents/guardians and communicated to the school accordingly.

Movement around the Classroom and the School

- Children moving around the school in large groups are accompanied by a member of staff. They are expected to walk in an orderly fashion, giving due care and consideration for others.
- At times children may be sent on messages. At these times they should be sent in pairs.

Supervision of Pupils

- A copy of the supervision policy for Goggins Hill N.S. is available in the office.

Child protection Guidelines

- The guidelines relating to Child Protection are outlined in a separate document. A copy of the Child Protection Policy is available in the office.

Staff Absences

- If a member of staff cannot be present during school hours they should endeavour to notify the principal at the earliest opportunity to allow for substitution or alternative arrangements to be put in place as soon as possible.
- The principal will endeavour to locate a suitably qualified substitute for the absent staff member, or failing this the class will be assigned work and divided up among the other classes for the duration.

Positive Staff Relations

Regular, transparent, open and direct communication is encouraged between staff. Regular staff meetings will be held and minutes kept.

1. The decision making process will include consultation and consensus within the school community, particularly in relation to drafting school policies.

2. Staff should have access to school policies and procedures
3. Mutual respect is essential among staff.
4. Individual staff members should adopt a sense of fairness when dealing with others.
5. If there is certain unacceptable behaviour among staff, i.e. bullying (p.117 BOM Handbook) Conflict should be resolved in a constructive speedy and reasonable manner.

Grievance Procedure

1. Identify the difficulty.
2. Observe due process.
3. Keep records, set realistic goals and parameters.
4. If issues are raised against a member of staff s/he is entitled to be fully apprised of the issues concerned and given an adequate opportunity to respond before conclusions are drawn.

Assaults on Teachers/ School Employees

Introduction

Assaults against staff members do not happen very often. However, when they do occur the impact on the individual staff member can be quite profound. [Circular 40/97](#) emphasizes the necessity to create and maintain a culture where acts of violence are not tolerated and where incidents when they do occur are effectively and speedily dealt with. A system of preventative measures should be implemented by the school community.

Emergency closures

- **Before school:** Place sign on school notice board stating: 'school closed, emergency closure'.
- Contact buses, staff and parents of pupils.
- Group text message.
- **Emergency closure during school hours:**
- Contact parents/guardians (group text).
- In the event of immediate danger, evacuate to the local church.
- Supervise all children until they are collected.

Managing specific health issues

- Infectious diseases - photocopy relevant section from HSE booklet and send home to all children in the class.

- Contagious diseases - refer to section in HSE book and send home relevant information to parents.
- Specific diseases - all staff are to be made aware of illnesses at the beginning of the year. A copy of these illnesses will be kept in each class roll book.

Code of Behaviour

- There is a 'code of behaviour' operating in the school which is distributed to new parents and staff.

Anti-bullying

- There is an anti bullying policy in practice in the school.
- Typical anti-bullying behaviour is encouraged in the school.
- This is also incorporated in S.P.H.E./Drama etc. Preventative measures are included in these lessons.

Allegations or Suspicions of Child Abuse

- Edward McCarthy is the designated liaison officer. The deputy liaison officer is Vera Foran. All suspicions or allegations should be addressed to same.
- The school has a Child Protection Policy in place, a copy has been sent to each family and all new entrants will receive a copy.

School tours/outings

- Presently, a letter is sent to inform parents of any upcoming tours/outings.
- It is recommended that a minimum of 1: 10 ratio of adults to pupils be maintained on school outings.
- Buses organised by the school will normally be used for transportation of pupils. A member of staff will always be present on the bus with a recommended minimum of 1 : 10 ratio of adults to pupils to be maintained on school outings.
- There should be at least 2 adults present on any trip.
- Where SNAs are assigned to specific children they will normally accompany those children on outings.

Mobile phones

- A list of contact phone nos. of children will be brought on school outings, particularly if outing goes outside/extends beyond school hours.
- Children are not allowed to use mobile phones in school.

- Members of Staff are recommended that they use their own personal phones in an emergency only during class time. Phones should be put on silent or switched off during class times except in exceptional circumstances.

Staff

- All new people dealing with children in the school will have to procure Garda Vetting.
- All teachers have a duty of care to the pupils and are expected to adhere to the Code of Behaviour and ensuring adequate supervision at all times.
- Teachers are expected to act as a prudent parent would.
- Positive staff relations are encouraged through open communication.
- Bullying and harassment of staff are not acceptable. If the matter cannot be resolved between individuals the principal should be informed to allow for mediation.
- Parents are asked to make an appointment with the teacher through the secretary.
- Employees should expect to work in a reasonably safe environment.
- Pregnant staff - Care and consideration must be given to anyone experiencing difficulties in supervision.
- Cleaners - Work will be done out of school hours.
- Keys are kept in individual doors and on a keyboard in the office.

Equipment & Materials

- All maintenance equipment is stored in the green galvanised shed.
- All keys are stored centrally and are labelled.
- All solvents, chemicals, cleaning agents etc. are stored in a locked room opposite the hall toilets during school hours. A copy of the key is held by the cleaner and another copy is kept in the office.
- There are computers in all the classrooms. These are to be switched off each day.
- The Television, DVD and Video are in a wooden cabinet, located high on the wall in the hall, a proper step ladder is to be used to operate these.
- The overhead projectors are ceiling mounted, laminator and photocopiers are stored in the office. Laptops are stored in the strong room when not in use.

Success Criteria

The success of the policy relies on the compliance and diligence of all who use the school to be mindful of health and safety issues at all times.

Roles and Responsibility

The following people have responsibility for aspects of the policy.

- Board of Management Bridgid Crowley
- Safety Representative Vera Foran
- Each member of staff

Implementation Date

This Statement will take effect as and from the date that the Board of Management has ratified it.

Timetable for review

This Health and Safety Statement will be reviewed every three years or whenever it is deemed necessary.

Ratification and Communication

- This policy was ratified by the Board of Management on 15 February 2011.
- Each member of staff and members of the Board of Management will receive a copy of this Health and Safety Statement.
- All new entrants will receive a copy on enrolment.
- The policy will be displayed on the school website and copies can be requested from the office.

Appendix A: Risk Assessment Analysis

