



# **Pelletstown Educate Together National School**

## **Health and Safety Policy**

This policy was reviewed and ratified by the Board of Management on: 14th September 2023  
Review due: June 2024

# Pelletstown Educate Together National School

## Health and Safety Policy 2023

### Introduction and Rationale

This policy was first formulated in 2015 and has been reviewed in light of experience, changes in legal requirements and operational changes and developments at Pelletstown Educate Together National School..

The Board of Management of Pelletstown Educate Together National School recognises the importance of the Safety, Health and Welfare at Work Act, 2005.

This document sets out the Safety Policy of Pelletstown Educate Together National School and specifies the means to achieve the policy. Our objective is to endeavor to provide a safe and healthy work environment for all our employees and pupils, and to meet our duties to all members of the school community, with whom we come in contact.

This policy requires the co-operation of all employees of the school. We expect that the school management and teaching staff will carry out their duties in the full knowledge that safety considerations are necessary to prevent injury and ill-health and to promote this as part of their ongoing duties.

Hazard identifications, risk assessment and control measures will be undertaken annually (Appendix 1 (a)).

All records of accidents or ill-health will be monitored in order to ensure that any safety measures can be put in place, wherever possible, to minimize the recurrence of such accidents and ill-health. (Appendix 2)

### Duties of Employees

It is the duty of every employee of Pelletstown Educate Together National School while at work to:

- (a) be aware of the first aid procedures in the school and to know the location of the first aid boxes.
- (b) take reasonable care for their own safety, health and welfare and that of any person who may be affected by their acts or omissions at work.
- (c) ensure that the clothing and footwear worn at work are suitable from a safety viewpoint.
- (d) report any defects in teaching aids, equipment or machinery immediately to the safety representative (record in maintenance book with name and date).
- (e) report any accident or damage, however minor, to the principal or safety representative.
- (f) ensure that corridors, doorways etc, are kept clear and free from obstruction.
- (g) ensure that they know the procedures in the event of a fire.
- (h) not to attempt to lift or move, on their own, articles or materials so heavy as likely to cause injury.
- (i) not to try to use, repair or maintain any equipment for which they have not received full instructions or training.
- (j) suggest ways of eliminating hazards and improving working methods in the school.
- (k) have read and understood the school's Safety Statement and carry out their work in accordance with its requirements.

### Consultation and Information

It is the policy of the BOM of Pelletstown Educate Together National School to:

- (a) consult with staff in the preparation and completion of the Health, Safety and Welfare Statement
- (b) issue a copy of the Safety Statement to all present and future staff and to all members of the Board of Management
- (c) convey any additional information or instructions regarding Health, Safety and Welfare at work, not contained in this document, to all staff as it becomes available
- (d) ensure that Health, Safety and Welfare at Work will form an integral part of future staff training and development plans.

### **Hazard Identification, Risk Assessment and Control Measures**

The BOM of Pelletstown Educate Together National School recognises that the activities within the school building and within the school grounds may present risks to health, safety and welfare.

It will be our policy that at the end of each school year a hazard identification and risk assessment will be carried out by management and staff and the results communicated to the safety representative (Appendix 1). Following this hazard identification and risk assessment, necessary repairs will be carried out and procedures put in place to prevent risks to health and safety. To further facilitate communication and consultation, health and safety issues will be included on the agenda of each staff meeting, senior management meeting and Board of Management meeting throughout the school year. All possible control measures will be taken to reduce the risks to pupils, staff, parents and visitors.

Some hazards can be rectified but others remain constant. Those that can be rectified or minimised will be dealt with as a matter of urgency. Those that cannot will be clearly indicated and procedures listed beside them.

### **Hazards**

#### **(a) Fire**

It is the policy of the BOM of Pelletstown Educate Together National School that:

- There will be an adequate supply of fire extinguishers which will deal with any type of fire.
- All fire equipment will be identified and checked in line with legislation (Rayn).
- Testing of the fire alarm system (i.e. sounders) will take place weekly and be recorded by the school caretaker.
- Fire drills will take place at least once a term.
- Instructions will be given on the use of fire extinguishers for specific materials/equipment.
- Fire alarms will be clearly marked.
- Signs will be clearly visible to ensure visitors are aware of exit doors.
- An assembly point will be designated outside the building.
- All electrical equipment should be switched off or unplugged outside of school hours and when the school is closed for lengthy periods (this is managed by the school alarm system where all non-essential power sources are shut down when the alarm is activated).
- The "Be Safe" lessons will be taught at each class level as part of the SPHE programme.

#### **(b) Machinery, Equipment and Electrical Appliances**

It is the policy of the BOM of Pelletstown Educate Together National School that all machinery, equipment and electrical appliances are used only by competent persons. All equipment will be subject to regular maintenance checks.

#### **(c) Chemicals**

It is the policy of the BOM of Pelletstown Educate Together National School that all chemicals, detergents etc. be stored in clearly identifiable containers bearing instructions and precautions for their use. They will be kept in a locked area and protection provided for use when handling them.

**(d) Drugs/Medication**

It is the policy of the BOM of Pelletstown Educate Together National School that all medications, drugs etc will be kept in a secure place (pedestal or filing cabinet) in the child's classroom and the key is kept in a safe place (key places on hook located beside IWB in all classrooms). Parents will be encouraged to make children responsible for the administration of their own medication. Where children cannot do this, parents will be encouraged to administer the medication. In cases where this is not possible, teachers will only administer medication when specifically requested to do so by parents in writing. (See Substance Use/Administration of Medication Policy)

**(e) First Aid**

It is the policy of the BOM of Pelletstown Educate Together National School that:

- First Aid Bags are available at Stair Cores 2 and 3, as well as in the secretary's office. ANAs have individual First Aid bags for daily use
- All classrooms and resource rooms have disposable gloves for use.
- Disinfectants and sprays etc. will not be applied in case of allergies.
- Hypo-allergenic plasters are available for use.
- If needed ice packs are stored in the freezer in the staffroom - these must be returned after use. (The most up to date First Aid training advice will be followed).
- If staff notice that supplies are low in any of the first aid kits they must inform the safety representative (Bill Mc Cormack) so that they can be replenished.

**(f) Trips and Falls**

It is the policy of the BOM of Pelletstown Educate Together National School that:

- All classrooms and corridors will be adequately lit.
- Defects in flooring and lighting must be reported immediately.
- Floors will be cleaned and dried daily and kept in good condition. Floors will be washed outside of school hours to eliminate the danger of slipping.
- All spillages must be cleaned up immediately.
- Electrical cables must not be allowed to trail on the floor in such a way as to be hazardous to staff, pupils or visitors.
- Waste must be removed daily to a secure external collecting area.
- All light fittings and windows will be cleaned regularly and broken light bulbs replaced.
- All external paths will be maintained to ensure that they do not cause a trip hazard.
- All covers to drains and gullies will be positioned in such a way as not to cause a trip hazard.
- All corridors, doorways and pathways will be kept clear of obstruction.
- Chairs should be pushed in when children are leaving the classroom.
- Pupils will not be allowed out during break time if the yard is flooded or when there is ice or heavy frost on the ground.
- Children must wear suitable footwear at all times- no heeled/platform/slip on shoes (flip flops, sliders slippers) allowed and runners must be worn for P.E.
- Jewellery is not allowed at school, with the exception of stud earrings and watches. Children will be asked to remove their watches before PE lessons.
- Coats must be hung on chairs/hooks provided and school bags to be placed under the tables/back of chairs.
- Our Relationships and Code of Positive Behaviour Policy will encourage the children to move around the building in a calm and quiet way.
- Hot liquids are not permitted outside the staffroom unless they are contained in an appropriately covered mug with a lid.

- Stairs have a reflective strip on the first and last step of each set of steps, to indicate the first and last step of that set of stairs and to assist those who are visually impaired. A reflective strip is also present on the handrail indicating where the first and last step are.

#### **(g) Covid-19**

The Board of Management recognises that COVID-19 poses a health and safety risk to the school community. The school will keep staff and families up-to-date with any HSE information and guidance in this regard, and will implement the most up-to-date COVID-19 isolation guidelines.

#### **(h) Access to Employees**

It is the policy of the BOM of Pelletstown Educate Together National School that if an employee feels at risk from or threatened by a particular person on school property this must be drawn to the attention of the BOM. The BOM will ensure that in such circumstances all appropriate measures will be taken to protect employees. (See: Anti-Bullying Policy)

In Term 3 2022-2023, a Communication policy was developed in consultation with the school community in order to streamline communications between all members of the school community and to set out best practice guidelines for communication.

#### **(i) Stress in the Workplace**

Occupational stress is an increasing concern for managers and staff in the education sector. It can arise when the demands of the job and the working environment on a person exceeds their capacity to meet them. Other factors which can cause stress include:

- staff's relationships with pupils
- staff's relationships with colleagues
- staff's relationships with parents
- management issues etc.

The BOM must recognise that the pressure of work can trigger illness, that stress and illness can be related and that it does not indicate weakness, incompetence or laziness. Safeguards and controls must be implemented at organisational level. This can include social support, career development and training, managerial support, control of one's own work and positive staff communication.

Spectrum.Life provides the EAS (Employee Assistance Service) for all school staff. This is a self referral service where employees have access to a **freephone confidential helpline**, available 24 hours a day 365 days a year. The contact details are as follows:

- freephone: 1800 411 057
- SMS and Whats app 'Hi' to 0873690010
- more information at the following link: <https://vimeo.com/592284661/a5291839aa>

## **(j) Allergies**

Due to numerous allergies with varying levels of severity the following products are banned in Pelletstown ETNS for all involved (staff, children, parents, volunteers, visitors etc).

- nuts
- nut based products
- kiwis.

It is the policy of Pelletstown ETNS that regular reminders of this are sent to the school community and posters are displayed around the school building. Pelletstown ETNS can not guarantee a complete allergen free environment but aims to minimise the risk of any child suffering allergy induced anaphalaxis on the premises by implementing this alongside a no food sharing policy.

**Please see further guidelines in the Healthy Eating Policy and Administration of Medication Policy.**

## **(k) Sensitive Risk Groups**

The Health and Safety Authority recognises pregnant staff members at work as a Sensitive Risk Group. The Safety, Health and Welfare at Work (General Application) Regulations 2007, Part 6, Chapter 2, Protection of Pregnant, Post Natal and Breastfeeding Employees (from now on referred to as The Pregnancy Regulations) apply when an employee informs her employer that she is pregnant, has recently given birth or is breastfeeding and provides an appropriate medical certificate. As the earliest stages of pregnancy are the most critical ones for the developing child it is in the employee's best interest to let her employer know she is pregnant as soon as possible.

Once the school becomes aware that an employee is pregnant, the school (i.e. the staff member with responsibility for health and safety, in consultation with the Principal) will assess the specific risks from the employment to that employee and take action to ensure that she is not exposed to anything which would damage either her health or that of her the developing child. (See Risk Assessment Template – Appendix 1 (b)). A copy of the risk assessment for staff members will be kept on their staff file and will be brought to the attention of the Board of Management, if any accommodations etc. need to be made.

Assessing the risk means determining:

- To what hazards the pregnant woman is exposed
- How often the exposure occurs and for how long

The main hazards types are:

- General hazards
- Hazards specific to pregnancy

### **What do General hazards include?**

- Physical shocks - including direct blows to the abdomen
- Vibration - of whole body, there are guidelines on vibration
- Handling a load - there are guidelines on handling of loads
- Noise – there are guidelines on noise
- Excessive heat or cold
- Movement and postures which are abrupt or severe or give rise to excessive fatigue
- Ionising radiation
- Non-ionising radiation
- Biological agents – including viruses, bacteria etc.
- Chemicals – including substances, which cause cancer, mercury, anti-cancer drugs and carbon monoxide.
- Stress and/or bullying

## **What are the hazards specific to pregnancy?**

Unless the risk assessment indicates that there will be no injury to the employee or the developing child, pregnant employees must not work with:

- Pressurisation chambers
- Rubella – unless adequately immunised
- Toxoplasma
- Lead and lead substances
- Underground mine work
- Certain physically demanding tasks – heavy lifting, for instance

Further information can be found here:

[https://www.hsa.ie/eng/workplace\\_health/sensitive\\_risk\\_groups/pregnant\\_at\\_work\\_faq\\_responses/](https://www.hsa.ie/eng/workplace_health/sensitive_risk_groups/pregnant_at_work_faq_responses/)

### **(l) Other Welfare and Health Issues**

It is the policy of the BOM of Pelletstown Educate Together National School that:

- Dampness and draughts will be minimised.
- Rubbish will not be allowed to accumulate.
- Proper ventilation will exist (windows and doors to be kept open as much as possible). CO2 monitor recommendations must be adhered to (See School's Covid-19 response Plan)
- Adequate toilet facilities will be provided and maintained in a good, clean, hygienic condition.
- Adequate washing facilities will be provided.
- Toilet paper, soap and hand towels will be provided in each toilet.
- School furniture will be maintained and repaired if necessary.
- Arrangements for eating will be provided in the form of a staffroom

### **(m) Reporting and Treatment of accidents/injuries**

It is the policy of the BOM of Pelletstown Educate Together National School that:

- Serious accidents or injuries will be reported using the Accident/Incident Report Form (Appendix 2) and kept on file for the individual in question
- Minor accidents/injuries in the school building/school yard and the Administration of First Aid will be reported by relevant staff members using Appendix 3 and uploaded on Aladdin by the school secretary. Grazes/small cuts that do not require first aid (cleaning/plaster) will not be recorded/reported.
- All head bumps are reported to the secretary. A phone call home is made and all details are recorded on Aladdin (Appendix 3)

## **Dissemination of Policy**

The attention of all newly appointed staff will be drawn to this policy upon their appointment to the school.

This policy will be published on the school website and provided to the Parent-Teacher Association. A copy of this policy will be made available to the Department of Education and Skills and the Patron, if requested. Hard copies of this, and all school policies, are available at the school on request.

## **Ratification and Review**

This policy was ratified by the Board of Management of Pelletstown Educate Together N.S. on 14th September 2023. It will be reviewed in June 2024 to take into account changes to, or additional, safety measures when the school has full access to the site.

Signed:  (Principal)

Signed:  (Chairperson)

Date: 14/9/2023

Date of next review: June 2024



## Pelletstown Educate Together National School

### Hazard Identification, Risk Assessment and Control Measures

Area in the school: \_\_\_\_\_

Hazards	Is the Hazard present? Y/N	What is the risk?	Risk Rating? H=High M=Medium L=Low	Controls	Is this control in place?	Action to be taken	Person Responsible	Signature and Date when action completed

Risk Assessment completed by: \_\_\_\_\_ Date: \_\_\_\_\_





**Risk Assessment completed by:**

**Date:**

# Pelletstown Educate Together National School

## Accident/Incident Report Form

### INJURED/ILL PARTY DETAILS

Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_

Address: \_\_\_\_\_

### STATUS

Student

Staff Member

Visitor

Contractor

Other: \_\_\_\_\_

### DETAILS

Date, Time and Place of Accident/Incident: \_\_\_\_\_

Date and Time reported to Management: \_\_\_\_\_

TYPE OF ACCIDENT:

MAIN AGENT WHICH CAUSED ACCIDENT:


Injured/damaged by a person \_\_\_\_\_

Struck by/contact with \_\_\_\_\_

Caught in/under \_\_\_\_\_

Slip/trip/fall \_\_\_\_\_

Sharps \_\_\_\_\_

Road Traffic Accident \_\_\_\_\_

Exposure to substance \_\_\_\_\_

Manual handling \_\_\_\_\_

Property damage \_\_\_\_\_

PART OF BODY INJURED: \_\_\_\_\_

\_\_\_\_\_

TYPE OF INJURY (fatality, bruise, concussion, internal injury, abrasion, graze, fracture, sprain, torn ligaments, burns, scalds, frostbite, injury not ascertained, trauma, occupational disease, other) :

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<b>CONSEQUENCES:</b>	Fatal	Non-fatal			
<b>RESULT:</b>	Sick Leave	Excused	Light duty	Medicine	N/A
<b>ANTICIPATED ABSENCE:</b>	1-4 days	4-7 days	8-14 days	14+ days	None

**DETAILED DESCRIPTION OF ACCIDENT/INCIDENT**

Give a full description of:

- the work/activity being carried out when the accident occurred
- the equipment in use (if any)
- location of accident Detail how the accident occurred

Attach:

- (A) Injured party's report
- (B) Witness list (level of detail required will vary depending on the severity of the accident)
- (C) Witness statements (level of detail required will vary depending on the severity of the accident)
- (D) Sketch or photograph of the scene, equipment etc. where appropriate

Has the accident been reported to the Health and Safety Authority? Yes No N/A

Have you informed your insurance company? Yes No N/A

**Investigating staff member (BLOCK CAPITALS):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Note 1: Certain accidents must be reported to the Health and Safety Authority. Reportable accidents are all workplace fatalities and those accidents where a person is injured in the course of their employment and cannot perform their normal work for more than 3 calendar days, not including the day of the accident. A death, or an injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work, but is related to either a work activity or their place of work is also reportable. Accidents may be reported on the Health and Safety Authority's Incident Report Form (IR1) or online at [www.hsa.ie](http://www.hsa.ie) Further information can be found in Part 1 of the Guidelines in the FAQ's on Accident**

Investigating and Reporting. Note 2: Please ensure all information gathered is in accordance with data protection principals outlined by the Data Protection Commissioner. For further information please log onto [www.dataprotection.ie](http://www.dataprotection.ie)  
 Appendix 3

Appendix 3



**Pelletstown Educate Together National School  
 Record of Accident/Injury in the yard/classroom and First Aid Administration**

<b>Day:</b>	<b>Date:</b>	<b>Please tick location:</b>		
		<b>Classroom:</b>	<b>Morning yard:</b>	<b>Afternoon yard:</b>
<b>Administering Staff Member:</b>				
<b>Child's Name and Class:</b>	<b>Details of accident/injury:</b>		<b>Details of first aid administered:</b>	
			None required	<input type="checkbox"/>
			Cleaned with water	<input type="checkbox"/>
			Put on a plaster	<input type="checkbox"/>
			Applied an icepack	<input type="checkbox"/>
			Other (give details):	
<b>Class Teacher informed:</b>  <input type="checkbox"/>	<b>Phone call home made:</b>  <input type="checkbox"/>  Successful call made at: _____		<b>Decisions made:</b>  Child to be collected <input type="checkbox"/>  Parents to be contacted again if any change <input type="checkbox"/>  Teacher to update parents at home time <input type="checkbox"/>	

	No answer at: _____ Voicemail left at: _____	Other _____
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Uploaded to Aladdin by: \_\_\_\_\_ (staff member) on \_\_\_\_\_ (date)