



SCOIL MHUIRE CARLANSTOWN

CARLANSTOWN, KELLS, CO MEATH

ROLL NO 18132Q

HEALTH & SAFETY POLICY

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Introduction

The school safety policy has been devised in accordance with the Safety, Health and Welfare at Work Act 2005 and with the Health and Safety Authority (HSA)- Safety and Health in Education Guidelines. 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 the policy requires the full support and active cooperation of all staff, students, contractors and visitors to the school. The Board recognizes 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 reasonable practical to:

- 1. 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;*
- 2. Provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;*
- 3. Maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school;*
- 4. 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;*
- 5. Consult with staff on matters related to safety, health and welfare at work;*
- 6. 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.*

To these ends the Board is committed to ensuring the following;

- 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.*
- Plant and Machinery may be opened safely in so far as is possible.*
- 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 in so far 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.*
- The Board of Management will continually revise this statement as necessity arises, and shall be re-examined by the Board on an annual basis.*

Relationship to Ethos

This policy has been drawn up in consultation with staff, parents and the Board of Management and with reference to the school's mission statement. Scoil Mhuire Carlanstown is a Catholic Primary school in which we strive to learn together in a happy and safe environment, where everyone is valued, respected and encouraged to do their best. This document sets out the 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 cooperation of all staff, students, contractors and visitors to the school. It is important to read the document carefully and understand your own role in the overall arrangements for health and safety in the school. Staff, parents and others are encouraged to put forward suggestions for improvements to the statement. This document should be considered in conjunction with other policies of the Board of Management, including;

- *Child Safeguarding Statement*
- *Critical Incident Policy*
- *Anti Bullying policy,*
- *AUP policy,*
- *Administration of First Aid /Medicines policy*

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

Carlanstown NS is a mixed mainstream primary school with two Early Intervention ASD Classes. It operates according to the rules of the Department of Education and Skills under the patronage of the Catholic Bishop of Meath. As of October 2024, there are 163 pupils. The staff consists of 10 teachers, 7 specials needs assistants, a part-time secretary, caretaker & cleaner.

The statement applies to the use of all the school buildings, temporary & permanent and the schoolyard, pitch and garden.

Resources for Health, Safety and Welfare

The following resources are in place within the school;

- *Fire extinguishers, break glass units and a fire alarm system is in place in the school and are maintained annually in line with fire safety guidelines.*
- *A stocked first aid kit is kept in the staffroom.*
- *There is a locked first aid cabinet in the staffroom for emergency medications needed by some pupils.*
- *Policies regarding behaviour in the school and the schoolyard, bullying and administrations of medicines are*

in place in the school.

- *Staff are trained in first aid & fire safety.*
- *Access to the school is carefully monitored and procedures are in place for the safe collection of children.*
- *The health and safety officer on the Board together with the principal/health and safety representative undertake safety audits and arrange for repairs as necessary.*
- *Fire drills are carried out regularly and pupils are instructed in the safe evacuation procedures.*

Roles and Responsibilities

Board of Management (Safety officer)

Overall responsibility for safety and health matters rests with the Board of Management and the Board has nominated one of its members as safety officer-Colleen Garvey (Acting Principal). This officer shall monitor safety generally and operation of safety procedures within the school. In addition, the Board will comply with its legal obligations as employer under the 2005 Act and will

- *Ensure that the school has written an up to date safety statement.*
- *Guide and advise on all health, safety and welfare at work matters.*
- *Ensure that safety procedure are adequately communicated to staff*
- *Review the implementation of the safety management system and the safety statement at least annually or when changes that might affect workers' safety, health and welfare occur.*

Principal

In consultation with the safety officer, the principal has responsibility for co-ordination of all safety and health matters including;

- *Complying with the requirements of the 2005 Act;*
- *Managing safety, health and welfare in the school on a day-to-day basis*
- *Communicating regularly with all members of the school community on safety health and welfare matters.*
- *Ensuring all accidents and incidents are investigated and all relevant statutory reports completed*
- *Coordinating fire drills, training, etc. with the relevant post holder*
- *Ensuring that fire-fighting equipment is tested annually.*
- *Ensuring that all contracts provide a safety plan to the school before commencing work.*

Relevant Post Holders/Safety Representatives

The responsibilities of the safety representative include ;

- *Organising fire drills on a regular basis and updating evacuation plan as necessary.*
- *Bringing to the attention of the safety officer any items of health and safety that need attention*
- *Ensuring an adequate supply of first aid kits for use on school trips*
- *Affording all possible co-operation to inspectors and officials of the relevant bodies concerned with safety and health standards.*

Employees

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;

- *Co-operate with school management in the implementation of the safety statement;*
 - *Inform students of the safety procedures associated with individual subjects, rooms, yard, hall or tasks*
 - *Ensure that all activities are planned so that they may be carried out safely.*
 - *Check classroom/immediate work environment to ensure it is safe and free from fault or defect*
 - *Ensure that all electrical appliances are turned off at the mains 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.*
 - *Report without delay, any health and safety issues or concerns to the school Health and Safety representative or Health and Safety officer on the Board of Management. Work according to the premise of*

Spot it, Sort it, Can't Sort it, Report it.

- *Never intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health or welfare of persons arising out of work activities.*
- *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, visiting speakers, sales people and all other visitors must comply with school regulations and instructions relating to safety, health and welfare.

Large scale works 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.

- The Board of Management will make available the relevant parts of the safety, health and welfare statement and safety file to any contractors working in the school on behalf of the school.
- The Board of Management will provide to contractors the school regulations and instructions relating to safety, health and welfare.
- Contractors must make available relevant parts of both their safety, health and welfare statement and risk assessments in relation to work being carried out
- Contractors must make available their public liability insurance certificates before commencement of work.
- If the school is sharing a workplace with a contractor it will co-operate and coordinate school 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 (See appendix)

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 & relevant national authorities such as the National Authority for Safety Health and Welfare at Work. 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

Fire safety/emergency procedures

A Fire and Emergency Plan has been prepared covering the building. Ms Áine Donohoe is the Fire Safety Officer. A copy of the plan is attached to this safety statement. The plan sets out the main emergency safety arrangements including: -

- *The layout of escape routes for each floor of the building & the location of the assembly points*
- *The routine for the practice of fire drills*
- *In all classrooms and at strategic locations, schematic maps are posted showing the advised evacuation routes.*
- *An adequate supply of fire extinguishers is provided and correctly sited to meet statutory and insurance requirements.*
- *All fire fighting equipment is inspected each year and is serviced by specialised contractors. (See Log book in secretary's Office)*
- *Instruction is given in the use of Fire Extinguishers for specific materials/sources of fire “Break Glass” units are provided at strategic locations to raise the alarm.*

- Fire extinguishers & a fire blanket are available in the staff room.
- All fire exits are clearly marked and are visible to visitors.
- A Fire drill will be held during each term i.e. at least three times a year. An evacuation procedure has been prepared and is given to each employee. Employees are reminded to familiarise themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency.
- All electrical equipment to be unplugged or turned off outside hours of the approved use of the school. Teachers are responsible for their own classrooms.
- Assembly areas are designated outside the buildings
- Smoking anywhere in the school building or school grounds is prohibited.

First Aid

A separate First aid and medications policy is in place in the school. (see attached) Ms Garvey is the First Aid Officer. Ms Kelly Anne Smith is a qualified nurse and Mrs Bernie Barry is a First Responder. All staff are trained in basic first aid. Training was completed in October 2022. Training will be made available to all staff every 2-3 years. Our next training in First Aid will take place on 3rd December 2025. A defibrillator has been donated to the school and staff will receive training in the use of same on 3rd December 2025 also. There is a comprehensive First Aid Box available in the staffroom to deal with minor injuries. The following is a list of essential supplies:- plasters, cotton bandage, tape, disinfectant, antiseptic Wipes, scissors, tweezers. Disposable gloves must be worn at all times when administering First Aid. Ms Garvey as necessary replenishes the first aid kit.

Infectious Diseases

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

Accident Reporting and Investigation

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

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

Accidents on the yard/in the hall/ in classrooms

The teacher who is supervising should complete the accident form, detail any actions taken and where necessary determine the underlying causes of the accident and identify the appropriate corrective action to avoid a recurrence. Where necessary the appropriate form will be forwarded to Allianz, the school's insurer.

Safety Instruction and Training

In accordance with legislation the Board of Management commits to providing instruction, training and supervision to its employees in relation to health and safety at work. A record will be kept of all safety training. All employees will be: -

- Advised of the nature and location of fire equipment and instructed on how it is safely operated (this instruction to include a practical demonstration of fire extinguishers)
- Notified of any changes in safety procedures.
- Advised of the health and safety requirements as part of their induction training.

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 be careful when using photocopiers/laminators/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.

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 is provided. Staff should co-operate in maintaining a high standard of hygiene in these areas. Staff members using the fridges are expected to remove any perishable uneaten food at the end of each week. 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 dealt with in a fair and objective manner. The Board acknowledges recent research by the ESRI that noted that stress, anxiety and depression are the second highest causes of workrelated illness in Ireland and are associated with the longest absence from work. Through the means of staff and peer support, Medmark and Inspire(formally Carecall) 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.

Communication of Policy

A copy of this policy is available in the staffroom and in the Principal's office. Copies of the policy will be emailed to all staff members and will also be available in electronic form via Google Drive. It will be also be published on the school website.

The Board of Management will undertake a review of health and safety issues in Term 1 annually and any changes will be communicated to staff. Information will also be disseminated using Aladdin school administration system, & the internal whiteboard in the staff room. Parents and guardians will receive updates via newsletters and Aladdin Connect.

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: SWright

Sean Wright, Chairperson.

Board of Management

Date: 16/10/25

Signed: Colleen Garvey

Colleen Garvey, Acting Principal

Board of Management

Date: 16/10/25