

St. Michael's N.S. Crimlin (Crimlin N.S.) Safety, Health and Welfare Statement

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1. **Crimlin N.S. Safety, 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 Crimlin N.S. 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 at the school from injury and ill health arising from any work activity.

The successful implementation of this policy requires the full support and active co-operation of all staff, students, contractors and visitors to the school.

It is recognised 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, as employer, undertakes in so far as is reasonably practicable to:

- a. promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
- b. provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- c. maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school;
- d. 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;
- e. consult with staff on matters related to safety, health and welfare at work;
- f. 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.

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The Board of Management is committed to playing an active role in the implementation of this occupational safety, health and welfare policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Signed:

Chairperson, Board of Management Crimlin National School Date:.....

2. School Profile

Crimlin N.S. is a rural, co-educational school employing two mainstream teachers and a Special Education Teacher who is shared with other schools and works in Crimlin N.S. two to three days per week .

Crimlin N.S. also employs a secretary who works three hours, four days per week, during school hours, and a cleaner who works alone on two evenings per week.

Two spacious classrooms accommodate 25 pupils. Infants, 1st and 2nd Classes and their teacher occupy the classroom on the lower level of the building. On this level is also the Kitchen cum Staff room, Staff toilet, Special Education Room, Boys and Girls toilets. The rear entrance to the building is also on this level.

On the upper (street) level is the spacious classroom accommodating 3rd, 4th, 5th and 6th Class pupils and their teacher. Also on this level is the Office accommodating the secretary, next to the main entrance. A General Purpose Room is also on this level, as well as a staff toilet.

Although there are no persons with physical disabilities either in the pupil population or on staff, the upper and lower levels of the building are separately accessible to wheelchair users, although a stairs (5 steps) separates the two levels.

A boiler is housed separately within the school building. A fuel tank is also housed separately next to the boiler house within the school building.

The school building is situated beside a relatively quiet road.

The Board of Management has overall responsibility for the school and it is managed by a Principal and Special Duties Teacher, with assistance from the Special Education Teacher, Secretary and Cleaner.

3. Resources for Safety, Health and Welfare in Crimlin N.S.

Money to fund training, repairs / adjustments to building and grounds, and any other requirement with regard to safety, health and welfare, will be made available by the Board of Management.

Guidelines on Managing Safety, Health and Welfare in Primary Schools by Health and Safety Authority, Kilkenny Education Centre and Department of Education and Skills.

Display Book *Crimlin N.S. Safety, Health and Welfare Risk Assessment*, prepared by the Principal and closely aligned to the above-mentioned Guidelines, is available to all staff for use as a reference tool while completing risk assessments and for teachers in educating the pupils in safety, health and welfare.

Display Book *Crimlin N.S. Safety Statement* prepared by Principal in consultation with all parties.

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Management of infectious Diseases in Schools (2014) Health Service Executive.

What's Under the Sink? Teacher Guidelines for household chemicals, Health and Safety Authority.

Guidance for the Management of Household Hazardous Waste at Civic Amenity Sites by Health and Safety Authority and Environmental Protection Agency.

Guidance on Safety Health and Welfare at Work (Reporting of accidents and dangerous occurrences, Regulations 2016) Health and Safety Authority

H.S.A. Manual Handling videos Series 1 and 2; BeSMART Manual handling video: www.hsa.ie.

4. Roles and Responsibilities for Safety, Health and Welfare.

Board of Management:

- complies with its legal obligations as employer under the 2005 Act;
- ensures that the school has written risk assessments and an up to date safety statement;
- reviews the implementation of the Safety Management System and the safety statement;
- sets safety, health and welfare objectives;
- receives regular reports on safety, health and welfare matters and matters arising from same are discussed
- reviews the safety, health and welfare statement at least annually and when changes that might affect workers' safety, health and welfare occur;
- reviews the school's safety, health and welfare performance;
- allocates adequate resources to deal with safety, health and welfare issues;
- appoints competent persons as necessary, to advise and assist the board of management on safety, health and welfare at the school.

Designated person for safety, health and welfare acting on behalf of the Board, ie. the Principal:

- complies with the requirements of the 2005 Act;
- reports to the board of management on safety, health and welfare performance;
- manages safety, health and welfare in the school on a day-to-day basis;
- communicates regularly with all members of the school community on safety health and welfare matters;
- ensures all accidents and incidents are investigated and all relevant statutory reports completed;
- organises fire drills, training, etc;

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- carries out safety audits.

Assistant Principal:

- assists the Principal with the requirements regarding Health and Safety in the school, and in particular ensures that the First Aid Box is adequately stocked.

Teachers / Special Needs Assistants / Non-teaching staff:

comply with all statutory obligations on employees as designated under the 2005 Act;

- co-operate with school management in the implementation of the safety statement;
- inform students of the safety procedures associated with individual subjects, rooms, tasks;
- ensure that students follow safe procedures.
- formally check classroom/immediate work environment to ensure it is safe and free from fault or defect;
- check that equipment is safe before use;
- ensure that risk assessments are conducted for new hazards.
- select and appoint a safety representative as appropriate;
- co-operate with the school safety committee where one is established;
- report accidents, near misses and dangerous occurrences to relevant persons as outlined in the safety, health and welfare statement.

Other School Users:

Other school users such as students, parents, volunteers and visitors should comply with school regulations and instructions relating to safety, health and welfare.

Contractors:

Contractors must comply with statutory obligations as designated under the *Safety, Health and Welfare at Work Act 2005*, the *Safety, Health and Welfare at Work (General Application) Regulations 2007* and any other relevant legislation such as the *Safety, Health and Welfare at Work (Construction) Regulations 2006*.

- Schools must make available the relevant parts of the safety, health and welfare statement and safety file (where one exists) to any contractors working in the school on behalf of the school.
- Schools must provide to contractors the school regulations and instructions relating to safety, health and welfare.
- Contractors must make available relevant parts of both their safety, health and welfare statement and risk assessments in relation to work being carried out.
- Where schools are sharing a workplace with a contractor they must co-operate and coordinate their activities in order to prevent risks to safety, health and welfare at work.

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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). In many cases, the school will have a list of maintenance personnel and this may only need to be reviewed if any changes occur.

The contractor and the principal meet before the project commences to ensure communication links are established before work starts and throughout the contract.

The contractor should advise the principal about the likely duration of the work and any possible hazards, and how these will be addressed.

The contractor should 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 should 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 must:

- 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;
- co-operate with the project supervisors and supply any necessary information
- notify the HSA of the appointment of the PSDP on Approved Form AF1 "Particulars to be notified by the Client to the Health and Safety Authority before the design process begins";
- 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. The Project Supervisor for the Construction Stage further develops the safety and health plan for the construction stage of the project. This includes coordinating appropriate safety, health and welfare arrangements on site to prevent accidents occurring, e.g. keeping vehicles and pedestrians apart.

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- Prior to carrying out any construction work each board of management, as client must familiarise itself with its legal health and safety responsibilities, as detailed in the *Safety, Health and Welfare at Work (Construction) Regulations 2006*. These Regulations have wide-ranging application covering large projects such as capital builds, small projects such as renovations, erecting pre-fabs and routine maintenance such as replacing light fixtures etc. The Regulations introduce such terms as client, project supervisor for the design process (PSDP), project supervisor construction stage (PSCS), safety, health and welfare plan, safety file and contractor.

Details can be found in the Guidance publications from the Department of Education and Skills and the Health and Safety Authority listed below:

http://www.hsa.ie/eng/Publications_and_Forms/Publications/Construction/Summary_of_Key_Duties_under_the_Procurement,_Design_and_Site_Management_Requirements_of_the_Safety_Health_and_Welfare_at_Work_Construction_Regulations,_2006.html

http://www.hsa.ie/eng/Publications_and_Forms/Publications/Construction/Clients_in_Construction_-_Best_Practice_Guidance.html

<http://www.education.ie/en/School-Design/Procedures-and-Cost-Plans/>

These guidance documents also define the terms mentioned above. For example a client means “a person for whom a project is carried out, in the course or furtherance of a trade, business or undertaking, or who undertakes a project directly in the course or furtherance of such trade, business or undertaking.”

Clients are usually those with control over key aspects of a project such as who is appointed as contractor to carry out the work in question. For example, you are a client if you are a principal or board of management responsible for hiring trades people to paint a block of classrooms or to build new desks or shelving in a classroom.

The importance of appointing competent persons

Safety, health and welfare functions can be delegated to a senior manager such as the principal. However, the legal responsibility for safety, health and welfare rests with the board of management. The school may wish to appoint a person, such as a safety officer, to act on its behalf but in doing so they must be satisfied that this person is competent.

5. Risk assessment:

Crimlin N.S. has developed a **Safety, Health and Welfare Management System** as follows:

There is a duty on everyone at work to co-operate effectively in developing and promoting safety, health and welfare. The hierarchy of duties in Crimlin N.S. is as follows:

Board of Management

Principal Special Duties Teacher Safety Officer Safety Committee

Teacher Secretary

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Pupils Cleaner Visitors Contractors Outside maintenance personnel Members of the public

Safety, health and welfare is everyone's responsibility. The above chart reflects a whole school approach to the promotion and development of safety, health and welfare in Crimlin National School.

In compliance with safety, health and welfare legislation, Crimlin N.S. has completed a risk assessment of Crimlin National School using the templates provided in *Guidelines on Managing Safety, Health and Welfare in Primary Schools* by the Health and Safety Authority, Kilkenny Education Centre and the Department of Education and Skills.

This risk assessment will be repeated annually. All staff are advised that they should note any risk arising throughout the year and report it to the Principal.

Staff will use the templates stored in the Crimlin N.S. Safety, Health and Welfare display book to aid their assessment of their workplace. Each staff member will note any risk found by them as follows:

Procedure for conducting hazard identification, risk assessment and determining of control measures

- (a) The risk assessment templates to be used as an aid to examine each area.
Particular attention to be paid to training needs.
Vigilance to be maintained throughout the entire year, and any risk arising to be reported to the Principal.
- (b) The person assessing each area to note any shortcomings on the Action/To Do/Outstanding Controls form, sign and hand to the Principal by June 1st each year.
- (c) The Principal to compile a list of Actions To Be Taken and present to the Board of Management by the end of the academic year.
- (d) The persons responsible for completing the relevant sections of the Risk Assessment are as follows:

CLASSROOM: All teachers assess their own classroom and involve their pupils

OFFICE: Secretary assesses office using Classroom templates.

PLAYGROUND: All teachers, involving their pupils. Play supervisor .

PUPIL: All teachers

FIRST AID: All teachers, reminding pupils that first aid must not be undertaken by them alone.

FIRE: All teachers, involving their pupils. Secretary, cleaner, caretaker and Safety Officer

CARPARK: Principal, involving pupils, parents, teachers and bus drivers.

GENERAL ACCESS, EGRESS: All teachers, involving their pupils. Secretary, cleaner, caretaker, Safety Officer.

VISITORS: All teachers, involving their pupils. Secretary, cleaner.

DROP-OFF / PICK-UP: All teachers, involving their pupils.

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COMPUTERS: All teachers, involving their pupils. Secretary.

STAFF ROOM: All teachers, involving their pupils. Secretary, cleaner, caretaker.

BULLYING: All teachers, involving their pupils. Secretary, cleaner, caretaker.

STRESS: All teachers, secretary, cleaner, caretaker.

AGGRESSION TOWARDS STAFF: All teachers, secretary, cleaner, caretaker.

LONE WORKER: All teachers, secretary, cleaner, caretaker.

NOISE: Chairperson

MANUAL HANDLING: All teachers, involving their pupils. Secretary, cleaner, caretaker.

RADON: Safety Officer

MOULD: Safety Officer

ASBESTOS: Safety Officer

LEGIONELLA: Safety Officer

GENERAL PURPOSE ROOM: All teachers, involving their pupils.

GOAL POSTS: All teachers, involving their pupils. Safety Officer.

SPECIAL EVENTS: Principal, Chairperson, Safety Officer, All teachers.

SCHOOL OUTINGS: All teachers, involving their pupils. Principal.

OUTDOOR ADVENTURE: All teachers, involving their pupils. Principal.

CLEANING: Cleaner. Caretaker. Principal. All teachers, involving their pupils.

CONSTRUCTION CONTRACTOR: Chairperson, Principal. Safety Officer.

TRACTOR: Chairperson, Principal.

BOILER HOUSE: Chairperson, Principal.

GRASS CUTTING: Chairperson, Principal.

PRESSURE WASHER: Chairperson, Principal.

STRIMMER: Chairperson. Principal.

WASTE COMPACTOR / BALER / OTHER MACHINERY: Chairperson. Principal.

Communication

The Principal will report to staff decisions taken by the Board of Management aimed at addressing risks identified through the above procedure.

The Principal will also report to the Board of Management any concerns expressed by staff members regarding risk arising throughout the year.

6. Emergency procedures, fire safety, first aid, accidents and dangerous occurrences

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Major incident, flood, bomb scare, suicide: See Critical Incident Policy

Fire / First Aid, Accidents / dangerous occurrences See Fire / Emergency checklist, Fire Safety checklist, Fire Drill, Directional signs, Fire/Emergency Evacuation practice record.

7. Instruction, Training and Supervision: See Training Plan.

8. Communication and consultation:

All students, parents/guardians and visitors to the school have access, as appropriate, to the safety statement.

Communication is integral to the organisation and operation of the safety, health and welfare statement. All staff must be aware of the content of the safety statement, safety policies and procedures, risk assessments, results of audits and results of performance review.

The First Aid kit is stored in the staff room. A sign on the cupboard door clearly indicates its location. An accident report book and information leaflets is with it.

The emergency exit is clearly marked. Signs direct all persons towards the front door, the emergency exit.

Emergency phone numbers and phone numbers of Principal, Chairperson and N.E.P.S. are displayed in the office and staff room.

As part of the fire drill, staff and pupils are reminded of the location of fire extinguishers and emergency numbers.

Signed:Chairperson BoM Date: