



St. Joseph's Primary School

Macroon, Co Cork

Health and Safety Statement



St. Joseph's Primary School,
Macroon
Co. Cork

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Revision 5

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Policy Statement

This document sets out the policy of St Joseph's Primary School, Macroon 2022 and specifies the arrangements made and the resources provided to achieve that policy.

The objective of the Board of Management is to provide a safe and healthy environment for all employees and to meet our duties to pupils and members of the public who may be affected by our operations.

The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role in the overall arrangements for health and safety in our premises.

Safety, Health and Welfare at Work Act,

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 pupils, 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, contractors and pupils of the school.



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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:

- a. 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;
- b. Provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- c. Maintain a constant and continuing interest in safety and health matters pertinent to the activities of the school;
- d. Continually improve the system in place for the management of occupational safety and health and review it periodically to ensure it remains relevant, appropriate and effective;
- e. Consult with staff on matters related to safety, health and welfare at work;
- f. Provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, pupils, contractors and visitors.

The policy requires the co-operation of all employees and employees are reminded of their responsibilities under the 2005 Safety, Health and Welfare at Work Act:

- To take reasonable care to protect their safety and that of others affected by their acts or omissions.
- Not to be under the influence of any substance to the extent that they are likely to endanger their safety or that of others.
- To co-operate with their employer to help in complying with safety legislation.
- Not to engage in improper conduct or behaviour that is likely to endanger safety or health
- To attend appropriate training and instruction given by their employer.
- Correctly use any article, substance, protective clothing and equipment provided for use at work (by their employer) to protect their safety or health.
- Not to misrepresent their level of training, upon entering into an employment



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contract.

- To report to their supervisor, or other appropriate person:
 - defects in the place, system or equipment at work, which may endanger health.
 - contraventions of the statutory provisions, which may endanger health or safety.

The Board of Management is committed to playing an active role in the implementation of this occupational safety and health policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

*Covid-19

In light of the current **Covid-19** situation nationally, this policy statement has been updated in line with government and Department of Education guidelines. It will be updated as necessary on an ongoing basis.

Staff undertook online training on Covid-19 procedures and signed the Return-to-Work form prior to their return to school on 27th August 2020.

Most restrictions have now been lifted but some procedures may still remain in place until June 2022, will update as necessary in September 2022.

School Profile

Our school is organised in 2 separate buildings which is taken into consideration when addressing health and safety issues including emergencies.

- All visitors are required to enter the main building via the reception area and notify a member of staff of their attendance and purpose on the site.

*Due to **Covid-19** all visitors to the school will be appointment only. They will be required to fill in a contact log form on entry at reception

- Parents are required to sign children in and out of the school during school hours.

*Due to **Covid-19** restrictions parents will only be allowed to reception to collect children. All other meetings with teachers etc. will be carried out by phone.

- Other visitors will be directed from reception by the secretary or a member of staff.



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- There are wheelchair accessible entrances and exits to all buildings and the yard.

Resources and planning

Previous policy statements, Health and Safety Authority Guidelines on Managing Safety, Health and Welfare in Primary schools, www.hsa.ie and the Safety Statement checklist were all consulted in the formation of this document.

*A specific Risk Assessment, regarding hazards presented as a result of **Covid-19**, has been carried out prior to return to school in Aug 2020.

Roles and Responsibilities

Board of Management

- The Board is the employer of the school's staff. As such, it has overall responsibility for ensuring healthy and safe places and systems of work for staff, as well as a duty of care to all other building users.
- The Board will ensure that an up-to-date Safety Statement is in place. It will undertake a regular risk assessment and will ensure that identified hazards are eliminated or minimised as far as is reasonably practical. The Board will devote sufficient resources to ensuring the health and safety of all members of the school community.

Principal

- The Principal is the link between the BOM and the staff.
- The Principal will ensure that all staff, including temporary and part-time staff, receive induction, on-going training and regular information on health and safety matters and will consult with them, on behalf of the BOM, at least annually on such matters.
- The Principal will support and assist staff to enable them to reach correct decisions about health and safety and will check at intervals that safe working methods are being observed that are in accordance with school and statutory procedures.
- The Principal will also receive and deal initially with any health and safety concerns that she receives from staff, parents, guardians and others.
- The Deputy Principal will take on the duties of the Principal in her absence.



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Other Employees

- All staff, including temporary and part-time staff, are required to cooperate with the Board and others to ensure health and safety law in general, and this policy in particular, are implemented.
- They have responsibility to take reasonable care of their own safety, health and welfare and that of any person who may be affected by their acts or omissions. This applies to any work they do on behalf of the school, both within the school premises and outside.
- Specifically in terms of child welfare, teachers are *in loco parentis* and are expected to do what a reasonably careful parent would do in any situation involving risk.
- Staff are required to attend any health and safety training that is deemed essential by the BOM and are encouraged to undertake appropriate additional training. All training must be delivered by individuals/organisations competent to do so.
- Records of all health and safety training completed by staff will be maintained by the school. Staff must use available facilities and equipment and other forms of protection to ensure work practices are performed in the safest manner possible and must never intentionally or recklessly interfere with or misuse any such facilities, equipment or protection.
- Staff may not be under the influence of any medication and/or intoxicant to the extent that it endangers their own or another person's safety and must inform the Principal if they are suffering from any injury, disease or illness or are taking any medication that potentially adds to risks within the school.
- Any dangerous practices or situations that staff become aware of must be reported to the Principal and/or staff Safety Representative without unreasonable delay.

Staff Safety Representative

This Health and Safety Policy names Lisa O'Sullivan and Eilisha Creedon as the Staff Safety Representatives and the duties associated with this position include but are not limited to:

- Represent employees on health and safety matters
- Inspect the place of work on health and safety grounds



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- Investigate accidents and dangerous occurrences
- Investigate health and safety complaints made by employees
- Accompany a health and safety inspector carrying out an inspection if and when required
- Make representations to, and receive information from, an Inspector
- Make representations to the Board on health and safety matters
- Liaise with other relevant persons engaged in health and safety matters
- Receive appropriate training for this role.

Lead Worker Representative

This policy statement names Ann Ivory as Lead Worker Representative and Áine O' Leary as Deputy Lead Worker Representative during **Covid-19** restrictions. Their role is outlined in the school's Covid response plan.

Parents and Guardians

- Parents and guardians are requested to cooperate with the Board and others to ensure health and safety law in general and this policy in particular, are implemented.
- They have responsibility to take reasonable care of their own safety, health and welfare and that of any person who may be affected by their acts or omissions. Parents are especially reminded that they must not allow their children to engage in dangerous play in and around the school.
- Once a pupil enters the school building, the teachers and specifically assigned Special Needs Assistants are *in loco parentis* and thus primarily responsible for the children's health, safety and welfare.
- Parents and guardians, however, must take specific responsibility for other children not enrolled in the school, especially young children, accompanying them in the school and its environs.
- Parents and guardians are requested to report any health and safety concerns to the Principal and/or the Chairperson of the Board. Additionally, or alternatively, they may raise any concerns with the Chairperson of the Parents' Association Committee. High-risk concerns must be reported promptly to the Principal.



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- Parents and guardians are also entitled to receive information on, and be consulted on, the school's health and safety policy and procedures.

Pupils

- Pupils will be advised of any relevant health and safety procedures and are required to comply with the staff and Board in implementing these.

Members of the Public/Contractors/ Volunteers

- Members of the public who visit the school will be informed of any relevant health and safety regulations in place and will be required to abide by these.

Emergency Plans

An emergency is a situation which arises with little or no warning and causes or threatens death, injury, serious property damage or serious disruption to people and services. Examples include fire, explosion, collapsing buildings, notification or incendiary and bomb scares. The school has procedures in place for dealing with emergencies. Staff will be made aware of these procedures and practice drills will be undertaken twice per year. These activities are the responsibility of School Principal.

Emergency Phone Numbers

Hospitals: CUH	021 454640
Mercy Hospital	021 427197
South Infirmary	021 4964333
Fire Brigade:	112/ 999
Dr P. Cronin:	026 41088
Dr. Bradley:	026 41088
Dr S. Hurley:	026 41783
Dr. K. Harte:	026 41281
Gardaí:	026 20590

Emergency Evacuation Procedures: see Critical Incident Policy and Fire Drill Evacuation Policy



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In the case of fire, or other emergency requiring evacuation of the workplace:

- The person discovering the fire should raise the alarm by informing the principal/secretary/caretaker. They contact the emergency services.
- All persons must leave the building without delay to collect personal belongings.
- All persons should go immediately to assembly areas located in the school yard.
- All teachers will take a roll to identify any persons missing from the assembly area.
- No one should re-enter the workplace until the emergency services give the "all clear".

Emergency drills

The principal is responsible for ensuring that all staff and visitors are aware of the location of all the exits and emergency evacuation procedures.

A fire drill will be carried out regularly.

Location of Fire Extinguishers

Fire Extinguishers are located in the following locations:

- 9 classrooms in the main building(Co2)
- Resource room (Co2)
- Secretary's Office (Co2)
- Main Corridor (Foam)
- Senior Corridor (Foam)
- Corridor (Hose Reel)
- Outside Staff Room (Co2) Inside- Fire blanket
- Computer Room (Co2)
- Outside Computer Room (Co2)
- Senior Corridor Outside Store (Foam)
- Boiler House (Dry Powder)
- New Building -Entrance(Co2, Foam)
 - Corridor (Co2, Foam)
 - Top of Stairs (Co2 ,Foam)
 - Boiler House (Dry Powder)



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M&K Fire Defence Limited, Unit 8, Hml Commercial Centre, Half Moon Lane, South Douglas Road, Cork 021 4897745 regularly monitor fire equipment and upgrade accordingly.

O' Mahony's Alarms 086 2541668 & 02354333 service the Fire Alarm system. This is monitored by Top Security at 021 4968666. The Principal, health and safety officers and secretary have the password for Top Security.

Signs and Notices

The school will ensure that all necessary signs and notices are displayed. These will identify the locations of all exits and firefighting equipment, as well as any danger zones or hazardous materials. Information pertaining to health and safety will be available at suitable locations e.g. reception, staff room.

***Covid 19**: Specific signage relating to correct handwashing procedures as well as hand sanitising will be visible at regular intervals around the school building and in classrooms.

Emergency closures

- In the event of, for instance, heavy snowfall, high winds, thunderstorms, disconnection of services, death or critical incident, the Principal will consult as soon as feasible with the Chairperson of the BOM to decide whether it is in the interests of all parties to close the school.
- If it is decided that it would be unsafe to keep the school open, an exceptional closure will be deemed to have been granted by the BOM.
- Exceptional closures will be kept to an absolute minimum.
- Parents and guardians will be informed at the earliest opportunity of any such closure using a range of communication techniques (SMS, email, telephone calls, posting on school website, message on school voicemail, note at school gate, etc.).
- If school is open when an incident occurs, staff will remain on the premises until all children have been collected.
- School closure as a result of **Covid-19** will be on the instruction of the government/ Department of Education.



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Emergency contact details

- Emergency contact details of the parents and guardians of all children in the school as well the next of kin of all staff, will be kept in the school office and online via Aladdin, our online records system.
- The responsibility lies with parents/guardians to inform the school of any changes to the emergency contact details.

First Aid

Ms.L.O'Sullivan and Mrs. E Creedon provide and will maintain adequate and appropriate first aid equipment, suitably marked and easily accessible, in order that first-aid can be provided. The first-aid equipment is located in the kitchen.

The first aid box will contain the following

- adhesive plasters
- sterile eye pads (with bandage attached)
- individually triangular bandages
- safety pins
- medium individually wrapped sterile unmedicated wound dressing (approx 10cm X 8cm)
- large individually wrapped sterile unmedicated wound dressings (approx 13cm X 9cm)
- extra large individually wrapped sterile unmedicated wound dressings (approx 28cm X 17.5cm)
- individually wrapped wipes
- paramedic shears
- pairs of latex gloves
- sterile eye wash.

First Aid Treatment Area(s)

The area assigned for the provision of First Aid treatment in our school is the yard (outdoors) and halla(indoors). The nearby kitchenette is equipped with as many as possible of the following:

- Sink with running hot and cold water
- Drinking water



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- Soap
- Paper tissue
- Smooth topped working surface
- A suitable store for first aid materials
- First aid equipment
- Suitable refuse containers lined with a disposable plastic bag
- A chair and bowl
- Bin
- A record is kept of more serious incidents needing first aid and their parents/guardians are notified

Ms.L.O'Sullivan/Mrs.E. Creedon will provide information to staff, parents, Board of Management and/or school visitors regarding the first aid facilities and arrangements in place.

***Covid-19:** Appropriate PPE will be available to all staff involved in First Aid.

The kitchenette in the Halla is designated as the school's isolation room for anyone presenting with symptoms of Covid-19.

Health Issues

Managing specific health issues

**Please refer to the schools Administration of Medication policy*

- So that our school can provide the best level of care for all children, parents/guardians must inform the school if the child has any long-term health conditions.
- Examples of such long-term health conditions include but are not limited to asthma, epilepsy, diabetes, etc.
- This information is requested via the enrolment form.
- If such a long-term health condition is diagnosed after a child has been enrolled, it is the responsibility of the parent/guardian to inform the school of any such diagnosis immediately



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- Staff are made aware of the health issues in relation to certain pupils by the Principal and/or previous class teacher at staff meetings and/or on a one-to-one basis.

Head-lice

- Parents are notified by text, email or note. They are reminded to check their child's hair regularly and of ways in which to treat them if they're present

School hygiene

- Children are encouraged to wash their hands. The use of wash facilities, including water and soap, are available in each classroom.
- ***Covid-19:** All children and members of staff will be expected to engage in regular handwashing and hand sanitising. Specific times are on entry and exit of classrooms, after using the toilet before eating and after returning from the yard. When hands are visibly clean, hand sanitising will suffice. Proper respiratory etiquette will also be expected by covering mouth and nose with a tissue when possible or bent elbow when coughing/sneezing.
- Sinks in classrooms will have warm and cold water available to pupils and staff from August 2020.
- Children's desks and equipment will be cleaned/wiped down regularly. Although cleaning agents are normally kept outdoors in a locked location, anti-bacterial cleaning agents will be available in each room in the school to allow for regular cleaning by teachers of their work areas.
- Masks may be worn by staff.

Bullying

The wellbeing of pupils and staff is seen as essential in ensuring a happy and safe environment in St. Joseph's and is not tolerated. The school's anti-bullying and Dignity at work policies deal with this issue further.

Reporting accidents



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All instances of serious and potentially serious accidents are recorded and investigated. To this end, accident report forms are kept in the staffroom.

The school will comply with the requirements for reporting accidents and dangerous occurrences to the:

Health and Safety Authority
10 Hogan Place
Dublin 2
Tel (01) 6147000

The person responsible for reporting accidents and dangerous occurrences is the Principal.

Any accident in the school which results in a staff member or pupil being injured and unable to perform his/her normal duties for more than 3 consecutive days will be reported to the Health & Safety Authority. Accidents will be reported by filling out the online Accident Reporting from the Health & Safety Authority website (www.hsa.ie). Accidents will be reported promptly – fatal or potentially fatal accidents will be reported immediately, by telephone in the first instance, while non-fatal accidents will be reported as soon as practicable, in most cases within two weeks of the occurrence of the accident.

Dangerous occurrences will also be reported to the Health & Safety Authority using Form IR3 which can be downloaded from the publications and Forms Section of the Health and Safety Authority website (www.hsa.ie)

Additionally, if required, the Principal will make a report to the school's insurance company.

***Covid-19:** Anyone presenting with symptoms of Covid-19 which are:

- high temperature,
- cough, shortness of breath or breathing difficulties and
- loss of smell, taste or distortion of taste.

Will be sent immediately to the isolation room. They will wait until parents collect them from reception. It will be the child's doctor/ HSE who will then contact the school if there are any further concerns.



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Workplace Environment

We will provide a healthy working environment and will ensure that the following issues are always addressed. Ms L. O'Sullivan and Mrs. E Creedon are responsible for these matters. See Classroom Audit, (to be completed annually by teachers).

Ventilation will be adequate.

The temperature will be comfortable, normally above 17.5°C.

Adequate lighting will be provided.

We will provide adequate facilities for boiling water and taking meals.

Smoking will not be permitted in our workplace.

There will be sufficient toileting facilities for all employees. They will be kept clean and in working order. Hot and cold water, soap and paper towels/hand dryers will be provided.

The school will be cleaned as required. Floors and traffic routes will be cleaned at least once per week. Waste materials will be removed on a daily basis.

Hazards and Risks

An annual risk assessment will take place to assess and address any hazards in the school environment by the safety representatives and the Principal. See risk assessment document.

In this document, a list of workplace hazards and risks showing appropriate:

Risk assessment

People at risk

Actions and controls to eliminate or reduce the risk or provide protection from the risk

Assigned responsibility for implementing the actions and controls

Review dates can be found.

- Staff members will be updated annually with potential hazards and risks arising from the assessment.



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- A hazard record sheet will be kept in the staff room to provide staff members the opportunity to bring hazards to the attention of the safety representatives so that they can be quickly remedied.
- An annual classroom audit will be carried out by each teacher to prevent/repair hazards and minimise risk.
- Staff training will be provided to all staff members as deemed necessary through bi-annual review of this document and/or as requested by staff members, safety representatives and Principal.

Communication and consultation

This health and safety statement will be made available to all staff members on the health and safety noticeboard in the staff room.

A copy will be provided and ratified by the Board of Management.

A copy will be provided to the Parents Association.

The statement will be uploaded on the school's website for the benefit of parents and the wider community.

This policy statement will be reviewed bi-annually. The next review is to take place in September 2023*

*Current **Covid-19** restrictions may require more frequent review of this policy statement
An annual risk assessment will be carried out each year by safety representatives and Principal.

Signed: _____ -

Chairperson, Board of Management

St. Joseph's Primary School, Macroom

Date: _____



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