

Health and Safety Policy 2017

The Board of Management, Newport National School, Newport, Co. Mayo, recognises the importance of the legislation enacted in the Safety, Health and Welfare Acts, 1989 and 2005.

This safety statement sets out the safety policy of the Board of Management, Newport National School, and the means to achieve that policy. The Board of Management's objective is to endeavour to provide a safe and healthy 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 optional changes.

The Board of Management will undertake to carry out a safety audit annually. 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.

Safety Statement

The Board of Management of Newport National School, Newport, Co. Mayo brings to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those involved and working in the school. This policy requires the co-operation of all employees. It shall be reviewed annually, or more frequently if necessary, in the light of experience, legal requirements and operational changes. A safety audit shall be carried out and acted upon annually by the Board of Management Safety Officer, Principal and Staff Safety Officer (Appendix 1 attached). This will be done on an agreed date in January each year. The Board of Management of Newport National School, Newport, Co. Mayo, wishes to ensure that, as far as is reasonably practical:

- the design, provision and maintenance of all places in the school shall be safe and without risk to health,
- there shall be safe access to and from places of work and play,
- plant and machinery may be operated safely,
- work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health,
- staff shall be instructed and supervised insofar as is reasonably possible so as to ensure the health and safety at work of its employees,
- plans for emergencies shall be complied with and revised as necessary,
- employees shall be consulted on matters of health and safety,
- provisions shall be made for the election by the employees of a safety representative,
- the Board of Management of Newport National School recognises that its statutory obligations under legislation extends to employees, students, to any person legitimately conducting school business, and to the public. The Board of Management of Newport National School undertakes to ensure that the



provisions of the Safety, Health and Welfare at Work Acts 1989 and 2005 are adhered to.

Consultation and Information

It is the policy of the Board of Management of Newport National School to consult with staff in preparation and completion of hazard control forms, to publish a copy of the safety statement on its website, and to convey any additional information or instructions regarding health, safety and welfare at work to all staff as it becomes available. Health, safety and welfare at work will be considered in any future staff training and development plans.

Hazards

Hazards shall be divided into two categories. Those that can be rectified will be dealt with as a matter of urgency. Those that cannot will be clearly indicated, and appropriate procedures listed beside them. All hazards shall be eliminated insofar as resources and circumstances allow.

Fire

It is the policy of the Board of Management of Newport National School that

- (i) The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly serviced by authorized and qualified persons. Each fire extinguisher shall have instructions for its use,
- (ii) The Principal will ensure that fire drills shall take place regularly,
- (iii) Fire alarms shall be clearly marked (responsibility of the Board of Management Safety Officer),

- (iv) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes (responsibility of Principal),
- (v) All doors, corridors and entries shall be kept clear of obstruction and shall be able to be opened at all times within the building. Each teacher must ensure that the exit within his/her room is kept clear,
- (vi) A plan of the school shows Assembly Points outside the school,
- (vii) Assembly areas are designated outside the school building, and the locations specified,
- (viii) Exits signs shall be clearly marked,
- (ix) All electrical equipment shall be kept unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classrooms, the Principal is responsible for her office and the secretary for hers. The staff room is every teacher's responsibility. The cleaner/caretaker is to check when cleaning,
- (x) The Principal shall be responsible for fire drills and evacuation procedures,
- (xi) The Principal will contact the Fire Brigade when necessary.
- (xii) All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

The following hazards (insomuch as can be identified) are considered by the Board of Management to be a source of potential danger and are brought to the attention of all concerned :

1. Wet corridors
2. Trailing leads
3. Computers

4. Electric kettles
5. Guillotine
6. Projectors
7. Boiler house
8. Fuse board
9. Excess gravel on school yard
10. Protruding units and fittings
11. Flat roof of hall and flat roof of school (harness purchased July 2010)
12. Icy surfaces on a cold day
13. Mats in hall
14. Windows opening out
15. Vehicles entering and exiting the school grounds

To minimize these dangers, the following safety/protective measures must be adhered to:

- (a) Access to and operation of equipment is restricted to qualified members of staff, whose job function is that of running, cleaning and monitoring particular items of plant in the course of their normal duties. Outside contractors will be asked to produce their Safety Statements to the BOM before commencing work. In addition, all such plant and machinery is to be used in strict accordance with the manufacturer's instructions and recommendations.

- (b) Where applicable, the Board of Management will ensure that members of staff will have been instructed in the correct use of plant, machinery and equipment, including fire extinguishers.
- (c) All machinery and electrical equipment are fitted with adequate safeguards.
- (d) Precautionary notices, in respect of safety matters are displayed at relevant points.
- (e) Ladders must be used with another person's assistance.
- (f) Pupils are not allowed to bring glass bottles/containers to school. Any broken glass will be removed immediately on discovery.
- (g) The Board of Management Safety Officer will check that floors are clean, even, non-slip and splinter-proof.
- (h) Teachers will check that PE equipment is stacked securely and positioned so as not to cause a hazard.
- (i) All teachers will check that all PE equipment is safe and in good condition.
- (j) An annual routine for inspecting school grounds and building to include furniture, floors, apparatus, equipment and fittings will be carried out by Board of Management Safety Officer, Staff Safety Representative and Principal on the third Friday of January each year. This inspection will apply to paragraphs (k) to (m).
- (k) Wooden beams, benches, seats, etc, will be checked by to ensure they are free from splinters and generally sound, are stable and do not wobble when in use.
- (l) Paving slabs and manholes will be checked for safety by Board of Management Safety Officer.



- (m) Board of Management Safety Officer will check that roofs, guttering, drain pipes, etc, as far as can be seen, are sound and well-maintained.
- (n) Principal will check that all play areas are clean and safe before use.
- (o) Board of Management Safety Officer will check that outside lighting works and is sufficient.
- (p) Principal and Board of Management Safety Officer will check that all builder's materials, caretaker's maintenance equipment, etc, are stored securely.
- (q) Cleaners will ensure that the school is cleaned in accordance with the cleaning check-list.
- (r) Refuse will be removed from school building each day and carefully stored outside by caretaker/cleaner.
- (s) Two adults are required to supervise out of school activities.

Electrical Appliances

Arrangements will be made for all electrical 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:

- (a) All safety guards which are a normal part of the appliance are in working order.
- (b) Power supply cables/leads are intact and free of cuts or abrasions
- (c) Leads of appliances are unplugged when not in use
- (d) Suitable undamaged fused plug tops are used and fitted with the correct fuse

- (e) Official guidelines issued by the Health and Safety Authority will be followed.

Chemicals

It is the policy of the Board of Management of Newport National School, 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. This is the responsibility of the Secretary and caretaker, as appropriate.

Drugs and Medication

It is the policy of the Board of Management of Newport National School, that all drugs, medications, etc, be kept in a secure area – secretary's office or staffroom fridge. (See school policy on the Administration of Medicines)

Welfare

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 around the school must be achieved at all times. Adequate facilities for waste disposal are available. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities must be available – this is the responsibility of the cleaners. Outside toilets for pupils' use during break-times are provided; the cleaners will maintain those in a hygienic state. The cleaners will sign a check-list of these duties daily.

Members of Staff and Students are reminded:

- (a) 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.
- (b) 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 will be liable to disciplinary action.

Surface Conditions

It is the policy of the Board of Management of Newport National School that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted 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 or down stairs. Access to the yard will be limited in these conditions.

Infectious Diseases

It is the policy of the Board of Management of Newport National School that all infectious diseases shall be notified to the Principal, and steps taken to ensure the safety of staff and students against all such diseases. The Board of Management will endeavour to minimize 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

All serious incidents, whether to employees, to 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 secretary 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), antiseptic cream, ice packs, cotton bandage, cream for first aid treatment of burns, antiseptic wipes, scissors, first aid chart. Disposable gloves must be used at all times in administering first aid.

Collecting children

1. All parents/guardians/carers in the interests of safety, must obey all signs upon entering the school grounds.
2. Car-drivers are advised to drive slowly on entering school grounds when dropping off and collecting children at admission/ dismissal times. The senior classes' car-park will be open for traffic for a few minutes only, either side of 2 p.m., while Infants are being collected; otherwise, it is for PE classes.

3. Those parking outside and inside the school grounds are advised to accompany children to and from the school building.

Code of Behaviour

The code of behaviour that is in practice in the school provides for a level of behaviour to minimize personal risk or stress to any employee. See our school's Code of Behaviour.

Children with Special Needs

The Classroom Teacher and Special Needs Assistant (where applicable) will ensure that children with special needs are supported to learn and play in an environment that is safe for themselves, other children and staff. Staff concerns in this area should be immediately notified to the Principal who should take the appropriate action. Staff at all times should endeavour to balance the safety of the child with their social and educational needs, without taking unnecessary risks.

Fire Drill

Fire drill is held regularly.

Evacuation Procedure: On hearing the alarm,

- Pupils stand quietly by their desks;
- Class teacher directs pupils in single file by nearest available exit door to designated point of assembly in front yard;
- No talking, laughing, running, or overtaking is permitted;
- Class teachers bring their roll books with them to point of assembly;
- Anyone not actually in class when fire alarm rings should go directly to assembly point and join their class;

- Immediately after classes have assembled, a roll call or count is taken by each teacher;
- If any person is found to be missing, an immediate check must be made by staff;
- No other person must leave assembly to recover clothing, books, etc. until permission has been given (a) in the case of a Fire Drill, by the Principal, (b) in the case of a fire, by the Fire Officer in charge;
- Only if necessary to search for missing pupil(s) should anyone be permitted to re-enter the school building.

Policy on Tours and Educational Outings

The policy on Tours and Educational Outings will be made available to all teachers, bus operators and parents and will be utilised as policy on all school outings and tours.

Trained First Aid Personnel

It is the policy of Newport National School Board of Management that any employee who so wishes will be trained to apply First Aid to other employees or pupils, and that there will be an adequate supply of properly-equipped First Aid boxes available at all times to staff. The school has installed a defibrillator and 6 staff members so far have been trained in its use.

First aid training was delivered to staff by STAIC on 27th March 2017

Safety in Science Activities

(cf. Teacher Guidelines, pages 27 & 58)

The Board of Management commissioned a full safety audit in 2015. A full report, including priorities and staff training, was provided by P. Burke.

Appendix 1 – Safety Hazard Review March 2017

SAFETY HAZARDS AT Newport N.S.	RISK ASSESSMENT			CONTROL MEASURES	REVIEW March 2017
	LOW	MED	HIGH		
Trees					No hazard
uneven carpet in classroom				Carpet replaced July 2016	
Spillages – slips and trips					Always cleaned up immediately
Running in corridor				No running rule to be strictly enforced	
Wet floor inside main/side door				Heavy duty mats installed September 2016	
Children outside office at lunch time				Must have a written note to be kept off yard	
Children being collected early from school				Must get permission from class teacher or teacher on yard duty.	
Fire windows/ fire exits				Clear	
Car park				Funding applied for parking system SWS 2016. Fire doors fitted August 2016. Parents regularly advised to accompany their child to and from building	



Broken bottles/litter on yard			X	Caretaker to check yard in advance each day	Working well
Ice/snow				Caretaker/Pat Mulchrone to come to school early and salt/clear area	No problems
Man holes	X				
A.V Equipment is subject to regular maintenance checks	X			Annual electrical checks	
Accidents on yard			X	Attended by Fiona or class teacher Records kept	
Traffic at the beginning and the end of the school day	X			Problematic In/Out system needs to be planned	Works well most of the time
unauthorised access after a school day when a school is at risk			X	Adequate fencing, alarm and light sensors	
Entrance/Exit at teachers carpark – very constricted	X			Extended ~July 2013	
Fire alarm Fire Hydrants			X	System upgraded 2013 Separate alarm keypad needed for hall April 2017	



Electrical wiring in the school 30 years old – light fittings sockets etc				System upgraded 2013 Fully upgraded and tested October 2016	
Playgrounds : Surfaces and surface water	X			Ensure supervision rota in place	Rota in place
Use of extension leads		X			
Internal entrance to school on dark days	X			Light sensors installed at side and front entrance Jan 2014 New light outside Infant class Jan 2017	
P.E. Hall: storage of equipment	X			Fan needed – ordered March 2017	
Internal stairs and corridors	X			Pupils use handrails – children supervised on corridor	Working well
Equipment, materials, coats etc	X			Coats to be hung on coat hooks	Working well
Cleaning materials / bulk liquid		X		To be stored in secured room	Working well
Spillages/food	X			Clean spillages and remove	Working well
Admission requests from pupils with a history of violence in other schools towards pupils and staff			X	Defer/refuse admission pending safety audit and professional advice	No such applications to date



Policy statement in accordance with the Safety, Health and Welfare Acts 1989 and 2005.

Revision of this Safety Statement

This statement shall be regularly revised by the Board of Management of Newport National School in accordance with experience and the requirements of the Health and Safety Acts 1989 and 2005 and the Health and Safety Authority

Prepared by representatives of the Board of Management, in consultation with parents and teachers in accordance with the Safety, Health and Welfare at Work Acts 1989 and 2005.