



St. Peter Apostle Junior National School

St. Peter Apostle Junior School



Health and Safety

Policy Summary Details

Policy Title:	Health and Safety Policy
Reviewed	February/March 2023
Date Ratified by BOM:	April 2023



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Introduction

This policy statement was adapted to the current format in accordance with the guidelines of the Primary Professional Development Service. Our previous Safety Statement was reviewed and updated to take into account the most recent legislation in regard to Health and Safety. It will be included in the Mandatory Policies section of Microsoft Teams and will be available from the School Website. It was ratified by the Board of Management on the 27th of April 2023

1 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. It represents the Board of Management (BOM)'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 BOM wishes to document their health and safety programme and make it available to all Staff, Parents and interested parties.

1.1 Mission statement and school vision

We in St. Peter Apostle Junior school believe in the potential of each child. As a staff we seek to ensure that all children in our care have equality of opportunity to derive positive outcomes from their educational experience. In doing so, we endeavour to create a safe, happy, respectful, and inclusive learning environment, where the diverse needs of all different types of learners are catered for. It is envisioned that by providing an all-inclusive approach to education that the children in our school shall reach their academic potential whilst developing the confidence and courage to be fair, kind, moral, tolerant and respectful when acting in the world.

We strive to realise vision by seeking to:

- Craft a caring, supportive, nurturing and stimulating environment in which children's social, emotional, spiritual and intellectual development is catered for,
- Develop children's interests, talents and hobbies by providing a wide range of learning experiences,
- Harness the collective talents of all staff to ensure that all children, irrespective of their medical status and/or special educational needs feel cherished and thrive in in dynamic educational settings,
- Provide tailored learning experiences for children who present with special educational needs (gifted or otherwise) by meeting children where they are at and building upon their strengths,
- Collaborate with colleagues and outside agencies to ensure focused and effective supports are in place to advance the social, emotional, and cognitive development of all the children in our care,
- Build strong and collaborative relationships with parents with a view to fine tuning and augmenting the supports that children receive in both the home and school,
- Promote a culture of inclusivity by ensuring that children across the school settings integrate as appropriate during tuition time, yard breaks and school events,
- Create an environment where all have freedom and opportunity to reach their full potential.



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1.2 Linkage of the policy to the school's vision and mission statement

In line with our Mission Statement, St. Peter Apostle J.N.S., strives to provide a well- ordered, caring, happy and safe environment for our pupils. In keeping with this philosophy our Health and Safety policy emphasises the importance of the health and safety of our pupils and that of all school employees. The Board of Management recognises the importance of the Legislation enacted in the Safety, Health and Welfare at Work Act, 2005. This Safety Statement sets out the Safety Policy of the Board of Management of our school and sets out 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 staff and pupils and to meet our duties to members of the public with whom we come into contact. This policy requires the co-operation of all staff members.

It is our intention to undertake regular reviews of the statement in light of experience, changes in legal requirements and operational changes. The Board of Management will arrange for 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 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.

1.3 Through this health and safety policy we aim to:

- Create a safe and healthy school environment by identifying, preventing and tackling hazards and their accompanying risks
- Ensure understanding of the school's duty of care towards pupils
- Protect the school community from workplace accidents and ill health at work
- Outline procedures and practices in place to ensure safe systems of work
- 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, Childcare Workers, Secretary, Caretaker, Bus Escort, Kitchen Staff, Cleaning Staff, etc.
- Provision of a safe environment for the pupils in order to guarantee their right to a full and rich education. Therefore, the B.O.M. reserves the right to remove any person/s who threatens or impedes that right. This Health and Safety Policy is in line with the school's Code of Behaviour. (See Code Of Behaviour)
- 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.



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2 Policy statement on safety, health and welfare at work

2.1 Board members

The members of the Board of Management of St. Peter Apostle Junior National school are:

- Vivion Powney (Chairperson)
- Laura Hannon (Secretary)
- Louise Rooney (Treasurer)
- Kathy Gleeson/Siobhán Moroney (Acting role)
- Kirsty McMuldrock
- Colin Rogers
- Joan Hughes
- Deborah Wright

2.1.1 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, 2005 are applied.

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

- The design, provision and maintenance of all places in a condition that is safe and without risk to health.
- The design, provision and maintenance of safe means of access to and egress from places of work
- The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health.
- The provision of the Code of Behaviour to all Teachers, S.N.A.s and Childcare Workers, and the timely review of same. Pupils with challenging behaviours will be provided with a Classroom Support Plan and extra resources will be available to these children where at all possible. Risk Assessments will be carried out for any children with behaviours of concern (See Behaviours of Concern policy June 2022)
- The provision of such information, instruction, training and supervision as is necessary to ensure the safety and health at work of its employees.
- The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at works of its employees.
- The preparation and revision as necessary of adequate plans to be followed in emergencies. e.g. fire evacuation, injuries etc.
- The safety and prevention of risk to health at work in connection with use of any article or substance.
- The provision and maintenance of facilities and arrangements for the welfare of all.
- Obtaining where necessary, the services of competent persons for the purpose of advising on the safety and health at work of the employees e.g., First Aid talks/demonstrations, Fire Equipment demonstrations etc.



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- An annual review of this Health & Safety Statement and a log of issues raised and remediated. Annual Health and Safety Audit forms distributed by Health and Safety Rep. to all staff members and all repairs carried out by caretaker or outside contractor.

2.1.3 The Board of Management recognises that its statutory obligations under legislation extend to Staff, Pupils, and any person legitimately conducting school business and the public.

3 Consultation and information

It is the policy of the Board of Management to:

- Consult with staff in the preparation and completion of the Health and Safety Statement.
- Make available the Health & Safety Statement to all present and future staff.
- Convey any additional information or instructions regarding safety, health and welfare at work not contained in the document to all staff as it becomes available.
- Ensure that Health, Safety and Welfare will form an integral part of any future staff training and development plans.

4 Hazards

Hazards that can be rectified or minimised will be dealt with as a matter of urgency. Any Hazard concerns should be reported to our caretaker who will act to rectify the matter in a timely manner.

4.1 Measures to counter fire hazards

It is the policy of the Board of Management of St. Peter Apostle Junior National School that:

- There is an adequate supply of fire extinguishers, which will deal with any type of fire.
- All fire equipment is identified and regularly serviced and tested in accordance with the Fire Manual.
- Regular fire drills take place at least twice a year.
- Instruction is given in the use of fire extinguishers for specific materials/equipment.
- Fire Escape Plans will be clearly visible to ensure visitors are aware of exit doors.
- Assembly areas are designated.
- Those leaving the building should let someone know.
- Exit signs are clearly marked.
- Fire action signage to be checked and in relevant place.
- Fire Manual to be kept and filled in on a daily/weekly/termly basis (as is deemed necessary) by Fire Marshall/Caretaker.
- Fire Manual to be stored in Fire Marshall's classroom.
- The teacher in each classroom will be responsible for fire evacuation and fire drills procedures.
- An AP2 post has as one of its duties to act as Fire Manager and oversee the above aspects of the policy. Fire Safety Committee is established. Fire Marshall on each corridor. Evacuation Officer in each Assembly Point (Area A and Area B,C,D)
- For full details of fire evacuation procedures see Appendix 1 – Fire drill and evacuation Policy



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4.2 Measures to counter structural hazards

- The surface of some of the playing areas is uneven, rocky and potentially hazardous.
- Some classroom windows open out at head level.
- On occasions the vinyl surface of classrooms, hallways and toilets become slippery due to footfall and condensation in wet weather conditions and pose a risk. 'Wet Floor' signs to be used in these conditions.
- Pupils are not allowed to play in the school grounds during weather which would pose a danger to their safety e.g. frost, snow, ice and storms.
- During particularly inclement weather the Board of Management reserves the right to keep the school closed if it is felt that a risk is posed to staff and pupils by travelling to or attending school, e.g. Red weather alerts from Met Éireann.
- Staff are advised to reverse park in the car park (if safe to do so).
- Staff are required to use lidded cups/travel mugs when bringing hot fluids from kitchen area to classrooms.
- Caretaker to walk the perimeter of the school grounds regularly in search of any dangerous objects e.g. broken glass, syringes, debris after storms etc. which will then be safely removed.

4.3 Constant hazards

4.3.1 Electrical appliances

It is the policy of the Board of Management of St. Peter Apostle JNS, that only competent persons use Electrical Appliances. Such appliances and equipment will be subject to regular maintenance checks.

4.3.2 Chemicals

It is the policy of the Board of Management of St. Peter Apostle JNS that all chemicals, detergents etc., be stored in clearly identifiable containers bearing instructions and precautions for their use and kept in a locked area and protection provided for use when handling them.

4.3.3 Drugs/medications

In circumstances where emergency medication is required to safeguard a seriously ill child's welfare, a Teacher, Childcare Worker or SNA may be requested to administer such medication, e.g. auto-adrenaline injector, asthma inhaler, anti-histamine. The procedure in such cases is included as Appendix 3. All required medications and equipment are made available for administration of medicine (See Appendix 3 – Management of Allergies/Medical Conditions. Administration and Storage of Medication)

4.3.4 The code of behaviour

The code of behaviour in the school provides for a level of appropriate behaviour to minimise personal risk or stress to any staff members and pupils. A risk assessment will be written for any child who engages in behaviours of concern (See Behaviours of Concern Policy)

4.3.5 Accidents and injuries

However vigilant the school staff is in relation to pupil safety, accidents may happen and correct procedures in the event of accidents can prevent or minimise injuries. See Appendix 2 First Aid Policy



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4.3.6 Bullying

The Anti-Bullying Policy is a stand-alone policy, which provides a framework for dealing with instances of bullying among pupils. The procedures for dealing with Adult Bullying are in accordance with the as well as the INTO publication '**Working Together: Procedures and Policies for Positive Staff Relations (2000)**' and our '**Dignity at Work Statement**'. There is also a school policy on Anti- Bullying relating to the pupils that reflects the **Anti-bullying procedures for primary and post-primary schools (2013)**

4.3.7 Access to employees is by consent

When an employee feels at risk from or threatened by a particular person on school property, this must be drawn to the Board of Management's attention. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees.

4.3.8 Trained first aid personnel

It is the policy of the Board of Management that:

- 2 Employees will be trained to apply First Aid to pupils and other employees
- All required remedies and equipment are made available for first aid function,
- There will be an adequate supply of properly equipped First Aid Boxes available at all times to staff.
- See Appendix 2- First Aid Policy for further details

5. Other health and safety procedures

5.1 Educational visits

Educational visits will be booked with a reputable, properly insured coach service with fully seat- belted coaches. We will aim for a ratio of ten pupils per adult (teacher, SNA or parent) but not more than fifteen. Every effort will be made to ensure the safety of the pupils at events or activities they are participating in i.e. the theatre, swimming pool, playground, etc. will be properly equipped and manned by qualified staff.

5.2 Visitors to the school

Persons coming onto the school premises must identify themselves clearly to whoever answers the door before gaining admittance to the school premises. Any contractor should make direct contact with the principal, or Caretaker/Secretary before initiating any work on the school premises. All outside facilitators, teachers, recognized therapists, coaches etc. who are delivering workshops to pupils will do so under the supervision and direction of the class teacher. Any outside professionals working with children without such supervision must have appropriate qualifications and Garda vetting.

5.3 Wet days

On wet days, children will be supervised indoors. On wet mornings, pupils will be admitted into the school at 8.45 am. An SNA will be present in all infant classrooms, (where possible). 1st and 2nd class pupils will also be admitted into the school at 8.45 am on wet mornings. Activities will be laid out for each class. An SNA will be present on the corridor supervising these classes. During breaks, the pupils stay in their classroom, where they read, draw, play board games, play with construction toys or watch the Smart Board. Where



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possible an SNA will be present in all infant classrooms. With 1st and 2nd classes, teachers rostered on yard duty will supervise each of the corridors. SNAs will be supervising in the rooms where they are working with a child with additional care needs.

6 Success criteria

Our success criteria will be based on the achievement of our aims to provide a safe environment for our employees, pupils and visitors. We will use staff observation and parental feedback in addition to Health Inspector's Reports and our safety record as our benchmark for success or otherwise of the policy.

7 Roles and responsibility

7.1 Duties of all employees

1. It is the duty of every employee while at work:
 - (a) To take reasonable care for his/her own safety, health and welfare and that of any person who may be affected by his/her acts or omissions while at work.
 - (b) To co-operate with his/her employer and any other person to such an extent as will enable his/her employer and the other person to comply with any of the relevant statutory obligations.
 - (c) To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or anything provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health and welfare while at work.
 - (d) To report to the Principal, Caretaker and Post Holder in charge of Health and Safety without unreasonable delay, any defects in the school building, equipment, place of work or system of work, which might endanger safety, health or welfare, of which he/she might become aware.
2. No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or anything provided in pursuance of any of the relevant statutory provisions or otherwise, for securing safety, health and welfare arising out of work activities.
3. Employees will, by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible.

8 Timeframe for implementation

The revised policy will be implemented from April 2023

9 Timeframe for review

This policy is reviewed annually.



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10 Responsibility for review

The BOM, in conjunction with the principal will be responsible for reviewing the policy.

11 Ratification and communication:

The Board of Management ratified this policy on _____

_____ **Date:** _____

Vivion Powney
(Chairperson)

_____ **Date:** _____

Laura Hannon
(Principal)