



Health and Safety Policy

The Board of Management of St Mary's National School, Partry, recognises the importance of the legislation enacted in the Safety, Health and Welfare Acts, 1989, 2005 and 2007.

This safety statement sets out the safety policy of the Board of Management, St Mary's NS 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 staff 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 staff and pupils. It is our intention to undertake an annual review 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 St Mary's NS 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 cooperation 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 Chairperson of the Board of Management and the Principal as required. This will be done on an agreed date each year. The Board of Management of St Mary's NS 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,
- equipment 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 staff,

- plans for emergencies shall be complied with and revised as necessary,
- employees shall be consulted on matters of health and safety,
- the Board of Management of St Mary's NS recognises that their statutory obligation under legislation extends to staff, pupils, to any person legitimately conducting school business, and to the public. The Board of Management of St Mary's NS undertakes to ensure that the provisions of the Safety, Health and Welfare at Work Acts 1989, 2005 and 2007 are adhered to.

Consultation and Information

It is the policy of the Board of Management of St Mary's NS to consult with staff in preparation and completion of hazard control forms, to publish a copy of the safety statement 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 St Mary's NS 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 authorised 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),
- (iv) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes (responsibility of the 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) Assembly areas are designated outside the school building and the assembly points are clearly marked with signs denoting A for the Junior Room students and teacher, B for the Middle Room students and teacher and C for the Senior Room students and teacher,
- (vii) Exit signs shall be clearly marked,
- (viii) 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 staffroom is every teacher's responsibility. The caretaker is to check when cleaning,

- (ix) The Principal shall be responsible for fire drills and evacuation procedures,
- (x) The Principal will contact the Fire Brigade when necessary.
- (xi) 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 tiled areas
2. Trailing leads
3. Computers
4. Electric kettle
5. Boiler House
6. Fuse Board
7. Protruding units and fittings
8. Icy surfaces on a cold day
9. Mats in the hallways
10. Windows opening out

To minimise 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/Method Statements to the Board of Management 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. Teachers will check that PE equipment is stacked securely and positioned so as not to cause a hazard.
- h. All teachers will check that all PE equipment is safe and in good condition.
- i. An annual routine for inspecting school grounds and building to include furniture, floors, apparatus, equipment and fittings will be carried out by a Board of Management Representative and Principal in June each year. This inspection will apply to paragraphs (k) to (m).
- j. Wooden tables and chairs, etc, will be checked to ensure they are free from splinters and generally sound, are stable and do not wobble when in use.
- k. Yard surface, surface drains and manholes will be checked for safety by a Board of Management Representative.
- l. Board of Management Representative will check that roofs, guttering, drain pipes, etc, as far as can be seen, are sound and well-maintained.
- m. The Principal will check that all play areas are clean and safe before use.

- n. Board of Management Representative will check that outside lighting works and is sufficient.
- o. The Principal and Board of Management Representative will check that all builder's materials, caretaker's maintenance equipment, etc, are stored securely.
- p. The caretaker/cleaner will ensure that the school is cleaned in accordance with the cleaning check-list.
- q. Refuse will be removed from the school building each day and carefully stored outside by the caretaker.
- r. At least two adults are required to supervise out of school activities. A 1:10 ratio of staff:students will be implemented for out of school activities where possible.

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, electrician, 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 St Mary's NS, 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 Principal/caretaker, as appropriate.

Drugs and Medication

It is the policy of the Board of Management of St Mary's NS that all drugs, medications, etc, be kept in a secure area /or staffroom fridge. All staff will be made aware of the location of epipens for use in an emergency. (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 cooperate 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, paper towels and electric hand-driers, soap and sanitary disposal facilities must be available-this is the responsibility of the caretaker. The caretaker will sign a check-list of these duties daily.

Members of Staff and Pupils 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 St Mary's NS 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 surfaces being affected by frost in cold weather. Access to the yard will be limited in these conditions and salt will be applied to create safe pathways from the gates to the school.

Infectious Diseases

It is the policy of the Board of Management of St Mary's NS 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 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, hand-dryers and a facility for the safe disposal of waste.

First Aid

All serious incidents, whether to staff, to pupils, 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 Board of Management. 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. 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, ice packs, cotton bandage, cream/gel for first aid treatment of burns, wound cleansing wipes and a scissors. Disposable gloves must also be supplied and must be used at all times when administering first aid.

Access and Egress:

1. The parking area at the front of the school is reserved for staff and the school bus.
2. Parents are requested to use the Community Car Park adjacent to the school to drop off and collect children.
3. Parents are informed of the one way system in operation in this car park. The entrance is beside the church grounds, and the exit is directly from the car park. This is clearly marked with signs and road markings.
4. Teachers walk the students down to the car park at 3.00pm and ensure that the children cross safely to their parent/guardian's car.

5. Parents are asked not to move their cars to exit the car park until all children have safely crossed.

Code of Behaviour

The Code of Behaviour that is in practice in the school provides for a level of behaviour to minimise personal risk or stress to a staff member or student. See our school's Code of Behaviour.

Children with Additional Needs

The Classroom Teacher and Special Needs Assistant (where applicable) will ensure that children with additional 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 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 and push their chairs in.
- Class teacher directs pupils in single file to the nearest available exit door to the designated point of assembly in the school yard. The Junior Classroom students assemble at Assembly Point A, the Middle Classroom students assemble at Assembly Point B and the Senior Room students assemble at Assembly point C. All Assembly Points are clearly signed.
- No talking, laughing, running or overtaking is permitted.
- Class teachers bring their student list with them to the point of assembly.
- Anyone not actually in class when the fire alarm rings should go directly to their Assembly Point and join their class.
- Immediately after the 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 may leave their Assembly Point 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 reenter 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 St Mary's NS Board of Management that any staff member who so wishes, will be trained to apply First Aid to other staff members or pupils, and that there will be an adequate supply of properly equipped First Aid boxes available at all times to staff.

Hot School Meals:

The Board of Management have opted for Off-Site Catering where meals are prepared in an external, approved kitchen and delivered to the school. The meals arrive in hot boxes and are distributed immediately to the children. There is no requirement for reheating or for food preparation in the school. Leftovers and the compostable food bags are collected and disposed of by the company. Children are not allowed to bring leftovers home as the food cannot be safely reheated. Teachers distribute the hot school meals to the children who must remain seated while eating.

Playground Equipment:

Partry Afterschool has installed playground equipment including swings, slide, playhouse, monkey bars, climbing wall, picnic table and a nest swing. Noel O'Loughlin from Allianz visited the school to do a health and safety assessment and his recommendations regarding safety mats were complied with. Each classroom is allocated one day a week on the play equipment under strict supervision. The monkey bars cannot be used during school breaks, only as part of a PE class. The climbing wall can only be used if the nest swing is not being used. Students are not permitted to walk in front of the swing area. Students may only use the equipment if the safety mats are in place.

Policy Statement in accordance with the Safety, Health and Welfare Acts 1989 and 2005 and 2007

Revision of this Safety Statement

This statement shall be regularly revised by the Board of Management of St Mary's NS 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 and 2007.

This policy was reviewed and updated on 02/10/2025 and adopted by the Board of Management.

Signed: Tom Byrne Date: 02/10/25

