

**“Mol an Óige gus tiocfaidh sé”**

**Tallanstown National School  
Tallanstown, Dundalk Co. Louth  
Tele/fax 0429374419  
Email. tallanstownns@gmail.com**

## **Health and Safety Statement**

### **Introductory Statement**

**This statement was reviewed following the issue of new guidelines under the Safety, Health and Welfare at Work Act, 2005. The whole school staff attended a planning day with input from the PPDS Advisor on the 04-06-2010. The policy was ratified by the Board at its meeting on the**

---

### **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 Statement. The Board of Management of Tallanstown N.S. is committed to safety and health. This statement specifies the manner, the organisation and the resources necessary for maintaining and reviewing safety and health standards in our school.**

**The Board of Management in drafting this statement has outlined their health and safety programme and will make it available to all employees, outside services providers and Inspectors of the Health and Safety Authority. The Board of Management is also taking into consideration its ‘duty of care’ role in the school and this is an integral part of our Health and Safety Statement.**

### **Relationship to the characteristic Spirit of the School**

**The Board of Management of Tallanstown N.S. is committed to the creation of a safe and healthy working environment for all members of the school community.**

### **Aims**

**In drafting this policy the Board of Management hopes to achieve the following with this statement:**

- to create a safe and healthy school environment by identifying, preventing and tackling hazards and their accompanying risks;**

## **“Mol an Óige gus tiocfaidh sé”**

- 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;
- to comply with all relevant health and safety legislation (so far as is reasonably practicable) to include the following areas
  - *Provision of a safe workplace for all employees – teachers, SNAs, secretary, caretaker, etc.*
  - *To ensure competent employees, who will carry out safe work practices*
  - *Safe access and egress routes*
  - *Safe handling and use of hazardous substances and equipment*
  - *Safe equipment including maintenance and use of appropriate guards*
  - *Provision of appropriate personal protective equipment*

Responsibilities of employer - Board of Management

**It is the responsibility of the Board of Management to**

- **Provide and maintain a workplace that is safe and do likewise for all machinery and equipment etc.**
- **Manage work activities to ensure the safety, health and welfare of employees**
- **Ensure that risks are assessed and hazards are eliminated or minimized as far as is reasonably practicable**
- **Prepare a safety statement and regularly update it, particularly when there have been significant changes or when the risk assessment is no longer valid**
- **Provide and maintain decent welfare facilities for employees**
- **Prepare and update procedures to deal with an emergency situation and communicate these procedures to employees**
- **Appoint a competent person to oversee the functions of the Board in relation to Health & Safety (*Safety Officer*)**
- **Provide training and information to workers in a format and language that is appropriate, including training on the commencement of employment**

## **“Mol an Óige gus tiocfaidh sé”**

- **Report serious accidents to the Health and Safety Authority**
- **Consult annually with employees and provide them with information in relation to safety, health and welfare**
- **Require employers from whom services are contracted to have an up to date safety statement (e.g. *painters, contract cleaners, bus companies...*)**

Responsibilities of employees:

**Health and safety is everyone’s business. As a worker you have legal duties designed to protect you and those you work with.**

**Responsibilities of employees include:**

- **Not to be under the influence of an intoxicant to the extent that you endanger your own or another persons’ safety.**
- **To submit to tests for intoxicants as and when regulations specifying testing procedures are adopted**
- **To co-operate with an employer or other people to ensure that the Health and Safety law is implemented**
- **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 without reasonable delay any dangerous practices or situations that you are aware of to an appropriate person**
- **Not to interfere or misuse any safety equipment at your workplace**
- **If you are suffering from a disease or illness that adds to risks, to tell your employer.**

Entitlements of safety representative (***Section 25 Safety, Health & Welfare at Work Act 2***):

**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 (annually) 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**

## “Mol an Óige gus tiocfaidh sé”

- **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.**

### Carry Out a Risk Assessment

Each year, the Board of Management should carry out a risk assessment, 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.

Identification of Hazards, Risk Assessment and Action(s) Taken					
Hazards	Low/Medium/High	Risk to persons	Action Taken/Proposed	Date	Person responsible
<b>Frost</b>	<b>Medium</b>	<b>Fall</b>	<b>Salt pathways. Pupils remain indoors until clear</b>	<b>June 10</b>	<b>Caretaker and Teachers</b>
<b>Snow</b>	<b>Low</b>	<b>Fall</b>	<b>Clearing &amp; salting of pathway as far as possible. Pupils remain indoors at break times</b>	<b>June 10</b>	<b>Caretaker and teachers</b>
<b>Aggressive or violent behaviour by employees, pupils or parents</b>	<b>Medium-High</b>	<b>Bodily harm or ill health</b>	<b>Implementation of Code of Behaviour, Anti-bullying policy, Parent/teacher</b>	<b>June 10</b>	<b>School community</b>

**“Mol an Óige gus tiocfaidh sé”**

<b>Cleaning materials</b>	<b>Low</b>	<b>Ingestion by children</b>	<b>Store out of reach</b>	<b>June 10</b>	<b>Teachers</b>
<b>Chairs damaged in computer room</b>	<b>Low</b>	<b>Hand injury</b>	<b>Warn students to be careful &amp; replace incrementally</b>	<b>June 10</b>	<b>Teachers/BOM</b>
<b>Classroom furniture</b>	<b>Low</b>	<b>Fall/trip</b>	<b>Warn pupils on a regular basis</b>	<b>June 10</b>	<b>Teachers</b>
<b>School Bags and boxes on floor in classrooms</b>	<b>Medium</b>	<b>Fall/trip</b>	<b>Warn pupils to place bags and boxes safely under desk</b>	<b>June 10</b>	<b>Teachers</b>
<b>Plugs/leads/wires</b>	<b>Low</b>	<b>Personal injury</b>	<b>Warn pupils on a regular basis. Switch off/unplug if not in use. Use cable tidy.</b>	<b>June 10</b>	<b>Teachers</b>
<b>Cords on blinds hanging down</b>	<b>Low</b>	<b>Personal injury</b>	<b>Warn students to be careful. Tie up</b>	<b>June 10</b>	<b>Teachers</b>
<b>Flower pots on windowsill</b>	<b>Low</b>	<b>Fall and injury</b>	<b>Warn students to be careful</b>	<b>June 10</b>	<b>Teachers</b>
<b>Basketball poles in yard</b>	<b>Medium</b>	<b>Personal injury</b>	<b>Warn children to be careful</b>	<b>June 10</b>	<b>Teachers</b>
<b>Car parking at gates</b>	<b>Low</b>	<b>Personal injury</b>	<b>Reserve parking for buses only</b>	<b>June 10</b>	<b>Principal &amp; B.O.M</b>

**“Mol an Óige gus tiocfaidh sé”**

<b>Moving tables between classrooms</b>	<b>Low</b>	<b>Personal injury</b>	<b>Request only senior students who have been trained</b>	<b>June 10</b>	<b>Teachers</b>
<b>Exiting school</b>	<b>Low</b>	<b>Injury</b>	<b>Advise children to be careful</b>	<b>June 10</b>	<b>Teachers</b>
<b>Mats on old corridor</b>	<b>Medium</b>	<b>Injury</b>	<b>Advise children to be careful. Remove when not in use</b>	<b>June 10</b>	<b>Teachers</b>
<b>P.E. Equipment stored haphazardly</b>	<b>Low</b>	<b>Injury</b>	<b>Children supervised when returning</b>	<b>June 10</b>	<b>Teachers</b>
<b>Goalposts – storage of, carrying and use</b>	<b>Low</b>	<b>Falling on, being knocked and personal injury</b>	<b>Secure storage area. Warn students to be careful.</b>	<b>June 10</b>	<b>BOM and teachers</b>

## **“Mol an Óige gus tiocfaidh sé”**

As part of the general approach to safety, other policies and 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. Some examples are given below. These need to be monitored and updated regularly e.g. an annual fire safety audit or school environment audit (See appendices).

Health and safety should be considered when any policy/plan is being drawn up e.g. PE, Visual Arts, School Excursions, etc. Our duty of care must also be considered in all areas and aspects of school life.

### **Procedures to deal with emergencies**

- **Emergency contact procedures**
  - The secretary updates contact details annually. These are kept in the office and each teacher receives a copy for his/her class. The teachers and the secretary have access to these details.
  - In case of emergency parents/guardians or emergency contact person nominated by parents/guardians are contacted by telephone.
- **Fire-drill and school evacuation procedures**
  - Fire-drills are held once each term.
  - All teachers and pupils are aware of the designated assembly point/s following evacuation of the building. These assembly points are clearly marked.
  - The school revises these procedures annually.
- **Serious Accident Procedure & Accident Report Form (See Appendix 38 p.285 CPSMA Management Board Members' Handbook):**

A report must be made to the HSA in respect of the following types of incident:

- An accident causing loss of life to any employed or self-employed person if sustained in the course of their employment on the premises;
- An accident sustained in the course of their employment which prevents any employed or self-employed person from performing the normal duties of their employment for more than 3 calendar days not including the date of the accident;
- All accidents (requiring first aid) sustained by students will be recorded in an Incident Report book. *Where such accidents occur during class time (teacher is teaching) and require medical attention by a qualified medical practitioner an Accident Report form (IR1*

## **“Mol an Óige gus tiocfaidh sé”**

***downloadable from HSA website. See also CPSMA handbook) will be completed and forwarded to the Health and Safety Authority. Accidents requiring medical attention from the first aid person AND informing of parents of the accident will be recorded on a school devised accident report form. (See appendix 6)***

- **Emergency closures**
  - **Where the school needs to close for particular emergencies parents will be notified by letter from the school. Failing this they will be contacted by telephone, the text a parent service or an announcement may be made on the local radio station if suitable.**

## Health issues

- **Enrolment Form**
  - **Parents are requested to identify any allergies/illnesses pertaining to their child on the enrolment form**
- **Administration of Medication**
  - **Medication is not administered as per policy on same In specified exceptional circumstances application must be made to the Board of Management.**
- **Sickness or Injury**
  - **Children who become sick or are seriously injured during the school day are sent home.**
  - **The school will deal with minor accidents/illnesses and basic first-aid (including applying a small plaster) will be administered by a member of staff.**
- **Illnesses and contagious infections rubella, chicken pox etc;**
  - **Where pupils have infectious diseases parents are required to keep them at home.**
- **Head-lice**
  - **When parents inform the school about an outbreak of head-lice a letter/notice is sent home requesting parents to check their children over a particular weekend and treat as necessary.**
- **School hygiene**
  - **Soap, towels are available in all toilet areas.**
  - **Adequate toilet facilities are available.**
- **General cleanliness of school environment**
  - **A caretaker and cleaner are employed to maintain the school premises both inside and out.**



## **“Mol an Óige gus tiocfaidh sé”**

- **Healthy eating:** refer to school’s Healthy Eating policy.
- **Water**
  - **Drinking water is available in the school for staff and pupils.**

### Safety and welfare issues

#### Pupils

- **Assembly and Dismissal of Pupils**
  - **Children are not encouraged to be on the premises prior to 9.10a.m. They assemble in their line at 9.20 a.m.**
  - **All children leave the premises at 3.00p.m. (Infants at 2.00p.m.) If their transport or escort is late arriving they remain at the school.**
- **Pupils leaving the school premises during the school day e.g. dentist or doctor appointment**
  - **The parent/guardian must inform the school in writing/by phone prior to the appointment time and call to the office and the secretary will call the pupil from the classroom.**
- **Supervision of Pupils:**
  - **In the event of a teacher being absent another teacher is appointed to supervise the class or the class may be divided up until a substitute can be employed.**
  - **The supervision roster for playground duty is agreed at the beginning of each school year.**
  - **This roster is kept as part of the school records.**
- **Incident / accident book**
  - **The supervising/witnessing teacher will write the report in the event of a serious incident or accident. This record will be kept in the filing cabinet in the office.**
- **Code of Behaviour and Anti Bullying Policy: Refer to school’s policy for dealing with behaviour which causes a risk to others.**
- **Allegations or Suspicions of Child Abuse:**
  - **The school’s Child Protection Policy, in line with Child Protection Guidelines, must be followed in the case of an allegation or suspicion of child abuse.**
- **School tours / outings: Refer to school’s policy on school tours**
- **Mobile phones: Refer to school’s policy on mobile phones.**

## **“Mol an Óige gus tiocfaidh sé”**

### **Staff**

- **Garda clearance**
  - **The school conducts a garda check on all new persons employed.**
- **Assaults on Teachers/School Employees: See Appendix 23 p.210 CPSMA Management Board Members’ Handbook**
  - **Respect for others is the principle at the heart of our school’s ethos. With this in mind the school aims to maintain a culture where abuse of any nature is not tolerated.**
  - **If an incident did occur the Board of Management would convene an emergency meeting.**
- **Staff work in a comfortable and safe environment.**
- **Staff are instructed in the use of fire extinguishers.**
- **Appropriate safety gear is available where necessary for all members of staff.**

### **Equipment and materials**

- **All lawnmowers, drills, ladders and any other equipment associated with school maintenance are stored in a safe area which is not accessible to children. The storage area is locked during the school day. Teachers and caretaker have access.**
- **Solvents, chemicals, cleaning agents etc. are stored in the cleaning room. Teachers and caretaker have access.**
- **Are electrical equipment, computers, televisions and other technologies are stored safely. All plugs, leads etc. are checked annually.**

### **Success Criteria**

**The effectiveness of this policy will be evident in the day to day running of the school. It is hoped that all serious misadventures will be avoided through the implementation of this policy.**

### **Roles and Responsibilities**

- **The Board of Management is responsible for the overall safety of the school. As part of this role they must maintain the building and ensure that repairs are carried out as when identified.**
- **Colm Minnock is the Safety Representative.**
- **The Safety Officer, \_\_\_\_\_, liaises with the Safety Representative prior to board meetings and assists in the compilation of a risk assessment annually.**
- **Each member of staff has responsibilities as outlined at the beginning of the policy. All staff should use their own initiative in**

**“Mol an Óige gus tiocfaidh sé”  
relation to safety issues.**

Implementation

**These procedures will apply from**

Timetable for Review

**The Safety Statement will be review annually.**

Ratification and Communication

**The Board of Management officially ratified the policy on**

**The Health and Safety Statement is available to parents on request.**

## **“Mol an Óige gus tiocfaidh sé”**

### **Reference Section**

- **Guidelines on Preparing your Safety Statement, HSA**
- **[www.safework.ie](http://www.safework.ie)**
- **A short guide to The Safety, Health and Welfare at Work Act 2005 (www.hsa.ie)**
- **Report of the Advisory Committee on Health & Safety Statement for Schools. HSA. This report contains a format for a Safety Statement.**
- **INTO Guidelines for compiling a Safety Statement**
- **INTO Safety Representatives Checklist for School Inspections (Under H &S Background information on archived sdps website available on www.ppds.ie)**
- **CPSMA Management Board Members' Handbook. Appendix 36, 37, 38**
- **A Supplementary Handbook for Primary Schools under Protestant Management. Second Edition. p.22 - 27 Compiling a Safety Statement**
- **A Guide to Insurance, Safety and Security in the School. (2002). Church & General p. 24-32**
- **Safety, Health and Welfare at Work Act, 2005 (www.hsa.ie)**
- **“The Report of the Advisory Committee on Health and Safety in Schools.” Health and Safety Authority, 10 Hogan Place, Dublin 2. Tel.: 01 - 6147000**
- **A Short Guide to Health and Safety Law. HSA**
- **Round Hall's Primary Education Management Manual CD – ROM**
- **Glendenning D. (1999) Education and the Law. Ch. 9 The Teacher's Duty of Care: Negligence**
- **Mahon O. (2002) The Principal's Legal Handbook.IVEA.Ch.3 Safety, Health & Welfare in School**
- **Guidelines on Countering Bullying Behaviour in Primary and Post Primary Schools (DES1993)**
- **Working Together. Procedures and Policies for Positive Staff Relations. INTO 2000**
- **Code of Practice on the Prevention of Workplace Bullying. HSA 2002**
- **Guidelines for developing a School Substance Use Policy. DES Oct. 2002**
- **Child Protection. Guidelines and Procedures. DES 2001**
- **Children First. National Guidelines for the Protection and Welfare of Children. Department of Health and Children 1999**

## **“Mol an Óige gus tiocfaidh sé”**

- **Guidelines on First Aid (Index chart) from the regional Health Promotion Units**
- **“Infection in School”. A manual for school personnel, available from regional Health promotion units on [www.healthpromotion.ie](http://www.healthpromotion.ie)**
- **Responding to Critical Incidents - Advice and Information Pack for Schools from The National Educational Psychological Service, Frederick Court, 24-27 North Frederick Street, Dublin 1**

### **Websites:**

<b>DES</b>	<a href="http://www.education.ie">www.education.ie</a>
<b>PPDS (see archived SPDS)</b>	<a href="http://www.ppds.ie">www.ppds.ie</a>
<b>INTO</b>	<a href="http://www.into.ie">www.into.ie</a>
<b>IPPN</b>	<a href="http://www.ippn.ie">www.ippn.ie</a>
<b>Health and Safety Authority</b>	<a href="http://www.hsa.ie/osh">www.hsa.ie/osh</a>
<b>Church and General</b>	<a href="http://www.cg-online.ie">www.cg-online.ie</a>

# **“Mol an Óige gus tiocfaidh sé”**

## Appendix 1

### School Safety Statement

**The Board of Management of TALLANSTOWN N.S. is committed to protecting the safety, health and welfare of all its employees, voluntary workers, pupils and visitors to the school (school users) insofar as is reasonably practicable, by compliance with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work Act (General application) regulations 2007, the Safety, Health and Welfare at Work Act (construction) regulations 2001, as well as all other relevant statutory provisions and Codes of Practice.**

**The Board will determine and maintain appropriate policies on school safety, welfare and supervision for all school activities, whether taking place in or outside school premises. In order to fulfil this commitment the board will identify and evaluate and then eliminate or reduce all hazards to which employees, pupils or other school users may be exposed.**

**The Board will follow the under noted procedure to identify and control risks:**

- 1. Carry out a safety inspection of the school at least annually and identify any hazards that might expose any of the school users to risks of injury or property damage.**
- 2. Implement a programme of risk assessment and reduction to eliminate or reduce the risks identified during these inspections.**
- 3. Provide and maintain a safe system of work, including safe access and egress from the school, for all employees and school users having regard to statutory requirements.**
- 4. Provide as far as is reasonable, resources of time, personnel, training and finance necessary to support the safety standards adopted in the safety policy of the school.**
- 5. Encourage and integrate a climate of safety and health into all school work and school activities.**
- 6. Review the safety policy each year in June to repeat the safety inspection, update the policy, and take into account any changes in school activities or premises.**
- 7. Consult with teachers, employees, voluntary workers and school committees on safety and health and supervision matters.**

**“Mol an Óige gus tiocfaidh sé”**

- 8. Make copies of the school safety policy available to employees, voluntary workers, school committees and any other persons who are entitled to see it.**
- 9. Appoint if necessary by the Board, a school safety officer and/or obtain competent outside advice on safety and health issues.**

**This statement was discussed and approved by the Board on**

.....

**Signed:** \_\_\_\_\_  
**(Chairperson of the Board)**

**“Mol an Óige gus tiocfaidh sé”**

**Appendix 2**

Identification of Hazards, Risk Assessment and Action(s) Taken					
Hazards	Low/Medium/High	Risk to persons	Action Taken	Date	Person responsible



**“Mol an Óige gus tiocfaidh sé”**

Appendix 3

Annual School Audit

A. Fire Safety. School Record for School Year \_\_\_\_\_

Fire Drill			Fire Equipment		
Date of Fire Drill	Observations	Areas identified that need to improve next time	Date Checked	Improvements made & date	Observations

**“Mol an Óige gus tiocfaidh sé”**

--	--	--	--	--	--

**“Mol an Óige gus tiocfaidh sé”**

Appendix 4

Annual School Audit

B. School Environment. School Record for School Year \_\_\_\_\_

Date	Identified Damage/Hazard	Location in school	Reported to... Date	Action taken	Cost/Observations etc in maintaining safety

**“Mol an Óige gus tiocfadh sé”**

--	--	--	--	--	--

Appendix 5

**Recommended Safety Statement Format from Report of the Advisory Committee on Occupational Safety and Health at First and Second Levels in the Education Sector to The Health and Safety Authority.**

SAFETY STATEMENT FOR SCHOOLS	
SCHOOL NAME: _____	NAME / TEL OF: _____
DOCTOR: _____	Hospital / Ambulance _____
ADDRESS: _____	Fire Brigade _____
_____	Safety Officer _____
_____	Safety Representative _____
_____	Person responsible for _____
SCHOOL TYPE: _____	First Aid: _____

**This Safety Statement is aimed at protecting our employees from workplace accidents and ill health at work. It is our programme in writing to manage health and safety. The Safety Statement is available to our employees, outside services providers and Inspectors of the Health and Safety Authority. We will update it as necessary and it will be reviewed at least once a year. In particular we undertake, so far as is reasonably practicable, to comply with all relevant health and safety legislation to include the following areas:**

- ***Provision of a safe workplace***
- ***Safe access and egress routes***
- ***Safe handling and use of laboratory chemicals***
- ***Safe equipment including maintenance and use of appropriate guards***
- ***Provision of appropriate personal protective equipment.***

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

**Manager/Chairperson Board of Management**

Name of Deputy (*in absence of above*): \_\_\_\_\_

***Employees are reminded of their responsibilities under the 1989 and 2005 Safety, Health and Welfare at Work Acts***

- ***to take reasonable care for their own safety, health and welfare and that of others.***
- ***to make proper use of all machinery, tools, substances etc.***
- ***to make proper use of personal protective equipment.***

Report on Accidents in the school environment (For School's Internal Records)

Name: \_\_\_\_\_

Class: \_\_\_\_\_

Date of Accident: \_\_\_\_\_

Time of accident: \_\_\_\_\_

Location of Accident:

\_\_\_\_\_

Staff on supervision duties at time of accident:

\_\_\_\_\_

Information regarding circumstances of accident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness

1 \_\_\_\_\_

Witness 2

\_\_\_\_\_

Any further information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

