

St John Bosco Junior Boys' School Health & Safety Policy

Introductory Statement

This is the Health & Safety Statement that has been reviewed by the Board of Management of St. John Bosco Junior Boys' school in consultation with staff and parents and in accordance with the Safety, Health & Welfare at Work Acts 2005-2014. The Board of Management wishes to document their health and safety programme and make it available to all employees, outside service providers and Inspectors of the Health and Safety Authority.

Rationale

The Board of Management recognises and accepts that every employee, pupil 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. It is the policy of the Board of Management to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, visitors, contractors and other persons in the school from injury and ill health arising from any work activity. The successful implementation of the policy requires the full support and active cooperation of all staff, pupils, contractors and visitors to the school. The Board recognizes that hazard identification, risk assessment and control measures are legislative requirements, which must be carried out by the employer to ensure the safety, health and welfare of all staff.

The Board of Management of St. John Bosco Junior Boys' school, as employer undertakes in so far as is reasonably practicable to:

- Promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health & Welfare at Work Acts 2005-2014 and other relevant legislation, standards and codes of practice
- Provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively
- Maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school
- Continually improve the system in place for the management of occupational safety, health and welfare and review it periodically to ensure it remains relevant, appropriate and effective
- Consult with staff on matters related to safety, health and welfare at work
- Provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, students, contractors and visitors.

To these ends the Board is committed to ensuring the following:

- The design, provision and maintenance of all places in the school shall be safe and without risk to health
- Safe access to and from places of work
- Plant and Machinery will be operated safely in so far as is possible
- Work systems shall be planned, organised, performed and maintained with correct safety measures in place and without risk to health
- Staff shall be instructed and supervised in so far as is reasonably possible to ensure the health and safety of all employees
- Protective clothing or equivalent shall be provided at work where necessary to ensure the safety and health all employees
- Plans for emergencies shall be complied with and reviewed as necessary
- The Board of Management will continually revise this statement and it shall be reviewed by the Board on an annual basis
- Employees shall be consulted on health and safety issues

Relationship to Ethos

According to our Mission Statement “*Saint John Bosco Junior Boys’ School is a Junior Boys’ Catholic School catering for boys from Junior Infants to First Class. It aims to provide a happy, secure, friendly learning environment where children, parents, teachers, ancillary staff and Board of Management work in partnership; where each individual is valued, encouraged and respected for their uniqueness. It is our aspiration that in this atmosphere where Christian values are promoted that the moral, academic, aesthetic, social, physical and emotional potential of the child can flourish, his self-esteem is enhanced and rightful dignity be accorded to each person*”.

In keeping with this philosophy our Health and Safety Policy emphasises the importance of the health and safety of our pupils and that of all school employees. This document sets out the safety policy of our school and specifies the means to achieve that policy. The successful implementation of the policy requires the full support and active cooperation of all staff, students, contractors and visitors to the school. It is important to read this document carefully and understand that everyone has a role to play in the overall arrangements for health and safety in the school. Staff, parents and members of the school community are encouraged to put forward suggestions for improvements to the statement. This document should be considered in conjunction with the following policies:

- Critical Incident Policy
- Anti-bullying Policy
- Acceptable Use Policy
- First aid and Administration of Medicines Policy
- Dignity at work Policy
- Child Protection Policy

Rationale

The Board of Management believes that each employee accepts their legal and moral responsibilities for improving and maintaining safety, health and welfare in the workplace and for behaviour which does not jeopardise the individual's personal safety, health and welfare at work or that of others.

Safety Consultation General

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

- Safety is a specific agenda at staff meetings
- Minutes from each staff meeting in relation to safety are shared and reviewed with the staff
- Safety is a specific agenda item at Board of Management meetings
- Minutes from each Board meeting in relation to safety are shared and reviewed with the members of the Board of Management

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 (in so far as is reasonably practicable) to include the following areas:
 - the provision of a safe workplace for all employees- teachers, SNAs, secretary, caretaker and all ancillary staff ensure employees are informed of Health and Safety requirements and will carry out safe work practices
 - ensure safe access and egress routes
 - ensure safe handling and use of hazardous substances and equipment
 - provide safe equipment including maintenance and use of appropriate guards and appropriate personal protective equipment

Resources for Health, Safety and Welfare

The following resources are in place within the school:

- Fire extinguishers, break glass units and a fire alarm system are in place in the school and are maintained annually in line with fire safety guidelines

- A First Aid cabinet is located beside the secretary's office containing all necessary First Aid supplies
- All staff have been informed of pupils who may need medical attention or medications and their photo is displayed in the Staff room with prior parental permission
- Policies regarding behaviour in the school and the schoolyard, bullying and administration of medicines are in place in the school
- New employees are given induction on the health and safety practices in the school
- A number of staff have been trained as occupational first aiders.
- Procedures are in place for the monitoring of visitors and workers to the school.
- Access to the school is carefully monitored and procedures are in place for the safe collection of children during the school day and at dismissal times
- The Board of Management together with the principal and health and safety representative undertake safety audits and arrange for repairs as necessary
- Fire drills are carried out regularly and pupils and staff are instructed how to evacuate the school building safely

Roles and Responsibilities

Board of Management (Safety officer)

Overall responsibility for safety and health matters rests with the Board of Management and the Board of Management will monitor safety generally and the operation of safety procedures within the school.

In addition, the Board will comply with its legal obligations as employer under the Safety, Health & Welfare at Work Acts 2005-2014 and will oversee the following:

- Ensure that the school has written risk assessments and an up to date safety statement
- Guide and advise on all health, safety and welfare at work matters
- Ensure that safety procedures are adequately communicated to staff
- Review the implementation of safety procedures and the safety statement at least annually or when changes that might affect workers' safety, health and welfare occur
- Receive regular reports on safety, health and welfare matters
- Allocate adequate resources to deal with safety, health and welfare issues
- Appoint competent persons as necessary, to advise and assist the Board of Management on safety, health and welfare at the school.
- Ensure there is a safety representative within the school.

Principal

In consultation with the Board of Management the principal has responsibility for the coordination of all safety and health matters including

- Complying with the requirements of the Safety, Health & Welfare at Work Acts 2005-2014

- Managing safety, health and welfare in the school on a day to day basis
- Communicating regularly with all members of the school community on safety health and welfare matters
- Bring any changes to the attention of staff
- Ensuring all accidents and incidents are investigated and all relevant statutory reports are completed
- Coordinating fire drills, training, etc. with the relevant post holder
- Ensuring that fire-fighting equipment is tested annually
- Carrying out safety audits with the Board of Management and the safety representative
- Ensuring that all contractors provide a safety plan to the school before commencing work

Relevant Post Holder/Safety Representative

The responsibilities of the safety representative include:

- Organising fire drills on a regular basis and updating the fire evacuation procedures as necessary
- Bringing to the attention of the Principal and the Board of Management any items of health, safety and welfare that need attention
- Ensuring there is an adequate supply of First Aid supplies for use on school trips
- Representing the employees in consultation with the employer on matters in relation to health and safety and investigate complaints made by employees
- Ensuring the provision of a copy of the Health and Safety Policy and Safety Statement and additional Health and Safety information or instructions as they become available to all members of staff
- Affording all possible cooperation to inspectors and officials of all relevant bodies concerned with safety and health standards and make representations to and receive information from, an inspector
- Inspect and investigate 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
- Receive appropriate training
- Accompany an inspector when carrying out an inspection in the workplace

Employees

Employees have a specific responsibility (section 13 of the Safety, Health & Welfare at Work Acts 2005 -2014) for their own safety and that of any person who may be affected by his/her acts or omissions while at work.

Employees are expected to familiarize themselves with the Health and Safety aspects of their work and avoid conduct which would put themselves or anyone at risk.

All staff are required to cooperate with school management in the implementation of the safety statement and inform students of the safety procedures associated with individual subjects,

rooms, yard, the school hall and all tasks undertaken.

In particular members of staff will

- Ensure that all activities are planned so that they may be carried out safely
- Check classroom/immediate work environment to ensure it is safe and free from fault or defect
- Ensure that staff, pupils, visitors and contractors are applying Health and Safety regulations, rules, routines and procedures effectively
- Ensure that all electrical appliances are turned off at the mains before going home
- Cooperate with the employer and any other person to such extent as will enable the employer or the other person to comply with any of the relevant statutory provisions
- Use any appliance, protective clothing and all equipment correctly and in accordance with safety guidelines (whether for own use alone or for shared use) for securing fire safety, health and safety or welfare while at work
- Report without delay, any health and safety issue or concerns to the school Health and Safety representative, the Principal or the Board of Management
- Never intentionally or recklessly interfere with, or misuse any appliance, protective clothing, or equipment provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health or welfare of persons arising out of work activities
- Ensure that hazardous, toxic and highly flammable substances are correctly used, stored and labelled
- See that all school machinery and equipment is in good safe working order and adequately guarded and that all school machinery and equipment is used properly
- Attend any Health and Safety training
- Notify the principal if suffering from a health condition illness or disease that adds to his/her own risk or that of others in the workplace
- Be familiar and comply with the Health and Safety Policy and all the safety requirements laid down by the Board of Management.

Covid 19

All staff members have been consulted and involved in the compilation of a **Risk Assessment and the School Response Plan** in order to minimise the risk of being exposed to Covid 19.

All staff members have completed and signed **Return to work form and the 'Back to School Safely Checklist** and have read both plans in relation to the **Covid 19 Return to Work Safely Protocol**.

A Lead Worker Representative and an assistant LWR have been appointed.

The Lead Worker Representative has completed Checklists 6/7 and all required checklists have been completed and are filed in the office and all school Covid 19 information is filed in a Covid 19 folder in the office.

Other school users

Other school users such as students, parents, volunteers, visiting speakers, company sales

representatives and all other visitors must comply with school regulations and instructions relating to safety, health and welfare.

Large scale works contractors:

Contractors must comply with statutory obligations as designated under the Safety, Health & Welfare at Work Acts 2005 -2014 and all regulations made thereunder.

- The Board of Management will make available the relevant sections of the safety, health and welfare statement and safety file to any contractors working in the school on behalf of the school.
- The Board of Management will provide to contractors the school regulations and instructions relating to safety, health and welfare.
- Contractors must make available relevant sections of both their safety, health and welfare statement and risk assessments in relation to work being carried out
- Contractors must make available their public liability insurance certificates before commencement of work.
- If the school is sharing a workplace with a contractor it will cooperate and coordinate school activities in so far as is reasonable in order to prevent risks to safety, health and welfare at work.

Short duration, low risk, single contractor works involving routine maintenance, cleaning, decorating or repair

Where this work involves a single contractor and where there are no particular risks present and task duration will not exceed 30 working days or 500 person days, to comply with safety, health **and** welfare requirements and to ensure this type of work is carried out safely with minimal disruptions, the following key points should be followed:

- The Board of Management must ensure that the contractor is competent. This means that the contractor is suitably qualified and experienced and is registered. For instance, an electrician should be registered with the Register of Electrical Contractors of Ireland (RECI) or the Electrical Contractors Safety and Standards Association (ECSSA)
- The contractor and the Principal will meet before the project commences to ensure communication links are established before work starts and throughout the contract. The contractor must advise the Principal about the likely duration of the work, any possible hazards, and how these will be addressed. The contractor must also provide the principal with a copy of its safety statement including any relevant risk assessments for the project to be undertaken. Likewise, the Principal will advise the contractor about necessary precautions which need to be considered, particularly if work is being carried out during school time.

Substantial building works, (e.g. extension to school building):

Where substantial building work lasting more than 30 days or 500 person days is being considered, the Board of Management take on the responsibility of “client”

The client (Board of Management) will:

- appoint, in writing before design work starts, a Project Supervisor for the Design Process (PSDP) who has adequate training, knowledge, experience and resources
- appoint, in writing before construction begins, a Project Supervisor for the Construction Stage (PSCS) who has adequate training, knowledge, experience and resources
- Cooperate with the project supervisors and supply any necessary information.
- Notify the HSA of the appointment of the PSDP on **Approved Form AF1**.
- Retain and make available the safety file for the completed structure. The safety file contains information on the completed structure that will be required for future maintenance or renovation
- Prior to carrying out any construction work the Board of Management, as client will familiarise itself with its legal health and safety responsibilities, as detailed in the Safety, Health and Welfare at Work (Construction) Regulations 2013 as amended.
- The Board of management will follow the advice laid down in the technical guidelines published by the Department of Education and Skills.

Risk Assessment

The Board of Management is committed to identifying and eliminating any hazards in the school through a risk assessment and annual audit. The Board will make use of advice available from such sources as the Department of Education, relevant national authorities such as the National Authority for Safety Health and Welfare at Work and Dublin City Council Fire Prevention Section.

Competent consultants and bodies with special skills and services may be used for training and to augment the internal audits as necessary.

The Board of Management through the risk assessment will:

- Identify the risks
- Evaluate the risk in proportion to the hazard
- Put in place the appropriate control measures to eliminate or minimise the risk/s
- Consult with employees

The Risk assessment document and the annual Health and Safety Audit are on file in the Principal’s office. The Board of Management may delegate the task of completing the risk assessment to the appropriate person for example the Principal and the Safety Representative. There is no need to consider every minor hazard or risk that we accept as part of our lives.

Covid 19

The Covid 19 Risk Assessment and Response Plan are on file in the Principal’s office.

Safety Instruction and Training

In accordance with legislation, the Board of Management is committed to providing instruction, training and supervision to its employees in relation to health and safety at work and a record will be kept of all safety training. The Safety Training Record is on file in the office.

All employees will be:

- Advised of the nature and location of fire equipment and instructed on how it is safely operated (this instruction to include a practical demonstration of fire extinguishers)
- Notified of any changes in safety procedures
- Advised of the health and safety requirements as part of their induction training and will attend all necessary Health and Safety training

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 children are first admitted to 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 text messages as a form of communication with parents.

Fire safety/emergency procedures

A copy of the Fire Safety Register is filed in the office. This register details the fire safety management arrangements in place in the school. All staff and pupils must follow the most up to date Fire Drill procedure and all staff members will be given a copy of the procedure and fire safety guidelines.

- An adequate supply of Fire Extinguishers is provided and correctly sited to meet statutory and insurance requirements
- All firefighting equipment is inspected each year and is serviced by specialised contractor
- Instruction is given in the use of Fire Extinguishers for specific materials/sources of fire
- "Break Glass" units are provided at strategic locations to raise the alarm
- Fire Extinguishers are available in the staff room
- All fire exits are clearly marked and are visible to visitors
- Fire drills will be held during each term i.e. at least three times a year. Fire Drill procedure information is reviewed and updated as needed and all employees are informed by the Principal and Safety Representative and given a copy of the Fire Drill Procedure and fire safety guidelines
- All employees are asked to familiarise themselves with the procedures so that a fast and effective evacuation of the premises can be completed in the event of an emergency

- A classroom checklist has been given to all staff. Teachers are responsible for their own classrooms and all electrical equipment must be unplugged or turned off outside hours of the approved use of the school
- A designated Fire Assembly Point is located in the playground area of the nearby Mary Help of Christians GNS
- In the event of evacuation, each teacher will account for the pupils/personnel at the fire assembly area
- Smoking anywhere in the school building or school grounds is prohibited

First Aid

A separate First Aid and Administration of Medicines policy is in place in the school. Three members of staff have been trained as occupational first aiders and two SNAs have completed the 'First Aid in School' training. In addition, basic first aid training is made available to all staff every two/three years.

The First Aid station is located in the playground at break times when the children are in the playground. First Aid issues at other times during the school day are referred to one of the occupational First Aiders. There is a First Aid cabinet beside the secretary's office containing essential supplies such as plasters, cotton bandage, tape, disinfectant, antiseptic wipes, scissors, magnifying glass, and tweezers. Disposable gloves must be worn at all times when administering First Aid. The school secretary replenishes the first aid kit as necessary.

Covid 19 - All First aiders have been provided with the necessary PPE gear and sanitising equipment as per Covid 19 guidelines.

Defibrillator

A defibrillator is located on the school campus in the courtyard area adjacent to Mary Help of Christians Girls' school and is checked regularly. The batteries are checked annually and replaced as necessary.

Staff receive formal training in the correct use of the Defibrillator as necessary

Infectious Diseases

It is school policy to notify all infectious diseases to parents and staff. Pregnant employees will be notified immediately and will go to the Principal's office to contact their health care professional and seek medical advice. Risk will be minimized, with adherence to sound principles of cleanliness, hygiene and disinfectant. Disposable gloves are provided for use in all first aid applications, cleaning jobs etc. Staff have separate toilets with hot water and cold water, a disposal unit and soap.

Accidents and injuries

All accidents to persons (staff/contractor/visitors), however slight, must be recorded on the

appropriate accident form. The Principal will be informed within 24 hours of all accidents and where possible all other accident reporting will be completed before the end of the day on which the accident occurred.

All notification of accidents or dangerous occurrences to the enforcement authority (Health and Safety Authority) will be completed by the principal on **Form IR1 or IR3** (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.

Critical Incident policy

A Critical Incident Management Team has been formed and the Critical Incident Policy is updated annually in September.

Exceptional Closures

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

Covid 19- All school/class closures will be determined following current advice from by the HSE.

Health Issues

Enrolment Form

When completing the enrolment form parents must complete the allergies/illness section if their child has a medical condition. Parents of pupils with significant issues are invited to meet the Principal prior to enrolment so that any supports necessary are put in place.

Managing Specific Health issues

Parents of children with specific health issues are requested to fill out a Medical Information Form at the beginning of each school year. Parents are also requested to notify the school if there are any changes to their child's medical needs or a change of medication or if a new diagnosis has been received. This information is shared with all relevant staff members. Details of procedures and medications are kept on file in the Principal's office.

Administration of Medication

Medication for long-term conditions can only be administered with the written agreement of the BOM, staff member(s) and parent. All forms are filed in the Principal's office. Incidental medication is not administered under any circumstances. Pupils are not permitted to carry medication of any description on their person or in their school bag.

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 regarding any head injury is also given to parents.

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.

Covid 19- The school will follow HSE and Public Health protocol in relation to Covid 19 testing procedures and illness.

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.

School Hygiene

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

Covid 19 - Hand gel dispensers have been installed throughout the school premises. All staff have been given a sanitising pack and suitable PPE gear. Anti-bacterial wipes and disinfecting sprays are available in the office and extra cleaning and sanitising will take place throughout the school day. The childrens' toys and commonly used classroom materials will be sanitised each day and steam cleaned and quarantined at the end of each week. The staff room has been reconfigured and an over-flow area has been established in order to adhere to correct social distancing guidelines.

Healthy Eating

The school promotes good eating habits and has a Healthy Eating Policy. All taps have drinking water and filtered water is available in the staffroom.

Safety and Welfare issues (Pupils)

Accidents on the yard/in the school hall/ in classrooms

However vigilant school staff members are in relation to pupil safety, accidents will occur and correct procedures in the event of accidents can prevent or minimize injuries.

The teacher on supervision duty should complete an injury form and/or an accident form if required, detail any actions taken and where necessary determine the underlying causes of the accident and identify the appropriate corrective action to avoid a recurrence. Where necessary the appropriate form will be forwarded to the insurance broker for the school.

Accidents/injuries procedures

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

Parents are informed of any injury from the neck upwards either by text **and** a phone call depending on the severity of the injury. All children will receive an **injury note** to take home informing the parents of any injury and the follow up actions taken.

Serious Accidents/procedures

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

- Secure medical attention for injured person. For example, First Aid and if required emergency services by contacting **999** or **112**
- Inform the Principal
- The Principal will ensure that the area is made safe following a serious accident, isolate equipment/machinery, and erect barriers or warning notices. In the case of a serious injury, the scene should not be disturbed until advised otherwise by the BOM or H.S.A.
- The Principal completes the accident report form and gathers any witness statements within two days
- The Principal assesses the accident report and statements and where required undertakes an investigation and notifies the statutory authorities
- Where the accident investigation identifies the need, remedial measures will be considered to prevent or reduce the probability of a reoccurrence
- All serious accidents will be discussed/ reviewed at Board of Management and Staff meetings

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.

Covid 19 - In line with current social distancing guidelines parents have been asked to wear face coverings and observe correct social distancing measures. Pupils will enter and leave their classrooms through a designated entry/exit door and will also be dismissed from their designated door each day.

Pupils leaving the premises during the school day

Covid 19 - Parents are asked to inform the class teacher in advance either by phoning the school or using the Aladdin online platform. All pupils leaving the school prior to home time must be signed out in the office.

Supervision

If 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 or a substitute teacher is secured. On wet days, the children will be supervised indoors. The pupils stay in their classroom, where they read, draw or complete an activity chosen by the class teacher.

Covid 19 - Classes will not be divided if a teacher is absent.

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.

Covid 19 - Playground toys must be sanitised and quarantined in line with current guidelines

Playground/Breaks (Covid 19)

The children will be assigned to different yard areas for outdoor breaks and the staff will have staggered breaks in order to maintain proper social distancing guidelines.

During yard time, two class teachers will 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.

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 both policies are available in the office.

Allegations or Suspicions of Child abuse

The Designated Liaison Person (DLP) is The Principal and the Deputy DLP is the Deputy Principal. The Child Protection Policy was formulated in 2019 and a copy is available in the office. 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.

Covid 19 - All visitors and deliveries will follow the Covid 19 protocols as set out in our **School Response Plan**.

All visitors must make a prior appointment with the principal and fill in and sign the **Visitors Contact Tracing Log**.

School Tours and Educational Visits

Written permission is sought in advance from parents. A minimum of two 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. In the case of an educational visits and tours each visit will be booked with a reputable coach service with appropriate seat belts. Every effort will be made to ensure the safety of the pupils at all events and activities.

Covid 19 - We will follow current Public Health advice in relation to all educational school trips and tours.

Dogs are not 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 vetted 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 as set out in the Dignity at Work, Whistle-blowers and Disciplinary grievance procedures which have been ratified and a copy of each policy is available in the office.

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 the 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:

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

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 see (HSA Pregnancy form).

The school will take all necessary steps to comply with the Guide to the Safety, Health and Welfare at work (General Application) Regulations 2007, Chapter 2 of Part 6: Protection of Pregnant, Post Natal and Breastfeeding Employees.

- 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 and medical information provided
- 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. All staff will be informed of all infectious diseases and serious illnesses immediately
- All staff including pregnant employees will be notified of infectious diseases within the school setting. The pregnant employee will go to the office and contact their health care provider immediately to seek medical advice

Every effort in terms of privacy, flexible work arrangements and facilities should be made to facilitate nursing mothers. Similarly, when a breast-feeding mother returns to work an assessment of 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.

Welfare of staff

To ensure the continued welfare of employees, a staffroom and cloakroom facilities are provided. Staff should co-operate in maintaining a high standard of hygiene in these areas. Staff members using the fridges are expected to remove any perishable uneaten food at the end of each week.

Covid 19- The Staff room has been reconfigured to facilitate correct social distancing guidelines and a second communal area has been organised for staff members. All breaks have been staggered and staff have been given PPE gear and a sanitising pack for their own workstations.

A Dignity in Work Policy is in place in the school and the Board of Management is committed to providing a work environment free from harassment of any kind. The Board will ensure that any allegations of harassment are fully investigated and will be dealt with in a fair and objective manner.

The Board acknowledges recent research by the ESRI that noted that stress, anxiety and depression are the second highest causes of work related, illness in Ireland and are associated with the longest absence from work. Through the means of staff and peer support, Medmark and Inspire (formally Carecall), staff will be supported through illness and or injury. In addition, the school community will seek to develop a culture where a sense of belonging and connectedness is fostered.

Safety and Welfare issues (School)

Electrical Appliances

Electrical appliances, machinery and kitchen equipment should only be used by competent persons. Arrangements will be made for all electrical appliances to be checked on an annual basis by a competent person, i.e. a maintenance person, the supplier or his agent.

Before using any appliances, the user should check that: -

- All safety guards which are a normal part of the appliance are fitted and are in working order
- Power supply cables/leads are intact and free of cuts and abrasions
- Suitable undamaged fused plug-tops are used and fitted with the correct fuse

Photocopiers/laminators/IWBs

Staff should be careful when using any of the above as injury may occur from moving parts and hot elements inside protective covers.

Equipment

All manuals and technical files in relation to school equipment are filed in the office.

Chemicals, Solvents, Detergents

Members of staff using these materials should familiarise themselves with any hazard associated with the materials and precautions to be taken in the event of spillage, splashes etc. All such materials will be stored in clearly identifiable containers bearing instructions and precautions for their use. They will be kept in a locked storage area and protection for their use will be provided. Contract cleaners are employed in the school and they provide their own supplies for cleaning. These supplies are stored safely in a locked press and are replenished as needed. Staff members are not allowed to enter the premises or carry out duties while under the influence

of illicit drugs or alcohol under any circumstances. Staff members in breach of this rule will be liable to disciplinary procedures up to and including dismissal.

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. Floors are washed after school hours to ensure, as far as is reasonably practicable, elimination of the danger of slipping.

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. All staff members will be encouraged to avail of MAPA training as needed.

Risk Assessment Documentation

See Marsh Report / Covid 19 Risk Assessment Plan and School Response Plan.

Ratification and Communication

This policy was updated and ratified by the Board of Management in September 2020

Signed: _____

Date: _____

**Chairperson Board of Management
St. John Bosco Junior Boys' School
Navan Road,
Dublin 7.**

