

# **St John Bosco Junior Boys' School**

## **Health & Safety Policy**

### **Introductory Statement**

This is the Health & Safety Statement drawn up by the Board of Management, in consultation with staff and parents of St John Bosco JBS. The document has been prepared in compliance with Safety, Health & Welfare at Work Act (2005).

### **Rationale**

The Board of Management recognises and accepts that every employee, student and visitor to the school is entitled to a safe and healthy environment. It is the intention of the Board of Management of the school that all appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment.

### **Aims**

The aims of this policy are 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 (insofar as is reasonably practicable).

### **Responsibilities of the Employer – Board of Management ( BOM)**

Caitriona Hayden is the Health & Safety representative on the Board of Management.

In discharging its responsibilities, the Board of Management will:

- make itself familiar with the requirements of the appropriate legislation and codes of practice;
- create and monitor a management structure for Health and Safety;
- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school, and that it is implemented;
- periodically assess the effectiveness of the policy and ensure that any necessary changes are made;
- identify and evaluate risks relating to possible accidents and incidents connected with sponsored activities, including work experience.

In particular, the Board of Management undertakes to provide as far as is reasonably practicable:

- a safe place for all users of the site to work, including safe means of entry and exit;
- school, equipment and systems of work that are safe;
- safe arrangements for the handling, storage and transportation of articles and substances;
- safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance;
- supervision, training and instruction so that all staff and students can perform
- their related activities in a healthy and safe manner;
- provide safety and protective equipment and clothing, with associated guidance, instruction and supervision when appropriate.

### **Responsibility of the Principal**

The Principal (Clodagh Farrell) has responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors. The Principal will take all reasonably practicable steps to ensure that the Health & Safety policy is implemented.

### **Responsibilities of Employees**

All staff are expected to familiarise themselves with the Health and Safety aspects of their work and avoid conduct which would put themselves or anyone else at risk.

In particular, members of staff will:

- Be familiar and comply with the Health and Safety Policy and all safety requirements laid down by the Board of Management;
- Ensure that staff, students, visitors and contractors are applying Health and Safety regulations, rules, routines and procedures effectively;
- Attend any health & safety training;
- Report any practices / defects in the premises, school, equipment and facilities that they observe to the appropriate person;
- Take an active interest in promoting Health and Safety and suggest ways of reducing risks;
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- See that all school machinery and equipment are in good and safe working order and adequately guarded, and not make or allow improper use of such school machinery and equipment;
- Notify employer if suffering from illness or disease that adds to risks.

### **Responsibility of Safety Officer**

The Safety Officer (Louise Tighe) will be responsible for the day to day implementation of the

Health & Safety policy.

### **Entitlements of Safety Officer**

- Represent the employees at the place of work in consultation with the employer on matters in relation to health and safety
- Inspect the place of work on a schedule agreed with the employer or immediately in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person. This process is carried out through the use of a monthly Health & Safety Checklist. See **Appendix J**.
- Receive appropriate training
- Investigate accidents and dangerous occurrences
- Investigate complaints made by employees
- Accompany an inspector carrying out an inspection at the workplace
- Make representations to the employer on matters relating to safety, health and welfare
- Make representations to and receive information from, an inspector
- Consult and liaise with other safety representatives in the same undertaking.

### **Safety Consultation General**

As well as informal and on-going consultation between the various stakeholders, teachers, parents and BOM, the following formal arrangements are in place

- Safety is a specific agenda at monthly staff meetings
- Safety is a specific agenda item at BOM meetings

Minutes from each of the separate meetings in relation to safety are shared and reviewed accordingly.

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

- **Emergency Contact procedures**  
Details of contact numbers for parents /guardians and another responsible adult (for each pupil) are gathered when the child is first admitted in Junior Infants. Parents are requested to keep the school informed of any changes to contact details. The information is stored on the school's Aladdin database. Class teachers have access to the details for their own class. The school uses texts as a form of communication with parents.
- **Fire-Safety**  
A copy of the fire safety register is attached in Appendix A. This details the fire safety management arrangements in place at the school.
- **Serious Accident procedures**  
The basic philosophy of St John Bosco JBS is that no staff, pupil, contractor or member

of the public should be subject to any preventable accident, no matter how slight the consequences may be. Therefore, it is important that all accidents and incidents (including near misses) with potential for injury are reported to the Principal, using the recognised accident reporting procedures.

Objectives of this procedure are to:

- Ensure that any injury resulting from an accident is properly treated;
- Enable management to prevent accidents by taking the appropriate action in individual cases;

An Accident Report Form and Accident Investigation Form must be completed as soon as possible following the accident;

Where necessary the prescribed form reporting the accident or dangerous occurrence to the Health & Safety Authority must be complete (IR1 & IR3 Forms)

The Principal must carry out an Accident Investigation; all of the details found from this investigation must be documented;

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

1. An accident causing loss of life to any employed or self-employed person if sustained in the course of their employment
2. An accident sustained in the course of their employment which prevents any employed or self-employed person from performing the normal duties of their employment for more than 3 calendar days not including the date of the accident
3. An accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment.

- **Critical Incident policy**

A Critical Incident Management Team has been formed. The policy is attached at **Appendix B**. The policy is updated annually in September.

- **Exceptional Closures**

The decision to close the school is made in consultation with the other 2 schools on the campus. Parents are notified by text message. Details are also posted on the school website.

## **Health Issues**

### **1. Enrolment Form**

The enrolment form has a section for any allergies / illnesses. Parents of pupils with significant issues are invited to meet the Principal prior to enrolment so that any supports necessary are put in place.

### **2. Managing Specific Health issues**

Parents of children with specific health issues are requested to fill out a Medical Information Form every September. Parents are also requested to notify the school if there are any changes to the child's medical needs, if there is a change in their medication or if a new diagnosis is received. This information is shared with all relevant staff members. Details of procedures and medications are kept in the Principal's office and in the first aid box in the Secretary's office.

### **3. Administration of Medication**

Medication for long-term conditions can only be administered with the written agreement of the BOM, staff member(s) and parent. A copy of the agreement form is attached at **Appendix C**. Incidental medication is not administered under any circumstances. No pupil is permitted to carry medication of any description.

### **4. Sickness / Injury**

Parents are notified by phone in the case of all head injuries, other serious injuries and where a pupil is unfit for class due to illness. An information note re head injury is also given to the parent. See **Appendix D**. In the case of infectious diseases e.g. chickenpox, the standard HSE letter is circulated to the class. For serious illnesses e.g. scarlet fever all parents are notified using the standard HSE letter.

### **5. Headlice**

Parents are asked to notify the class teacher if their child contracts headlice. A standard information letter is issued to all the pupils in the class.

### **6. School Hygiene**

Soap dispensers dispense liquid soap at every hand basin in the school. Paper handtowels are provided for staff and pupils. No smoking is permitted anywhere on school grounds.

### **7. First Aid**

There are three trained Occupational First Aiders (Nicola Galvin, Laura Fagan & Marie O'Donoghue). Marie manages the first aid area at break-times when the children are in the yard. First aid issues at other times are referred to Nicola.

### **8. Healthy Eating**

The school promotes good eating habits and a copy of the Healthy Eating Policy is attached at **Appendix E**. All taps have drinking water and filtered water is available in

the staffroom.

## **Safety and Welfare issues (Pupils)**

- **Assembly and dismissal of pupils**

Pupils assemble in their lines in the yard. Parents and guardians are asked to remain with the pupils until the class teacher collects them from their line. Classes return to their lines at dismissal time to be collected. Each child is dismissed individually from their line by the class teacher. When a parent is late the pupil is referred to the office so that suitable arrangements can be made.

- **Pupils leaving the premises during the school day**

Parents are asked to inform the class teacher, in writing, in advance. All pupils leaving the school prior to home time must be signed out in the office.

- **Supervision**

When a class teacher is absent, the class is supervised by the Principal or a member of the Learning Support Team until other arrangements can be made (either a substitute secured or class divided according to a schedule drawn up at the start of the year). During yard time, two class teachers will ordinarily supervise the school yards, assisted by the school's Special Needs Assistants. During inclement weather the children will be supervised indoors. The yard duty roster is displayed in the staff room.

- **Playground Toys and Equipment**

Playground toys and equipment are discarded when they are deemed unfit for use. The teachers and SNAs will monitor the equipment daily.

- **Incident / Accident book**

All accidents are recorded in the Accident Report Book. Accidents of a serious nature are recorded on the school accident form and retained in the Principal's office. See **Appendix I**

In the event of a serious accident the following steps should be followed:

1. Secure medical attention for injured person. Eg. First Aid and if required emergency services by contacting 999 or 112
2. Inform the Principal.
3. The Principal will ensure that the area is made safe following a serious accident, isolate equipment/machinery, erect barriers or warning notices, NB in the case of serious injury the scene should not be disturbed until advised otherwise by the BOM or H.S.A.
4. The Principal completes the accident report form and gathers any witness statements within 2 days.
5. The Principal assesses the accident report and statements and where required undertakes an investigation, and notifies the statutory authorities.

6. Where the accident investigation identifies the need, remedial measures will be considered to prevent or reduce the probability of a reoccurrence.
7. All serious accidents will be discussed/ reviewed at BOM and Staff meetings.

- **Code of Behaviour and Anti-Bullying Policy**

The school promotes a positive learning environment where all can benefit in a secure and safe manner. The policies detail procedures for dealing with behaviour which causes a risk to others. Copies of these policies are attached at **Appendix F** and **Appendix G**.

- **Allegations or Suspicions of Child abuse**

The Designated Liaison Person (DLP) is Clodagh Farrell. The Child Protection policy was formulated in 2006 and a copy is attached at **Appendix H**. This policy is reviewed annually.

- **Visitors to the school**

All visitors are requested to report to the office on arrival at the school. Signs are posted to that effect. Visitors must park in the staff car-park during school hours and proceed on foot. Deliveries arriving during school hours must be escorted to the junior school building by the caretaker or another member of staff.

- **School Tours**

Written permission is sought in advance from parents. A minimum of 2 adults to each class is required. Emergency contact details are carried by the class teacher and the Principal (or Deputy Principal). All medications are carried by the class teacher or SNA where applicable. An Occupational First Aider carries a First Aid Kit. Safety requirements re numbers on bus and seat belts are strictly adhered to.

- **Dogs**

No dogs are permitted in the school grounds. Signs to this effect are posted around the premises.

## **Safety and Welfare issues (Staff)**

- **Garda Clearance**

Teachers are vetted through the Teaching Council. Proof of registration with the Teaching Council is required for all appointments. Ancillary staff and volunteers are vetted by the National Vetting Bureau (NVB) through Archbishop's House. Other visiting teachers etc. are vetted by their regulating body. Substitute teachers are required to be vetting with the NVB.

- **Positive Staff Relations**

The Board of Management acknowledges that each member of staff performs a different

role and that each is fully entitled to be treated with professional respect and with dignity. Regular, transparent, open & direct communication is encouraged throughout the school. A sense of fair-play, tolerance and goodwill permeates the school. Behaviours which create negative staff relations are not acceptable. The school adheres to the code of good practice and procedures detailed in Appendices 20, 21 & 22 in CPSMA handbook for Boards of Management.

- **Occupational Health Strategy**

The Board of Management follows the standard operating procedures set out in the Occupational Health Services Manual for Boards of Management.

- **Assaults on Teachers / employees**

The Code of Discipline outlines procedures regarding pupil behaviours. When a parent or visitor comes to meet a member of staff, the teacher is advised to

1. Assess situation
2. Take precautions if necessary to ensure their own safety
3. Ask for another member of staff to sit in on the meeting
4. Leave the door open
5. Arrange for another member of staff to call after a set time.

The school adheres to the guidance detailed in Appendices 23 & 24 in the CPSMA Handbook for Boards of Management.

- **Pregnant Employees**

On receiving notification from an employee of pregnancy the Principal/Safety Officer will arrange to oversee the duties of the employee and review against existing risk assessments. The Principal and the Safety Officer assess the risks and any appropriate action deemed necessary will be taken.

- **Manual Handling**

In the school, the main risks come from lifting books, A4 paper, moving furniture and lifting or moving materials and equipment. Lifting items to and from a height, pushing and pulling loads may lead to extra strain on the back. Staff are at risk when lifting items or reaching to a height if they are not following appropriate manual handling methods. Trolleys and handcarts are provided to promote good ergonomic practices. Most presses & shelves have been fitted with wheels to reduce the need for lifting. Heavy lifts or awkward lifts should be performed by trained personnel only. SNA's may require specific training if they have to get involved in lifting. Their tasks should be risk assessed in advance.

## **Safety and Welfare issues (School)**

- **VDU Assessments**  
The Board of Management will arrange to carry out an analysis or risk assessment of employee workstations.
- **Slips / Trips / Falls**  
The corridors have mats placed at the doors to absorb moisture from footwear and to minimise risk of slipping on wet tiles. Signs are employed to warn persons about wet floors. Pupils are not permitted to run in the corridors.
- **Equipment**  
Technical files are maintained for all equipment in the office.  
Lawnmower  
Guillotine  
Hoovers  
Caretaking tools  
Floor washer  
Printers  
Computers / laptops  
Projectors  
Ladders
- **Risk Assessment - See Marsh Report**

## **Ratification and Communication**

This policy was ratified by the BOM in October 2012.

It was updated in October 2016

**Signed:** \_\_\_\_\_ **Chairperson BOM**

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