

Maynooth Educate Together N.S., Health and Safety Policy

Name of School: Maynooth Educate Together N.S.
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Denominational Character: Multi-Denominational
Patron: Educate Together

SAFETY STATEMENT

The Board of Management of MET recognises the importance of the legislation enacted in the Safety, Health and Welfare at Work Act, 1989 and the Safety, Health and Welfare at Work (General Application) Regulations 1993.

This Safety Statement sets out the Safety Policy of the Board of Management of MET and how this policy will be delivered upon. The Board of Management's objective is to endeavor, as far as is reasonably practicable, to provide a safe and healthy work environment for all our employees and pupils and to meet our duties to members of the public with whom we come into contact.

The policy requires the co-operation of all employees of the school.

It is our intention to undertake regular reviews of the statement in light of experience, changes in legal requirements and operational changes.

The Board of Management will undertake to carry out a safety audit annually and report to staff. This inspection/safety audit will be carried out more frequently if requested by either staff or the Board of Management.

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

In performance of work, safety will always take precedence over expediency despite the urgent or emergency nature of any work activities.

SIGNED:

Chairperson, Board of Management.

DATE:

**POLICY STATEMENT ON SAFETY, HEALTH AND WELFARE AT WORK OF
THE BOARD OF MANAGEMENT OF MET**

1.1 The members of the Board of Management of MET are:

Chairperson:	Andrea Valova
Principal:	Marie Hand
Secretary:	Karen Rowe
Treasurer:	Fergus O'Brien
Enrolment Officer:	Karen Brennan
Facilities Officer:	David Boyce
BOM H & S Officer:	Elaine Phelan
Staff H & S Rep:	

The Board of Management will ensure that, in so far as is practicable, the highest standard of safety shall prevail and that, at a minimum, the provisions of the Safety, Health and Welfare at Work Act, 1989 and the Safety, Health and Welfare at Work Regulations 1993 are applied and adhered to.

1.2 Specifically, the Board of Management wishes to ensure in so far as is reasonably practicable:

- (a) The design, provision and maintenance of all places in a condition that is safe and without risk to health.
- (b) The design, provision and maintenance of safe means of access to and egress from places of work.
- (c) The design, provision and maintenance of plant, machinery and equipment.
- (d) The provision of systems of work that are planned, organized, performed and maintained so as to be safe and without risk to health.
- (e) The provision of instruction to staff on dealing with pupils challenging behaviour. Arrangements will be made to ensure the protection of staff from violent and distressed children when necessary. (A Positive Behaviour Policy/ Discipline Policy will be put in place by the BOM).
- (f) The BOM will provide for such training as is required to safeguard the Health and Safety of its employees. Employees will be given safety training in various aspects of safety where identified – fire drill, use of fire extinguishers, response to accidents or illness etc. and First Aid. All training records will be maintained by BOM.
- (g) The BOM will, as far as is possible, take all necessary measures to

protect employees from acts of violence or aggression during the course of their work and will act immediately on complaints made by employees.

- (h) The BOM will undertake to provide and maintain suitable protective clothing or equipment as necessary to ensure the safety and health at work of its employees.
- (i) The preparation, revision as necessary and communication of adequate plans to be followed in emergencies, e.g. fire drill, injuries, etc.
- (j) The safety and prevention of risk to health at work in connection with use of any article or substance.
- (k) The provision and maintenance of facilities and arrangements for the welfare of employees at work.
- (l) Obtaining where necessary, the services of competent persons for the purpose of ensuring the safety and health at work of its employees.
- (m) The continuing updating of the Safety Statement – ensuring that there is adequate opportunity for consultation between BOM, Principal, Staff and Parents on Health and Safety issues.
- (n) The provision of arrangements for the selection from amongst its employees of a Safety Representative who will work in cooperation and consultation with the Safety Officer. These should be consulted/informed if any employees have queries or concerns regarding any Health and Safety issues.
- (o) The BOM will undertake to ensure that all personnel comply with such standards laid down in the Safety Statement.

1.3 The Board of Management recognises that its statutory obligations under legislation extend to employees, students, any person legitimately conducting school business and the public.

1.4 The BOM will ensure that an Accident Report is completed as soon as possible following an incident and these records be maintained on file for 10 years.

1.5

DUTIES OF EMPLOYEES

1. It is the duty of every employee while at work
 - (a) to take reasonable care for his/her own safety, health and welfare and that of any person who may be affected by his/her actions or omissions while at work.
 - (b) To be familiar with, and to co-operate fully with, all provisions contained in the Safety Statement and subsequent revisions
 - (c) To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
 - (d) To adhere to safe systems of work and to wear any personal protective clothing and use any safety equipment provided.
 - (e) To report to the Board of Management without unreasonable delay, any defects in equipment, place of work, or system of work, which might endanger safety, health or welfare, of which he/she becomes aware.
 - (f) To ensure that an Accident Report is completed thoroughly and promptly for all accidents.
 - (g) To ensure, as far as is feasible, that children in their care are made aware of, and comply with, relevant sections of Safety Statement.
2. No person will intentionally or recklessly interfere with, or misuse, any appliance, protective clothing or equipment provided for securing the safety, health or welfare of persons arising out of work activities.

CONSULTATION & INFORMATION

It is the policy of the Board of Management of MET

- * To consult with staff in the preparation and completion of the Health and Safety Statement.
- * To issue a copy of the Safety Statement to all present and future staff, all members of the Board of Management (and any subsequent revised copies).
- * That any additional information or instructions regarding Health, Safety and

Welfare at work, not contained in the document will be conveyed to all staff as it becomes available.

- * That Health, Safety and Welfare will form an integral part of any future staff training and development plans.

AZARDS

These are divided into two categories

- a. Hazards that are reported and can be rectified will be dealt with as a matter of urgency.
- b. Hazards that cannot be rectified will be clearly indicated and appropriate procedures listed beside them.

SPECIFIC HAZARDS

Fire

It is the policy of the BOM of METNS to ensure that

- ❖ There is an adequate supply of fire extinguishers, which will deal with any type of fire, and that staff are aware of their location.
- ❖ All fire equipment is regularly checked and maintained.
- ❖ Fire drills take place at least once per term and all personnel be made fully aware of emergency procedures.
- ❖ Instruction is given in the use of fire extinguishers for specific materials/equipment.
- ❖ Location of fire extinguishers is clearly marked and positioned high enough for an adult to read.
- ❖ All electrical equipment is unplugged or turned off outside office hours and when offices are vacated for lengthy periods.
- ❖ An assembly area is designated in the yard.
- ❖ Exit signs are clearly marked and easily accessible in case of emergency. These exits will be kept completely clear.
- ❖ All bottled gas is stored outdoors, away from the main building.

- ❖ There will be a named person responsible for fire drills and evacuation procedures.
- ❖ The school and equipment are checked by a Fire Officer and all recommendations made by him/her have been implemented.
- ❖ Fire Evacuation Procedure is displayed prominently in all classrooms and throughout the school and this procedure is communicated to all those using the school building.
- ❖ Rubbish, particularly flammable material, is not allowed to accumulate and is regularly and properly disposed of.
- ❖ Fire alarm system will be checked and maintained regularly.
- ❖ Fire doors will be kept closed at all times.
- ❖ Corridors will remain clear of obstruction.
- ❖ Storage areas will be maintained in a tidy and safe condition.

CONSTANT HAZARDS

Machinery, Kitchen Equipment and Electrical Appliances

It is the policy of BOM of MET that machinery, kitchen equipment and electrical appliances are used only by competent persons. Such appliances and equipment will be subject to regular maintenance. This work will be carried out by a competent electrician/technician. Staff should report any defects immediately. Electrical boxes on the outside of the building will have hazard-warning labels.. Care should be taken with all electrical cables, phone lines, extension cables. Where possible these should be taped or fastened to prevent accidents.

Chemicals

It is the policy of the BOM of MET that all chemicals, detergents etc. be stored in clearly identifiable containers bearing instructions for their use and kept in a securely locked room. Children will never have access to this room. All spills should be cleaned up immediately.

Drugs/Medication

It is the policy of the BOM of MET. that all medication, drugs etc. be kept in a securely locked drawer to which the key is kept in a secure and safe place.

First Aid

It is the policy of BOM at MET that an employee or employees be trained to apply First Aid.

A First Aid box will be available at all times and will be kept within easy access to all staff members.

Protective gloves will be always be worn in the event of skin being broken.

In the event of a serious accident, a full account of what happened, symptoms noted and treatment administered should be completed in the Incident Book, which is kept in the office.

Highly Polished or Wet Floors

It is the policy of the BOM of MET that floors not be polished to a dangerous level or made slippery. Washing of floors is conducted after school hours to eliminate the possibility of slipping. Wet floors will be dry mopped when there is an evening activity taking place in the school.

Code of Discipline / Positive Behaviour Policy

The Code of Discipline in the school provides for a level of behavior to minimize personal risk or stress to any employee.

It is the policy of the Board of Management of MET that:

- the school is properly maintained.
- dampness and draughts are minimized.
- the roof is properly maintained.
- school furniture is safe.
- all electrical fittings are properly fitted and safe.
- adequate lighting exists in all internal areas and there are external lights over the exit.
- proper ventilation exists.
- the school is properly heated.
- doors leading to toilet areas and all exit doors are properly sprung and are not allowed to swing freely.
- the floors in hallways, passageway and toilets are kept dry.
- mats are not positioned in a hazardous way.
- all individual classrooms are safe and healthy places.
- all external doors will be kept locked at all times and all visitors will identify themselves to staff before being admitted.

Health and Safety in the Classroom

- ❑ Schoolbags will be stored under tables.
- ❑ Coats will be hung on coat hooks in cloakroom.
- ❑ Floors in both classroom and toilet area are kept dry.
- ❑ Care will be taken with electrical cables.

- ❑ Staff only will handle electrical equipment.
- ❑ Toilet paper, soap and towels are supplied in toilet and children are encouraged in best practice in toileting and personal hygiene.
- ❑ Medication will be stored in the Office.
- ❑ Children will be encouraged to comply with Healthy Eating Policy – particularly in the area of “allergic” foods.
- ❑ Children will be familiarized with Fire Evacuation Procedure.
- ❑ Medication will be administered only to children whose Parents/Guardians have completed relevant documentation.
- ❑ Materials will be stored in such a way as not to create hazards.
- ❑ Care will be taken when treating injuries. Protective gloves will be worn for all injuries where the skin is cut, broken or grazed.
- ❑ On school tours all children will use a seatbelt and each child and adult will have his/her own seat.
- ❑ There will be a minimum of two adults per 15 children supervision on school tours.

Health and Safety in the School Building

- ❖ Children will have no access to Utility Room unless accompanied by a member of Staff.
- ❖ Utility room will be kept locked at all times.
- ❖ Staff and pupils will walk on corridors and inside school building.
- ❖ Fire doors will be kept closed at all times and nothing will be positioned near them.
- ❖ Children will not be allowed into storage areas unaccompanied
- ❖ Corridors will be kept as clear as possible and bins should not obstruct doorways.
- ❖ External doors will be kept closed or locked and children will not open these at any time. Only staff will admit visitors to the building.
- ❖ Only one set of outside doors will be open at a time.
- ❖ When children are entering or exiting the school building the doors will be secured with hasps.
- ❖ When children are in the playground the gate will be closed
- ❖ Storage areas will be maintained in a tidy and safe manner.
- ❖ No Smoking in the school building. No smoking in close proximity to the School Building. (Public Health (Tobacco) Acts 2002)

Health and Safety in School Grounds

- ❑ Children cycling to school must dismount and walk through school grounds
- ❑ Children will not be allowed on playground when it is flooded or when the surface is icy or slippery as a result of frost.
- ❑ While on the playground children will always be in full view of supervising staff.

- ❑ Children must wear shoes at all times and runners for PE activities
- ❑ Children will always be lined up and walked to and from the playground.
- ❑ Children will never have access to the Boiler Room.
- ❑ Cars will enter and exit the school grounds following the designated markings.
- ❑ Footpaths will be used by all pedestrians when coming to, or leaving, the school.
- ❑ Skateboards will not be used on school grounds.
- ❑ Shores near playground will be cordoned off.
- ❑ Bicycles will be stored on bicycle racks.
- ❑ No animals (Except Service Dogs) will be allowed in the school building or in the school grounds.

Concluding Comment

This Safety Statement has been prepared on conditions existing in the school at the time of writing. It may be altered, revised or updated at a future date to comply with any change in conditions.