

# Bennettsbridge N.S.

## SAFETY, HEALTH AND WELFARE POLICY

### INTRODUCTION

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, students, contractors and visitors to the school.

It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff.

The Board of Management, as employer, undertakes in so far as is reasonably practicable to:

- Promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice
- Provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively
- Maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school
- Continually improve the system in place for the management of occupational safety, health and welfare and review it periodically to ensure it remains relevant, appropriate and effective
- Consult with staff on matters related to safety, health and welfare at work
- Provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, students, contractors and visitors

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.

Signed: \_\_\_\_\_

Chairperson, Board of Management

Bennettsbridge N.S.

Date: \_\_\_\_\_

## RELATIONSHIP TO ETHOS

This policy has been drawn up in consultation with staff, parents and the Board of Management and with reference to our mission statement;

*At Bennettsbridge National School we celebrate the uniqueness of the child as it is expressed in each child's personality, intelligence and potential for development. We will strive to nurture the child in all dimensions of his or her life: spiritual, moral, cognitive, emotional, imaginative, aesthetic, social and physical.*

This document sets out the health and safety policy of the school and specifies the means to achieve that policy. The successful implementation of the policy requires the full support and active co-operation of all staff, students, external teachers, coaches, contractors and visitors to the school. This document should be considered in conjunction with other Bennettsbridge N.S.'s policies including;

- Administration of Medicine Policy
- Intimate Care and Toileting Policy
- Safe use of Photographs and Video
- Anti-bullying
- Code of Behaviour
- Internet Acceptable Use
- Mobile Phone and Electronic Games
- Stay Safe Programme
- CCTV
- Critical Incident
- Equality
- RSE
- Sexual Harassment
- Special Education Needs
- Child Safeguarding Statement and Risk Assessment
- Substance Use

## RATIONALE

The Board of Management recognises and accepts not only its statutory responsibilities but also its obligations as an employer to direct, manage and achieve, in so far as it reasonably possible, the safety, health, and welfare at work of every employee, pupil and visitor alike.

The Board of Management believes that each employee accepts his or her legal and moral responsibilities for improving and maintaining safety, health and welfare in the workplace and for behaviour which does not jeopardise the individual's personal safety, health and welfare at work of that of others.

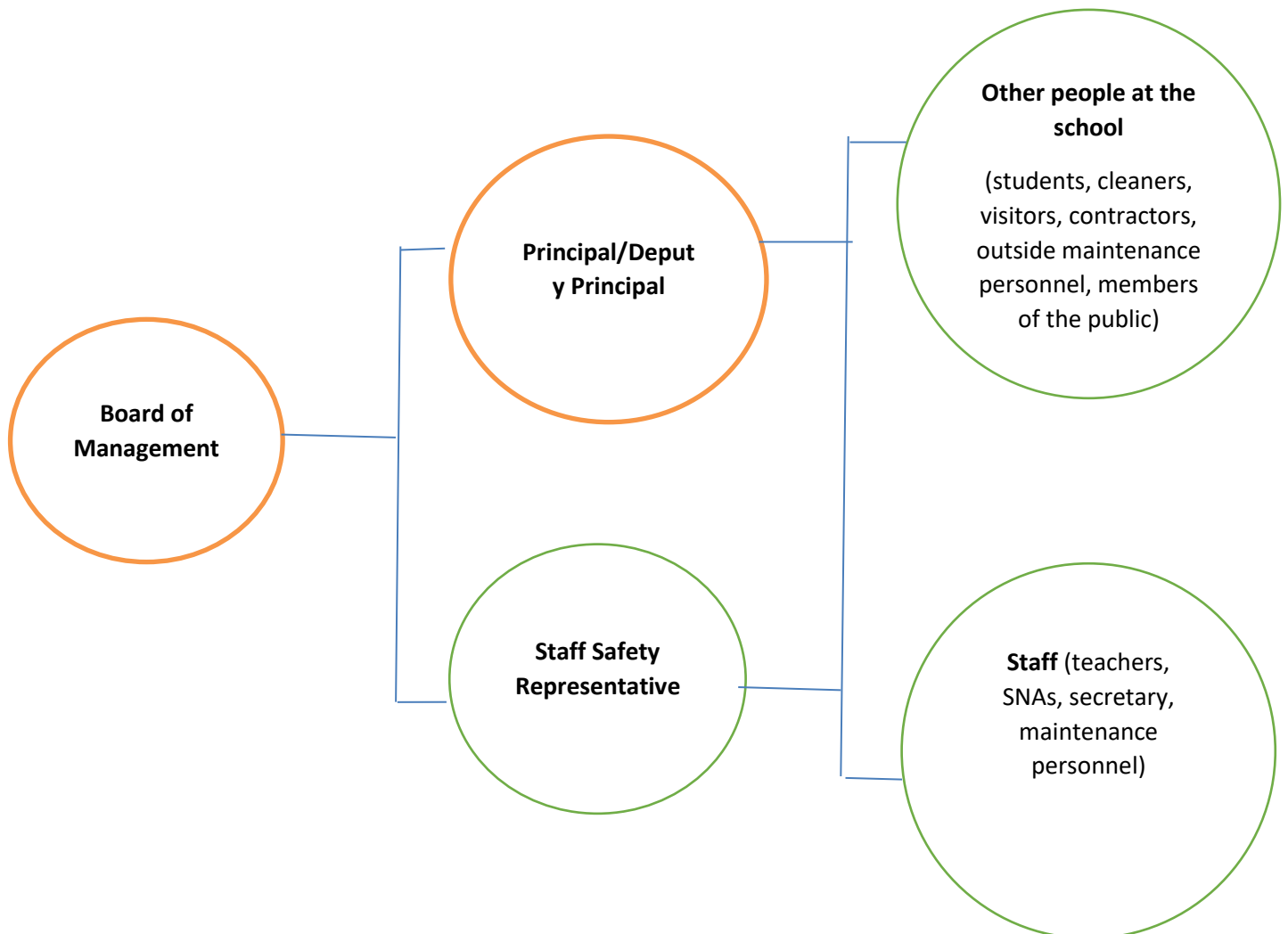
## SCHOOL PROFILE

Bennettsbridge N.S. is a mixed catholic school of 205 pupils between 4 and 13 years of age. It operates according to the rules of The Department of Education and Skills under the patronage of the Bishop of Ossory. The staff consists of 13 teachers (including 1 EAL Teacher – part time, 1 SET Teacher- shared), 2 Special Needs Assistants, a secretary and a part-time caretaker/cleaner. External teachers, sports coaches, students, specialised subject facilitators and other adults also work in the school.

### **School Size/ Buildings:**

Bennettsbridge N.S. is 923.5m<sup>2</sup>. The school consists of the main building, opened in 1993 and an extension opened in 2008 . There is also an external prefab .The external features are the footpaths and school yard. The school uses the parochial car park in front of the school. The school also uses the adjacent parochial field, community playground and local GAA pitch for sport and recreational purposes.

### **Organisation chart:**



Safety, health and welfare is everyone's responsibility. The above chart reflects a whole school approach to the promotion and development of safety health and welfare in our school.

### ***Planning Procedures***

The Safety, Health and Welfare Policy will be reviewed annually by the Board of Management or when changes that might affect workers' safety, health and welfare occur.

### ***Provisions for persons with special needs***

- Amplified Auditory System
- Heathfield Chair

## **RESOURCES FOR SAFETY, HEALTH AND WELFARE IN THE SCHOOL**

The following resources are in place to support safety, health and welfare in the school:

- Yard supervision rota displayed in staff room and hard copy for each staff member
- Arrival and Dismissal Procedures
- Fire extinguishers and fire alarms in place in all areas and annual staff training in their use
- Fire exits clearly marked
- Regular fire drills (announced to school staff in advance)
- Class list for Fire Drill to hand at exit door in each classroom
- Fire safety doors fitted in all corridors
- **Monthly Fire Alarm tests**
- First Aid Kit available in secretary's office, kept out of reach of children
- 3 Travel First Aid Kits available in secretary's office for school trips/out of school activities, kept out of reach of children
- Variety of cleaning materials available from the store for adults, kept out of reach of children
- Critical Incident Folder: Soft copy on each teacher's laptop. Hard copy in "Red Folder" in Principal's office.
- Applicable policies are in place in the school
- The principal and health and safety representative undertake safety audits and arrange for repairs as necessary.
- Incident Book in secretary's office

## **ROLES AND RESPONSIBILITIES FOR SAFETY, HEALTH AND WELFARE**

### ***Board of Management:***

- Complies with its legal obligations as employer under the 2005 Act;
- Ensures that regular assessments are undertaken
- Reviews the implementation of the Safety, Health and Welfare Policy at least annually and when changes that might affect workers' safety, health and welfare occur
- Sets safety, health and welfare objectives
- Receives regular reports on safety, health and welfare matters and ensures matters arising from same are resolved
- Reviews the school's safety, health and welfare performance
- Allocates adequate resources to deal with safety, health and welfare issues
- Appoints competent persons as necessary, to advise and assist the Board of Management on safety, health and welfare at the school.

### ***Designated person for safety, health and welfare acting on behalf of the Board (Principal)***

The Principal - Mrs. Aylward

She is responsible for overseeing the safety provisions and safety awareness in the school.

She also:

- Complies with the requirements of the 2005 Act
- Reports to the board of management on safety, health and welfare performance
- Manages safety, health and welfare in the school on a day-to-day basis
- Communicates regularly with all members of the school community on safety health and welfare matters
- Ensures all accidents and incidents are investigated and all relevant statutory reports completed
- Organises fire drills, training, etc
- Ensures safety assessments are completed

### ***Teachers (with particular functions in safety, health and welfare):***

Staff Safety Representative – Mrs. O'Keeffe

Although ultimate responsibility for safety, health and welfare rests with the Board of Management, she will:

- As far as reasonably practicable, take account of any representations made on the subject of safety, health and welfare by the employees
- Supply a copy of the Safety, Health and Welfare Policy together with additional information or instructions as they become available, to all present and future staff
- Ensure an adequate supply of first aid kits for use in school and on school trips.
- Afford all possible cooperation to inspectors and officials of the relevant bodies concerned with safety and health standards.
- In collaboration with the Principal, will regularly review and update as required the Safety, Health and Welfare Policy of Bennettsbridge N.S.
- Put procedures in place to establish and maintain an orderly, secure and healthy learning environment
- Conduct safety, health and welfare inspections at;
  - a) Whole School: **Termly or as warranted.**
  - b) Classroom Assessments: Term 3
  - c) Other assessments as warranted

***Teachers / Special Needs Assistants / Non-teaching staff:***

Employees have a specific responsibility (section 13 of the safety and Welfare at Work Act, 2005) for their own safety and that of any person who may be affected by his/her acts or omissions while at work. All staff are required to;

- Comply with all statutory obligations on employees as designated under the 2005 Act;
- Co-operate with school management in the implementation of the safety statement;
- Inform students of the safety procedures associated with individual subjects, rooms, tasks and ensure that students follow safe procedures.
- Ensure that all activities are planned so that they can be carried out safely
- Ensure that all electrical appliances are switched off before going home
- Co-operate with the employer and any other person to such extent as will enable the employer or the other person to comply with any of the relevant statutory provisions.
- Use in such a manner as to provide the protection intended, any appliance, protective clothing, convenience equipment or other means or thing provided (whether for own use alone or for shared use) for securing fire safety, health or welfare while at work.
- Formally check classroom/immediate work environment to ensure it is safe and free from fault or defect; check that equipment is safe before use;
- Ensure that risk assessments are conducted for new hazards.
- Report without delay, health and safety concerns, accidents, and dangerous occurrences to relevant persons as outlined in the safety, health and welfare statement according to the premise of;

**‘Spot it, Sort it, Can’t sort it, Report it’**

- Attend such training as may be required by the Board of Management.
- Inform the principal if he/she is suffering from a health condition that adds to his/her own risk or that of others in the workplace.

### **Other School Users:**

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

### **Contractors:**

Contractors must comply with statutory obligations as designated under the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007 and any other relevant legislation such as the Safety, Health and Welfare at Work (Construction) Regulations 2006.

- Schools must make available the relevant parts of the safety, health and welfare statement to any contractors working in the school on behalf of the school.
- Schools must provide to contractors the school regulations and instructions relating to safety, health and welfare.
- Contractors must make available public liability insurance certificates, relevant parts of both their safety, health and welfare statement and risk assessments in relation to work being carried out.
- Where schools are sharing a workplace with a contractor they must co-operate and coordinate their activities in order to prevent risks to safety, health and welfare at work.

### **Short duration, low risk, single contractor works involving routine maintenance, cleaning, decorating or repair:**

- Where this work involves a single contractor and where there are no particular risks present and task duration will not exceed 30 working days or 500 person days, to comply with safety, health and welfare requirements and to ensure this type of work is carried out safely with minimal disruptions, the following key points should be followed:
- The Board of Management must ensure that the contractor is competent. This means that the contractor is suitably qualified and experienced and is registered. For instance, an electrician should be registered with the Register of Electrical Contractors of Ireland (RECI) or the Electrical Contractors Safety and Standards Association (ECSSA).
- The contractor and the Principal will meet before the project commences to ensure communication links are established before work starts and throughout the contract. The contractor must advise the Principal about the likely duration of the work, any possible hazards, and how these will be addressed. The contractor must also provide the Principal with a copy of its safety statement including any relevant risk assessments for the project to be undertaken. Likewise the Principal will advise the contractor about necessary precautions which need to be considered, particularly if work is being carried out during school time.

### **Substantial building works, (e.g. extension to school building):**

Where substantial building work lasting more than 30 days or 500 person days is being considered, the Board of Management take on the responsibility of "client". The client (Board of Management) will;

- Appoint, in writing before design work starts, a Project Supervisor for the Design Process (PSDP) who has adequate training, knowledge, experience and resources

- Appoint, in writing before construction begins, a Project Supervisor for the Construction Stage (PSCS) who has adequate training, knowledge, experience and resources
- Co-operate with the project supervisors and supply any necessary information
- Notify the HSA of the appointment of the PSDP on Approved Form AF1 “Particulars to be notified by the Client to the Health and Safety Authority before the design process begins”
- Retain and make available the safety file for the completed structure. The safety file contains information on the completed structure that will be required for future maintenance or renovation

Prior to carrying out any construction work the Board of Management, as client will familiarise itself with its legal health and safety responsibilities, as detailed in the Safety, Health and Welfare at Work (Construction) Regulations 2006. The Board of Management will follow the advice laid down in the technical guidelines published by the Department of Education and Skills.

## RISK ASSESSMENT

The Board of Management is committed to identifying and eliminating any hazards in the school through a risk assessment and annual audit. The Board will make use of advice available from such sources as the Department of Education, and Health and Safety Authority. Where necessary, competent consultants and bodies with special skills and services may be used for training and to augment the internal audits. The Board through its risk assessment will;

- Identify the risks
- Evaluate the risk in proportion to the hazard
- Put in place the appropriate control measure to eliminate or minimise the risk
- Consult with employees

A detailed risk assessment of the various areas within the school is included in the appendices. The Board of Management may delegate the task of completing the risk assessment to the appropriate person for example the individual teacher of each classroom. There is no need to consider every minor hazard or risk that we accept as part of our lives.

Assessments in BBNS include;

- Child Safeguarding and Risk Assessment reviewed annually. (See Safeguarding Statement)
- Classroom Assessment: Each teacher will complete an assessment of their work area once a year. (Appendix 1)
- Whole School Assessment: The Principal and the staff safety representative will conduct a whole school assessment termly or as warranted ( Appendix 2)



## **EMERGENCY PROCEDURES, FIRE SAFETY, FIRST-AID, ACCIDENTS AND DANGEROUS OCCURENCES ,REPORTING AND INVESTIGATIONS, INFECTIOUS DISEASES, ELECTRICAL AND DANGEROUS SUBSTANCES AND WELFARE OF STAFF**

### ***Emergency Procedures***

Refer to separate Critical Incident Policy and Plan.

### ***Fire Safety: (Appendix 3)***

- Fire drills occur at least once a term
- The emergency evacuation plan is reviewed regularly
- Fire assembly point is clearly marked in the school yard.
- Escape exits are clearly marked
- Directional fire signs displayed in the school
- A plan of the school shows assembly points outside the school
- All doors, corridors, and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building. Each teacher who has an exit in his/her classroom must ensure it is kept clear. P.E. hall and main doors – Principal will see they are free of obstruction.
- An adequate supply of fire-fighting equipment (fire hose reels, emergency lighting, fire extinguishers, fire blankets etc.) are available. Fire equipment is inspected and serviced annually and the fire alarm system is inspected and serviced quarterly each year.
- Staff receive training in the use of fire-fighting equipment every second year. (Appendix 6)
- Smoking anywhere in the school building or school grounds is prohibited.
- Fire Exit routes (Appendix 5) displayed in all classrooms
- Monthly fire alarm test rota in place in the school building (Appendix 7)

### **Fire Drill Procedures: ( Appendix 4, 5 + 8)**

- The Principal will ensure that a Fire Drill takes place at least once a term. (Advance notice will be given to staff.)
- Any problems/directions arising from these fire drills will be recorded and actions taken where necessary.

### ***First Aid***

- Only Basic First Aid is administered by school staff i.e. Teachers, Secretary, SNA
- Parents are summoned immediately when basic First Aid is considered inadequate or when uncertainty arises. All parents' contact details are to hand in each child's file in a filing cabinet in the Secretary's office and on Aladdin
- When warranted, facts relating to injuries are recorded in the Incident Book which is kept in a filing cabinet in the Secretary's office. Details are recorded by the Teacher on yard duty at the time of the incident.

- Staff receive training in Basic First Aid - 2 hour Paediatric First Aid workshop from Boyne First Aid Training 19/09/'23
- Mrs. O'Keeffe is a trained First Aid Responder- First Aid Responder Refresher (FAR) course completed 21/01/'23
- First-aid will be administered as warranted
- First -aid kit available in secretary's office, kept out of reach of children
- First aid kits are checked regularly by the staff safety representative and secretary
- First-aid kit contents

Gauze	Pair of examination gloves
Vaseline	Crepe bandage
Sterile water (Eyes)	Warm/cold pack
Adhesive plasters	Diluted Savlon
Triangular bandages	Vinegar (Wasp stings)
Safety pins	Cotton wool
Individually wrapped disinfectant wipes	Self-seal bags
Scissors	Microporous tape
Oximeter	

- 3 Travel first aid kits available in secretary's office for school trips/out of school activities, kept out of reach of children.
- Travel first-aid kit contents

Pair of scissors	Steropore wound dressing sterile
Conforming bandage 5cm x 4m	Alcohol free cleansing wipes
Conforming bandage 7.5cm x 4m	Washproof sterile plasters
Microporous tape 1.25cm x 9m	Sterile gauze swabs 10cm x 10cm
Steropad low adherent sterile pads	Pair of medium gloves
Non-woven triangular bandage	Safety pins
Instant ice pack	Self-seal bags
Sterile water (Eyes)	Cotton wool

## ***Administration of Medicines Policy***

Refer to separate policy.

## ***Accident and Dangerous Occurrences***

All potential serious accidents, whether involving employees, pupils or members of the public must be reported immediately to the Principal. This is necessary to monitor the progress of safety standards and to ensure that proper medical attention is given when required. An Incident Report book is used for recording all such accidents. The school must keep records of all accidents which occur for a period of 10 years. The supervising teacher should complete the report, detail any actions taken and where necessary determine the underlying causes of the accident and identify the appropriate corrective action to avoid a recurrence. Where necessary the appropriate form will be forwarded to Allianz Insurance, the insurance broker for the school.

The following types of accidents must be reported to the Health and Safety Authority:

- a) Death of any employed or self-employed person, which was caused by an accident during the course of their work.
- b) An injury sustained in the course of their employment, which prevents any employed or self-employed person from performing the normal duties of their work for more than three calendar days, not including the date of the accident. Calendar days include Saturdays and Sundays (e.g. if an employee, who is injured on Wednesday, and does not normally work on Saturdays, Sundays and bank holidays, returns to work the following Monday, the accident is reportable).
- c) Death or an injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work, (e.g. a student during class) but is related to either a work activity or their place of work. A road traffic accident that meets the criteria (a) and (b) above, excluding an accident that occurs while a person is commuting either to or from work.
- d) a road traffic accident that meets the criterion (c) above as a result of construction work on or adjacent to a public road.

## **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.

## **Electrical Appliances**

Electrical appliances, machinery and kitchen equipment should only be used by competent persons.

Before using any appliances, the user should check that;

- All safety guards which are a normal part of the appliance are fitted and are in working order
- Power supply cables/leads are intact and free of cuts and abrasions
- Suitable undamaged fused plug-tops are used and fitted with the correct fuse.

Staff should exercise care when using photocopiers, laminators and IWBs as injury may occur from moving parts and hot elements inside protective covers.

### **Chemicals, Solvents, Detergents,**

Members of staff using these materials should familiarise themselves with any hazard associated with the materials and precautions to be taken in the event of spillage, splashes etc. All such materials will be stored in clearly identifiable containers bearing instructions and precautions for their use. They will be kept in a locked storage area and protection for their use will be provided. Contract cleaners are employed in the school and they provide their own supplies for cleaning. These are also kept in a locked area.

Staff are not allowed to attend the premises or carry out duties while under the influence of illicit drugs or alcohol. Any staff member found breaking this rule will be liable to disciplinary procedures up to and including dismissal.

### **Welfare of Staff**

To ensure the continued welfare of employees, a staffroom and kitchen facilities are provided. Staff should co-operate in maintaining a high standard of hygiene in these areas.

A Dignity in Work Policy is in place in the school and 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.

Through the DES's Medmark Programme and the Employee Assistance and Wellbeing Programme (EAWP), Inspire Wellbeing (Freephone Helpline 1800411057), staff will be supported through illness and or injury. In addition the school community will seek to develop a culture where a sense of belonging and connectedness is fostered

## **INSTRUCTION, TRAINING AND SUPERVISION**

Under Section 10 of the Safety, Health and Welfare at Work Act 2005, training will be given in the following circumstances:

- On recruitment all new teaching staff are given a copy of the Health and Safety Policy via the WSP which is downloaded onto their laptops
- Ancillary staff are given a hard copy of the policy
- In the event of a change of task assigned to a staff member
- In the event of challenging student behaviours
- The introduction of new systems of work, new work equipment or changes in existing work equipment or systems of work
- The introduction of new technology by the employer
- Staff First Aid Awareness refresher training will be taken every 2 years

## **COMMUNICATION AND CONSULTATION**

All students, parents/guardians and visitors to the school have access, as appropriate, to the Health, Welfare and Safety statement (to be made available on the school website).

All staff members will be given a copy of policy on WSP which is updated to desktop. All staff must be aware of the content of the safety statement, safety policies and procedures, risk assessments, results of audits and results of performance reviews.

All staff members are requested to sign the Safety Statement Record of Receipt (Appendix 5). These are stored in the Principal's office.

Information pertaining to nearest emergency first-aid kits, fire evacuation points and general emergency procedures will be displayed around the school.

The names of all persons with responsibilities for safety, health and welfare and emergency procedures and specific hazards and control measures will be communicated to employees including substitute, temporary and new employees and those returning from leave of absence.

All policies and procedures pertaining to safety, health and welfare will be ratified and reviewed by the Board of Management and communicated to the school community where relevant.

### ***Methods of Communicating Safety, Health and Welfare Information***

#### **Meetings**

- Board of Management
- Staff
- Parents' Association
- Parent-Teacher
- In-School Management
- School Self-evaluation
- SET

#### **Information dissemination (oral)**

- Safety, health and welfare briefings
- School assemblies
- Public address system
- Classes

#### **Information dissemination (written)**

- Safety Statement
- Notices
- Bulletin (internal & external)
- Correspondence

- Reports
- School Plan
- Policies
- Student homework diaries
- Website
- Email
- Aladdin

## CONCLUSION

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.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*Fr. Patrick Dalton,  
Chairperson.  
Bennettsbridge N.S.*