

Moveen National School



Health and Safety Policy

Introductory Statement

This policy was developed in consultation with the staff and BOM of Moveen National School in 2022 in response to “Guidelines on Managing Health, Safety & Welfare”. A Health and Safety Audit was completed by a staff representative for Health & Safety appointed by the Board of Management. This Health and Safety Audit informed the basis for this policy as well as all relevant Health and Safety legislation.

The Board of Management of Moveen NS brings to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those employed and working in the school. The Board of Management accepts responsibility to ensure that all safety measures are monitored and that the welfare and safety of its employees are safeguarded.

Rationale

It is a legal requirement under the Safety, Health and Welfare at Work Act, 2005 for every employer, in conjunction with employees, to prepare a Health and Safety policy. In addition, roles and responsibilities were revised in 2013 with the publication of “Guidelines on Managing Health, Safety & Welfare in Primary Schools”

The policy represents the Board of Management’s commitment to safety and health, and specifies the manner, the organisation and the resources necessary for maintaining and reviewing safety and health standards.

The Board of Management is required to document the school’s health and safety policy and make it available to all employees, outside services providers and Inspectors of the Health and Safety Authority. The Board of Management must also consider its ‘duty of care’ in the school and this must be an integral part of any Health and Safety policy.

Relationship to characteristic spirit of the school

The creation of a safe and healthy working environment for all members of the school community is a priority for the Board of Management of Moveen National School.

Aims

In the implementation of this Safety Statement, the Board of Management hopes to achieve the following aims

- to create a safe and healthy school environment by identifying, preventing and tackling hazards and their accompanying risks
- to ensure understanding of the school’s duty of care towards pupils
- to protect the school community from workplace accidents and ill health at work
- to outline procedures and practices in place to ensure safe systems of work

- Not to engage in improper conduct that will endanger you or anyone else.
- To attend Health and Safety training and correctly use any equipment at work.
- To use protective clothes and equipment provided.
- To report any dangerous practices or situations that you are aware of to an appropriate person.
- Not to interfere with or misuse any safety equipment at your workplace.
- If you are suffering from a disease or illness that adds to risks, tell your employer.

Entitlements of safety representative (Section 25 Safety, Health & Welfare at Work Act, 2005) The safety representative has the right to:

- Represent the employees at the place of work in consultation with the employer on matters in relation to health and safety
- Inspect the place of work on a schedule agreed with the employer or immediately in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person
- Receive appropriate training
- Investigate accidents and dangerous occurrences
- Investigate complaints made by employees
- Accompany an inspector carrying out an inspection at the workplace
- Make representations to the employer on matters relating to safety, health and welfare
- Make representations to and receive information from, an inspector
- Consult and liaise with other safety representatives in the same undertaking.

Risk Assessment

A Health and Safety Audit/ risk assessment will be carried out annually by the Board of Management identifying hazards, assessing the risks and specifying the actions required to eliminate or minimize them. Hazards may include physical, health, biological, chemical and human hazards. Risk assessment templates from “Guidelines on Managing Health, Safety & Welfare in Primary Schools” will be used for this purpose. The results of which will be examined and summarised by the Safety Representative & presented to the BOM who will be responsible for action taken to minimize risks. (See Risk Assessment Summary Sheet Appendix 1)

As part of the general approach to safety, other policies & practices which have a bearing on safety, health and welfare will need to be put in place and communicated to employees, pupils, parents and others using the premises Health and safety issues are considered when any policy/plan is being drawn up e.g. PE, Visual Arts, School Excursions, etc. The duty of care must also be considered in all areas and aspects of school life.

- Illnesses and contagious infections such as rubella, chicken pox, Covid-19 are treated according to 'Infectious diseases in the Primary School: Health Service executive (H.S.E.) advice

Head-lice

- A text/notice that is sent home to all parents in a class where head lice is apparent. In the event that the problem persists untreated a follow up phone call or meeting with parents might be arranged.

School hygiene

- Hand washing facilities with soap, hand towels etc for every child
- Procedures are in place to ensure general cleanliness of the school environment. Checklists are available in areas for cleaners to sign off on cleaning routines

First Aid:

- At least one member of staff from each yard duty team has been trained in First Aid. Refresher courses and information sessions will be arranged every two years
- First Aid kits are maintained by Ursula Keane and are available in several locations around the school

Healthy eating:

- The school promotes healthy eating at all times

Safety and welfare issues

Pupils

-Assembly and Dismissal of Pupils:

- Teachers bring students to the relevant exit at home time
- Pupils leaving the school premises during the school day e.g. dentist or doctor appointment, must have parents come to the relevant classroom door to collect

-Supervision of Pupils:

- Where a teacher is absent and the absence is not substitutable the class will be divided among other classes in the school
- Supervision roster for playground duty is clearly displayed in the staff room.

-Incident Records

- In the event of a serious incident or accident the teacher supervising at that time will fill in an incident report form which will be kept on the child's file and/or forwarded to the Insurance company if necessary

Timetable for Review


The Health and Safety Statement be reviewed yearly following a risk assessment as described in the policy

Ratification & Communication

Board of Management officially ratified the policy on June 22nd 2022. The Health and Safety Statement will be communicated to the school community by email and published on the school website.

Signed:  *Cian Clohessy*

Chairman of Board of Management

Signed:  *Maria Carroll*

Principal

Date: *22/6/2022*

Appendix 1: Risk Assessment Summary Sheet

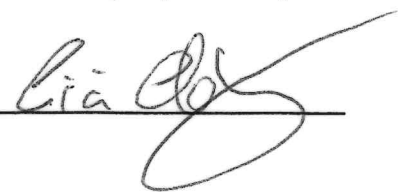
Room	Hazard	Risk	Risk Rating	Controls
Classrooms	Spilled Liquids	Injury due to slip/fall	H	Immediately cleaned up
	Equipment stored away	Injury due to slip/fall	H	Equipment stored tidily Pupil coats/belongings left in cloakroom Equipment stored in closed cupboards
	Cables/wires	Injury due to slip/fall	H	Trailing cables pinned to wall
	Defective Electrics	Fire Electrocution	H	Maintenance of machinery Machinery turned off when school is not in use
	Sharp Objects	Cuts	H	Students are supervised when using scissors Knives and other cutlery kept in the staff room
Staff Room	Solvents and Flammable Materials	Asphyxiation	H	Students are not permitted into the staff room without supervision Cleaning chemicals are kept only in staff room in a closed cupboard
Office	Boiling Water	Burns	H	Students are not permitted into the staff room without supervision
	Use of machinery	Injury to staff or students	H	Students are not permitted into the office without supervision Machinery such as photocopier, guillotine, shredder and laminator are used by adults only in the office following machine instructions
	Defective Electrics	Fire Electrocution	H	Maintenance of machinery Machinery turned off when school is not in use
Corridor	Doors requiring excessive force to open or close	Injury to staff or pupils due to door closing	H	The back door of school is opened by the teacher while students leave the school building and closed by teacher afterwards.
Yard	Collection and drop-off of students	Access to students by inappropriate person, injury, trauma	H	Supervision of drop-off and collection of students. Students are not permitted to leave the school grounds until parents are parked

1.2 Safety Health and Welfare Policy

It is the policy of Moveen National School to comply with the requirements of the Safety, Health and Welfare at Work Act 2005, Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I No.299) and all other relevant regulations made hereunder, which are applicable to activities carried out by Moveen National School. We will ensure so far as reasonably practicable the safety, health and welfare of the employees whilst at work. The safety of members of the public, visitors and contractors and who may be affected by our activities will be taken into account in the implementation of this policy.

Moveen National School will achieve its health and safety policy by:

- Implementation of a programme of risk assessment and consultation we have put together in this safety statement to outline the roles, procedures, resources and arrangements in place to secure health and safety at Moveen National School.
- As Directors, we have responsibility for the overall management and control of health and safety within Moveen National School and any other locations under the control of Moveen National School and I am committed to ensuring the measures outlined in this document are met.
- Additional support for coordinating health and safety will be through our safety Advisors, who will give support and advice to all levels and functions within Moveen National School on health and safety matters.
- Ensuring a safe place of work for employees and where practicable to ensure maximum access and egress for children, members of the public and visitors with disabilities.
- Ensuring that adequate fire and emergency plans are developed and implemented by Moveen National School.
- Ensuring the provision of training, instruction, information and supervision for staff to ensure that they are competent to carry out their work in a safe manner.
- Provision of adequate measures for the control of risks from substances.
- Continually developing safe systems of work, incorporating risk assessments for activities undertaken within Moveen National School.
- Ensuring that systems are in place for the safe use, cleaning and maintenance of equipment, furniture, fixture and fittings.
- Ensuring the provision of a competent person to advice on health and safety matters.
- Allocating duties to various staff for safety matters and particular arrangements to implement the policy are set out in the safety statement.
- All employees have the responsibility to co-operate with Moveen National School Management to achieve a Healthy and Safe workplace and to take reasonable care of themselves and others.
- Ensuring the safety policy shall be kept up to date particularly as changes arise within Moveen National School.

Chairperson Board of Management: 

Date: 21/06/22