



*Scoil Íósaf National School,
Castlemartyr, Co. Cork.*

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Roll No: 13647B*

*"Let the rooms be
full of happiness"*

Scoil Íósaf NS, Castlemartyr: Roll Number 13647B

Health & Safety Policy

Safety, Health and Welfare at Work Act, 1989: Summary

The Safety, Health and Welfare at Work Act, 1989 became effective on November 1st 1989. The main purpose of the Act is to make all work places safer and healthier. The Act provides for the establishment of a National Authority for Occupational Safety and Health. The act covers all persons at work – employers, employees, and the self employed and it requires, in so far as is reasonably practicable, that employers should protect the safety, health and welfare of all who work for them. Employers must provide and maintain in so far as is reasonably practicable safe places of work, safe plant, safe systems and must provide their employees with information and training to ensure their health and safety. Specifically employers must produce a written Safety Statement which specifies the manner in which the safety and health of workers will be secured. Of particular importance are the requirements on health and safety issues. The Board of Management of Scoil Íósaf consults with two Safety Representatives, (one representative from the Board, Barra Ó Tuama and one from the staff, Fiona Santry), who will have certain rights under the Act including the right to appropriate training, to make reports and to investigate accidents. The Safety Representatives will have the right to represent all employees on Occupational Health and Safety matters.

The Act also confers responsibility on the employees in so far as they are required to take care to avoid injury, to co-operate with the employer in matters of safety, to use any means provided for their protection and to report to the employer any dangerous work situation they may encounter.

The National Authority for Occupational Safety and Health which is primarily there to advise and encourage may also prosecute and close down a workplace which remains dangerous despite advice to render it safer.

Statement on General Policy

The Board of Management of Scoil Íósaf NS, Castlemartyr, recognises the importance of the Legislation enacted in the Safety, Health and Welfare at Work Act, 1989. This Safety Statement sets out the Safety Policy of the Board of Management of Scoil Íósaf and the means to achieve that policy. The Board of Management's objective is to endeavour to provide a safe and healthy work environment for all our employees and pupils and to meet our duties to members of the public with whom we come in contact.

This policy requires the co-operation of all employees.

It is the Board's intention to undertake regular reviews of the statement in light of experience, changes in legal requirements and operational changes.

The Board of Management will undertake to carry out a safety audit annually and report to staff. 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.

Policy Statement on Safety, Health and Welfare at Work
Scoil Iósaf NS, Castlemartyr. Roll Number 13647B

1.1 The members of the Board of Management are:

Chairperson: Fr. Frank O' Neill P.P

Secretary: Anne Marie Barry, Principal

Treasurer: Catherine Scully

Other Board members: David Lane, Emma Kiely, Cathy Steele, Anne Taylor, Sinéad Bevan

Duties of the Board of Management:

1.2 The Board of Management will ensure that, in so far as is practicable, the highest standards of safety shall prevail and that, at a minimum, the provisions of the Safety, Health and Welfare at Work Act, 1989 are applied.

1.3 Specifically, the Board of Management wishes to ensure so far as is reasonably practicable:

(a) The design, provision and maintenance of all places in a condition that is safe and without risk to health.

(b) The design, provision and maintenance of safe means of access to and egress from places of work.

(c) The design, provision and maintenance of plant and machinery.

(d) The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health.

(e) The provision of instruction to staff on proper lifting techniques of pupils and dealing with pupil challenging behaviour.

(f) The provision of such information, instruction, training and supervision as is necessary to ensure the safety and health at work of its employees.

(g) The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at work of its employees.

(h) The preparation and revision as necessary of adequate plans to be followed in emergencies e.g. fire drill, injuries etc.

(i) The safety and prevention of risk to health at work in connection with use of any article or substance.

(j) The provision and maintenance of facilities and arrangements for the welfare of employees at work.

(k) Obtaining where necessary, the services of a competent person for the purpose of ensuring the safety and health at work of its employees.

(l) The continuing updating of the Safety Statement.

(m) The provision of arrangements for consultation with employees on matters of Health and Safety.

(n) The provision of arrangements for the selection from amongst its employees of a Representative. Fiona Santry is currently the Staff Health & Safety Representative and Barra Ó Tuama is the Representative from the Board of Management.

1.4 The Board of Management recognises that its statutory obligations under legislation extends to employees, pupils, any person legitimately conducting school business and to the public.

1.5 The Board of Management of Scoil Iósaf NS undertakes to ensure that the provisions of the Safety, Health and welfare at Work Act 1989 are adhered to.

1.6 A Safety Committee may be established to monitor the implementation of the Safety and Health Policies of Scoil Iósaf and the requirements under the Safety, Health and Welfare at Work Act, 1989.

Duties of Employees:

1. It is the duty of every employee while at work:

- (a) To take reasonable care for their own safety, health and welfare, and that of any person who may be affected by their acts, or omissions, while at work.
- (b) To co-operate with their employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- (c) To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for their use alone or for use by them in common with others) for securing their safety, health or welfare while at work.
- (d) To report to the Board of Management, through the Principal Jane Flannery, without unreasonable delay, any defects in plant, equipment, place or work, or system of work, which might endanger safety, health or welfare of which they becomes aware.

2. No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or other means or thing provided. Employees using available facilities and equipment provided, should ensure that work practices are performed in the safest manner possible.

Consultation and Information:

It is the policy of the Board of Management of Scoil Íósaf NS:

- to ensure that all present and future staff have access to the statement, and direct them to the statement on the school website; www.castlemartyrns.ie.
- that any additional information or instructions regarding Health, Safety and Welfare at work not contained in the document will be conveyed to all staff as it becomes available
- that Health, Safety and Welfare will form an integral part of any future staff training and development plans.

Hazards: - Hazards have been divided into two categories.

1. Hazards that can be rectified or minimised will be dealt with as a matter of urgency.
2. Hazards that cannot be rectified immediately will be clearly indicated and appropriate procedures listed beside them.

The Board of Management in consultation with the employees will review and make recommendations on the elimination of Hazards.

Specific Hazards:

1. Fire

It is the policy of the Board of Management of Scoil Íósaf that:

- (i) There is an adequate supply of fire extinguishers which will deal with any type of fire
- (ii) All fire equipment is identified and regularly serviced
- (iii) Regular Fire drills take place at least four times every school year.
- (iv) Instruction is given in the use of Fire Extinguishers for specific materials/equipment. Munster Fire & Safety Ltd., service and up-grade the Fire Extinguishers annually. They issue a service certificate which is laminated and displayed inside the front door. All staff will receive training in the use of Fire Extinguishers at least once every three years. The most recent training was in 2017.
- (v) Fire alarms are clearly marked. A full electronic Fire Alarm System was installed as part of Summer Works in 2007. A maintenance contract is agreed with Firecrest Ltd., Cork. The Fire alarm system is serviced every Quarter and a Service Log maintained. The Fire Alarm is monitored by Top Security Ltd., Cork
- (vi) Signs are clearly visible to ensure visitors are aware of exit doors.
- (vii) All electrical equipment be unplugged or turned off outside office hours and when offices are vacated for lengthy periods.
- (viii) Two assembly areas are utilised in the event of a fire/firedrill. Those in the hall, staffroom, school office, Principal's office, classroom 3, 4, 8, 10, 11 and 11a congregate in Area 1 (the staff car-park). Those in the learning support block of classrooms, and classroom 1, 2, 5, 6, and 9 congregate in Area 2 (the school playground). The most senior staff member

in each Area will communicate with each other at the gate beside the hall. They will confer to establish if the entire school has been evacuated.

(ix) Anybody leaving the buildings during the school day is, at all times, obliged to inform the Principal.

2. Other hazards:

1). The condition of the school building?

The school has undergone significant redevelopment over recent years and is in good condition. The seams in the flat roof, however, are prone to leakage and this is an area to be addressed.

2). The windows meet all safety standards and every classroom has been fitted with two windows that allow emergency egress. At this time all floor-covering throughout the building is of a high standard, appropriate to its use and in a good state of repair. Safety mats are used in the corridors to absorb excess moisture on wet days and minimise possible slippery surfaces.

3). Yard Surface: In 2011 The Board of Management of Scoil Iósaf replaced a section of tar macadam in the playground that was in dangerous condition. In 2014 a further section was replaced. There are four sets of steps in the school grounds. The edges of the steps are painted with yellow hazard paint annually. Yellow hazard tape has been added to handrails to aid pupils with vision impairment. The school now incorporates a split break system so there is more space and incidents of collision have been reduced. It is the prerogative of the Principal to, from time to time, place all or part of the grass area this area out-of-bounds when necessary.

4). Entry / Exit: The Board of Management doubled the width of the gateway from the school campus onto the N25. The Board had become aware that the original entrance did not cater for the volume of traffic access the grounds. The Board also opened a pedestrian gate onto Kiltaha Park Road. Planning Permission had been granted in advance.

5). Wheelchair Access: The Parents Association fundraised throughout the school year 2011 / 2012 for Ramp access to the school. The ramp is accessed from the Pedestrian gate, up the concrete ramp located near Classroom 8 and across the front of Classroom 3&4. Ramp access also exists through the hall, up the rear of the stage and into the main school building. A DAC-Disability Access Certificate was granted in 2014 by Cork Co. Co. The school was required to create a wheelchair parking space and set-down area. This was done to the rear of the school building with access through the Kiltaha Park Rd gate by arrangement.

Constant Hazards:

1. The Stage is a hazardous area. Pupils are not permitted onto the stage without permission. All persons, adult and children, are expected to observe care at all times when using the stage.

2. Machinery, Kitchen Equipment and Electrical appliances: It is the policy of the Board of Management of Scoil Iósaf NS that Machinery, Kitchen Equipment and Electrical Appliances are to be used only by competent and authorised persons. Such appliances and equipment will be maintained in good order and replaced when necessary.

3. Chemicals: It is the policy of the Board of Management of Scoil Iósaf NS that all chemicals, Detergents, cleaning supplies etc., be stored in clearly identifiable containers bearing instructions and precautions for their use. Such products shall be kept in a locked area, and protection, rubber gloves etc. provided to be used when handling them.

4. Drugs Medications: Scoil Iósaf NS, in the main, does not become involved in the administration of drugs or medicine. See Policy document "Administration of Medicines".

5. Floors: It is the policy of the Board of Management of Scoil Iósaf NS that Floors will not be polished to a degree that renders them slippery. The washing of floors is conducted after school hours to ensure, as far as is reasonably practicable, elimination of the danger of slipping.

6. Code of Discipline: The Code of Behaviour in the school provides for a level of behaviour to minimise personal risk or stress to any employee.

7. Access to employees is by consent. When the employee feels at risk from or threatened by a particular person on school property, the Board of Management of Scoil Iósaf will be made aware of this fact. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees.

8. First Aid: All required remedies and equipment are made available for first aid functions. Barra Ó Tuama, Deputy Principal, undertakes the restocking of necessary supplies as part of his designated duties. All adults will take reasonable care in the administration of First Aid. Disposable gloves must be used at all times when administering First Aid. Water and soap will be available and should be used before and after administering First Aid. Basic First Aid Requirements are taken into the playground at break-time. These must be replenished as the need arises. All yard supervisors are expected to co-operate in this matter.

9. Persons coming onto the school premises must identify themselves clearly to whosoever answers the door before gaining admittance to the school premises.

10. Any contractor should make direct contact with the Principal, or Vice Principal before initiating any work on the school premises. It is the policy of the Board of Management Scoil Iósaf NS to minimise Sound Pollution when people are working on the premises with drills or other loud implements they must wear protective earmuffs. Where such work is taking place which constitutes any threat to Health and Safety the school will be closed or the work will not take place during school hours.

11. All flammable, toxic and corrosive substances must be kept in the storage area at the rear of the playground. All the above substances must be clearly and accurately labelled at all times.

12. If a child who needs to be lifted is enrolled in the school, suitable support services must be provided, arrangements made and training provided for the lifting of the child in order to minimise strain on staff.

13. Arrangements will be made to ensure the protection of staff from violent or disturbed children. It may be necessary to shorten the length of the school day for children whom the Board of Management deem to be violent or disturbed.

Reviewed and Ratified by the Board of Management June 10th 2019