

Inchicronan Central National School, Crusheen – r19551s

Health & Safety Policy

This document has been written in compliance with the requirements of the Safety, Health and Welfare at Work Act 2005, and all other relevant legislation. It contains confidential information has been within the constraints of time and resources to identify hazards and assess the risks; it should not be taken that all hazards are under control at the time of the hazard analysis and risk assessment. The safety statement should be updated yearly or when a change occurs which affects the safety of personnel.

Revision 1	April 2015
Revision 2	Aug 2020
Revision 3	Feb 2021
Revision 4	April 2021
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1. Safety And Health And Welfare Policy

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of the Board of Management of Inchicronan Central NS 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 and school activity. The successful implementation of this policy requires the full support and active co-operation of all management, staff, contractors and pupils of the school. The Act also requires employees to take reasonable care for their own safety and other persons affected by their acts or omissions and co-operate with their employer.

The Principal and the Board of Managements of Inchicronan National School regard the successful management of health and safety as equal to all its other school activities.

Inchicronan Central NS intends to comply with all relevant legal statutory requirements and codes of practice. We will use authoritative advice on best school practice in furtherance of our health and safety arrangements. In particular we will:-

- Carry out an assessment of all risks to all staff, school children, parents and others in the school.
- Provide and maintain safe working conditions and equipment.
- Provide instructions, information, training and supervision.

- 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.
- Provide adequate resources to fulfil the policy.
- Encourage active consultation with staff and invite suggestions for improvement in health and safety measures.
- To prepare and maintain adequate procedures on plans to be followed in any emergency.

As an employer we recognize that we cannot fulfil this policy without the support of all staff.

In this regard, employees have a duty to co-operate by:-

- Taking reasonable care for their own safety and the safety of others who may be affected by their acts or omissions.
- Adhering to all the safety rules and requirements of our school.
- Reporting any dangerous incident, including an accident which causes or may cause an injury or damage.
- Guests and visitors to our school are expected to also cooperate with school Health and Safety requirements and comply with all reasonable directions given to them. They **must** also report any Health and Safety issues they become aware of.

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

Signed Bary Mullan Date 23/11/23
 School Principal
 On behalf of Board of Management

2. Inchicronan Central National School N.S. COVID-19 School Policy

Inchicronan Central National School N.S. is committed to providing a safe and healthy workplace for all our staff.

We aim to have a safe learning environment for all pupils.

The BOM and all school staff are responsible for the implementation of this plan. We will:

- Continue to monitor our COVID-19 response and amend this plan as necessary.
- Provide up to date information on the Public Health advice issued by the HSE and Gov.ie
- Display information on the correct handwashing techniques
- Inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements as required
- Adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education.

- Ensure staff engage with training provided by the Department of Education
- Implement cleaning in line with Department of Education advice
- All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.
- This can be done through the Lead Worker Representative(s), who will be supported in line with the agreement between the Department and education partners.

Signed Barry Mill Date 23/11/23

School Principal
On behalf of Board of Management

3. School Profile:

The school caters for school children up to the age of 12y-13y. It is a 6 classroom school. The school building consists of 6 classrooms (including 1 portacabin), toilets, office, 2 resource rooms (small portacabin) , staff room, store-room, boiler house and 2 sheds.

There are designated playing areas on the premises; the green fenced area, basketball court, slide / climbing frame area, tarmacadam play areas at the front and rear of the school.

Staff car parking is on the public road at the side of the school.

As with most places of work, there are risks and hazards. This safety statement defines those risks and hazards associated with the activities which take place throughout the school. It also specifies the systems in place to secure the Health, Safety and Welfare of all employees and pupils. The employees consist of the Principal, followed by the Deputy Principal, Teachers, 2 SNA's, 1 caretaker, 1 cleaner and secretary.

The Board of Management consists of 2 Patron's nominees, one of whom acts as Chairperson, 2 elected parents representatives, 2 community representatives, 1 teachers representative and the school principal who also acts as secretary to the board.

This safety statement has been prepared following consultation with both the staff and the Board of Management.

The following are the members of the Board of Management:

Secretary: Mr. Barry Millane, Principal

Chairperson: Shane O'Donnell

Treasurer: Keith Butler

Parents' representative: Aoife Hassett

Parents' representative: Michael Hickey

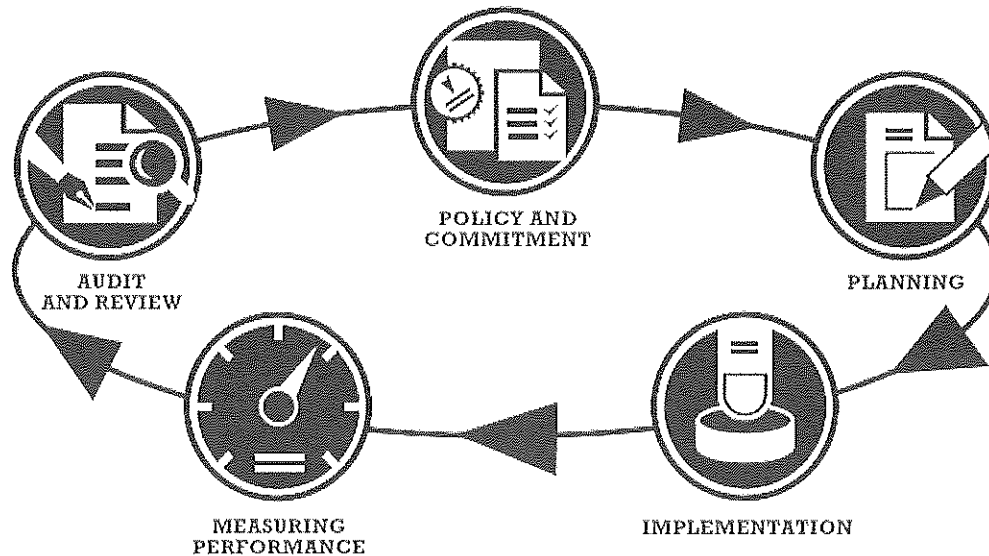
Teachers' representative: Mairead Considine

Community representative: John O'Malley

Community Representative: Josephine Kearney

4. Safety Arrangements

In order to secure the employees and students Safety, Health and Welfare in accordance with the terms of the 2005 Act, Inchicronan Central NS has put in place the following arrangements:-

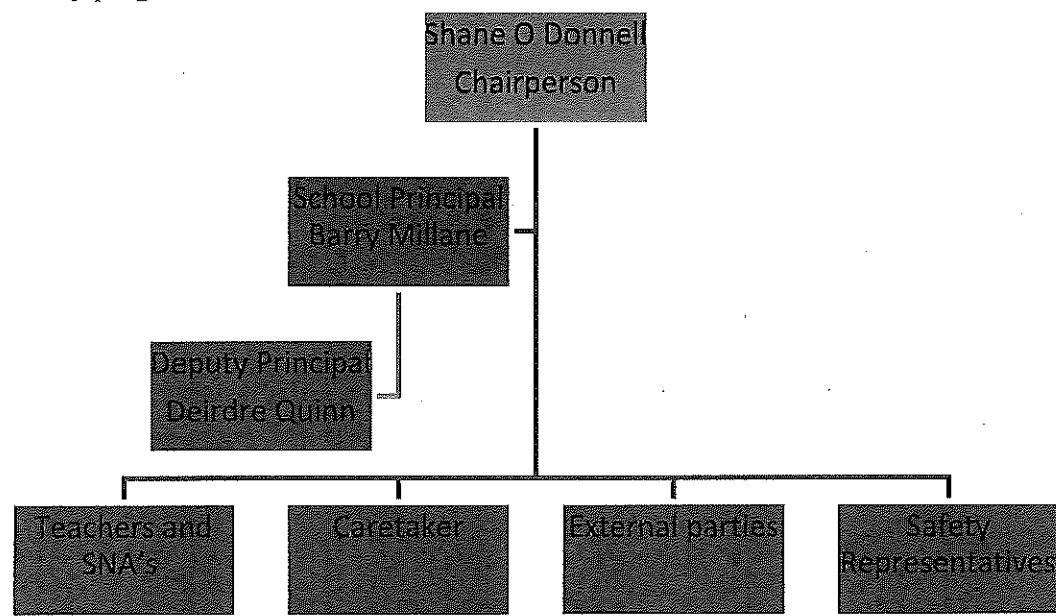


1. A Precise Health & Safety Statement of Policy.
2. A clearly defined structure of responsibility.
3. The identification of hazards in our workplace
4. Carrying out risk assessments
5. Implementing the control measures set out in the risk assessments.
6. The provision of equipment that is suitable and appropriate for the work being carried out.
7. Managing the activities of visitors
8. The maintenance of our workplace.
9. An undertaking, as set out in the Inchicronan Central NS Statement of Commitment, to ensure compliance with Irish and European legislation.

5. Assignment of Responsibilities

Under statutory legislation it is management's responsibility to create an environment in which every individual employee is committed to health and safety improvement.

The Principal will be supported in his/her job by all other management and staff. A teacher will fulfil the role of Health & Safety Representative and will coordinate and review the health and safety programme.



6. Board of Management Responsibilities

Safety begins at management level and so the overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare at work rests with the Board of Management of the school. The members of the Board of Management will be supported by management and all other staff within the School. They will meet at least once a term to discuss health and safety issues within the School; health and safety will be a permanent agenda item in these meetings. The Board of Management has overall responsibility for the implementation of Inchicronan Central NS Safety Statement. They will ensure that adequate resources are made available to achieve the objectives of the Safety Statement.

The School Principal will be responsible for the day to day running of the school and will have responsibility as well as the Board of Management to ensure that the provisions of the Safety, Health and Welfare at Work Act 2005 and its regulations are observed.

The Board of Management should ensure that all employees are aware of their individual responsibilities for their personal health and safety as well as for the health and safety of the students in the school and all other persons who may be affected by their activities whilst at work.

Temporary and part-time employees (substitute teachers, occasional staff) who may be unfamiliar with their new workplace surroundings should receive adequate health and safety training with special reference to matters particular to their new work environment and/or alterations to existing work practices.

The Board of Management is responsible for:

- Supporting/implementing the Health and Safety Policy.
- Provision of appropriate resources.
- Monitoring safety performance.
- Reviewing the policy at regular intervals.
- Ensuring competent advice is obtained where necessary.
- Consulting with staff on Health and Safety arrangements.
- Provide or organise Training Courses to meet identified needs.

Designated Safety Officer

Mr. Barry Millane (Principal) is acting as the safety officer and reports issues to the Board of Management. He should be consulted if any of the staff have queries regarding any of the safety provisions mentioned in this statement. His main duties and responsibilities are as follows:

- To guide and advise on all health and safety matters.
- To ensure that the School fulfils all statutory requirements in respect of Safety, Health and Welfare at Work Act 2005.
- To ensure that the appropriate safety education and training to deal with emergencies are co-ordinated and carried out using both in-house and external resources, e.g. Use of Fire Extinguishers.
- To undertake regular and appropriate revision and auditing of the school safety procedures and methods of operation, to ensure that they are kept up to date. Refer to Appendix 4 Safety Statement review for record of audits/remediation.
- To ensure that fire protection and prevention measures are provided.
- To investigate all accidents and dangerous occurrences and to ensure that appropriate statutory notifications are properly completed. Causes of accidents shall be determined as far as practical and where appropriate, remedial action shall be specified.

7. School Principal Responsibilities:

1. Have a full working knowledge and understanding of the School's Safety Statement and regulatory regulations.
2. Devise, implement and maintain safe systems of work and ensure that the areas for which he/she is responsible are in accordance with those systems.
3. Induct new employees to the school in safe working practices and ensure that personnel under his/her control are trained, are competent to carry out the work allocated to them, are fully aware of all hazards in the working areas and take all necessary precautions to safeguard against risks.
4. Provide adequate supervision at all times and insist that all safety rules are observed.
5. Ensure that all equipment is suitable and properly used and that all defects are rectified.
6. Provide information on Health and Safety matters and take action, as far as is reasonably practicable, on any representations made by employees.

7. To investigate all accidents and incidents and report accidents to the relevant Authority, where applicable.
8. Give good example at all times in all matters of safety.
9. To ensure that staff behave safely and advise staff as appropriate.
10. To ensure that high standards of housekeeping and hygiene are maintained at all times.

8. Employee Responsibilities:

All employees are reminded that they must share the burden of responsibilities as well as benefit from rights under the Safety, Health and Welfare at Work Act 2005. The responsibilities can be summarised as follows:-

(Reference Chapter 2 (13) Duties of the Employee – Safety Health & Welfare at Work 2005)

All employees are expected to:

- Comply with the relevant statutory provisions, as appropriate
- Take reasonable care to protect his or her safety
- The safety, health and welfare at work or any other person who may be affected by the employee's acts or omissions at work.
- Ensure that he or she is not under the influence of an intoxicant to the extent that may endanger his or her safety or that of any other person.
- If reasonably required by his or her employer, submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of a registered medical practitioner who is a competent person as may be prescribed.
- Co-operate with his or her employer to comply with the relevant statutory provisions.
- Not engage in improper conduct or other behaviours that are likely to endanger his or her own safety or that of any others.
- Attend training as appropriate; undergo assessments as may be reasonably required.
- Make correct use of any article or substance provided for use at work or for the protection of his or her safety including protective clothing or equipment.
- Not to carry out any tasks which they feel they are not competent to carry out, or which involves unreasonable high risks.
- Not to carry out any work or which may endanger the safety, health or welfare at work of the employee or that of any other person.
- Report any defect in the place of work, the systems of work or use any article or substance which might endanger the employee or any other person.
- An employee shall not, on entering into a contract of employment misrepresent himself or herself to an employer with regard to the level of training as may be prescribed.
- Any Inchicronan Central NS employee shall not intentionally or recklessly interfere with or misuse any equipment that the school may own or any procedures, equipment or other facilities whatsoever provided in the interests of safety, health and welfare in terms of the Act.

9. Other Employees (SNA's/Caretaker/Secretary)

It is the responsibility of all School employees to co-operate with management in the implementation of the objectives of the Safety Statement within their areas of influence. Safety must be seen by all employees as a teamwork strategy. Employees have a specific statutory responsibility under Section 13 of the Safety, Health and Welfare at Work Act, 2005, for their own safety. They are expected to

discharge their work in a safe manner, so as to avoid injury to themselves or other employees and avoid damage to school equipment and property. Management must make themselves aware of these requirements, lead by example and inform employees of this legal duty. All employees must co-operate fully with all the provisions taken by Inchicronan Central NS in ensuring the safety, health and welfare of all its employees and others. Each employee will immediately report all accidents, dangerous occurrences, unsafe conditions and unsafe acts to the Health and Safety representative.

10. Responsibilities of Non Employees on the Premises -Contractors

- Contractors and or service providers, carrying out work within the building or on our behalf are obliged to observe Contractor guidelines (in line with the Department of Education Contractor guidelines) and any instructions given by personnel who enforce the schools Safety Statement.
- All visitors report to the school office on arrival at the school.
- Contractors and self-employed persons are required to have their own safety statement and insurance details prior to entering the premises. They must furnish the school principal with these documents before beginning whatever work they are contracted to complete. The following rules apply-
- Contractors must comply with the Safety, Health and Welfare at Work Act 2005,
- Safety, Health and Welfare at Work (General Application) Regulations 2007 to 2020.
- The Construction Regulations 2013 -2020.
- Contractors (who have employees of three and more) must be made aware of the school's safety statement and must be in possession of their own.
- Contractors must be adequately insured, and must produce a copy of insurance, safety statement and/or method statement if requested.
- Contractors should be aware of permit - to - work systems, which may be necessary if doing certain works.
- Contractors must take reasonable care of their own safety and that of their employees, sub-contractors and others affected by their work.
- Contractors must use any personal protective equipment, devices, or clothing necessary. Failure to do so will result in breach of contract agreements.
- Contractors must report all accidents or near - misses to the Principal
- Contractors must be aware of emergency procedures.
- Contractors must use only competent and suitable persons for the work performed.
- Contractors must complete all work satisfactorily and ensure that all areas worked on are left in a safe condition after work is completed.

11. Visitors

A visitor is defined as any person who enters the school premises and goes beyond the boundary fence of the school for the purpose of physical work, meetings, visiting staff members or management. It will also apply to persons attending interviews for a potential job (if applicable). All visitors **must** report to the school office on arrival and departure at the school.

- The visitor will not carry out any work without prior permission and will be accompanied by a member of staff to the place of work and have no unsupervised access to the pupils in the school.
- In the event of a fire, or emergency evacuation activation, the visitor will be instructed to accompany the staff member to the assembly point.

- Any accidents to visitors, however minor, must be reported to the Principal and the appropriate accident form will be completed. (Available on the HSA Website)
- Visitors to the school must observe and obey all safety signs posted throughout the school.
- Visitors on site should not interfere with any equipment or hazardous materials stored or used in the school even if left unattended.

12. Parents/ Personnel Collecting Children

- All Parents/ Personnel collecting Children entering the School will report to the Secretary/ Principal on arrival.
- Arrangements for the collection of children are the responsibility of parents. Any changes in the regular arrangements i.e. a designated person by a parent collecting a child may be agreed with the Principal or class teacher.
- Responsibility for the safety of visitors or others entering the school grounds and ensuring that they are aware of what to do in the event of an emergency rests with the School Principal.

Supervision

It is the policy of Inchicronan Central N.S.to carefully and diligently supervise the pupils of the school between the hours of **9.10 a.m. and 3.10 p.m.**

The following pointers should be carefully followed by supervising teachers in order to ensure the safety and care of children:

- The need to circulate;
- Reporting misbehaviour;
- Class play areas assigned;
- Off limits areas;
- Ball games only permitted under teacher supervision at break times;
- Lining up;
- Reporting hazards;
- Organizational procedures regarding supervision in the morning/evening/sos/lunch/wet days;
- Procedures for early lunch break for a supervising teacher's welfare.

Each class has an assigned yard for each break. Teachers rotate daily for supervision on a timetable basis. SNAs provide supervision every day. Teacher's supervision timetable is updated at the start of each term and is reviewed regularly.

13. Disciplinary Procedure:

Where advice and persuasion fails to achieve compliance with Safety and Health Rules it is the Policy of the school to pursue the matter through the Disciplinary Procedure.

14. Risk Assessment

Section 19 of the Safety, Health and Welfare at Work act 2005 specifies that, "Every employer shall identify the hazards in the place of work under his or her control, assess the risk presented by those hazards and be in possession of a written risk assessment of the risks."

The Board of Management must ensure that the risk assessment is carried out as follows:

Step 1: Identify the risk

Step 2: Evaluate the risk in proportion to the hazard

Step 3: Put in place appropriate control measures to eliminate or minimise the risk

To evaluate risk, the school must write a “Risk Assessments” document. This helps to determine what the hazards are, the risk involved and the controls to be put in place to minimise the risk. This Risk Assessment has been completed.

The Board may delegate the task of completing the risk assessment to the appropriate person e.g. the individual teacher of each classroom.

Control measures must be put in place to ensure the risk of an incident or accident arising from an identified hazard is reduced. Putting in place control measures means that all that is reasonably practicable to do, have been done to ensure that a hazard does not cause actual harm or is less likely to cause harm.

The Board must:

- Agree who will identify the hazards and ensure that the risk assessments are carried out
- Formally identify the hazards
- Have written risk assessments carried out on all hazards
- Identify and implement appropriate control measures
- Report any significant unresolved problems to the principal / Chairperson
- Address any matters requiring urgent attention
- Communicate the control measures to all
- Consult staff

See schools Risk Assessment document

15. Competent Persons

Where hazards and risks are complex The Board of Management of Inchicronan Central NS will obtain the services of competent personnel for the purpose of ensuring the safety, health & welfare of employees.

16. Covid 19

The instructions of the HSE and Department of Education should be followed and staff confidentiality is essential at all times. Any changes to Covid 19 measures will be updated as appropriate and if required.

17 Fire

All employees will be instructed and should make themselves aware of the location of all fire points and the minimum requirements on how to initiate the alarm and ensure that they are capable of a controlled evacuation, should an emergency arise in the School. All teaching staff should be trained as fire wardens. This will include practical training on the use of fire extinguishers. All fire points will be wall mounted, indicated with fire point signs and kept clear of obstructions at all times. Emergency evacuation drills will be carried out on a termly basis. Records of all drills will be maintained.

Emergency Site Controller (Principal): The Emergency Site Controller will assume overall responsibility for the management and control of any emergency situation on site until the arrival of the emergency services

Deputy Emergency Site Controller (Deputy Principal): If the Emergency Site Controller is not present, the Deputy Emergency Site Controller will assume overall responsibility for the management and control of any emergency situation on site until the arrival of the Emergency Services.

Teaching staff: If the alarm sounds the teaching staff will knock on all doors in their areas of responsibility on the way out of the building. They will call class roll calls at the assembly points and await direction from the Emergency Site Controller. All Staff must be instructed on precautions for emergencies and evacuation procedures.

Fire and Emergency Procedure

Fire Safety Guidelines

Places of work are designed to comply with current fire legislation and means of escape are provided and clearly signposted in all areas.

Adequate and suitable firefighting equipment, and training of employees is provided.

Fire Procedures

Fire Prevention is every employee's responsibility. It is imperative that you know what to do in the event of a fire and that you know how to tackle a fire, if necessary.

- All staff must familiarise themselves with the sound of the fire alarm, what action to take on discovering a fire in their area, what action to take on hearing the alarm or other warning of a fire, the method of calling the fire brigade, the fire evacuation procedure, location and operation of firefighting equipment and the location of your assembly point.
- All exits, fire escapes, fire extinguishers, corridors and emergency exit doors will be checked every evening to ensure that they are clear, free from obstruction and offer unrestricted access.
- The fire extinguishers will be checked yearly by the fire extinguisher contractor.
- The fire alarm is tested once a term.
- Fire Alarm contractor services the Fire alarm yearly.

Fire Alarm Procedure

The fire alarm is monitored with alarm boxes situated outside each classroom in the building. In the event of a fire the alarm is operated by either breaking the glass on the panel box or inserting a key in each box outside of the classrooms and switched on manually.

Key for fire alarm is stored in school office on the key holder in office and labelled clearly.

In the event of fire insert key in key alarm box and turn on. The alarm can also be operated by breaking the glass on the panels .

If smoke has set off the alarm then clear smoke away from the alarm.

You may have to ring the alarm company to advise that all is well.

Number of alarm monitoring company is Clare Alarms 065 6825850

If there is a fire in the building please evacuate as per Fire Emergency Procedures

Calling the Fire Brigade

Ring the fire brigade immediately and give the Eircode V95KX43 for Inchicronan Central NS /

Crusheen NS

Crusheen,

Co. Clare

Tel 065 6827183

Eircode: V95 KX43

They will repeat the name and address back. Do not hang up until they have hung up first

Explain exactly what has happened

Where in the building the outbreak of fire has occurred

Whether anyone has been injured or trapped

What action has been taken and directions to the School if necessary

Take the class list for each class

Proceed to the nearest fire exit and meet at the assembly point

The class teacher will do a roll call of the names on class list to ensure no one is left inside, report anyone that is missing

Fire Drills (Please see Fire Evacuation Notice below)

Staff and pupil evacuation drills take place once a term. A full pupil list is printed off for this drill and a review takes place immediately afterwards.

A record of these fire drills is maintained on file in the school office. Please see Fire Drill

Procedures and evacuation points attached.

Fire Evacuation Notice

Fire Drill Procedure

- a) On hearing the fire alarm ring, each teacher should check if any child in his /her class has gone to the toilet or is out of the room.
- b) Children should then rise and **calmly proceed in line to** the nearest **Exit** door.
- c) Children should **walk** Smartly, Quickly and Quietly to the appointed **Fire Assembly Point**
- d) **On the external steps everyone must descend in single file.**
- e) **BRING YOUR CLASS LIST WITH YOU**
- a) On reaching the Fire Assembly Point, have the children stand in line and check quickly from your class list if any child is missing. **ROLL CALL**
- b) Remain at the Fire Assembly Point until it is ascertained if all your class is present.
- c) In no circumstances allow children back to a fire-hazard area to collect coats, etc.

Fire Assembly Points

FIRE ASSEMBLY POINT A - Main School Court Yard - Room 1 (Beside school office), Room 2 (Infant Room), Room 3 (Beside staffroom)

FIRE ASSEMBLY POINT B - Main School Bus Stop entrance – Room 4 (blue classroom floor), Room 5 (closest to Basketball court) & Room 6 Prefabricated Classroom.

Support Teachers will accompany their pupils to the respective class lines and assist with supervision of classes at Fire Assembly Points. Support teacher to take Principals/ Deputy Principals class.

Principal to inform Crusheen Play Group and direct staff and pupils to Fire Assembly Points. Support Teacher to take Principals class once roll has been taken.

The Board of Management must ensure:

Have an emergency evacuation plan & it must be communicated to all parties and on display

- Identify and clearly mark Assembly points
- Ensure escape routes are kept clear, inside and outside; emergency exits are unlocked or free to open by activation of push bar.
- Hold minimum 1 fire drills a term,
- Ensure drills are timed, recorded and actions taken where necessary.
- Maintain all fire-fighting equipment (Fire extinguishers, hose reels, fire blankets etc.) and installations and keep these regularly serviced
- Ensure all staff received training in use of fire –fighting equipment

18. Emergency Evacuation Procedure

Prompt action in the first few minutes of a fire can determine the eventual outcome of that fire. Nothing listed in the following bullets takes priority over the safety of the pupils and employees, ensuring their continued personal safety.

If you come across a Fire:

Should a fire occur in any area of the School, the following actions should be taken:

- Ensure the alarm is raised. Obtain assistance if required.
- Evacuate the Building & Move towards the Assembly Point.
- Check all class toilets to ensure that no children are left behind.
- Principal to complete a final walk to ensure that everyone is out of the building if it is safe to do so. School Support teachers to take responsibility for Principal's class
- Provided you have been trained and it is safe to do so, attempt to extinguish or contain the fire using the appropriate extinguishers and hoses etc.
- DO NOT PUT YOURSELF AT RISK.
- Always ensure your safe exit is available when tackling a fire; never let the fire get between you and the exit.
- Call the Fire Brigade

If you hear the Fire alarm;

- EVERYONE OUT of the building using the nearest escape routes. Class teachers bring Class Lists with them. WALK QUICKLY but CALMLY and QUIETLY. NO OVERTAKING.
- DO NOT RETURN for anything you have forgotten.
- If Time Permits (small fire), close door and windows of room.
- Move to the Assembly Points (Located in the school yard). Class teachers call the roll.
- If you know of anyone who is missing, inform the Principal.
- Wait for direction from the Principal.
- Do not re-enter the building until given the all clear to do so by the Fire Brigade personnel.

19. Emergency Contact Numbers.

Fire Brigade/Ambulance	Ennis	999/112
Gardai		
Ennis Hospital	Ennis	(065) 682 4464
University Hospital Limerick	Limerick	(061) 301 111
Ennis Garda Station	Ennis	(065) 6828205
Health and Safety Authority		0818 289389
Key Holder	Barry Millane (A/Principal) Deirdre Quinn (Deputy Principal)	086 1528918 087 9072711
Caretaker	Ken Holian	083 0820680
Security Company	Cavan (Control Centre)	049 9527100
Alarm Company	Clare Alarms	065 6825850

20. First Aid

The Safety, Health & Welfare at Work (General Application) Regulations, 2007 states the responsibility on employers to ensure that the number of first aiders, their training and the equipment available to them is adequate, taking account of the size or hazards (or both) of the undertaking or establishment.

The following procedures apply to all areas of Inchicronan Central NS:

- The school will train an appropriate number of occupational first-aiders and **where** practicable, one will be available at all times.
- A First Aid Box containing the requisite items to deal with injuries is available in designated areas of the premises.
- All employees are informed who the First-aiders are and the location of the First Aid Boxes.
- An appropriate person is responsible for the care and restocking of the First Aid Boxes so that they are fully compliant with legislation and guidance.
- A list containing Emergency numbers for pupils and staff is kept in the office.
- If a pupil has a minor accident the matter is dealt with either by the class teacher or the teacher on supervision.
- For the more serious accidents (other than minor cuts and abrasions) the pupils' parents will be informed and the pupil will be brought home. If required, the pupil will be sent to hospital accompanied by two members of staff if the parents are unavailable. Medical advice and common sense state that it is better for the patient to be waiting at a hospital, rather than at school, especially if complications develop, e.g. concussion.
- Initially attempts will be made to contact the parents, inform them of the situation and assess the feasibility of the parent taking the pupil to hospital.
- When it is not reasonably feasible for parents to take the pupil to hospital if required, an ambulance or doctor will be called and two members of staff will accompany the pupil and will remain with the pupil until the parent(s) arrive.

Parents should be:

1. Given the name of the hospital to which their son/daughter has been taken
2. Asked to attend the hospital as a matter of urgency
3. Reassured to prevent parental distress and another possible accident as they travel to the hospital

First Aid Supplies

Being a School it is important that first aid supplies are always at hand and below is a list of the minimum available at any one time. There are also trained first aiders on duty at all times when school is open.

First-Aid Box Contents

•	Guidance leaflet	x	1
•	Safety Pins	x	12
•	Antiseptic Wipes	x	10
•	Plaster	x	30
•	Surgical Scissors.	x	1
•	Gloves (pair)	x	2
•	No.3 Dressings	x	3
•	No.8 Dressings	x	2

•	Eye Pads	x	2
•	Conforming Bandage	x	1
•	Triangular Bandage	x	2
•	Sterile Eyewash	x	2

First Aiders

Details of accidents are recorded, as per regulations, in the accident report book.

List of Staff who are trained (May 2023) in First Aid are Barry Millane, Deirdre Quinn, Joe Gantley, Miriam Darcy, Marguerite O'Leary Vivienne McElroy, Olive Harvey, Aileen Kearney, Frances McMackin.

Defibrillator

The school has a defibrillator situated on the exterior wall of the gable end of school at main entrance. List of Staff who are trained in Defibrillator/First Aid awareness (May 2023) are Barry Millane, Deirdre Quinn, Joe Gantley, Miriam Darcy, Marguerite O'Leary Vivienne McElroy, Olive Harvey, Aileen Kearney, Frances McMackin.

Lunch Time

At lunch times a First Aid Bag is left outside the Staff room for easy access for staff to tend to injuries. In the event of an accident a nominated teacher or SNA on duty tends to the child using the First Aid supplies. In the event of a more serious accident the teacher on duty asks two children to go to the staff room to alert the class teacher of the injured child.

21. Sick Pupils

If a teacher feels that a child is not well enough to continue working in school, parents will be contacted and asked to take direct responsibility for the pupil and bring them home.

The responsibility for deciding whether the pupil should go home or not, therefore primarily resides with the teacher, who will also inform the principal.

If pupils become ill at break or lunch times they should report to the teacher on duty.

If pupils are absent from school due to illness, this must be communicated to the school either by email to the class teacher or orally/phone call.

The Principal should be notified by parents of any medical condition which their child may be suffering from so that any necessary procedures may be put in place for the Health and Safety of that child.

22. Accidents and Dangerous Occurrences

The objective of the School's safety programme is that no employee/pupil should be subject to any preventable injury, no matter how slight the consequence may be.

Accident/Incident Reporting and Investigation

If an employee is absent from work for more than three calendar days due to a work related injury, it is a statutory requirement (S.I No. 44. 1993) that formal notice is given to the Health & Safety Authority on the appropriate form (available on www.hsa.ie). Allianz must also be notified immediately of any work related accident.

All notification of accidents or dangerous occurrences to the enforcement authority of the HSA will be completed by Inchicronan Central NS Board of Management.

All accidents to a person, whether or not in the employment of the School or a guest, resulting in injury, however slight, must be reported to and recorded by the School and the appropriate accident reporting form filled out.

An Accident Report form is available on Aladdin Schools portal for each pupil and must be completed by supervising teacher.

This is necessary to monitor the progress of safety standards and to ensure that proper medical attention is given where required and as an aid in the identification of hazards so that the appropriate measures can be taken to prevent the accident from re-occurring.

Where an accident investigation is necessary, all employees are obliged to cooperate fully with such an investigation and to provide any information, which may be useful in establishing the circumstances leading up to the accident.

All accidents investigated will have the investigation carried out by management and a written report shall be prepared.

Where an accident results in a death or requires an injured person to receive treatment by a registered medical practitioner or treatment in a hospital as an in-patient or an out-patient, or a dangerous occurrence (as defined in the Safety, Health and Welfare at Work General Application Regulations 2007) or any other incident likely to attract the attention of the authorities occurs, then an investigation team, is to be appointed.

Accident involving a pupil

All serious accidents involving pupils who need attention should be reported to the Principal Barry Millane. An accident report should be completed as soon as possible after the accident. Copies of this accident report should be sent to the Principal and a copy is attached to the pupil's file on Aladdin.

Accident Reporting & Investigation Policy

All accidents/near misses to persons (staff/pupils/contractor/visitor), however slight, must be reported to the Principal and recorded on the appropriate accident form. The Principal will be informed immediately of all accidents and where possible accident reporting will be completed before the end of the day in which the accident occurred.

All notification of accidents or dangerous occurrences to the enforcement authority Health and Safety Authority will be completed by the Health and Safety staff representative/Principal on Form IR1 (www.hsa.ie)

Note: An IR1 must be completed if a person is away from their place of work for 3 consecutive days or more after the day of the accident.

Accident Reporting & Investigation Procedure

- Upon notification of an accident, the Principal/Deputy Principal should go immediately to the scene of the accident, bringing with him/her the injury and accident form/log book to record details.
- The teacher/person in charge should ensure that First Aid treatment has been given and that outside medical assistance has been summoned if required (doctor or ambulance),

Where necessary, or if in any doubt.

- The teacher/person in charge should determine whether a camera is necessary – if so, send a member of staff to get one and photograph the scene from several angles and get both close-up and general shots to give a full picture of the scene.
- The teacher on duty should complete the accident form by determining the underlying causes of the accident and identify the appropriate corrective action to avoid a recurrence

The Board of Management is legally required to report specific accidents and incidents to the Health and Safety Authority; therefore, it must be completed by the employer as soon as possible following the incident. All employees are obliged to co-operate with any investigation and provide any information which may be useful in establishing the circumstances surrounding an accident/dangerous occurrence. Accident or Incident Record Forms are kept in office.

23. School Outings / Bus Trips / Accidents

School tours, matches or other outings are an important part of children's education and in order to ensure the safety and welfare of pupils

- Teachers gain Board of Management approval via the Principal;
- Itinerary to be outlined to the parents and to the Principal
- Each parent signs the consent form on enrolment permitting the pupil to travel for school tours and outings and also giving the teacher the right to organize any medical treatment necessary, in the case of emergency;
- Parents or others assisting should always be accompanied by a teacher and must be Garda Vetted by the school;
- Recommended supervision ratio is: one adult in charge of 10 children if possible but a minimum of two adults should be present with each class/group. The ratio of adults to pupils should be discussed beforehand with the school principal.
- Every teacher should have a list of pupils of whom he/she is in charge, prior to departure from school.
- Each parent/supervisor must be vetted by the school before travelling on a school tour.
- Teachers should also bring a First Aid Kit with them on tour.

In the event of an accident off premises:

In the case of injury, first aid guidelines as outlined above will be undertaken. An accident report form must be completed.

All traffic accidents must be reported to the local Gardaí immediately, including any damage resulting from accidents, thefts, fire, vandalism and so on (however minor) involving a bus.

In the event of a vehicle accident the following action must be taken:

1. Ensure the safety and well-being of all those involved
2. The emergency services should be contacted if anyone is injured
3. Get the names, addresses and, if possible, motor insurance details from each driver involved in the accident.
4. Make a note of the make, description (for example, van, car or bus) and registration details of every vehicle involved. If any vehicle is, or appears to be, owned by a company or business, get the name and address of the owner.
5. Give your name and address, School name and office address to the other drivers.
6. Take pictures of the scene, if possible.
7. The Principal/person in charge should ensure that each bus is supplied with a set of relevant phone numbers, a first aid kit and firefighting equipment.

24. Personal Protective Equipment

Last Line of Defence

Protective equipment is the last resort to guard against risk but where it is provided it is for your protection and you must wear it. It is up to you to report any loss or damage to the protective equipment provided.

Gloves

Must be worn when handling cleaning products i.e. chemical or hazardous products, when changing soiled clothing or dealing with first aid emergencies.

Make sure the gloves provide the proper protection – right type for the particular hazard.

25. Suspicious Persons In The Vicinity Of The School

The Board of Management of Inchicronan Central NS makes every effort to ensure the safety of staff and school children. All staff should be vigilant and mindful of themselves and school children to ensure that risks are identified and that action is taken immediately. Where the risk is identified, the local Gardaí should be notified immediately.

1. All children and staff to go into the school or remain in the school and the doors kept locked.
2. Obey instructions and take no risks.
3. Try to act calmly so as not to cause undue stress or worry to the children or staff.
4. Where a child has been approached by a person acting suspiciously, try to gain as much information as possible from them or from any witness and report the incident immediately to the local Gardaí.

26. Safety Training

Safety Training is the responsibility of the Board of Management who must identify the safety training needs of the schools employees. A training need analysis should be carried out regularly. Training should be given in the following circumstances:

- On recruitment

- In the event of a change of task assigned to a staff member, e.g. if a teacher who is a first aider goes on leave, then the replacement teacher may need the relevant first aid training.
- The introduction of new systems of work, new equipment, new technology or changes in existing work equipment or practices.

Training Records

A current record of each employee's health and safety training is to be maintained by the Board of Management...

Training records will contain the following information.

- Date of induction training
- Date of instruction or exercise
- Name of instructor
- Name of person receiving training
- Nature and content of instruction.

27. Consultation & Information

A general obligation is placed on every employer under Section 25 & 26 of the Safety, Health and Welfare at Work Act, 2005 to consult with his/her employees on matters of health and safety. It is the policy of Inchicronan Central N.S to consult with their employees on matters of health and safety to encourage a team work strategy for safety and to carry this out through regular communications with all staff and communications.

The employer has a duty to consult his or her employees with regard to;

- Hazard Identification and Written Risk Assessments and the Safety Statement
- Activities arising from or related to protection from and prevention of risks.
- Any measures to be taken which would substantially affect safety, health and welfare.
- Persons who will be designated duties under the emergency plan.
- The appointment by the employer of a competent person for the purpose of ensuring safety and health.
- The planning and organisation of any training.

The workforce is asked and encouraged to communicate safety, health and welfare matters to the attention of management.

The Board of Management will provide employees and others with information on:
Hazards, risks and measures taken as regards safety, health and welfare

The following information is provided:

- The Schools Safety, Health and Welfare Statement
- Posting of emergency procedures in prominent locations.
- Posting of names & telephone no's of the emergency services.
- Verbal communications with management.
- Signage erected throughout work place
- Other information as is applicable to specific tasks and risks

The safety statement will be brought to the attention of all staff on an annual basis or when it is amended. A copy of the Safety Statement is held in a central location and questions or queries are to be dealt with immediately.

All safety matters that staff have raised will be discussed at the Board of Management meetings. Any matter that requires the urgent attention of the Board of Management will be brought to them via the Principal.

28. Health And Safety Authority Inspectorate

The Safety, Health & Welfare at Work Act 2005 gives Inspectors appointed by the Health and Safety Authority the right to enter Inchicronan Central NS premises without prior arrangement in order to carry out their duties, but they must be identified before being admitted.

The Inspectors are entitled to inspect all of the premises. These Inspectors, during their inspection, may wish to see the school's Safety Statement. They may also wish to speak to the Principal or members of the Board of Management and to an employee who may not necessarily be the Safety Representative.

The Health and Safety Authority Inspectors will report the findings of their inspection which may include recommendations and/or instructions. A copy of such report should be placed on the Notice Board for the information of all Staff and a copy must also be given to the Safety Representative.

The Board of Management should liaise with the appropriate person named in the Manual in order that the Health and Safety Authority Inspector's recommendations be promptly implemented.

29. Premises Inspections by the Board of Management

The condition of the premises is kept under constant review both inside and outside in order to detect early signs of deterioration.

Attention should be paid to the following matters:-

1. Interior walls, ceilings, floors, window frames, fittings, furniture and light fittings, electrical fittings, equipment used for maintenance, kitchen equipment.
2. External areas i.e., school yard, playing area, school, boiler house, storage areas, etc.
3. Stone, brick, wood, metal and other exterior work: particular hazards include loose slates or tiles, insecure signs, guttering, drainpipes and copings.
4. Entry and exit points carpets, rugs and floor coverings.
5. Where a Central heating boiler is fitted it should be regularly serviced.
6. Waste material must be deposited in suitable receptacles at regular and frequent intervals.
7. Filing cabinets which allow more than one drawer to be opened at a time must be safely anchored and positioned to allow ample room for opening of drawers. Desks and chairs/workstations should be safe and suitable for the type of work/ activity involved.
8. Cables and telephone wires should normally not be allowed to trail but when this is unavoidable, should be contained within a cable tie to prevent tripping. Socket outlet adaptors must not be used.
9. Staff Notice Boards. The following notices must be displayed:-
 - Inchicronan Central NS Statement of Policy.
 - Fire and Emergency Instructions.
 - Name and location of person responsible for the First Aid Box.

30. Employee Welfare

Inchicronan Central NS will dedicate the appropriate resources and welfare facilities necessary, whether time, finances, equipment or personnel necessary to ensure in so far as is reasonably practicable the safety, health and welfare of all its employees and pupils as well as others who may be affected by its operations and activities.

The following resources and welfare arrangements have been dedicated:

- The Health and Safety representative on the Board of Management with the assistance of the School Principal and the school Health & Safety Representative
- Inchicronan Central NS will develop and maintain, inspections, maintenance programmes and training activities etc.
- Will provide each new employee, on commencement of employment, with the necessary information and guidelines on the basic safety knowledge they require before they begin work.
- A number of teachers/staff are trained in 'First Aid'.
- A fully stocked First Aid kit for use in any accidents on site is located in all classrooms
- Firefighting equipment has been positioned throughout the School. This equipment has been chosen and sited applicable to the fire risk.
- Various signs are in place throughout the School and external areas to provide directional information, emergency exits, and firefighting equipment and identification of any hazards. All signs must meet current legislative requirements.

31. Pregnant Workers

- Inchicronan Central N.S will take all necessary steps to comply with the Pregnant Employees Regulations 2007, and related acts. In all cases:
- Employees should inform management if they are pregnant as early as possible in the pregnancy. Each case shall be treated on an individual basis according to the needs of the particular employee.
- Management should identify those aspects of the work process that may place the mother or child at risk and steps should be taken to remove exposure to this risk.
- Every effort in terms of privacy, flexible work arrangements and facilities should be made to facilitate mothers. Similarly, when a breast-feeding mother returns to work an assessment of his/her work will be carried out. If a mother wishes to continue breast-feeding her child after returning to work, the Board of Management will make arrangements to facilitate this.

32. Sensitive Risk Groups

The school must be organised in every respect to take account of sensitive risk groups which include:

Children and Young Persons

Pregnant, Post Natal and Breastfeeding Employees

Night Workers and Shift Workers

33. Temperature

During working hours, workplace temperatures should be reasonable as recommended in the Safety, Health & Welfare at Work (General Application) Regulations 2007.

34. Medical Fitness To Work

Employees who becomes aware that they are suffering from any disease or physical or mental impairment, which affects their performance of work and could give rise to risks to the safety health and welfare of persons at work, must notify the principal.

Where specific regulations require an assessment of the medical fitness to work of employees a registered medical practitioner nominated by the employer will carry out the assessments.

If the registered medical practitioner is of the opinion that an employee is unfit to perform work activities, she / he must notify both the employer and the employee as soon as possible giving the reasons for the opinion and the likelihood of early resumption of work for rehabilitative purposes.

The employer when notified of the unfitness of an employee to work shall immediately take appropriate action to ensure the safety health and welfare of the employee at the place of work.

35. Bullying & Harassment

The Board of Management will not tolerate bullying behaviour in any form as outlined by the Health & Safety Authority in their Guidelines on Bullying at Work either by Management, individual members of Staff or groups of members of Staff, e.g. Refer to Code of Practice on the Prevention of Workplace Bullying – Health & Safety Authority. Refer also to school Anti Bullying Policy

Definition of Bullying:

Workplace Bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others at the place of work, and/or in the course of employment. This could reasonably be regarded as undermining the individual's right to dignity at work.

Harassment is behaviour which could be reasonably described as unwelcome and offensive, humiliating or intimidating to the recipient. It is one sided and imposed and affects the dignity of men and women at work. Harassment includes actions, comments, jokes or suggestions which cause the recipient to feel threatened, humiliated or offended. What one individual may be able to accept may nevertheless cause distress to another.

Harassment can be physical, verbal or non-verbal. It can be repeated or persistent behaviour but can also take the form of an isolated incident.

Forms of Harassment include:- Sexual Harassment, Religious Harassment, Racial Harassment and Disability Harassment. In the event of a child or a member of Staff being bullied they should report the incident to the Principal or to another member of the Board of Management. Appropriate measures will be taken against those found to be in breach of the Anti-Bullying Policy.

36. Stress

The Board of Management acknowledges that Stress can be a problem for Staff.

While it is not possible to create a stress-free environment, the school makes every effort to minimize sources of stress for all Staff. Inchicronan Central NS makes every effort to provide training on introduction of new systems of work and Information Technology, if required by staff. The Principal will have regular consultation and communication with all staff. He/ She will ensure that complaints that may be related to stress are listened to in a confidential manner, documented and appropriate measures taken immediately. If you as an employee feel that you are stressed due to work related issues you should immediately bring the matter to the attention of the Principal or BoM Chairperson. Any member of Staff suffering unacceptable levels of stress should contact the Principal or BoM Chairperson. All information and issues will be dealt with in a highly confidential manner.

37. Manual Handling

No person will be expected to lift a load that would be likely to cause him / her injury. Consideration must be given to the load and whether or not help is necessary. Every employee must be familiar with the correct lifting techniques.

These may be summarized as follows: -

- Check for sharp edges, splinters or nails
- Lift in easy stages – floor to knee then from knee to carrying position.
- Hold weights close to body
- Don't jerk, shove or twist body
- Grip load with palms – not fingertips
- Don't let the load obstruct your view. This is particularly important when carrying loads up and down steps
- Always consider whether help is necessary to lift an awkward or heavy load.

38. Electrical Appliances Safety

Arrangements will be made for all appliances to be checked on a regular basis at least annually by a competent person; P.A.T. Testing. Before using any appliance, the user should check that:

- All safety guards which are a normal part of the appliance are in working order
- Power supply cables/leads are intact and free of cuts or abrasions.
- Unplug or switch off leads of appliances (e.g. interactive whiteboards, internet cables, microwaves, heaters) every evening.
- Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- Instructions for use of interactive whiteboards are given to each teacher
- Maintenance checks of electrical equipment are arranged by the Principal as required

39. Chemical/Cleaning Products Safety

It is the policy of Inchicronan Central NS that all chemicals, photocopier toner, detergents etc. be stored in clearly identifiable containers bearing instructions and precautions for their use. If deemed necessary products shall be kept in a locked area and protection provided for using when handling them. Cleaning products will be kept in storage under lock and key. The key will be kept 'out of reach' of children but available to adults.

40. Adult/ Student Work Experience

Included in this group are students on teaching practice, adults on SNA training, people on the Work Placement Programme (WPP) and Transition Year/ Secondary students from the local secondary schools.

The Principal decides on behalf of the Board of Management the personnel allowed on work experience/work placement in the school. The Principal will inform the Health and Safety representative of all adults/students on work experience or work placement programmes in the school. The Health and Safety representative will then arrange that a short document with a synopsis of pertinent issues in the Health and Safety statement such as expected behaviour/ code of conduct, fire drill policy, contact person in case of issues, accident reporting etc. will be given to individuals.

41. VDU Policy

The school is fully aware of its obligations under the General Application Regulations 2007 on use of VDUs Lighting. Correct lighting is essential if eye fatigue is to be prevented. We have ensured that the general level of illumination within the school premises complies with EU guidelines.

Reflection and glare can cause great discomfort for the operator.

In an effort to reduce problems in this area an anti-glare filter screen is available.

Eye tests will be facilitated for the school secretary and funded by the BOM as required.

The work surface at all workstations is a matte surface finish to prevent any glare that might normally be reflected off a highly-glossed veneer finish.


Proper seating posture is essential if the long-term problems of muscular strain and backache are to be avoided. Seats are provided with adjustable; height and tilt where appropriate.

Implementation and Review

This Policy will be reviewed **in biannually or as deemed necessary** by the Board of Management, Principal and Staff of the school.

Ratification

This Policy was ratified by the Board of Management of Inchicronan Central National School at its meeting on

Signed:  (Chairperson, Board of Management)

Date: 23/11/23